

ARCHIVAL OUTLOOK

March/April 1998

SAA

Newsletter of the Society of American Archivists





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ARCHIVAL OUTLOOK

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The Society of American Archivists

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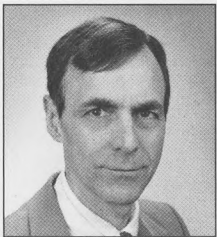
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President's Message

by William J. Maher, *University of Illinois at Urbana-Champaign*

"The things that people say"

I recently heard from an SAA member unhappy with implementation of recommendations of the Task Force on Organizational Effectiveness regarding an organizational unit. The communication offered the troubling observation that the process might be seen by some as confirming "those nasty things that people say about SAA." Although I myself have been known to speak critically of SAA (see my 1986 candidate statement, for example), I have also come to understand the fundamental importance of SAA to all archivists. I would therefore like to use this column to call for members to let us know the critical as well as the good things that can be said about SAA so that these perspectives can shape upcoming discussions to make SAA a better and more effective organization.

Now is a particularly important time to look at what kind of value members find in SAA. We have experienced a recent decline in membership even though we have instituted more active membership recruitment and launched a mentoring program. We have become more active on current technological issues to maintain our relevance in a changing information environment, and we have become active in several aspects of advocacy on archival and information policy issues.

At the same time, with electronic communication technology, such as that found in electronic lists and Web sites, we have seen that as a national professional organization we no longer occupy the strategic place in the professional information pipeline that provides guaranteed membership and significant financial support. Following a recent reexamination of our structure and the relationships of the groups within SAA, we are working through the kind of reorganization that we know, from experience in our own institutions, risks alienating members. Yet we know and believe that membership must indeed be the most important value to SAA.

Our call for what you have to say about SAA has an immediate objective—during March, two key task forces (on the Annual Meeting and on Dues and Member Benefits) will be meeting to consider changes that may have broad effects on SAA. Later this spring, Council will be preparing for its June planning day discussion focusing on the very nature of membership in SAA as well as on how Council might restructure itself and how we might move to develop a new strategic plan.

In making this call for members to tell us what they do and do not value in SAA, we know that a commercially produced survey, as was done recently on salaries and educational needs, might provide a more systematic overview. Even if time and budget allowed for such a professional survey, we would still need to hear the voice of our members through thoughtful anecdotal perspectives—a sort of collective brainstorming so that the task forces and Council will be able to operate with actual comments, not just their own personal impressions.

In calling for comment, I have given some thought to listing a few of the good and bad things I have been known to say about SAA, but without the help of a fine single malt, none of you would have the

patience for the saga. More importantly, it might limit the discussion, which should be shaped by you. To ensure that your comments will be usable, I suggest you consider some parameters for the discussion. These include, the purpose and nature of a national professional organization, the limits of our size and resources, the importance of volunteer contributions in the organization, and the value of intangible as well as tangible products of SAA.

To start discussion, I suggest you put yourself in the role of a resource manager and consider: "What aspects of SAA should receive a greater priority? What can/should be sacrificed to achieve these priorities? What elements do we need to hold onto at all costs? What do you have to say about SAA?"

Send your comments to me at the address that follows and/or send them to the chair of the Dues and Member Benefits Task Force: James E. Fogerty, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906, james.fogerty@mnhs.org.

William J. Maher, University Archives, Room 19 Library, University of Illinois at Urbana-Champaign, 1408 W. Gregory Dr., Urbana, IL 61801, w-maher@uiuc.edu.

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JERRY PROBST, *Historian and Archivist*
JC Penney Archives and Historical Museum

Contact the SAA Education Dept. at 312/922-0140



from the
Executive Director

by Susan E. Fox

Copyright Legislation

These are always busy times for SAA, but especially so lately due to increased congressional activity surrounding important copyright legislation. Working with our partners in the Digital Future Coalition, SAA sent letters to each member of Congress urging them to co-sponsor two very important bills (see next page), Senator John Ashcroft's (R-MO) S. 1146, the *Digital Copyright Clarification and Technology Act*, and a companion bill recently introduced into the House by Representatives Rick Boucher (D-VA) and Tom Campbell (R-CA): HR.3048, the Digital Era Copyright Enhancement Act. These are both important bills because they safeguard fair use in the digital environment. The threat to fair use at this time is quite high and it is only about once every 20 years that Congress addresses copyright laws, hence it is critical that the archival community keep in close touch with your legislators to support these bills.

In order to understand why these bills are important it is necessary to understand the current environment which spawned their introduction. The Clinton Administration has a parallel bill it strongly supports, the "World Intellectual Property Organization Copyright (WIPO) Treaties Implementation Act," which contends that it is necessary for the U.S. to comply with international copyright laws and to give copyright holders—such as large media and software companies—the legal power to protect their property from illegal electronic distribution.

But the truth is, this law threatens to obliterate fair use and thus create a digital environment where teachers, archivists, librarians, and others will not be able to use the Internet for such advantageous purposes as distance learning, or to mount digitized collections for increased access, or even to temporarily download information into a computer's RAM without fear of prosecution. The fear is

Help Us Decorate Our New Digs

Greetings from our sparkling new offices at 527 South Wells Street in Chicago! We moved into our new space the first week in February and it already feels as if we've been here for months, in spite of the unpacked boxes and files! I hope you will drop by to see us the next time you are in Chicago. We would love to offer you a cup of coffee or tea and show off our new space. When you come, you'll notice that we have plenty of brightly painted white walls in need of decoration. If you have any materials from your archives worthy of framing, please send them along! Any and all donations will be greatly appreciated—they don't have to be framed, we'll take care of that. I'm eager for our suite to reflect the richness and diversity of your collections. Please send donations to: Susan Fox, SAA, 527 Wells St., 5th Floor, Chicago, IL 60607.

quite real, as anecdotes increasingly circulate about lawyers pursuing Web page authors for violating copyright, and Internet service providers for culpability.

What the authors of S. 1146 and HR. 2281 advocate is not unfettered use of proprietary information, but a balanced approach to copyright which respects the rights of both copyright owners and users. There following seven areas that HR. 2281 specifically addresses are critical to a revised copyright act.

Fair Use. Section 2 would amend section 107 of the Copyright Act to reaffirm that a finding of fair use may be made without regard to the means by which a work has been performed, displayed, or distributed. In other words, just as teachers, librarians, and others may make fair use copies of portions of copyrighted works today in the analog world, so would they retain this right in tomorrow's digital world.

Library Preservation. Section 3 would amend section 108 of the Copyright Act to allow archives and libraries to use new forms of technology to make three copies of endangered materials for archival purposes. (N.B. We are also in discussion with the authors of the bill to amend this section to more clearly articulate the need to migrate preservation copies across platforms without having them ultimately become considered "transformative copies." We will

have an opportunity to address this issue when the bill goes to markup.)

First Sale. Section 4 would amend Section 109 of the Copyright Act to establish the digital equivalent of the "first sale" doctrine. Under current law, a person who has legally obtained a book or video cassette may physically transfer it to another person without permission of the copyright owner. Section 4 would permit electronic transmission of a lawfully acquired digital copy of a work as long as the person making the transfer eliminates or erases that copy of the work from his or her system at substantially the same time as he or she makes the transfer.

Distance Learning. Section 5 would amend sections 110(2) and 112(b) of the Copyright Act to ensure that educators can use personal computers and new technology in a broad range of educational settings in the same way they now use television to foster distance learning. In addition, Section 5 would broaden the range of works that may be performed, displayed, or distributed to include the various kinds of works that might be included in a multimedia lesson.

Ephemeral Copies. Section 6 would amend section 117 of the Copyright Act to make explicit that electronic copies of material incidentally or

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THE SOCIETY of
AMERICAN ARCHIVISTS

February 6, 1998

Representative Newt Gingrich
U.S. House of Representatives
2428 Rayburn Office Bldg.
Washington, DC 20515

Dear Mr. Speaker:

I am writing to you as President of the Society of American Archivists, North America's oldest and largest professional archival association. SAA has a membership of 3,500 individuals and institutions concerned with the identification, preservation, and use of records of historic value. Our members are drawn from government agencies, colleges, universities, historical societies, museums, libraries, businesses and religious institutions. We strongly encourage you to co-sponsor HR. 3048, the Digital Copyright Clarification and Technology Education Act, recently introduced by Representatives Rick Boucher and Tom Campbell. SAA supports this legislation because it promotes innovation, broad public access, and education at every level, while also protecting copyright in the digital era. Only a comprehensive and balanced legislation can achieve both of these aims.

In fulfilling their responsibility to identify, secure, preserve and make accessible the documentary heritage of society, archivists are deeply concerned about some of the proposals for implementing the World Intellectual Property Organization treaties. In particular, archivists have been troubled by proposals that would abridge the public and scholarly users' ability to access historical documents under the "fair use" provisions of the copyright act. At the same time, archivists look to continued, if not expanded, support of the concept of fair use in application to our management of collections. Only with a robust support for fair use will archivists be able to take advantage of new electronic technologies to bring the riches we hold to the benefit of the public at large.

Your co-sponsorship of HR. 3048 is important to us. By doing so you will significantly enable archives' mission to make our nation's cultural heritage widely accessible and thus support the progress of science and the useful arts.

Thank you very much for your time and attention to this issue. We stand ready to speak on its behalf. We greatly appreciate your efforts to maintain in the digital environment the productive balance that currently exists in the print world between the interests of copyright owners and users.

Sincerely,

WILLIAM J. MAHER
President, Society of American Archivists

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Council Report

Editor's Note: SAA Council meets four times a year—in January, June, and twice during the annual meeting. What follows is an unofficial summary of the January 23-25, 1998, Council meetings in Washington, D.C. The full official minutes will be published in the American Archivist.

January 23, 1998

Present at this meeting were: President William Maher, Vice President Luciana Duranti, Treasurer Robert Sink, and Council Members Valerie Browne, Bruce Bruemmer, Fynnette Eaton, Anne Gilliland-Swetland, Lori Hefner, Peter Hirtle, Karen Jefferson, Helen Tibbo, and Sharron Uhler. U.S. Archivist John Carlin, Deputy Archivist Lewis Bellardo, Peter Jaszi of the Digital Future Coalition, and Page Miller of the National Coordinating Committee for the Promotion of History participated for part of the meeting. Executive Director Susan Fox served *ex officio* and meetings director Debra Mills was also present.

Report of the President

Maher welcomed Council members to the meeting and complimented them on their effective use of the Council listserv, which he said became an effective decision-making tool.

Report of the Vice President

Duranti reported that she appointed Tim Ericson as chair of the 1999 Program Committee as well as appointed three co-chairs for the 1999 Host Committee: Ed Galloway, Miriam Meislik, and Steven Hussman. She said that although Michael Miller had initially agreed to chair the Appointments Committee he found that professional burdens were such that continuing in that role was impossible. Because of the pressing need to make appointments on a timely basis, Duranti asked for Council's guidance on how best to proceed. Hefner suggested Duranti contact some recent past presidents to enlist their assistance in the process. (Duranti subsequently reported that Sharon Thibodeau agreed to chair the Appointments Committee).

Report of the Executive Committee

Bruemmer reported that the Executive Committee explored how best to structure Council's discussion of issues related to the Recommendations of the Task Force on Organizational Effectiveness (TFOE). The Executive Committee also discussed the executive director review process. Sink read into the minutes a list of Executive Committee actions taken over the listserv between September and January. He said Council needed to revisit the listserv guidelines often in order to continually refine the process.

Report of the Treasurer

Sink reported that December 31 marked the end of the second quarter, and while SAA was hewing to budget, two program areas bore attention: workshop income and annual

meeting income, both of which failed to meet projections. While other revenues remained strong, overall the fiscal condition of SAA was neither great nor dire. Sink then presented the auditor's report and moved its adoption. Hefner seconded. Hefner expressed concern regarding the audit point that SAA did not have clear documentation of its special project funds. Maher appointed a subcommittee of Council to further investigate. Council then voted unanimous acceptance of the report.

Sink presented the auditor's management letter and a discussion ensued of the points contained therein. Hirtle moved and Eaton seconded the motion that the treasurer and executive director jointly designate authorized check signers. Passed.

Report of the Executive Director

Mills reported on her site visits to Baltimore and Washington, D.C., as potential sites for the 2001 annual meeting. Mills said she did not receive any information from Baltimore in spite of repeated requests to the Baltimore convention bureau and to a number of the city's hotels. She said this was unprecedented in her career as a meeting planner but because of the lack of responsiveness, she had no choice but to recommend Washington, D.C. She said she would investigate the situation in Baltimore further, but only to communicate to city officials her displeasure at their unwillingness to provide information in a timely manner. Hefner moved and Tibbo seconded the motion to select Washington, D.C., as the site for the 2001 annual meeting. Passed.

Fox noted that the terms of the Publications Editor and the Editor of the *American Archivist* would conclude on December 31, 1998. She said that if the current editors expressed an interest in continuing she would convene a working group to review their performance and recommend next steps.

Eaton moved and Bruemmer seconded the motion that Fox should determine whether or not the editors have an interest in continuing in their positions and if so convene a working group including Tibbo to evaluate options on how best to continue. Fox will report back to the June council meeting with a recommended action. Passed.

Council then welcomed Page Putnam Miller to the meeting and received a report and engaged in a discussion of NCC activities.

Council then welcomed U.S. Archivist John Carlin and Deputy Archivist Lewis Bellardo to the meeting and received a report and engaged in a discussion of NARA activities.

Council finally welcomed Peter Jaszi of the Digital Future Coalition to the meeting and received a report and engaged in discussion of DFC activities, especially relating to copyright legislation.

Report of Council Committees

Gilliland-Swetland presented revised guidelines for the Committee on Education and Professional Development that would implement TFOE recommendations and incorporate the Education Office Advisory Board into its charge. She moved and Eaton seconded the motion to adopt the revised charge. After a few editorial revisions the motion passed.

Bruemmer moved and Duranti seconded the motion to disband the Education Office Advisory Board. Passed.

Gilliland-Swetland presented a request from the Public Information Committee to engage in a campaign to identify the ten most important documents from the past century and to engage in a public awareness campaign. After discussion, Hefner moved and Bruemmer seconded the motion that Council thank the committee for placing the idea before Council. However, the proposal brought out the larger issue of the core mission of the committee and how SAA could be most effective in public affairs. Council charged that Bruemmer and Gilliland-Swetland work with the committee co-chairs to refine its mission and discuss the future of the committee. Passed.

