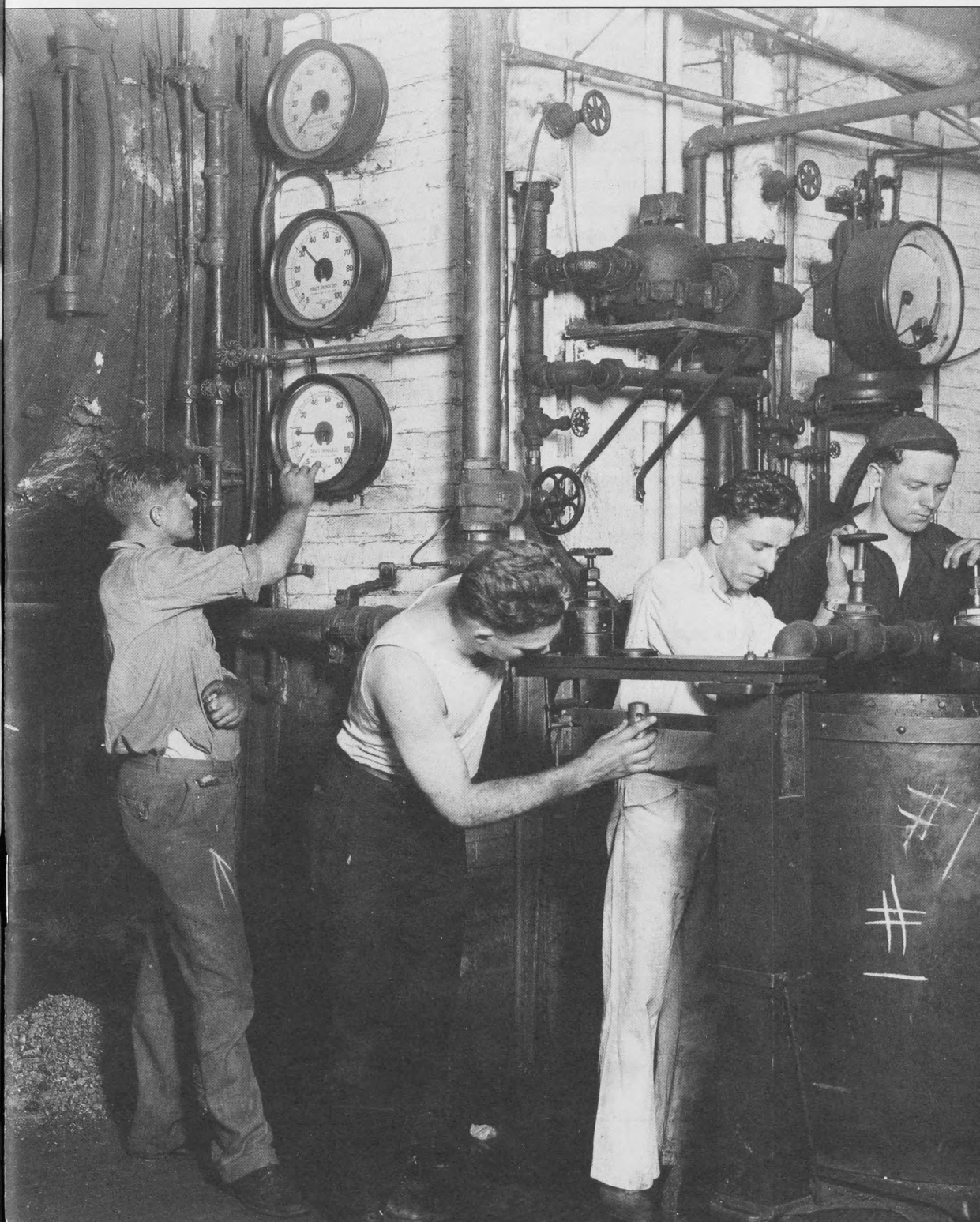


ARCHIVAL OUTLOOK

September / October 1997



Newsletter of the Society of American Archivists



Pressure
Cooker

"Pressure Cooker"

About the cover: Northeastern University mechanical engineering students performing boiler tests in the basement of the Boston YMCA building, ca. 1930. A promotional brochure in which the photo was used states that the students were "searching for truth in order to improve industrial practice."

This Fall Northeastern University embarks upon a year-long centennial celebration. The university "started with an eraser and two sticks of chalk" according to its first president, Frank Palmer Speare. Hyperbole aside, the humble beginnings of the university 100 years ago have since evolved into a significant force in the education of the engineering profession. Northeastern University began as the "Department of Law of the Boston YMCA."

Founded in 1851 to help immigrants assimilate and natives improve their circumstances, the Boston YMCA was the first in the country. The association sponsored informative lectures and classes for ambitious young men. These educational opportunities led members of the local legal community to advise Speare to launch the Department of Law in October of 1898, marking the birth of Northeastern University.

Photograph courtesy of Northeastern University Archives and Special Collections Department.

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ARCHIVAL OUTLOOK

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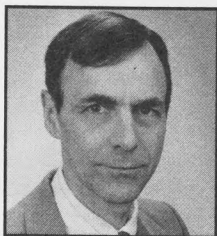
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President's Message

by William J. Maher

Our First Responsibility—Keeping the Archivist in “Archives”

In our current, growing multimedia and information society, archivists are faced with two phenomena that pose a fundamental professional challenge. The first is the fact that although the concept of an “archives” is considerably more common in public parlance than a short ten years ago, much of what is referred to as “archives” is little more than a database developer’s or Internet publisher’s backfile. The second is the fact that the cross-media approach that has long been archivists’ stock-in-trade has become the descriptive byword of information vendors, consumers, and technology managers.

The irony is that despite these signs of attention to apparently archival matters, we have seen little, if any, increase in support for archivists, and we frequently find ourselves more marginalized because of the resource-heavy technologies driving these changes. In fact, we are actually at risk of losing the archivist and the archival in what society perceives, correctly or not, as “archives.”

What should be our response as the Society of American Archivists to this challenge to our future? The humanists among us would have us fight a rear guard action to censure the neologistic misuses of the term “archives” while also resisting the adoption of unfunded new technologies. The technologists among us would have us embrace all the new technologies, information formats, and terminology even at overwhelming costs to the breadth of the legacy we are charged with preserving.

Neither response is appropriate because both are predicated on the assumption that the tradition of the profession is irrelevant to the present and the future. Both assume a break—either that our past must be sustained even if it means not moving into the future or that our future must be entirely different and free from our past. Instead, our first

responsibility should be to emphasize the continued relevance of the seven major archival functions/responsibilities to the rapidly changing information environment. Simply put, what makes archivists distinctive is that they apply an organized body of theory and practice to seven highly interrelated functions—securing clear authority for our archival programs and collections, authenticating the validity of the evidence held, appraising, arranging, describing, preserving, and promoting use of documentary material.

The integrity of the record that we provide, and thus the product we offer to society, is dependent on an organized, coherent archival perspective on each of these areas. The critical role that SAA as a whole, and each of us members and archivists, must play is to be proactive in asserting the distinctiveness of the archival vision. We must be forceful in reminding society of the importance of the archival aspects of each of the seven domains as the broader external society happens upon information problems that have significant archival overtones.

In recent months, SAA has become more proactive in its public advocacy on

behalf of archival concerns in major public policy issues. SAA has issued statements on key problems of copyright and “fair use” of digital images, digital preservation of conventional archival materials, and the integrity of professional management of archival institutions. In the coming months, SAA will issue a statement outlining its vision for the major areas for ongoing archival advocacy. At the same time, SAA will continue to develop public policy pronouncements on archival issues. In the end, however, SAA will only be effective if each of you attends to the archival aspects of information policy issues and each of you stands vigilant and ready to articulate the distinctiveness of archives in the current multimedia information society.

I welcome your thoughts and amplifications on these remarks and especially your suggestions for information policy issues on which SAA should be taking a position. Please contact: William J. Maher, Room 19 Library, University of Illinois, 1408 W. Gregory Dr., Urbana, IL 61801, or via e-mail at www.maher@staff.uiuc.edu

Maximize Your Potential— SAA Continuing Professional Education



“Managing an archives in a business environment challenges the archivist with a range of issues not typically covered in the standard archival course. SAA’s workshop ‘Business Archives: the Basics and Beyond’ helped prepare me to meet those challenges. SAA workshops will help you maximize your potential as an archival professional!”

Jerry Probst, Historian and Archivist
JCPenney Archives and Historical Museum



from the
Executive Director

by Susan E. Fox

Last June Council established two important new task forces SAA, the Task Force on Dues and Member Benefits and the Task Force on the Annual Meeting. The work of these two groups will help chart the course of SAA through the next decade and beyond. (n.b. As this issue went to press Council established a Task Force on Diversity. More information on this Task Force will be forthcoming.)

Task Force on Dues and Member Benefits

The Task Force on Dues and Member Benefits will be chaired by Jim Fogerty. In establishing the task force, Council recognized the integral nature of dues to the Society's effectiveness and its ability to deliver member benefits of value.

Background. Member dues constitute about one third of the Society's revenues, and as such represent an important element to the vitality of the organization. Currently, the *Council Handbook* (6.1 - 6.3) recognizes dues categories of individual and institutional membership. Furthermore, SAA has followed a practice of further dividing individual full membership based on salary. Efforts to increase membership and thus revenues have proven productive, but trends indicate that growth of revenue from dues has leveled and may even be in decline. In its final report to Council (1997), the Task Force on Organizational Effectiveness felt that an analysis of the dues and benefits entitled to members from dues was necessary to increase the effectiveness of SAA. The proposed changes to the constitution do not alter the current mix of memberships in the Society.

Charge. Council hereby establishes a Task Force on Dues and Member Benefits to conduct the following tasks:

1. Analyze available data on the present dues structure, categories and trends, including the effect of aging membership on the future

of dues as a source of revenue and the need to attract and retain new members.

2. Analyze the true cost of each member benefit for all dues categories in order to determine equitable and viable pricing of dues.
3. Determine data not available to the task force and critical to its deliberations, and how the data may be obtained.
4. Develop a minimum of four scenarios on restructuring of dues for consideration by Council. Each scenario should include a five-year projection of its effect. One scenario will project the effect of remaining with the present structure. A second scenario will project the effect of a flat rate. The third will describe a "cafeteria style" structure with elective membership in subunits of SAA. The fourth scenario will describe a hybrid of the first two, or a structure of the task force's choosing.
5. Recommend changes in the dues structure and categories based on information developed from these tasks.

Composition. The task force shall be composed of no more than six individuals, and include the executive director of the Society, the treasurer and/or the immediate past treasurer, a section and/or roundtable chair, a recent member of the Society, and other individuals as named by the vice president.

Schedule. The task force will deliver its interim progress report for Council discussion at its June 1998 meeting. A final report will be due by the winter 1999 Council meeting. The Society will cover the expenses of one meeting of the task force.

Task Force on the Annual Meeting. The Task Force on the Annual Meeting will be chaired by Tim Ericson. Because the annual meeting is one of SAA's prime member benefits, it is critical that we design it in such a way that fully delivers a wide range of services to as many members as possible.

Background. The annual meeting is central to the vitality of SAA and to the professional and educational development of its members. It is here that SAA conducts its annual business meeting. Council, committees, boards, sections, roundtables, and other professional groups conduct their activities. Educational workshops and a wide variety of program sessions are offered. Through these formal means as well as through tours, receptions, banquets, and informal contacts, members learn, share ideas, engage in the larger issues facing the profession, and by their convening define the archival profession. Income from the annual meeting is also a major source of revenue and is thus vital to the financial well being of SAA. The Society continues to seek ways to meet the needs of the membership as efficiently and reasonably as possible. A recent Society study concludes that meetings held in Chicago, New York, and Washington, D.C., are the best attended.

During the deliberations of the Task Force on Organizational Effectiveness (TFOE), issues relating to the annual meeting arose which were beyond the scope of TFOE's charge. As a result, TFOE recommended that Council establish a Task Force on the Annual Meeting to "review the annual meeting structure, especially with regard to members who may wish to attend multiple section meetings."

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Copyright, Archival Institutions, and the Digital Environment

The Society of American Archivists position on proposals to amend the 1976 Copyright Act

Approved by the Society of American Archivists Council, June 9, 1997

The Society of American Archivists (SAA) is opposed to the proposed revisions to the copyright law that have emerged from the report of the Working Group on Intellectual Property Rights, chaired by Bruce Lehman, Assistant Secretary of Commerce and Commissioner of Patents and Trademarks. We believe that such changes would negatively affect the ability of the archives to serve the information needs of the American public through use of digital technology and the National Information Infrastructure (NII).

We believe that current copyright law will adequately protect the interests of copyright holders in the digital environment. We feel that Congress should not act prematurely to alter the law in ways which will give the public fewer rights of access to digital information than they currently possess with information in print and other media.

