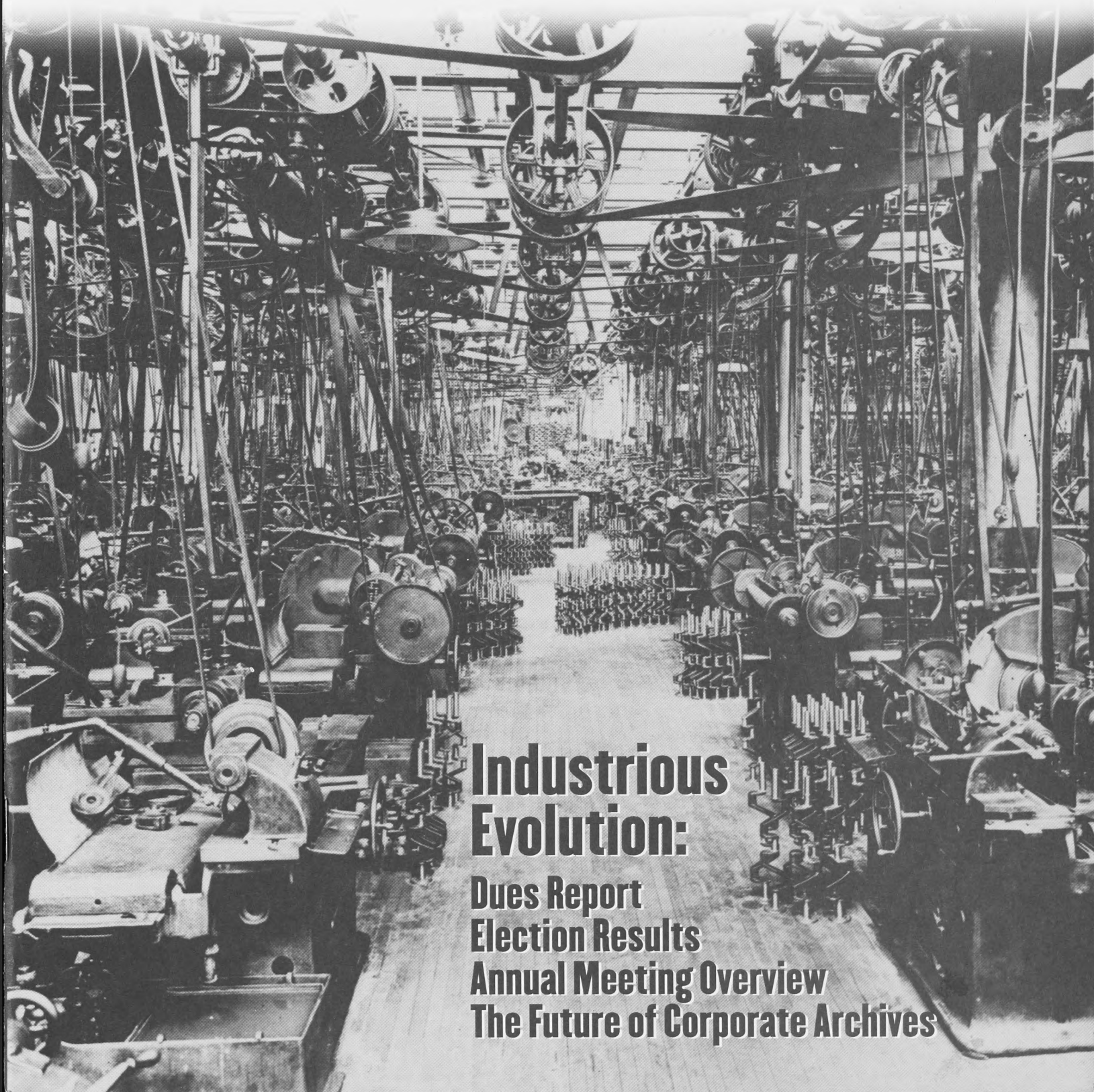


ARCHIVAL OUTLOOK

MAY/JUNE 1999



Newsletter of the
Society of American Archivists



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**Dues Report
Election Results
Annual Meeting Overview
The Future of Corporate Archives**

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"Crankshaft assembly room, Ford Motor Company plant at Highland Park, Michigan, 1915." From the collections of Henry Ford Museum & Greenfield Village and Ford Motor Company. Submitted by Elizabeth W. Adkins.

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Strategic Planning: The Process Has Begun

I concluded my last message with an emphasis on SAA's need to focus on what unites us all and with a reference to the annual meeting as one of the possible means for fulfilling such need.¹ This message discusses another powerful instrument of harmonization and integration: strategic planning. Plans are tools for coordinating the activities of the various units within the organization and ensuring that everyone moves in the same direction. At the same time, they are means for informing those who are outside the organization of its goals and specific objectives; of gaining support; and of ensuring that outside parties will be more likely to consult those plans when relevant issues come about.

After having developed its own strategic plan for the 1990s, SAA continued making a concerted effort to think strategically on a regular basis. Every June the Council meeting includes one day dedicated entirely to this activity. As Henry Mintzberg points out, there is a fundamental difference between strategic planning and strategic thinking. The former is "the articulation and elaboration of strategies, or visions, that already exist," while the latter "involves intuition and creativity."² Thus, it is only appropriate that, in the existence of an actionable plan, the management group of the organization undertakes thinking beyond the established categories, in some visionary and synthetic way, in order to produce new perspectives and possibly new strategies.

However, there is a point in time when an organization realizes that its existing plan has been used to its maximum potential and, to go forward, it must move the strategic thinking to the "programming" of new ideas that this activity has developed. SAA is ready to move from synthesis to analysis by codifying, elaborating and converting³ both the ideas that it has expressed in reports, position statements and papers, and public commentaries and those that we have had no opportunity to elaborate into something that can be systematically implemented. With this aim in mind, Council dedicated a day of its February meeting to developing the framework for a new strategic plan.

In order to articulate this framework, Council went through a process very similar to that described by James C. Collins and Jerry I. Porras.

They write that the first step in such a process is to identify what the organization stands for and why it exists, that which should never change, because it defines the character of the organization, its *core ideology*. The second step is to define what the organization aspires "to become, to achieve, to create," that which will require change and progress, its *envisioned future*.⁴

The core ideology is supposed to be a source of guidance and inspiration, independent of times, environment, or contingencies, and is discovered by introspection, rather than developed. It consists of "core values," that is, the timeless principles the organization stands for, and "core purposes," that is, the reasons why the organization exists.⁵ It is not difficult to see what the core values of SAA are, not only because they are either explicitly or implicitly contained in the introduction of its constitution, but also because SAA has reaffirmed them throughout its existence. SAA's core values are its responsibility to the preservation of and access to the historic record and its commitment to serve the archival profession. Also SAA's core purposes are quite clear if one does not confuse them with goals or strategies: "[w]hereas you might achieve a goal or complete a strategy, you cannot fulfill a purpose; it is like a guiding star on the horizon—forever pursued but never reached. Yet although purpose itself does not change, it does inspire change."⁶ SAA's core purposes are to provide leadership on archival issues, to promote and develop opportunities for professional education, to provide a forum for the exchange of ideas and experiences, and to act as a clearinghouse for information.

These core values and purposes of SAA constitute its *raison d'être* and culture. They are not to be confused with "competencies," which are the capabilities of the organization, or with "goals," which are achievable targets. While the definition of a core ideology is a process of discovery, the articulation of the envisioned future is a creative process.⁷ It consists of developing one large, important goal we all passionately believe in and to which we are all committed, described in a detailed way, and then analyzed to identify a means of achieving it. Council shares the belief that SAA can and will

continued on page 26

Treasurer's Report on Dues

by ROBERT SINK, New York Public Library, SAA Treasurer

In 1997 Council created the Task Force on Dues and Member Benefits to review SAA's dues structure and the entire range of benefits offered to members. The task force's final report was presented to Council at its February meeting and is available online at http://www.archivists.org/governance/task_forces/dues_task_force_final.html. The task force recommended a dues increase in order to maintain a stable level of services to members and to compensate for some (but not all) of the inflationary increase in prices since the last dues increase. This increase will be \$5 for most members and no more than \$10 for any individual member.

The task force's mandate was to study both dues and membership benefits and to consider financial needs and alternatives to the present dues structure. After its 18-month review, the task force concluded that the persistent rise in SAA's costs and the static revenue from dues warranted a dues increase for the Society. The task force rejected the alternative of instituting a flat dues structure (all members paying the same rate regardless of salary) since this extreme change would raise the dues of some members by 92%. The task force also recommended against adopting a cafeteria-style dues structure that would allow members to select which benefits they wanted to receive because it would be very difficult to administer and would provide very little benefit to SAA.

The task force did make five major recommendations affecting dues:

1. Raise dues by 7%.
2. Do not increase the dues of student members.
3. Create a bridge rate (equal to the student rate) as a one-time benefit for members who are temporarily unemployed.
4. Allow a two-thirds vote of Council to raise dues up to the increase in the U.S. Consumer Price Index.
5. Create a new membership category for multi-site national archival repositories.

In February, I recommended these five changes to Council and Council unanimously approved them for a membership vote at the SAA business meeting on August 27, 1999, in Pittsburgh.

Why Raise the Dues?

I recommend these actions based on my assessment of SAA's present financial condition and its future prospects. Several factors are particularly important.

First, this proposal holds the dues increase to the minimum level possible at a time when SAA's expenses continue to increase. Since the last dues increase in 1994, inflation has

risen by 10.2% nationwide and 10.4% in the Chicago area where many of our expenses occur. Tight budgeting has actually kept the growth in our expense budget down to about 8.5% since 1994. Nonetheless, SAA is under constant strain to do more in the face of rising costs. Indeed, the survey of membership benefits commissioned by the task force found that most of SAA's current activities were rated as important by the membership.

Unfortunately, our income has increased by only 4% since 1994. Even the bulk of this increase, however, came more from good fortune than by design. Our basic financial position has been obscured by the booming stock market during the past few years. SAA's interest and investment income has increased by a factor of four since 1994, but SAA would be in a deficit position if we had received only average investment returns over that time period. We cannot realistically expect to continue to benefit from the unusually high stock market.

Finally, the fact that we have not budgeted the required amount for our reserve fund for two consecutive years has obscured our deteriorating financial condition. In 1990 Council mandated that SAA create a reserve fund equal to six months expenses in order to assure SAA's financial viability in the face of unforeseen circumstances. This target was to be achieved by dedicating 3% of each year's budget to that purpose. We have made significant progress so that the reserve fund is now equal to 22 of the mandated 26 weeks. However, we remain \$94,000 shy of our goal. If the full 3% figure had been budgeted last year, we would have had a deficit of \$28,000 and budgeting the full 3% this year would have caused a projected deficit of more than \$34,000.

SAA'S PAST, PRESENT & PROPOSED DUES STRUCTURE

CATEGORY	1990	1994	Proposed
< \$20,000	\$ 55	\$ 65	\$ 70
\$20-29,999	\$ 75	\$ 85	\$ 90
\$30-39,999	\$ 95	\$105	\$110
\$40-49,999	\$115	\$125	\$135
\$50-59,999	\$135	\$150	\$160
\$60,000+	\$155	\$170	\$180
Retired	\$ 55	\$ 60	\$ 65
Student	\$ 35	\$ 40	\$ 40
Associate-Domestic	\$ 55	\$ 65	\$ 70
Associate-Foreign	\$ 65	\$ 75	\$ 80
Institutional-Regular	\$200	\$210	\$225
Institutional-Sustaining	\$400	\$410	\$440

CURRENT SAA MEMBERSHIP NUMBERS AND DUES INCOME BY CATEGORY

CATEGORY	Number	%	Revenue	%
< \$20,000	644	21%	\$ 41,860	15%
\$20-29,999	495	16%	\$ 42,075	15%
\$30-39,999	518	17%	\$ 54,390	19%
\$40-49,999	385	13%	\$ 48,125	17%
\$50-59,999	208	7%	\$ 31,200	11%
\$60,000+	203	7%	\$ 34,510	12%
Retired	124	4%	\$ 6,820	2%
Student	297	10%	\$ 10,395	4%
Associate-Domestic	76	2%	\$ 4,180	1%
Associate-Foreign	93	3%	\$ 6,045	2%

What Will Be the Impact on SAA of a Dues Increase?

The proposed dues increase will help stabilize SAA's finances, but frankly it will not produce a dramatic shift in our budget. At best, combined with continued tight budgeting, the 7% increase will keep us in a static position and will not allow for new initiatives. It is a "catch-up" increase only.

Historically, SAA often waits to raise dues until the situation is dire. The task force recommended that it would be more productive overall if we had smaller but more frequent dues increases. In response, Council recommends that the membership vote in favor of a system allowing a two-thirds vote of Council to increase dues up to the level of the U.S. Consumer Price Index. Any other dues increase would require a membership vote.

What about the Impact on our Members?

The task force recommended a flat 7% increase (rounded to the nearest \$5) in order to spread the burden equally across all membership categories. In 1994, the last time that SAA raised dues, there was a flat \$10 increase for the four lowest income categories and a \$15 increase for the two highest categories. To further ease the situation, Council voted to not increase the student dues rate and to institute the new bridge rate, to assist those members who can least afford it. Additionally, Council will propose that the constitution be amended so that the current time limit on the term of student membership is removed, further easing the burden for those who are essential for the future of our profession (see related article on page 6).

What Alternatives Do We Have?

Any organization faces three alternatives in budgeting:

1. Cut expenses.
2. Find new sources of income.
3. Increase income from current sources.

As noted earlier, SAA has held expenses below the rate of inflation over the past five years. That should continue and

Council and the SAA Office are looking at other ways to make SAA's revenue accomplish more.

I am not optimistic about the short-term ability of SAA to find new sources of revenue. The task force did recommend that we explore opportunities for creating an endowment campaign for SAA, and Council will discuss this further at its June meeting. Although most archivists know how difficult it is to raise major gifts to support basic operations, I believe an endowment campaign and a planned-giving effort might offer SAA some long-term help. Even if successful, however, the actual budgetary benefits would be years away.

SAA's other major sources of revenue such as the annual meeting, workshops, and publications all have a limited ability to be substantially increased. While we do seek additional revenue from these sources, our options are restricted. Finally, as mentioned earlier, we have been most successful with our investment income, but that is unlikely to continue.

Conclusion

It is never easy to recommend raising SAA dues, and this would be only the third increase since 1980. There is such a reluctance to take this step that we have sometimes waited past the financially prudent point before raising dues. I believe that we must respond to rising costs and our limited ability to generate new revenue, by passing a limited dues increase now rather than waiting until budget deficits or unforeseen events push SAA into even more difficult financial straits.

