

ARCHIVAL OUTLOOK

JULY/AUGUST 1998



Newsletter of the
Society of American Archivists



Outstanding Orlando!

1998 Annual Meeting Preview

MAKEOVER MANIA!
Check out our new
look in this issue

TABLE OF CONTENTS

features



1998 SAA ANNUAL MEETING PREVIEW:

Outstanding Orlando: Florida Favors SAA's 62nd Annual Meeting

by Tara J. Shimandle 8

"History On Display"

by Elizabeth Adkins 10

The Storyteller

by Tara J. Shimandle 11

Pre-Conference Workshops 12

Thoughts About the Idea of Service

by Herbert J. Hartsook 6

Diversity Matters: An Update from the Task Force on Diversity

by Brenda Banks 7

Introduction to the Universal Preservation Format Initiative

by Thom Shepard 24

departments



Print Matters 14



Currents 15



Link to Learning 16



Washington Beat 20



National News Clips 22



World View 25



Bulletin Board 26

Council Report 29



Professional Opportunities 30

columns

President's Message 3

From the Executive Director 4

From the Archivist of the United States 18



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ARCHIVAL OUTLOOK

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The Society of American Archivists

SUSAN E. FOX

Executive Director
sfox@archivists.org

BERNICE BRACK

Meetings/Member Services Coordinator
bbrack@archivists.org

TERESA M. BRINATI

Director of Publications
tbrinati@archivists.org

KARI CARLSON

Office Assistant
kcarlson@archivists.org

CARROLL DENDLER

Director of Financial Operations
cdendler@archivists.org

PHILIP B. EPPARD

Editor, American Archivist
pbe40@cnsibm.albany.edu

RODNEY FRANKLIN

Publications Assistant
info@archivists.org

JOAN E. SANDER

Education Director
jsander@archivists.org

TARA J. SHIMANDLE

Education Program Coordinator
tshimandle@archivists.org

JEANETTE SPEARS

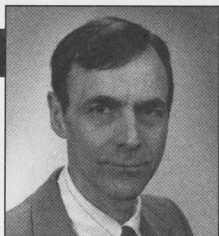
Receptionist
info@archivists.org

TROY STURDIVANT

Publications Assistant
tsturdivant@archivists.org

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Membership, Leadership, Service

As I near the end of my term as SAA president, I have found myself thinking about how my personal perspective on SAA leaders has evolved since I first joined the organization in 1977. Through two decades of membership, I have moved from thinking that SAA's leaders were predominated by those who merely sought ego amplification and personal advancement to understanding that, ultimately, leadership is service, and office or appointment is fundamentally an opportunity to contribute, to do something that the individual values greatly and wishes to share with or project to others.

I am sure that there are those who, with the benefit of an outside perspective, may conclude that I have been co-opted and have instead pursued SAA leadership for self-centered purposes. I will not deny that I have derived considerable ego satisfaction in the recognition inherent in holding office and in those occasions when I can see that my efforts made a difference.

However, the greatest satisfaction comes from the sense of service and the knowledge of accomplishing a specific objective, and of having kept the organization together by helping it to get over difficult bumps, some of which I may have had a hand in creating. I note that along with such satisfaction also comes the frequent frustration of well-laid plans that unravel when applied to the complexity of real life situations and hard political and economic realities. In the end, however, only others can judge whether my youthful cynical perspective on SAA leadership applies to my case or whether the service-oriented explanation is more apt.

Still, at this current stopping point in my SAA career, I am deeply aware that membership,

leadership, and service in this association are a professional obligation inextricably linked to our personal responsibility to the heritage over which each of us presides. In many ways, membership in SAA is like being in a family, where we only gain in proportion to how much we invest. None of us has any real choice of the family into which we are born, nor do we have a real choice of being involved in the relations it contains, but each of us needs to reap the benefits of fellowship and support the family provides as well as the interest its members have in what we do.

SAA, like a family, provides that kind of fellowship and support by offering a culture in which we can grow and expand as professionals. Nevertheless, just as in a family where relations beget obligations, so too the nurturing environment of the profession and SAA brings with it the obligation to be there for others and to be the building blocks for the future.

Just as in a family, we need to be able to tolerate differences and endure annoyances. Most importantly, we need to be ready to pitch in as the group faces a crisis or a need. Above all, each of us must be prepared to do those one or two things we do best when they are needed and then to pass on that society to which we have contributed for the benefit and development by the next group and generation.

I look forward to being given future opportunities to serve SAA and the profession. For the present, I would like to thank members for the opportunity to serve them and for their active involvement in making SAA a vibrant organization and a rich family in which to partake. I look forward to the fruits of your service to this association. ♦



Membership Value: Your Opinions Count

In this issue (on page 6) you will find an excellent article written by Herbert Hartsook in his role as chair of SAA's Manuscript Repositories Section. The article originally appeared in the most recent issue of *Manuscript Repositories Newsletter* and we thought it was so good it bore reprinting in *Archival Outlook* for the benefit of the entire Society. Herb speaks of the value of service and what membership in SAA means to him. I think you will enjoy reading this eloquent piece, as you will enjoy reading President Bill Maher's excellent column expressing similar thoughts.

While many SAA members such as Herb and Bill provide incalculable service to SAA, it is important that this association serve you equally well. We strive to do so every day in every way, but the only way we are going to know for sure how well we are succeeding is by asking you directly. In a few days you will receive a short survey in the mail asking, among other questions, your opinion on the services SAA provides and on proposed dues structures under consideration by the Task Force on Dues and Member Benefits.

Chaired by Jim Fogerty, the task force met last February and came to the conclusion that before it could proceed with recommendations

for the membership, it needed more information from you. This is why it is especially critical you take the time (which should be no more than 15 minutes) to fill out the survey. The more SAA members respond the more representative we can be—and I have yet to meet an SAA member who did not have an opinion on the value of service we do or do not provide! The survey will include some open-ended questions to allow you to speak on those areas you care about most. As a result, you can be assured that your opinion will have an impact in both the near and long term.

We gained a vast amount of information from our recent salary survey and our educational needs assessment. This dues and member benefits survey is the final piece of the puzzle and, of course, as important as the other two. To be successful every organization needs reliable data. With these three surveys we will be well positioned to serve you as well as you serve us. Your voice, your opinion, your commitment to SAA is important to us. It is something we never take for granted, indeed your commitment is the very spirit that makes this such a unique and wonderful place for us all. ♦

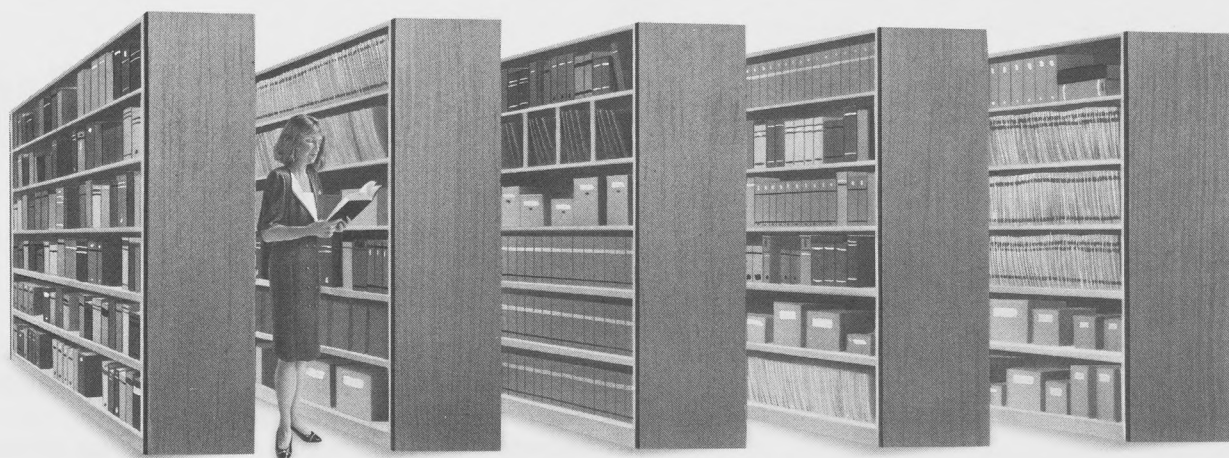
Are you being served?

The Society of American Archivists
1998 DUES AND MEMBER BENEFITS SURVEY
will be mailed to all SAA members in July.

Help SAA meet your needs. Your feedback is essential. Tell us what you think about:

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- Other Benefits





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Thoughts About the Idea of Service

by Herbert J. Hartsook, University of South Carolina

Editor's note: *This article was published in the April 1998 issue of the Society of American Archivists' Manuscript Repositories Newsletter and is reprinted here for your enjoyment.*

As [Manuscripts Repositories] Section chair, I have the opportunity to write three newsletter columns. In this, my first, I want to share some thoughts about the idea of service and what my work with SAA has meant to me.

My university is in the midst of a major five-year campaign to raise private endowed funds. Some units on campus are, for the first time, actively engaged in fund-raising. Two highly successful development officers were brought in from out of state to address a gathering that included each dean and development officer on campus, plus people like myself who have development as a regular component of their work. A person who obviously didn't relish the idea of begging for money asked what percentage of a dean's time should be spent on development. Many in the audience caught their breath at the answer—a minimum of 50 percent.

The development officer went on to talk critically of service to one's profession, such as leadership in SAA, to an audience composed of people who probably devote considerable time to service. He argued professional service generates little real value to the employing institution, that it is a basically selfish endeavor providing chiefly personal rewards. He contrasted that to the immediate and long-term benefits to the institution provided by development work.

I've thought of his comments often over the last year. I believe they are well considered, but he did not weigh the intangible benefits that accrue from service. Service may rarely provide quantifiable benefits to the employing institution, and the time and energy devoted to service does diminish that which is expended on one's regular duties. At the same time, my professional service has benefited my repository and contributed substantially to my growth as an archivist and a person.

When I attend a major professional meeting I usually come away with at least one and often several good ideas that we may wish to consider implementing at my repository. Also, I usually feel regenerated after the meeting. I suppose this is equal parts excitement over what I've learned and pride in the confirmation that we do many things well.

Furthermore, my institution values service for its own sake. This is clear from the importance placed on service in our tenure criteria and the fact that my administration has approved each opportunity for service that I have accepted.

Finally, the contacts I have made with other archivists and institutions have proven of great value over the years. Expert advice is usually only a phone call away, made to someone I've become acquainted with through service. Which leads to the great personal joy of service—the friends I've made, from Alaska to Hawaii and all points in between.

I hope each of you will consider the merits of service to the archival profession. Opportunities exist at the local, state, regional, and national levels. The rewards are rich and varied. A vocal minority criticizes SAA as a monolith run by insiders. Actually, SAA is a typical volunteer organization. It is run by an ever-changing core of committed members. I encourage anyone interested in serving as an officer of the Manuscript Repositories Section to contact me. I look forward to hearing from you regarding this or any other topic important to this section. And thank you for this opportunity to serve you. ♦

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DIVERSITY MATTERS:

AN UPDATE FROM THE TASK FORCE ON DIVERSITY

BY BRENDA BANKS,
CHAIR OF THE SAA
TASK FORCE ON DIVERSITY

Throughout its 62-year history, the Society of American Archivists has worked to represent the issues important to the profession and to promote knowledge about the profession to the larger community. SAA first recognized the importance of addressing the issue of diversity more than two decades ago when the Committee for the 1970s produced recommendations which offered several initiatives geared to help SAA become a more inclusive organization.

Despite these efforts the archival profession remains virtually unknown to a large segment of the American population. It has only been in recent years that the words "archives" and "archivist" have begun to appear in the press, in literature and elsewhere in American culture. This lack of visibility combined with low pay and status have made the task of attracting a more diverse population to our ranks extremely challenging.

As we approach the next century, we are concerned with statistics that cite changing demographics. In 1997, the Census Bureau reported that 9.6 percent of U.S. residents were born elsewhere. This is the highest percentage since 1930 when 11.6 percent of U.S. residents were natives of another country. To accommodate these and other societal changes, SAA must assess its ability to create and sustain a dynamic organization that can attract archivists who represent the best and the brightest from all groups represented in society.

At the 1997 annual meeting, Council established a Task Force on Diversity to address the organization's

ability to become more diverse. The members of the task force are: Anne Diffendal, John Fleckner, Susan Fox, Karen Jefferson, Deborah King, Joan Krizack, Kathleen Roe, and Brenda Banks (chair). In carrying out our charge we provided an environment where the ideas of all task force participants were heard, respected, and considered. Our goal was to develop rational and practical recommendations that recognized past efforts to increase diversity and that emphasized the commitment of the Society of American Archivists to create, support, and sustain an organization valuing diversity and deriving strength from it.

We agreed early in the process that our target was progress and not perfection; we saw our work as the foundation upon which SAA will continue to build over the years to come. It is with this understanding that the task force spent two days deliberating the issue of diversity, examining SAA's organization to identify structures and activities within the association that either supported diversity or weakened it, discussing ways to enhance or reinforce existing activities, and identifying initiatives that could be linked to existing programs to improve our efforts in encouraging a more diverse profession and organization. We were fortunate to have had an excellent facilitator who spent the first half day helping us to set our course.

An interim report was submitted to Council for review and comment at its meeting last month. The recommendations that appear in the interim report reflect the in-depth discussions of the

TASK FORCE ON DIVERSITY SUMMARY OF RECOMMENDATIONS

- Develop an organizational position statement that articulates SAA's commitment to becoming a more diverse organization.
- Incorporate diversity into SAA's strategic planning process.
- Reinforce and expand existing activities within SAA that support diversity.
- Identify and establish new initiatives that may assist SAA in its efforts to become a more diverse organization.

task force members and the ideas and initiatives that we felt might be appropriate in addressing the issue of diversity within SAA. These recommendations are presented within the report without regard to priority since we believe that they are all practical, doable, and would advance SAA's efforts toward becoming a more diverse organization.

