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about the cover

Andy Warhol and Gerard Malanga in the Factory with Flowers painting.

Don’t miss your chance to visit the Andy Warhol Museum and many other exciting local repositories when the Society of American Archivists visits Pittsburgh, August 23–29, 1999, for its 63rd annual meeting. Do you have a session in mind or an idea for a preconference workshop? See pages 25–28 in this issue for program proposal forms to add your unique perspective to developing a magnificent meeting for all!
In Italy, when referring to something that began a long time ago and for which no end is foreseeable, people say that it is like the "fabrica di San Pietro—the factory of Saint Peter." The reference is both material and symbolic. On the one hand, since the sixteenth century, people visiting Piazza San Pietro in Rome have always found either ongoing construction or restoration. On the other hand, Italians refer to the fact that the work of the church never ends and always develops in new directions.

In many ways, the works of SAA are like the "fabrica di San Pietro." On the one hand, a professional association must continue to build and renew itself as a sort of ecclesia of professionals, the "place" where those who share the same knowledge, principles, and experiences join for the purpose of developing themselves and their field and of finding a common voice with which to communicate their needs and requirements and their own vision. On the other hand, a professional association must look constantly outward and forward, recognize and predict societal changes of all kinds. It must become an active participant in those changes, to the point of being able to steer those who have the greatest potential for the profession it represents.

Strategic planning is a modern, sometimes tiresome, term for the oldest activity of all. It is a never-ending, but very exciting task, the most creative and rewarding. As it combines rational vision and irrational hope, the very vitality of the association and its members depends on it. Every strategic planning effort begins with an assessment of what has been accomplished in the past, and SAA has just completed this part of its own very exciting undertaking.

During Council’s recent planning day we assessed the results of SAA's current strategic plan, adopted in 1993, and initiated the process for revision and issuance of a new strategic plan. Aside from the generally recommended practice of reworking one’s strategic plan every few years, it is clear that we must not let the year 2000 dawn while our strategic goals are still defined in a document entitled "Leadership and Service for the 1990s." Through our discussion it became clear that much of what was outlined in the 1993 plan has been accomplished or at least addressed in a serious way.

The last plan was developed over a very long period of time—more than seven years—and with multiple membership forums and much money invested in committee and public meetings. This was an effective process that bore fruit in the plan, but it is not one that needs to be recreated. We recognize that timeliness and broad support are not facilitated simply by lengthening the process.

As of this writing the exact mechanisms for revision of the strategic plan are still under development, but we do know that they will include a Council summary statement assessing accomplishment of the goals and objectives outlined in the 1993 plan as well as identification of important areas that either were not addressed in 1993 or which have arisen subsequently. After sharing this information with SAA members we hope to receive feedback on the issues members believe the new plan should address. Through intermediate consultations via electronic forums as well as through articles in Archival Outlook, we intend to have a document ready for adoption by Council no later than the 1999 annual meeting. We encourage members to follow news of the process through the SAA Web site, Council postings to the SAA Leadership Listserv, and the Archives and Archivists Listserv, and Archival Outlook. The success of the process depends on active participation by SAA members.

As we embark on our first revision of the SAA strategic plan it is useful to consider the value that strategic planning has had for SAA. Most who have been involved in such efforts know the importance of strategic planning for shaping an organization’s direction, allocating resources, and enabling movement beyond mere uncoordinated reaction. We would like to emphasize some preeminent outcomes of SAA’s 1993 strategic plan, beyond the simple, but significant progress made on its goals and objectives.

First, the plan has served as a superb external communication tool. It has defined who we are, what issues concern us, which issues are of such priority as to define our vision of the archival contribution to society as a whole. In the 1993/94 executive director recruitment process we saw

continued on page 29
FROM THE EXECUTIVE DIRECTOR

Charting a Course for the Future

The American Society of Association Executives (ASAE) Foundation recently conducted an ambitious environmental scan of societal trends affecting associations nationwide. I thought it would be useful to share some of the results of that study with you. These trends are of particular importance as we begin developing a new strategic plan—one that will take us into the new century and help guide our thinking over the next several years.

Before I do, it’s important to keep in mind the basic questions involved with any strategic planning process, namely: where are we today? How well are we situated in our present environment? What do we envision for our future? Where will we be in one year, two, five, or ten years? What do we need to do to realize our vision, to evolve? What are the risks involved and the payoffs? What evaluation and control mechanisms do we need to create to ensure the plan is carried out?

We have, in fact, already taken the first step of the strategic planning process. By gathering solid, detailed data about you, our members, we now have a factual foundation from which to build. At this writing the Gary Siegal Organization is compiling membership survey data collected in July. I will be writing more about the results of that survey in a future column. This information, as well as that collected in the salary survey and the educational needs assessment, is critical to our ability to create a strategic plan responsive to the needs of all our members.

The second step of the process involves encouraging as many of you as possible in the discussion. Please read this month’s President’s Message [see page 3] co-written by Luciana Duranti and Bill Maher. There you will learn about the valuable outcomes of our first strategic plan and the necessity to come to agreement on a new plan by the 1999 annual meeting in Pittsburgh. We will be engaging you in as many ways as possible: through our Web site, through Archival Outlook, through telephone and e-mail discussions and postings to listservs. We will use every means possible to draw you into the conversation because we need your voice, your vision, your commitment—not just to SAA but to the profession as a whole.

Every association and profession is situated in the larger world—perhaps no one more so than SAA and archivists who are dedicated to documenting society and our institutions. When we think about SAA and the future we wish to bring to bear, we will need to also think about changes occurring in the broader environment.

The ASAE study examined trends in six specific arenas: demographic; social; global/economic; information technology; science, technology and the environment; and government and regulation. Here is a sampling well worth considering when we examine our own environment within the archival arena. Consider:

— The U.S. is an aging nation. Its median age, which today is 33, will be 38 by 2020, aging continued on page 30

Showcase Your Collections at the SAA Office

Members are invited to donate items highlighting their dynamic collections for display in the headquarters of the Society of American Archivists. These items will aid in communicating the wealth and diversity of the historical record, the importance of your work as archivists, and the mission of SAA. Several contributions already on display have been received from the Cleveland Orchestra, University of Wyoming, Minnesota Historical Society, Rhode Island State Archives, Levi Strauss & Co., Texas Instruments, Iowa State University, Henry Ford Museum & Greenfield Village and Ford Motor Company.

Send visual materials or direct your inquiries to:

Susan Fox, SAA Executive Director
527 S. Wells St., 5th Floor, Chicago, IL 60607
312/922-0140 • sfox@archivists.org

continued on page 30
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THE SOCIETY OF AMERICAN ARCHIVISTS
POSITION STATEMENT ON NARA SPACE STUDY, JULY 1998

Recently, the National Archives and Records Administration (NARA) has begun an extensive analysis of its present and future needs for storage space in its regional archives system [see http://www.nara.gov/nara/spaceplan.html]. The governing council of the Society of American Archivists (SAA), the oldest and largest archival organization in North America, has been monitoring the process being followed by NARA for a number of reasons. NARA is the largest archival institution in the country, and as such its policies and practices often come to influence other archival repositories. In addition, many SAA members may be directly affected by changes in the NARA regional system. SAA also has a broad concern about the importance of user services to the overall purpose and welfare of archival institutions. Finally, the problems NARA faces are shared by many SAA members. A successful solution to NARA's space problems may prove to be of use to other SAA members.

Furthermore, there are fundamental problems with present space in NARA's regional facilities, as well as in the presidential libraries and the National Archives on Pennsylvania Avenue, and we note that these problems are shared by many member SAA institutions. In particular, NARA lacks sufficient space needed to maintain all of the records for proper documentation of the federal government both presently and into the future. In addition, the environmental conditions in much of the space are reportedly significantly below minimal acceptable levels for archival materials.

At the same time, responsible financial management requires careful examination of how NARA might best achieve its space needs and fulfill its responsibilities to users and citizens throughout the country.

SAA Council believes that the matter of facilities for NARA throughout the country is an important issue needing careful deliberation. We appreciate that the current space study has emerged from the 1997 NARA strategic plan and are pleased to see further progress in the use of that plan to administer the National Archives more strategically. To further this deliberation, we offer the following principles which we hope will be of use to NARA in its study:

1. Controversy is nearly unavoidable in such issues because they imply changes that may alter the services received by particular local constituencies in several separate locations throughout the country. Furthermore, aside from the general tendency of the American public to distrust the actions of a central government, there have been sufficient examples of missteps by NARA in recent decades to render several of its constituents dubious about the intentions of the space study. We greatly regret this erosion in trust, and we therefore strongly encourage NARA to continue the open and careful deliberative process they have begun to ensure that such fears do not become justified. We commend NARA for initiating a formal and systematic study that includes a series of public hearings in the regional centers as a prominent element. At the same time, we encourage archivists and users throughout the country to engage in serious study of and deliberation on the space problem before rushing to take policy positions simply to defend the status quo.

2. In addition to the summer 1998 round of information-gathering hearings, NARA's public consultations should include a second round of hearings after specific recommendations have been developed in order to receive public comment on those recommendations before actions are taken to implement them.

3. In the development of recommendations, the following objectives and issues must be given serious consideration:

   3.1 The plan should provide a realistic means of achieving an efficient and fiscally sound program for the use of space that incorporates objective measures of quality, quantity, accessibility, and public use of space.

   3.2 To establish a rational baseline for the allocation of resources for archival storage facilities, the NARA study should include a rigorous cost-benefit assessment of all NARA storage facilities. It would be unfortunate if the space planning process focused only on regional archives when the costs associated with other storage facilities (in both rent, use, and staff efficiency) actually might be higher. Similar cost-benefit assessments should be employed for any proposed centralized alternatives.

   3.3 Salient issues that arise from the summer 1998 hearings should also be addressed, for example, the desirability of bringing together related records that support use by specific communities and locations.

   3.4 A primary consideration of the plan should be continued accessibility of archival materials to the current national and regional communities of NARA users and supporters.

   3.5. NARA's public forums to date have demonstrated strong local support for each of the regional archives. Large numbers of citizens, however, never take advantage of a regional archives facility because
their distance from archives is too great. NARA space planning should assess the information needs of potential users as well as current users and try to ensure that as many citizens and government agencies as possible have “ready access to essential evidence.” NARA may wish to consider situating facilities according to population, remove spatial anomalies (such as sending Virginia records to Philadelphia and not to a D.C.-area facility), and implement document delivery programs and loan of NARA microfilm similar to services provided by many other information agencies. Electronic access may also be an option for the millions of citizens who have not been served by the current distribution of regional facilities.

3.6 The space plan will need to provide assurance to federal agencies of ready access to their records so that those agencies will continue to actively participate in the transfer of inactive federal records to NARA.

3.7 NARA should recognize that one of the great strengths of the current system is that it supports the special local knowledge that a regionally dispersed staff contributes to the appraisal of regional records and the ways in which such staff are well positioned to provide reference support for records on topics of strong local area interest. We urge NARA to ensure that this success is enhanced through whatever plan it adopts.

3.8 Although the impact of recommendations on specific sites is unavoidably a local issue affecting specific local constituencies, the space, facilities, preservation, and user-services problems faced by NARA are fundamentally national problems, which may require a system-based approach. We encourage all interested parties to consider the broad national issues before adopting specific positions on particular regional sites or on individual recommendations or options available to NARA.

3.9 Regardless of the content of specific recommendations from the study, addressing the issues of the quantity and quality of space will require significant additional federal funding. NARA should not hesitate to develop and promote realistic funding requests to Congress. Even if the immediate prospects for sufficient funding to initiate a new space program are limited, the pursuit of funding, perhaps for a phased implementation, is essential. The existing space situation is obviously so problematic as to render it impossible for NARA to meet its national responsibilities simply by reallocating existing resources.

### THE U.S. ARCHIVIST RESPONDS TO STATEMENT

In July the Society of American Archivists issued this position statement expressing its support of the initiative taken by the National Archives and Records Administration to engage in a storage space study for its regional archives system. The statement sets forth a number of principles offered by SAA which will foster the goals of the endeavor.