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Proposed Constitutional Amendments

The following constitutional amendments were recommended by the Council of the Society of American Archivists at its February meeting, upon consideration of the Dues and Member Benefits Task Force study. These proposed amendments will be voted upon by SAA membership at the annual business meeting in Pittsburgh at the Hilton Towers on Friday, August 27, 1999.

The first proposed amendment will revise the definition of student membership to eliminate the two-year term a student may be eligible to qualify for this dues category. This recommendation reflects the fact that many students are engaged in archival education for more than two years.

The current language in the constitution for student membership is:

Section III. Membership

3. Individual student membership shall be open to students for a two-year period only. Student members may vote for officers, councilors, members of the nominating committee, and on all matters requiring a vote which come before the Society as a whole. Student members are eligible to hold any appointive position in the Society; to be members of constituent units of the Society; and to receive the benefits of the Society's programs and services.

The proposed revised language will remain identical, except to strike the phrase "for a two-year period only," to read as follows:

3. Individual student membership shall be open to students. Student members may vote for officers, councilors, members of the nominating committee, and on all matters requiring a vote which come before the Society as a whole. Student members are eligible to hold any appointive position in the Society; to be members of constituent units of the Society; and to receive the benefits of the Society's programs and services.

The second amendment proposes revising the dues language in order to facilitate the regular adjustment of dues to accommodate rising costs, but to still leave major changes in the dues open for deliberation at the business meeting.

The current language is:

IV. Dues

A member shall be enrolled upon the first payment of dues and shall receive benefits during the period for which dues have been paid. All dues shall be payable in advance. Membership in good standing shall cease when dues are ninety (90) days in arrears. Changes in membership dues shall be determined by a majority vote of those members present and voting at the annual business meeting of the Society.

The proposed revised language would insert the words "not exceeding the rate of the U.S. Consumer Price Index as measured from the last dues increase may be made by a two-thirds vote of Council" after the words "Changes in membership dues" and insert "Other" at the beginning of the last sentence. The proposed revised language therefore will read as follows:

IV. Dues

A member shall be enrolled upon the first payment of dues and shall receive benefits during the period for which dues have been paid. All dues shall be payable in advance. Membership in good standing shall cease when dues are ninety (90) days in arrears. Changes in membership dues not exceeding the rate of the U.S. Consumer Price Index as measured from the last dues increase may be made by a two-thirds vote of Council. Other changes in membership dues shall be determined by a majority vote of those members present and voting at the annual business meeting of the Society.

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Service, Value, Vision: SAA Today

This issue of *Archival Outlook* contains two very important articles, one from our president, Luciana Duranti, and one from our treasurer, Bob Sink. Luciana discusses the development of a new strategic plan for SAA. Our first plan, *Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists* served us very well. As we enter the 21st century, we have the opportunity to revisit our goals and objectives and to set our sights on a newly envisioned future. I think you will enjoy Luciana's column and I hope many of you will be able to join us at our 1999 Membership Forum on Wednesday, August 25, at SAA's annual meeting in Pittsburgh. Your participation is key to the plan's success.

Bob Sink discusses SAA finances and the Council recommendation that the Society increase dues by 7% in all income categories except for the student rate. This recommendation evolved out of the report from the Task Force on Dues and Member Benefits, chaired by James Fogerty (available online at http://www.archivists.org/governance/task_forces/dues_task_force_final.html). Recommending a dues increase never comes easily, but as you will see from Bob's excellent report, SAA has not had a dues increase since the fall of 1994 and the cost of providing goods and services inevitably rises a few percentage points each year. This increase will help SAA keep even with the Consumer Price Index.

SAA's recent membership survey revealed that some of the most pressing issues you face as

a professional archivist include keeping up with changing technology, managing the archival enterprise, and educating your organization about the value of archives. Does SAA meet these needs? I believe it does. Consider what SAA offers.

A Professional Network. As a member of SAA you are automatically connected to 3,500 fellow archivists across the United States, Canada, and abroad. SAA offers a highly regarded mentoring program to give you one-on-one access to colleagues willing to listen and to help you with your specific challenges. Annual meetings attract a third of SAA members each year, providing unparalleled opportunities to learn from each other in both formal and informal sessions.

Continuing Education. SAA offers the best and brightest of the profession as workshop instructors. After conducting an educational needs assessment, SAA developed an action plan to create and distribute workshops most relevant to your career, workshops such as "Encoded Archival Description" and a newly developed online workshop, "Basic Electronic Records."

Sections and Roundtables. Your membership in SAA qualifies you to participate in two of 13 sections, ranging in specialty from acquisitions and appraisal to reference, access and outreach. SAA also offers 24 roundtables covering such topics as recorded sound, security, and women's collections. No other archival organization gives you this kind of specialized information and access.

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Share your talent and expertise with SAA

President elect H. Thomas Hickerson has appointed Deborah Skaggs to chair 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/1998-99_leader_list.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; dsdaggs@mail.russell.com.

Election Coverage '99

by TARA J. SHIMANDLE, SAA Education Program Coordinator

The ballots have been counted and the results are in—another exciting election for leaders of the Society of American Archivists has been conducted and we are delighted to share the outcome with you. The 1999 ballot was mailed in February to 2,957 individual members of SAA who were asked to vote for a vice president/president elect, three Council members, and three members to serve on the Nominating Committee. There was no election for treasurer this year. The current treasurer, Robert Sink of the New York Public Library, is in the second year of his three-year term.

Roughly 27 percent of the ballots mailed were cast (794). Following are details about the elected candidates and their responses to questions posed by the current Nominating Committee as part of the election process.



Leon Stout Elected Vice President/President Elect

Leon Stout led the race to victory in the election for SAA's vice president/president elect. Stout will begin his one-year term as vice president in August and become SAA's 56th president in 2000-2001.

Stout is the university archivist and a librarian in special collections at Penn State University, where he has served since 1974. He holds both a B.A. and M.A. in history from Penn State as well as an M.L.S. from the University of Pittsburgh.

Stout has been an active member of SAA since 1974. He has served SAA in a variety of positions and appointments including: Task Force/Committee on Automated Records and Techniques; chair of Description Section; Committee on Archival Information Exchange; chair of Archival Educators Roundtable; Program Committee; SAA treasurer; Publications Board; and Task Force on Dues and Member Benefits. He was named a fellow of SAA in 1997.

His professional activities include membership in and service to a number of archival and allied professional organizations including the Mid-Atlantic Regional Archives Conference; New Jersey Historical Society; Midwest Archives Conference; Pennsylvania State Historical Records Advisory Board; Working Group on Standards for Archival Description; Advisory Board for the Committee on Automated Records and Techniques (CART) Curriculum Guidelines Grant; Editorial Board for CART Case Studies in Archival Administration of Electronic Records and Techniques Grant. His publishing credits include numerous articles in professional journals and publications including the *American Archivist*, *Cataloging & Classification Quarterly* and *Restaurator*.

Candidates for vice president were required to answer the following question posed by the Nominating Committee: "What is your vision for the Society and what are the key

areas that you feel should be addressed in a new strategic plan that will cover the next 3-4 years?"

Stout's response to the committee's question stated "I want to see an SAA that leads in educating archivists about strategies for meeting the new challenges to ensure the preservation of an electronic archival record... an SAA that reaches out to both our peers abroad and our colleagues in related organizations to build partnerships to meet our strategic goals... an SAA that is respected for its authoritative advice on public policy problems that impact the cultural and technological issues that are most meaningful to us."

Addressing the portion of the question pertaining to identifying key areas in the development of a new strategic plan, Stout responded "Our strategic goals will likely continue to focus on advocacy, education, electronic records, and organizational effectiveness." He concluded with, "While we need to see a profession and an SAA that is more representative of the diversity of our nation, we have a fundamentally sound organization. I believe we need to let it work and to encourage its growth. If elected I would focus my efforts on communicating the archivist's concerns and developing our contributions to the new technological world of recordkeeping and preserving 'essential evidence' for all who create, use, and need records."

Greene, Pearce-Moses, and Tousey Join Council

SAA membership also elected Mark Greene, Richard Pearce-Moses, and Becky Haglund Tousey to Council. They will begin three-year terms this August following the conclusion of the 1999 SAA annual meeting in Pittsburgh and will serve through the conference in 2002. They will replace outgoing Council members Valerie G. Browne, Anne Gilliland-Swetland, and Peter B. Hirtle.

Candidates for Council were required to respond to the following question posed by the Nominating Committee: "Who should the profession be seeking to attract as new members, and in what ways would you seek to encourage their recruitment and retention within the profession?" Candidates' responses/statements were printed in the ballot. Excerpts from Greene, Pearce-Moses, and Tousey's responses, along with brief biographical sketches, follow.



MARK GREENE is curator of manuscripts acquisition at the Minnesota Historical Society, where he has worked since 1989. He served as Carleton College's college archivist from 1985-89 and holds an M.A. in U.S. history with a cognate in archives administration from the University of Michigan. Greene has actively engaged in professional continuing education

including workshops on micrographics and records management, managing diversity, and management of electronic records.

An active member of SAA since 1987, he has served in a number of roles including Manuscripts Repository Section chair and Steering Committee; Congressional Papers Roundtable chair; Privacy and Confidentiality Roundtable Steering Committee; Committee on Education and Professional Development co-chair, and member; and Program Committee. In addition, he is a long-time member of the Midwest Archives Conference, where he served as president and has published a number of articles, reviews, and has contributed chapters to a variety of publications.

In his candidate statement, Greene said that "Council's major obligations are to set direction for and oversee accomplishment of SAA operations; define SAA's position on matters of national and international standards, policies, and politics affecting archivists; communicating with and advocating for sections, roundtables, committees, and members generally; and the obligatory other duties as assigned...."

"So to the extent that, as a member of Council, I would have a role in attracting and retaining members to the profession. I would be trying to ensure that SAA continued to embrace the humanistic and cultural roots of the profession in the U.S. even while understanding and exploiting cutting-edge technology."



RICHARD PEARCE-MOSES has worked at the Heard Museum since 1993, serving as documentary collections archivist from 1995-present, and photograph archivist from 1993-1994. Prior work experience includes Lila B. Wallace-Reader's Digest Museum Collections Accessibility Initiative Research Scholar; Arizona State University Libraries; Texas State Library; Texas Historical Foundation; and the University of Texas at Austin, Harry Ransom Humanities Research Center Photography Collection. He holds a B.A. with honors and an M.A. in American studies, both from the University of Texas at Austin.

Pearce-Moses joined SAA in 1989 and has been actively involved ever since. He has served in many ways, including Visual Materials Section vice-chair and chair; liaison to the USMARC Advisory Board; Committee on Archival Information Exchange; Nominating Committee; Education Office Advisory Board; Committee on Education and Professional Development; and co-instructor of SAA-sponsored workshops on "Photographic Collections Management." He was certified by the Academy of Certified Archivists in 1989 and recertified in 1998.

Pearce-Moses responded to the questions posed by the Nominating Committee stating that "In addition to using traditional methods of teaching, community building, and standards setting, the Internet offers new opportunities in all three areas. SAA must adapt its programs to take advantage of the Internet's ability to reach a widely dispersed audience with a sense of immediacy and relevancy.

"SAA should continue to provide the benefits of continuing education, community, and best practice through traditional means, but it must also take advantage of the Internet to attract and enrich its members with the one thing they need most: information."



BECKY HAGLUND TOUSEY is archives manager, Kraft Foods, Inc., where she has worked since 1991. Her previous professional experience includes the Chicago Public Library; NHPRC archival administration fellow at Arizona State University; and State of Colorado/Division of State Archives and Public Records. She holds a B.A. in history and an M.A. in history/archival administration, both from Colorado State University.

A member of the Society of American Archivists since 1981, her involvement in SAA has included work on the Education Office Advisory Board, Host Committee co-chair, and the Task Force on the Annual Meeting. She is also an active member of the Academy of Certified Archivists, where she served as regent for Exam Administration, and the Midwest Archives Conference, where she has served on the Local Arrangements Committee and as secretary.

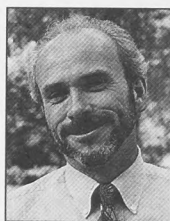
Her candidate statement begins, "I believe it is up to all SAA members—not just officers and Council—to be membership ambassadors and communicate the benefits and opportunities SAA offers." She goes on to state "I feel SAA's primary focus should be determining—and meeting—the needs of its existing members."

Tousey concluded her statement with the following remarks on membership in the Society and what it should entail. "The challenge of this endeavor is that those needs are as diverse and dynamic as our membership. Individual members must bear some responsibility for seeking out and taking advantage of existing opportunities, and communicating their desires for new or improved services. Membership is a two-way street; the benefits you reap are directly related to your participation in its activities. Joining SAA demonstrates a commitment to the profession. It also demonstrates the importance of continual learning, both formally—through workshops and program sessions—and informally—through interaction with colleagues."

Duffy, Fischer, and Zanish-Belcher to Serve on Nominating Committee

The SAA election also yielded three members to serve on the 2000 Nominating Committee: Mark Duffy, Amy Fischer and Tanya Zanish-Belcher. The committee is responsible for identifying and selecting next year's slate of candidates as well as drafting questions posed to candidates. Two members of Council, to be appointed by the president, also serve on the committee.

All candidates for Nominating Committee were required to respond to the following question posed by this year's committee: "It has been suggested that candidates for SAA Council and officers be identified by the competencies that they would bring to Council as opposed to identifying candidates by the diversity they would bring to Council from a particular geographic region, type of repository, gender, or other factors. What criteria do you think the Nominating Committee should apply in developing a slate of candidates for SAA office, and why?"



MARK DUFFY has worked as director of archives for the Archives of the Episcopal Church USA since 1992. An SAA member since 1980, he has served on a number of committees including Local Arrangements, Education and

continued on page 25

Discover Pittsburgh!

BY CAROLYN SUTCHER SCHUMACHER, 1999 Host Committee Member



From its earliest history, Pittsburgh served as a departure point for explorations to the west. Now it is your chance to explore this great city at the 63rd annual meeting of the Society of American Archivists, August 23-29, 1999.

Downtown and Strip District

SAA's 63rd annual meeting in Pittsburgh is your passport to a city rich in history, culture, and other delights awaiting your discovery. The Pittsburgh Hilton & Towers is a perfect place to begin your journey since it overlooks Point State Park, a point of land at the confluence of the Monongahela, the Allegheny and the Ohio rivers. Take an opportunity to walk through the park to the magnificent fountain. Point State Park also contains the Fort Pitt Blockhouse, the oldest authentic building in Western Pennsylvania, now administered by the Pennsylvania Historical and Museum Commission. Built in 1764, the blockhouse features exhibits that recount the British and French struggle to control Western Pennsylvania.

