GREAT EXPECTATIONS:
Fostering future leaders, copyright considerations, Pittsburgh preliminary, and a peek at publishing inside!
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"Interdisciplinarity" and "Cross-Fertilization": Can We Cope With Them?

In their draft document about the Universal Preservation Format, Dave MacCarn and Thom Shepard write: "In the early stages of this project, we sought to bring together engineers and archivists because we believe that digital technologies and products have been developed and marketed without direct input from the professionals who use them. We quickly learned that problems of communication were not limited to these two camps. Archival communities are far from reaching a consensus on digital preservation. Leadership within one group is barely recognized by other groups."1

"Interdisciplinarity" and "cross-fertilization" have become the buzzwords in universities as well as in professional organizations. The pressure to accomplish work that can be described using those terms comes from various sources: from researchers who wish to reach beyond the boundaries of their discipline; from the development of new approaches to current intellectual and social problems; and from business and industry, which appear to prefer less specialization in their employees, but desire greater flexibility, increased general skills, and broader knowledge.

We know what activities are necessary to foster interdisciplinarity and cross-fertilization; examples are meetings of representatives of different disciplines and professions to discuss common issues, the creation of cross-domain glossaries, the participation at conferences and symposia outside one’s own field, the building of research teams that comprise scholars with diverse backgrounds, and/or the consultation of a variety of professional and disciplinary groups who have vested interest in a given initiative undertaken by a specific entity. SAA has participated in a large variety of these activities. One example is its role in the National Initiative for a Networked Cultural Heritage.2

The questions raised by the paragraph quoted above are whether we know the assumptions behind the terms interdisciplinarity and cross-fertilization and whether they apply to us. What is interdisciplinarity? How can we realize it and learn from it?

"That’s a great deal to make one word mean," Alice said in a thoughtful tone. "When I make a word do a lot of work like that," said Humpty Dumpty, "I always pay it extra" (Lewis Carroll, Alice in Wonderland). And indeed, interdisciplinarity is a word loaded with meanings. At its most basic level, interdisciplinarity is defined as “neither a subject matter nor a body of content. It is a process for achieving an integrative synthesis, a process that usually begins with a problem, question, topic, or issue.”3

One school of thought sees this process as a "philosophically conceived synopsis," while another views it as "instrumental work" of a practical and short-term nature.

Regardless of the chosen interpretation, the subsidiary questions for us are "why should we do it?" and "how does interdisciplinarity fit into the present structure and character of our association?"

I think that we should do it because interdisciplinarity is essential to the regeneration and continuing significance of SAA conceptual work, expressed in the standards that it develops, in the statements of principle that it issues, in the education that it guides and administers, and in the consultation that it provides to institutions and to other archival associations. It constitutes a force for change, a challenge to orthodoxy, and a dynamic source for the development of research.

Of equal importance, it allows one to approach problems that are so complex, multi-faceted, and wide-reaching, that tools to deal with them cannot be found in any one discipline and the expertise necessary to tackle them can only be provided by individuals with specialized training working collaboratively in a group. The latter condition is, I believe, the key to a real, productive interdisciplinary work that does not encounter the problems hinted at by MacCarn and Shepard, but results in authentic cross-fertilization of distinct, autonomous fields.

Interdisciplinarity is not a-disciplinarity; on the contrary, it presupposes disciplinarity. The necessary caveats for the participation in true interdisciplinarity by SAA are: a) respect for the culture of the archival profession, b) respect for the archival discipline, c) a clear understanding of the difference between "adopting" and "adapting" models from other fields, d) a determination to support at the same time disciplinary growth and work, and e) a commitment to develop the archival

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FROM THE EXECUTIVE DIRECTOR

Strategic Analysis

As many of you know, this is the year we are rethinking our strategic plan in order to bring it—and us—forward into the 21st century. This effort will involve all of you as we collectively chart our future. In order to help us put future plans in context of what we have and have not accomplished to date, Council member Anne Gilliland-Swateland presented a valuable analysis last fall of Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists. Anne’s analysis below includes text from the original strategic plan along with her remarks following in italics.

Analysis of the Current Strategic Plan by Anne Gilliland-Swateland

The comments inserted into the text below indicate my review of the current SAA strategic plan in terms of pervading themes, accomplishments to date, and aspects that might be missing. In reviewing the plan, what struck me was:

1. How much SAA has achieved in terms of taking on increasingly sophisticated issues and approaches to them—e.g., we know more, and have more accurate data about, our members and their needs and desires; we have been very successful in strengthening our national profile and impact through lobbying activities;

2. Issues, such as education, which endure as critical ones for SAA that probably always have to be addressed by it;

3. Council has recently spent some time discussing several issues, such as the international role that SAA might play, that are not overtly addressed within this strategic plan; and

4. The absence of timelines, benchmarks, and statements of resources needed for achieving objectives makes it difficult to evaluate the extent to which these goals have been met.

All of these aspects should not be particularly surprising, given that the strategic plan was only supposed to give direction for two to three years following 1993. As we consider it now, we should bear in mind several issues:

• SAA’s relatively flat income projections over the next few years and the costs of the increasingly sophisticated roles that SAA is playing/might play both nationally and internationally—e.g., standards and policy development, international activism, education provision;

• How compelling such roles are to SAA membership and how they might be prioritized; and

• Concerns about recruitment into, retention of members, and perceived relevance of the Society both to its members and to those who might be potential members.

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Lend your talent and expertise to SAA

President elect H. Thomas Hickerson has appointed Deborah Skaggs the chair of the Appointments Committee, which will solicit nominees and applications for vacancies on committees, task forces, boards, and other groups in SAA. Appointments would become effective in August at the end of SAA’s 63rd annual meeting in Pittsburgh. If you are not familiar with the possibilities for service within SAA, check out the latest edition of the Leadership Directory at www.archivists.org/governance/1998-1999%20leader%20list.html (published as a green-colored insert in the November/December issue of Archival Outlook). Don’t miss this opportunity to lend your talent and expertise to SAA!

If you are interested in serving on a specific committee or board, or know someone you would like to nominate, contact: Deborah Skaggs, Frank Russell Company, 909 A Street, Tacoma, WA 98402; 253/596-3150; dskaggs@mail.russell.com.
Essential Resources

New books from the Getty

Introduction to Archival Organization and Description
Access to Cultural Heritage
Michael J. Fox and Peter L. Wilkerson
Edited by Suzanne R. Warren
Serves as an introduction to the common organizational and descriptive practices that have been developed in response to the particular requirements of archival collections.
80 pages, 7 x 9½ inches
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Introduction to Metadata
Pathways to Digital Information
Tony Gill, Anne Gilliland-Swetland, and Murtha Baca
Defines metadata, explains its importance and potential uses in the networked environment, and describes existing metadata standards in the field of cultural heritage information.
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Enhancing Access to Cultural Heritage Information
Elisa Lenz
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Recent Changes to Copyright Law: The Digital Millennium Copyright Act

by PETER B. HIRTLE, Cornell University and SAA Council Member

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. The author can be reached via e-mail at pbh6@cornell.edu.

In the last issue of Archival Outlook I wrote about the changes to copyright law encompassed in the Sonny Bono Copyright Term Extension Act. In 1998 Congress enacted a second major piece of copyright legislation, the Digital Millennium Copyright Act (DMCA). The DMCA is an expansive addition to copyright law, covering everything from the technology to be used in analog VCRs to boat hull design. This report highlights a few of the elements of the DMCA most relevant to archivists.

Changes to Section 108

Section 108 of the copyright law (Title 17), the exemption for copying by libraries and archives, is of fundamental importance to archivists. Archival reproduction done in accordance with the terms of Section 108 minimizes the liability faced by archivists and their institutions. Therefore any changes to Section 108 should be of direct concern to every archivist.

The DMCA makes two important changes to Section 108. The first concerns preservation copies, and the second speaks to the notice that must appear on copies made under the auspices of Section 108. The usual Web sources for the text of the copyright law (including Cornell Law School’s easily navigable site at http://www.law.cornell.edu/uscode/ and the Copyright Office’s site at http://lcweb.loc.gov/copyright/) have not yet been updated to reflect the new changes, but a marked-up and clean copy of Section 108 as amended by the DMCA can be found at http://www.tupui.edu/it/copyinfo/sec108.html.

Preservation Copying

There are in the DMCA three important changes to how preservation copies are treated in Section 108. First, eligible libraries and archives can now make up to three copies for preservation purposes. Until the passage of the DMCA, only one copy for preservation purposes was allowed. The law now explicitly authorizes the common practice of making multiple generations in a preservation project, such as a camera negative, a printing master, and a service copy.

Secondly, the preservation copies may now be in either analog or digital form. Until the passage of the DMCA, preservation copies could only be facsimiles; digital copies were explicitly excluded in the House report accompanying the 1976 legislation. The change means that libraries and archives can now use Section 108 for authority to scan or otherwise convert to digital form unpublished material for preservation purposes. The digital files, however, can only be made available to the public in digital form within the premises of the library or archives. Hence an archives could not use the preservation clause to justify making digital scans of copyrighted manuscript material and then publishing those scans on the World Wide Web or a campus network.

Thirdly, in addition to being able to make copies of damaged, deteriorating, lost, or stolen items, eligible libraries and archives may now make copies of digital material in obsolete formats. A format is considered obsolete if the machine or device necessary to render perceptible a work stored in that format is no longer manufactured or is no longer reasonably available in the commercial marketplace. The law recognizes that hardware or software obsolescence is in itself a form of loss and has made it legally possible to transfer files to newer media or file formats.

Copyright Notice Requirements

The 1976 Copyright Act stipulated that copies made by libraries and archives under the authority of Section 108 had to include a notice of copyright on the copy itself. There has always been uncertainty, however, over the exact wording of the notice. Was it enough to state that the copied material might be covered by copyright, or did the copies need to include an explicit statement of the copyright status of the work? The DMCA settles the issue. When a library or archives makes a copy of a copyrighted work for a patron under the provisions of Section 108 and the original work has a copyright statement on it, the copy must be marked with that copyright statement. For example, if one were copying for a patron a chapter from a book that has at the front the copyright notice “Copyright 1998 by the Society of American Archivists,” that notice must now be included on all copies made.

Of course most archival material lacks an explicit statement of copyright. In those cases, the law requires that a warning that the work may be copyrighted be included on the copies, but the law does not specify the precise language to be used. The Copyright Management Center (CMC) at Indiana University has proposed that the following notice be included on copies when the original work does not include a copyright notice:

The work from which this copy was made did not include a formal copyright notice. This work may be
protected by copyright law. Uses may be allowed with permission from the rightsholder, or if the copyright on the work has expired, or if the use is “fair use” or within another exemption. The user of this work is responsible for determining lawful uses. (See http://www.iupui.edu/it/copyinfo/dmcnotice.html.)

Archivists who find the CMC proposed language excessive may wish to consult with their own lawyers about wording that would both minimize risk and be practical.

**Copyright Protection Systems**

Another provision of the DMCA concerns the circumvention of technological measures designed to prevent copying. The DMCA prohibits the manufacture, importation, or distribution of devices that circumvent copyright protection systems. For example, analog video cassette recorders will now need to incorporate the two most common forms of copy control technology used to prevent the duplication of prerecorded movies or some analog television programming. The DMCA also prohibits gaining unauthorized access to a work by circumventing a technological protection measure, even if the access is for a reason otherwise permitted under the Copyright Act (such as fair use).

During the congressional debate over the DMCA, SAA opposed the provisions banning the manufacture and use of copyright circumvention systems. SAA worried about the impact such a ban would have on the preservation and accessibility of the archival record. It is likely that archives will receive from their parent units copyrighted material that has been encrypted or otherwise protected against copyright infringement. The archives may need to make the material available during its copyright term (in response to an FOIA request, for example, or under the provisions for fair use), or at a minimum once the copyright in the work has expired (in most cases ninety-five years after it was published). Given what we know is required to maintain electronic records in proprietary or encrypted formats, no archives will be able to maintain, migrate, and access information protected by copyright protection systems.

While the provisions prohibiting the manufacture or distribution of circumvention devices went into effect upon passage of the Act, the prohibitions on unauthorized access to protected material go into effect in two years. During this period, the Library of Congress will be conducting a rulemaking proceeding to determine appropriate exceptions to the prohibition, and SAA will be advocating long-term access. I welcome examples of cases where an archives, by law (such as under FOIA) or in the interest of public policy, wants to make copyrighted material available, but would be unable to do so if the material were protected by a copyright protection system.

**Online Service Provider Liability**

Title II of the DMCA limits an online service provider’s (OSP) liability for copyright infringement. The intent of the act was to protect service providers (such as America Online or a university) from being held liable for acts of infringement by users of their networks. The act broadly defines an OSP as ‘a provider of online services or network access, or the operator of facilities therefor.’ Thus an archives with a direct connection to the Internet and serving as an OSP for its staff can seek protection against being held liable for copyright infringements by that staff by adhering to the strict requirements of the DMCA. More on the “safe harbor” afforded to OSPs by the DMCA can be found at the Association of Research Libraries’ Intellectual Property page at http://www.arl.org/info/frn/copyright/distance_education.html and at the Copyright Office’s Web site at http://lcweb.loc.gov/copyright/.

**Distance Learning**

Distance learning is an area of great interest but with uncertain copyright implications. How, for example, can an instructor assign course reserve reading when students are spread across the country (or the globe)? The DMCA authorizes the Registrar of Copyright to conduct an investigation into copyright issues associated with distance education, and to report to Congress within six months. SAA has responded to a call for comments from archivists and has issued a statement on ‘Copyright Issues for Archives in Distance Education’ (see next page or visit www.archivists.org/governance/resolutions/distance_education.html). In its statement, SAA has stressed the uncertain copyright status of much unpublished material. It asks that the regulations be written so that primary source material not subject to commercial exploitation can be included in distance learning programs.

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Statement of the Society of American Archivists on Copyright Issues for Archives in Distance Education

The Society of American Archivists (SAA) is the oldest and largest association of professional archivists in North America. Representing more than 3,000 individuals and 400 institutions, SAA is the authoritative voice in the United States on issues that affect the identification, preservation, and use of historical records.

The Society is very interested in the potential for the use of archival materials in distance education programs, as well as the potential for distance education in the training of archivists. SAA welcomes the opportunity to contribute to the Copyright Office's investigation of the Promotion of Distance Education Through Digital Technologies.

There are four key points SAA would like to make: Archival, unpublished material can be an important component of distance education programs. Licensing this material for use in a distance education program is not a viable option because in most cases it is impossible to identify the copyright owner. Copyright law for distance education, while respecting the interests of the owners of copyrighted works, must not be drafted in a manner that makes it difficult for users to exploit those works abandoned or ignored by their copyright owners. Licensing should be the exception not the rule. The current law must be updated to permit the use of current and emerging technologies in the important task of educating citizens.