Following its release, SAA President William J. Maher received a telephone call from John Carlin, Archivist of the United States. Carlin gratefully acknowledged SAA's support of the study process and conveyed his thanks for the quantity of time and quality of effort involved in developing the position paper.

“The statement will be very helpful to NARA, especially in making the point that the study will assist in gathering broad input and assessment, internally and externally,” Carlin said.

SAA believes that the matter of facilities for NARA throughout the country is an important issue requiring careful deliberation and is pleased that the efforts of its members have made a contribution to this process.

3.10 Archivists, historians, public users, and local political constituencies should be prepared to actively support new NARA funding requests through all appropriate means for contacting legislators and government officials.

3.11 NARA should look to how it might capitalize on the enormous goodwill that has been expressed in public meetings to date concerning the value of archives, the quality of NARA's archival staff and services, and the desire of the public to use archival materials.

3.12 At the same time, NARA must be exceedingly careful in the process it follows for studying the issues, developing recommendations, sharing the recommendations with the public, and making and implementing the final decisions. Due process, careful deliberation, and open communication will be essential for the process to be a shared venture of administrators, archivists, and users aimed at greater support for more adequate quality facilities and services.

SAA Council stands ready to provide whatever facilitation it can offer to encourage the due consideration of all issues relevant to supplying the public with ready access to NARA holdings and to securing sufficient quality space for NARA.
Tony Adams, CRM, has been named state archivist and director of the Wyoming State Archives. Adams has worked for the state archives in various capacities, starting out as assistant archivist for records in 1967. He most recently supervised the records management unit. Last year Adams was awarded the Distinguished Service Award by ARMA International.

Burton Alman of the Claude Pepper Library, Florida State University Libraries, was awarded the 1998 Society of Florida Archivists Award of Excellence at SFA’s annual meeting in Sarasota in May. This award recognized his “outstanding contributions to the preservation of the documentary heritage in Florida.” Through his 10-year editorship of SFA’s newsletter, The Florida Archivist, Alman has helped promote the identification and preservation of Florida’s archives and manuscripts collections. It was also through his editorial activities, his continuing work as SFA’s webmaster, and his present position as its liaison to the Society of American Archivists that he has provided exemplary professional leadership.

Elise Freeman Finch, a board member of the New York Folklore Society, is profiled in the summer 1998 issue of New York Folk Lore Newsletter.

Lori Hefner, formerly of Dade Behring Inc., has joined IKON Document Services as director of business management.

The New England Historic Genealogical Society has named Thomas J. Kemp, formerly head of the special collections department of the University of South Florida, to the position of library director. Kemp will assume responsibility for the Society’s library, located in Boston’s Back Bay, featuring the region’s most extensive collection of family history materials and the nation’s largest collection of genealogical manuscripts.

Honors keep rolling in for Minnesota Historical Society’s videotape, “Welcome to the Research Center or Pigs Eye Parrant Discovers Minnesota History,” which was the recipient of SAA’s 1997 Philip M. Hamer—Elizabeth Hamer-Kegan Award. The juries for INTERCOM, the International Film and Video Competition, recently announced that the Visitor Center Presentations Jury has awarded the Gold Hugo, its highest honor, to Pigs Eye Parrant. The videotape has been recognized in a competition filled with quality entrants and will be listed as an award winner in the official program book of the 1998 Chicago International Film Festival, which takes place in October.

Brother Denis Sennett S.J. will be honored as a member of the Knights of the Equestrian Order of the Holy Sepulcher of Jerusalem. Sennett was nominated by New York’s Catholic Near East Welfare Association for his contribution in organizing and setting up their official archival repository, which is stored at Graymoor. Sennett will receive his Insignia of the Order—The Jerusalem Cross—at a Mass of Investiture on Saturday, September 28, 1998, from the Grand Prior of the Order, His Eminence, John Cardinal O’Connor at St. Patrick’s Cathedral, in New York City. A vigil Mass and reception are planned for Friday September 25, 1998.

The Palmer School of Library and Information Science, based at Long Island University’s C.W. Post Campus, recently appointed Richard P. Smiraglia to the rank of professor. Smiraglia joined Palmer in 1992 as associate professor when Columbia University closed its school of library service. Smiraglia specializes in knowledge organization, bibliography and bibliographic control.

Nancy Turner retired June 30th as head of archives and special collections at Ball State University, Muncie, Indiana, where she has served since 1987. After raising eight children, Turner entered Ball State University and earned a bachelor of science degree in history—summa cum laude—in 1982, M.L.S. in 1984, and M.A. in history in 1988. She has been honored by Ball State with the Senior Prize, Faculty Prize, and Distinguished Alumni Award. Professionally, Turner has served as vice-chair of the College and University Section of SAA; served two terms as membership chair of the Midwest Archives Conference, and was also president of the Society of Indiana Archivists, 1992-1994. At her retirement reception in July at the E.B. Ball Center in Muncie, Turner was presented with a ‘Sagamore of the Wabash,’—the highest award given to an Indiana citizen—by Governor Frank O’Bannon. She plans to stay active in archival organizations. “I am a historic artifact myself now, archival to my fingertips,” Turner quipped. She also plans to garden, swim, dance, and enjoy her 26 grandchildren and two great-grandchildren. Turner and her husband, Jack, a retired police officer, celebrated their 50th wedding anniversary in June.

Joan van Albada has been named Secretary General of the International Council on Archives (ICA). He is a municipal archivist in Dordrecht, Netherlands, and also serves as ICA director of communications. He starts his new job on October 1, 1998, and replaces Charles Kecskemeti, who is retiring after 30 years as ICA’s Secretary General.

Share the latest developments in your career with SAA colleagues and friends. Please send news about position appointments, professional achievements, and honors received to: Teresa Brinati, SAA, 527 S. Wells, 5th Floor, Chicago, IL 60607 fax 312/347-1452, tbrinati@archivisis.org.
**OBITUARIES**

SAA fellow **MABEL E. DEUTRICH**, who retired as assistant archivist of the United States on August 31, 1979, died in Santa Cruz, California, on June 4, 1998. Deutrich taught in the upper and lower Dutch schools in her native state of Wisconsin for six years prior to coming to Washington, D.C., in January 1942, where she began a career with the federal government which spanned 37 years. Before coming to the National Archives in December 1950, she worked for the Corps of Engineers, War Department, first in records management and later as an historian. After joining the National Archives in 1950, she held increasingly responsible positions and rose to the position of director of the Archival Projects Division (Military) in 1962. She would go on to head the Old Military Records Division (1967-1971), the Modern Military Records Division and the Military Archives Division (1971-1979).

It was during this period as division director of various military organizations that she planned and executed an ambitious program of arrangement, inventorying, and microfilm publication of military records totaling more than 350,000 cubic feet of records. Many of the preliminary inventories and other finding aids are still in use by NARA units, and the records microfilmed under her leadership were, and continue to be, some of the most heavily used records in NARA. During this period she also served as lecturer for the National Archives archivist training program, and many on the current NARA staff were among her students.

In October 1975 James B. Rhoads, Archivist of the United States, appointed Deutrich the assistant archivist for the National Archives, the position she held until her retirement in August 1979. Her tenure as assistant archivist was marked by a great strengthening of the 11 regional archives branches and an increase in staffing in the regions by more than 250%. The effort to increase reference facilities and staff was in response to the tremendous upsurge in research by the public occasioned in part by the “Roots” phenomenon. Under her direction, automated administrative control systems were implemented, and she steadfastly supported automated finding aids as well.

Deutrich made important contributions to both the Society of American Archivists (SAA), which she joined in 1951, and the Mid-Atlantic Regional Archives Conference, of which she was a charter member. She was named a fellow of SAA in 1963. She served as the first chairwoman of the SAA Committee on the Status of Women from 1972-73 and prepared a comprehensive report on the status of women in the archival profession.

She made major contributions to the advancement of equal employment opportunity at the National Archives, and actively supported the recruitment and promotion of women, minorities, and the handicapped. She served on the first women’s committee of the General Services Administration. In 1976, she served as director of the National Archives Conference on Women’s History, and was co-editor of the published conference volume *Clio Was A Woman: Studies in the History of American Women*.

She was a graduate of Wisconsin State College in La Crosse and earned both master’s and doctoral degrees in public administration from American University in Washington, D.C. During her almost 30 years at the National Archives, Deutrich set an exemplary record and was a great influence on those who served and studied under her.

Deutrich is survived by nieces and nephews in Wisconsin and California. Her sister, Bernice, with whom she lived and traveled extensively for many years before and after her retirement, preceded her in death in 1995.

National Archives and Records Administration

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**G. MICHAEL (MIKE) HARRELL**, archivist with the Information and Archives Services Division of the Winthrop Group since 1989, died on June 13, 1998. Among Mike’s clients during his years with Winthrop were Pendleton Woolen Mills in Portland, Oregon, and Laird Norton Company in Seattle, Washington. Mike also worked on Winthrop projects with Pacific Gas and Electric Company (San Francisco), SAFECO (Seattle), Ford Motor Company (Dearborn, Michigan), and Toyota Motor Sales, USA (Los Angeles).

Mike joined Winthrop to help establish the Pendleton Woolen Mills Archives. The people and the archival collections there engaged him through the rest of his career and his pleasure in and enthusiasm for working with Winthrop clients in the Pacific Northwest remained steadfast.

Educated at Western Washington University in Bellingham, Washington, Mike held a bachelor’s degree in communications and in 1988 received a master’s degree in American history and archives administration. He was a member of the Society of American Archivists, the Northwest Archivists, the Seattle Area Archivists, and a founding member of the Portland Area Archivists. In addition, Mike was a member of the Academy of Certified Archivists.

Mike’s colleagues knew him for his understated humor, diligence, and interest in aviation and projects involving archival conservation of black-and-white photography. Mike is survived by his wife, Susan Harrell, and a stepson, Beorn Edmonds.

*Linda Edgerly, The Winthrop Group*

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**WILFRED I. SMITH** passed away in July. Born in Nova Scotia in 1919, Smith was educated at Acadia University and served as an officer on loan to the British Army during the World War II. Following the war, he returned to Acadia, where he received his M.A. in 1946. He completed his education with a doctorate from the University of Minnesota in 1968.

Smith joined the National Archives of Canada in 1950. His archival career began in the Manuscript Division, where...
Why Adults Learn

In 1961, Cyril O. Houle wrote a book that is a true classic in adult education literature: *The Inquiring Mind* (Madison, WI: The University of Wisconsin Press). In this brief yet enormously influential work, Houle presents his theory of what motivates adults to learn: 1) a goal orientation; 2) a learning orientation; and 3) an activity orientation. The goal-oriented learner seems to be the easiest to understand. This perspective is certainly relevant to archival professionals, especially given that the work of archivists is constantly evolving in all types of organizations. Professionals "will learn" what "they need" to stay ahead.

Houle stated that the adult’s initial sense of professional urgency will provide the needed impetus for committing to a professional learning event. However, he admits something about his theory that I hope all professionals will remember when they feel initially "obliged" to learn. A vast majority of the subjects he interviewed stated that although they felt at first compelled by external factors to learn, they ultimately discovered great pleasure and growth (personal as well as professional) in the learning process.

Houle frequently found that the adults in his study sought out other learning experiences voluntarily after the first experience. They actually reported on how lifelong learning added to their general sense of well-being and good health. In summary, Houle established that many professional learners who began their journey as goal-oriented learners quickly became learning-oriented—they were motivated to learn for intrinsic reasons of curiosity, fulfillment, intellectual stimulation and pure enjoyment.

What does all this mean for the archivist? Innovations in the archival profession which require new learning may at times seem chaotic, but frequently continuing education has the ultimate benefit of enhancing life itself!

Learn with SAA

When was the last time you embarked on a learning adventure? SAA continuing professional education workshops are an excellent way to begin your journey. Beyond the formal learning agenda, the networking with other colleagues is invaluable. Make 1998-99 the year you expand your horizons with professional education!

Get the Answers this Fall

The continuing education workshops listed below are being offered this fall by SAA. A brochure containing registration material was mailed to members in July. We hope that you will be able to join us for at least one of these workshops!