The interim report will be available on the SAA Web site and copies may also be requested from the SAA office (312/922-0140 or info@archivists.org). We hope that you will take the opportunity to read the report and provide feedback to the task force as we complete our work. Please check your SAA annual meeting program for the open forum and task force office hours during the SAA conference in Orlando, Florida later this summer. Stop by to talk to us about this very important issue. Remember, your opinion matters.

Diversity matters. ♦

Outstanding Orlando: Florida Favors SAA's 62nd Annual Meeting

by Tara J. Shimandle, Education Program Coordinator

Will you be among the fortunate archivists flocking to Florida's welcoming shores come August 31-September 6, 1998, to share in the exciting educational and professional activities at the 62nd annual meeting of the Society of American Archivists? If so, brace yourself for a sun-drenched adventure that will provoke your professional enthusiasm and provide plentiful opportunities for rest and relaxation. The conference features nearly seventy sessions covering an array of cutting edge archival topics sure to engage your professional curiosity, while less serious minded pursuits may have you exploring the diverse terrain of the Disney landscape or reveling in the lush wonders of central Florida's fertile vistas.

Session descriptions and speakers are listed online at the SAA Web site (www.archivists.org/annualmeeting/orlando98/toc.html) as well as in the *SAA Annual Meeting Program*, which SAA mailed to members in May. The program track for many of the sessions investigates the archival implications of tourism, popular culture, historical memory, entertainment and recreation. This track focuses on the artifacts of pop culture in relation to historical memory, how it is documented, maintained, shared, and explores the inherent value of such material.

These themes will be introduced in a plenary session on Thursday, September 3, at 9 a.m. The speaker will be Karal Ann Marling, professor of art history and American studies at the University of Minnesota, who will delve into Disney's presentation of history at its Florida theme parks, the relationship between historical authenticity and the entertainment/tourism industry (see page 10). Another session on this program track that you will not want to miss is Dana Atchley's digital storytelling experience, "The SAA Storytelling Theatre: 'Next

Exit' and Other Archival Adventures," on Friday, September 4, from 1:45 p.m.-3:15 p.m., a fascinating and unique experience which will suggest archival implications for the artists' methodology (see page 11). Sessions addressing a variety of other archival topics will also be offered; be sure to review them carefully to maximize your valuable annual meeting experience.

Do you have an area of expertise that's in need of fine tuning? Does your job require you to learn more about new and developing technologies? If so, be sure to register for one of SAA's cutting edge continuing professional education opportunities to be offered on August 31-September 2 (see listing on pages 12-13).

If you are new to SAA or the annual meeting, you are the ideal candidate for the "navigator program," which pairs a more senior member or attendee with someone who would like to be "shown the ropes" on how to make the most of the annual meeting. If you would like assistance in charting your annual meeting course, don't forget to sign up for this exciting program when completing your meeting registration form.

The Disney Dolphin Hotel in Orlando is an optimal location for the conference, equipped with excellent meeting facilities while situated amid a dizzying array of diversions destined to delight meeting attendees. The Magic Kingdom offers a treasure trove of theme parks and distractions right at the hotel's doorstep. Make a foray into the local cultural cornucopia with a visit to the Orlando Museum of Art or the Orlando Science Center, home to the world's largest Iwerks/Digistar planetarium which presents large format films and tours the stars on an eight-story domed screen.

Dining in Orlando is an epicurean enchantment, inviting one and all to indulge in a selection of international cuisines. Be sure to seek out some of the world-renowned Cuban cooking famous to South Florida. Every palate and pocketbook is sure to be pleased to partake in such fabulous fare.

Other intriguing escapades await in the city's nightclubs, live music venues and comedy clubs. In the mood for some shopping? Lake Buena Vista Factory Stores, the area's newest outlet center, offers bargain hunters 210,000 square feet of finds for every fancy. Still not satisfied? Try 610,000 square feet of bargains at the Belz Factory Outlet World and Belz Designer Outlet Center located on International Drive. On the less exhausting side, you will find unique gifts and treats at the Shoppes of West Church Street and Orlando's Antique Row in the heart of downtown Orlando.

Planning a family frolic in the wonderful world of Disney? Please note that Disney's opening and closing times are subject to last minute changes. The official Disney schedule for the week of the SAA conference has the theme parks on reduced hours. Take this into consideration when planning excursions. If you buy a late entrance ticket for MGM or EPCOT consider that MGM will close at 7 p.m. and EPCOT at 9 p.m. Be sure to find out if you are eligible for free membership in the Magic Kingdom Club through your employer, bank, or credit union. Membership entitles you to discounts on Disney theme park tickets and at some Disney restaurants and shops. Check with your personnel office, etc. (Club discounts cannot be applied to the tickets sold in the SAA program.)

For those driving south via I-75 and the Florida Turnpike be aware that there is an alternate route that is quicker, cheaper, more scenic, and keeps you out of Orlando's traffic snarls. Heading south on the Florida Turnpike, take exit 289 (US27). Drive south on US27 twenty-nine miles to US192. Drive east on US192 seven miles to the Disney entrance. This will be World Drive. Enter Disney and follow signs for EPCOT resorts and Walt Disney World Dolphin entrance.

Some like it hot, most assuredly, but remember that central Florida is notorious for the torpor, heat and humidity of its summer season. Early morning and evening outdoor activity is most recommended. And finally, think casual! Khakis to culottes, Bermudas, Birkenstocks, baseball caps, sneakers and sandals. This is the first time that SAA has hosted an annual meeting in such a lush resort setting so take advantage of the wealth of amenities and entertainment waiting for you, in comfort and unique archival style.

Outstanding Orlando awaits! ♦

For more information on SAA's 1998 annual meeting or to request a program, contact Bernice Brack or Jeanette Spears in membership services at (312) 922-0140 or info@archivists.org. Program information can also be found on SAA's home page, www.archivists.org. Please note that the deadline for mailing or faxing SAA annual meeting registrations is July 31, 1998. After this date, registration will be onsite only.



Florida Ephemera Collection, University of Florida.

SAA 62ND ANNUAL MEETING

August 31–September 6, 1998

Orlando, Florida

Walt Disney World Dolphin Hotel

Rates: \$99 single, \$135 double;
\$15 per extra person; children under 18
stay free in same room as parents.

Cut-off for hotel reservations is July 30, 1998.



THE SOCIETY of
AMERICAN ARCHIVISTS



Karal Ann Marling

"History on Display" Opening Speaker Will Offer Unique Viewpoints

You will not want to miss the opening general session at SAA's 62nd annual meeting in Orlando, Florida this summer. Karal Ann Marling, professor of art history and American studies at the University of Minnesota, will give a plenary address on Thursday morning, September 2, entitled "History on Display at Walt Disney World: The Theme Park as Archives, History Lesson, and Historical Artifact." Marling has published eleven books on American popular culture, including books on Depression-era post office murals, myth and symbol along American highways, the visual culture of the 1950s as shaped by television, and a book on Elvis Presley's Graceland. Her most recent book, *Building Disney's Theme Parks: The Architecture of Reassurance*, is based on a major exhibition that she coordinated.

In a brochure publicizing the exhibition, we get a hint of what Marling will share with the archival community about her exploration of Disney's special place in American culture: "Marling says she dreamed of going to Disneyland as a young girl, of witnessing the wonder of make-believe. With this

brilliant and compelling exhibition, she surpasses her dream and allows us to share it. As her selections and commentary demonstrate, there is much more to the Disney phenomenon than fantasy. The exhibition grew out of material developed by Marling from her three summers of research at the Disney archives in California. Marling suggests that just as Disney's theme parks have expanded around the globe, so too have its architectural strategies spread beyond the parks' walls, providing new approaches to shopping center and resort architecture and subtly changing public expectations of the cityscape."

Marling's remarks will set the stage for several sessions throughout the meeting that investigate archival implications of tourism, popular culture, historical memory, entertainment and recreation. These sessions should prove absorbing and entertaining as well as educational. ♦

— Elizabeth Adkins
Program Committee Co-chair

Don't miss the **SAA** **Publications Booth!**

at the **International Archives and
Information Technology Exposition**
September 3-4, 1998

during **SAA's 62nd Annual Meeting**
August 31-September 6, 1998
Walt Disney Dolphin Hotel—Orlando, FL



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The Storyteller

Dana Atchley is a self-titled "digital storyteller," employing digital imaging and multimedia technologies to share his personal family history with audiences throughout the United States, Canada, and as far afield as Rotterdam, Cannes, and Kyoto. "Next Exit," his one-man multimedia theatrical performance, is a unique blending of traditional oral history and technology that comes together in a fascinating new take on performance art.

Atchley has been described by some as "a storyteller with the voice of Garrison Keillor, the timing of Lily Tomlin and the sensibility of Hunter S. Thompson," and others as "a virtual electronic age Homer...poignant detail reminiscent of Schumann's *Scenes from Childhood*." So what is this techno wizard/performance artist/storyteller doing presenting a session at the 62nd annual meeting of the Society of American Archivists? Sharing with the archival community a brave new vision of a possible future for those concerned with the documentation of the human experience, a concern which is one of the basic tenets upon which SAA was founded. As Atchley puts it in his artist's statement, "It has not escaped my notice...that this new digital media acquires a life of its own. Will the cemeteries of the 21st century be filled with kiosks of lives lived?"

Dana Atchley was educated at Yale and Dartmouth, has taught film, photography, graphic design, color, typography, mixed media courses, calligraphy, and printmaking variously at Marlboro College, the Maryland Institute of Art, and the University of Victoria, British Columbia. In 1969 he began a project which would eventually become "Roadshow," a live, one-man multimedia show based on a half million miles of travel throughout America. Invitations were sent to people throughout this country and a few others, seeking contributions of "something interesting" which were not to exceed ten pages in length, and which were to be submitted in duplicate sets of 250 each. These contributions were placed in 250 three-ring binders and each contributor received his or her own original copy of the "Space Atlas," many of which were delivered personally by Atchley. He spent the next decade traveling the country with "Roadshow."

In "Next Exit," his current production, five decades of his family's life are presented through photographs, audio recordings, films, videos, artifacts, drawings, and, of course, the stories themselves. It is interesting and significant to note that each performance is unique, drawing upon a library of short pieces loaded as Quicktime clips, the storyteller is able to assemble a "suitcase" of different material for each performance, in essence creating a vital entity which exists only for the duration of the story being told, an event which is not improvised yet not rehearsed. Atchley states "While devouring the new technologies, I also want the freedom of an old time campfire storyteller who could conjure up any vision from the flames. My flames are the cool flickering of a video campfire."

In the special session "The SAA Storytelling Theatre: 'Next Exit' and Other Archival Adventures," Friday, September 4th, the artist will present segments from his critically acclaimed production and suggest some archival applications for his methodology. Join us for a fascinating and unique presentation before those "cool flickering flames of a video campfire." ♦

— Tara J. Shimandle

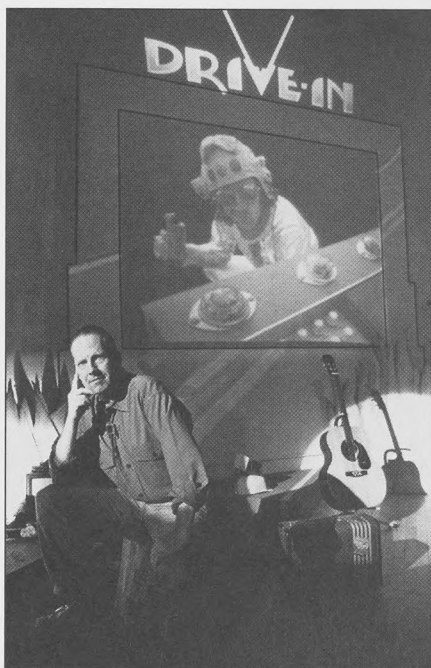


Photo: Rosalee Bailey

PRIVACY AND CONFIDENTIALITY ROUNDTABLE

The Privacy and Confidentiality Roundtable will hold its annual meeting in Orlando, Florida, on Thursday, September 3, from 4:45 p.m. to 6:45 p.m. Following a short business meeting, which will include the annual election, Menzi Behrnd-Klodt will provide an update on pending legislation. The program will feature Elena Danielson speaking on privacy and confidentiality relating to love letters. Roundtable members and all those interested are invited to attend. The roundtable recently published its first newsletter—provocatively named *The Keyhole*—which was mailed in June. The mailing list is probably incomplete, so if you are a member of the roundtable or just interested in privacy and confidentiality issues, and you have not received a newsletter by July 15th, please contact Sue Hodson (shodson@huntington.org or 626/405-2205) and a copy will be sent to you promptly.



THE WONDERFUL WORLD OF DISNEY

Please note that Disney's opening and closing times are subject to last minute changes. The official Disney schedule for the week of the SAA conference has the theme parks on reduced hours. Take this into consideration when planning excursions. If you buy a late entrance ticket for MGM or EPCOT consider that MGM will close at 7 p.m. and EPCOT at 9 p.m. Be sure to find out if you are eligible for free membership in the Magic Kingdom Club through your employer, bank, or credit union. Membership entitles you to discounts on Disney theme park tickets and at some Disney restaurants and shops. Check with your personnel office, etc. (Club discounts cannot be applied to the tickets sold in the SAA program.)

SAA Pre-Conference Continuing Professional Education Workshops

Walt Disney World Dolphin Hotel, Orlando, FL
August 31-September 2, 1998

ONLINE FOR YOU: **Basic Electronic Records** and **Advanced Electronic Records: Design, Implementation and Evaluation** may be taken together at the special discounted joint registration fee of \$469; SAA Members: \$368. Registration in both courses by a single individual is required to receive the discounted rate.

Basic Electronic Records

Workshop #9811

Instructor: Tom Ruller

August 31 - September 1, 1998

9:00 a.m. to 5:00 p.m.

Fee: \$279; SAA Members: \$219

Continuing Education Units: 1.5

This basic workshop will introduce participants to the principles of preserving and providing access to records in digital formats. Focusing on methods and issues in appraising, accessioning, providing reference for, and preserving records in electronic form, participants will develop documentation of a simple set of electronic records and plan for their long-term preservation.