Background on Proposed Legislative Changes

President Clinton created the Information Infrastructure Task Force (IITF) in 1993 to articulate the administration's vision for the National Information Infrastructure. The Information Policy Committee of that task force founded a Working Group on Implications of the NII. The working group, chaired by Lehman, produced a draft green paper in July 1994 and a final white paper in September 1995. The white paper, *Intellectual Property and the National Information Infrastructure*, was the basis for proposed legislation to amend the Copyright Act of 1976 to protect against the perceived potential for infringements of copyright within the dynamic digital environment.

Congress did not act upon this proposed legislation (S. 1284 and H. 2441), entitled the "NII Copyright Protection Act," in 1996 because of the concerns and opposition expressed by a wide range of constituencies. Those expressing opposition included the Association of Research Libraries; the Digital Future Coalition¹ (a consortium of high-technology industry groups, library and educational associations, consumer and privacy advocates). The Ad Hoc Copyright Coalition, representing Internet service providers, telecommunication companies, and the business community, also expressed opposition.

The Role of Archives in the Digital Environment

American archivists are an important segment of the international information community. The archival mission is to collect, preserve, and make available to the public our nation's memory. Archives document society for the preservation of our cultural heritage and ensure the accountability of government to its citizens.

By providing access to the wealth of documentary material about our nation, its people, and its governmental institutions, archivists actively participate in the education of the American people. New technology and the Internet provide archivists with both opportunity and means to reach a larger public than ever possible with information about and from archives.

Archivists have always been careful to instruct users about the copyright law and the need to secure permission to quote from copyrighted material. Our professional concerns about efforts to regulate the NII arise from:

- Our desire to expand the public's ability to gain access to archival resources; and
- Our mission to support scholarship and the free exchange of information in our society.

The archival profession only has begun to explore the ways in which the NII can support our efforts to increase public access to archives. Therefore, we are reluctant to see legislation passed that will limit public access to information before it is established that such limits are justified.

The Position of the Society of American Archivists on Copyright in the Digital Environment

The NII was created through the efforts of government and universities in the United States largely "to promote the progress of science and the useful arts," as copyright was defined in the Constitution. In order to promote the exchange of ideas and furtherance of knowledge in our society, the NII should remain a freely accessible way in which to communicate information.

The Internet is a technological advance, like the development of photocopiers and fax machines, for the faster and easier transmission of information. However, unlike photocopying and faxing, which are conducted privately, information transfer on the Internet occurs in a public forum. Infringements of copyright on the Internet are therefore transparent and the technology provides opportunities to track infringements—technologies which do not exist for unauthorized photocopies or faxes.

It appears that current copyright legislation is sufficient to protect the rights and interests of authors and creators. The medium or method for committing an infringement is not insignificant, it is the unauthorized use of copyrighted material that is at issue. We urge legislators to allow a reasonable period for the application of current copyright law to the NII in order to determine whether any amendment is necessary.

Copyright Issues from an Archival Perspective

Fair Use. The 1976 revision of the copyright law codified "fair use" and extended the doctrine to include unpublished materials for the first time. Under the law, all unpublished materials are protected under copyright until January 1, 2003, or fifty years after the death of the creator—whichever comes later. Section 108 of the 1976 Copyright Act sets the four factors for the courts to consider when determining whether reproduction or quotation from a copyrighted work constitutes "fair use."

These factors are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
4. The effect of the use upon the potential market for or value of the copyrighted work.

The courts have been stricter in the application of these tests to unpublished and published material. We fear that the proposed changes in legislation may further reduce or even eliminate the doctrine of "fair use."

Archives provide the public with access to unique documents and manuscript collections. Unlike published material, archival material is not available in multiple copies. Researchers, who range from school children to scholars to the 20 million Americans who are actively researching their family history, have had to invest time and travel in order to use these collections. The Internet will allow archives to make information about their holdings, and even actual documents and manuscripts, electronically available for research at home or school.

For example, the National Archives and Records Administration has made online exhibitions available on its Web site. One of the current offerings is the digital version of "Tokens and Treasures: Gifts to Twelve Presidents." This exhibit displays a collection of gifts which the American people sent to the President of the United States. One of the selected gifts came from Anthony S. Rome, Jr., from Baytown, Texas, to President Jimmy Carter. The gift is placed in context through quotes from a June 12, 1980, letter from Mr. Rome to the President. Despite the fact that the document rests within a governmental collection, Mr. Rome could reasonably assert that he owns intellectual property rights of the letter and that, in the absence of "fair use," his copyright had been violated. Researchers publishing articles in electronic journals with citations to archival documents and manuscripts could be held to have infringed copyright.

We urge Congress to protect the right to "fair use" for unpublished materials under copyright law. We suggest that Section 107 of the law be amended to include "by transmission" as one of the legitimate methods in which to quote from copyrighted material under "fair use" in order to protect the educational use of such materials by schools, libraries, and archives.

Distance Learning. Archival educators and archivists are eager to take advantage of the opportunities for distance learning that are possible via the digital transmission of information. The

NII can enable people in rural communities, as well as those who have physical disabilities, to have easy access to information and learning opportunities that otherwise would be financially or physically out of reach.

While technology has changed the means of delivering information to students, the principle remains the same. Educators must be able to provide students with access to learning materials. It must be made clear in proposed legislation that transmitting educational material over electronic networks is directly analogous to previously sanctioned means of transmission, such as television or closed circuit broadcasting.

As archivists, we are deeply interested in the education of our citizens and in the education of future archivists. Using original historical documents as teaching material is a practice that archivists advocate. We want to ensure that those involved with distance learning are able to continue to use these resources. We believe that secure networks, password protection, and other electronic security devices can protect the rights of copyright holders without restricting access to educational material by distance learners.

First Sale Doctrine. Section 109 of the 1976 Copyright Act states that the owner of a lawfully acquired copy of a work is entitled to transfer or sell that work without having to obtain permission of the copyright owner (with a few narrow exceptions), as long as the owner does not retain the original material. This covers the lending of published material by public libraries and the rental of videotapes by commercial video stores.

It has been proposed to limit the interpretation of this doctrine to the physical transfer of objects such as books or magazines. If this is accepted, then electronic transfers, even if the original was not retained by the first owner, would be illegal.

While it seems unlikely that this situation might occur with archival materials, we believe that it is appropriate that the First Sale doctrine should apply to all formats equally, with the same restrictions and penalties for digital transfer as for physical transfer. Archives are beginning to provide access to information through the Internet to their users. We fear that restriction on the First Sale doctrine would give copyright owners unprecedented control over all of the secondary markets for copyrighted information in the electronic format. This would stifle the electronic exchange of information and would give the creators of works an unlimited extension of control over their dissemination that was never intended by copyright law.

RAM and Ephemeral Reproductions. Browsing the Internet has become a central part of electronic information exchange. Archivists often assist their patrons in locating documentary information and manuscript collections via the Internet. Moving from one Web site to another, the computer user downloads images and text temporarily before the next site is visited. Some proponents believe these temporary RAM copies, deleted when the user exits the software program or turns off the computer, are to be considered as true copies of the material.

If RAM copies are defined as legal copies, the user could be required to license the information—pay a fee—before viewing

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The Preservation of Digitized Reproductions

Approved by the Society of American Archivists Council, June 9, 1997

Preamble

The digital world challenges our notion of preservation. Traditional preservation, as responsible custody, works best when evidence of human activity can be touched and sensed directly, when the value of the evidence exceeds the cost of keeping it, and when the creators, keepers, and users of the evidence work cooperatively toward the same ends. While this evidence is traditionally seen as documents on paper, increasingly archivists must preserve a variety of formats, including still and moving images and sound recordings. All of these media can now be reproduced in digital form. Such digital information cannot be used without the help of a machine. Worldwide access through the Internet raises many questions about who owns digital information, who has the right to profit from other's work, and who has responsibility for guaranteeing or regulating access to valuable information. The pace of technological change is at once blinding and stubbornly inadequate. Preservation of digital information is not so much about protecting physical objects as about specifying the creation and maintenance of intangible electronic files whose intellectual integrity is their primary characteristic.

Preservation

Preservation in the digital world is not exclusively a matter of longevity of optical disks, magnetic tape, and newer, more fragile storage media. The viability of digitized files is much more dependent on the life expectancy of the access system—a chain is only as strong as its weakest component. Today's digital media should be handled with care, but most likely will far outlast the capability of systems to retrieve and interpret the data stored on them. We can never know for certain when a system has become obsolete. Archives must prepare to migrate valuable digitized data, indexes, and software from one generation of computer technology to a subsequent generation. The use of digital technologies from a preservation perspective requires a deep and long standing institutional commitment to long-term access, the full integration of the technology into information management procedures and processes, and significant leadership in developing appropriate definitions and standards for digital preservation.

Selection

Selection for preservation in digital form is not a one-time choice made near the end of an item's life, but rather an ongoing process intimately connected to the active use of the digital files. An evaluation of the archival value of a record series, a manuscript collection, or a group of photographs in their original

format is the necessary point of departure for the preservation of the digital version. The archival perspective first requires a commitment to preserving the integrity of a group of records as well as their contextual metadata. The archival value of these materials focuses on their value as evidence, not just as carriers of information. An assessment of the need for networked or rapid access, the protection of fragile originals, of the prevention of degradation from multigenerational copying must also be considered in the decision to convert documents from paper, film, or analog media to digital form. The mere potential for increased access to a digitized collection does not add value to an underutilized collection. It is a rare collection of digital files indeed that can justify the cost of a comprehensive migration strategy without factoring in the larger intellectual context of related digital files stored elsewhere and their combined uses for research and scholarship.

Quality

Quality in the digital world is conditioned by the limitations of capture and display technology. Digital conversion places less emphasis on obtaining a faithful reproduction of the original than on finding the best representation of the original in digital form. Mechanisms and techniques for judging quality of digital reproductions are different and more sophisticated than those for assessing microfilm or photocopy reproductions. The primary goal of preservation quality is to capture as much intellectual and visual or aural content as is technically possible and then display that content to users in ways most appropriate to their needs.

Integrity

In the digital world, a commitment to the integrity of a digital file begins with limiting the loss of information that occurs when a file is created originally and then compressed mathematically for storage or transmission across a network. Structural indexes and data descriptions of materials prepared as discrete finding aids or bibliographic records must be preserved—as metadata—along with the digital files themselves. The procedures, like audit trails, to make sure files are not altered intentionally or accidentally.

Access

In the digital world access is the central distinguishing quality of preservation. Digital technology is more than another way to copy a deteriorating document. Imaging involves transforming the very concept of format, not simply creating an accurate picture of a document, photograph, or map on a

different medium. Preservation in the digital world is the act of ensuring continuing access to a high-quality, high-value, well-protected, and fully-integrated version of an original source document. Responsibility for long-term access to digital archives rests initially with the creator or owner of the materials. The resource and administrative implications of this fact cannot be minimized and must play a role in the decision to digitize archival and manuscript materials.

We know that the impulse to record and keep is part of our human nature. Like the clerks and scribes who went before them, archivists increase the chances that evidence about how we live, how we think, and what we have done will be preserved. It has long been the responsibility of archivists to assemble, organize, and protect this evidence. Long-term preservation of information in digital form encompasses the initial choice of a technology, the use of digital technologies for reproducing historically valuable materials, and the protection of the resulting digital information itself for as long as that information has value to an institution and clients it serves.

Selected Readings

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Copyright, Archival Institutions and the Digital Environment

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it. This would be equivalent to having to pay a copyright owner a fee to look through a book at a bookstore before buying it, or to pay to browse a magazine at a news stand. Such fees would make it unviable for archives and libraries to use the Internet to disseminate information to the public. The same information that was free for viewing on-site would have to be purchased if viewed electronically.

We advocate that Section 106 of the Copyright Act be amended to clarify that RAM, and other ephemeral reproductions are not copies subject to the restrictions on distribution. The definition of publication set out in Section 101 of the Copyright Act should not be amended, as has been proposed, to include the words "by transmission" without further clarification of the status of RAM temporary reproductions.

Notes

¹ SAA joined the Digital Future Coalition in 1996.

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Guidelines for the Society of American Archivists Web Sites

Approved by The Society of American Archivists Council, June 8, 1997

Overview

The explosive growth of electronic publishing on the Web presents SAA with an opportunity to better serve our members, communicate with and support our organizational units and sister organizations, and reach new audiences in the furtherance of our strategic goals as outlined in *Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists*. These guidelines are intended to ensure the most effective use of the SAA Web site.

Because Web sites are by their very nature organic, SAA establishes these guidelines as a means to encourage their development for disseminating and sharing resources throughout SAA. These guidelines apply both to the central Web site maintained by the Chicago office, and to sites maintained by SAA's operational units. As such, the guidelines are intended to strengthen SAA's identity on the Internet and to insure the most effective use of the sites.

