

ARCHIVAL OUTLOOK

SEPTEMBER/OCTOBER 1999



Newsletter of the
Society of American Archivists



COLO. TEACHERS COLLEGE
vs.
UNIVERSITY OF WYOMING

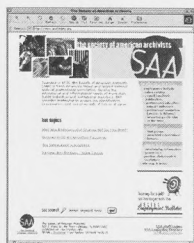
Saturday, October 10, 1942
Corbett Field 2:00 p. m.

**SEASON
OPENER!**

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New Web Site
- The Latest Book Blitz

PRICE 10c

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Football program cover—Colorado Teachers College versus University of Wyoming, October 10, 1942.

Courtesy of the University of Wyoming Archives and Records Program, American Heritage Center, University of Wyoming.

Submitted by Mark Shelstad.

ARCHIVAL OUTLOOK

The Society of American Archivists

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Archival Advocacy: SAA in the Global Arena

One important role of a national professional association is to serve as your representative in a host of national policy debates. Over the course of the past few years SAA successfully articulated the archival perspective on many issues, including copyright, fair use, and intellectual property. With the advent of the Internet many of these complex issues became ever more so. Lawmakers introduced legislation in Washington, D.C., and elsewhere that often created more confusion than clarity for archivists struggling to understand copyright laws. Through coalitions and direct participation, SAA works hard to ensure that the archival point of view is well represented with policymakers and with colleagues in allied professions. This is important work on your behalf and a significant benefit of membership in SAA.

In order for SAA to be truly effective we need to maintain an active voice not only on national issues, but to engage the international arena as well. Last spring SAA applied for and received a grant from the National Commission on Library and Information Science (NCLIS) to broaden our representation in international meetings sponsored by the International Council on Archives (ICA). While SAA has had a long history of engagement in the international archival community, prior to receipt of this grant our representation relied almost exclusively on the ability of volunteer leaders to fund their own travel.

What will international participation mean for SAA? The international archival community looks to the United States as a leader in setting policies that provide free access to information about governmental activities to all citizens. The United States is also a recognized leader in the development of new technologies to preserve and disseminate information. SAA can now work with ICA to develop and implement multilateral programs that will assist other nations in, for example, establishing efficient records and archives management infrastructures.

In addition, SAA is spearheading an effort to bring international conformance into archival description. The development of a new standard, Encoded Archival Description (EAD), an SGML document type definition for archival finding aids, evolved out of a multinational team of developers led by SAA. This standard has already shown an

enormous potential for the digital delivery of images of holdings over the Internet. SAA has also worked closely with ICA's Ad Hoc Commission on Descriptive Standards to help develop ISAD(G), the international standard for general archival description. That standard is currently undergoing revision, and the ICA's Committee on Descriptive Standards has asked SAA for input. We will now be able to send an expert consultant from SAA to the next meeting of the committee.

In addition, international involvement will help SAA to become a more diverse professional association. Last June Council adopted the following 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 record."

The broad diversity of American society evolved in large part from cultures outside our national boundaries. Therefore, it is through increased international involvement that we will be better able to understand those cultures, the issues important to them, and as a result better serve all our members as we become a far more responsive, and inclusive profession. ♦

Coverage of
SAA's 63rd annual meeting
in Pittsburgh in August
is posted on SAA's Web site at
www.archivists.org
and will be published in the
November/December issue of
Archival Outlook.

Web Site Redesign: Our Change Will Do You Good

by TARA J. SHIMANDLE, SAA Education Program Coordinator

Prepare to be wowed! The SAA Web site has undergone an extensive revitalization and beautification process. Project leader and SAA Director of Publications Teresa Brinati worked feverishly with Web designers Brian Doyle and Andrew Hicks to bring you the exciting new SAA home page. The trio focused their collective energy, intellect, creativity and a healthy dose of humor on producing a site worth noting.

"The new Web site was built with attention to content value as well as the identity it establishes for SAA in the global marketplace," said Teresa Brinati. "It is rich in both information and aesthetic appeal and we are very excited about its debut."

The site was examined piece by piece, no code left unturned, and areas needing improvement were identified. You will find the new site to be infinitely more navigable as well as visually appealing. Vast amounts of content have been added, making information about SAA available at the click of a button to members and the multitudes connected to the Internet.

"The best thing about the new site is the ease of access to information and the focus on user interaction," noted Andrew Hicks.

The make-over involved examining more than 500 files from the old site and reorganizing the content and directory structure, which has been completely reconfigured. New navigational tools have been created and implemented. Information on the site has been organized in three categories:

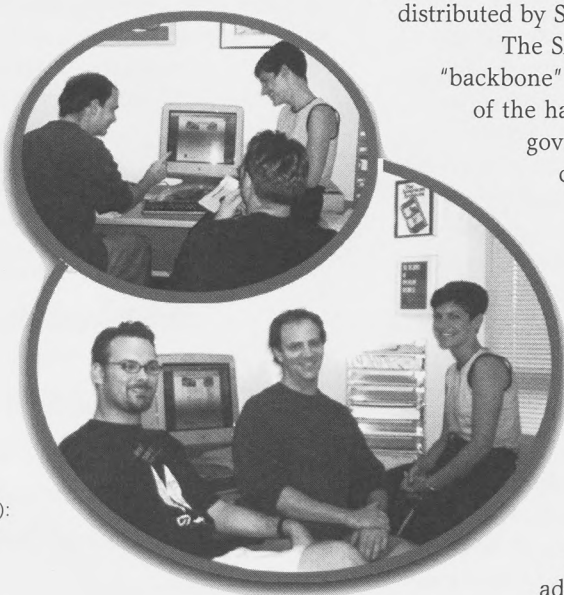
- **Products and Services** (*employment bulletin, online catalog, council handbook, publications, professional education, annual conference, professional recognition, advertising with SAA, and in the news*);
- **Groups** (*SAA groups, associated organizations, and listservs*); and
- **About SAA** (*membership information, governance, position statements & resolutions, site map & index*).

The vast amount of information in each of these areas, and the numerous links to still more information and related sites, is sure to offer something for everyone. A site map and search engine have been added, as well as interactive membership application forms, fellow nomination form, call for proposals for annual meeting sessions, and award nomination form.

Site highlights include "hot topics," a section on the home page updated weekly and drawing attention to specific info on the site; "in the news," a digest of national and international archival news; "Online Employment Bulletin," a weekly listing of job opportunities; and an expanded "publications" section which includes a catalog featuring more than 150 titles distributed by SAA as well as online brochures and reports.

The SAA Council Handbook is now available online and is the "backbone" of the site. Many links throughout point back to portions of the handbook such as the constitution, bylaws and other key governance documents. In its prior incarnation the site was cluttered with unnecessarily duplicated information and redundancies. Adding the Council Handbook and structuring information queries to point to that file eliminated the clutter and created a more fluid document. A definitive listing of committees, sections, round-tables, task forces, boards and representatives has also been added. These enhanced listings include descriptions, guidelines, and contact information for each group. Further, there is a comprehensive listing of SAA position statements, resolutions, policies, and guidelines.

"The design challenge involved finding a way to represent the archival profession in a new and progressive manner, one that counteracts stereotypes," added Brian Doyle.



SAA Web site design team
(bottom picture, left to right):
Brian Doyle, Andrew Hicks,
Teresa Brinati.



The new SAA home page premieres in September. Visit www.archivists.org.

The redesign process, which was initiated more than a year ago, began in earnest in June, included site testing and review by a random cross section of SAA members. Members both 'Net savvy and novices were intentionally recruited in order to guarantee a balanced sampling. With the invaluable feedback and comments received Brian, Andrew and Teresa have tweaked, polished and massaged out the last of the kinks.

The new flexibility and scalability of the SAA Web site will allow for growth in content while maintaining ease of use for all visitors. There are plans afoot to create a "members only" area that will feature a directory of individual and institutional members and an online version of *Archival Outlook*, SAA's bimonthly newsletter. Adding photographs and advertising opportunities are also in the offing. With an eye toward the future, the site will one day include e-commerce and streaming video and audio.

In the mean time, we can't wait for you to visit and explore the delightfully intricate web we have woven at www.archivists.org. ♦

I Read It on the Web

African American Full-Text Books on the Web

by THOMAS JAY KEMP

The promise of the Web has been instant access, the problem of the Web has been that search engines bring back too many "matches." Often these partial match Web sites contain our search terms but have nothing to do with our research interest, or they are a complete match but the content is shallow and unreliable. The result is often endless surfing and lost research time.

This article provides researchers with examples of books on African Americans that they can access, right now, on the Web. These books have been digitized and made available for free on the Internet. Scarce documents are now easily located. In so many cases, only one copy of many of these documents has survived.

Hundreds of archives and other groups are mounting various levels of research content on their Web sites. The Library of Congress launched its enormous "American Memory Project"

with a goal of mounting millions of records and images by the year 2000. The University of Michigan began its "Making of America" project in the fall of 1995 and has mounted over 1,600 books and serials and has plans to add 7,500 more titles in the next two years. The "Gutenberg Project," the University of North Carolina's "Documenting the American South" project, and dozens of similar projects are adding to our online research capabilities. In 1999 the Family History Library launched its online presence "FamilySearch.Org™" bringing hundreds of guidebooks and millions of records to the Web. ♦

Thomas Jay Kemp of Norwood, Mass., is a longtime member of SAA and author of numerous books including the forthcoming book, *Virtual Library: Full-text Books on the Web* (Wilmington, DE: Scholarly Resources, Inc.). He may be reached via e-mail at GenAnnual@aol.com.

African Americans, Full-Text Books on the Web

- Albert, Octavia V. Rogers, Mrs. *The House of Bondage, or Charlotte Brooks and Other Slaves Original and Life-like, as They Appeared in Their Old Plantation and City Slave Life, Together with Pen Pictures of the Peculiar Institution, with Sights and Insights Into Their Relations as Freedmen, Freemen and Citizens.* New York, NY: Hunt & Eaton, 1890. 161p.: <http://digilib.nypl.org/dynaweb/digs/www972/>
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Much Ado About Something: Society of Georgia Archivists Celebrates 30th Anniversary

by PAM HACKBART-DEAN and SUSAN POTTS MCDONALD

On July 25, 1969, a group of 21 archivists met at the Georgia Department of Archives and History in Atlanta and founded the Society of Georgia Archivists (SGA). It would become the third state or regional archival group formed in the United States.¹ The mission of the group was to "bring about a closer communication among people in archives, manuscripts, special libraries, and other historically oriented professions; to increase knowledge in the theories and practices of archival administration and records management; to promote the preservation of archival resources of the state; and to strive for the establishment of sound archival standards in the handling of records from their creation to their disposition."²

The historical community in Georgia during the late sixties was experiencing great change. Governor Jimmy Carter's reorganization of state government had dismantled the old history commission and moved the historic preservation function to the new Department of Natural Resources (DNR). Following the example of the federal government, Carter added the responsibility for records management to the state archives.³ In addition, the Georgia Department of History and Archives moved into a new building, and the Georgia Historical Society became a branch of state archives in 1966. (It was not until 1998 that GHS would become independent.) Carroll Hart, director of the Georgia Department of History and Archives from 1964 to 1982 and a charter member of SGA, founded the short-lived Georgia League of Historical Societies. Both individuals and their organizations were beginning to congregate, to look for common interests and ways in which they could share. In 1969, Georgia had twenty individual members in the Society of American Archivists. Recognizing the existence of local and state archival issues that could not be addressed fully by a national organization, ten of the twenty became charter members of SGA.

The group sought to build a partnership between state and federal archivists. In addition, the society would aid the individual archivist and advance the profession, as well as make Georgians more aware of the rich archival resources that document their history.⁴ Although the need for representing archives throughout the state was recognized early on, membership remained in the Atlanta area for the first four years. At an executive board meeting in May 1971, SGA President Edward Weldon stressed "the society's need to expand its membership and activities beyond the Atlanta area so as to become, in truth, a Georgia-wide organization—to involve itself, in the archival frame of reference, in as many 'entangling alliances' as possible."⁵



Governor Jimmy Carter signs a proclamation for "Archives Day," February 15, 1973. Left to right: Ruth Corry, Harmon Smith, Beatrice Cochran, Governor Carter, Linda Matthews, and David B. Gracy II.

Initially, SGA met monthly. Members would visit local repositories or meet to discuss current issues in the profession. To further such communication and information sharing, the first newsletter of the society appeared in 1970, and in 1971 the group began to consider the need for a directory of Georgia repositories and archival personnel. After its first year, the group met five times per year. The leadership intended "that programs would be aimed at the stimulation of professional growth, and that, ideally, the society would serve as a clearinghouse for professional information and the solution of problems."⁶

During David B. Gracy II's presidency, 1972-1973, the society sanctioned an ambitious program of public service and publication. To get more members and more individuals involved, the executive board accepted Gracy's proposal to publish a journal. In 1972, *Georgia Archive* (now *Provenance*) became the first journal published by a state or regional archive group.⁷ In 1975, *Georgia Archive* received the Society of American Archivists Award of Merit.

