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Coverage of SAA’s 63rd Annual Meeting
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SAA's 63rd Annual Meeting Coverage

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Supporting the Archival Agenda: Expanding Our Means

In my incoming presidential remarks in Pittsburgh, I expressed my optimism regarding the archival role in the new century (see pages 14-16). The challenges will be great, but so are the opportunities for our profession to take new leadership. In organizing and supporting archivists in addressing this expanding mandate, a strong national organization will be critical.

Coming to the membership this year with a proposal for increasing membership dues was not a happy task for the officers of SAA. While accepting that such an increase was necessary to the financial health of the organization, it was also required of Council to explore other means of generating additional resources. If we are imaginative and responsive to opportunities, foundation and government support for specific activities is feasible. The grant of $10,000 from the National Commission on Library and Information Science to support SAA's participation in international archival affairs is a good example, one which recognizes our leadership role while also supporting it. We have cooperated with the Association of Research Libraries and the American Association of Museums in seeking a planning grant from the Institute of Museum and Library Services. In an effort to develop a more diverse leadership in cultural institutions, this grant would fund the creation of a mid-career training program for typically under-represented professionals from archives, libraries, and museums. A recently submitted proposal to the National Historical Publications and Records Commission would further SAA's leadership in the development and promulgation of EAD as a profession-wide standard. Other ideas are presently under consideration, and we are actively collaborating with other organizations to create innovative and compelling proposals. Although we must be selective in our commitments, such initiatives are vital in maintaining a dynamic organization.

Parallel with these efforts to generate grant funding, Council agreed at its June meeting that an active fund-raising effort is desirable. After meeting with a consultant experienced in association fund raising and having discussed the issues extensively, Council made a commitment to develop an expanded fund-raising program. First, Council agreed unanimously that each member of Council would make a financial gift to SAA this year. In addition, a brochure facilitating estate giving will be developed, and Council members are working with a small group of SAA fellows to develop a special campaign.

While we must proceed incrementally in this process, I will personally make a strong effort to encourage a new philosophy of support among SAA's membership. I know that many of us make gifts to organizations that we feel play important cultural roles. Why not the Society of American Archivists, an organization whose mission we hold in high esteem and to which each of us has dedicated a great deal?

You will each receive a letter from me soon. I hope that you will be receptive to this new perspective that, while related to the financial health of our organization, is also about the way we view our profession and its goals.

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LETTER TO THE EDITOR

Which Came First?
I wanted to inform you about a correction need to the September/December issue of Archival Outlook. In the article “Society of Georgia Archivists Celebrates 30th Anniversary” the author lists the group as the “third state or regional archival group formed in the United States.” Unfortunately that information is wrong. The first state organization to form was the Michigan Archival Association (MAA) in 1958.

Thank you for your time in this matter.

GEORFFREY D. REYNOLDS
Joint Archives of Holland
Hope College, Holland, MI

Editor’s Note: Please see endnote #1 on page 29 of the September/October 1999 issue of Archival Outlook.
New Dues for SAA
by DENNIS HARRISON, Case Western Reserve University and SAA Council Member

The new SAA dues schedule that Council approved and submitted to the membership for ratification
at the annual business meeting in Pittsburgh on August 26, 1999, was approved and became effect­
tive November 1, 1999. Passage of the new dues structure concludes a process that began at the 1997
annual meeting in Chicago when the Task Force on Dues and Member Benefits held its first meeting.
Task force member included James E. Fogerty (chair), Dennis Harrison, Lee J. Stout, Kathryn M. Neal,
Ann Westerlin, Robert E. Sink and Susan Fox (ex officio). During 1998 the task force met twice over
several days to review and discuss financial and membership information. As work progressed the
committee reviewed the results of the membership survey, reviewed key contact reports, and consulted
with the membership committee. Members of the task force also participated in the membership
forum in Orlando, answering questions and reporting to the membership on their deliberations and
the survey results.

Last January the task force presented its report to Council and included a recommendation to raise
dues an average of seven percent—five dollars at the first four income levels and ten dollars at the high­
est two. The task force recommended that student dues not be increased and proposed that student
dues be available for three years rather than two. The task force went on to recommended a one-year
“bridge rate” for unemployed archivists to be equal to the student rate. The task force further proposed
that Council be given authority to increase dues, without a vote of the membership, up to the amount
of increase in the Consumer Price Index (CPI).

The intent of the task force was to minimize the amount of the dues increase while bringing SAA’s
finances back into balance, avoiding a deficit and insuring the financial stability of SAA. Essentially, the
case made by the task force was that SAA needed to protect itself against inflation. The task force
pointed out that since the 1994 dues increase, the CPI had risen by 10.2 percent nationwide and by
10.4 percent in Chicago (versus the seven percent recommended dues increase). As a result, SAA actually
incurred deficits in 1997/98 and 1998/99, deficits which were covered only by failing to fund SAA’s
reserve fund at the level mandated by previous Councils. The prospect for future years was an increasing
deficit too large to be covered by failing to fully fund the reserve account.

Council accepted the recommendations of the task force, but removed any time limit for the
student rate. Council was especially keen to avoid a larger dues increase such as occurred in 1994 when
SAA faced a projected deficit of $75,000 and dues were increased up to 18% in some categories. The
position of Council and the task force was presented to the membership by SAA Treasurer Robert Sink
who outlined his case in the May/June issue of Archival Outlook (pages 4-5) and introduced the proposal
at the annual meeting.

During the business meeting the membership voiced relatively little opposition to the dues increase.
A motion from the floor to exempt the lowest category from the increase failed. The increase then
passed by voice vote with a very large majority voting in favor of the increase. Amendments to remove
the two-year time limit on student membership and create a bridge rate passed easily as well.

The amendment to vest a two-thirds majority of Council with the authority to raise dues up to the
increase in the CPI without a vote of the membership aroused a vigorous discussion. Numerous speak­
ers made the point that provisions for a vote of the membership on dues increased the accountability of
the leadership to the members. Several speakers pointed out that the favorable vote for the current dues
increase was a strong indication that a well-reasoned case would meet with a favorable reception by the
membership. The amendment failed by a wide margin on a voice vote. ☷
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On the Town with SAA in the City of Steel

by TARA J. SHIMANDLE

The Society of American Archivist’s 63rd annual meeting was held August 23-29, 1999, in Pittsburgh. The Hilton and Towers, located on the fringe of majestic Point State Park and offering glimpses of majestic steel bridges in three different directions, was temporary home to nearly 1,100 meeting attendees.

Thirteen pre-conference workshops offered exciting educational opportunities for one and all, followed by 52 stimulating sessions on the hottest topics of interest to the profession. The baton was passed from outgoing SAA President Luciana Duranti to the incoming H. Thomas Hickerson as both gave stirring presidential addresses. Duranti’s address is available online (www.archivists.org/governance/presidential/duranti-2.html) and Hickerson’s is featured on pages 14-16 of this newsletter.

This year SAA welcomed four distinguished plenary speakers. U.S. Archivist John Carlin conducted a spirited discussion on matters of importance to the National Archives. William Hooton, Tower Software CEO, and Steve Matsuura, senior electronics engineer for the Department of Defense Joint Interoperability Test Command, presented a plenary session concerning the recordkeeping requirements for the DoD from the joint perspective of vendor and client community. The final plenary session, “Old Pictures, Movies, and Whatever Else You’ve Got,” was a fascinating exploration of documentary filmmaking presented by Rick Seback, a producer at WQED TV.

The annual array of convivial special events included:

• A sensational evening reception at the Senator John Heinz Pittsburgh Regional History Center, which is housed in a renovated ice warehouse. Members enjoyed delicious refreshments and explored the new home of the Historical Society of Western Pennsylvania.

• A presentation and viewing of the 1998 re-edit of the Orson Welles’ 1958 classic, “Touch of Evil.” This film is regarded by many critics and film historians as the defining film noir and simply one of the best films ever made. A presentation by Robert O’Neil, director of preservation for Universal Studios, included examples of before-and-after scenes demonstrating how the re-edit team created the changes Welles himself desired.

• A presentation and viewing of “Keepers of the Frame,” the first filmed documentary to make an in depth examination of film preservation. This documentary brings to light the damage done to Hollywood film and illustrates the plight of the wide spectrum of film special collections. Producer Randy Gitsch preceded the viewing with insightful remarks.

• Saturday evening offered attendees the opportunity to kick up their heels at a reception. The eight-piece band, “In the Mood,” provided toe tapping tunes to inspire even the most intrepid archival professional.

• SAA hit the right spot with a variety of tours this year. Among the sold-out possibilities were tours of the stunning Frank Lloyd Wright Kaufmann House—Falling Water—sold out not once, but twice; National Underground Storage, Inc., which is located in an abandoned limestone mine and spans over 133 acres; the WRS Motion Picture and Video Laboratory, a state-of-the-art facility encompassing 213,000 square feet of secure, climate-controlled space offering duplication, preservation and restoration services for film, audio, and video; Preservation Technologies, Inc., which demonstrated its groundbreaking new method of deacidification currently in use by the Library of Congress.

• The International Archives and Information Technology Exposition once again presented attendees with a fabulous opportunity to learn more about what is new in archival products and services. This year 35 vendors staffed exhibits, discussing their products with the professionals who use them hands-on every day.

Finally, in what is becoming a conference tradition, during the early morning hours of Friday, August 27, 18 golfers assembled at Grand View Golf Club in Pittsburgh to compete in the SAA 8th Annual Golf Tournament. After a quick sugar binge on doughnuts, the teams were divided and play began. The “scramble” format was a huge success and ensured that everyone had a good time. But the real winner is SAA—$150 was raised to contribute to the Harold T. Pinkett Minority Student Award. In the spirit of fun and competition, this money was raised by purchasing “mulligans” from the tournament host, Ed Galloway. So while SAA benefited from this event, each team received 10 extra shots to try and beat eventual champions Ed Galloway and Leon Stout!
Bruce Bruemmer and Elizabeth Yakel were named fellows of the Society of American Archivists on August 26, 1999, during an awards ceremony at SAA’s 63rd annual meeting in Pittsburgh. The highest honor bestowed on individuals by SAA, they join 133 current members so honored. Established in 1957 and conferred annually, this distinction is awarded to a limited number of individuals for their outstanding contributions to the archival profession.

The Committee for the Selection of SAA Fellows evaluates nominees on the following criteria: appropriate academic education and professional and technical training; a minimum of seven years professional experience in any of the fields encompassed in the archival profession; writing of superior quality and usefulness in advancing SAA’s objectives; and contributions to the archival profession through work in and for SAA.

As specified by the SAA constitution, election as a fellow is by 75 percent vote of the Committee for the Selection of SAA Fellows. The committee consists of the five immediate past presidents and three fellows selected by Council. The members this year were Nicholas C. Burckel (chair), William J. Maher, Brenda Banks, Maygene Daniels, Edie Hedlin, Francis X. Blouin, Paul Chestnut, and Waverly Lowell.

Following are the fellow citations given by the presenters during the awards ceremony.

It is a threefold pleasure to provide the citation for BRUCE BRUEMMER as he is named fellow of the Society of American Archivists. First, I always enjoy the opportunity to provide praise and recognition for well-deserving colleagues. Second, Bruce’s background makes the task of summarizing his accomplishments quite easy, although their sheer number precludes my usual brevity. Third, Bruce’s qualifications for fellow give great credit and credibility to the very purpose and existence of the fellows program. Indeed, naming Bruce as fellow is sure to give this tradition new life and longevity.

Following his 1977 B.A. at Carlton College, Bruce was awarded a master’s from the University of Wisconsin in 1979 where he obtained archival education and experience. Following a well-worn path from Madison to St. Paul, he worked at the Minnesota Historical Society from 1980 to 1983 where he served as project archivist, records analyst, and coordinator of the regional research centers. From 1984 through 1998, he was archivist for the Charles Babbage Institute at the University of Minnesota. Since last year, he has remained at the University of Minnesota as coordinator of the library’s digital collections unit.

Over this time, he has accumulated an impressive list of publications (more than a dozen articles) and held several offices in the Twin Cities Archives Roundtable, Midwest Archives Conference, and the Society of American Archivists. Within SAA, Bruce has served on Council, Executive Committee, program committees, Public Information Committee, Jameson Award Subcommittee, as well as participated in several annual meeting sessions.

In naming Bruce as fellow, we recognize not only the quantity of these accomplishments, but also the quality of his work. First, for his employers Bruce has made significant contributions dealing with archival collections and complex institutional policy questions. He has brought a strong understanding of interdisciplinarity to his work, as well as a major commitment to professional standards and best practices. Indeed, one of his very distinguished nominators noted: ‘I know of few colleagues who combine such a thorough knowledge of archival theory and practice, who are so skilled at working productively with different groups of people, and who are so generous with their time and expertise.’

In reviewing Bruce’s case, it is clear that the strongest justification for his being named a fellow comes from his intellectual acumen, professional dedication, and personal courage. Anyone who either has had to assign Bruce a task or has been on the receiving end of his work to accomplish a task knows how persistent and diligent he can be. However, the characteristic that is most prominent is Bruce’s role as the occasional paragon of political and professional “incorrectness.” Indeed his personal integrity and intellectual strength combine to require him to speak out even when the issue is controversial or the view he articulates could be
readily criticized as retrograde or so unpopular as to be unworkable. But what is so remarkable is how effective and truly non-divisive his work ends up being. As another nominator noted: “Bruce has a remarkable ability to deal with divisive issues and conflicting priorities with balance and integrity, and with genuine concern for the practical outcomes of benefit to members.”

Very few archivists who have been active in the Midwest Archives Conference or SAA have failed to notice that Bruce is always sure to introduce humor and a light-hearted spirit into professional dialogue. We appreciate him very much for elevating our work in this way and for making it easier to get through important but difficult issues. In the end, however, it is what one nominator called, Bruce’s ‘genuine love for archives, and his ability to apply archival principles to practical solutions’ that we recognize in conferring on him the title of fellow of the Society of American Archivists.

—WILLIAM J. MAHER, University of Illinois at Urbana-Champaign

The professional accomplishments of ELIZABETH YAKEL are multiple, varied, and most of all, important. Through her writings, her research, her work in archival program development, and her contributions to SAA, Beth has served the profession with unusual distinction.

