

NEWSLETTER  
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SAA

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# archival outlook



**“Saddle Up”: Denver Conference Preview  
SAA 2000 Election Results**

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*Photographs on front and back cover courtesy of the Denver Public Library.*

# archival outlook

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## Denver Offers Something for Everyone

When the Society of American Archivists meets in Denver this year on August 28th through September 3rd, I will be attending my 30th annual meeting in a row! Therefore, I feel quite confident in asserting that SAA's annual meetings are educational, professionally stimulating, fun and enjoyable, and important to the development of one's career as an archivist. This year's meeting will be all of these things, and just a little bit more.

Every year, there are outstanding speakers, provocative sessions, and informative workshops. Some leave us smarter and more knowledgeable about particular challenges of our own jobs; others enrich our understanding of the role that the archival record plays in maintaining the human heritage; while others convey a stimulating image of future developments. A plenary session focusing on diversity in the workplace and our profession will strengthen both our organizational and our individual abilities.

Featured speakers at opening and closing plenary sessions will include David Levy and Anne Thurston. Dr. Levy, a research scientist at Xerox PARC for fifteen years, combines creative inquiries about the nature of digital documents with an anthropologist's knowledge of the historical role of written records. His presentation on Thursday morning, August 31—"The Object in Question: Searching for the Elusive Digital Document"—will intrigue and enlighten. Anne Thurston's presentation on Saturday afternoon will also address the effects of the digital age, but in a very different way. Dr. Thurston is the founder and executive director of the International Records Management Trust (IRMT). Based in London, IRMT has focused its attention on assisting archival programs in Africa and Asia to address the challenges of modern recordkeeping. Her presentation will deepen our understanding of the archival endeavor worldwide.

Increasingly, SAA meetings are also germane to the interests of those working in other types of cultural repositories as we all interact in serving a changing and expanding user community. The Program Committee, chaired by Jackie Dooley, has designed a program that is inclusive in scope, and everyone is invited (see page 6).

Also essential are the meetings of sections and roundtables, in which archivists with common interests and responsibilities share information and

plan collaborative activities, as well as the meetings of committees and task forces which develop and coordinate SAA procedures and practice.

As SAA president, I am particularly pleased to have the opportunity to host a breakfast for new attendees on Thursday morning, August 31. During my initial years in the profession, annual meetings were particularly important in defining my professional interests and goals. The experience of these formal activities is additionally enhanced by informal meetings, casual interactions, and social gatherings in which long-time associations are renewed and new friendships established. We will also gather to recognize and honor exemplary achievements by our colleagues at an awards ceremony on Thursday evening.

Corporations and organizations exhibiting at SAA are an increasingly important component of our meetings. The International Archives and Information Technology Exposition on Thursday and Friday will feature the latest products and services. Corporate and institutional sponsorships are critical to our ability to produce outstanding meetings at competitive costs, and we sincerely appreciate their generous support. This year these events will take place in downtown Denver, an urban metropolis with a frontier style, resting in the heart of the Rocky Mountains. The tours and special activities planned by the Host Committee, chaired by Steve Fisher and Joan Howard, are almost worth the trip just by themselves.

In concluding this invitation to Denver, I want to call your attention to two special events. The opening reception on Friday evening, September 1st, is at the Denver Public Library, an architecturally striking and exquisitely finished building designed by Michael Graves. For this event, the building will be closed to the public, allowing us to hold the reception in the main lobby with access to the special collections and exhibition floors above. All attendees are invited to this opening without special costs. The closing reception and dance on Saturday night will include the music of the Les Izmore blues quintet. The band will provide a panorama of country, folk, rockabilly, and Chicago blues styles, and is led by our very own Rob Spindler, university archivist at Arizona State and a talented musician. A corporate sponsorship makes this an inexpensive wrap-up to a great meeting.

