

ARCHIVAL OUTLOOK

JULY/AUGUST 1999



Newsletter of the
Society of American Archivists

THE GRAND MARCH!

*SAA Heads to Pittsburgh
Strike Up the Bandwidth:
Online Education
Parade of New Books*

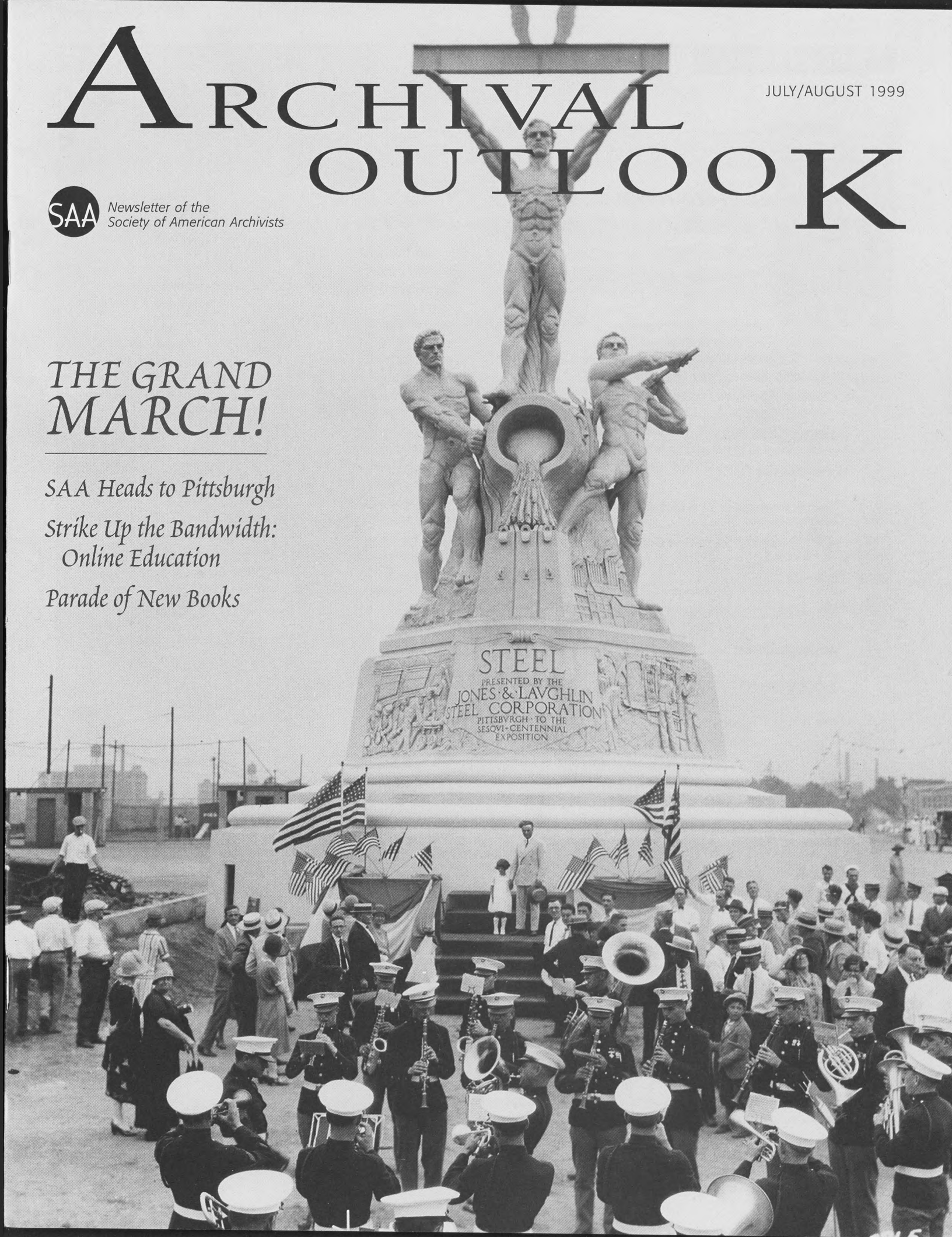


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Constructed of plaster and structural steel, the 75-foot-tall statue "STEEL" was donated to the city of Philadelphia for the Sesquicentennial Exposition by the Jones & Laughlin Steel Corporation of Pittsburgh on August 4, 1926. The central of the three male figures holds aloft a winged I-beam indicative of the wide distribution of steel products. Courtesy of Jones & Laughlin Collection, Historical Society of Western Pennsylvania.

ARCHIVAL OUTLOOK

The Society of American Archivists

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Archival Outlook (ISSN 1520-3379) is published six times a year and distributed as a membership benefit by the Society of American Archivists. Contents of the newsletter may be reproduced in whole or in part provided that credit is given. Direct all advertising inquiries and general correspondence to:

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∞ *Archival Outlook* is printed on paper that meets the requirements of the American National Standards Institute—Permanence of Paper, ANSI Z39.48-1992.



Where's the Salary Information?

Recently, I have noticed a disturbing trend in the advertisements appearing in the Professional Opportunities section of *Archival Outlook*. It seems that more and more of the job opportunities are omitting any type of salary information. Instead, such phrases as "we offer a competitive salary" or "salary commensurate with experience" are used.

I realize that there might be a number of reasons for this. Some would argue that omitting any salary information allows an organization to cast a wide net. Others do not want to discourage individuals from applying based on salary alone. There are organizations whose cultural preference leans toward negotiated salaries. And likely some are trying to reduce the cost of the ad by cutting text to a minimum.

Rationales like these might seem logical to the organization employing them, but they are ultimately self-defeating. Salary data is a very important piece of information for a job seeker to have, especially if the individual is searching for a higher-level position. At this stage in his or her life, there are likely obligations (such as family, a mortgage, etc.) that have to be met and knowing the salary one is likely to get is an important determinant in making the decision to apply. And while salary should not be the only factor in deciding to apply for a position, it would be a foolish person indeed who did not take it into account.

Omitting salary information may also leave a bad impression or lead to a waste of time on the part of both the applicant and the organization. In the first instance, one could surmise that the reason that the salary is not provided is that it is so low that only individuals who are desperate or are truly seeking experience before moving on to a "real" archival position would bother to apply. The organization may then be perceived as being "cheap" or not valuing archival work enough to offer a "decent" wage. In addition, one might wonder whether such an organization is being duplicitous by claiming that a salary is "competitive" (with who?) or that it will be based on "experience" (how is that value determined?). So potential applicants refuse to apply, thus eliminating qualified applicants from the talent pool.

In the latter case, a number of individuals may apply whom, for one reason or another, would not take the position at the salary offered. Of course, not knowing what the salary is, they apply anyway. This could lead to added costs to the organization, such as wasted travel expenses or those relating to reopening the search, not to mention the squandering of a most precious resource—time on the part of both the applicant and the organization. It may also lead to bad "word of mouth" as former applicants complain about how they were "deceived."

There may be very little that SAA can do about this trend. Legally, SAA may have no choice but to accept ads that are not discriminatory. However, I would urge all those placing job ads in *Archival Outlook* to seriously consider the harm they may do to themselves and their organizations by not supplying salary information to prospective applicants.

JAMES CROSS
Clemson University Libraries
June 4, 1999

Knowledge Management

It was with some anticipation that I turned to the article on knowledge management in the May/June issue of *Archival Outlook*.

I hoped that it would help add to my understanding of knowledge management, and the role of archives and archivists in supporting this important management technique. Unfortunately, the article did not meet my expectations.

The first and last sections of the article described the concept of knowledge management and the importance of archivists participating in knowledge management efforts. The rest of the article was about the management of graphic images. Although I agree that image management can be an important component of knowledge management, the article did not address how to achieve that integration. The article did not describe methods for collecting and sharing information with a larger organization, and how that information can be utilized in such a way that it becomes knowledge. In short, the article did not live up to the promise of its title ("The Future of Corporate Archives: Knowledge Management in a Digital World").

I realize that knowledge management is a complex topic that the experts are still debating, but I hope that future articles in *Archival Outlook* can tackle it more effectively.

ELIZABETH W. ADKINS, CA
Manager of Archives Services
Ford Motor Company
June 2, 1999

Editor's Note: On the topic of knowledge management, see Bruce Dearstyne's informative article, "KM101: An Introduction to Knowledge Management," on pp. 10-11 of this issue of *Archival Outlook*.

Sneak Peek!

The Society of American Archivists is currently redesigning its Web site (www.archivists.org). Look in the next issue of *Archival Outlook* for full coverage of these developments.



Archival Doctoral Education: An Issue and a Challenge for the Archival Profession

co-written by Luciana Duranti and Anne Gilliland-Swetland

Another column about archival education by a president who is a full-time archival educator was to be expected. But this column is different in that it addresses an issue that is becoming critical to the development of graduate archival education and even to the survival of existing programs: archival doctoral education. Given the administrative and practical underpinnings of this primarily philosophical and conceptual issue, I have asked a fellow SAA Council member and educator, Anne Gilliland-Swetland of the University of California at Los Angeles, to co-author this piece. Our wish is to ensure that our remarks are valid and relevant in both the United States and Canada, where we respectively work.

Archival doctoral education in North America is still in its infancy. The archival profession has invested a considerable amount of intellectual energy and professional resources into conceptualizing its needs and visions for professional education. It is time now to direct some of that intellectual energy and those resources toward a conceptualization of the nature of research education and an analysis of what it would take to build the necessary infrastructure to support it.

Archival doctoral education contributes to a fundamental need of the archival profession, that of conducting critical inquiry into the disciplinary aspects of archival science, thereby augmenting the disciplinary bases of the profession and increasing professional self-knowledge through research. The need to conduct research is most often perceived as a response to rapidly changing technological and professional environments, but the truth is that it reflects the high degree of complexity reached by the archival profession in its own development.

Research can be conducted in a number of forums by a variety of groups and individuals, including practicing archivists and master's students, and may be driven by many different purposes. However, the research most needed at this critical time is that developed and carried out by people who have been trained in archival research, and have experienced diverse methodologies and research designs—that is, by people with a Ph.D. in archival science.

A Ph.D. based in archival education is a research rather than a professional degree. Its attainment signifies that an individual is able to work at a conceptual and theoretical level, and can ask the why questions as well as addressing the how questions, which have predominantly driven the kind of research that has been undertaken to date. Academic investigation carried out by research faculty and students has the ability to deal with types of analyses that are difficult or inappropriate for practicing archivists to undertake from within their own institutions (for example, benchmarking studies across institutions, sectors, or national, bureaucratic, and juridical contexts).

In addition to the conceptual rationale outlined above, there are some pragmatic reasons for considering this a critical time for our profession to address the issue of archival doctoral education. One of them is that the base of archival education has grown significantly in the past decade in Canada and the United States. More archival educators have full-time academic appointments, more universities are developing archival education programs, and more of those programs have multiple archival faculty members.

Moreover, the number of students enrolled in those programs has been growing. As a result, there is a strong and unmet demand from the universities for qualified faculty. University requirements for qualified faculty are a Ph.D., a strong conceptual and theoretical grounding in archival knowledge, and methodological and research design expertise and experience, as evidenced by papers and publications. If the North American archival profession cannot supply candidates who meet these requirements, graduate education programs will not continue to grow and will not be able to provide the deep and diversified education that is needed by the profession.

Indeed, because of this situation, nascent master's programs are in a most vulnerable state, and this is especially regrettable at a time in which the need for such programs is strongly felt by the SAA membership, as witnessed by such

continued on page 23

Position Statement on Diversity

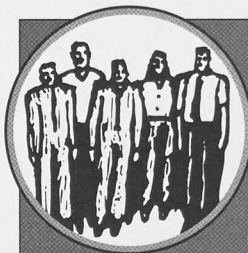
The Society of American Archivists is committed to integrating diversity concerns and perspectives into all aspects of its activities and into the fabric of the profession as a whole. SAA is also committed to the goal of a Society membership that reflects the broad diversity of American society. SAA believes that these commitments are essential to the effective pursuit of the archival mission "to ensure the identification, preservation, and use of the nation's historical records."

— Approved by the Council of the Society of American Archivists
June 12, 1999

Summary of June Council Meeting

The SAA Council meets four times a year—January, June, and twice during the annual meeting. Below is a summary of what Council did at its recent June meeting in Washington, DC. Full official minutes of the meeting will be published in the *American Archivist*.

- Reviewed FY99 financial statements and adopted the FY00 budget;
- Met with Sara Varner, associate vice president, Ghiorse & Sorrenti, Inc. on the development and execution of association fund-raising methods;
- Met with Archivist of the U.S. John Carlin;
- Discussed and began development of six preliminary goals and objectives for the 2000 strategic plan. These goals will be further discussed and developed at the 1999 Membership Forum on August 25 in Pittsburgh and in other membership fora;
- Asked the SAA meeting planner to investigate the West Coast for the 2003 annual meeting, with first emphasis on Los Angeles, and Seattle as an additional possibility;
- Approved an SAA position statement on diversity (see above);
- Approved the *Guidelines for College & University Archives* as developed by the College & University Archives Section and as recommended for approval by the Standards Committee;
- Formally adopted assumption that 100% of Council would participate in the 2000 annual giving campaign; and
- Approved establishing a Task Force on Continuing Education.