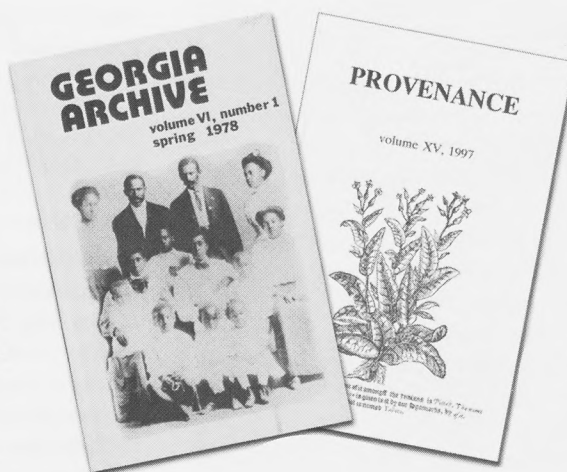
An aggressive membership campaign followed, and the first fall workshop and annual meeting were held in 1973. The Society of Georgia Archivists rapidly evolved as a strong role model for state and regional groups. Membership continued to grow as a pattern of stability in services developed. The reciprocal support of the society and its constituency provided a secure organization. SGA provided its members with some of the same services already offered by SAA—professional support, publications, and annual meetings.⁸ In the following years, the journal was published biannually and the newsletter quarterly; meetings and workshops were held each fall alternating between Atlanta and elsewhere in Georgia in the spring.

In 1976, a grant was awarded by the National Historical Publications and Records Commission (NHRPC) that enabled the society to produce a slide/tape show entitled, "A Very Fragile Resource: Our Documentary Heritage." This production was created as an outreach activity to raise public awareness about archives and their activities. In 1982, SGA administered an NHRPC grant received by the State Historical Records Advisory Board (SHRAB) to do a needs assessment of Georgia's historical records. By the summer of 1983, SHRAB completed the "Inventory of Georgia Archives and Manuscripts," which was published and distributed by the Society of Georgia Archivists. SGA served as co-host for SAA's 52nd annual meeting held in Atlanta in 1988.

In its third decade, SGA focused on educational and outreach activities. In 1988, the society established the Carroll Hart Scholarship for attendance to the Georgia Archives Institute held each summer in Atlanta. Miss Hart founded the institute and in her honor the scholarship enhances archival education and membership.

The nineties have proven to be exciting times for the society. In honor of David B. Gracy II, the first editor of *Georgia Archive*, an award was established in 1990 to recognize the most outstanding article in *Provenance*. Furthermore, SGA expanded its scholarship awards by creating the Larry Gulley (former president of SGA) award in 1993 for attendance at the organization's annual meeting in the fall and for a one-year membership in SGA. The purpose of the scholarship is to enhance archival education, membership, and participation in the profession.

In 1996, the Society of Georgia Archivists and the Georgia Historical Society received a grant from the Georgia Historical Records Advisory Board. This grant was used to hold a series of workshops and consultation visits for historical societies and archives around the state focusing on the care, management, and preservation of archival records. The Georgia Historical Society was able to fold the workshops into its existing Affiliate Chapter Program, providing the necessary framework for a statewide program. The Society of Georgia Archivists controlled the content through curriculum development and provided instructors and consultants for the workshop. The program proved quite successful. In all, there were seven workshops held from 1996 to 1997.



In the fall of 1972, David B. Gracy II edited the premiere issue of *Georgia Archive*, the first journal to be produced by a state or regional archival organization. In 1983 the journal changed its name to *Provenance*.

continued on page 29



Teaching Techniques

Each one of us is a teacher, whether it is in a formal academic setting, parenting at home, mentoring a colleague or coaching a new hire. Each of us employ specific teaching techniques, usually the ones with which we are most comfortable, either because we learn best that way, or because that's the way our teaching role models always did it. Have you ever thought of trying to use some different teaching technique that, because of the learning style of *the learner*, might be more effective?

There are four basic teaching techniques determined by answering the question, "What is the learner doing?" Everything else is "a variation on a theme."

The four basic teaching techniques—lecture, discussion, simulation, and case study—are examined below.

Lecture

What is the learner doing during a lecture? *The learner is passively receiving information through some medium.* By far, the most frequently used medium is the person and voice of the instructor in a classroom setting. But consider this: when the learner is watching a video, surfing the 'Net, caught up by a PowerPoint presentation, reading a book, listening to an audiotape, what is the learner doing? Receiving information through some medium. In the current society, instructors are challenged to incorporate a variety of "lecturing" media for learners accus-

tomed to sound bytes and quick access. We are all becoming accustomed to multitasking, receiving information simultaneously from several sources. Haven't you checked e-mail while on the telephone? Or watched the news on TV while having a conversation with a family member? Lecturing is no longer just a "speech."

Discussion

In an educational setting, discussion is determined by the *learners communicating with each other.* The role of the leader of learning is to structure the conditions under which such an exchange can take place. In other words, the "instructor" is not taking questions and comments from the learners (imagine the arrows of communication converging on the instructor) rather, the learners are talking to each other (imagine the arrows of communication criss-crossing among all the learners). The discussion leader simply designates the rules of exchange. For example, "Around the circle, clockwise, simply state your reaction to We will not comment on or evaluate the ideas at this time." Or, "The persons sitting in the inner circle of chairs are the only ones who can comment on this issue. If you would like to enter into the discussion, tap the shoulder of anyone in the circle and exchange places with them. This gives you the opportunity to comment." The discussion leader facilitates the exchange.

Simulation

Simulation has *the learner entering into the experience* through games, laboratory, role-play, and apprenticeship. The learner is engaged in working with the environment in a directed problem-solving situation, putting all available knowledge and skills to use in a "simulation." The learner must "enter in," become part of the action. A barrel of waterlogged manuscripts that must be saved, a chemistry lab, a game of Trivial Pursuit, a human resources role play, on-the-job training, all are examples of simulation. The task of the instructor is to structure the learning environment in such a way that the learner can constructively experiment with interiorized knowledge. The learner is completely engaged.

Case Studies

The learner is standing outside the case, observing, making judgments, researching, and commenting. Learning is problem-based and the role of the instructor is that of a coach, never giving the answer, but prodding the learner to investigate more deeply. The instructor leads with such questions and comments as "What do you have to know about this situation? Where can you find it? What will help you? What if we changed this factor? How certain are you that your results are accurate? What would you do in this set of circumstances?" This technique was popularized as the "Harvard" technique, in recognition of its extensive use at that institution's law school, but it is not unique to the legal profession. The instructor must follow the learner, never letting them be satisfied with a single answer. It leads to seeing several alternatives in a single set of circumstances, following the alternatives to discover the final outcomes. ♦



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SAA's Online Continuing Education Going Global

SAA's first online course, "Basic Electronic Records," taught by Tom Ruller, head of information and technology management services at the New York State Archives and Records Administration will begin on September 20, 1999. SAA has received inquiries from Scotland, Australia, Mexico, China, England, and Canada as well as across the United States. The Internet truly creates an international learning community.

There will be two offerings of "Basic Electronic Records" this fall. Registration for the September 20th course began online on September 1, as reported in the last issue of *Archival Outlook*. Registration for the November 1, 1999, course will begin October 1.

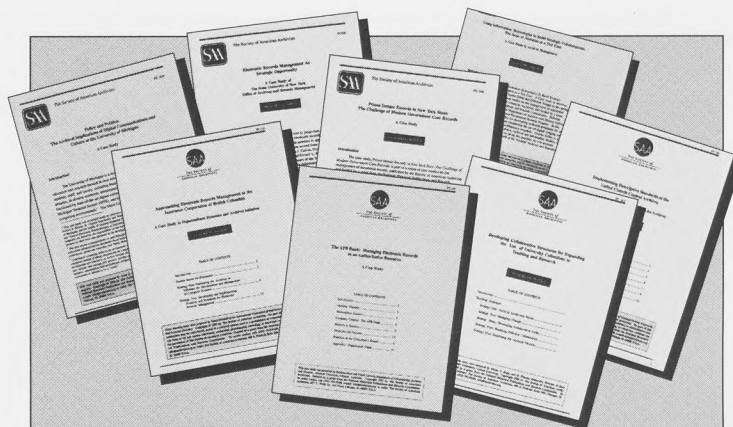
Participants must have access to the Internet and a Web browser. This is a basic course, designed to introduce the basic principles of preserving and providing access to records in digital formats. The twelve-module course focuses on methods and issues in appraising, accessioning, providing reference for, and preserving records in electronic form. Among other activities, participants will examine case studies and engage in online discussion with the other participants as well as the instructor. They will also develop documentation for a simple set of electronic records and make plans for the long-term preservation of those records. The 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.

Basic Electronic Records

- Module 1: Welcome and Introduction to the Basic Electronic Course
- Module 2: Defining Records in an Electronic Environment
- Module 3: Functional Requirements for Electronic Recordkeeping—Working at the Beginning of the Life Cycle
- Module 4: Information Technology Basics
- Module 5: Inventorying Records in Electronic Form
- Module 6: Appraising Legacy Electronic Records
- Module 7: Accessioning Records in Electronic Form
- Module 8: Accessioning Records in Electronic Form — continued
- Module 9: Description of Records in Electronic Form
- Module 10: Providing Reference and Access to Records in Electronic Form
- Module 11: Preservation of Digital Records
- Module 12: Tools for Future Development

Modules will be divided, roughly, two each week for the six-week duration of the course. The registration fee for the course is \$95 for SAA members (\$120 for nonmembers).

"Basic Electronic Records" puts continuing education at your fingertips!



Case Studies on Administration of Electronic Records

The Society of American Archivists has produced an excellent series of eight case studies with teaching notes, drawn from real-life archival situations, which can be used by instructors in academic and continuing education settings. Any one of these would be a useful tool in incorporating an alternative technique into a teaching-learning setting. Having eight is a gold mine! The topics are:

- *The APB Bank: Managing Electronic Records as an Authoritative Resource*
- *Approaching Electronic Records Management at the Insurance Corporation of British Columbia: A Case Study in Organizational Dynamics and Archival Initiative*
- *Developing Collaborative Structures for Expanding the Use of University Collections in Teaching and Research*
- *Electronic Records Management as Strategic Opportunity: A Case Study of the University of State New York Office of Archives and Records Management*
- *Implementing Descriptive Standards at the United Church Central Archives: A Case Study in Automated Techniques for Archives*
- *Policy and Politics: The Archival Implications of Digital Communications and Culture at the University of Michigan*
- *Prison Inmate Records in New York State: The Challenge of Modern Government Case Records*
- *Using Information Technologies to Build Strategic Collaborations: The State of Alabama as a Test Case — A Case Study in Archives Management*

Case studies are \$3 each for SAA members (\$6 each for nonmembers); teaching notes are \$8 each for SAA members (\$12 each for nonmembers). Buy them separately or receive a discount when you purchase a set of four or the entire series. These case studies can be ordered directly from SAA (312/922-0140 or info@archivists.org) and are listed in the *SAA Professional Resources Catalog*.

Best Wishes!

DR. DANIEL T. WILLIAMS

retired in May from Tuskegee University after 40 years of service. He spent nearly 30 years as its university archivist, where he produced guides to special collections and archives and has received many campus honors. In Alabama he has been a member of the State Historical Records Advisory Board and president of the Friends of Alabama Archives. He has given special attention to the preservation of African American historical materials lecturing on this topic at many American universities and in Senegal and Guadeloupe. He has also served as a consultant to the National Business League, the Martin Luther King Jr. Papers Project, and to many other organizations. A longtime member of SAA who has served on a variety of boards, committees and roundtables, Dr. Williams was named a fellow of the Society of American Archivists in 1991. His visibility and his contributions have been a model to many aspiring African American historians and archivists. SAA salutes the distinguished career of Dr. Williams and wishes him well in retirement. He may be reached at his new digs in the lovely retirement community of Tiffany House, Suite 159, 2900 Rio Mar Street, Fort Lauderdale, FL 33304, 954/563-3116.



BEVERLY ALLEN, formerly with Emory University, is taking a semi-hiatus from archival work to travel and to pursue her artistic interests. She will continue to work on short-term assignments for her archival consulting company, Paper Tiger Inc., P.O. Box 533, Tucker, GA 30085-0533, papertiger@email.com.



LAURIE A. BATY, formerly of the National Historical Publications and Records Commission, is now chief of the Museum Services Branch for the Department of the Interior, in Washington, D.C. The branch is responsible for the department's museum, providing the mechanics for implementing cultural resource management policy throughout the bureaus

of the department, and in establishing partnerships/coalitions with other institutions and professional organizations.

SAA Executive Director **SUSAN E. FOX** obtained the designation of Certified Association Executive in June by the American Society of Association Executives.

PROFESSOR KEN RICCARDI, institutional archivist at LaGuardia Community College, received a certificate in computer repair from LaGuardia Community College in May.



