

ARCHIVAL OUTLOOK

JANUARY/FEBRUARY 1999



Newsletter of the
Society of American Archivists



Convoy of Goodwill: Meet the SAA Team

TABLE OF CONTENTS

features



Your SAA

by Susan Fox, Executive Director 6

The SAA Team:

Who We Are and What We Do 8

1999 Slate of Candidates 5

Leveraging Archivists in our Digital Future by David L. Green 12

Managing Multiple Formats in a

Twentieth-Century Photographic Collection

by Leslie Gowan and Margaret Jankowski Friant 14

SAA Member Survey Results—Part 2 16

It's a 'Burgh Thing:

Pittsburgh Hosts the 1999 SAA Annual Meeting

by Ed Galloway, Steve Hussman, and Miriam Meislik 18

Position Statement: SAA Supports Petition to Open

Grand Jury Testimony Related to Alger Hiss Indictments 25

Coming Together: News from the

Joint ARMA/SAA Committee by Nancy Kunde 26

1999 Awards Competition and Fellows Nominations 30

departments



Letters to the Editor 3



Currents 19



Print Matters 24



National News Clips 22



Bulletin Board 27



Professional Opportunities 36

columns

President's Message

Fulfilling the Education Function: A Must for SAA 4

From the Archivist of the United States

New Tools Developed for Electronic Records Management 20

ARCHIVAL OUTLOOK

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NARA vs. IRS: A Different View

On page 3 of the November/December 1998 issue of *Archival Outlook*, former IRS historian Shelley L. Davis took issue with a column in the previous issue in which I announced what I considered good news—that recently passed legislation at last gives the National Archives and Records Administration (NARA) the authority we had long sought to appraise records of the Internal Revenue Service (IRS). Since we had been denied that authority under taxpayer-privacy provisions of previous law, I said and still believe that this was real progress.

However, Ms. Davis argues that "nothing has really changed," that "the IRS will continue to circumvent the Federal Records Act," that "NARA long ago abdicated its enforcement

**The fact is, a lot of people,
inside and outside of NARA helped
pass this legislation . . .
And it is helping us to make
substantial progress.**

authority over IRS records" by, among other things, "ignoring" her, and that "without [her] resignation this new legislation would not exist."

The fact is, a lot of people, inside and outside of NARA, helped pass this legislation, which we had a hard time getting approved by a Congress justifiably concerned about taxpayer privacy rights. And it is helping us to make substantial progress.

The new law says that the Secretary of the Treasury "shall, upon written request from the Archivist of the United States, disclose or authorize the disclosure" of previously restricted records to NARA officials for purposes of appraisal. Compliance is not optional, and the IRS is cooperating.

- As I write this, IRS and NARA are formalizing an agreement on a disclosure clearance process under which IRS will open records that may contain taxpayer information to particular appraisal archivists whom NARA designates.
- NARA archivists will start a comprehensive appraisal of such records with a criminal investigation series comprising more than 100,000 cubic feet ranging in time from at least the 1940s to the present.
- Additionally, in 1999, we will examine and appraise 3,416 cubic feet of previously unscheduled records that

IRS currently stores in NARA's Washington National Records Center in Suitland, Maryland. These records, in 20 different series dating from 1872 to 1966, include 40 years of IRS commissioners' correspondence among potentially important material.

We could not have done any of this before.

During my tenure, IRS has complied with 58 recommendations that we made formally for improvements in its management of records; we have accessioned 214.5 cubic feet of IRS records into the National Archives; and we are beginning the appraisal of immensely greater quantities. I now have legal authority that my predecessors did not. We at NARA are obviously using it. And I trust that others understand how important that is.

JOHN W. CARLIN
Archivist of the United States
December 15, 1998

Presidential Address

As an archivist who has worked in several corporate settings, I was nonetheless considerably taken aback by the Business Archives Section's response to SAA President William J. Maher's presidential address, excerpted in the November/December issue [of *Archival Outlook*, page 16].

The response authored by Ms. Amy Fischer and Mr. Paul Lasewicz maintains that "by asserting that 'much of the corporate application of history seems to operate on a more superficial and sinister level' [Mr. Maher] implied that those of us employed as corporate archivists are shills actively enabling 'the large corporate appropriations of heritage for commercial exploitation.'" I can't for the life of me see that Mr. Maher implied any such thing. His statement in no way rules out the possibility that the archivists of the Business Archives Section might be exceptions to the malaise he cites, not manifestations of it. The authors' vociferous refusal to don the shoe ironically suggests that it might come close to fitting; but to tax Mr. Maher with cobbling it is entirely unfair.

On the other hand, Ms. Fischer and Mr. Lasewicz take Mr. Maher to task for "...statements...which were interpreted as an attack on our employers and our work" (emphasis added). The resultant implication that a speaker is answerable not only for what he says, but for any and all possible interpretations and misinterpretations thereof, should be quite chilling to any of us who reverence the written and spoken word and value freedom of expression.

JAMES G. CARSON, PhD
Evanston, IL
December 16, 1998



Fulfilling the Education Function: A Must for SAA

The constitution of the Society of American Archivists states that one of the objectives of SAA is "to develop professional standards, particularly for the training of archivists, records managers, and custodians of private papers, and to improve the facilities and increase the opportunities for such training." In other words, SAA is responsible for issuing educational standards and fostering their implementation. The constitution does not specify what education (pre- or post-appointment, graduate or continuing) or what facilities and opportunities are to be respectively improved and increased.

In the past decade an intellectual tension has been growing between the leadership role that SAA has claimed to be playing in graduate education and the essentially reactive role that SAA has taken in the continuing education that it delivers. If this tension is not recognized and managed, the two roles might soon be on a collision course. The reason is that graduate education is perceived by part of the membership as "elitist," in that it is meant to provide students with the intellectual armor that will define their professional identity independently of the position that they will occupy in the future.

Instead, the continuing education offerings many expect from SAA tend to be workshops directed to serve the needs of anyone working with records. Accordingly, they are often influenced by the view that the skills required of contemporary archivists and the opportunities offered to them represent such a change in direction from traditional archival education that time spent in absorbing fundamental concepts and principles as they were developed in the past is essentially wasted.

Moreover, the SAA leadership role in graduate education has been limited to the issuing of guidelines addressing curriculum and structure. There has been no concrete initiative to foster their implementation, to lobby universities and colleges, to reward American programs that make special efforts to deliver the recommended curriculum (it has rewarded the Canadian program that inspired the guidelines) or to proactively involve graduate educators in the continuing development of the thinking about our professional education. As a consequence, the pressing

request from the field for solutions to immediate practical problems has had a stronger and a more direct influence on the content of academic programs than any principled statement issued by SAA. The teachers of these skills-oriented, student-centered, technology-dense courses are then entrusted with the delivery of SAA continuing education programs.

It is my impression that this circle, by proceeding somewhat "counterclockwise," leaves SAA's educational responsibilities largely unfulfilled. In an ideal world, graduate and continuing education are complementary as to content and sequential as to timing. Although we are not living in such a world, there is nothing wrong in striving to achieve some of its benefits. I believe that SAA should continuously assess and rethink its curricular guidelines through the active involvement of graduate archival educators and students in such endeavor. For example, events like the international graduate educators conference that will take place next year in Pittsburgh should be regularly scheduled in the context of SAA's annual conference as the primary opportunity for archival educators to meet and discuss contents and methods.

Universities should look at SAA as the pulpit from which the most authoritative and up-to-date word about archival education is spoken. The reason for this is that the SAA conference offers unique opportunities for cross-fertilization, not only among educators, but also and equally importantly, between academia and the real world. This double interaction would go a significant distance toward the harmonization of pre-appointment and continuing education and the establishment of a correct relationship of mutual dependence. It is essential that a conceptual and scholarly approach be brought to the identification of practical issues and skills requirements, and that a realistic view of urgent needs and new opportunities be brought to the development of theory and methods. The holistic outlook on archival knowledge resulting from this interplay would help the development of complementary programs based on the same intellectual framework, although aimed to different audiences.

I want to see SAA develop true leadership in

continued on page 35

1999 SLATE OF CANDIDATES

The Nominating Committee of the Society of American Archivists has proposed the following slate of candidates for election this year. Individual members of SAA will vote for a vice president/president elect, three Council members, and three Nominating Committee members. The candidate elected vice president will serve a one-year term beginning in August and then become SAA's 56th president in 2000-2001. Those elected to Council will serve three-year terms beginning in August and running through the annual meeting in 2002. Those elected to the Nominating Committee will serve one-year terms.

All candidates are required to respond to questions related to their perspective offices. The questions, which are listed below, were formulated by this year's Nominating Committee: Nancy Zimmelman (chair) of the California State Archives, Thomas Ruller of the New York State Archives and Records Administration, and Megan Sniffin-Marino of Simmons College.

An eligible member of SAA may also be placed on the ballot by submission of a petition signed by 50 individual members. Such petitions must be received at the SAA office by February 10, 1999.

Candidates' responses to the questions posed, along with vitae, will appear in the ballot. Voters will have the opportunity to write in candidates on the ballot, which will be mailed to all individual members in February. If you have not received a ballot by March, please contact the SAA office at 312/922-0140 or info@archivists.org. The deadline for returning ballots will be April 5, 1999.

This year there will be no election for treasurer. The current treasurer, Robert Sink of the New York Public Library, is in the second year of his three-year term of office.

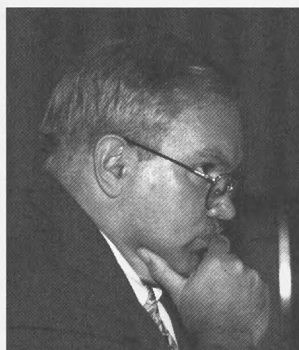
Candidates for Vice President / President Elect

Karen Benedict, *Ohio State University*
Leon Stout, *Pennsylvania State University*

What is your vision for the Society and what are the key areas that you feel should be addressed in a new strategic plan that will cover the next 3-4 years?



Karen Benedict



Leon Stout

Candidates for Council

Mark Greene, *Minnesota Historical Society*
Becky Haglund Tousey, *Kraft Foods*
Alfred Lemmon, *Historic New Orleans Collection*
Pat Michalis, *Kansas State Historical Society*
Richard Pearce-Moses, *The Heard Museum*
Kinga Perzynska, *Catholic Archives of Texas*

Who should the profession be seeking to attract as new members, and in what ways would you seek to encourage their recruitment and retention within the profession?

Candidates for Nominating Committee

Bill Brown, *University of Miami*
Jim Cartwright, *University of Hawaii*
Mark Duffy, *Archives of the Episcopal Church*
Amy Fischer, *Proctor & Gamble*
Mary Ide, *WGBH-Boston*
Tanya Zanish-Belcher, *Iowa State University*

It has been suggested that the candidates for SAA Council and officers be identified by the competencies that they would bring to Council as opposed to identifying candidates by the diversity they would bring Council from a particular geographic region, type of repository, gender, or other factors. What criteria do you think the Nominating Committee should apply in developing a slate of candidates for SAA office, and why?

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Your SAA

Each year at the SAA business meeting I give a report on activities in the Chicago office summarizing our work from the previous year. While these reports are published in the *American Archivist*, I thought it would be useful to give you a similar mid-year report here in *Archival Outlook*. To many members the work of the office is a mystery and the finances of SAA more mysterious still. I trust that my column and the accompanying feature article on staff in this issue will better illuminate our services and give you a deeper understanding of all that is involved in running a successful national nonprofit professional association.

SAA employs seven full-time personnel in addition to myself: Bernice Brack (Meetings/Membership Services Coordinator), Teresa Brinati (Director of Publications), Carroll Dendler (Finance and Human Resource Director), Joan Sander (Education Director), Tara J. Shimandle (Education Program Coordinator), Jeanette Spears (Receptionist), and Troy Sturdivant (Publications Assistant). Three part-time employees round out the staff: Debra Mills (Meeting and Member Services Director), Kari Carlson (Office Assistant), and Rodney Franklin (Publications Assistant). Teresa, Debbie, and Joan have collaborated on an article about their departments, their colleagues, and the valuable services they deliver (see pages 8-11). I will discuss the work that I perform as well as that of Carroll.

Of the full-time team members, **CARROLL DENDLER** is perhaps the least visible. Although she operates strictly behind the scenes, Carroll is vital to SAA's success as an organization. Working with a budget of just over \$1 million, she maintains accounts, works with auditors, and manages internal operations. She played a principal role in SAA's recent transition to new association management software, a transition which challenged all of us and which was smoothed greatly through her facilitation. Carroll fulfills human resource functions within the office, which vary widely, from maintaining payroll to managing staff during my absences on SAA business. She also readily responds to requests from Council and various member units for financial reports and

analyses that are key to supplying sound and informed fiscal management.

A fundamental portion of my time is spent on developing and recommending an annual budget for the Society, based on Council approval; overseeing central office operations; supporting Council, its committees, boards, and task forces; and representing SAA in a number of fora nationwide.

Meeting members and allied professionals when on the road representing SAA, heightening awareness of archival work and its profound significance, makes working for you a fascinating experience. The personal interaction I have enjoyed with so many of you inspires me in every undertaking on your behalf. The certainty that we can make a difference in the profession by garnering support for important initiatives and declaring positions on national issues significant to the profession drives my work and that of the team in the headquarters office.

The two charts on the next page describe the allocation of SAA's income and expenses. As a nonprofit association we operate on a very thin annual net gain. Our fiscal goal is to balance the budget while making a contribution to SAA's reserve fund. While we have accomplished the considerable feat of balancing the budget, we have been less able to contribute to the reserve. We have successfully accumulated approximately 16 weeks of reserve, which is relatively healthy, but short of our goal of 24 weeks. A deficit is projected for this year due to lower-than-anticipated registrations for the 1998 annual meeting in Orlando, Florida.

The bulk of SAA's revenue is derived from dues and the annual meeting. The publications program is also a significant source of revenue toward SAA's budget. Other program areas, such as educational workshops, actually operate on a slight deficit as compared to the overall fiscal budget. We are working to turn this around and we hope that this year we will be able to realize a net gain in our educational programming, which will help offset the projected deficit. The *American Archivist* derives income from subscriptions; *Archival Outlook* and *SAA Employment Bulletin*

derive income from advertisements. Our income in the "general" category represents stock market gains, some of which have funded important surveys that have helped us to strengthen and better focus member services.

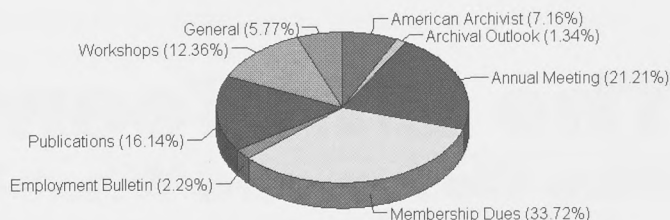
The expense chart represents the cost of providing services through what accountants call "program area cost accounting." Last year the Federal Accounting Standards Board mandated that nonprofit associations adopt this accounting method, a directive I very much support. This method reallocates all overhead (salaries, rent, utilities, etc.) to specific program areas and provides a far more accurate picture of what it costs to deliver services. "Unallocated personnel" covers mainly my time supporting the overall activities of SAA, and Carroll's time maintaining budget and accounting functions.

I hope you find this information and that which follows helpful in understanding the day-to-day operations of your professional membership association. The SAA team and I are honored to be working on your behalf and are constantly looking for ways to improve service and reduce costs. If you have specific questions or thoughts to share about our program areas and activities, I invite you to contact me directly, or any of SAA's loyal staff members. The support and invaluable contributions made by members will strengthen this organization and the many benefits it affords members.

Warmest wishes for a happy, successful New Year from myself and the SAA team! ♦

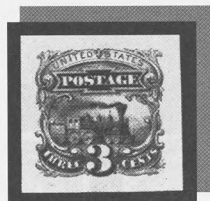
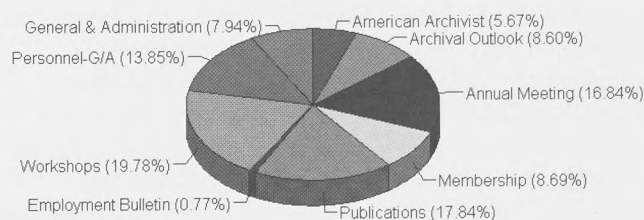
Projected FY99 Income

(as percentage of total income; does not reflect net results)



Projected FY99 Expenses

(as percentage of total expenses; does not reflect net results)



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The SAA Team: Who We Are and What We Do

At one time or another, most if not all of you have had contact with the staff working in the headquarters office of the Society of American Archivists. Maybe it was registering for an annual meeting, placing an advertisement in the newsletter, renewing membership, or simply changing your address. Perhaps you needed assistance during the course of the annual conference and found yourself anxiously seeking out the SAA registration desk or visting the publications booth in the exhibit hall. Registering for a workshop, purchasing a book, or entering the mentor program—any one of these reasons and so many more might have brought you into contact with the team of professionals working to fulfill your needs. We are taking this opportunity to let you get to know us better and inform you of what it is we do for you each and every day.



Teresa Brinati (Director of Publications), **Carroll Dendler** (Finance and Human Resource Director), **Joan Sander** (Education Director), **Susan Fox** (Executive Director), **Troy Sturdivant** (Publications Assistant), **Kari Carlson** (Office Assistant), **Jeanette Spears** (Receptionist), **Tara Shimandle** (Education Program Coordinator), and **Rodney Franklin** (Publications Assistant).

Membership and Meeting Services

Planning an SAA annual meeting requires scrupulous attention to detail and the ability to juggle a monumental number of projects simultaneously. **DEBRA MILLS** has triumphed over these challenges through eight consecutive SAA annual meetings. Though no longer a full-time SAA staff member, she remains a vital team player by providing consulting services to SAA from her office in Jupiter, Florida. This move evolved into a winning combination for both Debbie and SAA—we benefit from her expertise but no longer carry the costs associated with a salaried position. Meanwhile, Debbie devotes her skills and comprehensive knowledge of event planning to creating dynamic meetings for SAA members.

There are myriad tasks and concerns attendant to planning a professional association's annual meeting. Collaboration with members serving on the program and host committees to enhance the composition of the meeting is perhaps the most significant and the most personally gratifying for Debbie. Sharing the camaraderie and collegiality of these planning meetings makes the grueling work of site identification, contract negotiations, vendor selection, gathering information for the printed meeting program and on-site program, session descriptions, audio-visual requirements, taping preferences, room set-up, food and beverage arrangement, meeting liability insurance requirements and . . . you get the picture. Planning any event is hard work. Planning a meeting for one thousand individual members, each of whom you want to experience the most fulfilling meeting possible, is a challenge.

Debbie is in constant contact with members who represent SAA roundtables, sections, and other units, working to identify their needs during the course of the week. Ensuring that the professional, educational, networking and social needs of meeting attendees will be met is of chief importance in the planning process. The support provided by an active membership willing to contribute time, energy, and effort to realizing a satisfying event is one of the SAA's greatest assets. Membership Services Coordinator **BERNICE BRACK** and Debbie work closely



Bernice Brack (Membership Services Coordinator)

together scheduling office hours for SAA units and allied groups during the International Archives and Information Technology Exposition. The expo, which gives members the opportunity to connect with their current vendors and to find out about new products and cutting-edge technology, is an important aspect of this member service.

Bernice, who will soon celebrate her 20th year working for SAA, personally processes over 1,000 incoming registrations prior to the annual meeting. Her dedication to accuracy and personal knowledge of so many members frequently drive her to go above and beyond the call of duty, telephoning registrants to verify information when even the smallest question arises. Bernice also graciously handles roommate arrangements, facilitates communications during the planning process, and is on-site to handle registrations, questions, tickets, and so much more. Many of you have turned to her for assistance during the past twenty years, be it at a meeting or in the office and have found that she is a treasure without which SAA would not thrive.