Report of the Council Committee on Sections and Roundtables

Hefner reported that the majority of SAA sections and roundtables were in a wait and see mode pending the outcome of the Task Force on Organizational Effectiveness and the proposal for member interest groups. Jefferson said she would compile a list of the results from the leadership luncheon and distribute to the leadership listserv.

Committee on Task Forces, Boards and Representatives

Bruemmer presented a report from the *American Archivist* Editorial Board responding to a proposal from Kluwer International to take over the production and distribution of journal. After Council discussion of the possible pros and cons of the proposal, Duranti moved and Hefner seconded the motion that Bruemmer communicate to the Editorial Board working group that they should explore the concept of producing an RFP to commercialize the publishing of the *American Archivist*. Then, if it seems to be a sound proposition to produce an RFP, they develop one for jobbing out services in support of enhancing the journal along the lines of, but not exclusively, what was incorporated in the Kluwer proposal. Passed.

Council entered executive session to discuss the schedule for the executive director's evaluation and contract.

January 24, 1998

Task Force on Organizational Effectiveness

Council addressed each of the TFOE recommendations in depth. The following motions evolved from this discussion:

Hirtle moved and Sink seconded the motion to accept the Standards Board proposal for reorganization and directed the affected units to continue to develop the proposal through the creation of committee charges and guidelines. Passed.

Sink moved and Duranti seconded the motion to disband the Committee on International Archival Affairs (CIAA). Aye: Sink. Nay: Browne, Bruemmer, Eaton, Gilliland-Swetland, Hefner, Hirtle, Jefferson, Tibbo, Uhler. Abstain: Duranti. Declined.

Duranti moved and Uhler seconded the motion that the president establish a task force to identify the type of international involvement SAA should have, its purposes, and the means of achieving such involvement. The task force would present recommendations by May 15. Passed, with Hefner opposed.

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Bruemmer moved and Duranti seconded the motion that Council freeze membership in CIAA until Council has had the opportunity to assess the results of the task force. Passed.

Bruemmer moved and Duranti seconded the motion that Council freeze membership in the Legal and Legislative Affairs Committee. Further, that Council liaison Eaton should receive a report from the committee to evaluate the nature of legal and legislative advice the committee could provide to Council, especially in light of Council's own increased work in this area. Such report would be due by May 15 for discussion at the June Council meeting. Passed, with Hefner abstaining.

Council began its discussion of the Committee on the Status of Women (COSW) by reviewing the December 1 communique from Maher to Baty and Baty's January 5 response. Hefner moved and Browne seconded the motion that Council retain the Committee on the Status of Women. Aye: Browne, Hefner, Uhler. Nay: Bruemmer, Eaton, Hirtle, Jefferson, Sink, Tibbo. Abstain: Duranti, Gilliland-Swetland. Declined.

Sink moved and Duranti seconded the motion that whereas in view of the communications between Maher to Baty on December 1 and Baty to Maher on January 5, the Committee on the Status of Women create a petition to establish a Roundtable on Women's Professional Archival Issues consistent with the concerns expressed in the closing portions of Baty's letter. Aye: Bruemmer, Duranti, Eaton, Sink. Nay: Browne, Hefner, Tibbo, Uhler. Abstain: Hirtle, Gilliland-Swetland, Jefferson. The vote being tied, Maher cast a vote of aye and the motion passed.

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Council Report

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Following Council consultation with the chair of the committee, Gilliland-Swetland moved and Duranti seconded the motion that Council disband the Committee on Institutional Evaluation and Development. Passed.

Proposed SAA Archives Listserv

Bruemmer reported on discussions with John Harlan regarding Harlan's request that SAA assume management of the Archives and Archivists Listserv. He then moved and Browne seconded the motion that SAA pursue guardianship of the list through a third party volunteer. Passed.

Maher appointed a working group consisting of Bruemmer, Fox, Hirtle, and Tibbo to investigate the fiscal implications of SAA assuming management of the list. He charged the working group to report its findings to Council by May 15 for discussion at the June Council meeting.

Maher presented a letter from the Australian Society of Archivists requesting that SAA endorse ASA's position on a political controversy in that country regarding management of public archives. The sense of Council was that the decision made at the September Council meeting not to become involved still stood. Council agreed to write a letter to the ASA commenting on the relevant archival principles relating to the case.

Uhler presented a report from the 1997 Nominating Committee addressing recruitment of candidates for elected positions. Uhler moved and Eaton seconded the motion that Council thank the Nominating Committee for their hard work in researching and presenting the report. She further moved that Council ask the Nominating Committee to create position descriptions to be given to prospective nominees. Passed.

Hirtle moved and Eaton seconded the motion that the Council liaison to the Committee on Archival Information Exchange (CAIE) convey the sense of Council that the liaison from the Descriptive Standards Section should be welcome in discussion and further to TFOE discussions that CAIE draw up guidelines describing the parameters of an Encoded Archival Description working group, to include an International Congress on Archives representative in those guidelines. Passed.

The meeting adjourned at 10:40 a.m. on Sunday, January 25.

Executive Director

continued from page 4

temporarily made in the process of using a computer or computer network may not serve as the sole basis for copyright infringement liability, such as when a work is viewed on the Web.

Unfair Licenses. Section 7 would effectively preclude copyright owners from using non-negotiable license terms to abrogate or narrow rights and use privileges that consumers otherwise would enjoy under the Copyright Act, such as fair use privilege, by preempting state common and statutory law, such as the proposed changes to the Uniform Commercial Code.

Black Boxes. Section 8 would implement the anti-circumvention and copyright management information provisions of the WIPO Copyright Treaty and the WIPO Performances and Phonograms Treaty. The treaties do not require the broad prohibition of software and devices that might be used by infringers as proposed in the legislation drafted by the Clinton Administration. Consistent with the treaties, Section 8 would create liability only for a person who, for purposes of infringement, knowingly circumvents the operation of an effective technological measure used by a copyright owner to limit reproduction of a work in a digital format. The bill also would create liability for a person who knowingly provides false copyright management information or removes or alters copyright management information without the authority of the copyright owner, and with the intent to mislead or induce or facilitate infringement.

These seven sections comprise an exceptionally strong bill which needs our support. Rarely do we have the opportunity to amend or protect copyright law. It's vitally important that we do so now. Please write to your senators and representatives. Ask them to co-sponsor either Sen. John Ashcroft's S.1146 or Rep. Rick Boucher and Rep. Tom Campbell's HR. 2281. The message in Washington is clear: your letters *do* count and have a profound impact. Archivists are good at speaking out on important issues. This is one time when your voice is needed most of all.



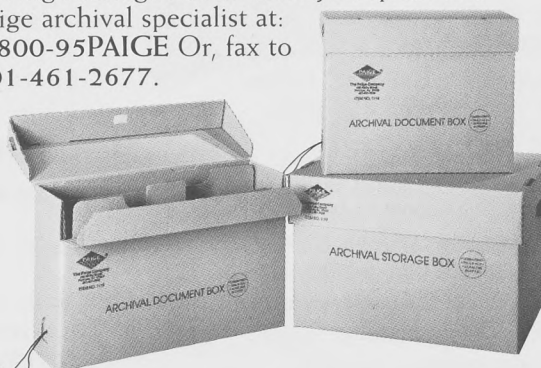
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Job Ads Online at SAA Web Site

<http://www.archivists.org>

The Society of American Archivists (SAA) is pleased to announce that the *SAA Employment Bulletin* is now available online. The bulletin contains listings of career opportunities for archival professionals. Beginning in April listings will be updated weekly.

SAA is happy to provide this online tool in response to the overwhelming demand for electronic access to job listings. "SAA is constantly striving to enhance membership services and online access to these job opportunities is just one example," SAA Executive Director Susan Fox said.

This effort contributes to SAA's strategic goals by broadening the scope of the bulletin's audience and improving the visibility of the archival profession. Additionally, this increased visibility will assist a broader range of employers who are seeking archival professionals as well as improve the career resources SAA provides to members. "It's a win-win situation for both prospective employers and prospective employees," Fox noted.

To access the bulletin go to SAA's home page at <http://www.archivists.org> and then click on the button at right marked "Employment Bulletin." Follow the links and you will access an alphabetical listing of job opportunities.

A print version of the *SAA Employment Bulletin* will continue to be published bi-monthly and available for a fee to subscribers. In addition, job announcements will continue to appear in the "Professional Opportunities" department in *Archival Outlook*, SAA's bi-monthly newsletter.

Advertisers interested in obtaining more information about promoting staffing opportunities via SAA's online bulletin should contact Teresa Brinati, Director of Publications, at 312/922-0140, fax 312/347-1452, or via e-mail, tbrinati@archivists.org.

Buy Some Books

The *1998 SAA Publications Catalog* is being printed and mailed this month to SAA members. The latest edition of the catalog features more than 130 titles covering a broad range of topics vital to archivists and allied professionals. The catalog will also be posted on SAA's Web site. For additional copies of the catalog to pass out to colleagues and friends, contact Troy Sturdivant or Rodney Franklin at (312) 922-0140 ext. 21 or tsturdivant@archivists.org.

New Travel Agency

SAA is now working with the Travel Technology Group, Ltd. (TTG), 110 W. Hubbard St., Suite 300, Chicago, IL 60610, (312) 527-7270, (800) 388-8856, fax (312) 329-1081. TTG has a dedicated team of travel consultants to assist you in your travel arrangements.

Directory of Archival Organizations

The *1998 Directory of Archival Organizations in the United States and Canada* is a handy eight-page reference in the center of this newsletter. The gold insert includes 68 organizations featuring contact information, newsletter editors, membership totals and annual dues.

SAA Deadlines

MARCH

- 5 Job announcements for April *SAA Employment Bulletin*

APRIL

- 5 All submissions (including job ads) for May/June *Archival Outlook*
- 6 Postmark deadline for 1998 SAA ballots

MAY

- 5 Job announcements for June *SAA Employment Bulletin*

JUNE

- 5 All submissions (including job ads) for July/August *Archival Issues*

JULY

- 5 Job announcements for August *SAA Employment Bulletin*

MODERN ARCHIVES Principles and Techniques

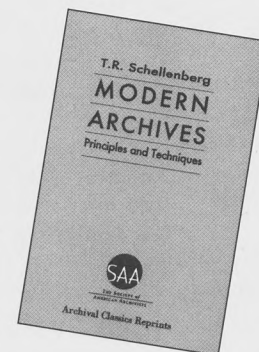
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"A most thoughtful and convincing exposition of the role of archivists. . . The book is most informative, particularly in reference to the history of archival economy in European institutions concerned with the more traditional concept of ancient archives." SPECIAL LIBRARIES

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Publications Dept. at 312/922-0140 ext. 21 or tsturdivant@archivists.org





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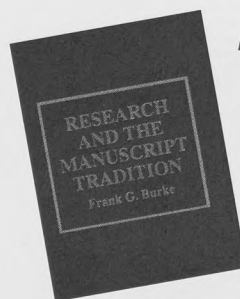
The Society of American Archivists' headquarters has relocated to the recently renovated Hunter Building at 527 S. Wells Street, a scant three blocks from its previous location. A solitary eight-story building on the edge of Chicago's South Loop at the corner of Wells Street and Congress Parkway, the office is steps away from the central business district and easily accessible via public transportation or car.

The new office suite encompasses the entire fifth floor and will allow SAA staff room to grow as it expands its services to the membership. A section of the office is devoted to on-site storage of publication resources to enhance order fulfillment and shipping. A spacious conference room is situated in the center of the suite and will accommodate a number of meetings that previously required rental of external meeting space. The lunchroom, which overlooks the Chicago Stock Exchange, is cozy and a welcome addition. There is now a central computer room as well a designated communications area which is home to two laser printers, a fax machine, and a photocopier.

SAA Executive Director Susan Fox has big plans for decorating the expanse of freshly painted walls with gifts donated by members which highlight the richness and diversity of their archival collections. In addition to adding a touch of class to the decor, these photographs and images would communicate to visitors the nature and scope of the archival profession. Please send artwork to: Susan Fox, The Society of American Archivists, 527 S. Wells St., 5th Floor, Chicago, IL 60607.

Staff is settling in to the sunny new surroundings and looks forward to continuing to provide excellent service to members from its new home. This is an exciting move for SAA as it enters the new millennium. So come by and visit the next time you are in Chicago!

SAA and Scarecrow Press . . . the Tradition Continues

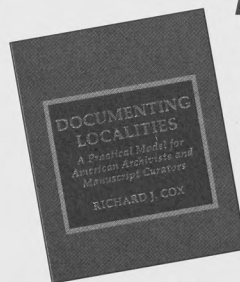


Research and the Manuscript Tradition

Frank G. Burke

The author reveals professional techniques and traditions employed by archivists and manuscript curators, describing what they do and why, so the beginning researcher has a foundation for understanding how to search and access personal papers. The book surveys problems of organization, access, alternative sources, and legal issues with amusing anecdotes and examples. A reflection on using manuscripts for research, administering manuscript and archival collections at institutions, and the lessons learned from teaching a manuscripts administration course for more than 20 years.

(1997) 320 pp., cloth
\$52.50 • SAA members \$47.50
product code 319



Documenting Localities A Practical Model for American Archivists and Manuscript Curators

Richard J. Cox

This volume discusses the importance of locality to American archival practice, the primary methods archivists have used to acquire documentation about localities, the practical basis of the archival documentation strategy as a more systematic approach to archival appraisal, and suggests a schema for conducting such documentation work.

(1996) 182 pp., cloth
\$43.50 • SAA members \$37.50
product code 278

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The Wonderful World of Disney Awaits!

SAA 62nd Annual Meeting

August 3–Sept. 6, 1998

Orlando, Florida

Walt Disney World Dolphin Hotel

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American Airlines and Delta Airlines are

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Look for rate code information in the

1998 annual meeting program,

which will be mailed in May.

For more information about the meeting, contact:

Bernice Brack at (312) 922-0140,

bbrack@archivists.org

Tours Planned that Highlight Florida History and Ecology

The 1998 Host Committee has been busy planning tours for SAA's 62nd annual meeting in Orlando that showcase the rich history and lush scenery that central Florida has to offer. Following is a glimpse of what to expect:

Tour of Ybor City in Tampa — A walking tour of this historic Cuban settlement will be conducted by the Ybor City Museum Society. Emigrating to Tampa around the turn of the century, Cubans started the cigar industry in this area of Tampa that has maintained its ethnic face. Ybor city offers authentic Cuban restaurants, shopping, and architecture. Tour participants will enjoy a sampling of each!

