

NEWSLETTER
OF THE
SOCIETY OF
AMERICAN
ARCHIVISTS



MAR/APR 2000

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archival outlook



Something for Everyone!

- SAA & THE ADAM'S MARK
- DENVER WELCOMES ANNUAL CONFERENCE
- LATEST DEVELOPMENTS IN PRINT AND ONLINE

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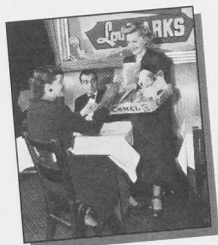
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on the cover

*Fifty years ago to the month, Better Living Magazine
published this photo of cigarette girl Ginger Vetrone
selling nylon hose at Philadelphia's Latin Casino.*

Courtesy of the Hagley Museum and Library. Submitted by Barbara D. Hall.

archival outlook

the society of american archivists

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Leadership and Service

My decision to devote this column to leadership and service was based on three occurrences. First was the appearance in the previous issue of *Archival Outlook* of the list of candidates for vice president/president elect, treasurer, Council, and Nominating Committee. While I will be pleased to congratulate those candidates elected, more importantly, I want to applaud all of the candidates upon their nomination and to express my appreciation on behalf of SAA for their willingness to serve their professional association in this way. It is this willingness to serve and contribute on which SAA is dependent for its well-being. In recognizing these candidates, I also want to emphasize how many others make leadership contributions to SAA every year, and are also deserving of our recognition and our gratitude.

SAA is a small organization, but a remarkably high proportion of our membership is actively involved in our activities. SAA is very fortunate that there are so many who are willing to contribute. It is this enthusiasm for leadership and service that is at the heart of the success of our organization. As officers and newsletter editors for sections and roundtables, as committee and task force members, as annual meeting program participants and regular

attendees, so many are so involved. There are very few national organizations that have a third of their individual members routinely attending their annual meetings. SAA could not thrive without this broad spectrum of contribution.

The second impetus for this column is the preliminary report of the results from our fundraising initiative. While I am well aware that this will be a long-term, incremental process,

the initial results are very heartening. A small group of SAA Fellows has taken leadership in organizing a more active involvement by all Fellows. Their goal is to serve as a catalyst for continuing and expanding the involvement and contribution of these distinguished professionals. A first general meeting will be held during the annual meeting in Denver at which goals and means will be discussed. As a kick-off to this endeavor, I sent a letter to each Fellow asking

that they each make a contribution to SAA. With nearly a 50% response, we have already raised more than \$5,000 and others have indicated positive interest. I am deeply appreciative of their generosity. SAA needs additional resources, and these results suggest that fundraising is one promising avenue for addressing these needs. More importantly, however, is what it says about continuing dedication to the goals of SAA and the profession, reflecting an ongoing desire to contribute actively.

In conclusion, I want to address the composition of SAA leadership. As most of you are aware, a principal challenge of the last two months has been the need to respond to SAA's awareness of the suit filed by the U.S. Department of Justice against the Adam's Mark Hotel chain, charging the chain with engaging in a pattern of discrimination against minorities. Since SAA is scheduled to hold its 2000 meeting at the Adam's Mark in Denver this August, we had to reach some difficult conclusions expeditiously. While Council understood that it had to exercise its primary role in articulating and implementing an organizational response, Council members recognized immediately that these decisions had to be reached through extensive leadership involvement, and with broad membership acceptance and support. This has required an active participation by many SAA members, and also by SAA staff who have responded quickly in developing new options for review and in negotiating our position with the hotel.

While I am pleased that the proposals developed by Council at its January meeting (see pages 4-5) have largely drawn supportive responses from SAA's leaders and membership, I am most appreciative of the understanding and collective respect shown in these deliberations. I believe that this is based on a sense of common cause and mutual trust.

Given the variety of the demographics of the SAA membership, it is impossible to represent all sectors and interests. Nonetheless, diversity among the leadership is of critical importance. Council benefits from differing knowledge, experience, and perspective. In addressing this particular incident, Council's deliberations were enriched by the differing viewpoints expressed. These opinions were conveyed without rancor and received with

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SAA is a small organization, but a remarkably high proportion of its membership is actively involved in its activities ... It is this enthusiasm for leadership and service that is at the heart of the success of our organization.



SAA & the Adam's Mark

An Open Letter to the SAA Membership from President Hickerson

Dear Members:

As you know, SAA's 64th annual meeting will be held in Denver this coming August at the Adam's Mark Hotel. The Program and Host Committees have been working hard to make this an outstanding meeting. SAA Council, however, has recently become aware of a controversy that could mar the meeting's success. The Adam's Mark Hotel chain has been charged with discrimination against African Americans during the Black College Reunion, an event held in Daytona Beach, Florida. On further investigation, Council learned that the U.S. Department of Justice had filed suit against the chain for engaging in a pattern of discrimination against minorities in violation of the 1964 Civil Rights Act.

Several organizations, including the Organization of American Historians, the Episcopal Church and the Human Rights Campaign, which had planned meetings at the Denver Adam's Mark, have decided to move those events to other properties. Those organizations' decisions to cancel contracts with the hotel will require the organizations to pay substantial cancellation fees. Other organizations meeting at Adam's Mark Hotels felt that they could not afford the cancellation fees and will conduct their meetings as scheduled.

In January Council spent almost half of its two-day meeting considering appropriate responses to these allegations. Council desires to deal with this issue in a fair, responsible, and sensitive manner, recognizing that there are significant financial and professional ramifications to this situation.

In their deliberations, Council members considered the following:

1. The Society has an existing policy regarding equal opportunity and non-discrimination.

"Because discrimination and unequal treatment are inimical to the Society's goals, SAA hereby declares that discrimination on the grounds of race, color, creed, gender, national origin, age, marital status, family relationship, individual life style, and disability is prohibited within the Society. SAA will vigorously pursue a policy

of non-discrimination and equal opportunity through its programs, activities, services, operations, employment, and business contracts."
(Approved by Council, January 1992)

Notwithstanding this policy, discriminatory practices remain a part of American culture. The charges against the Adam's Mark have brought forth testimony from SAA members who have experienced discrimination at other SAA meetings and in daily life. It is important, therefore, that SAA not only address the specific issues surrounding the Adam's Mark, but to take this opportunity for self-reflection and to seek ways that SAA can at all times be more inclusive and respectful of diverse cultures.

2. The Adam's Mark has not yet been found guilty of criminal conduct in this suit and is presumed innocent until proven guilty. SAA, however, recently learned that the company was found guilty of employment discrimination in a 1996 decision in federal court, and their actions and public statements denying the current charges have caused Council to question the hotel's sincerity and their willingness to deal with the issue in an open and responsible manner.
3. Council reluctantly concluded that pulling out of the contract with the hotel would actually reward the hotel while at the same time cause irreparable financial harm to SAA. SAA's contract with the hotel includes a standard clause requiring it to pay a cancellation penalty of \$300,000, roughly equivalent to the revenue expected by the hotel from our meeting. This penalty would, in effect, mean that the Adam's Mark would suffer no financial harm if SAA canceled its meeting, while SAA would be penalized an amount roughly equal to one-quarter of its annual budget or \$100 per member.

At its meeting in January, Council took several immediate actions to begin addressing the issue:

1. It passed a resolution reaffirming its 1992 policy on equal opportunity and non-discrimination (see page 5). Council also resolved that if the Adam's Mark chain is found culpable of violating individuals' civil rights or fails to

reach a settlement with the Justice Department, SAA will hold no future functions at any Adam's Mark property.

2. It added a special session to the Denver meeting and will ask the Archives and Archivists of Color Roundtable to help develop a program focused on issues of diversity and archives. Council will support recruiting a major speaker for this event.
3. It assured that, as usual, SAA will provide those attending the meeting a list of other hotels in the vicinity.

Council was unanimous in seeking to consult broadly (though speedily) with the larger SAA leadership about additional specific actions. Council considered a range of actions to address concerns relating to the Adam's Mark Hotel and to ensure that all members of SAA feel they can attend the annual meeting and that they will be treated with respect at the annual meeting.

1. The executive director and meeting planner will consult with other organizations to discover contract language that will help SAA enforce its equal opportunity/nondiscrimination policy.
2. SAA President Hickerson will write a letter in April to all members and to affiliated organizations informing them of SAA's concerns and its policies regarding diversity.
3. Any member who feels that he or she has suffered discriminatory treatment at the annual meeting in Denver will be asked to contact a member of Council for the record. Further, those individuals will be encouraged to file a complaint with the Housing and Civil Enforcement Section of the Justice Department's Civil Rights Division.
4. SAA will investigate the possibility of a fundraising event or campaign benefiting SAA's Harold T. Pinkett Minority Student Award or benefiting one or more archives/museums of color in the Denver area.

Council asks the membership to comment on these suggestions and to add others. Low attendance at the Denver meeting will hurt SAA far more than it will hurt the Adam's Mark. We would like to combat the alleged discrimination of the hotel chain with a positive commitment to diversity in our profession.

Sincerely,



H. THOMAS HICKERSON
SAA President

Council Resolution on the Adam's Mark Hotel Chain

WHEREAS it is the policy of the Society of American Archivists:

"Because discrimination and unequal treatment are inimical to the Society's goals, SAA hereby declares that discrimination on the grounds of race, color, creed, gender, national origin, age, marital status, family relationship, individual life style, and disability is prohibited within the Society. SAA will vigorously pursue a policy of non-discrimination and equal opportunity through its programs, activities, services, operations, employment, and business contracts."

(Approved by Council, January 1992)

WHEREAS the Adam's Mark hotel chain has been charged by the U.S. Department of Justice with engaging in a pattern of discrimination against minorities in their hotels,

THEREFORE the Society of American Archivists resolves that if the Adam's Mark either fails to reach a corrective settlement with the Department of Justice or is found guilty of discrimination, the Society will refrain from conducting any of its future activities on the properties of the Adam's Mark Hotel chain.

— *Approved by the Council of the Society of American Archivists, January 2000*

President's Message

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mutual respect. We consistently sought and achieved consensus, while acknowledging differing perceptions. This experience has reaffirmed for me the importance of a diverse membership and a diverse leadership. Exclusion breeds mistrust; inclusion breeds trust. We must consistently strive to be inclusive throughout our organization. As Kathryn Neal, chair of the Archives and Archivists of Color Roundtable, wrote to me, "That Council reaffirmed the organization's 1992 policy with regard to equal opportunity and nondiscrimination is a significant symbolic gesture. Yet the true test of SAA's dedication to diversity arises when its elected leadership must handle situations such as this." ♦



from the executive director

by Susan E. Fox

Finding Our Place: How SAA Selects a Conference Hotel

SAA's recent set of difficulties regarding the Adam's Mark hotel chain (see pages 4-5) prompted a few members to ask about the process we use to choose hotels and why we chose the Adam's Mark for the 2000 annual meeting in the first place. In this column I'll answer those questions, plus one of my own: What have we learned from this uncomfortable situation that will help us down the road?

We try to plan our annual meetings as far out into the future as possible, usually five years before the event. The farther out we plan, the better rates and conditions we are able to negotiate with hotels. In the case of the Adam's Mark, we signed a contract with them in July 1996. At the time neither Debbie Nolan, SAA's meetings director, nor I were aware of any charges or actions against the hotel.

Both Debbie and I read the trade press fairly closely and to our knowledge the industry did not report on any legal decisions against the hotel. Had I been aware, I would not have signed the contract. It never occurred to me, as it does now,

that I would need to engage a Lexus/Nexus search on the hotel.¹ You can be assured that this will now become standard practice. I am also working with our lawyer to develop contract language to give us a means to cancel a contract should something like this ever occur again.

How we go about choosing a headquarters hotel for the annual meeting is more complicated than you would first imagine. It's not simply a matter of finding a property with enough rooms to accommodate over 1,000 people for four or more days. It's also

locating one that has enough meeting space to accommodate our dozens and dozens of breakout sessions, one that is centrally located, close to transportation options, and has excellent management and staff. Typically, Debbie and I will visit a half dozen or more hotels in each city we are considering for a future annual meeting. We don our most comfortable pair of shoes, bring our clip boards, and examine every square inch of each prospective hotel.

Here are just a few of the questions we ask:

- Are there enough elevators, escalators, and stairs to ensure a smooth flow between sessions?
- Is the hotel compliant with the Americans with Disabilities Act accessibility standards?
- Are the ballrooms large enough to accommodate plenary sessions for 800-1,000 people?
- Is the exhibit space centrally located so that our vendors can fully interact with our members?
- Are there enough rest rooms to accommodate our members? Are they easily located?
- Is the lighting adequate, the walls soundproof, and are the rooms individually temperature controlled?
- What are the hours of the restaurants? Are there inexpensive food options available for our members?
- Is on-site parking available? What are the rates?

This list is a mere sampling, the questions can be literally endless. No matter how many questions Debbie and I come up with we always think of several more before the day's out. No one hotel will be able to satisfy all of our needs, and many have strengths in one area where some have strengths in others. Following a citywide site visit, most of the time the choice of best hotel for SAA becomes clear. Often it comes down to two properties. Of those two, we then choose who can give us the best room rate for our members.

I share this information with you to give you an idea of the complexity of selecting a headquarters hotel for SAA's annual meetings, and to assure you of the great care with which we take your needs into consideration.

Sometimes, as the case with the Adam's Mark, we can't anticipate a problem or a need. But we can learn from it. I know from now on both

Fiscal Formula

Unfortunately, canceling the 64th annual meeting altogether would incur great financial cost to SAA. As a rule, SAA receives all meeting space on a complimentary basis from the hotel based on the number of room nights booked by our members over the course of the meeting. Here is the formula for Denver:

- 2,194 room nights or more, the meeting space is complimentary
- 1,901-2,195 room nights, meeting room fees will equal \$13,000
- 1,609-1,900 room nights, meeting room fees will equal \$18,000
- 1,315-1,608 room nights, meeting room fees will equal \$23,000

If SAA picks up less than 1,315 room nights, the fees will equal \$41,000. If SAA cancels altogether, we would be liable for all 3,000 room nights at a fee of \$300,000, possibly higher.