Advanced Electronic Records: Design, Implementation and Evaluation

NEW!

Workshop #9812

Instructor: Anne Gilliland-Swetland

September 2, 1998

9:00 a.m. to 5:00 p.m.

Fee: \$215; SAA Members: \$169

Continuing Education Units: .75

This is an advanced workshop on the methods and issues involved in the design, implementation, and evaluation of an archival electronic records program, presented with reference to the findings and activities of major research and development projects in the U.S. and Canada.

Grant Proposal Preparation

Workshop #9813

Instructors: Richard Cameron

August 31, 1998

9:00 a.m. to 5:00 p.m.

Fee: \$215; SAA Members: \$169

Continuing Education Units: .75

Participants will learn the components of competitive grant applications for projects to develop archival programs and preserve and provide access to archival materials by individuals or consortiums.

Preservation Microfilming Management

NEW!

Workshop #9814

Instructor: Erroll Somay

August 31, 1998

9:00 a.m. to 5:00 p.m.

Fee: \$215; SAA Members: \$169

Continuing Education Units: .75

This workshop will present the steps in the implementation of a successful microfilming project, including determining staff, space, time and equipment needs, as well as contracting for microfilming services.

Encoded Archival Description (EAD)

Workshop #9815

Instructors: Kris Kiesling and Michael Fox

August 31- September 1, 1998

9:00 a.m. to 5:00 p.m.

Fee (including \$100 for computer lab

and transportation): \$342; SAA Members: \$269

Continuing Education Units: 1.5

Participants 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.

Preservation Management **NEW!**

Workshop #9816

Instructors: Mary Lynn Ritzenthaler and Evelyn Frangakis

August 31- September 1, 1998

8:30 a.m. to 4:30 p.m.

Fee: \$279; SAA Members: \$219

Continuing Education Units: 1.5

This workshop will introduce basic methods of archival preservation practice. Participants will understand preservation program elements and how to develop them into their own institution's programs upon completion of the course.

Oral History: From Planning to Preservation **NEW!**

Workshop #9817

Instructor: Fred Calabretta

September 1, 1998

9:00 a.m. to 5:00 p.m.

Fee: \$215; SAA Members: \$169

Continuing Education Units: .75

The workshop will provide participants with all of the basic information necessary to effectively plan and conduct a successful oral history interview or project, and foster appreciation for the uniqueness and value of oral history.

Probing Appraisal Practice: Contending with Methods, Mayhem and Madness **NEW!**

Workshop #9818

Instructor: Richard Cox

September 1, 1998

9:00 a.m. to 5:00 p.m.

Fee: \$215; SAA Members: \$169

Continuing Education Units: .75

Participants will learn how to evaluate the utility of traditional archival appraisal approaches, how to consider newer approaches proposed and debated in the past decade and how traditional archival appraisal approaches—records values, acquisition strategies, records scheduling—work or may not work as organizations and society become more complex.

Understanding Archives: An Introduction to Principles and Practices

Workshop #9819

Instructors: Julie Bressor and Polly Darnell

September 1-2, 1998

9:00 a.m. to 5:00 p.m.

Fee: \$279; SAA Members: \$219

Continuing Education Units: 1.5

This workshop is designed for resource allocators and others with archival responsibilities who wish to receive an overview of archival principles and practices. Topics introduced will include accessioning, appraisal, arrangement and description, reference, copyright, ethics and standards.

1998 SAA Pre-Conference Workshops

Enrollment is limited.

Workshops are subject to cancellation if the minimum enrollment requirement of 15 participants is not met 30 days prior to the event.

For additional information please contact:

Joan Sander or Tara J. Shimandle
SAA Office of Education
527 S. Wells St., 5th Floor
Chicago, IL 60607

(312) 922-0140 Fax (312) 347-1452

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Technical Document No. 2

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Society of American Archivists, August 1998
262 pp., soft cover

Nonmembers: \$25; SAA Members: \$20

PLUS SHIPPING/HANDLING

Product code: 343



Makeover Mania: New Look for Newsletter

Brian P. Doyle of Gael-Image in Chicago is the graphic designer responsible for the lithe and lively layouts in this issue of *Archival Outlook*. It has been a goal of the Publications Department to nudge the newsletter toward a more visually dynamic presentation. Last year we introduced a new banner for the cover. Recently we have been focusing on the interior pages. We have attempted to preserve those aspects of the newsletter that our readers are familiar with, such as the icons, standing columns and regular departments, but to give them a more contemporary look. New typography has been developed for the text and more compelling layouts are being used for articles. As always we are committed to maintaining the highest quality standard—graphically and editorially—that you have come to expect from this newsletter. Let us know what you think of the new look of *Archival Outlook* (send an e-mail message to Teresa Brinati at tbrinati@archivists.org).

Cover Images Wanted

Eight years ago *Archival Outlook* made history when it featured a photograph for the first time on its cover. The photo was of Bette Davis and since then nearly 50 images highlighting the richness and diversity of archival collections have graced the cover of the newsletter. You are invited to donate a dynamic image for publication consideration on the cover of *Archival Outlook*. Don't miss this excellent opportunity to increase the visibility of your collections. Images may be contemporary or historic photographs, illustrations, architectural renderings, blueprints or letters, etc. Send prospects to: Teresa Brinati, SAA, 527 S. Wells St., 5th Floor, Chicago, IL 60607 or tbrinati@archivists.org. All images sent to SAA will be returned.

Multiple Issues of *American Archivist* in Production

In the past month you should have received the two most recent issues of the *American Archivist*: a special issue on archives and business records guest edited by James Fogerty (vol. 60, no. 1/winter 1997) and a special issue on state archival programs guest edited by Bruce Dearstyne (vol. 60, no. 2/spring 1997). Currently in production are the final two issues for volume 60 (nos. 3 and 4/summer and fall 1997), guest edited by Jackie Dooley and devoted to encoded archival description. These issues are slated for print later this summer.

Also in production is the first semi-annual issue of the journal, the winter/spring 1998 issue (vol. 61, no. 1), edited by Philip B. Eppard and featuring a variety of articles on archival theory and practice. The journal is evolving to semi-annual production based on the recommendations made by the Task Force on the Future of the *American Archivist* and subsequently approved by Council in the fall of 1996. To commemorate this new era of production, the journal is being redesigned. It is still the same size (6 3/4" x 10"), but will now have a more sophisticated design reflecting the growth and maturation of the archival profession. This issue is slated for print in late summer.

1998-99 Membership Directory Mailed in June

By now all members should have received the SAA 1998-99 *Directory of Individual and Institutional Members*. In addition to an alphabetic listing of individual and institutional members, as well as three appendices, the new directory also includes the SAA constitution and bylaws, *Code of Ethics for Archivists*, a directory of student chapters, and an introductory section on everything you always wanted to know about SAA, but were afraid to ask. Please assist us in maintaining the membership database by forwarding any corrections to your listing to Jeanette Spears (jspears@archivists.org or 312/922-0140). Please contact Jeanette if you have not received your copy of the directory.

SAA Books Highlighted in Library Journal

The Records of American Business, edited by James O'Toole, was cited in a recent issue of *Library Journal* as one of the best in professional books. In an article entitled "The Year's Best Professional Reading" (June 15, 1998), *RAB* (SAA, 1997) was one of three books highlighted in the "archives and preservation" category. The reviewer noted that it presented "pertinent, well-written, and fascinating essays" and that it was an "exceptionally thoughtful book." One of the others highlighted, *Reference Services for Archives and Manuscripts* (Haworth, 1997), which features "stimulating and interesting essays on security in archives, ethics in the archival profession, and electronic records," is also distributed by SAA.

LJ instituted the first annual review of the best professional books in an effort to expand its coverage of professional resources. Publishers were invited to submit their own potential "best" books published between January 1997 and March 1998, which were examined by a panel of seven librarians. Advertisements promoting *RAB* as well as the Archival Fundamentals Series also appeared in the issue, on pages 45 and 81 respectively.

To order your copy of *The Records of American Business* or *Reference Services for Archives and Manuscripts* or any of the 130 titles listed in the SAA publications catalog, contact the SAA Publications Department at (312) 922-0140 or info@archivists.org. To visit the online catalog: www.archivists.org/publications/webcat98/index.html.

Archival Appraisal is Out of Print

Neal-Schuman Publishers recently informed SAA that the 1991 publication, *Archival Appraisal* by Frank Boles in association with Julia Marks Young, is out of print and no longer available for distribution. (Product code 112)

Special Deal

Archival Theory and Information Technologies (product code 218) by Charles M. Dollar (University of Macerata, 1992) is available for the special price of \$5 (includes shipping) while supplies last. Contact SAA Publications at (312) 922-0140 or tsturdivant@archivists.org.

Traveling with a team from the Friends of the Georgian National Archives in Tblisi this month, Mount Holyoke College archivist **PETER CARINI** will help begin organizing the central archives of this newly independent country. The first step in the massive project will be to convert the archives into a database for World Wide Web access. The team's goal is to automate up to 600 years of history, starting with the czarist period (roughly 1800-1920).

DAVID HORN recently received the Distinguished Service Award for "outstanding contributions to the Boston Chapter of ARMA International." The citation noted David's services to the records management and archival professions, including his twenty years of teaching introductory workshops and his liaison efforts between ARMA-Boston and New England Archivists.

WILLIAM J. MAHER was appointed university archivist of the University of Illinois at Urbana-Champaign early last fall. He wishes to thank all of his SAA colleagues for their support during the protracted period of his interim status in this position from 1995 to 1997.

ANN CLIFFORD NEWHALL was recently appointed executive director of the National Historical Publications and Records Commission (NHPRC). Newhall, who is currently the archivist of the Records and Communications Unit for the United Nations High Commissioner for Refugees in Geneva, Switzerland, will begin her duties at NHPRC in mid-July.

KEN RICCARDI, institutional archivist at LaGuardia Community College, was awarded a 1998-99 New York State Discretionary Grant for Conservation and Preservation of Library Research Materials.

JAMES O'TOOLE, formerly of University of Massachusetts-Boston, will join the history department at Boston College as a visiting associate professor of history in September 1998. Admissions to the M.A. program in archives at the University of Massachusetts-Boston have been suspended.



SAA fellow **ARCHIE MOTLEY**, curator of archives and manuscripts, retired in March after 42 years on the staff of the Chicago Historical Society. Douglas Greenberg, president and director of CHS, believes that Archie's longevity is a record for the city's oldest cultural institution.

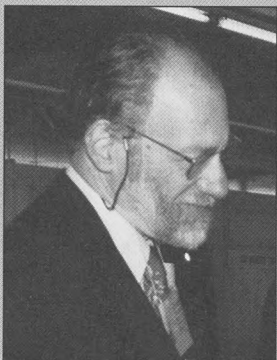
Greenberg then appointed Archie archivist emeritus. In this new capacity, Archie is advising CHS on prospective archives and manuscripts acquisitions, participating in the appraisal and cataloging of manuscript holdings, and helping to nurture the development of reference and archives staff expertise.

Because he has spent his entire professional career at the same institution, Archie noted that there have been many benefits. "I have been lucky to work over the decades with wonderful colleagues like Linda Evans and Ralph Pugh," he said in a recent interview. "CHS gave the archives department a great deal of latitude, which enabled us to build broad collections—museum, library, photographic—and help to make CHS a premiere institution."

In addition to building the collections, Archie also focused his energies and expertise in the area of reference. "There has been an interesting mix of people using the collections, such as researchers, students, media, and visitors. We have been able to devote a lot of time to these people, especially the researchers, to assist them in their work and to maximize the use of our collections," Archie said. Books too numerous to mention warmly acknowledge Archie's wide ranging knowledge of Chicago's history and the warm assistance he has provided to authors.

If Archie could convey one pearl of wisdom to those entering the archival profession and beginning their careers, it would be this: "Always be aware of the manor in which archival materials reveal the human experience."

SAA salutes Archie Motley's contributions to the Chicago Historical Society and to the archival community.



FREDRIC M. MILLER MEMORIAL

A memorial lectureship in honor of **FREDRIC M. MILLER** (1947-1998) has been established. The lectureship will alternate biannually between Philadelphia and Washington, D.C., and address topics relating to public history, archives, photographs as historical documents and other subjects.

Contributions, which are tax deductible, may be made to:

Fredric M. Miller Memorial Fund

and may be sent to:

The Philadelphia Foundation
1234 Market Street, Suite 1900
Philadelphia, PA 19107

The official registration and financial information of the Philadelphia Foundation may be obtained from the Pennsylvania Department of the State by calling (800) 732-0999 (within Pennsylvania) or (215) 563-6417 (outside Pennsylvania). Registration does not imply endorsement.



Scheduling Your Continuing Professional Education

The 1996-97 Continuing Educational Needs Assessment provided a clear mandate from SAA members to make workshops more accessible immediately in the Society's top three markets: New York City, Chicago and Washington, D.C. Seventy percent of SAA members live in or close to these three metropolitan areas. To comply with members' wishes, the Education Office has offered multiple courses in these areas, and will continue the trend this fall. For example, "Copyright and Fair Use For Archivists" will be offered in Washington, D.C., in October; "Business Archives: The Basics and Beyond" will be offered in Milwaukee in November; and "Advanced Concepts in Authority Control" will be offered in Albany, New York, in November.

Some members have asked whether focusing on the "big three cities" means that SAA continuing education workshops will almost never be offered in the other parts of the country. Answer: SAA workshops will continue to be offered around the nation, as they have always been. As soon as the core markets were covered for the fall, we investigated other locations, including Phoenix, Seattle and Provo, Utah. In fact, for the first time in SAA's history, a workshop will be held in Honolulu, Hawaii, this month. Check out the fall lineup on the following page to find a variety of venues for SAA continuing professional education!