It is important to note that while Web sites will undoubtedly strengthen and augment SAA's communication structure, they will by no means replace information and material available in print. We are very aware of the fact that not all SAA members have access to the Internet. Our ultimate goal is to broaden the means by which *all* members can obtain access to and information from SAA, in a variety of means. Therefore, the information contained on SAA Web sites will also be easily obtained by other delivery systems.

Definitions

SAA Web Site: The collection of Web pages sponsored and maintained by the Society of American Archivists and its subsidiary units.

SAA Home Page: The entry point to the SAA Web site. The URL (Universal Resource Locator) of the SAA home page is: <http://www.archivists.org>.

Guidelines

A. General Guidelines

1. The SAA home page and subsidiary SAA unit Web sites are an official publication of the Society of American Archivists.
2. The content of all pages on the SAA Web site shall be related to the functions and mission of the Society of American Archivists, namely to serve the educational and informational needs of our members and provide leadership to help ensure the identification, preservation, and use of the nation's historic record.

B. SAA Home Page (www.archivists.org)

1. All documents placed on the SAA home page must have prior approval from the executive director. All submissions and/or suggestions for additions to the SAA Web site shall be forwarded for consideration to the executive director or the director's designated staff representative.
2. The executive director or designee is responsible for the overall design, coding, formatting, and maintenance of the contents of the SAA home page. The executive director or designee should follow an appropriate style manual, such as that developed by the Yale Center for Advanced Instructional Media: http://info.med.yale.edu/caim/StyleManual_Top.html.
3. Links should be made from the SAA home page to SAA organizational units, to other professional associations of archivists or allied professions, and to the local hosts of upcoming SAA annual meetings. Links are also desirable to external sites comprising directories of archival Web sites, non-SAA Web publications of archival interest, and such. Links will not be made to Web sites describing individual archival repositories or their holdings.
4. SAA will maintain links to all SAA student chapter Web sites.

C. SAA Organizational Unit Web Sites

SAA constituent units such as sections, roundtables, and student chapters may establish their own Web sites on local Web servers providing that they are in accordance with these guidelines. Such units should be aware that they may also have to conform to any guidelines that are in place in the host or local computing environment. SAA unit sites may then request that SAA include a link to the unit's site from the SAA Web site. SAA recognizes and encourages, however, the diverse nature of the units and does not require that linked sites for SAA constituent units conform to any specified "look" such as pre-defined fonts, colors, or logo placement, beyond adhering to these guidelines.

We also encourage SAA organizational units to establish Web sites for publications whenever such publications enhance a unit's ability to meet organizational

and professional objectives. In order for an SAA unit to mount a Web site, it must first be registered with the executive director. Such registration will be dependent on:

1. The unit's articulation of a clear statement of purpose for the Web site that is directly germane to the responsibilities and concerns of that unit;
2. The unit's obtaining space on an Internet-linked computer to host its Web site;
3. The unit's agreement to include and regularly display an appropriate disclaimer provided by SAA regarding the responsibilities of SAA and other sponsoring institutions or organizations for the opinions and views expressed in the documents displayed at the Web site.
4. The unit's naming a member of the unit as a site Web master and that individual's willingness to conduct responsibilities appropriate to that role;
5. The unit's agreement to follow an appropriate style manual for design of its site;
6. A statement on the page should state that references to commercial interests (such as vendor listings or advertisements) does not imply any endorsement by SAA; and
7. A statement on the page that SAA does not assume liability or responsibility for the conduct, content, or currency of any site linked or pointed to from the SAA Web site.

Once a unit's Web site has been registered with the executive director, its purpose and address will be published in *Archival Outlook*, and a link to the site will be made from the SAA home page. We strongly encourage units without the capacity to mount their own Web sites to submit items for inclusion on the SAA home page, subject to editorial policy.



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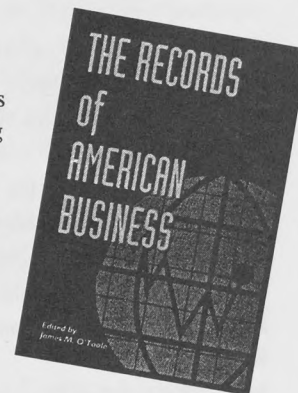
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I Read It on the Web...

by Thomas Jay Kemp, *University of South Florida*

The Internet has become a standard source of communication and information for archivists. In addition to finding aids and documents, archivists can find a growing number of archival journals and newsletters online. These are mounted by archives from around the world. In addition to these full-text publications there are several dozen journals that have indexes or tables of content listings to assist archivists in keeping current with the literature. There are several preservation newsletters and other topical journals that are effectively presented on the Web.

Journal Indexes

NARA: Table of Contents Service

<http://www.nara.gov/nara/naralibrary/journals/tchoice.html>

Index Morganagus

<http://sunsite.berkeley.edu/%7Eemorgan/morganagus/>

NARA offers the table of contents to 21 journals of interest to archivists such as the *American Archivist*, *Archivaria*, *Archives & Museum Informatics*, etc. There are no links to the journals or articles themselves. Similarly, Index Morganagus is an online index to electronic serials of interest to archivists using "Harvest" software. It is named for its creator, Eric L. Morgan.

Journals and Newsletters from Around the World

Archives Association of British Columbia

<http://www.harbour.com/AABC/newslett.html>

Archivi & Computer Commission on Preservation and Access Newsletter

<http://www.pi.cnr.it/S.Miniato/iriv.html>

Canadian Council on Archives Bulletin

http://www.CdnCouncilArchives.ca/news_ehtml

Congressional Papers Roundtable Newsletter

<http://www.lib.udel.edu/ud/spec/cpr.htm#newsletter>

Council of Nova Scotia Archives Newsletter

<http://fox.nstn.ca/-cnsa/newslett.html>

Florida Bureau of Archives and Records Management

<http://www.dos.state.fl.us/dlis/barm/techbull/techindx.htm>

Bureau of Library Development, Orange Seed Technical Bulletin

<http://www.dos.state.fl.us/dlis/Orange/index.htm>

The Journal: History and Computing

<http://grid.let.rug.nl/ahc/journal.html>

Library of Congress Information Bulletin

<http://lcweb.loc.gov/loc/lcib/>

NAGARA Clearinghouse

<http://www.nagara.org/clearinghousehome.html>

North Carolina Archivist

<http://www.duke.edu/-rkoonts/index.htm>

Prologue

<http://www.nara.gov/exhall/prologue/prologue.html>

PRO, Office for National Statistics, Family Records Centre Newsletter

<http://www.open.gov.uk/pro/clbu.htm>

Society of Indiana Archivists Newsletter

<http://cawley.archives.nd.edu/sia/sianews.html>

Suffolk Record Office Archives News

http://www.suffolkcc.gov.uk/libraries_and_heritage/sro/whats_new.html

The Archives Association of British Columbia and NAGARA are good examples of archival associations who are taking full advantage of the Web. By mounting not only basic information about their aims, conferences, etc., but putting up the full-text of their newsletters as well. *Archivi & Computer* has mounted its table of contents and selected articles, mostly in Italian, from its first issue in 1995. The *Canadian Council on Archives Bulletin* is full-text and complete from its first issue. The *Congressional Papers Roundtable Newsletter* is full-text from the 1996 issues. Both the Florida Bureau of Archives and Records Management and the Florida Bureau of Library Development provide their *Technical Bulletins* in full-text for the past 2-3 years. The *Library of Congress Information Bulletin* includes the 1997 issues in text only or with full graphics, and continues to make available earlier issues via gopher from 1992. The Council of Nova Scotia Archives provides the current issue of its newsletter. In contrast NARA's *Prologue* has only selected articles and the table of contents. The PRO's Family Records Centre has its current newsletter up full-text, as does the Suffolk Record Office. *The Journal: History and Computing*, published in The Netherlands, provides the table of contents of previous issues. Topics focus on historians' use of computers. The *North Carolina Archivist* is available full-text.

Preservation Journals

Online Conservation/Preservation Serials

<http://palimpsest.stanford.edu/byform/newsletters/>

Commission on Preservation and Access Newsletter

<http://www-cpa.stanford.edu/cpa/newsletter/cpanl.html>

Library of Congress, National Digital Library Periodic Reports

<http://lcweb.loc.gov/nd/per.html>

NEDCC Technical Leaflets

<http://www.nedcc.org/leaf.htm>

continued on page 31



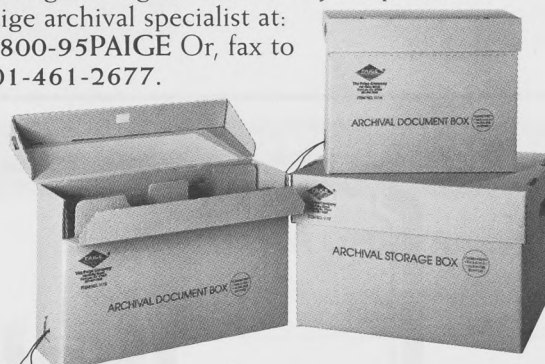
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GREG COLATI has been appointed university archivist at Tufts University, Medford, MA. Greg comes to Tufts after four years at Bowdoin College in Brunswick, ME, where he initiated an archives and records management program. At Tufts he will develop and implement a strategic plan for an archival and records management program, and develop information policies and systems for access to collections.

The Archives Association of Ontario recently hired a new archives advisor, **BRIAN MASSCHAELE**. He can be reached at: (519) 858-0787 or e-mail: advisor@execulink.com.

GARY A. LAVALLEY, formerly with the National Park Service's Frederick Law Olmsted National Historic Site in Brookline, MA, has been appointed archivist at the Nimitz Library, U.S. Naval Academy, Annapolis, MD.

STEVEN E. NOVAK has recently accepted the position of head of Archives and Special Collections, Columbia University Health Sciences Library. He had previously been archivist of the Juilliard School.

DAVID E. RICHARDS recently accepted the position of head of Special Collections and Archives at Southwest Missouri State University. He was formerly the special collections librarian at the McCain Library and Archives at the University of Southern Mississippi.

DIANE SHANNON, former assistant archivist for the Evangelical Lutheran Church in America archives and the Harris Bank archives, is the new assistant director of archives and records at Rush Presbyterian-St. Luke's Medical Center in Chicago.

TYLER WALTERS has recently been appointed head of the Iowa State University Library Special Collections Department in Ames, Iowa.

The Denver Museum of Natural History Archives has just completed a year-long project to document its 94-year architectural development. During the project more than 3,000 architectural drawings dating from 1908 and 500 photographs of the museum building and interior finishing dating from 1903 were inventoried and arranged. Project staff were: **MARY ELIZABETH RUWELL**, project archivist; **KATHERINE HONDA**, archives intern; **LIZ CLANCY**, photo archivist; **FRED POPPE**, volunteer; and **KRISTINE A. HAGLUND**, project director.

**Welcome
New Members!**

Obituaries

MARY-JANE M. DOWD, who served the National Archives and Records Administration as an archivist and editor from the early 1960s until her retirement in 1994, died at her home in Silver Spring, MD, on June 24, 1997. She was an appraisal archivist for a number of years, assistant chief of the Industrial and Social Branch, and from 1985-1991, editor and project director of *The Emerging Nation: A Documentary History of the Foreign Relations of the United States under the Articles of Confederation, 1780-1789*, published, by the National Historical Publications and Records Commission in 1996. In 1993, Mary-Jane received NARA Achievement Award for her compilation, *Records of the Office of Public Buildings and Public Parks of the National Capital: Record Group 42. Inventory No. 16*. Active in professional organizations, she was a Fellow of the Society of American Archivists as well as associate editor of the *American Archivist* for eight years. Her historical interests centered on the career of Alexander Hamilton, on whom she was an authority and of whom she was a staunch defender. She was also a member of the American Historical Association, the Organization of American Historians, and the Capitol Historical Society. Portions of her personal library have been donated to the NAIA Library, while additional books as well as her music collection, have been donated to her alma mater, Goucher College. Mary-Jane also held a master's degree from the Johns Hopkins University. A memorial service was held at Christ Episcopal Church in Kensington, MD, on June 28.

What's the Scoop?

"Currents" features news about position appointments, professional achievements, and honors received by you and your colleagues in the archival profession. It also includes a roster of new members of The Society of American Archivists, as well as obituaries. Keep SAA informed about the latest professional development in your life so we can share the news with your association colleagues. Send announcements to:

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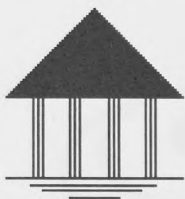
SAA is working on a new edition of its Membership Directory/Yellow Pages and we need your help! Have you moved? Experienced a change in area or zip code? Begun a new position? Do you have an e-mail address or URL? Information on members is constantly changing in this fast paced world and we want to keep your database as current as possible. Please complete the form at left and mail or fax a copy of it to SAA ASAP!