¹ This is something I plan to raise with trade press editors, publishers, and association colleagues. We need open reporting of these kinds of facts to help us serve our members and our associations to the best of our ability. I hope this will be one positive change that results from this situation.

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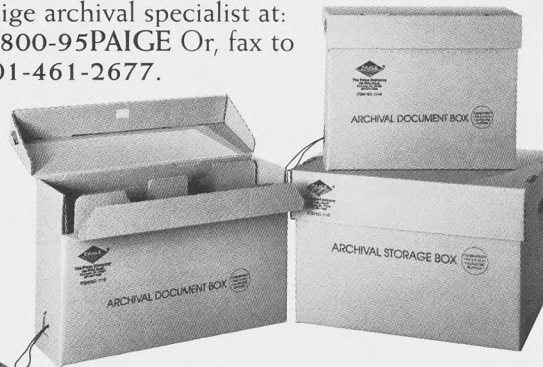
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Go West!

Denver Welcomes SAA Annual Conference in August

by KAREN ZOLTENKO, Local Arrangements Committee

Soon after the Russell brothers found gold at the mouth of Dry Creek near Denver, news of the discovery in the Pike's Peak region began to spread to the East. Fortune-seekers driven by hard times began to head West. "Pike's Peak or Bust" was written on the sides of wagons as they moved toward the Promised Land. Too often, it was bust as miners discovered that gold was not as plentiful as they had thought. Since then, boom and bust cycles have influenced Colorado history.



Dr. Justina Ford was issued a license to practice medicine in Colorado in 1902. She is reported to have delivered over 500 babies. Her former Denver home now houses the Black American West Museum and Heritage Center, which will be a featured tour during SAA's annual meeting in August. (Courtesy of Denver Public Library.)

Denver in the year 2000 is booming. Attendees and guests at the 64th annual meeting of the Society of American Archivists, August 28-September 2, 2000, at the Adam's Mark Hotel in Denver will find that the Local Arrangements Committee has captured this atmosphere by arranging a host of fun and educational tours to complement the informative conference sessions.

The committee is offering a full-day tour to Rocky Mountain National Park, located north of Denver. This tour will showcase the splendor and scenic beauty of the Rocky Mountains. Congress established the park in 1915, after an energetic lobbying effort by naturalist, Enos Mills. The 451-acre park lays claim to 150 lakes, 450 miles of streams, and 60 mountain peaks above 12,000 feet. Long's Peak, one of Colorado's "14ers," towers at 14,255 feet above the park.

The City of Boulder, also north of Denver, is the site of another tour, which begins at the University of Colorado, nestled at the foot of the Flat Iron Mountains. The university archives is located at the Norlin Library. Among its noted collections are those devoted to labor and human rights. The next stop is the National Center for Atmospheric Research (NCAR). NCAR began operations in Boulder in 1960. It is sponsored by the National Science Foundation and managed by the University Corporation for Atmospheric Research (UCAR). NCAR works in collaboration with universities to facilitate education and research in all aspects of atmospheric sciences. Finally, East meets West when tour participants have lunch at the Dushambe Teahouse. The mayor of Dushambe, Tajikistan, presented the teahouse to Boulder, its sister city, in 1987.

The next tour heads to the mountains west of Denver

to Georgetown, once known as the "Silver Queen of the Rockies." A highlight of visiting Georgetown, which still retains many of the Victorian characteristics of yesteryear, is taking a ride on its Loop Railroad and the accompanying Lebanon Silver Mine tour. The scenery is breathtaking as the steam-powered locomotive crosses Devil's Gate Bridge, which rises nearly 100 feet above Clear Creek.

Closer to Denver is the tour of the Denver Federal Center. In 1941, the War Department announced that land on the outskirts of Denver had been selected to build a munitions and manufacturing plant. After the war, the site was chosen to house various federal agencies. The Denver Federal Center now claims the largest compound of federal agencies outside Washington, D.C. The tour not only includes a behind-the-scenes look at the regional branch of the National Archives and Records Administration, but it also includes a visit to the mapping room at the United States Geological Survey.

Another half-day tour will focus on Denver's nationally noted parks system, begun in the early 1900s as the vision of Mayor Robert Speer, who developed the "City Beautiful" program. Carolyn Etter, former head of Denver Parks and Recreation Department, is leading the tour.

We are also proud to host a tour to the Black American West Museum and Heritage Center. The museum is housed in the former Denver home of Dr. Justina Ford. Dr. Ford was issued a license to practice medicine in Colorado in 1902. She was the only female African American physician in Colorado as late as 1950. The museum itself contains documents, memorabilia and artifacts that tell the story of the Black men and women who settled the West and the invaluable contributions they made. It has become one of the premier sources for Western African American history.

Denver is fortunate to have three archival institutions within walking distance of the conference headquarters at the Adam's Mark Hotel. Personnel of Colorado State Archives, Colorado State Historical Society, and the Western History/Genealogy archives of the Denver Public Library will be available one day of the conference to conduct tours through their facilities.

Finally, no conference would be complete without a walking tour of the city. Noted local historians Tom Noel and Phil Goodstein have agreed to guide treks through the downtown area. These will not be ordinary walking tours. Tom has recently completed a book on the "liquid history" of Colorado, and Phil has promised to include choice tidbits about the "seamy side" of Denver.

So plan to come to Denver on August 28-September 3 for SAA's 64th annual meeting. ♦

Mile High Quality in Continuing Education

These SAA preconference workshops in Denver, August 28-29, 2000, will set the pace for a high quality annual meeting. The tentative schedule of workshops will include:

1. **Planning New and Remodeled Archival Facilities**
Tom Wilsted
2. **Assessing and Establishing Photographic and Digital Copying Services**
Tim Hawkins
3. **Hazcom for Archivists**
Monona Rossol
4. **Encoded Archival Description**
Kris Kiesling and Michael Fox
5. **Oral History**
Fred Calabretta
6. **Grant Proposal Preparation**
Dick Cameron, Barbara Paulson, and Joyce Ray
7. **Preservation Planning**
Pam Hackbart-Dean
8. **Leadership and Management of Archival Programs**
Bruce Dearstyne
9. **Administration of TV Newsfilm and Videotape Collections**
Steven Davidson
10. **Understanding Archives**
Polly Darnell and Elizabeth Dow
11. **Copyright: The Archivist and The Law**
William J. Maher

Make your selections early, and plan on joining SAA in Denver this summer!



What's a CEU?

The CEU was born in 1970. The brain child's full name is "Continuing Education Unit." The progenitors were members of a national task force that was convened to create a unit of measurement that could be used to quantify continuing education and training activities. It provides a standard unit of measure so that your educational activities can be measured and recorded, whatever the source.

Up until 1970, continuing education consisted of seminars, lectures, workshops, short courses, breakfast discussions, correspondence courses and the like. There was no way to keep track of the quality and quantity of an individual's ongoing professional education. The "unit" was designed to be transferrable to other organizations, so that there would exist a standard entity called "continuing education."

The Definition of a CEU

One CEU is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

A contact hour is one clock hour of interaction between a learner and instructor, or between a learner and materials which have been prepared to cause learning. Reading the newspaper, for example, may give the reader information,

but it is not a "learning" experience and would not be awarded CEUs. Therefore, welcome speeches, coffee breaks, committee meetings, financial reports, and similar group activities do not constitute a learning experience.

On the other hand, activities such as workshops, seminars, institutes, and courses are learning experiences which fulfill the requirements of an "educational activity."

Criteria for Awarding CEUs

The International Association for Continuing Education and Training (IACET) established the basic criteria for awarding CEUs to traditional and alternative educational settings.

Criterion 1: *Each activity is planned in response to educational needs which have been identified for a target audience.*

SAA conducted an extensive member research survey three years ago. A subsequent report was published in 1997 by Harrison Coerver & Associates. The objectives of the research were to:

- Obtain members' overall image of and satisfaction with SAA's continuing education;
- Determine members' interest in continuing education subject/content areas;
- Identify, from the member archivists' perspective, future concerns, challenges or problems they are facing;
- Determine new opportunities for SAA to provide continuing education to members.

The results of this research were followed by SAA's Task Force on Continuing Education convened in 1999-2000 to:

- Review SAA's role in providing continuing education;
- Consider possibilities for future development of continuing education;
- Provide advice regarding the delivery methods for continuing education.

The work of the task force will be reported at the SAA Council meeting in August. In addition, the National Forum on Archival Continuing Education (NFACE) will be meeting in Decatur, Georgia, April 27-29, 2000, which will:

- Gather and disseminate information about educational services and information resources which are already available for those who care for historical records;
- Encourage collaboration and coordination among providers of archival continuing education;
- Improve the accessibility to information about best practices in the care of historical records;
- Develop an action agenda for archival continuing education in the next decade.

The Continuing Education and Professional Development Committee has, as part of its charge, to be a resource for SAA's

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continuing education. These formal assessment efforts work hand in hand with the ongoing information SAA receives from the workshop evaluation forms and the registration forms. In a variety of ways, SAA keeps in touch with member needs.

Criterion 2: Each activity has clear and concise written statements of intended learning outcomes.

SAA is working with the instructors of the various workshops to assure that the course syllabi are accompanied with learner-oriented educational objectives. The objectives should clearly specify the knowledge, skills or attitudes the learners will acquire and be able to demonstrate during or following the learning experience. Objectives are not statements of the content outline. They are learning outcomes. The participants should be aware of these intended learning outcomes prior to and during the educational activity.

Criterion 3: Qualified instructional personnel are involved in planning and conducting each activity.

SAA requires that the instructor of each workshop submit a copy of their CV which will:

- validate their subject matter expertise in the workshop topic they are teaching;
- verify that they have teaching ability either by previous evaluated teaching sessions;
- or by having some education in teaching-learning methods.

None of these elements by itself makes for an effective instructor. Together they provide the superior combination of someone who knows the subject intimately and has the ability to share that expertise in an interesting and appropriate way.

Criterion 4: Content and instructional methods are appropriate for the intended learning outcomes of each activity.

The timeline of each educational activity should reflect what the learners are doing in each segment. The four basic teaching "methods"—lecture, discussion, simulation and case study—can be utilized to vary the learners' activities. Audio-visual and other sensory materials help to engage the learner. The selection of which of these methods or materials are used rests with the experienced instructor.

Criterion 5: Participants must demonstrate their attainment of the learning outcomes.

Learners can demonstrate their mastery of the educational activity through:

- Questions and answers. This is a two-way activity. At times, the learner asks the question of the instructor. At other times, the the instructor uses questions to test whether a particular concept is clear.
- Discussions, summaries, case studies. Discussions occur when learners interact with one another rather than with the instructor. Or the instructor may challenge the learners with: "State in one sentence what this section

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Speaking of Professional Growth...

How's yours coming along? When was the last time you participated in a formal educational program? Just in case you're looking for something to challenge your brain, expand your skills or change your approach, try these workshops.

Preservation: Surveying, Selection and Holdings Maintenance

WORKSHOP #2011
LOCATION: LOWELL, MA
CO-SPONSOR: NEW ENGLAND ARCHIVISTS
DATE: APRIL 28, 2000
INSTRUCTOR: PAM HACKBART-DEAN
FEE: \$215, SAA MEMBERS \$169
CONTINUING EDUCATION UNITS: .75
REGISTRATION DEADLINE: MARCH 27, 2000

Archival Cataloging as a Component of Description

WORKSHOP #2007
LOCATION: CHICAGO, IL
CO-SPONSOR: MIDWEST ARCHIVES CONFERENCE
DATE: MAY 2-3, 2000
INSTRUCTORS: MELISSA DELBRIDGE AND LYNN HOLDZKOM
FEE: \$342, SAA MEMBERS \$269
CONTINUING EDUCATION UNITS: 1.5
REGISTRATION DEADLINE: APRIL 3, 2000

Encoded Archival Description

WORKSHOP #2008
LOCATION: BELLINGHAM, WA
CO-SPONSOR: WESTERN WASHINGTON UNIVERSITY
DATE: MAY 3-4, 2000
INSTRUCTORS: KRIS KIESLING AND MICHAEL FOX
FEE: \$362, SAA MEMBERS \$289
CONTINUING EDUCATION UNITS: 1.5
REGISTRATION DEADLINE: APRIL 3, 2000

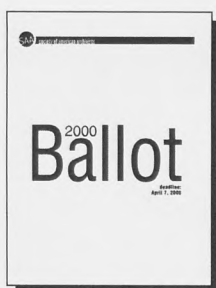
Planning New and Remodeled Archival Facilities

WORKSHOP #2009
LOCATION: ST. LOUIS, MO
CO-SPONSOR: MUSEUM OF TRANSPORTATION
DATE: MAY 11-12, 2000
INSTRUCTOR: TOM WILSTED
FEE: \$342, SAA MEMBERS \$269
CONTINUING EDUCATION UNITS: 1.5
REGISTRATION DEADLINE: APRIL 3, 2000

The Administration of Photographic Collections

WORKSHOP #2010
LOCATION: BALTIMORE, MD
CO-SPONSOR: AMERICAN ASSOCIATION OF MUSEUMS
DATE: MAY 12-13, 2000
INSTRUCTOR: LAURIE BATY AND RICHARD PEARCE-MOSES
FEE: \$342, SAA MEMBERS \$269
CONTINUING EDUCATION UNITS: 1.5
REGISTRATION DEADLINE: APRIL 12, 2000

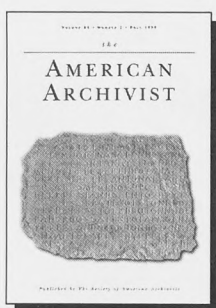
For registration information, consult the SAA brochure Continuing Professional Education Workshops Spring 2000, call 312/922-0140 or e-mail tshimandle@archivists.org.



Cast Your Vote

As reported in the last issue of *Archival Outlook*, the slate of candidates is set for the 2000 election. Members will vote for a vice president/president elect, a treasurer, three Council members and three Nominating Committee members. The ballot was mailed to individual members of SAA in February.