Submitting a proposal to the Education Office to co-sponsor continuing education in your area is still the best way to get SAA workshops in your neighborhood. Feel free to contact me to discuss the components of an informal proposal. Please keep in mind that not all requests can be met immediately, and it may be that a regional association or other group in your area can fulfill your educational need better than SAA. Do know, however, that all proposals will be considered, especially if the compelling need for the education can be demonstrated.

Finally, when SAA online courses do become available, members will have the option to "attend" these courses without leaving their local workstations. This new opportunity for continuing professional education will also fulfill a clear need identified in the data from the recent needs assessment.

The Cost of Continuing Professional Education

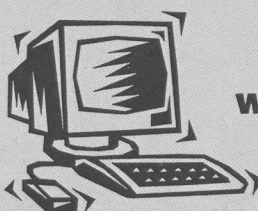
I would like to speak directly to members on this important topic in an effort to eliminate an all-too-frequent impression that SAA's efforts in the area of continuing professional education are strictly to make money rather than serve the profession. There is a strongly-held belief among many members that workshops which lose money should still be planned and held, because those that make money will make up for them. The reality, however, is that external factors such as snowstorms, floods (SAA workshop locations experienced both of these natural disasters in 1996 and several workshops were canceled as a result), or even instructor illness will cause revenue loss. If loss is built into the budget, it will assure an unhealthy, insolvent education program for SAA with no possibility for program growth and development.

An education program's fiscal health deserves focus inasmuch that it translates into better service to the profession. It is true that SAA has not run workshops at a loss since I have been education director, but it is important to note that SAA has often just barely covered costs for workshops. If the education program has come out ahead in the last year or two, the modest amount is more than consumed by overhead costs, which are not currently figured into the education budget, but will be starting in FY2000. For more of a detailed explanation of continuing education costs, please see the "Link to Learning" column in the September 1996 issue of *Archival Outlook*. Since that article was written, the cost of administering continuing education has continued to rise, while the cost of SAA workshops to members has not.

I believe that "attendance" at continuing education events will be dramatically redefined into the next century, which will help to drive down current costs, such as hotel meeting space and services. Until then, however, I intend to find ways to allow all of our members to benefit from continuing professional education. That is why online courses are a top priority for SAA, and other educational packages will be investigated in the near future as well.

Bottom line: education programs that are financially solvent *and* serve the profession are not mutually exclusive. My experience is that one fuels the other. With the presence of these two factors, the quality, choice and selection of affordable educational programming available to members will improve over time.

If you have any questions or would like to provide suggestions on these important issues, please contact me via e-mail at jsander@archivists.org or by telephone at (312) 922-0140.



Visit SAA's Web Site
www.archivists.org



Fall 1998 Workshop Lineup is Official

The continuing education workshops listed below will be offered to members during this fall. A brochure is being mailed to members this month. We hope that you will be able to join us for at least one of these workshops!

The Administration of Photographic Collections

Phoenix, AZ, at The Heard Museum

October 2-3, 1998

Instructors: Richard Pearce-Moses and Laurie Baty

Co-sponsor: Heard Museum

Encoded Archival Description

Ann Arbor, MI, at the University of Michigan

October 13-14, 1998

Instructors: Kris Kiesling and Michael J. Fox

Co-sponsor: The Midwest Archives Conference

Copyright and Fair Use for Archivists

Washington, D.C., at the American University

October 23, 1998

Instructor: Peter Jaszi

Co-sponsor: Washington College of Law

Probing Appraisal Practice:

Contending with Methods, Mayhem and Madness

Provo, UT, at Brigham Young University

October 29, 1998

Instructor: Richard Cox

Co-sponsor: Conference of Inter-Mountain Archivists

Digital Imaging Technology

Storrs, CT, at the University of Connecticut

October 30, 1998

Instructor: Paul Conway

Co-sponsor: New England Archivists

Business Archives: The Basics and Beyond

Milwaukee, WI, at Johnson Controls, Inc.

November 4-6, 1998

Instructors: Phil Mooney, Elizabeth Adkins, Gary Steele

Co-sponsor: Johnson Controls, Inc.

Advanced Concepts in Authority Control

Albany, NY, at the New York State Archives

Instructor: Kathleen Roe

Co-sponsor: New York State Archives

Advanced Electronic Records

Seattle, WA, at the National Archives & Records Administration

November 13, 1998

Instructor: Anne Gilliland-Swetland

Co-sponsor: NARA/Seattle

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NARA Presents Electronic Records Proposals, Seeks Increased Funding

By the time you read this, the Electronic Records Work Group that I created last November will have given me recommendations that will interest every archivist who is trying to cope with electronic records.

The work group is completing preliminary proposals that it presented for comment at a public meeting on May 18. The house was full and the discussion lively as some 200 individuals accepted our invitation to participate. Attendees from federal agencies, archival and historical groups, and the general public gathered in the theater at the National Archives Building in downtown Washington, D.C., to hear Michael Miller and Lew Bellardo of NARA's staff present the group's preliminary proposals. The audience responded with constructive comments and numerous questions, all of which we welcomed as input for the group to use in preparing its final proposals.

After I reviewed the work group's report, it was sent to federal agencies in early June for formal comment. Also, the report will be published in the *Federal Register* in July for public comment. I have asked the group for a final report in time to begin implementation by the end of September.

This was the fourth public meeting of the work group, whose members include NARA staff and federal officials who deal with electronic records, assisted by electronic records experts, including SAA members, whom I recruited from outside the government. In keeping with a U.S. District Court order that declared a general records schedule on electronic records (GRS 20) null and void, I charged the work group to review issues relating to the creation, maintenance, and disposition of certain types of electronic information, noting that GRS 20 needs changing to be sure that programmatic records are protected, that schedules for the disposition of records are not medium-oriented, and that records schedules are devised so that federal agencies can and will use them.

We presented proposals from the work group (1) to schedule all program records in all formats, (2) to revise the entire General Records Schedule to cover all formats of the administrative records included therein, and (3) to revise GRS 20 to cover only systems administration (or systems management) and operations records.

The audience then posed questions such as the following: What efforts will be made to speed up approval processes of records schedules? What role will agency general counsels play in the implementation of the work group's proposals? What will be the financial impact on agencies and NARA with the implementation of the new proposals? What will be the deadlines for agencies to submit schedules to comply with the court order?

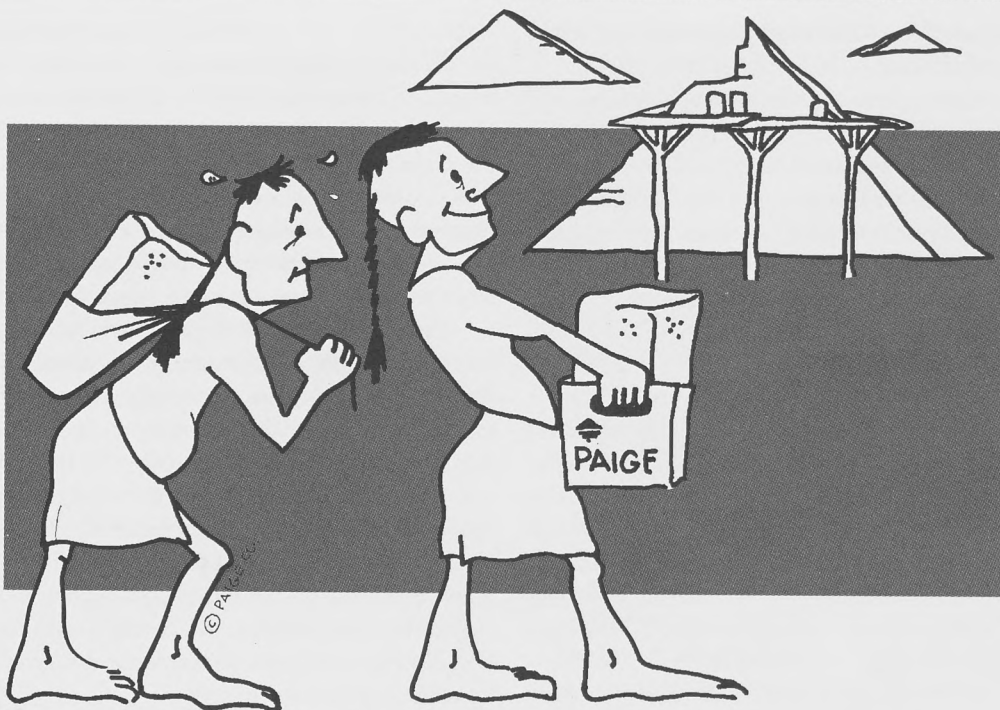
We explained that NARA is developing procedures for expedited processing and that training for records officers on implementation requirements will be offered free of charge. We also said that having agency general counsel concurrence on schedules submitted to NARA would expedite processing on NARA's end. We acknowledged that there would be a financial impact on agencies and NARA in the form of staff resources.

The finished report will spell out answers as well as incorporate suggestions we receive. Archivists will find up-to-date information about the meeting, the draft proposals, my charge to the work group, and its activities, on the NARA Web site at <http://www.nara.gov/records/grs20>.

On a related front, we are still hopeful that we will see an increase in our budget to help support the important work we are doing in records management and other areas. I previously told you in this column of the success we've had in securing President Clinton's support for a major increase—nearly \$25 million—in NARA's operating budget for fiscal year 1999. Actually getting the increase, however, requires congressional approval, which is still a long way off.

Limits on spending set by budget resolutions in the House and Senate are not encouraging. For example, the allocation for the Senate Appropriations Subcommittee on Treasury, General Government, and Civil Service, the subcommittee with jurisdiction over the appropriation for NARA, is only two percent higher than the 1998 appropriations bill approved by Congress. This means that the increase requested by the president for NARA of twelve percent over the 1998 budget level is well above the average-per-agency increase available in the allocation.

At every step of the process, we are closely monitoring the progress of the House and Senate bills containing NARA's appropriation, and we are providing Congress with all the information we can in trying to secure a positive decision on the president's proposed funding for NARA. In light of the restricted budget allocation to the subcommittees, it is hard to know how much, if any, we will get of the requested increase. However, it helps greatly to have the President Clinton's support for an increase at the start, and we will keep working for it throughout the long and difficult legislative process. ♦



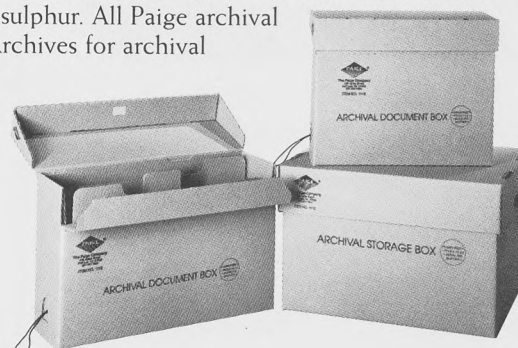
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**House Treasury Appropriations Subcommittee Recommends Increases for NARA and NHPRC**

— On June 11, 1998, the House Treasury Appropriations Subcommittee met and recommended an FY'99 operating budget for the National Archives of \$216 million, an increase over the current level of \$205 million, but less than President Clinton's request of \$230 million. The subcommittee is recommending \$6 million, as recommended by the president in FY'99 for the grants program of NHPRC. This is an increase over the current level of \$5.5 million.

Update on Digital Copyright Legislation — On May 14, 1998, the Senate voted 99 to 0 to pass S. 2037, the Digital Millennium Copyright Act of 1998. Senator Orrin Hatch (R-UT), the Chair of the Senate Judiciary Committee, emphasized in his floor statement that this "is the most comprehensive bill that has come before the Senate regarding the Internet and the digital world in general." In addition to implementing the World Intellectual Property Organization treaties on copyright and on performers and phonograms, the bill also limits the copyright infringement liability of online and Internet service providers under certain circumstances, and addresses issues of distance education and digital preservation for libraries and archives.

The House Judiciary Committee held a mark-up of H.R. 2281, the World Intellectual Property Organization Treaties Implementation Act, on April 1, 1998, and approved it by a

large majority. H.R. 2281 does not include sections on distance education and digital preservation for libraries and archives that are in the Senate bill. On May 22 the House referred H.R. 2281 to two other House committees—the Commerce Committee and the Ways and Means Committee. On June 5 the House Subcommittee on Telecommunications, Trade and Consumer Protection held a hearing on H.R. 2281. This was a remarkable hearing in that it was held on a Friday in June and there was a large audience as well as many Representatives present.

Representative Bill Tauzin (R-LA), the subcommittee chair, made clear in his opening statement his commitment to the "fair use" provision of copyright law which he said had created a "unique balance" between creators and users. Additionally, he said that "as we move this bill, we must maintain this delicate balance between the competing sides of this debate to ensure that neither flourishes at the other's expense." Later in the hearing he spoke eloquently about growing up in rural Louisiana and of how much the weekly visits with his mother to the library's bookmobile meant to him. Of the twelve witnesses, the majority opposed the legislation in its present form.

Two themes informed many of the representatives' questions: 1) the possible unintended consequences of this bill in stifling technological innovation, and 2) the future impact of the "anti-circumvention" provisions on restricting "fair use" access to protected copyrighted material. At the hearing, the critics of H.R. 2281 said this legislation would create a "pay-per-view" world in which "fair use" as we now know it would be severely diminished. The supporters of the bill saw in the future a world of "licensing agreements" that could accommodate the needs of schools and libraries.

NARA Meeting On Electronic Records — On May 18, 1998, the National Archives and Records Administrations (NARA) held a public meeting to summarize the draft proposal of the Electronic Records Work Group and to receive questions and comments from federal agency staff and the public. Casting a long shadow over the morning's meeting, which was attended by over 200 people, was Judge Paul Friedman's April 9th order to the U.S. Archivist to issue a notice in the *Federal Register* stating that NARA's current regulations that allow for the agencies to destroy electronic records without distinguishing those of value is "null and void." In an effort in April to prevent a serious disruption at federal agencies, the judge agreed that a federal agency may continue to follow its present disposition practices for electronic records until the federal agency submits and receives approval from NARA for a new schedule or until the deadline that the Court has imposed of the end of September. NARA's presentation on the draft proposal included time tables geared to meet the court's September 30, 1998, deadline and agency staff comments reflected some uneasiness about whether their plans would

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meet the requirements of the judge's order.