The Administration of Photographic Collections
Phoenix, Arizona
October 2-3, 1998
Instructors: Richard Pearce-Moses and Laurie Baty
Co-sponsor: Heard Museum

Encoded Archival Description
Ann Arbor, Michigan
October 13-14, 1998
Instructors: Kris Kiesling and Michael J. Fox
Co-sponsor: Midwest Archives Conference

Copyright and Fair Use for Archivists
Washington, D.C.
October 23, 1998
Instructor: Peter Jaszi
Co-sponsor: Washington College of Law, American University

Probing Appraisal Practice:
Contending with Methods, Mayhem and Madness
Provo, Utah
October 29, 1998
Instructor: Richard Cox
Co-sponsor: Conference of Inter-Mountain Archivists

Digital Imaging Technology
Storrs, Connecticut
October 30, 1998
Instructor: Paul Conway
Co-sponsor: New England Archivists

Business Archives: The Basics and Beyond
Milwaukee, Wisconsin
November 4-6, 1998
Instructors: Phil Mooney, Elizabeth Adkins, Gary Steele
Co-sponsor: Johnson Controls, Inc.

Advanced Concepts in Authority Control
Albany, New York
November 13, 1998
Instructor: Kathleen Roe
Co-sponsor: New York State Archives

Advanced Electronic Records
Seattle, Washington
November 13, 1998
Instructor: Anne Gilliland-Swetland
Co-sponsor: NARA/Seattle
Tentative Spring 1999 Continuing Education Schedule

Encoded Archival Description
Albany, New York
April 12-13, 1999
Instructors: Kris Kiesling and Michael Fox
Flagstaff, Arizona
June 2-3, 1999
Co-sponsor: Conference of Inter-Mountain Archivists

Descriptive Standards Institute
New Orleans, Louisiana
March 8-12, 1999
Instructors: David Carmicheal, Peter Wilkerson,
Suzanne Warren, Melissa Delbridge
and Lynn Holdzkom

Digital Imaging Technology
Seattle, Washington
March 18-19, 1999
Instructor: Paul Conway

Oral History: From Planning to Preservation
Lowell, Massachusetts
April 9, 1999
Instructor: Fred Calabretta
Co-sponsor: New England Archivists

Archives in Cyberspace: Using the Internet to
Improve the Business of Archives
Austin, Texas
Date TBA
Instructor: Dan Linke

Copyright and Fair Use for Archivists
Washington, D.C.
Date TBA
Instructor: Peter Jaszi

Downsizing, Outsourcing and
the Records of Corporate America
Chicago, Illinois
Date TBA
Instructor: Jim Fogerty
Co-sponsor: Midwest Archives Conference

For more information, contact:
Joan Sander (jsander@archivists.org) or
Tara J. Shimandle (tshimandle@archivists.org)
SAA Educational Office
527 S. Wells St., 5th Floor, Chicago, IL 60607
(312) 922-0140 • www.archivists.org
Hot off the Press

**Encoded Archival Description Tag Library Version 1.0**
[Society of American Archivists, August 1998, 262 pp., soft]

This is a must-have reference tool for archivists, librarians, and allied professionals prepared by the Encoded Archival Description Working Group of the Society of American Archivists and the Network Development and MARC Standards Office of the Library of Congress.

For the uninitiated, the book’s introduction defines EAD as “a set of rules for designating the intellectual and physical parts of archival finding aids so that information contained therein may be searched, retrieved, displayed, and exchanged in a predictable platform-independent manner. The EAD rules are written in the form of a Standard Generalized Markup language (SGML) Document Type Definition (DTD), which uses code representations of elements for efficient machine-processing by SGML authoring and viewing software.”

The book is divided into six well-organized sections: EAD design principles, an overview of the EAD structure, explanations of terms and conventions used in the tag library, an attribute list, element definitions and descriptions, and an index by element name. It’s chock full of tagging examples, too.

EAD Version 1.0 is compatible with the new Extensible Markup Language (XML) applications being developed for the World Wide Web as well as with current SGML software. The book is also interactive: suggestions for new elements or revised descriptions can be submitted to the EAD Working Group via the EAD listserv; to subscribe, visit the EAD home page at http://lcweb.loc.gov/ead/.

Secure your copy of this outstanding resource today! Copies of **Encoded Archival Description Tag Library Version 1.0** (product code 343) are available from SAA. Price: nonmembers $25; SAA members $20; plus shipping/handling.

**A Guide to Deeds of Gift**
[Society of American Archivists, August 1998, brochure]

This informative brochure, aimed at potential donors, introduces the key document in the transfer of papers: the deed of gift. It discusses in detail the rationale for the deed as well as the varied provisions a deed may contain to address the diverse needs of individual donors. The brochure was prepared as a joint project of SAA’s Manuscript Repositories and Appraisal and Acquisitions sections. Christine Weideman of Yale University served as the principal author.

**A Guide to Deeds of Gift** (product code 346) is available from SAA. Price: nonmembers $30 per 50 copies, $300 per 500 copies; SAA members $29.50 per 50 copies, $245 per 500 copies; plus shipping/handling.

In the Pipeline: A Book on Diplomatics

In early fall, SAA and Scarecrow Press will publish **Diplomatics—New Uses for an Old Science**, by SAA President Luciana Duranti of the University of British Columbia. This book includes a series of six articles (originally published in *Archivia*, the journal of the Association of Canadian Archivists), which examine concepts and procedures for studying the nature and formation of records, analyzing their creation and transmission, and their relationship to ascertainable facts and individuals. The book also features an introduction that provides a broad synopsis of diplomatics, including its unrealized potential to help reorganize thinking about record organization and use in a multimedia age fraught with increasingly complex information-related problems.

**American Archivist Special Issues**

**Encoded Archival Description (EAD):**
— Context and Theory (60:3, summer 1997)
— Case Studies (60:4, fall 1997)
Guest edited by Jackie Dooley, head of Special Collections and University Archives at the University of California, Irvine

The summer 1997 issue of the American Archivist reveals through a sequence of six papers the context within which EAD was developed, the essentials of its structured approach to encoding finding aid data, and the role that BAD is meant to play in individual repositories and for the profession as a whole. The fall 1997 issue the American Archivist uses case studies to describe the experiences of six archival repositories that have been ‘early implementers’ of this new descriptive standard. Both of these special EAD issues of the American Archivist were mailed to members and journal subscribers in August.

Temporarily Out of Stock: Advocating Archives

Advocating Archives: *An Introduction to Public Relations for Archivists*, by Elsie Freeman Finch, jointly published in 1994 by SAA and Scarecrow Press, has sold out of its initial press run and is temporarily out of stock. Scarecrow Press is investigating re-issuing it in paperback, but no due date was available at press time. Stay tuned for details.

To order these publications and more, contact Troy Sturdivant of the SAA Publications Department: tsturdivant@archivists.org or (312) 922-0140
Not long ago President Clinton signed the Internal Revenue Service (IRS) Restructuring and Reform Act. On its way through Congress, the controversial bill made frequent headlines. But there was little mention of a provision in the legislation of considerable importance to archivists. The act authorizes the IRS to allow NARA access to tax returns and return information for purposes of appraisal. These kinds of records had previously been inaccessible.

The disclosure provision of the bill was no accident. We worked hard with the IRS and Congress to get it. Let me briefly explain the background of the act and how it should improve our record appraisal abilities.

For the past several years, NARA and the IRS have been working on a number of appraisal issues. Of central importance was the long-standing question of the applicability to NARA of legal restrictions to access to IRS records under 26 U.S.C. §6103, which governs the disclosure of returns and return information. As SAA members know, access to records is an essential part of our ability to conduct records appraisals. Without access, we could not perform the analysis needed to complete disposition decisions for several records series.

Despite the cooperative efforts of both agencies, we were unable to resolve the issue in a way that would give NARA appraisal archivists access. Nonetheless, NARA and the IRS continued to address a variety of records management concerns, including the 58 recommendations NARA made in our 1995 evaluation report, Records Management in the Internal Revenue Service, Department of the Treasury.

The access issue attracted public attention in early February 1997, when the Society of American Archivists and three other organizations sued both the IRS and NARA, alleging failure to comply with statutory records management obligations. The suit was dismissed in August 1997, essentially because the NARA-IRS recommendation-and-response process that resulted from our evaluation of IRS records management had not yet been completed. The court also noted that 26 U.S.C. §6103 as then written did not provide for access by NARA to returns and return information.

Although the suit was dismissed, NARA still faced the problem of how to conduct IRS records appraisals without having access to adequate information. It became clear that a legislative solution was needed, and therefore a specific authorization of access for appraisal was incorporated into the IRS Restructuring and Reform Act. The Act amends §6103 by stating that the Secretary of the Treasury—

shall, upon written request from the Archivist of the United States, disclose or authorize the disclosure of returns and return information to officers and employees of the National Archives and Records Administration for purposes of, and only to the extent necessary in, the appraisal of records for destruction or retention. No such officer or employee shall, except to the extent authorized by subsections (f), (i)(7), or (p), disclose any return or return information disclosed under the preceding sentence to any person other than to the Secretary [of the Treasury], or to another officer or employee of the National Archives and Records Administration whose official duties require such disclosure for purposes of such appraisal.

A press story implied that NARA soon would be making taxpayer information available to the public, which is obviously not the case. NARA is gaining access to IRS records for appraisal purposes only, and NARA staff will be subject to the same disclosure restrictions as IRS employees. But we now have a tool that should help us meet our responsibility to appraise records containing taxpayer information while also protecting taxpayer privacy rights.

I am pleased to add that the IRS has responded in a timely and substantive manner to all of the recommendations NARA made in the 1995 records management evaluation. Thanks to this, and to the act, we have a greatly improved working relationship with the IRS, which will enable NARA to meet its statutory records management obligations, which is what both we and the Society of American Archivists have wanted. I am pleased to have at last secured this outcome, and I look forward to continued progress in the future.♦

New ISSN for Archival Outlook

Serial lovers take note. Archival Outlook, the bimonthly newsletter of the Society of American Archivists, has been assigned a new International Standard Serial Number. The new number is:

ISSN 1520-3379

The ISSN is a unique, internationally used identification number for serial publications. Please make a note of this change for your records.
House Passes Digital Copyright Bill — On August 4, 1998, the House passed by voice vote H.R. 2281, the World Intellectual Property Organization Treaties Implementation Act. The version of H.R. 2281 that came to the floor for a vote was not only a merger of portions of the two bills passed by the House Judiciary and Commerce Committees, but also included several new sections. One new section was Title V, “Collections of Information Antipiracy Act,” which is in large part the data base bill, H.R. 2652, which passed the House in May and which was opposed by the library and scholarly communities as being overly broad. Although some changes had been made to the data base bill, many in the library and scholarly communities still view it as a flawed bill that would stifle research. The expanded H.R. 2281 also included a section to establish an Under Secretary of Commerce for Intellectual Property.

The bill passed by the House represented a significant improvement over the bill recommended in the spring by the House Judiciary Committee. It included the provisions in the Senate bill and the House Commerce Committee bill for a study on distance education and digital preservation for libraries and archives. It also includes the Commerce Committee’s compromise provision to ensure “fair use” that calls for the postponement for two years of the implementation of the section prohibiting individual’s circumvention of technological protection measures, such as encryption, used to prevent access to protected copyrighted material. Additionally, the bill calls on the Secretary of Commerce to conduct a review every three years to determine if libraries, archives, or educational institutions are being adversely affected by the implementation of the law.

The House report that accompanies the Commerce Committee’s version of H.R. 2281 included a section with ‘Additional Views’ by Representatives Scott Klug (R-WI) and Rich Boucher (D-VA). Klug and Boucher indicate that while improvements had been made to the bill that they remained troubled by the implications of the bill, and they note that the bill would give copyright owners total authority to “lock up” their works and prevent “fair use” access. While some in the library and scholarly communities are willing, somewhat reluctantly, as are Klug and Boucher, to support the revised and improved H.R. 2281, the bill passed by the House in August includes the data base bill that many view as seriously flawed.