JEANETTE SPEARS, who joined the team in 1995 as a receptionist, provides additional support to annual meeting activities throughout the year and on-site. Jeanette tallies attendance forms, mails annual meeting programs, collects resumes and job opening announcements, checks in exhibitors who arrive to set up their booth in the exhibit hall, and staffs the Archivists Career Center. Her sunny timbre is the voice of SAA as she answers upwards of 100 telephone calls a day—a figure which increases exponentially during the months prior to the meeting.

Throughout the year Jeanette and Bernice devote much time to servicing SAA's 3,600 individual and institutional members. Jeanette processes membership applications and payments, maintains SAA's database, is a great help with the numerous inquiries received daily in the SAA office, and also sends out renewal notices, new member packets, and publications catalogs.

Meeting member needs is second nature to Bernice. She has matched over 400 "pairs" in SAA's mentoring program, taking care to draw upon her special knowledge of the membership as well as geographical proximity in order to make the most compatible match possible. She also works very closely with the Key Contact Program, a service designed to encourage a direct, personal connection with members at the local level. The Key Contact Program includes the volunteer assistance of more than 75 SAA members who stay in touch with non-renewing members in their assigned geographic areas.

SAA engages two volunteer assistants during the annual meeting. Archivists **SHARI CHRISTY** of Anteon Corporation and **AMIE WILSON** of the Georgia Historical Society arrive early to assist with preliminary duties such as stuffing over 1,000 tote bags with programs, surveys, name badges, schedule changes, and host committee information. Shari and Amie work 16- to 18-hour days during the annual meeting to insure a smooth-running event and a pleasant experience for conference attendees.

Once the annual meeting is over, bills must be paid and follow-up letters sent. Approximately two to four weeks are spent reviewing expenses, invoices, and feedback from annual meeting surveys. Approximately one month after the annual meeting ends, it is time to start all over again and begin planning for the following year's conference with the new host and program committees.

Publications Department

The SAA publications program is a self-supporting enterprise that strives to provide the finest in cutting-edge professional resources to members. **TERESA BRINATI**, Director of Publications, has served SAA since 1988, devoting boundless energy to creating and maintaining a vital and evolving program that includes monographs, periodicals, online resources, directories, bulletins, catalogs, brochures, and more.

Teresa manages the design and production for all SAA publications; writes and edits copy for SAA's acclaimed bimonthly newsletter, *Archival Outlook*; oversees maintenance to the Web site; plans and monitors the publications program budget; serves on the Publications Board and *American Archivist* Editorial Board, assisting both to achieve short- and long-term goals; oversees inventory, sales, and distribution of 150+ titles; negotiates acquisition of books from other publishing houses; pursues marketing opportunities for SAA; solicits advertising for SAA's newsletter and journal (and, very soon, the Web site); liaises with the Library of Congress regarding copyright of monographs; and supervises two publications assistants.

A forward-thinking team player, Teresa recently oversaw the complete redesign of SAA's newsletter, *Archival Outlook*, as well as the Society's journal of record, the *American Archivist*. Between October 1997 and October 1998, Teresa worked diligently behind the scenes on the production of eight issues of the *American Archivist* (the equivalent of two years worth of journals), collaborating with journal editor Philip B. Eppard and a passel of guest editors to put the journal once and for all back on schedule. She is now working on the redesign of SAA's Web site.

The SAA *Publications Catalog* has nearly tripled in size in the last decade and now includes more than 150 titles. Almost half of the monographs have been published by SAA and the balance are acquired for distribution from other publishers. SAA annually ships an average of 10,000 books and 6,500 brochures, an impressive figure considering orders are handled exclusively by **TROY STURDIVANT** and **RODNEY FRANKLIN**. Troy joined the SAA family in 1986 as a full-time Publications Assistant and is one of the friendly folks you speak with when placing a book order via telephone. The other jovial voice you encounter is Rodney's, a part-timer who has been with SAA since 1995. Last spring he completed his associate's degree in illustration from the American Academy of Design. In addition to packaging and shipping several thousand orders a year, Rodney monitors publication stock, processes journal claims, assembles new member packets, and maintains office supplies.

The recent transition to new computer software in the office had a huge impact on all SAA staff, dramatically so in the publications area, which receives more than 100 orders a week. A seamless transition is always hoped for—not however what always occurs. Troy and Rodney had fingers flying as they worked double duty entering orders in the old system as well as the new to safeguard against any risky glitches. Many of the system's "bugs" were first identified by Troy, saving many of his colleagues from needless frustration as they followed in his tracks.

Troy has developed a reputation among SAA staff as the go-to guy for troubleshooting problems with office technology. He is facile with repair of cranky computers, filibustering faxes, callous copy machines, and impertinent printers.

In addition to order processing/fulfillment duties and technology troubleshooting, Troy administers sale of SAA's mail list, sends section newsletters out for reproduction and distribution, and maintains the daily back-up of computer tapes for SAA's new system.

The publications program receives clerical support from **KARI CARLSON**, a part-time employee who joins the office several hours a week between courses at Columbia College, where she is studying documentary film. Kari inputs text for *Archival Outlook*, *SAA Employment Bulletin*, and the Web site, as well as assists with correspondence and journal claims.

Education Program Coordinator **TARA J. SHIMANDLE** lends her considerable skills as a wordsmith and expertise in proofing to the production of *Archival Outlook*, *SAA Employment Bulletin*, and a host of other print pieces.

Office of Continuing Education

In the last issue of *Archival Outlook*, the Link to Learning column addressed SAA's overall direction in continuing education and what had been accomplished in relation to strategic goals. The information presented here illustrates how far SAA has come with program administration goals and what must be accomplished in the future. Two tables outlining objectives for SAA continuing education from July 1998 through June 1999 accompany this text.

Education Director **JOAN SANDER** and Education Program Coordinator **TARA J. SHIMANDLE** comprise program staff in this area. Joan joined SAA's team in 1996. For the first time in years, SAA has offered 20 workshops since the start of its fiscal year and, to Joan's credit, none have cancelled. She has been instrumental in expanding the current education program to sites around the world and is now taking SAA into the exciting new arena of distance education.

Tara, who has been serving SAA since 1992, is also known for her culinary capabilities, which have peppered many a moment around the office. Education program efforts receive additional clerical support from **KARI CARLSON**.

The scope and volume of the goals identified for SAA continuing education can be daunting in view of the limited human resources available. It is, however, SAA's belief that

with member support, determination, and a healthy dose of humor, the effort to improve and expand the services provided by the education program can only be met with success.

In addition to the planning objectives outlined, Joan and Tara also attend to a variety of operations tasks. On a weekly basis, they respond to 50-100 phone calls and correspondence; fill a dozen education directory requests; and answer more than 150 e-mail messages. In addition, Joan monitors the budget on a monthly basis, contributes six columns a year to *Archival Outlook* and works with the Committee on Education and Professional Development and SAA student chapters on an ongoing basis.

For further information about continuing education activities, planning objectives, and related accomplishments, see tables.

SAA's Office of Continuing Education

July 1998 through June 30, 1999

Planning Objectives	Related Accomplishments
Plan for 9 preconference workshops at the 1998 Orlando meeting	All 9 workshops arranged and presented between August 31 and September 2, 1998
Plan for 11 Fall 1998 workshops located around the country	All 11 workshops arranged and presented between October 2 and November 13, 1998
Plan for 14 Spring 1999 workshops located around North America and the world	14 workshops arranged for February 25 through July 23, 1999
Plan for 13 preconference workshops to be held at the 1999 annual meeting in Pittsburgh	The Committee on Education and Professional Development reviewed and selected in December new workshop proposals for the 1999 annual meeting.
Plan for an online course to be tested by December 31, 1998	Progress made on course content and design, and SAA Web site upgrade. Course to be tested in January 1999.
Plan to create the 1999-2000 <i>Archival Education Directory in U.S. and Canada</i>	Plans are underway to update the directory in January/February 1999

SAA's Office of Continuing Education
Planning for 34 workshops in FY99
(Does not include planning for the 1999 AM in Pittsburgh)

Planning Objectives	Related Accomplishments
Develop budgets	FY99 workshop budgets completed April 1998. Individual budgets for each workshop created to monitor income and expenses
Create site contracts	25 site contracts completed for the Fall 1998 and Spring 1999 workshops
Create instructor contracts	45 instructor contracts completed for FY99
Develop advertising with a separate layout and brochure for the Fall and Spring workshop seasons	Fall brochure designed and completed by July 1998. Spring 1999 brochure designed and mailed in December 1998
Develop Web site announcements and work with local sponsors to advertise course	Web site reflects the information in all educational brochures. Participants can now look up schedules, download registration forms and fax in completed registration forms to the SAA office
Book hotel, AV, computer lab and other site reservations	Related bookings completed for 20 workshops and arrangements made for 14 workshops in Spring 1999
Prepare other course materials such as transparencies Order books and pamphlets Create and mail class rosters Create and mail class badges Create and mail confirmation letters Create and mail certificates of completion Mail class evaluation forms Create and mail class agendas Process honoraria for instructors Mail travel expense forms Keep travel agent informed of instructors' travel Process travel expense forms Process registrations Create and mail registration confirmation information	Completed for 20 workshops and pending for 14 workshops in Spring 1999
Complete the report to NHPRC on Descriptive Standards Curriculum grant, closed on December 31, 1998	Report to be completed and mailed to Richard Cameron at NHPRC by March 31, 1998
Create letter and data collection form for 1999-2000 Education Directory	Completed December 1998
Mail out Education Directory info to prospective school programs	To be completed in January 1999
Collect funds and input data for the directory	To be completed in January/February 1999
Layout the directory and see to its publication	To be completed in February/March 1999

Leveraging Archivists in our Digital Future

by DAVID L. GREEN —Executive Director, National Initiative for a Networked Cultural Heritage

The Society of American Archivists is an active partner in a new kind of organizational coalition. This coalition has been designed both to shake up our thinking about the future and to create a platform on which the often disparate parts of the cultural community can work together in practical and productive ways.

The coalition is NINCH—the National Initiative for a Networked Cultural Heritage—and it opened formally in March 1996. Six months into our collaboration, I wrote an account of our vision for the future in the September 1996 issue of *Archival Outlook*.

Now, as NINCH prepares for the next phase of development after its initial start-up, it's time for us to review how our groundbuilding work is going. After two years of building the coalition and sharing the news, educating and mobilizing our vast community, we are beginning now to move forward on a range of eminently practical but still far-reaching projects in which archivists remain key to success.

Archivists, as I continue to learn, cover a wide territory of activities, subjects, and concerns. Through SAA and, we hope soon, other archival organizations, we plan to actively engage archivists' voices in this increasingly vibrant and central new coalition as we enter the unpredictable and immensely promising new world of the digital environment.

What is NINCH up to and why do archivists in general, and SAA in particular, still need to be centrally involved in our progress ahead? The remainder of this article describes NINCH's specific accomplishments over the past two years.

Creating Community

NINCH has succeeded in creating a recognizable new space—a new working community out of its diverse 69-and-growing members. Members are quick to credit NINCH with creating a sense of community, a place where archivists, say, can meet at the table with librarians, curators, museum administrators, artists, arts administrators, and scholars and teachers in the arts and humanities in determining their roles in our digital future.

As one member put it in a recent survey, NINCH provides the "opportunity to discuss the impacts of the digital environment and economy within the cultural community, choices to be made by arts and humanities organizations in the face of

changing technologies, challenges facing us as ways of learning change, meeting evolving public expectations of digitized collecting institutions and general discussion on broad impacts of digital networking."

Within this new space, new relationships between members are forming as the group as a whole can provide guidance in navigating the future. As another member put it: "NINCH has helped focus attention on the wide range of institutions that share common concerns and this visibility has helped us understand our own issues, others' issues, and the wider context in which we operate."

Clarifying Shared Core Values and Key Principles

Self-definition has been one positive result of building community. Through our activity and partnerships to date, we are clearer about what we can and want to do and what our boundaries are. Specifically, we have created a core values statement that underlines the importance of the arts and humanities in our society; our belief in the immense positive potential of networking technology to improve access to the creative works of all cultures; and our belief in the core value of sharing our knowledge and experiences across sectors to achieve our vision of a smart network that can enable people in all walks of life to use, learn, and create from the great works of our global cultural heritage.

Partners to our core values statement are an advocacy statement that declares what we believe our advocacy role to be (to lead and educate but not to lobby or act in overt political ways that might divide and divert our constituency) and a copyright policy statement indicating what our own principles are in copyright.¹

Mobilizing Members in Awareness and Action on Copyright Matters

NINCH's advocacy and copyright policy statements lead straight to our achievements in the copyright arena. Although several of our members are not able to lobby and declare positions on copyright, NINCH has had an activist agenda in educating members about legislative developments and issues in the intellectual property arena. NINCH has been at the forefront of activity through its listserv, an on-line newsletter, an intellectual property summit organized for NINCH members,

and a series of copyright and fair use town meetings co-organized by the coalition across the nation.

Not only did we create, through a fair use education working group, a much praised copyright and fair use education Web page but we also created a space where members could indicate their own positions on copyright. This enabled those who were able to make positions and work to let their partners in the community know quite clearly what they were doing.

NINCH was active in the creation of the NHA principles (National Humanities Alliance's "Basic Principles for Managing Intellectual Property in the Digital Environment"). The NINCH Web site was the original (and still most-travelled) Web page for the principles and sought community endorsements. It also actively promoted SAA's "archival perspective" on the principles—both are still prominent on our Web home page <http://www-ninch.cni.org/>.

At the 1997 SAA conference in Chicago, NINCH organized a popular and influential session on copyright and licensing in the digital age, in which NSF's Michael Lesk, law professor Peter Jaszi, and Peter Simmons from the Museum of the City of New York examined the interplay between developing copyright legislation, watermarking and encryption technologies, and new licensing arrangements. This illustrates NINCH's intent to actively carry issues from around the community into SAA and reciprocally to ensure that the concerns, issues, and perspectives of archivists are present in other spheres.

Beginning Practical Cooperative Work

Beyond the creation of common space, the definition of our movement and values and the mobilization of members on intellectual property issues, we are now well on our way in engaging members in cooperative practical projects.

Many of these are emerging from work with the National Academy of Sciences and with computer scientists in particular. But others are clearly developing from within our community. Two new working groups are particularly worth mentioning.

One is our Best Practices Working Group, created to review the accomplishments to date across the field in establishing exemplary practices or articulating important lessons learned from cultural networking projects (from intellectual property and information description and data standards to digital preservation and hardware and software standards for Web sites). This group will be reviewing the scope of its enterprise, identifying currently available forms of guidance, targeting key areas for collecting existing best practices and identifying areas where guides to best practice should be created and publicized. Overall, its charge is to determine how best to provide what appears to be most needed across the field.

On a more limited field, a visual arts working group will be identifying and convening mostly contemporary nonmuseum groups and institutions that have been creating independent (sometimes idiosyncratic) digital image collections to develop collaborative expertise, share experiences, and develop an understanding of best practice as ground for building a more coherent and interdependent network.

Build Bridges to Other Sectors

As we break down barriers within the world of the arts and humanities and those that preserve and provide access to our resources, we also need to move to a much tighter working understanding and relationship with the computer scientists and technologists who are bringing the future to us. Establishing platforms and building common vocabularies so that we can talk and work together on those platforms is a high priority for NINCH.

This year we've further developed the broad initiative undertaken with the National Academy of Sciences that began with a 1996 lunch (with the president of the National Academy of Engineering and the executive director of the Computer Science and Telecommunications Board at the National Research Council) and led to a successful 1997 roundtable discussion, involving 30 prominent scientists, humanists and administrators, around the promises and challenges of scientists and humanists working together. This led to the formation of a steering committee that is now mobilizing an array of interrelated projects.² These include building a richly documented international database of current humanities digital projects, organizing a series of best examples conferences that would bring humanities computing practitioners and computer scientists together; a groundbreaking series of workshops leading humanists from many fields to think deeply and structurally about the way they work with their resources as a way of preparing to work practically with computer scientists

continued on page 35



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Managing Multiple Formats in a Twentieth-Century Photographic Collection

by **LESLIE GOWAN** and **MARGARET JANKOWSKI FRIANT** of **Archive Impact**

Challenge

The nature of photography is one of duplication; an image of reality is duplicated onto an emulsion-coated or digital medium. Multiple copies of this image may then be easily generated in a variety of formats. The diversity of 20th-century photographic formats is part of what makes life interesting for the multi-media archivist. In addition to traditional support base and image size distinctions of print and film formats, the archivist must now consider digital file formats, chroma, gamma, resolution, compression ratios, and storage media.

Not only are there multiple formats within a collection, but each individual image may (and probably does) exist in multiple formats. For instance, in the collections of a major corporation, press kit images may exist in 35mm, 4x5 and 8x10 color transparency film, color and black-and-white prints of various sizes, 120mm, 4x5 and/or 8x10 black-and-white copy negatives and high resolution digital files in TIF, PCT and PCD formats. If all of these formats were not produced in the same department, each one may have its own unique number.

To further complicate the matter, copies of images are often dispersed throughout the company and, in a global setting, throughout the entire world. At times, multiple formats are filed together in the same file jacket to facilitate research retrieval, but this is not always the case. Filing multiple formats together helps in identification of the duplicate images, but is not the ideal circumstance for preservation of the originals. Images filed separately without proper identification numbers can easily and mistakenly be assigned new numbers, leading to confusion for researchers and archivists alike.

The simple and obvious solution is to number all images at the point of creation. This identification number then stays with the image throughout its life, or at least that is the theory. Unfortunately, this has not always been the practice. In the past, multiple numbers were assigned to images with little or no cross-referencing. The archivist's challenge is to identify the original format and all of the duplicate formats in all of the locations throughout the collection. Identification of the original format is essential, as the first generation will be the highest quality image. Each succeeding generation loses sharpness and gains contrast, resulting in a loss of image detail. Identification of multiples is also important for copy-right control and reduction of expenses caused by duplication of effort. Moving to the digital environment simplifies some of the tasks for the archivist, as the digital file can be created with watermarking and identifying information included within the file.

Solution

Each archives needs to determine which filing system will best suit its processing and research needs. In one of the busiest research archives in the world the archivists have found that storing most physical formats together and storing all digital formats together facilitates the researcher's job and therefore makes for a more efficient archives. The system of filing the majority of physical formats together also serves to cut down on unnecessary duplication of images thereby keeping costs down and maximizing the existing formats for each image.

As the digitization process becomes complete, an archivist may want to consider removing original formats from the collection and storing them off-site in an approved archival environment in order to extend their lives for as long as possible. In a closed archives, where neither researchers nor the public has a need to go into any collection on a regular basis, the filing system can be one that is suited only to the needs of the images. Accurate recordkeeping is essential; then black-and-white images can be stored in their optimal temperature environment and color images can be kept separate from digital formats in cold storage while still meeting the needs of the archives (see table).

Scanning the images to a high resolution digital file of approximately 72 MB in size allows archivists to reduce usage of the originals. Standards for file format and resolution must be established before scanning may begin. The research needs of the archives will help to determine the format, scanning resolution, and compression scheme, if any is used. If clients are requesting images only for use in newsletters, newspapers, Web sites or insertion into electronic documents, high-resolution scanning may not be necessary. If full-color, high-quality, print use is required, then the highest resolution scans will be necessary.