The draft proposal presented by Michael Miller, the director of NARA's Working Group on Electronic Records, had several parts. However, the most crucial one involved the need for agencies to schedule for retention or disposal their e-mail or word processing records that are evidence of the organization, functions, policies, decisions, and activities of the agency. The National Archives plans to provide guidance to the agencies, including bulletins and model samples for developing appraisal schedules, by the first week of June. Following a comment period for agencies, the National Archives will publish this guidance in the *Federal Register* for public comment. The goal is to publish a final report by September 30. Although NARA did not discuss the details of this interim guidance, it appears that agencies will be able to respond in one of two ways—either immediately beginning to schedule their electronic program records or developing a plan with implementation time tables.

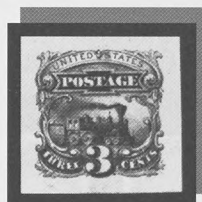
The presentation generated many questions. Agency staff inquired about how the National Archives would be speeding up its current lengthy appraisal process, what training would be available to help agencies schedule electronic records, would work in progress under old guidelines be postponed until new guidance is available, what roles should agency counsels have in developing schedules to respond to the judge's order, does NARA plan to recommend recordkeeping software, how does an agency begin the planning process, where does the court expect agencies to be by September 30, and whether the judge find the proposed guidance acceptable.

Representatives of professional associations raised issues about whether the National Archives will be working with selected agencies on pilot projects for implementing the proposed guidance, whether NARA has adequate staff to provide the needed assistance to agency staff, what assurances are there that the planning option will not result in long, multi-year delays in scheduling electronic records, and whether sufficient attention is being given to assuring that the most crucial records for documenting an agencies activities are being preserved. NARA's responses were often tentative since the draft proposal will not be ready to circulate to the agencies for about two weeks and since there is no way of knowing how the judge will respond. However, the meeting had a spirit of openness and candor as NARA sought to hear what was on the minds of agency staff and the public.

Conference on Fair Use Final Meeting — On May 18, 1998, the Conference on Fair Use (CONFU) concluded three years of meetings. CONFU began with the intention of exploring issues related to the application of fair use in the digital environment for using copyrighted material for educational and library purposes. CONFU's interim report, released in 1997, includes three proposed guidelines: 1) educational fair use for digital

images, 2) educational fair use for distance learning, and 3) fair use for educational multimedia use. However, none of the proposals received the necessary strong and broad-based support from both the copyright creator and user communities to merit their being called a CONFU guideline.

The final meeting included an update on the three proposals, "show-and-tell" sessions on various copyright educational projects and on a number of licensing projects for educational uses, and a discussion on the CONFU final report. The reports on the proposed guidelines indicated that the proposed multimedia guidelines were being used, although they had not been approved by CONFU, that negotiations over the distance learning proposed guidelines were perhaps too restrictive, and that the visual image guidelines had proved unworkable. The reports on education projects confirmed that many people do not have an adequate understanding of permissible uses of copyrighted materials and that more emphasis needs to be placed on education initiatives. The reports on licensing projects demonstrated that this is an expanding field; however the user community still has reservations about its implications for "fair use." The final CONFU report will update the interim report with additional information about the organizations involved in the CONFU process and about available copyright educational resources.



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Guide to the Smithsonian Archives

The Smithsonian Institution Archives is offering its latest edition of the *Guide to the Smithsonian Archives* (1996) for the price of postage. The guide is chiefly concerned with official records of the Smithsonian and the papers of Smithsonian staff. It also contains information about the archives of the Anthropology Department of the National Museum of Natural History and Bureau of American Ethnology, which are kept in the National Anthropological Archives; records of the Freer Gallery of Art and Arthur M. Sackler Gallery Archives; permanent object collection files of the National Museum of American Art and the National Portrait Gallery, kept in those museums; and some records processed by Smithsonian Archives staff but retained in other museums for curatorial use. Postal rates for the guide are as follows:

U.S. (domestic) — \$3.24 per copy; Canada — \$8.80 per copy. All other destinations should contact the Smithsonian Archives first to determine the necessary postal fees. To order, contact: Michael Willens, Smithsonian Institution Archives, A&I Bldg., Rm. 2135, MRC 414, Washington, D.C. 20560; willensm@osia.si.edu.

Truman Library Opens Collections

This May, in connection with the 50th anniversary of United States' recognition of Israel, the Truman Library in Independence, Missouri, opened three manuscript collections that relate to different aspects of the history of the Jewish people in the years following World War II. They are the papers of Bernard Bernstein (22,000 pages), A.J. Granoff (3,000 pages), and Charles F. Knox, Jr. (100 pages).

Bernstein served in 1944-45 as the director of the Finance Division and Division of Investigation of Cartels and External Assets, U.S. Group Control Commission for Germany. He was involved in identifying the economic assets of Nazi Germany, in accumulating evidence that was later used in the prosecution of Nazi war criminals at Nuremberg, and in formulating policies to ensure that the products of German industry would never again threaten the peace of Europe.

Granoff, a Kansas City attorney, formed a remarkable friendship with President Truman's friend Eddie Jacobson that arguably helped to change the course of history in an important part of the world. In 1947 and early 1948, Granoff and Jacobson worked closely together to persuade President Truman to accept the partition of Palestine and to recognize Israel.

The small collection of papers of Charles F. Knox, Jr. documents the work of a State Department official involved in establishing the first American mission in Israel in 1948.

For more information contact the Truman Library at (816) 833-1400 ext. 264 or visit the Truman Library's Web site at www.lbjlib.utexas.edu/truman/.

Library and Archival Security

The biannual *Library & Archival Security* journal draws together information from several disciplines in addition to library and information sciences including criminology, victimology, security, and public administration/management. The journal provides research articles on crime and security problems, program descriptions and evaluations, reviews of books and current research, and news in areas such as book/periodical theft, electronic security systems, fire security, management of overdue/circulation control, the impact of crime, preservation of materials, guard services, employee crime, insurance policies and planning, crime and technology, legislative efforts, and more. Contact: The Haworth Press, Inc., 10 Alice Street, Binghamton, NY 13904-1580; (800) Haworth; fax (800) 895-0582; getinfo@hayworth.com.

Denver Museum of Natural History Preserves Images

Rare 1920s images of Alaska have been preserved, thanks to a 1997 grant from the National Historical Publications and Records Commission (NHPRC). The Denver Museum of Natural History Photo Archives has completed copying 1,329 cellulose nitrate negatives in order to preserve the originals and provide safe access for the use of copies. Images preserved by the grant were taken chiefly by Alfred M. Bailey during his term as the first representative of the U.S. Biological Survey (1919-21) in southeastern Alaska and as the leader of the Denver Museum of Natural History expedition to arctic Alaska (1921-22). A description of the collection has been entered on the OCLC bibliographic network. Access to the collection is available by calling or writing the Denver Museum of Natural History Photo Archives, 2001 Colorado Blvd., Denver, CO 80205, (303) 370-8250.



Wainwright School, Photo by A.M. Bailey, 1921-22, Denver Museum of Natural History Photo Archives



University of Maryland Unveils New Educational Program

by Bruce W. Dearstyne, University of Maryland

This fall, the University of Maryland College of Library and Information Services (CLIS) is introducing a new specialty area entitled Archives, Records and Information Management. The new program is indicative of the philosophy that these three fields are interrelated. It recognizes the continuing impact of digital technology and the challenges of managing information in contemporary institutions, but also maintains a strong underpinning of history, culture, and heritage—characteristics that distinguish archival work from related information work. Students in this specialty area will take 36 hours of course work.

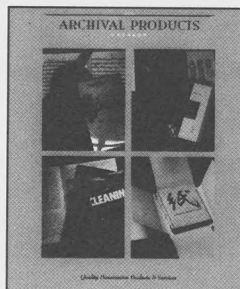
The school will continue and strengthen the HiLS (History/Library Science) dual degree program that is offered with the History Department. There is a strong emphasis on writing, analytical, and communication skills, on field study, and on cooperation and partnership with the National Archives and Records Administration and other programs in the Mid-Atlantic region.

The school will also expand its work in continuing education and research/development in this field. Christopher Halonen from the faculty of Information Studies, University of Toronto, will join the University of Maryland in the fall to assist in teaching courses and implementing the new program.

The review process for the program included an invitational conference of leaders in the field; several dozen visits to archival and records programs in the Mid-Atlantic region to hear employer and practitioner perspectives; and a review of guidelines issued by SAA, ACA, and others, and of similar programs in other universities, particularly those that have recently changed their offerings in this area.

For more information visit the CLIS Web site: <http://www.clis.umd.edu> or contact: CLIS Student Services Office, Room 4110, Hornbake Building, University of Maryland, College Park, MD 20742-2038; (301) 405-2038; fax (301) 314-9145; clisumcp@umdacc.umd.edu. ♦

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Introduction to the Universal Preservation Format Initiative

by Thom Shepard, UPF Project Coordinator

Once upon a time, you could get at media through sheer cleverness; there was an "analogy" between process and form. In practical terms, you could examine a piece of film or a phonograph record and construct a device that would allow you access on some level to the information these materials contained.

To get at digital media, you need decoders. For example, you need instructions for how and where a digital storage device lays out its data objects within a storage medium, how those data objects are constructed, and how the software that created them can translate them into usable information.

The Universal Preservation Format (UPF) initiative is advocating a platform-independent storage format, designed specifically for digital technologies, that will ensure the accessibility of a wide array of data types into the indefinite future. This project is sponsored by the WGBH Educational Foundation, which produces about one-third of all the public broadcasting programs and has over 160,000 videos in its media archives. This project is funded in part by a grant from the National Historical Publications and Records Commission, which in the past has given WGBH grants for various arrangement and description projects. Dave MacCarn, chief technologist at WGBH, is the architect of UPF. Mary Ide, director of Media Archives and Preservation Center at WGBH, is the project director. Last year I was hired as the project coordinator.

This two-year project, now beginning its second year, will produce and publish a recommended practice, which will be submitted to the Society of Motion Picture and Television Engineers (SMPTE). It will suggest guidelines when designing computer applications intended to interact with digital archival storage.

Last September, SMPTE assigned the UPF an official study group—"Requirements for a Universal Preservation Format." Chaired by Dave MacCarn, the group first met to establish an agenda and to hash out a statement of objectives, which included gathering input from the archival community through surveys, meetings, and conferences.

For those not familiar with SMPTE, it is an international technical society, founded in 1916, "devoted to advancing the theory and application of motion-imaging technology including film, television, video, computer imaging, and telecommunications." It has 8,500 members in 72 countries.

SMPTE meetings are held quarterly. The study group invited archivists who work in the area where meetings are held as well as sent out a general invitation through various listservs. Because the engineers who attend the meetings are

also deeply involved in other SMPTE standards, archivists have a unique opportunity to effect the direction of developing technical standards. Since September, the study group has met in San Jose in December and in Atlanta in March. The most recent meeting was held at Microsoft Headquarters in Redmond, Wash., in June and was the most successful to date. A dozen archivists discussed the feasibility of a universal preservation format with twenty engineers.

In the formulating stages of UPF, MacCarn based his work on Bento, the technical structure behind Apple's OpenDoc Standard Interchange Format. Bento, which is a Japanese word meaning "lunch box with many compartments," specifies how media content can be stored in the form of data and exchanged without modification among various computer platforms. It included not only the rules for storing multiple objects, but the codes to locate and identify the stored objects and the stored information about those objects.

Building on the Bento concept, software companies have formed alliances to develop format standards for platform-independent compound documents. Some prominent technologies include Apple's QuickTime 3.0, Avid's Open Media Management, and Microsoft's Advanced Streaming Format. Archivists should be warned, however that some critics have characterized a couple of these highly hyped technologies as "vaporware." As history has demonstrated, commercial interests often force developers to abandon good intentions for quick and easy solutions. Any file format adapted for archival use must meet a set of requirements that archivists have been discussing for years. This project documents those requirements and brings them to the attention of SMPTE engineers.

The next step is to produce a "straw man" document, which will be distributed to both the SMPTE study group and to the archival community at large. Following that step, we expect the study group to turn into a work group, which will lead to the production of a recommended practice.

A worthy standard for long-term digital storage will carry forth the traditional practices of analog collections. Its framework will be robust, allowing for certain types of metadata to be embedded with the media, with others to be referenced externally. By concentrating on elemental concepts of how data and information about that data might be stored through time, the Universal Preservation Format initiative is attempting to construct a bridge between engineers and information scientists, between those who make and market technical specifications and those who use them.

For more information about the Universal Preservation Format, please visit the Web site at <http://info.wgbh.org/upf>. ♦



National Consultation in Canada

The Department of Canadian Heritage announced in March the start of a national consultation on the role of the National Archives of Canada and the National Library of Canada. John English, professor of history at the University of Waterloo, was named director of the national consultation. The consultation is contacting archives and library stakeholders across Canada on issues relating to the structure of the two institutions, how they help position Canada in the context of the information superhighway, how they help preserve and provide access to the collective memory of Canada, and how they enhance the Canadian government's role and responsibilities for information management.

National Archives of Australia Changes Name

The Australian Archives has changed its name to the National Archives of Australia. According to the Minister for Communications, Information Economy and the Arts, "Under the new name, the National Archives will be more clearly recognized as the keeper of the nation's memory and one of the key organizations in the process of government." George Nichols, director-general of the National Archives, welcomed the name change, saying that the new designation provided a specific and strong statement about the organization and will enhance its standing among other national organizations and the archives community.

Scandinavian Archival Visit

A group of Scandinavian archivists conducted a study tour of archival repositories in the U.S. and Canada in May. Sites visited included the National Archives and Records Administration (both Archives I and II); the Library of Congress; the John F. Kennedy Presidential Library in Boston; the New York State Archives and Records Administration in Albany; the United Nations Archives in New York City; the Microsoft Archives in Redmond, WA; the Seattle Municipal Archives; the City of Victoria Archives; the City of Vancouver Archives; and the University of British Columbia. The tour was organized by SAA members Jorgen Dieckmann Rasmussen of the City Archives of Esbjerg, Denmark, and Birgitte Dedenroth-Schou of the City Archives of Kolding, Denmark.