If you have not yet received one, please contact Bernice Brack, SAA membership services coordinator, at 312/922-0140 or bbrack@archivists.org. The deadline for returning your ballot is April 7, 2000.



Read all About it in the *American Archivist*

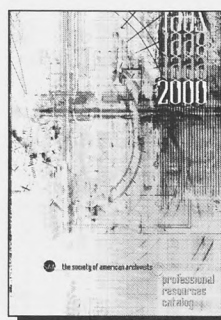
The fall 1999 *American Archivist* (62:2), edited by Philip B. Eppard, was mailed to SAA members and journal subscribers in February. This issue features a variety of thought-provoking articles:

- "Literacy, Documents and Archives in the Ancient Athenian Democracy" by James Sickinger;
- "The Impact of Grantsmaking: An Evaluation of Archival Records and Management Programs at the Local Level" by David M. Weinberg;
- "Preserving Anthropology's Heritage: CoPAR, Anthropological Records and the Archival Community" by Nancy J. Parezo;
- "Archives in Controversy: The Press, the Documentaries and the Byrd Archives" by Raimund Goerler; and
- "Abstractions of Justice: The Library of Congress's Great Manuscripts Robbery, 1896-1897" by Aaron D. Purcell.

In addition, the issue includes Kathleen Feeney's "Retrieval of Archival Finding Aids Using World Wide Web Search Engines," which won SAA's 1999 Theodore Calvin Pease Award for the best student paper, as well as book reviews, Council meeting minutes, and the annual index.

Production on the spring 2000 issue of the *American Archivist* (63:1) will begin this month. Among the intriguing articles is one by Barbara L. Craig and James M. O'Toole, "Looking at Archives in Art," which examines a selection of British and American portraits and genre paintings, discussing their presentation of records as well as the contexts in which the paintings were created and the importance of the records depicted. This issue is slated for publication in June.

Authors are invited to direct inquiries and submissions to: Philip B. Eppard, Editor, *American Archivist*, University at Albany, State University of New York, School of Information Science and Policy, 135 Western Avenue, #113 Draper, Albany, New York 12222; 518/442-5115; pbe40@csc.albany.edu.



SAA Professional Resources Catalog Now Available

The 2000 edition of the *SAA Professional Resources Catalog* was published and mailed to members earlier this month. More than 160 titles covering a broad range of topics indispensable to archivists and allied professionals are listed. The catalog is also posted online at www.archivists.org/catalog.

If you, your regional archival organization or allied professional association would like a supply of catalogs for distribution, contact Troy Sturdivant, SAA publications assistant, at 312/922-0140 or tsturdivant@archivists.org.

SAA Section Newsletters Update

Thanks to all SAA section newsletter editors for their fine work in the production of these newsletters. SAA recently made refinements to the printing and distribution process for these newsletters. A new printer and mailing house has been selected. We apologize for any inconvenience caused during recent months due to turbulence experienced in generating section mail labels. We believe we have corrected the problem. Once a section newsletter is received in the SAA office, it is our goal to have it printed and mailed within two weeks. If you have any questions or concerns, please contact Troy Sturdivant, SAA publications assistant, at 312/922-0140 or tsturdivant@archivists.org.

Share Examples of the Astounding Power of Records

Erika Gottfried, curator of nonprint materials at the Robert F. Wagner Labor Archives/Tamiment Library of New York University, recently sent this e-mail to SAA: "In this most recent issue of *Archival Outlook*, I particularly appreciated the article by Bruce Dearstyne, 'The Astounding Power of Records.' I would like to suggest that this become a regular feature... So often we are called upon to justify our existence or to promote our utility to higher levels of the organizations we serve or to our public(s). Specific examples, regularly provided would be a useful resource for all of SAA's membership to draw upon."

Bruce's article in the January/February issue of *Archival Outlook* (see pages 8-9) highlighted the recent publication of books, a variety of newspaper and magazine stories, a film, and a flurry of major court cases where archival records played a significant role.

SAA would like to invite members to submit examples of the importance of records as reported in the media; published in books, magazines and newspapers; or experienced in life or work situations. We will gather these examples and periodically publish them in *Archival Outlook*. Send submissions to Teresa Brinati, tbrinati@archivists.org.

SAA and the Web

by TERESA M. BRINATI

e-Commerce Opinion Survey

Thanks to all who participated in SAA's online opinion survey, conducted to gauge the e-commerce habits and preferences of visitors to the SAA Web site. Launched at the end of December, 91 people responded to the survey as of February 25th. Of those respondents, 73% are SAA members. While not an overwhelming number, what's clear from the sampling is that the vast majority of respondents are online everyday, have purchased merchandise online and regularly visit the professional education area, online employment bulletin and publications catalog on the SAA Web site. The survey results are listed at right.

The area on the SAA site most conducive to e-commerce applications is the publications catalog, which currently lists more than 150 titles. The chief benefits of e-commerce are convenience to customers, a superior tool for marketing and selling SAA publications, and adding a database to the site that would allow the catalog to be maintained with greater ease in the long run. A variety of options were investigated during the past few months, including three online solutions (Amazon's zStore, Yahoo! Stores, and ICAT) as well as building and maintaining a bookstore using an off-the-shelf shopping cart (Miva Merchant, Net+Catalog and Intershop). While a final decision has not been made, at this point Miva Merchant appears to offer a solution that is economical, feasible and practical given SAA's human and financial resources.

This information is important because SAA is in the process of drafting a technology strategy plan that will situate e-commerce within the continuing evolution of the SAA Web site. By enhancing the five components of a successful site—communication, content, commerce, advocacy and education—we hope to ultimately transform the SAA site into a thriving online community. This is a work in progress, so stay tuned for more details at www.archivists.org.

EAD Tag Library Online

Kris Kiesling, chair of the SAA EAD Working Group and the SAA Standards Committee, reports that version 1.0 of Encoded Archival Description Tag Library is now available at the official Library of Congress EAD Web site. You can get there directly at <http://lcweb.loc.gov/eat/tglb/> or through the EAD home page at <http://lcweb.loc.gov/eat/>. Many thanks are extended to Chelsea Jones, archivist at the Ransom Center, for doing the markup, to Randy Barry at the Library of Congress for mounting the files, and to the Network Development/MARC Standards Office at the Library of Congress for their continuing support of the EAD home page!

New Content

In the past couple of months we have added the following new content to the SAA Web site:

- SAA Professional Resources Catalog
- Council Resolution Regarding the Adam's Mark Hotel Chain
- Letter to the Membership from President Hickerson re Adam's Mark Hotel Chain
- SAA e-Commerce Survey
- Weekly Updates to Job Ads

1. How often are you online?		Number of Responses	Response Ratio
everyday		90	98%
a few times a week		2	2%
every other week		0	0%
once a month		0	0%
less than once a month		0	0%
Total		92	100%

2. How do you prefer to order merchandise with a prepayment requirement?		Number of Responses	Response Ratio
via mail		11	12%
fax		3	3%
telephone		22	24%
online		41	45%
in person		15	16%
Total		92	100%

3. Have you ever purchased merchandise online?		Number of Responses	Response Ratio
never		15	16%
once		14	15%
regularly		62	68%
Total		91	100%

4. If you have never purchased anything online, what are your reasons for not doing so?		Number of Responses	Response Ratio
not applicable because I do not shop online		25	64%
lack of interest		2	5%
security issues		12	31%
don't own a credit card		0	0%
Total		39	100%

5. If you have shopped online, what did you most enjoy about it?		Number of Responses	Response Ratio
not applicable because I do not shop online		9	11%
convenience		68	83%
cost		5	6%
customer support		0	0%
Total		82	100%

6. How often do you visit the SAA Web site?		Number of Responses	Response Ratio
everyday		1	1%
a few times a week		16	17%
every other week		25	27%
once a month		23	25%
less than once a month		27	29%
Total		92	100%

7. What areas of the SAA Web site do you visit regularly? (check all that apply)		Number of Responses	Response Ratio
employment bulletin		45	52%
publications catalog		43	50%
periodicals		15	17%
professional education		47	56%
annual conference		31	36%
listservs		23	27%
SAA-related information (governance, membership info, Council minutes, advertising, etc.)		28	33%

8. How often do you use the SAA online publications catalog?		Number of Responses	Response Ratio
a few times a week		1	1%
every other week		4	4%
once a month		16	18%
once every few months		35	38%
once a year		16	18%
never		19	21%
Total		91	100%

9. If SAA featured E-commerce on its site, which products or services would you purchase?			
Percentage indicates total respondent ratio and parenthesis indicate actual number.	1 YES	2 NO	3 POSSIBLY
1. books	61% (56)	4% (4)	35% (32)
2. classified ads (job announcements)	12% (11)	39% (36)	22% (20)
3. display ads for periodicals	5% (5)	52% (48)	18% (16)
4. display ads for web site	4% (4)	40% (40)	20% (19)
5. online education offerings	37% (34)	13% (12)	49% (47)

10. Are you an SAA member?		Number of Responses	Response Ratio
Yes		66	73%
No		25	27%
Total		91	100%

Results of the SAA e-Commerce Opinion Survey



PETER J. BLODGETT of the Huntington Library has received the Sustained Service Award from the Society of California Archivists in recognition of his continuing involvement with that organization over the past twelve years. He also has published *Land of Golden Dreams: California in the Gold Rush Decade 1848-1858*, which is a companion book to the recent exhibit of the same title that he curated at the Huntington.



WILLIAM E. BROWN, JR., recently accepted the position of coordinator for research and instruction at the Bancroft Library, University of California, Berkeley. He was formerly associate university librarian for administrative services and special collections at the University of Miami.



In January **BRUCE BRUEMMER** joined Cargill as a corporate archivist and will manage the company's archives and other proprietary knowledge assets, as well as supporting work on the third volume of Cargill's history. Bruce was formerly coordinator of the digital collections unit of the University of Minnesota Libraries.

ALAN C. BURNS was recently named political collections archivist at Clemson University Libraries, Special Collections, where he has served for three years as a processing archivist.

BRUCE CHEESEMAN has been appointed executive director of the Museum of the Gulf Coast in Port Arthur, Texas. Cheeseman formerly served as archivist and historian at King Ranch, Inc. and as a principal in the cultural resources management firm, Erudite Musings Consulting.

DONNA LONGO DIMICHELE has taken a position as the library program manager at the Office of Library and Information Services, Rhode Island Department of Administration, in Providence. Since 1995, she was the head of Archives & Special Collections at the Mashantucket Pequot Museum and Research Center. DiMichele was also recently appointed to the Northeast Document Conservation Center Advisory Committee.



SUE HODSON, (pictured at left) curator of literary manuscripts, and **MARY ROBERTSON**, curator of British historical manuscripts for the Huntington Library, are teaching a graduate seminar in late medieval and Renaissance paleography at the library. The students are enrolled in advanced graduate studies at the University of California at

Los Angeles, the Claremont Graduate School, University of California-Riverside, and University of California-Santa Barbara. Hodson is also active on the lecture circuit for the California Council for the Humanities (CCH), giving an illustrated lecture on Jack London at museums and libraries throughout California, in conjunction with the CCH traveling exhibition on *Sunset* magazine.

LYNN HOLDZKOM has been appointed head of technical services for the manuscripts department at the University of North Carolina at Chapel Hill Library. Holdzkom joined the department in 1986 as assistant technical services archivist and was appointed manuscripts cataloging librarian in 1997.



LYNN LEITTE joined the Charles Babbage Institute as an assistant archivist last fall. She was formerly a member of the processing department in the division of library and archives at the Minnesota Historical Society.



JANYCE NASGOWITZ retired on January 6, 2000, after more than ten years of service as reference archivist for the Billy Graham Center Archives, Wheaton College, Wheaton, Illinois. She had been a staff member of the archives for almost nineteen years. Best wishes, Janyce!

ELLEN PIERCE has accepted the position of assistant corporate archivist at the IBM Archives in Somers, New York. Before joining IBM, Ellen was director of the Maryknoll Mission Archives at Maryknoll, New York. Pierce may be reached at ellepier@us.ibm.com.



TANYA ZANISH-BELCHER has been named head of the special collections department at Iowa State University in Ames, Iowa.





In Memoriam

by MEYER FISHBEIN

SHERROD E. EAST, 1910-1999. As a resident of the New Deal town of Greenbelt, Maryland, in 1941, my earliest knowledge of Sherrod was as honorary mayor of the town. Actually, he had been among the first residents, a member of the town council and founder of its hospital, health association and credit union. About a decade later I learned about Sherrod as a military archivist and as Sen. Joseph McCarthy's Mister X. Only after Sherrod's retirement did I come to know and admire him as husband, father, grandfather, patriot and breeder of horses. That leaves large gaps in his active life and distinguished career.

Sherrod was born in Mississippi. As his father was a railroad agent, the family moved around the country. While in the north, Sherrod attained a B.A. degree from the University of Denver. (Years later, Sherrod continued studies at George Washington University and then American University where he completed Ernst Posner's course on archives.) After he received his B.A. degree, Sherrod married Dorothy Parsons.

In 1933 the Easts moved to Washington, D.C., where Sherrod was an aide to a Colorado congressman and a stack attendant, then a genealogical assistant, at the Library of Congress. He transferred to the National Archives in 1937. Six years later Sherrod was assigned to the Records Division of the War Department. As an expert on war records, the department promoted Sherrod to the position of chief, Departmental Records Branch, to arrange and describe war records of the army and the German captured records. While in that position Sen. McCarthy branded Sherrod as the disloyal Mister X; nevertheless, Sherrod did not lose his clearance for access to security classified records.

When the army and German records were adequately processed in 1958 the entire holdings were transferred to the National Archives and Records Service and Sherrod returned there as the director of the World War II Records Division. From 1961 to 1966 he served as assistant archivist for Military Archives. After retirement in 1966, he spent a year as archivist for the Maryland Constitutional Convention. Upon completion of that assignment, the Department of the Army sent Reserve Colonel East to Okinawa to retire its records of 27-year occupation by the army before the return of the Ryukyu Islands to Japan. Sherrod was awarded the Legion of Merit.