Share your talent and expertise with the Society of American Archivists

President elect H. Thomas Hickerson has appointed Deborah Skaggs to chair the Appointments Committee, which currently is soliciting nominees and applications for vacancies on committees, task forces, boards, and other groups in SAA. Appointments are 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.



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Pick Pittsburgh

SAA's 63rd
Annual Meeting

by Tara J. Shimandle, SAA Education Program Coordinator

Pack your bags and make your plans to join the Society of American Archivists for its 63rd annual meeting in Pittsburgh at the Hilton & Towers on August 23-29, 1999! You won't want to miss a moment of the jam-packed schedule planned by this year's Program Committee. Starting out the week are twelve preconference workshops to help you hone your professional skills and learn the latest in archival theory, practice and technology. From electronic records and encoded archival description to preservation planning and oral history, there is sure to be a workshop to wet your professional curiosity (see complete listing on page 13).

The special focus of this year's conference is "Meeting the Challenge of Contemporary Records." Sessions throughout the meeting will reflect the special focus revolving around three issues central to this challenge: creation, preservation, and access. Conference programs were mailed to all SAA members in June and contain the full listing of the many fascinating sessions and events awaiting them. The program may also be accessed on the Web at <http://www.library.cmu.edu/SAA-PghHostCmtl/>.

A city rich in history and tradition, downtown Pittsburgh is located at the confluence of the Monongahela, Allegheny and Ohio rivers. Originally settled by the French as Fort Duquesne then destroyed by the British and re-established as Fort Pitt, it was referred to in the early days as the "Gateway to the West." The development of iron foundries early in the nineteenth century set the stage for the boom of the steel industry. Pittsburgh rapidly became the world's leading producer of steel under the guidance of Andrew Carnegie, who became the richest man in the world thanks to his efforts.

Pittsburgh today still bears the mark of Carnegie and his multi-millionaire contemporaries. Museums, schools, theaters, history centers, all proudly bear the names of Pittsburgh's founding fathers such as Carnegie, Mellon, Frick and Heinz. The city today has been transformed from its early roots in the soot-stained steel industry to a bustling and vibrant community. The mills which once belched coal fumes and pollution into the air are long gone, giving way to a contemporary architectural treasure colored by emerald parks and the sparkle of three rivers.

The conference hotel for SAA's annual meeting, the Pittsburgh Hilton & Towers, is located in the heart of the downtown area known as the "Golden Triangle." Nearby you will find delectable eateries, intriguing bookstores and the more bucolic delights of beautiful Point State Park. The hotel is situated within easy walking distance of many of Pittsburgh's landmark architectural gems and interesting neighborhoods that you will want to explore—the Downtown District, Market Square, the Theater District and the Strip to name a few. A little farther afield you might find yourself discovering one of Pittsburgh's close-knit neighborhoods—the South Side and Mount Washington, across the Monongahela River, the North Side across the Allegheny River, and Oakland, the university area in the east.

Join SAA on August 23-29, 1999, for its 63rd annual meeting in Pittsburgh. Whatever you come for—preconference workshops, stimulating educational sessions, committee, section and roundtable meetings, exhibits, networking—you are sure to come away with your archival spirit rejuvenated, your commitment to your profession renewed, and richer for experiencing the captivating charms of Pittsburgh. ♦

☞ 1999 SAA LEADERSHIP LUNCHEON ☞

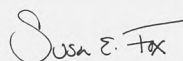
Dear SAA Leaders,

Since we will soon be gathering in Pittsburgh for the 1999 SAA annual meeting, I wanted to make you aware of a very important event to which you are invited—the SAA Leadership Luncheon. Scheduled to take place from noon – 1:30 pm on Saturday, August 28, this annual event brings incoming and outgoing officers of SAA committees, sections, roundtables, boards, and task forces together to share their thoughts on the direction of SAA within the context of their group's activities.

You should have already received the annual meeting program in which there is a description of this event along with a check-off on the meeting registration form. If you wish to participate, please indicate your intention to do so on the registration form. Please note, however, that there will be no charge for this luncheon (a fee was published in error). If you wish to respond directly to Debbie Mills Nolan, SAA's meeting planner, you can do so by contacting her at debramills@aol.com or 561/745-8353. The deadline for indicating your intention to attend is Friday, August 13.

We very much appreciate your continuing good work and look forward to seeing you soon.

Best Regards,



Susan E. Fox
SAA Executive Director



For the latest information about
SAA'S ANNUAL MEETING visit
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Brochures available upon request.

the architecture of downtown pittsburgh

by martin aurand

architecture librarian and archivist, carnegie mellon university libraries



Allegheny County Courthouse and Jail (courtesy Historical Society of Western Pennsylvania)

Pittsburgh's architecture begins with a topography of hills ranging above narrow plains lining three rivers. The rivers meet at Downtown Pittsburgh, destination of the 63rd annual meeting of the Society of American Archivists, August 23-29, 1999. Historic railway inclines and tunnels connect the hills to the river plains while bridges link the river plains to the "Golden Triangle." The countless bridges serve as a gallery of bridge design and technology: the picturesque Smithfield Street Bridge (1883) is a rare lenticular truss; the "three sisters" bridges at Sixth, Seventh, and Ninth Streets (1925-1928) are a lyrical sequence of self-anchored suspension bridges.

Surrounding the Hilton & Towers, Point State Park and the office towers of Gateway Center lie at the apex of the triangle. Products of Pittsburgh's "renaissance" of the 1950s, they act as a forecourt for the city and a setting for remnants of the British Fort Pitt (1759). Low-rise buildings from the mid-nineteenth century remain along the triangle's southern fringe, and in the vicinity of Market Square, a break in the city grid laid out in 1784. The Greek Revival Burke's Building (1836) on Fourth Avenue is a survivor of Pittsburgh's Great Fire of 1845.

Industrialization brought oil and steel money to Pittsburgh, one of the world's richest cities at the turn-of-the-century. Fourth Avenue, "Pittsburgh's Wall Street," comprises low-rise banking houses that alternate with turn-of-the-century skyscrapers. Financial functions are now largely gone, but elaborate architectural facades, marble-lined lobbies, and a few banking halls remain, most notably Dollar Bank's jewelbox building (1871) at Fourth and Smithfield Streets.

Two street grids parallel the Monongahela and Allegheny Rivers respectively, and meet at Liberty Avenue in a jumble of streets and odd-shaped buildings. Liberty and Penn Avenues are lined with multi-story loft buildings. This is now Pittsburgh's "Cultural District" with galleries, an art movie house, three historic theaters and a fourth theater under construction.

Many of the loft buildings are of heavy stone construction, inspired—as was much late-nineteenth-century Pittsburgh architecture—by the "Richardsonian Romanesque" of the Allegheny County Courthouse and Jail (1884-1888). The County Buildings on Grant Street were designed by Henry Hobson Richardson, America's premier architect of the time. The Courthouse had a far-reaching impact on American public architecture, and modernists have long admired the jail for its bold unadorned surfaces. The basement is now the entry level (the surrounding

streets were lowered in 1913), with a monumental stair hall above. Next door, the City-County Building (1915) has an internal street at its core, lined with bronze columns by Tiffany Studios. Figural and architectural motifs on the elevator doors recap the history of public architecture in Pittsburgh.

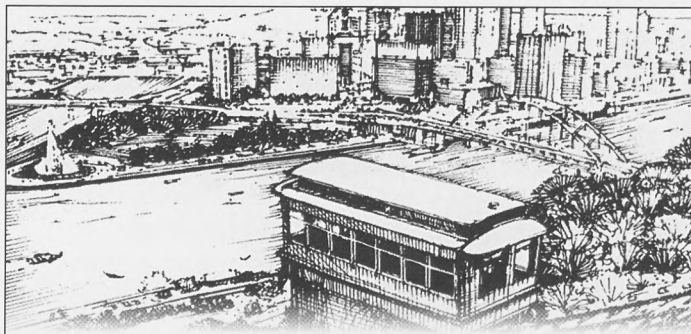
Across the street, industrialist Henry Clay Frick built the Frick Building (1901), the Flemish-Gothic Union Trust Building (1915), and the William Penn Hotel (1914-1916, 1928-1929) on adjacent lots. These real-estate ventures cinched Grant Street's role as the city's most prominent street and business address. Legend has it that H.C. Frick built his Frick Building several stories higher than the Carnegie Building, which once stood next door, so that he could overshadow his adversary Andrew Carnegie. Further north, two Art Deco skyscrapers frame Seventh Avenue, and Union Station terminates the Grant Street axis. All of these buildings have spectacular interiors, including the Union Trust Building's ten-story rotunda and stained-glass dome.

Many of Pittsburgh's turn-of-the-century office buildings were named for local industrialists like Frick and Carnegie. The Art Deco Koppers Building (1929) and Gulf Tower (1932) were named for their corporate parents. Wonder what the weather will be like? The Gulf Tower is topped with a weather guide which flashes the forecast. Latter-day corporate towers included two U.S. Steel Buildings (1952 and 1971), the Alcoa Building (1953), and the post-modern gothic PPG Place (1979-1984), all named for Pittsburgh corporations and built of company materials - steel, aluminum and glass, respectively.

These buildings and many others may be seen from Mellon Square (1955), which displays a 360-degree panorama of urban architecture. Nearby, three churches and an historic graveyard occupy land that William Penn explicitly designated for religious purposes in 1787. Also nearby is Kaufmann's department store and its corner clock, a popular meeting place for Pittsburghers. Merchant Edgar Kaufmann was later the client for Fallingwater, the famous house south of Pittsburgh designed by Frank Lloyd Wright.

Several bridges connect Downtown to the South Side, a steelworkers' neighborhood turned a bit funky. Corner bars alternate with restaurants and galleries along one of America's longest Victorian "main streets." To the north, more bridges link Downtown to the North Side, Pittsburgh's deepest swatch of river plain and the site of Pittsburgh's former twin city of Allegheny. A rich collection of nineteenth-century housing stock comprises four major historic districts. The riverfront, however, is Pittsburgh's current architectural playground, where a new Alcoa Building will soon be joined by new football and baseball stadiums. The Pittsburgh skyline will become a centerfield backdrop.

Downtown Pittsburgh has true architectural landmarks and many significant buildings. Others may be found in outlying areas, particularly the civic and university district of Oakland. But the sum is more than its parts. Pittsburgh's rich urban fabric attracts movie crews who can find virtually any setting that they desire. Pittsburgh is meant to be seen, on screen, and in person. Hills and rivers, inclines and bridges provide ideal vantage points for dramatic views of the city and its architecture. ♦



SAA 63rd Annual Meeting August 23-29, 1999

Headquarters and Lodging

The Pittsburgh Hilton & Towers
Gateway Center
600 Commonwealth Place
Pittsburgh, PA 15222
412/391-4600

Hotel Rates

\$99 Single
\$126 Double (1 bed, 1 rollaway cot)
\$136 Double Double (1 room with 2 beds)
\$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

Transportation By Air

Receive a discount of up to 10% on U.S. Airways by calling SAA's travel agent, Travel Technology, to take advantage of exclusive low fares. Travel Technology can be reached at 1-800-388-8856 or 312-527-7270, Monday through Friday, 8:00 am - 5:00 pm CST. To obtain the best fare, call sixty days prior to your departure, and refer to Gold File #28621021.

Automobile Parking

Parking is available at the hotel for \$15 a day to self park or for \$21 a day to valet park.

KM 101: A Brief Introduction to Knowledge Management for Archivists

BRUCE W. DEARSTYNE, University of Maryland

Working definition — Knowledge management (KM) has rather suddenly become a popular topic for articles, books, workshops, courses, and business initiatives. Firms that used to be in the information business are now declaring themselves to be in the knowledge business. For instance, Xerox's new slogan is "Sharing Knowledge Through Documents."TM Leading consulting and management firms, such as PricewaterhouseCoopers, are rapidly expanding their advisory services in this field. Separate out the (considerable) hype associated with KM, and something of vast importance remains, with significant implications for archivists and other information professionals.

KM, which has roots in the past, represents a new way of looking at the creation and application of information. KM does not yet have a settled definition, prescriptive practices, or a focused professional identification. The Knowledge Management Consortium (www.km.org), a collaborative of professional associations, universities, and other groups, is attempting to standardize concepts and terminology. For now, a practical working definition of KM is: an emerging set of strategic approaches, management skills, and technologies to enhance the application of information resources and individuals' knowledge to the business purposes of the organization and to strengthen the capacity of the organization to improve its operations and services.

KM experts distinguish between "explicit" knowledge (written down, recorded, and potentially useful when selected, extracted, interpreted, and applied) and "implicit" knowledge (people's expertise, insights, and other knowledge that can be called up and applied to particular advantage). KM has several elements:

- Knowledge generation, including acquisition from the outside, from internal sources (including internal documents), and from the minds of employees;
- Knowledge evaluation organization, and codification to make it readily accessible and available for business use;
- Knowledge transfer, including electronically, on paper, and, more importantly, direct exchange among people through discussions, forums, etc.; and
- Knowledge administration, including application of a broad array of software as well as more traditional means such as organizing discussions and informal forums for knowledge sharing.