Tour of Tebeau Library of the Florida Historical Society — In its new quarters, the Tebeau Library houses one of a kind historical Florida documents. Part of this tour includes a stop at Cocoa Village, an area on the water featuring seafood and other restaurants.

The Kennedy Space Center — A must-see Florida attraction, the Kennedy Space Center offers complete tours of its facilities and exhibits. The IMAX movies may be the best part as "one truly feels as if in space."

Tour of Winter Park — This tour includes a stop at the Morse Museum of American Art which houses the Tiffany Collection and other American art. One can see Tiffany's Electrochandelier exhibited there. The Rollins College Campus and its Cornell Fine Arts Museum, Chapel and Theatre, are also featured on the tour as is a lovely boat excursion that cruises through area lakes and canals.

Tour of Southern College — Designed by Frank Lloyd Wright, the campus of Southern College is beautifully situated and a must for architecture buffs.

St. Johns River Tour — Explore the wonders of Florida wildlife from the ship which cruises through some still arms of the St. John's River. A paradise for bird watchers, this is a narrated tour.

Confessions of an SAA Annual Meeting Assistant

by Shari Christy, *National Aviation Hall of Fame*



Shari Christy, archivist/curator and annual meeting assistant

I have been an annual meeting assistant for the Society of American Archivists since 1994 and must confess that it continues to be among the most beneficial experiences I've had since joining the archival profession. All of the conferences have been filled with numerous networking and learning opportunities that have proven invaluable. It has allowed me to meet so many people from all walks of the archival profession that I might have not otherwise connected with.

Being an annual meeting assistant means you get to work closely with the wonderful SAA staff and helps you develop an appreciation for what goes into making an annual meeting great. SAA conferences begin on a Wednesday, with pre-conference workshops held during the three preceding days. However, the Saturday before is when the work begins for volunteers. This is when the souvenir bags for the more than 1,000 meeting attendees are stuffed with useful information: pocket programs, local restaurant guides and visitor brochures. There is also a "walk-through" of the hotel with hotel liaison staff so that a thorough lay of the land is acquired: from meeting space to ballrooms, business center, restaurants and other hotel facilities so that meeting attendees can be readily assisted.

Once the conference kicks-off, I am "on" as early as 6 a.m. and "off" sometimes as late as 11 p.m. depending on the day's activities. During those hours I check every meeting room to verify that the room is set-up correctly and that all audiovisual equipment is in working order and turned on. I direct people to sessions, field queries, help attendees locate tours, and assist at banquets and receptions. I also stand ready to provide general assistance to SAA staff and the Host and Program Committees to resolve any challenges as they arise. In addition, I manage to attend sessions. You may have spotted me scurrying from place to place while sharing a rapid fire exchange via walkie-talkie.

The work is long and hard, make no mistake, but the tangible benefits and intangible rewards that I get every year that I attend an SAA annual meeting make it all worthwhile. The archival profession is so multi-faceted that it's impossible to meet everyone, but by being an annual meeting assistant you get pretty close!

Opportunity Knocks: Annual Meeting Assistant Needed

The Society of American Archivists is seeking a member who would be willing to make a commitment to work at SAA's next two annual meetings. The 1998 annual meeting will take place in Orlando, Florida, from August 31–September 6. The 1999 annual meeting will take place in Pittsburgh, Pennsylvania, from August 23–29. Candidates must have excellent communication and organizational skills, work well under pressure, and be willing to work long hours. The annual meeting assistant reports directly to SAA's meeting director. Ground transportation, meals, hotel room, and registration fee are provided by SAA. Candidate pays for his or her own airfare. ***Please send a cover letter, resume, and three references by May 15, 1998,*** to Debra Mills, Meetings Consultant, Society of American Archivists 527 S. Wells St., 5th Floor, Chicago, IL 60607, fax (312) 347-1452.

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Link to Learning

Joan Sander, *SAA Education Director*

EAD 1.0 is Here

The "Encoded Archival Description" (EAD) workshop has been completely revised and updated to reflect the new release of EAD (version 1.0). The workshop will teach participants how to encode their finding aids in Standard Generalized Markup Language (SGML) using Encoded Archival Description (EAD). EAD is becoming the standard Document Type Definition (DTD) for archival finding aids. Participants in this workshop will learn the structure of EAD, get an overview of SGML and its Web version, Extensible Markup Language (XML), learn how to use an SGML authoring program (Softquad's Author/Editor), analyze what makes a good finding aid, and discuss implementation strategies, including the creation of new finding aids, conversion of legacy data, and publication on the Web. The workshop is very hands-on; basic computer skills are required. Participants will be able to apply the fundamental elements of EAD to finding aids at their own institution after taking the workshop.

Exciting Preconference Lineup for Orlando

I am happy to include a tentative list of workshops to be presented at the Pre-conference of SAA's 62nd Annual Meeting in Orlando, Florida, August 31–Sept. 6, 1998. Of the nine workshops to be offered, five are new, with two offered in a "package" to participants who will receive a price discount if they sign up for both. The two-course package is "Basic Electronic Records" (August 31–September 1) and "Advanced Electronic Records" (September 2). The instructors for the electronic records workshops are outstanding teachers and experienced in the field. You will also find a new appraisal workshop, a new oral history course, and a new workshop on preservation microfilming management. Many thanks to the Committee on Education and Professional Development who assisted me in reviewing the new workshop offerings.

We hope you will start early in making your plans for Orlando and we

look forward to your making the pre-conference workshops part of your annual meeting schedule.

- **Basic Electronic Records**
Instructor: Tom Ruller
August 31 – September 1, 1998
- **Advanced Electronic Records:**
Design, Implementation and Evaluation
Instructor: Anne Gilliland-Swetland
September 2, 1998
- **Grant Proposal Preparation**
Instructors: Richard Cameron and Laurie Baty
August 31, 1998
- **Preservation Microfilming Management**
Instructor: Erroll Somay
August 31, 1998
- **Encoded Archival Description (EAD)**
Instructors: Kris Kiesling and Michael Fox
August 31 – September 1, 1998
- **Preservation Management**
Instructors: Mary Lynn Ritzenthaler and Evelyn Frangakis
August 31 – September 1, 1998
- **Oral History: From Planning to Preservation**
Instructor: Fred Calabretta
September 1, 1998
- **Probing Appraisal Practice: Contending with Methods, Mayhem and Madness**
Instructor: Richard Cox
September 1, 1998
- **Understanding Archives: An Introduction to Principles and Practices**
Instructors: Julie Bressor and Polly Darnell
September 1–2, 1998

If you have any questions about these workshops, please contact the SAA Education Department: Joan Sander (jsander@archivists.org) or Tara Shimandle (tshimandle@archivists.org) at (312) 922-0140.

Plans are Underway for Distance Learning!

Now that SAA's foundation workshops are set through the 62nd annual meeting in Orlando, Florida, it has been possible for me to begin to plan for distance learning projects again. Certainly, videoconferencing and teleconferencing still seem to be the hot distance learning topics, but there is a viable alternative to them that SAA could develop quickly and cost-effectively. This is the option of on-line courses through our established Web site. Participants would be given a special password that would allow them to link to a detailed syllabus, reading requirements and methods of communicating with the instructor.

I am investigating the possibility of starting with basic electronic records training and hope to have at least one on-line course available by fall of 1998. This does not exclude the option of self-study packages; self-study packages may include e-mail and other computer-assisted instruction, but the initial "package" is a hard-copy syllabus and other support material mailed via the post office to each participant. The package often includes other support materials such as videocassettes, articles, exercise books and the like.

What is the purpose of distance learning? Two goals are of utmost importance:

- 1) to reach more of our members; and
- 2) to answer our members' call for more affordable professional continuing education.

These barriers to participating in SAA's education programs were noted last year after the needs assessment and, I wish to emphasize, not forgotten. I will keep you posted on progress with SAA's plans for distance learning in future columns.

SAA Continuing Professional Education Workshops Spring/Summer 1998

Encoded Archival Description

Workshop #9810
New York, New York
Co-sponsor: New York University
May 21-22, 1998 (*registration deadline: April 22, 1998*)
Fee : \$342; SAA Members: \$269
Continuing Education Units: 1.5
Instructors: Kris Kiesling and Michael J. Fox
Enrollment in this course is limited to 20 participants.

This workshop will teach participants how to encode their finding aids in Standard Generalized Markup Language (SGML) using Encoded Archival Description (EAD). EAD is becoming the standard Document Type Definition (DTD) for archival finding aids. Participants in this workshop will learn the structure of EAD, get an overview of SGML, learn how to use an SGML authoring program (Softquad's Author/Editor), discuss what makes a good finding aid, and discuss implementation strategies. Participants will be able to apply the basic elements of EAD to finding aids at their own institution after completing the workshop.

Digital Imaging Technology

Workshop #9808
New Haven, Connecticut
Co-sponsor: New England Archivists
May 15, 1998 (*registration deadline: April 15, 1998*)
Fee: \$235; SAA Members: \$189
(Fee includes \$20 for services and equipment)
Continuing Education Units: .75
Instructor: Paul Conway

This workshop will present the concepts and vocabulary of digital imaging technology and its application in the creation, storage, transmission, retrieval, display, and printing of images. The primary focus will be the use of this technology by archivists to create image databases of historically significant materials. Participants will complete advance reading assignments and should consider the use of digital imaging in their own repositories. The workshop will introduce components of imaging systems and their attendant costs, quality/production trade-offs, factors affecting the longevity of digital information, and access-related issues. Through lecture, discussion, case studies, exercises, and handouts, participants will gain an understanding of how the various approaches of digital imaging affect the capture of the range of paper and film-based materials found in archival collections.

Copyright and Fair Use for Archivists

Workshop #9806
Chicago, Illinois
Co-sponsor: Midwest Archives Conference (MAC)
April 29, 1998 (*registration deadline: March 30, 1998*)
Fee: \$215; SAA Members: \$169
Continuing Education Units: .75
Instructor: Peter Jaszi

This workshop will introduce some of the doctrines of U.S. copyright law which are most likely to impact archivists in their day-to-day activities. This includes: concepts of "copyrightability;" the work/object dis-

inction; the status of unpublished works; fair use, and special exemptions; copyright law as applied to activities in the digital network environment; and an overview of the international copyright system as it may affect archival practice. A detailed discussion of actual problems and questions which participants in the workshop have encountered in their workplaces will be conducted. Specific legal advice will not be provided. The goal of the discussion will be to provide participants with a "toolkit" for analyzing copyright problems as they arise, and for working with their institution's legal counsel to resolve them. Participants should come prepared to share their own experiences. The workshop will conclude with a summary of current copyright policy issues, including pending federal legislation on such topics as copyright term extension and copyright in the network environment.

Sound and Light: The Administration of Sound Recording and Moving Image Materials in Archives

Workshop #9807
New Orleans, Louisiana
Co-sponsor: Historic New Orleans Collection
May 7-8, 1998 (*registration deadline: April 8, 1998*)
Fee: \$342; SAA Members: \$269
Continuing Education Units: 1.5
Instructors: Chris Paton, Barbara Sawka, Maxine Fleckner Ducey

This course will present the history of recording formats; types of recorded media and technology used, from cylinder recordings through film and videotape; aging and deterioration characteristics of each medium; methods for extending the life of non-archival formats, including proper storage and handling of the materials; and the types of equipment required for staff and patron use of audiovisual recordings. Sound and moving image records are among the most challenging formats found in twentieth century archival collections; these recordings contain irreplaceable information, yet are inherently unstable formats.

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

Workshop #9809
Pocatello, Idaho
Co-sponsor: Conference of Inter-Mountain Archivists (CIMA)
May 20, 1998 (*registration deadline: April 20, 1998*)
Fee: \$215; SAA Members: \$169
Continuing Education Units: .75
Instructor: Tom Ruller
Enrollment in this course is limited to 20 participants.

This workshop will teach archivists how to deliver quality services to their customers via the Internet. Topics include remote reference services, online finding aids, and effective presentation of information for remote users. Participants will learn techniques for identifying customers for network service delivery, preparing materials for online dissemination, and requirements for managing, operating, and maintaining quality Internet services. The workshop builds on the introduction to the Internet provided by the SAA workshop *Cyberspace for Archivists* and assumes a basic knowledge of the Internet and Internet-based applications like the World Wide Web.

To receive a more detailed listing visit the SAA Web site or contact:

Office of Education
The Society of American Archivists
527 S. Wells St., 5th Floor, Chicago, IL 60607
(312) 922-0140 Fax (312) 347-1452
jsander@archivists.org or tshimandle@archivists.org
www.archivists.org



WILLIAM D. CAUGHLIN recently became manager of corporate archives at Ameritech Corp., the communications company based in Chicago. He was previously an employee of The Winthrop Group, Inc., first serving as project archivist at Kraft Foods, Inc. and then as the on-site archivist for Ameritech.

DAVID DE LORENZO has been named the France-Merrick director of the library at the Maryland Historical Society. Formerly, he held the position of curator of manuscripts and archives at Harvard Law School.

FYNNETTE EATON, who served as chief of the Technical Services Branch of the Center for Electronic Records at NARA, has joined the Office of Smithsonian Institution Archives to develop an electronic records program for the Smithsonian Institution.

BILL HANNA has returned to the Mississippi Department of Archives and History to serve as director of the Local Government Records Office. Hanna began working for the department in 1974, serving as the director of the Records Management Division from 1987 to 1993. He was records manager for the City of Jackson from 1993 to 1997.

JOAN WARNOB-BLEWETT, a key staff member of the Center for History of Physics of the American Institute of Physics for 32 years, retired on August 1, 1997. She joined AIP in 1965 as librarian of the Niels Bohr Library. In 1974 she was promoted to associate director of the center.

In January 1965, when Joan came to work at the Niels Bohr Library, the AIP Center for History of Physics had not yet been founded. She has retained a tremendous appreciation for the physicists whose assertiveness, creativity and hope, initiated programs at the center, and her career as associate director was inspired by the spirit of their plans to document modern physics. Over the years, Joan put these plans into action by making sure AIP would play a leadership role in guiding papers of historical significance into appropriate repositories.

Most important, she realized that the center's plans must evolve to meet changes in the physics community, and she pioneered the "documentation strategy" approach to preservation. Joan initiated documentation research projects in which archivists were joined by historians, sociologists and scientists to study from an archival perspective new institutions such as the postwar national laboratory and the multi-institutional collaboration. Joan became widely known in the archival community for her innovations, as well as for her personal helpful cooperation with people at many institutions.