RICHARD PEARCE-MOSES of the Heard Museum recently began a new position as the coordinator of the Cultural Inventory Project at the Arizona Department of Library, Archives, and Public Records. He will continue at the museum but will be under contract with the state for at least the next year.

KEVIN W. SANDIFER, historian and consultant for the Northwest Louisiana Baptist Association, was recently selected to *Who's Who in the South and Southwest, 1999* and *Who's Who in America, 2000* and nominated for *Who's Who in the World, 2000*.



SAA Preservation Section newsletter editor **ANKE VOSS-HUBBARD**, formerly of the Rockefeller Archive Center in Sleepy Hollow, New York, recently joined the staff of the Historical Administration Program of the History Department at Eastern Illinois University in Charleston, Illinois.

Obituary

SHARON GAYLE PUGSLEY, 59, passed away July 21, 1999, from complications of diabetes and Alzheimer's Disease.

Born October 26, 1939, in Detroit, Michigan, she graduated from the University of Utah with a B.A. in business and education. After teaching for two years, she returned to the university to become the executive secretary and an editorial assistant in the Special Education Department and pursued post-graduate studies in her favorite subject—philosophy. She then earned a master of library science degree from Rutgers University in New Jersey, where she worked as the reference librarian for the New Jersey Historical Society. She returned to the University of Utah in 1973 to become the manuscripts librarian in the Special Collections Division. She also earned a master's degree in Western history.

In 1977, she moved to California to take the position of archivist and regional history manuscripts librarian for the University of California at Irvine, where she received a Career Development Award to study preservation methods and disaster planning for libraries at Yale University.

Sharon was an active member of many scholarly societies, including the Society of American Archivists, where she took a professional interest in the organizations' programs, always accepting assignments as an officer, a chairperson, committee member, advisor, etc. She contributed regularly to SAA annual meeting programs. Sharon participated in many activities outside of professional interest. She loved hiking, Colorado River white-water rafting, square dancing, travel and many other interests. Her greatest love was for books. She retired in 1993 for health reasons.



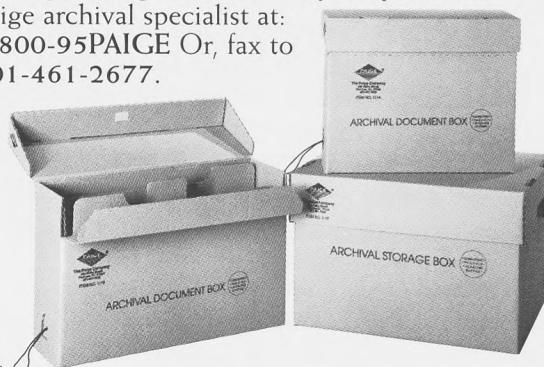
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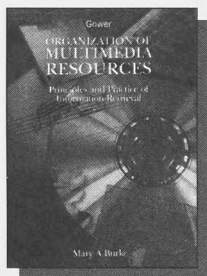
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The Latest Acquisitions

It has been a busy summer for acquisitions. Below are seven more titles acquired for distribution by the Society of American Archivists. Including those titles listed in the last issue of *Archival Outlook*, this brings the grand total of recent acquisitions to twelve. Please continue to make SAA aware of books from other publishing houses or professional fields that are relevant to the archival profession. Send any suggestions to Teresa Brinati, tbrinati@archivists.org. To order books, contact Troy Sturdivant, tsturdivant@archivists.org, or 312/922-0140 ext



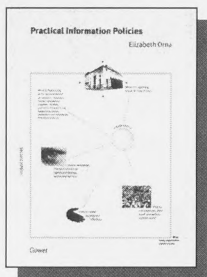
Organization of Multimedia Resources: Principles and Practice of Information Retrieval

BY MARY A. BURKE

Explains the need for a logical structure for multimedia databases and for consistent description and indexing of their components. It extends the principles of cataloging, classification, indexing and

database structure to different multimedia products, identifying the difficulties of providing for multimedia retrieval by organizing data according to subject, creator or other characteristics. Theoretical principles and practical guidelines are given for storage of, and access to, the information content of textual, visual, audio and integrated multimedia databases.

Gower Publishing (1999) 236 pp., hard cover / product code 371
SAA members \$68.95 / nonmembers \$78.95



Practical Information Policies, 2nd edition

BY ELIZABETH ORNA

Successful knowledge management depends on knowledge in human minds, expressed in effective action, fed with appropriate information, and supported by the right blend of information technology and systems. This book offers readers a straightforward way of working out what their organization

needs to know to survive and prosper, what information it requires to "feed" its knowledge, and how people need to interact in using knowledge and information.

Gower Publishing (1999) 352 pp., hard cover / product code 372
SAA members \$77.95 / nonmembers \$87.95

Human Response to Library Technology,

EDITED BY JANICE J. KIRKLAND AND MICHAEL GORMAN

Many of the concerns in this special issue of *Library Trends* (47:4) are equally relevant to archivists. Today resources in libraries are being endangered by technology. When access to the records of the past are tampered with in such a way as to change them or make them less accessible, and when the originals are digitized and discarded, we betray the trust which we assumed when responsibility for them was accepted.

University of Illinois Press (1999) soft cover / product code 374
SAA members \$18 / nonmembers \$23



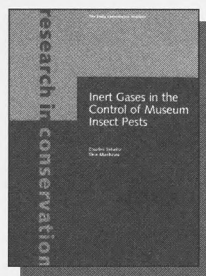
Introduction to Managing Digital Assets: Options for Cultural and Educational Organizations

BY DIANE M. ZORICH

This report surveys options for managing intellectual property—particularly in networked environments. It reviews traditional methods of rights administration and content distribution and offers both a

general and thematic assessment of issues an institution should consider when developing intellectual property management strategies and selecting partners to help with those strategies.

Getty Information Institute (1999) 167 pp., soft cover / product code 375
SAA members 23.95 / nonmembers \$28.95



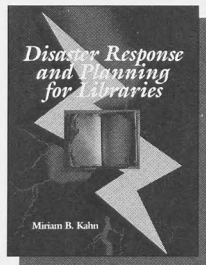
Inert Gases in the Control of Museum Insect Pests

BY CHARLES SELWITZ AND SHIN MAEKAWA

This book is relevant to archival collections in its description of methods for ridding boxes of infected papers of various varmint. It describes the biological mechanisms by which inert gases kill insects, the methods and materials needed to create and maintain

an anoxic atmosphere; treatments; the construction and use of airtight chambers and lowcost bubbles; and procedures for treating objects. Also includes supply sources.

Getty Conservation Institute (1999) 122 pp., soft cover / product code 376
SAA members \$23 / nonmembers \$29



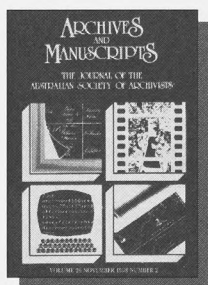
Disaster Response and Planning for Libraries

BY MIRIAM B. KAHN

This publication is intended for use in libraries, archives, and historical societies to help respond to and recover from disasters and to assist in the design of disaster response plans. It addresses each of the four phases of disaster response

planning as well as includes a section on responses and procedures for stabilization and basic treatment of some collections once the recovery process is in full swing.

American Library Association (1998) 128 pp., soft cover / product code 373
SAA members \$38 / nonmembers \$43



Recordkeeping and the Law

EDITED BY LIVIA IACOVINO

This special theme issue of *Archives and Manuscripts* (26:2), the journal of the Australian Society of Archivists, includes commissioned pieces from legal experts that address legal issues relevant to the context of recordkeeping. The main focus of the articles is the recordkeeping/law

nexus centered on the role of records in legal systems within Australia with some international overtones.

Australian Society of Archivists (1998) 360 pp., soft cover / product code 377
SAA members \$26 / nonmembers \$31

Keeping Archives Update

The Australian Society of Archivists, Inc., recently announced that it would not be issuing a 3rd edition of the popular text, *Keeping Archives*. SAA mistakenly reported in the March/April issue of *Archival Outlook* that such an edition was planned according to the book's publisher, DW Thorpe in Australia.

The good news is that the 2nd edition of *Keeping Archives* by Judith Ellis will continue to be distributed by SAA. Copies are available to SAA members for \$45 (nonmembers \$50) plus shipping/handling (cite product code 219).

American Archivist in Production

Production begins this month on the fall 1999 issue of the *American Archivist* (vol. 62, no. 2). Contents include: the 1999 SAA Theodore Calvin Pease Award for best student paper, "Retrieval of Archival Finding Aids Using World Wide Web Search Engines" by Kathleen Feeney; "Looking at Archives in Art" by Barbara L. Craig and James M. O'Toole; "Literacy, Documents, and Archives in the Ancient Athenian Democracy" by James Sickinger; "The Impact of Grantsmaking: An Evaluation of Archival and Records Management Programs at the Local Level" by David M. Weinberg; "Preserving Anthropology's Heritage: CoPAR, Anthropological Records, and the Archival Community" by Nancy J. Parezo; "Archives in Controversy: The Press, the Documentaries, and the Byrd Archives" by Raimund Goerler; and "Abstractions of Justice: The Library of Congress's Great Manuscript Robbery, 1896-1897" by Aaron D. Purcell.

In addition, the issue will also contain SAA Council meeting minutes and the annual index. Printing and distribution is slated for January 2000.

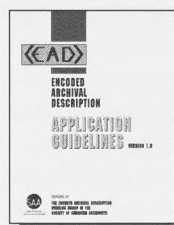
The editor of the *American Archivist* is interested in receiving manuscripts that reflect the latest thinking and research in archival theory and practice. Authors should send queries and/or prospective articles to: Philip B. Eppard, *American Archivist* Editor, University at Albany, State University of New York, School of Information Science & Policy, 135 Western Ave., #113 Draper, Albany, NY 12222; 518/442-5115; pbe40@csc.albany.edu.

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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*.

Society of American Archivists (1999) 308 pp., soft cover
SAA members \$25 (nonmembers \$30) / Product Code 365

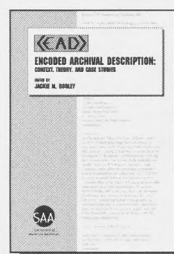


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Essential documentation that lists and defines all EAD Version 1.0 elements and attributes, and indicates their relationships to one another. Tagged examples illustrate the use of each element. A narrative overview explains the major components of the EAD structure.

Society of American Archivists (1998) 262 pp., soft cover
SAA members \$20 (nonmembers \$25) / Product Code 343



ENCODED ARCHIVAL DESCRIPTION CONTEXT, THEORY, AND CASE STUDIES

EDITED BY JACKIE M. DOOLEY

This informative book explores the context within which Encoded Archival Description (EAD) was developed, the essentials of its structured approach to encoding finding aid data, and the role that EAD is meant to play in individual repositories and for the archival profession as a whole. Also includes six case studies.

Society of American Archivists (1998) 178 pp., soft cover
SAA members \$30 (nonmembers \$40) / Product Code 349

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Electronic Records Breakthrough Appears Possible

The *Wall Street Journal* recently declared that "the National Archives has a monumental challenge: making sure government records are preserved—and accessible" in the electronic age. Ironically, on the same page with the "electronic challenge" story was some company's advertisement showing several business people studying a problem over a caption that said, "With enough crumpled paper, you can solve anything."

Well, archivists don't crumple paper, but we are getting closer to some real solutions to the electronic records challenge. In my previous columns I've told you about projects underway on several fronts at the National Archives and Records Administration (NARA) in partnership with other archivists, federal agencies, and the private sector. We have revised what our general records schedules say about electronic records. We have endorsed a standard, developed by the Department of Defense with NARA input, that provides baseline requirements for the management of electronic records. We are launching a "Fast Track Guidance Development Project" to identify best practices now available in dealing with electronic records and providing interim guidance to agencies

while longer-term solutions are being sought. And we recently announced a far-ranging project to re-engineer, in light of electronic records needs, how records are appraised and scheduled in the federal government.

Also, we have a lot of R&D projects going, including one that is showing a kind of progress that may turn out to be helpful to all archivists dealing with electronic records. We at NARA may—and I emphasize "may" because we're still in the R&D stage—have found a workable way to archive electronic records in a comprehensive system providing both preservation and access for all data types without dependence on particular software or hardware. That would be a major breakthrough.

For some time now, NARA has been able to accession small numbers of large electronic databases. But the government is increasingly generating large numbers of small files, such as e-mail messages. Facing the fact that available technologies are not adequate for the task of archiving them, we joined the National Partnership for Advanced Computational Infrastructure to see if advanced computer science could provide a solution. We have recently learned of an archival prototype system developed by our partners at the San Diego Supercomputer Center, a national laboratory for computational science and engineering at the University of California, San Diego. The prototype has been able to "ingest" a million e-mail messages in just two days.