New Secretary General for International Council of Museums

The International Council of Museums (ICOM) has named Manus Brinkman as its new secretary general. Brinkman was director of the Dutch Museums Association prior to his ICOM appointment. He has also been involved in international cultural activities, working primarily with the Network of European Museum Organizations, of which he has been chair since 1995. Brinkman succeeds Elisabeth des Portes of France as head of ICOM. Created in 1946, ICOM is devoted to the promotion and development of museums and the museum

profession at an international level. It is associated with UNESCO and has a consultative status to the United Nations Economic and Social Council. ICOM is located in Paris.

Public Record Office of Northern Ireland Internet Exhibit

The Public Record Office of Northern Ireland has launched an Internet exhibit entitled "19th Century Emigration to the North Americas." The exhibit site offers 55 digitized images including photographs, emigrant letters, advertisements and guides encouraging emigration to the U.S. and Canada, and passenger tickets. A brief history of nineteenth century emigration as well as a recorded sound component accompanies the images. The exhibit is co-sponsored by Belfast Telegraph. To access "19th Century Emigration to the North Americas" go to <http://proni.nics.gov.uk/exhibiti/exhibiti.htm>.

Preservation Conference in Havana

The Northeast Document Conservation Center (NEDCC) and the National Archives of Cuba co-sponsored a preservation conference in Havana in May 1998. The focus of the conference was paper and photograph preservation and was attended by preservation professionals from Latin America and Spain. NEDCC has been working with Cuban archivists and librarians on preservation issues since 1996. In January 1997, NEDCC presented a workshop with the Cuban National Archives on preventive conservation and since then has brought several Cubans to workshops and conferences in the U.S. Information on this exchange program can be obtained from Ann Russell, NEDCC, 100 Brickstone Square, Andover, MA 01810-1494; annr@nedcc.org.

Preservation Map of Europe

The Preservation Map of Europe is a virtual directory of organizations working in the preservation field in Europe and contains detailed information such as addresses, e-mail and telephone numbers. The map gives a short description of the organization and its preservation policy and activities. The directory also lists important preservation projects and training courses for staff. For more information, contact: European Commission on Preservation and Access (ECPA), Mariska Herweijer, P.O. Box 19121, 1000 GC Amsterdam, The Netherlands; fax +31 20-6204941; ECPA@bureau.knaw.nl.

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



CALENDAR

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. Contact: Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814; (916) 653-7715; fax (916) 653-7134.

August 6-7

"Creating Electronic Documents for the Next Century," presented by Sam Gunn, a network manager in charge of Internet services for the Texas Youth Commission and sponsored by the Graduate School of Library and Information Science at the University of Texas at Austin. To be held at the University of Texas at Austin in Bass Lecture Hall. Contact: David Terry, dterry@uts.cc.utexas.edu, or call the GSLIS office 512/471-8806.

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. (Western Australia 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. See pp. 8-11 for details. Contact Bernice Brack (312) 922-0140; bbrack@archivists.org.

September 6-9

Records Management Association of Australia 15th Convention, "Making

Information Work," at the Brisbane Convention and Exhibition Centre. Contact: Judy Lederle, (07) 3369 0477; fax (07) 3369 1512; rm98@im.com.au.

September 9-12

"It's A Living: The Business of History," American Association for State and Local History (AASLH) and the California Council for the Promotion of History (CCPH) 1998 Annual Meeting. Sacramento, CA. Contact: AASLH office, 530 Church St., Suite 600, Nashville, TN 37219; (615) 255-2971; fax (615) 255-2979; www.aaslh.org.

September 23-26

"Knowledge Creation—Knowledge Sharing—Knowledge Preservation," 1998 conference of the Museum Computer Network, Santa Monica, CA. For more information, visit the MCN Web site at www.mcn.edu; e-mail: mcn@mcn.edu; or call (301) 585-4413.

September 24

The Conservation Center for Art and Historic Artifacts (CCAHA) hosts "Have You Got the Blues? Architectural Records: Their Identification, Management, Storage, and Treatment," at the University of Texas at Austin Graduate School of Library and Information Science, Austin, Texas. Presented in cooperation with AMIGOS Bibliographic Council, Inc. Contact: Susan W. DuBois, Preservation Services Representative, Conservation Center for Art and Historic Artifacts (CCAHA), 264 South 23rd Street, Philadelphia, PA 19103; (212) 545-0613; fax (212) 735-9313; ccaha@hslc.org; Web site: www.ccaha.org.

October 4-7

ARMA International 43rd Annual Conference, Houston, TX. *SAA members can attend the conference at the ARMA member rate!* 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.

November 5-6

Society of Georgia Archivists annual meeting at the Ida Pearle and Joseph Cuba Archives and Genealogical Center, located at the Atlanta Jewish Federation's Selig Center in Atlanta. The central theme this year will be on reference, access, and public programs. The meeting may also include a pre-conference workshop on November 4. Contact: Susan McDonald, Special Collections, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322-2870; (404) 727-5034; fax (404) 727-0360; libspm@emory.edu.

November 6

The Conservation Center for Art and Historic Artifacts (CCAHA) hosts "Have You Got the Blues? Architectural Records: Their Identification, Management, Storage, and Treatment," at the Historic New Orleans Collection, New Orleans, Louisiana. Presented in cooperation with the Southeastern Library Network (SOLINET). For further information and a registration form contact: Susan W. DuBois, Preservation Services Representative, Conservation Center for Art and Historic Artifacts (CCAHA), 264 South 23rd Street, Philadelphia, PA 19103; (212) 545-0613; fax (212) 735-9313; ccaha@hslc.org; Web site: www.ccaha.org.

November 16-20

"Preservation Management Institute for Managers of Library and Archival Collections and Preservation Specialists." This is a three-part residential program to be held in central New Jersey on November 16-20, 1998; April 14-16, 1999; and September 27-October 1, 1999. Sponsored by Rutgers University School of Communication, Information, and Library Studies Professional Development Studies. Designed to give both collections managers and those with a special interest in preservation a grounding in the range of preservation issues and technologies. Participants will develop both a preservation management plan and a disaster plan for their own organizations. Participants in the "Preservation Management Institute" will qualify for a



Certificate in Preservation granted by Rutgers University's School of Communication, Information, and Library Studies. The institute director is Evelyn Frangakis, Preservation Officer, National Agricultural Library and former SAA Preservation Program Director. The registration fee is \$1,995. This fee includes 13 days of classes, lunches and coffee breaks, and an institute packet. Contact: Karen Novick, Rutgers University, School of Communication, Information and Library Studies, Professional Development Studies, 4 Huntington Street, New Brunswick, NJ 08901-1071; (732) 932-7169; fax (732) 932-9314; pds@scils.rutgers.edu.

December 7-9

"School for Scanning: Issues of Preservation and Access for Paper-Based Collections," presented by the Northeast Document Conservation Center, will be held at the Le Petit Theatre du Vieux Carré in New Orleans, Louisiana. Cost: \$255 for registrations post marked by October 15, 1998 and \$325 for late registration. Deadline is November 18, 1998. Contact: Gay Tracy, Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810-1494; (978) 470-1010; tracy@nedcc.org.

FUNDING

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:** 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; (202) 686-7877; Web page (online materials) www.cies.org; e-mail: apprequest@cies.iie.org (requests for application materials only).

Carl Albert Congressional Research and Studies Center 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; www.ou.edu/special/albertctr/archives.htm.

Louisa Bowen Memorial Scholarship

The Midwest Archives Conference (MAC) is soliciting applications for its annual Louisa Bowen Memorial Scholarship. The \$500 scholarship is designed to provide financial assistance to a resident or full-time student of the MAC region and to encourage the study of archival administration. In order to be eligible for the scholarship, an applicant must be a resident or full-time student residing in one of the following states: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin; currently be enrolled or accepted into a graduate, multi-course program in archival administration listed in the SAA Directory of Archival Education; have a grade point average of at least 3.0 (based on 4.0 scale) in their most recent academic year. Applications are available from the Louisa Bowen Memorial Scholarship Committee: Karen M. Mason, Iowa Women's Archives, University of Iowa

Libraries, Iowa City, IA 52242; (319) 335-5068. Or the MAC Web site at www.uwm.edu:80/Library/arch/mac/mac.htm. **The deadline for applications is October 1, 1998.** The award will be announced no later than November 1, 1998. Midwest Archives Conference is one of the nation's largest regional archival organizations, drawing on a membership of over 1,000 individual and institutional members from its twelve-state area.

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.

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 include 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.**

James Jerome Hill Reference Library

The James J. Hill Reference Library will award a number of grants of up to \$2,000 to support research in the James J. Hill and Louis W. Hill papers. The Hill papers are a rich source for the study of the railroad industry, tourism and Glacier National Park, political developments in the nation and the northwest, national and regional economic development, agronomy, and many other topics concerned with the Upper Midwest, Pacific Northwest, and Western Canada. Principal correspondents include J.P. Morgan, Mark Hanna, Edward Tuck, E.H. Harriman, American presidents from Grover Cleveland to Woodrow Wilson, Charles Pillsbury, Marcus Daly, George Stephen, Donald Smith, and many others. **The deadline for applications is November 1, 1998**, and the awards will be announced in early 1999. For more information, contact W. Thomas White, Curator, James J. Hill Reference Library, 80 West Fourth Street, St. Paul, MN 55102; (612) 265-5441; fax (612) 222-4139; twhite@jjhill.org.

Grants for Travel and Research at the Rockefeller Archive Center

The Rockefeller Archive Center, a division of Rockefeller University, invites applications for its program of grants for travel and Research at the Rockefeller Archive Center for 1999. The competitive program makes grants of up to \$2,500 to U.S. and Canadian researchers and up to \$3,000 to researchers from other countries in any discipline,

usually graduate students or post-doctoral scholars, who are engaged in research that requires use of the collections at the center. The Rockefeller Archive Center's collections include the records of the Rockefeller family, Rockefeller Foundation, Rockefeller University, and other philanthropies and associated individuals. For 1999, in addition to its regular competitive program, the center will award grants to support research on topics related to the history of conservation and ecology, and for the history of Rockefeller University. The archive center holds wide-ranging collections relating to the conservation movement and to ecological research in the 20th century. The Rockefeller University archive includes administrative records, papers of individual scientists (such as Alfred E. Cohn, Rene Dubos, Rebecca Lancefield, and Karl Landsteiner), photographs and films. The archives document the leading currents of biomedical research in the 20th century. **The deadline for all grant applications is November 30, 1998**; grant recipients will be announced in March 1999. Inquiries about the programs and requests for applications should be addressed to: Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, Pocantico Hills, Sleepy Hollow, New York 10591-1598; (914) 631-4505; fax (914) 631-6017; archive@rockvax.rockefeller.edu. The grant application and a guide to the Rockefeller Archive Center's collections can be found on the World Wide Web at: www.rockefeller.edu/archive.ctr.

CALL FOR PAPERS

Society for Military History

The 1999 annual meeting of the Society for Military History will be held April 15-18, at Penn State University. The conference's theme will be "War in History, Myth, and Memory: An End-of-Millennium Retrospective." Proposals for individual papers and complete sessions on old and new military history are welcome. For consideration of an individual paper, submit a brief abstract (1-2 pages) and vita. For consideration of a complete panel, submit a brief abstract (1-2 pages) and vita for each presenter. Deadline is October 15, 1998. Send proposals to: Carol Reardon, 1999 SMH Conference, Dept. of History, Penn State University, University Park, PA 16802; (814) 863-2658; CAR9@psu.edu.



THE SOCIETY of
AMERICAN ARCHIVISTS

Archivists' Career Center

September 3-4, 1998

at the

International Archives
and Information
Technology Exposition

during

SAA's 62nd Annual Meeting

August 31-September 6, 1998
Disney Dolphin Hotel
Orlando, Florida

The Archivists' Career Center offers annual meeting attendees an opportunity to connect individuals seeking employment with those institutions seeking candidates.

The employment counseling component provides advice on professional development and career choices to participants. Consult the annual meeting program for details about how to register for this exciting and valuable service.

Opportunity is Knocking!

COUNCIL REPORT

Editor's note: SAA Council meets four times a year—January, June, and twice during the annual meeting in late summer. What follows is an unofficial summary of the June 6-7, 1998 Council meeting in Chicago. The official minutes will be published in a forthcoming issue of the American Archivist.

June 6, 1998

President William Maher called the meeting to order at 8:30 a.m. Saturday, June 6, 1998. Present were 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, and Helen Tibbo. Also present were incoming Council member Jane Kenamore, Executive Director Susan Fox, and meetings consultant Debra Mills.

Eaton moved and Bruemmer seconded acceptance of the agenda. PASSED.

Bruemmer moved and Tibbo seconded approval of the minutes. PASSED.

The vice president reported on the progress of appointments.

The treasurer presented income and expense as of 4/30/98, proposed FY99 budget, and reported that he is working on an investment policy to be presented in Orlando.

A discussion concerning the implementation of a distance learning program, including online courses, was held. It was concluded that Council

requires more information before steps can be taken in that direction, including technical, financial, and copyright information. All were generally enthusiastic.

Eaton moved that the petition from Committee on the Status of Women requesting recognition as the Women's Professional Archival Issues Roundtable be accepted. Hefner said she believed it was a mistake for the committee to be reverted to a roundtable because of programmatic issues involved that Council should support. PASSED, with Browne and Hefner voting nay.

Bruemmer moved acceptance of recommendation of the co-chairs of the Public Information Committee that Council dissolve the committee. PASSED.

Eaton moved dissolution of the Legal and Legislative Affairs Committee as recommended by Task Force on Organizational Effectiveness (TFOE). Duranti seconded. PASSED.

Eaton moved adoption of Appointments Committee guidelines. Duranti seconded. PASSED.