Origins — KM is a still-under-development blend of Japanese management practices, American pragmatism, marvelous information technology, and the imaginative skills of business and information professionals. It aims to draw on

explicit and implicit knowledge resources in an unprecedented manner and make both work more directly and effectively than in the past for the good of the enterprise. KM is a growing stream with many tributaries: a deeper understanding of the knowledge-creating and knowledge-sharing process; the growth of the Internet, the WWW, and intranets; the ability of computers and digital networks to move vast quantities of information rapidly; the shifting composition of, and rapid turnover within, the workforce (people leave, take their knowledge with them); a recognition of information as an immensely important competitive resource; the need for more and better information on customer needs and habits as a means of customer solicitation and retention; and the insights from such leading analysts as Peter Drucker, on the knowledge-based organization, and Peter Senge, on the concept of the learning organization.

Books — There are many KM books and more coming all the time. Some are excessively technical, describing complicated information retrieval systems; others, more reader friendly, clear, and straightforward. Here are some of the most useful.

- Thomas H. Davenport and Laurence Prusak, *Working Knowledge: How Organizations Manage What They Know* (Boston: Harvard University Press, 1998) is the best overview of the topic.
- Ikujiro Nonaka and Hirotaka Takeuchi, *The Knowledge Creating Company* (New York: Oxford University Press, 1995) traces KM's roots in Japanese industrial practices.
- Dorothy Leonard, *Wellsprings of Knowledge: Building and Sustaining the Sources of Innovation* (Boston: Harvard University Press, 1998) discusses KM in American business settings.
- Chung Wei Choo, *The Knowing Organization* (New York: Oxford University Press, 1998) analyzes how organizations use information to construct meaning, create knowledge, and make decisions.
- Verna Allee, *The Knowledge Evolution: Expanding Organizational Knowledge* (Boston: Butterworth Heineman, 1997) is uneven but has some excellent insights.
- Thomas Stewart, *Intellectual Capital: The New Wealth of Organizations* (New York: Doubleday, 1997) is a readable work with touches of humor on how organizations are harnessing brainpower.

Sources — Several journals, including *Information Week*, *Information Today*, and *Inform*, follow KM developments. The best way to keep up is through the Web—perhaps no surprise since KM itself has a strong technological flavor to it. But be prepared for speculation, redundancy, discussion of information issues that are not directly related to KM, and veiled advertising of software products masquerading as objective analysis! Some of the most helpful Web sites:

- www.kmworld.com is perhaps the most dynamic site; it is the Web partner of the newspaper *KM World*, perhaps the best print source for developments in the field and new software products. (Subscriptions to the newspaper are free; you can subscribe via the Web site).
- www.brint.com has the most comprehensive set of articles.
- www.kmmag.com is good for current issues; its paper-based partner, *Knowledge Management Magazine*, is available for subscription from the site.
- www.sveiby.com.au, maintained by Sveiby Knowledge Management, covers definitions and is a good source of initiatives.
- www.knowledgeinc.com is a good place to keep up with events.
- For a worldwide perspective, try the International Knowledge Management Network at kmn.cibit.nl/wen/kmn.

Implications — The rise of KM is an important development. It may change, it may be called something else—I predict the name will change—but it is not going away. It puts the power of information technology behind both explicit and implicit information resources to further the strategic goals of businesses and other organizations, which is a winning combination. Information professionals are recognizing its implications and the potential for new relationships and partnerships. The Association of Records Managers and Administrators, for instance, is sponsoring KM workshops and has issued *Knowledge Management: A Manager's Briefing* (Prairie Village, KS: ARMA International, 1998). Some archivists may evolve into knowledge managers as their responsibilities change over the years. Some implications of KM for archivists:

- **New information partners.** The Knowledge Management field is in the process of defining itself as a profession or at least a distinct calling. As an established professional field, archivists should monitor these efforts and seek approaches to partnerships and collaboration. ("Take a Knowledge Manager to Lunch" might make a good slogan!)
- **Drift toward undifferentiated "information."** In a sense, the KM movement is another example of the transformational impact of information technology. It has the potential to blur the boundaries between professional callings and to make it appear, to the non-expert at least, that there is an undifferentiated sea of "information" or knowledge. Archivists need to address this issue, to blend in with the larger information world, but, at the same time, to maintain their professional distinctiveness.

- **The knowledge in (from) the records.** What KM experts call "explicit knowledge" actually includes records, including archival records. Archivists need to make clear that records of enduring value are distinct from other types of knowledge and information resources, that they are essential for documentation, research, and study, and that there is a professional field that has as its mission their identification and sound administration.
- **Present-mindedness vs. long-term preservation.** KM stresses the value of information and knowledge for practical, bottom-line business purposes. It has limited concern about potential long-term usefulness and preservation of information of enduring value for research and other purposes. This mind-set is a cause for concern; in discussing KM related issues, archivists need to continually reassert the need to preserve selected records for the long term.
- **Archival applications for KM software.** Much of the emerging KM software—under rapid development for a growing and lucrative market—has powerful capacity for identifying, calling forth, organizing, and presenting information from within vast databases. Some of this software, with modifications, may have applicability for archival description and access.

Bruce W. Dearstyne is an associate professor at the College of Library and Information Services, University of Maryland at College Park and may be reached via e-mail at bd58@umail.umd.edu.



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SAA's First Online Course

Quick. The last time you took a continuing education course, how much did it cost you in time and dollars? The trip, the hotel, the registration, the materials, tips, food...wouldn't it be nice if you could learn the things you need to advance your professional life without all that hassle, in the comfort of your own home or office?

It's happening! On September 20, 1999, SAA will offer its first online course entitled "Basic Electronic Records" led by Tom Ruller, head of Information and Technology Management Services at the New York State Archives and Records Administration. The course will last six weeks, ending October 29, 1999. Registration for the course will be limited to 20 participants at a time. A second offering of the course will begin November 1, 1999, and end December 11, 1999.

No worry about airline connections. No time away from family and work. No packing and hotel room ambiance. The course can be accessed wherever and whenever it is convenient, within the six-week time frame. Information about the course is available on SAA's Web site, www.archivists.org. Look under "Education" for the online course and basic information concerning its content as well as "frequently asked questions." Note that the course requires that you have access to the Internet and have a browser.

Registration will be taken online only. The fee for the course is \$120 for non-members and \$95 for SAA members. Participants will earn 1.5 continuing education units for the twelve-module course. Registration for the September course will begin September 1, 1999 and end September 17, 1999. Registration for the November course will begin October 1, 1999, and end October 17, 1999. The registration zone on the SAA Web site is secured so that a credit card can be used for payment—e-commerce! Participants will have access to the course through an assigned password.

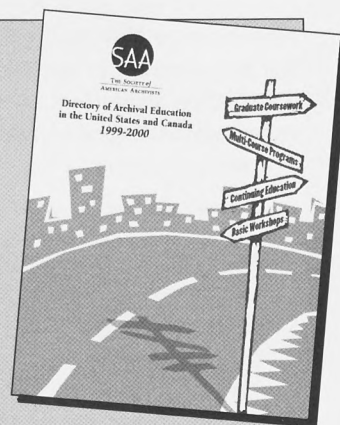
"Basic Electronic Records" is available, convenient, and economical. Even more important, it is a learning opportunity that will introduce the principles of preserving and providing access to records in digital formats, focusing on methods and issues in appraising, accessioning, providing reference for, and preserving records in electronic form. Participants will examine case studies and engage in online discussions with one another and the instructor as well as have the opportunity to develop documentation for a simple set of electronic records and make plans for the long-term preservation of those records. This course is intended for archivists who have a good understanding of archival principles and techniques, but who need basic training in how to apply those principles to records in electronic form.

Questions about "Basic Electronic Records" online can be directed to SAA interim education director Reneta Webb at 312/922-0140 or rwebb@archivists.org.

Join your colleagues on the 'Net and be an "e-learner" by participating in SAA's premiere step into online learning. ♦

SAA's "Directory of Archival Education in the United States and Canada, 1999-2000" now available

For anyone looking to further their education in the field of archives, this invaluable directory provides the latest, most complete information about the many and diverse archival training programs available in the United States and Canada. Also includes the "Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree." This directory is a valuable reference. For a free copy, contact Tara J. Shimandle at 312/922-0140 or tshimandle@archivists.org, or go to www.archivists.org.



Professional Growth Goes Two Ways

The words "professional growth" ordinarily conjure up images of attending conferences and meetings to find out what advances are being made in one's field of expertise. Yes, that's one aspect of it. But there's another one, as well. Both are necessary for professional growth.

From the aspect of individual enrichment, the meetings, conferences, courses, seminars and on-the-job training will continue to be choices for your professional growth. Adult education experts tell us that continuing education is a voluntary activity. It is up to the individual to aggressively seek lifelong learning. Resources for learning are all around you and can happen in all kinds of venues—from daily on-the-job experiences to the more formal instructor-led experiences. New media open even greater possibilities for learning. Whatever the source, you must take the initiative for your individual professional growth.

The other part of professional growth is what happens when individuals contribute to the growth of the whole. I don't know who first said it, but the saying is true, "When the water rises, ALL the boats go up." Professional growth means contributing, giving, sharing, instructing, mentoring, writing. It positions the professional as the source of enrichment. Will your work situation be better because you are there? Will your professional organization be enhanced by your contributions? Will the archival profession be energized by your being a part of it?

That's the take and give of professional growth. Congratulations to all of you who seek lifelong learning. Thanks to all of you who raise the water level. ♦



Check out preconference workshops at the SAA annual meeting

Twelve outstanding workshops are being offered on Monday and/or Tuesday, August 23 and 24, 1999, at SAA's 63rd annual meeting in Pittsburgh:

THE REFORMATTING CHALLENGE: MANAGEMENT ISSUES

Instructors: Sally Buchanan and Jean Ann Croft

PROBING APPRAISAL PRACTICE: CONTENDING WITH METHODS, MAYHEM AND MADNESS

Instructor: Richard J. Cox

DIGITAL IMAGING TECHNOLOGY

Instructors: Beth Davis-Brown and Laura Graham

ARCHIVAL CATALOGING AS A COMPONENT OF DESCRIPTION

Instructors: Melissa Delbridge and Lynn Holdzkorn

THE ADMINISTRATION OF PHOTOGRAPHIC COLLECTIONS

Instructors: Laurie Baty and Richard Pearce-Moses

BASIC ELECTRONIC RECORDS

Instructor: Tom Ruller

WRITING YOUR DISASTER PREPAREDNESS AND RECOVERY PLAN

Instructor: Jill Rawnsley

ORAL HISTORY: FROM PLANNING TO PRESERVATION

Instructor: Fred Calabretta

PRESERVATION PLANNING: SURVEYING, SELECTING AND HOLDINGS MAINTENANCE

Instructor: Pam Hackbart-Dean

ADVANCED ELECTRONIC RECORDS: DESIGN, IMPLEMENTATION AND EVALUATION

Instructor: Anne Gilliland-Swetland

APPLICATION OF THE USMARC FORMAT

Instructor: David Carmicheal

ENCODED ARCHIVAL DESCRIPTION

Instructor: Michael Fox and Kris Kiesling

For more information, visit SAA's annual meeting Web site at www.library.cmu.edu/SAA-PghHostCmte/preconf.html. Or contact SAA education program coordinator Tara J. Shimandle at 312/922-0140 or tshimandle@archivists.org.

Fall Workshop Schedule: Build Your Future

The latest SAA brochure announcing exciting educational options for September through December was mailed last month. The brochure includes a listing of fall workshops and a registration form. You can also access the registration form on SAA's Web site at www.archivists.org.

BASIC ELECTRONIC RECORDS

September 20, 1999 to October 29, 1999

Location: Online Course

Instructor: Tom Ruller

Fee: \$120; SAA Members: \$95

CEU: 1.5

Registration opens: September 1, 1999

Registration closes: September 17, 1999

COPYRIGHT AND FAIR USE FOR ARCHIVISTS

October 1, 1999

Location: Washington, DC

Instructor: Peter Jaszi

Co-sponsor: American University

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

CEU: .75

Registration deadline: August 31, 1999

ACCESS POINTS

October 7-8, 1999

Location: Buffalo, New York

Instructors: Susanne Warren and Peter Wilkerson

Co-sponsor: Western New York Library

Resources Council (WNYLRC)

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

CEU: 1.5

Registration deadline: September 3, 1999

DIGITAL IMAGING TECHNOLOGY

October 13, 1999

Location: Omaha, Nebraska

Instructors: Beth Davis-Brown and Jill Koelling

Co-sponsor: Midwest Archives Conference and

Society of Rocky Mountain Archivists

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

CEU: .75

Registration deadline: September 13, 1999

BUSINESS ARCHIVES: THE BASICS AND BEYOND

October 14-16, 1999

Location: Cincinnati, Ohio

Instructors: Elizabeth Adkins, Phil Mooney and Gary Steele

Co-sponsor: ARMA International

Fee: \$545; SAA Members: \$429

CEU: 2.25

Registration deadline: September 14, 1999

BASIC ELECTRONIC RECORDS

November 1, 1999 to December 11, 1999

Location: Online Course

Instructor: Tom Ruller

Fee: \$120; SAA Members: \$95

CEU: 1.5

Registration opens: October 1, 1999

Registration closes: October 17, 1999

ENCODED ARCHIVAL DESCRIPTION

November 4-5, 1999

Location: Durham, New Hampshire

Instructors: Kris Kiesling and Michael Fox

Co-sponsor: New England Archivists

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

CEU: 1.5

Registration deadline: October 1, 1999

MATT BLESSING joined the Department of Special Collections and University Archives at Marquette University Libraries as university archivist in July. Since 1991, Blessing had been employed by the State Historical Society of Wisconsin in Madison where he has served as a public records archivist and collections development archivist in the Division of Archives, and most recently as educational outreach officer in the Division of Public History.