Additionally, research being done for us at the Supercomputer Center, and also at the Army Research Laboratory, gives us hope that an Electronic Records Archive can be built to preserve any kind of electronic record in a format that frees it from the computer system in which it was created and will enable us to meet reference requests for it using a variety of tools available today and advanced technologies that will be developed for tomorrow. At NARA, access will be expedited by combining this system with the Archival Research Catalog we are developing to describe all bodies of records in our nationwide holdings.

What makes these developments of potentially great value to all archives dealing with electronic records is that we have asked our partners to develop a scalable solution. That is, NARA needs a system that will scale upward, so we can deal with accessions of millions of federal records, but the approach we are taking also promises to scale downward, so it will be useful for smaller archives as well.

Whether all this works or doesn't is yet to be seen. But sooner or later something of the kind must work. It must because successful archival administration in the 21st century requires it. And because our society, particularly in the "electronic information age," requires successful archival administration. ♦

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**Appeals Court in Electronic Records Case Reverses Lower Court Decision and Rules in Favor of the Archivist**

— In August the United States Court of Appeals for the District of Columbia ruled in favor of the Archivist and against Public Citizen and various historical and library associations in case number 97-5356. In a unanimous decision the three-judge panel reversed the October 22, 1997, decision of Judge Friedman that stated that the National Archives' regulations that allow federal agencies to destroy electronic programmatic records was null and void. The appeals court decision thus lets stand the National Archives' policy of allowing electronic records to be destroyed if those records having permanent value are copied on to paper or an electronic recordkeeping system.

The plaintiffs have not yet decided if they will appeal the ruling to the Supreme Court. The decision may be viewed on the Internet at the National Archives Web site, www.nara.gov under "records management" or at www.ll.georgetown.edu/Fed-Ct/Circuit/dc/opinions/97-5356a.html.

Legislation To Clarify Tax Implications for Donors of Historical Materials

— Senators Patrick Moynihan (D-NY), Daniel Inouye (D-HI), and Paul Wellstone (D-MN) introduced earlier this year S. 217, a bill that would clarify the tax implications for donors of historical materials. In most cases charitable gifts of historical papers to universities, libraries, archives, or historical societies do not have a gift tax or estate tax consequence. However, some estate planning lawyers have concluded that there may be an adverse tax consequence in situations where the donor retains various rights in the papers donated, such as the right to limit or control access for a period of time for privacy reasons. Retaining some control is perceived by some lawyers as disqualifying for the charitable gift donation. Thus it seems that some individuals who had planned to donate papers, but who wished to retain some control over them, are not donating their papers for fear they will have to pay taxes on the donation.

Letters of support are needed for S. 217. They should be sent to the leadership of the Senate Finance Committee—Senator William Roth (R-DE), the Chairman, and Senator Patrick Moynihan (D-NY), the Ranking Minority Member. The address is: Senate Finance Committee, 219 Senate Dirksen Office Building, U.S. Senate, Washington, D.C., 20510.

Update on Database Copyright Protection Legislation — Prior to the August recess the House Commerce Committee approved a slightly modified version of H.R. 1858, the Consumer and Investor Access to Information Act of 1999, a copyright bill that deals with databases. The revised version makes clear that "fair use" will apply to court opinions, statutes, codes, and other legal documents.

In May the House Judiciary Committee approved H.R. 354, the Collections of Information Antipiracy Act, which many in the scholarly community view as overly protective of database producers and as limiting legitimate access to factual information and databases that are in the public domain. The House

Commerce Committee and the House Judiciary Committee hope to develop a compromise bill that will be acceptable to all parties concerned.

Congress Cuts Pentagon's Declassification Budget and Calls For Review of Records Already Declassified

— In August the House/Senate Conference Committee issued a Conference Report on S. 1059, the National Defense Authorization Act for Fiscal Year 2000, which includes a sharp decrease in Pentagon funding for declassification. The report states that since "there are more important defense readiness uses for operations and maintenance funds, the conferees include a provision to limit the Department of Defense operation and maintenance spending for record declassification to no more than \$51 million during fiscal year 2000." This will probably reduce the number of documents declassified by 75 percent.

The Conference Report H. Rep. 106-301 that accompanies S. 1059 states: "The conferees do not believe that it would be in the national security interest of the United States to declassify records that would otherwise remain classified, simply because the review of those records has not yet been completed." Furthermore the legislation calls for a page-by-page review of documents that have already been declassified under Executive Order 12958 because of concerns about "inadequate or incorrect declassification decisions." The two houses will vote on the compromise bill when they return in September.

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National Forum on Archival Continuing Education Established

The Council of State Historical Records Coordinators recently announced a new project to examine the continuing education needs of the nation's historical recordskeepers and develop an action agenda to address those needs. The National Forum on Archival Continuing Education (NFACE) is a project developed by the Council of State Historical Records Coordinators (COSHRC) in partnership with the American Association for State and Local History (AASLH). The project's development is being funded through a grant from the National Historical Publications and Records Commission (NHPRC).

The goals of the project are to:

- gather and disseminate information about what continuing educational services and information resources are already available for those who care for historical records;
- encourage collaboration and coordination among providers of archival continuing education in developing additional offerings, especially those that address gaps in existing educational opportunities;
- improve the accessibility to information resources about best practices in the care of historical records that support these educational efforts; and
- develop an action agenda for archival continuing education in the next decade, which will be shared with federal funding agencies, resource allocators, and key stakeholders in archival continuing education.

NFACE is concerned with the continuing educational and informational needs of all individuals who care for historical records. The 1998 COSHRC report, "Where History Begins," which analyzed a survey of historical records repositories in the U.S., found records in the care of three broad categories of individuals: professional archivists and manuscript curators; allied professionals with records responsibilities; records caretakers who have limited or no training. The complete text of "Where History Begins" is available via the COSHRC and NHPRC Web sites at www.coshrc.org/surveys/HRRS/hrrsdocs.html.

The National Forum on Archival Continuing Education will be held April 27-29, 2000, in Decatur, Georgia, just outside Atlanta with more than 100 invited participants. They will represent more than 45 national and regional organizations and many state-level bodies that currently provide continuing education to those caring for historical records or whose constituents are potential consumers of such services. NFACE will also invite representatives from many agencies that provide funding for archival continuing education or that sponsor such programs.

For more information, visit the NFACE Web site at www.coshrc.org. Or contact the following SAA members: Kathleen Roe, Chair, NFACE Program Committee, New York State Archives and Records Administration, Room 9C71, Cultural Education Center, Albany, NY 12230, 518/474-6926, fax 518/402-5372, kroe@mail.nysed.gov; Vicki Walch, NFACE Project Coordinator, 65 N. Westminster St., Iowa City, IA 52245, 319/338-6650, fax 319/354-2526, vwalch@aol.com.

New Research Project on Preserving Electronic Records

A newly funded research project will tackle one of the most critical global issues of the digital age—the long-term preservation of vital organizational records and critical research data created or maintained in electronic systems.

Because of the fragility of the medium and the changes in hardware and software, the task of preservation of electronic records is formidable. Records will need to be moved to different platforms and/or software packages in order to be maintained permanently, but throughout these processes, there will need to be an assurance that the records are as authentic as they were when they were first created.

SAA member Philip B. Eppard, dean of the School of Information Science and Policy at the University at Albany, State University of New York, will be the principal investigator and director on a grant for the United States component of an international research project on the preservation of electronic records. SAA member Anne Gilliland-Swetland, a professor from the Department of Information Studies at the University of California at Los Angeles, will serve as co-director on the project.

The grant of \$424,796 from the National Historical Publications and Records Commission, the grant-funding agency of the National Archives and Records Administration, is for eighteen months and represents the single largest award ever made by the commission.

The project, known as the InterPARES Project (International Research on Permanent Authentic Records in Electronic Systems), will investigate and develop theories, methodologies, and prototype systems required for the permanent preservation of authentic electronic records. It will also develop model policies, strategies, and standards to ensure preservation of the authenticity of those records.

InterPARES is a three-year collaborative project based at the University of British Columbia. It brings together national teams of researchers from Canada, the United States, Italy, the United Kingdom, Australia, Ireland, the Netherlands, Sweden, Japan, China, and Hong Kong. In the U.S., researchers at the University at Albany, UCLA, the University of Missouri, Georgia Tech, and Penn State are all involved in the project in collaboration with electronic records specialists at the National Archives in Washington, D.C.

In addition, there is an industry group, including the Collaborative Electronic Notebook Systems Association (CENSA), which represents a worldwide industry group including pharmaceutical, chemical, biotechnology, high-tech, and other businesses that are interested in developing electronic lab notebooks.

"If our project is successful, people who need to access information from records created electronically in the 1990s will have a guarantee that those important electronic records have survived and are authentic," Eppard said.

Further information is available on the US-InterPARES Web site at www.is.gseis.ucla.edu/us-interpares.



CLIR Reports

- The Council on Library and Information Resources (CLIR) has published *Securing Our Dance Heritage: Issues in the Documentation and Preservation of Dance*, a report that addresses the full range of issues involved in evaluating, documenting, preserving, and making accessible the history of dance. *Securing Our Dance Heritage* is available from CLIR for \$15 prepaid, including postage and handling. Checks should be made payable to CLIR and mailed to: CLIR Publication Orders, 1755 Massachusetts Avenue, NW, Suite 500, Washington, D.C. 20036-4750; fax 202/939-4765; info@clir.org.
- A new report from the Digital Library Federation explores options for salvaging quantitative data stored in technically obsolete formats and its associated documentation stored on paper. *Preserving the Whole: A Two-Track Approach to Rescuing Social Science Data and Metadata* reports on a project at Yale University to migrate—or move into currently accessible formats—public opinion survey data collected and encoded in the 1970s. The report is available on the Web site of the Digital Library Federation, www.clir.org/diglib/dl/homepage.htm and in print from CLIR for \$15 prepaid, including postage and handling. Checks should be made payable to CLIR and mailed to: CLIR Publication Orders, 1755 Massachusetts Avenue, NW, Suite 500, Washington, D.C. 20036-2124.

Managing Electronic Records CD

Cohasset Associates, Inc., announces the availability of the two-volume CD-ROM reference set, "The Best of the First Five Years of the MER Conference, 1993-1997." These CDs contain the most relevant and valuable material presented at MER (Managing Electronic Records) conferences over the last five years.

The CDs contain 28 sessions. The topics range from electronic records management issues and concepts to application issues, legal issues, management support, and storage techniques and technologies. This reference set is a seminal collection of information for records managers as well as information technology specialists, archivists, lawyers, and senior managers.

Best of all, it is free! All of this information is available to anyone, worldwide, for a modest shipping and handling fee of \$25.

To order a copy of "The Best of the First Five Years of the MER Conference, 1993-1997," contact: Cohasset Associates, Inc., 3806 Lake Point Tower, 505 North Lake Shore Drive, Chicago, IL 60611; 312/527-1550; fax 312/527-1552; mer@cohasset.com; www.cohasset.com/mercd.

Forbes Publishes ARMA Special Section

Forbes Magazine, one of North America's biggest business periodicals, published in its August 23rd mutual funds edition a special section sponsored by ARMA International entitled, "Why Information Technology Isn't Enough." ARMA's special section asserted that in order to properly manage information, companies need to devote considerable resources to understanding how and why to implement technology—perhaps as much as they devote to the technology themselves. Specifically, organizations must implement structures to manage the records and information that they are creating on a daily basis.

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National Archivist of Canada Named

In July the National Archives of Canada appointed Ian E. Wilson National Archivist of Canada. He becomes only the seventh person to hold this office in the 127-year history of the National Archives.

Until just recently, Wilson was the Archivist of Ontario at the Ministry of Citizenship, Culture and Recreation, where he was also responsible for Ontario's public library system, which he helped bring online. Wilson is also adjunct professor at the University of Toronto. He previously served as the provincial archivist for Saskatchewan, and as the archivist of Queen's University and the City of Kingston.

Wilson assumes office two years after the departure of his predecessor, Jean-Pierre Wallot. In those two years, the transition was overseen by Lee McDonald, Assistant National Archivist. Wilson has been entrusted with the mandate of guiding the National Archives into the 21st century and making its holdings more accessible.

Canadian National Archives and Library Report Available Online

The Department of Canadian Heritage has issued a report titled *The Role of the National Archives of Canada and the National Library of Canada*. Prepared by John English of the University of Waterloo with the assistance of Marcel Caya and Jane Beaumont, the report provides recommendations on mandates, collections and acquisitions, access, preservation and other issues central to the operations of both institutions. The report was based on extensive interviews and consultations with a broad range of stakeholders including archives and library staff, scholars and researchers, and members of the general public. One of the main recommendations was that the National Archives and National Library remain separate institutions with distinct leaders, but that the two agencies develop common programs and services. The English version of the report is available online at www.pch.gc.ca/wn-qdn/arts/english.html.