Her service began in 1982 as archivist/records manager for the Archdiocese of Detroit, initiating a long association with the religious archives community. Time does not permit a recounting of her many positions in this area, but in combination her experiences produced the knowledge that allowed her to write Starting an Archives (SAA, 1994). This excellent manual proved her understanding of the elements of program development, and provided in particular a resource for the small repositories that constitute—now and in the future—a significant part of the archival profession.

Beth’s service to the religious community was recognized in 1991 when she received SAA’s Sister M. Claude Lane Award. By that time, however, she was beginning to add new tools to her knowledge kit while refining the existing ones. Continuing a focus on small archives program development, she undertook at the same time a major project in database development. Through the Bentley Library’s Vatican Archives Project, with which she was associated for eight years, Beth assured electronic access to MARC-based descriptions of archival holdings and defined the links between the records and their creating entity within a complex Vatican bureaucracy. In so doing, she began to examine the processes that generate records and found therein another challenge worthy of study.

While working sometimes two jobs, Beth pursued a Ph.D. from the University of Michigan’s School of Information. Choosing the road less taken, she opted not to focus on religious archives, building archival programs, or developing descriptive databases. Instead, she broke new ground by studying the relationships between activities and recordkeeping practice in the field of radiology. The dissertation’s quality was recognized last year when the Association of Library and Information Science Educators chose Elizabeth Yakel as winner of its Doctoral Students’ Dissertation Competition.

This brings us to still another area of professional competence—teaching. Long an instructor in workshops, she is now a professor at the University of Pittsburgh’s School of Information Sciences. Students have the benefit of her multiple experiences and wide-ranging interests, but so also do we. Her writings are not only prolific, they are catholic in scope and intent. In 1996, for instance, Beth gave several papers at professional meetings and she published three articles. That year, her work covered such topics as the role of university archives in the Information Age, how to run an archives when there is no full-time archivist, the connection between process and records, the international collecting activities of Maryknoll missionaries, and an article titled “Medicine in the Dark: Obtaining Design Requirements for a Medical Collaboratory from Observations of Radiologists at Work.”

We can see that for Beth Yakel, real world problems and intellectual constructs are equally worthy of study and comment. With unusual ease, she moves from the practical concerns of getting the job done to the analytical concerns of the archival theorist. That balance, combined with her consistent productivity and collegial style, has elevated her to the profession’s heights and made her a sought after member of professional working groups. Within SAA alone, there have been many. From the Archivists of Religious Collections Section...
to the Committee on Education and Professional Development, from the International Affairs Committee to
the Program Committee, from the Editorial Board to SAA Council, Beth’s style, intelligence, and common
sense have served us well.

In recognition of the excellence of her research and writings, of her cornerstone support for archives pro­
gram development; and for her unstinting service to the archival profession, I am very proud to announce the
selection of Elizabeth Yakel as a fellow of the Society of American Archivists.

—Edie Hedlin, Smithsonian Institution Archives

And the 1999 SAA Awards Go To . . .

The Society of American Archivists recognized and celebrated outstanding archival achievements for the
calendar year 1998 during an awards ceremony on August 26, 1999, during the 63rd annual meeting
at the Hilton & Towers in Pittsburgh. Recipients of SAA-sponsored awards were selected by subcommittees of
the Awards Committee, co-chaired by Alfred Lemmon and Nancy Boothe. SAA heartily congratulates all of the
award winners.

J. Franklin Jameson Award

The 1999 J. Franklin Jameson Award was given to JOHN B. HARLAN. This presti­
gious award, established in 1989 and named in honor of an historian and advocate for
the archival profession, recognizes an organization that promotes greater public awareness
of archival activities and programs. While John B. Harlan is neither an organization nor
an archivist, he was seminal in the establishment of the Archives and Archivists Electronic
Mailing List in 1989.

John Harlan and his late mother, Donna Harlan, formed the list at a time when
electronic mailing lists were a relatively new phenomenon. Few archivists had connections
to the Internet and it was not yet evident how profoundly electronic communication would
revolutionize the way we do business. John and Donna Harlan recognized, however, that
e-mail could connect a vast network of archivists in an array of repositories and promote rapid and frequent
communication among them. The archives list was born.

That Harlan, a non-archivist, embraced the challenge of creating a tool which would facilitate increased
and better communication within the global archival community is remarkable. He fostered the list through
growing pains and three different homes. As its size and volume continued to increase, so too did its inestimable
value to the profession. Serving as the list manager requires voluminous amounts of time and attention, both
of which Harlan gave freely to a profession not his own.

The value of the Archives and Archivists list lies in its ability to connect people of different training, background,
and national experience, some of whom share only a passing interest in archives. The list has become an invaluable
tool for the promotion of greater public awareness, appreciation, and support of archival activities or programs.

C.F.W. Coker Award

The C.F.W. Coker Award, recognizing innovation and excellence in finding aids or
related projects, this year was presented to FRANCIS X. BLOUN, JR., general editor
and project leader, and his team of LEONARD A. COOMBS, CLAUDIA CARLEN,
ELIZABETH YAKEL, and KATHERINE J. GILL, for Vatican Archives: An Inventory and

This work, part of a project that first produced MARC records accessible through RLIN,
is a magnificent model of archival clarification and descriptive precision. It will serve
as a standard to which other archivists can look for guidance and inspiration for many
years to come.

The book and the associated MARC records in RLIN, provide a world-class break-
Fellows' Posner Award

In 1982, fellows of the Society of American Archivists established the Fellows’ Posner Award recognizing outstanding work dealing with some facet of archival administration, history, theory, and/or methodology published in the latest volume of the American Archivist. The award is named for SAA fellow and former president Ernst Posner. The committee evaluating volume 60 of the journal has selected as this year’s recipient ROY TURNBAUGH’s article entitled ‘Information Technology, Records, and State Archives’ published in an issue devoted to state archival and records management programs.

Turnbaugh focuses on the opportunities and challenges presented by electronic records and provides a useful historical overview that places his stance within the continuum of efforts to preserve existing records and to assure adequate documentation in the future. A felicitous and forceful wordsmith, he offers overburdened archivists pungent admonitions against intellectual and programmatic inactivity. Turnbaugh does much to restore recognition that archivists and records managers share a common goal and can profit from common approaches. The archival profession will benefit from Turnbaugh’s efforts for many years to come, and the Posner Award Subcommittee is pleased to be able to sustain this ongoing discussion by recognizing such a significant contribution to archival theory and practice.

Philip M. Hamer and Elizabeth Hamer-Kegan Award

Honoring two SAA Fellows and former SAA presidents, the Philip M. Hamer and Elizabeth Hamer Kegan Award recognizes an archivist, editor, group of individuals, or institution that has increased public awareness of a specific body of documents through compilation, transcription, exhibition, or public presentation of archives or manuscript materials for educational, instructional, or other public purpose. The award was established in 1973.

The DELAWARE PUBLIC ARCHIVES is the winner of the 1999 Hamer-Kegan Award, for its publication, Teaching Delaware History With Primary Sources. This outstanding publication includes nineteen lesson plans for 4th and 5th grade teachers oriented around reproductions of original documents and records from the Delaware Public Archives' holdings. Among the archival materials integrated into the lesson plans are diaries, maps, land deeds, court dockets, indentures, probate inventories, and photographs.

The Hamer-Kegan Award Subcommittee found that the variety of documents included in Teaching Delaware History with Primary Sources makes the publication an excellent introduction to the materials cared for by archives. The publication admirably presents the documents within their historical context and makes them readily accessible to primary school students—a significant group of future users and supporters of archives. Linking archival documents with Delaware Department of Education lesson plans makes the publication a vital tool for the increased awareness of archives.

Oliver Wendell Holmes Award

The Oliver Wendell Holmes Award, established in 1979, enables foreign archivists already in the United States or Canada to travel to or attend the annual meeting of the Society of American Archivists. The 1999 Holmes Award committee chose CIARAN TRACE for this honor. She is a doctoral candidate in the Department of Information Studies at the University of California, Los Angeles. She has demonstrated tremendous initiative and has been highly motivated in her efforts to achieve her professional and intellectual goals. Her interest pertains mostly to modern records and recordkeeping systems and their relationship with emerging technologies and associated changes in organizational behavior.
Harold T. Pinkett Minority Student Award

The Harold T. Pinkett Minority Student Award recognizes minority undergraduate and graduate students, such as those of African, Asian, Hispanic, or Native American descent, who, through scholastic and personal achievement manifest an interest in becoming professional archivists and active members of SAA. The award, named this year in honor of an archival pioneer and SAA fellow, provides complimentary registration to the SAA annual meeting and related expenses. Jointly funded by SAA and the Archivists and Archives of Color Roundtable, the generosity of Dr. Pinkett has allowed the committee to present two awards in 1999 to TERESA MARIA MORA of New York University and TYWANNA MARIE WHORLEY of the University of Pittsburgh.

Preservation Publication Award

The 1999 Preservation Publication Award was presented to JAMES M. REILLY for The Storage Guide for Color Photographic Materials [published by the Image Permanence Institute]. This publication is an impressive and useful guide for anyone who is responsible for color photographs and is a key publication for archives with color photographs in their collections.

It includes an informative text and a laid-in cardboard wheel which help clarify research compiled from 1993 to 1996 on the storage and management of color materials. The publication is clearly written and covers such topics as the history of color stability, the technology of color photography, the causes of fading in dark storage, the effects of different factors that influence stability, storage enclosures, air pollution, and environmental control. The publication also includes a handy wheel to help determine the environmental storage conditions and a bibliography that cites a number of key works.

The guide has already been noted for its value in peer reviews and determined to be “required reading for all who have professional responsibility for storing color images.” (Abbey Newsletter, vol. 22, no. 2, 1998). It should be noted that this publication would not have been possible without the assistance of IPI staff and the New York State Program for the Conservation and Preservation of Library Research Materials.

Theodore Calvin Pease Award

The 1999 Theodore Calvin Pease Award winner, “Retrieval of Archival Finding Aids Using World Wide Web Search Engines,” was written by KATHLEEN FEENEY as a master’s paper for Professor Helen Tibbo in the School of Information and Library Science at the University of North Carolina at Chapel Hill. Created in 1987, the Pease Award is named for the first editor of SAA’s journal, the American Archivist, and recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. The award recipient receives a certificate, a cash prize, and publication of the paper in the American Archivist.

In a carefully designed research project, Feeney analyzed the ability of people to retrieve online archival finding aids utilizing standard Internet search engines. The award committee found that the study addresses a timely topic of high relevance to the archival community. It raises useful questions for archivists to consider as access to information about their holdings on the World Wide Web increases. Feeney’s careful scholarship, provocative questions, and excellent presentation make it a worthy recipient of the Pease Award.

Colonial Dames Scholarship Award

The 1999 Colonial Dames Scholarship Award recipients are MELISSA SALAZAR and ERIKA PIOLA. Established in 1974, this award enables two archivists each year to attend the Modern Archives Institute of the National Archives and Records Administration. The award is funded by the Colonial Dames of America, Chapter III, Washington, D.C.

Photographs courtesy of Tim Hawkins.
The Archival Enterprise on Entering the Year 2000

by H. THOMAS HICKERSON, Cornell University, 55th President of the Society of American Archivists

These presidential remarks were delivered August 28, 1999, during the closing plenary session of the SAA 63rd annual meeting in Pittsburgh.

It is a tremendous honor for me to have the opportunity to serve as president of the Society of American Archivists. I have worked as an archivist and have been a member of SAA for over twenty-five years. The opportunity to serve SAA in this role is a very special occasion in my career, but it is also a daunting challenge.

Considering the size and diversity of existing archival holdings, the growing number of users, and the rapidly evolving complexities of today's digital record, the archival profession needs a strong and vital organization to provide national and international leadership. Entering the new century there are exciting opportunities for our profession, but to realize this potential we must be dynamic, innovative, and enterprising. The profession will need organizations that are creative and energetic, but which also support core values and common standards and are broadly inclusive and cooperative in nature. This morning, I offer my outlook on the state of the archival enterprise, and suggest that our interests and expertise are needed and appreciated and that our prospects are good. I will conclude with some thoughts regarding the important ways that SAA and its members, in cooperation with other archival and allied organizations, can contribute effectively to the archival endeavor.

We are living in a time of dramatic and continual change, both large and small. It is against a seemingly constantly evolving tableau that the dominant transformation of our time is taking place, the information revolution. Technological change is progressing at a rate never before envisioned, and the vocabulary and culture of this new environment is increasingly ubiquitous.

While technology underlies these developments, like all truly momentous change, it is in culture, politics, business, law, employment, and language that the irreversible results are manifested. Unlike the power unleashed by the development of the steam engine and the other inventions of the industrial revolution, current change is centered on information technology, information industries, and associated goods and services. This revolution focuses on information creation, dissemination, use, management, storage, and preservation, all basic archival activities.

As information professionals, archivists' skills are needed and appreciated in this new information environment. Evidence of this view appeared earlier this year in the career planning section of U.S. News Online, describing archivists as a "hot" specialty field in terms of job opportunities. The description went on to state, "This field will continue to grow dramatically for years to come as government at all levels, corporations, libraries, and museums put their records into an electronic format." Society is not only challenged by the need to manage records being generated in electronic form, but substantial interest and resources are being devoted to digital copying and to networked dissemination to diverse user communities.

The pace of change and a growing sense of the seeming fragility of the human record have served to increase interest in cultural documentation, both through digital access to unique holdings and in expanding the appeal of original materials. Museums and other major cultural repositories are enjoying extraordinary growth in attendance by increasingly diverse audiences.

In Texas for example, the Johnson Presidential Library is second in number of visitors only to the Alamo, itself an historic site and museum. In universities, where many SAA members work, libraries have moved to the center of campus technology infrastructures, taking the lead in electronic publishing, electronic resource management, digital archiving, network authentication, intellectual property administration, instructional technologies, and the building of digital collections. Within libraries, the convergence of interest in the digital and the artifactual is providing an ideal setting for special collections to thrive. This spring, the Association of Research Libraries (ARL), a group comprised of some 120 of the largest research libraries in the U.S. and Canada, conducted an extensive survey of special collections (including archives) in member institutions. The survey response was excellent; ninety-nine responses were included in the tabulations. Furthermore, the ARL
Directors focused their spring membership meeting on "Special Collections in the Digital Age." Preliminary survey results reported at the ARL meeting included the following illuminating statistics:

1. Permanent full-time equivalent staff in special collections have increased or remained constant in 72% of responding libraries over the past ten years, and of that number, nearly 2/3 reported increases. Reporting libraries expect to recruit for over 160 staff positions during the next 3-5 years.
2. 62% of institutions have built or renovated special collections facilities during the past 10 years.
3. During the past 10 years, 77% of institutions reported establishing new special collections or significant new collecting programs in special collections. During the same period, only 22% reported discontinuing any significant collecting programs.
4. 91% of reporting libraries are conducting or planning digitization projects involving special collections.