EDWARD GALLOWAY, Heinz Archivist at Carnegie Mellon University Libraries, delivered a review and assessment of the HELIOS Project at the spring meeting of the Kentucky Council on Archives at the University of Kentucky in Lexington. The Heinz Electronic Library Interactive Online System (HELIOS) represents one of the

country's most exhaustive and comprehensive projects to systematically digitize textual documents—three-quarters of a million pages—for preservation, access and scholarship purposes. The digital version of the collection can be accessed at heinz1.library.cmu.edu/HELIOS.

ELAYNE M. GOYETTE, formerly the archivist and records manager for the Salvation Army, Canada and Bermuda Territory, is now the new Edison Institute archivist and records manager, at the Henry Ford Museum & Greenfield Village in Dearborn, Michigan.



SUSAN HAMBURGER, manuscripts librarian in the Penn State University Libraries, has been awarded a research grant by the Penn State Library Faculty Organization Research Committee. Her research project, titled "Controlled Vocabulary, Standardized Terminology, or Keyword Searching: Access to Archival and Manuscript Collections via

EAD-encoded Finding Aids on the Web," will determine what search strategies library and archives patrons use for finding manuscript collections online. The project also will determine what the current practice is among repositories for standardizing access within finding aids through controlled vocabulary or keyword searching. Hamburger plans to conduct surveys with staff (to learn implementation decisions and practice) and patrons (to learn how they use online finding aids) of seven east coast libraries at the forefront of EAD use.



LORI HEFNER, formerly of IKON Business Imaging, joined Charles Schwab & Co. in San Francisco as a senior manager of Corporate Records and Archives, effective July 6. She admires the way Schwab has reinvented financial services, set its organizational vision, developed a solid strategic plan and

its constant reinforcement of positive organizational values among its 13,000 employees.

DEBORAH MIEKO KING, formerly of the Research & Access Department at the Chicago Historical Society, joined the Japanese American Service Committee of Chicago in May as its archivist and needs assessment coordinator.

The Student Chapter of SAA at Simmons College announces new officers for the 1999-2000 academic year: **DAVID READ**, coordinator, and **RACHEL WISE**, secretary/treasurer.

ANTHONY REED is the project archivist for the Hallam L. Movius Papers Processing Project at the Peabody Museum of Archaeology and Ethnology, Harvard University, from June-August 1999. Reed has been project archivist at the Chancery of the Catholic Archdiocese of Seattle, Microsoft Corporation, the Pilgrim Monument and Provincetown Museum (MA), and Boston University.



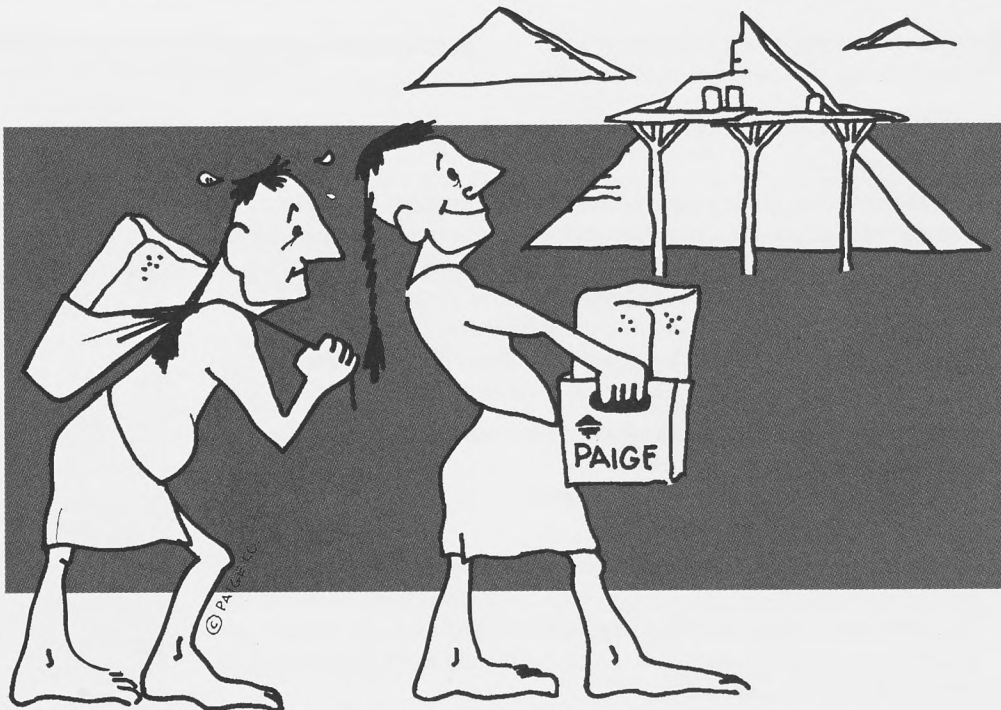
PAULA STEWART, archivist/records manager at the Amon Carter Museum, received her Certified Records Manager designation in January. Recently she was elected vice president of professional development for the Fort Worth Chapter of ARMA International.

Faculty for the May workshop "Field Records at the Millennium: Managing Anthropological Records" given at the Heard Museum in Phoenix in May included **SARAH R. DEMB** (Peabody Museum Archives, Harvard University), **DONNA LONGO DIMICHELE** (Mashantucket Pequot Archives & Special Collections), **WENDY FONTANELLE** (Zuni Tribal Archives), **RICHARD PEARCE-MOSES** (Heard Museum), **WILLOW ROBERTS POWERS** (University of New Mexico), Steve Puglia (NARA), **MARY ELIZABETH RUWELL** (Council for the Preservation of Anthropological Records), and **ROBERT P. SPINDLER** (Arizona State University). The program was presented by the University of Nevada, Reno's Heritage Resources Management Program; organized by the National Park Service [NPS] Museum Management Program; and sponsored by the NPS Cultural Resources Training Initiative.

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

Send news to:

Teresa Brinati, Director of Publications
Society of American Archivists
527 S. Wells, 5th Floor, Chicago, IL 60607-3922
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The Management of Information from Archives, 2nd edition,
by MICHAEL COOK

The authoritative guide to the principles and practices of archives management in private and public sector organizations has been substantially revised. It now provides detailed advice on changes in national and international standards and approaches, in particular ISAD(G) (International Standard Archival Description) and ISASAR(CPF) (International Standard Archive Authority Record). A key reference for students and archival educators as well as practicing archivists.

Gower Publishing, 1999; 288 pp., hard cover; \$96.95 / SAA members \$86.95 • Product code 366

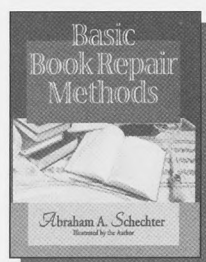


Data Warehousing Advice for Managers

by PATRICIA FERDINANDI

Explores the possibilities of the "data warehouse"—a data storage technology that optimizes accessibility—and assists managers in determining whether it is right for their organization. Includes case studies of businesses currently using data warehousing and the cost in time and money for a data warehouse.

AMACOM, 1999; 208 pp., hard cover; \$31.95 / SAA members \$26.95 • Product code 369

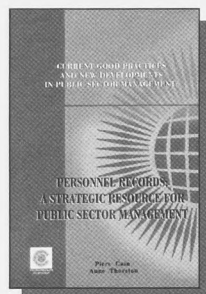


Basic Book Repair Methods

by ABRAHAM A. SCHECHTER

Procedures for the cleaning and mending of paper, book hinge repair, case and textbook re-attachment, cloth rebacking, and retitling. Numerous photos clarify the steps from the viewpoint of the repairer. Focusing on economy, efficiency, and conservation grade materials, the author provides supply lists along with names and addresses of vendors. Also includes a bibliography.

Libraries Unlimited, 1999; 102 pp., soft cover; \$25 / SAA members \$19 • Product code 368



Personnel Records: A Strategic Resource for Public Sector Management

by PIERS CAIN and ANNE THURSTON

Research from the United Kingdom involving designing, developing, and using personnel information systems; and a technical evaluation of the relationship between systems capabilities and user requirements. Also examined were publications from the fields of development studies, personnel management, and records management. In addition, the study drew upon field reports in Sub-Saharan Africa.

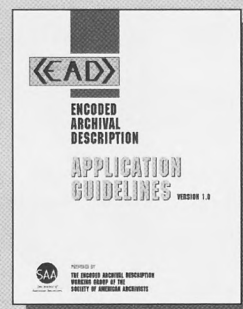
CAPAM, 1998; 160 pp., soft cover; \$23 / SAA members \$17 • Product code 367



Access to Archives: Legal Aspects (CITRA 1997)

Proceedings of the 32nd International Conference of the Round Table on Archives (CITRA) held in Edinburgh in 1997. An international assemblage of authors have contributed articles addressing legal aspects of access to information in four areas: "status of the issue," "review of archival practice," "development of policies and strategies," and "training and development."

International Council on Archives, 1998; 140 pp., soft cover;
\$11 / SAA members \$8 • Product code 370



*Encoded Archival
Description Application
Guidelines Version 1.0*

prepared by
SAA ENCODED ARCHIVAL
DESCRIPTION WORKING GROUP

This volume introduces encoded archival description (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 *Encoded Archival Description Tag Library*.

SAA, forthcoming August 1999;
ca. 300 pp, soft cover
\$30 / SAA members \$25
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Materials Needed for Model Preservation Management Policies Manual

The Education Committee of the Preservation Section of the Society of American Archivists invites you to submit preservation policy statements for publication consideration in a manual of model preservation management policies. The manual will assist archives in developing and implementing effective preservation management programs. An outline of good preservation elements is listed below. The committee is investigating making this resource available in print and via the Internet. Preservation policy and procedures statements must be in hand before submitting a proposal to the SAA Publications Board and the SAA Standards Committee. Please direct questions or copies of your documents to either of the following co-chairs of the Education Committee as soon as possible.

ANKE VOSS-HUBBARD
Archivist
Rockefeller Archive Center
15 Dayton Avenue, Pocantico Hills
Sleepy Hollow, New York 10591-1598
914/366-6321 or 914/631-6017
vossa@rockvax.rockefeller.edu

GLEND A. B. STEVENS
Jim Wright Archivist
Texas Christian University
Box 298400
Ft. Worth, Texas 76129
817/257-7595
Fax: 817/257-7282
g.stevens@tcu.edu

Elements of the Manual. Preservation assessments are made to identify the current situation and needed improvements. They address: site, collections, policies, practices, procedures, roles and responsibilities.

Preservation policies articulate commitment of institution and staff to the integration of preservation concerns into all archival operations. They include policies for the following areas:

- *Preservation goals and strategies*
- *Environmental controls*
- *Interiors/storage*
- *Exteriors/buildings*
- *Acquisition*
- *Care and handling: paper-based materials, photographs, artifacts, audiovisuals and electronic records*
- *Disaster planning*
- *Exhibition*
- *Mold*
- *Pest control*
- *Housekeeping*
- *Public access*
- *Security*
- *Staff and user training*

Preservation procedures are a means of carrying out policies. They imply action and include the following:

Environmental Control Procedures relating to:

- *Monitoring*
- *Relative humidity/temperature*
- *Air quality/filtering*
- *Lighting*
- *Mold control*
- *Pest control*
- *Housekeeping*

Holdings Maintenance Program Procedures relating to:

- *Preservation supplies*
- *Reboxing, refolding*
- *Humidification and flattening*
- *Custom housing*
- *Oversize documents*

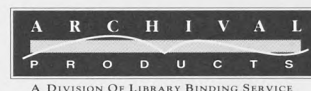
Preservation Priorities Procedures relating to:

- *Collection condition survey*
- *Assignment of priorities*

Reformatting Procedures relating to:

- *Appraisal and selection for reformatting*
- *Prerequisite conservation treatment*
- *Reformatting options (digitization, photocopying, preservation microfilming, other)*
- *Conservation treatment of individual items*
- *Repair*
- *Treatment*
- *Deacidification*

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NARA Announces Initiative to Re-evaluate Records Scheduling

I am pleased to announce that we at the National Archives and Records Administration (NARA) have launched a major new project to rethink the methods used for scheduling government records. The results may be of interest to archivists in general.