Dealing with the ubiquitous 35mm slide format can become a headache all its own. Storing this format in the same folder or envelope as unmounted negatives and transparencies can cause scratching, cracking and other forms of damage to the more sensitive material. For these reasons some archivists may find it necessary to remove all of the duplicate 35mm slides from the general collection population and segregate them into slide reference binders. Creating binders for each division of your collection and then ordering them by year puts them in enough order to permit visual browsing. For example, creating one binder for concept cars of the 1930s and another for convertibles of the 1910s shows a significant sampling of what images are available relating to a given topic or to quickly grab a copy of an image to send out for a research request without having to worry about whether or

STORAGE CONDITIONS TO ENHANCE LIFE EXPECTANCY

Media	Temperature (°F)	Relative Humidity
Still Photography: { B&W Color	68 degrees 40 degrees or below	30-40% 30-40%
Motion Picture Film: { Nitrate B&W Acetate/Polyester Color	50 degrees or below 37-50 degrees 0 degrees or below	50% 20-30% appropriately low
Magnetic/Other Media: Audio Tapes & Records	65-70 degrees	45-50%

not they have the original. The reference books also seem to cut down on the amount of unnecessary duplication by easily providing the researcher recycled copies of popular images.

The process of assigning unique numbers to each individual image, especially in an extraordinary large collection, is a daunting task. Any archivist who is processing a collection which was created during a significant span of time must also deal with a numbering system which may have had to change to better suit the needs of the evolving creator. For instance, the automotive media archives collection may have a large array of numbering systems which have been used over the last 100 years in order to separate the massive collection into smaller divisional categories; however, in considering the corporate mergers and acquisitions, not every image will fit into only one category.

For instance, an image of a circa 1939 concept car made by one division may have originally been used to announce the car to the public in the late 1930s, then used in a concept car retrospective press kit in the 1970s and finally used in a catalog celebrating the 90th anniversary of the parent organization in the 1990s. As a result the image may have been reproduced and circulated to the public under three different numbering systems, all of which must be cross-referenced and maintained. In the digital environment this situation can be easily handled by a database which allows for the entry of more than one image identification number. In a more traditional print environment, the situation requires many hours of manual labor to record and reference duplicate numbers.

Conclusion

In an ideal setting a research archives accessible to the public would have an entire department—staffed with professional archivists—to properly number and arrange all of their new images in order to eliminate the occurrences of duplicate numbers. In reality, funding and staffing issues will prevent this ideal from being achieved in many settings, so all archivists may find themselves having to determine an acceptable error rate and how much of their time they are going to devote to correcting numbering problems.

Having your entire procedure documented and openly accessible to all archives staff is one way to help solve this problem; another is to hold regular meetings and brain-storm-

ing sessions. Creating an open and receptive environment, not only within the archives but also throughout the entire corporation, will encourage personnel to share their ideas and help the lead archivists to further refine procedures to more completely serve the needs of an ever-expanding collection. Cooperation between the media archives and related departments such as photo services, video production, and public relations is essential and can save a great deal of time when processing collections. Just like the numbering systems and physical formats that have changed over the last century to better suit the needs of the collection, the procedures must be an ever-changing work-in-progress to better suit the retrieval needs of the archivists responsible for processing and utilizing that collection for research. ♦

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SAA Member Survey Results

Part 2: Internet Usage, Annual Meetings, Other Member Benefits, Sections, Roundtables, and Dues

Editor's note: This is the second in a series of articles summarizing the results of the survey, "Assessing Member Needs and Evaluating SAA's Delivery of Service," completed this summer by SAA members. The last issue of Archival Outlook reported on highlights from the survey. SAA extends thanks to all who took the time to respond to the survey. Precisely a third (33%) of SAA membership responded. Internet usage, annual meetings, other member benefits, sections, roundtables, and dues are summarized below. The next issue of Archival Outlook will address membership in professional organizations, and the results of the survey of former members.

Internet Usage

Respondents were asked how often they access the Internet for professional information or services. Most respondents accessed the Internet frequently; 45% use it once a day or more, 21% a couple of times per week, 12% a couple of times per month, and 12% once a month or less. Only 10% of the respondents have never accessed the Internet.

Most respondents accessed the SAA Web site once a month or less (59%), 15% a couple of times per month, and 4% once a week or more. About one-fifth (22%) of the respondents have never accessed the SAA Web site.

Together, these results indicate that respondents frequently seek professional information or services on the Internet (78% access the Internet a couple of times per month or more), but they usually do not get their information from the SAA Web site (19% access the SAA Web site a couple of times per month or more).

Respondents who have accessed the SAA Web site were asked to rate their satisfaction with several characteristics of the site: timeliness of information, usefulness of information, ease of use, and visual appeal. Satisfaction was rated on a 1-to-10 scale, where 1 = "not at all satisfied" and 10 = "extremely satisfied."

Respondents were moderately satisfied with all four characteristics of the Web site. They expressed most satisfaction with the site's ease of use (7.1) and the usefulness of the information (6.8). Respondents expressed less satisfaction with the timeliness of information (6.4) and visual appeal of the site (6.3).

When asked what were the three most important things SAA can do to improve the Web site respondents most frequently mentioned making more information available (22%), keeping the information up to date (20%), providing better links to other sites (17%), and improving the visual appeal of the site (11%).

SAA Annual Meetings

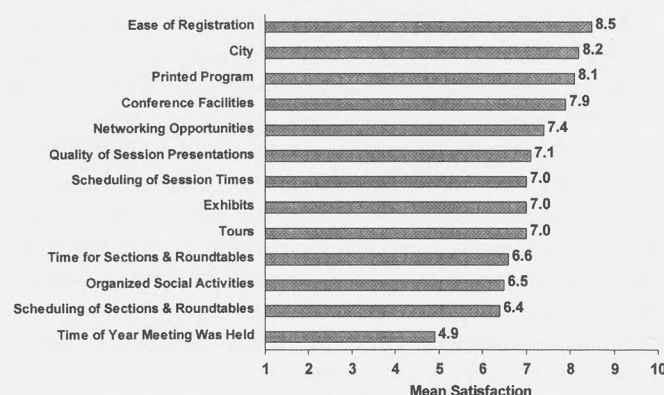
Respondents were asked how many SAA annual meetings they have attended in the past three years. Overall, 37% had attended no annual meetings, 23% attended one, 15% attended two, and 25% attended three meetings in the last three years.

Respondents who have attended an annual meeting in the past three years were asked to rate their satisfaction with several characteristics of the most recent annual meeting they attended. Satisfaction was rated on a 1-to-10 scale, where 1 = "not at all satisfied" and 10 = "extremely satisfied."

As shown in the chart at right, respondents indicated that they were very satisfied with the ease of registration, city, and

printed program. For most of the other characteristics, respondents expressed moderate levels of satisfaction. Respondents were least satisfied with the time of year the meeting is held.

Satisfaction with Annual Meeting



When asked what were the most important things SAA can do to improve the annual meeting, the three most frequently mentioned responses were the same for respondents who had and who had not attended the annual meeting in the past three years:

- Change the date (mentioned by 23% of those who had attended and 15% of those who had not attended),
- Minimize costs (mentioned by 14% of those who had attended and 36% of those who had not attended),
- Choose better locations (mentioned by 11% of those who had attended and 16% of those who had not attended).

Respondents were asked how important was the registration fee, lodging and meal costs, and transportation costs when deciding whether or not to attend an annual meeting. Importance was rated on a 1-to-10 scale, where 1 = "not at all important" and 10 = "extremely important."

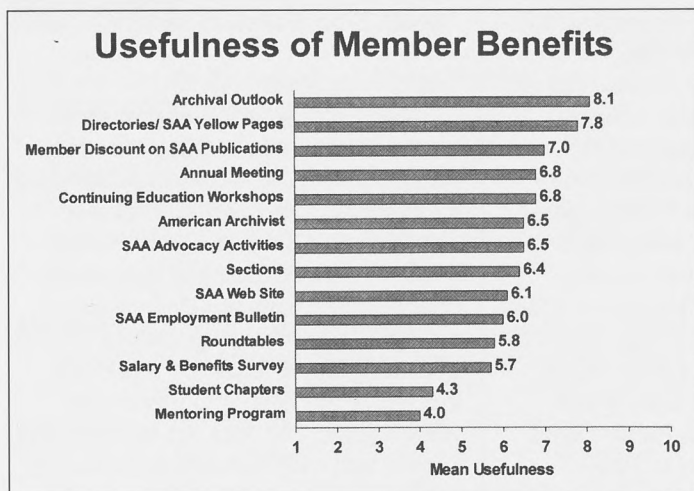
Overall, respondents indicated that all three factors were moderately important: registration fee, lodging and meal costs, and transportation costs.

Regarding scheduled activities, when asked if there were too many, about the right number, or too few at the annual meeting most respondents (69%) indicated that there were about the right number of scheduled activities. About 27% said there were too many and 4% said there were too few.

Other Member Benefits

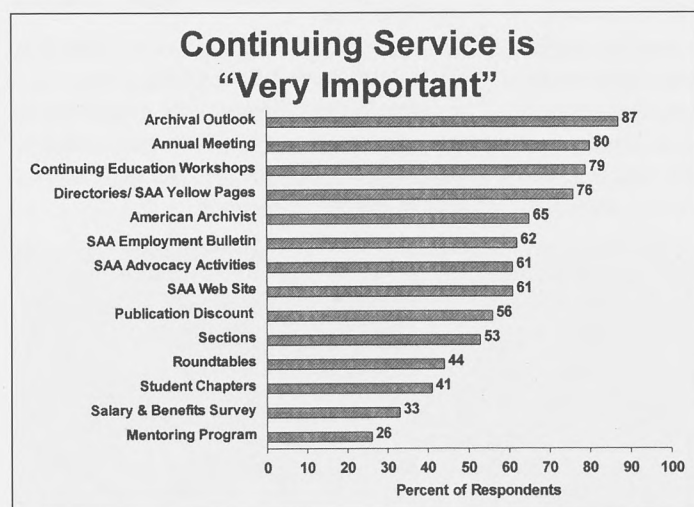
Respondents were asked to rate how useful several SAA benefits, products, and services were to them. Usefulness was rated on a 1-to-10 scale, where 1 = "not at all useful" and 10 = "extremely useful."

As shown in the chart below, respondents indicated that the most useful benefits are the *Archival Outlook* newsletter and the SAA membership/other directories.



Respondents were also asked how important it is for SAA to continue providing each benefit, product, and service. Respondents could indicate that continuing the service was very important, somewhat important, or not important.

As shown in the chart below, over three-quarters of the respondents indicated that it was very important to continue the *Archival Outlook* newsletter (87%), annual meeting (80%), continuing education workshops (79%) and the SAA membership/other directories (76%).



Respondents were asked whether they currently participate or have ever participated in the SAA mentoring program. Overall, 13% of the respondents said they have served as a mentor, 8% have been a mentee, 1% have been both a mentor and a mentee, and 79% had not participated in the program in either capacity.

Sections, Roundtables, and Dues

Respondents were asked how many SAA sections and roundtables they currently belong to, and how many section and roundtable meetings they have attended in the past three years.

On average, respondents belong to two sections and have attended one or two section meetings in the past three years. On average, respondents belong to one roundtable and have attended one or two roundtable meetings in the past three years.

Respondents were told that "SAA is presently considering alternative internal structuring of sections and roundtables and the overall need for increased revenue to sustain current basic activities in an era of rising costs and expectations." Three different plans for changing the current dues structure were described, and the respondents were asked to indicate which plan they preferred:

- **Plan 1.** Raise dues for all members by 15%, distinctions between sections and roundtables remain unchanged, number of section and roundtable memberships included in the yearly dues remain unchanged.
- **Plan 2.** Raise dues for all members by 10%, convert sections and roundtables into "units," each unit receives publication, meeting, and administrative support from SAA; yearly dues include membership in one unit, members may join an unlimited number of additional units at \$20-\$25 per unit.
- **Plan 3.** Raise dues for all members by 20%, convert sections and roundtables into "units," each unit receives publication, meeting, and administrative support from SAA; yearly dues include membership in up to three units, members may join an unlimited number of additional units at \$20-\$25 per unit.

About one-fifth of the respondents (21%) did not express a preference for any of the plans. Of those who did express a preference most (70%) chose plan 2; 21% preferred plan 1, and 9% preferred plan 3.

Respondents were asked to indicate the main reasons they preferred the plan they selected. Respondents who chose plan 1 (raise dues 15%, keep sections and roundtables) most often indicated that this plan met their needs (25%) and had the least financial impact on them (23%). Respondents also frequently called upon SAA to forego a dues increase (15%).

Respondents who chose plan 2 most often indicated that it had the lowest dues increase (27%) and the least financial impact on them (16%). The third most frequent comment was that SAA should not raise dues (11%).

Respondents who chose plan 3 most often indicated that it encouraged broad participation (29%). Another 13% said it met their needs, and 12% said they chose this plan because it eliminated the distinction between sections and roundtables.

Respondents who chose none of the plans frequently commented that SAA should not raise dues (55%) and that they did not like any of the plans (36%).

Both Council and the Task Force on Dues and Member Benefits are grateful to all who responded. The survey and its results are a valuable tool to help SAA serve you better. ♦

It's a 'Burgh Thing:

Pittsburgh Hosts the 1999 SAA Annual Meeting

by **ED GALLOWAY, STEVE HUSSMAN, and MIRIAM MEISLIK**
1999 SAA Host Committee Co-Chairs

Known for its iron and steel, ketchup and pickles, rivers and bridges, and black-and-gold sports teams, the 'Burgh is proud to host SAA's 63rd annual meeting at the Pittsburgh Hilton and Towers, August 23-29, 1999.

If you have never been to Pittsburgh, you are in for a real surprise. First, forget whatever notion you have of the city being smoky, dirty, and grimy. Banked on all sides by scenic rivers and hills, Pittsburgh has a most striking skyline, combining the historic architecture of the late nineteenth to early twentieth century with the contemporary glass, steel, and aluminum buildings of today. For those of you who arrive from Pittsburgh International Airport, the view of downtown as you exit the Fort Pitt Tunnel will no doubt serve as a stunning greeting. This experience led one *New York Times* writer to describe Pittsburgh as "the only city in America with an entrance."

The Hilton Hotel, situated within the "Golden Triangle," has a prominent view of Point State Park where the Allegheny and Monongahela form the Ohio River. You will find yourself within easy walking distance of more than a dozen historical and cultural attractions, architectural landmarks, great shopping, and cuisine to delight every taste. Pittsburgh enjoys the benefit of countless ethnic influences from its immigrant and industrial heritage in everything from music and dance to memorable dining and architecture. No matter where you go, it is more than likely that a bridge will take you there since Pittsburgh has more bridges than any other city in the world, with the exception of Venice, Italy.

Pittsburgh's history is a chronicle of America's history. From early Native American settlements to the arrival and conquest of the Europeans, Pittsburgh has embodied America's great drive toward progress. Along its three rivers, an industrial empire was born from coal,

iron, steel, glass, oil, banking, and food processing. Turn-of-the-century fortunes were built in Pittsburgh by the likes of Andrew Carnegie, Henry Clay Frick, Henry J. Heinz, Andrew Mellon, George Westinghouse, and Charles Schwab.

You will have the opportunity to experience and learn more about our region's history at SAA's Friday night reception at the Senator John Heinz Pittsburgh Regional History Center. Once the home of the Chautauqua Lake Ice Company in the city's Strip District, the center is devoted to preserving and presenting the sweeping history and heritage of southwestern Pennsylvania. You will have the chance to explore museum exhibits and the library and archives, where you might encounter steel tycoon and library benefactor Andrew Carnegie or Josh Gibson, a baseball player from one of Pittsburgh's Negro Leagues.

Today Pittsburgh is a major center for technology and software development and is home to over a dozen corporate headquarters, such as ALCOA, H.J. Heinz Company, PPG Industries, USX, Bayer, Allegheny Ludlum, and U.S. Airways. The southwestern Pennsylvania region supports over 25 colleges and universities, including Carnegie Mellon University, the University of Pittsburgh, and Duquesne University. The region is also nationally and internationally known for

its pioneering role in medical research and technology in the areas of cardiology, diabetes and organ transplant, and cardiothoracic surgery. Interestingly enough, several nationally recognized companies that provide fundamental services to libraries and archives are headquartered in the Pittsburgh area, including National Underground Storage, WRS Motion Picture and Video Laboratory, and Preservation Technologies, Inc.

The Host Committee has planned tours and site visits to many attractions, including two private residences designed by Frank Lloyd Wright (Fallingwater and Kentuck Knob); the Andy Warhol Archives Study Center and its famous time capsules; National Underground Storage (a records storage facility located in an abandoned limestone mine, 220 feet below the hills of southwestern Pennsylvania); The Frick Art and Historical Center; and walking tours of Pittsburgh, or as the local calls it, "dahntahn." One of the best ways to see the city will be on a planned evening cruise along the three rivers. Baseball fans should be sure to arrive early because the Bucs play at Three Rivers Stadium at the beginning of the week.

For more information about these tours and things to do in Pittsburgh, check out the 1999 SAA Host Committee Web site at www.library.cmu.edu/SAA-PghHostCmte.

For the next eight months, we will work hard so that SAA's 63rd annual meeting in the 'Burgh will be a memorable one. As one of our most famous residents, Fred Rogers, would say, "It's a beautiful day in the neighborhood..." ♦



1999 SAA annual meeting Host Committee co-chairs **Ed Galloway, Steve Hussman, and Miriam Meislik**



SHARI CHRISTY, formerly with the National Aviation Hall of Fame, has recently accepted the position of information archivist with Anteon Corporation on contract at the Air Force Research Laboratory Headquarters at Wright-Patterson Air Force Base in Dayton, Ohio.

Light and Air: the Photography of Bayard Wootten, by **JERRY W. COTTEN**, photographic archivist in the North Carolina Collection, University of North Carolina Library at Chapel Hill, has been published by the University of North Carolina Press. Bayard Wootten (1875-1959) was one of the South's early professional women photographers. A Web site on Wootten is at www.lib.unc.edu/ncc/wootten/.

ANDREA GOLDSTEIN is the new assistant processing archivist in the Harvard University Archives. She is originating a new position and will have responsibility for the arrangement and description of the official records of Harvard University. Goldstein is a 1997 graduate of Simmons College Graduate School of Library and Information Science; she earned her B.A. from Smith College and M.A. in political science from Boston College. Before coming to Harvard, she was the adult reference librarian in Brooks Free Library in Harwich, Mass.



H. THOMAS HICKERSON was recently promoted to associate university librarian for Information Technology and Special Collections at Cornell University Library. Hickerson is currently vice-president of SAA and will become its 55th president next September.

HAL HUBENER, special collections librarian/archivist at the Lakeland (Florida) Public Library since 1988, is the new director of the Phillips County Library in Helena, Arkansas. A member of the Society of Florida Archivists since 1987, he served as its president, secretary-treasurer, associate newsletter editor, executive board member, and chair of the membership committee, the special assistance committee, the nominating committee, and the southern archives committee. In 1996 Hubener received the SFA Award of Excellence. In 1991 Hubener was named the Florida Public Library Association's Library Employee of the Year.

STEPHEN MILLER has recently been appointed project manager for "Enhancing Encoded Finding Aids: The Photographs and Writings of William Gale Gedney," an Institute for Museum and Library Services National Leadership Grant-winning project at the Digital Scriptorium of the Rare Book, Manuscript, and Special Collections Library of Duke University. The project will make available an important body of archival materials from documentary photographer William Gedney, as well as explore methods for improved resource discovery using EAD.



CHARLES R. SCHULTZ, the Clements Archivist at Texas A&M University, received the Society of Georgia Archivists' David B. Gracy Award for his article, "Personality Types of Archivists," published in the 1996 issue of *Provenance*. The award, named for the founder and first editor of *Provenance*, is presented annually to the author of the best article in the journal.

TYLER O. WALTERS, formerly head of the Special Collections Department at Iowa State University, recently accepted the position of head of the Haselton Library and Information Center of the Institute of Paper Science and Technology, an affiliate of the Georgia Institute of Technology in Atlanta.