This fourth statistic supports my general sense that a substantial part of the most innovative development in libraries is being carried out with significant participation by special collections staff. Likewise, in government and business, archivists are often taking on broader information management responsibilities.

The expanding interest and admiration for the development of EAD (Encoded Archival Description), an SGML-based [Standard Generalized Markup Language] encoding standard for archival finding aids, provide further evidence of cutting-edge leadership by archivists. Cooperative development, enhanced by talented articulation and aggressive dissemination, has resulted in broad attention, nationally and internationally. The previously mentioned ARL meeting included a session introducing library directors to Encoded Archival Description for finding aids. This summer’s Technology Forum of the Digital Library Federation included an EAD panel.

Cornell University and Endeavor Information Systems, a major vendor of library management systems, have recently announced a joint development project that includes developing the capability for integrated processing of XML/SGML metadata within their basic Voyager system. Initial implementation is scheduled to include EAD, as well as Dublin Core, Geo-Spatial, and TEI [Text Encoding Initiative] definitions. That a major library system is incorporating descriptive data into its basic operation in something other than a MARC format is a very significant development in itself; emphasizing archival finding aids is a further surprise.

Most importantly, archivists are at the center of an emerging challenge that will command national attention throughout the next decade, the selection, use, and long-term preservation of information in digital form. This challenge is central to our professional mandate. Developing sustainable technical, political, and economic solutions is vital to everyone. Public awareness is only beginning to grow, but this will change quickly. Archivists must seize the initiative, exercising our basic responsibilities and working with others to implement viable policies and practices. In addressing a problem that may generate a 500,000-person sub-industry, archivists will not dominate, but our knowledge, experience, and perspective should guide and influence the process.

Archivists are strategically very well positioned. On one hand we are confronting some of the most vexing challenges of modern-day information management. We are solving contemporary issues of vital importance to government, corporations, institutions, and organizations, essential to their effective operation and to fulfilling their legal requirements. At the same time, we are dedicated to preserving and to providing equal access to the human record, documenting historic achievements, social and industrial development, and the experience of everyday life. We will insure that the need for various cultures to preserve their heritage is honored and supported. It is this combination of roles, conducted with expertise and professionalism, which provides archivists with a special profile. As we enter the 21st century, the confluence of current needs and long-term societal interests provides unique opportunities for strengthening the archival profession.

If, as I suggest, the archival profession is well-positioned, how do we realize this potential? In my opinion, archivists should:

1. Recognize their strengths and exploit them successfully;
2. Be aggressive in advocating for sound laws, ethical principles, and effective practices;
3. Develop and maintain strong professional, political, and economic partnerships in support of mutual interests; and
4. Be inclusive in recognizing and embracing the role that other professionals must play in realizing the archival enterprise.

This fourth suggestion is essential. The tasks before us are too great and too urgent to be met by an exclusive approach. We need diverse skills and more resources. We should welcome and encourage everyone to join with us in a shared endeavor.
There are, of course, many other important steps that should be taken, and I believe that an important ingredient in achieving many of them is the existence of a strong national organization. Such an organization should be inclusive, incorporating a broad spectrum of interests and experience, and it should maintain a synergistic relationship with other archival organizations. As I emphasized when speaking at the annual meeting of the Society of Southwest Archivists in May, archivists have diverse needs, and regional organizations can effectively address many of these. SAA should limit its efforts in those areas best met by others. There are, however, activities that a strong national organization can best perform that are of value to every archivist. Among these are:

(1) Exercise political advocacy on the national level;
(2) Develop and promulgate professional and technical standards;
(3) Participate in alliances with the National Archives and national professional organizations;
(4) Represent professional interests in international collaborations;
(5) Provide a national and international forum for the exchange of ideas and for interaction among a diverse range of professionals;
(6) Provide its members with an opportunity to represent archival interests on a national and international level;
(7) Foster the collaborative development of strong educational programs capable of meeting the education and research needs of the profession;
(8) Lead in addressing multi-cultural concerns, both in the recruitment of a diverse profession and in documenting the many cultures comprising the human experience; and
(9) Provide the broadest possible sense of common purpose and professional identity and pride.

While SAA must fulfill other roles and provide other services, if it does these well, it advances the interests of all archivists, for it is often national attention that has the greatest capacity to elevate the status of archival programs within their organizational workplaces. If there is not a strong national organization to address these issues, the potential for the profession is diminished. In many cases, these roles can be best met through cooperative efforts, and I hope that my year in office is a time when new partnerships are established and old partnerships are renewed. As we develop a new strategic plan during the next year, I will raise questions regarding how SAA can best proceed in addressing specific objectives: whether SAA should be the principal agent, whether an objective is best accomplished in partnership with others, or whether other organizations should be encouraged to take the lead.

In order to address a broad spectrum of critical issues and also be responsive to diverse membership needs and services, SAA must maintain adequate financial strength. While maintaining responsible fiscal management, we should also develop additional financial sources. It is my hope that, in cooperation with others, I can exert leadership in establishing new initiatives in this effort. We must also capitalize on the particular strengths of SAA’s various constituent units, respecting unique interests while integrating their contributions in support of common goals.

As we embark on the new century, there is much to be done. I am very pleased to have a leadership role at this time of great change and great opportunity. But the challenges are everyone’s. I look forward to joining with each of you this year, and in the years to come, in furthering the success of the archival enterprise.
### LISTING OF AVAILABLE SESSIONS ON AUDIO CASSETTE TAPE

**Plenary Sessions**
- P1 Opening Plenary Session
- P2 Meeting DoD 5015.2 Recordkeeping Requirements: Straight Talk From the Vendor & Certification Communities
- P3 Plenary Session (Saturday)

**Breakout Sessions**
- 1 Developing Strategies for Managing Electronic Records Within Academic Institutions
- 2 Diversity Initiatives
- 3 Administering Privacy and Confidentiality in Sensitive Records
- 4 Depicting, Documenting and Deconstructing Industrial and Post-Industrial Society
- 5 Cooperation/Competition: Strategies for Dealing with Contemporary Business Records
- 6 The Paper Chase: The Old Perils and the New Rewards of Collecting the Papers of Lawyers and Judges
- 7 Show Me the Money: Marketing and Licensing Graphic Materials and Ephemera
- 9 Graduate Archival Education: Research, Students, and Current Trends; A Report of the Working Meeting of Graduate Archival Educators
- 10 Selling Security to Management, Staff, and Researchers
- 11 Putting Audio and Moving Images on the Web
- 12 Documenting the Duderstadt Presidency at the University of Michigan
- 13 Defining 'Better': Evaluating Progress in Appraisal
- 14 Electronic Records Theory and Electronic Records Practice at the National Archives of Canada
- 15 To Put Out a Fire: Fire Suppression Options for the Millennium
- 16 The Challenge of Scheduling Laboratory Records
- 17 Information Seeking Behaviors: Implications for Archives, Organizations, and System Designers
- 18 Standards for Encoding of Digital Archival Objects
- 19 Muddying the Waters: When the Law Dictates Archival Decisions
- 20 Building a Sustainable Past: The Application of Advanced Technology to Archival Processing of Electronic Records
- 21 New Research in Photographic Preservation and Digitization
- 22 Reflections on Archival Certification: The First Ten Years
- 23 Making Archives Measure Up: Reflections on Standards, Evaluating Archives, and Contemporary Recordkeeping
- 24 Web Sites, Electronic Finding Aids, and the Archival Researcher
- 25 Archivists Alchemy: Turning Records into Nazi Gold
- 26 Tobacco, Human Radiation, and Asbestos Litigation: The Impact of Current Events on Archives Programs
- 27 From Interns to Archivists: Archival Career Tracking
- 28 The NHPRC in a New Records Age
- 29 SagaNet: The International Development of Large Digital Collections
- 30 Records Schedules: They Aren't Just for Records Managers Anymore
- 31 An Exploration of the Archival and Recordkeeping Issues Related to Public Key Infrastructure
- 32 Premises, Promises, Problems: Practicing Archives with a Postmodern Perspective
- 33 Priceless! Value and the Public Use of Government Electronic Records
- 34 Archival Entrepreneurs: Donor Support for Archival Collections
- 35 Recent Developments in Copyright Law: Overview and Impact

(continued on next page)
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☐ 39 Graduate Student Research
☐ 40 Long-Term Preservation of Electronic Records: The InterPARES Project
☐ 41 Changing the Agenda: Restricting Economic Crime, Influencing International Organizations and Integrating Standards
☐ 42 Setting International Standards: Where Are We Heading?
☐ 43 Blessed Be the Tie That Binds: Three Cooperative Projects Unite Diverse Archival Repositories
☐ 44 Use of a Training Tool to Minimize Legal Risks in the Use of E-mail
☐ 45 Lessons in Sportsmanship for Archivists Learned from Wrestling With the IRS Records Bear
☐ 47 Proactive Collecting: Collaborating with Modern Photographers
☐ 48 Shared Resources in the World of Downsizing
☐ 49 Art in the Archives: Procedure and Policy
☐ 51 Preserving the Context of Records: Current Metadata Research
☐ 52 Documenting Japanese-American Internment

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**ENCODED ARCHIVAL DESCRIPTION**
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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.

SAA (1998) 178 pp., soft cover / $40 • SAA members $30 / Product Code 349

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The Ingredients of Five Star Continuing Education

Is an archivist a professional? The answer to that question may lie in the foundational insight provided by Cyril Houle in his book, *Continuing Learning in the Professions* (1981):

"...the professionalizing process is complex, and the lifelong learning to which it gives rise must have many goals in both pre-service preparation and in the active years of practice."

He outlines his concept in the following diagram:

![Continuing Learning in the Professions Diagram](image)

The designation "professional" is inextricably connected with lifelong learning. And lifelong learning is connected to the basic mission of SAA to serve the educational and informational needs of its members and provide leadership to help ensure the identification, preservation, and use of the nation’s historical record.


"Learning in organizations means the continuous testing of experience, and the transformation of that experience into knowledge accessible to the whole organization, and relevant to its core purpose."

It seems entirely appropriate, then, to maintain a major focus on that activity and to rally resources that are necessary to assure relevant content and effective delivery.

**Outside Research**

For the last two years, I have been involved in a research project for the American Society of Association Executives (ASAE). This research is attempting to identify what knowledge and skills an organization must possess in order to be the dynamic and creative provider of learning for its members, and for the wider purpose of the advancement of society. We have identified twelve ingredients that are necessary for a five star program of continuing education.

Please note that the ingredients must be possessed by the organization. This concept is critical. In some rare instances, all this expertise may reside in one person. It is likely, however, that the organization will possess these factors in a combination of organizational staff and volunteer leadership collaborating in a learning organization. The twelve areas of knowledge and skills must reside somewhere in the learning organization, drawn together in a network of free-flowing communication.

To deliver superior continuing education, generous portions of each of the following ingredients must be added to the mix of a complete educational program:

1. **Adult Learning Theory**

   The organization must have a solid foundation in the principals of adult learning. This is particularly true of those who assume the role of instructor, subject matter expert, presenter, or speaker, as well as by the education officer responsible for operationalizing the educational programs.

   In the early ’70s, Malcolm Knowles articulated the unique characteristics of adult learners: adults are intentional in their learning. That is why continuing education and learning is and always will be voluntary. Adults bring to the classroom a variety of life experiences that shape what and how much they will learn. They are ready and eager to learn because their motivation comes from the application of their learning to some life situation, which makes the educational event valuable to them.

   Other authors have expanded on these characteristics over the years, but these have stood the test of time and research. Understanding and applying these principles is basic to a learning organization.

2. **Needs Assessment**

   The "learning organization" must have the ability to maintain an ongoing dialogue with its membership regarding their educational needs. This has two prongs. The first prong moves in the direction of topical areas of learning. The archival profession experiences changes with advancements in techniques and technology. These must continually be incorporated into a program of lifelong learning. In addition, members continually advance along a career path. As Cyril Houle’s diagram illustrates, professionals must be prepared to assume new responsibilities as each opportunity takes shape.

   The second prong of needs assessment has to do with marketing. Not all continuing education programs will be intended for everyone. What are the populations that the association intends to serve? Answering this question may call for a variety of programs and delivery systems.

   Carrying out ongoing needs assessment for education and marketing yields the necessary information that directs the content of the educational programming.
3. Working with Speakers, Presenters, Subject Matter Experts and Instructors

This category is expanding exponentially. Leaders of learning are expected to have skills that “classroom” teachers never required. Use of computer technology, telecommunications savvy, instructional design, and camera presence are just a few of the developing skills for instructors. Therefore, an association must be able to prepare instructors to utilize each of the delivery systems to their maximum capacity.

Further, instructor support also means that those persons who have chosen to make a professional contribution through teaching must have a clear idea of the criteria for their selection and de-selection. An association must articulate these clearly, so that the learners are assured, as much as possible, that the education and training they are receiving is of the highest possible quality.

4. Articulating the Association’s Body of Knowledge and Skills; Content, and Balanced Programming

An association’s body of knowledge and skills is like a slice of onion. There is a central core. Only this association can provide this knowledge. In the wider circle, workshops and courses can be found from other sources, although they may not have specific application to archives. In an outer circle, there are some areas of knowledge, which, while necessary or helpful to the profession, may not be the responsibility of the association to provide.

The body of knowledge and skills is probably best articulated by persons who are well seasoned in the profession. Once identified, the body of knowledge serves as a touchstone for educational programming.

An association should have a definable curriculum of educational offerings. These may change over time, based on the needs assessment and the advancements in the profession.

5. Instructional Design, Designing Education, Teaching Techniques and Methods

This category has “lesson plan” at its heart. A skilled instructor will begin the process by asking, “What will the learners be able to do at the end of this educational experience that they were not able to do at the beginning?” (Note that the question is not, “What material will we cover in this educational experience?”)