Millennium Calendar

"Milestones in Information and Communication Technology Millennium" is a richly illustrated pictorial calendar is sponsored by the Archives Association of Ontario (AAO). It contains photographs from archives and museums depicting a variety of information and communication technology advances from this century. Proceeds from calendar sales will support ARCHEION—Ontario's Archival Information Network—a major initiative of the AAO. ARCHEION is a comprehensive, online, provincewide database of Ontario's archival resources. Calendars cost CAN\$12 each and may be ordered from from: The Archives Association of Ontario,

P.O. Box 46009 College Park Post Office, Toronto, Ontario M5B 2L8 Canada.

Delegation of Chinese Archivists Visit U.S.

Two groups of Chinese archivists were in residence at the University of Maryland during the summer. Arriving in July was a delegation of 23 Shanghai-area archivists whose mission was to practice English and study American archival management methods, specifically technological applications. Some of the agencies represented were the Shanghai Municipal Archives, Shanghai Port Authority, Shanghai Broadcasting, Film and Television Bureau and several Shanghai-area business enterprises. Ms. Ai Xiu Juan, deputy director of the General Office of the Shanghai Municipal Archives led this delegation.

The second group, which arrived in August, was a delegation of 24 archivists from provincial and state archives agencies across China. Led by Mr. Xu Yuqing, director of international affairs, State Archives Administration of China, this group's particular interest was new developments in archival automation. Both delegations visited Washington-area repositories and met with American archivists for discussion and exchange of information. These visits were part of an ongoing program sponsored by the University of Maryland's College of Library and Information Services and the U.S.-China Archival Exchange Program to develop contacts between Chinese archivists and American scholars interested in conducting research in China.

ICA Reorganization

The International Council on Archives has begun a process of reorganization. A systematic program of membership consultation is underway, the outcome of which will be considered by the ICA Executive Committee. The final decision on changes will be taken by the General Assembly, ICA's supreme decision-making body during the International Congress in September 2000.

Spanish Translation of NEDCC's Preservation Manual Available Online

The Northeast Document Conservation Center (NEDCC) recently published a Spanish translation of its publication, *Preservation of Library & Archival Materials: A Manual*. The translation, which was made by the National Library of Venezuela with support from the Council on Library and Information Resources, is available online at www.nedcc.org. The manual provides basic, practical information needed to enable non-conservators to plan and implement sound collections care programs. The translation makes a core collection of preservation literature available for the first time in Spanish.

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.



CALENDAR

September 22-26

International Cultural Heritage Informatics Meeting (ichim99) in Washington, D.C., to discuss, debate and plan ways to use technology and engage visitors to cultural institutions and sites. Thirty-eight papers from speakers in ten countries will be presented. Full outlines of all sessions (including speaker biographies and paper abstracts) are available at www.archimuse.com/ichim99. Contact: J. Trant & D. Bearman, Archives & Museum Informatics, 2008 Murray Ave, Suite D, Pittsburgh, PA 15217; ichim99@archimuse.com.

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 will focus on the legal, technical, and operational issues and challenges of managing electronic records. 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.

September 29-October 2

"Caring for Our Treasures at the Millennium" American Association for State and Local History (AASLH) and Mid-Atlantic Association of Museums (MAAM) joint annual meeting in Baltimore, Maryland. Contact: AASLH at 615/320-3203 or history@aaslh.org. Check out the meeting at www.aaslh.org.

October 1, 1999

SAA workshop, "Copyright and Fair Use for Archivists," in Washington, D.C. Co-sponsored by SAA and American University. For more information, contact Tara J. Shimandle, 312/922-0140, tshimandle@archivists.org.

October 7-8, 1999

SAA workshop, "Access Points," in Buffalo, NY. Co-sponsored by SAA and Western New York Library. For more information, contact Tara J. Shimandle, 312/922-0140, tshimandle@archivists.org.

October 7-8

"Preservation and Access for Electronic College and University Records" at the Hilton Pavilion

in Mesa, Arizona, sponsored by Arizona State University, will combine the knowledge of a wide range of experts to discuss viable solutions for the management, creation, retention and disposition of electronic records. The goal is to help participants survey the new frontier of paperless records and better understand the issues and challenges facing faculty and administrators in the next century. The registration deadline is September 15, 1999. For more information, conference updates or registration forms, please visit our web site: www.asu.edu/it/events/ecure. To obtain registration materials by mail write to: Maria Phalen, Archives and Manuscripts, P.O. Box 871006, Arizona State University, Tempe, AZ 85287-1006.

October 13, 1999

SAA workshop, "Digital Imaging Technology," in Omaha, Nebraska. Co-sponsored by SAA and Midwest Archives Conference and Society of Rocky Mountain Archivists. For more information, contact Tara J. Shimandle, 312/922-0140, tshimandle@archivists.org.

October 14-16, 1999

SAA workshop, "Business Archives: The Basics and Beyond," in Cincinnati, Ohio. Co-sponsored by SAA and ARMA International. For more information, contact Tara J. Shimandle, 312/922-0140, tshimandle@archivists.org.

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 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, lanshs@nebraskahistory.org; or Deb Lyon at 402/472-2531, deb@unllib.unl.edu. For further details, see MAC's Web site, www.midwestarchives.org.

October 17-20

"Bridging Records, Information, and Knowledge" ARMA International 44th annual conference, Cincinnati, Ohio. ARMA International, 4200 Somerset Drive, Suite 215, Prairie Village, KS 66208; 913/341-3808; 800/422-2762; fax 913/341-3742; hq@arma.org; www.arma.org.

October 19, November 4, December 2

The Conservation Center for Art and Historic Artifacts (CCAHA) is offering three emergency preparedness workshops that focus on mitigation strategies. The workshops, made possible through the generous funding of the William Penn Foundation, are designed to help institutions reduce the possibility of disaster and prevent, or limit, potential damage to collections. The workshops are intended for staff who are involved in collections care activities or have responsibility for the safety of collections such as librarians, archivists, curators, collections managers, stewards of historic house museums, site and facilities managers, and security and safety staff.

October 19: Be Prepared... Conducting a Vulnerability Assessment

Participants will learn how to conduct a vulnerability analysis and risk assessment so that they will be able to evaluate the types of emergencies that might affect their institution and its collections. This evaluation will help the institution develop effective strategies to minimize the likelihood of a disaster. A crisis communications expert will also address public relations strategies for emergency situations.

November 4: Be Prepared... Fire Protection and Suppression

Critical to the selection of an appropriate fire protection and suppression system is the assessment and analysis of the hazards and risks faced by a collection. This workshop will focus on the need to review current fire protection procedures and systems in historic and cultural institutions. The goal of the workshop will be to equip participants with up-to-date information to make informed decisions on fire prevention.

December 2: Be Prepared... Assessing Health and Safety Risks

This workshop will alert participants to the health and safety risks present at the time of an emergency, including air quality, fire safety, electrical hazards, structural instability, chemical and biological hazards (mold, lead, asbestos, contaminated water and soil), pests, and those hazards inherent in collections.



themselves (arsenic, formaldehyde). The workshop will also address an institution's legal obligations to staff and visitors in regard to health and safety, and the psychological stresses faced by those in an emergency situation.

All of the workshops will be held at the Pennsylvania Academy of the Fine Arts, Philadelphia, PA. Registration fees: One workshop \$35 (CCAHA members \$25); Two workshops \$70 (CCAHA members \$50); All three workshops \$95 (CCAHA members \$65). Contact: CCAHA, Preservation Services Office, 264 South 23rd Street, Philadelphia, PA 19103; 215/545-0613; fax 215/735-9313; <http://www.ccaha.org>.

October 22

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 29 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 4-5

SAA workshop, "Encoded Archival Description," in Durham, New Hampshire. Co-sponsored by SAA and New England Archivists. For more information, contact Tara J. Shimandle, 312/922-0140, tshimandle@archivists.org.

November 5-6

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

November 12-13

Hagley Museum and Library conference—"Food and Drink in Consumer Societies." Keynote by Sidney Mintz with 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.

November 15

"Archives Preservation: Holdings Maintenance," a workshop sponsored by SOLINET at the State Library of Tennessee, Nashville, TN. The workshop is a basic introduction to preservation issues and the holdings maintenance activities performed during arrangement and description. Participants will review the nature of materials found in archives and the preservation problems they pose; review factors that cause the deterioration of materials; environment, chemical, and physical deterioration; outline the goals of a holdings maintenance program and the procedures used in carrying out holdings maintenance activities; and learn to evaluate materials and supplies used during holdings maintenance activities. The instructors are Christine Wiseman, Preservation Education Officer, and Tina Mason, Preservation Field Service Officer at SOLINET. Cost: \$95 SOLINET Members (\$85 early bird, \$120 late registration). \$135 Non-SOLINET & FEDLINK (\$125 early bird, \$160 late registration).

NOTE: Register for "Holdings Maintenance" and "Preservation of Audiovisual Materials" and receive a \$35 discount! Total cost for both sessions as follows: \$155 SOLINET members (\$145 early bird, \$180 late registration). \$215 nonmembers (\$205 early bird, \$240 late registration)

November 16

"Preservation Management Of Audiovisual Collections," a workshop sponsored by SOLINET at the State Library of Tennessee, Nashville, TN. Through lecture, illustration, and discussion, this seminar will concentrate on the principles and practices of managing equipment-dependant magnetic media, motion picture film, and mechanical sound recording collections. Attendees are invited to bring in equipment and/or recording media for discussion and identification during the session. The instructor is Alan Lewis of the Special Media Archives Services Division, National Archives and Records Administration. Cost: \$95 SOLINET Members (\$85 early bird, \$120 late registration). \$135 Non-SOLINET & FEDLINK (\$125 early bird, \$160 late registration).

NOTE: Register for "Holdings Maintenance" and "Preservation of Audiovisual Materials" and receive a \$35 discount! Total cost for both sessions as follows: \$155 SOLINET members (\$145 early bird, \$180 late registration). \$215 nonmembers (\$205 early bird, \$240 late registration)

December 7

CCAHA workshop: "Be Prepared ... Managing a Mold Outbreak" at the Brooklyn Public Library, Grand Army Plaza, Brooklyn, NY. Partially funded by the National Endowment for the Humanities and the Gladys Krieble

Delmas Foundation, the workshop is intended for librarians, archivists, curators, collection managers, stewards of historic house museums, and site and facilities managers. Lectures and case studies will provide participants with an understanding of why mold blooms occur, as well as strategies for prevention and recovery. Registration fee: \$75 (\$65 CCAHA members). The deadline for registration is November 22, 1999. Contact: CCAHA, Preservation Services Office, 264 South 23rd Street, Philadelphia, PA 19103; 215/545-0613; fax 215/735-9313.

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

Brown University Research Fellowship Program

The John Nicholas Brown Center is now accepting applications for its Research Fellowship Program. We support scholarship (research and writing) in American topics, primarily in the fields of art history, history, literature, and American studies. Preference is given to scholars working with Rhode Island materials or requiring access to New England resources. Open to advanced graduate students, junior or senior faculty, independent scholars, and humanities professionals. We offer office space in the historic Nightingale-Brown House, access to Brown University resources, and a stipend of up to \$2,000 for a term of residence between one and six months during one of our two award cycles each year: January through June; July through December. Housing may be available for visiting scholars. **Application deadlines are: November 1st for residence between January and June; April 15th for residence between July and December.** To apply, send a credentials package consisting of a 1-2 page project abstract, a 1-2 page CV, a 1-page work plan, a proposed budget (living expenses may be included), and one letter of recommendation. Send inquiries or mail application materials to: Joyce M. Botelho, Director, The John Nicholas Brown Center, Box 1880, Brown University, Providence, RI 02912; 401/272-0357; fax 401/272-1930; Joyce_botelho@brown.edu.



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.

Pennsylvania Historical and Museum Commission Programs

The Pennsylvania Historical and Museum Commission invites applications for its 2000-2001 Scholars in Residence Program and its recently inaugurated Collaborative Residency Program. The Scholars in Residence program provides support for full-time research and study in the manuscript and artifact collections at any commission facility, including the State Archives, the State Museum, and 26 historic sites and museums around the Commonwealth. The Collaborative Residency Program will fund original research that relates to the interpretive mission of PHMC sites and museums and advances a specific programmatic goal of the host site or museum. Proposals for a Collaborative Residency are to be filed jointly by the interested scholar and host institution. Both programs are academic scholars, public sector history professionals, independent scholars, graduate students, educators, writers, filmmakers, and others. Residencies are available for four to twelve weeks between May 1, 2000, and April 30, 2001, at the rate of \$1,200 per month. *Deadline for application is January 17, 2000.* For further information and application materials, contact: Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, PA 17109; 717/787-3034; lshoples@phmc.state.pa.us; or at the PHMC Web site at www.phmc.state.pa.us.