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From the Archivist of the United States

by John W. Carlin

Earlier this year I shared with you in this column news about *Public Citizen v. Carlin*, a lawsuit brought by Public Citizen and a number of other plaintiffs in December 1996. The suit challenges my promulgation of General Records Schedule 20, which among other things authorizes federal agencies to delete the live version of electronic mail or word processing documents once the record copy has been copied to paper or microform or copied to an electronic recordkeeping system. Although I believe that there is room for improvement in GRS 20, we are fighting this suit to protect my right to promulgate general records schedules. The plaintiffs have asked the court to declare that GRS 20 is null and void and to enjoin me from taking any further steps to implement GRS 20. We in turn have argued that my issuance of revisions to GRS 20 in August 1995 followed careful and comprehensive consideration of comments received in response to NARA's published notice in October 1994 that it intended to make changes to GRS 20 and GRS 23.

More recently, on June 27, attorneys for the parties argued the issues in the United States District Court for the District of Columbia. Judge Paul Friedman was given the case following the death of Judge Charles Richey, to whom the case was originally assigned. The plaintiffs' attorney argued that I have left too much discretion to the agencies and that there should be more individualized appraisal of the agencies' records to ensure programmatic records are not destroyed. We urged the court to uphold the GRS as an appropriate exercise of my authority under the Federal Records Act and the legal standards which apply to agency rule making. We also emphasized to the court that the schedule allows the deletion of the electronic version of e-mail messages or word processing files only after the record has been copied to a recordkeeping system, which may be paper, microform, or electronic.

We at NARA recognize that the question of whether GRS 20 is still the best way of dealing with disposable electronic records is a separate issue from whether the schedule was properly promulgated. Even when we published our GRS authorities for office automation files, we knew that our approach would have to evolve. Mike Miller, who is now back as our director for records management programs, was instrumental in developing the 1988 GRS items covering automation. In a 1989 case study titled, "Development of a General Schedule for Electronic Records" (*American Archivist* 52/3), Mike and his co-author William Cunliffe explained that NARA's approach to using a GRS for electronic records was in transition:

"The treatment of electronic records in the 1988 revision of the GRS can be seen as a transition phase between the mainframe orientation of the previous GRS, and a GRS

that integrates the dispositions of paper and electronic records. This transition in the GRS parallels the transition in federal agencies which are moving, at varying rates, from separate paper and computer environments to integrated information management."

In 1988, our attempt to address office automation was innovative enough to warrant attention by the professional community. Today our basic question is whether an approach which was recognized as a transitional one a decade ago is still the best approach for entering the 21st century. In 1989, we hoped to have a completely revised GRS completed within the next five years. Unfortunately, we have not yet met that goal. We did revise the GRS on payroll records to truly incorporate electronic recordkeeping, but that effort took over a year.

Now it is time to do a thorough, comprehensive rethinking of the issues, much as we did in the late 1980s. Over the next eighteen months, NARA will look at GRS 20 to determine whether it is still the best approach to scheduling disposable electronic records, and, if not, what is. Part of this review will consist of discussions with federal agencies, government records management and archival professionals, and other stakeholders concerning the potential needs for a GRS, what tested alternatives exist to the way we currently do business, and suggestions for improving our approach. Through this dialogue we hope to identify better ways to allow efficient disposal of records no longer needed while protecting those records of archival value. What we need to determine is whether this will be a modification of the existing structure or a total paradigm shift.

We are already in the process of developing some of the issues that we know will have to be addressed, recognizing that our partners in the review will raise others. For example, the review will examine the relationship of GRS 20 to the rest of the GRS. Should there be a separate GRS for disposable records in digital form, and, if not, what is the best way to incorporate them into the rest of the GRS? Are some of the issues that we tried to address in the GRS, such as the disposition of spreadsheets, more appropriate for agency-specific schedules or perhaps as guidance or training issuances on how to schedule records? And how can we best handle the disposition of electronic mail at a time when few federal agencies have electronic recordkeeping systems in place?

I have asked Mike Miller to lead this review, which is currently in the planning stage. We will need your help as well, as Mike expects to involve members of the archival profession in this process. I hope you will support us in this effort, and I will keep you informed of our progress as the work proceeds.



Washington Beat

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

NHPRC Commission Unanimously Adopts Revised Strategic Plan—On June 19 the National Historical Publications and Records Commission (NHPRC) unanimously adopted a strategic plan that significantly revises the plan that had been adopted last November. The revised plan has three top level funding priorities: assuring widespread access to the eight founding era documentary editing projects, funding of state records projects and supporting new opportunities posed by electronic technologies.

House Defeats By Large Majority Amendment to Eliminate Funding for National Endowment for the Humanities (NEH)—On July 11 the House debated an amendment introduced by Representative Steve Chabot (R-OH) to eliminate funding in FY '98 for NEH. On Tuesday, July 15 at 8 pm, in a roll call vote, 328 House members voted to defeat the Chabot Amendment. Representative Ronald Dellums (D-CA) summed up the debate by saying that while he opposed the amendment, he felt that Chabot had done the House a service in allowing so many colleagues an opportunity to give eloquent testimony about the valuable work of NEH.

Oral Arguments in Electronic Records Court Case—On June 27, Judge Paul Friedman of the United States District Court for the District of Columbia heard oral arguments in the case of *Public Citizens v. John Carlin, U.S. Archivist*—Case Number 1:96CV02840. The American Library Association, the National Security Archive, the American Historical Association, the Organization of American Historians, as well as individual researchers are co-plaintiffs in this case. The suit challenges the Archivist's promulgation of a "General Records Schedule" authorizing all federal agencies, at their discretion, to destroy the only electronic version of Federal agency records stored on agency electronic mail and word processing systems provided the agency has printed a hard copy of the electronic record on paper of microform.

Legal Dispute Continues on the Future of the Private Portion of the Nixon Tapes—In 1974 Congress passed the Presidential Recordings and Materials Preservation Act, which called for the 3,700 hours of tape recordings and the records of the Nixon administration to be seized by the government and placed under the custody of the National Archives. This spring U.S. District Judge Norma Holloway Johnson ruled in the case—*Kutler vs. U.S. Archivist John Carlin and the Nixon Estate No. 92-066*—that the National Archives must return "forthwith" to the Nixon Estate the portions of the tapes that contain private conversations.

On June 23 the National Archives' appealed Judge Johnson's decision. In its brief the National Archives argues that cutting out the personal portions of the tapes would be "tantamount to destroying them" since the tapes are very old and already deteriorating.

Historian Stanley Kutler who brought the case in 1992 has not taken a position in the appeals case.

Annual Report the State Department Advisory Committee Identifies Barriers To Opening the Historical Records—

On July 28 Warren Kimball, Chair of the State Department Advisory Committee on Historical Diplomatic Documentation, submitted to Secretary Madeleine Albright and to House and Senate Committees the committee's annual report. The report states that the Committee is "unconvinced by arguments from some agencies that secrecy for 30 year old information takes precedence over the value for the democracy of openness." The primary causes for the delays must, the committee asserted "be laid at the doorstep of the intelligence community, primarily the Central Intelligence Agency."

While the Committee acknowledges that efforts are underway to develop a better working relationship with the CIA, the Committee remains skeptical as to whether new procedures will improve the situation.

FY '98 Appropriations for the National Archives and NHPRC—On July 22 the Senate passed a Treasury Appropriations Bill, which includes the budgets of the National Archives and the National Historical Publications and Records Commission. The Senate has allocated \$5 million for the National Historical Publications and Records Commission (NHPRC) grants program, this is a 25% increase above the President's request of \$4 million. The bill includes \$207,939 million for the FY '98 operating budget for the National Archives.

The House will not vote on the Treasury Appropriations Bill, which includes the budgets for the National Archives and NHPRC, until September.

National Archives Seeks Comments on Criteria for Measuring Its Performance—As a part of compliance with the Government Performance and Results Act (GPRA), all federal agencies are to complete a strategic plan with performance indicators that measure how well an agency is achieving its mission. Agencies must seek public comment on the goals and indicators in their plans and submit these plans to the Office of Management and Budget and Congress before October 1.

The National Archives's performance indicators are included in part four of its strategic plan, which is titled "How Will We Measure Our Success?" The performance indicators follow from three primary mission goals. These goals are: Essential evidence is created, identified, appropriately scheduled and managed for as long as needed; Essential evidence is easy to access regardless of where it is or where users are for as long as needed; and the NARA staff continuously expands its capability to make the changes necessary to realize our vision. To measure performance in these three areas, the Archives lists twenty key performance indicators. These include: increase the percentage of federal records inventoried and scheduled within two years of creation, increase the percentage of highly satisfied users of NARA records and services, increase the percentage of formerly classified records made available in a timely manner, to list a few.



National News Clips

NHPRC Recommends Nine Grants Totaling Up to \$264,771

The National Historical Publications and Records Commission (NHPRC) met on June 19, 1997, and recommended up to \$149,394 for four documentary editing projects, \$25,254 for three documentary publication subvention grants, \$30,000 for one records access project, and up to \$60,123 for one project that carries out national archival agendas. The grant recommendations were made in response to more than \$947,800 in requests.

The commission welcomed two new members: United States Senator James M. Jeffords of Vermont, who represents the Senate, and United States Congressman Roy Blunt (7th District, Missouri), who represents the House of Representatives.

The next meeting of the commission is scheduled for November 18, 1997. The next deadline for grant applications is October 1, 1997. Application materials for projects or more information on the commission's awards may be requested by phone or by mail: NHPRC, National Archives and Records Administration, Room 110, 700 Pennsylvania Ave., NW, Washington, DC 20408, (202) 501-5610 (voice), (202) 501-5601 (fax) nhprc@arch1.nara.gov (e-mail) <http://www.nara.gov/nara/nhprc/>.

Founding Fathers' Papers are NHPRC Priority

Archivist of the United States John Carlin announced in June that the National Historical Publications and Records Commission has restored top level priority in its strategic plan for projects to publish the papers of America's Founding Fathers.

The action came as the commission modified and approved a strategic plan recommended by its executive committee with Carlin's endorsement. The plan gives top priority to three objectives: completing publication of the Founding Fathers papers; helping archivists solve electronic records problems and helping prepare for electronic publication of documents; and collaborating with state records boards to widen the range of protected records available in archives to scholars, students, and the public.

The action overturns a previous plan that would have reduced priority for editing and publishing the Founding Fathers papers in favor only of projects to save and provide access to historical records not already preserved in archival repositories.

North Carolina State Archives Publication

The eleventh revised edition of *Guide to Research Materials in the North Carolina State Archives: County Records* represents a major advancement in accuracy and standardization of listings. The illustrated volume includes previously misidentified source materials as well as records accessioned since the last guide was published in 1988.

The new 363-page guide contains a list of the records for each North Carolina county housed in the state archives as of May 1, 1997. It describes more than 9,000 bound volumes, 21,000 boxes of loose records, and over 24,000 rolls of microfilm, all of which are available to researchers working in the archives.

To order by mail, send \$15 (N.C. residents please include 6% sales tax) plus \$3 for shipping to: Historical Publications Section, North Carolina Division of Archives and History, 109 East Jones Street, Raleigh, NC 27601-2816.

AIC on the Internet

Visit the new American Institute for Conservation of Historic and Artistic Works (AIC) Web site at <http://palimpsest.stanford.edu/aic/> on the Internet. The site is linked to other related organizations such as the National Institute for the Conservation of Cultural Property, the American Association of Museums, and the National Endowment for the Humanities. The AIC Web site is also one of many listed on Conservation OnLine (CoOL), a site devoted to resources for conservation professionals.

Council on Library and Information Resources Formed by Merger

The Council on Library Resources and the Commission on Preservation and Access have merged to form the Council on Library and Information Resources (CLIR).

CLIR will work to identify the critical issues that affect the welfare of libraries and archives and the constituencies they serve, and it will encourage collaboration among institutions to achieve and manage change, particularly technological change. The interests of CLIR embrace the full range of information resources and services, from traditional library and archival materials to emerging digital formats, and the entire network of agencies that gather, catalog, store, preserve, and distribute information and that help users gain access to it.

The Commission on Preservation and Access will continue as one of four major initial programs of CLIR, along with programs for digital libraries, the economics of information, and leadership. Early in the fall, CLIR will move to new quarters in Washington, D.C., and information about the new street and e-mail addresses, the new telephone and fax numbers, and the Web site will be forthcoming. For more information, contact: James Morris, (202) 939-3371.