In August, **JOHN STRAW** assumed the position of archives and special collections librarian at Ball State University. He formerly held positions as archivist for student life and culture at the University of Illinois in Urbana-Champaign (1991-97), university archivist at Virginia Tech (1987-91), and archives senior assistant at Indiana University-Purdue University in Indianapolis (1981-87).

SAA Assumes Archives & Archivists List

In support of the exchange of information among professional archivists, the Society of American Archivists agreed last September to assume responsibility for the maintenance of the Archives & Archivists Electronic Mailing List (A&A List). An ad hoc committee appointed by SAA Council will have oversight of the list and will be responsible for working with the co-managers and bringing issues regarding the list before Council.

Miami University Libraries has agreed to host the list until September 1999. **ROBERT F. SCHMIDT** of Miami University will serve as manager of the A&A List. Neither SAA nor Miami University Libraries assume responsibility for the content of this unmoderated list. To access the list: <http://listserv.muohio.edu/archives/archives.html>.

OBITUARIES

MONSIGNOR ROLAND BOUDREAUX, 83, archivist of the Diocese of Houma-Thibodaux, Louisiana, since 1979, died November 20, 1998, of congestive heart failure. A priest for 56 years, Boudreaux served in many different ministries before establishing the diocesan archives.

SISTER ROSE MATTHEW MANGINI, IHM, 70, congregation archivist for the Immaculate Heart of Mary Sisters in Monroe, Michigan, passed away on November 24, 1998, after a prolonged illness. Active in Archivists for Congregations of Women Religious, she served as its secretary, played a major role in organizing its first national conference in 1994, and was production editor of *ACWR News*.



New Tools Developed for Electronic Records Management

I hope that archivists in general may find some encouragement, stimulus, and assistance in two developments that we at the National Archives and Records Administration (NARA) have recently announced for managing electronic records.

We have informed federal agencies that NARA has endorsed the Department of Defense Standard 5015.2—Design Criteria for Electronic Records Management Software Applications—for use across the federal government. After a detailed review, we determined that the DoD standard is one approach that can help federal agencies effectively manage growing quantities of e-mail messages, word-processing documents, and other electronic records.

In a November 18, 1998, letter to the Department of Defense, I formally endorsed the standard, developed by a DoD team that included participation by NARA staff and members of SAA. In a memorandum to federal records officers, we notified all federal agencies that the standard conforms with requirements of the Federal Records Act and establishes baseline requirements for managing such records. This provides a starting point for agencies that want to begin implementing electronic recordkeeping now.

Although NARA is endorsing the standard as one possible approach to managing electronic records, the endorsement is not exclusive. While the DoD standard is an appropriate basis for records management, there may be other, equally valid ways to address this challenge. We are participating in other partnerships that are exploring such alternatives.

The standard does not solve all electronic recordkeeping problems by itself. There are a number of additional questions that must be resolved in order to be sure that requirements for managing federal records are met. Each agency must address these questions within the context of its own computer and policy environments, such as DoD itself is planning to do, by developing a manual of detailed procedures to accompany implementation of any records management software. We look forward to continued collaboration with DoD, both on addressing these implementation issues and on extending the baseline requirements.

Collaborative work by DoD and NARA is proceeding under an agreement that we reached in December 1997 to work together on records management initiatives. The first step was for us to evaluate, as we have done, the DoD baseline requirements. Now we will work with DoD on issues that arose in the evaluation, on development of operational guidance in the use of the baseline requirements, and on the extension of them. The agreement additionally calls for us to review DoD's test program for approving records management software for use by DoD units. Our endorsement of the DoD standard does not currently include an endorsement of the test and

certification program or any software products certified under that program. We will announce the results of our review of the test and certification program when it is completed.

We are grateful for DoD's work and look forward to the next phases of the collaboration. This is an important step forward toward electronic recordkeeping in the federal government. There is another one.

Recently, we at NARA produced a draft bulletin to guide agencies in working with us on scheduling how long to keep electronic copies of records of all programmatic activities and certain administrative functions, formerly covered by General Records Schedule (GRS) 20, which a federal court has ruled null and void. We cooperated with the Office of Management and Budget to solicit agency comment on the draft bulletin, which OMB sent to chief information officers and NARA sent to agency heads and records officers. Also we published a *Federal Register* notice requesting public comment on proposed changes to general records schedules that authorize the disposal of certain administrative records, regardless of physical format, and we began preparing a revised version in response to comment. Additionally, we began preparation of a new general records schedule for certain administrative records documenting the management of information technology. We based these actions on advice from an electronic records work group assisted by consultants including members of SAA.

These actions, however, are just part of NARA's broader, overall effort to help the government develop standards and techniques for electronic records creation, preservation, and access in the context of proper recordkeeping practices.

In addition to the DoD collaboration I described above, NARA is working in partnership with individual federal agencies on projects such as the following:

- We are working with the Defense Advanced Research Projects Agency to use the power of supercomputers to test records life-cycle management solutions for large quantities of data.
- We are working with the State Department on accessioning electronic cable files in a groundbreaking project to meet challenges posed by the extremely large number of small files, the difficulties of providing meaningful access to such records, the complexity of transfer standards, and declassification issues.
- We are working with the Army Research Laboratory on tools available to process office automation records.

Also, we are working with several agencies on electronic records declassification in areas such as the following:

- NARA staff worked with the automation working group of the Declassification Program Managers Council to



develop a Document Interchange Standard (DIS) for use by agencies to exchange scanned documents to facilitate interagency review and redaction.

- NARA staff worked with the intelligence community and DoD to develop extensions of 5015.2 RMA, the DoD standard for records management applications, to classified electronic records. These extensions will be subject to agency and public review in 1999.

Additionally, we are preparing a business process redesign of how all federal records are identified, appraised, scheduled, and tracked while in agency custody. The project will assess the applicability, in the electronic information age, of traditional records management and archival practices. It will deal with such questions as how to appraise records that exist in multiple media or formats, how changing technical capabilities affect the appraisal process, what other approaches to appraising federal records might be appropriate, and what role electronic access plays in the appraisal process.

We will coordinate this study with the work of a new interagency electronic records group that I am creating. It will follow up on work begun by the group I created last year to advise me on alternatives to GRS 20. The new group will draft a series of tools to address the federal government's most pressing needs for electronic records management guidance. At the same time, NARA will balance this effort by undertaking a comprehensive review of electronic records guidance needs and developing a multi-year approach to addressing them.

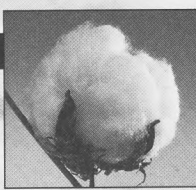
Congress and the president recently gave new impetus to NARA's work on electronic records. They responded to my request for significantly greater funding by approving a multi-million-dollar budget increase for NARA for fiscal year 1999. It will not meet all our needs, but, among other things, the money will enable us to do the following:

- expand NARA's staff to provide assistance to agencies identified as having particularly critical needs in managing their electronic records, among others;
- expand NARA's capacity to preserve electronic records, both in quantity and format; and,
- increase NARA's capacity to make electronic records accessible to users by working toward a way to access millions of electronic text files, as we already do with data files, so that they can be searched for specific messages in response to specific questions.


Therefore, a year from now I hope to be able to report significantly greater progress. In the meantime, the steps we have recently taken will greatly help. ♦

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SAA and Archivists in the News

The availability of historical documents via the World Wide Web was highlighted in a recent *Chicago Tribune* article (Sunday, November 29, 1998). The item covered the technological revolution facing the archives profession as collections are saved in digital formats. It is a revolution which is fundamentally changing the manner in which knowledge is shared and the historical record made available. "Many items can be located through an automated system of finding aids developed over the last five years by a group that has included university librarians, the **Society of American Archivists** and the Library of Congress." The article concluded with a mention of the Research Libraries Group and its efforts to create a Web site with the ability to search all of the archival resources currently available online.

On a related note, the *U.S. News Online* edition cited **archivists** in its career planning resources section as a "hot" specialty field in terms of job opportunities. The description states "This field will continue to grow dramatically for years to come as government at all levels, corporations, libraries, and museums put their records into an electronic format." The site includes a link to the online version of the *1998-99 Occupational Outlook Handbook* published by the Bureau of Labor Statistics. The listing for archivists and curators contained in the handbook indicates that "Employment of archivists and curators is expected to increase about as fast as the average for all occupations through the year 2006. Jobs are expected to grow as public and private organizations put more emphasis on establishing archives and organizing records and information, and as public interest in science, art, history, and technology increases." The **Society of American Archivists** is cited as a source for additional information.

Publications of Interest to Archivists

- *Records Management Bulletin* published by International Records Management Conference (United Kingdom). This glossy bimonthly periodical is only a few years old and continues to feature a wide spectrum of well-written articles on records management. As Patrick Cadell, Keeper of the Records of Scotland and chair of the Society of Archivists, noted in a recent issue, "[archivists and records managers] may occasionally dispute certain areas of territory between [them], but much more links [them] than divides [them]." Sample copy or subscription: Ann Lawes, Editor, 498 Paynes Meadow, Whitminster, Gloucester GL2 7PS United Kingdom; Ann.Lawes@tfpl.com.
- *Copyright & New Media Law Newsletter for Librarians & Information Specialists* is now in its third year of publication, with contributors from around the world—and subscribers from 15 countries. This newsletter keeps librarians, archivists, educators and those in museums abreast of important copyright issues, news, and practical solutions to everyday activities. By subscribing to this print newsletter (16 pages per issue three times a year), you are entitled to free "e-mail alerts" to ensure timely news, court cases, legislation, and seminars are brought to your attention, as well as a free subscription to the e-letter, *Copyright and New Media Legal News*. For further information, see <http://copyrightlaws.com>; or contact 202/478-0478, libraries@copyrightlaws.com.
- *Disaster Recovery: Salvaging Photograph Collections*, by Debra Hess Norris, (Philadelphia: Conservation Center for Art and Historic Artifacts, 1998). This six-page bulletin provides recommendations and practical guidance on the recovery of water-damaged photographic objects. Topics include recovery options, special considerations and salvage priorities, initial steps, recommendations for air drying, recommendations and precautions for freezing, smoke and soot damage, and additional sources of information. Single copies may be purchased for \$3.50 (orders of 10 or more copies are \$2.50 each plus shipping and handling) from: CCAHA, 264 South 23rd St., Philadelphia, PA 19103; 215/545-0613; fax 215/735-9313; ccaah@hslc.org; www.ccaha.org.
- *Selecting Research Collections for Digitization*, by Dan Hazen, Jeffrey Horrell and Jan Merrill-Oldham (Washington, DC: Council on Library and Information Resources, August 1998). This report proposes a model of the decision-making process required of research libraries when they embark on the digitization of their collections. The authors offer a series of questions that will facilitate this process for managers in archives and libraries. The questions of what and how to digitize are placed in 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 these decisions are made. For a copy of the report, contact: CLIR, 1755 Massachusetts Ave., N.W., Suite 500, Washington, DC 20036-2188; fax 202/939-4765; info@clir.org.
- *Storage Guide for Color Photographic Materials: Caring for Color Slides, Prints, Negatives, and Movie Films*, by James Reilly, (Albany, NY: University of the State of New York), 1998. 48 pp. Available for \$20 (checks payable to "The University of the State of New York") from the New York State Library, 10C47 Cultural Education Center, Albany, NY 12230; 518/486-5354. Order forms may be found at www.nysl.nysed.gov/libdev/storage.htm. A review of this publication, by Gary Saretzky, may be found in the *Abbey Newsletter*, vol. 22, #2, p. 28.
- *Canadiana: The National Bibliography* is now available on CD-ROM and contains more than 1.2 million bibliographic and authority records. Covering the years 1973 to 1997, *Canadiana* includes records for monographs, serials, theses, microforms, government documents, sheet music and scores, sound recordings, video recordings, CD-ROMs and much more. Price: CAN \$139.05 (with GST); US \$129.95 (for other countries). To order: Canadian Government Publishing—PWGSC, Ottawa, K1A 0S9 Canada; 819/956-4800 or 800/635-7943.

RECENT CHANGES TO THE COPYRIGHT LAW: COPYRIGHT TERM EXTENSION

BY PETER B. HIRTLE, CORNELL UNIVERSITY AND
COUNCIL MEMBER OF THE SOCIETY OF AMERICAN ARCHIVISTS

NOTA BENE: The author is not a lawyer, and the information in this report should not be taken as legal advice. While the author has sought to ensure that the information in this report is accurate, copyright law is complicated, and a brief overview such as this cannot reflect the deep and technical details of the law.

In the closing days of this past legislative session, the 105th Congress passed, and President Clinton signed, a number of bills that have greatly altered the copyright landscape. For archivists, the most important of these bills is the Sonny Bono Copyright Term Extension Act, signed into law on October 27, 1998 as Public Law No. 105-298. This report addresses the important changes embodied in PL 105-298; future reports will address other recent copyright actions.

There are a number of reasons why archivists should be interested in understanding the current structure of the copyright law. For one, the ability to understand and explain copyright is one of our professional obligations. The "ALA-SAA Joint Statement on Access: Guidelines for Access to Original Research Materials" (<http://www.archivists.org/governance/resolutions/alasaa.html>) notes that it is the researcher's (not the repository's) responsibility to satisfy any copyright regulations when copying or using materials found in collections, but adds: "Whenever possible a repository should inform a researcher about known copyrighted material, the owner or owners of the copyrights, and the researcher's obligations with regard to such material."

In order to be able to meet this obligation, it is important that archivists are conversant in copyright law. Furthermore, violation of copyright can result in financial or even criminal penalties. It is incumbent that we understand those risks in order to help protect our institutions and ourselves. Finally, in the past most reproductions in archives were made at the request of and for researchers. Today, however, many archives are interested in publishing archival materials directly on the Web. In effect, archives have themselves become users of materials and must meet the same obligation to satisfy copyright regulations that formerly were the responsibility of researchers.

PL 105-298 affects directly the copyright status of unpublished material. The law consists of two titles. The second title exempts some food service and drinking establishments from music licensing requirements. Archives that have established cafes or restaurants in their facilities may be interested in the ramifications of this title, but the focus here is on the first title in PL 105-298. It addresses how long copyright endures and adds a new exemption for libraries and archives. To understand how the term of copyright has changed, however, it is necessary to first review the copyright terms in effect until October.

Copyright Term Prior to 1998

Prior to the passage of the Copyright Act of 1976, copyright in unpublished materials was governed by common, not federal, law, and the term of copyright was perpetual. In most cases as soon as a work was fixed (in writing or as a photograph, for example), it was copyrighted. One important exception to this principle are works authored by federal government employees. They are, by law, part of the public domain. For most other unpublished works, however, the only sure way to enter the public domain was to be published. With publication, federal statutory copyright protection began and would eventually expire.

The copyright law passed in 1976 (which became effective in 1978) ended perpetual common-law copyrights and replaced them with federal statutory copyrights. At the same time the 1976 law set for most works a copyright term of life of the author¹ plus 50 years or until December 31, 2002, whichever was longer. The term for anonymous, pseudonymous, and corporate works was set at 75 years. This meant that the unpublished personal papers of George Washington or Abraham Lincoln (which were protected by common law copyright when written and which gained statutory protection under the 1976 law) would become part of the public domain on January 1, 2003 (since each author had died more than 50 years before this date).

Why is the copyright status of unpublished

works important? The law reserves to the copyright owner certain rights, including the right to reproduce, distribute, or prepare derivatives of the work. By providing to authors a limited monopoly over the use of their works, the copyright law seeks to encourage creativity. Federal law provides for stiff penalties for infringement of the rights reserved to the copyright owner. At the same time, copyright law recognizes that the public has an interest in using, learning from, and building on the work of others, and so provides several limitations on the rights of copyright owners. These include provisions for limited copying by libraries and archives, and for "fair use" of copyrighted material. Thus while the law provides copyright owners the exclusive monopoly to reproduce copyrighted material, this monopoly right can be put aside if it is in the best interests of the public.

For archivists and researchers, the biggest challenge has been to identify the copyright owner of a work in the archives. Who among the many descendants of George Washington or Abraham Lincoln, for example, have a share in the copyrights

"Sonny wanted the term of copyright protection to last forever.... Perhaps the Committee may look at that next Congress."

—HON. MARY BONO



THE SOCIETY of
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of each President? For the myriad of lesser-known figures, how could archivists ever determine who actually owned the rights in the materials (or even when they died)? The bulk of the records in archives are "orphan" works. Their copyright is owned by someone, but identifying that someone is an almost impossible task. The one consolation for archivists was that at least a large portion of the material in archives—specifically the material from authors who died before 1953—was going to enter the public domain on January 1, 2003. Many archivists have been anticipating the "public domain party" in four years, which would remove any ambiguity about the copyright status of much archival material.

1998 Changes to Copyright Term

The Sonny Bono Copyright Term Extension Act modifies the 1976 law in two important ways: by changing the dates when copyrights expire, and by introducing a new limitation particular to library and archives on the rights of copyright owners. Let's consider each of these in turn.

First, the good news: archivists can still have a public domain party on New Year's Eve in 2002; January 1, 2003, is still the date when many unpublished works will enter the public domain.² What has changed is the length of the term of copyright. Ostensibly to bring American copyright into uniformity with the term originally implemented in Germany and subsequently adopted by the rest of the European Union, the length of the basic copyright term has been increased by twenty years.³

The term of most copyrights is now life of the author plus 70 years rather than life of the author plus 50 years. That means the unpublished personal works of authors who died in 1932 or earlier, including Washington, Lincoln, and many of the less-prominent Americans that fill our archives, will lose their copyright and become part of the public domain on January 1, 2003. On January 1, 2004, the unpublished works of authors who died in 1933 will enter the public domain; on January 1, 2005, the unpublished works of authors who died in 1934 will lose their limited monopoly, and so on.

Note that the above dates apply to **unpublished** works. A different set of rules applies to **published** works. The date when published works enter the public domain is complicated, and depends on when the work was created, whether it was published with notice, and other factors (see page 4). All that can be said with certainty is that works published before 1923 are in the public domain, whereas works published in or after 1923 but before 1978 may have a copyright term of up to 95 years from date of publication (a change from the 75 years prior to passage of the bill). Works published in or after 1978 will enter the public domain seventy years after the death of the author (unless Congress elects to extend copyright once more).

Anonymous and pseudonymous works are treated slightly

differently. Since it is impossible to determine the life span of the author of anonymous or pseudonymous works, these are protected for 95 years from date of publication or, if unpublished, 120 years from date of creation, whichever expires first. Again no work will enter the public domain until January 1, 2003. On that date anonymous unpublished works written in 1882 or earlier will no longer be copyrighted.

A third class of works of special interest to archivists are works of corporate authorship (referred to in the law as "**Works Made for Hire**"). In the case of works made for hire, an employer and not the employee owns the copyright in works created by the employee as part of his or her employment. Copyright in works made for hire endures for a period of 95 years from the date of publication or, if unpublished, 120 years from the date of creation, whichever expires first. For example, copyright in an unpublished manuscript by Jacob Riis, who died in 1914, would normally expire after December 31, 2002

(1914 + 70 years is less than this date). If he wrote the unpublished manuscript in 1899 as a police reporter for the *Evening Sun*, however, the piece might then be a work made for hire. The paper would own the copyright, and it would only expire after 2009 (1899 + 120 years).

Termination of Copyright Assignments

The 1976 Copyright Act includes a provision for termination of any grant of copyright during a five-year window. For unpublished material that remains unpublished, the five-year window begins forty years after the initial grant. All grants of copyright must be in writing. Under the 1976 law the people who might be able to revoke a grant of copyright included the author, his or her surviving spouse, their children, and their grandchildren. PL 105-298 has expanded this to include the author's executor, administrator, personal representative, or trustee.