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; mlaughli@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 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 NOMINATIONS

Preservation Award

The American Institute for Conservation of Historic and Artistic Works (AIC) and Heritage Preservation seek nominations for their joint Award for Outstanding Commitment to the Preservation and Care of Collections 2000. The first award was given in 1999 to the Colonial Williamsburg Foundation. The award is presented annually to an organization in North America that has been exemplary in the importance and priority it has given to conservation concerns and in the commitment it has shown to the preservation and care of cultural property. Nominees should be not for profit sites and structures. Cultural property is defined as material that may be artistic, historic, scientific, religious or social and

is an invaluable and irreplaceable legacy that must be preserved for future generations. Collections can include fine arts, library and archival material, natural history, natural science, musical instruments, textiles, technology, archaeology, ethnography and photography. Organizations that affect the care of cultural property through funding or advocacy are also eligible. Nominations for the 2000 award must be sent to AIC and postmarked by *November 15, 1999*. For nomination guidelines and more information, contact: AIC, 1717 K Street, N.W., Suite 200, Washington, DC 20006; 202/452-9545; fax 202/ 452-9328; <http://aic.stanford.edu/>.

LISTINGS WANTED

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

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

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Call for Program Proposals SAA 64th Annual Meeting

The 2000 Program Committee invites submission of proposals for the 64th annual meeting of the Society of American Archivists in Denver, Colorado, August 28-September 3, 2000. We invite you to propose sessions that you think would be of interest to the profession or volunteer to share your own expertise and knowledge as a presenter. Please look over the guidelines below and consider sharing your talents and skills. Use of the proposal form on the reverse will enhance your planning process and thus improve your chances of gaining acceptance for your proposal.

Guidelines for program proposals:

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

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

- **Traditional.** Open session: ninety-minute time frame consisting of two to three fully prepared papers of 15 minutes each and a comment and discussion period. Please do not propose sessions with more than 3 presenters.
- **Work-in-Progress.** Open session: ninety-minute time frame consisting of 2-3 presentations of 15 minutes each, describing on-going research topics, and at least one hour for feedback and discussion.
- **Panel Discussion.** Open session: ninety-minute time frame consisting of a panel of 3-5 individuals informally discussing a variety of theories or perspectives on the given topic.
- **Workshop.** Limited enrollment: two-hour time frame; an interactive session, usually designed to teach or refine archival skills.
- **Seminar/Roundtable.** Limited enrollment: two-hour time frame; usually designed as a directed discussion among archivists sharing a common experience or preparation.
- **Special Focus Session.** Open session: one-hour time frame designed to highlight innovative archival programs, new techniques, and research projects; audience participation is significant.

Please note that archivists who participate in the program must register and secure institutional or personal funding. Nonmembers who are not archivists are eligible for complimentary registration upon request. SAA cannot provide funding for speakers whether they are international, non-archivists, members, or nonmembers. Send all proposals to:

JACKIE DOOLEY
P.O. Box 19557
Irvine, CA 92623-9557
Fax 949/824-2472
E-mail jmdooley@uci.edu

PROPOSALS MUST BE POSTMARKED NO LATER THAN October 8, 1999.

Proposal form on reverse.

2000 SAA PROGRAM PROPOSAL

Please type. Deadline: Postmarked by October 8, 1999.

For Committee Use

Number: _____

Postmarked: _____

Proposed by: _____

Institution: _____

Mailing Address: _____

Phone _____

Fax _____

E-mail _____

1. Session Title: _____

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

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

PARTICIPANTS:

Contacted/Agreed to Participate?

SAA Member

Name: _____ (circle as appropriate) Chair / Commentator / Leader

Institution: _____

☐ Yes

☐ Yes

Mailing Address: _____

☐ No

☐ No

Phone _____

Fax _____

E-mail _____

Paper Title _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone _____

Fax _____

E-mail _____

Paper Title _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone _____

Fax _____

E-mail _____

Paper Title _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone _____

Fax _____

E-mail _____

Paper Title _____

4. Description of proposal: Please follow the outline format below and submit your description on an additional sheet(s).

A. Overall purpose of the session (2-3 sentences)

B. Intended audience, including skill level and topic category

C. Content description (50 words or less)

D. What participants will know and/or be able to do differently after attending this session

E. Significance of the session (25 words or less)

5. Audiovisual Requirements:



THE SOCIETY of
AMERICAN ARCHIVISTS

Call for Preconference Workshop Proposals

SAA 64th Annual Meeting

The Education Office of the Society of American Archivists invites proposals for preconference workshops to be held in conjunction with the 64th annual meeting of the Society of American Archivists scheduled to be held in Denver, Colorado, August 28–September 3, 2000.

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

Preconference Workshop Proposals will be reviewed by the SAA Education Office. For additional information or assistance, please contact the Interim SAA Education Director, Reneta Webb, at the address listed below.

SEND ALL PROPOSALS TO:

RENETA WEBB, Interim Education Director
Society of American Archivists
527 S. Wells St., 5th Floor
Chicago, IL 60607-3922
Fax 312/347-1452
E-mail rwebb@archivists.org

PROPOSALS MUST BE POSTMARKED NO LATER THAN November 1, 1999.

2000 SAA PRECONFERENCE WORKSHOP PROPOSAL

Please type. Deadline: Postmarked by November 1, 1999.

Proposed by: _____

Institution: _____

Mailing Address: _____

Phone () _____

Fax () _____

E-mail _____

continued on reverse

1. Workshop Title:

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

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

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

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

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

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

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

9. Detailed Outline (please put this in the form of a daily schedule on a separate sheet).
10. Advance readings totaling no more than 75 pages (please list complete citations):

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

12. Audio-visual requirements:

13. Is an honorarium for instructor(s) requested? ☐ Yes ☐ No

SGA 30th Anniversary

continued from page 9

Furthering the society's goal of outreach, the Care of Historical Records program brought trained professionals representing the Society of Georgia Archivists in contact with full-time staff and volunteers entrusted with the care of Georgia's documentary and photographic legacy. Through the partnership of SGA and the Georgia Historical Society, the project provided much needed assistance to these volunteers and helped to ensure the care of Georgia's recorded past. In the process it also forged a long-term alliance between these two societies.

When the Society of Georgia Archivists was organized in 1969, there were twenty-three founding members. Thirty years later, the society has grown to 210 individual members and thirty-five institutional members. The society continues to publish *Provenance* on an annual basis and the *SGA Newsletter* on a quarterly basis. In the fall an annual meeting is held in Atlanta or elsewhere around the state and is supplemented by a workshop in the spring.

After three decades of successful service, the SGA continues to encourage collaboration among Georgia's archival and manuscript repositories, to provide diverse and challenging educational opportunities for its membership, to foster cooperation with other archival organizations, and to promote the archival profession. The Society of Georgia Archivists looks forward to meeting the challenges of the future. ♦

Pam Hackbart-Dean is the assistant department head at the Richard B. Russell Library, University of Georgia, and past president of the Society of Georgia Archivists. Susan Potts McDonald is senior archivist at Emory University and president-elect of the Society of Georgia Archivists.

Endnotes:

1. The South Atlantic Archives and Records Conference, now the Southeastern Archives and Records Conference, was established in 1966. In 1968, the Society of Ohio Archivists was founded.
2. Marvin NeSmith, Jr., 25 July 1969, President's Correspondence, 1969-1970. Officers' and Business Records, Society of Georgia Archivists Records, Georgia Department of Archives and History, Atlanta, GA.
3. "Present at Creation: The Founding of the Society of Georgia Archivists," *Provenance* (1989): 4-5.
4. *Ibid.*
5. Minutes, 20 May 1971, Minutes and Papers, 1970-1971 (second year), SGA Records.
6. Minutes, 15 October 1969, Records and Papers, 1969-1970 (first year), SGA Records.
7. *Georgia Archive* was originally conceived as a small publication serving archivists in Georgia. Under the direction of David Gracy II, the journal quickly drew a wider audience. Articles and features on both archival theory and practice form the basis of the journal. In 1983 the journal's name changed to *Provenance* to reflect the new direction of the publication. The journal is to appeal to archivists throughout the South and the nation.
8. Vogt, Sheryl. "The Society of Georgia Archivists: Twenty Years of Meeting Archival Needs in Georgia," *Provenance* (1989): 67.



OHIO
HUMANITIES
COUNCIL

SYMPOSIUM

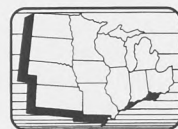
PRESERVING THE WRIGHT BROTHERS' LEGACY

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.*



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.



ARCHIVES AND SPECIAL COLLECTIONS LIBRARIAN

*Southeast Missouri State University
Cape Girardeau, Missouri*

Responsibilities: Establish, organize, administer, develop, catalog and promote regional and university archives and special collections. Inventory the Brodsky/Faulkner collection, one of the four largest William Faulkner collections in the United States. Develop and propose relevant written policies and procedures. Work in cooperation with the Center for Regional History, the Center for Faulkner Studies, and the Historic Preservation Program. Prepare exhibits and special programs. Pursue grant funding. Supervise one graduate assistant and a varying number of student assistants. Participate in reference rotation and collection development program. Develop active working relationships with colleagues, administrators, staff, patrons, and donors. **Required Qualifications:** ALA-accredited M.L.S. Coursework in archives and preservation. Relevant work experience in an academic library. Excellent interpersonal and communications skills. Demonstrated initiative. Commitment to high quality service. Demonstrated commitment to the teacher/scholar model, public and university service, and a culturally diverse learning environment. Ability to work well as a member of a group as well as individually in a demanding and rapidly-changing environment. **Preferred Qualifications:** Second master's or doctoral degree. Certification by the Academy of Certified Archivists. Cataloging experience. Teaching experience. **Setting:** Southeast Missouri State University is a comprehensive student-centered university of five colleges and two schools offering more than 120 academic programs. Campus is located in the heart of Cape Girardeau, a Mississippi River town of about 40,000, located on Interstate 55 between St. Louis and Memphis. Student enrollment is 8,500 with a student/faculty ratio of 18:1. Library collections include over 400,000 bound cataloged volumes and current subscriptions to approximately 2,500 periodicals. Staff includes 14 library faculty, 6 professional staff, and 22 clerical positions. An unusual opportunity. With new leadership, the library has added positions, initiated restructuring of library staff into departments, led development of a \$12.3 million renovation plan, established a library strategic plan, and increased support for the development of services and collections. While currently using NOTIS, Kent Library is one of 50 academic libraries in Missouri which have

formed a consortium to purchase and implement a common library platform from Innovative Interfaces with all installations to be complete within the next three years.

Salary Range: \$30,000-\$35,000, depending on qualifications and experience. Ten-month tenure-track faculty appointment with additional summer contract usually available. Must meet established criteria, including a second master's or doctoral degree, for promotion and tenure. Tuition remission part of benefit package. **Applications:** Applications received by September 30, 1999, will receive first consideration. Preferred starting date January 1, 2000. Position will remain open until filled. Send letter of application specifying desired position which addresses qualifications for the position, resume, transcripts and names, addresses, phone numbers, and e-mail addresses of three references to: Dr. Sarah Mort Cron, Dean, Academic Information Services, Kent Library - MS 4600, Southeast Missouri State University, One University Plaza, Cape Girardeau, Missouri 63701. An Equal Opportunity/M-F/Affirmative Action Employer.

ARCHIVIST

*The Rockefeller Archive Center
Sleepy Hollow, New York*

The Rockefeller Archive Center of The Rockefeller University seeks an experienced archivist to appraise, inventory, describe and process institutional and personal records in collaboration with a team of professional archivists. **Requirements:** Bachelor's degree in history with a minimum two years of archives experience, or an M.L.S. with a focus in archival management; or at least five years of archival experience. Applicants must have excellent communication skills, word-processing and database management skills. We offer an excellent benefit package and a salary commensurate with experience. For immediate consideration please send resume and salary history to: Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, NY 10591, or fax to 914/631-6017. The archive center, located in Westchester County, New York, holds 32,000 cubic feet of records documenting the history of the Rockefeller family and its philanthropies, and its archival staff serves both the depositing institutions and scholarly researchers. The Rockefeller University is an EOE/AA Employer.



ARCHIVIST

*The Rockefeller Archive Center
Sleepy Hollow, New York*

The Rockefeller Archive Center, of The Rockefeller University, seeks an experienced archivist to continue a survey of its 500,000 photographs, initiate a photograph conservation program, and prepare a guide to the photograph collections. We anticipate completion of this project in 2.5 years.

Requirements: Bachelor's degree in history with a minimum of two years of archives experience; or an M.L.S. with a focus in archival management; or at least five years of archival experience. Applicants must have excellent communication skills, and word-processing and database management skills. We offer an excellent benefit package and a salary commensurate with experience. For immediate consideration please send resume and salary history to: Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, New York 10591, or fax to 914/631-6017. The Archive center, located in Westchester County, New York, holds 32,000 cubic feet of records documenting the history of the Rockefeller family and its philanthropies, and its archival staff serves both the depositing institutions and scholarly researchers. The Rockefeller University is an EOE/AA Employer.