Restrictive Senate Declassification Amendment Put on Hold Until September — The Conference Committee deliberations on H.R. 3616 and S. 2057, the National Defense Authorization Act for Fiscal Year 1999, have ended without any resolution of the Senator John Kyl’s (R-AZ) amendment to require as part of the declassification process that every agency conduct a visual inspection of all permanent records of historical value which are over 25 years old to ascertain that they contain no pages with ‘restricted data’ or ‘formerly restricted data’ markings as required by the Atomic Energy Act for material that deals with nuclear weapons design information.

U.S. Archivist John Carlin has opposed the provision. In a strongly worded letter to the Office of Management and Budget, Carlin said that “passage of this provision would, in effect, completely nullify E.O. 12958,” the order which gives all agencies five years to review their most sensitive older, historical records and then requires that at the end of five years that all records over 25 years, that have not been exempted because of their sensitivity from the review process, be automatically declassified regardless of whether they have been reviewed. Carlin stresses that the page-by-page requirement of the Senate measure would be “prohibitive in terms of resources” and “would be more retrogressive than has ever been practiced since declassification efforts began in earnest in 1972.”

Emphasizing that the National Archives recognizes the importance of protecting ’restricted data,’ Carlin said that “this provision is unnecessarily strict” and he recommends “a risk assessment approach” that would involve a survey of all record groups to identify those records containing potentially sensitive information requiring an intensive page-by-page review.

As a result of mounting criticism of this amendment, which many view as severely crippling the current momentum toward increased openness, the leadership in the Congress and at the Department of Energy are working on compromise language that will be considered in September when the Conference Committee resumes its work.

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Library of Congress Bicentennial Commemorative Coins —
In August, the House passed by voice vote H.R. 3790, a bill to require the Secretary of the Treasury to mint coins in commemoration of the bicentennial of the Library of Congress which will take place in 2000. Proceeds from the sale of the coins will be used in large part to create an endowment at the Library of Congress to enrich America’s youth in the twenty-first century, primarily through the National Digital Library.

Report on the Future Of Copyright in the Digital Age —
In July the Copyright Office released a report titled, Project Looking Forward — Sketching the Future of Copyright in a Networked World. The report describes three “patterns” that arise as copyright law confronts changing technology: new subject matter, new uses, and decentralized infringement. The report finds that decentralized infringement—where copies can be made cheaply and distributed widely by individuals, as is possible via the Internet—presents the most significant challenge today for copyright law’s accommodation of new technologies. In spite of these challenges the report concludes that copyright law has a long history of adapting to technological advances, and that the possibilities of digital exploitation will not render copyright law obsolete. The report is available on the Web site of the U.S. Copyright Office at www.loc.gov/copyright/ under the heading “What’s New.” A print copy is available for $23 through the Government Printing Office at (202) 512-1800. Refer to the stock number 030-002-00191-8.

Senate Appropriations Committee Votes Increases for the NARA and NHPRC — On July 14, 1998, the Senate Appropriations Committee met and approved the Treasury, Postal Service, and General Government Appropriations Bill for FY’99 which includes the budgets for the National Archives and the grants program of the National Historical Publications and Records Commission (NHPRC). The committee set $221 million for the operating budget of the National Archives. The current operating budget is $205 million and the House bill includes $216.7 million for next year. The Senate bill earmarks $11.325 million, as compared with $10.45 million in the House bill, for buildings and repairs. The additional amount in the Senate bill is allocated for a facility in Alaska.

For the NHPRC grants program the Senate bill has budgeted $11 million, with $6 million to go for competitive grants and $5 million earmarked for the Center for Jewish History to assist in compiling records of Judaic history and digitizing them for worldwide use on the Internet. The House bill also includes $6 million for competitive grants, a 9 percent increase over the current level of $5.5 million.

While these increases are very favorable for the National Archives and NHPRC, some caution is needed for Senate Report 105-251 that accompanies this bill, S. 2312, the Senate Treasury Appropriations Bill, explains that portions of the budgeted amounts will be subject to “delayed obligations,” including $4.27 million of the $221 million budgeted for operating expenses of the National Archives. This would mean that $4.27 million would not be available until the very end of FY’99.

President Signs IRS Reform Bill with Archival Management Provisions — President Clinton signed into law on July 22, 1998, H.R. 2676, the Internal Revenue Service Restructuring and Reform Act of 1998. Among its many provisions, HR 2676 includes a section giving authority to National Archives employees to inspect IRS records for the purpose of appraising their records management practices. IRS has in recent years prevented National Archives employees from seeing many of their records claiming that under the Internal Revenue Code and case law, the IRS must maintain confidentiality and may not legally show such documents to the National Archives archivists. However, the National Archives has contended that the inability to examine records has complicated their review of many IRS records. The new law makes clear that the National Archives has the statutory authority to inspect records management practices of federal agencies and to make recommendations for improvement and emphasizes that this authority also applies to IRS records. (See “From the Archivist of the United States” on page 13.)
Under Court Order NARA Prepares to Return Portions of Nixon Tapes

In August the National Archives and Records Administration (NARA) began cutting apart the original White House tape recordings made by former President Richard Nixon so that portions that courts have ruled are the private property of the Nixon estate can be returned to it.

The National Archives, which has custody of the tapes, is in the process of opening those to which the government is entitled. In the continuing process of reviewing the tapes, NARA officials so far have identified approximately 820 hours of recorded conversations that must be returned, which is approximately 22 percent of the 3,700-hour total.

As ordered by the courts, the National Archives will have to destroy or return copies it has made as well as return the portions of the original tapes containing private or personal information. But archives officials are hopeful that the Nixon estate itself might preserve and someday make public at least some of the private conversations. Archivist of the United States John Carlin has formerly asked the Nixon estate "to accept the return of the entire master preservation copy so that the estate can preserve one intact copy of the private or personal information. This would allow the 'political' conversations, which are included in those private personal materials, to be preserved in context with other conversations and possibly to be made available to the public in the future."

President Nixon secretly recorded many conversations during his administration on tapes that came to light during the "Watergate" investigation. The Presidential Recordings and Material Preservation Act of 1974, which the Supreme Court upheld as constitutional in 1977, requires that the National Archives review these tapes, identify and return "private or personal" conversations, and retain the rest, opening to the public materials such as conversations related to "abuse of governmental power."

CLIR Publishes Reports On Digitization

- *Digitizing Historical Pictorial Collections for the Internet*, by Stephen E. Ostrow, published in June 1998 by the Council on Library and Information Resources (CLIR), deals with the issues institutions should address when making large historical pictorial collections available over the Internet. The report explicitly focuses on the possibilities and limitations of digitization of images for the Internet, as opposed to publication of digital images on CD-ROM. In Europe the report will be distributed free of charge by the European Commission on Preservation and Access. Outside Europe the report is distributed by CLIR.

- *Selecting Research Collections for Digitization*, by Dan Hazen, Jeffrey Horrell, and Jan Merrill-Oldham of Harvard University, published by CLIR in August 1998, is one of a series that explores issues and problems institutions must address when undertaking digital conversion projects. The authors include an extensive sequence of practical questions, the answers to which will facilitate the selection process for library managers. They place considerations of what to digitize, and how to do so, into the larger framework of collection building by focusing, first, on the nature of the collections and their use, and, second, on the realities of the institutional context in which selection decisions are made. Their method is helpful in its pragmatic approach to the unsettling dynamism of the digital technology itself. They view technology as a tool to serve specific collections-related goals, and they assess the available technology for its ability to aid or obstruct access and preservation. *Selecting Research Collections for Digitization* is available for $15.

To order these reports, contact: CLIR, 1755 Massachusetts Avenue, N.W., Suite 500, Washington, DC 20036-2188 or fax (202) 939-4765. from CLIR, 1755 Massachusetts Avenue, N.W., Suite 500, Washington, DC 20036-2188 or fax (202) 939-4765.

University of Miami Library Receives Digital Library Grant

The University of Miami Library, in collaboration with Florida International University Library and the Historical Museum of Southern Florida, has received a Library of Congress/Ameritech Digital Library Grant for $137,188. The library received one of seven 1998 awards following a peer review process that considered sixty-eight submissions.

"Reclaiming the Everglades: The Environmental History of South Florida, 1884-1934" will digitize approximately 10,000 images, including photographs, diary pages, letters, printed texts, postcards and other historical materials at the three institutions that document the evolution of the Everglades.

Seminole Indian Hunting in the Everglades, 1911. This photograph is one of approximately 10,000 items that will be digitized as part of the University of Miami Library's project, "Reclaiming the Everglades: The Environmental History of South Florida, 1884-1934."
FEMA Seeks Conservation Expertise

The Federal Emergency Management Agency (FEMA) and the National Task Force on Emergency Response are recruiting conservation and preservation professionals for post-disaster assistance teams and mitigation research.

In the event of a major disaster, FEMA can "mission-assign" employees from other federal agencies to participate on damage assessment and technical assistance teams. FEMA can also contract with individuals from the private sector to assist with mitigation inspection and evaluation projects. Both federal and private sector recruits will be included in a new database called the Federal Cultural Heritage Roster.

Expertise is needed in a wide range of conservation and historic preservation specialties. Training and/or experience in damage assessment, on-site technical assistance, disaster response and salvage techniques, or disaster recovery practice are preferred. Candidates must be available for temporary field assignments on short notice.

The Federal Cultural Heritage Roster will be managed for FEMA by Greenhorne & O’Mara, Inc., a firm based in Greenbelt, Maryland. G&O currently maintains for the FEMA Mitigation Directorate a national database of engineering experts called the Building Performance Assessment Team (BPAT) Roster.

The National Task Force on Emergency Response, co-sponsor of the project, is a public-private partnership committed to providing coordinated, expert assistance to cultural institutions and the public in times of disaster. The task force is an initiative of FEMA, the Getty Conservation Institute and Heritage Preservation.

If you are interested in becoming a member of the Federal Cultural Heritage Roster, please request an application packet from: Eric Letvin, Greenhorne & O’Mara, Inc., 9001 Edmundson Road, Greenbelt, MD 20770; (301) 982-2800, ext. 611; fax (301) 220-2606; eletvin@G-and-O.com.
U.S. Catholic Documentary Heritage Project

The Association of Catholic Diocesan Archivists (ACDA), and the Archivists of Congregations of Women Religious (ACWR) as well as archivists at Catholic colleges and universities are working together with the U.S. Catholic Historical Society (USCHS) to create the U.S. Catholic Documentary Heritage Project, the aim of which is to provide an online guide to repositories and collections of primary sources documenting the history of Catholicism in the United States. This project will place information from Catholic archival repositories and collections on the Internet via the cooperation and assistance of Catholic Online with the guidance of Catholic archivists. The project will be carried out in incremental stages beginning with the creation of an online directory containing standardized summary information about individual Catholic repositories. Later stages would include the addition of more detailed information about their collections.

An Archives Committee is providing direction regarding project scope and content and will facilitate communication with the archival community. It consists of ACDA members Joseph Coen, Kathleen Signor, and John Treanor; Sister Rita King, representing ACWR; Timothy Meagher, representing Catholic historians and bringing his National Archives experience to the project. Equipment purchase and technical support for the project will be provided by Catholic Online.

Phase I of the project, involving the creation of an online directory containing standardized summary information about each repository, is still in its data collection phase. As of July, 169 replies have been received: 101 from religious congregations, 50 from diocesan archives, 16 from Catholic colleges/universities, and two unclassified others. While this response is encouraging, the project still would like to reach as many Catholic archivists and repositories as possible.

If you are the archivist of a Catholic institution and have not received a letter and data collection form, or if you have any questions, please contact: Joseph Coen, Diocese of Brooklyn, (718) 229-8001 ext. 475, fax (718) 229-2658 or FXMLIB2@concentric.net. For religious congregations contact: Sr. Rita King, Sisters of Charity of New York, (718) 549-9200 ext. 213. Repositories that already have a Web site should contact: Billy Thomas, Catholic Online, bthomas@catholic.org or call (805) 869-1000 to facilitate setting up a link between sites.