Once the objectives are clear, then the “chunking” of content, the choice of delivery, and the mode of evaluation follow easily. (See “Teaching Techniques” in the September/October 1999 issue of Archival Outlook.) The leaders of learning have the ability to use different styles of teaching as called for by the learners. The same content can be taught in a variety of ways and through any number of media.

6. Distance Learning and Educational Technology

Distance learning occurs when time and/or space separates the instructor and the learners. The expertise of the association education team lies in bringing the best technology to bear on connecting the learners to the sources of instruction. Technology in this application can mean everything from print to the newest computer technology.
The students entering college this year, 1999, were born in 1982. It is expected that colleges are ‘wired.’ They are used to multitasking. These facts have much to say about educational programming and presentation. They also spotlight the need for the association’s expertise in educational technology.

7. Meetings Management
While this category still exists in many associations, it is an area that is getting less and less attention by educators. It remains necessary because not all learning can be done through electronic media. The one-on-one contact between instructor and learner is still valid. Someone in the learning organization must have the ability to structure the learning situations so that learning is most likely to happen. Occasionally that means negotiating contracts, checking meeting sites, preparing name tags, and planning coffee breaks.

8. Internal and/or External Partnering for Educational Programs
The trend toward globalization is highlighting the need to collaborate. No single association has sufficient resources to provide all the educational events needed by the membership. Someone within the association must have the finesse to partner with internal and external organizations.

Internal organizations may be different committees, or perhaps chapters of the organization, or departments of the association’s headquarters. External partnering can occur between academic organizations and associations, or between corporate entities and associations.

The education function within the association must have clear criteria by which these arrangements are entered into. The word “collaboration” means “working together” in a win-win situation.

9. Management and Administration of the Education Function within the Association
The headquarters of an association is a business office. It is the operational heart of the association. Staff must exhibit good business practices, fiduciary responsibility and the unique ability to work with voluntary leadership. What is said about the operational part of the organization must also be true for the “education department.”

A large part of this management is assuring good customer service. The entire education staff, however that is defined, is committed to working with and for the members, maintaining the highest quality of value-added service.

10. Marketing Educational Programs
The learning organization must have the ability, not only to organize the educational events, but also to market them to the intended audiences. Part of the educational effort is an artist who can design a brochure, a web master who can direct elec-

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tronic communication, and a writer who can use words like paintbrushes. The educational enterprise requires someone who can bring members and services together on a continuing basis.

11. Evaluation: Purpose, Design and Integration

Evaluation is what is done with the data once it is collected. Sometimes the educational function within an association spends a great deal of time collecting data, but much less effort putting the data to work.

Evaluation is the flip side of needs assessment. Educators know that evaluation can be “normative” or “summative.” The normative evaluation allows the educator to make adjustments as the learning process is happening. For example, when a group looks up with the blank stare, it’s obvious that something hasn’t been clear. An instructor can take a reading of the group during a coffee break and completely change a whole section of the educational event. An online discussion shows that there is an area of great interest that wasn’t in the original plan, but is obviously needed by the group.

Summative evaluation tests whether the original objectives have been achieved. If the objectives were formulated in terms of the learner, the learners can provide feedback on whether they now possess the stated knowledge and skills.

Whatever the form of evaluation, the key is the consequent integration of the results into the ongoing improvement of the educational event.

12. Certification

Not all associations have formal certification programs. However, all educational functions in associations set standards of excellence for their programs.

Formal certification programs attest to a minimum set of skills in a particular area possessed by members. This is usually established by test, often a one-time event. Occasionally, certifications must be renewed after a certain period of time, either by test or by added continuing education. Licensure allows a person to be employed in a particular field. Some set of criteria must be fulfilled in order to be licensed. This can range from the payment of a fee for a fishing license to qualifications for a doctor to practice medicine. Credentialing implies an ongoing process of professional development. It does not attest to a particular expertise, rather it reflects a person’s commitment to lifelong learning.

Any form of credentialing, certification or licensure has implications for an association’s educational enterprise. It is incumbent upon the association to provide the means necessary for the advancement of its members.

SAA's Five Star Continuing Education

SAA is committed to the professional archivist. Somewhere in this learning organization are the persons who possess the required expertise to produce and deliver five star continuing education. It is the commitment of the education function within SAA to rally these talents for the good of the members.

Covering the Continent

SAA's continuing education courses criss-cross the continent. This fall SAA sponsored educational offerings in:

- Durham, NH—Encoded Archival Description
- Washington, DC—Copyright and Fair Use for Archivists
- Cincinnati, OH—Business Archives: The Basics and Beyond
- Omaha, NE—Digital Imaging Technology

Next spring, these geographically diverse cities will host a variety of SAA workshops, many in conjunction with state and regional archival association conferences:

- Santa Fe, NM—The Administration of Photographic Collections, with the Society of Southwest Archivists
- Bloomington, IN—Encoded Archival Description, with Indiana University
- Washington, DC—Archival Cataloging as a Component of Description, with Discovery Communications, Inc.
- Atlanta, GA—Archival Cataloging as a Component of Description, with Discovery Communications, Inc.
- Salt Lake City, UT—Encoded Archival Description, with the Utah State Archives
- Washington, DC—Copyright and Fair Use for Archivists, with Discovery Communications, Inc.
- Ontario, CA—Basic Electronic Records, with the Society of California Archivists
- Chicago, IL—Archival Cataloging as a Component of Description, with the Midwest Archives Conference
- Bellingham, WA—Encoded Archival Description, with the Northwest Archivists
- Austin, TX—Archival Cataloging as a Component of Description, with the University of Texas
- St. Louis, MO—Planning New and Remodeled Archival Facilities, with the Museum of Transportation
- Baltimore, MD—The Administration of Photographic Collections, with the American Association of Museums
- Tucson, AZ—Safety & Security in Archives and Manuscript Repositories, with the University of Arizona

In addition, a week-long Preservation Management Institute is scheduled for June 2000 at the University of Maryland at College Park. Stay tuned for more details and watch your mailbox for the SAA spring 2000 education brochure! Please direct any queries to SAA's interim education director, Reneta Webb (rwebb@archivists.org) at 312/922-0140.
Best Wishes!
EDMUND “NED” BERKELEY, JR., retired from the University of Virginia Library at the end of March and was elected associate professor emeritus by the university’s Board of Visitors (trustees). Berkeley first worked in the University of Virginia library when he was a graduate student from 1958-1961. After two years of high school teaching, he entered the archival profession in 1963 as an assistant archivist in the archives division of the former Virginia State Library, and joined SAA that year. He returned to the university in 1965 and remained on the staff of the library until his retirement. He served as curator of manuscripts, university archivist, and university records manager, and was appointed the first director of special collections when that department was formed from the former manuscripts and rare books departments in 1988.


Berkeley was a founding member of MARAC and has been active in its work, serving recently as program chair for its Charlottesville meeting. He has presented papers and chaired sessions at SAA and MARAC meetings and at those of a variety of professional organizations, and has published in the American Archivist, Georgia Archive, and the Midwestern Archivist as well as in a variety of historical and other journals.

In the previous issue of Archival Outlook we inadvertently printed the incorrect e-mail address for BEVERLY ALLEN. The correct address is papertiger2@email.com.

PAUL R. BERGERON, formerly deputy city clerk in Manchester, N.H., was recently appointed city clerk in Nashua, N.H. His is also currently serving as national leader for the Local Government Industry Specific Group of ARMA International.

Marquette University Libraries announces the appointment of MATT BLESSING as university archivist in the department of special collections and archives. Blessing previously was public records archivist and educational outreach officer at the State Historical Society of Wisconsin since 1991.

The Seattle City Council and the City Clerk celebrated “Scott Cline Day” on Monday, August 30, 1999, in recognition of the many achievements and good work of city archivist SCOTT CLINE, and for his outstanding work in the development and growth of the Seattle Municipal Archives. In September Cline participated in the week-long seminar, “Local Archives in the 21st Century: Challenges and Strategies,” in Shanghai, China. Approximately 60 archivists from around the world attended the seminar, sponsored by the State Archives Administration of China.

SUSAN E. DICK has been promoted to director of library and archives at the University of Virginia Libraries, was recognized for “outstanding contributions to Tolkien scholarship” at the Bree Moot 4/Mythcon XXX Conference, held in August at the Milwaukee Archbishop Cousins Center. The conference was a joint meeting of the Mythopoeic Society and the Bree Moot, an association of the J.R.R. Tolkien fan magazine Beyond Bree. Elston’s involvement in Tolkien research dates to Marquette’s 1957 purchase of manuscripts of The Hobbit, Lord of the Rings, Mr. Bliss, and Former Giles of Ham and has included preparation of exhibits, presentations, microfilming, additional acquisitions, and extensive work with Tolkien scholars.

ANNE FRANTILLA joined the Seattle Municipal Archives staff in July as assistant city archivist. Frantilla, a native of Seattle, returned to Washington after serving as a reference archivist at the Bentley Historical Library, University of Michigan from 1992-99, and as corporate archivist for Unisys Corporation from 1984-91.

ELISABETH KAPLAN joined the Charles Babbage Institute as the new archivist in July. She was formerly with Iowa State University of Science and Technology, where she served as collections archivist and assistant professor at the special collections department of the library.

RICHARD H.F. LINDEMANN was appointed to the newly created position of director of special collections and archives at Bowdoin College, Brunswick, Maine, in September. He brings with him more than 15 years experience, most recently with the Mandeville Special Collections Library at the University of California, San Diego.

The University of British Columbia has appointed HEATHER MACNEIL assistant professor, tenure-track, in the School of Library, Archival and Information Studies. MacNeil’s appointment is twelve months, with a research term each year.

PETER NELSON, formerly project archivist for the Five College (Mass.) Archives Digital Access Project, was recently appointed curator of special collections at the Jones Library, Amherst, Mass.
MELISSA PLOTKIN, a graduate student in the library science program at Catholic University of America, is the new library technician in the Digital Manuscripts Program of the National Library of Medicine. The project includes digitizing papers of Nobel laureates. Melissa will be involved in the cataloging and scanning of documents, as well as writing the HTML for the Web site: www.profiles.nlm.nih.gov.

ERIC PUMROY has joined Bryn Mawr College as head of special collections and Seymour Adelman rare book librarian. He was formerly director of programs and information services at the Balch Institute for Ethnic Studies.

MIRIAM B. SPECTRE has also joined Bryn Mawr College as special collections librarian. She was formerly archivist at the Beinecke Library at Yale University.

In August STEVEN WEISS joined the Academic Affairs Library of the University of North Carolina at Chapel Hill as its sound and image librarian. Weiss was formerly a librarian/archivist for CNN’s Washington, D.C., office. He has previously worked for the Motion Picture, Sound and Video Branch of the National Archives, Northwest Folklife, and as an intern for the Archives of Folk Culture at the Library of Congress.

ELISABETH WITTMAN recently made local headlines in Chicago when the Evangelical Lutheran Church in America Archives and Records Center moved from its previous location in suburban Rosemont to a new 16,000-square-foot center in neighboring Elk Grove Village. This is the third move in which Wittman, ELCA archivist since 1988, has played a prominent role. In an article in the Chicago Tribune, Wittman said that “The office space is more welcoming, and the archive and research rooms are more secure.” While she’s happy with the outcome, Wittman added, “I don’t want to have to move again soon.” The move was announced last December and completed in September of this year.

Obituaries

RON AXELRAD, 47, died August 31, 1999, from complications of cellulitis. Ron received his undergraduate degree from Hobart College and graduate degrees from Temple and Rutgers. He worked on the New Jersey Synagogue Archives project at Rutgers, followed by archival positions at the American Jewish Archives in Cincinnati, the Jewish Historical Society of Central New Jersey, and the Leo Baeck Institute. He performed in choral groups in Cincinnati and in New Jersey, touring in the U.S. and Europe. He was a member of the Society of American Archivists, the Mid-Atlantic Regional Archives Conference and the Archivists Round Table of Metropolitan New York. He is survived by a sister, Eva Choper, two nephews and a niece.

—RONALD L. BECKER, Rutgers University Libraries

It is with sadness and grief that the scholarly and archival communities have learned of the death on August 24, 1999, of one of our most eminent colleagues, DR. WILLIAM KAYE LAMB, past Dominion Archivist of Canada, a brilliant scholar, administrator and innovator who was also a loyal friend and a tireless researcher to the end. In a sense, given the breadth of his brilliant endeavors, his seemingly boundless intellectual energy and knowledge, it can be said that even at 95 years old, Dr. Lamb was too young to die. He knew so much and did so much and still advised so many people. The present evolution in information science, including of course the library and archival fields, was foreseen by him and our efforts today derive in part from his injunctions and prescient moves both as Dominion Archivist and as National Librarian. Above all, Dr. Lamb was a scholar in his own right and he used to personally answer many of the questions addressed to the Public Archives or he would check the answers prepared by the staff, using his encyclopedic knowledge and prodigious memory.

Born in New Westminster, B.C., in 1904, Dr. Lamb obtained his B.A. with first class honors in history in 1927, then his M.A. in 1930. In 1929, he was awarded a Nichol Scholarship that allowed him to study further at the Sorbonne in Paris and in England where he obtained his Ph.D. in 1933 at the University of London. In the fall of 1934, Dr. Lamb commenced his dual career as librarian and archivist for the province of British Columbia, while in 1936 he was appointed to the additional position of superintendent and secretary for the provincial public library commission. In 1940, Dr. Lamb was appointed librarian of the University of British Columbia. His experience and talent were quickly noticed and in the fall of 1948, Dr. Lamb became the Dominion Archivist of Canada, a position which he accepted on the condition that he could prepare the way for the establishment of a National Library. This was accomplished in 1952 and he became the first National Librarian as of January 1, 1953. His unprecedented and extraordinary double tenure lasted until 1968.

In the end, what remains most vividly from his long tenure as Dominion Archivist is changing an interesting, but quaint and museum-like institution, into a modern Public Records Office, while maintaining its tradition of gathering and making available private and public records of national significance on all media. He made sure that archivists would be the ones to decide which records should be kept as a memory for the future, not administrators or clerical staff. He did that and much more, including influencing prime ministers and ministers, through his unshakable faith and the power of his mind. This is his legacy: a living memory institution continuing to serve in this capacity to maintain a rich enough memory of recorded information on all media, whether public or private, so that future generations of Canadians may know what led to their diverse presents and they can dream of different futures rooted in solid documentation about the past and the present.