The Role of Archival Material in Distance Education

As an archival organization, SAA is deeply interested in the education of American citizens. Research and experience over the past half-century have conclusively demonstrated that the use of archival material as teaching material contributes to an effective curriculum. In higher education, the need for primary source material has led to the creation and maintenance of varied and rich documentary collections at most schools. While of fundamental importance for graduate education, these collections are also extensively used by undergraduates. At the K-12 level as well, the integration of primary source material into the classroom is an effective component of the curriculum plan. Many archives prepare teaching packets to assist K-12 teachers in using archival materials, and professional literature is filled with articles suggesting how to teach with primary sources.

There is no reason to assume that approaches and techniques that have proven effective in face-to-face teaching will not also prove effective in distance education. It is our assumption that the two ways that archival materials are used in courses today will continue in distance education courses. In some cases, individual pre-selected archival documents will be made available to students for their study and analysis. In other cases, students will be asked to conduct wide-ranging and open-ended research into groups of records, either created in or converted to, digital form. The delivery methods outlined in Section 110 of the Copyright Act, while appropriate twenty years ago, are not able to deliver archival material to students today.

The Copyright Status of Archival Material and Licensing

The uncertain copyright ownership of many archival documents may hinder their use in distance education programs. The bulk of the material in the nation's archival repositories is unpublished. Almost all unpublished work is copyrighted at least until January 1, 2003, and much of it will remain copyrighted for a longer time. Yet for practical purposes, it is usually impossible to identify the current owners of the copyrights in archival materials (a necessary first step in securing permission for the use of the material in distance education programs).

There are several reasons why the owners of copyright in an archival group of documents cannot be readily identified. For one, manuscripts collections and records groups tend to consist of material both sent and received by an individual or government agency. This means that any one of those bodies of archival material may have hundreds or thousands of separate authors whose permission could be needed before making copies of the material accessible over a digital network in a distance education program. Furthermore, most of the documents found in archives, especially in government repositories, were created by common citizens. In some cases, the author is anonymous. Even for those works where the author is known, it is usually impossible to determine if he or she is still living. If deceased, it can be impossible to identify and trace the current owners of the copyright. And even when the author and his or her heirs are known, it may not be known if the work was created as a work for hire, and hence subject to ownership by someone else.

For most of the unpublished, copyrighted works in the nation's archives it is impossible to identify the owners of copyright. It is therefore impossible to secure permission to license or to use this unpublished, copyrighted material in distance education courses. Some of this material will enter the public domain in 2003, but because Congress recently lengthened the term of copyright, most of the documents that help us understand the 20th century will remain under copyright well into the 21st century. At the same time, little of this
material is subject to commercial exploitation. There is no community harm caused by distance education efforts using material already open to researchers in an archival repository. Imposing an additional burden or fee for their use would hinder the development of distance education programs. Thus, unless extreme care is taken, it is possible that regulations intended to respect the rights of the owners of commercially-exploitable published materials may prevent the ready use of other kinds of material in distance education courses.

The Role of the Professional Society in Education

SAA does seeks to encourage others to use archival materials in distance education. The Society, as do almost all professional associations, has an active education program. Recently SAA have sought to reach out to members in isolated areas through the development of Society-sponsored distance education courses. For these courses, it is necessary that readings consisting of documentary copyrighted materials be made available to the students. We would hope that they could be offered under the same conditions as if the teaching were face-to-face.

Responses to Selected Specific Questions

With this background in mind, we can now address some of the specific questions in the Federal Register notice of December 23, 1998, that are of most concern to archivists:

Nature of Distance Education

(a) Where pre-existing content is used in distance education programs using digital technology? If not, in what ways is it inadequate? Are there reasons why digital transmissions should be treated differently from education through broadcasting or closed-circuit technologies, or in a traditional classroom?

Role of Licensing

(a) Where pre-existing content is used in distance education programs using digital technologies, to what extent do the persons or entities involved obtain permission for the use of that content? Is this accomplished by direct contact with the copyright owner, or in some other way? To what extent do the parties enter into negotiated licenses, or use form contracts?

As noted above, the difficulty in identifying the copyright owners of most unpublished material means that it is almost impossible to obtain the permission of the copyright owner to use material in distance education courses. There is little technology can do to ameliorate this situation. There have been private efforts to prepare registers of those copyright owners (primarily literary figures) who wish to enforce their copyrights in unpublished materials, but this only applies to a small number of well-known figures. Congressionally-funded documentary editing projects and many archival repositories have concluded that the reproduction for educational purposes of unpublished archival material of limited commercial value (and in the absence of any knowledge that the copyright owner wishes to enforce his or her copyright) is of overall benefit to society and should be permitted. It is our hope that this interpretation would be endorsed as part of the Copyright Office's study on distance education.

Application of Copyright Law to Distance Education

(a) Is existing law adequate in addressing current and anticipated forms of distance education using digital technology? If not, in what ways is it inadequate? Are there reasons why digital transmissions should be treated differently from education through broadcasting or closed-circuit technologies, or in a traditional classroom?

As the above discussion has shown, existing law concerning the use of unpublished archival materials in distance education is inadequate. First, it does not adequately protect institutions that make a good-faith effort to locate copyright owners before posting material for a course. Secondly, the transmission methods identified in Section 110 no longer reflect the technology used in distance education. Section 110 should be amended to allow for the transmission of both dramatic and non-dramatic works over whatever the current communications medium may be. Finally, all the rights granted elsewhere in the Copyright Act to users of copyrighted works (including the right of fair use) should be available to people using material in distance education courses.

— Approved by the Council of the Society of American Archivists, February 5, 1999
Pittsburgh has reinvented itself many times over the years from military outpost, major trading center, heavy industry mecca to a high-tech entrepreneurial zone and service market. But there are some things that never change. For the out-of-town archivist coming to the SAA annual meeting in August, consider this your introductory course to things unique to Pittsburgh.

Perhaps the most intriguing aspect of the people of Pittsburgh is our manner of speech. An unusual accent combined with distinctive vocabulary create a unique language known as “Pittsburghese,” which can make outsiders cringe or seem utterly confused. For example, the pronunciation of the “ow” diphthong sounds like “ah,” as in awl, mall and ball; so “downtown” and “found out” sound like “dahntahn” and “fahnd aht.” Another distinctive pronunciation is the long “e” vowel which sounds like the short “i.” So a Pittsburgh football fan roots for the “Stillers.” Linguistic scholar, Robert Parslow traces these features to early settlement of Scots and Scotch-Irish descendants and the isolating effect of the Allegheny and Appalachian Mountains.

Terms exclusive to the Pittsburgh region include “yinz,” a derivative of the plural “you” as in, “Yinz gonna go to the movie?”, and “n’at,” a contraction for “and that” used for emphasis at the end of a sentence. “After the movie, we went dahntahn n’at.” Grammatical convention is also abused in Pittsburgh speech patterns. The verb “to be” does not exist in Pittsburghese. After a heavy snowfall the weatherman says, “the streets need plowed.” This pattern is considered acceptable by a majority of locals.

The local dialect can be a difficult task in itself, but navigating the streets and byways of Pittsburgh is one of the toughest challenges a visitor may face. A combination of topography, resistance to change and well-established neighborhood boundaries have created an elaborate maze of streets with more than one name, streets with no name and streets that go nowhere. One plan developed by Allegheny County to alleviate
this problem is the “belt” system. The belts are a series of concentric circles around the county connecting many back roads that often shift names between townships and frequently are not marked. They are color coded and follow the rainbow pattern of “ROY G BIV” with the red belt in the outer reaches of the county and the recently completed purple belt that winds through the Golden Triangle. It is like playing a surreal live version of Candyland. The only people who use the system are visitors and transplanted residents.

Despite this confusion, Pittsburgh drivers are quite friendly and patient. If you are waiting at a red light, do not be alarmed if the car opposite you swings in front of you just when the light turns green. This is known as the “Pittsburgh Left” and is an established driving tradition. In fact, if you are the driver turning left at a light and are offered this courtesy, do it! Some drivers get quite annoyed with those who do not participate in this custom.

If you are ever asked to get to the point, it doesn’t mean that you are rambling. More likely a Pittsburgher is talking about “The Point,” or the area of land where the Mon and Al converge to form the O (i.e., Monongahela, Allegheny and Ohio Rivers). Once the site of Fort Duquesne and Fort Pitt, today Point State Park serves as a recreation area for boaters, joggers and sun worshippers.

If you are asked about the “Strip District,” again, don’t worry. Although the name seems to imply that the area contains many dancing halls of the exotic variety, actually it merely denotes a flat “strip” of land squeezed in between the Allegheny River and a steep hill. The strip boasts varied wholesale and retail food stores specializing in world cuisine with fresh breads, produce, meats, fish and cheeses. A recent influx of upscale night clubs and brew pubs make the strip a bustling district 24-hours-a-day.

If you can master the language barrier and survive the Pittsburgh road test, it may be time to sample the local fare. French fries are considered an important dietary staple. In Pittsburgh, they go with (or on) everything. Even salad. A Pittsburgh institution, Primanti Bros., serves fries and cole slaw on their sub sandwiches, or hoagies. At Primanti’s the question is not whether you want fries, but whether you want regular or curly fries. Doubters should consider the fact that another fine local eatery, the Original Hot Dog Shop, or The “O,” serves 4,280 pounds of fries in a typical day. If you want ketchup with those fries, don’t think about using anything but Heinz. Finally, wash that hoagie down with Pittsburgh’s own home brew, Iron City Beer. By the way, the proper pronunciation is “Arn.” Ask for it that way and you’ll earn the respect from the locals.

So, yinz guys wanna go dahntahn and git a Primanti’s sammich n’at?

SAA Host Committee co-chairs Ed Galloway, Steve Hussman, and Miriam Meislik cordially invite you to the

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**SAA’s First Online Course: Basic Electronic Records**

The first online course developed for SAA’s Continuing Education Program is almost complete. Most of the credit for *Basic Electronic Records* goes to the course developer, Tom Ruller of the New York State Archives, and the two course reviewers, Bill Landis of UCLA and Dan Linke of Princeton University.

The 12 modules of the course were reviewed and completed before the end of 1998, and the Web site readied for testing of the course by January 8, 1999. Kathleen Roe of the New York State Archives was instrumental in finding 12 participants to take part in the online course test. During the second week of January, Tom Ruller sent the participants registrations instructions with a deadline of January 16, 1999. This allowed the SAA office to test whether it could gather participant information from the site and collect credit card information. The registration portion of the test proved successful.

On January 16, SAA sent registrants a user I.D. and password, enabling them to participate in the course. The course officially began on January 17, 1999. During the two weeks scheduled for the test, January 17-30, the participants completed modules 1-4, out of a total of 12, for the course.

At the end of the two weeks, the participants were asked to complete an online evaluation. After Tom and I reviewed the evaluation data, a report detailing the test outcomes was developed. The overall evaluation was excellent. A typical review indicated that participants appreciated learning information that was so perfectly suited to the delivery system.

The test and the online course are a milestone in SAA’s Continuing Education Program. Participants completing the course in the future will learn fully the fundamental concepts and principles of basic electronic records. We are now faced with the exciting and fun task of preparing the course for the marketplace.

**Preconference Workshops**

Here is the tentative preconference workshop schedule for the SAA annual meeting in Pittsburgh, Pennsylvania, August 23-25, 1999:

Archival Cataloging as a Component of Description — 8/23-24
The Application of the USMARC Format — 8/24
Encoded Archival Description — 8/23-24
Digital Imaging Technology — 8/23-24
Oral History: From Planning to Preservation — 8/24
The Reformatting Challenge: Management Issues — 8/23
Preservation Planning: Surveying, Selection and Holdings Maintenance — 8/24
Probing Appraisal Practice: Contending with Methods, Mayhem and Madness — 8/23

**Fond Farewell**

The time has come for me to make new beginnings. I will be leaving the Society of American Archivists in March to join an association that is very close to my heart—the Alzheimer’s Association. I will be their new director of Education Services. I am grateful that SAA gave me an opportunity to serve members’ educational needs, and am certain that your continuing professional education products and services will flourish in the future.

In addition, I was married in February, and my new name is Dr. Joan Murphey. Yes, it is a very fine time for me to start anew. I wish all SAA members Godspeed... and leave you with the knowledge that after the winter storm, God does send the promise of spring. SAA was part of my transition to a new life, and I will always be grateful for that. Best wishes to all of you.

— Joan E. Murphey

Writing Your Disaster Preparedness and Recovery Plan — 8/23
Administration of Photographic Collections — 8/23-24
Basic Electronic Records — 8/23-24
Advanced Electronic Records — 8/25

For detailed course descriptions, visit SAA’s Web site at www.archivists.org and click on Education.

**Fall 1999 Workshop Schedule**

Business Archives: The Basics and Beyond
Cincinnati, Ohio
In conjunction with the ARMA Conference
October 14-16, 1999

Digital Imaging Technology
Omaha, Nebraska
In conjunction with the MAC/SRMA meeting
October 12-13, 1999

Encoded Archival Description
Durham, New Hampshire
University of New Hampshire
In conjunction with the NEA Meeting
November 4-5, 1999

Copyright and Fair Use for Archivists
Dayton or Toledo, Ohio
In conjunction with the Society of Ohio Archivists Meeting
date TBA
1999 SAA Professional Resources Catalog

The latest catalog, mailed to all members along with this newsletter, features more than 150 titles covering a broad range of topics indispensable to archivists and allied professionals. Check out these new titles:

- *The Organization of Information* (Libraries Unlimited, 1999)
- *The Concept of Record* (Swedish National Archives, 1998)
- *Solid, Safe, Secure: Building Archival Repositories in Australia* (National Archives of Australia, 1998)
- *Archives and the Metropolis* (Guidehall Library, 1998)
- *Daring to Find Our Names: The Search for Lesbian Library History* (Greenwood Press, 1998)
- *How to Set Up and Implement a Records Management System* (Amacom, 1995)
- *Encoded Archival Description Tag Library Version 1.0* (SAA, 1998)

Online Standards for Archival Description

The SAA Standards Committee recently completed a Web version of Victoria Irons Walch’s *Standards for Archival Description: A Handbook*, published by SAA in 1982. Stephen Miller of Duke University has reformatted this material for the Web. The resource is linked to various sites for standards and organizations mentioned in the text, which provides improved access, informational content, and understanding using methods unique to the digital environment. To view this essential standards text, visit SAA’s Web site at www.archivists.org/publications/ords99/index.html.

Editors Sought for Forms Manual

SAA is looking for a team of editors to update and revise The *Archival Forms Manual*, first published by SAA in 1982. The expanded and enhanced manual, a joint SAA/ARMA International project, will also include an exciting new electronic feature. Instead of simply photocopying representative samples of various forms from different types of institutions, the forms in the new manual will be moderately edited, in part to conceal the identity of the contributing institutions. This will also allow for a digitized copy of every form on a CD-ROM or diskette which will accompany the printed manual. Purchasers can pull up a form, add their name and logo, make editorial changes, and, voila, have their own customized forms!