The second stage envisioned by the archives committee involves the addition of more detailed collections information, such as finding aids, and/or sample images of types of documents found in the repositories from those without detailed finding aids. Stage three will involve the addition of scanned images/documents. Participation in these stages will be up to the individual repositories. The details of the later stages will be worked out with the input of Catholic archivists (including the ACDA, ACWR, and archivists of Catholic universities and colleges), the USCHS, and Catholic Online. Anyone wishing to have input to the project should contact the members of the Archives Committee at the numbers given above.

SHRB Report Available

Ensuring a Future for Our Past, the strategic plan and report of New York’s State Historical Records Advisory Board (SHRB) is now available in both published form and via the Internet. SHRB’s plan lays out an ambitious agenda aimed at all organizations and individuals responsible for historical records in New York.

The report identifies five priorities that are critical to address in the next decade: educating the public; ensuring comprehensive documentation; providing broad access; providing professional education and development; and increasing advocacy and support. The report identifies goals, objectives, and recommended activities within each priority area. SHRB’s findings are based on considerable data gathered through a historical records repository survey (with over 700 respondents), a survey of local governments, focus groups on special topics, a consultant’s assessment of the state archives, and public meetings.

The published report and a summary brochure are available from: SHRB, Room 9C71, Cultural Education Center, Albany, NY 12230; (518) 474-6925; nyshrab@unix6.nysed.gov. Or at the SHRB Web site: http://www.shrab.nysed.gov.
ICA Adds Architectural Records Section

The International Council on Archives (ICA) added a new organizational section on architectural records in Edinburgh, Scotland, in July. Eighteen archivists from twelve countries attended the founding meeting, which was held in conjunction with the ninth annual conference of the International Confederation of Architectural Museums (ICAM). Participants identified several matters that the new section will address: the scope and definition of architectural records; the use of the fonds as a unit of arrangement; the distinction between an original record and access copies, the problems posed by the use of new technologies by architects; and problems of storage and preservation of architectural materials.

Conference Promotes Women’s Information Services

The International Information Centre and Archives for the Women’s Movement (IIAV) hosted the “Know-How Conference on the World of Women’s Information” in Amsterdam in August. Two hundred women representing women’s information centers in Africa, the Americas, the Middle East, Eastern and Western Europe, and Australia and the Pacific participated in a series of sessions and activities aimed at the development and promotion of the accessibility and visibility of women’s information services around the world. Particular subjects addressed were: the professional development of women’s libraries, archives, and documentation and information centers; policy decisions within the collections; women’s information as an instrument for policy making; and developing women’s information policy and positioning women in the world of information services. For details, write to IIAV, Obiplein 4, 1094 RB Amsterdam, Netherlands.

Czech Republic Launches Digitization Project

The National Library of the Czech Republic in Prague has launched a digitization project called “Memoriae Mundi Series Bohemica.” The project is part of UNESCO’s Memory of the World program. “Memoriae Mundi Series Bohemica” will digitize a group of the oldest documents held by the Czech National Library, documents dealing with the proto-Reformation leader John Hus in particular. The purpose of the project is to provide access to these fragile manuscripts, thereby preserving the originals. Visit the “Memoriae Mundi Series Bohemica” Web site at http://digit.nkp.cz.

Exhibit Celebrates 150th Anniversary of Hungarian Revolution

The National Library of Hungary in Budapest has mounted an exhibit celebrating the 150th anniversary of the Revolution of 1848. Led by a an alliance of liberal nobility and radical intellectuals, the revolution sought to modernize and democratize Hungarian society. It also sought to achieve self-determination for the Hungarian nation. Mounted in three separate rooms, the exhibit uses documents, prints and graphics and publica-

British Top Secret Files from WWII Released

In July, the British Public Record Office (PRO) released over one thousand files relating to the activities of the Special Operations Executive (SOE) in Western Europe during World War II. SOE was a secret wartime organization set up to conduct sabotage in enemy-occupied countries. The materials released in July document the work of agents in Austria, Belgium, France, Germany, the Netherlands, the Iberian peninsula, Italy, Liechtenstein, Switzerland and the Channel Islands. Included in the materials are files relating to X Section, the network of agents active in Germany. X Section developed plans, code-named Operation Foxley, to assassinate Hitler late in the war. The plans were never carried out however. Hitler’s increasingly erratic behavior and his tactical errors following the D-Day invasion were seen as more of a help than a hindrance to the Allied cause.

New Head of National Archives of France

Philippe Belaval has been named head of the National Archives of France. He succeeds Alain Erlande-Brandenberg, who became archivist in 1994. Prior to his archives appointment, Belaval was associated with the Biblioteque de France at Tolbiac, becoming director general of that institution in 1994. Before that he served as director general of the Opera de Paris. Mr. Belaval is a graduate of the prestigious Ecole Nationale d’Administration and spent a number of years in the area of government cultural administration.

THE ARCHIVAL IMAGE:
COLLECTED ESSAYS

Eric Ketelaar

These essays, by the former General State Archivist of the Netherlands and previously published in a variety of archival journals, address an array of topics: fundamental responsibilities of the archival profession, preservation, access, right to privacy, ethical dilemmas, the relationship between archival institutions and citizens, “founding fathers,” subject retrieval, electronic archives, and much more.

Hilversum Verloren (1997) 124 pp., paper
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Product Code 344

To order, contact: SAA Publications, 527 S. Wells St., 5th Floor, Chicago, IL 60607 (312) 922-0140, fax (312) 347-1452, tsrudivant@archivists.org.
CALENDAR

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.

September 28-30
Joint RLG and NPO Preservation Conference: “Guidelines for Digital Imaging” at the University of Warwick, England. For more details, visit: www.rlg.org/preserv/joint/ or contact RLG at (650) 691-2333.

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. Contact: Geir Gundersen, geir.gundersen@fordlib.nara.gov or (734) 471-2218; Brian Williams, bwms@umich.edu or (734) 764-3482.

October 18-24
“Celebrate Women’s History in Ohio” is the theme of the annual Archives Week sponsored by the Society of Ohio Archivists. According to George Bain, head of archives and special collections at Ohio University’s Alden Library and coordinator of Archives Week, this will be the third in a series of celebrations that are leading up to the bicentennial of Ohio statehood in 2003. This year the focus is on the wealth of records that tell the story of the vital role women have played in Ohio’s rich history. A series of workshops for women’s groups are planned and will examine what organizational records should be kept and how they should be organized. Contact: George Bain at (740) 593-2713 or gbain1@ohiou.edu.

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 21

October 27-29
‘Preservation Options in a Digital World: To Film or To Scan,’ a workshop on preservation microfilming and digital imaging of paper-based materials at the University of Michigan, 806 Harlan Hatcher Graduate Library, Central Campus in Ann Arbor, MI. This workshop, sponsored by the Northeast Document Conservation Center, will be presented by Susan Wynn, Paul Conway, Lisa Fox, Bob Mortice and other guest speakers. Fee: $250 (includes a copy of Introduction to Imaging, by Howard Besser and Jennifer Trent). Contact: Susan Wynn at NEDCC (978) 470-1010, wrynn@nedcc.org.

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 1-5
Internet Librarian ’98, the Internet conference and exhibition for librarians and information managers, Monterey, California. Contact: Information Today, 143 Old Marlton Pike, Medford, NJ 08055; (800) 300-9868 or (609) 654-6266; fax (609) 654-4309.

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) 727-0369; libspam@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

December 7-12
Association of Moving Image Archivists (AMIA) 8th Annual Conference, “Fifty Years of Television” at the Fontainebleau Hilton, Miami Beach, Florida. For further information, see the AMIA Web site: http://www.amianet.org or contact: Janice Simpson, AMIA Administrative Coordinator, (310) 550-1300; fax (310) 550-1363; amia@ix.netcom.com.

April 19-21, 1999
“Preservation Management: Between Policy and Practice,” a European conference organized by the Koninklijke Biblioteek (KB), national library of the Netherlands, the IFLA-PAC, and the European Commission on Preservation and Access (ECPA), to be held at The Hague. The conference will focus on organizational, financial and managerial aspects of preservation. The central theme will be the interaction between theory and practice. Participants will be expected to make their own arrangements. Information and registration forms will be posted at www.konbib.nl/pmc. Contact: ECPA, P.O. Box 19121, 1000 GC Amsterdam, The Netherlands; fax (405) 325-6419; kosmerick@ou.edu; www.ou.edu/special/Carl Albert Center.

FUNDING

AIP Center for History of Physics Grants
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 $2500 each. They can be used only to reimburse direct expenses connected with the work. Preference will be given to those who need funds for travel and subsistence to use the resources of the Center’s Niels Bohr Library (near Washington, DC), or to microfilm papers or to tape-record oral history interviews with a copy deposited in the library. Applicants should name the persons they would interview or papers they would microfilm, or the collections at the library they need to see; you can consult the online catalog at our Web site, http://www.aip.org/history, and please feel free to make inquiries about the library’s holdings. Applicants should either be working toward a graduate degree in the 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 vita, a letter of no more than two pages describing your research project, and a brief budget showing the expenses for which support is requested to: Spencer Weart, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740; phone: 301-209-3174, fax: (301) 209-0882, sweart@aip.org.

Deadlines for receipt of applications are June 30 and December 31 of each year.

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 191, University of Oklahoma, Norman, OK; (405) 325-6372; fax (405) 325-6419; kosmerick@ou.edu; www.ou.edu/special/albertcenter/visit.html.

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.wwu.edu/~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: Nancy L. Boothe, SAA Awards Committee Co-Chair, Rice University, Fondren Library MS44, 6100 Main Street, Houston, TX 77005-1892; (713) 527-8101; fax (713) 285-5258; boothe@rice.edu.

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. 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 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.

Library of Congress/Ameritech National Digital Library Competition
With a $2 million gift from Ameritech, the Library of Congress is sponsoring a competition to enable public, research and academic libraries, museums, historical societies and archival institutions (except federal institutions) to create digital collections of primary resources. These digital collections will complement and enhance the collections made available on the Internet from American Memory, a project of the National Digital Library Program at the Library of Congress. The National Digital Library is envisioned as a distributed collection of converted library materials and digital originals to which many American institutions will contribute. The third year of the three-year competition provides for awards of up to $75,000 for individual institutions and up to $150,000 for eligible consortia for projects than can be accomplished in 12 to 18 months. For the 1998-99 cycle, the competition is especially interested in proposals that illuminate the “Meeting of Frontiers”; it is also interested in “Science and Technology” and “Church and Society.” Guidelines for entering the Library of Congress/Ameritech National Digital Library Competition are available from the competition’s Web site at lcweb2.loc.gov/ammem/award/.

The National Center for Preservation Technology and Training
has issued its 1999 Call for Proposals for CPTT’s Preservation Technology and Training Grants program. The PTT Grants program has awarded over $500,000 each year since 1994 for innovative work in research, training and information management projects on technical issues in historic architecture, archeology, historic landscapes, objects and materials conservation, and interpretation. Grants are available in eight categories—information management; training and education; applied/fundamental research; environmental effects of outdoor pollutants; technology transfer; analytical facility support; conference support; and publications support. The 1999 Call for Proposals is available via: e-mail—send a blank message to pttgrants@ncptt.nps.gov and the call for proposals will return automatically; fax-on-demand—call (318) 357-3214 and follow the recorded instructions to receive a catalog of documents that includes the call for proposals; Web—visit www.ncptt.nps.gov and click on “Preservation Technology and Training Grants”; Brochure—Request a print-ed copy of the call for proposals by sending an e-mail message to ncptt@ncptt.nps.gov; call (318) 357-6464, or writing NCPTT, NSU Box 5682, Natchitoches, LA 71497. Application deadlines are mid-December 1998. PTT Grants are funded by federal appropriation and awards are subject to availability of funds. For more information, contact John Robbins, NCPTT Executive Director at (318) 357-6464; fax (318) 357-6421; john_robbins@ncptt.nps.gov.