Exemptions for Libraries and Archives

PL 105-298 includes a new reproduction right for libraries and archives. During the last 20 years of any term of copyright of a published work, "a library or archives, including an educational institution that functions as such, may reproduce, distribute, display, or perform in facsimile or digital form a copy or phono record of such work, or portions thereof, for purposes of preservation, scholarship, or research." This may mean, for example, that a library or archives could digitize and make available on its Web site a published work 75 years after publication (instead of waiting another twenty years until the work entered the public domain). Some limitations on this new right to reproduce are set forth in the legislation.

What this new exemption means for archives is unclear. There are at least four issues that may limit for archives the utility of this exemption:

- The right to reproduce an item in digital form extends only to **published** works. Archives which to reproduce or

"Holders of copyrights about to expire have a financial interest in urging extension.... An examination of the question, however, suggests that, even if the moral argument is given its due... extension is not justified."

—JUSTICE STEPHEN BREYER

distribute **unpublished** works before they enter the public domain will have to find a copyright defense elsewhere.

- By permitting libraries and archives to make digital copies of published works during the last twenty years of copyright term, the law may by implication forbid them from doing this any earlier.
- The law stipulates that the exception for libraries and archives does not apply if "the work is subject to normal commercial exploitation." It does not explain what this means, and some would argue that all copyrighted works are subject to possible commercial exploitation.
- The rights under this section apply only to a library or archives. Researchers who wanted to use the material found on a Web site would still be liable for clearing all copyrights.

It will be interesting to see how the library community elects to implement this new exemption granted to them.

Implications for Archivists

What do the changes in copyright law described above mean for archives? In the short term, the answer is nothing. Unpublished works that were copyrighted the day before the bill was signed are still copyrighted, and will be to at least January 1, 2003. On that date, some works will enter the public domain (though not as many as archivists would have liked). Additional material will enter the public domain in each following year.

Nevertheless, the long-term implications for archives are not promising. In an important article on the right of fair use in unpublished materials, Kenneth D. Crews has argued that collections should be open to researchers to the fullest extent allowed under law and under agreement with donors. He therefore proposed four strategies intended to help archivists and researchers overcome the barriers to the use of copyrighted work, and thus restore the balance between private and public interests. One of these strategies was to "confirm the public domain status of material." As Crews noted, when works enter the public domain, "the limits of fair use no longer apply, and the writings may be quoted and even reprinted in full without copyright restrictions." He added, "The year 2003 is not far away. A thorough biography or history in process today may not be published until then."⁴

Because of PL 105-298 on January 1, 2003, there will be twenty fewer years of material in the public domain than would have occurred prior to the passage of this bill. That means there will be that much more material of uncertain copyright status in the archives, and the archivist who reproduces that material will continue to be at risk. For the users of archives, the situation is even more grim. Each user (including an archives that wishes to publish its holdings on the Web) will need to weigh the potential risk of a suit for copyright infringement before proceeding.

Furthermore, while we can be confident that some material will enter the public domain in four years, there is a real danger that the passage of copyright term extension this year is the first step to a system of perpetual copyright. Twenty years ago copyright was extended for a period of 25 years; this year we have seen it extended

for the period of another 20 years; and some of the supporters of the extension have called for the end of all copyright term limits.⁵

For material that will, because of the new copyright law, remain under copyright protection, alternative strategies must be found in order to make it as freely available as possible. Archivists can still rely on the exemptions found in Sections 108 ("Reproduction by Libraries and Archives") and 107 ("Fair Use") of the Copyright Law in order to make copies of documents for patrons, and possibly to make documents available electronically. We can also follow the strategies outlined in Crews's useful article. For example, archivists should, in conjunction with legal counsel at their own institutions, develop policies that will ensure that the full right of fair use is permitted. We should as well document as much as possible the copyright status of the materials in our collections. While most unpublished materials are copyrighted, works of the federal government are not, and hence are in the public domain. Furthermore, photographs and documents that have been published under the authority of the copyright owner but without proper notice may have entered the public domain.

Just as the copyright law strives to strike a balance between the interests of copyright owners and the public, so too must archivists strive to strike a balance in our approach to copyright. We have a duty to avoid copyright infringement and liabilities, both out of respect for authors and to protect our institutions. At the same time, we have a duty to make our collections as useful as possible. All archivists should seek to develop policies that optimize the potential for use while respecting the limited rights of copyright owners.

End Notes:

¹ While the copyright law speaks of "authors," the term applies to the creators of nontextual material as well, such as a photographer or sculptor.

² This is an important change from the original copyright term extension bill introduced in 1995, but never passed, that would have moved the date when works enter the public domain to 2013.

³ In spite of the stated intention to bring American copyright law in line with European practice, the two still differ in significant ways, to the benefit of American corporate interests. It is well to recall the words of Stephen Breyer (now a Supreme Court Justice) on an earlier attempt to extend the copyright term:

"This continual expansion [of copyright term] is not surprising. Holders of copyrights about to expire have a financial interest in urging extension. Authors and publishers can lead a legislature to focus on the production and 'moral' arguments for protection, while no single interest group is sufficiently affected to focus legislative attention upon the problems of dissemination. An examination of the question, however, suggests that, even if the moral argument is given its due, which is little, extension is not justified."

Stephen Breyer, "The Uneasy Case for Copyright: A Study of Copyright in Books, Photocopies, and Computer Programs," *Harvard Law Review* 84 (1970).

⁴ Kenneth D. Crews, "Unpublished Manuscripts and the Right of Fair Use: Copyright Law and the Strategic Management of Information Resources," *Rare Books and Manuscripts Librarianship* 5:2 (1990): 61-70.

⁵ Congresswoman Mary Bono, in her remarks in support of the bill, noted: "Sonny wanted the term of copyright protection to last forever. I am informed by staff that such a change would violate the Constitution. I invite all of you to work with me to strengthen our copyright laws in all of the ways available to us. As you know, there is also Jack Valenti's proposal for term to last forever less one day. Perhaps the Committee may look at that next Congress." *Congressional Record*, October 7, 1998, page H9951.

When Works Pass Into the Public Domain¹

UNPUBLISHED WORKS

<i>Type of Work</i>	<i>Copyright Term</i>	<i>What will become public domain on January 1, 2003</i>
Unpublished works	Life of the author + 70 years	Works from authors who died before 1933
Unpublished anonymous and pseudonymous works, and works made for hire (corporate authorship)	120 years from date of creation	Works created before 1883
Unpublished works created before 1978 that are published before January 1, 2003	Life of the author + 70 years or December 31, 2047, whichever is greater	Nothing. The soonest the publications can enter the public domain is January 1, 2048
Unpublished works created before 1978 that are published after December 31, 2002	Life of the author + 70 years	Works of authors who died before 1933
Unpublished works when the death date of the author is not known ²	120 years from date of creation ³	Works created before 1883 ³

PUBLISHED WORKS

<i>Time of Publication</i>	<i>Conditions</i>	<i>Public Domain Status</i>
Before 1923	None	In public domain
Between 1923 and 1978	Published without a copyright notice	In public domain
Between 1978 and March 1, 1989	Published without notice and without subsequent registration	In public domain
Between 1978 and March 1, 1989	Published without notice but with subsequent registration	70 years after death of author, or if work of corporate authorship, the shorter of 95 years from publication, or 120 years from creation
Between 1923 and 1963	Published with notice but copyright was not renewed ⁴	In public domain
Between 1923 and 1963	Published with notice and the copyright was renewed ⁵	95 years after publication date
Between 1964 and 1978	Published with notice	95 years after publication date
After March 1, 1989	None	70 years after death of author, or if work of corporate authorship, the shorter of 95 years from publication, or 120 years from creation

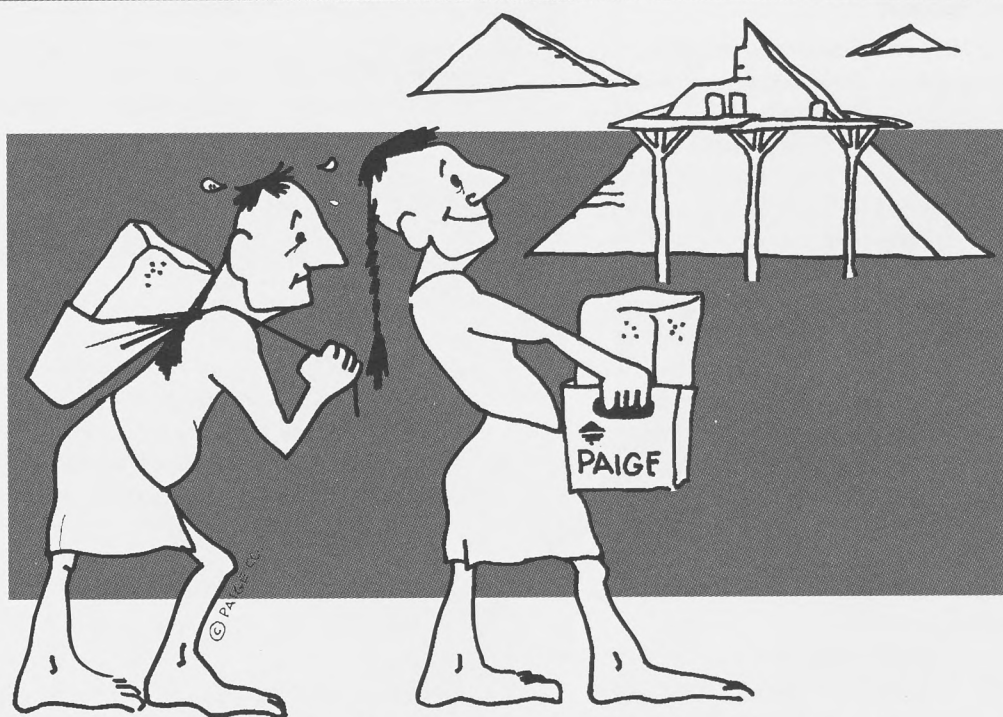
¹ These two charts are based in part on Laura N. Gasaway's chart, "WHEN WORKS PASS INTO THE PUBLIC DOMAIN," at <http://www.unc.edu/~unclng/public-d.htm>, and similar charts found in Marie C. Malaro, *A Legal Primer On Managing Museum Collections* (Washington, D.C.: Smithsonian Institution Press, 1998): 155-156.

² These works may still be copyrighted, but certification from the Copyright Office is a complete defense to any action for infringement.

³ Presumption as to the author's death requires a certified report from the Copyright Office that its records disclose nothing to indicate that the author of the work is living or died less than seventy years before.

⁴ A 1961 Copyright Office study found that fewer than 15% of all registered copyrights were renewed. For textual material (including books), the figure was even lower: 7%.

⁵ A good guide to investigating the copyright and renewal status of published work is Samuel Demas and Jennie L. Brogdon, "Determining Copyright Status for Preservation and Access: Defining Reasonable Effort," *Library Resources and Technical Services* 41:4 (October 1997): 323-334.



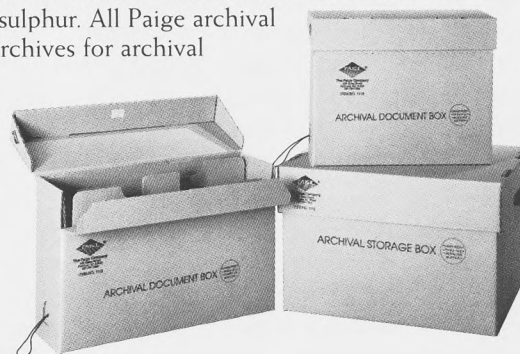
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Publications Board Summit

On November 13, 1998, Publications Board Chair Greg Hunter and Publications Editor David Haury met with SAA Executive Director Susan Fox and Director of Publications Teresa Brinati at the Chicago office. The purpose of the meeting was to focus on short- and long-term publishing goals and priorities initially discussed at the Publications Board meeting during the SAA annual conference in Orlando as well as from responses received from the call for proposals published recently in *Archival Outlook* and posted online.

An "advanced topic series" is taking shape and may potentially include six titles addressing ethics, privacy and confidentiality, law, licensing, copyright, and architectural records. The ethics manual is already in progress and should be available later this year. The goal is to have all of these books published within three years.

Also on the horizon is a collection of previously published articles from the *American Archivist* entitled *American Archival Studies: Readings in Theory and Practice*, edited by Rand Jimerson and slated for publication in 1999.

There are plans to revise books on "archival fundamentals" in such subject areas as the administration of photographic collections, museum archives, and arrangement and description.

In addition, SAA will partner with Scarecrow Press and the Association of Canadian Archivists to publish *Imagining Archives: Essays by Hugh A. Taylor with New Reflections and an Afterward*, edited by Terry Cook and Gordon Dodds. SAA will also team up with ARMA International to publish a manual of forms used by the archival and records management communities.

These are just some of the many publishing projects SAA is juggling. Stay tuned for more details.

SAA's Web Site

- **1999 SAA Leadership Directory.** A print edition of this directory was published as an insert in the November/December issue of *Archival Outlook*. Since then SAA has received numerous updates. For the most accurate information, consult the online version at: www.archivists.org/governance/1998-1999%20leader%20list.html
- **Standards for Archival Description.** The Standards Committee is working on a Web version of Vicky Walch's *Standards for Archival Description: A Handbook*, published by SAA in 1994. Stephen Miller of Duke University is reformatting the material for the Web. It will be posted at SAA's site in February. In addition to this standards resource being online, it will also be linked to various sites for standards and organizations mentioned in the text, which will provide improved access, informational content, and understanding using methods unique to the digital environment. Visit SAA's Web site at <http://www.archivists.org>.
- **Salary Survey Online.** Published by SAA in 1996, this benchmark for salary information for the archival profession is now available at www.archivists.org/publications/survey96/toc.htm.

- **Publications Catalog.** An alphabetical listing of all titles in the catalog can be accessed at www.archivists.org/publications/webcat98/alphalist.htm. This feature was added at the recommendation of a member who stopped by the SAA publications booth at the annual meeting in Orlando.

Thanks for the idea! The 1999 SAA publications catalog is in progress and will be available by February.

New Books

- **Encoded Archival Description: Context, Theory and Case Studies**, edited by Jackie Dooley, contains articles co-published simultaneously in two issues of the *American Archivist* (vol. 60, nos. 3 & 4). This book explores the context within which EAD was developed, the essentials of its structured approach to encoding finding aid data, and the role that EAD is meant to play in individual repositories and the archival profession as a whole. It concludes with six case studies. Published by SAA, December 1998 (178, soft cover); product code 349; nonmembers \$40; SAA members \$30.
- **The Concept of Record**, a report from the Second Stockholm Conference on Archival Science held in May 1996. This book addresses the themes of archival science (archival education) and the concept of record (defining records, electronic records, records in the private sector, records and their legal context) through a series of papers presented at the conference, including one by SAA member Margaret Hedstrom on "Cohesion and Chaos: The State of Archival Science in the United States." This is a follow-up to *The Principle of Provenance* (First Stockholm Conference on Archival Theory held in 1993). Published by Swedish National Archives, 1998 (160 pp., hard cover); product code 350; nonmembers \$28; SAA members \$22.
- **Diplomatics—New Uses for An Old Science**, by Luciana Duranti, is a collection of six previously published articles from *Archivaria* that examine the concepts and procedures for studying the nature and formation of records, analyzing their creation and transmission, and their relationship to ascertainable facts and individuals. Published by SAA, Association of Canadian Archivists, and Scarecrow Press, Inc., November 1998 (186 pp., hard cover); product code 347; nonmembers \$46; SAA members \$41.

To order these and other publications, contact Troy Sturdivant or Rodney Franklin in the SAA publications department at 312/922-0140, fax 312/347-1452 or tsturdivant@archivists.org.

APPM Italian Style

Archivi, manoscritti e documenti, the Italian edition of the SAA best seller *Archives Personal Papers and Manuscripts* by Steven L. Hensen, has sold 85 copies since it was translated and published two years ago by Archilab, San Miniato, Italy.

SAA Supports Petition to Open Grand Jury Testimony Related to Alger Hiss Indictments

The Society of American Archivists (SAA) supports the petition to open grand jury testimony related to the 1948 Alger Hiss indictments. The significant mitigating circumstances involved with the case justify opening customarily closed grand jury records. In reaching this decision, SAA recognizes that its code of ethics calls for archivists to uphold restrictions imposed by law to protect the privacy of citizens. However, SAA also recognizes that access to important records contributes to an accountable government. It is its hope that the court will recognize that in this case the public interest would be well served by lifting the restrictions that archivists might otherwise be forced to obey.

The justification for opening access is particularly strong when researchers engaged in a sustained effort to understand a complex historical issue are unable to gain insight because a critical body of records remains closed. In the case of the Alger Hiss grand jury records, SAA finds the need to provide scholars a full account of the testimony leading to the Hiss indictment to be well balanced and compelling. The continuing controversy over the indictment, the potential that political influence bore on the formulation of the indictment, and the competing claims of individuals who gained national prominence following grand jury testimony combine to make the details of the case of clear national significance.

The Hiss grand jury is truly exceptional. SAA does not, in calling for the opening of these records, suggest that all grand jury records be subject to disclosure. However, we also believe that there is compelling public interest in allowing for the possibility that court records, including grand jury testimony, can be subject to eventual disclosure in cases of major national interest. The Hiss case presents an excellent illustration of appropriate circumstances for opening such records. Given the considerable time that has passed since the 1948 grand jury and the fact that not only was Hiss convicted of the crimes, but most of the principals in the case have long since deceased, there is no transcendent reason to maintain the secrecy of the records.

In an era when the conduct of grand juries has come into open public debate, SAA believes the Hiss case, beyond its substantial inherent merits, offers an ideal opportunity to affirm the principle that the potential disclosure of grand jury records ensures a more accountable grand jury system and thereby discourages government misconduct.

Thus at the core, SAA supports the opening of the Hiss grand jury records because this action is fully consistent with and supportive of the fundamental archival mission to ensure that access to important records contributes to an accountable government. This is a cornerstone to the United States Constitution and to democracy as much as it is a compelling tenet of archival work.

— Approved by the Council of the Society of American Archivists,
December 1998

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Coming Together:

News from the Joint ARMA/SAA Committee

by **NANCY KUNDE, CRM, CA** —Chair, ARMA/SAA Joint Committee

The work of the Joint ARMA/SAA Committee on Archives and Records Management continues to move forward on a variety of fronts. The development of jointly sponsored educational programs and workshops, the review of standards and other publications, electronic records, and in general, expanding communication links between the two organizations continue to be the focus of a joint committee agenda.

As you read below about the various activities that have occurred or are planned, I hope you will identify ways in which joint efforts between archivists and records managers, as well as other related information management professionals, could benefit you in your workplace. If you have an idea or suggestion that you would like to share or topic you would like addressed, please contact me or one of the committee members listed at the end of this article. It is my hope that topics outlined in this report might encourage the development of joint efforts between archivists and records managers at the local and regional levels. Some of this is already occurring, but I think that much more can be done.

New Committee Members

The joint committee has two new members: Michael Kurtz of the National Archives and Records Administration and Richard J. Cox, associate professor at the University of Pittsburgh.

1998 ARMA and SAA Conferences

The joint committee again sponsored a program session at both annual conferences. The focus this year was information policy and the Internet. Pat Cunningham, CRM, Hewitt Associates LLC, and Fred Stielow, Mid-Hudson Library System, did a great job of exploring the ethical, legal, and technical issues associated with the expanding use of the Internet.

It was interesting to review session titles of both ARMA and SAA annual conferences: "Internets and Extranets: Using the WWW as Outreach and Reference Tool," and "Models and Metadata." Do you know which session titles appeared at which fall conference this year—SAA or ARMA? These sessions could have appeared at either one. Archivists and records managers continue to share many of the same concerns and issues in the realm of electronic records management, and this is reflected in the program sessions featured at their annual conferences.