"My Dear Mr. Wright" Exhibit

The University Archives of the State University of New York at Buffalo will present the exhibition: "My Dear Mr. Wright: Manuscripts, Photographs and Architectural Drawings from the Frank Lloyd Wright-Darwin D. Martin Collection," September 2–October 31, 1997. The exhibition will showcase portions of UB Archives' Frank Lloyd Wright-Darwin D. Martin Collection. This collection documents the relationship between Buffalo, New York businessman, Darwin D. Martin and Frank Lloyd Wright from 1902 until Martin's death in 1935. During this period, Wright designed several structures for the Martin family, including the George Barton House (1903), the Darwin D. Martin House (1904) and the Graycliff House (1927). Included in the collection are over two thousand letters, six hundred photographs, architectural plans and other historical documents of the thirty year relationship between Martin and Wright.



World View

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

Chinese Archivists at the University of Maryland

A group of thirty Chinese archivists were in residence at the University of Maryland, College Park, MD, from late May to late July 1997. The group was part of a training project headed by Dr. Shu Guang Zhang, associate professor of history at the University of Maryland. The archivists represented municipal, provincial, and central archival agencies in China. Their purpose was to gain proficiency in English, American culture and humanities, and American archival and library practices. Besides intensive English instruction and daily lectures in U.S. history and other subjects, the archivists visited Archives II in College Park, the Smithsonian Institution and the Library of Congress, as well as attended seminars at the National Public Broadcasting Archives and the University of Maryland Archives and Manuscripts Department.

National Archives of Canada Exhibit

The National Archives of Canada, Ottawa, has mounted a major exhibit celebrating its 125th anniversary. The exhibit, entitled "Treasured Memories/Tresors de la memoire 1872-1997," consists of documents and artifacts representing over 400 years of Canadian history, including early maps and one of the first Aboriginal treaties. Besides representative government documents the exhibit also displays materials from the archives' personal collections, such as the journal of prime minister Mackenzie King and manuscripts by novelist Robertson Davies and philosopher Marshall McLuhan. Clips from films produced in both English and French are also part of the exhibit.

Managing Records in Developing Countries

The International Records Management Trust (IRMT) has begun working with the United Nations Development Program on the management of public sector records in developing countries. IRMT is a London-based organization working with Anglophone commonwealth countries to develop awareness of improved recordkeeping in the interests of accountability and public sector reform. In June 1997, the trust sponsored a seminar in London to introduce its training modules to parties interested in developing French and Spanish-language versions. This is seen as a first step in developing a global strategy for upgrading records management in third world countries.

Intrinsic Value of Archive Materials

The Archivschule at Marburg, Germany, has produced a report entitled "The Intrinsic Value of Archive and Library Material." The report is the result of a project begun in 1995 to develop a list of criteria to guide the selection of documents for preservation in their original state or in another format, either analog or digital. The report points out that intrinsic value has thus far played only a minor role in archival and library science and it credits use and development of the concept at the U.S. National Archives as an influence. "The Intrinsic Value of Archive and Library Material" can be accessed electronically at <http://www.uni-marburg.de/archivschule/intrinsengl.html>.

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

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Rediscovering Archives In Turkey

by John J. Grabowski, *Case Western Reserve University*

On a pleasant Sunday morning last May my wife, Diane, and I sat down to tea with a young Turkish student at the Dervish Family Tea Garden in Istanbul. Situated between the Blue Mosque and Hagia Sofia, the tea garden could not have had a better location. Our trip there was one of the highlights of a Fulbright year in Turkey. However, it wasn't the location or the weather that made that date memorable, it was the student.

Esra had attended a guest lecture I gave on the topic of American museums on Friday at Yildiz Technical College in Istanbul. She introduced herself after the lecture and asked if I could meet with her. She was in the museum studies program at Yildiz and needed advice regarding a paper on some archival work she was doing.

As we drank our tea Esra told us about her work at a fledgling women's documentation center in Istanbul. It was a fascinating story linked to the equally fascinating history of



women in Turkey. Esra showed us photographic copies of magazines and original images from the center's collections. They moved and astounded both Diane and me. The pictures simply, but powerfully, told of the tremendous social changes, particularly during the Republican era under the reforms of Mustafa Kemal Ataturk. We talked for nearly two hours, trying to answer Esra's questions about collection policies, storage techniques, and basic archival organization. Whatever information we provided, Esra gave us more. We learned about the state of manuscript collecting in Turkey (most private family collections tend to go to dealers rather than repositories). We learned that women's organizations in Turkey kept minute books and other records similar to those maintained by organizations in the United States.

Most important, we learned that young students, like Esra, were interested in seeing that all aspects of their country's history be documented and preserved. Diane and I left the meeting excited and inspired by what Esra and her colleagues were attempting.

That meeting, in many ways, mirrors my entire year as a Fulbright Senior Lecturer in Turkey—a year in which I learned far more than I taught. I came to Turkey in September 1996 to teach American history at Bilkent University in Ankara. Bilkent is a modern, English-medium, private university situated just outside of Ankara. Among its ten thousand students are several dozen pursuing graduate studies in history. My task was to work with those majoring in American history and, particularly, to familiarize them with research resources in the United States and with the concept of public history. I was not teaching archives, but rather teaching about archives and the role they play in American historical research.



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What I taught about archives was simple and straightforward: what kinds of archival agencies can be found in the United States; what types of materials they hold; how are those materials accessed both intellectually and physically; and who decides what is saved. These issues were woven into every course I taught ranging from a basic introductory survey of American history to a special seminar on museums and archives.

My job was made much easier because of the assistance of my colleagues in the states. Many responded to a request for gratis copies of published archival guides (I can now assure you that the Bilkent library has the best collection of American repository guides in Turkey). Though none of these make fascinating bedtime reading, my students, when reviewing them, were overwhelmed by the nature and variety of the sources they described. Bilkent's excellent Internet and World Wide Web connections also helped. I was able to direct students to the Library of Congress NUCMC gateway and to Chadwyck Healy's "Archives USA," for which the university obtained a test subscription. In my museum and archives seminar, each student had to do periodic Web searches to find archival and museum sites in the United States. They quickly discovered how important promotion is in the public history "industry" in the United States.

Archives and manuscripts, however, played another more critical role in my teaching. Whenever possible, I tried to use primary sources in my lectures or assigned them as readings. Whether the sources consisted of the narrative recollections of a Revolutionary War soldier or those of an Italian immigrant, I wanted the students to realize that there were many voices in the American past and that those voices could be heard long after the speaker had died. This is the point where my students provided me with my most important lesson—it was one of many that they provided. Yes, they taught me about the history of Turkey; of how the Turkish Republic's museums and archives are operated; and they even tried to help me improve my Turkish. But when they responded visually and emotionally to readings of primary sources, they reaffirmed what had become a somewhat jaded belief in the power of archives. There I stood, a native English-speaker, watching students, whose primary language was Turkish, responding to the words written by a long-dead Revolutionary War Soldier or sensing some of the realities of African American life by reading the autobiography of Jane Edna Hunter, a black social worker.

Certainly, the excitement of being able to touch the minds and emotions of people through their letters and diaries was the determinant factor in my choice of the archival profession (it wasn't the mysteries of arrangement, description, and deaccessioning that led me to the profession). And, certainly, I have always spoken about the importance of these things to students. But, after twenty-five years, I seemed to be chanting a mantra rather than speaking words with real conviction. My

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Turkish students broke the spell of the mantra and made me listen to the words I had been saying. Their reactions to the documents I presented and their own stories of discovering the joy of history as children through visits to museums or walks through old sections of old Turkish cities brought a career back into focus.

That sort of reciprocal interplay between teacher and student and host country and visitor is exactly what Senator J. William Fulbright had in mind when he inaugurated his program fifty-one years ago. He knew that nations and cultures could come to understand one another through exchanges of people and ideas. That is why the tea in Istanbul was so important. While sitting there listening to Esra, I again saw myself as a young archivist eager to document that which might be lost and to bring additional voices to history. Esra and my students at Bilkent taught me nothing about archival practice, but they did teach me once again why we practice archives in any part of the world.

1997 CALENDAR

October 1-4

American Association for State and Local History and Colorado-Wyoming Association of Museums joint annual meeting in Denver, *Across the Great Divide: Getting There From Here*. Contact: AASLH office, 530 Church St., Suite 600, Nashville, TN 37219, 615/255-2971, fax: 615/255-2979.

October 15-18

Museum Computer Network annual conferences, Union Station Hyatt Regency, St. Louis, Missouri. Contact: Susan Patterson, Local Arrangements Chair, 314/721-0072 or e-mail spatter@slam.org.

October 16-18

RESTORATION-Chicago at the Merchandise Mart. Contact conference manager: 508/664-6455 or show@egiexhib.com.

October 22-25

American Association for State and Local History, the Southern Indiana Historical Society, and Historic New Harmony sponsor a workshop, "Making History With Your Community," in New Harmony, Indiana. Fee: \$200. Contact: AASLH, 615/255-2971 or e-mail aaslh@nashville.net.

November 2-12

"The Management of Archives and Records: The Impact of Electronics and the Internet," an international seminar in Liverpool sponsored by the British Council. Application forms may be obtained from: International Seminars, The British Council, 1 Beaumont Place, Oxford OX12PJ England; Telephone: +44 (0) 1865316636; +44 (0) 1865557368; e-mail: international.seminars@britcoun.org.

November 3-5

"School for Scanning: Issues of Preservation and Access for Paper-Based Collections" Fee: \$245. Space is limited. Registration will be accepted on a first-come-first-served basis. Contact: Gay Tracy, NEDCC, 100 Brickstone Square, Andover, MA; (508) 470-1010; Fax (508) 475-6021; E-mail: tracy@nedcc.org.

November 5

"Have You Got the Blues? Architectural Records: Their Identification, Management, Storage, and Treatment" at Syracuse Univer-

sity Library, Syracuse, NY. Speakers: Lois Olcott Price, Winterthur Library; Joan Irving, CCAHA; and Martha Hanson, Syracuse University Library. Cost: \$75, including lunch and supplementary materials. Registration limited to 30 participants. Contact: Susan W. Dubois, Conservation Center for Art and Historic Artifacts, 215/545-0613, ccaha@shrsys.hslc.org or fax 215/735-9313.

November 6-8

The Mid-Atlantic Regional Archives Conference (MARAC) will celebrate its 25th anniversary at its fall meeting in Wilmington, Delaware. The theme of the meeting will be "Homecoming." An interesting array of activities, including workshops, special focus sessions on "hot topics" in archival work, and social events is planned. A series of "homecoming" sessions designed to re-examine topics that made up the core of the MARAC program in 1972 is also going to be featured. Contact Local Arrangement Co-Chairs: Margaret Jerrido, Temple University Urban Archives, 215/204-6639, fax 215/204-3681, mj@astro.ocis.temple.edu. Carol Ann Harris, Temple University Special Collections, 215/204-4576, fax 215/204-5201 or e-mail charri00@thunder.ocis.temple.edu.

November 18, 1997

"The ABC's of Archives," sponsored by the Archivists of Religious Institutions. The workshop will consist of sessions on Appraisal; Arrangement and Description; The Business of Archives (policies, procedures, administration); and Records Management. They will be aimed at the beginning level for an intended audience of persons responsible for the records of religious organizations (churches, synagogues, religious organizations, agencies and institutions). Fee: Pre-registration \$35 for members/\$50 nonmembers. Late registration \$40 members/\$55 nonmembers. For a program registration form, send a self-addressed stamped envelope to Sr. Judith Campbell, Archives Office, Sisters of St. Dominic, Blauvelt, NY 11913-2097. Location: Sisters of St. Dominic, Blauvelt, NY, (914) 359-8062.

November 13-14

The Society of Georgia Archivists annual meeting at Callaway Gardens. Peter B. Hirtle, assistant director of the Cornell Institute for Digital Collections, workshop on digital imaging for archives and libraries and Kris Kiesling from the University of Texas at Austin will present a half-day session on Encoded Archival Description. Contact:

Frank Wheeler at (912) 651-1964 or e-mail wheeler@hargray.com.

FELLOWSHIPS & GRANTS

Colonial Dames of America Scholarship

The Society of American Archivists (SAA) invites nominations for its 1998 Colonial Dames of America Scholarship Awards. The award, funded by the Colonial Dames of America, Chapter III, covers up to \$1,200 of the total tuition, travel and housing expenses at the National Archives two-week Modern Archives Institute (tuition is \$525). To be eligible, an applicant must be an employee of a repository with a fair percentage of its holdings predating 1825; have been employed less than two years as an archivist; and actually be working with archives or manuscripts regardless of title. Qualified employing institutions can be either public or private, and include federal as well as state and local governments; schools, colleges, and universities; businesses; hospitals; arts and cultural organizations; religious institutions; libraries and museums; historical and genealogical societies.