Hefner moved Council eliminate the Committee on International Archival Affairs (CIAA) as proposed by TFOE, and encouraged CIAA to become a roundtable. Sink seconded. PASSED, with Hirtle and Eaton abstaining.

Hefner moved that the Standards Board become the Standards Committee as proposed by TFOE. Tibbo seconded. PASSED.

Note: CAIE will now become a subcommittee of the Standards Board.

June 7, 1998

Westin Thompson was selected to be manager of the SAA Archives and Archivists Listserv.

Tibbo reported that she has set up a student chapter listserv, she will discuss the listserv and other communication issues at the student chapters meeting in Orlando.

Hirtle moved acceptance of the Encoded Archival Description Roundtable. Hefner seconded. PASSED.

Hirtle was elected to the Executive Committee. Browne and Gilliland-Swetland were

selected to serve on Nominating Committee.

Hefner moved that SAA join as a co-plaintiff with the Oral History Association, American Historical Association along with distinguished individuals, historians and archivists in Alger Hiss Grand Jury Records Case. Browne seconded. PASSED.

Council discussed review and revision of SAA's strategic plan.

It was suggested that SAA should send an officer to Washington, D.C., to speak to the Archives Assembly on the benefits of SAA membership.

Sink moved adoption of FY'99 budget. Hefner seconded. PASSED.



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PROFESSIONAL OPPORTUNITIES

HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

The following rate schedule entitles an employer to post one job in one issue of Archival Outlook and/or in one issue of the SAA Employment Bulletin, and at the SAA Web site for one fee:

92¢ per word

(NUMBERS, ABBREVIATIONS, ETC.
EACH COUNT AS ONE WORD.)

Institutional members receive a 50% discount. Deadlines for all issues of Archival Outlook and SAA Employment Bulletin are the 15th of the month preceding publication. Job ads will not be posted unless accompanied by a purchase order for the applicable amount; ads will be edited to conform to the style illustrated in this issue. Job ads submitted via fax must be double-spaced. Ads may be submitted via fax, e-mail, on diskette, or regular mail.

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

To access the Online Employment Bulletin on the SAA Web site, go to: www.archivists.org/restricted/default.html.

For more information contact SAA at 312/922-0140, fax 312/347-1452, tbrinati@archivists.org

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



THE SOCIETY OF
AMERICAN ARCHIVISTS

ARCHIVIST

Two Positions
Winthrop Group, Inc.
New York, New York

Position Requirements: The positions require a familiarity with archival methodology and an ability to survey archival collections and assist in the preparation of recommendations reports; undertake content appraisal and weed records that have no archival significance; arrange, describe and place in archival storage containers those records comprising the core collection; create computer-based finding aids that will ensure detailed access to the archival records. **Qualifications:** M.A.

with course work or experience in archival methods. Minimum three years experience in an archival setting for one position; the other position is entry-level. Processing experience required. Familiarity with PC database software desired. Must demonstrate ability to work independently and to get along well in a complex organizational environment.

Additional Information: Work on one or more projects under the direction of a Winthrop Group consulting archivist(s). Full-time. Compensation based on experience. Send resume (include names, addresses and telephone numbers of a minimum of three references) and a sample of a very brief finding aid to: Linda Edgerly, Director, Winthrop Group, Inc., 370 Central Park West, No. 104, New York, NY 10025. For more information contact Ms. Edgerly at 212/865-6181. Search open until positions are filled.

ARCHIVIST

Kinsey Institute
Indiana University
Bloomington, Indiana

New position; funds for two years in hand, continuation a priority. The Kinsey Institute for Research in Sex, Gender, and Reproduction (KI) is affiliated with Indiana University and located on the Bloomington campus. Founded in 1947, KI is a world-wide leader in interdisciplinary research, collections of materials, and provision of comprehensive information services related to human sexuality to researchers and scholars.

Responsibilities: Establish an archival program and bibliographic databases. Process and preserve 1500+ LF existing archival materials. Includes donor relations, reference, fundraising, and promoting scholarly use of the archives. **Qualifications:** ALA-accredited M.L.S. or graduate degree in history or related discipline with formal

training in archival methodology; minimum three years archives experience at administrative level; knowledge of legal, confidentiality, protection of human subjects, and intellectual property concerns; experience with creating finding aids and MARC format applications; excellent interpersonal, oral, and written communications skills; ability to perform physical activities associated with archival environment. **Beginning Salary:** \$32,500-35,000, plus benefits. **To Apply:** Send application letter, resume, and three references to: John Bancroft, Director, Kinsey Institute, 313 Morrison Hall, Indiana University, Bloomington, IN 47405. AA/EOE.

ARCHIVIST

Wheaton History Center
Wheaton, Illinois

History museum and education center seeks an archivist to appraise and process archival materials for the Center, City of Wheaton and Wheaton Park District; assist researchers; conduct oral histories; establish outreach programs; and assist with planning for a new facility. **Qualifications:** ALA-accredited M.L.S. or M.A. in history or related field with a specialized archival training component; minimum three years experience; effective communication, interpersonal, and teamwork skills. **Salary:** \$24,500-\$30,000. Send resume, salary history, and three references to: Archivist Position, Wheaton History Center, P.O. Box 373, Wheaton, IL 60189-0373.

ARCHIVIST AND RESOURCE SPECIALIST FOR AFRICAN-AMERICAN STUDIES

Duke University Libraries
Durham, North Carolina

Provides leadership for the development of the John Hope Franklin Research Center for African and African-American Documentation in the Rare Book, Manuscript, and Special Collections Library; identifies and acquires materials pertinent to African-American studies for both the general and special collections; develops and implements collection development policies; acts as liaison with faculty regarding collection needs and other matters; provides specialized research assistance and bibliographic instruction; promotes use of materials through Web sites, exhibits, presentations, bibliographies, press releases, and other means. **Required:** Master's degree in archives or from an ALA-accredited program plus substantial academic background in African-American studies; or an advanced



degree in a field related to African-American studies. Experience with African-American materials in a library or archival setting and proven ability to relate well to library, vendor, donor, academic, and researcher communities involved with African-American materials. Must be flexible and a self-starter, possess excellent oral and written communication skills, and have the ability to be an enthusiastic participant in a team-oriented environment. **Salary and Rank:** Dependent on qualifications and experience; \$30,550 minimum for assistant librarian; \$36,000 minimum for associate librarian; \$42,500 minimum for librarian. Review of applications will begin in late August 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. AA/EOE. 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.

ARCHIVIST FOR STUDENT LIFE AND CULTURE

*University of Illinois Library
Urbana-Champaign, Illinois*

Duties: Reporting to the University Archivist, responsible for the University Archives' program for the acquisition, appraisal, description, preservation and use of archival material relating to student life and culture. Includes the development and provision of reference, research, and instructional services for student life and culture material, including the Stewart S. Howe Collection relating to fraternities, sororities and student personnel administration. Works closely with the students, faculty and staff of the College of Education, the vice chancellor for student affairs, and the university library. Provides oversight of general archival operations and facilities at the Archives Research Center (the Archives' remote storage, staff, and user services facility). **Qualifications: Required:** Master's degree in archival studies, library science, American history, higher education or related field from an accredited program or its degree equivalent; relevant archival experience in an academic or research institution; experience with library or archival computer applications; understanding of research activities and procedure; demonstrated administrative ability; evidence of

research orientation and ability to meet university standards for promotion and tenure. **Preferred:** Graduate education in archival theory and practice; two to four years professional archival experience in an academic or research institution; knowledge of, or experience with, research and writing related to student life and culture, donor relations, reference and public contacts, Internet web site development, and training and experience with oral history or electronic records. Appointment as associate professor with tenure may be considered depending on credentials of successful applicant. **Salary and Rank:** Salary for appointment as Assistant Professor \$31,000 minimum commensurate with experience. Salary for appointment as associate professor \$38,000 and upwards depending on experience and scholarly credentials. Archivists are members of the library faculty and must meet general university requirements for promotion and tenure (archival program development, research and publication, university/professional service). **Application and Deadline:** Send letter of application and complete resume with the names, addresses, and telephone numbers of five references to: Allen G. Dries, Library Personnel Manager, University of Illinois Library at Urbana-Champaign, 1408 West Gregory Drive, Urbana, Illinois, 61801 (217) 333-5494, by July 30, 1998. AA/EOE

ASSISTANT STATE ARCHIVIST

*Tennessee State Library and Archives
Nashville, Tennessee*

Experienced administrator to assume responsibility for archival programs of the Tennessee State Library and Archives. **Duties:** Develop programs for the creation and funding of archives and historical records repositories statewide; work for feasible solutions for the use and preservation of electronic records for state and local government; administer grant programs; oversee archival processing and acquisition programs of the Tennessee State Library and Archives; assume active role in activities of the Tennessee Historical Records Advisory Board. Frequent travel. **Required:** Advanced degree in history or related field; five years archival experience, including responsible administrative experience. **Preferred:** Knowledge of electronic media and telecommunications technology; Certified Archivist course of study. **Salary:** \$4,500-4,800 monthly, plus full state benefits. More

information at www.state.tn.us/sos/statelib. Applications accepted until position filled. Send letter, resume, and list of references to: Edwin S. Gleaves, Tennessee State Library and Archives, 403 7th Avenue North, Nashville, TN 37243-0312. Inquiries welcome at egleaves@mail.state.tn.us.

ASSOCIATE ARCHIVIST

*General Commission on
Archives and History
The United Methodist Church
Madison, New Jersey*

Permanent, full-time position. The General Commission on Archives and History of The United Methodist Church is the official central archives for the denomination. The archives is located in Madison, New Jersey, on the campus of Drew University. The archives holds about 12,000 cubic feet of material. The staff also serve as resource personnel for local church and regional depositories of the denomination. The associate archivist reports to the archivist/records administrator. **Duties:** Will assist in the processing of the collections and record groups of the archives. This will consist of standard archival practices of accessioning, appraisal, arrangement and description. Part of the job duties will involve the processing of the archives' women and ethnic minority collections and record groups. Some supervision of student workers will also be required. Person will also be expected to take part in reference duties, the maintenance of the archives' database and related computer projects, tours, and other public relations aspects of the archives as needed. **Requirements:** Master's degree in history, library science, or archival certification with two-three years experience in an archives setting. Person should be familiar with processing manuscripts and corporate records. Good communication and writing skills are essential. Person must be comfortable with, and able to work with, modern computer technology, including word processing, scanning, network systems and Web sites. The commission offers a good working environment, and excellent benefits. The commission is an equal opportunity employer. Women and ethnic minorities are encouraged to apply. **Beginning Salary:** \$30,000. Please send application letter along with three reference and sample finding aids to: Dale Patterson, Archivist/Records Administrator, GCAH, P.O.Box 127, Madison, NJ 07940. Closing date is August 15, 1998.



CONGRESSIONAL/SOUTHWEST ARCHIVIST

*The University of Arizona Library
Special Collections
Tucson, Arizona*

The University of Arizona Library is a team-based, innovative, flexible, user-oriented organization committed to continuous learning, increasing client self-sufficiency, fostering diversity in the campus environment, and furthering its own cultural transmission, educational, and preservation roles. The archivist, a full-time, appointed, continuing-eligible position, is part of the library's research, archives, museums and special collections team. **Primary Duties and Responsibilities:** Arrange and describe archival materials relating to Congressional and Southwest archives; create and maintain access tools for archival materials, including printed and electronic finding aids; train staff and students in record encoding, collections digitization, and Web tool creation; provide in-depth reference service to collections; establish and maintain connections with faculty, students, researchers, staff, and donors; develop outreach and public programs; develop and provide library education and course-related instruction; assist in special fund-raising opportunities. **Minimum Qualifications:** Master's degree in library/information science; knowledge of standard archival practices; ability to communicate effectively with colleagues and customers; demonstrated commitment to active participation in library and archive professions; commitment to use and promotion of alternative and traditional means of information access; demonstrated commitment to continuous learning and professional development; and familiarity with accepted conservation methods applied to archival collections of manuscripts, photographic materials, and ephemera. Preferred qualifications: working knowledge of MARC format and its attributes and of archives-related use of Internet, SGML, HTML, EAD, or equivalent; second Master's degree and/or subject expertise in appropriate area; Academy of Certified Archivists certification. **Salary:** \$34,921-\$43,615, DOE. Complete position description will be sent upon receipt of a letter of interest to the address below, or send e-mail to: Johansen@bird.library.arizona.edu. Application review begins 6/15/98 and continues until position is filled. **To apply:** Send letter of interest, current resume, and names, addresses, and telephone numbers of

3 professional references to: Ms. Martina Johansen, The University of Arizona Library, Financial & Administrative Support Team, 1510 E. University, Rm. C327, Tucson, AZ 85721-0055. The University of Arizona is an EEO/AA employer-M/W/D/V.

DIRECTOR, ARCHIVES OF LABOR AND URBAN AFFAIRS

*Walter P. Reuther Library
Wayne State University
Detroit, Michigan*

Wayne State University seeks a qualified candidate to serve as director of the Walter P. Reuther Library containing the Archives of Labor and Urban Affairs and the Wayne State University Archives. The candidate must have knowledge and significant experience of archives administration, especially in labor-related areas. The position will be filled at a tenured professional level in an appropriate academic department. The director will be expected to provide strong and creative leadership to one of the nation's major archival libraries. He/she will also be expected to interact with the scholarly community, national and international labor organizations, and the metropolitan Detroit community. The director will play a significant role in the university's graduate certificate program in archival administration which currently enrolls about 40 students per year. As a major scholarly resource, the archives hosts a wide range of individual researchers from the U.S. and other nations. There is a professional staff of 15, additional support staff, an annual budget in excess of \$600,000, and holdings of 75,000+ linear feet of primary records (including more than a million photographs, and other audio-visual materials, as well as documents and other artifacts) about the American labor movement and twentieth century urban America. The Walter P. Reuther Library contains a conservation laboratory and a well-utilized public exhibit space. The director reports to the dean of the College of Urban, Labor and Metropolitan Affairs (CULMA). This college was established to enhance the university's urban mission in research, service and teaching. The successful candidate will join a distinguished interdisciplinary group of urban and labor scholars within CULMA. Wayne State University is one of the three major Carnegie Research I Universities in Michigan. It enrolls more than 30,000 students including approximately 13,000 graduate and professional students in more

than 175 fields. Its main campus is located in the University Cultural Center in midtown Detroit. Salary for this position is negotiable and competitive. The position is open immediately and nominations and applications will be accepted until a suitable candidate is found. Nominations of women and minority candidates are strongly encouraged. Letters of nomination or applications should include a curriculum vitae, if available, and the names of at least three references. Please address letters to: Winifred Fraser, Chair, Archives Director Search Committee College of Urban, Labor, and Metropolitan Affairs, 3198 Faculty/Administration Bldg., Wayne State University Detroit, Michigan 48202. AA/EOE. All buildings, structures and vehicles at WSU are smoke-free. Wayne State University—people working together to provide quality service.