—JEAN-PIERRE WALLOT, former National Archivist of Canada
Archival Needs Recognized In NARA's New Budget

Of all the things that archivists do, one of the least visible to the public is preservation, which for that reason sometimes gets short shrift in institutional budgets. Happily, preservation is not invisible in the budget just approved for fiscal year 2000 for the National Archives and Records Administration. An appropriations bill passed by the Congress and signed by the president provides increased funding for major NARA initiatives for preservation, among other things. In fact, over the past three fiscal years we have been able to increase our base budget for records preservation by $4,881,000. These funds will be used to preserve at-risk archival holdings in our facilities nationwide.

A large part of the new money is for the preservation of our huge audiovisual holdings. Almost half of our 240,000 motion pictures, 70 percent of our 16 million aerial film records, and 36 percent of our seven million acetate still photographs are now a half-century old and nearing the end of their predicted life. Half of our 250,000 audio records and nine percent of our 42,000 video records are on obsolete formats. We expect these numbers to grow as we accession more acetate-based and obsolete media records and our collections continue to age. All such materials will become unusable by the public if we do not house them in more stable environments and convert them from deteriorating and obsolete formats into preservation copies that researchers can view and hear on today's audiovisual equipment.

With budget increases starting in FY 1998, we have been able to begin moving our most at-risk audio-visual records into cold storage that can slow acetate deterioration. And we have been able to contract for the reformatting and duplication of some of our audio and video records now on obsolete formats that cannot be played back on our currently available equipment, as well as purchase supplies and equipment to increase the preservation duplication of non-textual records. Our new, FY 2000 budget will enable us to treat holdings in our Presidential libraries and our national and regional archives by adding staff and hiring contractors needed for special work to save many more records by rehousing them in archival-quality protective containers and taking other actions to maintain current holdings. And the funding will enable us to accelerate preservation copying. By duplicating acetate films on longer lasting film stocks, and by duplicating or reformatting audio and video recordings created in formats for which play-back equipment no longer exists, we will both preserve the nation's audiovisual treasures and make them available for public use.

At the same time, our FY 2000 budget gives us help to deal with another major preservation concern. NARA receives 1.5 million requests annually to help veterans claim entitlements to employment consideration, health care, education, and other benefits. These records, now stored by NARA in St. Louis for the Department of Defense, have such great value that eventually the majority will be accessioned permanently into NARA's holdings. But many are in peril in the meantime and require preservation attention.

With the new funding, we'll be able to set up a preservation program in St. Louis with professional conservation staff capable of planning and providing appropriate housing, special treatment, and in some cases reformatting for these critical, high-use holdings. For the two preservation initiatives combined, we'll be able to fill 12 additional positions.

The new budget will also get us started toward improving facilities for preserving as well as providing access to our records. We will have funds to prepare for the renovation of the original National Archives building, which needs improved climate controls as well as safety upgrades. We will also be able to prepare a design and environmental-impact study for a new NARA facility in Alaska, and to plan for a new regional archives facility in the Atlanta area. The new appropriation provides increases to:

- start preparing to open in 2002 the 1930 census records;
- improve research-room services and Internet offerings nationwide; and
- step up our electronic records and records-management work including adding staff for our Targeted Assistance Program of help to agencies with particularly urgent needs.

In short, Congress and President Clinton have given us for FY 2000 almost all of the increases we requested, and yet the total appropriation of $231,066,000 is less, in all NARA accounts combined, than we received for FY 1999. How is that possible?

The reason is that the new FY 2000 budget reduces NARA's direct expenses for federal records centers facilities in which we provide storage, retrieval, and other services on records that remain in the legal custody of the federal agencies that created them. Some of these records eventually will come into our archives, but most are not of long-term, historical value. Starting in FY 2000, our records-center costs will be covered by reimbursements from the agencies that receive our services.

That will make room in our FY 2000 budget for meeting other needs including the need to provide federal agencies with better records-management guidance, and the need to master the challenges of preserving and providing access to electronic records. All these improvements will increase NARA's ability to identify and ensure access to records of value for historical study, along with records through which citizens can document their rights and the public can hold public officials accountable for their actions.

This year, as last, we at NARA have made substantial gains, thanks to the support of the administration and of both Republicans and Democrats in Congress. Despite the budget difficulties with which they have been dealing, they have understood our arguments for the importance of records management, archival preservation, and public access to the records of our government. I hope that you share my feeling of gratitude. With increased budget support starting in fiscal year 1998, and with continued support from NARA's staff, our customers, and key organizations, I believe we now have real hope for successfully achieving the key goals of our strategic plan.
Former Archivist Named Bishop

Intrepid SAA member James O’Toole reports that a former archivist and former SAA member has recently been named auxiliary bishop of Detroit. **MSGR. LEONARD P. BLAIR** was archivist of the archdiocese of Detroit from 1977 to 1982. He was a founding member of the Association of Catholic Diocesan Archivists and served as its second president. Since then he has served in the Vatican Secretariat of State in Rome and as pastor of a parish outside Detroit. He was named an auxiliary bishop this summer and ordained as such in August. His duties include helping the archbishop of Detroit, Cardinal Adam Maida. Msgr. Blair may very well be the first American archivist to achieve the rank of bishop in the Roman Catholic Church. And of course, Pope Pius XI (pope 1922-1939) was a librarian. One never knows....

**Patricia Battin Receives Humanities Medal**

**PATRICIA BATTIN,** former president of the Commission on Preservation and Access (CPA), received the 1999 National Humanities Medal for her contribution to the liberal arts. President and Hillary Rodham Clinton presented medals to Battin and seven other recipients of the award at the White House in late September.

Battin was recognized for her work in organizing and leading a national campaign to save millions of disintegrating books published between 1850 and 1950. During her term as president of CPA, from 1987-1994, she created broad awareness of the threat of acid-based paper to library and archival resources and led efforts to address the problem in cooperation with government agencies, academic institutions, and private organizations. Since retiring from CPA, Battin has co-edited The Mirage of Continuity: Reconfiguring Academic Information Resources for the 21st Century, which is available from SAA (contact the SAA publications department at 312/922-0140 or tsturdivant@archivists.org).

**OAH Names New Executive Director**

**LEE W. FORMWALT** became the new executive director of the Organization of American Historians on October 1, 1999. He replaces **ARNITA A. JONES,** who served the organization for 11 years and who now heads the American Historical Association in Washington, D.C. Formwalt has been appointed to a five-year position. He formerly was professor of history and dean of the graduate school at Albany State University in Albany, Georgia, and president of the Georgia Association of Historians.

**New Director of Digital Library Federation**

**DANIEL GREENSTEIN** has been named director of the Digital Library Federation (DLF), effective December 1, 1999. Greenstein is founding director of the Arts and Humanities Data Service in the United Kingdom, a distributed organization that builds digital collections of interest in the arts and humanities and encourages their use in educational, library, and cultural heritage environments. He is also founding co-director of the Resource Discovery Network, a distributed service that seeks to enrich learning, research, and cultural engagement by facilitating new levels of access to high-quality Internet resources. Greenstein will work from the Washington, D.C., offices of the Council on Library and Information Resources (CLIR), which is the administrative home of the DLF.

**Case Studies from CLIR**

The Council on Library and Information Resources (CLIR) has published a volume of case studies on how colleges and mid-sized universities have used technology to enhance teaching and learning on their campuses. Titled Innovative Use of Information Technology by Colleges, the volume includes a series of introductory essays examining the factors that contribute to making successful institutional change. This volume is available for $20 prepaid, including postage and handling. Checks should be made payable to CLIR and mailed to: CLIR Publication Orders, 1755 Massachusetts Avenue, N.W., Suite 500, Washington, D.C. 20036-2124. Credit card orders may be placed by calling CLIR at 202/939-4750, sending a fax to 202/939-4765, or sending e-mail to info@clir.org. A complete list of publications appears on CLIR’s Web site, www.clir.org.

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Page Putnam Miller to Leave NCC

Page Putnam Miller, executive director of the National Coordinating Committee for the Promotion of History (NCC) for the past 19 years, will retire next summer. She and her husband plan to relocate to her home state of South Carolina. While Page stresses that NCC has been a most satisfying and rewarding place for her, she is looking forward to assuming a position as distinguished visiting professor in the history department at the University of South Carolina and to pursuing a writing project on history and the law that has been postponed for a long time. Her work for the historical and archival professions has been nothing but extraordinary. She is enormously respected inside and outside both communities so finding an appropriate replacement may be a challenge. We thank her for her contributions to NCC and wish her well in her move to South Carolina.

— Richard H. Kohn, Chair, NCC Board of Directors

FY’ 2000 Budgets for the National Archives and NHPRC

In September the House passed the Conference Report for H.R. 2490, the Treasury Appropriations Bill, and the Senate followed on September 16. And on September 29 the President signed the bill into law. The final bill worked out the differences between the House and Senate versions of this bill and included $180.398 million for the operating budget of the National Archives; $22.418 million for repairs and restoration of buildings (this includes $8 million for repairs at the Reagan Presidential Library); and $22 million in start up funds for the National Archives’ new reimbursable program in which agencies will be charged fees for the storage and serving of their records that are still in agency custody and that are stored in the National Archives’ Federal Record Centers. The Conference Report accompanying this legislation states that the National Archives is to provide quarterly reports to the House and Senate appropriations and oversight committees on the operation of the reimbursable program.

The FY 2000 appropriation for the National Archives is approximately 7% less than last year; however comparisons are difficult because of the shift to the reimbursable plan whereby the National Archives will be collecting fees from agencies. The National Archives anticipates that when the agency appropriation is combined with revenues from fees, then NARA’s total funds for FY 2000 will be greater than FY 1999.

This legislation also provides $6.25 million for NHPRC grants, with $6 million, the current funding level, for competitive grants, and with $250,000 earmarked for a grant for the research and cataloging of records at the historic site of Fort Buford, a North Dakota fort associated with Lewis and Clark. Senator Byron Dorgan, the ranking minority on the Senate Treasury Appropriations Subcommittee, is from North Dakota.

The Conference Report also states that $2 million of the $4 million that had been earmarked in the FY’99 budget for the Jewish History Center in New York would be rescinded. The Jewish History Center has already received a $200,000 planning grant; thus, $1.8 million remains available pending approval of their proposal.

NEH May Receive Small Increase in FY 2000 Budget

— While the House and Senate have each passed an interior appropriations bill that includes funding for the National Endowment for the Humanities, the conference committee that reconciles the two bills has not yet completed the work of how to reach a compromise on the $400 million difference between the two bills. The House Interior Appropriations bill totals $13.5 billion, while the Senate bill is $13.9 billion. The House bill passed in July specifies that the NEH FY 2000 budget will remain at the 1999 level of $110.7 million. The Senate bill passed on September 23 provides for a $5 million increase, bringing the FY 2000 budget to $115.7 million. In February as part of the administration’s budget, the president recommended $150 million NEH in FY 2000, which represented an effort to restore some of the funding eliminated by a 36% cut in 1996. However, it now appears that NEH will be fortunate to receive a modest increase.

Effort To Make More Government Documents Available on the Internet

— Recently Senators John McCain (R-AZ) and Patrick Leahy (D-VT) joined the Center for Democracy and Technology and OMB Watch in a news conference to highlight federal agency compliance with the Electronic Freedom of Information Act, which requires the availability of federal documents online and in other forms convenient to the public and the press. The event highlighted a recently released report that includes the “Ten Most Wanted Government Documents” requested by the public, but not made available on the Internet. Number one on the list were Congressional Research Service (CRS) reports on public and policy issues. These reports are currently available only to Congressional offices.

The report of the most wanted documents resulted from a survey of reporters, researchers, librarians, government employees, activists, and ordinary citizens to find out what they had searched for on the Web but could not find. In addition to the Congressional Research Service reports, citizens want: a Supreme Court Web site that included opinions and briefs, the State Department’s Daily Briefing Book, the Environmental Protection Agency’s Pesticide Safety Database, the full text of all Congressional Hearings, Court Briefs, Congressional votes in a searchable database, the Department of Interior’s Endangered Species Recovery Plans, the Department of Commerce’s Official Gazette of Trademarks, and Circuit Court Web sites. Only 5 of the 12 Circuit Courts of Appeal have Web sites that provide access to opinions at no cost.

Additional information on “The Ten Most Wanted Government Documents” and on the policy recommendations for achieving access to these documents may be found on the Center for Democracy and Technology’s Web page at www.cdt.org/righttoknow/10mostwanted.
Applications Requested for Executive Director for the NCC

The National Coordinating Committee for the Promotion of History, which serves as the national advocacy office for the historical and archival professions, is seeking applications for Executive Director. A consortium of 59 organizations, the NCC focuses on issues involving federal funding and policies that have an impact on historical programs, research, and teaching. These include policy issues related to the support of historical research and public programming, federal historical offices, archival policies, access to government information, copyright issues, and historic preservation. The NCC is a nonprofit 501(c)(4) organization, and the executive director, who is the only staff person, registers as a lobbyist. The NCC operates out of an office in the American Historical Association’s headquarters on Capitol Hill in Washington.

Preferred Qualifications: The NCC seeks candidates with history-related advanced degrees (a Ph.D. is desirable), advocacy experience, expertise in relevant policy and legislative issues, background of working with boards and professional associations, effective communication skills (particularly the ability to write concise and clear prose under the pressure of deadlines), demonstrated ability to work with a diverse constituency, administrative capabilities, and facility at performing disparate tasks.

Salary is negotiable and commensurate with experience. An application letter; resume; names, addresses, and telephone numbers of five references; and a short writing sample, should be sent to:

Chair of the Search Committee
National Coordinating Committee
for the Promotion of History
400 A Street, S.E.
Washington, D.C. 20003

Inquiries about the position should be directed to Richard Kohn, chair of the NCC Board, University of North Carolina at Chapel Hill, at 919/962-9700 or 919/419-0323 or e-mail rhkohn@juno.com. Review of applications will begin December 15, 1999, and will continue until the position is filled. The first round of interviews will be conducted in early January. Anticipated start date is spring 2000 and will include a several month overlap with the current Executive Director.
FELLOW NOMINATIONS SOUGHT

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

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

The Committee on the Selection of SAA fellows includes the five most recent past presidents of the Society and three additional members—all fellows who are elected annually by SAA officers and Council. This year, past presidents Luciana Duranti, William J. Maher, Nicholas C. Burckel, Brenda Banks, and Maygene Daniels will be joined by three fellows elected at the SAA Council meeting in February. A nomination form follows. Completed forms must be postmarked by February 28, 2000, and addressed to the chair:

William J. Maher
Chair, Committee on the Selection of SAA Fellows
University of Illinois at Urbana-Champaign
Archives, Library Room 19, 1408 W. Gregory Drive
Urbana, IL 61801
217/333-0798 • fax 217/333-2868 • w-maher@uiuc.edu

A nomination submitted in 1999 that did not result in the election of a fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Enhancements or updates may be submitted if desired.