HERBERT J. HARTSOOK, curator of modern political collections at the University of South Carolina's South Caroliniana Library, has contributed a chapter titled "Unique Resources: Research in Archival Collections," to *Writing Educational Biography, Explorations In Qualitative Research* (Garland Publishing, Inc).

HEATHER HEYWOOD, formerly of the World Bank Group Archives, is now working in the archives for the United Nations High Commissioner for Refugees in Geneva, Switzerland.

MARILYN PAUL-LEWIS has been appointed as the 1997-1998 NHPRC Fellow at the Thomas J. Dodd Research Center at the University of Connecticut. Prior to her appointment she was the traveling archivist for the Association of Newfoundland and Labrador Archives.

BETSY PITTMAN was recently appointed as university archivist at the Thomas J. Dodd Research Center at the University of Connecticut. Pittman was formerly university archivist and head of special collections at the Virginia Commonwealth University in Richmond, Virginia.

BARBARA TRIPPEL SIMMONS joined the staff of the Amherst College Archives and Special Collections last September as processing archivist.

What's the scoop? Please send news about position appointments, professional achievements, and honors received to: Teresa Brinati, SAA, 527 S. Wells St, 5th Floor, Chicago, IL 60607, fax (312) 347-1452, tbrinati@archivists.org.

In 1985, the Society of American Archivists awarded AIP its Distinguished Service Award for outstanding contributions to the archival profession. That same year, Joan co-authored *Appraising the Records of Modern Science and Technology: A Guide* (MIT, 1985), which is still available from SAA.

Another component of Joan's responsibility was the *International Catalog of Sources for History of Physics and Allied Sciences*. Joan's major innovation was to persuade institutions outside the United States to conduct surveys to locate relevant collections in their countries and share the information in the catalog.

A friendly understanding between archivists and scientists was one of Joan's deeply felt goals. She promoted the idea that strong professional archival skills are more essential for those working with papers of scientists than a background in science itself.

Although Joan took up retirement last August, she was immediately rehired by AIP on a part-time basis as archivist emeritus, serving as a valued adviser to staff, and continues as project director of the grant-funded AIP Study of Multi-Institutional Collaborations. On completion of the collaborations study in 1998 Joan will go into retirement full-time (in North Carolina) with her husband, the eminent accelerator physicist John Blewett.

Obituaries

MARGARET STORRS GRIERSON, 97, longtime archivist at Smith College, died on December 12, 1997, in Northampton, Massachusetts. Born June 29, 1900, in Denver, Colorado, Grierson was the daughter of the late Lucius Seymour and Mary Cooper Storrs. She graduated from Smith College in 1922, and taught philosophy at Bryn Mawr College while studying for a Ph.D. After completing her degree, she returned to Smith in 1930, teaching philosophy for a number of years before being named college archivist in 1940 and, in 1942, executive secretary of the Friends of the Library and director of the new Sophia Smith Collection.

During her tenure working with Mary R. Beard, an early champion of women's history, Grierson was responsible for transforming the collection from its beginnings as a repository of works by women writers into an internationally prominent historical research collection. Today its holdings—5,500 linear feet in volume—document the historical experience of women in the United States and abroad from the colonial era to the present. Its subject strengths include birth control, women's rights, suffrage, the contemporary women's movement, U.S. women working abroad, the arts, the professions, and middle-class family life in nineteenth- and twentieth-century New England.

Grierson was several decades ahead of her time when the Sophia Smith Collections was founded. When the women's liberation movement brought a renewed interest in women's history, the collection was beautifully positioned to supply scholars and the media with the sources they needed to begin augmenting the historical record. Grierson is one of the unsung giants who made the field of women's history possible.

Devoted to the preservation of the college's history, Grierson simultaneously built a college archives with a uniquely rich collection of student letters, diaries, scrapbooks, and photographs.

A memorial service will be held at 2 P.M. on Saturday, May 9, 1998, in the Helen Hills Chapel at Smith College. Contributions in Grierson's memory can be made to the Margaret Storrs Grierson Endowment Fund for the Sophia Smith Collection and Smith College Archives.

SHERRILL REDMAN
Smith College

It was with sadness that I learned of the death of **MARGERY S. LONG**, M.L.S. on December 19, 1997. Margery was audio-visual curator of the Walter P. Reuther Library at Wayne State University in Detroit. Her career at Wayne spanned almost a quarter century. She manifested a serious interest in visual materials, preservation, sound recordings, and archival exhibitions, all of which had been neglected areas among archivists. Here research, teaching, and professional involvement in these overlooked aspects of archival administration served to draw attention to them, helping to raise consciousness and appreciation for their value to the profession. She co-authored "Archives and Manuscripts: Administration of Photographic Collections" a basic text in this realm, published and reprinted by the Society of American Archivists as a testimony to its worth.

For many years Margery taught the graduate-level course *Conservation and Administration of Photograph Collections* as part of the Archival Administration program at Wayne, developed by the distinguished archivist and historian Philip P. Mason. As a student, this course was a major factor in my decision to concentrate in the visual materials aspect of archival administration. I can testify to Margery's inspirational qualities as an instructor. She offered workshops under the auspices of SAA as well, sharing here expertise with a broader professional audience.

Perhaps the most interesting aspect of Margery's career was her extensive work with exhibitions of documents and photographs. Such time consuming and labor intensive efforts are often underrated by those who lack appreciation for what such projects involve. Exhibitions make a strong impact on viewers, and are often on the cutting edge of research. Unless a full catalog is produced, exhibits leave no permanent record behind, making them more difficult to judge as professional achievements. Margery's exhibitions at the Reuther Library, as well as permanent installations at off-site locations, are a credit to her and to Wayne State University. During my graduate years I served as her research assistant for the exhibition *The Wobblies* (nicknamed for a member of the Industrial Workers of the World union), an experience that influenced my subsequent work in the exhibition field.

Margery's was a long record of excellent service and outstanding professional contributions. As one of her students, a colleague, and a former chair of the SAA Visual Materials Section, I know I speak for many, when I say "Margery, we will miss you greatly."

DOUGLAS M. HALLER
University of Pennsylvania Museum



From the Archivist of the United States

by John W. Carlin

Good News for Archivists in the President's Budget

I am enormously pleased to be able to report to the archival community that President Clinton's budget for Fiscal Year 1999 includes a big increase for the National Archives and Records Administration (NARA) and an increase as well for grants from the National Historical Publications and Records Commission (NHPRC).

If Congress approves the president's budget, NARA will receive significantly increased funds to:

- expand public access to the nation's records;
- develop solutions to the problems of managing and preserving electronic records;
- help federal agencies manage their records more efficiently for use in their current operations and ensure preservation for the future;
- preserve valuable historical records that are already at risk;
- make repairs in our facilities; and
- ensure the preservation of the Charters of Freedom.

The president proposes to increase NARA's operating budget from \$205,166,500 to \$230,025,000, an increase of \$24,858,500, which is 12.1 percent. The budget proposal also includes \$10,450,000 for repairs and restorations at NARA facilities, re-encasement of the Charters of Freedom to ensure their preservation, and a concept design for the renovation of Archives I. And the proposal would increase funds for grants from the National Historical Publications and Records Commission by one-half million dollars, 9.1 percent. The NHPRC budget would rise from \$5.5 million to \$6 million, which is the most that the NHPRC has ever received for competitive grants.

The proposed budget increase relates to many goals in NARA's strategic plan. The proposed increase would help us improve guidance to agencies on front-end records management by enabling us to increase staff for that purpose, establish an information baseline on agency problems and practices, and undertake business process re-engineering to set the stage for development of the portion of a records life-cycle information system in which front-end records management would be automated. The proposed increase would help us deal more effectively with electronic records by enabling us to

accelerate work on the development of standards and tools for electronic records management, help develop our own preservation infrastructure for electronic records, and increase our capacity to provide public access to electronic records. The proposed increase would help us increase access to records by enabling us to expedite the declassification of records through a records-scanning project, upgrade the electronic foundation for our delivery of information internally and to customers, and modernize and upgrade NARA's research room equipment. For example, we would begin replacing broken, deteriorating, and inadequate equipment, such as microfilm readers and audio and video players, and we would place research computer terminals in archival facilities and presidential libraries so that researchers could access at our sites the same information that we make electronically accessible at home. The proposed increase also would help us meet preservation goals by enabling us to deal with critical problems in preserving veterans' records, and to convert aging motion-picture, audio, and still-photo collections from deteriorating and obsolete formats.

The proposal would protect our base budget, including current salaries and pay raises projected for fiscal year 1999, and provide funds for the replacement of our current personnel and payroll processing systems, as well as for increases in rent and facility charges. The proposed budget would help us fill out our staffing plan in some priority areas. Also of great importance for our future progress, the budget would give us both authority and money to plan a "reimbursable" program, through which we would be able to charge agencies for records storage and retrieval services more widely than our records centers do now. Also, the increased funds for NHPRC would make more grant funds available for archival projects outside the federal government, including electronic records research and development.

Clearly the president has understood the importance of managing the nation's records well, preserving them, and making them readily accessible—records in electronic as well as in traditional forms. The president is acting dramatically to ensure our progress. We are grateful to him, as everyone will be who cares about our nation's records. The budget represents a tremendous step forward. I now will be working as hard as I can to seek its approval by Congress.



THE SOCIETY of
AMERICAN ARCHIVISTS

1998 Directory of Archival Organizations in the United States and Canada

UNITED STATES

• National Archival Organizations

1. Academy of Certified Archivists
2. Archivists for Congregations of Women Religious
3. Archivists of Religious Institutions
4. Association of Catholic Diocesan Archivists
5. Association of Moving Image Archivists
6. National Association of Government Archives and Records Administrators
7. National Episcopal Historians and Archivists
8. The Society of American Archivists

• Regional, State and Local Archival Organizations

9. Archivists Roundtable of Metropolitan New York
10. Arizona Paper and Photography Conservation Group
11. Association of Hawaii Archivists
12. Association of St. Louis Area Archivists
13. Austin Archivists Associated
14. Bay Area Archivists
15. Capital Area Archivists of New York
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65. Council of Archives New Brunswick
66. Council of Nova Scotia Archives
67. Reseau des Archives du Quebec
68. Saskatchewan Council of Archives

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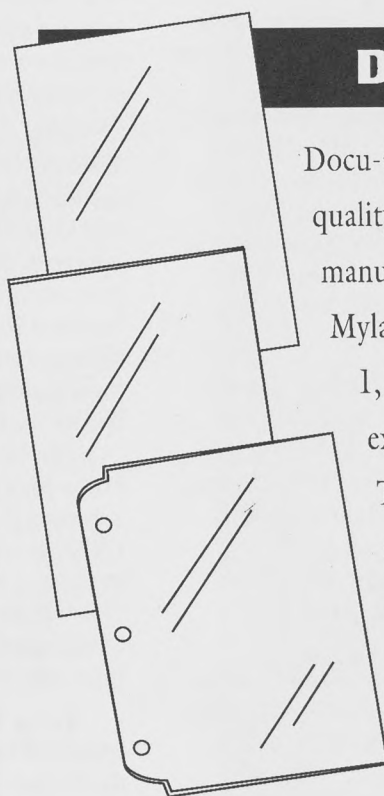
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Washington Beat

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

President Recommends a Budget Increase for National Archives—The numbers in the president's FY'99 budget requests to Congress became public on February 2. President Clinton has requested \$230 million, a \$24.8 million increase, for the National Archives' operating budget. If approved by Congress, this 12.1 percent increase would greatly assist the National Archives in expanding access to its records and developing solutions to the problems of managing and preserving the nation's electronic records.

In addition to the operating budget for the National Archives, the president requested \$10.45 million for a separate line item for repairs and restorations. This amount is divided into three categories: \$4 million is earmarked for ensuring the preservation of the nation's Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights; \$4.45 million will go for repairs at the National Archives' many buildings, which include the presidential libraries, regional archives, and records centers; and \$2 million will be used for an architectural and engineering study for the renovation of the Archives I, the National Archives' building on Pennsylvania Avenue.

President's FY'99 Request for NHPRC is \$6 Million—The president has requested an FY'99 budget for the National Historical Publications and Records Commission (NHPRC) of \$6 million. Last year the president requested only \$4 million of NHPRC; however, Congress appropriated \$5.5 million. If NHPRC receives \$6 million in FY'99 this would be a 9.1 percent increase over the current level and would be the most that NHPRC has ever received for competitive grants.

Steering Committee of the Conference on Fair Use Recommends Focusing on Copyright Awareness and Educational Licensing—The Steering Committee for the Conference on Fair Use (CONFU) held a meeting in December to review developments that have occurred since the May 1997 plenary meeting and the release of the "The Report to the Commissioner." The report, which was developed by organizations in both the copyright owner and user communities, contained the draft proposals for fair use guidelines in the areas of digital images, distance learning, and educational multimedia.

The Steering Committee concluded that although CONFU had not been successful in developing guidelines for educational and library use that had wide-spread support; the CONFU process had resulted in a very useful and stimulating national debate on copyright and had facilitated new alliances and cooperative ventures.

The Steering Committee applauded the fact that many organizations that participated in the CONFU meetings have conducted copyright awareness programs for their members, drafted articles and reports, presented lectures, and hosted discussion group meetings, round tables, seminars, and panels

that have focused on the copyright law and the issues involved in applying fair use to the digital age. The Steering Committee members also noted increased activity as a result of the CONFU discussions in the development of educational site licensing projects and programs that facilitate using copyrighted material to meet specific educational needs.

The Steering Committee has proposed that the final meeting of CONFU, which will be held on May 18, focus some time on copyright awareness efforts and educational licensing projects. The intent of the final meeting is not to produce formal policies and procedures but to provide a forum for discussions of critical issues among the parties with a vested interest in the application of the copyright law to the digital environment.

Date Set for National Archives' House Appropriations Hearing—Representative Jim Kolbe (R-AZ), the chair of the House Appropriations Subcommittee on Treasury, Postal Service and General Government, has scheduled a hearing for the afternoon of March 26 to hear from U.S. Archivist John Carlin concerning the FY'99 budget for the National Archives and the National Historical Publications and Records Commission. The administration's request for the archives and NHPRC was not made public until February 2, following the president's presentation of the FY'99 budget to Congress.