ARMA will provide the resources to do the word processing and design of the forms. This process will change the role of the editorial team from the way it functioned in preparing the 1982 manual. At that time the team solicited forms of various types from various institutions and selected representative samples. After the representative samples are selected this time, some additional work will be necessary since the forms may be edited or modified. The goal is not to create a set of “perfect” forms, but to offer multiple samples of different types of forms. The editorial team will determine the types of forms to be included, both solicit and select forms of each type, and then determine to what degree, if any, forms should be edited.

The timetable is to begin this spring, and by fall the forms should be flowing to the ARMA staff for typesetting and design work. Using e-mail should make the process relatively easy. Quite a number of institutions already have all their forms digitized so this may make the preparation of the manual much simpler than it was in 1982.

If you are interested in serving on a team of editors, contact: SAA Publications Editor David A. Haury, Assistant Director, Kansas State Historical Society, 6425 SW 6th Avenue, Topeka, KS 66615-1099; 785/272-8681 ext. 201; dhaury@hspo.wpo.state.ks.us.

Keeping Archives Update

The 2nd edition of *Keeping Archives*, by Judith Ellis, was reprinted in February by DW Thorpe in Australia. SAA will continue to be the North American distributor of this popular text. Copies are available for $45 (SAA members $40) plus shipping/handling (cite product code 219). Contact Troy Sturdivant at 312/922-0140 or tsturdivant@archivists.org. Thorpe also indicated that the 3rd edition was in progress and would be available in early 2000.
The Elements of Book Publishing
by TERESA BRINATI, SAA Director of Publications

Book publishing is a $20 billion industry in the United States; some 50,000 trade books are published annually. The Internet and World Wide Web offer limitless possibilities for future dissemination of and access to information. While these tools may indelibly alter the face of communication, they may never entirely replace the printed book as an ideal medium for organizing, synthesizing and presenting new areas of study and scholarship.

Book publishing at the Society of American Archivists is a significant enterprise too—not only because of its potential for generating revenue, but also as the premier source for information integral to the archival profession. The Internet and the World Wide Web may make it technologically easier and faster for "content providers" [a.k.a. authors] to present their research and scholarship to readers than via the paper medium, but it doesn’t signify the end of traditional book publishing as we know it. If anything, emerging technologies have enhanced the field by attracting new players and transforming the way books are published (e.g., on-demand printing).

An awareness of the book publishing process at SAA can help prospective archival authors and allied professionals better understand the resources required for such a venture. Book publishing at SAA entails: evaluating proposals and content (manuscripts); negotiating contracts; editing the manuscripts; designing the book (interior and exterior); copyediting; proofreading and indexing; book production; marketing and promotion; warehousing, distribution and order fulfillment.

Evaluating Proposals and Manuscripts (Content)

The SAA Publications Board is always scouting for promising manuscripts as well as promising authors. In many instances, the board initially receives a proposal for a prospective publication yet to be written. Each manuscript and proposal is reviewed carefully by the board (and other subject specialists as appropriate). The board makes the recommendation whether to publish or not to publish a manuscript as well as whether or not to further proceed with a proposal.

Contract Negotiation

Once a manuscript is accepted by the Publications Board, a contract is negotiated and signed between the author and the publisher (SAA).

Editing the Manuscript

A project editor is assigned by SAA to work as an intermediary between authors and readers. The project editor edits the manuscript to ensure that the content is lucid and comprehensible without compromising the author’s intent and style. The project editor works closely with the author.

Book Design

The SAA director of publications coordinates all aspects of design of the publication. A graphic designer gives it form that is appropriate for the material and appealing to the readership. Designers may be responsible for creating the interior look of the book (layout, aesthetics) including typefaces and illustrations, as well as book covers. Designers tend to work with software written for specific tasks: word processing, layout, illustration, and photographic editing. The book’s design is approved by SAA in consultation with the project editor and the author.

Book Production

The director of publications coordinates all aspects of print production: selecting a printer (manufactures the book), copyeditor (ensures that the manuscript conforms to the Chicago Manual of Style—the official style guide used by SAA—and assists with proofreading), and an indexer (makes certain that every pertinent statement in the book has been indexed in such a way that the reader can easily find the information sought).

First Page Proofs. The director of publications marks-up the manuscript and sends it to the printer. The printer issues first page proofs, which are reviewed by the project editor, author, copyeditor, and director of publications. The project editor coordinates any changes made by the author and copyeditor and returns a master set of corrections to the director of publications. The director of publications proofs layout and design, assigns ISBN and submits marked-up pages to the printer.

Second Page Proofs. The printer issues second page proofs, which are reviewed by the project editor, author, copyeditor, indexer, and director of publications. No substantial changes are encouraged at this stage. Once the indexer has completed the index, it is sent to the project editor, author, and
copyeditor for review. The project editor coordinates any final changes and submits a master set of corrections along with the approved index to the director of publications. The marked-up second page proofs are then returned to the printer. This is the last time the author will see proofs.

Third Page Proofs. The printer issues third page proofs, which are reviewed by the project editor, copyeditor, and director of publications. The project editor coordinates any final changes and submits a master set of corrections along to the director of publications. The marked-up third page proofs are then returned to the printer.

Bluelines. The printer issues a blueline (photographic prints made from the negatives that are used in offset printing) and, if necessary, a color proof of the cover for review by the director of publications. The blueline does not show the quality of the image to be attained in the final printing, but it does provide a means of checking the accuracy of contents and layout. The cover proof is checked for quality and accuracy. The director of publications okays the book for press.

Warehousing, Distribution and Order Fulfillment

The printer ships the finished product directly to SAA headquarters in Chicago. SAA oversees all aspects of warehousing, distribution, and order fulfillment.

Book Marketing and Promotion

The director of publications coordinates all aspects of marketing and promotion, working in consultation with the author and graphic designer. SAA publishes promotional material and publicity pieces in its own periodicals—Archival Outlook and American Archivist—as well as in allied professional newsletters and journals. SAA creates a print and online catalog. SAA also exhibits virtually its entire catalog of publications each year at the SAA annual meeting.

Timeline

Although the publishing process is presented in a linear fashion, some aspects of it are carried out concurrently. It is nearly impossible to estimate how long a prospective author will take to complete a manuscript before it is submitted to the SAA Publications Board. However, once it is approved by the board, authors should ideally deliver a finished manuscript within three-six months (SAA recognizes that archivists-as-authors do not have the luxury of writing full-time). From the time the approved manuscript is received in the SAA office until it meets its destiny as a printed publication requires approximately eight-ten months.

Bottom Line

The business of publishing like any commercial venture is not risk free. SAA as a publisher incurs substantial costs before a book is actually published. Prepublication expenses include acquiring the content (manuscript), editing, design, production of initial press run, and marketing. Post publication expenses include warehousing, distribution, order fulfillment, and royalties. In the past fiscal year, publication sales represented 15% of SAA income and 11% of SAA expenses.

The costs and effort are worthwhile because the end product contributes measurably to scholarship, practice, and the advancement of the profession. If you have an idea for a manuscript or know of a book that you think SAA should distribute, contact one of the individuals listed in the box below.

THE PROFIT-VOLUME GRAPH

Who to contact at SAA regarding publishing:

Publications Board Chair, 1998-99
GREGORY HUNTER
Palmer School of Lib & Info Science
Long Island University
C.W. Post Campus
720 Northern Blvd.
516/248-5388
fax 516/248-2435
gshunter@ix.netcom.com

Publications Editor
DAVID A. HAURY
Assistant Director
Kansas State Historical Society
6425 SW 6th Ave.
Topeka, KS 66615-1099
785/272-8681 ext. 201
fax 785/272-8682
dhaury@hspo.wpo.state.ks.us

Director of Publications
TERESA BRINATI
Society of American Archivists
527 S. Wells St., 5th Floor
Chicago, IL 60607-3922
312/922-0140
fax 312/347-1452
tbrinati@archivists.org
FRED DAHLINGER, JR. of the Circus World Museum has been promoted to director of Collections and Research. Dahlinger has served as director of the museum’s Robert L. Parkinson Library and Research Center since he joined the organization in June 1991.

LYNN DOWNEY, historian at Levi Strauss & Co., appeared on “The Oprah Winfrey Show” February 9 to discuss the historic and monetary value of vintage Levi’s jeans. The show’s theme was ‘Hidden Treasures’ and two appraisers from PBS’s ‘Antiques Roadshow’ also appeared and appraised antique items brought into the studio by local residents.

ELAINE D. ENGST has recently been appointed director of the Division of Rare and Manuscript Collections at Cornell University. Engst previously was associate director of the division and has been the university archivist since 1995, a role that she will continue in her new position.

Participants in the Preservation Management Institute sponsored by the Professional Development Studies program at Rutgers University’s School of Communication, Information and Library Studies paused for a group photo on the roof of the university’s Alexander Library in November. Twenty-two professionals from eight states are enrolled in the preservation course; they will come together three times during 1998-99. Course director EVELYN FRANGAKIS (fourth from right) a Rutgers alumna who now heads the preservation department at the National Agricultural Library, was recently awarded a certificate of merit from the USDA for her outstanding performance as the NAL Preservation Officer in the past year.

KATHRYN NEAL, formerly an assistant archivist in the Iowa Women’s Archives, University of Iowa Libraries, and director of its African-American Women in Iowa project, is now curator of the Archie Givens, Sr. Collection of African-American Literature and Life, University of Minnesota Libraries. She assumed the position in March.

The Wood Library-Museum of Anesthesiology, in Park Ridge, Illinois, is pleased to announce that JUDITH ROBINS, CA, has joined its staff as collections supervisor. This is a new position that combines the duties of an archivist and museum registrar. Robins has worked for many years as an archivist and knowledge assets management consultant in Philadelphia, and more recently in Chicago. Her e-mail address is j.robins@asahq.org.

Best Wishes!

January 6, 1999, marked the 50th anniversary of the day when DR. W. KAYE LAMB began his work as Dominion Archivist of Canada. He had been appointed in the fall by Prime Minister W. L. Mackenzie King, but only assumed his duties early in January. Dr. Lamb subsequently served as Canada’s first National Librarian, and as president of the Royal Society of Canada, the Canadian Historical Association, the Canadian Library Association, the Society of American Archivists and the archival association of the United Kingdom. He remains the honorary president of the Champlain Society and, though he is now over 94, he keeps an active interest in archival activities. The leadership role that Dr. Lamb has played in SAA is still remembered and indeed we continue to build on the initiatives that he began. SAA’s extends it’s warmest congratulations and best wishes to Dr. Lamb.

— Luciana Duranti, SAA President

LAURA KATZ SMITH joins the Thomas J. Dodd Research Center at the University of Connecticut as curator of the Business, Railroad, Labor and Immigration Collections effective April 1, 1999. Prior to joining the center, Laura was the manuscripts curator at the Virginia Technical Institute and State University Libraries.

I. BRUCE TURNER, head of Archives and Special Collections at the Edith Garland Dupre Library of the University of Southwestern Louisiana, was chosen to receive the Friends of the Edith Garland Dupre Library/Board of Regents Support Fund Endowed Professorship for 1998-2001. The professorship honors an outstanding member of the library faculty for a three-year period. Turner will continue to promote the library and its collections as well as pursue research in the field of libraries, archives, and history.

Share the latest developments in your career with SAA colleagues and friends.

Send news to:
Teresa Brinati, Director of Publications
Society of American Archivists
527 S. Wells, 5th Floor, Chicago, IL 60607-3922
fax 312/347-1452, tbrinati@archivists.org
Special Commendation

Whereas as of June 22, 1999, **BERNICE BRACK** will complete 20 years of service to the Society of American Archivists, and

Whereas Ms. Brack’s years of service cover nearly a third of the Society’s existence, and

Whereas Ms. Brack’s loyalty to SAA is as remarkable as it is unwavering, and

Whereas Ms. Brack’s warmth and grace, coupled with her deep respect and concern for all of SAA’s members, communicate and reflect important values of the archival community, and

Whereas Ms. Brack’s work in Membership Services and particularly the Mentoring Program and the Key Contact Program calls upon her unique ability to unite the archival community by drawing upon a deep knowledge of members’ expertise, and

Whereas Ms. Brack evokes warm admiration from the membership as a result of her devotion to the Society, its members, mission and goals,

Be it therefore resolved that the Society of American Archivists, in recognition of her achievements and innumerable contributions to the archival profession, heartily applauds Ms. Brack’s 20 years of service to SAA and commends her continuing loyalty to the Society.

— Approved by SAA Council, February 5, 1999

Special Commendation

Whereas on September 12, 1998, **TERESA M. BRINATI** completed 10 years of service to the Society of American Archivists, and

Whereas Ms. Brinati has served the Society with distinction in each of those ten years, and

Whereas Ms. Brinati’s consummate skills as Publications Director has enabled the Society to reach new levels of excellence, and

Whereas over the course of her tenure Ms. Brinati’s business acumen and uncommon dedication to the mission and goals of the Society resulted in a remarkable 60% increase in publication sales for the Society, and

Whereas Ms. Brinati’s focus, ethics, and prodigious productivity serve as a role model for her colleagues and for the SAA community,

Be it therefore resolved that the Society of American Archivists, in recognition of her achievements and innumerable contributions to the archival profession, heartily applauds Ms. Brinati’s 10 years of service to SAA and commends her continuing loyalty to the Society.

— Approved by SAA Council, February 5, 1999

Obituaries

**HERBERT EDMUND ANGEL**, 91, former deputy archivist of the United States, died January 16, 1999, at his home in Lakewood Village, Texas. He was one of the founding members of the Society of American Archivists and was later elected successively as fellow, vice president and president.

Angel began his 40-year career with the federal government with four years in the State Department during which time he made a Latin American tour as private secretary to Secretary of State Cordell Hull. In 1936 he moved to the National Archives where, with two interruptions, he served until his retirement in 1972. He left during World War II to serve in the Naval Reserve, attaining the rank of Commander.

In 1959, he was appointed Director of Administration of the General Services Administration. In 1962, he returned to the National Archives as Assistant Archivist for Records Management. He was promoted to Deputy Archivist in 1968. He had overseas assignments in Uruguay, Korea, Iran and Liberia. His awards included the Navy Commendation Medal (1946), the Career Service Award of the National Civil Service League (1955), the General Services Administration Distinguished Service Award (1961), and the GSA Administrator’s Exceptional Service Award (1972). At various times between 1938 and 1968 he was a member of the faculty of the American University School of Government and Public Administration, serving successively as lecturer and then adjunct professor. He is survived by his wife, Virginia Angel; daughter, Dorothy Tenney of Arlington; a grandson; and two great-granddaughters.

— *Dallas Ft. Worth Star-Telegram*

**FRAZER G. POOLE**, 83, who as preservation officer of the Library of Congress led the first comprehensive effort there to conserve historic items, died of renal failure Feb. 3, 1999, at his home in Alexandria, Virginia. He had cancer. Poole was given the Distinguished Service Award of the library when he retired in 1978. He was cited for establishing an international model for preservation of important materials.