Plans for 1999

The joint committee is undertaking a major effort this year. It will be sponsoring a track of sessions at the SAA meeting in Pittsburgh, August 23-29, 1999. This same track of sessions will be proposed also to the '99 ARMA program committee.

Also, this year there will be a business archives workshop held in connection with the ARMA conference in Cincinnati. The ARMA Board of Directors at its October meeting approved

the inclusion of this workshop offering in the planning for the '99 ARMA conference. SAA and ARMA will be working together to provide this opportunity for ARMA members next year, and the joint committee urges records managers in private companies that have or are contemplating establishing an archives program to take advantage of this forthcoming opportunity.

In the future, it is hoped that workshops related to various records management topics will be presented in connection with SAA annual conferences.

Standards and Guidelines

This area will be of increasing importance to all information management professionals as both organizations seek to communicate and conduct business globally. During this past year, the *Records Management Glossary* was made available for comment. Through the efforts of the joint committee, archivists provided comment on this important and much needed work. It is hoped that the glossary will be available later this year.

Work has begun on the development of an international archives/records management standard. ARMA has activated a task force to coordinate input to the development process and input is being sought from a variety of information management professional organizations. Due in large part to the role of the joint committee in the review and comment of the Australian Records Management Standard, the committee will continue as a member of ARMA's task force. A revised outline for the international standard has been completed and comment has been sought on it.

Increasing Communications

In a message posted to the leadership listservs of both organizations, the joint committee is encouraging the chairs of sections and committees to be in touch with their counterparts in each other's organizations. As we begin to work on joint educational efforts, projects, publications, and other cooperative efforts, it will be important that we communicate with each other. We will have much stronger products, and we will be able to forge stronger positions on issues if we can combine our efforts. For example, it would be great if the newly formed Electronic Records Committee in ARMA could establish communications with the Electronic Records Section in SAA. There are many other examples and potential opportunities to work together. If you are a section or committee chair and wonder if there is a related group to yours, check the SAA and ARMA Web sites (www.archivists.org and www.arma.org). The committees and their current chairs along with appropriate contact information are listed on both sites.

As an example of developing shared communications, the ARMA Archives ISG and the SAA Records Management

continued on page 35



CALENDAR

March 25

National Archives and Records Administration (NARA) 14th Annual Preservation Conference "Alternative Archival Facilities" at National Archives Building, 700 Pennsylvania Avenue, N.W., Washington, DC. Registration fee: \$50. Send check payable to: National Archives Trust Fund and/or obtain registration information: Eleanor Torain, Conference Coordinator (NWDPI), 8601 Adelphi Road (Rm. 2800), College Park, MD 20740-6001; 301/713-6718; fax 301/713-6653; preserve@nara.gov. Program details on the Web: <http://www.nara.gov/nara/preservation/conferen/index.html>.

April 9-10

New England Archivists 26th annual meeting, "Archiving Out of the Box" at the Doubletree Hotel in Lowell, MA. Saturday keynote speaker: Ann Newhall, executive director of NHPRC. For registration information contact: Nora Murphy, Registrar, 617/482-5800 ext. 302. For additional information about NEA and vendor opportunities contact: Aimee Felker, P.R. Coordinator, 860/726-3844 or aimee.felker@cigna.com.

April 19-21

"Preservation Management: Between Policy and Practice," a European conference organized by the Koninklijke Bibliotheek (KB), national library of the Netherlands, the IFLA-PAC, and the European Commission on Preservation and Access (ECPA), to be held at The Hague. Information and registration forms will be posted at www.konbib.nl/pmc. Contact: ECPA, P.O. Box 19121, 1000 GC Amsterdam, The Netherlands; fax 011-31-20-62004941, ecpa@bureau.knaw.nl.

May 13-15

Midwest Archives Conference annual spring meeting at Midland Hotel, Chicago. Contact: Kimberly Butler at 773/380-2818 or Bill Coughlin at 312/441-1769.

May 13-16

"Looking at Paper: Evidence and Interpretation" in Toronto, Canada, will feature recent art historical and bibliographic research that focuses on the examination and interpretation of paper. Presentations will include specific case studies, surveys of historic and contemporary papers, discussions of research methodology, and descriptions of analytical techniques. This is a burgeoning field of study of interest to those working closely with paper-based collections. The interdis-

plinary program brings together paper historians, conservators, papermakers, scholars, and curators from many different countries. Additional information, including registration fees, may be found at <http://www.adamsheritage.on.ca/paper/> or by calling John Slavin at 905/566-9033.

May 31-June 5

Joint Association of Canadian Archivists/Archives Association of Ontario conference, "Measuring Up: Standards for Archival Practice," in London, Ontario, Canada. Contact: Ian Forsyth at (604)291-3262, fax (604)291-4047, ian_forsyth@sfu.ca; or Brian Masschaele at 519/858-0787, fax 519/858-0682, advisor@execulink.com.

June 2-4

"School for Scanning: Issues of Preservation and Access for Paper-Based Collections" presented by the Northeast Document Conservation Center at the Chicago Historical Society. Conference content will include: developing institutional infrastructures to support digital initiatives, content selection for digitization, text and image scanning, quality control and costs, copyright, essentials of metadata, digital preservation and more. Fee: \$265 for early bird registrations postmarked by April 14, 1999, and \$335 for late registration. Deadline May 12, 1999. Visit <http://www.nedcc.org> or contact: Gay Tracy, NEDCC, 100 Brickstone Square, Andover, MA 01810; 978/470-1010; tracy@nedcc.org.

June 25-26

The second annual Museum and Library Archives Institute, sponsored by Monson Free Library and Reading Room Association, Massachusetts Board of Library Commissioners, the New England Archivists, and New England Museum Association, at the Monson & Wilbraham Academy, Wilbraham, MA. This institute consists of two parallel programs: the introductory program is designed for those who have responsibility for methods and procedures. This year's curriculum includes such topics as collecting, accessioning, appraising, arrangement and description, reference and access, copyright, automation, and preservation planning. Or participants may choose the special topic program, which goes beyond the introductory level to focus on a particular archival topic or issue in a comprehensive, in-depth manner. The 1999 topic is an overview of special collections including their development and marketing, use in exhibitions, financial potential, and identification, organization, and preservation of specific formats including photographs,

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July 19-23

Preservation Management Summer School for preservation managers in archives and libraries designed to introduce certain key elements of preservation management and to provide insights into problem solving. Organized by the Public Record Office and LIBER, in conjunction with the British Library, the European Commission on Preservation and Access, University College London, and the International Council on Archives. Fee: £150. Application deadline: March 31, 1999. Contact: Sue Seber, Public Record Office, Kew, Richmond, Surrey TW9 4DU UK; fax 44-0-181-392-5254; preservation@pro.gov.uk.

August 2-6

"Museums, Libraries, and Archives: Summer Institute for Knowledge Sharing," presented by the Getty Information Institute in association with the University of California, Los Angeles. An intensive forum for exploring cutting-edge theories and practical applications in the field of cultural heritage information management and knowledge sharing. Early bird fee: \$425 (\$500 after May 1, 1999). Graduate student early bird fee: \$225 (\$300 after May 1, 1999). Contact Madi Weland at the Getty, 310/440-6664, fax 310/440-7715, mweland@getty.edu; or Lynn Boyden at UCLA, 310/825-8799, fax 310/206-3076, lynn@ucla.edu.

August 23-29

63rd annual meeting of the Society of American Archivists in Pittsburgh featuring preconference workshops, more than 60 educational sessions, special events, tours, and much more. Contact Bernice Brack at 312/922-0140 or send a general inquiry to info@archivists.org.

November 5-6

New England Archivists Fall Meeting at the University of New Hampshire, Durham, NH. For registration information (after September 1, 1999) contact: Bill Ross, Local Arrangements Chairperson, wer@hopper.unh.edu. For additional information about NEA and vendor opportunities contact: Aimee Felker, P.R. Coordinator, aimee.felker@cigna.com.

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 \$2,500 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 vitae, 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; 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 101, University of Oklahoma, Norman, OK; 405/325-6372; fax 405/325-6419; kosmerick@ou.edu; www.ou.edu/special/albertctr/archives.htm.

Call for the NFPF's 1999 Partnership Grant Applications

The National Film Preservation Foundation invites applications for its 1999 Laboratory-Archive Partnership Grants. Through this program, nonprofit and government archives can receive grants for film preservation work at laboratories and post-production houses donating services to the NFPF. Over \$70,000 in "in-kind services" grants will be awarded in 1999. Grants will average in value from \$3,000 to \$5,000 each, although some may be for as much as \$10,000 in services. In 1998 twelve archives received Partnership Grants; awards ranged in value from \$776 to \$10,000 in preservation services. Public and nonprofit film archives in the United States, including those that are part of federal, state and local government, may apply. The grants must be used for laboratory work on films made in the United States or films made abroad by American citizens. Films preserved through the grant must also be made available to the public either through screenings or for on-site research. Materials originally created for television or video are not eligible. For these grants, the laboratory work may involve: 1) Making new film preservation elements, including some sound tracks, or; 2) Making new public access copies of films for which the archives has already completed new preservation elements but not prepared exhibition prints or viewing copies for on-site research. The grants will support the production of up to two viewing copies, one of which must be a film print. For complete information on how to apply for the 1999 Partnership Grants, visit the grants page on the NFPF Web site at: <http://www.filmpreservation.org/grants.html>. After reading through the guidelines posted on the NFPF Web site, archives with applicable projects should first register with the NFPF via e-mail: grants@filmpreservation.org or fax 415/392-7293, providing a contact name, institution, address, phone number, fax number, and e-mail address. A short letter of application, accompanied by a written laboratory estimate,



from each interested archive is due to the NFPF by **February 26, 1999**. If selected to receive a grant, archives must be able to submit film materials to the designated laboratory partner by Monday, September 17, 1999. Awards will be announced in April 1999. Thanks to the ongoing commitment of laboratory contributors, we will be able to offer Partnership Grants on a yearly basis and will announce the year 2000 program in late 1999. Created by the U.S. Congress, the NFPF is the charitable affiliate of the National Film Preservation Board of the Library of Congress.

Colonial Dames of America Scholarship

The Society of American Archivists invites nominations for its 1999 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. **Deadline: 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, P.O. Box 1892, Houston, TX 77251-1892; 713/527-8101; fax 713/285-5258; boothe@is.rice.edu.

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 this 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/.

Peabody Essex Museum Fellowships

The Peabody Essex Museum in Salem, MA, 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) 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) 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. **Awards:** The \$1,000 research travel grants will be awarded as reimbursement for travel to and lodging expenses in Tucson, AZ. 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 2-4 page essay describing your research interests and specific goals of your proposed project; and 2) A 2-3 page brief 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.

United States Capitol Historical Society Fellowship

Applications are invited for the fourteenth year of the United States Capitol Historical Society Fellowship. The fellowship is designed to support research and publication on the history of the art and architecture of the United State Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year. The stipend is \$1,500 per month. **Applications must be postmarked by February 15, 1999.** For further information contact: Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, DC 20515, 202/228-1222.



1999 AWARDS COMPETITION

The Society of American Archivists announces its 1999 awards competition to recognize achievements of the 1998 calendar year.

Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Alfred Lemmon and Nancy Boothe. Awards will be presented next September during the 1999 SAA annual meeting in Pittsburgh, PA.

Descriptions of the awards are listed on this page. **An awards nomination form follows.** Due to space limitations we are unable to list full citations. Please visit the SAA Web site (www.archivists.org) for a full list of criteria or contact the co-chairs (see below). The SAA awards policy is described in the *American Archivist* vol. 39, no. 3, pp. 415-417; copies are available from the co-chairs.

Requests for additional information and forms should be addressed to: Alfred Lemmon, 1935 Valence St., New Orleans, LA 70115; 504/523-4662; fax 504/598-7108; alfred@hnoc.org; or Nancy Boothe, Rice University, Fondren Library MS44, P.O. Box 1892, Houston, TX 77251-1892; 713/527-8101; fax 713/285-5258; boothe@is.rice.edu. **The deadline for award nominations is February 28, 1999.** Nominations will not be considered unless all materials, including books and other supporting documentation, are postmarked by that date.

Distinguished Service Award

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

J. Franklin Jameson Archival Advocacy Award

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

C.F.W. Coker Award

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

Philip M. Hamer-Elizabeth Hamer Kegan Award

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

Theodore Calvin Pease Award

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

Waldo Gifford Leland Award

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

Oliver Wendell Holmes Award

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

Sister M. Claude Lane Award

Created in 1974, this award recognizes individual archivists who have made a significant contribution to the field of religious archives. The award honors Sister M. Claude Lane and is funded by the Society of Southwest Archivists.

Preservation Publication Award

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

Fellows' Posner Prize

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

Harold T. Pinkett Minority Student Award

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

Colonial Dames Scholarship Award

Established in 1974, this award, given in conjunction with the Colonial Dames of America (Chapter III, Washington, D.C.), financially assists two archivists each year to attend the National Archives' Modern Archives Institute. The institute is held twice each year: January/February and June. The award covers up to \$900 of the total tuition, travel, and housing expenses at the institute (tuition is \$525). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. **A scholarship to the Modern Archives Institute, to be held June, 1999, is now available. The deadline for application is February 28, 1999.** Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate (original and two photocopies) to: Alfred E. Lemmon, 1935 Valence St., New Orleans, LA 70115, fax 504/598-7108.



THE SOCIETY of
AMERICAN ARCHIVISTS

FELLOWS NOMINATIONS

SAA Fellow Nominations Sought for 1999

The Committee on the Selection of SAA Fellows invites members to nominate colleagues for selection as fellows of the Society of American Archivists in 1999. Nominees must be individual members of SAA in good standing for the past seven years. Other criteria on which the committee evaluates nominees are:

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

The Committee on the Selection of SAA fellows includes the five most recent past presidents of the Society and three additional members—all fellows who are elected annually by SAA officers and Council. This year, past presidents Nicholas Burckel, Brenda Banks, Maygene Daniels, Anne R. Kenney, and William Maher will be joined by three fellows elected at the SAA Council meeting in February.

A nomination form follows. Completed forms must be postmarked by February 28, 1999, and addressed to the chair:

Nicholas C. Burckel
Dean of Libraries
Marquette University
P.O. Box 3141
Milwaukee, WI 53201-3141

Burckel may also be reached at 414/288-7214,
fax 414/288-7813, Nicholas.Burckel@Marquette.edu

A nomination submitted in 1998 that did not result in the election of a fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Enhancements or updates may be submitted if desired.

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



1999 AWARDS NOMINATION FORM

NAME OF AWARD

Person/Organization to receive award

Address

City/State/Zip/Country

Phone

E-mail

Person making the nomination

Address

City/State/Zip

Phone

E-mail

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

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

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

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

PLEASE SUBMIT FIVE COPIES OF THIS FORM AND THREE COPIES OF ALL SUPPORTING DOCUMENTS BY FEBRUARY 28, 1999. Nominations for the Theodore Calvin Pease Award must be submitted by May 1, 1999. Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Oliver Wendell Holmes Award, and Minority Student Award to: Alfred Lemmon, 1935 Valence St., New Orleans, LA 70114, 504/523-4662; fax 504/598-7108, alfredl@hnoc.org.. Send nominations for the Theodore Calvin Pease Award, Philip M. Hamer and Elizabeth Hamer Kegan Award, J. Franklin Jameson Archival Advocacy Award, Sister M. Claude Lane Award, Waldo Gifford Leland Prize, and Preservation Publication Award to: Nancy Boothe, Rice University, Fondren Library MS44, P.O. Box 1892, Houston, TX 77251-1892; 713/527-8101; fax 713/285-5258; boothe@is.rice.edu.



1999 FELLOW NOMINATION FORM

Nominators must be members of the Society of American Archivists.

Please complete the form below or submit the same information in typed or computer-generated copy.

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

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

Name of Candidate

Date of SAA Membership (please confirm with SAA office)

Present Institutional Affiliation

Position

EDUCATION

College/University

Date

Degree/Certificate Received

OTHER TRAINING

Institution and Location

Date

Training Received

PREVIOUS PROFESSIONAL POSITIONS

Employing Institutions

Date

Position Title

HONORS, AWARDS, FELLOWSHIPS

Organization

Date

Honors/Awards Received



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

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

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

-
- Attach a one-page narrative of professional activities showing the nominee to be a distinguished and worthy candidate.
 - In addition, on a separate sheet list the names and addresses of three persons familiar with nominee's work (need not be SAA members) who are willing to submit a letter in support of the nominee. Nominators can attach the letters to their nomination or can request that those writing on behalf of the nominee send their letters directly to the committee chair. If sent directly, the letters should be post-marked no later than February 28, 1999.

SUBMITTED BY (PLEASE PRINT) _____

SIGNATURE _____

INSTITUTION _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

E-MAIL _____

DATE _____

SEND NOMINATIONS TO:

Nicholas Burckel, Marquette University, P.O. Box 3141, Milwaukee, WI 53201-3141

NOMINATION DEADLINE: FEBRUARY 28, 1999

President's Message

continued from page 6

archival education primarily because I am observing the very serious consequences of the current approach to fulfilling the educational function. In the last decade, the archival profession has gradually taken an "ahistorical" or even "antihistorical" stance, it has subsumed itself into the information world, and it has given in to the appeal of social, economic, and political issues. Somehow, the understanding and appreciation of its own history, tradition, theory, methods, and values are now regarded as irrelevant to the work that needs to be done with contemporary records, access and retrieval needs, and the exploitation of new technologies. I believe that if this trend is not reversed, and quickly, we will soon see the end of our profession. I encourage everyone to read a very wise and forward-looking article written by one of our colleagues, Professor Donald Davis, Jr., of the University of Texas at Austin, on the need of providing a sense of coherence and interconnectedness to professional education by founding it on its own history.¹

Hopefully, this will produce a new debate about formal archival education and its relationship with the education needs of the practitioners, a sign that interest and belief in the formation of future professionals is still alive and well: at this time the silence within the archival community is deafening.

¹ Donald G. Davis, Jr., "Ebla to the Electronic Dream: The Role of Historical Perspectives in Professional Education," *Journal of Education for Library and Information Science*, 39, 3 (1998): 228-235.

Joint ARMA/SAA Committee

continued from page 26

Roundtable have begun a joint newsletter, entitled *GRIST*. This will be a useful vehicle for the sharing of ideas, project information, research developments, etc. The editors are David Horn, CRM, CA, Boston Edison Company, and Sharon Laist, St. Raphael Healthcare System. David can be reached at david_horn@bedison.com and Sharon at sbiaist@aol.com.

Areas for Future Joint Efforts

Both professions are looking at the changing nature of what they do and what will be required in the way of knowledge and skill level to work in the fields of archives and records management. Our paths will continue to cross and intertwine as our work and roles evolve. There will be many challenges as well as opportunities to come together.

Please contact any of the following joint committee members with your comments, ideas, or suggestions: Patrick Cunningham, CRM, Hewitt Associates; Jan Hart, CRM, CA, Irving Public Library; James Tammara, CRM, New York State Archives and Records Services; Richard J. Cox, University of Pittsburgh; Michael Kurtz, National Archives and Records Administration; and Nancy Kunde, CRM, CA, University of Wisconsin-Madison, chair (Nancy can be reached at 608/262-3284 or nkunde@mac.wisc.edu).

NINCH

continued from page 13

in the future; and a digital archiving project that will engage computer scientists in the technical issues of archiving and preserving digital material with archivists and scholars who supply, care for and use such material.

This initiative has already engaged science and humanities funding agencies and is aligning the American Council of Learned Societies with the National Academy of Sciences. It is a critical center for advancement and funding for NINCH's agenda.

Advocacy

As NINCH enters the last of its three start-up years, the future is ripe with possibilities—membership is expanding and supporters are recommitting (the Getty Trust for example, is taking up the earlier commitment of the now dissolved Getty Information Institute). Building the next level of the strategic, financial, programmatic, and governance structures is vital.