NHPRC Fellowship in Archival Administration: 
Apply to be Host Institution
For the 1999-2000 year the National Historical Publications and Records Commission
[NHPRC] is offering one fellowship in archival administration. NHPRC is now accepting applications from archival repositories interested in serving as host institution for the fellow to be selected. Not-for-profit organizations and institutions, state and local government agencies, and federally acknowledged or state-recognized Native American tribes or groups are eligible to apply. The position will focus on active, hands-on experience in administration and management. The application deadline is October 1, 1998. NHPRC views the fellowship program, now in its eleventh year, as an opportunity for professional archivists with two to five years’ work experience to gain new or additional experience with administrative procedures and problems. Archives interested in applying to serve as the host institution should be able to expose the fellow to a wide variety of archival administrative experiences, as well as formal management or supervisory training, during the nine to twelve months that the fellow will be working with the host’s archival staff. In addition, the project director should be a mentor to the fellow, and as such should plan for quality time to be spent with the selected individual. For the 1998-99 fellowship year, the host institution is the Seeley G. Mudd Manuscript Library at Princeton University. The fellow’s stipend is $35,000, with a benefit payment of $7,000. Host institutions also are given $1,500 to interview prospective applicants and to use for the selected fellow’s professional travel during the fellowship year. The host institution will be chosen by December 1, 1998. At that time, application forms for prospective individual fellows will be made available. Individual applications are due March 1, 1999. The fellow will be selected by the host institution from the pool of eligible applicants. The fellowship will begin in the late summer or early fall of 1999. NHPRC strongly encourages any interested archives to contact its staff to discuss its application. Commission staff will work with prospective applicants to assure that their proposals include the range of administrative opportunities desired by NHPRC. Prospective institutions should request guidelines and applications forms from: NHPRC, National Archives and Records Administration, Room 106, Washington, DC 20408-0001. Forms are also available at http://www.nara.gov/nara_nhprc/training.html. Host applications must be received no later than October 1, 1998. For further information, contact: Laurie A. Baty at (202) 501-5610 or laurie.baty@arch1.nara.gov.

The Peabody Essex Museum in Salem, Massachusetts, is accepting applications for fellowships to encourage use of its library and museum collections for research and publication on New England history and culture. Fellowships are open to advanced scholars, graduate students, independent scholars, and library and museum professionals. Stipends are $750 for one month; free housing in a studio apartment is available. Applications are due January 31, 1999 for projects beginning after June 1, 1999. For information and application forms, contact: Fellowship Program, Phillips Library, Peabody Essex Museum, East India Square, Salem, MA 01970; (978)745-9500 ext. 3032; jane_ward@pem.org.

The Recording Academy Grants
The National Academy of Recording Arts & Sciences, Inc., also known as the Recording Academy, awards grants to organizations and individuals to support efforts that advance 1) The archiving and preservation of the music and recorded sound heritage of the Americas; 2) Research and research implementation projects related to music teaching methodology in early childhood and the impact of music study on early childhood development; and 3) The medical and occupational well-being of music professionals. Priority is given to projects of national significance, that achieve a broad reach and whose final results are accessible to the general public. Grant amounts generally range from $10,000-$20,000. For projects of particularly broad scope or importance applicants may request support in excess of the standard guidelines. The Recording Academy reserves the right to award each grant on a case by case basis. Grant requests may span a time period from twelve to twenty-four months. The grant application is available online at http://www.GRAMMY.com/grantprogram. Applicants must use current grant application only.

The Morris K. Udall Archives Visiting Scholars Program
The University of Arizona Library Special Collections houses the papers of Morris K. Udall, Stewart L. Udall, David K. Udall, Levi Udall and Jesse Udall. The Library’s holdings also include related papers of noted politicians Lewis Douglas, Henry Ashurst and George Hunt. To encourage faculty, independent researchers, and students to use these materials, the Morris K. Udall Archives Visiting Scholars Program will award up to three $1,000 research travel grants and four $250 research assistance grants in the current year. Preference will be given to projects relating to issues addressed by Morris K. Udall and Stewart L. Udall during their long careers of public service: environment, natural resources, Native American policy, conservation, nuclear energy, public policy theory and environmental conflict resolution. Eligibility: The grants are open to scholars, students, and independent researchers. The awards: The $1,000 research travel grants will be awarded as reimbursement for travel to and lodging expenses in Tucson, Arizona. These grants do not support travel to locations other than Tucson. The $250 research assistance grants will be awarded to assist local researchers. Application Procedures: Applications will be accepted and reviewed throughout the year. Please mail a completed application form with three sets of the following materials: 1) A brief essay (2-4 pages) describing your research interests and specific goals of your proposed project; and 2) A brief (2-3 page) vita. To request an application, contact: Roger Myers, University of Arizona Library, Special Collections, Room C206, P.O. Box 210055, Tucson, AZ 85721-0055; rmyers@library.arizona.edu.

CALL FOR PAPERS & PROPOSALS
1999 SAA Annual Meeting and Preconference Workshops
You are invited to submit program proposals for sessions and preconference workshops at the 1999 annual meeting of the Society of American Archivists in Pittsburgh next August. See pp. 25-28 for details.

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
phenomenon—the breakdown of information relevance to archival practice; is our move to preservation, follow a code of ethical conduct, principle of original order, use rules for measure of distinction?; do standards mean information disciplines and interdisciplinary communication barriers?; with converging standardize an outcome of yet another global They include: the theory of standards and its make electronic records accessible. network, and search for means to keep and enforce standards' for institutional accredita­ tion of records, arrange archives according to the range of archival endeavors. We apply criteria such as copyright, access to information, privacy, and certification of cultural property laws. Moreover, archivists have become active agents in promoting, developing, adopting and applying standards to a broad range of archival endeavors. We apply criteria to appraise the archival and monetary value of records, arrange archives according to the principle of original order, use rules for archival description, adopt standards of preservation, follow a code of ethical conduct, invoke standards for archival education, enforce standards for institutional accreditation, study data structure standards to support a national archival information network, and search for means to keep and make electronic records accessible.

This theme is intended as a means to consider and debate a range of issues and ideas about the evolution and application of standards within the archival community. They include: the theory of standards and its relevance to archival practice; is our move to standardize an outcome of yet another global phenomenon—the breakdown of information and communication barriers?; with converging information disciplines and interdisciplinary approaches—are we using standards as a measure of distinction?; do standards mean uniformity and in turn conformity?; is that necessarily good or bad?; what is the impact of changing legal requirements for administering archives in the areas of copyright, privacy or rules of evidence for electronic records?; what infrastructure and resources are needed to support our standards?; what application do international standards have to our profession and how do we measure up?

Conference and individual session formats will be determined on the basis of the proposals received. The Program Committee welcomes proposals for both individual papers and complete sessions. The proposal must include the following information: paper and session [if applicable] title(s); participant(s) contact information; proposal abstract—maximum 250 words per paper proposal. Full session proposals should include individual abstracts for papers proposed and a session description.

The deadline for submission of proposals is October 2, 1998. Proposals should be sent to one of the 1999 program co-chairs: Ian Forsyth, University Archivist, Archives Department, 8888 University Drive, Simon Fraser University, Burnaby, BC Canada V5A 156; (604) 291-3262; fax (604) 291-4047; ian_forsyth@sfu.ca. Brian Masschaele, AAO Archives Advisor, 395 Wellington Road, P.O. 25172 London, ON Canada N6C 6A9; [519] 858-0787; fax [519] 858-0682; advisor@execulink.com.

**WANTED**

**Helen Hunt Jackson Letters**

For a literary biography of Helen Hunt Jackson (1830-1885), prominent American writer and Indian rights activist, I am eager to learn of the existence of any manuscript letters written by or to Helen Hunt Jackson. To date, I have located approximately 1,000 Jackson letters in over 50 libraries and historical societies nationwide, but I believe many more letters exist. For instance, I have been unable to locate Jackson's thirty-year correspondence with Sarah Woolsey (the writer "Susan Coolidge"), though it was available to Jackson's 1939 biographer. My book is slated for publication in early 1998 by the University of California Press. Please send any information as soon as possible to: Kate Phillips, Ph.D., Visiting Scholar, Stanford University, 921 College Avenue, Palo Alto, CA 94306; [650] 856-9867; kate730@flash.net. Thank you.
The 1999 Program Committee invites submission of proposals for the SAA annual meeting in Pittsburgh, which will be held August 23-29, 1999. The committee is particularly interested in receiving proposals that support its special emphasis on “Meeting the Challenge of Contemporary Records.” The primary focus of the 1999 meeting will be to emphasize three aspects of the contemporary records challenge: creation, preservation, and access. Proposals for individual papers or full sessions are welcome. They may explore how our traditional theory and methods address new technological realities, or suggest new approaches that archivists can use to meet this challenge. The committee also encourages proposals that include the perspective of allied professionals and nonarchivists. A fuller explanation of “Meeting the Challenge of Contemporary Records” is available on the SAA Web site under “Annual Meeting” (www.archivists.org).

Guidelines for program proposals:

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

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

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

1999 Program Committee members are available to answer questions regarding session proposals, or to make suggestions regarding issues to address, or possible participants. Direct inquiries to the committee chair, Timothy Ericson, at the address below or e-mail tle@gml.lib.uwm.edu. These guidelines are suggestive. Please note that archivists who participate in the program must register and secure institutional or personal funding. Nonmembers who are not archivists are eligible for complimentary registration upon request. Send all proposals to:

Timothy Ericson
University of Wisconsin at Milwaukee
The Golda Meir Library
2311 E. Hartford / POB 604
Milwaukee, WI 53201

PROPOSALS MUST BE POSTMARKED NO LATER THAN October 9, 1998.

Proposal form on reverse.
1999 SAA PROGRAM PROPOSAL
Please type. Deadline: Postmarked by October 9, 1998.

Proposed by: 
Institution: 
Mailing Address: 
Phone    Fax    E-mail

1. Session Title: 

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

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

PARTICIPANTS: Contacted/Agreed to Participate?  SAA Member
Name: □ Yes  □ Yes 
Institution: □ No  □ No 
Mailing Address:  
Phone    Fax    E-mail

Name: □ Yes  □ Yes 
Institution: □ No  □ No 
Mailing Address:  
Phone    Fax    E-mail

Name: □ Yes  □ Yes 
Institution: □ No  □ No 
Mailing Address:  
Phone    Fax    E-mail

Name: □ Yes  □ Yes 
Institution: □ No  □ No 
Mailing Address:  
Phone    Fax    E-mail

4. Description of proposal: Please follow the outline format below and submit your description on an additional sheet(s).
   A. Overall purpose of the session (2-3 sentences) 
   B. Intended audience, including skill level and topic category 
   C. Content description (50 words or less) 
   D. What participants will know and/or be able to do differently after attending this session 
   E. Significance of the session (25 words or less) 

5. Audiovisual Requirements:

For Committee Use
Number: 
Postmarked: 

ARCHIVAL OUTLOOK SEPTEMBER/OCTOBER 1998
CALL FOR
PRE-CONFERENCE WORKSHOP PROPOSALS
1999 SAA ANNUAL MEETING

The Education Office of the Society of American Archivists invites proposals for pre-conference workshops to be held in conjunction with the 63rd SAA annual meeting scheduled to be held in Pittsburgh, Pennsylvania, August 23-29, 1999.

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

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

SEND ALL PROPOSALS TO:

Joan E. Sander, Education Director
Society of American Archivists
527 S. Wells St., 5th Floor
Chicago, IL 60607
312/922.0140 fax: 312/347.1452 jsander@archivists.org

PROPOSALS MUST BE POSTMARKED NO LATER THAN NOVEMBER 1, 1998.

1999 SAA PRECONFERENCE WORKSHOP PROPOSAL

Proposed by:
Institution:
Mailing Address:

Phone Fax E-mail

1. Workshop Title: _________________________________________________________

2. Proposed Instructor(s) (attach instructor's vita, including teaching experience):

Proposal form continued on reverse.
3. If this proposal is submitted on behalf of an SAA group, give name of group: ____________________________

4. Length of workshop (1-3 days): ____________________________

5. Workshop Goals Statement (e.g., participants will be given an overview of X): ____________________________

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

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

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

9. Detailed Outline (please put this in the form of a daily schedule on a separate sheet).

10. Advance readings totaling no more than 75 pages (please list complete citations): ____________________________

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

12. Audio-visual requirements: ____________________________

13. Is an honorarium for instructor(s) requested? □ Yes □ No
President’s Message
continued from page 3

clearly how the plan placed SAA in a competitive position to attract a strong roster of candidates. Second, we have seen the plan’s value in working with external advocacy groups and in the public policy arena where we routinely need to justify our authority in commenting on public policy issues. Third, we have realized benefits from the plan’s pre-identification of issues that require attention and organizational structuring so that we as archivists can effect change. Because the plan identified certain issues as being of critical importance to archivists, we no longer have to worry over whether attention to certain matters, such as electronic records or continuing education, as opposed to others, is inordinate.