We encourage you to take a walk around downtown where you can see some of the city's oldest and most distinguished Pittsburgh architecture. On Grant Street you will find the classic Romanesque-style Allegheny County Courthouse and

Jail, an 1888 Henry Hobson Richardson building. The turn-of-the-century Frick building and the neighboring 1917 Flemish Gothic Union Arcade (now Mellon Bank Two) are early examples of high-rise architecture made possible by interlocking new technologies: elevators and structural steel. Of course, Pittsburgh takes full credit for introducing the latter.

The best of the Downtown District will be featured on a walking tour hosted by the Pittsburgh History & Landmarks Foundation, and will include Market Square and the Theater District. The restored Benedum Theater, home of the Pittsburgh Opera, will be performing *Phantom of the Opera* during the last week of August, perfect timing for the SAA meeting.

Be sure to register for the Friday night reception at the Historical Society of Western Pennsylvania's Senator John Heinz Pittsburgh Regional History Center located in the Strip District. There are several major history exhibits in this seven-story redesigned industrial building, the newest one being "Heinz: Preserved in Pittsburgh" which highlights the H.J. Heinz Company. The library and archives on the 6th floor will also be open for tours. After the reception, the Strip District is the best place for live music, dancing, and micro-breweries.

South Side

To the south of the Hilton lies the South Side neighborhood. Be sure to cross the Monongahela River on the Smithfield Street Bridge, the city's oldest, to reach Station Square. Formerly the Pittsburgh & Lake Erie Railroad terminal and freight warehouse, Station Square is now filled with specialty shops and restaurants. The Grand Concourse Restaurant is in the beautifully restored turn-of-the-century former railroad station waiting room.

The high ridge running along the Monongahela River is called Mount Washington. For a fantastic view of the city, ride either the Duquesne Incline or the Monongahela Incline to the top and join the crowds of sightseers snapping pictures of our city and its many bridges. Some of the city's best restaurants are located here—perhaps a perfect place for a nightcap!

Another way to see the city is on a Gateway Clipper Cruise on the three rivers. Departing from Station Square, choose from a one-hour trip on the Good Ship Lollypop, or a more relaxed evening dinner cruise. Either way, you will get a great view of the city and the rivers.

North Side

To the north of the Hilton across the Allegheny River lies, what else, the North Side where you'll discover more wonderful things to do and see. Photo Antiquities, dedicated to the preservation of nineteenth-century photography, has more than 500,000 images of Native Americans, the Civil War, and world history. The Andy Warhol Museum is the largest single-artist museum in the country. Be sure to stop by the archives for a look at the famed "time capsules." The Carnegie Science Center has the usual science fare, plus you can tour a vintage WWII submarine and experience "The Mysteries of Egypt" on the Omnimax® screen. The North Side is also home to Three Rivers Stadium, the National Aviary, the Children's Museum (with puppets from Mr. Roger's Neighborhood), and the Mattress Factory, a museum dedicated to installation art. A restored

German brewery, Penn Brewery Restaurant, still stands as a testimony to this neighborhood's predominant German heritage.

Oakland and Beyond

Oakland, a neighborhood about 3 miles east of downtown, was designed to be the city's cultural district. The University of Pittsburgh's 42-story high-rise building—the Cathedral of Learning—dominates the landscape and is filled with offices, classrooms and the Nationality Rooms, where you can embark on a tour of 24 rooms featuring treasures from around the world. Other attractions include the Stephen Foster Memorial and Heinz Memorial Chapel, a nondenominational chapel modeled after the Sainte Chapelle in Paris. The beautiful stained glass windows in the chapel are worth the short detour. Carnegie Mellon University is a mere three blocks from the cathedral, and if you make an appointment, you can visit the Hunt Institute for Botanical Documentation and the University Libraries' Fine and Rare Book Room.

The Carnegie, the largest museum complex in the area, is situated across from the Cathedral of Learning. It encompasses the Carnegie Library of Pittsburgh, the Carnegie Museum of Art, and the Carnegie Museum of Natural History. The Museum of Natural History has the finest exhibit of authentic reconstructed dinosaur bones in the world, and last year they opened a major permanent exhibit on Native Americans. Be sure to present your SAA conference badge to receive \$1 off admission. Located nearby in Schenley Park is the century-old Phipps Conservatory and Botanical Gardens, one of the nation's oldest and largest Victorian glasshouse botanical gardens where "something's always blooming."

Point Breeze, a few neighborhoods to the east, is home to the Frick Art & Historical Center. Once the estate of coal baron Henry Clay Frick, this unusually well-preserved Victorian house-museum is known as Clayton. The original furnishings and decorations are intact and reflect the life of the Frick family until 1905 when they moved to New York City. The property also features a recently enlarged Car and Carriage Museum as well as an art museum and an excellent café.

SAA has arranged tours of library and archival service vendors in the area. Preservation Technologies, Inc. has developed a method of mass deacidification, called Bookkeeper, used most notably by the Library of Congress and Harvard University. National Underground Storage, Inc., located in an abandoned limestone mine 220 feet below ground, offers record storage and information management services. WRS Motion Picture and Video Laboratory, a state-of-the-art facility encompassing 213,000 square feet of secure, climate controlled space, offers duplication, preservation and restoration services for film, audio and video.

You must visit Fallingwater, Frank Lloyd Wright's residential masterpiece. Built in 1936 as a summer home for Pittsburgh department store owner Edgar J. Kaufmann, Fallingwater is an international architectural attraction. This tour will also provide a scenic introduction to the Western Pennsylvania countryside.

Whatever your interests, the lure of this city will certainly be another reason to join us at SAA's 63rd annual meeting!

Meeting the Challenges of Contemporary Records

by the 1999 SAA Annual Meeting Program Committee

As we near the end of the twentieth century, the media is filled with reflections on the past and predictions for the future. The nature of archival work makes us particularly conscious of the social, cultural, political, and technological changes over time and the effect of these changes on the ways in which we document society. The 63rd annual meeting of the Society of American Archivists in Pittsburgh, August 23-29, will highlight many of these issues as we grapple with the unprecedented challenges and opportunities that face our profession.

The emphasis of this year's program is "Meeting the Challenges of Contemporary Records." Exciting sessions have been developed centered around three core issues key to the challenge of contemporary records: creation, preservation, and access. Each day will begin with a plenary address by an expert in one of these areas. Plenary speakers include: Archivist of the United States John Carlin; Tower Software CEO Bill Hooten; and award-winning documentary filmmaker, Rick Seback.

This year, the annual presidential and vice-presidential speeches will be linked to the plenary sessions as SAA President Luciana Duranti joins John Carlin on the first morning of the meeting, and Vice President Tom Hickerson will address the SAA membership just prior to Rick Seback's presentation on the third day of sessions. Steve Matsuura, Department of Defense senior electronics engineer, will join Bill Hooten on the podium on Friday. Other sessions will explore in greater depth the issues and possible solutions that archivists can employ.

The first part of the theme, challenges in the creation of contemporary records, will be reflected in many sessions throughout the meeting. Speakers will review projects aimed at scheduling scientific records at the Department of Energy and the Naval Research Laboratory. Other presentations will focus on documenting Japanese-American internment and on postindustrial society. A panel of archivists and lawyers will discuss the complexities of collecting the papers of lawyers and judges. Innovative approaches

to working with contemporary photographers to collect modern photography will be the topic of another session.

The emphasis on the challenges in the preservation of contemporary records offers us opportunities to examine the ways in which technology provides both problems and solutions. The preservation of electronic records is always a popular topic, and we look forward each year to presentations that will provide updates on innovative approaches, such as the InterPARES project, or research on areas such as metadata. This year we will also have an opportunity to hear about strategies for managing personal papers in electronic form. Other preservation sessions relate to selling security to management, staff, and researchers, as well as fire suppression options for the millennium.

The third part of the theme, the challenges of access to contemporary records, provides a forum to hear about a wide range of subjects, many of which reflect our increasing use of the Internet. Speakers will review electronic finding aids, the development of large, international digital collections, reference use of government electronic records, and mounting audio and moving images on Web sites. Other sessions highlight efforts to increase access through archival entrepreneurship, such as marketing and licensing graphic materials.

The richness of any program is dependent on the active participation of the membership, and this year is no exception. The Program Committee has worked hard to incorporate the many excellent proposals that were submitted to create a meeting that will stimulate the interest of those new to the profession as well as our more experienced colleagues. While the total number of sessions is fewer than in previous years, the composition reflects the membership's interest in streamlining the size and density of the annual meeting. Instead, the focus has been on developing an array of sessions that reflects the diversity of our interests and partnerships, both within and outside the archival profession. We hope you share in our enthusiasm for what lies ahead.



SAA 63rd Annual Meeting August 23-29, 1999

Headquarters and Lodging

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Gateway Center
600 Commonwealth Place
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412/391-4600

Hotel Rates

\$99 Single
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\$15 for third person

*A 12% sales tax is applicable to the room rate.
Cutoff hotel reservation date/rate: July 28, 1999.*

Registration Information

Early-Bird Registration:

Registrations postmarked or faxed by July 9, 1999:

Fee \$255 SAA Members \$205

*Registrations postmarked or faxed after July 9,
but received on or before July 28, 1999:*

Fee \$285 SAA Members \$235

*Persons wishing to register after July 28 must register
onsite. Registrations received at the SAA office after
July 28 cannot be processed.*

Onsite Registration:

Fee \$300 SAA Members \$250

Single-Day Registration:

Fee \$125 per day SAA Members \$100 per day

SAA Student Member Registration

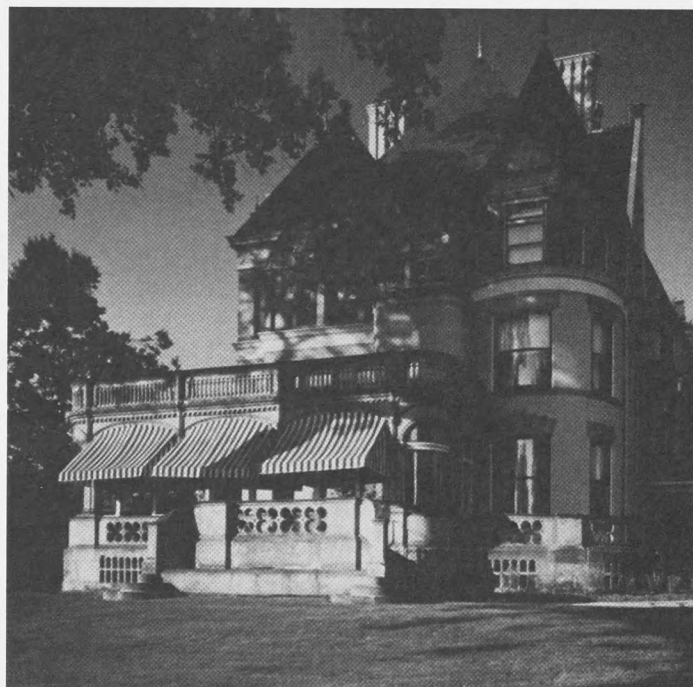
Fee \$95 SAA Members \$85

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DISCOVER PITTSBURGH!

The Point Breeze neighborhood is home to the Frick Art & Historical Center. Once the estate of coal baron Henry Clay Frick, this unusually well-preserved Victorian house-museum is known as Clayton. The original furnishings and decorations are intact and reflect the life of the Frick family until 1905 when they moved to New York City. Plan on visiting the Frick Art & Historical Center during SAA's 63rd annual meeting in Pittsburgh, August 23-29, 1999. *Photograph by Ed Massery, courtesy of the Frick Art & Historical Center.*



For the latest information about
SAA'S 63rd ANNUAL MEETING visit

<http://www.library.cmu.edu/SAA-PghHostCmte>

The Future of Corporate Archives: Knowledge Management in a Digital World

MIES MARTIN and MARGIE JANKOWSKI FRIANT of Archive Impact

The Knowledge

What does the term "knowledge management" mean to you? More than just the latest buzzword, it may mean an opportunity for archivists to help streamline the corporate information flow. Knowledge management is the key to the creation and preservation of high-value information. The term management in knowledge management "...is used in the same way as managing natural resources—knowledge being a natural resource of people. You manage it by managing the environment around the producers of it," according to the home page of the Knowledge Management Consortium. Knowledge management is also the management of the ideas imbedded within the material. Archivists are already experts at the management of media assets. What we are suggesting here is that archivists need to make better use of tools for the management of the intellectual content of the physical assets and develop partnerships within their organization to facilitate the management of knowledge.

The increased volume of information created in a digital environment requires specific skills which the archival profession already possesses. Arrangement and description translate easily into a digital environment. Visual collections, especially, lend themselves to this idea. It is without question that today's images become tomorrow's historical images. But what does this mean for today's corporate visual archivists? With the increasing awareness of copyright and the increasing desire to repurpose existing imagery corporations turn to the professionals who possess the skills needed. Archivists possess the skills of collection management; of working closely with clients appraising historically high-value material and understanding the needs of researchers. These skills put archivists in the position of 'knowing' what clients and users need. Furthermore, the rising skills of database design and systems analysis give archivists the ability to assist the corporation in managing their assets. We have a great and diverse history in the management of information. We should make use of these skills in the growing field of knowledge management.

The Creation

Currently, archivists are seldom involved in deciding which images or image formats are retained by the departments that create them. This process is usually left up to the creators of imagery. Record retention schedules seldom apply to images

unless there are legal reasons for their retention. There might be version control or "asset management" for the production environment, if the archives is lucky.

With digital images, the usual problems of arrangement and description are multiplied. The volume of images may be increased, with a corresponding increase in the lack of identification. If you think this identification is important for traditional media, think about the implications for digital media. What happens when CDs are received in an archives, with no accompanying information about the images? (We have literally found boxes of images at our doorstep, with no idea who donated them.) Unidentified CDs are just as bad as unidentified prints or negatives, except traditional media can at least be sorted into types. Once a CD is written, unless it is rewritable, you are stuck with it as is, unless you want to spend a lot of time, money and effort copying files over to new storage media. TIF, JPG, GIF, PCD, and lots of other file formats with various sizes, resolutions and compression schemes can be stored together on the same CD.

With roll film, most times the images on one roll are similar in content and are always the same film format. If the content is not similar, a roll of film can be cut, if needed. The origin of negatives and prints might be identified by their packaging, or the handwriting on the packaging or prints. Different film sizes can be separated and placed in appropriate storage. A CD containing multiple image formats is a bit more difficult to identify and retrieve with traditional methods. There is seldom any accompanying printed text or even handwritten notes. The archivist needs to spend a lot of time investigating the images and their creation. The type of CD used might be a clue, but if all the departments use the same type of CD, you are out of luck.

Worse still, the images may have been created on a computer platform which differs from the one used by the archives for its image database. Without indexing to identify the image metadata and content, a searcher is forced into a tedious manual search through the thumbnail printouts (if you have them), a software search (if thumbnails can be viewed) or a directory search, in the hope that the file name will be recognized. Complex finding aids need to be devised to cross-reference image content. All of these methods are time-consuming and wasteful. Hardware and software for all image formats must be retained in order to ensure that files can be read or converted into files which can be archived.