Sherrod joined the Society of American Archivists in 1938 and served the organization in many capacities. For his outstanding professional accomplishments, he was named a Fellow of SAA.

A compassionate man by nature, Sherrod spent his later years volunteering his time at area hospitals. During his last two years, Sherrod remained at home while his loving family cared for him through Alzheimer's disease. He died on December 26, 1999.

Obituaries



JON K. REYNOLDS, 57, archivist of Georgetown University since 1971, died of a heart attack January 2, 2000, at Inova Alexandria Hospital. Reynolds was a native of Danville, Ill., and a Georgetown University graduate. He received a master's degree in history from the University of

Notre Dame, where he did additional graduate work in history. He wrote for university publications and presented lectures and slide shows about the institution. He was a member of the Society of American Archivists and a member of Blessed Sacrament Catholic Community in Alexandria, Virginia, where he lived. Survivors include his wife of nearly 30 years, Kathleen Reynolds, and two children, Anne Beatrice Reynolds and Jon Andrew Reynolds, all of Alexandria; his father, J. Allen Reynolds of Danville; a brother; and a sister.

—*Washington Post*



STEVEN ROBERT WOOD, 46, died January 31, 2000, from complications related to AIDS. Steve received his undergraduate degree from the University of Utah and graduate degree in library science from Brigham Young University. He held archival positions at Utah State University, the University of

Utah, Weber State College, Utah State Historical Society before joining the staff at the Utah State Archives. At the state archives he was manager of the patron services section from 1984 to 1997. In 1997 he took charge of the online catalog and was the cataloger until his death. During that time he upgraded the archives catalog to archival standards and supervised the programming and maintenance of all online finding aids. He was patient and kind. He would always take time to help people and then explain the details as many times as needed. He was an excellent teacher and dedicated to the archival profession. He is survived by his partner of 27 years, Arthur R. Adelman, Ogden, Utah, and his parents, Charles Robert and Joycelyn Wood, Lewiston, Utah.

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

Send news to:

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



from the archivist of the united states

by John W. Carlin

Budget Support Continues for National Archives Renovation and Help to Recordkeepers

Last fall, SAA President H. Thomas Hickerson said important things about the National Archives and Records Administration (NARA) in testimony to our oversight subcommittee in the U.S. House of Representatives.¹ He gave us constructive criticism that I value, and he provided encouragement that I appreciate. And towards the end, he made this particularly strong statement: "I am absolutely thrilled by Congressional support for the renovation of the National Archives Building on the Capitol Mall. The planned renovation will dramatically improve storage conditions for records housed there, and it will provide a state-of-the-art technology infrastructure for both staff and researchers."

In turn, I am now thrilled to be able to report that President Clinton's budget for NARA for Fiscal Year 2001 requests major funding for that project. Previously, we had support from the Congress and the administration to plan, and take some other preparatory steps towards, the renovation of our grand, original building, now more than sixty years old. Now the president is asking Congress to give us funds for going ahead with the renovation itself.

The work will include correcting mechanical, electrical, plumbing and fire safety deficiencies; retrofitting the rotunda to display America's Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights—in new encasements currently under preparation; bringing the building into full compliance with the Americans with Disabilities Act; upgrading storage conditions to meet modern archival standards; and providing sufficient exhibit and public-use space to accommodate increasing numbers of visitors.

For the public-use improvements, we are seeking private funding as well in a campaign that is now in full progress. When we re-encase the Charters of Freedom for continued public viewing, we plan also to offer for the first time an interpretive exhibit to give public visitors an opportunity to increase their understanding and appreciation of our great governing documents. We also hope to repair and restore the murals on the walls of the rotunda where the charters are displayed, to build a new theater for public programs, and to improve facilities for research and education in the old building. Already our campaign has received contributions from corporations, foundations, and individuals.

President Clinton's budget is exciting because it will help us with more than our renovation project. The president has proposed increases totaling \$77,775,000 overall in our budget, which will support other advances as well, including advances

towards meeting other needs that SAA President Hickerson identified on behalf of SAA in his testimony.

Citing NARA's need for "applied research" and "partnerships" in meeting the challenges of electronic records, Hickerson expressed support for the research and development project on which we are partnering at the San Diego Supercomputer Center to create an Electronic Records Archives. If successful, this system will be capable of preserving any kind of electronic record in a format that frees it from the computer system in which it was created. It will be able to meet requests for that record using a variety of tools available today and advanced technologies that will be developed for tomorrow. And it will be scalable, able to deal with the electronic records needs of archives large and small, which means it will be useful to archives besides ours. President Clinton's budget asks Congress for funds to enable us to increase our participation in this effort by hiring additional staff to work on it.

The president's budget also provides additional funding for advances in records management. For example, the budget proposes an increase to enable NARA to develop and test within our own institution new guidance of potential value to others for electronic records management. The budget additionally proposes funds for expanding, beyond Washington as well as within it, our Targeted Assistance Program, through which we give priority help to federal agencies with particularly severe records management needs involving all media. And funding will continue under the proposed budget for a study now underway that we expect to lead to improvements in records scheduling, and for our interagency Fast Track Program, which already has created five products of interim help for electronic recordkeeping.

Do these advances also matter to archivists? Certainly, because without improvements in records management, traditional as well as electronic, many records that archivists want to accession for permanent retention may not survive long enough to get to them. If Congress approves our budget request, we will generate helpful information and new tools of value for records management generally, and therefore of help to archives besides our own. Though I do not have space here to detail other projects, I'm pleased to add that storage, preservation, and access also come in for increased funding in the president's budget proposal.

Along with the budget, we have sent to Congress our FY 2001 annual performance plan, which outlines the performance results we expect to achieve with our budget request, if funded. We invite you to inspect it along with the Fast Track products I mentioned, and other projects I described, at our Web site: www.nara.gov. There you will also find our strategic plan with

continued on page 21

¹ see *Archival Outlook*, January/February 2000, page 10.



Supreme Court to Decide in March Whether to Consider Electronic Records Case

— On March 3, 2000 the Supreme Court decided whether to review the petition to reverse a recent Court of Appeals ruling in case 97-5356 on electronic records policy. On November 4, 1999, Public Citizen—joined by the American Historical Association, the Organization of American Historians, the National Security Archive, the American Library Association, the Center for National Security Studies, and several researchers—filed the petition with the Supreme Court urging the reversal of the Appeals Court ruling that upheld the National Archives' regulations that allow agencies to routinely destroy word processing and electronic mail records of historic value if an electronic, paper or microform copy has been made for recordkeeping purposes.

The government filed its response to Public Citizen's petition to the Supreme Court in early February. In mid February, Public Citizen filed a reply to the government's opposition to the petition. The first date that there may be an announcement on the Supreme Court's deliberations on whether to consider this case will be March 6. The petition and reply in this case may be seen on Public Citizen's Web site by going to www.citizen.org/litigation/briefs/ and then clicking on "Electronic Records," and then clicking on "Public Citizen v. Carlin".

President Proposes Increases for National Archives But Level Funding for NHPRC Competitive Grants

— President Clinton has proposed a FY2001 total budget request of \$303.342 million for the National Archives, a \$77.755 million increase over the FY2000 level of \$230.588 million. The major new spending initiative in this budget is \$88 million for the renovation of Archives I, the original archives building on Pennsylvania Avenue. The work will include correcting mechanical, electrical plumbing, and fire safety deficiencies, upgrading storage conditions to meet modern archival standards, providing increased exhibit and public meeting spaces, and constructing new encasements for the Declaration of Independence, the Constitution, and the Bill of Rights.

Comparisons of the National Archives' budgets for the past several years is complicated by the shift in FY2000 to a new reimbursable program under which the National Archives is charging agencies fees for storage of their records in NARA records centers and for servicing the records still in the agencies' legal custody. The FY2000 budget included \$22 million as a one-time appropriation to assist with the start up of the reimbursable program. While the FY2001 budget includes no funding for the records centers since they are to become self supporting storage facilities, the proposed budget does include a \$29 million increase in the National Archives operating expenses. This increase will be used to advance initiatives in four major areas: improving records management throughout the government; meeting the special challenges posed by electronic records; expanding public access to records; and meeting storage and preservation needs.

The one part of the National Archives' proposed budget that is slated for a decrease is the grants program of the National Historical Publications and Records Commission, which will be reduced from \$6.25 million to \$6 million.

Update on the Library of Congress — In January James Billington, the Librarian of Congress, and Donald Scott, the Deputy Librarian, testified before the House Legislation Subcommittee of the Appropriations Committee and requested an FY2001 budget for the Library of Congress of \$428.1 million, and 11 percent increase over the current funding level.

In explaining the request for increased funding, Billington stated that a significant portion of the increase will go to fund mandatory pay raises and unavoidable price-level increases, but there is also new money for the library's digital futures initiative, the National Online Library, noting that the Internet is creating a profound, fundamental shift in the way people communicate. In 2000 the Library of Congress will be bringing to an end the initial five-year digitization program that received considerable support from private funding. Now, Billington said, as the library moves to build and sustain a core set of online services for the nation, there is a need for increased federal funding. "For the new millennium, the library has a unique opportunity to become a global leader in digital information: the hub of an international network to advance education and understanding," Billington noted.

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The Latest Reports from CLIR

The Council on Library and Information Resources (CLIR) has published the following reports:

- *Enduring Paradigm, New Opportunities: The value of the Archival Perspective in the Digital Environment*, by Anne J. Gilliland-Swetland, examines how the archival perspective can be useful in addressing problems faced by those who design, manage, disseminate, and preserve digital information. The author notes that because archives focus on records, archivists are keenly aware of how societal, institutional, and individual memory is constructed, and the implications of how that memory is represented and transmitted over time. This is especially important as more of the world's collections are reformatted and represented online, where information is subject not only to corruption or outright loss, but also to loss of context. The archival community has been active in exploiting the roles of context and hierarchy in information retrieval. This report is \$15 prepaid.

- *Collections, Content and the Web* explores how the World Wide Web is affecting collections-based institutions. The report is based on a conference organized by CLIR and the Chicago Historical Society last October, with financial support from the Institute for Museum and Library Services. It addressed such questions as when art and research objects go from real to virtual, how does the relationship between an object and its viewer or user change? Who uses museum and library Web sites, and what do they seek? The report is \$20 prepaid.

To order these reports, contact: CLIR Publications Orders, 1755 Massachusetts Ave., N.W., Suite 500, Washington, D.C. 20036-2124; 202/939-4750; info@clir.org; www.clir.org.

South African University Creates Online Archive

Scholars of the anti-apartheid movement in South Africa would naturally be interested in documents and artifacts from the Pan-Africanist Congress of Azania, the Azanian People's Organization, the Black Consciousness Movement, the Unity Movement of South Africa, and the New Unity Movement. The center is at the University of Fort Hare—"a two-hour flight from Johannesburg and then another two hours by car," says Margaret Hedstrom, an assistant professor of information science at the University of Michigan and SAA member, who traveled to Fort Hare to help create an online index of the archives' holdings. "There is no public transportation."

With support from the State Department's Bureau of Educational and Cultural Affairs, Michigan's School of Information Science is also working with officials at the cultural-studies center to preserve the records. An exchange program has enabled Michigan students and faculty members to help set up the archive, and students from Fort Hare to take courses at Michigan on how to plan and organize the collection. Hedstrom says the project's World Wide Web site, which is run by Michigan, lets scholars determine not only what is in the collection, but also whether a trip to the Fort Hare archive is necessary.

—excerpted from *The Chronicle of Higher Education*, January 14, 2000

Archival Sleuth: A Mosaic Mystery

A front-page story in a recent edition of the *Chicago Tribune* (Wednesday January 21, 2000) featured news of one intrepid archivist and a tale of a missing mosaic. Bart Swindall, archivist at the landmark Auditorium Theatre in downtown Chicago, is a man with a mission. He is helping to restore the 111-year-old masterpiece to its former glory.

In the lobby of this theatrical grande dame are two seating areas originally framed by decorative mosaics. The mosaic in the southern inglenook had been removed at some unknown point in the history of the building. To this day its fate is unknown. Recently, however, a black-and-white photograph of the original mosaic was discovered in the archives, permitting artists to create a replica of the original.

From the story: "The cultural gumshoe behind the whole project was Bart Swindall, the theatre archivist and tour director, who researched countless dead ends over almost a decade before witnessing the installation [of the replicated mosaic] in the grand building designed by Dankmar Adler and Louis Sullivan.

"These are the kinds of things that you work for all these years, hoping that you can help put this back," said Swindall."

DoHistory.org Launch

DoHistory.org, an ambitious new Web site for historians, teachers, and others interested in history and America's past, was launched by the Harvard Film Study Center in February. The site is an experimental, interactive case study that allows its users to experience the process of piecing together the life and world of an "ordinary" person in the past. At the site, users get to try to piece together the world of 18th century midwife and healer Martha Ballard, whose remarkable diary was the basis for the Pulitzer Prize winning book and the PBS film *A Midwife's Tale*, shown on *The American Experience*. The DoHistory Web site takes its users into the process of doing history, and also provides them with a practical set of printable guides to help them launch history projects of their own.

Getty Vocabulary Program Moves

The J. Paul Getty Trust has announced that the Getty Vocabulary Program has found a new home at the Getty Research Institute. In keeping with the Getty's mission of service to the community and its commitment to promoting the use of data standards and controlled vocabularies for information about art, architecture, and material culture, the three vocabularies will continue to be available on the Research Institute Web site (<http://www.getty.edu/gri/vocabularies>). The Art & Architecture Thesaurus, Union List of Artist Names, and Getty Thesaurus of Geographic Names continue to be viewed as valuable resources for both the Getty and for external programs involved in describing art materials; they will play a crucial role as search assistants in developing the Getty Web site.



Australian Recordkeeping Manual

The National Archives of Australia and the State Records Authority of New South Wales have jointly published *Designing and Implementing Recordkeeping Systems: Manual for Commonwealth Agencies* (Exposure Draft). The manual provides government agencies with practical guidance on the design and implementation of best practice recordkeeping systems in accordance with the eight-step methodology recommended in Australian Standard AS 4390-1996, Records Management. The main audience for this manual is government agency records management project teams and consultants. It is available online at www.naa.gov.au/GOVSERV/TECHPUB/DIRKSman/dirks.html.