The responsibility for approving the disposition of records is perhaps the most critical statutory responsibility held by the Archivist of the United States because it determines how long records must be kept to protect individual rights, provide accountability in government, and document the national experience. Therefore, the scheduling and appraisal process that we use to carry out this responsibility is central to NARA's mission. It is also an important tool for managing records throughout their life cycle, and a process that our strategic plan identifies as flawed and in need of a major overhaul.

The scheduling process developed during the 20th century and currently used by the federal government is derived primarily from paper-based recordkeeping systems as they were used at mid-century. The reality at the end of the 20th century is that most records are created electronically and may be maintained in a variety of media. We need to evaluate our current scheduling and appraisal process in the context of the new environment.

Michael Miller, director of NARA's Modern Records Programs, will direct the project. My deputy, Lewis Bellardo, and I will provide general oversight to the project, and the NARA Leadership Team will serve as a senior advisory group. Also, we are developing plans to involve federal agency staff members, members of constituent groups, archival professionals, and other interested individuals extensively throughout the project, as well as NARA staff. To be successful, the project must include all the stakeholders in the scheduling process—federal agencies, NARA, and the public.

Additionally, as called for in NARA's strategic plan, we plan to build an automated capability to support the inventorying and scheduling of records. The plan states, "We will urge federal agencies to use the system so that together we can identify all federal records created by agencies, review their contents, and assure ourselves of not losing essential evidence." We will re-engineer the scheduling process before automating it.

The major goals of the project overall are to define what should be the federal government's policies on determining the disposition of federal records, the processes that will best implement those policies, and the tools that are needed to support the revised policies and processes. Thus the project can be thought of as having the following three components:

1. Policy. NARA must answer a number of basic policy questions about federal documentation, the goals and purposes of scheduling, the appraisal criteria to be used

in determining appropriate retentions, and the respective roles of NARA, federal agencies, and the public in achieving the goals and making the process work effectively. Through this project, we hope to achieve these results:

- consistent policies developed and adopted in law, regulations, and guidance that articulate the government's basic policies that support the disposition of government documentation in all media;
- the creation of record schedules or alternative tools that inform users of the appropriate disposition of government documentation in all media;
- broad support among agencies, NARA staff, and the public for the processes and policies used in determining the disposition of records;
- the ability to justify appraisal decisions through clear documentation of how they were reached.

2. Process. NARA must make the scheduling process more effective and efficient, and decrease the time that it takes to get schedules approved. Proposed schedules should not get bogged down when NARA and agency staff or when NARA staff disagree on dispositions; ways must be found to resolve disagreements more quickly. Since much time is lost in "hand-offs" in the current process, we and our partners must work together to engineer a process that will make hand-offs as efficient as possible. In addition, we must identify and eliminate unnecessary steps in the process and make as many steps as possible concurrent rather than sequential. We must achieve the following results:

- a more effective, productive, and timely process determining disposition for records in all media than NARA's current process;
- a responsive process for determining records dispositions that ensures timely submissions of disposition requests from agencies and timely approvals from NARA;
- an improved process for providing opportunities for input by the public, agency staff, and NARA staff while maintaining timely processing.

3. Automation. We must use automation to support the scheduling process as part of managing records throughout their life cycle. Because actions taken at the time of a record's creation may affect its ultimate preservation and continuing use, NARA plans to revise and automate as appropriate all of its processes supporting the management of records throughout their life cycle. For NARA,

continued on page 24



Update on Appropriations — This is shaping up to be a particularly difficult year for the budget process. Some astute Capitol Hill observers are predicting that the final showdown on how to slice the \$1.75 trillion budget for 2000 will not occur until the fall. But a great deal of important maneuvering will be occurring this summer. The foremost problem complicating this year's appropriation process is the 1997 balanced budget agreement that places tight spending caps on the FY 2000 budget. If Congress adheres to the 1997 agreement, then approximately \$20 billion will need to be cut in FY 2000 from agency budgets. Many Congressional leaders, both Republicans and Democrats, have acknowledged that it will be very difficult, if not impossible, to stay within the caps. Although a sizeable budget surplus is anticipated in 2000, many Congressional leaders want this money to go for shoring up Social Security and for small tax cuts, not to agency budgets.

The House Treasury Subcommittee "marked-up" an appropriations bill in May that would have given the National Archives and NHPRC approximately level funding; however, the House has now decided to readjust the allocations to each of the appropriations subcommittee. Indications are that money will be taken away from the House Treasury Subcommittee and that the subcommittee will be required to start work all over again. Since the House has yet to announce the adjusted allocations to the subcommittees, it appears that the Senate appropriations subcommittees will be meeting first to determine their versions of how the total should be divided among the agencies.

Copyright Office's Recommendations on Legislation to Promote Distance Learning — In May the Copyright Office issued their "Report on Copyright and Digital Distance Education." Complying with a provision in the Digital Millennium Copyright Act, Public Law 105-304, the U.S. Copyright Office includes in this report some recommendations to Congress about new legislation to promote distance education. In addition to summarizing the current status of distance education, describing the practice of licensing copyrighted works on the Internet, and analyzing various technologies involved in digital distance education, the 348-page report provides an account of previous initiatives to address copyright issues involved in digital distance education and then concludes with a lengthy section titled "Should Current Law Be Changed?" The report stresses that the answer to this question is complicated by the rapid developments occurring in both technologies and markets. However, with this in mind, the report makes a series of recommendations that focus on the "appropriate treatment under copyright law of materials delivered to students through digital technology in the course of mediated instruction."

The report has four policy recommendations. The first recommendation, and the only one that involves a change in the wording of the law, calls for an updating of the language in section 110, which deals with limitations on the exclusive

rights of copyright owners and provides exemptions for certain performances and displays. Specifically the recommendations call for changes to 110(2) so that the term "transmission" is clarified to cover instructional transmissions by digital means to remote locations and at times convenient to students as well as instruction in a physical classroom where all students are present at the same time. Additionally the report recommends expanding the scope of the exemptions to the extent technologically necessary. The report spells out a number of safeguards that need to be included to counteract new risks to copyright owners and urges that the existing standard for eligibility for the exemption be retained so that only non-profit educational institutions are eligible for the exemption in section 110(2).

The second recommendation calls for the affirmation that section 107 of the Copyright Law which embodies the "fair use" doctrine is "technology-neutral." The report contends that no amendment is necessary but suggests that the legislative history affirm that "fair use" applies to activities in the digital environment and provide "some examples of digital uses that are likely to qualify as fair." The report stresses that the lack of established guidelines for any particular type of use does not mean that fair use is inapplicable. "Guidelines are intended as a safe harbor," the report states, "rather than a ceiling on what is permitted."

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In the News

The Hot Field of Archives. In a recent article in the *Atlanta Journal-Constitution*, Bob Weinstein writes, "What is an archivist? Simply, they are professionals who help organizations decide what records to keep and for how long, according to Margaret Hedstrom, associate professor at the University of Michigan School of Information." Weinstein continues, "It's an emerging career that's getting more important each year. *U.S. News & World Report* ranks it as a 'hot field.' Reason? 'This field will continue to grow dramatically for years to come as government at all levels, corporations, libraries and museums put their records into an electronic format.'"

In the article, when asked what it takes to be an archivist, Hedstrom [an SAA member] replied, "Curiosity and a willingness to learn as much as you can about technology and information storage are required. Also, an interest in understanding the social, legal and organizational climate in which records are kept, and an ability to step back and put the information or records in a bigger context will help." Weinstein concluded the article by citing the Web sites of SAA (www.archivists.org) and ARMA International (www.arma.org/hq/armainfo.html) as sources for further information.

Talk of the Town. Archives and the challenge of storage and preservation posed by the information age are the focus of an article titled "Overload" in the March 8, 1999, issue of the *New Yorker*. Alexander Stille writes, "One of the great ironies of the information age is that, while the late twentieth century will undoubtedly record more data than have been recorded at any other time in history, it will also almost certainly lose more information than has been lost in any previous era. A study done in 1996 by the [National] Archives concluded that at current staff levels it would take approximately a hundred and twenty years to transfer the backlog of nontextual materials (photographs, videos, film, audiotape, and microfilm) onto a more stable format."

"And in quite a few cases we are talking about media that are expected to last about twenty years," according to Charles Mayn, the head of the [Department of Special Media Preservation, NARA] laboratory. "Decisions about what to keep and what to discard may be made by default, as large portions of the archive simply deteriorate beyond the point of viability."

"The National Archives and Records Administration...is facing the stark realization that it may not be able to preserve what it already has, let alone keep up with the incessant flow of information coming its way....Storage consumes nearly half of the agency's budget, so, ironically, the more information it keeps, the less money it has to spend on making this information available to the public....Although it is the third largest government building—half the size of the Pentagon—Archives II, which opened in 1994, is already approaching the limits of its storage capacity....Each year, on the average, the Archives receives about one and a half million cubic feet of new records,

of which about a third are stored. At this rate, the space for paper records at Archives II is expected to run out by 2007."

The author goes on to discuss the numerous challenges presented by electronic records and their preservation. "The problem is that the multitude of departments, agencies, and offices that constitute the federal government use different computers and software programs—many of them old and obsolete....The problem, in Mayn's view, is that nobody inside or outside government is making the tough decisions about what to store and what to throw away....Mayn believes that because much of this material will eventually deteriorate, the choice of what to keep will be made by default. 'We will keep those things that researchers happen to have requested and that consequently get copied onto new media.'"

Stille concludes with this eerie comparison. "The Archives of the Future may resemble 'The Library of Babel' which Jorge Luis Borges imagined nearly sixty years ago—an infinite library that contained every conceivable book in the universe. There were books that consisted solely of the repetition of a single letter of the alphabet, and others in which all the pages except one were blank; the discovery of an intelligible sentence was cause for jubilation. Eventually, after many centuries, the librarians of Babel were driven to despair in their unfulfilled quest to find a coherent, complete book."

Louisiana Guide to Institutions Holding Genealogical and Historical Records

The Louisiana Archives and Manuscripts Association has sponsored the compilation of a guide to institutions holding genealogical and historical records. These include academic libraries, public libraries, special libraries, medical libraries, etc. The guide can be viewed at: <http://home.gnfn.org/~nopl/lama/guide/guide.htm>. The guide was prepared by Kathie Bordelon of McNeese State University and SAA member Bruce Turner of the University of Southwestern Louisiana.

Archives Awarded National Film Preservation Foundation Grants

In May The National Film Preservation Foundation awarded partnership grants to 17 archives in the United States to preserve films made outside of the commercial mainstream and fund the creation of both master and access copies. The grants link nonprofit and public archives with commercial laboratories donating preservation services. The 1999 recipients are: Hoover Institution, Library of Congress, Smithsonian Institution Archives, National Museum of American History (Smithsonian Institution), National Museum of Natural History (Smithsonian Institution), Nebraska Historical Society, Museum of Modern Art, Oregon Historical Society, South Dakota Art Museum (South Dakota State University), UCLA Film and Television Archives, University of South Carolina Newsfilm Archive, University of Washington Ethnomusicology Archives, Utah State Historical Society, Yale University Library, Columbia University Teachers College, Emory University Library, and George Eastman



House. For more information on the Partnership Grants program, visit the NFPF Web site: www.filmpreservation.org.

Spontaneous Memorial in Littleton, Colorado

On April 20, 1999, 14 students and one teacher were killed in the deadliest school shooting in U.S. history. Within 24 hours of the tragic shootings at Columbine High School in Littleton, Colorado, a spontaneous memorial sprang up at nearby Clement Park. Some of the items left at the park included fresh-cut and artificial flowers, cards and letters, photographs, teddy bears and other stuffed animals, candles, pinwheels, and banners, both paper and cloth, signed by school children. The people leaving items at the park came from near and far. Sarah Ferguson, Duchess of York, took the hour-long drive from Denver International Airport to see the impromptu memorial and leave a floral tribute. She was between flights at DIA when she decided to visit the park. A man from Aurora, Illinois, drove all-night to Clement Park to plant 15 six-foot-tall crosses, for each of the victims.

By the second week of May, rain, snow, and sun had taken their toll on the thousands of items left by mourners. Public health and safety concerns called for action. Flowers and plants were gradually removed. Some flowers were composted, while others, in better condition, were turned into potpourri by the

Littleton Fire Department. May 10 was the day designated by park managers to begin clearing away the paper and three-dimensional objects at Clement Park for safe storage and conservation.

On the morning of May 10 grey skies and cold temperatures greeted dozens of people who volunteered to help with recovery efforts. Volunteers were divided into groups of 10-12 led by professionals from the Colorado Historical Society, the Littleton Museum, and the Jefferson County Archives. Members of the Society of American Archivists, the Society of Rocky Mountain Archivists, the Colorado Preservation Alliance, and the Colorado Wyoming Association of Museums provided professional assistance with recovery efforts. All mementos were carefully sorted, boxed, and taken to a storage facility at the Denver Federal Center for evaluation, conservation, and inventory. Volunteers continued their efforts over the next several days despite the cold and rain that turned to hail. Families of the victims will be able to retrieve items collected at Clement Park for keepsakes. The remaining objects and paper will remain in storage until a suitable fixed memorial, or traveling exhibit, can be created.