The Loss

A growing issue for the creators of imagery is organization of their digital files. One department in a large corporation claims that 50% of its time is spent recreating things already created, because the original digital files cannot be located. Why can't the files be found? They are stored by a job number or chronologically, with no indexing, a nonexistent or ineffective database. No time is taken to document the content of images, as during production only the job number is needed to identify them. It is after production, when the images could be reused to save the company time and money, that content indexing is important. A few minutes spent filling in choice fields in a database during production of the images could save the department and the archives a lot of frustration, and the company hundreds, if not thousands, of dollars. Multiply this by the number of departments creating imagery and you get a better picture of the problem.

Yet another issue is the large number of images that are created by suppliers outside the company. Historically, advertising agencies have not kept good records on the creation of images or the rights associated with them. Getting at this information is a process that can be compared to extracting a tooth from someone without the benefit of anesthesia.

The biggest issue for the corporation is lost productivity. Why spend hours reconstructing a document or image which has already been created? Why spend a fortune purchasing the same images over and over again from the agency which controls them, even though the company has already paid for their creation, and in fact, owns the images?

The Future

In times past the archivist focused solely on the past. Day-to-day concerns were devoted to managing the past and making history accessible. The collections of the past (glass plates, tin-types, negatives, and prints) lent themselves to this kind of management. In today's digital environment the speed of creation and the degree of demand forces the archivist to step out of the shadows and into the creative process. Archivists now need to become members of the creative staff. They need not manage the creative process, but become partners in the process. Since it is the archivist who holds the perspective of the past and future, while standing in the present, it is the archivist who offers those who create or repurpose visual material the skills needed to successfully manage not only the media assets themselves, but the wealth of knowledge contained within them.

Another factor influences the reasoning behind the need for the move out of the archives and into the creative process—demand. There has been a dramatic increase in the use of historical still and motion images in advertising lately. Nostalgia sells and companies are taking advantage of this fact. This places a visual collections archivist in a very good position to increase the usage of archival material. It is also an opportunity to increase the income of the archives. No need to go into the reasons why this is important. The value of preserving the visual

history of a corporation is becoming apparent to many executives. Because of the rise of interest and usage in still and motion collections, archivists now have an excellent opportunity to position themselves as knowledge managers in corporate archives.

Of course, the opportunities do not come without their associated headaches. Copyright and talent rights searches can consume a large part of an archivist's day, especially if good records have not been kept by the creating departments or agencies. Legal consultation is essential to protect your organization from being accused of copyright infringement or violation of talent rights. In a corporate setting, this means contacting your company's legal department, preferably the branch that handles intellectual property rights. Working together with your company's attorneys can prevent a lot of problems from occurring. Develop a good relationship with your legal staff. Get their assistance with creating license agreements and contracts with suppliers of imagery. A partnership with the legal department carries a lot of clout, and you will find it easier to enforce requirements for the provision of information about images through this alliance.

The Solution

Corporations spend fortunes on information systems each year. Yet, according to Yogesh Malhotra, Ph.D., in his book titled, *Knowledge Management for the New World of Business*, "Some technology experts and academic scholars have, however, observed that there is no direct correlation between IT investments and business performance or knowledge management." For instance, Erik Brynjolfsson, a professor of information systems at MIT Sloan School, notes in *Information Week* (Sept. 9, 1996), "The same dollar spent on the same system may give a competitive advantage to one company but only expensive paperweights to another." Hence, a key factor for the higher return on the information technology dollar is the effective utilization of information as it relates to organizational performance. How industry executives should go about deciphering the mantra of "effective utilization," however, remains an illusive issue. "We contend that the issue is not elusive. The use of information professionals is the difference. Those companies which employ information professionals to manage their knowledge gain the competitive advantage."

Archivists need to be involved in the decisions made by the departments creating the images. We have the skills needed to provide the image creators with systematic retrieval methods for their files. We understand the need for setting standards for archiving digital files and the ability to create finding aids, traditional or digital, to make retrieval of images easy. We also understand the needs of our patrons and the ways images will be used in the future, based on past usage trends. We have the knowledge which is necessary to develop the partnerships needed to streamline the process. We are in position to be able to influence the way knowledge is managed within our institutions and therefore, the way the importance of historical collections is perceived in the corporate hierarchy. Let's not miss these opportunities.



Warm Welcome

Greetings to all the members of SAA! I am delighted to have joined the staff, on a consulting basis, as Interim Education Director. My experience in education spans second grade to graduate courses, and academic, corporate and association environments.



My educational background culminated in a doctorate in education from the University of Notre Dame. I am currently president of Partners in Learning, an educational consulting service to associations. It is in this capacity that I am "partnering" with SAA in a two-fold effort. First, I am committed to continuing the excellent initiatives which are in place for the workshops, the annual meeting and the new online course. Second, I will join with you to evaluate the direction and shape of the educational programs of SAA.

I hope to accomplish these commitments during the two days a week (Tuesday and Thursday) that I will spend at the SAA headquarters. To some that may seem like a daunting task, but I am convinced that it is possible because of the superb headquarters staff, ready and willing to share their expertise. The learning curve is subsiding quickly and I look forward to a wonderful relationship with all of you!

— RENETA E. WEBB, PH.D., CAE

Professional Development: What Have YOU Done Lately?

What is the "shelf-life" of your degree? For many of us, the time is long past where we could depend on the things we learned in college to carry us through the different stages of our professional lives. There was a time when the shelf-life was estimated at about two years. In today's world, with the explosion of information, as soon as the tassel is switched on the mortar board, the challenge of new learning begins.

Where does a professional find resources to continue professional development? Learning opportunities surround us, presenting themselves in a continuum from structured educational sessions with clear-cut objectives, to a chance "aha" experience when something just "clicks." Every professional must seek out these occasions for learning. It is a personal responsibility.

The Society of American Archivists offers a wealth of exciting professional education opportunities for archivists and parallel professionals committed to honing their skills and expanding their knowledge base. Check out the list of workshops being offered prior to SAA's 63rd annual meeting in Pittsburgh, one of them is sure to prick your professional curiosity and further your professional aspirations!

1999 Preconference SAA Workshops

WRITING YOUR DISASTER PREPAREDNESS AND RECOVERY PLAN
August 24, 1999

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

Instructor: Jill Rawnsley

THE REFORMATTING CHALLENGE: MANAGEMENT ISSUES
August 23, 1999

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

Instructors: Sally Buchanan and Jean Ann Croft

PROBING APPRAISAL PRACTICE:

CONTENDING WITH METHODS, MAYHEM, AND MADNESS
August 23, 1999

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

Instructor: Richard J. Cox

ARCHIVAL CATALOGING AS A COMPONENT OF DESCRIPTION
August 23-24, 1999

Fee: \$342; SAA Members: \$269

Instructors: Melissa Delbridge and Lynn Holdzkorn

ENCODED ARCHIVAL DESCRIPTION

August 23-24, 1999

Fee: \$362; SAA Members: \$289

Instructors: Michael Fox and Kris Kiesling

DIGITAL IMAGING TECHNOLOGY

August 23, 1999

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

Instructors: Beth Davis-Brown and Laura Graham

THE ADMINISTRATION OF PHOTOGRAPHIC COLLECTIONS
August 23-24, 1999

Fee: \$342; SAA Members: \$269

Instructors: Laurie A. Baty and Richard Pearce-Moses

BASIC ELECTRONIC RECORDS

August 23-24, 1999

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

Instructor: Tom Ruller

APPLICATION OF THE USMARC FORMAT

August 24, 1999

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

Instructor: David Carmicheal

ORAL HISTORY: FROM PLANNING TO PRESERVATION

August 24, 1999

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

Instructor: Fred Calabretta



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PRESERVATION PLANNING:

SURVEYING, SELECTING, AND HOLDINGS MAINTENANCE

August 24, 1999

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

Instructor: Pamela Hackbart-Dean

ADVANCED ELECTRONIC RECORDS:

DESIGN, IMPLEMENTATION AND EVALUATION

August 25, 1999

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

Instructor: Anne Gilliland-Swetland

Module 2: Defining Records in an Electronic Environment

Module 3: Functional Requirements for Electronic Recordkeeping—Working at the Beginning of the Life Cycle

Module 4: Information Technology Basics

Module 5: Inventorying Records in Electronic Form

Module 6: Appraising Legacy Electronic Records

Module 7: Accessioning Records in Electronic Form

Module 8: Accessioning Records in Electronic Form - continued

Module 9: Description of Records in Electronic Form

Module 10: Providing Reference and Access to Records in Electronic Form

Module 11: Preservation of Digital Records

Module 12: Tools for Future Development

The program will be mailed to SAA members soon. Register early to ensure your place in one of these exciting professional educational opportunities!

SAA's First Online Course

Fall 1999 will mark a milestone in the educational programming of SAA with the offering of the first online course, "Basic Electronic Records." Tom Ruller will be the instructor for this six-week course, structured into twelve modules, where both the medium and the message are electronic.

Module 1: Welcome and Introductions for the Basic Electronic Records Course

The course went through construction in late 1998 under the guidance of Tom Ruller. Beta testing was completed in early 1999 with the help of Kathleen Roe. The final processes will be put in place during the summer, prior to the annual meeting. Watch for the announcements, procedures and deadlines. The SAA Web site will be updated with information on this special course offering as it becomes available.

LYNN A. BONFIELD, director of the Labor Archives and Research Center at San Francisco State University has been selected by the California Heritage Preservation Commission to be a recipient of the 1998 Archivist Award of Excellence, presented in May during the Society of California Archivists annual meeting. The award recognizes individuals who have displayed exceptional performance in the archival field in California. Bonfield is being recognized for her leadership in developing the Labor Archives and Research Center at San Francisco State University and her ongoing efforts to document northern California's nationally significant labor history. She has established an outstanding outreach program to raise the visibility of archives in the labor community. Her nomination was also for her development of an ongoing oral history collecting program.

JULIE BRESSOR has been appointed director of development for Norwich University in Northfield, Vermont. She was formerly the university's Mack Librarian.



The Confederation of University Faculty Associations of British Columbia (CUFA/BC) recently presented its fifth annual Distinguished Academics Award to SAA President **LUCIANA DURANTI**. Duranti, CUFA/BC's Academic of the Year, is a professor in the University of British Columbia School of Library, Archival and Information Studies.

She is internationally recognized for her work on the authentication and preservation of electronic records, using techniques pioneered by 17th century Benedictine monks.

The Francis A. Countway Library of Medicine at the Harvard Medical School has appointed **JACK ECKERT** as reference librarian for rare books and special collections. He was formerly project archivist for the Library and Archives Division of the Historical Society of Western Pennsylvania.

The Graduate School of Library and Information Science (GSLIS) at the University of Texas at Austin recently appointed **DAVID B. GRACY II**, the Governor Bill Daniel Professor in Archival Enterprise, as interim director of its Preservation and Conservation Studies Program. Gracy succeeds Karen Motylewski, who is leaving to join the Institute for Museum and Library Services in Washington, D.C. Gracy initiated the preservation curriculum at GSLIS in 1987, and taught preservation courses until the preservation/conservation programs moved to Austin from Columbia University in 1992.



RAND JIMERSON, associate professor in the department of history and director of the graduate program in archives and records management at Western Washington University since 1994, has been awarded tenure.

KRISTINA SULLIVAN KLEPACZ was named archivist for the Dayton Art Institute in Dayton, Ohio, which recently began its archival program and received an NHPRC grant to help with processing this year.

KATHY MARQUIS, formerly of the reference department at the Minnesota Historical Society, is the new reference archivist at the Bentley Historical Library, University of Michigan.



ROBERT S. MARTIN, Ph.D., will join the faculty of Texas Woman's University as professor of library science in fall 1999. Martin presently is director and librarian, Texas State Library and Archives Commission. He brings 20 years of experience to library education as a librarian, archivist, manager, and leader of professional associations.

Newly elected officers of the New England Archivists Executive Board are Vice President/President Elect **AIMEE FELKER**, CIGNA Archives; Treasurer **MARYANN CAMPBELL**, Peabody Essex Museum, and Representative-at-Large **KEVIN LOGAN**, University of Rhode Island Special Collections. Continuing their terms on the board are: President **JEAN BERRY**, Wellesley College Archives, Past President **ED DESROCHERS**, Phillips Exeter Academy Library, Secretary **BETH PATKUS**, and Representatives-at-Large **JANE WARD**, Peabody Essex Museum, **KATHRYN HAMMOND BAKER**, Harvard Medical School, and **JOAN KRIZACK**, Northeastern University Special Collections.



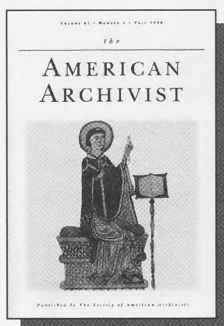
MEGAN SNIFFIN-MARINOFF was recently appointed institute archivist at Massachusetts Institute of Technology. She will continue teaching at Simmons College until July 1, where she has served as a faculty member and archivist since 1980.

MARGERY N. SLY has been promoted to deputy director of programs at the Presbyterian Historical Society, Presbyterian Church (U.S.A.), where she will be responsible for the archives, records management, library, and museum. She joined PHS in April 1997 as manager of special collections, after ten years as college archivist at Smith College.

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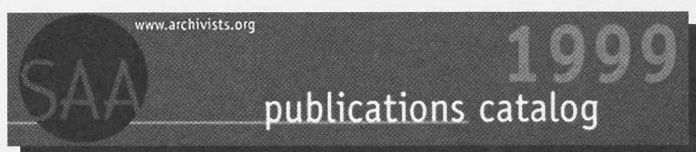
*Teresa Brinati, Director of Publications
Society of American Archivists
527 S. Wells, 5th Floor, Chicago, IL 60607-3922
fax 312/347-1452, tbrinati@archivists.org*



American Archivist

SAA is currently in production on the spring 1999 issue of the *American Archivist* (62:1), which is slated for publication in June. The cover features a sampling of novels in which archivists or archives figure prominently in the plot. Arlene Schmuland's article, "The Archival Image in Fiction: An Analysis with an Annotated Bibliography," provides insight into the fictional depiction of archivists. Other articles include "Information Culture and the Archival Record" by Steven Lubar, "'Green' Archivism: The Archival Response to the Environment" by Todd Welch. Contributions by Stephen C. Wagner, Susan Hamburger and Philip Bantin. A variety of book reviews and Council meeting minutes round out the issue.