— *The Washington Post*
President’s FY2000 Budget for NARA and NHPRC — 
President Clinton’s budget request for the National Archives in 2000 is $227.9 million compared to funding in 1999 at $245.9 million. There is an important explanation for this decrease. In 2000 the National Archives will initiate its reimbursable program, where by agencies will reimburse NARA for costs of storing and retrieving records in its federal records centers. When the president’s budget request is combined with the anticipated revenue of over $60 million in fees from agencies for the reimbursable storage program, NARA will have approximately $40 million more in 2000 than in 1999. The administration’s request in 2000 for the competitive grants program of the National Historical Publications and Records Commission is $6 million, the same as in 1999. Although the appropriation in FY 1999 for the NHPRC grants was $10 million, only $6 million of this was for the competitive grants program because $4 million had been earmarked for the Center for Jewish History.

President’s FY 2000 Budget for NEH — President Clinton’s budget for FY 2000 recommends $150 million for the National Endowment for the Humanities. For the past four years NEH funding has been level at $110.7 million. Thus this increase represents an effort to restore some of the funds eliminated by a 36% budget cut in 1996. The administration’s NEH budget justification builds on the premise that the existing core programs would be sustained at their current levels and that the $40 million additional funds would be spent on a combination of increases to existing programs and funding of new initiatives.

The Preservation and Access Program, which provides for microfilming brittle books and newspapers and stabilizing other fragile collections, would increase from $18 million in 1999 to $22.9 million in 2000. Public Programs would increase from $11.23 million to $16.725 million with additional funding for high-quality television and radio programs and museum exhibits and a new special initiative “My History is America’s History,” that will encourage millions of Americans to learn more about their family history and to place that history in the context of the broad sweep of American and world history.

The Research and Education line item would increase from $22.77 million in 1999 to $32 million in 2000 with new money earmarked for a special American Legacy Editions project to support historical documentary editions. The FY2000 budget also includes $4 million for the establishment of regional humanities centers.

Update on Database Copyright Protection Legislation — 
On January 19, 1999, Representative Howard Coble (R-NC), the chair of the House Judiciary Committee’s Subcommittee on Courts and Intellectual Property, introduced the Collections of Information Antipiracy Act, H.R. 354. In his introductory statement, Coble said that this legislation is needed to "prohibit the misappropriation of valuable commercial collections of information by unscrupulous competitors who grab data collected by others, repackage it, and market a product that threatens competitive injury to the original collection." While noting that this bill is almost identical to legislation that passed the House in the last Congress, Coble stressed that he had made two changes, responding to concerns of the nonprofit scientific, educational, and research communities, to clarify and embody fair use and to address the issue of perpetual protection.

The efforts of the House to attach the database legislation to the Digital Millennium Copyright Act in the last Congress were defeated. This was due in part to the fact that the Senate had held no hearings on the database bill, to opposition to the bill from many quarters including the scholarly and library communities, and to the administration’s reservations about the bill. While the administration stated that there should be effective legal remedies against "free-riders" who take databases gathered by others and reintroduce them into commerce as their own, they identified several potential problems: constitutional constraints on legislation of this type; the possibility that the bill would increase the costs of data use; the lack of a balancing mechanism that would take into consideration non-commercial research and educational uses; the use of vague terms such as "potential markets;" and the likelihood that the bill could have the unintended consequence of stifling the evolving market for digital information.

On January 19, the same day that Coble introduced his bill, Senator Orrin Hatch (R-UT) spoke on the Senate floor on the database piracy issue, which he described as an issue of great and escalating importance because “intellectual property has become the heart of our nation’s economy, information is its lifeblood.” Yet he called for a balancing of interests between the information industries and the uses of information and database collections. He noted that database legislation had been introduced in both the 104th and the 105th Congresses and that Representative Coble had introduced a bill in the 106th Congress. Hatch committed himself to seeking passage of a bill on this issue this year. To promote informed debate on the database protection issue, Hatch included as a part of his floor statement versions of three different database protection bills: Representative Coble’s bill; a narrower constructed bill than the Coble one that Hatch stated “has been proposed by certain commercial database users, with the support of the scientific, education, and library communities;” and a draft bill that Hatch put forward for discussion at the end of the last Congress. All three of these bills can be found in the Congressional Record for January 19, 1999, on pages S316-S326.

On January 19, Senator John McCain (R-AZ) introduced S. 95, a bill which focuses only on financial data and which is designed to ensure the continued public availability through banks and the media of information concerning stocks traded on established stock exchanges. The intent of this bill is to protect financial services companies from the broad protection that the Coble bill could give to such institutions as the New
York Stock Exchange, enabling it as a database publisher to prevent banks and the media from reconfiguring the information contained in the databases that they had already paid for and acquired.

Both the House and Senate Judiciary Committees have indicated that they plan to hold hearings on database protection legislation; however, no hearings have yet been scheduled.

**Lawsuit Filed Against the Copyright Extension Act**

On January 12, 1999, the Berkman Center for Internet and Society at Harvard Law School and the Washington law firm of Hale and Dorr submitted on behalf of the Eldritch Press a complaint in the United States District Court for the District of Columbia that calls for the recently passed Copyright Term Extension Act of 1998 (Public Law No. 105-298) to be declared unconstitutional. The new law extends copyright protection for twenty years. The original copyright statute of 1790 granted copyright terms of 14 years, with a 14 year renewal period. This was extended in 1831 to 28 years, with the renewal term of 14 years. In 1909 the renewal term was broadened to 28 years, creating a total possible copyright term of 56 years. In 1962 Congress passed a series of laws that in some cases extended copyright for as long as 70 years. Amendments passed in 1976 extended the total term allowable to 75 years. The Copyright Term Extension Act of 1998 extended the total term, in some cases, to as much as 95 years.

Established in 1995 Eldritch Press, a non-profit association, is committed to demonstrating the expanded capabilities of electronic books and to making available on the Internet books that are in the public domain. The National Endowment for the Humanities’ “edSITEment” project has recognized the Eldritch Press Web site as one of the 20 best humanities sites on the Web. The Eldritch Press often posts works as soon as the works enter the public domain and had intended, for example, to post this year Robert Frost’s “New Hampshire,” which was published in 1923. However, the new law would make the posting of this work a criminal offense.

The complaint filed in court argues that the U.S. Constitution provides for authors and inventors to have exclusive rights to their respective writings and discoveries for only a “limited” time. Upon the expiration of a copyright, the Constitution envisions the material to be freely copyable and usable by anyone as a means “to promote the progress of science and useful arts.” The complaint states that the Congress has been continually extending copyright retroactively and has far exceeded the intent of the Constitution of “limited” protection. The extension to protection by another 20 years, the complaint argues, undermines the promotion of the public good.

The Eldritch Press Web which includes works of American literature as well as French and Russian literature, may be found at http://eldred.ne.mediaone.net/. More information on this case can be found at http://cyber.law.harvard.edu/eldredvreno.
Preservation and Access Advances Proposed in President’s Budget for NARA

I am pleased to announce that President Clinton has just proposed to Congress a budget that will help the National Archives and Records Administration (NARA) accelerate work of potential interest to archivists everywhere.

The president is asking Congress to appropriate a total of $228 million for NARA for fiscal year 2000 to build on our current efforts to expand archival preservation and access in several ways. The budget would support next steps in our efforts to cope with electronic records and improve records management in the federal government. Here are the highlights among things we will be able to do if the president’s recommended increases are supported by the Congress:

- The budget will finance expansion of the electronic catalog that NARA is building to make descriptions of NARA’s holdings available via the Internet to researchers wherever they are and whenever they need such information.
- The budget will enable NARA to provide better service to the nation’s veterans by expanding work to preserve records required to document entitlements and by redesigning processes so that NARA can provide better and faster responses to requests from veterans for those records.
- The budget will finance measures to preserve millions of deteriorating historical photographs needed by the press and the media, video and film producers, and a range of scholars to help the public “see” as well as read about history.
- The budget will fund NARA’s preparations for opening in 2002 the 1930 Census, closed by law for 72 years, which is eagerly awaited by genealogists, scholars, and other public users in search of information about their families, their localities, and the composition of the American mosaic at that time in our history.
- And for the benefit of public visitors and researchers, the budget provides for the continuation of preparations for the renovation of the 63-year-old original National Archives Building, where NARA displays the Charters of Freedom—the Declaration of Independence, the Constitution of the United States, and the Bill of Rights—which are being re-encased to ensure their continued preservation.

Additionally, the budget would provide funds to enable NARA to expand records management help to federal agencies and work with them on meeting the challenge of electronic records. Major provisions include the following:

- The proposed budget will help NARA and government agencies cope with mushrooming quantities and proliferating kinds of electronic records by enabling us to—
  - begin development of an Archival Preservation System that can handle the huge volumes of e-mail messages and other small data files that federal agencies are increasingly creating;
  - develop NARA’s capability to preserve document image files;
  - develop a prototype system for providing researchers with online access to electronic records that cannot readily be accessed now.

Funding in the budget will enable NARA to help the federal government manage records in all media more effectively by putting more NARA staff to work on projects that will—

- give targeted assistance to agencies with the greatest needs,
- help agencies develop retention schedules for records at risk,
- reduce the time it takes NARA to appraise and review such agency schedules,
- provide agencies with better records management information and training.

This budget is important to all of us in the archival community. The budget will enable us to move forward on improving records management and meeting the challenges of the electronic information age. It will increase our ability to preserve valuable records and respond effectively to the access needs, electronic and traditional, of records users. It will also enable NARA to build on our active partnerships with federal agencies and others outside the federal government, including the Society of American Archivists, whose assistance we greatly appreciate. We at NARA are grateful to President Clinton for his recognition of the importance of archival work and the need to support it. I hope all archivists will take encouragement from this development and work with us to make effective use of the funding if Congress approves it.
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New Publications from CLIR

The following publications are available from the Council on Library and Information Resources (CLIR):

- Avoiding Technological Quicksand: Finding a Viable Technological Foundation for Digital Preservation, by Jeff Rothenberg, on emulation as a model for digital archiving.
- Why Digitize?, by Abby Smith, a brief consideration of the advantages and disadvantages of converting analog research materials to digital format.
- Viewing and Managing Digitized Materials: The Development of Structural and Administrative Metadata for the Making of America II Project, by Bernie Hurley, John Price-Wilkin and Merrilee Proffitt, on the development of metadata standards needed to view and manage digital representations of a variety of archival objects.

For more information, contact: CLIR, 1755 Mass. Ave., N.W., Suite 500, Washington, DC 20036. Some of these reports are on CLIR’s Web site at www.clir.org/pubs/reports/reports.html.

NISO Reports Online

The National Information Standards Organization (NISO) offers standards and technical reports online from its Web site at http://www.niso.org. Users visiting the site can search, order, and download a variety of reports. Most of the documents are available in both PDF and reproduced hard copy formats for immediate delivery. The PDF formats can be ordered securely online using a major credit card.

Historical Repositories Report

Where History Begins, A Report on Historical Records Repositories in the United States, compiled by Victoria Irons Walch, project coordinator, as part of the Historical Records Repositories Survey, sponsored by the Council of State Historical Records Coordinators (COSHRC) with funding from the National Historical Publications and Records Commission (NHPRC), 1998. As Walch observes, the report, based on a comprehensive survey of nongovernmental historical records repositories, *suggests ways in which COSHRC and individual State Historical Records Advisory Boards, along with other professional associations at the national, state, and local levels, can most effectively assist historical records repositories in their work." Contact: Richard N. Belding, Chair, Steering Committee, COSHRC, Public Records Division, Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, KY 40601.

Directory of African American Collections

The Directory of African American Collections in Greater Philadelphia and Selected Suburban Areas was recently published by the Urban Archives of Temple University Libraries and is available on its Web site at www.library.temple.edu. Printed copies are $8. Contact Margaret Jerrido, Archivist and Head of Urban Archives, Paley Library, 13th & Berks, Philadelphia, PA 19122, 215/204-5750, mj@astro.ocis.temple.edu.

RAMP Study on Archival Claims

Disputed Archival Claims—Analysis of an International Survey: A RAMP Study, prepared by Leopold Auer, General Information Programme and UNISIST, United Nations Educational, Scientific and Cultural Organization. Despite all United Nations, UNESCO and ICA resolutions and recommendations on the subject, there has been no agreement on guidelines for dealing with disputed archival claims and the potential restitution of the archives. This analysis and evaluation of existing international archival claims is based upon responses to questionnaires distributed worldwide in the summer of 1996. For a copy of the study, contact: ICA Secretariat, 60 rue des Francs-Bourgeois, 75003 Paris, France, fax +33 1 42 72 20 65.

Images from Atlanta History Center Archives

The Atlanta History Center Archives was awarded an NHPRC grant in 1998 to catalog and provide access to images from its collections, including African-American photographs and those of a select number of photojournalists from Georgia. The work will be completed in July and the information can be found via OCLC and GALILEO. For more information contact: 404/814-4000.

USC and Natural History Museum Enter Partnership

The University of Southern California’s Special Collections has entered into a partnership with the Los Angeles County Museum of Natural History’s Seaver Center for Western History Research. The partnership allows both institutions to achieve important goals: USC substantially augments its holding of primary research materials and the Museum of Natural History restores greater availability of the Seaver Center’s unique holdings to scholars. Under the terms of the partnership, USC will provide a full-time curator to staff the Seaver Center, a position that has been vacant since 1994 when budget cuts drastically reduced staffing. While the Seaver Center retains all rights to its holdings, the agreement
specifies that USC may consider the collection a branch of its Special Collections. Founded in 1981, the Seaver Center focuses on the history and exploration of the Trans-Mississippi West, with particular emphasis on the history of California and Los Angeles. It includes more than 9,000 volumes, 750,000 manuscripts, 250,000 photographs, and 2,500 maps spanning the 16th-20th centuries. USC’s Special Collections contains 130,000 rare books, 1.4 million manuscripts, and 1.7 million photographs. Strengths include regional history, natural history, philosophy, German literature and culture (especially the exile period), American literature, aeronautical history, USC history, and fine printing.

New Head of American Folklife Center

The Library of Congress recently announced the appointment of Dr. Margaret Ann [Peggy] Bulger as director of the American Folklife Center. Bulger holds a Ph.D. in folklore and folklife from the University of Pennsylvania and is the current president elect of the American Folklife Society. She comes to the Library of Congress’ Folklife Center from the Southern Arts Federation in Atlanta, where she has been a Senior Program Officer.

Louis Armstrong Archives Receives Gift

In December the Louis Armstrong House & Archives of Queens College, City University of New York, held a celebration program during which First Lady Hillary Rodham Clinton announced $100,000 in donations as part of Save America’s Treasures, a public-private partnership between the White House Millennium Council and the National Trust for Historic Preservation, in conjunction with Heritage Preservation and the National Park Foundation. For information on how your endangered collection can become part of this project, contact: Ariane McCarthy at 202/588-6202.