A strategic plan is not a simple device to move us from point A to point Z. Rather, all of us need to recognize that the world in which SAA works is a nonlinear one where specifically planned processes often fail as we confront the complex fractals of people, technologies, politics, institutions, commerce, and change. What a plan can do is identify the most pressing issues and most appropriate approaches for addressing them. A new strategic plan should establish what SAA’s priorities will be as we steer a course for archivists through the chaotic natural world of archives and archivists over the next few years.

So stay tuned, and let us know what priorities you would like to see emphasized in the next plan as we keep working on the factory of SAA.

Wilfred I. Smith
continued from page 9

he eventually became director and then assistant dominion (national) archivist in 1965. He succeeded W. K. Lamb as Dominion Archivist in 1970. His participation in the Canadian historical community was extensive. He was a fellow of the Society of American Archivists as well as a member of the Historic Sites and Monuments Board and the Canadian Permanent Committee on Geographical Names. He served on the Executive Committee and then as Deputy Secretary General of the International Council on Archives. He became an Officer of the Order of Canada in 1985.

Smith’s role as Dominion Archivist contributed to the tremendous growth of activities and staff at the Public Archives during the 1970s. The growth of the Systematic National Acquisition Program (SNAP) for private acquisitions, government records acquisition, expansion of record centers in all parts of Canada as well as stronger assistance to government departments in records management matters can be attributed to Smith’s tenure at the helm of the archives. His warmth and kindness as well as his commitment to the staff of the archives will be most fondly remembered.

National Archives of Canada
about 1-1.5 years in every five. The trend toward a larger older population in the U.S. will be gradual until 2010, when the older population will grow by 73% (between 2010 and 2030) as the first Baby Boomers turn 65 and the grandparent boom begins.

— The U.S. is becoming a society of diverse racial and ethnic minorities. By 2020, those we call minorities today will be 36% of all Americans. The future U.S. population will be composed of older white people and younger minorities. As a result, the workforce is becoming more diverse. By 2005, the 150 million U.S. workforce will be 73% white, 12% African American, 11.2% Hispanic, and 4.3% Asian and other ethnicities.

— The Baby Boom, whose entry level numbers kept the workforce young in the 1970s, now leads the middle-aging of that workforce into the 21st century. The median age of the workforce, which has dropped to 34.5 in 1979, will rise to 38.9 by 2000. The end of the 1990s will see the completion of a shift to a workforce and a society dominated by middle aging boomers. This means a more experienced, educated workforce, but at a higher cost in compensation and benefits.

— The contingent workforce is growing. Fewer people now have permanent jobs, and fewer still expect to keep those jobs for most of their working lives. Using a broad definition of contingency, about 25-31% of the workforce are contingent. Since the mid 1980s corporations have laid off more than 3.5 million workers.

— Businesses and organizations are in the information business. As information systems and the Internet expand, nearly every system creates information. Often, this information is more than a business or organization needs to operate and the surplus can lead to the development of smarter products and services, or to new products and services that would not have been available without the generated information. (I note here too the obviously profound impact this development has and will continue to have on the archival profession.)

— Work is being redistributed across the globe. The fundamental reorganization of corporate structure over the last decade has resulted in the decentralization of production, research, design, marketing and management around the globe.

These are just a few of the trends affecting us today and certainly in the decades to come. I’m sure together we could easily come up with a couple dozen more. One significant objective in revising the strategic plan is to find meaning and connections within our society and our profession in order to realize our collective aspirations.

It’s important to keep in mind how interrelated these trends are, and that we need to consider these and others as part of a much larger picture. To place ourselves securely and well within the framework we will need to envision and work to create entirely new realities. Perhaps most of all, these trends bespeak the much vaunted pace of change we experience day by day and week to week. In contemplating the effect of change on our lives, I’ve come to believe we can channel this energy toward highly productive ends. I’ve also come to believe strongly in the efficacy of envisioning and communicating new ways of thinking and seeing the world around us. The mere act of creating a map leads us toward our goals.

At its heart, a strategic plan articulates a desired reality. To create that reality we will need your energy and your active participation. With your intelligence, energy, and good will we will together find our guideposts into the next century. Not one of us will ever get there alone. ✪
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, email, 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 312/622-0140, fax 312/347-1452, tbrinati@archivists.org.

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

ARCHIVIST

Foley Library
Gonzaga University
Spokane, Washington

Gonzaga University seeks an archivist to manage the Hartford Health Information Archives, a collection of personal records and health histories of people exposed to radiation releases from the Hanford Nuclear Reservation. The archives is a federally funded repository of information operated by Gonzaga University’s Foley Library under the guidance of the Hanford Health Information Network, and on behalf of the Washington, Idaho, and Oregon state health departments. For more information, see http://www.hhina.org.

Responsibilities: Include broad responsibility for formulation of archives policies and procedures, training and supervision of archives staff, development of electronic databases and other access mechanisms, performance of archives public and technical service functions, and performing outreach and public relations on behalf of the archives.

Qualifications: Master’s degree in library or archival studies and two to five years of professional experience, including administrative responsibility. Experience with medical or health information service is desirable. Salary: Salary range between $35,000-$43,000, commensurate with qualifications and experience, beginning October 1, 1998, subject to approval of funding for the 1998/1999 federal fiscal year.

Contact: Thomas L. Carter, Associate Dean of Library Services, Foley Library, Gonzaga University, 503 E. Boone, Spokane, WA 99285-0001; (509) 323-6525; cartert@gonzaga.edu. Send application letter and resume, including names, addresses and telephone numbers of three professional references. Review of applications will continue until position is filled.

ARCHIVIST/ASSISTANT UNIVERSITY LIBRARIAN

Florida Atlantic University
Boca Raton, Florida


COLLECTIONS SUPERVISOR

Wood Library-Museum of Anesthesiology
Park Ridge, Illinois

The Wood Library-Museum of Anesthesiology (WLM), an affiliate institution of the American Society of Anesthesiologists, is seeking an individual with training in archival management and museum registration to fill the position of collections supervisor. The successful candidate will devote full-time to organize and maintain the extensive archival and museum collections consistent with established standards of the archive and museum management communities. Duties and Responsibilities: Under the direction of the librarian, and in conjunction with the WLM board of trustees, the collections supervisor carries out assignments to serve physicians, researchers, trustees, fellow employees of the parent organization and the public. This staff member will initiate an inventory of the museum and archive collections, which include museum artifacts, the print and written media, sound recordings, video cassettes and films, art and photographic images. Subsequent stages of work will involve acquisition, restoration, preservation, cataloging/registration, safe storage and efficient retrieval of the collections. In
due course, standard procedures in processing and registering the collections will be developed. This individual will also assist in developing displays and exhibits.

**Qualifications:** The successful collections supervisor candidate should have a degree in archival management and training in museum registry, with strong background on current computer software application systems for archival and museum management and communication. This position also requires strong communication and organizational skills, ability to plan, conduct and evaluate appropriate programs and projects related to the archives and the museum.

**Salary and Application Deadline:** Salary commensurate with experience and qualifications. Applications will be received until position is filled. Prospective candidates may apply by letter with curriculum vitae to: Librarian, Wood Library-Museum of Anesthesiology, 520 N. Northwest Highway, Park Ridge, IL 60068-2573.

**CURATOR, MANUSCRIPTS AND ARCHIVES**

**Library Division**
Indiana Historical Society
Indianapolis, Indiana

**Search Reopened**

The curator, manuscripts and archives, is responsible for processing collections; planning, procedures, and policies for the manuscripts department, which includes manuscript, archival, and architectural collections; preparing recommendations for departmental budget; supervising two full-time and one part-time professional positions; collection development, including retroacquisition within the department, assisting with donor relations and the acquisition of new material; assisting patrons, including general reference work; working with marketing staff to publicize collections; assisting with exhibitions. Complete job description available upon request.

**Required:** Master’s degree in archival administration, library science, or other similar qualifying advanced education, with an emphasis on manuscripts and/or archives. At least four years of experience in a manuscript or archival repository, with at least two years of supervisory experience.

**Preferred:** A second master’s degree in history or a related field. Salary range starts in the high-$30s; salary offered will be commensurate with skills and experience. Excellent benefits package. Send letter of application, resume, and the name, addresses, and telephone numbers of three professional references to: Susan P. Brown, Human Resources Director, Indiana Historical Society, 315 W. Ohio Street, Indianapolis, IN 46202-3299. Applications will be accepted until the position is filled. E-mail: sbrown@statelib.lib.in.us. Fax 317/233-3109. Visit the IHS Web site at www.indianahistory.org. AA/EOE.

**DEPUTY ARCHIVIST/HISTORICAL RECORDS COORDINATOR**

Boston, Massachusetts

**Description:** Advises Archivist and provides general oversight of the operations of the State Archives. Conducts statewide planning, coordination, and support for the Massachusetts historical records community. Special projects in the next 36 months include directing a re-grant program and participation in the development of life cycle management system.

**Requirements:** Master’s in archival administration and/or record management, information science, history, or an allied field; thorough knowledge of archives and records management theory and practice, including that applicable to electronic records. Minimum five years’ work in archives, research library, or similar institution necessary with a minimum of three years’ in a supervisory or management position. Knowledge of program planning techniques, strategic planning and demonstrated leadership in archives fields.

**Salary:** Commensurate with experience. Please send your resume and cover letter to Ms. Bobbi Baker, Director of Human Resources, Secretary of the Commonwealth of Massachusetts, One Ashburton Place, Room 1612, Boston, MA 02108. Fax 617-742-4528.

**ELECTRONIC ARCHIVIST**

Open Society Archives
Central European University
Budapest, Hungary

The Open Society Archives (OSA) at Central European University (CEU) is looking for a suitably qualified electronic archivist to manage the acquisition, preservation, and reference service on permanently valuable electronic record holdings at the archives. OSA comprises the former Radio Free Europe/Radio Liberty Archives, important human rights collections, and the documents of the Soros Foundation Network and the CEU.

**Required Qualifications:** bachelor’s and post-graduate degree in an appropriate field; at least three years’ experience in archives, with demonstrated electronic records expertise; comprehensive knowledge of archival principles and methodology; excellent oral and written communication skills in English. Your commitment will be rewarded with a competitive remuneration package. Send your CV, and a cover letter to: Rosie Bateson, Open Society Archives, Budapest 62, Pf 458, 1396, Hungary, batesonr@ceu.hu, by 15th September 1998. CEU is an equal opportunity employer.