Resumes accompanied by two letters of recommendation from a person having qualifications should be submitted in triplicate **by November 1, 1997 for the institute held January 26-February 6, 1998; by February 28, 1998 for the institute held June 2-13, 1998.** Send applications to Anne P. Diffendal, SAA Awards Committee Co-Chair, 3131 S. 41st. St., Lincoln, NE 68506 or call 402/489-2368.

J. Walter Thompson Research Grants Program

Three or more grants of up to \$750 are available from the John W. Hartman center for Sales, Advertising, and Marketing History, Special Collections Library, Duke University to (1) graduate students in any academic field who wish to use the resources of the Center for research toward M.A., Ph.D., or other postgraduate degrees, (2) faculty members working on research projects, or (3) independent scholars working on nonprofit projects. Funds may be used to help defray costs of travel to Durham and local accommodations for researchers using any of the Hartman Center's collections; photocopies and other reproductions not included.

In addition to the regular Thompson grants described above, the Hartman Center will fund three J. Walter Thompson Research Fellowships. Each Fellow will receive a stipend of \$1,000 during their stay in Durham. Fellowships are available to researchers planning to spend a minimum of two weeks at Duke doing research that focuses on the J. Walter Thompson Company Archives.

The next cycle of awards will be for use between December 1997 and December 1998. Request application information at any time; forms will be sent out beginning in summer 1997. Graduate student applicants (1) must be currently enrolled in a postgraduate program in any academic department and (2) must enclose a letter of recommendation from the student's advisor or project director. Faculty and independent scholars must enclose a curriculum vitae. Please address questions and requests for application forms to: Russell S. Koonts, John W. Hartman Center for Sales, Advertising and Marketing History, Special Collections Library, Duke University, Box 90185, Durham, NC 27708-0185; Phone 919-660-5833; Fax: 919-660-5934; E-mail: rkoonts@duke.edu

Deadlines: Applications for 1997-98 awards must be received or postmarked by October 31, 1997. Awards will be announced in December.

Pennsylvania Historical and Museum Commission

The Pennsylvania Historical and Museum Commission invites applications for its 1998-1999 Scholars-in-Residence Program. The program provides support for full-time research and study at any commission facility, including the state archives, the state museum, and 26 historical sites and museums. Residencies are available for four to twelve consecutive weeks between May 1, 1998, and April 30, 1999, at the rate of \$1,200 per month. The program is open to all who are conducting research on Pennsylvania history, including academic scholars, public sector professionals, independent scholars, graduate students, writers, filmmakers, and others. For further information and application materials, contact: Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, PA 17108; 717/787-3034.

Deadline is January 16, 1998.

CALL FOR PAPERS

American Catholic Historical Association

Marian College in Indianapolis, Indiana will host the ACHA meeting March 27-28, 1998. You are invited to submit proposals for either individual papers or complete panels dealing with any aspect or period in the history of Catholicism **by October 1, 1997**. Proposals may be brief summaries, but they should indicate the nature and depth of the research on which they rest. All materials and inquirers should be sent to the chairman of the planning committee: Prof. James J. Divita, Marian College, Department of History, 3200 Cold Spring Road, Indianapolis, Indiana 46222; (317) 955-6228; fax (317) 955-6448.

ARMA

ARMA International's Annual Conferences have noted as the premier educational events in records and information management. The 1998 conference in Houston offers you an exciting opportunity to address the industry's most active and influential professionals.

More than 60 specific session topic recommendations for the program and some general topic suggestions have been provided. All program educational sessions address industry innovations, standards and trends, and are non-commercial in content. For more information, contact: Edith Gaylord Allen, CRM, 1998 Program Chairman, P.O. Box 1437, Westerville, OH 43086-f1437; (614) 470-4355; Fax (913) 341-3742; E-Mail: EALLEN6572@aol.com.

To be considered for a presentation, your submission must be postmarked by October 31, 1997.

Society of Southwest Archivists

The Society of Southwest Archivists 1998 Program Committee invites submission of program proposals for the SSA annual meeting to be held in Lafayette, Louisiana, May 27-30, 1998. The theme of the conference will be "Southwest Archives: From Dream State to Virtual Reality."

"Dream State" represents a double entendre denoting the beautiful and culturally rich location of this year's meeting, the past we seek to preserve, and the hopes we have for the future of our materials, our institutions, and our profession. The emphasis will be on exploring all aspects of the archival profession and on our capacity for making the impossible dream possible in a rapidly expanding technological and informational universe. Possible topics for papers include records management issues for archivists; technological theories and applications, especially

LISTINGS WANTED

Send listings for the Bulletin Board to:
Teresa Brinati, Director of Publications
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600 S. Federal, Suite 504
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involving the Internet and management of digital collections; new twists in professional education; the future of the archival profession in the information age; and, as the theme suggests, just about and archival interest or concern in between idea and virtual reality. Contact: Laura McLemore, Austin College Archivist, (903) 813-2557, lmclemore@aus.tinc.edu.

Oral History Association

The Oral History Association invites proposals for papers and presentations for its 1998 annual meeting, to be held October 15-18 in Buffalo, New York. The theme of the meeting is "Crossing the Boundary, Crossing the Line: Oral History on the Border." Proposals that relate to mediations among diverse communities; class, ethnic, racial, and gender perspectives; interdisciplinary approaches; transnational issues; migration and immigration; transgressions; new frontiers in technology; lesbian and gay history; relationships interviewing; marginality; oral history and received historical wisdom; shifting borders in oral history; and ethical and legal boundaries are especially encouraged. Proposals on other topics are also welcome. OHA policy prevents those who will present papers at the 1997 annual meeting from doing so in 1998; such individuals, however, may serve as session chairs and commentators. For further information contact: Debra Bernhardt, Robert F. Wagner Labor Archives, 70 Washington Square South, New York, NY 10012, 212/998-2640, fax: 212/995-4070. **Proposal deadline: December 15, 1997.**

SAA Deadlines

SEPTEMBER

- 5 Job announcements for October SAA *Employment Bulletin*

OCTOBER

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

NOVEMBER

- 5 Job announcements for December SAA *Employment Bulletin*



Meeting Challenges

Perhaps some of you have heard about the personal challenge I am facing right now. For those of you who have not been informed, my husband, Wayne, was diagnosed with advanced renal cell cancer recently. When considering other life challenges that confront us, we never realize how insignificant they can seem until a life-threatening event occurs. I would like to take this opportunity to thank all of the SAA members who have sent their best wishes to us. We feel your good energy every day.

The goals are still set for SAA continuing education, and we are starting to implement some of them already. We mailed our 1997 fall brochure to all SAA members and many affiliated organizations in August, and from our workshop offerings and locations listed in that publication, it is clear that we are carrying out our initial action steps outlined in the July issue of the *Archival Outlook*. With a very successful annual meeting behind us and placement of needed courses in solid locations around the country in '97-'98, SAA continuing education is headed for a very successful year!

Education Forum

On another positive note, the Education Forum held at the SAA annual meeting in Chicago in August had nearly 40 participants in attendance. The invited participants were primarily continuing education providers. Due to the pre-planning necessary for the small-group discussions, last-minute participants could not be accommodated. Goals and agenda are listed below.

Goals of the Forum:

- 1) Information sharing
- 2) Identifying and prioritizing issues of concern
- 3) Establishing a mechanism for cooperatively pursuing these issues

Agenda

- I. Introduction and welcome: Mark Greene and Beth Yakel (CEPD co-chairs).
- II. "Round the Room" Introductions.
- III. Presentation by Mark Greene on conclusions drawn from the needs assessment survey.

- IV. Presentation by Chris Weideman (NEA Education Committee Co-Chair) on conclusions suggested by the "providers" questions.
- V. Presentation by Kathleen Roe (NY State Historic Records Advisory Board) on preliminary data and possible conclusions from the State Historic Records Coordinator's survey on educational needs of the broader (i.e., not just SAA members) profession.
- VI. General reaction to presentations, to gauge whether there is consensus about the meaning of the data.
- VII. Discussion of possibility of using modified SAA needs assessment survey to gather data from some regionals and state organizations.
- VIII. Breakout into small groups, organized around topics selected in advance by the planning committee. Facilitators and recorders will be drawn from ranks of planning committee members, supplemented by CEPD and EOAB members. Purpose is to first identify and then prioritize problems/concerns related to the topic.
- IX. Break.
- X. Small groups reassemble, first to brainstorm and prioritize proposals for addressing the problems/concerns; then, recorders from each group present top 3 concerns and top 3 solutions, which are recorded on flip charts.
- XI. Small groups dissolve, each individual attendee asked to vote for his/her top 5 concerns.
- XII. Establishment of continuing working group members and goals.

Overall, we hope that the forum will prove to be both a means of sharing information among providers of continuing education and the beginning of a collaborative process between SAA and other continuing education providers to shape archival continuing education nationally. Let me take this opportunity to thank Beth Yakel and Mark Greene, co-chairs of the 1996-97 SAA Committee on Education and Professional Development, for providing the leadership to make the forum a reality.

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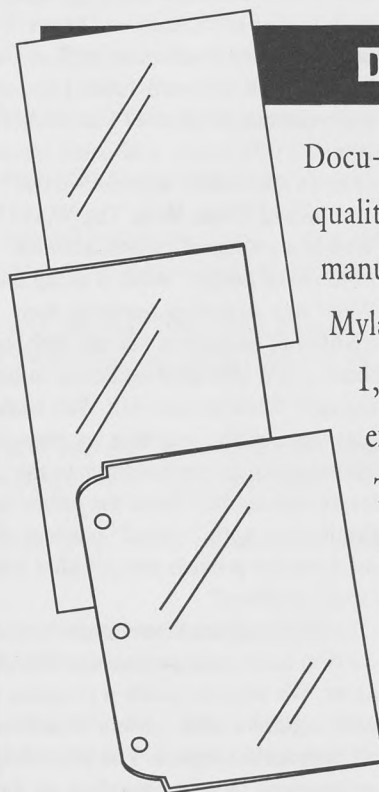
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Join SAA in Orlando for a Very Special Meeting!

Content and Context

The 1998 Program Committee is looking forward to making the Orlando meeting a memorable, meaningful one for all SAA members. The 1998 annual meeting is a special opportunity for SAA and archivists to look at themselves, their profession and their Society in the context of travel, tourism, entertainment, popular culture and big business in an increasingly complex and competitive world.

We do not intend to make this meeting a "theme" meeting—any and all subject areas will be considered and included in program sessions. However, the Orlando setting provides us with a context for looking at topics relating to the archival implications of the role of travel, entertainment and popular culture in America. Where better to examine these issues than in a community and landscape that has been transformed by an entertainment and travel destination dynasty?

Examples of topics that could be explored within this context include:

History and Memory. What does the general public know and think about the past? Why is it important to them? How do we separate the "myths" of popular culture from the reality? How are records and artifacts used to convey meaning in popular history? What role should archivists play in historical interpretation drawn from their archival records?

Travel and Culture. In the modern era of transportation, the public has increasingly looked to travel as providing a special combination of entertainment and recreation with education and culture. How can this phenomenon be captured in archival collections? Is there an opportunity to make archival collections an entertaining, cultural destination in American travels?

Sports and Recreation. There is a tremendous public interest in sports and recreational history. Is this interested public being served by archivists, and should they be? Are there current trends in research (scholarly and otherwise) which archivists should take into account

when developing collecting policies? To what extent do collector enthusiasts and the news media influence what archivists can collect and how they make the materials available?

Competition for Resources.

Archives and archivists are players in the public competition for the resources, customers and attention called upon by the travel, tourism, and entertainment industries. How can archivists position themselves and their holdings against such tourist attractions as Disney World and Universal Studios, as well as the Smithsonian and well-funded historical and museum programs? Can archivists compete effectively with such attractions, or is an alternative approach wiser?

World Wide Web. The World Wide Web is a source of information for millions of people. Who is using the Web? Are archivists reaching their traditional audiences via the Web, or is there a new potential audience to be tapped? What impact will Web technologies have on the way that we present information on our holdings to the interested public? Does the public's fascination with "virtual" sources of information provide competition for "real" archives?

The Program Committee does not wish to limit session topics to the above ideas. We want to create a program that will include a wide variety of sessions on all appropriate topics. The preceding suggestions merely capitalize on the uniqueness of the 1998 meeting site. We encourage you to fully participate in this opportunity to explore your professional interests through program session proposals.

Program Format/Session Length

The SAA Council is exploring ways to modify the annual meeting format to make it more meaningful and fruitful for attendees. One of the most rewarding aspects of the annual meeting is the opportunity for informal contact with professional colleagues. The traditional program structure restricts the time available for casual interaction. Therefore we are experimenting with a program

format in 1998 that will encourage standard sessions that will last 1-1/2 hours instead of two hours, leaving more time for program flexibility. Workshops held during the program and other selected sessions will still be offered in two-hour blocks, but they will be the exception rather than the rule.