NEDCC Preservation Manual Online

The Northeast Document Conservation Center (NEDCC) announces the online availability of the third edition of its publication Preservation of Library & Archival Materials: A Manual, edited by Sherelyn Ogden. The updated and expanded version of the manual is available at www.nedcc.org. If a user prefers the convenience of a book, a bound version will be available later this year.

The manual is approximately 350 pages in length and consists of a series of 51 technical leaflets. The third edition contains eight new leaflets, including Digital Technology Made Simpler; The Relevance of Preservation in a Digital World; Preservation Assessment and Planning; An Introduction to Fire Detection, Alarm and Automatic Fire Sprinklers; Collections Security: Planning and Prevention for Libraries and Archives; and more. In addition, every leaflet from the first two editions has been updated to reflect new information and changing opinions.
Georgian Archivists Day

SAA member KARA DRAKE of the University of Massachusetts-Boston and Peter Carini of Mount Holyoke College spent part of last summer on a grant-related project to help electronically describe one of the repositories in the national archives of the Republic of Georgia. The project was started by the Friends of the Georgian National Archives (FGNA) and participants were mostly scholars from North America interested in that area of the world.

Peter's involvement in the project came about through contact with a prominent Georgian scholar at Mount Holyoke. FGNA procured funds to support his participation. Kara was interested in the project as a possible master's thesis and procured her own grant funding to join the project.

For over two weeks the team of archivists worked to create a form for their Georgian counterparts to fill out to describe collections, assisting in the initial stages of filling out the form, working out computer bugs, and being treated to a taste of Georgian culture.

On her involvement in the project Kara said, "It was an amazing experience. The archivists over there are meticulously trained, mostly in the old Soviet system, but they are only paid $20/month. There are massive structural problems with various repositories, and a lack of funding all around."

Kara added that this project attempted to educate the Georgians in the use of automated techniques not only for describing their collections, but also for using computers in their everyday work. "All 850+ fonds have now been described and translations begun—Georgian into English and Russian," Kara noted.

In a message sent to another member of the project's team, one of the Georgian archivists enthusiastically gushed, "Gamarjoba dviarpso! To the joy of all Georgian archivists for the first time in the history of our national archives President E. Shevardnadze decreed the first Sunday of March every year Georgian archivists day. This year we are going to celebrate from March 1st through the 7th with an exhibition, conference, articles, television shows, etc."

Kudos to this wonderful feat of international outreach by SAA members and the entire project team, and especially to our Georgian colleagues!

World Information Report

UNESCO recently published the World Information Report, edited by Yves Courrier and Andrew Large. This 400-page publication provides a comprehensive picture of archive, library and information trends and services worldwide. Part I focuses on archival and library services; part II looks at computer developments, multimedia technologies, telecommunications and the Internet; and part III covers issues and trends such as the information society, information highways, copyright and international cooperation. It has been translated into French and will soon be available in Spanish. Several chapters are electronically accessible at www.unesco.org/webworld/wisreport/report.htm. Orders can be placed through UNESCO's publications Web site at http://www.unesco.org/publishing.

Report from CLIR

The Council on Library and Information Resources (CLIR) has published Computerization of the Archivo General de Indias: Strategies and Results, by Pedro Gonzalez, a report on an eleven-year project to digitize a portion of the holdings of the Archivo General de Indias (AGI) in Seville, Spain. Some 11 million pages have been digitized so far. Founded in 1781, the AGI is a repository for the documentation of Spanish administration in the New World. The objective of the project was not so much to create digital preservation copies of original documents, but to offer "digital surrogates" to reduce handling of originals. The report is available on CLIR's Web site at www.clir.org/pubs/reports/reports.html.

Russian Records Digitization Project

The International Council on Archives (ICA) is working with the Russian Centre for the Preservation and Study of the Records of Contemporary History on a project to digitize selected documents from the Comintern Archives in Moscow. Established in 1919 by V.I. Lenin, the Communist International or Comintern, was responsible for the promotion of Marxism-Leninism throughout the world and had close contacts with most of the world's Communist parties. It was dissolved in 1943 by Josef Stalin. Modeled after the Archivo General de Indias digitizing project in Seville, Spain (see preceding story), the Comintern project will create a database of files as well as images of selected documents, and will also provide a system to manage the original records. The project is supported by France, Germany and Switzerland as well as the Open Society Institute and the U.S. Library of Congress.

Virtual Exhibition Sponsored by ECPA

The European Commission on Preservation and Access (ECPA) has opened a virtual exhibition on the Web at http://www.knaw.nl/ecpa/expo.htm. The exhibit examines the ravages of dust, water, moulds, fungi, bookworms and other pests on large collections of books and archive materials by showing some examples of what may happen to materials kept in libraries and archives if proper preservation measures are not adhered to. ECPA would like to expand the exhibit with sections on photographs and audiovisual material. If you would like to contribute, contact: ECPA, P.O. Box 19121, 1000 GC Amsterdam, The Netherlands; ecpa@bureau.knaw.nl.

Publications from Australia

Solid, Safe, Secure: Building Archives Repositories in Australia, by Ted Ling, is a handbook for design, construction and maintenance of archives storage facilities. It is geared to small and large archives and draws on international research as well as Australian practice. This book can be ordered directly from SAA.

Finding Families is a guide to the National Archives of Australia for genealogists and family historians. This publication replaces Relations in Records, now out of print. Federation: The Guide to Records was produced to celebrate the centenary of Australian Federation. It describes records holdings relating to Federation in the National Archives as well as State archival repositories and libraries, museums and art galleries.
Student Chapters: Developing SAA’s Future Leaders
by HEATHER A. MUIR, University of Wisconsin-Madison

In 1993 student chapters of the Society of American Archivists were established at the University of Michigan, the University of Pittsburgh, and the University of Texas at Austin, and since that time the number of student chapters has grown to thirteen. Just what is the purpose of these student chapters? Why are they important to students and to SAA? This article will serve as an introduction, or re-introduction, to the student chapters of the SAA.

Student Chapter Members
Membership is open to graduate students who are currently enrolled at universities that have an organized student chapter and who are also members of SAA at the national level. Each student chapter has a faculty advisor, usually an instructor in archives courses and a member of SAA. The student leaders of each student chapter are elected to their positions and serve as the coordinators of their chapter’s activities. They are responsible for facilitating chapter meetings, recruiting members, handling finances, keeping minutes, planning guest speakers and events, and developing Web pages. For a list of current student chapters, their leaders, and their Web pages, visit SAA’s Web page at: www.archivists.org/education/CHAP_DIR.html.

Student Chapter Activities
The main purpose of the student chapters is to introduce students to the archival profession and augment what they learn in class. Most archives programs are associated with a local repository or collection that serves as a laboratory for the archives courses. Students become well acquainted with this single institution through coursework, internships, or student jobs. To broaden students’ exposure to other repositories student chapters organize tours of area archives. Throughout the years student chapters have visited some impressive sites including the Schlesinger Library, Boston Athenaeum, National Holocaust Museum, White House Archives, Madison Gas and Electric, Pleasant Company, Bentley Historical Library, Henry Ford Museum, Harley-Davidson, Kraft Foods, and the Curt Teich Postcard Archives. One student chapter member commented that the tours of area archives were important so that students can better understand the various archival settings and situations that archivists encounter in their careers.

The student chapters also provide a forum for discussing archival issues and career information. Most chapters invite guest speakers to address their membership on topics such as electronic records, preservation, records management, audio/video collections, and so on. Some student chapters even organize resume writing workshops, job-search information, and mock interview sessions.

In addition to touring sites and hearing from SAA members on archival topics, many students are also involved in regional archival organizations such as the Midwest Archives Conference, New England Archivists, and Mid-Atlantic Regional Archives Conference. Many student chapters have served as hosts for the annual meetings of these regional organizations. Overall the student chapter experience instills professional habits in students. Involvement in a student chapter not only prepares students to become professional archivists, but it also prepares them for involvement as leaders, committee members, and roundtable participants in SAA and other professional organizations.

New Discussion List for Archives Students
As some of you may know there was a discussion on the Archives and Archivists Listserv recently about forming a new discussion list specifically for graduate students interested in archives. Within a matter of days Ken Ward at the University of Texas was able to make it a reality. The Archives Student Listserv is an open forum for those who are training to become archivists, whether in a formal graduate studies program or post-appointment studies. Postings to this list should pertain to student issues including: discussions on courses you are taking, term paper topic ideas, research and projects you are working on, collaborative projects, and other ideas and issues common to archivists-in-training. The purpose of the Archives Student Listserv is to discuss those archives issues unique to graduate students or those training to be archivists. While the Archives and Archivists Listserv is still the best place to follow archival trends and issues, this new listserv will provide graduate students with the opportunity to discuss other things amongst themselves. All students and those involved in education are invited to join this new list.

To sign onto the list, e-mail listproc@mcfeeley.cc.utexas.edu with the following request: SUBSCRIBE ARCHIVES-GRAD FirstName LastName.
SAA Member Survey Results

PART 3: Membership in Professional Organizations, Former Member Survey, Membership in Other Associations, SAA Programs and Services

Editor’s note: This is the third and final installment in a series of articles summarizing the results of the survey, “Assessing Member Needs and Evaluating SAA's Delivery of Service,” completed last summer by SAA members. The previous two issues 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 the SAA membership responded. Results of the last part of the survey are summarized below.

Membership in Professional Organizations

Respondents were asked to indicate in which other professional organizations they are members.

As can be seen in the chart below, membership rates vary considerably across organizations (from 3% to 78%). Membership rates are highest for regional archival associations and lowest for the Association of Canadian Archivists and the International Council on Archives. “Other” professional organizations include historical associations (9%), library associations (7%), and religious organizations (4%).

Improvements to SAA Service. What are the three most important things SAA can do to improve its service to members? Respondents most frequently mentioned lower costs (mentioned by 16% of the respondents who answered this question), improve journal/publications (10%), and better/more continuing education (8%). Many other suggestions were made, but with less frequency (each mentioned by fewer than 8% of the respondents).

Former Member Survey

Respondent Characteristics. The 100 former members who participated in the telephone survey were demographically diverse:

- Respondents varied widely in their years of professional archival experience, ranging from 0 to 38 years: 28% had no professional archival experience, 15% had been professional archivists for 1-5 years; 38% for 6-15 years, and 19% for 16 or more years.
- Respondents also varied in the number of years they were SAA members: 36% were SAA members for 1-2 years, 31% for 3-5 years, and 33% for 6 or more years.
- Respondents were geographically diverse, with 4-25% located in each of nine regions.
- Most were employed by a college or university (36%) or a government agency (20%). The remaining respondents were employed by a variety of other organizations (each accounting for less than 8% of the respondents).
- In addition, 47% were male, 53% female; 21% of the respondents’ memberships lapsed in 1998, 57% in 1997, 9% in 1996, 9% in 1995, 3% in 1994.

The demographic diversity of respondents suggested that opinions were not confined to a particular subset of the membership and enhanced confidence that the opinions expressed were representative of the population of recently lapsed members.
Reasons for Not Renewing SAA Membership. Over half (59%) of the former members interviewed were not currently working as professional archivists. The largest number (42%) work in libraries. Over 20% were not currently employed: retired (12%) unemployed (7%), computer and information systems (5%), educator (5%), museum (4%), government publications (2%) and historian (2%).

This suggests that a sizable portion of lapsed memberships may result from attrition from the profession, rather than dissatisfaction with SAA's programs and services. In fact, when asked how SAA can improve its service to professional archivists, the second most frequent comment was that SAA is doing a good job now (mentioned by 11% of respondents who answered this question).

The former members who are currently working as professional archivists (41%) were asked to indicate the main reasons they decided not to renew their SAA memberships. The three most frequently mentioned reasons were related to the cost of SAA membership: too expensive (40%), not worth the cost (9%), and "my employer does not subsidize my membership" (8%).

Some respondents indicated that SAA membership is not attractive due to their current job responsibilities: no benefit in my job (6%) and change in my job (5%). Only one reason was mentioned that specifically related to the quality of SAA services: publications not useful/timely enough. This reason was mentioned relatively infrequently (6%).

All of the responses which follow come from lapsed members.

Membership in Other Associations

Overall, 78% of respondents indicated that they belong to regional, state, or local archival associations. The main reason respondents joined these associations were the networking opportunities (31%), convenient and affordable meetings (20%), useful information and literature (16%), and lower cost than SAA membership (14%).

The American Library Association is the most frequently mentioned organization (19%), followed by ARM (13%), AASLH (13%), genealogy societies (13%), and the Academy of Certified Archivists (13%). In total, 38% of respondents belong to various history-related associations.

The most frequently cited reasons for belonging to these other professional organizations are: it is related to my job or interests (35%) and it provides useful information (35%).

Respondents who hold memberships in regional, state, or local archival associations, or other professional associations, were asked which organization they consider to be their primary professional association. SAA was the single most frequently mentioned association (20%), even for those respondents whose SAA membership had lapsed. Various regional, state, and local archival associations are the primary professional association for 46% of the respondents. The ALA was the primary association for 6% of the respondents.

SAA Programs and Services

Respondents were asked to indicate what SAA programs and services were most valuable to them when they were members. The most frequently mentioned services were SAA publications (publications 24%, journal 13%, newsletter 12%) and education (annual meetings 19%, education 11%). These five services were the top five mentioned by both archivists and non-archivists.

Annual Meetings and Workshops. Overall 56% of respondents had attended an SAA annual meeting. Respondents who had attended one or more annual meetings were asked to rate the usefulness of the meetings. Usefulness was rated on a 1-to-10 scale, where 1 = "not at all useful" and 10 = "extremely useful."

Overall, respondents indicated that the annual meetings were moderately useful [mean = 6.7]. Respondents who had not attended an annual meeting were asked their reasons for not attending. Two of the three most frequently mentioned reasons involved the cost: too expensive (40%) and "my employer does not subsidize the cost" (13%).

Inconvenient location (18%) was also mentioned relatively frequently. Respondents indicated that the meetings were not held in their area and were too far away to attend. For many of these respondents, distance was an economic barrier; it was too expensive to travel so far.

Respondents were asked whether they had ever attended an SAA continuing education workshop. Overall, 37% of the respondents had. The respondents who had attended one or more workshops were asked to indicate how useful they were, rate on a 1-to-10 scale where 1 = "not at all useful" and 10 = "extremely useful."

Overall, respondents indicated that continuing education workshops were very useful [mean = 8.3]. Respondents who had not attended a continuing education workshop were asked to indicated their reasons for not attending. The most frequently cited reasons were inconvenient locations (25%), the cost (too expensive = 25%, "my employer does not subsidize the cost" = 5%, and the workshops were not useful for me = 24%).

Sections and Roundtables. Overall, 62% of respondents had once been a member of an SAA Section. Respondents who did belong to one or more sections were asked to rate the usefulness of the Sections on a 1-to-10 scale, where 1 = "not at all useful" and 10 = "extremely useful."

Overall, respondents indicated that the Sections were not very useful to them [mean = 4.5].