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

DISTINGUISHED SAA FELLOWS

Howard L. Applegate
Richard J. Cox
John Daly
John J. Dhary
Maygene Daniels*
Lewis J. Darter, Jr.
Susan E. Davis
William N. Davis, Jr.
Bruce W. Dearstone
Megan Desnoyers
Anne Polk. friendaII
Charles M. Dollar
Lawrence Dowler
Kenneth W. Duckett
Luciana Duranti*
Sherrod E. East
Terrence Eastwood
Fynnette Eaton
Linda Edgerly
Elaine Engst
Timothy L. Ericson
Frank B. Evans*
Max J. Evans
C. Herbert Finch
Elise Freeman Finch
Shonnie Finnegan*
Meyer H. Fishbein
John A. Fleckner*
James E. Fogerty
Michael J. Fox
James Richard Fuchs
Ellen Garrison
Carolyn L. Geda
Susan Grig"David B. Gracy II*
Larry J. Hackman
F. Gerald Ham*
Bruce C. Harding
Edie Hedlin
Margaret L. Hedstrom
Linda Henry
Steven L. Hensen
H. Thomas Hickerson
Edward E. Hill
Robert W. Hill
Andrea A. Hinding*
Sue E. Holbert*
Richard A. Jacobs
Mary Janzen
Edward N. Johnson
H. G. Jones*
William L. Joyce*
Anne R. Kenney*
John M. Kinney
Charles E. Lee*
Richard W. Leopold
Paul Lewinson
Waverly Lowell
Lydia Lucas
Richard H. Lytle
Paul H. McCarthy, Jr.
Lawrence McCrank
William Lewis
McDowell, Jr.
William Maher*
Philip P. Mason*
Linda M. Matthews
Eva Moseley
Archie Motley
James O'Toole
James E. O'Neill
Charles G. Palm
Edward C. Papenfuse
Marguerite J. Pease
Ann Pederson
Trudy Huskamp
Peterson*
Harold T. Pinkett
Seymour L. Pomrenze
Jean F. Preston
Mary Jo Pugh
Virginia C. Purdy
Patrick M. Quinn
Leonard Rapport
James B. Rhoads*
Alan D. Ridge
Mary Lynn Ritzenthaler
Kathleen Roe
William L. Rosel
Nancy A. Sahli
Helen W. Samuel
Charles R. Schultz
Bob Sink
Jane F. Smith
Wilfred I. Smith*
Leon J. Stout
August R. Suelflow
Anne Van Camp
Victoria Irons Walsh
Carolyn A. Wallace
William Wallach
Peter Walne
Christine Ward
Robert M. Warner*
Joan Warnow Blewett
Lisa Weber
Edward Weldon*
Merle William Wells
Daniel T. Williams
Doman H. Winfrey
Elizabeth Yakel

* indicates past president

30 | ARCHIVAL OUTLOOK NOVEMBER/DECEMBER 1999

NOVEMBER/DECEMBER 1999
Nominators must be members of the Society of American Archivists. Please complete the form below or submit the same information in typed or computer-generated copy.

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

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

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

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

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

- Attach a one-page narrative of professional activities showing the nominee to be a distinguished and worthy candidate.
- In addition, on a separate sheet, list the names and addresses of three persons familiar with nominee's work (need not be SAA members) and willing to submit a letter in support of the nominee. Nominators can attach the letters to their nomination, or can request that those writing on behalf of the nominee send their letters directly to the committee chair. If sent directly, the letters should be postmarked no later than February 28, 2000.

SUBMITTED BY (PLEASE PRINT)

SIGNATURE

INSTITUTION

ADDRESS

CITY/STATE/ZIP

PHONE E-MAIL

DATE

SEND NOMINATIONS TO:
William J. Maher, University of Illinois at Urbana-Champaign,
Archives, Library Room 19, 1408 W. Gregory Drive, Urbana, IL 61801
NOMINATION DEADLINE: FEBRUARY 28, 2000
The Society of American Archivists announces its 2000 awards competition to recognize achievements of the 1999 calendar year.

Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Nancy Boothe and Roland Baumann. Awards will be presented next September during SAA's 64th annual meeting in Denver, CO.

Brief descriptions of the awards are listed below. An awards nomination form is on page 35. Please visit the SAA Web site (www.archivists.org/recognition/index.html) for full awards criteria and policy, lists of past recipients, and a nomination form.

Nominations and requests for additional information should be addressed to the co-chairs:

Nancy Boothe
Rice University
Fondren Library MS44
6100 S. Main
Houston, TX 77005-1892
713/527-8101 ext. 2586
fax 713/737-6172
boothe@sparta.rice.edu

Roland Baumann
Oberlin College Archives
Mudd Center
148 W. College Street
Oberlin, OH 44074-1532
440/775-8014
440/775-8016
Roland.M.Baumann@oberlin.edu

The deadline for award nominations is February 28, 2000 (except for the Theodore Calvin Pease Award, that deadline is May 1, 2000). Nominations will not be considered unless all materials, including books and other supporting documentation, are postmarked by that date.

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

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

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

(continued on next page)
The Society of American Archivists

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

Theodore Calvin Pease Award
Created in 1987, this award recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. Eligible manuscripts must be unpublished, 15-20 pages in length, and conform to stylistic guidelines of the American Archivist. Papers examining major trends and issues in archival administration are preferred. The award honors Theodore Calvin Pease, first editor of the American Archivist. The deadline for this award is May 1, 2000.

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

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

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

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

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

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

Colonial Dames Scholarship Award
Established in 1974, this award, given in conjunction with the Colonial Dames of America (Chapter III, Washington, D.C.), financially assists two archivists each year to attend the National Archives' Modern Archives Institute. The institute is held twice each year: January/February and June. The award covers up to $900 of the total tuition, travel, and housing expenses at the institute (tuition is $525). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. A scholarship to the Modern Archives Institute, to be held June 5-16, 2000, is now available. The deadline for application is February 28, 2000. (The deadline for the January/February institute has past.) Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate (original and two photocopies) to: Deborra Richardson, Chair, Colonial Dames Scholarship Award, P.O. Box 403, Mt. Rainer, MD 20712; 202/786-2213.
2000 AWARDS NOMINATION FORM

NAME OF AWARD

Person/Organization to receive award
Address
City/State/Zip/Country
Phone
E-mail

Person making the nomination
Address
City/State/Zip
Phone
E-mail

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

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

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

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

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 Kribel 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; 215/545-0618; fax 215/738-9313.

January 17-February 25, 2000
SAA will offer the online workshop, "Basic Electronic Records," taught by Tom Ruller, head of Information and Technology Management Services at the New York State Archives and Records Administration. Visit www.archivists.org/education for course details and registration information.

March 28, 2000
15th Annual Preservation Conference, "Deacidification Reconsidered," at the National Archives Building, 700 Pennsylvania Avenue, N.W., Washington, D.C. A number of deacidification methods exist to preserve library and archival paper records. Selecting deacidification as a treatment option involves understanding the distinction between various methods, and what they accomplish, and a careful assessment of the materials to be treated. Concerns that often guide the decision include: the nature and condition of the paper substrate; the media and other non-paper materials that may be part of the artifact; the dimensions, format and quantity of items requiring treatment; the intrinsic value of the material; the efficacy of the proposed method; and evaluation of one's resources. This conference will bring together conservation scientists, preservation professionals and conservators to discuss technical issues relating to these concerns. Pre-registration is required. Registration fee: $75. Please send check payable to National Archives Trust Fund and/or obtain registration information from: Eleanor Torain, Conference Coordinator (NWT), 8601 Adelphi Road, Room 2807, College Park, MD 20740-6018; 301/713-6653; preserve@nara.gov.

April 8-29, 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.

June 8-13, 2000
28th annual meeting of the American Institute for Conservation of Historic and Artistic Works in Philadelphia at the Adam's Mark Hotel. General session will focus on "Preservation of Electronic Media." Contact: AIC, 1717 K Street, N.W., Suite 200, Washington, DC 20006; 202/452-9545; fax 202/452-9328; InfoAIC@aol.com; http://aic.stanford.edu/.

June 19-22, 2000
25th anniversary meeting of the Association of Canadian Archivists in Edmonton, Alberta. Theme: "Information Communities at the Turn of the Century: Archives Looking Forward, Looking Back." Joint sessions and social activities also planned with concurrent meetings of the Canadian Library Association and Region VIII of ARMA International. Contact: Michael Moosberger, 204/474-8245, fax 204/474-7577, Michael_Moosberger@umanitoba.ca.

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/albertcr/archives.

NFPF Preservation Grants
The National Film Preservation Foundation (NFPF) invites applications to its new federally funded preservation grant program, The cash grants, which are expected to range from $4,000 to $10,000 each, target the preservation of films that (1) were made in the United States or by Americans abroad, and (2) are not preserved by commercial interests. Nonprofit and public archives, including those in the federal, state, and local government, may participate. Interested organizations should register with the NFPF by December 10, 1999, and plan to submit an application by December 17, 1999. Awards will be announced in Spring 2000. The application guidelines are posted in the NFPF Web site, www.filmpreservation.org/grants.html.

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

2000 SAA Meeting in Denver
The 64th annual meeting of the Society of American Archivists will be held August 28-September 3, 2000, in Denver, Colorado, at the Adam's Mark Hotel. Visit the Host Committee Web site for the latest details and information on the conference at www.uwyo.edu/ahc/orma/saa2000. The server space is compliments of the University of Wyoming and the Society of Rocky Mountain Archivists.
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 open to 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; hiptoples@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: Grant Coordinator, Claude Pepper Center, 636 West Call Street, Tallahassee, FL 32306-1122; 850/644-9309; fax 850/644-9301; mlaughli@mailer.fsu.edu; library's Web site: http://pepper.cph.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 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; 914/631-4903; 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 Web site at: http://www.rochester.edu/archive.

Smith College Awards, Fellowships, and Grants
The Sophia Smith Collection and the Smith College Archives at Smith College fund three research support programs: the Caroline D. Bain Scholar-in-Residence Fellowship and the Margaret Storrs Grierson Scholars-in-Residence Fellowships, both awarded in annual competitions, and the smaller Margaret Storrs Grierson Travel-to-Collections grants, available throughout the year. The Bain Scholar will receive an award of $2,500 intended to support four to six weeks of research at the Sophia Smith in Northampton, Massachusetts. Grierson Scholars will hold awards of $2,500, intended to support tenures of four to six weeks, or $5,000 dollars, intended to support tenures of two to three months in either the Sophia Smith Collection or Smith College Archives. Applications are welcome from faculty members, independent researchers, and graduate students whose research interests and objectives would be significantly advanced by extended work in the holdings of either the Sophia Smith Collection or the Smith College Archives. Bain and Grierson Scholars will be expected to give an informal work-in-progress colloquium to the Smith College community early in their residency. Grierson scholars will also become eligible for Travel-to-Conferences funds, should they wish to deliver a paper based on their research to a broader scholarly audience. It is expected that at some later time both Bain and Grierson Scholars will send the Sophia Smith Collection and the college archives a copy of the final results of their research, whether in published or unpublished form. Application cover sheets for the Caroline D. Bain Scholar-in-Residence Fellowship, the Margaret Storrs Grierson Scholars-in-Residence Fellowships and additional application instructions can be found on the SSC website at http://www.smith.edu/libraries/ssc, and at the Smith College Archives website at http://www.smith.edu/libraries/ca. Successful applicants will demonstrate their projects' high relevance to the unique holdings of the Sophia Smith Collection and, for the Smith College Archives and significant contribution to historical understanding. Applications for Bain and Grierson Fellowships must be postmarked on or before November 15th. Awards will be announced by the end of February. Applicants should address their materials to: Research Support Program, Sophia Smith Collection and Smith College Archives, Northampton, MA 01063. Travel-to-Collections grants are available on an ad hoc basis throughout the year to offset travel expenses of researchers engaged in projects that would benefit from access to the holdings at Smith College. We also welcome and encourage requests from researchers who would like to survey our holdings as they formulate their research agenda. Applicants for Travel-to-Collections grants should submit a curriculum vita, a letter outlining their research interests and needs, and a proposed budget (not to exceed $1,000), as well as two letters of recommendation that speak to their scholarly experience, ability, and promise. For further information on either...
the Bain and Grierson Scholar-in-Residence Fellowships or the Travel-to-Collections funds, contact either Sherrell Redmon, Director of the Sophia Smith Collection, Smith College, Northampton, MA 01063, 413/585-2978; sredmon@library.smith.edu or Nancy Young, Smith College Archivist, Smith College Archives, Smith College, Northampton, MA 01063, 413/585-2976; nyouno@library.smith.edu.

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 projects; and 2) a 2-3 page brief vita. To request an application, contact: Roger Myers, University of Arizona Library, Special Collections, Room C206, P.O. Box 210055, Tucson, AZ 85721-0055; rmyers@library.arizona.edu.

United States Capitol Historical Society Fellowship
Applications are invited for the fortieth year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is $1,500 per month. Applications must be postmarked by February 15, 2000. For further information contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, 202/228-1222.

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 new program model, 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 916/553-7715.

SAA Awards Competition & Fellow Nominations
Nominations are invited for the 2000 SAA Awards Competition and recognition as an SAA Fellow. Please see pages 30-35.

AVAILABLE

Back Issues Available
Sets of the American Archivist and the SAA Newsletter/Archival Outlook, both probably complete—from the early ’70s to the present—are available. Would prefer to give them to a tax-exempt institution, or an individual. In the latter case, would like to be reimbursed for postage.

Contact: Eva S. Moseley, 361 Mount Auburn St., Cambridge, MA 02138-5526; 617/868-7569.