HEAD OF CATALOGING SERVICES

*Ball State University
Muncie, Indiana*

Fiscal year professional appointment available immediately; faculty status possible with appropriate academic credentials. **Responsibilities:** Supervise cataloging services personnel (9 professional, 19 classified staff) and operations including authority control, database maintenance, binding, and physical processing; meet national cataloging standards as established by AACR2 (rev) and the Library of Congress and establish cataloging policies for library materials in all formats; coordinate and direct operation of the unit; prepare written reports and proposals; compile statistics as required; cooperate with the heads of other units to ensure optimum workflow. Position reports to the assistant dean for library technical services. **Minimum Qualifications:** M.L.S. from an ALA-accredited program; at least three years of professional experience in a cataloging unit including supervisory responsibilities; experience in cataloging different kinds of materials at all levels of difficulty; experience in the use of AACR2, OCLC (or other bibliographic utility), MARC formats, and in use and application of Library of Congress classification, subject headings, and rule interpretations; experience with automated library systems; organizational and supervisory skills, experience, and ability to work constructively with colleagues; oral and written communications skills. **Preferred Qualifications:** Demonstrated ability to engage staff in the process of change; ability to work with a variety of modern lan-



guages; additional advanced degrees. **Salary:** Negotiable, \$45,000 minimum. Send letter of application; resume; transcripts of graduate degree(s) (unofficial copies acceptable); and the names, addresses, telephone/fax numbers of three references (at least one of which is the current or most recent supervisor) to: Mr. C. William Barnett, Directory of Library Business Services, Bracken Library, Ball State University, Muncie, IN 47306. Review of applications will begin immediately and will continue until the position is filled. BSU Web site: www.bsu.edu. Ball State University is an equal opportunity, affirmative action employer and is strongly and actively committed to diversity within its community.

MANUSCRIPTS ARCHIVIST

*Atlanta History Center
Atlanta, Georgia*

The Atlanta History Center Library/Archives has an opening for a full-time manuscript archivist to be responsible for all aspects of processing, acquiring, and preserving its manuscripts. OCLC data entry experience required. **Qualifications Include:** M.L.S. or M.A. in history, three years processing experience, excellent "people" skills. Full benefits, salary dependent on experience. Deadline for applications is July 27, 1998. Send resume with 3 references to: Anne Salter, Director, Library/Archives, Atlanta History Center 130 West Paces Ferry Rd. N.E., Atlanta, GA 30363, (404) 814-4041.

PROCESSING ARCHIVIST

*Northeastern University Libraries
Archives and Special Collections Department
Boston, Massachusetts*

Position pending final funding. Northeastern University Libraries invites nominations and applications for a full-time two-year, position of processing archivist on an NHPRC-funded project, "Documenting Boston's Under-Documented Communities," expected to begin in late summer 1998. Primary responsibilities are to arrange, describe, and make accessible the historical records of AIDS Action Committee of Massachusetts, La Alianza Hispana, and the National Center for Afro-American Artists. Under the direction of the project coordinator, the processing archivist will conduct historical research on the three organizations; analyze unprocessed historical records to develop appraisal criteria and arrangement and description plans and procedures; implement arrangement plan; identify records requiring basic

preservation measures; using an archival management system and adhering to MARC standards, prepare descriptive inventories (historical note, scope and content note, appraisal note, folder listing); supervise part-time project assistants; assist project coordinator in promoting availability of collections. **Qualifications:** ALA-accredited M.L.S. or graduate degree in history with an archival specialization; two years experience in an archival setting; experience processing large archival or manuscript collections; excellent oral and written communication, organizational, interpersonal, planning, analytical, conceptual, and supervisory skills; familiarity with descriptive cataloging principles and USMARC format; ability to work independently, to prioritize tasks, and to meet deadlines; sensitivity to issues of diversity in the workplace. **Salary:** Minimum \$28,000, pending funding. Excellent benefits package. Northeastern University is an AA/EOE Title IX employer. Minorities, women, and persons with disabilities are strongly encouraged to apply. Please send a letter of application, resume, a writing sample of at least 500 words, and the names of three references to: Joan D. Krizack, University Archivist and Head, Special Collections Department, Northeastern University Libraries, 92 Snell Library, 300 Huntington Ave., Boston, MA 02115. Applications received by July 30, 1998 will receive first consideration.

PROJECT ARCHIVAL ASSISTANT

*The Connecticut Historical Society
Hartford, Connecticut*

Full-time NHPRC grant position to assist with the physical processing, rehousing and inventory of nationally significant manuscript collections. Under the supervision of the project archivist, the project assistant will also: create inventories directly into a word processing program; assist with the physical rearrangement of the stack areas; keep accurate statistics; assist with research; and keep abreast of developments in paper preservation and repair. **Qualifications:** A Bachelor's degree from an accredited institution and a strong interest in history; at least three years experience with a variety of detailed clerical work; familiarity with a variety of computer applications and the World Wide Web; experience in handling fragile or rare materials; ability to learn basic preservation skills; demonstrated ability to work efficiently under strict production deadlines and quality control. Library or archives experience is highly desirable. **Term:** One year with

possibility of extension. **Salary:** \$25,000 plus benefits. **To Apply:** Send letter, resume and three professional references to: The Connecticut Historical Society, 1 Elizabeth Street, Hartford, CT 06105.

PROJECT ARCHIVIST

*The Connecticut Historical Society (CHS)
Hartford, Connecticut*

Full-time NHPRC grant position to create finding aids for nationally significant manuscript collections using Encoded Archival Description (EAD) to enable mounting on CHS's World Wide Web site. The project archivist will: establish standards and procedures for ongoing and future manuscripts access projects; monitor production, procedures and quality control; work with cataloging staff to compile a procedures manual; apply rigorous authority control using the standard thesauri; conduct research on the collections as necessary; compile statistics, production records, and regular written reports; share supervision of full-time project assistant. **Qualifications:** M.L.S. from an accredited institution or M.A. in history and certification from a nationally-recognized archival organization; at least three years experience in creating finding aids and/or processing early manuscript collections; good working knowledge of mark-up languages, particularly EAD, and the World Wide Web; knowledge of the principles of authority control and the standard thesauri; demonstrated ability to produce quality work under the pressure of production deadlines and strict quality control. A reading knowledge of French is desirable. **Term:** One year with possibility of extension. **Salary:** \$30,000.00 plus benefits. **To Apply:** Send letter, resume and three professional references to: The Connecticut Historical Society, 1 Elizabeth Street, Hartford, CT 06105.

PROJECT ARCHIVIST

*Evanston Historical Society
Evanston, Illinois*

The Evanston Historical Society seeks a project archivist for a two-year, NHPRC-funded, position. The archivist will be responsible for arranging, describing, and making available for use the archival holdings. Candidates should have a bachelor's degree in an appropriate field, good computer skills, and archival experience. Medical benefits available. Send resume to Collections Manager, Evanston Historical Society, 225 Greenwood Street, Evanston, IL 60201. AA/EOE.



PROFESSIONAL OPPORTUNITIES

SPECIAL COLLECTIONS PROCESSING DEPARTMENT HEAD

Louisiana State University (LSU)
Baton Rouge, Louisiana

The LSU Libraries' Special Collections division seeks an experienced and energetic professional for the position of head of the special collections processing department. The position reports to the assistant dean of libraries for special collections. The department is responsible for manuscripts processing, including physical processing, creation of finding aids and MARC records; processing of books, serials (including the ongoing work of the Louisiana Newspaper Project), and other published materials, including new acquisitions, transfers, and state depository documents; collaborating with off-site technical services staff to provide cataloging for books, serials and other published materials for special collections. **Responsibilities:**

Include providing leadership, on-going training, and supervision for 5.5 FTE staff; and, in cooperation with off-site technical services staff and special collections curators, developing and implementing policies and procedures to ensure effective intellectual access to special collections materials. Other duties include reference desk assignments; collaborating with the head of image resources to maintain and update microfilm records; supervising a program of stacks maintenance for special collections; and assisting the assistant dean in overall management of special collections in conjunction with other department heads and curators. The LSU libraries special collections is composed of the Louisiana and Lower Mississippi Valley Collections, the Rare Book and E. A. McIlhenny Natural History Collections, the Political Papers Collection, University Archives, Image Resources (including the Electronic Imaging Lab), and the T. Harry Williams Center for Oral History. Among these unique resources are more than 200,000 volumes, 20,000 linear feet of manuscripts and archives, 400,000 photographic images, 12,000 reels of microfilm, and numerous other materials including maps, printed ephemera, and video and audio tape.

Required Qualifications: Master's degree from an ALA-accredited library school; experience with manuscripts processing and cataloging; knowledge of processing and cataloging of books, serials and other published materials; supervisory experience; three years of progressively responsible experience in a special collections library or archives; evidence of excellent written and oral communication skills; ability to fulfill promotion and tenure requirements, as

evidenced by professional activities and publications. **Preferred Qualifications:** Degree in history or another appropriate subject area; experience working with NOTIS software; experience with digitizing projects and knowledge of HTML and SGML; reading knowledge of French and/or Spanish. This is a tenure-track faculty position and the successful applicant will be expected to fulfill the university requirements for promotion and tenure. **Minimum Salary:** \$35,000.

Appointment at rank of assistant/associate librarian (assistant/associate professor). Review of applications will begin August 31, 1998 and continue until the position is filled.

To apply: Send a letter of application; a resume; and the names, addresses, telephone, and fax numbers of three references to: Jennifer Cargill, Dean of Libraries, Louisiana State University, Baton Rouge, LA 70803.

UNIVERSITY ARCHIVIST

Denison University
Granville, Ohio

Denison University is a selective liberal arts college founded in 1831 and located in Granville, Ohio. The university archivist reports to the director of libraries.

Responsibilities: Systematically collect, arrange, describe, classify, and preserve the historical records of the college; provide reference, educational, and outreach services to students, faculty, staff, alumni and visitors; promote and participate in the records management efforts of the university; direct the activities of the conservation center and participate in library-wide conservation efforts; oversee the care and supervise the use of the library's special collections.

Qualifications: M.L.S. or equivalent from an ALA-accredited program with an emphasis in archival studies, archives, or records management; excellent oral, written, and interpersonal communications skills; Certified Archivist; basic knowledge of library preservation/conservation techniques; experience in an archival setting; familiarity with a variety of computer applications and services, including OCLC, III and WWW preferred. **Salary:** Competitive salary and benefit program. Send letters of application, resume and three references to: Search Committee for University Archivist, Denison University Library, Granville, Ohio 43203. Review of applications will begin in late July and will continue until the position is filled. Visit our Web site at www.denison.edu/human_res. AA/EOE. Women and people of color are encouraged to apply.



Get a job!...

Visit the
"Employment Bulletin"
at the Society of
American Archivists'
Web site:

[www.archivists.org/
restricted/default.html](http://www.archivists.org/restricted/default.html)



THE SOCIETY of
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1998-99 Committee Intern Application Form

This form provides one means for students and those newer to the profession to volunteer for service as interns on committees and boards. Individuals are eligible to serve as interns if they have been members of SAA for less than five years. Your preferences will be considered whenever intern vacancies occur. Please mail the form to SAA Vice President Luciana Duranti, c/o Society of American Archivists, 527 S. Wells St., 5th Floor, Chicago, Illinois 60607.

Intern appointments are of a one-year duration, commencing at the end of the annual meeting following notification of appointment. Interns are encouraged however, to attend the committee meetings held during the annual meeting. Interns must belong to SAA and are expected to assist in the work of the committee throughout the year. Attendance at the subsequent annual meeting is required and interns are encouraged to attend the mid-year meeting if one is scheduled.

The various committees and boards are listed in the most recent edition of the "SAA Leadership Directory."

NAME _____

TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

DAYTIME PHONE _____ FAX _____

E-MAIL _____

Are you currently employed? Yes ☐ No ☐ If so, please describe position.

Are you currently a student? Yes ☐ No ☐ If so, what school are you attending?

Will you attend the next two SAA annual meetings? Yes ☐ No ☐

Are you a member of SAA? Yes ☐ No ☐

(SAA membership is a prerequisite to serving as an intern)

List three committees and/or boards in which you would be interested in serving as an intern. List them in order of preference, with a brief statement of why you are interested in each, including relevant work experience and/or educational background. Use additional sheets if necessary. A copy of your resume and the names of references would be helpful.

1. _____

2. _____

3. _____

If none of the choices that you have listed are available, are you interested in serving on another group? Yes ☐ No ☐

Please describe previous professional association experience, including work in regional and local archival associations. Include papers presented, committee assignments, and publications. Use additional sheets if necessary.



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Reel 'em in!

Get caught up in the 62nd annual meeting of the Society of American Archivists, August 31-September 6, 1998, Orlando, Florida, at the Walt Disney World Dolphin Hotel.

Check out these highlights in this issue:

Outstanding Orlando: *conference update* — p. 8

Karal Ann Marling: *plenary speaker* — p. 10

Dana Atchley: *space-age storyteller* — p. 11

Get Smart: *pre-conference workshops* — p. 12