England Launches National Archive Network

The Public Record Office (UK) is gearing up to launch the Access to Archives Project (A2A), the goal of which is to create the infrastructure for a national archive network for England. The project will consist of managerial, supervisory editorial, regional liaison and clerical staff equipped with appropriate hard and software who, during a three-year period, will carry out the retrospective conversion of nearly one million pages of hard-copy catalogs of historical records dating from the twelfth to the twentieth centuries, held in local archives offices in England. This network will complement the already existing Scottish Archive Network (SCAN) and the planned Archive Network Wales (ANW). For more information on A2A, visit www.prp.gov.uk/a2a/projectaims.htm.

Safeguarding European Photographic Images

The European Commission on Preservation and Access (ECPA) has received a grant to coordinate the activities of the SEPIA project, part of the European Union's "Culture 2000" program. The aim of the SEPIA project—Safeguarding European Photographic Images for Access—is to promote awareness of the need to preserve photographic collections, provide training for professionals involved in preservation and digitization of photographic collections, and develop an overall framework under which future projects in the area of preservation of and access to photographic materials can be brought together. For more information on ECPA visit www.knaw.nl/ecpa/.

UK's Anne Thurston Honored for Pioneering Work in Recordkeeping

Dr. Anne Thurston, executive director of the International Records Management Trust (IRMT) has been appointed an Officer of the Order of the British Empire (OMB) for "Services to Public Administration in Africa." Thurston is a pioneer in defining international solutions for the management of public sector records. Due to her vision and effort, there is a growing awareness among governments in Africa that good records and information management is vital for governmental accountability, civil service reform and citizen empowerment. Thurston founded IRMT in 1989 to develop new approaches to the problems of

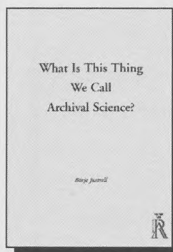
managing public sector records in developing countries. One of IRMT's current projects is a series of "Information for Accountability" workshops aimed at supporting governmental accountability and anti-corruption strategies. For more information about IRMT visit www.irmt.org.

Dickinson College Librarian Released from Custody by Chinese Government

The Chinese national security officials released librarian Song Yongyi in January after almost six months of detaining him on vague charges of "providing confidential materials to foreigners." Song, a research librarian at Dickinson College in Carlisle, PA, had been in China collecting documentary materials relating to the Great Proletarian Cultural Revolution, his area of research expertise. The faculty and administration of Dickinson College led an international effort to protest Song's arrest. Several American professional organizations, including ALA, joined the effort, writing letters to Chinese officials in support of Song's immediate release. Born in China, Song had passed his American citizenship exams last year and was planning to take his oath of citizenship in the fall.

UNESCO Adds 48 Sites to World Heritage List

At its annual meeting held last November in Marrakesh, Morocco, UNESCO's World Heritage Committee added 48 new cultural and natural sites to the World Heritage List, bringing the number of sites of "exceptional universal value" to 630. Among the new sites are the Valdes Peninsula in Patagonia (Argentina), Robben Island (South Africa), Lorentz National Park (Indonesia), Wartburg Castle (Germany) and the Jurisdiction de Saint-Emilion (France). The World Heritage Committee is an outgrowth of the 1972 UNESCO Convention Concerning the Protection of the World Cultural and Natural Heritage. The World Heritage Committee seeks to encourage the identification, protection and preservation of cultural and natural heritage around the world considered to be of outstanding value to humanity.



WHAT IS THIS THING WE CALL ARCHIVAL SCIENCE?

Börje Justrell

Taken from a 1995-97 study, based on a world-wide survey conducted in cooperation with the International Council on Archives, to capture the direction of archival science outside of Sweden, this four-subject focus included archival debate, the substance of archival science, the education and training of archivists, and the impact of European archival traditions.

National Archives of Sweden (1999) 119 pp., soft cover;
Nonmembers \$18 / SAA Members \$11; Product code 382

To order, contact the SAA publications department at
312/922-0140 or tsturdivant@archivists.org.

Link to Learning

continued from page 11

was all about," or "If you were in this situation, what would you do?" SAA strongly supports the use of what is called "formative evaluation," that is, check points in the teaching-learning process that reflect whether the learners are, indeed, learning.

- Demonstrations, simulations, gaming. These are situations where the learners actually experience what is being taught. When firefighters actually practice in a burning building, they are using simulation. When learners test their skills in an archives "Jeopardy" game, they are demonstrating their mastery of the content.
- Written or oral examinations, written exercises, reports. This is the most frequently used mode of testing learning outcomes.
- Projects, plans, decision-making exercises. Most often, these exercises take place during the formal educational activity. Occasionally, however, the demonstration of learning outcomes occurs several months after the educational activity. This affords the learner to provide feedback to the instructor, say, after six months, allowing for integration of the learning into a work setting.

Criterion 6: Each learning activity is evaluated by the participants.

SAA provides an evaluation form with each workshop.

This gives the learner the opportunity to measure the overall quality and effectiveness of the learning activity. This data is gathered and recorded so that SAA can improve and plan other educational activities. This assures that SAA continually pursues excellence in continuing education and assures that the intended learning outcomes are achieved.

Criterion 7: The sponsor has an identifiable unit, group, or individual with clearly defined responsibilities for developing and administering learning activities.

Currently, SAA has an interim education director and part-time staff member designated to carry out the educational policies and programs of the organization. The Continuing Education and Professional Development Committee (CEPD) also is committed to the dual mission of higher level academic education as well as continuing education.

Criterion 8: The sponsor has a review process in operation that ensures the CEU criteria are met.

Annually, CEPD reviews the proposals of the educational programs for the preconference workshops at the SAA annual meeting. These proposals must meet the standards of SAA's "Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs," as well as the criteria for CEUs. Programs that meet these criteria are accepted for presentation at the annual meeting and, if given a favorable evaluation by the members, these workshops are incorporated into the list of "current and active" workshops offered by SAA.

Criterion 9: The sponsor has a record of participation and provides the participant with a certificate of completion for their individual record.

Each participant in SAA's workshops receives a certificate of completion designating the number of CEUs earned. The individual then can keep this certificate along with certificates of CEUs earned in other venues to get a complete record of his/her professional growth.

Criterion 10: The sponsor provides an appropriate learning environment and support services.

This criterion refers to the physical elements of learning such as lighting, acoustics, seating, learning materials, visuals, personal assistance and staff support. Each educational activity should be made as convenient and comfortable as possible so that learning can occur.

SAA and CEU

You will notice that all of SAA's educational programs are designated with CEUs for your convenience in maintaining your professional record. The CEUs are also your assurance of the quality of continuing education you have come to associate with the Society of American Archivists. SAA considers these criteria as essential. It is SAA's commitment, as an authorized CEU sponsor, to continue building quality educational programs for your individual growth and the enhancement of the archives profession.



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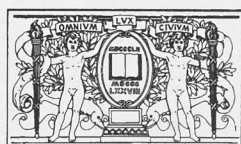
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From the Archivist of the United States

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the goals to which our requested budget increases are tied.

I hope you recall that earlier I invited input from SAA members into the review we are conducting of our strategic plan as required by the Government Performance and Results Act. Although I think we are moving in the right directions, I will welcome any suggestions you have for improvements, which you may send by mail or through this e-mail address: VISION@arch2.nara.gov. And you will have a formal opportunity to review our updated plan in draft.

I look forward to your continued consultation in reviewing our plan, and in carrying forward programs that can mean much to us all if Congress approves the wonderfully supportive budget that President Clinton has proposed. ❖

From the Executive Director

continued from page 6

Debbie and I will probe more deeply into a hotel's past, and we will ask pointed questions about their diversity policies. We will include SAA's policy regarding equal opportunity and nondiscrimination in every new contract. We will communicate to the hotel industry that the association community, especially SAA, takes diversity and civil rights very seriously. We expect the same from those with whom we do business.

I hope that you will join us in Denver this August. The staff and I look forward to giving you a warm welcome. We have a robust program, we have an ideal location, and we have a rare opportunity to turn this unfortunate situation around into a true stepping stone for SAA. There's nothing more powerful than discomfort to nudge us to another level. This is our moment to look at ourselves, our society—and grow. ❖



CALENDAR

April 10-11

"Putting Digital Information to Work: Knowledge Management and Information Policy" forum at the University of Maryland will explore policy issues associated with use of digital information. Dr. Tom Davenport, Dr. John C. Thomas, and Mr. Ian Wilson, Archivist of Canada. More information on the forum is available at www.clis.umd.edu/info/events/forum4-00.html.

April 13-15

Southern Archives Conference at the Radisson Hotel in Memphis, Tennessee, featuring workshops on copyright, privacy, and confidentiality as well as five different sessions.

April 16-19

"Museums and the Web 2000" conference in Minneapolis, Minnesota, addressing Web-related issues for museums, archives, libraries, and other cultural heritage institutions. For more information, visit www.archimuse.com/mw2000/.

April 28-29

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.

May 2-3

SAA workshop "Archival Cataloging as a Component of Description" in Chicago, IL. Registration Deadline: April 3, 2000. See page 11 for details.

May 3-4

SAA workshop "Encoded Archival Description" in Bellingham, WA. Registration Deadline: April 3, 2000. See page 11 for details.

May 3-5

The Conservation Center for Art and Historic Artifacts and the National Park Service Museum Management Program are cosponsoring a three-day conference on the management of architectural records at the Athenaeum of Philadelphia. The goal of this conference is to improve practices for preserving, managing, and providing access to documentation of our built heritage. Awards of up to \$500 will be made to defray travel, lodging, and registration costs for up to 20 individuals. To be eligible, individuals must work with architectural records that are available to the public in non-profit institutions with annual budgets

of \$250,000 or less. Complete conference information, including registration fees, deadlines and stipend application procedures are available at www.ccaha.org or by contacting: CCAHA, 264 South 23rd Street, Philadelphia, PA 19103; 215/545-0613; fax 215/735-9313; ccaaha@ccaaha.org.

May 4-6

"Hindsight, Foresight, and Insight" is the theme of the spring 2000 meeting of the Midwest Archives Conference (MAC) at the recently renovated W-Chicago Circle Centre (formerly the Midland Hotel), located in downtown Chicago. Sessions begin at 1:30 p.m. on May 4, followed by the opening plenary session with Francis X. Blouin, director of the Bentley Historical Library, University of Michigan. Many of the sessions will focus on the fundamental issues surrounding collection development, processing, reference, and outreach. Special events and tours will provide additional highlights. The opening reception will be held Thursday evening, May 4, at the Archdiocese of Chicago's Joseph Cardinal Bernardin Archives. Tours will include a variety of archival repositories as well as sites of cultural or historical interest. To complement the sessions offered at the conference, a variety of pre-conference workshops are planned. MAC workshops include the "Fundamentals of Acquisition and Appraisal," "Genealogy and Local History Research Methods for Archivists," and "Introduction to General Management Expectations." SAA is also sponsoring its "Archival Cataloging as a Component of Description" workshop during the conference. The complete program is available on the MAC web site at <http://www.midwestarchives.org/conferences.htm>. The registration fee is \$45 for members and \$55 for non-members, with additional charges for some tours and workshops. For further information contact: Julie Thomas, Chicago Historical Society, 312/642-5035, ext. 323, thomas@chicagohistory.org. Br. Michael Grace, S.J., Loyola University Chicago, 773/508-2660, mgrace1@luc.edu.

May 11-12

SAA workshop "Planning New and Remodeled Archival Facilities" in St. Louis, MO. Registration Deadline: April 3, 2000. See page 11 for details.

May 12-13

SAA workshop "The Administration of Photographic Collections" in Baltimore, MD. Registration Deadline: April 12, 2000. See page 11 for details.

May 18-20

Mid-Atlantic Regional Archives Conference (MARAC) spring meeting in New Brunswick, New Jersey. The program, "Managing Archives: Tales From the Basement," is an electrifying series of sessions and workshops devoted to issues they never taught you in school. The Friday evening reception will be held in memory of longtime MARAC member and preservation advocate, Susan Swartzburg, at Buccleuch Mansion. The centerpiece tour will be Ellis Island which is also the topic of our luncheon lecture. Attendees will also be treated to a walking tour of Rutgers University, a tour of historic Princeton University and its environs, the new New Jersey State Archives facility, a hike along the Delaware and Raritan Canal as well as opportunities to enjoy New Brunswick's thriving night-life. For any questions, comments or concerns please contact Local Arrangement co-chairs Stephen Dalina (dalina@rci.rutgers.edu) or Erika Gorder (gorder@rci.rutgers.edu), 732/932-7006.

June 8-13

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, D.C. 20006; 202/452-9545; fax 202/452-9328; InfoAIC@aol.com; <http://aic.stanford.edu/>.

June 19-24

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, 204/474-8243; fax 204/474-7577; Michael_Moosberger@umanitoba.ca.

July 23-August 4

14th annual Western Archives Institute will be held at the University of Redlands in Redlands, California. The intensive, two-week program is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those who have "expanding responsibility" for archival materials, those who are practicing archivists but have not received formal



instruction, and those who demonstrate a commitment to an archival career. The principal faculty member will be Helen R. Tibbo, associate dean of the School of Information and Library Science at the University of North Carolina at Chapel Hill. Joining Tibbo on the faculty will be distinguished working professionals knowledgeable in particular areas of archival practice. The program will feature site visits to major repositories, and a diverse curriculum, which includes development of the profession, manuscripts acquisition, reference and access, automation, arrangement and description, archives and the law, electronic records, preservation, outreach, are of photographs, appraisal, and records management. Tuition for the program is \$550 and includes a selection of archival publications. Housing and meal plans are available at additional cost. Enrollment is limited. **The application deadline is April 15, 2000.** For additional information and an application form, contact Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814; 916/653-7715; fax 916/653-7134; ArchivesWeb@ss.ca.gov.