The fall 1998 *American Archivist* (61:2) was printed and mailed in March. The cover features an image of Venerable Bede, the English monk and historian, sharpening his quill. The issue brims with a variety of engaging articles by James O'Toole, Jennifer Davis Heaps, Linda Henry, Philip Bantin, Susan Storch, W. Bernard Lukenbill, Jane Greenberg, Rita Czech, Natasha Lyandres and Olga Leontieva. It also includes immediate past president William Maher's presidential addresses, as well as a review essay by Jeffrey Mifflin on twelve books about the Holocaust, which raise issues of importance to archivists who work with Holocaust-related materials.



1999 SAA Professional Resources Online Catalog

The 1999 SAA Professional Resources Catalog is now available online at www.archivists.org/publications/webcat99/index.html. Like the print edition, it features more than 150 titles covering a broad range of topics indispensable to archivists and allied professionals. The latest additions include:

- *The Organization of Information* (Libraries Unlimited, 1999)
- *Visualizing Subject Access for 21st Century Information Resources* (U of IL, 1998)
- *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)

- *The Mirage of Continuity: Reconfiguring Academic Resources for the 21st Century* (CLIR, 1998)
- *Map Librarianship: An Introduction*, 3rd ed. (Libraries Unlimited, 1998)
- *Daring to Find Our Names: The Search for Lesbian Library History* (Greenwood Press, 1998)
- *Going Digital: Strategies for Access, Preservation and Conservation of Collections to a Digital Format* (Haworth Press, 1998)
- *Managing Electronic Records*, 2nd ed. (ARMA, 1998)
- *Authentic Electronic Records: Strategies for Long-Term Access* (Cohasset, 1998)
- *Intranet Security: Stories from the Trenches* (Prentice Hall, 1998)
- *Electronic Document Management Systems* (Prentice Hall, 1997)
- *Emergency Management for Records Information Systems* (ARMA, 1997)
- *How to Set Up and Implement a Records Management System* (Amacom, 1995)
- *Encoded Archival Description: Context, Theory and Case Studies* (SAA, 1998)
- *Diplomatics: New Uses for an Old Science* (SAA/Scarecrow Press/Association of Canadian Archivists, 1998)
- *Encoded Archival Description Tag Library Version 1.0* (SAA, 1998)
- *A Guide to Deeds of Gift Brochure* (SAA, 1998)

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Expanding Archival Access: Another Step for NARA

Though electronic information technologies pose problems for records management, they also offer opportunities for enhancing archival access. I am pleased to report that our efforts at the National Archives and Records Administration (NARA) to provide electronic access to records have just reached a new milestone.

We have completed the second phase of our Electronic Access Project (EAP) to make it easier for researchers to know about and use our holdings. Now anyone with access to the Internet can view more than 125,000 digital images of high-interest documents from the National Archives, at www.nara.gov/nara/nail.html.

Examples include Native American records of genealogical interest, such as the Dawes Rolls and the Guion Miller Rolls; World War II casualty lists; 6,000 Mathew Brady photographs; World War I and World War II posters; Rough Riders' compiled service records; 16,000 photographs from the EPA's 1970s study of environmental issues; the report of the search for Amelia Earhart; records relating to the Chinese Exclusion Acts; photographs and textual records pertaining to civil rights and segregation; records about slavery, the slave trade and fugitive slaves; textual records and photographs from Japanese-American internment during World War II; selected case files for cases tried under the Alien and Sedition Acts; textual records and photographs from the Bureau of Indian Affairs; and the *Handbook for U.S. Forces in Vietnam*.

With the advent of the Internet and other information technologies, we realized we had opportunities to expand access to the National Archives in ways never before possible. That is why in 1994 we launched the Electronic Access Project, with Congressional support spearheaded by Senator Robert Kerrey of Nebraska, and with assistance from the National Institute of Standards and Technology. We first conducted a survey of our remote users to determine their needs. Then we developed a blueprint for meeting those needs, which became our electronic access strategy. That strategy has two components, which we described in NARA's strategic plan:

We will continue our construction of a nationwide, integrated online information delivery system that educates citizens about NARA and its facilities, services, and holdings; makes available digital copies of high-interest documents; and contains an online ordering capability.

We will build a practical, affordable automated system for tracking and using records throughout their life cycle.

Our Electronic Access Project addresses the first part of

the strategy. After experimenting in several pilot projects, we developed three concrete goals for the EAP:

1. Develop an electronic catalog of NARA holdings nationwide, including the holdings of the National and Regional Archives and Presidential Libraries.
2. Digitize up to 120,000 items from NARA holdings nationwide.
3. Upgrade NARA's public access server capabilities.

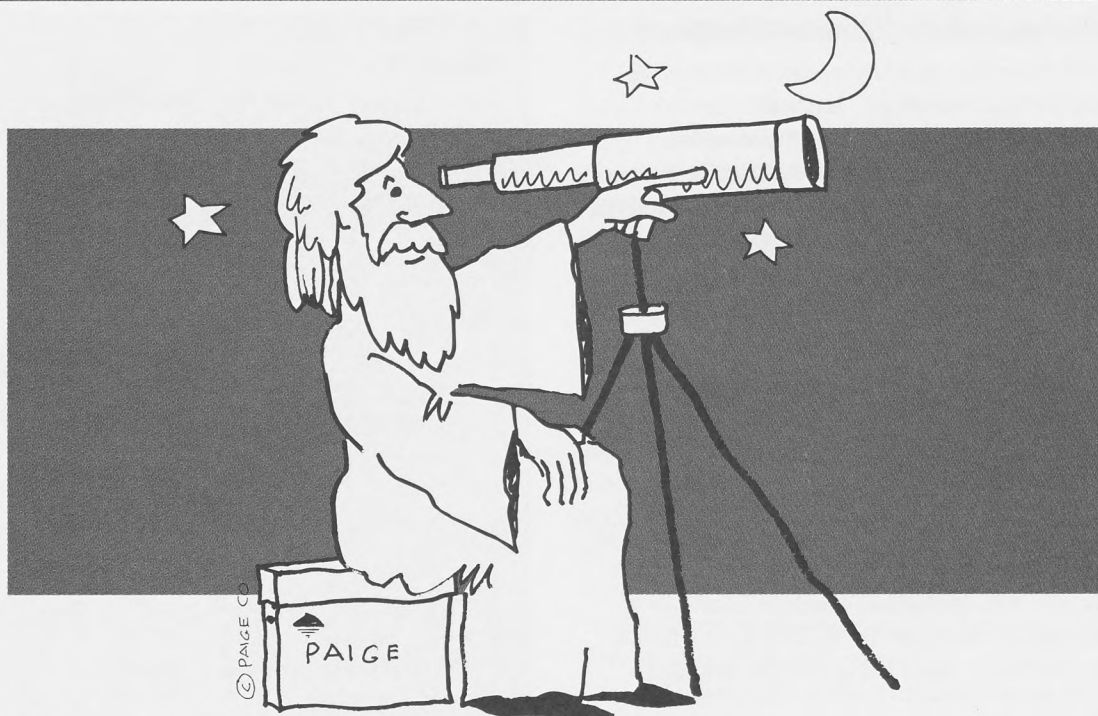
We completed the upgrade of our public-access server capabilities in 1998, and just last March we completed our digitizing project. In addition, the prototype of our electronic catalog—the NARA Archival Information Locator (NAIL)—is available through the same Web site as the digital images (see above), and the full catalog is under development.

The completion of the digitizing component of the EAP represents the work of staff throughout NARA, and I am proud of the fact that the significant documents we now offer electronically are from every NARA unit holding archival materials. Also, unlike other digital collections of archival material available on the Internet, our images are linked to hierarchical records descriptions in NAIL rather than static Web pages. This helps increase access in multiple ways for all types of researchers.

Let me share with you a few statistics that demonstrate the scope of this work. In just two years, from March 1997 to March 1999, participants in the project described, prepared, scanned, quality checked, and accepted nearly 125,000 images, at a rate of approximately 3,500 items every 10 work days. More than 1.25 trillion bytes of total data were generated, with 18 billion bytes of data available online through NAIL. Moreover, the contract was completed on schedule and under budget.

In addition to increasing access, this project has produced other results. We developed standards for the metadata that describe the digital images. We developed standards for digitizing the images for online access. And we learned a great deal about the true costs of converting archival materials to digital form and making them available online, as well as the costs of maintaining digital files over time. As a result, we will not try to maintain a large-scale or agency-wide digitizing capability, and we will evaluate very carefully the costs versus the benefits of any future digitizing efforts.

But we already have made a lot of fascinating and useful records material available online, and we continue building our archival catalog. What we have done, how we have done it, and what we have learned I hope will be useful to the archival field in general. Please do take a look.



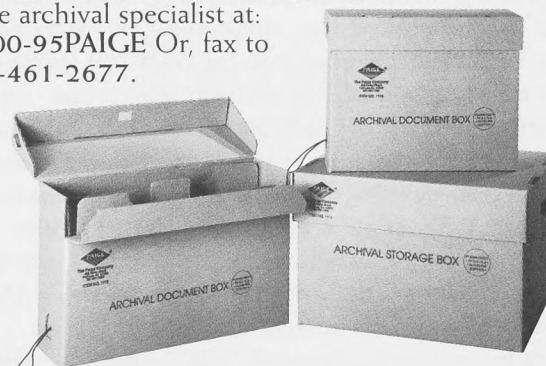
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New Collaborative for Information and Knowledge Management

The Society of American Archivists joined forces with a slew of professional associations in March to form the Collaborative of Information Management Associations or CIMA. This was the group's second meeting in the past year. CIMA's purpose is to provide collaborative opportunities in research and development, education, certification, legislative and regulatory issues, and managing information as a corporate asset.

In addition to SAA, the meeting included representatives from ARMA International, ARMA International Education Foundation, Business Forms Management Association, Computing Technology Industry Association, Institute for Certified Records Managers, International Institute of Municipal Clerks, International Records Management Trust, Knowledge Management Consortium, National Association of Government Archives and Records Administrators, National Archives and Records Administration, Nuclear Information and Records Management Association, PRISM International, The Association for Work Process Improvement, and Xplor International.

The associations participating collectively represent 100,000 individuals, businesses, and organizations involved in the management of information resources. By leveraging collective expertise, knowledge, and industry-wide practices of the associations and their members, CIMA intends to develop faster, more effective responses to the changing workplace.

For more information about CIMA, contact SAA Executive Director Susan Fox at sfox@archivists.org.

Annotation

Annotation provides the latest news about the National Historical Publications and Records Commission's work and programs. Each quarterly issue explores a different theme—a particular subject area which has received commission support. The December 1998 issue of *Annotation* looks on documentation of the exploration of this country's national wonders—from the early expeditions of Zebulon Pike and John C. Fremont, the Pathfinder, to the work of Emery Kolb and his brother, Ellsworth—two turn-of-the-century photographers. *Annotation* provides a sense of the richness of archival material and highlights the hard work of those who protect it and make it available.

Recent issues have highlighted NHPRC's support of projects devoted to African American history and to America's artistic and architectural heritage. A forthcoming issue will focus on Commission-sponsored projects relating to World War II.

Annotation is available free of charge. To be placed on the mailing list, please contact Daniel Stokes, NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue, NW, Washington, DC 20408-0001; 202/501-5610; fax 202/501-5601; daniel.stokes@arch1.nara.gov.

Omission

The latest *Directory of Archival Organizations in the United States and Canada* was included as a center insert in the March/April issue of *Archival Outlook*. We inadvertently omitted the following entries:

Louisiana Archives and Manuscripts Association

(DUES: \$15-\$50)

PRESIDENT: Brenda Square
Amistad Research Center
Tilton Hall
6823 St. Charles Ave.
New Orleans, LA 70118-5669
504/862-3221
square@mailhost.tcs.tulane.edu

NEWSLETTER EDITOR: Charles Thomas
Louisiana State University
Hill Memorial Library
Baton Rouge, LA 70803-3300
225/388-6501
cfthoma@unix1.sncc.lsu.edu

Southern Archives Conference

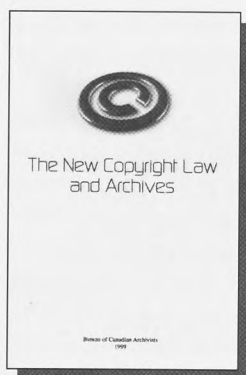
Combined meeting of the state organizations of Tennessee, Mississippi, Alabama, and Louisiana held every other year. It has no on-going organizational structure. The next meeting is slated for 2000 in Tennessee.

Archival Management Resources on Web

The National Park Service recently mounted on the Web a wide variety of publications on archival management issues including *Conserve O Gram* technical leaflets, a disaster plan, CRM (*Cultural Resource Management* journal issues on archives and records management), and some exhibitions featuring NPS collections. You will find them at: <http://www.cr.nps.gov/csd/publications/index.htm>.

Each *Conserve O Gram* is a four-page leaflet that explains how to care for books, fine and decorative arts, furniture, leather, magnetic media, manuscripts and other paper-based materials. The disaster planning manual for archival and museum collections; the Automated National Catalog System + user manual; descriptions of the Museum Handbook series; a bibliography featuring NPS publications; and links to a variety of online exhibitions featuring NPS archival and museum collections.

The NPS Web page also features recent issues of its journal CRM (visit <http://www.cr.nps.gov/crm>). CRM vol. 22, no. 2, (Feb. 1999) will be of special interest to archivists as it addresses "Archives at the Millennium."



The New Copyright Law and Archives

The New Copyright Law and Archives, prepared by Wanda Noel and Elizabeth Hawkins under the direction of the Bureau of Canadian Archivists Copyright Committee, was recently published by the Bureau of Canadian Archivists. This nifty English/French booklet is one of several documents available to educate the Canadian archival community about its responsibilities

under the Copyright Act and related major amendments enacted by Parliament in 1997. The brochure highlights the most significant changes for archives. For more information, contact Jean E. Dryden at 416/585-4562.

@cademyonline

University Access (UA) and AACSB - The International Association for Management Education, have partnered to launch @cademyonline, a new quarterly online journal created for the rapidly evolving worlds of distance education and lifelong learning. @cademyonline, made its debut in April at www.academyonline.com and will be offered free to subscribers.

@cademyonline puts into focus current forces impacting distance and higher education, featuring interviews with prominent opinion makers and leaders in academia today, discussions, reviews, articles and event information. With animated graphic presentation and compelling navigation design, @cademyonline looks to provide an engaging forum for creative thinking and visionary dialogue, soliciting contributions, feedback and ideas for subsequent issues.

University of Connecticut and ANC Partnership

The University of Connecticut and the African National Congress Partnership signed an historic agreement in March that forms a partnership to archive and share with scholars materials from the ANC's struggle for human rights in South Africa, to chronicle the struggle through an oral history and to link UConn and the University of Fort Hare on the Eastern Cape of South Africa to focus on comparative human rights.