Respondents who did not belong to a Section were asked to indicate their reasons for not joining. The most frequently cited reasons were lack of time (28%), low perceived utility (28%), and lack of interest (17%).

Overall, 19% of respondents had once been a member of an SAA Roundtable. Respondents who did belong to one or more Roundtables rated the usefulness of the Roundtables on a 1-to-10 scale as indicated above. Respondents indicated that the Roundtables were moderately useful [mean = 6.5].

Respondents who did not belong to a Roundtable were asked why they did not join. The most frequently mentioned reasons were related to the topics of the Roundtables: not
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Leadership and Service in the 1990s:
A Strategic Plan for the Society of American Archivists

Mission

The Society of American Archivists serves the educational and informational needs of its members and provides leadership to help ensure the identification, preservation, and use of the nation's historic record.

This is an appropriately tight mission statement but it has also been subsequently fleshed out by the 1997 SAA position paper. Archival Roles for the New Millennium (www.archivists.org/governance/resolutions/millennium.html). Some of the key roles emphasized in the position paper are reflected in the goals of the current strategic plan are "education," "information," and "leadership." SAA should consider during its current strategic planning effort what is unique about SAA and what might be the appropriate role(s) it can play that differentiates it from other national organizations that deal with documentary heritage or information management, broadly conceived, as well as regional archival associations. In considering the issues that have recently been considered by the SAA task forces or where SAA has commissioned data gathering, issues relating to SAA's international role, promotion of diversity, salary equity and the status of archivists and the archival profession in general, professional education, and internal organization and communication all might be areas to consider in the development of a new strategic plan.

To fulfill this mission the Society of American Archivists (SAA) will:

Goal 1

Exert active leadership on significant archival issues by shaping policies and standards, building effective coalitions, and improving public awareness of the value of archives.

This goal emphasizes assertion of the value of archives, but could more overtly address the role of archives and the archival profession. Leadership should be considered an ongoing and heightened priority of SAA.

Rationale: As the national association of archivists, SAA is the recognized and authoritative voice on archival policies of national and international importance, helping to shape those state and federal legislative initiatives that could constitute a national information policy. To exercise such leadership, SAA will develop and disseminate policy statements and standards concerning significant issues that affect historical records and the people who use and care for them. The Society will emphasize the building of strategic coalitions with other professions and organizations that are also concerned with the identification, preservation, and use of records and information of enduring value, and with archival associations at the regional, state, and local levels.

Leadership and coalition building with these groups will provide SAA and its members with opportunities to assert a more persuasive case for increased support for archival programs, institutions and initiatives. It is especially important for SAA to expand its advocacy efforts to reach legislators and government officials at the national and state levels, and to improve public awareness of the value of archives and archival work.

This is the only place where any international dimension to SAA's activities is mentioned.

Objective 1.A. SAA will develop and disseminate policy statements in three areas of significant current and ongoing importance to the profession: electronic records, declassification, and requirements for maintaining archival materials. [This last phrase is probably too vague to be operationizable]. Considerable work has been done that addresses this objective, including taking positions on NHPRC and NARA activities with regard to electronic records; developing the CART curriculum; reviewing the Australian records management standard; and developing a position on declassification.

Objective 1.B. SAA will identify key areas where standards should be developed or revised to meet archival access, description, storage, and preservation needs; establish the Society's presence on appropriate standards bodies; and initiate activities to ensure that standards are widely adopted and implemented.

Activities that support this objective include SAA playing an active role in the development of the EAD standard, and publishing the Archival Fundamentals Series. SAA has yet to identify key areas where standards should be developed.

Objective 1.C. SAA will strengthen its national voice by building more effective relationships with allied organizations, especially the National Coordinating Committee for the Promotion of History, the National Association of Government Archives and Records Administrators, and the American Library Association.

For the most part this has been done. SAA has also established coalitions with the National Initiative for a Networked Cultural Heritage (NINCH), the Coalition for Networked Information (CNI), and the Digital Future Coalition (DFC). These relations now need to be subjected to ongoing monitoring to identify which are the most effective coalitions strategically for SAA at any given point.

Objective 1.D. SAA will stimulate cooperative initiatives and develop a consistent voice within the archival profession by developing a strategy for building coalitions with regional, state, and local archival associations.

It does not appear that there has been much progress towards the development of cooperative initiatives across archival organizations, although one example might be the relationships established by the SAA education officer in order to offer SAA workshops at other organizations' meetings. It is not clear that it is always appropriate for there to be a consistent voice within the archival profession, although this will certainly be beneficial under certain circumstances.

Objective 1.E. SAA will identify strategies for building effective public constituencies.

This objective is too vague to be evaluated. If, however, lobbying efforts fall under this rubric, these certainly appear to have been both effective and publicly visible.
Goal 2

Provide opportunities for continuing professional growth and promote high quality in archival education programs offered by SAA and other organizations and institutions.

The education environment has changed considerably during the 1990s, in terms of its scope, its means, and those involved in its provision. SAA published both the CART guidelines and the MAS guidelines aimed at improving American graduate education. These guidelines lack any real implementation mechanisms, however, and themselves are already in need of updating. Little else has been done to encourage the development of comprehensive graduate programs. SAA's activities in the area of providing continuing education suffered somewhat in recent years due to discontinuity or absence of staff. However, it is now back on track armed with both the data from the educational needs assessment and the PACE guidelines. All in all, SAA has not yet articulated a comprehensive educational strategy and what its unique role might be within such a strategy.

Objective 2.A. SAA will undertake an educational needs assessment of its membership to determine how the Society can be most effective in providing continuing professional education to archivists with varying levels of skills and expertise and develop additional programs to support that role.

Done, but will need regular assessment.

Objective 2.B. SAA will develop and implement curricula for advanced continuing education of key archival topics, as identified in surveys and other forms of needs assessment.

Partially done, but will need regular reassessment. SAA also needs to evaluate the most effective methods of conducting continuing education.

Objective 2.C. SAA will develop, disseminate, and promote revised guidelines for graduate-level education which define the body of knowledge that a professional archivist must have and the necessary curricular components of a graduate program to deliver such concepts.

Done, but needs updating, and a mechanism for reviewing graduate programs. There are several new areas that also need to be addressed, including appropriate engagement in undergraduate education, doctoral curricula and research, and the critical need for producing qualified new faculty.

Goal 3

Position SAA to lead the archival profession in advancing electronic records issues and represent the interests of the profession in shaping policies and accepted practices for identifying, preserving, and using electronic records.

This goal is qualitatively different from the others in that it addresses one specific, contemporary set of issues with which the profession and society as a whole are wrestling.

Rationale: Information technologies present the archival profession with significant challenges and opportunities. In order to maintain the profession's credibility and visibility in the information age, SAA will promote the development of effective methods and techniques for preservation and continuing access to electronic records, educate archivists in the proper handling of electronic records, and alert the public to the significance and vulnerability of new media and new forms of information. SAA will advance policies and practices that support preservation and access to electronic records by representing the interests of the archival profession to allied professions, records creators, standards bodies, product designers and vendors, legislators, and institutional policy makers. SAA will support efforts to conduct systematic research on new media, new access systems, and new types of records.

This section conflates access, preservation, and record-keeping technology issues. While this reflects CART and there are some areas of overlapping concerns, these areas are significantly different in emphasis and should be broken apart and treated under different rubrics. Issues of preservation as they relate to digital technology will likely become some of the most prominent technological issues that society faces over the next decades.

Objective 3.A. SAA will obtain grant funding and complete a project to produce ten case studies in the archival administration of electronic records and the use of automation in archives.

Done, although not all case studies ended up working out.

Objective 3.B. The SAA Committee on Education and Professional Development will use the learning objectives from the CART Curriculum Development Project in developing and revising guidelines for graduate archival education and for continuing education.

Done.

Objective 3.C. The SAA Education Office and the

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Education Office Advisory Board will ensure that SAA's educational offerings include sufficient references to and materials about electronic records and automated techniques.

Done.

Objective 3.D. SAA's Acquisitions Editor (now called the Publications Editor), Managing Editor (now called Director of Publications), and Editorial Board with assistance from the Committee on Automated Records and Techniques will review existing and forthcoming publications, identify significant gaps in the professional literature regarding electronic records and automated techniques, and solicit publications to remedy these gaps.

Actively being solicited within the U.S.

Objective 3.E. SAA's Acquisitions Editor (now called the Publications Editor), Managing Editor (now called Director of Publications), and Editorial Board with assistance from the Committee on Automated Records and Techniques will review existing and forthcoming publications, identify significant gaps in the professional literature regarding electronic records and automated techniques, and solicit publications to remedy these gaps.

Active solicitation within the U.S.

Objective 4.A. SAA Council will review and evaluate the recommendations from the Task Force on Sections and Roundtables and determine modifications to the functions and structures of these units necessary to accomplish the Society's strategic goals.

This work was extended by the Task Force on Organizational Effectiveness and is still underway. It will be influenced by the results of the Task Force on Dues and Member Benefits.

Objective 4.B. Council will reorganize its internal structure during the next two years to more effectively fulfill its responsibilities for planning, financial management, and administrative oversight.

Done.

Objective 4.C. Council will conduct an analysis of the Society's finances and develop a plan to secure financial resources to support the Society's strategic goals and objectives.

Still needs to be done.

Objective 4.D. The SAA office will establish e-mail capability and explore the potential for supporting information exchange among members by electronic communication.

Big strides have been made in this area, in terms of e-mail, listserv and Web implementations. It is unclear the extent to which membership views these initiatives as having improved communication within or about the Society.

Objective 4.E. SAA will assess the annual meeting to determine how it might best meet the needs of members and the strategic goals and objectives of the Society.

Being done by the Task Force on the Annual Meeting, as well as through feedback gathered at the leadership luncheon.

Objective 4.F. SAA will improve communication throughout the Society to increase understanding of and support for the development and accomplishment of its strategic goals and objectives.

See my comment on 4.D. above. There also need to be more mechanisms for the membership to raise potential new strategic goals.

Objective 4.G. SAA will strengthen its effectiveness in reaching the archival profession by enhancing its membership base through an aggressive membership recruitment and retention program.

Through the various surveys that have been conducted, SAA knows much more about its membership. It has also initiated several new programs designed to draw new members into the Society and works to retain them. These include Key Contacts, student chapters, student interns on committees, and student research assistants at annual meetings. Recruitment and retention are complex issues that are associated with perceived relevance and benefit to members or, indeed, to non-members. These complex issues need further investigation and clarification.
field by putting equal energy into partnerships of other types, regional, institutional, international, etc. For example, we should ask ourselves whether, under the leadership of SAA, all American archival associations should not pool their resources together to have a lobbyist in Washington who would act in concert with allied groups, such as historians, ensure that our point of view is unequivocally presented.

If we recognize this need for a clear, distinct intellectual and professional identity, then we can begin to overcome the problems affecting the archival profession: lack of common terminology, ill-defined criteria for judgement, "adhocracy," cognitive dissonance, retreat to the lowest common denominator, ambiguous goals, shortfall of integration, avoidance of complexity, defaulting to institutional perspectives, etc.—all problems that come to the surface when we need to provide the contribution of our professional knowledge in situations where cross-fertilization is expected to occur. For example, the draft document quoted at the beginning of this column remarks that the archivists who participated in the meetings of the Society of Motion Picture and Television Engineers study group were representing "the interests of electronic records collections, rather than the moving or still image preservation" (p. 19 of the document). It is if true that we have different or even contrasting interests within the profession, how can we ever convey the "perspective of the archivist," which is sought by more and more professional groups? How can we "cross-fertilize" other fields?

We need to focus on what unites us all and on developing programs that are significant to all of us while at the same time contrasting our concepts and practices with those of other professions. One step in that direction is to build conference programs that contain many plenary sessions and debate issues common to all archivists, while including in the same sessions diverse disciplinary perspectives on those issues. Many more steps are necessary to overcome the balkanization of our profession, which has been exponentially increased by a skill-based recruitment by all sorts of employers, before other fields that need our knowledge and understanding give up their search for the archival perspective. A discussion of other possible steps will be the subject of another column.


### Survey Results

Continued from page 27

useful for me (21%), not interested (17%), and none of the topics relevant to me (17). Lack of time was also mentioned relatively frequently (17%). Topic related and time-related reasons were cited most frequently by both archivists and non-archivists.

**Publications.** Respondents were asked to indicate how many articles they read in a typical issue of the *American Archivist*. The vast majority of respondents (97%) read at least some of the articles in a typical issue. About two-fifths of the respondents (41%) read less than half of the articles and 30% read most or all of the articles.

Respondents who typically read some or all of the journal rated the usefulness of the journal on a 1-to-10 scale as indicated above. Respondents indicated that the journal was moderately useful (mean = 6.1).

Respondents were also asked to indicate how many articles they read in a typical issue of the *Archival Outlook* newsletter. The vast majority of the respondents (92%) typically read at least some of the newsletter. Over half of the respondents (53%) typically read most or all of the articles.

Respondents who typically read some or all of the newsletter rated the usefulness of the newsletter on a 1-to-10 scale, as indicated above. Respondents indicated that the newsletter was moderately useful (mean = 6.9).

**Web Site.** Respondents were asked to indicate how frequently they accessed the SAA Web site when they were members. Fully 71% of the respondents never accessed the SAA Web site. Of those who did access it, most logged on relatively infrequently (78% once a month or less).

Respondents who accessed the SAA Web site rated its usefulness on a 1-to-10 scale, as indicated above. Respondents indicated that the SAA Web site was not very useful (mean = 5.0). Nevertheless, 45% of these respondents reported that they still visited the site.

**Improvements to Service.** Finally, lapsed members were asked to indicate the most important things SAA can do to improve service to professional archivists.

Both archivists and non-archivists most frequently suggested decreasing fees (24% and 11% respectively). Other suggestions mentioned relatively frequently by both groups included: providing more practical information (mentioned by 8% of archivists and 7% of non-archivists), and reaching out to special groups, such as historians, government archivists and archivists in small collections.

Archivists also frequently mentioned offering more regional workshops and meetings (18%). Non-archivists suggested supporting young archivists (9%) and improving member communication (7%).

The survey has helped SAA analyze how to better serve its membership. Thanks again to all who participated in the survey.
**CALENDAR**

**March 25**
National Archives and Records Administration 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 (NWDP), 8601 Adelphi Road (Rm. 2805), 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/preserva/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 NHRPC. 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 Bibliothek (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.

**April 19-22**
The University of Maryland is hosting a series of public lectures & discussions by Dr. Terry Cook, noted archival affairs expert, on "The Archival Challenge: Responsibilities, Strategies, and Prospects for the Twenty-First Century." Please consult the College of Library and Information Services Web site at www.clis.umd.edu for contact and RSVP information.

**May 13-15**
Midwest Archives Conference annual spring meeting at Midland Hotel, Chicago. Contact: Kimberly Butler at 773/380-2818 or Bill Coughlin at 312/444-1769.

**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 interdisciplinary 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 20-22**
Northwest Archivists, Inc., annual conference in Missoula, Montana. Contact: Kathie Otto at 406/444-4775 or archives@mcn.net.