ARCHIVIST

*The National Civil War Museum
Harrisburg, Pennsylvania*

The National Civil War Museum (NCWM) in Harrisburg, Pennsylvania, is accepting applications for the position of archivist to manage and care for an extensive Civil War archives. The NCWM is scheduled to open in June of 2000 as a 65,000 sq. ft. facility dedicated to exhibit space. The collection is one of national caliber and presents a rare opportunity for an energetic archivist to organize and manage a significant collection in an emerging institution with significant collections. Documents within the collections pertain to the experiences of the common soldier, significant war era political leaders, military commanders, and minorities. General responsibilities will include full responsibility for the satisfaction of AAM accreditation, to include management, accountability, computerization and conservation of the collection. The incumbent will be a senior member of the institution's staff and will work in collaboration with the NCWM staff to further develop the collection, exhibitions, education programming and publications.

The archivist is a senior staff, full-time position with appropriate compensation based on experience with a full benefits package.

Qualifications: Advanced degree, M.A. or M.L.S. from an ALA-accredited library school with three to five years experience in the Civil War field is preferred. Letter of application, resume, three professional references and salary history/requirements is required for consideration. Position is open until filled. Application and requests for a full job description should be addressed to: The Martin Luther King Jr. Government Center, The Bureau of Human Resources, Suite 303, 10 N. 2nd Street, Harrisburg, Pennsylvania 17101.

ARCHIVIST

*Cold Spring Harbor Laboratory
Cold Spring Harbor, New York*

Cold Spring Harbor Laboratory is currently searching for an experienced and energetic archivist to organize the personal papers of Nobelist Dr. James D. Watson. This collection contains manuscripts, photographs, correspondence, and other records pertaining to major events in the history of molecular biology. This is an extraordinary opportunity for an individual with career aspirations in archives to work on a collection of singular historic and research value. The qualified candidate will possess a B.A. or M.A. in the history of science, or library and information science, and successful completion of archival training. A familiarity with molecular biology is desirable; two years of professional experience in processing and referencing of archival/manuscript collection management and interpretation is required. Knowledge of library or archival computer application is necessary. The archivist will be a member of the library staff and reports directly to the director of libraries. The position will commence immediately. The salary for this position is mid \$30s plus generous benefits package. The laboratory is in a superb location on the North Shore of Long Island. Please see our Web site at www.cshl.org. Send resume, cover letter, and three professional references to: Marilyn Simkins, Department of Human Resources, Cold Spring Harbor Laboratory, 1 Bungtown Rd., Cold Spring Harbor, New York 11724, or fax: 516/367-6867.

ARCHIVIST FOR DIOCESAN ARCHIVES

*Diocese of Baton Rouge
Baton Rouge, Louisiana*

The Diocese of Baton Rouge, located in Baton Rouge, Louisiana, seeks a full-time professional

person to head and administer the department of the archives of the diocese. This would involve handling historical, sacramental, parochial and clerical documents of the diocese. **Qualifications:** Graduate degree and/or graduate experience in library or archival management. Practicing Catholic with some working knowledge of French and Spanish would be helpful. **Salary:** \$30,000 (35-hour work week), plus full benefits, including health insurance. To apply, send cover letter and resume to: Diocese of Baton Rouge, Department of the Archives, Post Office Box 2028, Baton Rouge, Louisiana 70821-2028, Attention: Monsignor Robert H. Berggreen.

ARCHIVIST/GENERAL REFERENCE LIBRARIAN

*University of Minnesota Duluth Library
Duluth, Minnesota*

The University of Minnesota Duluth Library has an archivist/general reference librarian position available. Full-time, twelve-month, academic position with an annual renewable contract. Minimum salary of \$30,000. This position would serve as archivist for campus archives and serve at general reference desk. Full position description available at www1.umn.edu/ohr/employ.html listed with academic professional positions by job number DU688. **Required Qualifications:** ALA-accredited M.L.S. Either coursework or equivalent experience in archives management. Knowledge of electronic databases, Internet, and other computer applications relevant to archives. Superior interpersonal skills. Demonstrated written and oral communication skills. Ability to lift 40 pounds with or without accommodation. Reference coursework or experience. Position available September 30, 1999. Review of complete applications will begin September 1, 1999 and will continue until position is filled. Complete applications must include a resume, a letter of application that addresses the following: your archival experience or specific coursework, the relevance of your background to the expectations of this position, your familiarity with technologies that enhance the delivery of library services, and the names, addresses, telephone numbers, and e-mail addresses of three current professional references. Send complete applications to: Jane Bottoms, Administrative Assistant, 248 Library, University of Minnesota Duluth, 10 University Drive, Duluth, MN 55812. The University of Minnesota is an Equal Opportunity Employer and Educator.



ARCHIVIST/RECORDS MANAGER

*Baker Library, Harvard Business School
Boston, Massachusetts
SEARCH RE-OPENED*

Responsible for administration, appraisal, description, cataloging, preservation, and research use of the Harvard Business School Archives Collection (including Web-based access) and administration of records management program for paper-based, multimedia, electronic records. Initiates and manages outreach activities. ALA-accredited M.L.S. and/or M.A. with archival concentration. Minimum four years professional experience appraising, acquiring, arranging, describing, preserving archival records. **Salary:** \$39,600 minimum. For full description and to apply online: <http://jobs.harvard.edu/jobs> OR send cover letter and resume to: Harvard University, Resume Processing Center, Req #299, 11 Holyoke Street, Cambridge, Massachusetts 02138.

AUDIOVISUAL ARCHIVIST

*Walter P. Reuther Library
Wayne State University
Detroit, Michigan*

Responsibilities: Facilitate access to audiovisual collections (two million photographs, sound recordings, moving images) relating to American labor, metropolitan Detroit, and Wayne State University. Respond to inquiries and process request for reproductions and rights. Preserve, arrange and describe collections. **Requirements:** Graduate degree in history, library/information science or related discipline, with specialization in archival administration or comparable experience. Strong communication skills. **Desirable:** Familiarity with electronic imaging and automated access. **Salary:** \$29,000-31,000 plus full benefits. **Application:** Resume and contact information for three references to: Douglas M. Haller, Walter P. Reuther Library, Wayne State University, Detroit, Michigan 48202, 413/577-2662. **Closing Date:** November 30, 1999. Wayne State University is an Equal Opportunity/Affirmative Action Employer.

COLLECTION MANAGEMENT ARCHIVIST

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

Responsibilities: The collection management archivist accessions and acknowledges incoming transfers and donations of church records and personal paper; manages the records centers; and processes, describes,

preserves, and provides reference service in the collections of the Presbyterian Historical Society. Provides advice and training to church constituencies on records issues and oral history, through workshops, exhibits, and handouts, and supports the oral history program. Trains and supervises part-time and temporary staff. Reports to the manager of technical services. **Minimum Qualifications:** Master's in library science or history with an emphasis in archival administration or master's in archival management. Certified Archivist preferred. Three to five years of archival experience, including work with organization records, or equivalent combination of education and experience. Ability to shift 40-pound boxes. **Desired Qualifications:** Knowledge of computer applications in archives, including word processing, databases, MARC cataloging, SGML, EAD. Skill in communication (both written and verbal), public speaking, and creative problem solving. **Salary:** Starting salary range \$31,000-\$33,000. **To Apply:** Send letter of application, resume, and names, addresses, phone numbers, and e-mail addresses of three references to: Margery N. Sly, Deputy Director, Presbyterian Historical Society, 425 Lombard St., Philadelphia, Pennsylvania 19147. Review of applications will begin on October 18, 1999, and continue until the position is filled. AA/EOE.

COLLECTIONS MANAGER

*Museum of Chinese in the Americas
New York, New York*

The Museum of Chinese in the Americas seeks a high energy, highly motivated, and self-directed individual to administer the museum's collections. Responsibilities include reference services, collection research and maintenance, creation of inventories, coordination of conservation services, reproduction rights, and basic registrar duties. Excellent communication and writing skills, experience with new technologies, and strong knowledge of database programs desirable. M.A. with courses in archival management or ACA certification preferred; 3+ years archival management experience. Bilingual and/or biliterate in English and Chinese, background in Asian American history or museum experience a plus. Please e-mail: MoCA-org@juno.com for full description. To apply send or fax cover letter and vitae to: Executive Director, Museum of Chinese in the Americas, 70 Mulberry Street, 2nd Floor, New York, New York 10013, fax 212/619-4720.

DIRECTOR OF PRESERVATION AND CONSERVATION STUDIES

*University of Texas-Austin
Austin, Texas*

The Graduate School of Library and Information Science at the University of Texas-Austin (GSLIS) seeks a director of preservation and conservation studies (PCS). PCS is the leading graduate-level program in the United States, according to *U.S. News and World Report*, in education of preservation administrators and conservators for libraries and archives. First consideration will be given applications received before the October 1 deadline. UT-Austin is an Equal Opportunity Employer. For information on this opening, please visit the GSLIS Web site at: www.gslis.utexas.edu.

DIRECTOR

*Ronald Reagan Library
National Archives and Records Administration
Simi Valley, California*

The National Archives and Records Administration (NARA) invites nominations and applications for the position of director of the Ronald Reagan Library. Activities include expanding archival collections, creating rich and diverse educational and museum programs, integrating library activities with state and local programs, and developing a broad array of public programs through private partnerships which will enhance the growth and position of the library as a center of public scholarship and service. Dedicated in 1991, the Ronald Reagan Library is located in Simi Valley, California, and is one of ten presidential libraries operated by NARA. Many library programs are funded in whole or in part by the Ronald Reagan Presidential Foundation. Leading candidates will have extensive experience directing a historical, archival, cultural, philanthropic, or governmental institution; an abiding interest in and understanding of the historical, political, social and economic issues from the Cold War to the present; demonstrated success in developing and sustaining partnership ventures in support of the institutions and programs they have served; and a skill in creatively broadening and serving their constituencies. The successful candidate should have imagination and vision, solid leadership experience, outstanding communications skills, and the ability to develop and manage financial resources. This is a Noncareer Senior Executive Service appointment within the federal government with a salary range of



\$113,696-\$125,900 depending on experience. Detailed information about NARA and Presidential Libraries is available at www.nara.gov. Nominations should be forwarded as soon as possible. The closing date for applications is October 15, 1999. Nominations, inquiries, and applications should be addressed to: Office of Presidential Libraries, National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740-6001, or fax: 301/713-6045.

EXHIBITS MANAGER

*The Newberry Library
Chicago, Illinois*

Exhibits manager to develop and manage year-round, collections-based exhibits program. Responsible for budgets and all aspects of exhibit production, including supervising guest curators, installations and strikes, assisting with fundraising and marketing. Advanced degree in the humanities; exhibit and program administration experience; interpersonal and communication skills; demonstrated ability to explain scholarly activities to non-specialists required. Full-time position with competitive salary, excellent benefits. Available May 2000. Screening applications begins December 1, 1999. Preliminary interviews at SAA annual meeting, Pittsburgh, August 25-27, 1999, and at MAC meeting, Lincoln, NE, October 14-15, 1999. To apply for position or be considered for preliminary interview, fax or send resume and letter to: Anne Klos, Director of Human Resources, The Newberry Library, 60 W. Walton St., Chicago, IL 60610. Fax 312/255-3509. Please visit our Web site at www.newberry.org. EOE.

LEGACY COORDINATOR

*The Home Depot
Atlanta, Georgia*

The Legacy area of the Internal Communication Department of The Home Depot is seeking a dynamic and proven leader to fill the position of legacy coordinator. This is a regular, full-time management opportunity reporting to the manager of creative meeting services, within the marketing department. The legacy coordinator, working in conjunction with a collections management specialist (a direct report to the coordinator position) is responsible for the day-to-day operations of the 2,800-sq.-ft. internal corporate museum and archive; development of budget, philosophy and programs as well as project management of any and all

expansions/changes to both. Experience managing people, project processes and budgets as well as good computer and research skills are absolutely necessary. A degree from an accredited college or university is desired but experience operating an existing museum or corporate museum or archive can be substituted. Please submit your responses to: Nancy Beliveau, Legacy Coordinator, The Home Depot, Store Support Center, Building C-1, 2455 Paces Ferry Road, Atlanta, Georgia 30339-4024.

MANUSCRIPTS LIBRARIAN

*Baker Library, Harvard Business School
Boston, Massachusetts*

Responsible for administration, appraisal, description, cataloging, preservation, and research use of the Business Manuscripts Collection, including Web-based access. Performs reference and outreach. Encodes finding aids using EAD, prepares online cataloging using APPM, AMC/MARC. Supervises transition of manuscript accessioning and cataloging activities to integrated system, Voyager. ALA-accredited M.L.S. and/or M.A. with archival concentration. Four+ years appraising, acquiring, arranging, describing, preserving manuscript collections required. **Salary:** \$35,200 minimum. For full description and to apply online: <http://jobs.harvard.edu/jobs> OR send cover letter and resume to: Harvard University, Resume Processing Center, Req #1230, 11 Holyoke Street, Cambridge, Massachusetts 02138.