*Submitted by Lynn Smith, CA
University of Denver*

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International Council on Archives

- The fifth annual meeting of the Section of University and Research Institution Archives of the International Council on Archives (ICA/SUV) was held at the Royal Institute of Technology in Stockholm, Sweden, last September. New section officers were elected at the meeting: SAA member Esperanza de Varona from the University of Miami was elected chair for a four-year term; Anne Barrett from the Imperial College, London, was elected chair of the science subcommittee for a four-year term and Frank Scheelings, from Belgium, was appointed secretary. The ICA/SUV annual meeting was preceded by a two-day seminar during which topics of legislation, education and information technology were discussed. For more information on ICA/SUV contact Esperanza de Varona at 305/284-3247 or edevaron@miami.edu.
- ICA's Section of Archivists of International Organizations (ICA/SIO) held its annual meeting in Brussels at NATO headquarters in May. Twenty-five archivists from ten countries came together to discuss public access to the archives of international organizations, electronic records issues, and other matters of concern. The group also visited the archives of Xerox Corporation and the European Commission as well as the Belgian Royal Archives. The next meeting of ICA/SIO will be held in Seville, Spain, in the summer of 2000.
- ICA organized a seminar in Radenci, Slovenia, last November to train archives, library, museum and historic site personnel to intervene following natural disasters or armed conflict. Participants from 12 countries discussed strategies for dealing with disasters of various kinds. Cases studies of war damage from Yugoslavia, flood damage in Poland, and earthquake damage in Italy were presented. UNESCO provided funding for the seminar as part of the Blue Shield program in which ICA participates. The seminar drafted a joint statement—called the Radenci Declaration—calling for the protection, safeguarding and respect of cultural property to be included in national policies and programs; the development of strategies to assess and reduce risk and to improve response capacity in the event of threat to cultural property; integration of risk preparedness and management by institutions caring for cultural heritage; and co-operation of all relevant parties in emergency management, particularly in the development of national Blue Shield Committees.

Australia

In May the Council of the University of Melbourne announced the formation of the Australian Science and Technology Heritage Centre (Austehc). The centre will continue the academic, research and heritage activities of the Australian Science Archives Project (ASAP). ASAP was established in 1985

to develop programs to foster the preservation and promotion of the heritage of Australian science and technology. The newly formed Austehc will expand on this work by establishing the infrastructure, through research, development and implementation, to undertake collaborative projects and activities relating to the history and heritage of science, technology, and medicine within the University of Melbourne and with external organizations and individuals. Austehc will also create and provide access to authoritative information resources dealing with the history and heritage of science, technology and medicine to support academic scholarship, secondary and primary education, and general community awareness. Austehc's overall goal is to advance the pursuit of knowledge in the history, archival, museum, heritage studies and information management disciplines through teaching, research and development. ASAP Archives and Records Consultants will operate as a separate commercial enterprise. For more information, visit Austehc's Web site: www.asap.unimelb.edu.au/.

Elsewhere on the continent, the National Archives of Australia published *Recordkeeping Metadata Standard for Commonwealth Agencies*. The standard describes the metadata that the National Archives recommends should be captured in the recordkeeping systems of government agencies. The standard defines a basic set of 20 metadata elements (eight of which constitute a core set of mandatory metadata) and 65 subelements that may be incorporated within systems. It also explains how the elements should be applied within the sphere of Commonwealth agencies. To review the standard in its entirety, go to www.naa.gov.au/govserv/techpub/rkms/intro.htm.

England

The British Public Record Office (PRO) has published a two-volume document entitled *Management, Appraisal and Preservation of Electronic Records*. General issues such as records management in the information age, electronic records in organizations, management of electronic records and design of electronic management systems are covered in *Volume I-Principles*. Topics such as creating and capturing records and the appraisal, preservation, transfer and disposal of electronic records are covered in *Volume II-Procedures*. The two volumes are part of a series of guidance documents on electronic records management in government and are produced under the auspices of the Electronic Records from Office Systems (EROS) Program of PRO. They are geared to the interests and needs of government business managers, departmental records officers, heads of IT and information systems, strategy and planning managers, project managers and PRO client managers. For an overview of these documents, visit www.pro.gov.uk/recordsmanagement/eros/guidelines/contents.htm.

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

President's Message

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initiatives as the F. Gerald Ham Scholarship Fund (see *Archival Outlook*, January/February 1998, page 6).

Another pragmatic reason for being concerned about archival doctoral education is that, in order to establish Ph.D. programs, departments now offering graduate archival education must have faculty members who are full-time and have a doctorate themselves. Otherwise, archival faculty members will not be permitted to supervise the doctoral students who will become the next generation of faculty, as well as researchers who may conduct their research either within or outside of academia.

Thus, we need to work hard at the development of an infrastructure that will support the development and growth of a research-based professionalism in North America. We envision an infrastructure that includes the following components:

- Doctoral programs with a range of disciplinary and methodological emphases and directed by full-time qualified faculty available at several institutions;
- A wider spectrum of readily available publications drawn from different archival traditions, and ancillary and allied disciplines, including monographs, refereed research articles, and collections of papers on selected topics;
- Dissemination of research results by academically acceptable means, including rigorously refereed journals, juried conference sessions, specialized education and research forums, and clearinghouses for research results such as a pre-print server;
- Increased research funding for academic research obtained by:
 - influencing federal funding agendas to include broad conceptualizations of large-scale collaborative research initiatives (e.g., digital libraries might incorporate records and preservation issues to be examined by archival faculty and their doctoral students) as well as small research grants for individual dissertation research;
 - recruitment of doctoral students to participate in faculty research projects so that they can acquire research experience, have the opportunity to collect their own data and publish the results of their analyses; and
 - development of more research partnerships between academia and the field.

SAA can provide a vital contribution to the establishment of this infrastructure through the development of special focuses for its existing programs and of a strong network of relationships with academia, granting agencies, and research-oriented allied bodies. The future of the archival profession in North America is directly dependent upon the ability of its members not only to develop an archival research agenda, but also and most importantly to carry it out using a variety of research methodologies, and to disseminate it through rigorous scientific publications and groundbreaking conference papers. In other words, such a future depends on our stronghold on academia through a variety of archival doctoral programs. ♦



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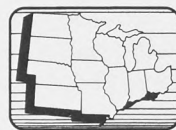
SYMPOSIUM

PRESERVING
THE WRIGHT BROTHERS' LEGACY
DAYTON, OHIO OCTOBER 22, 1999

The Dayton and Montgomery County Public Library, in cooperation with the Engineers' Club of Dayton and several other Miami Valley Institutions, is organizing a symposium to commemorate the legacy of the famed pioneers of powered flight and the approaching centennial year of their historic flight in 1903. It will feature several rare written and photographic records and other artifacts of the Wright Brothers which are in the holdings of the Dayton and Montgomery County Public Library and the other participating institutions. In addition to speakers and participants from the Dayton area, this cooperative effort will bring several individuals from Ohio and across the nation to talk about their activities in preserving, sharing and exhibiting their holdings in aviation history. The program will be held at the Engineers' Club of Dayton on October 22, 1999.

For further information contact: Elli Bambakidis, (937) 227-9500, ext. 323 or ads_elli@dayton.lib.oh.us.

This symposium is sponsored, in part, by a grant from the Ohio Humanities Council and the National Endowment for the Humanities.



MAC

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

For more information, contact the MAC membership coordinator, Lynn Leitte, at 651/296-1082 or lynn.leitte@mnhs.org.

*Don't miss the joint MAC/SRMA fall meeting
in Lincoln, Nebraska*

October 14-16, 1999

*For further details, see MAC's Web site at
www.midwestarchives.org.*

Washington Beat

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The third recommendation deals with the topic of licensing. The report claims that many of the current fears and concerns will diminish with time and experience. Thus the report concludes that there should be no changes to the law to deal with "licensing." The report calls for giving the market for licensing of non-exempted uses leeway to evolve and mature, with the proviso that the issue be revisited in a relatively short period of time to reassess "fears" and "risks."

The fourth and final recommendation deals with international considerations and focuses on the relationship of U.S. law to the Berne Convention of the World Intellectual Property Organization. The report concludes that the balance between copyright holders and users that is fundamental to sections 110(2) and 112 of the U.S. Copyright Law are in harmony with the Berne Convention.

The report may be seen at the U.S. Copyright Office Web site at www.loc.gov/copyright/ under "What's New." Adobe Acrobat reader is required to open the report.

Serious Problems for Declassification — Two amendments to the Defense Authorization Act of 2000, one in the House and the other in the Senate, would, if passed and signed into law, seriously jeopardize the progress being made on declassification. The House provision requires sharp cuts in the amount of money spent on declassification while the Senate provision calls for enormous amounts of additional work with the re-reviewing of documents that have already been declassified.

The House voted to amend, H.R. 1401, the National Defense Authorization Act for 2000, to include a ceiling of \$20 million on the amount that the Department of Defense can spend on declassification activities. Since the Defense Department estimates that it is currently spending about \$200 million, this will mean a 90% cut and will make it impossible for the Defense Department to comply with Executive Order 12958 that requires agencies to declassify all but the most sensitive of their historic records over 25 years old.

The bill also requires that the Department of Defense and the Department of Energy include separate declassification budget requests for next year's budget. Currently, funding for declassification is absorbed under other budget lines, and it is difficult for Congress to know how much is being spent. A staffer for the Military Readiness Subcommittee of the House Armed Services Committee indicated that the \$190 million saved from the declassification activities could buy a lot of needed weapons. The parallel bill in the Senate does not include this provision.

However, the Senate bill, S. 1060 in Title X, includes an amendment—that was part of a larger national security package—that calls for a page-by-page re-review of a large percentage of the 600 million pages of documents that have been declassified since Executive Order 12958 on declassification went into effect four years ago. There is no similar provision

in the House version of this bill. Because of the Chinese situation, there is a frenzy of activity to try to deny access to any documents that may have information on how to develop nuclear weapons. Unfortunately many older historical records that have no sensitive weapons information in them have been caught up in this frantic activity.

This amendment is attached to the part of the 1998 law that is called the Kyl Amendment and which required that a plan be developed and implemented for agencies to incorporate into their declassification process a visual inspection of all 25-year-old permanent records of historical value to ensure that no documents that contain nuclear weapons design information are opened. The plan required by the 1998 law has already been developed and is currently being implemented. Thus, it is unclear how this amendment would be inserted into a plan that has already been adopted. Since the 1998 plan dealt only with records that had not been released to the public, it is unclear how an amendment which deals with records that have been released to the public would be implemented. Despite the imprecise language of this amendment, it sends a strong message that efforts to increase openness to older historical records are no longer in favor.

From the Archivist of the United States

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the life cycle begins with the creation or receipt of a record by a federal agency or court, through its maintenance and use for current agency business, to its eventual destruction or through its continuing use as an archival record. This project must define how the revised scheduling process will be automated and what information must be collected systematically to support the process and NARA's life-cycle management of records. The project is expected to produce the following products:

- a blueprint, including a set of mid-level user requirements, for developing automated tools to support the scheduling process as part of managing records throughout their life cycle;
- agreement on the data that must be collected systematically to support the scheduling process and access to information about scheduled records and/or records being scheduled, and a plan to consistently gather such data.

I recognize that the work of the project and implementing any needed changes will not be easy. But this effort is critical if NARA has any hope of meeting its mission to "ensure, for the citizen and the public servant, for the President and the Congress and the Courts, ready access to essential evidence" well into the next century. ♦



CALENDAR

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.

September 14

ARMA International-Indiana Chapter meeting at Document Management Solutions in Anderson, Indiana. The meeting will focus on the longevity and usefulness of different types of media and data transfer. All are

welcome. Fee: \$15. Contact Carol Choksy at 317/535-7117 or cchoksy@doculabs.com.

September 17-18

"Arrangement and Description of Archival Records" and "What History Looked Like: Collecting & Preserving Historical Photographs" presented by the Society of Georgia Archivists at Berry College, Mt. Berry, Georgia. Both workshops are a day-long. For information and a registration form, contact: SGA, P. O. Box 133085, Atlanta, GA 30333; education@soga.org or <http://www.soga.org>.

September 27-29

Cohasset Associates, Inc., presents the Seventh National Conference on Managing Electronic Records—MER'99—in Chicago at the Westin Hotel on Michigan Avenue. The conference—which brings together top electronic records management professionals, industry leaders and experts as well as software and hardware vendors—will focus on the legal, technical, and operational issues and challenges of managing electronic records. The keynote address, "New Perspectives for the New Millennium: Addressing the Challenges of Managing Electronic Records," will be delivered by John Carlin, the Archivist of the United States. An exciting addition to this year's conference is the introduction of a real-time quality measurement and market research program. Attendees will be given an electronic data entry device that will enable them to provide input to research questions and on the quality of presentations. The results of the research will be given to the attendees during the conference. On September 25-26, 1999 (the weekend prior to MER 99), a "Pre-Conference Tutorial" is scheduled and will bring attendees together with key industry vendors and electronic records experts for a hands-on look at the newest in software and hardware solutions as well as informative sessions that will address key issues surrounding these technologies. To register for MER 99, call 800/200-7667 or fax 800/329-7667. Visa, MasterCard, and American Express accepted.