The agreement means that UConn will be the official repository for ANC materials in North America, and that UConn and the University of Fort Hare will exchange faculty, staff and students, conduct an annual conference on comparative human rights to take place in alternate years in South Africa and the U.S., and produce a journal twice a year on comparative human rights, the first of its type.

Save America's Treasures Seeks Nominations for Official Projects

In an effort to save our nation's historic and cultural legacy, Save America's Treasures—a public-private partnership between the White House Millennium Council and the National Trust for Historic Preservation—today called for nominations for Save America's Treasures Official Projects. An official project designation can bring national recognition to non-profit organizations and federal, state and local agencies, and enhance public awareness for significant local preservation efforts.

Applicants can be non-profit organizations and federal, state or local agencies with projects involving the preservation, restoration or conservation of historic buildings, sites, documents, artifacts, objects, or related educational activities. Selection criteria include, but are not limited to, the historic, cultural or architectural significance of the historic resource to be preserved, and its intended use. Applications will be accepted and considered on an ongoing basis.

For more information on Save America's Treasures Official Project designation or to receive an application, contact Save America's Treasures at the National Trust at 202/588-6202, or visit www.saveameericatreasures.org.



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ICA Appeal in Yugoslavia

In April 1999, the International Council on Archives (ICA) issued an appeal expressing its grave concern about the damage to the cultural heritage of the people of Yugoslavia resulting from military action by all sides in the current conflict there. ICA urged all parties to comply with the international treaties relevant to armed conflicts, particularly the 1954 Hague Convention on the Protection of Cultural Property in the Event of Armed Conflict (see SAA's position statement on page 25).

Preventive Conservation in Archives and Libraries in Chile

The Centro Nacional de Conservacion y Restauracion of the Archivos y Museos de Chile has launched a cooperative project for preventive conservation in archives and libraries in Chile. Funded by the Andrew W. Mellon Foundation, the project will disseminate information about preventive conservation and will train archives and library staff in such measures. A similar project ongoing in Brazil and coordinated by the Council on Library and Information Resources (CLIR) inspired the Chilean project. At least 80 professional staff will receive training at week-long seminars held at various locations in Chile. A database describing collection contents and their condition will also be prepared and technical literature will be distributed. For more information, contact the Centro Nacional de Conservacion y Restauracion at cnrcdbam@reuna.cl.

Survey of Digitization Programs

The International Federation of Library Association's Core Programs for Preservation and Conservation (IFLA PAC) and Universal Availability of Publications (UAP) have begun a survey of digitization programs in major cultural institutions worldwide. Funded by UNESCO and linked to UNESCO's Memory of the World program, the project will construct a directory of digitized documents and a freely accessible database of information on UNESCO's Web site. For more information contact Richard Ebdon at richard.ebdon@bl.uk.

Preservation Management Conference

IFLA PAC, the European Commission on Preservation and Access and the Koninklijke Bibliotheek, the national library of the Netherlands, organized a conference in April entitled, "Preservation Management: Between Policy and Practice." Held at The Hague, the conference examined the organizational, financial and managerial aspects of preservation with special emphasis on the interaction of theory and practice. Case studies were presented on preservation efforts in European countries illustrating planning and budgeting issues encountered in large preservation projects.

8th International Archives Day in Slovenia

The International Institute for Archival Science of the Regional Archives at Maribor, Slovenia, held the 8th International Archives Day on March 29, 1999. A meeting convened on that day discussed "Images in Archives—Description and Preservation" and the "Impact of New Information Technologies on the Concept of Finding Aids."

Preservation Project in Estonia

Seven major archives and libraries in Estonia have begun a project focusing on the use and preservation of paper-based archival and library materials. Funded by the Open Estonian Foundation and the Open Society Institute, the project will conserve original material, microfilm it, then digitize it. The aim of the project is to ensure the preservation of and access to Estonia's archival and paper-based cultural heritage.

ANC in Connecticut

Mr. Xolani Malawana of the African National Congress Archives spent February and March as an intern at the University of Connecticut's Thomas J. Dodd Research Center. Malawana received training in various aspects of archival administration and also attended the Modern Archives Institute at the National Archives and Records Administration in Washington, DC. The University of Connecticut is assisting the ANC in organizing its archives which documents the struggle for freedom of black South Africa and launching an oral history project with ANC leaders and activists (see related article on page 23).



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Election Coverage '99

continued from page 9

Professional Development, and the Claude Lane Award Committee, and on the Archivists of Religious Collections Section.

In his candidate statement Duffy advocated that "The Nominating Committee should recruit individuals whose professional experiences represent a variety of working environments. The Committee should identify candidates who have the organizational experience to recruit talented people to positions of leadership in SAA. The successful candidate will be someone who must communicate a shared vision and a vital image that speaks to the broad range of archives, records and information professionals."



AMY FISCHER is corporate archivist at Procter & Gamble Company, where she has worked since 1992. Active in the Society as a member since 1992, she has served on the Business Archives Section, and as editor for the *Directory of Corporate Archives in North America*.

In her candidates statement, Fischer said that "Future SAA leaders should be archivists

with the vision to imagine where the profession is headed and how professional organizations should serve archives and archivists in the future. 'Leadership' is that intangible quality that encompasses having a vision for the future, the ability to communicate ideas and inspire others to share that vision, and the talent and commitment to implement practical recommendations. The SAA Nominating Committee should look within the organization to identify people who embody these characteristics and encourage them to share their talents with the organization."



TANYA ZANISH-BELCHER was appointed acting department head of the special collections department at Iowa State University Library in 1998. She has served SAA as a member since 1991, working on a variety of committees, roundtables, sections and special programs.

In her candidates statement Zanish-Belcher indicated her belief that "The Nominating Committee must look for individuals who have not only specific skills, but also a willingness and an ability to see beyond their own small sphere to represent those with no voice and to provide a leadership for all. SAA officers must dedicate themselves to serving the whole as best they can, while remembering that each member has his or her own individual and valid experience. The archival profession is becoming increasingly fragmented, and the role of SAA is to provide guidance and support for all... As a national organization, it is vital that we have a diverse group of representatives who dedicate themselves to fully representing the entire membership."

SAA congratulates all those elected to office and welcomes them to these important leadership positions.

SAA

POSITION STATEMENT

Resolution on the Systematic Destruction of Archives in Kosovo and War-Caused Devastation of Archives Throughout Yugoslavia

The Society of American Archivists notes with grave concern reports of the systematic destruction of archives in Kosovo and war-caused devastation to archives throughout Yugoslavia.

Archives hold the valuable records of the accomplishments of a nation, of a government's actions, and of its people's lives. Destruction of the archives eliminates a vital link in a nation's connection to its past and destroys a people's ability to learn about themselves and to defend their rights and interests.

Although felt most deeply by those directly affected, the loss of archives anywhere in the world is an irreplaceable tragedy for all mankind. Once destroyed, archives cannot be recreated, and the cultural patrimony of the world is permanently diminished.

With these considerations in mind, the Society of American Archivists deplores the loss of archives that has taken place to date in the Yugoslav conflict and urges all military forces to recognize the significance and sanctity of archives and to take all actions necessary to protect them to the greatest extent possible wherever they may be found.

— Adopted by the Council of the Society of American Archivists
April 14, 1999

Trends in SAA Voter Participation

YEAR	BALLOTS MAILED	VOTES CAST	PARTICIPATION PERCENTAGE
1999	2,957	794	27%
1998	3,149	889	28%
1997	3,209	902	28%
1996	3,278	1,001	30%
1995	3,349	1,051	31%
1994	3,284	1,026	31%
1993	3,070	1,095	35%

From the Executive Director

continued from page 7

Government Affairs. SAA provides a voice for the archival profession in Washington, D.C. and nationwide. Just this past year alone, copyright, fair use, declassification, and the NARA space study all received SAA attention. These statements, cited in *The New York Times* and elsewhere, had a clear and significant effect on policy debates. As a result, SAA is now positioned as a leading proponent of archival issues in a wide range of information policy debates. No other archival organization in the United States can bring you representation on the scale and with the impact of SAA.

SAA Web site. SAA delivers a wealth of information to your desktop, including the *Employment Bulletin*, the *SAA Publications Catalog*, position statements, and policy reports. SAA is developing a second generation Web site that will soon allow you to register for meetings and workshops as well as order publications online.

Fellows and Awards. SAA recognizes excellence and honors members for their efforts on behalf of the public and the profession. This recognition strengthens the profession as a whole.

SAA Publications. SAA's publication catalog contains more than 150 titles devoted to archives and related topics pertinent to archival management. SAA actively cultivates new titles and publishes new books of immediate relevance to your work. Quality periodicals such as *Archival Outlook* and the journal, *American Archivist*, consistently receive high marks from SAA membership and from those in allied professions.

Member Discounts. As a member of SAA you are eligible to take advantage of discounts on our publications, workshops, and registration fees.

For the past 63 years SAA has worked hard to advance the archival profession and to serve you, the individual archivist. SAA has come a long way over the intervening years, however the challenge remains a constant one and staff strive every day to bring you the best possible service. I hope that you will give both Bob and Luciana's articles careful attention and that you will be able to attend SAA's 63rd annual meeting this August. Give your support by participating in the membership forum on Wednesday, August 25, and the business meeting on Friday, August 27.

President's Message

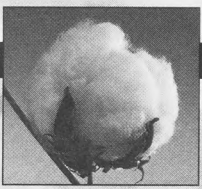
continued from page 3

become the association of choice of all record professionals, with a diverse and international membership and with a strong network of relationships. Collins and Porras state that an effective primary goal "requires a certain level of unreasonable confidence" in the organization, and that, "when it dawns on people what it will take to achieve the goal, there should be an almost audible gulp."⁸


Yes, I can hear you gulping. But I assure you that both the commitment to this big goal and the confidence in SAA's ability to achieve it are strong, and not just among Council members. We just have to work hard toward it. After describing its big goal at length, Council has dedicated much time to identifying the areas on which SAA needs to focus its work in order to accomplish it. These include political efforts, networking activities, proactive involvement in international standards and in graduate education, stronger and more creative efforts in dissemination and development of knowledge, and a rethinking of membership services and benefits. Council's working teams of two members each will develop from these six areas specific goals and objectives, with an identification of measurable expected outcomes, and will bring them to the June Council meeting for further discussion before beginning a long consultation process within and outside the SAA. I know, it is a difficult process but, if we do it right, not only will we not have to do it again for some time, but it will surely make us focus on what it is that unites us all.

1. Luciana Duranti, "'Interdisciplinarity' and 'Cross-Fertilization': Can We Cope With Them?," *Archival Outlook* (March/April 1999): 31.
2. Henry Mintzberg, "The Fall and Rise of Strategic Planning," *Harvard Business Review* (January-February 1994): 107, 108.
3. *Ibidem*, 112.
4. James C. Collins and Jerry I. Porras, "Building Your Company's Vision," *Harvard Business Review* (September-October 1996): 66.
5. *Ibidem*, 66-68. The authors note that core values and purposes are not right or wrong, appropriate or not, out of date or trendy. They are what they are, even if members of the organization think that they should be different. In fact, the identification of such values is one of the means to attract people whose beliefs coincide with them.
6. *Ibidem*, 69.
7. *Ibidem*, 75.
8. *Ibidem*.

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CALENDAR

May 6-8

Mid-Atlantic Regional Archives Conference (MARAC), at State College, Pennsylvania. Theme: "Archives Under Construction." Contact Jackie R. Esposito, Local Arrangements Chair at 814/865-7931.

May 13-15

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

May 13-16

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

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

June 2-4

"School for Scanning: Issues of Preservation and Access for Paper-Based Collections" presented by the Northeast Document Conservation Center at the Chicago Historical Society, 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: \$335. 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 3-4

Society of Rocky Mountain Archivists spring meeting at University of Northern Colorado, Greeley. Contact: Jeanne Abrams at 303/871-3016.

June 6-8

The Association of Canadian Archivists (ACA) is offering a 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 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. Registration fee: CAN \$400 and includes a coursepack of readings and coffee breaks. Accommodation and meals are not included in the fee. Submit your registration information online through the association's Annual Conference Page at www.archives.ca/aca/conferen/registration.html. Please make payment by check to the Association of Canadian Archivists, P.O. Box 2596, Station D, Ottawa, Ontario, Canada K1P 5W6.

June 14-25

32nd Annual Georgia Archives Institute. Tuition is \$500. Enrollment is limited. For more information and an application, write: Dr. Donald E. Oehlerts, 3110 Nottaway Court, Chamblee, GA 30341; 770/938-6372.

June 16

Cleveland Public Library and the Conservation Center for Art and Historic Artifacts are sponsoring a day-long workshop, entitled "Be Prepared... Managing a Mold Outbreak." For information and a registration form, contact: CCAHA, 215/545-0613; fax 215/735-9313; CCAHA@hslc.org.

June 21-24

"Border Crossings: Exploring New Territories for Special Collections," 40th RBMS Preconference in Montreal, Quebec, Canada. Sponsored by the Rare 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/bdwestbr/rbms/precon1b.htm>. Contact Program Chair Brad Westbrook at 619/534-6766, brad-westbrook@uscdlibrary.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, Director, Monson Free Library, 2 High Street, Monson, MA; 413/267-3866; fax 413/267-5496; tpercy@cwmmars.org.

**June 28-August 6**

"Preservation Principles for Paper-Based Collections: Fundamentals and Future Directions in a Digital World" in Washington, DC, organized by the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), Smithsonian Center for Materials Research and Education (SCMRE). Collaborating institutions include the Library of Congress, the National Archives and Records Administration, and the U.S. National Parks Service. This international six-week course is intended to expand the professional skills of conservation and preservation staff in charge of paper conservation activities, especially in archives and libraries. The intensive program will combine theory and practice, in both laboratory and workshop settings.

The program consists of the following seven modules: 1) introduction to preservation management principles; 2) characterization of substrates, media and formats; 3) control of external causes of deterioration; 4) design of comprehensive preservation programs; 5) use of collections maintenance procedures; 6) theory and practice of conservation treatments; 7) development of communication and training skills.

Course fee: \$1,000 (payable only after acceptance for course). Scholarships: Limited number of scholarships covering the participants' living expenses in Washington, DC, as well as travel grants may be available. Candidates interested in applying for a scholarship should attach a separate letter to that effect to their application forms. Participants: A maximum of 16 participants will be selected. Candidates must be conservation or preservation staff working with paper collections or archival holdings of national relevance. At least three years of practical experience is required. Preference will be given to candidates involved in training activities or who are heads of conservation teams. The academic qualifications of the participants will be taken into account.

Further information or application, contact: ICCROM - Training & Fellowship Office, Via di San Michele 13, I-00153 Roma RM, Italia. Tel: (+ +39.06) 585-531; fax: (+ +39.06) 5855-3349; training@iccrom.org.