Suggested Attire

In recognition of the resort setting of the meeting, we are suggesting that attendees plan on casual attire for the 1998 meeting sessions. You are encouraged to wear jeans, shorts, sneakers, golf shirts and other comfortable clothing. This way you can enjoy a relaxed, friendly environment at the sessions, and during session breaks you can enjoy a poolside chat with colleagues without feeling overdressed. Business attire is recommended for selected events, such as the opening banquet and awards ceremony.

1998 Program Committee

Elizabeth W. Adkins, co-chair
Ford Motor Company

Randall Jimerson, co-chair
Western Washington University

Gabrielle Blais
National Archives of Canada

Shari Christy
National Aviation Hall of Fame

Lynda DeLoach
George Meany Memorial Archives

John Fleckner
*National Museum of American History
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Phil Mooney
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Administration Pacific Northwest Region*

John Straw
University of Illinois

Brent Sverdloff
Harvard Business School



THE SOCIETY of
AMERICAN ARCHIVISTS

CALL FOR 1998 SAA ANNUAL MEETING PROGRAM PROPOSALS

The 1998 Program Committee invites submission of program proposals for the SAA annual meeting in Orlando, Florida, August 31-September 6, 1998. We invite you to propose sessions that you think would be of interest to the profession or volunteer to share your own expertise and knowledge as a presenter. Please look over the guidelines below and consider sharing your talents and skills. Use of the proposal form on the reverse will enhance your planning process and thus improve your chances of gaining acceptance for your proposal.

Guidelines for program proposals:

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

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

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

These guidelines are suggestive. Please note that archivists who participate in the program must register and secure institutional or personal funding. Nonmembers who are not archivists are eligible for complimentary registration upon request. Proposals will be accepted via fax and e-mail. If you elect to send a proposal via e-mail, please incorporate the proposal in the text of the e-mail (do not send an attachment). E-mail submissions must include all elements in the proposal form. Send all proposals to:

Elizabeth W. Adkins, C.A.
Ford Motor Company Archives
Schaefer Court, Suite 180
14441 Rotunda Drive
Dearborn, MI 48120
Fax: (313)248-4921
eadkins.ford@e-mail.com

PROPOSALS MUST BE POSTMARKED NO LATER THAN OCTOBER 10, 1997.

Proposal form on reverse.

1998 SAA PROGRAM PROPOSAL

Please type. Deadline: Postmarked by October 10, 1997.

Proposed by: _____

Institution: _____

Mailing Address: _____

Phone _____ Fax _____ E-mail _____

For Committee Use

Number: _____

Postmarked: _____

1. Session Title: _____

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

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

PARTICIPANTS:

(circle as appropriate) Chair / Commentator / Leader _____

Institution: _____

Mailing Address: _____

Phone _____ Fax _____ E-mail _____

Contacted/Agreed
to Participate?

☐ Yes

☐ No

SAA
Member

☐ Yes

☐ No

Paper Title: _____

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☐ Yes

☐ No

Paper Title: _____

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

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

5. Audiovisual Requirements:



THE SOCIETY of
AMERICAN ARCHIVISTS

CALL FOR PRE-CONFERENCE WORKSHOP PROPOSALS 1998 SAA ANNUAL MEETING

The Education Office of the Society of American Archivists invites proposals for pre-conference workshops to be held in conjunction with the 62nd SAA annual meeting scheduled to be held in Orlando, Florida, August 31-September 6, 1998.

Workshop proposals may be planned with specific groups in mind, or for the broader SAA audience. A complete Pre-conference Workshop Proposal should include the completed proposal form on reverse, accompanied by appropriate supporting materials as indicated on the proposal form.

Pre-conference Workshop Proposals will be reviewed by the SAA Education Office. For additional information or assistance, please contact the SAA Education Director, Joan E. Sander, at the address listed below.

SEND ALL PROPOSALS TO:

JOAN E. SANDER, Education Director
Society of American Archivists
600 South Federal, Suite 504
Chicago, IL 60605
312/922.0140
fax: 312/347.1452
jsander@archivists.org

PROPOSALS MUST BE POSTMARKED NO LATER THAN NOVEMBER 1, 1997.

1998 SAA Preconference Workshop Proposal

.....
Please type. Deadline: Postmarked by November 1, 1997.

Proposed by:

Institution: _____

Mailing Address: _____

Phone () _____ Fax () _____ E-mail _____

con't on reverse

1. Workshop Title: _____
2. Proposed Instructor(s) (*attach instructor's vita, including teaching experience*):

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

4. Length of workshop (*1-3 days*): _____
5. Workshop Goals Statement (*e.g., participants will be given an overview of X*): _____

6. Workshop Objectives (*e.g., participants will understand/demonstrate/describe, etc.*): _____

7. Intended Audience, including level of training or experience participants need to take the workshop:

8. General Description of the Workshop (*50 words or less*): _____

9. Detailed Outline (*please put this in the form of a daily schedule on a separate sheet*).
10. Advance readings totaling no more than 75 pages (*please list complete citations*): _____

11. Exercises or Case Studies (*a brief description*): _____

12. Audio-visual requirements: _____

13. Is an honorarium for instructor(s) requested? ☐ Yes ☐ No

Executive Director

continued from page 5

Charge. Evaluate how well the current annual meeting structure meets the educational and professional development needs of the membership as well as the financial and business needs of the Society by examining the:

1. Session proposal development and delivery process, including an examination of program quality, innovation, and breadth of membership participation as well as the impact of tracking/theme on the development process.
2. Content and time allocated for SAA group meetings and sessions.
3. Annual meeting week schedule, including an examination of time conflicts and the balance between activities.
4. Accessibility and affordability of the annual meeting to the membership, considering the effect of the meeting site on Society income and feasibility of meeting on a more frequent and regular basis in the Chicago, New York, and Washington, D.C., areas.
5. Time allowed for the Society to conduct its annual business.
6. Importance of informal interaction opportunities for archivists.

Composition. The task force shall be composed of no more than six individual members and shall include the Society's executive director, a recent Program Committee chair or co-chair, a recent Host Committee chair or co-chair, a recent section chair or roundtable leader, and the Council liaison. At least one member of the task force shall be from west of the Mississippi, and at least one shall be a MAC or MARAC member.

Schedule. The task force shall deliver its final report and conclude its duties by the Society's 1998 annual meeting. An interim progress report shall be delivered to Council for discussion at its winter 1998 meeting.

I will keep you informed of the work of these two important bodies as they begin their work. Please also feel free to contact either myself or the chairs with your thoughts, questions and contributions. These are important issues and your involvement in addressing them will strengthen our ability to chart a proper course for SAA and, ultimately, for you.

I Read It on the Web

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These are several sites for keeping current on preservation issues. *Online Conservation-Preservation Serials* is a handy site with links to the *Abbey Newsletter*, *Guild of Book Workers Newsletter*, *Journal of Conservation & Museum Studies*. The Commission on Preservation and Access has mounted its newsletter and the Northeast Document Conservation Center, NEDCC, has mounted just over a dozen of their technical leaflets in full-text. The National Digital Library makes their newsletter available in both HTML and PDF files.

Special Topics

Catholic Southwest: A Journal of History and Culture

http://www.history.swt.edu/Catholic_Southwest.htm

H-Net

http://h_net2.msu.edu/

Journal of Online Genealogy

<http://www.onlinegenealogy.com/>

Hawaiian Journal of History

<http://www.aloha.com/-mem/hjmain.html>

The Journal of Southern History

<http://www.ruf.rice.edu/~jsh/>

West Virginia Historical Society Quarterly

<http://www.wvlc.wvnet.edu/history/wvhssoc.html>

The *Journal of Online Genealogy* provides excellent in-depth articles of interest to archivists and genealogists. *Catholic Southwest: A Journal of History and Culture* also does a particularly effective job of providing the full-text along with indexes and the table of contents for all issues. The *West Virginia Historical Society Quarterly*, provides full-text of its articles since volume 10. The *Hawaiian Journal of History* and *The Journal of Southern History* provide only the table of contents for the current and back issues. While the H-Net is not an online journal, per se, it certainly contains lots of information, links, listservs and information to keep you current. It does include one journal, *Studies in the World History of Slavery, Abolition and Emancipation*, a well done multi-lingual scholarly journal on slavery.

Thomas Jay Kemp is the head of the Special Collections Department, University of South Florida Library, Tampa, and is the author of *Virtual Roots: A Guide to Genealogy & Local History on the World Wide Web* (Scholarly Resources, 1997). He can be reached at tomkemp@lib.usf.edu.

HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

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

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

Institutional members receive a 50% discount. Deadlines for all issues of *Archival Outlook* and *SAA Employment Bulletin* are the 5th of the month preceding publication. Announcements received after the deadline will be charged a \$20 late fee. Job ads will not be posted unless accompanied by a purchase order for the applicable amount; ads will be edited to conform to the style illustrated in this issue. Job ads submitted via fax must be double-spaced. Ads may be submitted via fax, e-mail, on disk, 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, fax (312) 347-1452, or e-mail info@archivists.org.

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

Professional Opportunities

ARCHIVES AUTOMATION PROJECT MANAGER

The Westminster Schools
Atlanta, Georgia

Responsibilities: A one-year position with potential continued employment. Project goals are focused on preparing the Westminster Schools Archives for the school's 50th anniversary in the year 2001 and on realizing the vision for creating one of the finest independent school archives in the country. Specific goals will include bringing the holdings of the archives under collection-level control through the development of machine-readable finding aids and inventories, the creation of USMARC catalog records, the establishment of internal name and subject authority files, and assistance in the preparation of a policy and procedures manual for archival processing, cataloging, and automation. Other work will include enhancement of the archives' Web site, scanning of selected archival resources, and possible encoding of finding aids. **Qualifications:** Graduate degree in history or library science with formal archival training and experience. Familiarity with standard archival procedures and description, archival cataloging in a USMARC/OCLC environment, and records management, preferably in an academic setting. Experience with photographic archives and preservation and knowledge of digital imaging and scanning procedures. Also, experience and/or familiarity with PC-based computer systems and software, basic knowledge of principles of text encoding in HTML/SGML. Also, effective communication, interpersonal, and teamwork skills and the ability to work independently. **Environment:** The Westminster Schools is a Christian college preparatory school with an enrollment of 1,725 in grades K-12. **Salary:** \$32,000 with excellent fringe benefits. To apply send a resume, three references and letter describing qualifications to Clarece Martin, Archivist, Carlyle Fraser Library, The Westminster Schools, 1424 W. Paces Ferry Rd., N.W., Atlanta, Georgia 30327. (404) 609-6264. E-mail: clarecemartin@westminster.net

ASSISTANT PROFESSOR

*University of Maryland at College Park,
College of Library and Information Services*

The College offers a highly regarded program for educating archivists, records managers, and related information professionals. In

addition to M.L.S. and Ph.D. programs, the college offers the HiLS dual master's degree program with the Department of History. We seek a faculty member with substantial understanding of archival science, records management, electronic information systems, and the role of modern information technology in organizations. Candidates should have a thorough understanding of the impact of digital information technology on record-keeping and archives. They should also have expertise in networking applications and access systems used with archival records, including the Internet and the World Wide Web. We are particularly interested in applicants who are dedicated to advancing the profession through research and service and to educating graduate students who will achieve successful archival and records management careers in the information age. The appointee will be expected to teach courses in archives; records management; and the management, preservation, and use of electronic records. A doctorate in library information science, history, or a related field is required for this tenure track appointment. The appointment covers 9 1/2 months each year with the opportunity for summer teaching. Appointment starting date is Fall 1998. Applications will be accepted until December 1, 1997, or until appropriate candidates have been identified. Inquiries and applications should be sent to the Faculty Search Committee Co-Chair: Bruce W. Dearstyne, Associate Professor, College of Library and Information Services, University of Maryland at College Park, 4105 Hornbake Building, College Park, MD 20742-4345, (301) 405-2001 **Additional Information.** The University of Maryland at College Park is near Washington, D.C., and 30 miles from Baltimore, a metropolitan region that is a center of the information of industry. The National Archives and Records Administration's Archives II complex is located on the University campus. The Library of Congress, National Agricultural Library, National Library of Medicine, NASA Goddard, and many other government agencies are located in the metropolitan area. The College offers programs at the master's and doctoral levels. The University has a policy of being responsive to the needs of dual career couples.