October 14-16

Joint meeting of the Midwest Archives Conference and the Society of Rocky Mountain Archivists in Lincoln, Nebraska. The newly renovated Holiday Inn in Lincoln's historic Haymarket District (adjacent to downtown and just blocks from the university) will be the site of an ambitious program guaranteed to enlighten and entertain. Sessions and workshops will explore



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topics from digital imaging, outreach, image licensing, electronic records management and Web design to documenting architecture, Native Americans, Westward expansion and the paranormal. Tours will include sites of distinct Great Plains flavor, like the architecturally stunning Nebraska State Capitol, the new Strategic Air Command Museum, and a peek at the university's world-class quilt collection. We'll have the social interaction you've come to expect from MAC and SRMA. Contact: Andrea Faling at 402/471-4785, lanhs@nebraskahistory.org; or Deb Lyon at 402/472-2531, deb@unllib.unl.edu. For further details, see MAC's Web site, www.midwestarchives.org.

August 2-6

Symposium on "Preserving the Wright Brothers' Legacy" at the Engineers Club of



Dayton, Ohio. Organized by the Dayton and Montgomery County Library. See ad on page 23 of this issue of *Archival Outlook*. Contact Elli Bambakidas at 937/227-9500 ext. 323.

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.

November 12-13

"Food and Drink in Consumer Societies" is the theme of the Hagley Museum and Library conference. Keynote by Sidney Mintz will be followed by papers on food production, distribution and consumption practices in ten countries. Contact: Center for the History of Business, Technology and Society, Hagley Museum and Library, P.O. Box 3620, Wilmington, DE 19807, 302/658-2400 ext. 243 or crl@udel.edu.

April 28-29, 2000

New England Archivists 27th annual meeting at the Doubletree Hotel in Lowell, Massachusetts. For additional information about the meeting or vendor opportunities, contact: Aimee Felker, aimee.felker@cigna.com.

FUNDING

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. Applications are accepted at any time. For more information, contact: Archivist, Carl Albert Center, 630 Parrington Oval, Room 101, University of Oklahoma, Norman, OK 73019; 405/325-5401; fax 405/325-6419; kosmerick@ou.edu; www.ou.edu/special/albertctr/archives.

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. 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, MN 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 Pepper Foundation's Visiting Scholar's Program

The Claude Pepper Foundation seeks applicants for its "visiting scholar's program," which provides financial assistance for researchers working at the Claude Pepper Center's archives at Florida State University. The Claude Pepper Library's holdings include papers, photographs, recordings, and memorabilia of the late U.S. Senator/Congressman Claude Pepper and his wife, Mildred Webster Pepper. Pepper served in the U.S. Senate from 1936-1950 and the U.S. House of Representatives from 1962-1989. Topics that can be studied include Social Security, Medicare, elder affairs, age discrimination in the workforce, labor issues such as minimum wage/maximum hours, health care reform, National Institutes of Health, Civil Rights, crime, international affairs, FDR's New Deal and World War II. The visiting scholar's program is open to any applicant pursuing research in any of the areas related to issues addressed by Claude Pepper. *Application deadlines are April 15th and October 15th.* For additional information and an application form, contact: Grants Coordinator, Claude Pepper Center, 636 West Call Street, Tallahassee, FL 32306-1122; 850/644-9309; fax 850/644-9301; mclaughli@mailers.fsu.edu; library's Web site: <http://pepper.cpb.fsu.edu/library>.

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, NY 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.

AWARDS

Seeking Nominations for California Heritage Preservation Commission Archivist Award of Excellence

The California Heritage Preservation Commission is accepting nominations for the Archivist Award of Excellence to honor individuals who have done exceptional work in the archives and records management field

LISTINGS WANTED

Send calendar, funding, award, 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

within California. Topics as diverse as developing a major outreach program, conducting conservation projects, establishing a model program, overcoming obstacles in program development, providing significant financial support, or recruiting community support for an archival program may be considered. The award is sponsored annually by the Board of Trustees of the Golden State Museum Public Benefit Corporation. *The application deadline is December 31, 1999.* Applicants must have worked with materials that are primarily related to California; must have performed work that is clearly identified as archival, record or manuscript related; and must have completed it within the past five years. Application forms are available from: California State Archives, 1020 "O" Street, Sacramento, CA 95814 or 916/653-7715.

CALL FOR PAPERS

Enterprise in Society

"Enterprise in Society" is the theme of the Business History Conference's annual meeting March 10-12, 2000, in Palo Alto, California. Proposals are invited for papers that situate business enterprises within larger social, cultural, and political contexts. Submissions on topics outside the theme also are welcome. Travel support is available for graduate students presenting papers, and dissertations completed between 1997 and 1999 are eligible for inclusion in a conference plenary session. *Deadline for proposals is October 15, 1999.* For more information, contact: Dr. Roger Horowitz, Business History Conference, P.O. Box 3630, Wilmington, DE 19807, 302/658-2400 or rh@udel.edu.



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 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.

New postings to the Online Employment Bulletin are available for viewing beginning Thursday afternoon and remain posted for up to two months at www.archivists.org.

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.



ARCHIVIST

*Southern Labor Archives
Special Collections Department, Pullen Library
Georgia State University
Atlanta, Georgia*

Georgia State University (GSU) seeks innovative applicants for the position of archivist for the Southern Labor Archives, the largest of six curatorial units in the Pullen Library Special Collections Department. This position plays a major role in a dynamic, client-centered department with well established collecting strengths, growing research clientele, and dual emphasis on processing and outreach. With approximately 8,000 l.f. in numerous formats, the Southern Labor Archives is the largest collection of labor records in the Southeast and official repository for several national unions and state federations. An innovative research library serving 24,000 students, Pullen Library is supported by an Endeavor Voyager online system and Novell LAN and is a leader of the statewide network GALILEO. The close relationship between the university and its surrounding business, government, and cultural communities in downtown Atlanta makes GSU distinctive among universities in the South. **Position Responsibilities:** Oversees all day-to-day archival functions and collection management activities of labor archives; determines collection development and processing priorities; provides general and specialized reference services to university, labor, and scholarly clientele; initiates and conducts outreach activities to promote and facilitate use of holdings; seeks external funding for special projects; reports to department head and supervises one paraprofessional and several student assistants; assists in formulating departmental policies and procedures; participates as a faculty member on library and university committees. **Qualifications:** Combination of graduate work in archival administration and either a graduate degree in history or information/library science (ALA-accredited). Minimum 3 years of relevant professional experience in research library or archives, with evidence of expanding responsibilities. Supervisory experience. Demonstrated ability to work independently. Evidence of excellent written/oral communication and interpersonal skills. Working knowledge of Windows-based software. **Preferred:** Experience appraising and processing 20th-century organizational records; second master's degree in labor studies or labor history; proficiency in MARC cataloging and archival description in digital environment; ACA certification; evidence of professional contributions. **Salary:** \$34,000-\$39,000 for twelve

months, commensurate with qualifications and experience. Appointment at a faculty rank, on a contract renewal basis. Full benefits package includes health care, TIAA/CREF and other benefits. **Closing Date:** Materials received by September 10, 1999, will receive priority consideration. **To Apply:** Submit letter of interest, resume, and names and telephone numbers of three references to: Carmen Newton, Human Resources Officer, Pullen Library, 100 Decatur Street SE, Room 205, Atlanta, GA 30303-3202. For additional information, see Special Collections Department Web page: www.lib.gsu.edu/spcoll. AA/EOE.

ARCHIVIST

*Cranbrook Educational Community
Bloomfield Hills, Michigan*

Cranbrook Educational Community, housed in one of America's most architecturally significant campuses, seeks a qualified archivist with general responsibilities for curating archival and manuscript holdings and architectural records, answering reference inquiries, and managing volunteers. This is an excellent opportunity for anyone having an interest in 20th-century art, architecture, design and information technology. **Qualifications:** Master's degree with training in archival administration and a minimum of two years experience. Excellent communication and interpersonal skills required. Preference will be given to candidates having experience with Web-mounted databases, SGML, and EAD. **Salary:** Commensurate with experience. Excellent benefits package. Send application, resume, references, and writing samples to: Human Resources, Cranbrook Educational Community, Box 801, Bloomfield Hills, MI 48303-0801. **Deadline:** July 30, 1999.

ARCHIVIST

Washington, DC

Senior Senator/statesman/author seeking professional archivist to be in charge of archiving extensive papers, correspondence, and other records. Will be primary person responsible for disposition of records to different repositories and will work with the Senator and staff to properly organize and archive records. Full-time position with benefits. Will work in Washington, DC starting summer 1999. Send resume and references to: Mr. David McCallum, 464 Russell SOB, Washington, D.C. 20510.

ARCHIVIST PART-TIME

*Museum
Racine, Wisconsin*

414/636-3926, ask for Mary Ellen.



ASSISTANT ARCHIVIST

*Center for the History of Physics
American Institute of Physics
College Park, Maryland*

One-year grant-funded position to substitute for regular staff member. Responsible for maintenance and care of the library's archival holdings, including accessioning, inventorying, arranging, describing, cataloging, and providing reference services. May participate in SGML-EAD work depending on qualifications. Assists with providing general reference service to library's users. **Requirements:** ALA-accredited M.L.S. with archival training or M.A. in history with specialization in archives; plus one year of professional archival experience. Experience with standard archival computer applications preferred. Knowledge of SGML-EAD a plus. Must be able to lift 40-pound boxes of library materials. Individual must be comfortable in a small, flexible work environment that puts a premium on team interaction and personal motivation. Background in science or experience with scientific records is NOT required. **Start Date:** September 1, 1999. **Salary:** \$33,000 - \$36,000. To apply please send resume and letter of application to: Alice Gersh, Human Resources Department, American Institute of Physics, One Physics Ellipse, College Park, MD 20740. The American Institute of Physics is an Equal Opportunity Employer. We are located within walking distance of the College Park Metro station and are easily accessible throughout the Washington, DC/Baltimore area.

COORDINATOR/PROJECT DIRECTOR

*Center for Jewish History
New York, New York*

The new Center for Jewish History in New York City seeks a seasoned professional for the position of coordinator/project director for a major NHPRC-supported project. The center is the result of an innovative partnership among five Jewish cultural and research institutions: the American Jewish Historical Society, Leo Baeck Institute, Yeshiva University Museum, YIVO Institute for Jewish Research, and the American Sephardi Federation in affiliation with Sephardi House. Appointment will be for an initial period of up to one year, with the possibility of extension for up to two additional years. Following the completion of the grant project the position is slated to become part of the permanent center staff. **Duties and Responsibilities:** Direct a large, complex, multi-year project, providing leadership for an inter-institutional professional team. Coordinate professional and organizational components of a multi-institutional collaboration. Oversee the creation of a

collections management system that will provide electronic access to library, archival and museum research collections that include multiple languages. Develop policies and procedures to coordinate public service, collection security, and preservation services for the collections housed in the center. Oversee the work of consultants hired as part of the grant-funded project. Create, submit, and disseminate, reports and information on the project and its results. **Qualifications:** Extensive experience at progressively higher levels of authority in archives/research library management. Experience in managing large or multi-institutional projects. Strong organizational and management experience. Demonstrated effective team leadership, oral and written communication, and interpersonal skills. Advanced degree in archives/library science or academic field related to collections, with a second advanced degree preferred. Knowledge of electronic collections management systems and current professional descriptive and preservation standards and practices, MARC formats, Encoded Archival Description, and HTML as well as reformatting technologies. **Compensation:** \$70,000+ and benefits; relocation expenses paid. **To Apply:** Applications must be received by August 1, 1999; preferred start date October 1, 1999. Send vita, letter addressing relevant work experience and the names and current contact information for three references to: Search Committee c/o Joyce C. Kitey, Senior Vice President/Director of Development, Center for Jewish History, 111 East 61st Street, New York, NY 10021.