The House Appropriations Subcommittee on Treasury, Postal Service and General Government has decided not to hold a hearing this year for outside witnesses to testify concerning the FY'99 appropriations of agencies under its jurisdiction. However, there will be an opportunity to submit written testimony. This will be the first time in over a decade that this House Subcommittee has not provided citizens and interested organizations with an occasion to testify at a hearing.

Judge Instructs National Archives to Reappraise Contested Okinawa Films—On February 2, Judge T. S. Ellis, III, of the United States District Court For the Eastern District of Virginia, ruled in the case of *Seiko Green v. The National Archives* (C.A. No. 97-0146-A) that the National Archives' decision to dispose of Okinawa Films "was based on erroneous factual premise." Since the National Archives' conclusion that the films lack sufficient value to warrant continued preservation was "unreliable," the decision calls upon the National Archives to "set aside" their previous appraisal decision.

In this case Seiko Green, a historical researcher was researching films obtained through a FOIA request on the U.S. occupation of Okinawa when the National Archives informed her that the records were being packed to give to the Okinawa Prefectural Archives. This collection consists of approximately 2,185 16-mm films contained in 55 boxes. The archives' decision to dispose of the records was based on an understanding that these films are for the period 1944–1961. Plaintiff Green contended that virtually all of the films are from the period

1960–1972. The National Archives claimed that the films simply depict local life on Okinawa and its neighboring islands, but the plaintiff argues that many of the films chronicle United States military and diplomatic activities, including chemical weapons operations, trials of political activists, and the United States Army's control of a civil government and economy in an occupied territory for two decades. Green said there are no duplicate films. The National Archives claimed that the decision was "based on the considered judgment of the Archives' professional staff." However, Judge Ellis did not find the National Archives' attempts to "harmonize" the appraisal archivist's affidavit with the deposition testimony persuasive.

The judge stressed that this opinion does not include any view on whether the Okinawa film collection should be retained by the National Archives. He said that the final disposal decision would be "committed to NARA's sound discretion." Archivist John Carlin has committed the National Archives to a full reappraisal of the value of the Okinawa films. Carlin said: "We will respect the court's opinion by giving them a fresh evaluation."

FY'99 Budget for NEH—The administration's FY'99 budget request of \$136 million for the National Endowment for the Humanities includes: \$100.2 million for national grant programs in support of high quality education, research, preservation, and public projects; \$5 million for start-up funds to support the new multi-year special initiative titled "Rediscovering America: The Humanities and the Millennium;" \$10 million for NEH Challenge Grants to stimulate and match private, non-federal donations in support of humanities institutions and organizations; \$4 million to stimulate and match non-federal contributions to humanities projects; and \$16.8 million for administrative expenses.

The \$100.2 million for NEH's ongoing national grants programs has four line items: \$35.6 million for the State Humanities Councils; \$20 million for the Preservation and Access Program; \$16.2 million for Public and Enterprise Program; and \$28.4 million for the Research and Education Program. Although "Rediscovering America: The Humanities and the Millennium" has featured the establishment of regional humanities centers around the country, there are a number of other components to this new initiative. Of particular note are the "Schools for a New Millennium" project which will help schools and teachers incorporate new information technologies into their classrooms. Other projects include a special emphasis in NEH's Preservation and Access division in support of projects to digitize important materials held by the nation's museums, libraries, archives, and historical organizations.

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The Small College Archives: Some Tips About Funding

by Ken Riccardi, *LaGuardia Community College*

As the manager of a small community college archives, I am always looking for ways to fund projects, or to simply find money to purchase much needed supplies. In this climate of shrinking budgets, it is more important than ever to find additional sources of funding. In this article, I will share with you some of the techniques that I have used to find funding for my archives.

When I came to LaGuardia Community College in September of 1996, the college was just beginning a year long 25th anniversary celebration. Although I did not know it at the time, this proved to be a fortunate event for the archives. I knew that from the start the institutional archives would be the place where people came to learn about the history of the college. I quickly discovered just how unprepared the archives was to respond to the needs of the college community. Photographs depicting 25 years of events and people were haphazardly stored in an old box. There were no finding aids. We did not even have exhibit formats photograph displays. Worst of all, I did not have any money to hire a part-time worker to assist with processing or to purchase additional supplies.

After reviewing my options, I decided that my first order of business was to hire a part-time employee to assist with clearing up the backlog of processing. I asked myself, with no money to spare, how could I hire the help that I needed? As it turned out, the answer was all around me. Students! I went to the coordinator of the student work-study program and asked her if there was anything she could do to help me out. She told me about the Federal Work-Study Program. This unique program pays the salaries of students who work on campus. There is no cost to either the archives or the library department. Several weeks later, I was training a student to handle some of the more routine tasks in the archives. This student proved to be a valuable asset during a very busy period for the archives. I recommend that you inquire about this program at your college. It will save you money while at the same time provide you with additional staff.

My second order of business was to purchase exhibit mats so that I could host photograph displays during the course of the anniversary celebration. Once again, money was a problem. My solution was to apply for a professional development grant. This grant is offered by my college to faculty and staff to aid them in developing and implementing projects that will improve some aspect of college life. In my case, I hosted a photograph exhibit that highlighted cultural and social events held at the college during its first quarter century. I received a total of \$300, which was more than enough to purchase necessary supplies. This grant program is an alternative source of funding that is worth investigating. Perhaps your institution offers a similar grant.

Among my various responsibilities is that of preserving the materials of the institutional archives. In this regard, I decided that we needed to have a general preservation survey of the entire collection to determine present and future preservation needs. As many of you already know, such a survey usually costs

around \$2,500. Once again, this is money that I simply did not have in my budget. Fortunately, I learned through professional contacts about a grant that pays for preservation surveys. It is called "The New York State Program for the Conservation and Preservation of Library Research Materials." This grant pays for the full cost of the survey.

The news gets better. As I began to search for qualified preservation professionals to perform the survey, I learned that both the Conservation Center in Philadelphia and the Northeast Document Conservation Center (NEDCC) in Andover, MA, could do the survey for as little as \$300 plus expenses. The reason? Both organizations received funding from the National Endowment for the Humanities that allows them to offer this service at a greatly reduced price. When all was said and done, I paid approximately \$435 for the preservation survey. And I was able to obtain money from my college. As a result, I rewrote my grant proposal and if approved, I will use the money to purchase environmental monitoring equipment for the archives.

Another avenue of funding is the National Endowment for the Humanities (NEH), Division of Preservation and Access. This program supports a variety of preservation activities, from the conservation of paper materials, to educational and training programs. Any U.S., nonprofit tax-exempt organization or institution is eligible to apply for a grant. What follows is a listing of the types of projects supported by the NEH and a brief description of each.

Preservation Microfilming: The focus of this program element is the preservation of brittle books and serials. Grant amounts vary widely and will not exceed 67 percent of a project's total cost.

United States Newspaper Program: This program was started to specifically locate, catalog, and preserve on microfilm newspapers from around the country. Awards have reached up to \$1 million for projects up to three years in duration. Grants can be obtained for up to 80 percent of planning and cataloging costs and up to 67 percent of the total microfilming expenses.

Special Collections: The NEH provides funding for projects that involve access to and preservation of special collections. This includes arrangement, description and preservation of archival and manuscript collections, bibliographic control of printed materials and the cataloging and preservation of still and moving images, as well as recorded sound collections. An organization receiving this grant is expected to contribute 50 percent of the projects' cost.

National Heritage Preservation Program: This program provides grant money to institutions holding significant collections of archaeological and ethnographic objects, decorative arts, textiles and historical artifacts. Funding can be obtained for stabilization projects, the purchase of storage furniture, the improvement of environmental conditions and the installation of security, lighting and fire-prevention systems. NEH funding will not exceed 50 percent of a project's total costs.

Education and Training: Grant money can be obtained for education and training programs that focus on the care of archival and library materials. NEH will contribute up to 80 percent towards the costs of such programs.

Research Tools and Reference Works: Grant funding is available for projects to create databases, bibliographies and other research tools and reference works that are of significant importance to the humanities. NEH's contribution to such projects will not exceed 67 percent.

For more detailed information about the NEH preservation and access grants, contact: Division of Preservation and Access, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Room 411, Washington, DC 20506. Or visit the NEH Web site at: www.neh.fed.us/.

The job of managing even a small college archives is not an easy task. Budgets have been reduced over the past decade making it more difficult to purchase even basic supplies and services. As a result, we must all make a special effort to explore alternative sources of funding, both from within our institutions and from without.



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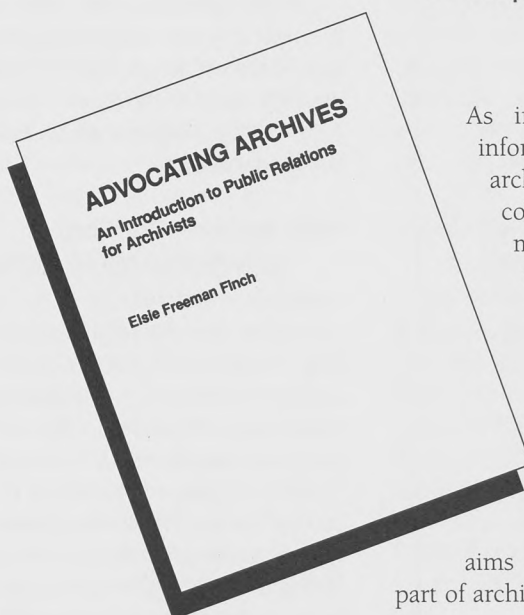
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SAA and Scarecrow Press, Inc. (1994), 208 pp., hard cover
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National News Clips

On the Move

- **Archivists for Congregations of Women Religious** (ACWR) relocated its national office in fall 1997 to Trinity College, Washington, D.C. ACWR feels privileged to be associated with this women's college, which is celebrating one hundred years of fidelity to its mission of educating women for leadership. Please call or write: ACWR National Office, Trinity College, 125 Michigan Ave. NE, Washington, D.C. 20017, (202) 884-9441.
- **South Carolina Department of Archives and History** will close to the public on April 19, 1998, and begin packing more than 330 years of state history for the trip to its new home, the South Carolina History Center, nine miles away. The move to a multi-use research and education facility located at 8301 Parklane Road in Columbia will be completed on May 5, 1998.
- **City of Philadelphia Department of Records** is pleased to announce that it has selected a new facility for the Philadelphia City Archives and Records Center. After a citywide search for suitable space in which to house critical government and public service functions, the department has selected the former Bulletin Building at 3101 Market Street. The scheduled occupancy is for July 1998.

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Gift Celebrates the Contribution of American Archivists

The National Film Preservation Foundation (NFPF) has received an anonymous gift of \$25,000, donated in the name of the Association of Moving Image Archivists (AMIA). NFPF was created by Congress in 1996 to raise private funds to help American archives preserve films and make them publicly available. It is the charitable affiliate of the Library of Congress's National Film Preservation Board. The foundation concentrates on saving films not preserved by commercial interests. The gift celebrates the support of AMIA for the new federally chartered foundation and the preservation work of its members.

Dodd Research Center Snags SNET Collections

Connecticut's largest telecommunications company—SNET—and its only public research university—the University of Connecticut (UConn)—recently entered into a formal, continuing partnership to create a special collection of SNET historical documents and photographs at UConn's Thomas J. Dodd Research Center in Storrs. According to Thomas P. Wilsted, director of the Dodd Center and an SAA member, the SNET Collection, when all material has been transferred, will weigh more than 17 tons and total approximately 2.5 million documents and become the second largest private collection at the center.

With significant financial support from SNET, UConn will arrange, describe, and catalog the collection, as well as create oral histories. Plans call for putting a portion of the collection onto UConn's Web site at www.lib.uconn.edu/DoddCenter/ASC/SNET/snetmain.html with a link to SNET's Web site at www.snet.com.

YIVO Archives Publication

The YIVO Institute for Jewish Research announces the availability of the *Guide to the YIVO Archives*, compiled and edited by Fruma Mohrer and Marek Web (M.E. Sharpe, 1997). The book provides collection level information to over 1,000 collections and has a 75-page index offering quick access to a broad range of subjects. The archives houses 22 million original documents on Jewish life around the world concentrating on Yiddish language and culture, European history with emphasis on the history of East European Jews and their descendants, American Jewish history with emphasis on immigration, and the Holocaust. Available directly from the publisher at \$125, the book is being offered for a limited time only at a special discount price of \$70 plus shipping. Contact: Fruma Mohrer at (212) 246-6080 or fax (212) 292-1892.



World View

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

France's Dreyfus Affair

In January, the Bibliothèque Nationale de France joined with other French cultural heritage organizations to commemorate the centennial of novelist Emile Zola's famous open letter to the President of the Republic protesting continued imprisonment of Captain Alfred Dreyfus on charges of treason. Zola "J'accuse" letter appeared in the January 13, 1898 edition of *L'Aurore* and stirred popular support for reopening the Dreyfus case and ultimate acquittal of Dreyfus. Zola's involvement in the Dreyfus affair set the stage for political engagement of future generations of French intellectuals. The Bibliothèque Nationale's program of commemoration included an exhibit of documents relating to the Dreyfus case, a day-long symposium on "Zola and the Dreyfus Affair," the placing of a plaque on the house in the rue de Bruxelles where Zola wrote his letter, and a wreath laying ceremony at the Pantheon.

History of Social Security in Netherlands

The Netherlands Economic History Archive (NEHA) and the International Institute of Social History (IISH), both of Amsterdam, have begun work on a general history of social security in the Netherlands from 1500 to present. The project is supported by the Dutch Union of Insurers and will document a variety of historical arrangements to insure security of people in Holland, such as philanthropy, poor relief and charities, commercial insurance, mutual aid by guilds and worker societies, union provisions, national insurance, etc. NEHA was established in 1914 to facilitate collection, preservation and processing of source materials for economic history. NEHA conducts the Business Archives Registers, a reference service for information on the location and availability of company archives. IISH was established in 1935 as a documentary research center in the field of social history in general and labor history in particular.

Mayibuye Center for History and Culture in South Africa

The Mayibuye Center for History and Culture in South Africa, located at the University of the Western Cape, has produced a series of CD-ROM productions on "Apartheid and the History of the Struggle for Freedom in South Africa." The series is comprised of textual information, photographic images, audio and video clips. The Mayibuye Center was established in 1992. The word "mayibuye" means "let it return" in the Xhosa and Zulu languages. The purpose of the center is to recover neglected aspects of South African history and create space for cultural creativity and expression in a way that encourages the process of reconstruction in South Africa. To learn more about the center or to order a CD-ROM, visit the Web site at www.apartheid.co.za/mayib.shtml.