Prepared by the SAA Preservation Section
On line at: ddis.geis.ucla.edu/saapreserv/text/bibl.htm
Contains books, reports, periodicals, and articles in English that relate to archival preservation. Geared to the general archives community, it is designed to serve as a convenient reference to selected sources and is not intended to be comprehensive. Function and record format structure the list as follows: general works (sources that overlap specialized subject areas); preservation planning and management; holdings maintenance; environmental control; disaster preparedness and security; reformatting/imaging; preservation of paper, parchment and bound records; preservation of moving images and sound recordings; and preservation of electronic records. Visit the SAA Preservation Section home page at http://dilis.geis.ucla.edu/saapreserv/pr index.htm

LISTINGS WANTED

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

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

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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 doublespaced. Ads may be submitted via fax, e-mail, on diskette, or regular mail.

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

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

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

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

ARCHIVIST

Hagley Museum and Library
Wilmington, Delaware

The Hagley Museum and Library, an independent research library in Wilmington, Delaware, specializing in the history of business and technology, has received a five year grant from the Andrew W. Mellon Foundation to appraise, catalog, conserve, arrange and describe its unprocessed collections. For the archival component of this project we are seeking an experienced archivist. The successful candidate will have a master's in American history or library science and three to five years of archival experience working with business archives or other similarly large, complex collections. Familiarity with the MARC cataloging format is required and EAD experience is highly desirable. Please send letter of application and vita to: Human Resources Manager, Robert Hill, Hagley Museum and Library, P.O. Box 3630, Wilmington, Delaware 19807.

ARCHIVIST

The American National Red Cross
Historical Resources
National Headquarters Chapter & Corporate Services Positions
Washington, D.C.

Archivist, Grade: 35, JOB ID: Y1202; Salary: Low $30's - Low $40's; NHQ/Washington, D.C.; Posted: July 19, 1999. Duties and Requirements: Develop and administer the archival programs and activities for the organization, which includes appraisal and acquisition of materials, arrangement and description, reference and access, public programs, security, and preservation. Direct the de-accessioning and disposal of materials. Recommend goals, policies, and strategies for the American Red Cross (ARC) archives and library. Evaluate programs, organize, and allocate the available resources to meet objectives and achieve the goals of the archives. Prepare annual reports, statistical compilations, and budgets for archival activities. Develop and maintain an active program for the acquisition of new materials for the collection that includes assisting ARC records center staff in the identification of permanently valuable records, appraising records, and acquiring appropriate historical materials from ARC Units and private sources. Establish procedures for access to holdings including finding aids, arrangement and description of materials, stack maintenance, physical handling, and preservation of materials. Assist other department members with the creation of exhibits, publications, educational, and outreach programs as well as fund raising and grant proposals. Represent ARC archives before paid and volunteer staff, public groups, and other archival repositories. Overseas agreements between American Red Cross and the U.S. National Archives and Records Administration, Library of Congress, as well as other agreements related to ARC archives. Perform research and oversee research operations. Five years work experience as a professional archivist with an archival or manuscript repository or other historical organization or program is required as well as two (2) years administrative or supervisory experience. B.A. in history or related subject with evidence of course work in archival administration or the equivalent experience is required. Graduate degree in history or related subject, or M.L.S. in library and information resources from an ALA-accredited library school are preferred. Thorous knowledge of principles and practices of archival theory and management as well as automated systems. Capacity to develop and manage an archival program with the ability to think analytically and plan effectively. Demonstrated ability to work effectively with scholars, other users, and paid and volunteer staff members. Demonstrated proficiency in communicating logically, clearly, and effectively verbally and in writing. How to Apply: Interested individuals should submit a resume with cover letter, and/or Application for Employment (Form 61SA), stating the title of the vacant national sector corporate position. Send Materials To: HR Staffing and Employee Relations, American National Red Cross Headquarters, 8111 Gatehouse Road, Falls Church, Virginia 22042, fax 703/206-8143.

Note: Management is under no obligation to fill posted positions. Equal Opportunity Employer.

ARCHIVIST

Utah State Archives
Salt Lake City, Utah

Responsibilities: Process permanent records for research use and provide research assistance to patrons. Arrange and describe series of government records. Provide reference assistance to patrons. Assist with the annual re-certification process for all public holdings in archival custody. Requires strong organizational skills; ability to recognize series boundaries and discern arrangement; ability to abstract and synthesize information to create finding aids; and good oral, written, and interpersonal skills with a strong customer service orientation. Salary: $26,145.60 annually plus generous benefit package. To Apply: Submit resume and Utah Skill Match Cover Sheet to: Department of Human Resource Management, 2120 State Office Building, P.O. Box 141531, Salt Lake City, Utah 84114-1531. To obtain a cover sheet or for more information, contact: Kerri Adams, human resource analyst, at 801/538-3220. Utah State government employment information, including instructions for submitting a correctly formatted scannable resume, is available at http://www.dhrm.state.ut.us.
ARCHIVIST
Scott & White
Temple, Texas

Teamwork—not just a catch phrase here. It’s truly the way we work. Striving together to reach our goals, common as well as personal—we’re Scott & White. As the main teaching facility for the Texas A&M University System Health Science Center College of Medicine, we’re also one of the nation’s largest integrated healthcare systems. Our top-rated health plan provides outstanding care for over 170,000 central Texans. Join us for new levels of opportunity, achievement and a heritage of excellence based in Temple, Texas. You’ll work to preserve our archival records and artifacts seeking out, appraising and accessioning materials of historical significance. Requires a master’s degree in history or library science from a university accredited by the American Library Association and two years experience as an archivist and/or museum curator with formal archival training in preservation techniques. Experience the simplicity of country life combined with the convenience of city access in beautiful central Texas. We offer excellent benefits, career advancement opportunities and relocation assistance. Send resume with salary history to Scott & White Human Resources, 2401 S. 31st Street, Temple, Texas, 76508 or call 1-800-527-JOBS. Fax 254-724-1631. www.sw.org. EOE.

ARCHIVISTS (Two Positions)
Massachusetts Institute of Technology
Cambridge, Massachusetts

The MIT Libraries is seeking two enthusiastic and innovative archivists to join the staff of the Institute Archives and Special Collections in developing and providing sophisticated, pro-active services to a world-class university community. These positions will provide opportunities for creative, visionary professionals to contribute to our vision of excellence for one of the premier university archives in the country. ASSISTANT ARCHIVIST FOR PROCESSING AND RECORDS MANAGEMENT [ARCHIVIST I/II]
Shares responsibility for Institute Archives operations by assisting in technical services functions. Accessions, appraises, arranges, describes, and preserves a wide variety of archival and manuscript materials. Catalogs collections, prepares MARC-formatted automated record worksheets according to AACR2 standards, and assists in the mark-up of finding aids for the website. Maintains authority file for archives catalog. Assists with records management projects. Assists patrons in using book, archival, and manuscript collections and performs historical research in processing collections and responding to reference inquiries. **Qualifications:**

**Required:** ALA-MLS/MLIS or graduate degree in history, with a concentration in archives management; experience with bibliographic and research techniques; experience with automated bibliographic systems, especially with MARC format; ability to communicate clearly in writing, to work systematically and carefully, and to respect confidentiality of records.

**Desirable:** Related professional or pre-professional work experience; experience with or knowledge of EAD; knowledge of the history of higher education or the sciences.

**REFERENCE ARCHIVIST [ARCHIVIST I/II]**
Responsible for reference and outreach activities of the institute archives. Manages the reading room and assists researchers. Trains and schedules staff assigned to public services. Prioritizes reference activities and answers telephone, mail, and electronic mail reference requests or assigns work as needed. Assists in the development of the department website. With the institute archivist, interprets and advises on the application of access and other policies and develops outreach strategies. Implements outreach programs for MIT administrators, faculty, staff, students, and other users. Supervises the MIT publications processor, interns, and student workers; may supervise one professional archivist. Participates in the overall management of the department, including issues relating to the appraisal, arrangement, and description of a wide variety of archival and manuscript materials. **Qualifications: Required:** ALA-MLS/MLIS or graduate degree in history, with a concentration in archives management; experience with bibliographic and research techniques; work experience with automated bibliographic systems and MARC format; ability to communicate clearly in person and in writing, to work systematically and carefully, to respect the confidentiality of records, to exercise independent judgment, and to participate positively and constructively in staff group endeavors; supervisory experience or demonstrated supervisory potential. **Desirable:** Experience with or knowledge of EAD; knowledge of the history of higher education or the sciences. Final candidates for both positions must demonstrate the ability to communicate effectively in groups and with faculty, students, administrators, and peers. Three years related professional experience is required for appointment at Archivist II level. **Hiring Salary:** $32,000 minimum [Archivist I]; $35,000 minimum [Archivist II]. Actual salary will depend on experience. Review of applications will begin on November 10, 1999. Complete applications, which consist of a cover letter, resume, and names and addresses of three current references should be sent to: Search Committee for Archivists (specify position), MIT Libraries, Room 145-216, 77 Massachusetts Ave., Cambridge MA 02139-4307. MIT offers excellent benefits including tuition assistance and a relocation allowance. The MIT Libraries affords a flexible and collegial working environment and fosters professional growth of its staff with management training, travel funding for professional meetings, and a professional research grant program. MIT is a smoke-free campus. MIT strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.

ASSISTANT ARCHIVIST
Universal Studios, Inc.
Universal City, California

**Duties and Responsibilities:** Under the direction of the archivist, assist in the identification, organization, housing, cataloging, and creation of procedures and policies. **Professional Requirements:** M.L.S./archives. Two to three years of archives experience. Computer skills including USMARC, EAD. Knowledge of preservation issues. **Preferred:** Knowledge of art collection management/film-entertainment industry. **Salary:** $35,000-$40,000 per year. Send cover letter and resume for job (KB-081099) to: Universal Studios, Human Resources, 100 Universal City Plaza, Universal City, California, 91608, or fax: 818/866-1402. For complete job description fax request to 212/572-7510.

ASSOCIATE ARCHIVIST
(99-2245)
Philadelphia, Pennsylvania

**Responsibilities:** Manage and provide reference services for employees of Philadelphia-based lines of business and corporate departments, and appropriate general public. Conduct in-depth research and synthesize archival information in a variety of formats. Manage the archives collection for access and long-term preservation. Offer records consulting services upon request. Acquire an in-depth knowledge of the corporation and its operations, current and historic, and use it to anticipate business needs. Participate in all other archives activities, including development of the archives’ collections through appraisal and acquisition of company records of enduring value (including electronic records) anticipating their future use; policy-making; reporting; development of project strategy and user education. Incumbent responsible to corporate archivist, also in Philadelphia, and work closely with the associate archivist in Bloomfield. Some travel to Bloomfield required. **Qualifications:** M.L.S. or M.I.S., or master’s degree in history or other research-oriented field with coursework in archival theory and management. Minimum of two years archives experience, preferably in a
corporate or institutional setting. Demonstrated ability to work effectively in a business environment and with a wide range of customers. Excellent oral and written communication skills. Demonstrated experience with the arrangement and description of archival collections, including authority controls and other professional standards. Familiarity with standard desktop applications, and with networked environments; familiarity with InMagic/DBTextworks a plus. Able to work effectively both independently and on teams. Experience with electronic records management. Ability to lift filled records center box without injury. CIGNA Corporation is an Equal Opportunity Employer M/F/D/V Additional Information: Division: Human Resources and Services, Department: Archives Relocation Available: No. Salary Grade: 47. Salary: $36,000 to $45,000 per year Position Type: Full-time, permanent. Ref. Code: 99-2245. Contact Information: Pam August, CIGNA, P.O. Box 41735, Philadelphia Pennsylvania 19101.

CONTRACT ARCHIVIST
Association for Education and Rehabilitation of the Blind and Visually Impaired
Baltimore, Maryland
The Orientation and Mobility Division of the Association for Education and Rehabilitation of the Blind and Visually Impaired is seeking a contract archivist to advise concerning storage, preservation, and retrieval of archival documents that are housed in Baltimore, Maryland. Candidate must have at least two years of formal archival experience, or experience in records management. Using knowledge of archival theory and practices, candidate will advise and recommend as to access and preservation of documents. Candidate must be able to work independently; schedule is flexible. Applications should be submitted as soon as possible to: Marlene Onesky, 8503 Drumwood Road, Baltimore, Maryland 21286, onesky@umd5.umd.edu, 410/821-7941

CORPORATE ARCHIVIST
Cargill Inc.
Minneapolis, Minnesota
The Cargill Information Center seeks an innovative, talented individual for the position of corporate archivist. Key Responsibilities: Acquire, preserve, catalog and organize collection of documents, records and artifacts of historical significance; maintain archives database and develop new finding aids, databases and research tools; provide research and answers to questions from Cargill managers using archival materials; assist historian with preparation of Cargill history; work with records manager and client departments to identify and appraise recent non-current records of historical significance; manage proprietary databases; market the archives and proprietary databases and train employees in their use. Qualifications: Three to five years of experience managing archives, records or historical collections; expertise in cataloging and indexing, archival databases and finding tools, historical research; experience with database management and construction; excellent written, verbal and interpersonal skills. Preferred: B.A./M.A. in history or master of library science; experience in corporate/industry environment. Excellent benefits and salary commensurate with qualifications and experience. Applications accepted until position filled. To Apply: Send cover letter and resume to: Lisa Palm, lisa_pal@cargill.com, Cargill Selection Dept. 10, P.O. Box 5697, Minneapolis, Minnesota 55440-5697. Reference job number 09900-009.

DIRECTOR
University Archives and Columbiana Library
Columbia University
Columbia University seeks a director to oversee the administration of the university archives and Columbiana Library. Reporting to the office of the secretary, incumbent develops and implements policies and procedures, goals and outreach efforts; is responsible for collection development and surveys and appraises collections in academic and administrative units; identifies funding sources and develops and writes grant applications; works closely with in-house administrators and faculty, and staff at other repositories on collection, research and special initiatives; develops budget and supervises staff of two; oversees process for indexing, binding, and storing trustees' minutes and is a key participant in developing background materials used by the trustees to identify commencement honorees. Qualifications: Bachelor's degree required. M.A. in a related field and formal archival training or M.L.S. and formal archival training highly desired. Four years related experience required. Must be familiar with USMARC format; have project and personal management experiences; excellent writing, communication, and interpersonal skills; and experience working under tight deadlines. Send cover letter including salary requirements and resume to: Columbia University, P.O. Box 920, Source Code 990553 Burlington, Massachusetts 01803 Columbia University is an Affirmative Action/Equal Opportunity Employer.