CURATOR

*Herbert H. Lehman Suite and Papers
Columbia University Libraries
New York, New York*

Columbia University Libraries invites applications and nominations for the position of curator, Herbert H. Lehman Suite and Papers. The Lehman Suite is administered by Columbia's Rare Book and Manuscript Library. The collections of the suite comprise more than 1,000,000 items documenting the life and career of Governor Lehman (1878-1963) including, in addition to the governor's papers, fifteen related collections. Located in the International and Public Affairs Building, the suite includes archive space, seminar rooms and offices. It will house an active program focusing on twentieth-century American politics and history, and particularly on those areas of federal, state, local and international affairs that related to the governor's role as a public servant. Responsibilities of the curator include program development, outreach to

faculty and students, development and management of digital resources, reference responsibilities (onsite and by e-mail or surface mail), collection development, and publication. The incumbent will work closely with a faculty advisory committee and will act as liaison between the suite and other divisions of the university. In addition to program responsibilities, the curator will work with members of the rare book and manuscript library staff to undertake and oversee preservation, processing and other archival activities, as needed. Reporting to the director of the rare book and manuscript library, the curator will work closely with the library's technical services coordinator and other library staff to provide care and access to the archival collection. **Requirements:** Advanced degree in American history, political science, library science, or a related field; strong communications skills; proven knowledge of electronic library databases and publishing tools; interest and knowledge of the period and topics represented by the collections; evidence of creativity and initiative. M.L.S. degree or experience in archival management or processing is highly desirable, as is familiarity with library preservation and digital technologies. **Salary ranges:** Librarian I: \$37,500 - \$46,875; Librarian II: \$39,500 - \$53,325; Librarian III: \$42,500 - \$63,750. Excellent benefits include assistance with university housing and tuition exemption for self and family. Send letter of application, resume and names, addresses and phone number of three references, to: Jane Hunt, Human Resources Office, Columbia University Libraries, Box 18 Butler Library, 535 West 114th Street, New York, NY 10027. Cover letter must specify job #UL70199011; applications will be accepted until position is filled. Columbia University is an Equal Opportunity/Affirmative Action Employer. Minorities and women are encouraged to apply.

CURATOR OF BOOKS AND MANUSCRIPTS

*Colorado Historical Society
Denver, Colorado*

Colorado Historical Society seeks individual to oversee curatorial department in range of initiatives to document and interpret the state's past and present through collections of books, manuscripts, ephemera, serials, maps and other paper materials. Responsibilities include collecting plan development and implementation; participation on exhibition and interpretive teams; contribution to society planning, and leadership in the society's refocused audience vision. **Qualifications:** Advanced degree in history, public history, library science or related field; minimum



PROFESSIONAL OPPORTUNITIES

seven years experience in archival/documentary collections management and interpretation. Experience in exhibition development, research, staff supervision, project management required. **Salary:** \$3,200-\$3,350/month, benefits. Send cover letter, resume, and list of three references by 4:30 p.m. August 2, 1999, to: Colorado Historical Society Personnel, 1300 Broadway, Denver, CO 80203, 303/866-2136, fax 303/866-4464. EOE.

DIRECTOR

*Maryknoll Mission Archives
Maryknoll, New York*

Directs the administration of the archives, which is a collaborative effort of the Maryknoll Society and the Maryknoll Sisters Congregation. Duties include budget preparation, implementation of policies and procedures, supervise and train staff, planning, research direction. Knowledge of archival procedures and methodology. Master's degree in library science of history required, plus 3-5 years experience in direct archival management. Mail or fax resume to: A. L. Glass, Maryknoll Fathers & Brothers, Personnel Department - Price Building, P.O. Box 302, Maryknoll, NY 10545-0302, fax: 914/944-4113.

EXECUTIVE DIRECTOR

*Kemper and Leila Williams Foundation
The Historic New Orleans Collection
New Orleans, Louisiana*

The Kemper and Leila Williams Foundation, d/b/a The Historic New Orleans Collection (THNOC), seeks a dynamic, growth-oriented, highly motivated executive director, who will have responsibility for all functions and personnel (40 full-time equivalents) of THNOC and who will report directly to its five person board. THNOC, a museum/research center dedicated to the history of Louisiana and New Orleans, is a well-endowed private operating foundation that has been in existence for over 30 years and currently has a \$5 million annual operating and capital budget. THNOC's collection consists of maps, documents, books, furniture, art and objects reflecting the history of Louisiana, and especially New Orleans. The collection is housed in a complex of beautifully restored buildings located primarily in New Orleans's French Quarter and is open to the public for research, viewing of exhibitions and tours of its house museum. THNOC also sponsors historical symposia and publications, alone and in conjunction with others. The applicant should have a doctoral degree (or equivalent) and at least 10 years experience in an academic, museum or history related endeavor, including admin-

istrative and budgeting responsibilities. The applicant must have the demonstrated abilities and skills to enhance the collection by acquisition and donation and to build upon and expand the successful existing programs to achieve national and international repute for the institution. The executive director presents THNOC through writings and public appearances, develops relationships with historical and preservation organizations consistent with THNOC's mission. Knowledge of Louisiana/New Orleans history is preferable. It is anticipated that the successful candidate will command a base salary in excess of \$100,000, plus generous benefits. Nominations are welcome. Applications must be received no later than August 31, 1999. THNOC reserves the right to terminate or extend the search at its discretion. An application shall consist of a cover letter, resume and three references (including addresses, phone and fax numbers). Applications, or requests for additional information, should be addressed to: Charles A. Snyder, 909 Poydras Street, Suite 2300, New Orleans, LA 70112-1010. THNOC is an Equal Opportunity Employer.

ORAL HISTORIAN

*State Historical Society of Missouri
Columbia, Missouri*

The State Historical Society of Missouri has an opening for an oral historian to work with an established program documenting the history and activities of the Missouri General Assembly and Missouri politics. Full-time position carrying the University of Missouri academic non-regular status, with excellent benefits package. **Salary:** \$23,700. For complete vacancy notice see www.system.missouri.edu/shs. Available October 1, 1999. **Application Deadline:** August 31, 1999.

PROCESSING ARCHIVIST

*Information Services
Microsoft Corporation
Redmond, Washington*

Here's your chance to play a key role in one of the world's leading corporate information services departments. With the latest technology at your fingertips, you'll deliver critical information and customized information products to Microsoft employees. Exceptional career opportunities in Microsoft's world class library group await you. Talented? Creative? No one can take you farther than Microsoft. You'll play a key role in the appraisal, arrangement, and description of archival materials in the collection of the Microsoft Museum. Establish in-house standards for complex collections. Assist with the

museum exhibit development, Web content, and research inquiries. Contribute your talent to ongoing deployment of information services thesaurus. **Qualifications:** Two years' experience processing archival collections. Master of library science degree with an emphasis on archival/preservation theory and practice. Microsoft offers a competitive salary and excellent benefits. E-mail your resume in ASCII text format to: Libjobs@microsoft.com (indicate job code A6uw8-0517 within the text of your resume) or mail to: Microsoft Corporation, Attn: Recruiting A6uw8-0517, One Microsoft Way, STE 303, Redmond, WA 98052-8303. We are an Equal Opportunity Employer and support workplace diversity.

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, SC 29208, or fax your resume to the Employment Office at 803/777-0302. Position available July 1, 1999. AA/EOE.

RECORDS AND INFORMATION MANAGER

*Archives of the Episcopal Church
Records Administration Office
New York, New York*

For full description see <http://EpiscopalArchives.org>. **Description:**



Oversees life-cycle records program and coordinates enterprise-wide communication to carry out the mission, goals, and canonical responsibilities of the National Church Archives, located in Austin, Texas. The incumbent represents the church archives at the headquarters in New York City. Will help coordinate the transition to new forms of digital access and information gathering. Responsibilities include analysis of documentation and recordkeeping processes, records disposition, development of management standards, and end-user support. Will also assist in creating a corporate resource center. Excellent mid-career opportunity for self starter/team player. **Qualifications:** Master's degree in a field of information science and/or professional certification; minimum three years experience. Excellent interpersonal and communications skills. Appreciation of faith traditions preferred. **Application:** Salary commensurate with experience beginning at \$61,500; generous benefits package. EOE. Position open until filled. Send resume, cover letter and three references to: Vivian Harrison, Human Resources Manager, The Archives of the Episcopal Church, P. O. Box 2247, Austin, TX 78768. Fax 512/480-0437.

SPECIAL COLLECTIONS LIBRARIAN

*Lakeland Public Library
Lakeland, Florida*

Lakeland Public Library seeks an experienced individual to manage its special collections and related materials. Responsibilities include collection development, archival acquisition and preservation, local history reference skills, and staff supervision. **Salary Range:** \$27,102 - \$38,125 plus excellent benefits. Qualifications are M.A./M.S. in library science from an ALA-accredited program, knowledge of archival management of materials, and demonstrated interest in history. Letters of interest, resumes with Social Security number, and transcripts should be submitted by August 6, 1999, to: Department of Civil Service, 500 North Lake Parker Avenue, Lakeland, FL 33801-2097; 941/499-8790; fax 941/499-8785. EOE/AA-M/F/D/V-DFWP.

SPECIAL COLLECTIONS LIBRARIAN

*Bryn Mawr College
Bryn Mawr, Pennsylvania*

Bryn Mawr College invites applications for this full-time position. Primary responsibilities include providing reference service for the rare book, manuscript and photograph collections, processing manuscript and photo-

graphic collections, assisting with library exhibitions and publications, participating in collection development, developing the special collections Web site, and playing an active role in planning and policy making for special collections. The position reports directly to the head of special collections. The successful candidate must have excellent organizational, interpersonal, and oral and written communication skills; understanding of the administration of rare book and manuscript collections; and familiarity with information technology and its application in a special collections setting. An M.L.S. from an ALA-accredited institution and reading knowledge of at least two European languages are required. Preferred qualifications include a graduate degree in an appropriate subject field, at least one year of professional experience in a special collections library, reading knowledge of Latin, and experience in the development of Web sites.

Applications received by July 1, 1999, will receive first consideration. Bryn Mawr College is a liberal arts institution located approximately 11 miles West of Philadelphia, Pennsylvania. The libraries serve a population of 1,8000 students at both the undergraduate and graduate levels. Special collections has 43,000 volumes in its distinguished rare book collection, holds important manuscript and archival material, and maintains and administers the college archives. For a more complete job description access the library home page at <http://www.brynmawr.edu/Library>. Excellent benefits and competitive salary. Send letter of introduction and resume plus the names, address, and telephone number of at least three references to: Mary Beth Lopes, Human Resources, Bryn Mawr College, 101 N. Merion Ave., Bryn Mawr, PA 19010-2899. EOE, M/F.

SPECIALIST II

*The New York Public Library
New York, New York*

The Research Libraries/Humanities and Social Sciences Library Special Collections/Manuscripts and Archives Division. Excellent multi-faceted professional opportunity in a dynamic organization. Processes collections of personal papers and records of diverse organizations, and creates finding aids in accordance with local and national standards. Provides reference service to researchers using manuscripts and archival collections. Assists in collection maintenance and basic preservation, staff training and development, and field assessment of potential acquisitions. To qualify,

candidates must possess a master's degree in liberal arts, humanities or library science and successful completion of archival training. Two years of professional experience in archives or manuscript collections. Knowledge of the division's subject areas; background in American history or literature preferred. Experience with relevant computer applications including Windows, Word, and MARC format. Reading knowledge of Spanish, German or French. Starting salary \$32,511 and comprehensive benefits. Please send resume to: Human Resources Department NB-MS, 188 Madison Avenue, 5th Floor, New York, NY 10016-4314; hrd@nypl.org. EOE.

The Metropolitan Museum of Art Department of the Arts of Africa, Oceania, and the Americas has two full-time positions with benefits, temporary (one year, non-renewable), for Archivist and Assistant Archivist, available July 1, 1999. These positions are funded by The Getty Grant Program, to catalog and make available to the public, the contents of The Museum of Primitive Art Archive.

ASSOCIATE ARCHIVIST

Qualifications: Master's degree in archival administration or library science with an emphasis on manuscripts or archives. Five years paid experience in a museum, university, or archival repository. Knowledge of archival cataloging, collection description, and indexing. Advanced computer knowledge especially Microsoft Office environments and databases.

ASSISTANT ARCHIVIST

Qualifications: As above, minimum of two years experience. Must have advanced knowledge of Microsoft Office environments and databases. Experience working with historical documents, ephemera, photographs and negatives.

Mail resume and cover letter with position of interest to: **The Metropolitan Museum of Art, Attn: HR Dept. Box MW, 1000 Fifth Avenue, New York, NY 10028.** EOE M/F/D/V.



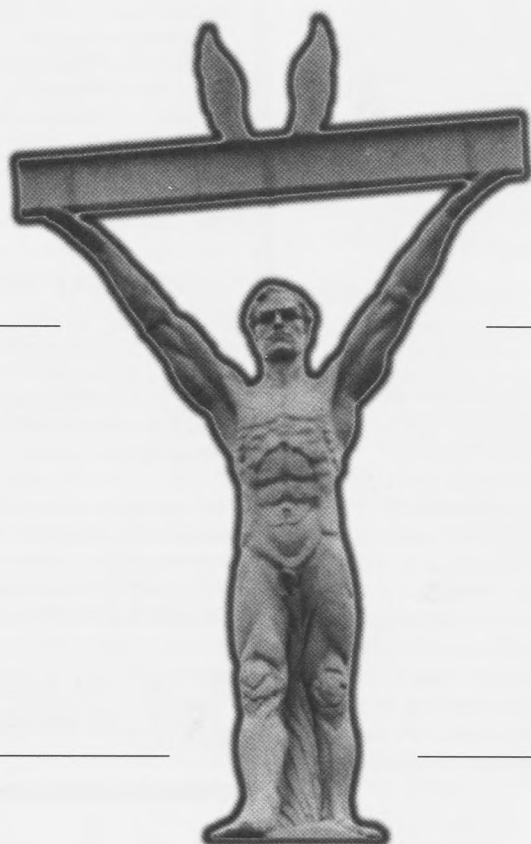
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