A new board-level Strategic Plan Working Group is beginning to work on the future. Not only is SAA a member of the board, the executive committee, and the working group, but our Advocacy Working Group, admirably chaired by SAA Executive Director Susan Fox, is in charge of producing the advocacy thread of the new strategic plan.

Aside from our advocacy work on the particular issues of intellectual property, access, digital preservation, and successful international collaboration, the heart of our advocacy activity has to be the voicing of how important—indeed transformative—the subject of our work is. The message to funders, institutional leaders, Congress, and our own publics should be one of invitation to participate and engage in the tasks ahead.

NINCH was created by many participants to help shape an envisioned digital environment—one in which access to a rich global cultural heritage would be enabled by digital technology—employed by new collaborations between educational and cultural institutions, government, industry, and creators. Our core advocacy mission is to communicate this vision together with an understanding of the foundation upon which it is built on: the free exchange of ideas; a belief that cultural and educational institutions and those who create new ways of understanding should assume responsibility to influence the evolution of new electronic environments; and a belief that new, emerging technologies offer an unprecedented means to create a digital commons that can serve the public good. This is still at the heart of the National Initiative for a Networked Cultural Heritage and we invite you all to participate in our activity.

End Notes:

¹ For policy statements, see:
<http://ninch.cni.org/POLICY/policy.html>

² For an outline of these projects, see:
<http://www-ninch.cni.org/PROJECTS/science/science.html>



PROFESSIONAL OPPORTUNITIES

HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

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

92¢ per word

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

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

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

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

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

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



ARCHIVAL INTERNSHIP

Summer 1999
Lemelson Center
Washington, DC

The Jerome and Dorothy Lemelson Center for the Study of Invention and Innovation at the National Museum of American History, Smithsonian Institution, offers full-time, ten-week, archival internship opportunities for graduate students each summer. The internship stipend is \$3,000 plus a travel allowance. The internship will enable new professionals to understand, identify, and manage the historical records of American invention and innovation; expose interns to the museum's rich historical collections in the history of technology and twentieth-century material culture; provide hands-on experience with archival collections that document invention and innovation; create finding aids to collections documenting invention and innovation; engage interns in discussion of archival issues and practices and provide a wide range of professional experiences within the museum. Internships are located at the museum's Archives Center, a manuscripts and special collections repository with more than 10,000 feet of holdings in a wide range of subject areas and a full-time staff of fourteen. At the time of application, interns must be enrolled in a graduate degree program and have at least six graduate credits in archival administration and at least six graduate credits in American history or another area that relates to the history of invention and innovation in American society. All materials must be postmarked by March 2, 1999, for consideration. Offers will be made by April 1, 1999. Internships begin on or after June 1, 1999. Requests for information and applications should be directed to: Alison L. Oswald, Archivist, National Museum of American History, Smithsonian Institution, Archives Center, Room C340/MRC 601, Washington, DC 20560, 202/357-3780, fax 202/786-2453, oswald@nmah.si.edu.

ARCHIVAL PROCESSING COORDINATOR

Columbia University Libraries
New York, New York

Columbia University Libraries invites applications and nominations for the position of archival processing coordinator. We seek an experienced archivist to plan and oversee intellectual access to Columbia University's varied archival collections. The incumbent will report jointly to the director, Rare Book and Manuscript Library, and the director, Bibliographic Control and Processing, and will develop mechanisms to integrate varying

access modes and link records to digital collections. The coordinator will manage implementation of automated record management systems, and assist in development of digital library projects, including advising on metadata standards and access mechanisms. The incumbent will also work closely with archival processing staff in various units (including the Rare Book and Manuscript Library, the Avery Art and Architecture Library, the Oral History Research Office, and the University Archives) to coordinate and integrate internal processes, develop training materials, and catalog materials for specific collections.

Requirements: An accredited M.L.S. or equivalent archival certification; substantial experience in working with archival collections in a research institution; knowledge of principles and techniques of intellectual access for archival materials as demonstrated through relevant cataloging and/or archival processing experience; knowledge of automated records management systems applicable to archival collections; knowledge of archival standards including Archives, Personal Papers and Manuscripts, USMARC format, SGML EAD format; ability to problem-solve in complex and rapidly changing research environment; project leadership and management experience; ability to work independently and as part of a group with staff from many library areas; excellent oral and written communications skills; and ability to represent the Columbia University Libraries in various groups and forums. **Salary Ranges:** Librarian I: \$37,500 - \$46,875; Librarian II: \$40,000 - \$54,000; Librarian III: \$43,000 - \$64,500. Excellent benefits include assistance with university housing and tuition exemption for self and family. Send letter of application, resume and names, addresses and phone numbers of three references, to: Jane Hunt, Human Resources Office, Box 18 Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Cover letter must specify Job #UL70199003; screening of applications will begin on 1/8/99. Columbia University is an Equal Opportunity/Affirmative Action Employer. Minorities and women are encouraged to apply.

ARCHIVIST

March of Dimes National Office
White Plains, New York

Position Purpose: To assist with the creation and oversight of the March of Dimes Archives and serve as functional liaison to the archives committee. **Position Responsibilities:** Acquire archival material, process material creating finding aids and provide reference to the March of Dimes archival collections. Work with archival advisory committee,



retirees and long-term volunteers to facilitate material donation and oral histories.

Supervise grant workers and work with consultants as applicable. **Qualifications**

Required: Master's degree in archives/history, 2-4 years experience in similar position, archival certification preferred, computer literacy and familiarity with Microsoft Office, ability to handle multiple projects, with good interpersonal skills. **Contact:** Mary Jane Scott, Recruiter, March of Dimes, 1275 Mamaroneck Avenue, White Plains, NY 10605, 914/997-4680 or fax 914/997-4479.

ASSISTANT ARCHIVIST

IBM

Somers, New York

At IBM we are continually innovating, creating a future most can only imagine. If you want to see your efforts propel your career, apply them to the challenges at IBM. We can give you the advantages of working for an industry leader, and we offer a level of responsibility that is challenging and offers you potential for continued achievement and career growth. Bring your expertise to the forefront. Your primary responsibility will be the acquisition and processing of material for our extensive global media collection of still images, print documentation, films, videotapes, and business machines and components. Specific duties include creating and maintaining systematic collection processes, overseeing the collection management/Web site delivery systems and establishing and maintaining processing standards. To qualify, you must be a dynamic self-starter possessing an M.A. or M.L.S. in archival administration, library science or information sciences with additional course work in archives theory and management. Hands on design and planning experiences as well as 2-4 years experience as a professional archivist with emphasis on multi-media collections management are also essential. An in-depth knowledge of the history of science and information technology is preferred. In addition to an excellent compensation and benefits package, we offer a working environment that will allow you to reach your professional goals. For consideration, please send your resume to: IBM Staffing Services, Dept 449HZ, c/o TMP Worldwide, 1101 Spring Forest Rd. #107, Raleigh, NC 27615; fax 919/877-9484; e-mail: jobs@us.ibm.com for additional information on our current openings. Visit our Web site at www.empl.ibm.com for additional information on our current openings. IBM is committed to creating a diverse environment and proud to be an Equal Opportunity Employer.

ASSISTANT ARCHIVIST

Seattle Municipal Archives
Seattle, Washington

The Seattle Municipal Archives seeks a highly qualified professional for the newly created position of assistant archivist; the successful candidate will report to the city archivist. **Primary Duties:** The assistant archivist will be responsible for appraising, arranging, describing, preserving, and providing reference for local government records; and coordinating and supervising archival processing. This position will also assist in developing special projects, outreach activities, Web site design, and developing and implementing policies and procedures.

Required Qualifications: Master's degree in history, library science or related field, with advanced course work in archival theory and methodology; minimum two years of full-time professional archives experience; demonstrated knowledge of current archival descriptive standards; excellent written, verbal and interpersonal skills; experience and/or familiarity with PC-based computer systems and software including word processing and database management systems; and ability and willingness to lift heavy containers (up to 40 pounds) on a regular basis. **Preferred Qualifications:** Professional experience with government records; experience or theoretical knowledge of electronic records issues; understanding of records management issues; knowledge and experience with text encoding (HTML/SGML); and certification by Academy of Certified Archivists. **Salary Range:** \$40,343 to \$47,170 with excellent benefits. **How to Apply:** Send letter of application (no longer than two pages) addressing all required qualifications; current resume; and names, addresses, and telephone numbers of three references to: Carmen Valerio, Legislative Department, 1100 Municipal Building, 600 Fourth Avenue, Seattle, WA 98104. Applications must be postmarked by January 12, 1999.

Note: The City of Seattle provides neither interview expenses nor relocation expenses.

ASSISTANT PROFESSOR

The University of British Columbia
School of Library, Archival and
Information Studies
Vancouver, British Columbia

The School of Library, Archival and Information Studies is a graduate school preparing professionals to exercise leadership in planning, implementing, and promoting the preservation, organization, and effective use of society's recorded information and ideas. It administers separate two-year pro-

grams leading to the degrees of master of library and information studies and master of archival studies. It also offers a joint degree of the two programs and a post master's certificate of advanced study in each discipline. The school invites applications for a tenure-track appointment at the rank of assistant professor in the master of archival studies program effective July 1, 1999, subject to final budgetary approval. Applicants should possess a completed Ph.D., have a command of archival theory and methodology, and exhibit a capacity for research through publication in the discipline. Teaching experience at the post-secondary level would also be an asset. The successful candidate will be expected to have the intellectual breadth and flexibility that the school needs as it responds to changes in the environments it serves. The successful candidate will teach in the master of archival studies program; some courses may be cross-listed with library and information studies and other programs. Appointees at the rank of assistant professor and higher are expected to teach two or three courses in each of the two terms of the winter session; to act as an advisor to students; to supervise theses in archival studies; to engage in research leading to publication; to participate in the work of school and university committees; and to contribute to the work of professional and learned associations and societies. This is a tenure-track position. Salary will be commensurate with qualifications and experience. The university provides generous pension, medical, and dental plans. The University of British Columbia hires on the basis of merit and is committed to employment equity. Priority will be given to Canadian citizens and permanent residents of Canada. We encourage all qualified persons to apply. The closing date for applications is January 31, 1999. Applicants should send a cover letter and a current curriculum vitae, and arrange for three letters of reference to: Prof. Terence Eastwood, Chair, Search Committee, School of Library, Archival and Information Studies, The University of British Columbia, #831-1956 Main Mall, Vancouver, B.C., V6T 1Z1 Canada.

CHIEF LIBRARIAN

The Museum of Modern Art
New York, New York

The Museum of Modern Art holds the foremost collection of twentieth-century art in the world. The library and museum archives contain over 160,000 books and periodicals and extensive primary resource material relating to modern art and to the museum. For more information visit <http://www.moma.org>.



PROFESSIONAL OPPORTUNITIES

This new position will provide leadership in the planning and realization of the physical and intellectual centralization of the museum's research resources now found in the library, museum archives, five curatorial study centers, and in other museum records. Reporting to the deputy director for education and research support, the chief librarian will oversee a staff of twenty librarians and archivists. Candidates should have ten years of senior administrative and managerial responsibility in a library or archives. A demonstrated understanding of materials management, collection acquisition and maintenance, archival concepts, special collections, storage, and the preservation issues related to research resources is important. M.L.S. or equivalent experience required. Fund-raising experience is crucial. Salary commensurate with qualifications and experience and benefits will be provided. Send resume and cover letter to: Morris and Berger, 201 S. Lake Ave., Suite 700, Pasadena, California, fax 626/795-6330.

CONSERVATOR

*The University of Iowa Libraries
Iowa City, Iowa*

Position Description: The University of Iowa Libraries is seeking an accomplished and energetic conservator to serve as head of the Conservation Department. The conservator provides leadership and strategic direction in the conservation treatment of special collections materials for the Special Collections Department, Iowa Women's Archives, and John Martin Rare Book Room. The conservator also provides administrative and operational guidance for the Conservation Department; identifies and guides new initiatives involving technologies in the activities of the unit; assists the book repair unit, which provides preservation services to the circulating collections under the direction of the preservation librarian; and, depending on his or her interests, collaborates with the Center for the Book in teaching classes in bookbinding and on other aspects of developing book studies programs at the university.

Qualifications: Required: Graduation from an accredited conservation program and significant work experience or equivalent education and experience in book and paper conservation; extensive knowledge of conservation theory, chemistry, and practice; thorough knowledge of book and paper history, materials, and construction; demonstrably well-developed skills in the examination, evaluation, treatment, and documentation of library and archival collections; experience in project planning and management, supervision, and excellent

interpersonal skills. The candidate should also demonstrate excellent communication and organizational skills and a willingness to share knowledge with colleagues and trainees; possess qualities of teamwork, patience, adaptability, good humor, and the ability to work with other staff in a spirit of cooperation and mutual respect. **Preferred:** Completion of a formal training program, with a graduate degree or certificate in conservation and a minimum of three to five years supervised professional experience after training as a book and paper conservator. Experience in a research library setting and knowledge of production methods. **Salary and Appointment:** Appointment rank and salary will be based on relevant experience and educational background and will be competitive with peer institutions. The university offers an attractive package of benefits including 25 days of paid vacation per year, TIAA/CREF retirement, and a flexible selection of medical, life, dental, and vision insurance, childcare credit, and additional benefits. **Application Procedures:** Applications must be received by March 19, 1999. Qualified individuals should submit a letter of application, resume, and the names, addresses, and telephone numbers of three references to: Janice Simmons-Welburn, Director, Human Resources and Processing Services, University of Iowa Libraries, Iowa City, IA 52242-1420; 319/335-5871. The University of Iowa is an Equal Opportunity/Affirmative Action Employer. Women and Minorities are encouraged to apply. For further information concerning the University of Iowa Libraries, visit our Web site at <http://www.lib.uiowa.edu>

CONTRACT PICTURE RESEARCHERS

*National Park Service
Harpers Ferry, West Virginia*

The National Park Service, Interpretive Design Center is seeking qualified picture researchers to work under contract to research such topics as military history, natural history and cultural history. If you are skilled in researching and acquiring pictures of such subjects, and would like to be considered for contract work, please provide the following information: education; training; length of professional experience; subject matter expertise; availability; activity in professional organizations; references, previous clients; payment by hour or project. If you have any questions, please call or fax technical information specialist Teresa Vazquez de Vado, 304/535-6714, fax 304/535-6712. Mail the information described above to: National Park Service, Attn: Teresa Vazquez de Vado, Harpers Ferry Center, P.O. Box 50, Harpers Ferry, West Virginia 25425.

CORPORATE ARCHIVIST

*Caterpillar Inc.
Peoria, Illinois*

Caterpillar Inc., the world's leading developer and manufacturer of earth-moving, construction, materials-handling machinery, and industrial turbines, in addition to being a leader in diesel and natural gas engines, is seeking candidates for the position of corporate archivist. This person will plan and oversee the arrangement, cataloging, accessibility and maintenance of the corporate archives. Responsibilities will include developing a standard classification system, promoting the corporate archives within the company, developing strategies for electronic storage and retrieval of materials as well as preservation of the materials, and responding to inquiries from external and internal customers. Required is an advanced degree in history, library science or a related field of study with archival specialization and 3-5 years experience in a corporate archives. A commitment to customer service, good written/oral/interpersonal skills, attention to detail and knowledge of current technologies for archival storage and preservation are highly desired. Caterpillar offers an excellent salary and benefits package, including comprehensive medical, 401(k) and incentive compensation plans. For consideration, please submit your resume with cover letter to: Michael Manwaring, ARC, Caterpillar Inc., Corporate Professional Employment, 100 N.E. Adams Street, Peoria, IL 61629-1490.

CURATOR FOR BUSINESS, RAILROAD, LABOR AND ETHNIC HERITAGE AND IMMIGRATION COLLECTIONS

*The University of Connecticut Libraries
Thomas J. Dodd Research Center
Storrs, Connecticut*

Working in a team environment, the incumbent performs curatorial and functional duties in support of archives and special collections operations and works in close cooperation with others to assure that collection and public service goals are met, including the ongoing development and servicing of archival materials and the creation of Web-based informational tools. Curators are engaged in the following activities for their subject areas: solicitation, acquisition, processing, preservation, reference service, and outreach including exhibition and publication. Evening and/or weekend hours may be required. **Minimum Qualifications Include:** ALA-accredited master's degree in library/information science with specialization in archival work; working knowledge of the Internet including



the demonstrated creation of user friendly Web pages; demonstrated ability to work in a team environment; one year of relevant library special collections or archival experience; well developed written and oral communication skills; and experience with standard microcomputer office applications.

Desirable Qualifications Include: Graduate degree in American history, economics or other discipline(s) related to the collecting areas; subject knowledge of one or more of archives and special collections curatorial areas; experience in a large university research library; and 2-4 years of library special collections or archival experience.

Salary Range: University Librarian rank and salary commensurate with experience, to a maximum hiring salary of \$48,000.

Application Procedure: Submit a letter of application, resume, and the names, addresses, and telephone numbers of three professional references to: Brinley Franklin, Associate Director for Administrative Services, University of Connecticut Libraries, Box U-5A, 369 Fairfield Road, Storrs, CT 06269-1005. Screening will begin immediately and continue until the position is filled. For further information about the UConn Libraries or to see a complete job description for this position, see our home page at <http://www.lib.uconn.edu>. At the University of Connecticut, our commitment to excellence is complemented by our commitment to building a culturally diverse staff. We actively encourage minorities and people with disabilities to apply.

ELECTRONIC RECORDS PROJECT ARCHIVIST

*Kansas State Historical Society
Topeka, Kansas*

Full-time, 18-month, NHPRC grant position. Project archivist will conduct applied research in selected Kansas state agencies to evaluate key elements of recently developed electronic records management guidelines. Activities will include researching, selecting, and testing in Kansas state agencies an electronic records surveying and scheduling methodology; participating in a state agency electronic recordkeeping system design project to explore front-end management as an approach to identifying, capturing, and preserving electronic records with enduring value, and revising electronic records management guidelines based on results of applied research projects.

Qualifications: Master's degree in history, archival administration, library science, computer science, or related field; knowledge of and experience with electronic records management and preservation principles and methodologies; knowledge of current informa-

tion technologies and trends; excellent verbal, written, and interpersonal communications skills; ability to establish effective working relationships with other staff and state agency personnel. Prefer experience in information technology development. **Salary:** \$3,255 per month plus benefits. Send letter, resume, and three references to: Patricia Michaelis, Director, Library and Archives Division, Kansas State Historical Society, 6425SW 6th Avenue, Topeka, Kansas 66615. **Application Deadline:** February 23, 1999.

HEAD OF CATALOGING SERVICES

*University Libraries
Ball State University
Muncie, Indiana*

Fiscal year professional position available immediately. Position reports to assistant dean for library technical services.

Responsibilities: Supervise cataloging services personnel (nine professional, 19 classified staff) and operations, including authority control, database maintenance, binding, and physical processing; meet national cataloging standards, as established by AACR2 (rev.) and the Library of Congress, and establish cataloging policies for library materials in all formats; coordinate and direct operations of the unit; prepare written reports and proposals; compile statistics as required; cooperate with the heads of other units to ensure optimum workflow. **Minimum Qualifications:** M.L.S. from an ALA-accredited program; at least three years of professional experience in a cataloging unit, including supervisory responsibilities; experience in cataloging different kinds of materials at all levels of difficulty; experience in the use of AACR2, OCLC (or other bibliographic utility), MARC formats, and in the use and application of Library of Congress classification, subject headings, and rule interpretations; experience with automated library systems; organizational and supervisory skills and experience and ability to work constructively with colleagues; oral and written communication skills.