**May 31-June 5**

**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, Chicago, IL. 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 6-8**
The Association of Canadian Archivists (ACA) new biannual series of advanced-level institutes on various archival issues and functions. The first institute, "Calling the Shot: Archival Appraisal in Theory and Practice," deals with appraisal, the fundamental and first archival activity will be held in London, Ontario, at the London Regional Art and Historical Museum, immediately following the joint annual conference of ACA and the Archives Association of Ontario. This institute will explore the critical keep/destroy decision-making process of appraisal—the ideas behind it and the strategies, methodologies, and criteria for best doing it with institutional and personal archives. Dr. Terry Cook, Master's Program in Archival Studies, University of Manitoba and Dr. Barbara Craig, Faculty of Information Studies, University of Toronto, will be the instructors for this institute. The number of registrants is limited to 25. This year's institute presupposes that participants have at least two years experience doing appraisal work, or five years working in an archives. The registration fee is $400 Canadian funds. The fee includes a coursepack of readings and coffee breaks. Accommodation and meals are not included in the fee. You may register online and then mail a check to the Association of Canadian Archivists. (Registration takes effect when the check is received.) Submit your registration information online through the association's Annual Conference Page at www.archives.ca/aca/conference/registration.html. There are 10 bursaries of CAN$400 each that will be allocated to members of ACA who must travel the farthest to attend the institute. Checks will be issued at the institute. Please only make payment by check to the Association of Canadian Archivists, P.O. Box 2596, Station D, Ottawa, Ontario, Canada K1P 5W6. Deadline for registration is March 31, 1999.

**June 14-25**
32nd Annual Georgia Archives Institute. Tuition is $500. Enrollment is limited. The deadline for receipt of applications and resumes is April 1, 1999. For more information and an application, write: Dr. Donald E. Oehlerls, 3110 Nottaway Court, Chambile, GA 30341; 770/938-6372.

**June 21-24**
"Border Crossings: Exploring New Territories for Special Collections," 40th RBMS Preconference in Montreal, Quebec, Canada. Rare
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Books and Manuscripts Section, Association of College and Research Libraries, a division of the American Library Association. Visit the Web site: http://gort.ucsd.edu/obwestbr/rbms/preconlb.htm. Contact Program Chair Brad Westbrook at 619/534-6766, brad-westbrook@uscddlibrary.ucsd.edu or Local Arrangements Co-chair Connell Gallagher at 802/656-2595, cbgallag@zoo.uvm.edu.

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, New England Archivists, and New England Museum Association, at the Monson & Wilbraham Academy, Wilbraham, Massachusetts. 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, architectural records, artifacts and other formats. For information contact: Theresa Rini Percy, Directory, Monson Free Library; 2 High Street, Monson, MA; 413/267-3866; fax 413/267-5496; tpercy@cwmars.org.

July 25-August 6
13th annual Western Archives Institute at the Stanford Terrace Inn, Palo Alto, California. The intensive, two-week program is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival knowledge, and those who wish to explore the possibility of an archival career. The principal faculty member is Frank G. Burke, Professor Emeritus, of the College of Library and Information Services at the University of Maryland, College Park. Topics will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, and managing archival programs and institutions. Tuition for the program is $150 and includes a selection of archival publications. Housing and meal plans are available at additional cost. Enrollment is limited. The application deadline is April 15, 1999. For additional information and an application form, contact: Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814; 916/653-7715; fax 916/653-7134; ArchivesWeb@ssa.ca.gov.

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, 1999). Contact Madl Weland at the Getty, 310/440-6664, fax 310/440-7715, mweland@getty.edu; or Lynn Boyd 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.

October 14-16
Midwest Archives Conference fall meeting, Lincoln, Nebraska. Contact: Andrea Faling at 402/471-4785, lanshs@nebraskahistory.org; or Deb Lyon at 402/472-2531, deb@unlilink.unl.edu.

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 NRA and vendor opportunities contact: Aimee Felker, P.R. Coordinator, aimee.felker@cigna.com.

MAC
The Midwest Archives Conference, founded in 1972, has over 1,000 members concerned with preserving the documents of the past and making them accessible to the future.

For more information, contact the MAC membership chair, Glen Gildemeister, at 815-753-1779.

Don't miss the MAC spring meeting at the Midland Hotel, Chicago, May 13-15, 1999.
FUNDING

AIP Center for History of Physics

The Center for History of Physics of the American Institute of Physics is pleased to announce its 1999 program of Grants to Archives. The grants are intended to make accessible records and papers which document the history of modern physics and allied fields (such as astronomy, geophysics, and optics). Grants can be up to $10,000 each and used only to cover direct expenses connected with preserving, inventoring, arranging, describing, or cataloging appropriate collections. Expenses may include archival materials and staff salaries/benefits, but not overhead. The AIP History Center’s mission is to help preserve and make known the history of modern physics and allied fields and this grant program is intended to help support significant work to make original sources accessible to researchers. Preference will accordingly be given to medium size or larger projects for which the grant will be matched from other funding sources or by the parent organization. To apply send a letter of no more than three pages describing the research significance of the collection(s), plan of work, and budget, along with preliminary inventory [if available] and staff vitae to: Joe Anderson, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740; fax 301/209-0882; rja@aip.org. For grant guidelines or for more information on the center and its programs, check our Web site at www.aip.org/history/grntgde.htm; or call 301/209-3165. Deadline for receipt of applications is July 1, 1999. The program will be offered annually if funds permit.

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.

Library of Congress/Ameritech National Digital Library Competition

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

The 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 musical 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 the 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, Arizona. These grants do not support travel to locations other than Tucson. The $250 research assistance grants will be awarded to assist local researchers. Application Procedures: Applications will be accepted and reviewed throughout the year. Please mail a completed application form with three sets of the following materials: 1) a brief 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.
**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

(Number, 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.

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**ARCHIVES AND MANUSCRIPTS LIBRARIAN**

Reference and Researcher Services
New Mexico State University Library
Las Cruces, New Mexico

The Rio Grande Historical Collections and the University Archives consists of approximately 13,000 cubic feet of unpublished documentary materials related to the southwestern experience and the university’s past. The holdings consist of materials in all formats, including oral and video recordings and approximately half a million still photographs. The unit has preservation and reformatting programs and is engaged in a cooperative microfilming program in Durango, Mexico. The repository serves a wide range of academic and other researchers. This is a tenure-track, instructor-level position.

**Qualifications:** Required: A master’s degree from an American Library Association accredited library school; coursework or training in archives theory and practice; familiarity with bibliographic and descriptive practices; understanding of the historical method in research and information-seeking behaviors; ability to communicate and work effectively with researchers, administrators, university and library faculty and staff, and the public; familiarity with laws and regulations governing copyright and access to records and papers; general knowledge of trends and issues in communication of scholarly information; familiarity with general reference tools and electronic databases and appropriate microcomputer applications; and must be able to lift cartons weighing 30 to 40 pounds. Preferred: Certification by the Academy of Certified Archivists; graduate degree in history, literature, or other relevant discipline with a focus on the American Southwest and the Borderlands; two years experience in archives and manuscripts programs; and competence in the Spanish language. **Examples of Duties:** Provide and supervise the provision of traditional mediated and electronic reference assistance and researcher services in the reading room and by mail and telephone; promote and provide instruction in the use of archives and manuscripts; manage duplication services and control paperwork related to record keeping requirements of access to and use of unpublished documentary materials; participate in the development of unit programs; participate in unit and other library activities as appropriate; and meet faculty promotion and tenure requirements for librarianship, professional development, research, and service.

New Mexico State University, New Mexico’s land grant university, enrolls approximately 15,000 students in 75 undergraduate, 50 master, and 20 doctoral degree programs. NMSU is classified as a Carnegie I research institution and is a member of the Hispanic Association of Colleges and Universities (HACU). The library contains approximately 1 million volumes and has an annual budget exceeding $5 million. For more information, see www.lib.nmsu.edu. **Salary:** $29,500 minimum, DOQ. **Benefits:** Group medical and hospital insurance, group life insurance, retirement plans, workers’ compensation, sick leave, annual leave, many others. See www.nmsu.edu/~persnelf/benefits.html.

**Deadline for Applications:** Submit letter of application and resume, with names, addresses, phone numbers of three references, postmarked on or before March 26, 1999, to: Kate Shaughnessy, Personnel Specialist, NMSU Library, Box 30006, Dept. 3475, Las Cruces, New Mexico 88003-8006. NMSU is an Equal Opportunity/Affirmative Action Employer. Offer of employment is contingent upon verification of individual’s eligibility for employment in the United States.

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**ARCHIVES/SPECIAL COLLECTIONS LIBRARIAN**

Minnesota State University
Mankato, Minnesota

Responsible for the university archives, Southern Minnesota Historical Center Collection, and other special collections as determined by the library. Provide leadership and guidance to campus community regarding archival policies, records management, access and storage, both print and electronic. Supervise student assistants and other staff assigned to archives/special collections. Work with advisory committee, faculty and other history centers to promote and provide access to the Southern Minnesota History Center Collection. Duties include providing reference service and may include providing instruction sessions and developing resource guides for these collections. All librarians share in collection development work with academic departments and weekend reference rotation. Librarians participate in university governance through membership on committees and task forces. For complete vacancy notice please see www.mankato.msus.edu/dept/AffAct/ MSU-VAC_NOTLIVLibArch.html. To apply please send a detailed letter addressing above qualifications, curriculum vitae and names.
and telephone numbers of three references to: Archives/Special Collections Search Committee, Memorial Library, Minnesota State University, Mankato P.O. Box 8419, Mankato, Minnesota 56002-8419, 507/389-2290, fax: 507/389-5155, L.Peterson@Mankato.MSUS.edu.

ARCHIVIST
Central College
Pella, Iowa

Central College, located in historic Pella, Iowa, is collaborating with Vermeer Manufacturing Company of Pella to found the Pella Heritage Consortium, an organization that will make accessible a recorded history of Pella. The college seeks an archivist who will initially divide time approximately equally between its library archives and the Vermeer Manufacturing Company archives. The Central College archivist is a 12-month appointment with faculty rank and status reporting to the library director. Rank: Assistant Professor. Salary: $35,000 minimum. Consult http://www.central.edu and http://www.vermeer.com for more information.

Responsibilities: Manage both Central College archives and Vermeer Manufacturing Company archives; provide reference service; accession, arrange and catalog items; promote collections; work with consultants to coordinate Vermeer museum exhibits; supervise student assistants and interns; appraise materials; seek grants; help develop the heritage consortium. Qualifications: M.A. or ALA/M.L.S. with archival studies; two years progressively responsible experience in archives and special collections administration, arrangement, description and record management; excellent written and oral communication and interpersonal skills; ability to work with diverse constituencies; demonstrated cataloging ability with OCLC/USMARC; knowledge of current archival standards; proficiency with computers, networks and digital access techniques and archival standards; proficiency with computers, networks and digital access techniques and archival standards; proficiency with OCLC/USMARC; knowledge of current archival standards; proficiency with computers, networks and digital access techniques and issues. Send letter of application, resume, transcripts, and names and telephone numbers of three confidential references to: Dr. Thomas Iverson, Provost, Central College, 812 University Street, Pella, Iowa 50219.

Expected Start Date: May 1999. AA/EOE.

ARCHIVIST
Habitat for Humanity
Americas, Georgia

Habitat for Humanity International (HFHI), a nonprofit, ecumenical Christian housing ministry, seeks highly experienced individual for exciting opportunity originating an archives and records management program. One-year contract April 1999–March 2000, $28,000-$36,000, located in Americus, Georgia. Project involves development of policy and procedures, records storage center, and organization of archival materials. Founded 1976, HFHI is a world leader building affordable housing. Contact: Mike Jones 912/924-6935, mike_jones@habitat.org.

ARCHIVIST
Holy Family College
Philadelphia, Pennsylvania


ARCHIVIST
University of Pennsylvania
Museum of Archaeology and Anthropology
Philadelphia, Pennsylvania

Responsibilities: Develop and promote archives to museum staff, scholars, and public; enhance use and preservation of collections through current and emerging information technologies; plan renovation of facilities; administer archives and supervise professional and clerical staff; develop policy; write grants; and administer budget. Qualifications: M.A. or M.L.S. degree with concentration in archives. Certification preferred. Five years professional experience. Background in museum studies and/or anthropology and archaeology desirable. Salary: Starting approximately $35,000; excellent benefits. Complete announcement at UPMAA Web site: www.upenn.edu/museum/News/jobopps.html. Apply by April 15, 1999, to: Dr. Marilynn Norcini, Chair, Search Committee, University of Pennsylvania Museum, 33rd & Spruce Streets, Philadelphia, Pennsylvania 19104-6324.

ARCHIVIST FOR RELIGIOUS CONGREGATION
Our Lady of Sorrows Convent
Broken Arrow, Oklahoma

Religious congregation is seeking a full-time archivist. The archivist will be responsible for processing, managing, and maintaining acquired records and materials according to established procedures. We are looking for a person with a bachelor’s degree in history, library science or related field with course work in archives administration and/or management. Qualifications include excellent written and communication skills, basic computer literacy, strong organizational, administrative skills, and archival training. Knowledge of church/religious history would be a plus. Salary will be based upon qualifications and experience. Benefits include health, dental, pension, and 403B Plan. Please send resume with salary history to: Sister Bona Ney, Sisters of the Sorrowful Mother, Our Lady of Sorrows Convent, 17600 E. 51st Street, Broken Arrow, Oklahoma 74012.

ASSISTANT ARCHIVIST FOR RECORDS MANAGEMENT
Archives of the Episcopal Church, USA
Records Administration Office
New York, New York

Description: The assistant archivist provides critical program assistance in areas of interoffice coordination and enterprise-wide communication to carry out the mission, goals, and canonical responsibilities of the National Church Archives, which is located in Austin. The incumbent is the representative and advocate of the church archives in the work of the Episcopal Church headquarters in New York City. The assistant archivist will help coordinate the transition to new forms of digital access and information gathering. Responsibilities include analysis of documentation and record keeping processes, preparation of disposition schedules, development of management standards for electronic records, vital records protection, bibliographic control, administrative research, and support for users of office information systems. The position will also have responsibility for creating a resource center. Maintaining good communication and relations between the offices of the church headquarters and the church’s archives will be a paramount responsibility. Qualifications: The position requires a master’s degree in a field of information science, archival studies, or library management; or a specialization in archives and historical studies and professional certification in a related information field; and a minimum of three years experience. Thorough knowledge of life cycle records and archives management and a demonstrated history of working in a team managed environment are required. Candidates should have a high commitment to user services. Excellent interpersonal and communications skills are essential. Knowledge or appreciation of faith traditions is preferred. Application: Salary is commensurate with experience and includes

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a generous benefits package. EOE. Position open until filled. Send resume, cover letter and three references to: Vivian Harrison, Human Resources Manager, Episcopal Church Center, 815 Second Ave., New York, New York 10017-4594.