**FELLOWSHIP**

The Eccles Centre for American Studies
The British Library
London, England

The Eccles Centre for American Studies, The British Library, will award a one-year stipendary fellowship to begin mid-1999. The fellow will participate in the centre’s ongoing programme that publishes guides to American materials in the library’s collections. The successful candidate will be responsible for Guides to the Colonial Period; Anglo-American Diplomatic Relations; and the U.S. in the 1930s. For further particulars: The Director, The Eccles Centre, The British Library, 96 Euston Road, London NW1 2DB, UK; Bob.Burchell@bl.uk

**HEAD ARCHIVIST, ACCESS AND REFERENCE DIVISION**

Bentley Historical Library
University of Michigan
Ann Arbor, Michigan

**Library Description:** The Bentley Historical Library, established in 1935, is charged with two responsibilities: to identify, collect, preserve and provide access to primary sources documenting the history of the state of Michigan and the activities of its people and nongovernmental organizations; and to serve as the official archives of the University of Michigan (U-M). The library has over 5,000 manuscript collections and archival record groups measuring over 30,000 linear feet; 55,000 printed materials and serial publications; 10,000 maps; and 1.5 million visual images. In addition to documenting higher education at the U-M, the library holds significant materials on politics and public policy, ethnicity, business and economics, health care, the environment, women’s history, military affairs, architecture, and religion, in addition to notable collections on temperance and prohibition, and U.S. relations with the Philippines and China. The Bentley’s access and reference division
currently serves approximately 5,000 patrons per year. The Bentley Library is an independent library of the University of Michigan. Duties and Responsibilities: The head of the library’s access and reference division will lead an ambitious program to provide access to and use of primary sources by undergraduate and graduate students, faculty, university administrators and staff as well as by academic and non-academic researchers across the state and nation. The head reference archivist will manage and coordinate the reference activities of the library, including establishing policies and procedures for access to holdings, actively promote use of the library’s resources by Michigan students and faculty; oversee a permanent staff of one FTE professional archivist and two half-time para-professionals in addition to several student assistants; and oversee management of the reading room and researcher duplication requests. The division head will serve on the library’s administrative committee, the policy-setting group for the library. Qualifications Required: A combination of graduate work in archival administration and either a graduate degree in history or other social science/humanities area or library/information studies. A minimum of three years of professional experience in a research library or an archival program. Evidence of excellent written/oral communication and interpersonal skills. Evidence of proficiency in the use and understanding of online bibliographic search strategies and other access tools in a digital environment. Working knowledge of Windows-based software. Qualifications Desired: Preference will be given to candidates with significant reference service in an archives, manuscript repository or other special collections situation; program management and supervisory experience; and expertise in the use and application of information technologies in a reference environment. Working knowledge of scanning technologies and the implications of digital records for access and reference. Knowledge of the history of the state of Michigan and of higher education is a plus. Salary and Benefits: Appointment will be made at the associate archivist or archivist level, based on the quality and level of experience and education. Minimum salary for a head of a division is $40,000. Full and generous benefits package includes health care, TIAA/CREF retirement plans, and other benefits. Closing Date: September 30, 1998, with a start-up date of January 1, 1999.

Application Process: Submit letter of application, resume, and the names, addresses, telephone numbers of three references. Apply To: William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 48109-2113. For further information about the Bentley Library see its Web site at www.umich.edu/~bhl. AA/EOE.

PROJECT ARCHIVIST
University of California, Santa Barbara
Santa Barbara, California

Duration: This is a three-year, fund-granted appointment. Responsibilities: The project archivist: identifies, acquires and processes appropriate new and existing collections for the Humanistic Psychology Archives; conducts negotiations with potential donors, examines and selects suitable materials, coordinates packing and shipping of materials, and accessioning accessions for the archives; prepares guides and finding aids to the collections; identifies preservation needs; and supervises student assistants in routine processing tasks. Requirements: M.L.S. from an ALA-accredited school or equivalent degree with formal training in archival studies, or ACA certification, must have at least one year of recent archival processing experience; demonstrated organizational skills, good attention to detail and supervisory experience. Salary: $33,204–$38,028. Send letter of application, resume, and names/address of three references by September 30, 1998, to: Detrice Bankhead, Associate University Librarian, Personnel, Davidson Library, University of California, Santa Barbara, CA 93106. AA/EOE.

PROJECT ARCHIVISTS
Department of Records
City of Philadelphia

The City of Philadelphia Department of Records invites applications for two positions at the rank of Archivist I at the Department of Records. This is an eighteen-month National Endowment for the Humanities-funded project to arrange, describe, and preserve permanently valuable government records in the Philadelphia City Archives. Responsibilities: Based on a predetermined priority list, the project archivists will appraise sub-series level records for permanent retention; preserve appraised records and identify records suitable for reformatting; physically arrange records to reflect the way they were created and used in the office of origin; describe records according to national standards to facilitate their use and context; and prepare descriptive text for inclusion in the Philadelphia Information Locator Service and MARC AMC bibliographic records for inclusion in the Research Libraries Information Network. The project archivists may also provide basic reference service in facilitating the use of the processed records. The project archivists will report to the city archivist. Qualifications: The successful candidate should have one year experience in one or more of the following areas: archival appraisal, arrangement and description; providing advice, educational programs, or technical assistance in the areas of records management and/or archival administration; and developing written materials in records management and/or archival administration. Required educational background will include a master’s degree in either history, government, public administration, American studies, archival administration, library science, information science, or a related field. The successful candidate should have a working knowledge of word processing and database management programs, HTML, EAD-DTD and MARC-AMC; he or she must have the ability to speak and write effectively. The project archivists will be represented by the American Federation of State, County, and Municipal Employees, District Council 47. Salary: $26,236 plus excellent fringe benefits. Send resume plus three references to David W. Weinberg, Deputy Records Commissioner, 172A City Hall, Philadelphia, PA 19107, or e-mail to david.weinberg@phia.org. Application deadline is September 28, 1998.

PUBLIC RECORDS ANALYST
Boston, Massachusetts

Description: Conducts surveys and consultations; appraises the records, record practices, and policies of government entities. Advises and trains government personnel in the proper techniques of records arrangement, security, microfilming, preservation, and disposition, etc. Devises records disposal schedules and assists in their implementation by government entities. Write guidance, policies, and training materials. Requirements: B.A. required. Major in public administration, management, political science or history preferred. Advanced degree preferred. In library science, archives, records management, history, or related field. One-year work experience in record management or archives. Strong knowledge of archival theory and...
practice, records management concepts and techniques, and Massachusetts history and government. Massachusetts's driver's license required. Salary: Commensurate with experience. Please send your resume and cover letter to: Ms. Bobbi Baker, Director of Human Resources, Secretary of the Commonwealth of Massachusetts, One Ashburton Place, Room 1612, Boston, MA 02108; fax (617) 742-4528.

RADIO ARCHIVIST
Pacifica Radio
Los Angeles, California

40,000 audio tape archive in Los Angeles. Duties include development, maintenance, and cataloging of important audio collection. Must have master’s in library science, two or three years experience in managing an archival collection. Excellent administrative and policy-making skills. Able to work well geographically dispersed staff. Copyright and licensing. Knowledge of community radio, broadcast technology, and Internet desired. In Magic database. $35,000 per year, generous benefits. Position open until filled.

Resume To: Human Resource Manager, Pacifica Radio, 1929 Martin Luther King, Berkeley, CA 94704. For more information on Pacifica: www.pacifica.org. EOE.

REFERENCE ARCHIVIST
Kheel Center for Labor Management Documentation & Archives
Catherwood Library
Cornell University Library
Ithaca, New York

The Kheel Center for Labor-Management Documentation & Archives of the School of Industrial and Labor Relations at Cornell University (http://www.ilr.cornell.edu/library/kheel/) is seeking a reference archivist. The Kheel Center is a unit of the Martin P. Catherwood Library, the foremost industrial relations library in the United States, and one of nineteen libraries that comprise the Cornell University Library. The Center conducts over 1,200 patron transactions per year and is considered a national resource center for labor and management theory and history. Responsibilities: Reference duties in the Center are shared between the reference archivist and the Center's audio-visual curator. Other major responsibilities include assisting the Kheel director in the continued development of reference policies, acquisitions policies and soliciting collections. Assisting in exhibit design and undertaking special projects in the department or the library will also be expected. Qualifications: ALA-accredited M.L.S. or M.I.S. with a special archival training component or joint history/archival graduate degree required. At least four years of relevant experience at the professional level desired. Demonstrated organizational ability, communication and interpersonal skills. Ability to lift and carry records center boxes and transfiles required. Highly desirable: Additional graduate degree in American history or American studies, and Academy of Certified Archivists certification.

Applications: Requested by September 30, 1998, but will be accepted until the position is filled. Send letter of application and resume listing three references with addresses and telephone numbers to: Susan Markowitz, Director, Library Human Resources, 201 Olin Library, Cornell University, Ithaca, NY 14853-5301. Cornell University is an affirmative action/equal opportunity employer strongly committed to diversity. We value qualified candidates who can bring to our community a variety of backgrounds and experience. Rank and salary are dependent on experience and qualifications.

REGIONAL ARCHIVIST
State Historical Society of Wisconsin
History Center and Archives at the Northern Great Lakes Visitors Center
Ashland, Wisconsin

The State Historical Society of Wisconsin seeks a candidate with the energy and vision to build a new regional History Center and Archives program in the Lake Superior region of Wisconsin. This program will be one of the Historical Society’s Area Research Centers serving a nine county region in Northern Wisconsin. Under general supervision of the director of the History Center and Archives, this position administers the day-to-day operations of the archives. The History Center and Archives is part of an exciting cooperative venture between the State Historical Society, USDA Forest Service, and National Park Service to develop the Northern Great Lakes Visitors Center. In addition to housing the Historical Society’s History Center and Archives, the Visitors Center offers tourism information, interpretive and educational programming, and a major natural and cultural history exhibit about the region. The Northern Great Lakes Visitors Center is located just west of Ashland (population 9,000) and an hour east of the Superior/Duluth metropolitan area. The Ashland area includes the Apostle Islands National Lakeshore (part of the National Park System) and is a major summer vacation destination. Summary of Work: This position provides professional archival services at the History Center and Archives. The position carries out a full range of archival duties including collections development (involving both private donors and local governments), arrangement and description of collections, reference and outreach, and preservation and security. In each of these areas, the incumbent is responsible for developing policies and procedures, and for program planning and implementation. As part of the outreach program, this position also presents public programs to Northern Great Lakes Center visitors and to the wider public in the region. The archivist also is responsible for improving access to collections through the development of finding aids, interpretive programs and exhibits, scholarly publications, and educational public outreach programs. Qualifications: A well qualified candidate will have a master’s degree in history, library science, or a related field with a thorough understanding of archival administration and public outreach as commonly acquired through graduate archival education and three to five years archival experience. This position requires excellent outreach skills, historical understanding, and verbal, written and interpersonal communication skills. Salary and Benefits: This position offers a competitive salary and excellent State of Wisconsin insurance, leave and retirement benefits. To Apply: Call, write, fax or e-mail for ‘special application materials’ to: Mike Blair; State Historical Society of Wisconsin; Madison, WI 53706; (608) 264-6408; fax (608) 264-6415; e-mail: mike.blair@ccmail.adp.wisc.edu. Requests will be taken until the needs of the State Historical Society are met, but those received by Monday, September 28, 1998 will be assured consideration. Applicants for this position may be considered for future professional archivist vacancies at the State Historical Society of Wisconsin.

VIDEO ART PROJECT ARCHIVIST
WGBH Educational Foundation
Boston, Massachusetts

The WGBH Educational Foundation in Boston, Massachusetts, is a public radio and television broadcasting station; major series include: Masterpiece Theatre, NOVA, American Experience, This Old House,
Victory Garden and Frontline. The WGBH Media Archives and Preservation Center (MAPC) identifies, acquires, stores and preserves the Foundation’s editorial and administrative media production and documentation assets. MAPC has received funding from the National Endowment for the Arts to arrange, describe and preserve the video, film and audio masters, production elements and documentation from the 25 year-running experimental video art series entitled, New Television Workshop (NTW). Responsibilities: This a one year, full-time management position to plan and implement: 1. The arrangement and description of the program media (masters and elements) and supporting documentation; 2. The reformatting of media masters and elements; 3. The design and implementation of a finding aid to the NTW collection; 4. The coordination of the design and placement of the finding aid and other pertinent NTW collection content on a web site; 5. The supervision of one intern; and; 6. Assisting with the coordination of a one day video art symposium at the Massachusetts College of Art to be held in winter of 1999. Qualifications: ALA-accredited M.L.S degree or graduate degree in history. Requires professional knowledge and experience in arranging and describing moving image archival materials, developing an SGML/EAD marked up finding aid and preparing collection level MARC records. The ideal candidate also will have experience working with FileMaker Pro and Word 6.0.1 software. Send resume and letter of interest to: Mary Ide, Director, Media Archives and Preservation Center, 125 Western Avenue, Boston, MA 02134.
Andy Warhol in the Factory with Electric Chairs, Liz, and Elvis paintings.