Preferred Qualifications: Demonstrated ability to engage staff in the process of change; ability to work with a variety of modern languages; additional advance degrees. Salary negotiable, \$45,000 minimum. Faculty status possible with appropriate academic credentials. Send letter of application; resume; transcripts of graduate degree(s) (unofficial copies acceptable); and the names, addresses, and telephone and fax numbers of three references (at least one of which is a current or most recent supervisor) to: Mr. C. William Barnett, Director of Library Business Services, Ball State University, Muncie, Indiana 47306. Review

of applications will begin immediately and will continue until the position is filled, <http://www.library.bsu.edu>. Ball State University is an Equal Opportunity/Affirmative Action Employer and is strongly and actively committed to diversity within its community.

HEAD, CONSERVATION DEPARTMENT

*Minnesota Historical Society
St. Paul, Minnesota*

The Minnesota Historical Society is seeking applicants to head its conservation department. This position is responsible for the conservation and preservation of the Society's collections through administration of microfilm and photo labs, three conservation labs (book and paper; textiles; objects), and an outreach program. This position plans and coordinates a comprehensive conservation/preservation program for the care, handling, use, and storage and/or reformatting of the collections and for directing conservation education to organizations throughout Minnesota. Disaster planning, staff training, and grant writing are among the other expectations. Special emphasis presently is involvement with current digitizing projects and integrating such reformatting into ongoing procedures. Qualifications include advanced preservation training or significant preservation experience. Advanced degree in a related area such as library science, museum, history, preservation or conservation strongly preferred. Minimum of five years of professional experience in a conservation laboratory facility and three years of administrative or supervisory experience required. The successful candidate must be able to demonstrate well-developed interpersonal, communication, and managerial skills necessary to administer a high quality program, develop budgets, and coordinate conservation needs in a large museum and research library setting; knowledge of standards for physical treatment of historical materials; in-depth knowledge of current preservation and conservation issues; and knowledge of reformatting and digitizing collections and preserving electronic data. Descriptions of the Society and its collections available on Web site: www.mnhs.org. Competitive salary with full benefits package. To request application materials, contact the MHS job line at 651/296-0542 or Web site at www.mnhs.org/histsoc/jobs. Send a letter of application describing qualifications and resume to: Minnesota Historical Society, Human Resources Department, Head of Conservation Position, 345 Kellogg Blvd. West, St. Paul, Minnesota 55102. **Application Deadline:** December 10, 1998. AA/EOE.



HEAD OF MANUSCRIPTS

Marriott Library
University of Utah
Salt Lake City, Utah

Due to a recent retirement, the Marriott Library seeks to fill the position of head of manuscripts in the Special Collections Department. Head of manuscripts librarian reporting to the assistant director of Special Collections, this position manages the library's archival research collection which emphasizes materials focusing on Utah, the Mormons and the American West and participates in all related activities. Assists with coordination of department-wide reference. Supervises 10-12 full and part-time staff.

Qualifications: Required: M.L.S. from an ALA-accredited library school; demonstrated knowledge of archival principles; archival processing and research reference experience in an academic or research library setting; three years supervisory experience; excellent communication skills; and ability to meet university and library requirements for promotion and continuing appointment.

Preferred: Demonstrated success in outreach and fundraising; an emphasis in and knowledge of the American West, and/or the InterMountain West; knowledge of historical research methodology and trends; knowledge of manuscripts preservation technology and budgeting experience. **Salary:** \$40,000+ depending on qualifications; excellent benefits. A member of ARL, the Marriott Library provides services to over 27,000 students. The library has over 2 million volumes, 14,000 periodical subscriptions and extensive networked electronic resources. The University is situated in a 1,500-acre campus in Salt Lake City, a growing urban population of approximately 1 million, with a strong economy. A cosmopolitan community, Salt Lake offers a wide variety of cultural, entertainment, and recreational activities.

Application Procedures: Send a detailed letter of application, along with resume, plus names, addresses, and phone numbers of three references to: Kristeen Arnold, Personnel Officer, 327 Marriott Library, 295 South 1500 East, Salt Lake City, UT 84112-0860. Applications received by February 28, 1999, will be given full consideration. The University of Utah is an AA/EOE. We encourage applications from women and minorities and provide reasonable accommodations to known disabilities of applicants and employees.

INFORMATION SPECIALIST

National Association of Realtors
Chicago, Illinois

Come join the world's largest professional and trade association. The National Association of Realtors®, located on Chicago's Magnificent Mile has an immediate opening for a highly dedicated professional. We invite you to take advantage of a rewarding opportunity. This position is ideal for an excellent communicator with a positive and professional demeanor.

Primary Duties: In this integral role, you will carry out routine library, membership records and customer service duties. The individual in this position is in close contact with members and staff by phone, e-mail, fax, written correspondence, and in person. Duties include, though not limited to, library reference and research work, indexing, record modification, database instruction, and order fulfillment. Specialization within this position includes technical and reference services in our archives. **Required Qualifications:** Qualified candidates will possess 1-2 years business school or college with 1-3 years of related work experience. Background must show significant levels of responsibility in managing various databases and providing customer service including information/request fulfillment. Other requirements include: excellent verbal and written communication skills; demonstrated ability to prioritize assignments; and working knowledge of word processing software.

Preferred Qualifications: M.L.S degree and archival experience preferred as well as library reference desk, indexing, and research experience. Previous association, Internet, knowledge of industry terminology, and member benefits experience a plus. About NAR: We offer competitive salaries, exceptional benefits, and opportunities for professional and personal growth. Please visit our Web site: <http://www.realtor.com>

How to Apply: For consideration, please send your resume with salary history to: NAR, Attn: Jan Collins-HR, 430 N. Michigan Ave., Chicago, IL 60611; fax 312/329-8345; JCollins@realtors.org. EOE.

LIBRARIAN III - ARCHIVIST

City of Beaumont
Beaumont, TX

Conducts professional-level duties to assist in the management of the Tyrell Historical Library and the city's archival records.

Qualifications: Master's degree in library and information science from an ALA-accredited university or in history and formal archival

training. **Preferred:** Experience processing archival or manuscript collections.

Starting Salary Range: \$2,600-\$2,912/month.

Application Deadline: Open until filled.

Please send resume to: City of Beaumont, Human Resources Department, P.O. Box 3827, Beaumont, TX 77706. EOE.

PROJECT ARCHIVIST

Evangelical Lutheran Church
in America
Chicago, Illinois

The ELCA archives seeks a full-time project archivist for two years, with start date March 15, 1999. The project archivist will be responsible for processing and cataloging records related to ELCA global mission history, dating from its beginnings in 1842 through 1987. The collections include both general mission records, as well as records of specific countries and regions, such as India, Liberia, China area, Papua New Guinea, Argentina, Guyana, Malaysia and Singapore, and the Caribbean, among others. The project archivist will also have some responsibility for reference services; may become involved with collection development activities of the project; and as time permits, may process global mission audio-visual materials. This work is phase two of the larger project, the Global Mission History Research Project. **Qualifications:** Master's degree in history, library science or related field, with course work in archives administration; two years of archival experience, including previous processing experience and USMARC/OLC cataloging; and strong written and oral communication skills. Knowledge of church history or foreign languages a plus. **Salary:** Commensurate with experience, minimum \$27,000, and full ELCA benefits package. **Applications:** Accepted through January 31, 1999. For application and detailed job description, contact: Nicole Ross-Redmond, Department for Human Resources, ELCA, 8765 W. Higgins Road, Chicago, IL 60632; 773/380-2986; fax 773/380-1465. EOE.

SPECIAL COLLECTIONS/ARCHIVES TECHNICAL SERVICES LIBRARIAN

University of Minnesota
Minneapolis, Minnesota

Job Number UL84. **Description:** Lead technical processing efforts in special collections and archival areas; acquire and catalog materials for special collections and archival units; develop and manage special projects, especially uncataloged materials initiatives;



develop and deliver training in archival description/processing; coordinate technical services attributes of digital projects initiatives; serve as a specialist in acquisition and control of digital resources, including meta-data. **Qualifications: Required:** ALA-accredited M.L.S. or foreign equivalent; archival and rare book cataloging experience in an online environment; demonstrated knowledge of AACR2, USMARC, and relevant subject thesauri; project leadership and management experience; strong oral and written communications skills; familiarity with developing standards for digital resources and archival materials such as Dublin Core and markup schemes such as XML, HTML, SGML and EAD; ability to work independently and as part of a group in a collegial setting with staff from other areas of the library.

Preferred: Experience in training staff and writing documentation; experience processing electronic resources; in-depth knowledge of developing standards for digital resources and archival materials; experience processing in an integrated online system; working knowledge of at least one European language, other than English. **Salary and Benefits:** This is a full-time, twelve-month, continuous appointment track, academic/professional position with probationary appointment at either assistant or associate librarian. Rank will depend on qualifications and experience consistent with collegiate and university policy. The libraries offers a competitive salary commensurate with experience, not less than \$35,000 for this position. Excellent benefits and substantial moving allowance. **Recruiting Schedule:** Positions available immediately. Applications will be accepted until positions are filled. Full position descriptions are available at <http://www.umn.edu/ohr/employ.html>, listed with academic positions by job numbers. **Application Procedure:** Send letter of application, resume, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references to: Linda DeBeau-Melting, Libraries Human Resources Office, 499 Wilson Library, University of Minnesota, 309 19th Ave. So., Minneapolis, MN 55455. Please identify the application with the job number. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran, status or sexual orientation.

UNIVERSITY ARCHIVIST

*The American University in Cairo
Cairo, Egypt*

Applications are invited for the position of university archivist at the American University in Cairo (AUC). Under the general direction of the assistant director for rare books, special collections and archives, the appointee will be responsible for a program to develop organize, preserve, and provide access to the university archives according to standard procedures in an automated environment. The position also involves supervising the processing of special archival collections acquired by the rare books and special collections library. Required qualifications include a graduate degree in archival administration, library science/information management or the equivalent, with a second master's degree desirable; minimum of three years of professional experience, preferably in archival administration; and ability to communicate well in spoken and written English. Working knowledge of Arabic and other languages helpful, computer literacy and familiarity with contemporary archival standards and procedures essential. The position is open now, and will be filled as soon as possible, preferably by January 1999. Initial appointment will be for two years and is renewable. Salary is according to scale, based on qualifications and professional experience. For expatriates, housing, round trip air travel for appointee and accompanying family, plus schooling for two children are included. In view of AUC's protocol agreement with the Egyptian government, which requires specific proportions of Egyptian, U.S. and third-country citizen faculty, at this time preference will be given to qualified applicants who are U.S. citizens. Mail letter of application specifying job number 1-ARLB with resume, and have three confidential reference letters or placement file sent to: Dr. Earl Sullivan, Acting Provost, The American University in Cairo, 420 Fifth Ave., Fl. 3AL, New York, NY 10018-2729. EOE.

UNIVERSITY ARCHIVIST

*Marquette University
Milwaukee, Wisconsin*

Marquette University seeks nominations and applications for the position of university archivist. Reporting to the head of the Department of Special Collections and University Archives, the archivist in this key position is responsible for administering a dynamic, user-oriented university records program established in 1961. The position

calls for an ambitious, innovative, and energetic professional comfortable with the application of new technology to the administration of institutional records, aggressive in promoting undergraduate and other campus-based use, and committed to a collegial and demanding work environment and active involvement in professional activities. For a full description of the position and responsibilities, see the general information section of the libraries' Web site:

<http://www.marquette.edu/library>. **Required**

Qualifications: A graduate degree in history, library science, information science, or other relevant discipline. Graduate level course work in archival theory and practice.

Professional archival experience and evidence of organizational ability, initiative, and flexibility. Strong communication and interpersonal skills, service orientation, and the ability to work effectively with colleagues, faculty, and students in a dynamic, team-based environment. Experience with standard desktop software applications and networked electronic resources, and familiarity with the application of computer technology to archival descriptions and collection management. **Preferred Qualifications:** ALA-accredited M.L.S. degree with an archival concentration. Certification by the Academy of Certified Archivists. Three to five years experience in a professional archival position, preferably in an academic setting. Supervisory experience; training and/or experience in records management and the appraisal of electronic records. Experience and/or familiarity with HTML and EAD coding, MARC-AMC cataloging, and digitization and scanning technology. **Institutional**

Context: Marquette University is an independent, Catholic, Jesuit institution located on an 80-acre campus near downtown Milwaukee. The university is comprised of 15 colleges and professional programs, offering some 35 master's and 15 doctoral-level degrees, with a population of approximately 10,500 students. The University Libraries have a strong service orientation, carried out by 29 librarians and 41 support staff. In addition to university records, the Department of Special Collections administers collections documenting Catholic social action in the twentieth century and the history of Native Americans and the Catholic Church. With over 10,500 cubic feet of records and an average of 8,000 uses annually, the department includes a staff of four professional archivists, two paraprofessionals, and student assistants (4.0 FTEs). **Salary:** Salary is competitive, commensurate with



PROFESSIONAL OPPORTUNITIES

qualifications and experience. \$30,000 minimum. **To Apply:** Nominations and letters of application, including a resume and the names of three references, should be sent to: Charles B. Elston, Head of Special Collections, Marquette University Libraries, P.O. Box 3141, Milwaukee, WI 53201-3141. Review of applications will begin February 15, 1999. The position will remain open until filled. Marquette University is committed to diversity and equality in education and employment. At the same time, Marquette cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Jesuit, Catholic tradition.

UNIVERSITY ARCHIVIST

*Mississippi State University Libraries
Mississippi State, Mississippi*

Search reopened. The Mississippi State University Libraries seek applications for the position of University Archivist. **Requirements:** M.A. in history and/or an ALA accredited M.L.S.; course work in archival administration; one year's work experience in a university archives; one year's supervisory experience in an archival setting; strong organizational and interpersonal skills; and the ability to work independently within a team environment. This is an entry-level position at the rank of Instructor. **Starting Salary:** \$27,000. For a complete job description see the MSU Libraries home page at <http://nt.library.msstate.edu> or write: Ms. Debra Fairbrother, MSU Libraries, P.O. Box 5408, Mississippi State, MS 39762. Applications accepted until suitable applicant is found. Mississippi State University is an EO/AA Employer.



Get a job!

Visit the "Employment Bulletin"
at the Society of American Archivists'

Web site:

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



THE SOCIETY of
AMERICAN ARCHIVISTS



Dean, School of Information

The University of Michigan, Ann Arbor

The University of Michigan seeks applications and nominations for the position of Dean of the School of Information. The mission of the School is to address the complex challenges of the information age with innovative research and by educating a new class of information professionals. The School's distinguished faculty are drawn from many disciplines, including library and information science, cognitive psychology, computer science, the humanities, and economics. It has excellent staff and outstanding financial and technical resources. It sits within a great, public, research University that is renowned for its interdisciplinary traditions. Doctoral and masters students in the School of Information are conducting research and preparing for careers in archives and records management; human-computer interaction; library and information services; information economics, management, and policy; and in other information-related endeavors.

Dramatic changes are occurring in information resources and technology. The School is deeply committed to helping all sectors of society realize the potential benefits of these developments. Candidates should have the vision and experience to lead the community of faculty, students and staff in synthesizing the new, interdisciplinary lines of research and education that are so urgently required.

The School expects the Dean to provide intellectual leadership, to be strongly engaged in its research and teaching missions, to steward its finances, to direct its administration, to oversee the growth of its enrollment, to take a key role in raising external funds, and to represent it effectively in relations with the University and with external communities - locally and around the world. The Dean will report to the Provost and Executive Vice President for Academic Affairs.

Candidates with distinguished scholarly accomplishments and records of success in academic administration are strongly encouraged. However, the path-breaking mission of the School implies that candidates from other areas - such as libraries, foundations, or information technology companies - may also be highly attractive.

Nominations and applications will be reviewed continuously beginning November 15, 1998 and will be accepted until the position is filled. All inquiries and submissions may be directed to **Michael D. Cohen, Chair, School of Information Dean Search, 3074 Fleming Building, University of Michigan, Ann Arbor, MI 48109-1340.** Email may be addressed to SisearchChair@umich.edu. The University has retained the services of Dr. Kim Morrisson and Ms. Jo-Ann Zoll of Diversified Search, Inc. to assist the Search Committee in this process. **Telephone: 215-732-6666, Fax: 215-568-8399.** Email may be addressed to Kmorris@dwsearch.com and jzoll@dwsearch.com.

More can be learned about the mission and resources of the School of Information at
<http://www.si.umich.edu/DeanSearch>

A Non-Discriminatory, Affirmative Action Employer.



DIRECTOR OF THE ARCHIVES OF THE HISTORY OF AMERICAN PSYCHOLOGY

and

PROFESSOR OR ASSOCIATE PROFESSOR OF PSYCHOLOGY

*Buchtel College of Arts and Sciences
Department of Psychology
University of Akron
Akron, Ohio*

The University of Akron is seeking a person to serve as the director of the Archives of the History of American Psychology (AHAP) and hold a tenure-track position at the associate or full professor level in the Department of Psychology beginning in July 1999.

The Archives: The archives was established in 1965 to promote research in the history of psychology, and now contains the papers of some of the earliest psychologists in this country, along with materials relating to their European mentors. Since its inception, AHAP has amassed a collection of over 1,200 linear feet of documents that are available for scholars with another 800 linear feet awaiting processing, more than 3,000 photographs, 5,000 tests, a large collection of child development, demonstration, and classroom films, more than 600 pieces of apparatus, and almost 3,000 rare and antiquarian books. It operates as a department of the University Libraries with a full-time staff of two and an additional 7-10 student assistants and part-time employees. AHAP is supported by a strong friends group that provides financial support for its operations, and owns the Principia Press. It regularly provides research support for scholars from throughout the United States and beyond.

The Department of Psychology: A nineteen-member, research-oriented department with doctoral emphases in industrial/organizational psychology, counseling psychology, and applied cognitive aging.

The Position: The director of AHAP works on a twelve-month basis. He or she is expected to be both the administrator of the archives and a productive member of the psychology faculty. In the archives, this person will be expected to work with a small staff to obtain and process collections, assist scholars, attract external support, publicize the collections and its associated programs, supervise staff, work cooperatively with other elements of the library staff, and do whatever else is required to properly administer the program. Externally, the director is expected to develop and maintain contacts with professional association and others who might provide either materials or financial support for the program or might have need of its resources. If the successful candidate is not certified by the Academy of Certified Archivists when hired, certification will be sought upon arrival. In addition, the person hired in this position will hold rank and be eligible for tenure at the Department of Psychology. It is expected that he or she will meet the criteria for retention, promotion, and tenure in that department and will have teaching responsibilities there, particularly in graduate and undergraduate courses in the history of psychology.

Qualifications: The preference is for the successful candidate to have a Ph.D. in psychology, however, Ph.D.s in related areas will be considered, with an active research program in the history of psychology, and teaching experience in the field. Preference will be given to applicants who have administrative experience in archival settings, and who are certified by the Academy of Certified Archivists. Applicants must have strong evidence of research productivity, contact with professional associations, and records of external funding. Applicants who will enhance the diversity of the present faculty are especially sought. The rank assigned will be determined after consideration of the successful applicant's qualifications.

Salary: Starting salary is competitive, benefits are excellent, as are the research and teaching facilities.

Applications: Applicants should send a letter of application together with vita, reprints, and three letters of recommendation to: Dr. Harvey L. Sterns, Search Committee Chair, Department of Psychology, The University of Akron, Akron, OH 44325-4301 (e-mail: hsterns@uakron.edu).

Deadline: Applications will be accepted until February 15, 1999. EEO Statement: The University of Akron is an Equal Education and Employment Institution. Women and minorities are encouraged to apply.



THE SOCIETY of
AMERICAN ARCHIVISTS
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Upper left: Photographer unknown, ca. 1936. Upper right: Photo by Webster Stevens, ca. 1950s.