Professional Opportunities

CURATOR OF PERFORMING ARTS COLLECTIONS (SEARCH REOPENED)

*University of California, Santa Barbara
Santa Barbara, California*

The Curator administers the Special Collections Department's Performing Arts Collections, which include extensive audiotape, disc, videotape, film and other related formats, produced both commercially and in the field. The collections are particularly strong in the area of music, with more than 200,000 sound recordings, and manuscripts collections of organizations and individuals such as the opera diva Lotte Lehman, and the film composer Bernard Herrmann. Also included are collections relating to the areas of dance, drama, film, and theater. **Responsibilities:** Responsible for selection and acquisition of appropriate archival and commercially produced performing arts material. Responsible for preservation of all sound and image materials. Selects, maintains, and supervises use of audio, visual and other media.

Supervises archival processing of performing arts materials, working closely with staff and student assistants. Develops and implements policies and practices for use of media. Works with cataloging department to provide appropriate access to materials. Provides primary reference and instructional support for performing arts collections; provide reference desk service in department as needed. Works with head of special collections to secure external funding. Engages in outreach activities and special projects. Works with special collections staff in planning and assessing departmental projects and priorities.

Requirements: M.L.S. from an ALA-accredited library school or master's degree in archival administration or media-related field. Training and/or experience with audio and moving image materials, formats, and equipment. Technical knowledge of audio reservation and sound engineering. Knowledge of archival practices, particularly for sound recordings and moving image formats. Computer literacy. Strong interpersonal skills, excellent oral and written communication skills. **Desired Qualifications:** Degree in music-related field. Professional experience in an archival or similar research facility. **Salary:** Salary range \$35,916 to \$47,604. Applications will be reviewed starting October 1, 1997. Send resume, and names and addresses of three references to: Detrice Bankhead, Davidson Library, University of California, Santa Barbara, CA 93106. An Equal Opportunity/Affirmative Action Employer.

COLLECTIONS MANAGEMENT ARCHIVIST

*Archives of the Episcopal Church, USA
Austin, Texas*

Implements cataloging and processing of collections and coordinates holdings management. Assists head archivist in developing internal standards and communicating the agency's mission to the wider Church.

Qualifications: Master's degree in archives and library science. Minimum two years archives experience. Demonstrated knowledge of MARC format, archival standards, cataloging, computer technology, and Internet usage. Highest priority placed on being a team player with excellent interpersonal skills.

Salary: Minimum salary \$31,200. Generous benefits package. Send resume to Vivian Harrison, c/o Archives of the Episcopal Church, Box 2247, Austin, TX 78768. Open until filled.

HISTORIAN/COLLECTION DEVELOPMENT LIBRARIAN

*Historical Society of Pennsylvania (HSP)
Philadelphia, Pennsylvania*

This new position consolidates the collecting responsibility for all documentary media in HSP's nationally important research collection. The historian and collection development librarian will help to revise the Society's collection purpose and scope statement and align the Society's holdings with that definition. Working with staff and constituent advisory groups, this key professional will develop and implement acquisition and deaccession recommendations. In addition to responsibility for proactive and reactive collecting, the historian and collection development librarian will prepare appropriate records/paperwork and coordinate other collection care activities with the director of collections management. Qualifications include strong knowledge of Philadelphia, Pennsylvania, and family history, substantial research experience using primary materials; familiarity with archival and library practices; administrative and supervisory experience in an historical organization or library; strong decision making, problem solving and creative writing skills; and excellent interpersonal and communication skills. Must be able to perform physical activities associated with archival environments, e.g. move materials up to 40 lbs. in weight and tolerate dust and mold. M.A. or Ph.D. in American history or American studies. Minimum 10 years experience. The Historical Society offers an excellent benefits package and competitive salary for this exempt position. HSP is an Equal Opportunity/Affirmative Action

Employer. Send letter describing experience and skills relevant to this position, resume, and salary history and a list of three work-related references to President's Office, HSP, 1300 Locust Street, Philadelphia, PA 19107. No telephone calls. Fax (215) 732-2680. Closes when filled. Position posted July 25, 1997.

UNIVERSITY ARCHIVIST

*University of Washington Libraries
Manuscripts and University Archives Division
Seattle, Washington*

General Description: Experienced, energetic, forward-looking professional interested in contemporary archival issues sought to manage and direct the future of a mature university archives program within a distinguished research library. Under the general direction of the Head, Manuscripts and University Archives Division, the University Archivist works in conjunction with the university's two records management staffs for the appraisal and disposition of official records. The university archives consists primarily of textual records (12,000 cubic feet of public records plus substantial faculty papers) administered in the Libraries Manuscripts and University Archives Division. Located in the center of the Seattle campus in the seven-year old Allen Library, University Archives is part of a major ARL library serving a student body of 35,000, with 3,500 teaching and research faculty, and a staff of approximately 12,000. **Qualifications: Required:** Master's degree in archival administration or related discipline. Minimum of 3-5 years archival management experience in an institutional setting with experience in archival appraisal and other archival functions. Strong computer skills; familiarity with and interest in resolving problems associated with archiving electronic records; superior interpersonal skills; strong written and oral communication skills; ability to work under pressure and to work well with diverse university faculty, administrators and staff; strong negotiating skills; good combination of vision and practicality. Ability and willingness to lift heavy containers; eligibility for Washington State drivers license. **Preferred:** Substantial emphasis in archival administration in graduate degree program. Master's degree in history or a social science. Certification by the Academy of Certified Archivists. Professional experience with higher education records. Supervisory experience. Evidence of professional activity. **Salary Range:** Minimum starting salary begins at \$37,080 annually. Send letter of application, full resume, and the names, addresses and

Professional Opportunities

telephone numbers of at least three references who are knowledgeable of your qualifications for this position by Wednesday, October 15, 1997, to: Phyllis Caswell, Manager, 482 Allen Library, Box 352900, University of Washington, Seattle, Washington 98195-2900. E-mail: pcaswell@u.washington.edu. University of Washington Libraries Home Page is: <http://www.lib.washington.edu>. The University of Washington, an Equal Opportunity and Affirmative Action Employer, is building a culturally diverse staff and strongly encourages applications from female and minority candidates. In compliance with the Immigration Reform and Control Act of 1986, the university is required to verify and document the citizenship or employment authorization of each new employee.

ARCHIVIST II (TWO POSITIONS)

*Utah State Archives and Records Services
Salt Lake City, Utah*

Duties: Process permanent archival records for research use and provide research assistance to patrons. Apply education or experience in archival procedures and processes to appraise, arrange, and describe series of governmental records. Utilize strong organizational skills and the ability to recognize series boundaries and discern arrangement. Abstract and synthesize information to create series inventories, short agency histories, and other finding aids. Demonstrate good oral, written, and interpersonal skills with a strong customer service orientation. Provide reference assistance for all public holdings in archival custody, responding to telephone, mail, e-mail, and personal requests for information. **Job Requirements/Skills:** Skills applying modern archives and records administration techniques, States Records Committee policies and General Retention Schedules; skills in word processing, modern records technologies including micrographics; skills to analyze agency operations, identify solutions to records management problems, determine classification of public documents, select appropriate record retention methods, plan and complete research projects, communicate effectively orally and in writing. **Salary Range:** \$12.57 to \$16.05 per hour plus generous benefit package. **To apply:** Submit a current resume and Utah Skill Match Cover Sheet to the Department of Human Resource Management, Room 2120 State Office Building, P.O. Box 141531, Salt Lake City, Utah 84114-1531. To obtain a cover sheet or for more information, please contact Loralee Bowen at (801)538-9799. Utah State government employment information is available via the Department of Human

Resource Management Web site at <http://www.dhrm.state.ut.us>. The site includes employment and recruitment information, current openings, and instructions about preparing and submitting a correctly formatted scannable resume. Positions open until filled.

WOMEN'S STUDIES ARCHIVIST AND RESOURCE SPECIALIST

*Duke University Libraries
Durham, North Carolina*

The Libraries at Duke University seek an imaginative, energetic, and knowledgeable individual to provide leadership as Women's Studies Archivist in the Special Collections Library and Women's Studies Resource Specialist for the Perkins Library system. **Description:** Under the general supervision of the Director of Collection Development in the SCL and as a member of the SCL Collection Development Team, she/he shapes collecting policies; identifies and acquires materials pertinent to women's studies; undertakes appropriate outreach efforts; provides reference assistance; oversees Web site development; supervises student assistants and other temporary staff; and oversees special projects. Women's studies resources in the Duke University Libraries have been built and promoted intensively since the first appointment of a women's studies archivist/bibliographer in 1988. Working closely with Duke's distinguished women's studies faculty, the libraries foster a dynamic environment for research on women and gender. Special collecting areas include Southern women writers, African American women activists, feminist politics and theory, and lesbian life and culture. See also <http://scriptorium.lib.duke.edu/women>. **Qualifications:** Position requires an ALA-accredited M.L.S. and/or an advanced degree in an appropriate subject field; knowledge of and enthusiasm for women's history and women's studies; familiarity with standard archival procedures; a minimum of two years of professional archival/special collections experience; ability to work in a team environment and communicate effectively with users and donors of special collections materials. Experience with building circulating collections in an academic library and with creating and using Web resources desired. **Application Information:** Salary will be based on education and experience, with a minimum of \$31,850. Excellent fringe benefits package. Please submit letter of application, resume, and names, addresses, E-mail addresses, and telephone numbers of three references to B. Ilene Nelson, Chair of Women's Studies Archivist/Resource Specialist Search, Box

90193, Duke University Libraries, Durham, NC 27708-0193. Review of applications will begin October 15, 1997. Duke University is an Equal Opportunity/Affirmative Action Employer.

LIBRARIAN/ARCHIVIST

*Jefferson Davis Presidential Library
Biloxi, Mississippi*

Description: Entry-level position responsible for managing the library, archives, and photographic collections of Beauvoir, which are housed in the newly constructed Jefferson Davis Presidential Library. **Qualifications:** Master's degree in library science and/or archival management. **Application Procedure:** Submit letter of resume, and salary history/requirements by October 20, 1997, to: Beauvoir, 2244 Beach Boulevard, Biloxi, MS 39531.

ARCHIVIST

*Case Western Reserve University
Cleveland, Ohio*

Case Western is a private, research-oriented university founded in 1826. The university archives is under the direction of the vice president for information services and has a staff of four professional archivists. **Responsibilities:** The position of archivist requires the performance of all duties essential to the fulfillment of the archives mission and includes the appraisal, arrangement and description of archival records and the provision of reference services to archival records using a variety of traditional and micro-computer based finding aids. **Qualifications:** **Required:** M.L.S. (ALA-accredited) or M.A. in history or appropriate discipline with a minimum of three graduate level archival courses; excellent oral and written communication skills; ability to work with public and staff; familiarity with micro-computer applications in archives and with the MARC format; and the ability to lift forty pounds. **Preferred:** Three years experience in an archival setting, ideally a college or university archives; experience with HTML coding. **Salary:** Minimum \$27,404 and full flexible benefits, including tuition waiver. **Application Deadline:** Applications will be accepted until the position is filled. (Some interviews will be conducted at the SAA annual meeting in Chicago.) Position to be filled September/October 1997. Qualified candidates should forward a resume to: Human Resources (DH), Case Western Reserve University, 10900 Euclid Avenue, Cleveland, Ohio 44106-7047. AA/EOE.

Professional Opportunities

PART-TIME PROFESSIONAL ARCHIVIST

*Wilton Library Association, Inc.
Wilton, Connecticut*

The Wilton Library seeks a part-time professional archivist or professional librarian with archival training for fifteen hours per week at a competitive salary. The new archivist will work with the director and history room curator to develop history room policies, manage its collection and provide public service and outreach. We are looking for an individual who takes initiative, has excellent management skill, values working with volunteers and understands the value of excellent public service. Please direct inquiries to: Karen Ronald, Director, Wilton Library Association, Inc., 137 Old Ridgefield Road, Wilton, Connecticut 06897-3000, (203) 762-3950, Fax (203) 834-1166, E-mail: phoebe1@ct2.nai.net.

Tentative Spring 1998 Workshops

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Encoded Archival Description (EAD)

New York City, New York
February 1998 (Two days)

Digital Imaging Technology

Smithsonian Institution
Washington, D.C.
March 1998 (One Day)

Encoded Archival Description (EAD)

Milwaukee, Wisconsin
March 1998 (Two days)

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DESCRIPTIVE STANDARDS INSTITUTE

Archival Cataloging as a Component of Description

Application of the USMARC Format

Access Points

Lowell, Massachusetts
April 1998 (Five Days)

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Copyright and Fair Use for Archivists

Chicago, Illinois
April 1998 (One Day)

Archives in Cyberspace: Applying Techniques to Improve the Business of Archives

Pocatello, Idaho
May 1998 (One Day)

Digital Imaging Technology

New Haven, Connecticut
June 1998 (One Day)

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**Detailed information
will be mailed to
members in October!**



THE SOCIETY of
AMERICAN ARCHIVISTS

600 S. Federal, Suite 504
Chicago, IL 60605

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