July 19-23

Preservation Management Summer School for preservation managers in archives and libraries is designed to introduce certain key elements of preservation management and to provide insights into problem solving.

Organized by the Public Record Office and LIBER, in conjunction with the British Library, the European Commission on Preservation and Access, University College London and the International Council on Archives. Fee: £150. Contact: Sue Seber, Public Record Office, Kew, Richmond, Surrey TW9 4DU UK; fax 44-0-181-392-5254; preservation@pro.gov.uk.

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 \$500 and includes a selection of archival publications. Housing and meal plans are available at additional cost. Enrollment is limited. 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@ss.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 Madi Weland at the Getty, 310/440-6664, fax 310/440-7715, mweland@getty.edu; or Lynn Boyden at UCLA, 310/825-8799, fax 310/206-3076, lynn@ucla.edu.



THE SOCIETY of
AMERICAN ARCHIVISTS

63rd SAA Annual Meeting

Pittsburgh, PA

August 23-29, 1999
Hilton Towers

MEETING THE CHALLENGE OF
CONTEMPORARY RECORDS

Don't miss out on 55 educational sessions, a dozen pre-conference workshops, archives and information technology expo, a variety of intriguing tours, networking opportunities and much, much more....

For more information, contact
Bernice Brack at
312/922-0140, fax 312/347-1452 or
bbrack@archivists.org.

October 14-16

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

November 1-6

Association of Moving Image Archivists (AMIA) 9th annual conference in Montreal, Quebec, Canada. For further information, visit <http://www.amianet.org>.

November 5-6

New England Archivists fall meeting at the University of New Hampshire, Durham, NH. For registration information (after September 1, 1999) contact: Bill Ross, local arrangements chairperson, wer@hopper.unh.edu. For additional information about NEA and vendor opportunities contact: Aimee Felker, p.r. coordinator, aimee.felker@cigna.com.



FUNDING

AIP Center for History of Physics

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, inventorying, 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.

James J. Hill Reference Library

The James J. Hill Reference Library will award a number of grants of up to \$2,000 to support research in the James J. Hill and Louis W. Hill papers. The Hill papers are a rich source for the study of the railroad industry, tourism and Glacier National Park, political developments in the nation and the Northwest, national and regional economic development, agronomy, and many other topics concerned with the Upper Midwest, Pacific Northwest and Western Canada. Principal correspondents include J.P. Morgan, Mark Hanna, Edward Tuck, E.H. Harriman, American presidents from Grover Cleveland to Woodrow Wilson, Charles Pillsbury, Marcus Daly, George Stephen, Donald Smith, and many others. **The deadline for applications is November 1, 1999, and the awards will be announced in early 2000.** For more information contact W. Thomas White, Curator, James J. Hill Reference Library, 80 West Fourth Street, Saint Paul, Minnesota 55102; 651/265-5441; fax 651/222-4139; twhite@jjhill.org.

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.

Grants for Travel and Research at the Rockefeller Archive Center

The Rockefeller Archive Center, a division of The Rockefeller University, invites applications for its program of Grants for Travel and Research at the Rockefeller Archive Center for the year 2000. The competitive program makes grants of up to \$2,500 to U.S. and Canadian researchers and up to \$3,000 to researchers from other countries in any discipline, usually graduate students or post-doctoral scholars, who are engaged in research that requires use of the collections at the Center. The Rockefeller Archive Center's collections include the records of the



Rockefeller family, the Rockefeller Foundation, The Rockefeller University, and other philanthropists and associated individuals. For 2000, in addition to its regular competitive program, the Center will again award grants to support research on the history of The Rockefeller University. The Archive Center holds wide-ranging collections relating to the conservation movement in the 20th century. The Rockefeller University archives include administrative records, papers of individual scientists (such as Alfred E. Cohn, Rene Dubos, Rebecca Lancefield, and Karl Landsteiner), photographs and films. The archives document the leading currents of biomedical research in the 20th century. *The deadline for all grant applications is November 30, 1999; grant recipients will be announced in March 2000.* Inquiries about the programs and requests for applications should be addressed to: Darwin H. Stapleton, Director, Rockefeller Archives Center, 15 Dayton Avenue, Pocantico Hills, Sleepy Hollow, New York 10591-1598; 914/631-4505; fax 914/631-6017; archive@rockvax.rockefeller.edu. The grant application and a guide to the Rockefeller Archive Center's collections can be found on the World Wide Web at: www.rockefeller.edu/archive.ctr.

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 on 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.

CALL FOR PAPERS

Women's Private Writing/ Writing Women's History

The Westbrook College Campus of the University of New England invites the submission of proposals for individual papers or thematic sessions on Women's Private Writing/ Writing Women's History for an interdisciplinary conference June 15-18, 2000. The conference program committee welcomes submissions on any aspect of women's private writing including papers which explore women's lives based on manuscript documents, papers which address methodological and/or theoretical issues surrounding the use of diaries, journals, letters, and other manuscripts, and papers which explore how manuscript materials can be used in elementary, secondary and university educational settings to enhance the study of women's lives. In addition, we encourage papers concerning the preservation of manuscripts and the use of technology with manuscript materials. We welcome participation from educators of all levels, librarians, archivists, museum professionals and those interested in women's writing and history.

The conference highlights the rich resources of the University of New England's Maine Women Writers Collection. Previous conferences have included *May Sarton at 80* (1992), *Sarah Orne Jewett and Her Contemporaries* (1996), and *American Women Nature Writers* (1998). Founded in 1959 to honor and preserve the writings of Maine women achieving literary recognition, the Maine Women Writers Collection is the pre-eminent collection of published and unpublished works by and about Maine women writers. The conference program committee especially welcomes papers based on authors or material found within the Maine Women Writers Collection.

LISTINGS WANTED

Send calendar, funding, call for papers and wanted listings for the Bulletin Board to:

Teresa Brinati
Director of Publications
Society of American Archivists
527 S. Wells St., 5th Floor
Chicago, IL 60607-3922
312/922-0140 • fax 312/347-1452
tbrinati@archivists.org

Those submitting individual proposals should send a one-page abstract and one-page curriculum vita. Session proposals should include a description of the session theme, abstracts for each paper, the name of the session chair, and c.v.s for each participant. Send proposals by October 15, 1999, to: Elizabeth De Wolfe at 207/797-7261 or edewolfe@mailbox.une.edu; or Candace Kanes, ckanes@meca.edu. For more information, contact the Maine Women Writers Collection at the University of New England, contact Roberta Gray, rgray@mailbox.une.edu; phone 207/797- 7261.

WANTED

Archival Materials from March 3, 1903

I am an historian working on what I call a "snapshot of America." I have chosen a single day in American history, March 3, 1903, and want to show how America was defined on that day. I am now looking for copies of any documentation for that day or what could have been seen or read on that day. I would greatly appreciate copies of any letters, legal papers, documents, or newspapers you may have in your archives for that day or which could have been seen on that day. If the document is part of an ongoing story—like a trial, divorce proceeding, or labor strike—I would also like to know what happened. If you have any interesting photos from that day, what would be the cost of reproducing such images? Please contact: Stephen C. Levi, Box 241467, Anchorage, AZ 99524; afsc@alaska.net.



PROFESSIONAL OPPORTUNITIES

HOW TO LIST A PROFESSIONAL OPPORTUNITY

As a service to members, SAA publishes announcements about professional opportunities for archivists and positions wanted. 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*, plus in the *Online Employment Bulletin* for one fee:

92¢ per word

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

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

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

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

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

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



THE SOCIETY OF
AMERICAN ARCHIVISTS

ARCHIVAL ASSISTANT

*National Society Daughters
of the American Revolution
Washington, DC*

The National Society Daughters of the American Revolution is seeking an archival assistant whose prime responsibility will be to complete a long term project concerning one of the main record groups in the NSDAR archives. Time permitting, duties would also include the processing of a backlog of archival accessions. Previous archival experience is preferred. Knowledge of MS Word and Access preferred. M.A. in history or B.A. in history and/or M.L.S. This is a nine-month temporary position that may be extended. Please send or fax resume to: NSDAR HR: 1776 D. St. NW, Washington D.C., 20006-5392, fax 202/737-5702, e-mail: hr@dar.org.

ARCHIVE ADMINISTRATOR

Atlanta, Georgia

An Atlanta-based ethical pharmaceutical firm currently has an opportunity available for an archive administrator in our Atlanta office. This individual is responsible for pre-clinical research and development (PCRD). Will index historical material on file, and receive, register and incorporate incoming archival material. Informs PCRD personnel of new editions, oversees incoming new specifications, and tests methods. Also responsible for writing policies in accordance with federal regulations. The qualified candidate will have a bachelor's degree in chemical or biological science. Some experience in medical sciences is preferred. An advanced degree in the same would be a plus. Experience with documentation must be demonstrated. Archiving experience is also a plus. Experience with Microsoft Access or Bibliotech would be beneficial. Excellent communication skills are mandatory. Candidate must be team-oriented and a quick learner. We offer an attractive salary and an extremely competitive benefits package including an incentive bonus. Please submit resume with salary requirements to: fax 888/818-9935; resumes@hr-works.com. Due to the volume of responses, we are unable to respond to all inquiries. No phone calls or agencies, please. An Equal Opportunity Employer, M/F/D/V.

ARCHIVIST

*Jewish Women's Archive
Brookline, Massachusetts*

The Jewish Women's Archive seeks an ambitious, innovative, and energetic archivist to plan and assist in the development of a

virtual archive, including the development of metadata standards and access mechanisms. The archivist will play a key role in appraisal and description of archival materials; assist with Web content and database maintenance; develop strategies for gathering information from repositories across the continent; work with a team of researchers gathering information; and develop and maintain contacts with professional associates, archivists, and individuals who might provide either materials or financial support for the program or who have need of its resources. The candidate must have excellent oral and written communication skills, strong computer skills, including an understanding of, and enthusiasm for, the Internet and its possibilities. Knowledge of archival computer applications necessary (MARC-AMC, EAD, etc.), HTML preferred. Must possess a graduate degree in history or library science with formal training in archival theory and practice. Please send resume and cover letter to: Dr. Gail Reimer, Director, Jewish Women's Archive, 68 Harvard St., Brookline, Massachusetts 02445, fax 617/6287949, gtreim@aol.com.

ARCHIVIST

*Wheaton History Center
Wheaton, Illinois*

History museum and education center seeks an archivist to appraise and process archival materials for Wheaton History Center, City of Wheaton and Wheaton Park District: assist researchers; conduct oral histories; establish outreach programs; and help with planning a new facility. **Qualifications:** ALA-accredited M.L.S. or master's degree in history or related field with a specialized archival training component; minimum three years experience; effective communication, interpersonal, and teamwork skills. Send resume, salary history, and three references to: Archivist Position, Wheaton History Center, P.O. Box 73, Wheaton, Illinois 6089-0373.

ARCHIVIST/ASSOCIATE DIRECTOR OF ARCHIVES

*North Central College Library
Naperville, IL*

Responsible for a variety of college archival collections including the Harris W. Fawell Archives. Minimum of two years experience in academic/research archives and graduate degree in library science or American history (with archival administration emphasis) required. Academy of Certified Archivists certification preferred. Position will remain open until filled. Starting June 1999. Send



PROFESSIONAL OPPORTUNITIES

resume with names, addresses, and phone numbers of three references to Academic Affairs Office, North Central College, 30 N. Brainard, Naperville, Illinois 60566-7063. EOE.

ASSISTANT ARCHIVIST

*Columbia University
New York, New York*

Incumbent participates in all aspects of university archives and Columbiana Library's operations. Primary responsibility for providing reference services to collections. Selects university publications and has them catalogued and bound. Oversees microfilming projects. Identifies conservation needs and works with conservation lab to address them. Provides tours of museum room. Creates indices for trustee minutes and ensures they are bound. Provides support to university's program of honors and prizes. Undertakes other tasks as requested. **Qualifications:** B.A. and two years related experience or equivalent combination of education and experience required. M.A. in related field and formal archival training or M.L.S. and formal archival training highly preferred. Must be familiar with USMARC format, APPM, and AACR2. Must be service oriented and have excellent interpersonal and writing skills and be able to work independently. Send resume to: Employment Office, Interchurch Center, 475 Riverside Drive, Room 1901, New York, New York 10115.

ASSISTANT ARCHIVIST FOR COLLECTION MANAGEMENT

*Arizona State University
Tempe, Arizona*

Arizona State University, University Libraries' Department of Archives and Manuscripts is recruiting for an assistant archivist for collection management. The Department of Archives and Manuscripts manages five archival research collections that document the diversity of southwestern history and culture: Arizona Collection, University Archives, Chicano Research Collection, Labriola National American Indian Data Center, and Benedict Visual Literacy Collection. A regional leader in automated archival description and digital archive development, the department provided quality reference service to almost 10,000 patrons in 1997-98. The department manages seven web sites that are accessible through the department page at <http://www.asu.edu/lib/archives/dampage.htm>. **General Summary:**

This is a full-time continuing appointment-track (academic professional) position requiring professional development and service in addition to excellent job performance. Uses excellent interpersonal skills working in a collaborative, team environment. Shows flexibility in carrying out assignments in response to changing circumstances.

Essential Functions: Under the supervision of the head, archives and manuscripts, the assistant archivist is responsible for arrangement, description, and preservation of the department's primary source collections. Coordinates all collections management activities and supervises department staff, students, interns and volunteers assigned to related projects. Serves as curator of the Benedict Visual Literacy Collection, a repository of primary and secondary source materials relating to visual education and communication. Provides reference services at departmental facilities including some nights and weekends. **Qualifications: Required:** ALA-accredited M.L.S. degree; or master's degree in history or a related discipline and formal coursework in archival administration. Experience in the administration, processing and cataloging of archival and manuscript collections. Knowledge of or experience in supervision. One year's experience in a manuscript repository or archives. **Preferred:** ALA-accredited M.L.S. degree. Professional experience in a manuscript repository or archives. Experience working with Windows 95 compatible word processing or database software. Experience in archival field collecting. Knowledge of Arizona or Southwestern history. Reference experience. **Salary and Benefits:** Salary dependent upon quality and level of professional preparation and experience. ASU offers generous benefits to its eligible employees including vacation leave (22 days), paid holidays (10 days), sick leave (12 days), self and dependents-reduced tuition, choice of several retirement plans including TIAA/CREF, group life insurance, long-term disability coverage, medical insurance programs, flexible benefits plan and dental insurance plans. Arizona State University has emerged as a leading national and international research and teaching institution with a primary focus on Maricopa County, Arizona's dominant population center. This rapidly growing, multi-campus public research university offers programs from the baccalaureate through the doctorate for approximately 49,000 full-time and part-time students. ASU was named a Research I

university by the Carnegie Foundation for the Advancement of Teaching in early 1994. Located in the heart of the growing southwest, the Phoenix metropolitan area offers a unique range of cultural and recreational opportunities, with the moderate summer climate and winter sports of the high elevations only a few hours away. **Application Deadline:** First consideration will be given to applications received by Tuesday, June 1, 1999, and the first of each month, thereafter, until the position is filled. **Application Procedure:** Send letter, resume, and names, addresses and phone numbers of four recent professional references to: Kurt R. Murphy, Assistant Dean for Personnel, University Libraries; Arizona State University, Box 871006, Tempe, Arizona 85287-1006. For more information e-mail karie.pifer@asu.edu, telephone 602/965-4914 or fax 602/965-9169. Full position description is available upon request. Please address work experience as it relates to each qualification, and/or coursework and training. ASU is an EO/AA employer and actively seeks diversity among applicants and promotes a diverse work force.