August 28-September 3

64th annual meeting of the Society of American Archivists, Adam's Mark Hotel, 1550 Court Place, Denver, CO 80202; 303/893-3333. Hotel rates: \$95 single; \$105 double; \$115 triple; \$125 quad. Hotel information available at www.adamsmark.com/denver/index.htm. Visit the Host Committee Web site for the latest details and information on the conference at www.uwyo.edu/ahc/srma/saa2000.

September 21-26

XIV International Congress of Archives in Seville, Spain. "Archives of the New Millennium in the Information Society." For more information, contact the International Council of Archives, 60 rue des Francs Bourgeois, 75003, Paris, France; fax +33.1.42.72.20.65; van_albada_ica@csi.com

FUNDING

AIP Processing Grants Available for Physics, Astronomy and Geophysics Collections

The Center for History of Physics of the American Institute of Physics announces its 2000 program of Grants to Archives. The grants are intended to make accessible records, papers, and other primary sources which document the history of modern physics and allied fields such as astronomy, geophysics, and optics. Grants can be up to

\$10,000 each and can be used only to cover direct expenses connected with preserving, inventorying, arranging, describing, or cataloging appropriate collections. Expenses may include acid-free storage materials and staff salary/benefits but not overhead. The AIP History Center's mission is to help preserve and make known the history of modern physics and allied fields, and this grant program is intended to help support significant work to make original sources accessible to researchers. Preference will accordingly be given to medium size or larger projects for which the grant will be matched from other sources or by the parent organization. To apply send a letter of no more than three pages describing the nature and research significance of the collection(s), plan of work, and budget, along with preliminary inventory (if available) and staff vitae by July 1, 2000 to: Joe Anderson, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740; fax 301/209-0882; janderso@aip.org. The 2000 grants are funded by the Friends of the Center for History of Physics. For grant guidelines or for more information on the Center and its programs, check our Web site at www.aip.org/history/grntgde.htm, or call 301/209-3165. **Deadline for receipt of applications is July 1, 2000.** The program is offered annually as funds permit.

Brown University Research Fellowship Program

The John Nicholas Brown Center for the Study of American Civilization is now accepting applications for its Research Fellowship Program which supports scholarship (research and writing) in American topics. Areas of specialization include but are not restricted to history, the history of art and architecture, literature, religion, material culture studies, music, historic preservation and urban planning. 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: April 15th for residence between July and December; November 1st for**

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
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312/922-0140
fax 312/347-1452
tbrinati@archivists.org

residence between January and June. 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 a letter of recommendation. Send inquiries or mail application materials to: Joyce M. Botelho, Director, The John Nicholas Brown Center, Box 1880, Brown University, Providence, RI 02912; 401/272-0357; fax 401/272-1930; Joyce_Botelho@brown.edu.

Carl Albert Congressional Research and Studies Center Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its visiting scholars program, which provides financial assistance to researchers working at the center's archives. Awards of \$500-\$1,000 are normally granted as reimbursement for travel and lodging. The center's holdings include the papers of many former members of Congress, congressional leadership, national and Oklahoma politics, election campaigns, as well as government policy affecting agriculture, Native Americans, energy, foreign affairs, the environment, and the economy. Topics that can be studied include the Great Depression, flood control, soil conservation, and tribal affairs. At least one collection provides insight on women in American politics. Most materials date from the 1920s to the 1970s, although there is one nineteenth century collection. The Visiting Scholars Program is open to any applicant. Emphasis is given to those pursuing post-doctoral research in history, political science, and other



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

Midwest Archives Conference Scholarship

The Midwest Archives Conference (MAC) is soliciting applications for its annual MAC Scholarship for Minority Students in Archival Administration. The scholarship is designed to provide financial assistance to minority students pursuing graduate education in archival administration and to encourage ethnic diversification of the membership of the Midwest Archives Conference and of the archival profession as a whole. Two \$500 scholarships and one-year memberships to MAC will be awarded. In order to be eligible for a scholarship, the applicant must be a student of African, Asian, Hispanic, native American, or Pacific Islander descent, currently enrolled in, or accepted into, a graduate, multi-course program in archival administration listed in the *SAA Directory of Archival Education*, and must have a grade point average of at least 3.0 (on a 4.0 scale) in their academic program. Applicants are not required to be a resident of or to attend school in the Midwest region. Applications are available from the Minority Scholarship Committee Chair: Kathryn M. Neal, Curator, Givens Collection of African-American Literature Special Collections and Rare Books, University of Minnesota, 111 Andersen Library, 222 21st Avenue South, Minneapolis, MN 55455; 612/624-3855; nealx008@tc.umn.edu or the MAC Web site at www.uwm.edu:80/Library/arch/mac/gradstud.htm. **Applications must be postmarked by April 1, 2000.** Awards will be announced no later than June 1, 2000. The Midwest Archives Conference is one of the nation's largest regional archival organizations, drawing on a membership of more than 1,000 individuals and institutional members from its 12-state area.

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 work force, labor issues such as minimum wage/maximum hours, health care reform, National Institutes of Health, Civil Rights, crime, international affairs, FDR's New Deal and World War II. The visiting scholar's program is open to any applicant pursuing research in any of the areas related to issues addressed by Claude Pepper. **Application deadlines are April 15th and October 15th.** For additional information and an application form, contact: Grants Coordinator, Claude Pepper Center, 636 West Call Street, Tallahassee, FL 32306-1122; 850/644-9309; fax 850/644-9301; mlaughli@mailier.fsu.edu; <http://pepper.cpb.fsu.edu/library>.

The Recording Academy Grants

The National Academy of Recording Arts & Sciences, Inc., also known as the Recording Academy, awards grants to organizations and individuals to support efforts that advance: 1) archiving and preservation of the musical and recorded sound heritage of the Americas; 2) research and research implementation projects related to music teaching methodology in early childhood and the impact of music study on early childhood development; and 3) medical and occupational well being of music professionals. Priority is given to projects of national significance that achieve a broad reach and whose final results are accessible to the general public. Grant amounts generally range from \$10,000-\$20,000. For projects of particularly broad scope or importance applicants may request support in excess of the standard guidelines. The Recording Academy reserves the right to award each grant on a case-by-case basis. Grant requests may span a time period from twelve to twenty-four months. The grant application is available online at <http://www.GRAMMY.com/grantprogram>. Applicants must use the current grant application only.

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

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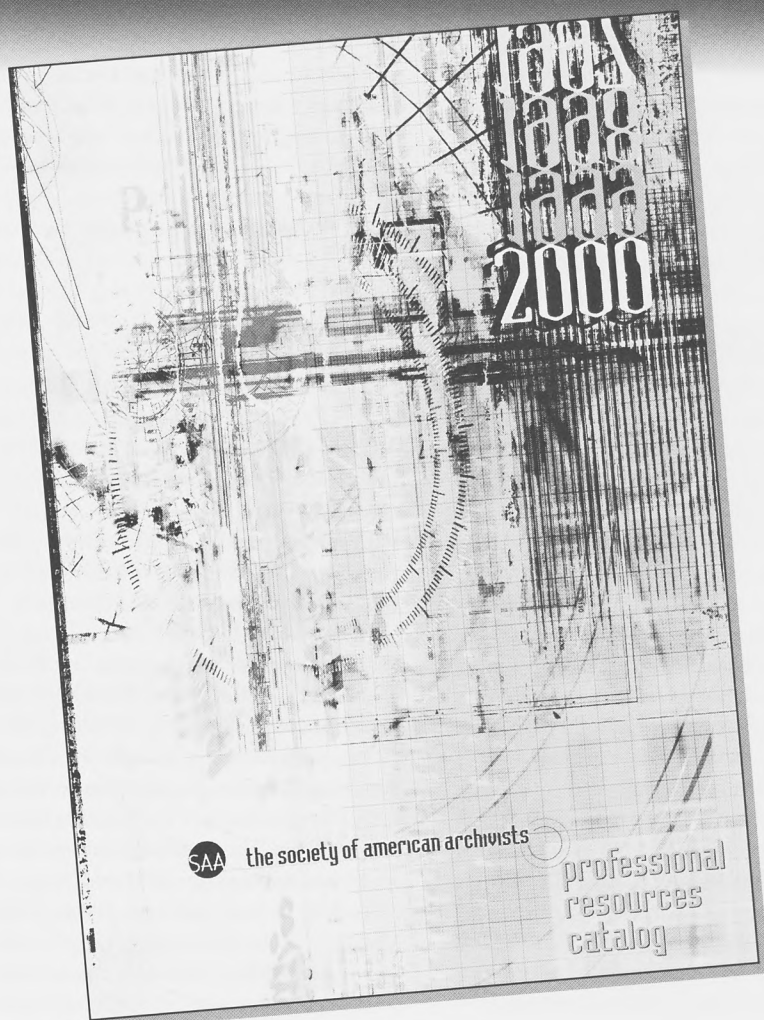
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travel grants and four \$250 research assistance grants in the current year. Preference will be given to projects relating to issues addressed by Morris K. Udall and Stewart L. Udall during their long careers of public service on environment, natural resources, Native American policy, conservation, nuclear energy, public policy theory and environmental conflict resolution.

Eligibility: The grants are open to scholars, students, and independent researchers. **Awards:** The \$1,000 research travel grants will be awarded as reimbursement for travel to and lodging expenses in Tucson, Arizona. These grants do not support travel to locations other than Tucson. The \$250 research assistance grants will be awarded to assist local researchers. **Application Procedures:** Applications will be accepted and reviewed throughout the year. Please mail a completed application form with three sets of the following materials: 1) a brief 2-4 page essay describing your research interests and specific goals of your proposed project; and 2) a 2-3 page brief vita. To request an application, contact: Roger Myers, University of Arizona Library, Special Collections, Room C206, P.O. Box 210055, Tucson, AZ 85721-0055; rmyers@library.arizona.edu.



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SAA 2000 Professional Resources Catalog

Now Available!

SAA members will soon receive by mail the recently published *SAA 2000 Professional Resources Catalog*. Information in the catalog is also available online at www.archivists.org/catalog. To name just a few exciting new titles:

- *Architectural Photoreproductions:
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by Eléonore Kissel & Erin Vigneau
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Options for Cultural and Educational Organizations*
by Diane M. Zorich
- *Basic Book Repair Methods*
by Abraham A. Schechter
- *The Management of Information from Archives,
2nd edition* by Michael Cook

For more information on pricing and availability, or to order,
please contact Troy Sturdivant at 312/922-0140 or via e-mail at tsturdivant@archivists.org.



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* or in one issue of the *SAA Employment Bulletin*, plus in the *Online Employment Bulletin* for one fee:

92¢ per word

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

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

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

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

*The Joint Archives of Holland
Hope College
Holland, Michigan*

Responsibilities: Under the direction of the Joint Archives of Holland Collection Archivist the successful candidate will be involved in processing archival collections, development of processing priorities, providing reference services to visitors, supervision of a student staff member, MARC and HTML cataloging, and other duties as assigned. The first three months of this appointment will be focused on completion of the Guy A. Vander Jagt collection, which opens to researchers in November 2000. **Qualifications:** Requires either an ALA-accredited M.L.S. or M.A. in history, with a specialized archival training component. Experience or course work with: archival processing, cataloging/MARC integrated format, electronic records, EAD/HTML, and reference services. Strong interpersonal and writing skills are required. Demonstrated knowledge of computer applications (Word, Access, Pagemaker) would be helpful and the ability to work independently and as part of a team is essential. Candidates should demonstrate an ability to combine excellence in archival skills with professional activity and should be committed to the character and goals of a liberal arts college with a Christian perspective. **Environment:** Hope College, a four-year liberal arts college affiliated with the Reformed Church in America, has an enrollment of 2,900 (2,750 FTE) students and is located five miles from Lake Michigan. The Joint Archives of Holland is a leading repository in an award-winning building. The archives also cares for and provides contractual archival services to the Holland Museum, Western Seminary, and others. The Joint Archives currently manages approximately 6,000 lf of materials. This is a terminal twelve-month position at the rank of visiting assistant professor and begins in August 2000. Salary for this position is \$25,000 and includes health insurance. **Application:** Send letter of application; curriculum vitae/resume; two writing samples (collection finding aid with MARC record); names, phone numbers, mail and e-mail addresses of three references to: Larry J. Wagenaar, Director, The Joint Archives of Holland, Hope College, P.O. Box 9000, Holland, Michigan 49422-9000. For more information call 616/395-7798 or e-mail Wagenaar@hope.edu. Consideration of

applications will begin April 17, 2000, and continue until the position is filled. Hope College complies with federal and state requirements for nondiscrimination in employment. Applications are strongly encouraged from women and minority persons.

ARCHIVIST

*Delta State University
Cleveland, Mississippi*

Delta State University invites applications from energetic, service-oriented individuals for the position of archivist. The archives has its own building and is administratively located within library services, which is composed of the W.B. Roberts Library, Audio Visual Center, Instructional Resources Center and Archives. The archives collects and provides access to manuscripts relating to Mississippi and its Delta region, archives and manuscripts relating to the university, has an active oral history program and sponsors an aggressive series of exhibitions and public programs. The three-year-old Charles W. Capps Archives and Museum Building has permanent and special exhibition galleries, meeting space, and appropriate archives storage, processing and use facilities. **Responsibilities:** Manage and develop an archival program encompassing both historical manuscript collections and university records. Duties include records solicitation, appraisal, accessioning, processing, preservation, description (including MARC cataloging) and reference. Assist faculty in developing strategies and selecting materials to facilitate the use of archival materials and exhibit programming in the instructional programs of the university. Conceive, research, and mount permanent and special exhibitions. Work collaboratively with on and off campus groups to develop public programs. Plan and implement a university records management program. Supervises staff member and student employees. Reports to director of library services. **Required:** ALA-accredited master's degree in archives, history or library science or equivalent with course work in archives theory and methodology; experience managing, providing reference service, and processing manuscript and archives collections; working knowledge of USMARC; familiarity with archives related use of WWW; excellent oral, written, and interpersonal communication skills with a strong service orientation. **Highly Desired:** Certification by the Academy of



Certified Archivists; knowledge of Mississippi and Delta history; knowledge and experience with principles and practices of records management, electronic records, EAD, exhibition of archival materials and historical objects, grants, oral history, imaging technology, outreach and public relations. Twelve-month position with faculty status and excellent fringe benefits. Salary from \$32,000, commensurate with qualifications. Applications will be reviewed beginning March 28, 2000. Send letter of application, resume, and the names, addresses, and telephone numbers of three professional references to: Terry S. Latour, Director of Library Services, W.B. Roberts Library, Delta State University, Cleveland, Mississippi 38733. An equal opportunity/affirmative action employer.