FACULTY POSITIONS
University of Wisconsin-Madison
Madison, Wisconsin
The University of Wisconsin-Madison School of Library and Information Studies seeks full-time, tenure-track faculty to begin August 28, 2000. Appointments will be made at Assistant Professor rank unless qualifications require appointment at a higher rank. Salary competitive. We seek colleagues committed to excellence in research, teaching, and service to join rapidly changing learning community. For desired research and teaching areas, requirements of the positions, and more about the school, see description at polyglot.lis.wisc.edu/slis/news/facultysearch.html. To Apply: Send letter of interest, curriculum vitae, and names and contact information for three references to: Louise S. Robbins, Director, SLIS, 600 N. Park Street, Madison Wisconsin 53706. Application Deadline: To ensure full consideration December 1, 1999. Unless confidentiality is requested in writing, information regarding the applicants must be released upon request. Finalists cannot be guaranteed confidentiality. The University of Wisconsin-Madison is an Equal Opportunity and Affirmative Action Employer.

HEAD OF SPECIAL COLLECTIONS
East Carolina University
Academic Library Services
Greenville, North Carolina
East Carolina University is seeking a service and research oriented individual to fulfill the mission of the special collections department. Duties include primary responsibility for special collections: Soliciting collections for acquisition and development of the holdings; developing the special collections department in consultation with the library’s subject specialists and the head of collection development. Outreach: Representing the library to the citizenry of North Carolina on matters relating to the history, literature, and special collections of East Carolina University and Eastern North Carolina through speaking, writing, and service. Working with the development officer to establish new donor relationships and to maintain existing ones. Campus and Community Programming: Overseeing publication of the centennial (2007) history of ECU. developing timely programs and exhibits utilizing the special collections. Administration: Strategic planning with the director and the director’s council. Assisting with fund-raising for significant new additions to the collections. Preparing grant proposals for special collections project funding. Managing the activities and personnel of the special collections department. Required: Ph.D. or Ed.D. or equivalent combination of education and relevant experience. Experience in a program with extensive external relations responsibilities. Preferred: M.L.S. from an ALA-accredited library school or international equivalent. Experience in a library special collections
Academic Library Services (ALS) supports the campus community’s mission of teaching, research, and service through Joyner Library and its branch, the Music Library. Holdings include over 1 million volumes, 6,000 current subscriptions, 1.6 million microforms, and extensive collections of government documents, maps, manuscripts, and archival records. ALS has a $2.2 million materials budget and employs a staff of 117, including 33 faculty librarians. A record of research/creative activity and publication will be expected in order to gain permanent tenure. Salary commensurate with qualifications and experience. Qualifications: ALA-accredited M.L.S. and at least two years of recent relevant academic library experience are required; knowledge of Kentucky history and literature with formal training and experience in current cataloging practices are preferred. Experience with archives or records management is equivalent degree preferred, bachelor’s degree and the third largest of the 16 campuses. Located in Greenville, North Carolina, ECU is the primary educational resource, and the cultural, economic, and medical center for the eastern region of the state. Visit the university’s Web site www.ecu.edu for additional information.

Responsibilities: Primary responsibilities include Curation of the Townsend Special Collections. This is a combination reference/cataloging position and involves spending 50% of the time on cataloging and organizing a significant backlog of materials and the other 50% on collection development, reference service, library instruction, and supervision of classified and student employees.

Qualifications: ALA-accredited M.L.S. and at least two years of recent relevant academic library experience are required; knowledge of Kentucky history and literature with formal training and experience in current cataloging practices are preferred. Appropriate management, planning, automation, and communication skills necessary for team-based library programs and services are also desirable.

Appointment: Position is permanent, full-time, 10 month, non-tenured professional appointment; salary is dependent on experience and qualifications.

Send letter of application, resume, and names of three professional references to: Ms. Lee Van Orsdel, Director of Libraries, Eastern Kentucky University, Richmond, KY 40475-3121. Please indicate for which position you are applying. Application review will begin November 1, 1999 and continue until the position is filled.

Equal Opportunity Employer

Academy of Certified Archivists. To apply for this position, please submit your resume referring to Job Code: JLC/99-24314 via e-mail: schwab.jobs@schwab.com or visit our Web site at www.schwab.com. Charles Schwab & Co., Inc. is an Equal Opportunity Employer, Member SIPC/NYSE [January, 1999]. All trademarks are registered to their respective companies.

MANAGER, RECORDS AND ARCHIVES SERVICES

Howard Hughes Medical Institute
Chevy Chase, Maryland

Manager responsible for managing the corporate records management and archives program supporting a headquarters staff of 250. Develops systems, policies, and procedures to organize and maintain administrative records including active, inactive, vital, and historical records. Develops records retention schedules, provides for the storage and availability of inactive records, and carries out appropriate records destruction. Oversees the activities of the archives, currently staffed by two persons, including acquisition, processing, description, access, and preservation of multimedia collections. Identifies issues and promotes workable solutions related to managing electronic records. Works with various departments in consultative role, and provides briefings to organization’s staff on program objectives and services. Maintains vendor relationships and monitors performance. 

Preferred Qualifications: Master’s degree in related area; five years experience managing records or archives programs; excellent interpersonal, written, and oral communication skills; strong analytical and organizational skills; familiarity with office technology applications and use of databases. Send resume to: Christine Leonhardt, Howard Hughes Medical Institute, 4000 Jones Bridge Road, Chevy Chase, Maryland 20815 or fax resumes to 301/215-8940.

PROCESSING ARCHIVIST

Job ID# 99-050

Processing archivist needed for corporate archives for a major international corporation. Collection, organization, management, dissemination of documents, photographs, slides, articles, correspondence, and other archival materials. 

Requirements: M.L.S. or equivalent degree preferred, bachelor’s degree required. Minimum of two years demonstrable experience with archives or records management. Must have automation experience and be comfortable with multiple software (PC-based) programs such as Lotus Notes. Detail oriented, excellent communication skills a must! Salary dependent upon experience. Benefits package

University Libraries is accepting applications for a position of Special Collections/Archives Librarian. This is a tenure-track, EPA faculty position, reporting to the director of academic library services. A record of research/creative activity and publication will be expected in order to gain permanent tenure. Salary commensurate with qualifications and experience. Academic Library Services (ALS) supports the campus community’s mission of teaching, research, and service through Joyner Library and its branch, the Music Library. Holdings include over 1 million volumes, 6,000 current subscriptions, 1.6 million microforms, and extensive collections of government documents, maps, manuscripts, and archival records. ALS has a $2.2 million materials budget and employs a staff of 117, including 33 faculty librarians. A recent completed $35 million expansion and renovation project has doubled the size of the Joyner building, which includes interactive TV studios and distance education facilities. The granting of Doctoral II status to the university in 1998 has fostered growth in collections and research. ALS operates in a networked computing environment that includes the Horizon integrated library system and access to NC LIVE, a statewide network of electronic information resources. Visit the library’s Web site www.lib.ecu.edu for additional information. East Carolina University (ECU) enrolls almost 18,000 students and is comprised of the College of Arts and Sciences and 10 professional Schools. ECU is a constituent institution of the University of North Carolina System and the third largest of the 16 campuses.

Position Description: The Eastern Kentucky University Libraries is accepting applications for a position of Special Collections/Archives Librarian. The Special Collections and Archives Section of the library has been in operation since 1931 and consists of the 25,000 plus volume John Wilson Townsend Special Collection of Kentucky literature, history, and genealogy, and 3,000 cubic feet of archival, manuscript, and multimedia materials on university, regional history and culture.

Responsibilities: Primary responsibilities include Curation of the Townsend Special Collections. This is a combination reference/cataloging position and involves spending 50% of the time on cataloging and organizing a significant backlog of materials and the other 50% on collection development, reference service, library instruction, and supervision of classified and student employees.

Qualifications: ALA-accredited M.L.S. and at least two years of recent relevant academic library experience are required; knowledge of Kentucky history and literature with formal training and experience in current cataloging practices are preferred. Appropriate management, planning, automation, and communication skills necessary for team-based library programs and services are also desirable.

Appointment: Position is permanent, full-time, 10 month, non-tenured professional appointment; salary is dependent on experience and qualifications.

Send letter of application, resume, and names of three professional references to: Search Committee, Head, Special Collections Department, Ms. Becky Foster, Processing Assistant, Joyner Library, East Carolina University, Greenville, New Carolina 27858-4553. Interested persons who wish to arrange a preliminary interview at the ALA Annual Conference may contact Ms. Foster at fosterb@mail.ecu.edu. ECU is an Affirmative Action/Equal Opportunity Employer and accommodates individuals with disabilities. Applicants must comply with the Immigration Reform and Control Act. Official transcripts required upon employment.

MANAGER

Charles Schwab & Co., Inc.
San Francisco, California

Corporate Archives, Job Code: JLC/99-24314. In this position, you will act as resource for the retention, protection and dissemination of information and artifacts which describe and maintain the history of the company. Consults with management and business units through major internal initiatives which include solicitation of new content and promotion of the archives as an appropriate repository for permanent records. Possess in-depth knowledge and experience in maintenance of historic and regulatory archives in a computer environment. Must be highly proficient with desktop applications, database management and archives management software. Bachelor’s degree or equivalent experience sufficient to certification by
includes medical, dental, vision, long-term disability, and 401(k) participation.


PROCESSING ARCHIVIST
Wagner Labor Archives
New York University Archives
New York, New York

Duties include inventorying historical records and implementing recommendations for their care; conducting training in basic records management and archival procedures; processing film, video and audio materials; providing support for oral history projects; appraising and selecting records and materials for permanent retention; providing reference assistance; overseeing processing activities; planning exhibits, etc. Some travel required. Qualified applicants will possess a master's in history, library science or archival studies, two years processing experience and formal training in archival administration. Excellent communication and organizational skills required. Experience working with film, video or sound recordings preferred. For consideration, send resumes to: NYU Bobst Library, Human Resources, 70 Washington Square South, New York New York 10012, or fax to 212/995-4070. NYU encourages applications from women and members of minority groups.

PROJECT ARCHIVIST
Special Collection
The Museum of Modern Art
New York, New York

The Museum of Modern Art seeks a professional archivist for a two-year project focusing on a collection of records chronicling the exhibitions, activities and events of the museum. Qualified candidates will possess at least a B.A [M.A. preferred] in art history with an emphasis in modern art and no less than two years archival experience. Necessary skills include competence with archival procedures and the ability to work independently. Responsibilities encompass working with the museum archives and in consultation with the preservation specialist to process the collection in keeping with the standards professional guidelines, implementing necessary conservation measures and writing the finding aid. A function of these may include preparing EAD mark up and organization of an exhibition from the collection. We offer a competitive salary and generous benefits package. Please send c.v. and cover letter to:


REFERENCE ARCHIVIST
Wheaton College
Wheaton, Illinois

The Billy Graham Center Archives of Wheaton College seeks a reference archivist with the responsibilities of supervising the reading room, leading classes in archival research, answering most reference requests, facilitating outreach efforts, and processing small collections. Qualified candidates will possess at least a B.A. (M.A. preferred) with archival major/minor or equivalent experience. Two years experience in archival work and certification preferred. They will also possess knowledge of modern American Church History, particularly the Protestant Evangelical tradition. Desirable skills also include knowledge of U.S.M.A.R.C. Wheaton College is an evangelical Christian liberal arts college whose faculty and staff affirm a statement of faith and adhere to lifestyle expectations. The College complies with federal and state guidelines for nondiscrimination in employment. Women and minorities are encouraged to apply. To apply for this position, forward your resume to: Assistant Director of Human Resources, 501 College Ave., Wheaton, Illinois 60187. You may also contact the Human Resources Department at 630/752-5060 to request a job description and an application.

SPECIAL COLLECTIONS AND MANUSCRIPTS LIBRARIAN
New Hampshire Historical Society
Concord, New Hampshire

This is a full-time position with a dynamic educational institution, holding collections covering four centuries of New Hampshire history. Responsibilities: Process and provide reference for photographs, manuscripts, broadsides, maps and ephemera, as well as supervising orders for photographic reproductions. Qualifications: B.S. or M.S. in library science, American history or American studies; two years experience in special collections, manuscripts or archives with evidence of supervisory skills; some knowledge of digital scanning technology. We are seeking a person with technical ability, vision, excellent interpersonal skills, and a commitment to customer service. Salary commensurate with experience. To Apply: Send cover letter, resume and three letters of reference to: William Copeley, Librarian, New Hampshire Historical Society, 30 Park Street, Concord, New Hampshire 03301, or fax: 603-224-0463. Applications should be submitted by November 30, 1999.
"Tomorrow is another day."
Margaret Mitchell, author of *Gone With The Wind* (1936)

The cover of this issue of *Archival Outlook* features photographs from the Margaret Mitchell Collection at The Westminster Schools Archives (Atlanta, Georgia), submitted by Clarece Martin.

**At left:**
Margaret Mitchell’s senior portrait, 1918.

**Front cover, top to bottom:**
- In 1917 Margaret Mitchell was president of the Dramatic Club (seated front row, third from left).
- In 1918 she was a member of the College Preparatory Club (middle row, third from left).
- Washington Seminary (1878-1953) was founded by the Misses Anita and Lola Washington, descendants of President George Washington. The original school, known as The Misses Washington’s School for Girls, was begun in the home of their aunt. In 1913, after several moves, Washington Seminary took possession of the magnificent white-columned Peachtree Street mansion, only a few blocks north of the Mitchell home. In 1914, when she was 14 years old, Margaret Mitchell entered high school at Washington Seminary after attending Atlanta grade schools. Like most of the Seminary girls, she was a day pupil. Margaret Mitchell’s favorite subjects and highest grades were in High School English and History, reflecting her inherent interest and talent in writing. Her essay, “Little Sister,” written in her junior year, was published in the 1917 school yearbook, *Facts and Fancies*. The Westminster Schools was formed in 1951 and merged Washington Seminary into the school during the summer of 1953 on the Westminster campus in northwest Atlanta.
- In her senior year, she was president of the Washington Literary Society (bottom row, middle picture).
- Oval-shaped photo on right: Margaret Mitchell was an honorary member of the Senior Round Table (far right).