University of Maryland's China Archives Project

The University of Maryland's China Archives Project hosted the Third International Conference on Local Chinese Archives in November 1997. The conference was held at Archives II in College Park, Maryland, and was sponsored by the university's China Committee, in cooperation with the U.S. National Archives and the Central Archives and State Archives Bureau of the People's Republic of China. The university's history department, College of Arts and Humanities, College of Library and Information Services, Institute for Global Chinese Affairs, and the United Board of Christian Higher Education in Asia also participated in developing the conference. Sixteen archivists from China attended. Besides hosting annual conferences, the university's China Archives Project funds a number of training programs for Chinese archivists and promotes the use of local and national archives in China by American scholars. For more information, contact Dr. Shu Guang Zhang of the University of Maryland's history department at (301) 405-7773.

British Secret Service Records

MI5, the British Secret Service, has released to the English Public Record Office a series of records covering the period from its formation in 1909 to the end of World War I. This material consists mainly of a set of reports commissioned in 1916 by the Committee on Imperial Defense concerning MI5's own activities immediately prior to and during the course of the war. The reports cover the service's systems of operation, the authority under which it acted, its coordination with other agencies, and faults to be rectified. Also released were the War Office file of Vernon Kell, which argued the case for a secret service bureau in 1908 as well as Kell's official diary, 1910-1911, and his six monthly reports to the War Office.

International Federation of Television Archives

More than 180 delegates attended the International Federation of Television Archives (FIAT) annual conference in Budapest, Hungary, last September. The theme of the conference was "Television Archives: Between Cultural Heritage and Profit Centers." Sponsored by MTV, the Hungarian state broadcasting corporation, the conference featured open meetings of commissions, sessions exploring the conference theme, workshops, and an awards ceremony. Liisa Akimof from Yleisradio Oy, Finland, was the recipient of the 1997 FIAT Television Archive Award for her production of *Pere Lachaise—Necropolis*. FIAT's 1998 conference will be held in Florence, Italy.

Archival Visit to China

by Robert M. Warner, *University of Michigan*

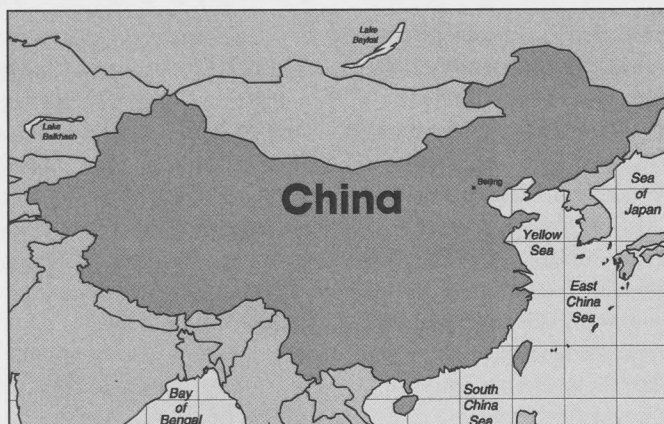
A congenial and intellectually curious group of archivists and related professionals gathered in San Francisco on October 17, 1997, for briefing on China before an afternoon flight for Beijing. Arriving in Beijing on a weekend gave us a chance to recover from jet lag and begin our adventure with sightseeing, not professional visits, on our first day. A good night's rest and warm, sunny weather made for a wonderful beginning to our trip. The

Sacred Way esplanade at the Ming Tombs lined with ancient stone mythical camels, elephants and other animals and figures was the first stop before heading to China's most famous tourist destination—the Great Wall. It was an excellent initiation to Chinese civilization.

Monday we began our first of eleven professional visits in three of China's major cities: Beijing, Nanjing and Shanghai. For me this journey was a second trip to these cities and to many of the sites of our professional visits. In 1986 I chaired a delegation sponsored by the Society of American Archivists that spent nearly a month visiting China even more extensively. The changes since 1986 both in the country and in the archives were dramatic. In general, there were major improvements. Certainly the ease and comfort of travel was an obvious one with first rate hotels, meals and transportation this time around.

One of the most dramatic single changes for me, symbolizing what has taken place in the past eleven years, was the Shanghai Museum. In 1986 it was housed in a dingy, run-down building with old fashioned displays and a museum shop that was not open during our group's visit. This time we toured the new museum and found a place of superb design and incomparable beauty. The building is fabulous and the display of the stunning collection of Chinese art and cultural artifacts is done with the most modern technology and sophistication. Visitors receive an electronic "wand" with a panel of numbers allowing the visitor to enter the number of each exhibit and receive a perfect English language description. The viewer determines how much or how little information to receive on the art piece or artifact. Reflecting the new commercialism of China, not only was the large and very handsome main museum store open, but each floor had its own museum shop to attract funds from visitors.

Our initial professional visit was at the first of three universities visited. This was the archives college of the People's University in Beijing, occupying a modern building with an extensive faculty and about 300 students. Archival education is basically an undergraduate program in China, but



this oldest and most developed program offered advanced degrees including the only archival Ph.D. program in China. Discussions with the faculty were interesting, as was the tour of their facilities. Clearly preservation technology and research was an important part of their curriculum evidenced by the very advanced machines for testing paper strength and accelerated aging of documents. In addition there were laboratories where

traditional practices of repair and restoration of documents were demonstrated. These practices are very labor intensive but that did not seem to be a problem for the Chinese.

At the Shanghai University we visited the archives department of the Liberal Arts college, a smaller, strictly undergraduate program.

The third university visited was Nanjing University, one of China's oldest and most distinguished universities where our focus was on the Library School. Here we had the opportunity to have personal encounters with a group of very bright, English-speaking students who showed great knowledge of our computer-oriented systems and left our group impressed with the quality of the students and the up-to-dateness of their program.

We also toured the University Library at Nanjing. Our first library visit had been a brief stop at the National Library in Beijing and our last library, clearly the most advanced, was the Shanghai Public Library, a spectacular modern facility with much automation including use of OCLC, the internet and an automated book delivery system.

Our third group of institutions visited were the archives themselves. Two were national archives, the First Historical Archives in Beijing and the Second Historical Archives in Nanjing. The other two were municipal archives in Beijing and Shanghai. I had visited both of the historical archives in 1986 and found them still in their same quarters. We were received with great friendliness in both places, facilitated in part by officials I knew from my previous connections with Chinese archives. Our discussions were open and far ranging. There was great interest in the handling of electronic records, perhaps fostered by the fact that a member of our delegation was Microsoft's archivist. Funding for these archives seemed good since we did not hear stories of horrendous funding problems as we did on our visit to Russian archives in 1995. The Second Historical Archives did run an extensive gift shop, which our hosts explained provided funds to supplement its budget. While in Beijing we also held a discussion session with representatives of the State Archives Bureau, which oversees the First and

Second Historical Archives and all other Chinese archives to a greater or lesser degree.

Visits and staff meetings with the Beijing and Shanghai Municipal Archives rounded out our professional visits. In my case, the Shanghai archives was a second visit. Gone this time from that archives was its antiquated building with its hand-made wooden shelving. In its place was a well-equipped, modern archives facility—compact steel shelving, temperature and humidity control, preservation laboratories. Beijing's municipal archives was even newer, opening in 1995 in its own fifteen-story (with two more underground) building. They are using the computer for finding aids and exploring the possibility of full text delivery of materials.

There is nothing quite comparable in size, quality, and scope in U.S. cities to these archival agencies. Not only do they collect records of the government affairs of these two cities but also what we would think of as the private side of their development—church records, collections of personal papers, business records. In Shanghai of special interest were records of the old foreign concessions taken over by revolutionary government in 1949.

Clearly archives are given high priority by the government of China. They are well supported with well trained staffs. They are the first to admit that they look to America for leadership in the emerging field of archiving electronic records. But they recognize the challenges posed by these new records, are anxious for professional exchanges to help them meet them and are making rapid progress in archives in the meantime.

A significant omission from our itinerary was the Central Archive in Beijing which houses the records of the government since the Communist revolution. And in our discussions there was little mention of access problems of contemporary records. By contrast, records of the Soviet Union were a star attraction on our 1995 Moscow and St. Petersburg trip and access issues were subjects of lively, sometimes heated, debate.

In addition to these generally excellent professional visits, there was lots of time for sightseeing, cultural activities, and shopping. The People-to-People Program, which sponsored this archival tour, made excellent arrangements for us and will soon publish a more detailed summary of the trip.

The Chinese had erected large, colorful billboards throughout the cities that read: VISIT CHINA IN '97. We were glad we did!

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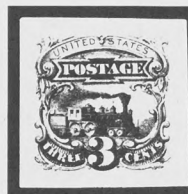
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1998 CALENDAR

March 17

"Beyond Records & Information Management," ARMA Milwaukee spring seminar and vendor exhibits. Track 1: "Electronic Records: System Evaluation to Records Maintenance (and everything in between)" and Track 2: "Is Your Records Management Program A Bomb Shelter Or The Bomb?" Contact: Arlyce J. Vogel, Wisconsin Electric, (414) 221-4462, Arlyce.Vogel@wemail.wisconsinpower.com.

April 24-25

New England Archivists 25th anniversary meeting, Sheraton Inn Riverfront, Lowell, Mass. On April 24, two workshops will be offered: "Caring for Your Historical Collections" and "Disaster Preparedness." A gala anniversary reception will be held that evening at the Tsongas Industrial Center at the Boot Mills Museum. The program on April 25 will include a keynote address, "Looking at the 21st Century: What it Means to be an Archivist," by Brenda Banks. Contact: Aimee Felker at (860) 726-3844, aimee.felker@cigna.com; or Robert Johnson-Lally at (617) 746-5795, robert_johnson_lally@chancery.rcab.org.

April 27-30

4th International Records Management Congress in Edinburgh, Scotland. Contact: Judy Awdry (44) 1494 488599, e-mail: rms@awdry.demon.co.uk.

April 28

ARMA-Madison spring seminar on Electronic Records at the Edgewater Hotel, Madison, Wisconsin. Registration deadline: April 14, 1998. Contact: Diane Vultaggio, VP Seminar, P.O. Box 7931, Madison, WI 53707, (608) 266-5578, or dvultaggio@mail.state.wi.us.

April 30-May 2

Midwest Archives Conference (MAC) 1998 spring meeting at the Midland Hotel, Chicago.

May 6-9

National Genealogical Society Conference Denver, Colorado. Contact: NGS, (800) 473-0050 or 76702.2417@compuserve.com.

May 7-9

Mid-Atlantic Regional Archives Conference (MARAC) and Lake Ontario Archives Conference (LOAC) joint spring meeting in historic Saratoga Springs, New York. For further information contact: Geof Huth, Local Arrangement Chair, New York State Archives and Records Administration, (518) 798-5717 ghuth@mail.nysed.gov or fax (518) 798-6119; Robert C. Morris, Program Chair, National Archives and Records Administration-Northeast, robert.morris@newyork.nara.gov, (212) 337-1303/1306.

May 10-14

American Association of Museums annual meeting in Los Angeles. Contact: (202) 289-9113.

May 14-16

National Archivists of European Countries Professional Associations of European Archivists European 1998 Summit on Archives in Berne. Archivstrasse 24, CH-3003 Berne, Switzerland, fax (031) 322 78 23, Bundesarchiv@bar.admin.ch.

May 21-22

The Society of Georgia Archivists will offer the "Acquisition, Processing and Reference of Legislative Collections" workshop at the Jimmy Carter Presidential Library in Atlanta, GA. The two-day workshop will focus on the acquisition, appraisal, processing and reference of modern congressional and other legislative collections. It will also consider related issues such as donor relations and fund raising. The workshop will be presented by Herbert J. Hartsook, curator of Modern Political Collections at the University of South Carolina, and Cynthia Pease Miller, assistant historian with the U.S. House of Representative's Legislative Resource Center. Pre-registration for the two-day workshop is \$125. (\$85 for SGA members). Registration after May 8th is \$140 (\$100 for SGA members). Contact Pam Hackbart-Dean at pdean@arches.uga.edu or at (706) 542-0627.

May 25-30

Association of Canadian Archivists annual meeting and conference, "Management by Archivists: Defining Processes, Results, and Future Directions" in Halifax, Nova Scotia, Canada. Featuring a keynote by Sarah Tyacke,

Keeper of Public Records for the UK. For program details see: www.archives.ca/aca. Or contact the Program Chair: Johanne Pelletier, jpelletier@archive.lan.mcgill.ca.

June 1-7

"Disaster Preparedness, Response and Recovery." American Institute for Conservation of Historic and Artistic Works, 26th annual meeting, Arlington, VA. Contact: AIC, 1717 K Street NW, Suite 301, Washington, D.C. 20006; (202) 452-9545; fax (202) 452-9328.

June 8-19

31st annual Georgia Archives Institute, Atlanta, Georgia. "An Introduction to Archival Administration." Tuition: \$500. Limited enrollment. **Application deadline: April 1, 1998.** Contact: Donald E. Oehlerts, 3110 Nottaway Court, Chamblee, GA 30341, (770) 938-6372.

July 8-11

National Association of Government Archives and Records Administrators 1998 annual meeting in Philadelphia. Contact: NAGARA, (518) 463-8644, nagara@caphill.com.

July 26-August 7

12th annual Western Archives Institute at the Stanford Terrace Inn in Palo Alto, CA. The intensive, two-week program is designed to offer an introduction to modern archival theory and practice for a variety of participants including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival knowledge, and if space is available, those who wish to explore the possibility of an archival career. The principal faculty member is Terry Eastwood, chair of the master of archival studies (MAS) program in the School of Library and Information Studies, University of British Columbia, Vancouver, Canada. Topics will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, and managing archival programs and institutions. Tuition: \$500 (includes a selection of archival publications). Housing and meal plans are available at additional cost. Enrollment is limited. **The application deadline is May 15, 1998.** Contact: Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814, (916) 653-7715, fax (916) 653-7134.



LISTINGS WANTED

Send listings for the Bulletin Board to:
Teresa Brinati, Director of Publications
Society of American Archivists
525 S. Wells St., 5th Floor
Chicago, IL 60607
fax 312/347-1452
tbrinati@archivists.org



August 6-8

The Australian Society of Archivists Inc.'s 1998 conference and annual general meeting, "Place, Interface and Cyberspace: Archives at the Edge," at the Esplanade Hotel, Fremantle, Western Australia. Contact: ASA, Inc. (WA Branch) P.O. Box 635, Victoria Park, WA 6979 Australia or fax (08) 9310 8405.