ARCHIVIST

*Minnetrista Cultural Center & Oakhurst Gardens
Muncie, Indiana*

Minnetrista Cultural Center & Oakhurst Gardens is seeking an experienced archivist who will manage and process archival collections and assist library patrons at Minnetrista Cultural Center. This position will actively collect archival and library materials from the East Central Indiana region. Set on 35 acres of beautiful gardens and grounds, Minnetrista Cultural Center & Oakhurst Gardens is an indoor/outdoor center offering a wide variety of exhibits, events and programs. Minnetrista and Oakhurst has been actively collecting archival material objects relating to the history and art of East Central Indiana since 1987. Archival materials include more than 3,600 photographs plus letters, diaries, business records, advertising materials and items that relate to the object collection. Particular strengths are Ball Brothers Manufacturing Company and Ball Corporation records. Responsibilities include the managing, processing and researching of archival collections. Providing research assistance and maintaining library collections. Maintaining information on copyrights and reproductions. Assisting in exhibit and program development, along with presenting programs to staff, volunteers and the public. The archivist will supervise the archives assistant and volunteers. Successful candidate must have a bachelor's degree in history, historical administration or library science with at least two years archival experience. A master's degree is preferred. Exceptional computer skills with knowledge

of the museum collections software program Argus is a plus. Competitive salary and benefits. Please mail cover letter, resume and three references, with daytime telephone numbers, to: Minnetrista Cultural Center, Terri Hutchison, Director of Human Resources, 1200 North Minnetrista Parkway, Muncie, Indiana 47303, THutchison@mcc.mccoak.org.

ARCHIVIST/REFERENCE-INSTRUCTION LIBRARIAN

*University of Wisconsin-Parkside
Kenosha, Wisconsin*

The University of Wisconsin-Parkside seeks an archivist/reference-instruction librarian to begin July 1, 2000. The successful candidate will coordinate the services and functions of the library's university archives and area research center and serve as campus records manager. As reference-instruction librarian, the candidate will provide reference service to users and serve as liaison to several faculty departments for purposes of library instruction and collection development. **Required:** Graduate library degree from ALA-accredited library school. Graduate level course work or extensive experience in archive administration. Complete position announcement and application appear at: <http://www.uwp.edu/admin/academic.affairs/openpositions.html>. Candidates are required to access this Web site and follow application instructions. The University of Wisconsin-Parkside is an AA/EEO employer and specifically invites minorities, women, Vietnam-era veterans and disabled persons to apply.

ASSISTANT ARCHIVIST

*Amherst College
Amherst, Massachusetts*

Amherst College, a private undergraduate liberal arts college for men and women, with 1,600 students and 165 faculty, invites applications for the position of assistant archivist at the Robert Frost Library. Located in western Massachusetts, Amherst participates with Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts in the Five College Consortium. Reporting to the archivist of the college and special collections coordinator, the candidate will participate in all aspects of the college archives and special collections operations. Position will have primary responsibility for providing reference services to collections, and for overseeing the records management component of the department, and will participate in the appraisal,

arrangement and description of collections, including electronic information resources.

Qualifications: Graduate degree or equivalent experience in an historical, library or related discipline or from a formal program of archival education required; minimum five years of post advanced degree experience in a professional archival position with increasing responsibility required, preferably in an academic setting; knowledge of current archival and records standards and practices required; and ACA certification desirable. Demonstrated experience with standard desktop software applications and network electronic resources required; related experience with MARC-AMC cataloguing, HTML, SGML and EAD coding and Web applications highly desirable. Candidate must possess strong interpersonal skills and service orientation; effective oral and written communication skills; and must have the ability to lift, move and shelf packed record storage boxes weighing up to 40 pounds. This is a full-time position with competitive salary and benefits. The anticipated start date is July 1, 2000. Candidates should submit a letter of application, curriculum vitae, and the names of three references to: Librarian of the College, Robert Frost Library, Amherst College, Box 5000, Amherst, Massachusetts, 01002-5000. Applications/resumes will be accepted until the position is filled. Amherst College is an equal opportunity/affirmative action employer and encourages women, minorities and disabled persons to apply.

ASSOCIATE LIBRARIAN/LIBRARIAN

*University of California, Berkeley
Berkeley, California*

\$47,268-\$61,848; Head, Technical Services, The Bancroft Library. A major leader in the university libraries, the head BTS will be responsible for rare books, special collections, and archival management: planning, implementing and evaluating operations, establishing policies and procedures, setting priorities for processing in collaboration with others, and supervising staff. Additionally, the head oversees the integration of digital technology into the library's traditional archival practices. For additional information see www.lib.berkeley.edu/LHRD/librec.html. **Deadline for Application: May 10, 2000. To Apply:** Send a cover letter, complete resume and names, addresses, phone numbers of three professional references to: Janice H. Dost, 447 Doe Library, University of California, Berkeley,



California 94720-6000; fax 510/642-8675.
The University of California is an equal
employment, affirmative action employer.

AUDIO PRESERVATIONIST

*Louis Armstrong House and Archives
Queens College/CUNY
Flushing, New York*

The Louis Armstrong Archives holds hundreds of rare or unique recordings, many of which were made by Louis Armstrong on his home audio equipment. The audio preservationist is responsible for the copying and cataloging of recordings in the collections of the Louis Armstrong Archives. **Duties Include:** (1) conduct preservation copying of reel-to-reel tapes, acetate discs, electrical transcription discs, and other such recordings following accepted archival practice; (2) identify unlabeled spoken word and musical recordings; (3) catalog and label materials following established procedures; (4) supervise student assistants, volunteers, or other personnel; (5) recommend the purchase of additional audio equipment; and (6) compose and/or process bid requests, purchase orders, payment requests or other paperwork required to acquire equipment. **Minimum Qualifications:** (1) previous professional experience working with analog reel-to-reel tape or acetate discs; (2) ability to type at least twenty words per minute; (3) ability to lift at least twenty-five pounds; (4) good interpersonal skills; and (5) excellent references. **Ranking Factors:** (1) Familiarity with traditional jazz repertoire; (2) degree or formal training in audio engineering; (3) active membership in professional societies such as AES, ARSC, or IAJRC; (4) professional experience with AACR2, MARC format, or other cataloging guidelines; (5) previous professional experience in a library or archives; and (6) references. This position will last for the duration of the preservation project, which is estimated to be two years. Competitive salary and full benefits. **To Apply:** Send c.v. and three letters of recommendation to: Michael Cogswell, Louis Armstrong House and Archives, Queens College, 65-30 Kissena Blvd., Flushing, New York 11367. All materials must be received by 5 p.m., March 29, 2000. The Research Foundation of the City University of New York is an equal opportunity/affirmative action/Americans with Disabilities Act employer.

CATALOGER

*State Historical Society of Iowa
Iowa City, Iowa*

The State Historical Society of Iowa is extending the search for a full-time cataloger position. This position will assist in an IMLS-funded grant project to process and disseminate SHSI's Iowa Labor Collection. The focus of the position will be the creation of original cataloging records for archival materials, although it will also involve some cataloging for print items. The cataloger will catalog and classify materials, and enter records into OCLC. The position will last 18 months, beginning April 3, 2000. Annual salary is \$32,500 plus benefits. **Minimum Qualifications:** M.L.S., with a B.A. in history; two years of professional experience with original cataloging in an archival setting; strong knowledge of AACR2r, APPM, MARC. Please submit cover letter and resume (with three professional references) to: State Historical Society of Iowa, Attention: Shaner Magalhaes, 402 Iowa Avenue, Iowa City, Iowa 52240. Deadline for receiving applications is March 24, 2000. SHSI is an AA/EEO employer.

CURATOR

*Louis Armstrong Archives
Queens College/CUNY
Flushing, New York*

The curator is responsible for the arrangement, preservation, description, and use of the materials in the collections of the Louis Armstrong Archives. These collections currently include the Louis Armstrong Collection (20,000 tape recordings, disc recordings, photographs, scrapbooks, manuscripts, ephemera, and other items from Louis Armstrong's personal collection) and three steadily growing collections of new acquisitions. **Duties:** (1) Arrange, preserve, and catalog materials in the collections of the Louis Armstrong Archives; (2) Assist researchers and visitors with the use of the collections; (3) Answer reference questions via e-mail, mail, fax, and telephone; (4) Negotiate and expedite publication, filming, and loan agreements; (5) Design and install exhibits; (6) Develop and present public programs; (7) Interview, train, hire, and supervise support staff; and (8) Other duties as assigned. **Qualifications:** (1) Bachelor's degree; (2) at least four years professional experience in a museum, library or archives; (3) familiarity with word processing and database software;

(4) ability to lift and move at least twenty-five pounds; (5) good interpersonal skills and (6) three letters of recommendation. Preferences will be given to candidates with (1) a degree in music; (2) knowledge of jazz history; (4) professional experience with AACR2, MARC format, or other cataloging formats; and (5) previous experience with Microsoft Word and Microsoft Access. This is a full-time position (35 hours per week) including occasional evening or weekend hours. Salary range is from \$40,000 to \$44,400 depending upon qualifications. Full benefits. **To Apply:** Send c.v. and three letters of recommendation to: Michael Cogswell, Louis Armstrong House and Archives, Queens College, 65-30 Kissena Blvd., Flushing, New York 11367. All materials must be received by 5 p.m., March 29, 2000. The Research Foundation of the City University of New York is an equal opportunity/affirmative action/Americans with Disabilities Act employer.

DIRECTOR

*George Bush Library
College Station, Texas*

The National Archives and Records Administration (NARA) invites nominations and applications for the position of director of the George Bush Library and Museum. Activities include expanding archival collections, creating rich and diverse educational and museum programs, integrating library activities with state and local programs, and developing a broad array of public programs through private partnerships which will enhance the growth and position of the library as a center of public scholarship and service. Dedicated in 1997, the George Bush Library is located in College Station, Texas on the campus of the Texas A&M University, and is one of ten presidential libraries operated by NARA. Many library programs are funded in whole or in part by the George Bush Presidential Library Foundation. Leading candidates will have extensive experience directing a historical, archival, cultural, philanthropic, or governmental institution; an abiding interest and understanding of the historical, political, social, and economic issues from the Cold War to the present; demonstrated success in developing and sustaining partnership ventures in support of the institutions and programs they have served; and skill in creatively broadening and serving their constituencies. The successful



candidate should have imagination and vision, solid leadership experience, outstanding communications skills, and the ability to develop and manage financial resources. This is a Noncareer Senior Executive Service appointment within the federal government with a salary range of \$113,400-\$130,200 depending on experience. Detailed information about NARA and Presidential Libraries is available at www.nara.gov. Nominations should be forwarded as soon as possible. We will accept applications until a candidate is selected. Nominations, inquiries, and applications should be addressed to: Office of Presidential Libraries, National Archives at College Park, 8601 Adelphi Road, Room, 2200, College Park, Maryland 20740-6001 or fax 301/713-6045.

FACULTY POSITION

*Dominican University
River Forest, Illinois*

The Graduate School of Library and Information Science at Dominican University invites applications for a newly configured, full-time faculty position addressing the intersection of public policy, legal issues, archival theory and practice, and the use of records in all formats. The selected candidate will teach in such areas as policy development, archives, record management, legal aspects of information delivery and use, and one of the core courses in the area of library and information studies. Preference will be given to candidates with a Ph.D. in such areas as library and information studies, history, archives and policy studies. Candidates with an advanced law degree and related experience are also invited to apply. A master's degree from an ALA-accredited program is a strong plus but not required. Excellent teaching, communication and interpersonal skills are essential. Dominican University is a Carnegie Master's I comprehensive institution with four schools: the Rosary College of Arts and Sciences, the Graduate School of Library and Information Science, the School of Business and the School of Education. The college is located in a beautifully wooded suburb near Chicago with easy access to this major city. Salaries are competitive, benefits include participation in TIAA/CREF, employer-funded health insurance, and tuition exchange programs. Review of applications will begin immediately and continue until the position are filled. Send curriculum vitae, three letters of references and evaluations of prior teach-

ing, if available, to: Prudence W. Dalrymple, Dean, Graduate School of Library and Information Science, Dominican University, 7900 West Division Street, River Forest, Illinois 60305, pdalrymple@email.dom.edu. Dominican University is an equal opportunity employer and especially invites applications from minority candidates.