PROCESSING ARCHIVIST

*Hanover College
Hanover, Indiana*

Hanover College is seeking applications for a processing archivist. This is a one-year position designed to provide basic control of the college's collections of organization and personal papers. Responsible for complete processing of archival collections according to accepted archival standards, basic preservation, creation of inventories and internal documentation on provenance, appraisal decisions, and processing activity; production of USMARC catalog records. Assist students, faculty, and other clientele in using the archives. Assist with special projects. Instruct current library staff in the maintenance of the collections. **Qualifications:** M.L.S. from ALA-accredited program or equivalent degree. Experience arranging, rehousing, describing and cataloging organization records and per-

sonal papers. Excellent communication skills. Demonstrated knowledge of USMARC format, APPM, and AACR2 cataloging standards. A strong commitment to collaborative working processes. The archival collections of the Duggan Library consist of Hanover College historical materials, papers of the Indiana Presbyterian Church, miscellaneous Indiana materials, and collections of personal papers of faculty and alumni, including the papers of Senator Jenner and the author, Judith Moffett. For more information see our Web site at www.hanover.edu. **Salary:** Mid \$30,000s; excellent benefits package. Available immediately for one year from start date. Send letter of application; vita, and names, addresses and telephone numbers of three references to: Chris Hanson, Director, Duggan Library, Hanover College, 121 Scenic Drive, Hanover, Indiana 47243-0278. Review of applications will begin September 15, 1999, and will continue until the position is filled. EOE.

PROJECT ARCHIVIST

*Albert and Ethel Herzstein Library
San Jacinto Museum of History*

The library seeks a project archivist to aid in arranging, organizing, rehousing and describing the archives of the San Jacinto Museum of History. The primary focus is on the technical processing and descriptive work of approximately 1000 cu. ft. of multi-media, electronic, and paper-based records. This is a grant-funded full-time position for two years. Responsible for organizing and describing the institutional archives and implementing the museum's records retention schedule. Evaluates preservation needs, makes collections available by means of printed and electronic format guides, and works with the cataloger in preparing documentation for original cataloging in OCLC. Reports to the library director. **Required:** ALA-accredited M.L.S. degree with a concentration in archives and manuscripts. Certification from ACA or ARMA desired. Minimum three years professional experience in a recognized archival facility. Experience using OCLC, MARC-AMC, AACR2, LCSH, OPACs, database programs, Internet, and word processing. Knowledge of preservation techniques for works on paper, museum practices and Texas history. Excellent written and oral communication skills, effective interpersonal skills, ability to function as a contributing team member in a production-oriented environment, flexibility in adapting to changing



PROFESSIONAL OPPORTUNITIES

departmental and organizational priorities, strong analytical skills and organizational abilities, and ability to work in an automated environment. Working knowledge of Spanish. Physical ability to lift boxes of records.

Benefits: 31 benefit days annually, health insurance. **Salary:** Commensurate with qualifications and experience. **Closing Date:** September 15, 1999. Send letter of application, resume, names and addresses of three references along with samples of finding-aids to: Peggy L. McMullen, Library Director, Albert and Ethel Herzstein Library, San Jacinto Museum of History, One Monument Circle, La Porte, Texas 77571-9744, fax: 282/479-2866, pmcmullen@sanjacinto-museum.org, www.sanjacinto-museum.org.

PUBLIC AND OUTREACH SERVICES COORDINATOR

*University of Alabama Libraries
Tuscaloosa, Alabama*

The University of Alabama Libraries is seeking candidates for the position of public and outreach services coordinator in the W.S. Hoole Special Collections Library.

Responsibilities: This position manages the department's public and outreach services to improve access to and broaden the use of archives and special collections resources including manuscripts, books, pamphlets, photographs, maps, audio and video tapes, electronic media and university archives. The individual in this position will provide leadership in cost-effective delivery of basic reference services to meet client information needs; development of strategies, including use of electronic technology, to make collection resources available in classrooms on and off campus; and creation and promotion of exhibits, lectures and other public programs. This individual will also function as an effective team member in departmental, library and university governance and advancement and contribute to appropriate professional organizations. **Qualifications:** **Required:** ALA-accredited M.L.S. or advanced degree in an appropriate field and course work in archival administration; a strong commitment to responsive and innovative public service to researchers, students and the public; the ability to work cooperatively and collegially with department and library colleagues and with university faculty and staff at all levels; experience in public service in archives.

Preferred: Academic library environment;

background in creation of electronic services, electronic resources or other public programs.

Library Environment: The W.S. Hoole Special Collections Library, a department of the University of Alabama Libraries, is a highly collegial and client centered organization which emphasizes teamwork, communication, and shared responsibility. Libraries' faculty and staff pursue leadership in and support for the continuing development of a system for scholarly and scientific communication in the service of our academic community. Each member of the libraries' faculty and staff contributes to advancing the mission, and individuals are encouraged to make decisions at the most appropriate level in the organization in cooperation with other staff. The University of Alabama Libraries maintains membership in the Association of Research Libraries, the Center for Research Libraries, the Coalition for Networked Information, SOLINET, and the Network of Alabama Academic Libraries. The libraries employ the Endeavor Voyager Integrated Library System. The university libraries occupy a place of campus leadership in the transformation of the scholarly communication system. The libraries' Web site can be viewed at www.lib.ua.edu. **Salary/Benefits:** 12-month tenure track appointment at the Instructor or Assistant Professor level depending on qualifications. A minimum of M.L.S. plus experience or certification from the Academy of Certified Archivists required for tenure and for appointment as or promotion to Assistant Professor. Minimum salary for Instructor is \$26,000, for Assistant Professor is \$28,600. Strong benefits; substantial moving allowance may be available. Send letter of application, resume and names, addresses and phone numbers of three references to: Ms. Voni B. Wyatt, Personnel Officer, The University of Alabama Libraries, P.O. 87026 Box 870266, Tuscaloosa, Alabama 35487-0266. Applications received by October 1, 1999 are assured of receiving consideration. The University of Alabama is an Equal Opportunity/Affirmative Action Employer.

QUALIFIED PHOTO ARCHIVIST

*MTA Metro-North Railroad
New York, New York*

MTA Metro-North Railroad, one of the nation's most advanced and progressive railroads, has an excellent opportunity for a part-time quali-

fied photo archivist to work in our corporate and media relations department. As part of our team of experienced professionals you will assist our company photographer in consolidating, organizing and cataloging prints, negatives and transparencies produced over a 15-year period. Our ideal candidate will have had previous experience establishing a files management system for active records; basic knowledge of records management practices; and familiarity with Macintosh programming for image and database files. Estimated time of project is three to five months, 25 to 40 hours per week. Salary will be based on background qualifications and experience. If interested, please send resume with cover letter to: Chip Conlin, MTA Metro-North Railroad, Employment, 4th Floor, New York, New York 10017, fax 212/340-4970, conlin@mnr.org. MTA Metro-North Railroad is an Equal Opportunity Employer.

REGIONAL ARCHIVIST

*Capital District Library Council
Albany, New York*

The Capital District Library Council seeks a half-time regional archivist for its NYS Document Heritage Program. Duties include program planning, training, records surveys, workshops, travel, and public awareness.

Required: M.L.S. or M.A. in history, coursework and experience at a repository with a formal archival program. **Salary:** \$16,000 to \$19,000, prorated benefits. Send cover letter, resume, and names of three references to: Regional Archivist Search Committee, c/o Jean K. Sheviak, Executive Director, Capital District Library Council, 28 Essex Street, Albany, New York 12206. Review of applications will begin September 15, 1999, and continue until position is filled. Learn about CDLC at www.cdlic.org.

RESEARCH SERVICES LIBRARIAN

*Rare Book, Manuscript, And Special
Collections Library (RBMSCL)
Duke University Libraries
Durham, North Carolina*

Provides reference services for RBMSCL materials in a variety of languages and formats, ranging from ancient papyrus to modern advertising and video tapes. Responsibilities also include specialized bibliographic instruction, outreach activities to identify potential campus users of RBMSCL materials, and



working with faculty to design assignments and select materials for use in their courses. Reports to head of the research services department. Particular strengths of the collections include the history and culture of the American South, Great Britain and the British Empire, Wesleyana and British Methodism, American literature, materials supporting women's studies and African American studies, the history of economic thought, and modern advertising. **Required:** M.L.S. from an ALA-accredited program or advanced degree in humanities or social sciences; knowledge of both rare books and manuscripts; familiarity with standard reference tools for special collections; reading knowledge of at least one language other than English (Latin, French, or German preferred); demonstrated commitment to reference work and skills in using electronic information sources. Must be flexible, possess excellent oral and written communication skills, and work well in a multi-task environment with other librarians. **Desirable:** Reference service experience in special collections; experience in research and writing using primary sources. Salary and rank dependent on qualifications and experience; \$32,800 minimum for Assistant Librarian; \$35,300 minimum for Senior Assistant Librarian; \$38,650 minimum for Associate Librarian; \$44,750 minimum for Librarian. Review of applications will begin in early October and continue until the position is filled. Send cover letter, detailed resume, and names, addresses and telephone numbers of three references to: Sharon A. Sullivan, Director, Personnel Services, Perkins Library, Box 90194, Duke University, Durham, North Carolina 27708. Duke University is an Equal Opportunity/Affirmative Action employer. The Perkins Library System has a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff.

SPECIAL COLLECTIONS ASSISTANT CURATOR

*Middleton Library
Louisiana State University (LSU)
Baton Rouge, Louisiana*

The LSU Libraries seek an energetic and highly motivated faculty member to fill an assistant librarian position with considerable potential for professional growth. Reporting to the curator of special collections, the assistant curator's duties will pertain primarily to

the Louisiana and Lower Mississippi Valley Collections (LLMVC). Responsibilities include working, in cooperation with the curator, with donors and potential donors to acquire appropriate manuscript and archival materials for the LLMVC; monitoring the LSU libraries' approval plan book acquisition program for the Louisiana and Lower Mississippi Valley Collections; identifying and ordering books, serials, and other materials not covered by the approval plan; coordinating work with the special collections processing department to maintain accession files; prioritizing collections for processing, preservation, and digitization in consultation with the curator and other department and unit heads; providing regularly scheduled public service as a member of the primary reference team in special collections; making presentations to classes and the general public; assisting the curator in preparing interpretive exhibitions based on LLMVC materials; serving as a member of the State Documents Depository Advisory Board; participating as a member of the LSU digital library team; assisting in grant writing and development activities; and participating in the management team of special collections to promote its successful over operation. We are seeking a flexible, ambitious, and dedicated professional who can work effectively in a cooperative team environment in which changing challenges are the norm. Librarians at LSU have faculty status and must meet university-wide criteria to achieve reappointment, promotion and tenure, including notable performance of their primary library duties plus notable performance in either scholarship or service. **Required Qualifications:** An M.L.S. from an ALA-accredited school; excellent communication and interpersonal skills; demonstrated organizational and planning skills; at least one year of practical experience in a special collections or archival setting, pre- or post-M.L.S. In addition to knowledge, based on course work and/or experience, of best practices in special collections, librarianship; demonstrated flexibility and initiative; indication of potential for meeting the university's promotion and tenure requirements. **Preferred Qualifications:** Minimum of two years of professional experience in special collections; readcoming competency in French and Spanish; experience with managing electronic resources, including electronic exhibitions and digitization projects; knowledge of best practices in preservation of rare books

and archival materials; subject knowledge appropriate to the LLMVC. Salary minimum \$34,000 FY; depending upon qualifications and experience. Tenure-track position. Excellent benefits. Closing date of October 15, 1999, or until filled. Candidate should submit a letter of application, resume, and names, addresses and telephone numbers of three references to: Louisiana State University, Baton Rouge, Louisiana 70803. Ref. #002947.

SPECIAL COLLECTIONS LIBRARIAN

*Paul Meek Library
The University of Tennessee at Martin
Martin, Tennessee*

Selects, acquires and organizes special collections and university archival material in conformity with local and national standards. **Responsibilities Include:** entering and updating records on the special collections Web site; provide general reference, reproduction and duplication services for collections; evaluate and add materials to the archive; appraise, arrange, describe and preserve collections; maintain and produce finding aids and location guides. Prepares exhibits and publications to promote awareness of the collections. Works with development office and the library director in developing and maintaining relations with donors. Supervises one staff position and student interns. Occasional work at the library's reference desk. **Qualifications:** M.L.S. from an ALA-accredited institution, at least two years professional experience with archival or special collections. **Preferred:** Academic background in American history; knowledge and proficiency in standard archival procedures, experience in using AACR 2 cataloging and the MARC AMC format; good interpersonal skills. Professional Exempt (non-tenure track), 12-month appointment, 24 days vacation, 12 days sick leave, employer-paid TIAA-CREF contributions. Appointment begins no later than January 1, 2000. **Salary:** Commensurate with experience. Send letter of application, resume, and transcripts of graduate and undergraduate degrees and three letters of reference to: Steven E. Rogers, Interim Library Director, Paul Meek Library, The University of Tennessee at Martin, Martin, Tennessee 38238. Review of applications will begin on October 31, 1999. Position will remain open until filled. UTM is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer. Women and minorities are encouraged to apply.



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