ASSOCIATE PAPER CONSERVATOR
Northeast Document Conservation Center
Andover, Massachusetts

The Northeast Document Conservation Center is seeking an experienced conservator for the treatment of works of art on paper and unbound archival materials. Candidates should have at least five years of experience after the training period and well-developed skills. They must possess a good aesthetic sense, a strong interest in hands-on work, the ability to work well with others, and good communication skills. This conservator will primarily perform conservation treatments but will also assist the senior conservator with supervision and training. He or she will negotiate with clients and occasionally perform off-site treatments. In time, the conservator may be called on to conduct surveys and workshops or to participate in foreign exchanges. NEDCC offers the opportunity to treat a wide variety of materials in a large laboratory working with a highly skilled and friendly staff. NEDCC is an equal opportunity employer. Excellent benefits package; very competitive salary commensurate with experience. Send resume, letter of intent, and the names of three references to: Mary Todd Glaser, Director of Paper Conservation, NEDCC, 100 Brickstone Square, Andover, Massachusetts 01810, 978/470-1010, fax 978/475-6021, e-mail toddy@nedcc.org.

DIRECTOR OF POLICY AND PLANNING
National Archives and Records Administration
College Park, Maryland

The National Archives and Records Administration seeks a director of Policy and Planning. The successful candidate will be the senior policy officer for NARA, interacting continuously with the archivist of the United States, deputy archivist, and a leadership team of senior agency executives. Reporting directly to the archivist of the U.S., he or she will manage the office of the archivist, coordinate the implementation of NARA's strategic plan, provide NARA-wide policy analysis, and supervise the work of NARA's policy and planning staff. The successful candidate will need high-level experience in archival administration and/or records management, extensive understanding of records issues in our time, and demonstrated skills in communication, supervision, policy development, strategic planning, and its implementation. This position is to be filled at the GS-15 level, which pays between $86,000 and $104,000 per year. For details see vacancy announcement #N 99-01B at the NARA Web site www.nara.gov/nara/employ.html or contact Pamela Pope at 800/827-4898, ext. 4950. Complete applications must be postmarked by March 15, 1999. NARA, an agency of the federal government, is an equal opportunity employer.

MANUSCRIPT LIBRARIAN
Western Historical Collections
University of Oklahoma
Norman, Oklahoma

The Western Historical Collections is the largest, most diversified, and heavily used of the three special collections within the University of Oklahoma Libraries. The collection contains more than 60,000 volumes, 13,000 linear feet of manuscript collections, 250,000 photographs, 20,000 microforms, 5,000 maps, 2,500 sound recordings, and 1,500 linear feet of university records. Duties: Under the direction of the curator, Western Historical Collections, the manuscript librarian accession, maintains, arranges and describes manuscript collections and university records; performs routine preservation work; answers reference questions; prepares exhibits; assists the curator in the preparation of grants and the acquisitions of manuscript collections; and may supervise student employees. This position is governed by the University of Oklahoma's policies for research or creative achievement and professional service as outlined in the faculty handbook. Qualifications: Required: M.L.S. from an ALA-accredited library school; knowledge of the theory and practice of all aspects of archives administration/manuscript curatorship; a minimum of one-year professional experience in an archives or manuscript repository; excellent written, oral and interpersonal communication skills. Desirable: Experience using MARC AMC and/or EAD formats; knowledge of Windows 95 and its applications; second master's in American history; knowledge of the history of Oklahoma and the American West; experience in microfilming manuscripts and records; experience with digital conversion of manuscripts and other textual and graphic materials; and supervisory experience; evidence of research or creative achievement. First Screening Date: March 15, 1999. Search will remain open until filled. Salary: $34,000 minimum. Benefits: TIAA/CREF; state retirement system; 33 days paid leave; short-term disability leave; university holidays; comprehensive medical protection; and group life insurance.

University Libraries: A member of the Research Libraries Group, AMIGOS, and ARL, the university libraries consist of a main library and six branches. The collection contains more than 3.5 million volumes, 16,000 periodical subscriptions, and three outstanding special collections in history of science, western history, and business history. The Libraries operate a computerized library system (NOTIS) including local holdings, subject databases and network connections to other libraries. The University of Oklahoma Libraries is a NACO contributing library. Norman, Oklahoma, is an attractive community close to a major metropolitan city. Employment: Librarians have faculty status, privileges, responsibilities, rank of assistant professor or above, and are eligible for tenure.

Application: Send letter of application with resume, a list of publications and the names of three references including current supervisor to: Donald C. Hudson, Assistant to the Dean for Administrative Services, University Libraries, University of Oklahoma, Norman, Oklahoma 73019, 405/325-2611. Oklahoma University is an Equal Opportunity/Affirmative Action Employer. We encourage women and minority applicants and we are responsive to the needs of dual career couples.

MANUSCRIPT LIBRARIAN
Utah State University Libraries
Logan, Utah

The manuscript librarian is responsible for the manuscript collections of the Division of Special Collections and Archives. For a complete job description and application information, please go to the following Web site: www.usu.edu/~persinfo/jobs.htm.

PART-TIME ARCHIVIST
American Association of Family and Consumer Services
Alexandria, Virginia

The American Association of Family and Consumer Services seeks part-time archivist to appraise, arrange, describe, and preserve...
its archives/library in Alexandria, Virginia. Requirements include and M.S. in archival management, M.A. in history, or an M.L.S. with archival experience. Salary commensurate with experience. Send resume and cover letter to: AAFC/Archives, 1555 King Street, Alexandria, Virginia 22134. EOE.

**PUBLIC SERVICES ARCHIVIST**
The University of Missouri-Columbia (MU) Columbia, Missouri

The University of Missouri-Columbia (MU) is seeking qualified applicants for the position of archivist I or II in the university archives of the MU Libraries. Principal responsibilities include providing reference assistance for course papers, dissertations and theses, speeches, publications, and administrative projects of the university and scholarly communities. Providing public relations materials and graphics for exhibits, historical information for publication, and advice to units and faculty concerning the records to be sent for archival preservation; arranging of duplication of archives materials at public request, i.e. photocopying, photo-duplication, digitizing, and etc; arranging for office pick-up, registration and storage of materials; and, arranging for maintenance of the holdings database. Under the direction of the director, university archives, the person in this position is responsible for coordinating and overseeing student workers in responding to reference requests and maintenance operations. Exercises secondary responsibility for records processing and creating, editing and maintaining archival finding aids and inventories. **Requirements:** Requires a graduate degree in history, library science, information science or other relevant discipline with course work in archives administration. Preferred experience includes two years experience in archives reference and public service. Other skills include excellent oral, written, and interpersonal skills and ability to communicate with a diverse university community. Excellent reference interview skills and the ability to locate, present, and explain appropriate holdings to researchers. Ability to work well and respectfully with peers and students in both individual and team projects. Knowledge of computer technology and applications, especially Internet applications, that permit the creation of HTML finding aids and their use for reference. Physical work in the university archives requires the capability to lift and carry heavy boxes, climb tall foot ladders and pull boxes, tolerate dirt and dust, and do work in challenging environments when obtaining materials located off campus. **Minimum Salary:** Archivist I: $27,500; Archivist II: $29,500 for 12 months commensurate with education and experience. Benefits include vested retirement after five years, university medical benefits package, and other normal fringe benefits including 75% tuition waiver. **Setting:** MU was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with over 250 degree programs. The MU libraries belong to ARL, serve a student body of 22,000+ and a faculty of 1,800 with a collection of 2.8+ million volumes and 6.45+ million microforms. Columbia is in the middle of the state on I-70, only 2 hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. MU and two other colleges provide superb cultural events. According to the American Chamber of Commerce Researchers Association (ACCRA) composite index, the cost of living in Columbia is very reasonable when compared with other university communities. Columbia has been named in the top 20 cities in the U.S. by *Money* magazine in recent years. **Screening Begins:** April 16, 1999. **Available:** August 1, 1999. Send letter of application, resume, and the names and addresses of three references to: Julie Deters, Senior Secretary, 104 Ellis Library, University of Missouri-Columbia, Columbia, Missouri 65201-5149. For ADA accommodations during the application process, please call 573/882-4701. Relay Missouri users call through 800/735-2966. EEO/AA, M/F/D/V.

**RECORDS ARCHIVIST**
Presbyterian Historical Society
Presbyterian Church (U.S.A.)
Philadelphia, Pennsylvania

**Responsibilities:** The records archivist processes, describes, preserves, and provides reference service in the archival collections of the Presbyterian Historical Society. Primarily responsible for processing the official records of the Presbyterian Church (U.S.A.) and its predecessor denominations, including synods, presbyteries, and congregations, and the records of other organizations housed at the PHS. Creates finding aids, including database and online cataloging records. Responds to reference requests from the church, the scholarly community, and the public. Assists in accessioning. Coordinates the museum collection. Provides advice and training to church constituencies on records issues through workshops, exhibits, and handouts. Trains and supervises part-time and temporary staff. Reports to the manager of special collections. **Minimum Qualifications:** Master’s in library science or history with an emphasis in archival administration or master’s in archival management. Certified archivist preferred. Three to five years of archival experience, including work with organization records, or equivalent combination of education and experience. Ability to shift 40 lb. boxes. **Desired Qualifications:** Knowledge of computer applications in archives, including word processing, databases, MARC cataloging, SGML, EAD. Skill in communication (both written and verbal), public speaking, and creative problem solving. **Salary:** Starting salary range $31,000-$33,000. To Apply: Send letter of application, resume, and names, addresses, phone numbers, and e-mail addresses of three references to: Margery N. Sly. Manager of Special Collections, Presbyterian Historical Society, 425 Lombard St., Philadelphia, Pennsylvania 19147. Review of applications will continue until the position is filled. AA/EOE.

**SPECIALIST II**

As a member of the Schomburg Center’s Manuscripts, Archives and Rare Books Division, arrange, describe and catalog manuscript collections; provide reference and information services to the public.

Master’s degree in American history with coursework in and substantial knowledge of African American history and African Diasporan history; 2 years experience working in an archival repository processing archival collections and creating finding aids; and demonstrated archival training. Knowledge of computer systems (Word/WordPerfect); MARC-AMC; and at least one foreign language (French or Spanish preferred).

Starting salary $32,511 and excellent benefits. Schedule: Monday – Friday 9AM-5PM or 10AM-6PM. Evenings and Saturdays as required. Please send resume to:

Human Resources Department KN-SC
The New York Public Library
188 Madison Avenue, 5th Floor
New York, NY 10016-4314
or e-mail: hr@nypl.org
An Equal Opportunity Employer

THE NEW YORK PUBLIC LIBRARY
SENIOR ARCHIVIST FOR RESEARCH SERVICES
Special Collections and Archives Department
General Libraries, Emory University
Atlanta, Georgia

Emory University invites applications for the position of senior archivist for research services. Responsibilities: Plans and administers public service operations for special collections and archives. Develops, implements, and coordinates policies and procedures for delivery of all research and reference services. Promotes use of collections by students, faculty, and scholars through presentations, writings, and technology tools. Assists in developing and designing Internet-based services. Provides oversight for reprographic and preservation services for the department. Participates in department management, including establishment of policies and priorities, staff development, special projects, and planning. Qualifications: Master’s degree with focus in archives administration or related field. Subject expertise in history and humanities. At least three years experience in research services in a research environment including supervisory experience. Evidence of expertise in the use of online bibliographic search strategies and other access tools in a digital environment. Demonstrated commitment to access and preservation for archival and rare book collections. Demonstrated knowledge of research issues in archives, including copyright, preservation, and uses of technology. Demonstrated organizational ability, communication and interpersonal skills, and ability to work in a team-based environment. Special Collections and Archives: The department has special strengths in literary archives, southern history, African-American collections, Victorian literature, and modern political collections and encompasses rare books, manuscripts, and university archives. A staff of 10 FTE and 2 grant-funded positions manage book cataloging, arrangement and description, research services, basic preservation services, and special projects and events. Salary: Salary and rank are dependent upon qualifications and experience. Beginning salary for Librarian II is $33,000 and for Librarian III is $38,000. Comprehensive benefits package, including TIAA/CREF. To Apply: Send letter of application, resume, and the names, addresses, and telephone numbers of three references to: Dianne M. Smith, Library, Human Resources Officer, Robert W. Woodruff Library, Emory University, Atlanta, Georgia 30322-2870. Applications received by April 7, 1999 will receive priority consideration. Emory University is an EEO/AA Employer and encourages women and minority candidates. 

SENIOR RECORDS ANALYST
National Archives and Records Administration
College Park, MD; Waltham, MA; Seattle, WA; Fort Worth, TX

The National Archives and Records Administration is seeking several senior records analysts to promote the establishment and development of active and continuing records management programs in Federal agencies and their field sites by providing direct assistance in the management of their records in all formats and media. The successful candidates will operate with a substantial degree of independence and will need extensive experience in records, archival and information management (particularly appraisal and disposition), an understanding of records issues associated with the development of electronic record keeping systems, and strong communication skills. These positions will be filled at the GS-13 level, which pays between $53,700 and $69,900 per year (plus locality adjustment). For a copy of vacancy announcement #N 99-03B visit the NARA web site at www.nara.gov/nara/employ.html or call 1-800-827-4898. Complete applications must be postmarked by March 26, 1999. NARA, an agency of the federal government, is an equal opportunity employer.

Reference Technician

Vacancy Announcement: WA-LC-99-0049
GS-1411-5 (11746) $22,258 - $28,936 Per Annum

*The individual selected for this position will receive the applicable locality pay adjustment.

The Library of Congress seeks a Reference Technician to provide collections access services and assist and orient readers with the Manuscript Reading Room. The Technician will use a variety of sources to locate and retrieve manuscript materials; assists in the preservation of material; maintain files; and ensure that material is handled safely.

Applicants must obtain a copy of Vacancy Announcement #WA-LC-99-0049 in order to apply for this position. The vacancy announcement lists the knowledge, skills, and abilities (KSAs) that must be addressed. For a copy of this vacancy announcement and an application form, please call the Library of Congress Employment Office at (202) 707-4315 or (202) 707-5627. One can also obtain copies by visiting the Library of Congress Employment Office in Room LM-107, 101 Independence Avenue, SE, Washington, DC, Mon. - Fri. 8:30 a.m. - 4:30 p.m.

Applications must be received no later than March 31, 1999.

Get a job!

Visit the “Employment Bulletin” at the Society of American Archivists’ Web site:
www.archivists.org/restricted/default.html

MARCH/APRIL 1999

ARCHIVAL OUTLOOK | 39
A Woman of Substance

Photographs of Dorothy Day (1897-1980) from the Dorothy Day—Catholic Worker Collection, Marquette University Archives (submitted by Nicholas Burckel and Phillip Runkel). Dorothy co-founded the Catholic Worker movement with Peter Maurin and she is widely regarded as the most influential lay person in the history of American Catholicism. She has been proposed for sainthood by the Claretians.

Photo above: Sharing a story with grandchildren, ca. 1950s.