INFORMATION SPECIALIST

*Experience Music Project
Seattle, Washington*

Essential Duties and Responsibilities: Serve as liaison between the collections/curatorial department and the technology group communicating the museum's information technology needs and participating in the development of museum information resources including the collections database, library circulation system, the exhibits module, the "Electric Library" and other related systems. Define and manage implementation of enhancements to these databases in support of collections documentation efforts, Web site and exhibition development, and other projects as defined. Provide information services to museum staff, consultants, and researchers; provide instruction in the use of the museum's information resources. Assist with development of a reference collection of information resources in multiple formats that supports the interests and activities of EMP. Document the museum's collections. Participate in development of processing and documentation standards, including development of a faceted subject thesaurus. Research artifacts and create full-level cataloging records to support exhibit and Web development. Provide management for EMP's non-artifact related assets through the asset management system. Develop data entry standards day-to-day, asset management process and procedures, and provide integrated information services for assets and collections-based data. Train assistants, interns, and volunteers; assist in the selection of unit staff and volunteers. Provide day-to-day direction and leadership to asset management staff. **Qualifications:** A graduate degree or specialized certificate in library and information science or museum studies and at least three years of professional-level experience in providing intellectual access to museum, library or archival collections. Thorough knowledge of cataloging, indexing, and documentation standards, as well as current and emerging information retrieval standards. Experience with database

systems and automated search and retrieval techniques. Familiarity with the concepts of database design. Understanding of the concepts of vocabulary control and thesaurus construction. Experience with evaluation of systems requirements and ability to document system needs for technology staff as well as end users. Experience with providing access to and metadata about audio, video and multimedia materials. Excellent oral and written skills. Supervisory experience. Self-starter, superior time management and organizational skills. Ability to follow through with assigned projects. No phone calls, please. Send e-mail to: jobs@experience.org

MEDIA ARCHIVES ASSISTANT

*Experience Music Project
Seattle, Washington*

Essential Duties and Responsibilities:

Accession, process and provide metadata for new EMP assets. Provide access to asset holdings and customer service assistance for EMP staff. Assist in providing collections management support for audio, video and multimedia collection holdings and assets. Help provide consistent and integrated thesaurus terminology between assets and collection artifacts; assist in developing and maintaining local authority files. Compile and produce periodic inventories, summaries and other reports. Provide end-user training for EMP staff. **Qualifications:** Experience in an archive, library, media center museum or other information management environment. Strong computer skills, including familiarity with spreadsheet and database designs and applications. Knowledge of audio, video and data storage media, and digital multimedia file formats required. Ability to accurately document procedures and technical processes. Ability to work independently with strong attention to detail. Knowledge of Telescope digital archive system preferred. Familiarity with digital media processing tools such as FlashPix, Debabelizer, Picture Publisher, SoundForge, etc. helpful. Experience with or knowledge of cataloging rules and authority files desirable. Working knowledge of emerging digital library standards preferred; demonstrated ability to learn new technologies and stay current. Technical knowledge of audio and video preservation a plus. No phone calls, please. Send e-mail to: jobs@experience.org



PROJECT ARCHIVISTS (Two Positions)

State of Michigan
Lansing, Michigan

On May 1, 2000, the State of Michigan will begin a two-year pilot project to test Records Management Application (RMA) software. RMAs are designed to classify and automatically implement retention requirements for electronic records, such as e-mail, word processed documents and spreadsheets. This project will evaluate if the software works efficiently and effectively. Project staff will analyze the affect the software has on business processes, as well as on the pilot user group. They will use the software to identify and design a preservation plan for archival records created by the pilot user group. They will also evaluate whether the software can be beneficial to all state agencies. The project archivists will participate in all phases of the project. Including customizing the software, training the pilot user group, analyzing the effects of the software, and testing features of the software. They will apply a variety of skills, including records management, electronic records preservation, communication, business process analysis, and new technology implementation. RMA technology is expected to dominate the records management and archival professions in the future, and this project is a tremendous opportunity for someone to gain marketable experience.

Requirements include: Four-year college degree; training in archival and records management principles; training and/or work experience with electronic records management and preservation. **Salary Range:** \$37,500-\$45,000. Send resumes and cover letter to: Jim Kinsella, Director, Records and Forms Management Division, Department of Management and Budget, P. O. Box 30026, Lansing, Michigan 48909; fax 517/335-9418; phone 517/335-9130; kinsellaj@state.mi.us.

SENIOR CATALOGING LIBRARIAN

Experience Music Project
Seattle, Washington

Essential Duties and Responsibilities: Oversee EMP cataloging efforts by creating useful descriptive metadata, such as artifact catalog records, standardized access records, finding aids and collection and information resource guides. Provide verified access points such as subject, genre, and name headings and records. Review, update and implement policies and procedures to ensure successful

documentation and access to published and unpublished collections and information resources. Oversee "Electric Library" cataloging and provide research and documentation for selected collection artifacts. Help in development of appropriate cataloging guidelines for this project, identification and implementation of appropriate database system enhancements, and other activities to support successful artifact cataloging. House and track artifacts; assist with development and evaluation of preservation policies and procedures. Organize, document and maintain archival collections. Oversee the EMP library staff and assist in developing EMP reference collection; provide reference services to EMP staff. Contribute research, writing and content development to EMP web site, exhibits and other on-line production projects. Assist with exhibit development by conducting research, cataloging, tracking and preparing guides and finding aids. Assist in preparation of written policy and procedure manuals, long-range planning and budgeting. Train and supervise staff, interns and volunteers. **Qualifications:** A graduate degree or specialized certificate in library and information science or museum studies and at least three years of professional-level experience in providing intellectual access to museum, library or archival collections. Thorough knowledge of cataloging, indexing and documentation standards, as well as current and emerging information retrieval standards. Experience with database systems and automated search and retrieval techniques. Understanding of the concepts of vocabulary control and thesaurus construction. Experience with developing access policies and procedures for artifacts, reference materials and electronic resources. Experience with processing of archival and unpublished collections preferred. Excellent oral and written skills. At least two years of supervisory experience. Self-starter; superior time management and organizational skills. Ability to follow through with assigned projects. No phone calls, please. Send e-mail to: jobs@experience.org.

SOURCE CODE ARCHIVIST

Product Release Operations
Microsoft Corporation
Redmond, Washington

Are you looking for an interesting, unique and challenging opportunity? We have got one for you! As a Microsoft source code archivist you will provide for the collection,

storage and retrieval of MS source code and related intellectual property. The position will ensure that the source code archives collection is complete, reliable and secure and that the cataloging, processing and retrieval of information is effectively implemented, providing the highest level of customer service.

Responsibilities: Communicate with product groups to establish requirement, identify and collect information. Verify that submissions are complete based on source code checklist and previous product submittals. Assist legal and tax groups and insures effective delivery of requested information. Ensure that work flow is being accomplished in an effective and timely manner. Maintain source code archives database to insure currency and accuracy of information. Report statistics and program metrics. **Requirements:** Minimum of five years of work experience in the administration of a digital library or software collection. ALA-accredited master's degree in library or information science or ACA certification required. Second master's degree in informatics, information systems, computer science, operations science, or related field desired. Work experience in archives, records management, or special library environments desired. Ability to independently interact with customers at staff through senior management levels. In depth understanding of software, computer and related industries required. Familiarity with library integrated systems, principles and processes is required. Comprehensive working knowledge of Microsoft operating systems and productivity applications including Win98, Win2000, Outlook, Internet Explorer, Word, Excel, PowerPoint, Access, MS Project, etc. Experience with process analysis and design preferred. Experience with SQL Server database applications preferred. Web publishing skills and experience with Web development tools, Visual InterDev and/or FrontPage a plus. Microsoft offers a competitive salary and excellent benefits. The position will be located in Redmond, Washington. E-mail your resume in ASCII text format to: opsjobs@microsoft.com. Indicate Dept. N4n6d-0223 and contact information within the text of your resume. We are an equal opportunity employer and support workplace diversity.

SPECIAL COLLECTIONS AND ARCHIVES LIBRARIAN

Southeast Missouri State University
Cape Girardeau, Missouri

Responsibilities: Establish, organize, administer, develop, catalog and promote Kent



Library's special collections and archives including one of the largest William Faulkner collections in the U.S. Develop and propose written policies and procedures. Work cooperatively with the Center for Regional History, the Center for Faulkner Studies, and the Historic Preservation Program. Prepare exhibits and special

programs. Pursue grant funding. Supervise one graduate assistant and a varying number of student assistants. Participate in general collection development program. Develop active working relationships with colleagues, administrators, staff, patrons, and donors.

Required Qualifications: ALA-accredited M.L.S. Coursework in archives and preservation.

Relevant work experience in an academic library. Excellent interpersonal and communications skills. Demonstrated initiative. Commitment to high quality service. Demonstrated commitment to the teacher/scholar model, public and university service, and a culturally diverse learning environment. Ability to work well as a member of a group as well as individually in a demanding and rapidly-changing environment. **Preferred Qualifications:** Second

master's or doctoral degree. Experience in teaching. Experience in organizing and cataloging special collections and archival materials.

Setting: Southeast Missouri State University (<http://www.semo.edu>) is a comprehensive student-centered university of five colleges and two schools offering more than 120 academic programs. Campus is located in the heart of Cape Girardeau, a Mississippi River town of about 40,000, located on Interstate 55 between St. Louis and Memphis. Student enrollment is 8,500 with a student/faculty ratio of 18:1. Library collections include over 400,000 bound cataloged volumes and current subscriptions to approximately 2,500 periodicals. Staff includes 14 library faculty, 6 professional staff, and 22 clerical positions. This position presents an unusual opportunity to organize and promote significant special and archival collections. Kent Library has recently added positions, initiated restructuring of library staff into departments, led development of a 12.3 million dollar renovation plan, established a library strategic plan, and increased support for the development of services and collections. While currently using NOTIS, Kent Library is one of 49 academic libraries in Missouri which have formed a consortium to purchase and implement a common library platform from Innovative Interfaces with all installations to be complete within the next three

years. **Salary Range:** Minimum \$30,000, depending on qualifications and experience. 10-month tenure track faculty appointment with additional summer contract usually available. Must meet established criteria, including a second masters or doctoral degree, for promotion and tenure. Tuition remission part of benefit package. **Applications:** Applications received by April 15, 2000, will receive first consideration. Preferred starting date July 1, 2000. Position will remain open until filled. Send letter of application, resume, transcripts and names, addresses, phone numbers, and email addresses of three references to: Chair, Special Collections and Archives Librarian Screening Committee, Kent Library - MS 4600, Southeast Missouri State University, One University Plaza, Cape Girardeau, Missouri 63701. An equal opportunity/M-F/affirmative action employer.

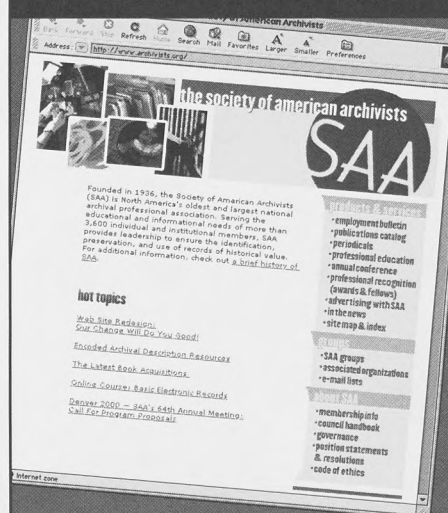
SUPERVISOR ARCHIVIST

*United Parcel Service
Atlanta, Georgia*

Skills Needed: Educational background and working experience in two or more of the following: library science, archive management, writing, English, journalism or communications. Ability to evaluate and assess values of materials collected for archiving. Track developments in the company and maintain an effective collection process. Good oral and written presentation skills are necessary, along with organizational skills and the ability to interface with all levels of management. The individual must be able to work with a new computer system that has scanning and indexing capabilities. Must keep abreast of current changes in the archives industry and adapt those that are feasible.

Job Description: Assess and process all new collections in addition to researching and writing materials for internal publications. Individuals will process requests for information from employees and approved outside sources. The individual will give presentations at various meetings/orientations. The individual will determine and implement preservation needs on all media. Will serve on the records management committee for archival retention. Please forward resume with cover letter and salary history to: United Parcel Service, Human Resources, Attention: WSA/Recruiter, Position #REQ 11145-Arc.Spr (SAA), 55 Glanlake Parkway, Building #3, Floor #3, Atlanta, Georgia 30328; fax 404/828-6440.

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THE SOCIETY of
AMERICAN ARCHIVISTS

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A How-To-Do-It Manual

Creating a Virtual Library

Edited by *Frederick Stielow*

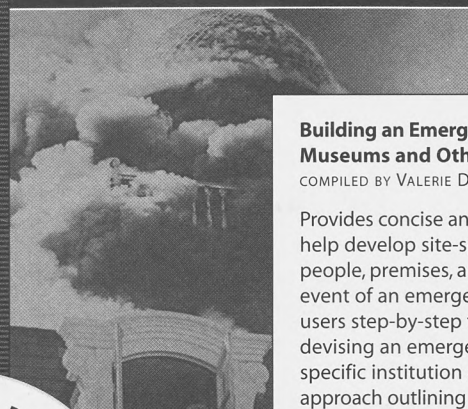
**Creating a Virtual Library:
A How-To-Do-It Manual**
EDITED BY FREDERICK STIELOW

Enable your library and archives to take control of its own Web site expansion. This how-to manual provides clear instructions for mounting a relatively advanced virtual library within a short period of time, for low costs, and even with an initially undertrained staff.

Neal-Schuman Publishers, Inc. (1999)
Nonmembers \$55 / **SAA members \$50**
Product Code 387

Building an Emergency Plan

A Guide for Museums
and Other Cultural Institutions



**Building an Emergency Plan: A Guide for
Museums and Other Cultural Institutions**

COMPILED BY VALERIE DORGE AND SHARON JONES

Provides concise and practical information to help develop site-specific plans to protect people, premises, and collections in the event of an emergency. This guide takes users step-by-step through the process of devising an emergency plan tailored to a specific institution and advocates a team approach outlining the major responsibilities.

Getty Conservation Institute (1999) 280 pp., soft cover
Nonmembers \$50 / **SAA members \$45** Product Code 386



AMERICAN ASSOCIATION OF MUSEUMS

A MUSEUM GUIDE TO COPYRIGHT and TRADEMARK

**A Museum Guide to
Copyright and Trademark**

BY THE
AMERICAN ASSOCIATION OF MUSEUMS

This guide introduces the legal regimes of copyright and trademark in a museum context and offers museums a series of best practices for identifying and administering intellectual property. Topics discussed include copyright law, trademark law, the World Wide Web, and licensing.

American Association of Museums (1999)
226 pp., soft cover
Nonmembers \$30 / **SAA members \$24**
Product Code 385

Progress in Visual Information Access and Retrieval

Beth Sandore
Issue Editor

**Progress in Visual
Information
Access and Retrieval**
BETH SANDORE

This issue of *Library Trends* (48:2) provides an excellent perspective on the development of visual information retrieval and access tools. The scope is limited to the analysis and retrieval of bit-mapped or raster images and video but does not include work with vector graphics.

University of Illinois Graduate School of
Library & Information Science (1999)
270 pp., soft cover
Nonmembers \$27 / **SAA members \$20**
Product Code 388