August 31-September 6

62nd annual meeting of the Society of American Archivists in Orlando, Florida. Contact Bernice Brack (312) 922-0140, bbrack@archivists.org.

October 4-7

ARMA International 43rd Annual Conference, Houston, TX. Contact: (800) 422-2762 or (913) 341-3808.

October 14-16

Midwest Archives Conference (MAC) 1998 fall meeting at the Campus Inn Hotel, Ann Arbor, MI.

October 19-22

INFOIMAGEN '98 Latin American Document Imaging Conference & Show in Sao Paulo, Brazil. Contact: CENADEM, 14 Accord Court, Potomac, MD 20854-4339, donavedon@aol.com

October 30-31

New England Archivists fall meeting at University of Connecticut-Storrs. Contact: Aimee Felker at (860) 726-3844, aimee.felker@cigna.com.

FELLOWSHIPS & GRANTS

Midwest Archives Conference Scholarship

The Midwest Archives Conference (MAC) is soliciting applications for the annual MAC Scholarship for Minority Students in Archival Administration. The scholarship is designed to provide financial assistance to minority students pursuing graduate education in archival administration and encourage ethnic diversification of the membership of the Midwest Archives Conference and of the archival profession as a whole. This year, two \$500 scholarships will be awarded. In order to be eligible for a scholarship, the applicant must be a student of African, Asian, Hispanic, native American, or Pacific Islander descent, currently enrolled in, or accepted into, a graduate, multi-course program in archival administration listed in the SAA Directory of

Archival Education, and must have a grade point average of at least 3.0 (on a 4.0 scale) in their academic program. Applicants are not required to be a resident of or attend school in the Midwest region. Applications are available from the Minority Scholarship Committee chair: Michael Flug, Archivist, Vivian G. Harsh Research Collection of Afro-American History & Literature, 9525 South Halsted Street, Chicago, IL 60628, (312) 747-6910. **Applications must be postmarked by April 1, 1998.** Awards will be announced no later than June 1, 1998.

AIP Center for History of Physics Announces New Grants to Archives

The Center for History of Physics of the American Institute of Physics is pleased to announce a new program of grants to archives to make accessible records and papers which document the history of modern physics and allied fields (such as astronomy, geophysics, and optics). Grants can be up to \$10,000 each and can be used only to cover direct expenses connected with preserving, inventorying, arranging, describing, or cataloging appropriate collections. Expenses may include acid-free storage materials and staff salary/benefits but not overhead. The AIP History Center's mission is to help preserve and make known the history of modern physics and allied fields, and this new grant program is intended to help support significant work to make original sources accessible to researchers. Preference will accordingly be given to medium size or larger projects for which the grant will be matched from other sources or by the parent organization. To apply send a letter of no more than three pages describing the research significance of the collection(s), plan of work, and budget, along with preliminary inventory (if available) and staff vitae to: Joe Anderson, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740; Fax (301) 209-0882, e-mail: rja@aip.org. For grant guidelines or for more information on the Center and its programs, check our Web site at <http://www.aip.org/history/grntgde.htm>, or call (301) 209-3165. **Deadline for receipt of applications is July 1, 1998.** The program will be offered annually if funds permit.

Grants-In-Aid for History of Modern Physics and Allied Sciences

The Center for History of Physics of the American Institute of Physics has a program of grants-in-aid for research in the history of modern physics and allied sciences (such as astronomy, geophysics, and optics) and their social interactions. Grants can be up to \$2,500

each. They can be used only to reimburse direct expenses connected with the work. Preference will be given to those who need part of the funds for travel and subsistence to use the resources of the center's Niels Bohr Library in College Park, Maryland (easily accessible from Washington, DC), or to microfilm papers or to tape-record oral history interviews with a copy deposited in the library. Applicants should either be working toward a graduate degree in history of science (in which case they should include a letter of reference from their thesis adviser), or show a record of publication in the field. To apply, send a vitae plus a letter of no more than two pages describing your research project, and including a brief budget showing the expenses for which support is requested. Send to: Spencer Weart, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740, (301) 209-3174, fax (301) 209-0882, sweart@aip.org. **Deadlines for receipt of applications are June 30 and December 31 of each year.**

Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program, which provides financial assistance to researchers working at the center's archives. Awards of \$500-\$1,000 are normally granted as reimbursement for travel and lodging. The center's holdings include the papers of many former members of Congress, congressional leadership, national and Oklahoma politics, election campaigns, as well as government policy affecting agriculture, Native Americans, energy, foreign affairs, the environment, and the economy. Topics that can be studied include the Great Depression, flood control, soil conservation, and tribal affairs. At least one collection provides insight on women in American politics. Most materials date from the 1920s to the 1970s, although there is one nineteenth century collection. The Visiting Scholars Program is open to any applicant. Emphasis is given to those pursuing post-doctoral research in history, political science, and other fields. Contact: Archivist, Carl Albert Center, 630 Parrington Oval, Room 101, University of Oklahoma, Norman, OK; (405) 325-6372; fax (405) 325-6419; kosmerick@ou.edu; <http://www.ou.edu/special/albertctr/archives.htm>.

continued on page 30



FELLOWSHIPS & GRANTS

Colonial Dames of America Scholarship

The Society of American Archivists 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 \$545). 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.

Deadlines:

- **November 1, 1998**, for the institute held January 25–February 5, 1999.
- **February 28, 1999**, for the institute held June 7–18, 1999.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate to: Anne P. Diffendal, SAA Awards Committee Co-Chair, 3131 S. 41st St., Lincoln NE 68506, or (402) 489-2368.

1999–2000 Fulbright Awards for U.S. Faculty and Professionals

Opportunities for lecturing or advanced research in over 125 countries are available to college and university faculty and professionals outside academe. U.S. citizenship and the Ph.D. or comparable professional qualifications required. For lecturing awards, university or college teaching experience is expected. Foreign language skills are needed for some countries, but most lecturing assignments are in English.

Deadlines:

- **May 1, 1998**, for distinguished Fulbright chairs in Western Europe and Canada
- **August 1, 1998**, for lecturing and research grants in academic year 1999–2000

- **November 1, 1998**, for international education and academic administrator seminars.

Contact the USIA Fulbright Senior Scholar Program, Council for International Exchange of Scholars, 3007 Tilden Street, NW, Suite 5L, Box GNEWS, Washington, DC 20008-3009. Telephone: 202-686-7877. Web page (on-line materials): <http://www.cies.org>. E-mail: apprequest@cies.iie.org (requests for application materials only).

WANTED

Info on the Twelfth Wisconsin Infantry Regiment

Finding materials (letters, diaries, photos, etc.) pertaining to the Twelfth Wisconsin Volunteer infantry (an American Civil War regiment), its soldiers, and their family members wanted for use in my graduate thesis, which explores the personal aspects of a typical Civil War regiment during and after the war. Please send information or listing of holdings to: Kerwin Kilian, 715 South Court, Platteville, WI 53818. Any and all assistance in locating items is greatly appreciated.

Web Site of Conservation Course Syllabi

Material needed for a Web site devoted to conservation course syllabi, which will be accessible via the Conservation On-Line (CoOL) web page. Detailed information about conservation courses taught now or in the recent past is of particular interest. "Course" should be broadly construed here—formal or informal, offered for academic credit or not. It might be a general introduction to conservation, or focus on any sub-discipline. It might be a public information lecture, with hand-outs or reading lists. A course could be a program offered for professionals in related fields. Or volunteers. Especially interested in teaching materials used to supplement internships and other individual or small-group instruction. Submissions should include background information such as course name, instructor, place taught, date(s), intended audience/academic level. Please send information and queries to: Sarah Lowengard, P.O. Box 6611, New York, NY 10128. sarahl@Panix.Com.

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*For more information about
the meeting, contact:*

Bernice Brack at
(312) 922-0140,
bbrack@archivists.org

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Edited by James M. O'Toole

This dynamic book explores the challenges of preserving the documentary record of American business enterprise, large and small. The book's 14 essays explore such topics as the evolution of corporate archives, structural and functional analysis of records, electronic information and its impact, decision-making and organizational culture, visual and moving images as documents, business history as popular history, and guidelines for determining which organizations to document and which records to save. The contributors—drawn from major archival programs across the United States, Canada, and the United Kingdom—have thoughtfully considered the special problems and opportunities in preserving the records of local and international business. For those whose archival responsibilities include the selection and care of this documentary material, these essays will provide insight, advice, and encouragement. Beyond that, the book presents timely discussion of issues that are of pressing, day-to-day concern to all archivists.

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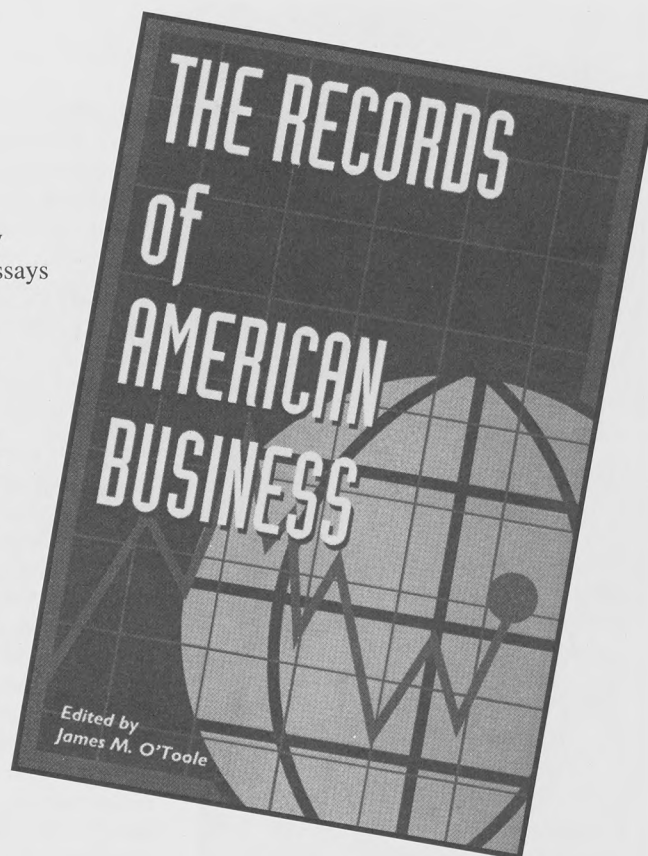
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The *SAA Employment Bulletin* is available to individual members at a cost of \$24 per year only at the time of membership renewal. Individual issues are available to SAA members for \$6 and to nonmembers for \$10. The bulletin is published in February, 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.

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ARCHIVIST

Becket, Massachusetts

Temporary full- or part-time archivist needed for processing materials at prominent dance festival in the Berkshires. For job description,

contact: Norton Owen, Jacob's Pillow Dance Festival, Box 287, Lee, MA 01238. (413) 647-1322. E-mail: nowen.jpdp@taconic.net. Also see Web site: www.jacobspillow.org.

ARCHIVIST

*Campbell & Gimbutas Library
Carpinteria, California*

Description: Funded by a private grant, the archivist will sort, arrange, and prepare a finding aid to the Marija Gimbutas papers. The collection is held by the Joseph Campbell & Marija Gimbutas Library a non-profit special collections repository on the campus of Pacifica Graduate Institute, a private school of psychology and mythological studies. Lithuanian born, Gimbutas was an archeologist specializing in the Bronze Age of Eastern Europe and the Neolithic of Southeastern Europe, and author of *Goddesses & Gods of Old Europe*, *The Language of the Goddess*, *The Slavs*, and *The Balts* among other titles. **Qualifications:** Master's degree in archeology or related field and/or ALA-accredited M.L.S.; professional archival work experience practicing arrangement and description; knowledge of archival preservation methods, software, MARC format manuscript cataloging, and the OCLC cataloging subsystem; knowledge of European languages (Lithuanian and Russian desirable); ability to work independently; good communication skills. **Salary:** \$15,000. Part-time position, flexible hours. Possible permanent position. Earliest start date: March 1, 1998. **Apply to:** Carolyn Radlo, Director, Campbell & Gimbutas Library, 249 Lambert Road, Carpinteria, CA 93013, cradlo@pacific.edu.

ARCHIVIST

*Luther College
Decorah, Iowa*

Preus Library, Luther College, seeks an archivist to be responsible for acquiring, arranging, describing, classifying, and preserving the historical records of the college, consisting of 1,800+ linear feet of manuscripts and non-textual materials (photographs, media, and college memorabilia). Responsible for developing and implementing policies and programs; managing the budget, operations, and services of the archives; providing educational and outreach services to students, faculty, staff, alumni, and visitors; serving as the college's

records manager; supervising student assistants. Reports to the Special Collections Librarian and is a member of the Special Collections team. **Qualifications:** Requires an ALA-accredited M.L.S. or graduate degree in history, library science, information science, or other relevant discipline. In addition, formal archival course work or an emphasis in archival studies. Requires excellent oral, written, and interpersonal communication skills; knowledge of relevant computer skills; ability to perform physical activities associated with archival environments. Preferred is two years experience in archives administration, arrangement, description, and/or records management. Also experience with OCLC/USMARC-AMC format and the use of the Internet/World Wide Web as applied to finding guides and descriptive tools. Knowledge of a Scandinavian language, preferably Norwegian, is desirable. Applications should be submitted to: Human Resources, Luther College, Decorah, IA 52101. Include a cover letter, resume, and a list of at least three references. Review of applications will begin April 1, 1998. Luther College is a private, selective, liberal arts institution. More information about the college can be found at <http://www.luther.edu/luther.htm>. EEO/AA

ARCHIVIST

*The Cisneros Group
New York, New York*

The Cisneros Group of Companies is one of Latin America's largest and most diverse private enterprises. The Group is a major presence in the telecommunications and broadcasting industries, as well as in the supply of consumer goods and services. The Cisneros Group is on the cutting edge of the development and application of telecommunications and broadcast technology. We are interested in establishing an archives that will be devoted to corporate, family and personal matters of the Cisneros Group. Our resources include: documents, pamphlets, photographs, audio and video tapes, press clippings and family documents. **Job Description and Primary Responsibilities:** After initial evaluation of our records, prepare a strategic plan of action to address the needs of a start-up archival repository. Plan should contain progress measures, specific goals, financial budget, and setting up of database for archival records. Establish and maintain indexes and finding aids. Catalog, arrange, and describe records incorporating new information technology. Ensure long-term preservation of collection and evaluate conservation needs. Full-time position located in New York City. **Qualifications and Experience:** Degree:

Bachelor's degree in archives with a minimum of three years of archival experience OR master's degree in archives with a minimum of one year of archival experience. Preferred experience includes exposure to corporate and/or family archives environment. Language: Ideal candidate is fully bilingual Spanish/English. Candidates who are competent in Spanish will be considered. Preference will be given to candidates with experience in starting and archival repository. Energetic and creative individual interested in determining the content of our collection and able to understand its potential usefulness. Ability to work independently. **To Apply:** Send a cover letter and CV by fax: (212) 371-6806 Attn: ARCHIVIST - 5th Floor. By mail: Highgate Properties, 36 East 61st Street, New York, NY 10021 Attn: ARCHIVIST - 5th Floor.