ASSOCIATE UNIVERSITY ARCHIVIST FOR RECORDS MANAGEMENT

*Harvard University Library
Cambridge, Massachusetts*

Salary Grade Range: \$51,600 - \$89,600.

Summary: Reports to university archivist. Responsible for administration, retention, and disposition of the university's contemporary records, within legal and policy guidelines. Shares responsibility for archives planning and administration. **Duties:** Establishes goals and priorities for the records management program. Develops standards, guidelines, and preferred practices for records management. Surveys, classifies, appraises, and schedules records. Trains and supervises staff of four FTE. Coordinates affiliated university records management programs. **Required Skills:** Working knowledge of records management, archives, and electronic information systems. Excellent managerial, supervisory, communication, and financial management skills; strong client-service orientation. Demonstrated ability to manage a variety of projects in a complex university environment and work in high pressure situations. **Qualifications:** Master's in library science with specialty in archives and records management or equivalent combination of education and experience. Five years in records and archives management. The Harvard University Library is



committed to its policy of equal opportunity and affirmative action. Employment and advancement are based upon merit and ability without regard to race, color, creed, sex, sexual orientation, disability, national origin, or status as a disabled or Vietnam-era veteran. Send resume and cover letter with names of three references to: Malcolm Hamilton, University Personnel Librarian, Harvard University Library, Wadsworth House, Cambridge, Massachusetts 02138, or e-mail huliir@hulmail.harvard.edu.

CURATOR

*Arizona State University
Tempe, Arizona*

Arizona State University, University Libraries' Arizona Historical Foundation is recruiting for a curator (at the rank of Assistant, Associate, or Full Archivist). Founded in 1959 by Senator Barry Goldwater and journalist Bert Fireman, the Arizona Historical Foundation is a private nonprofit organization located at ASU. The foundation preserves and make available excellent library and archival collections with strengths in agriculture, politics, mining and water, and provides statewide leadership in historical advocacy, publication and exhibition. For more information see the foundation's Web page at <http://www.asu.edu/lib/ahf>. **General Summary:** This is a full-time continuing appointment-track (academic professional) position requiring professional development and service in addition to excellent job performance. Uses excellent interpersonal skills. Shows flexibility in carrying out assignments in response to changing circumstances. **Essential Functions:** Under the supervision of the head, archives and manuscripts, the curator is responsible for arrangement, description, and preservation of the primary and secondary source collections owned by the Arizona Historical Foundation and located at the Arizona State University Libraries. The curator coordinates all public services and collections management activities and supervises ASU libraries staff assigned to provide services to the foundation. **Qualifications: Required:** ALA-accredited M.L.S. degree (or master's degree in history or a related discipline and formal coursework in archival administration). Experience in the administration, processing and cataloging of archival and manuscript collections appropriate to rank. Knowledge of supervision. Minimum of three year's professional experience in a manuscript repository or archives; additional years experience

required for senior ranks. **Preferred:** ALA-accredited M.L.S. degree. Experience working with Windows 95 compatible word-processing or database software. Supervisory experience. Knowledge of Arizona or Southwestern history. Reference experience. **Salary and Benefits:** Salary dependent upon quality and level of professional preparation and experience. ASU offers generous benefits to its eligible employees including vacation leave (22 days), paid holidays (10 days), sick leave (12 days), self and dependents-reduced tuition, choice of several retirement plans including TIAA/CREF, group life insurance, long-term disability coverage, medical insurance programs, flexible benefits plan and dental insurance plans. Arizona State University has emerged as a leading national and international research and teaching institution with a primary focus on Maricopa County, Arizona's dominant population center. This rapidly growing, multi-campus public research university offers programs from the baccalaureate through the doctorate for approximately 49,000 full-time and part-time students. ASU was named a Research I university by the Carnegie Foundation for the Advancement of Teaching in early 1994. Located in the heart of the growing southwest, the Phoenix metropolitan area offers a unique range of cultural and recreational opportunities, with the moderate summer climate and winter sports of the high elevations only a few hours away. **Application Deadline:** First consideration will be given to applications received by Tuesday, June 1, 1999, and the first of each month, thereafter, until the position is filled. **Application Procedure:** Send letter, resume, and names, addresses and phone numbers of four recent professional references to: Kurt R. Murphy, Assistant Dean for Personnel, University Libraries; Arizona State University, Box 871006, Tempe, Arizona 85287-1006 For more information e-mail karie.pifer@asu.edu, telephone 602/965-4914 or fax 602/965-9169. Full position description is available upon request. Please address work experience as it relates to each qualification, and/or coursework and training. ASU is an EO/AA employer and actively seeks diversity among applicants and promotes a diverse work force.

CURATOR OF SPECIAL COLLECTIONS

*The Jones Library
Amherst, Massachusetts*

Full-time professional position in The Jones Library to coordinate the library's special

collections of rare materials on local history, genealogy, and Amherst authors, including Emily Dickinson and Robert Frost. Requires excellent communication skills, sensitivity to diversity, thorough knowledge of automated library systems; a working knowledge of U.S. literature and New England history; master's degree in library science and at least one year experience in archives management. For application packet, please contact: Human Resources, Town Hall, 4 Boltwood Ave., Amherst, Massachusetts 01002. Amherst is and EO/AA employer and encourages woman and minorities to apply. **Application Deadline:** June 18, 1999.

HEAD, ARCHIVES AND SPECIAL COLLECTIONS

*Georgia Institute Technology Library and
Information Center
Atlanta, Georgia*

Responsibilities: The head of archives and special collections reports to the director and associate director of libraries and is responsible for acquisition, organization, access, preservation, and maintenance of all institute archives, records, photographs, memorabilia, videotapes, audiotapes, films, electronic records and rare books. This position requires collaboration with all units at the institute as well as the Alumni and Athletic Associations. The head of archives will use accepted practices to preserve and make materials available. Other responsibilities include working with researchers, scholars, and others in support of the institute's mission, participate in planning and setting up exhibits, participate in digitization projects, obtaining support for archival and records programs, and working with the head of acquisitions on rare books. **Environment:** The Georgia Institute of Technology is one of the nation's outstanding schools for engineering, science, computer science, and architecture. The position offers unique opportunities to design and/or participate in pioneering digital library projects, electronic records, and work with all institute units. **Qualifications: Required:** ALA-accredited master's degree in library or information science or archival studies, at least four years in managing an archives/records operation including supervision of professional and support staff. Experience in development of digital library projects. Knowledge of current archival and records management standards and practices. Ability to work with customers in rapidly changing technological environment. Effective interpersonal communication and skills. U.S. citizen-



PROFESSIONAL OPPORTUNITIES

ship. **Preferred:** Experience in fund raising, exhibit design, and acquisition and preservation of rare books in science, technology, and architecture. **Salary and Benefits:** Salary is competitive and commensurate with experience and qualifications. Standard benefits package includes life, health, and disability insurance and participation in the state or optional retirement programs; 21 days annual leave, plus 12 paid holidays. Send names, addresses, and phone numbers of 5 references and salary history to: Becky Turner, Personnel Librarian, Library and Information Center, Georgia Institute of Technology, Atlanta, Georgia 30332-0900. Position will remain open until filled. An Equal Opportunity/Affirmative Action Institution.

HEAD OF THE DEPARTMENT OF SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES

*California State University
Sacramento, California*

Description: The department head is responsible for the administration of the Department of Special Collections and University Archives. Develops, organizes and preserves the collections. Supervises the university archivist/curator of the Japanese American collection, 1.5 FTE staff, and student assistants. Works closely with faculty in the library and the university to acquire collections that support the university's curricular and research activities and plays a major role in seeking adequate funding for the collections. Develops programs and exhibits that promote knowledge of and use of the collections. Provides reference assistance and instruction for those persons seeking to use the collections. Works closely with the dean of the library and the director of library development and external relations in grant-writing and fund-raising efforts. Reports to the associate dean for public services. **The Department:** The CSUS library department of special collections and university archives contains over 4,000 linear feet of archival and manuscript materials, including the award-winning Japanese American archival collection, and the papers of Congressmen John Emerson Moss, Charles M. Goethe, Phil Isenberg, and Senator Leroy Green. The department is committed to collecting primary resources documenting the social, cultural, economic, and political history of the Sacramento region, and preserving the historical records of the university. More information about the library and the university can be found at <http://www.csus.edu>.

Qualifications: Required: ALA-accredited M.L.S.; record of progressively responsible experience in managing special collections or archives and in building collections; ability to manage and provide leadership in a collegial manner in an ever-changing environment; successful supervisory experience; excellent interpersonal skills and the ability to work with a diverse population of faculty, staff, students, and community members; effective verbal and written communication skills; demonstrated experience with computer applications including electronic information resources and the Internet; knowledge of MARC-AMC cataloging and of national standards for bibliographic description of special collection and archival materials; successful experience providing reference and instructional services; familiarity with preservation methods and techniques. **Preferred:** Course-work in archives or special collection management; advanced degree in history, political science, public policy or related discipline; Academy of Certified Archivists certification; experience in working with special and archival collections in an academic setting; familiarity with InMagic or Innovative Interfaces library systems; familiarity with digital technology as it relates to special and archival collections; experience with HTML, SGML, EAD and Web applications; successful experience in grant writing and fund raising and in preparation of exhibits; evidence of scholarly contributions. **Appointment/:** This is a full-time, 12-month tenure-track faculty appointment. Appointment will be at the senior assistant or associate librarian rank, depending upon credentials and experience. **Salary:** Senior assistant minimum \$43,584; associate librarian minimum \$50,124. CSUS has an attractive retirement and benefits program. **Application Procedure:** Anticipated start date is July 1, 1999. Applications received by April 19, 1999, will receive first consideration; position will remain open until filled. Send a current resume and cover letter addressing the qualifications for the position, and the names, addresses, and phone numbers of three professional references to: Patricia Larsen, Director and Dean of the Library, The Library, California State University, Sacramento, 2000 State University Drive East, Sacramento, CA 95819-6039. For a full position description and vacancy announcement, send a request to lmjones@csus.edu. California State University Sacramento, is an Affirmative Action/Equal Opportunity Employer.

PROCESSING ARCHIVIST

*Modern Political Collections Division
South Caroliniana Library
The University of South Carolina
Columbia, South Carolina*

The processing archivist will chiefly process and supervise processing of congressional collections, and assist with reference, exhibits and other outreach activities, development, and help edit and produce the library newsletter. This position emphasizes written and oral communication skills and individual initiative and provides excellent opportunity for professional growth. **Qualifications:** M.A. in history, political science, or information science and archival training, or B.A. and two years experience, evidence of above average writing skills, ability to lift boxes weighing forty pounds, ability to drive university vehicles, valid drivers license, ability to type, and knowledge of WordPerfect or Microsoft Word. Occasional work outside normal business hours may be required.

Highly Preferred: Experience processing large complex collections, knowledge of modern U.S. history. **Preferred:** Knowledge of South Carolina history, experience editing newsletters, experience with PageMaker. Salary depends upon experience, minimum: \$24,618. Excellent fringe benefits. To apply, request an application for nonacademic employment from: The University of South Carolina Employment Office, 508 Assembly Street, Columbia, South Carolina 29208, or fax your resume to the Employment Office at 803/777-0302. Position available July 1, 1999. AA/EOE.

PROJECT ARCHIVISTS

*Atlanta History Center
Atlanta, Georgia*

Two positions as project archivist are available immediately at the Atlanta History Center to assist in processing the records of the Centennial Olympic Games. Experience processing collections required. This is a six-month, full-time temporary position with the possibility of renewal. To apply send resume, three references and cover letter to: Anne Salter, Director, Archives, Atlanta History Center, 130 West Paces Ferry Rd., Atlanta, Georgia 30305; 404/814-4041.



PROJECT ARCHIVIST

*The Museum of Modern Art
New York, New York*

The Museum of Modern Art has an exciting opportunity for an individual with aspirations toward a career in archives for work on a special project. Qualified candidates will possess at least a B.A. (M.A. preferred) in art history with an emphasis in photography. Necessary skills include proficiency with the cataloging and archiving processes. Responsibilities encompass working in conjunction with the departments of archives and photography in consultation with the preservation specialist to process and archive a special collection of photographs and papers. We offer a competitive salary and generous benefits package. Please send c.v. and cover letter to: The Museum of Modern Art, Manager of Recruiting GMA, 11 West 53rd Street, New York, New York 10019, fax 212/333-1107.

POSITION WANTED

Seeking position, Northwestern or Western states. Records Manager/Archivist, 21 years progressive experience. B.A.; M.A., Archives Certificate, New York University; CA, CRM, CPC (Certified Professional Consultant), work with databases and boards of trustees and presidents; consulting done for federal judge; supervision, public relations and exhibition experience; academic, legal, government, criminal investigations, audits, and case files records work; micrographics/ imaging; internationally published author; many biographical texts listings. Joe Settanni, 36 Elm Street #17, Morristown, NJ 07960-4119.

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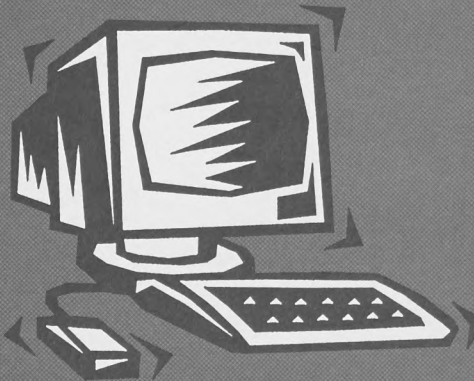
VERSION 1.0

PREPARED BY THE
ENCODED ARCHIVAL DESCRIPTION WORKING GROUP
OF THE SOCIETY OF AMERICAN ARCHIVISTS

This volume introduces EAD from administrative, technical and archival perspectives. This is the final piece of documentation for EAD Version 1.0, which also includes the EAD Document Type Definition and EAD Tag Library.

Stay tuned for details in the next issue of *Archival Outlook* and on SAA's Web site at www.archivists.org.

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Submitted by Bill Holleran.