ASSISTANT ARCHIVIST

*Princeton University
New Haven, Connecticut*

Seeley G. Mudd Manuscript Library, a unit housing a major collection of 20th-century public policy papers and the university archives. The primary responsibility is to manage reference operations at the Mudd Library. For a full description of this position, including the qualifications, see: http://infoshare1.Princeton.EDU:2003/at_the_library/staff/jobs_prof.html or write the address below. Review of applications begins March 27, 1998, and continues until job is filled. Send resume and names, titles, addresses and phone numbers of three references to: Search Committee for Assistant Archivist, c/o Human Resources Librarian, Princeton University Library, One Washington Road, Princeton, NJ 08544. AA/EOE

ASSISTANT ARCHIVIST

*Daughters of Charity Archives
St. Louis, Missouri*

Responsibilities: Appraising and processing acquisitions, computer cataloging, developing and enhancing reference systems, providing reference service and assistance in research, writing, preparing displays, assisting in designing and moving to a new facility. **Requirements:** M.A. in archival studies (or in history or information services with archives concentration); minimum of three years professional archives experience; facility in the use of Microsoft Access and Microsoft Word and ability to learn new archival cataloging software; facility in and willingness to do archival cataloging in a USMARC environment; knowledge of digital imaging and scanning procedures; experience with text

encoding in HTML/SGML; effective communication, interpersonal, and teamwork skills; attentiveness to detail, flexibility and ability to work independently; ability to lift and carry 50-pound boxes; ability to write and print clearly, correctly and concisely.

Application: Please send letter of application, and resume to: Archivist, Marillac Provincial House, 7800 Natural Bridge Road, St. Louis, MO 63121-4694.

ASSISTANT RECORDS SUPERVISOR

New York City

A prominent non-profit Jewish human relations agency is seeking a full-time assistant records supervisor to work in their records center/archives. Responsibilities include the processing, arranging, basic preservation, and description of the collections as well as providing access to the materials. Under the guidance of the records supervisor, the individual will assist in developing policies for the department. Additionally, the assistant records supervisor will plan for the organization of the collections in a standardized system that best serves the Records Center/Archives. **Qualifications:** Demonstrated knowledge of archival principles, concepts, methodology, techniques and procedures, including organizing and preserving the collections and preparing finding aids; knowledge of MARC records and archival databases a plus. **Preferred:** M.L.S. degree with a concentration in archives/records management and or related experience. **To Apply:** Fax a cover letter and resume to the attention of Ms. Flora Levine in Personnel at (212) 750-0326 or (212) 319-6540.

AUDIOVISUAL MATERIALS COORDINATOR

*Archives of Labor and Urban Affairs
Walter P. Reuther Library
Wayne State University
Detroit, Michigan*

The Archives of Labor and Urban Affairs, Walter P. Reuther Library, Wayne State University seeks an archivist to manage the audiovisual collections and exhibition program of the Walter P. Reuther Library. The audiovisual collection is used by researchers, publishers, film producers and labor organizations from throughout the United States and abroad. This is a tenure track-position.

Responsibilities: Oversee the daily operation of the audiovisual department; maintain collection of 1 million still photographs and negatives, 3,000 videotapes, 3,500 motion picture films, sound recordings, posters, artwork and other historical artifacts; plan,

Professional Opportunities

implement and maintain database for the audiovisual collection; promote and manage an electronic archive for future development; promote this collection to bring recognition to the university and the Reuther Library, and to encourage funding to the archives; identify and resolve issues and concerns in audiovisual and object storage and conservation procedures for those materials; supervise two full-time permanent professional archivists and part-time staff. **Requirements:** Minimum five years progressively responsible archival experience primarily in audiovisual collections, including supervision in archives, records management and/or special collections or audiovisual fields; experience with preservation and conservation principles and techniques specifically as they apply to audiovisual materials; experience with networked microcomputers; knowledge of archives administration and legal and intellectual property concerns; Master's degree in history, library science or related discipline, with training in records management and archival administration; strong communication skills and ability to work with a diverse constituency in a team environment.

Preferred: Familiarity with exhibition preparation and fabrication; experience with digitization projects. **Salary:** Upper 30s to low 40s. Applicants should send letter of interest, curriculum vitae and names, addresses and telephone numbers of three references to: Patrice R. Merritt, Associate Director, Archives of Labor and Urban Affairs, Wayne State University, 5401 Cass Ave., Detroit, MI 48202, (313) 577-8377, or e-mail p.merritt@wayne.edu by April 1, 1998. Applications of women and minorities are strongly encouraged. Wayne State University is an equal opportunity/affirmative action employer. All buildings, structures and vehicles at WSU are smoke-free. Wayne State University—People working together to provide quality service.

COLLECTION DEVELOPMENT LIBRARIAN (CDL)

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

Search re-opened. HSP administers one of the nation's foremost research collections in American history. The CDL is responsible for collecting appropriate research materials in all media (manuscript, printed, graphic). CDL will work with staff and constituent advisory groups to revise HSP's collection development policy statement and to formulate and implement acquisition and deaccession recommendations. Responsibilities are both intellectual and hands-on. **Minimum**

Qualifications: Strong knowledge of Philadelphia, Pennsylvania, and family history; substantial research experience using primary materials; familiarity with archival and library practices; ten years related experience, preferably in an historical organization or library; M.A. in American history or American studies and M.L.S./M.I.S. Successful candidate will have strong decision making, problem solving, and communication skills; must be able to move up to 40 lbs. and tolerate dust and mold. Position is FT, permanent. Send letter of interest, including salary requirement, resume, and three work-related references to: CDL Search/SAA, HSP, 1300 Locust Street, Philadelphia, PA 19107. Fax 215/732-2680; no telephone calls. Closes when filled. AA/EOE

COORDINATOR OF ARCHIVES AND SPECIAL COLLECTIONS

*Clark University
Worcester, Massachusetts*

Responsibilities: Overall administration of the archives and special collections department which houses all university records, several important manuscript collections (including G. Stanley Hall, Robert Goddard, Esther Forbes, and Olive Higgins Prouty), and a rare books collection with emphasis on American and English literature, psychology, and geography. Supervise archives and manuscript processing; provide educational services to students, faculty, visitors and the media; provide advice and oversight of records management and retention. **Requirements:** MLS/MA in history with formal archival training; 3-5 years of archival experience preferably in a higher education setting; a basic knowledge of rare books; excellent interpersonal and communication skills; a commitment to service; experience with library and archival automation systems, Internet resources, and digital imaging; and the physical ability to lift and carry heavy boxes. Full-time position, minimum salary \$28,500-mid \$30's depending on experience. This is an administrative position with generous benefits. Review of applications will begin immediately. Please send or e-mail cover letter and resume to: Office of Human Resources, Clark University, 950 Main St., Worcester, MA 01610. Resumes@clarku.edu. AA/EOE Smoke-Free Workplace.

CURATOR OF AUDIOVISUALS

*Ohio Historical Society
Columbus, Ohio*

Search Reopened. Responsible for the day-to-day administration and curatorial interpreta-

tion of a large collection of photographs, prints, sound recordings, and motion picture film. **Requires:** Graduate degree in American history, library science, fine arts, or related field; familiarity with OCLC procedures and US-MARC formats; working knowledge of CD-ROM, optical disk, and digital imaging technologies; three or more years' experience working in an archives, library, or art museum, with specific curatorial responsibility for audiovisual collections; demonstrated success in the development of grant proposals and in the management of grant-funded projects. Superior interpersonal, organizational, and communications skills a must. **Salary Range:** \$29,473-\$36,316. Excellent benefits. For a more complete job description see posting on OHS Web site at www.ohiohistory.org. Applications will be accepted until the position is filled. **Apply to:** Personnel Office, Ohio Historical Society, 1982 Velma Avenue, Columbus, OH 43211. AA/EOE

EXECUTIVE DIRECTOR

*American Baptist Historical Society
Valley Forge, Pennsylvania*

The executive director provides overall administration of the work of the Society at two sites: the Archives Center at Valley Forge, and the American Baptist-Samuel Colgate Historical Library in Rochester, New York. **Responsibilities include:** Selection and oversight of staff; budget management and development program; archival management and research services; long-range planning and development program; initiation of historical and educational programs; managing editor of *The American Baptist Quarterly*. **Qualifications:** Master's in related field; administrative experience and working knowledge of principles and practices of archival and library science; knowledge of Church and Baptist history; excellent written and oral communication skills; understanding of history, polity, and structures of ABC/USA. Cover letter, resume, and name/address/phone numbers of three professional references to: Art Munson, ABC/USA, P.O. Box 851, Valley Forge, PA, 19482; fax (610) 768-2150 by March 25, 1998. AA/EOE

HEAD, SPECIAL COLLECTIONS

*College of Charleston
Charleston, South Carolina*

The Head, Special Collections provides leadership and expertise in the areas of collection development, processing, access, and preservation of rare books, manuscripts, records, maps, prints, and college archives. The head of the department supervises the college archivist, the curator of the Jewish

Heritage Collection, and student workers. For complete description, please see Web page at <http://www.cofc.edu/library/>. Apply with resume and the names, addresses, and telephone numbers of three references by March 31, 1998, to: David Cohen, Dean of Libraries and Special Collections, Robert Scott Small Library, College of Charleston, Charleston, SC 29424. Women and minorities are especially encouraged to apply. AA/EOE

PROCESSING ARCHIVIST/ RECORDS ANALYST

*Archdiocese of Chicago's Joseph Cardinal Bernardin Archives and Records Center
Chicago, Illinois*

Duties: The processing archivist/ records analyst will work under the supervision of the assistant archivist. She/he is primarily responsible for assisting in the processing, identification, conservation, storage, description, and retrieval of records in offices and agencies of the Archdiocese of Chicago. She/he will assist in establishing workshops and training sessions in parish and agency records management. **Qualifications:** The individual must have a master's degree in archival administration (from a program which meets or exceeds the Society of American Archivists' guidelines), history and/or a related field. The candidate must have good written and oral communication skills, demonstrable computer skills (word processing and database applications) and the physical ability to climb ladders and lift 40-pound boxes.

Preferred: Knowledge of Catholic Church history; working knowledge of Latin and/or Polish and/or Spanish; familiarity with Micro MARC:amc. **Salary:** \$25,000 minimum. Position open immediately. Send resume and three references to: John J. Treanor, Vice Chancellor, Archdiocese of Chicago's Joseph Cardinal Bernardin Archives and Records Center, 711 West Monroe, Chicago, IL 60661. Applications accepted until position is filled.

REFERENCE ARCHIVIST

*John W. Hartman Center for Sales,
Advertising & Marketing History
Duke University Libraries
Durham, North Carolina*

One-year appointment, renewable. As a member of both the Hartman Center team and the Research Services team in the Rare Book, Manuscript and Special Collections Library (RBMSCL), conducts research and provides information in response to reference requests from businesses, academic researchers, and the general public; uses archival, print, and electronic information resources to meet present and anticipated needs of a diverse user

community; provides bibliographic instruction; participates in public relations, exhibit preparation, and planning for the Hartman Center; coordinates and performs picture research for *Encyclopedia of Advertising* project. Reports to both the director of the Hartman Center and the director of Research Services in RBMSCL. **Required:** Master's degree in archives or from an ALA-accredited program in library science; minimum of two years professional level experience, including reference service; demonstrated commitment to public service; demonstrated knowledge of and experience with electronic information resources; working knowledge of DOS, Windows, and Macintosh computer hardware and software; working knowledge of scanning and electronic transmission of files; familiarity with standard archival procedures. Must be flexible and a self-starter, able to meet deadlines and juggle multiple projects, possess excellent oral and written communication skills, and have the ability to be an enthusiastic participant in a team-oriented environment. **Highly Desirable:** Experience in a business library or corporate archives; familiarity with advertising; interest in visual images. Advanced degree in humanities or social sciences also desirable. **Salary:** Dependent upon qualifications and experience, \$32,000 minimum. Review of applications will begin in early April and continue until the position is filled. Send cover letter, detailed resume and the names, addresses and telephone numbers of three references to: Sharon A. Sullivan, Director, Personnel Services, Perkins Library, Box 90194, Duke University, Durham, NC 27708. Duke University is an Affirmative Action/Equal Opportunity Employer. The Perkins Library System has a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff.

SUMMER INTERN

*Byrd Hoffman Foundation
The Hamptons, New York*

Theater and arts center in eastern Long Island, New York, seeks summer intern to assist in documentation and cataloging. Work with internationally acclaimed theater artists and collaborators. Ideal position for library or archival student with interests in theater or art. Prefer skills in video, databases, organization of diverse materials. Work mid-July to early September 1998. Intern will live at the center during the program period. Will receive modest stipend plus room and board. Send resume, cover letter, and photograph to: Archivist, Byrd Hoffman Foundation, 131 Varick St., Suite 908, New York, NY 10013.

Get a job

Visit the
"Employment Bulletin"
at the Society of
American Archivists'
Web site:
<http://www.archivists.org>



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AMERICAN ARCHIVISTS

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Chicago, Illinois

Someone's in the kitchen with Dinah

A family gathers for a meal in the rear room of a store in Brooklyn, New York, circa 1935. This photo and many like it were shot in the '30s to illustrate the conditions found in tenement dwellings, although this photo shows elements of a rich family life. The photos were submitted in support of public housing initiatives. *Courtesy of the New York City Housing Authority Collections, LaGuardia and Wagner Archives, Fiorello H. LaGuardia Community College/CUNY.*