I hope to see everyone in Denver. ♦

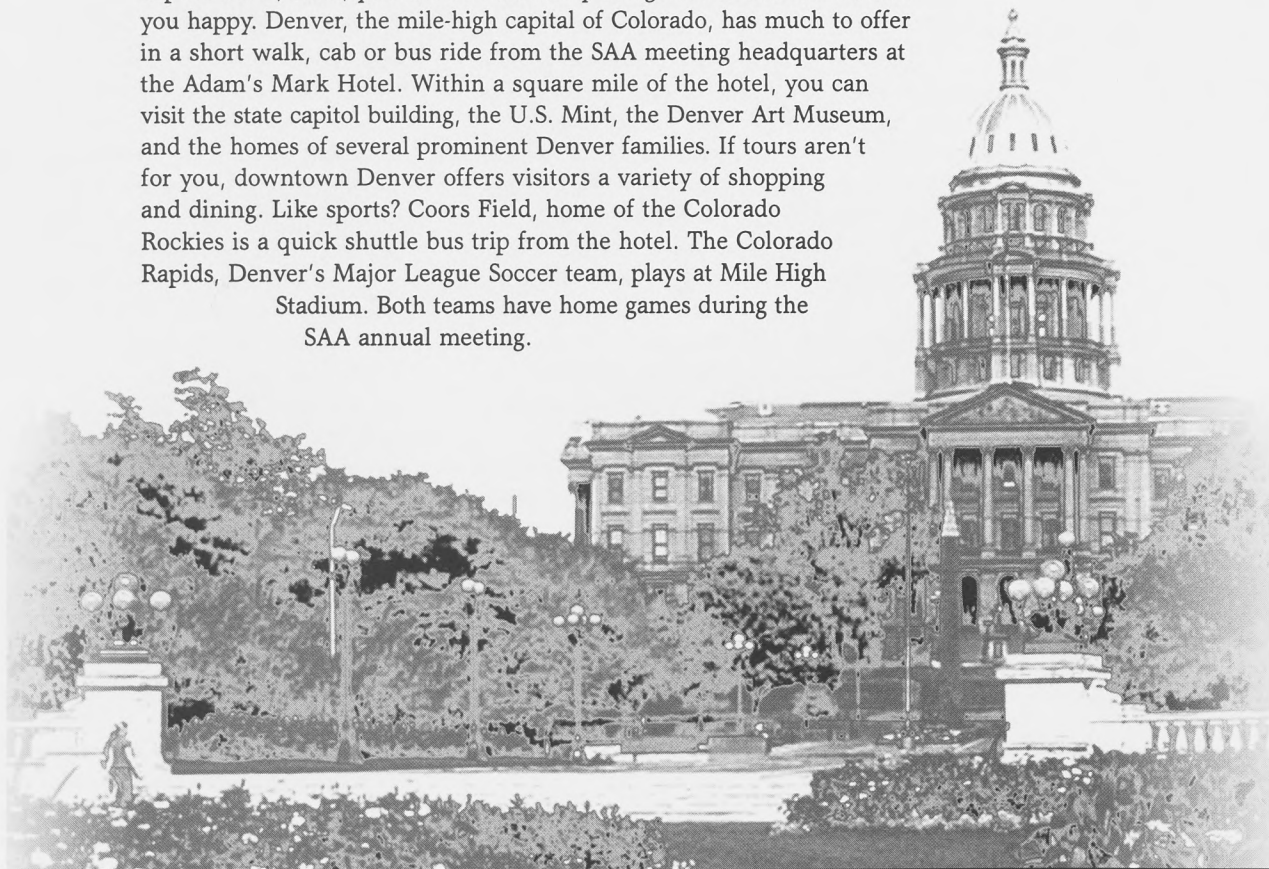


# CAPITAL VENTURES

DENVER WELCOMES SAA ANNUAL CONFERENCE IN AUGUST

BY LYNN SMITH, LOCAL ARRANGEMENTS COMMITTEE

In 1909 Mayor Robert Speer described Denver as a place that gives health, wealth, and happiness. Although the Local Arrangements Committee cannot guarantee health, we can tell you that Denver was chosen the "fittest city in the nation" by *Women's Sports & Fitness* magazine in their March 2000 issue. For wealth, you'll have to take a trip to the casinos at Black Hawk and Central City to test your luck. When you visit Denver for SAA's 64th annual meeting, August 28-September 3, 2000, you should find many things to see and do to make you happy. Denver, the mile-high capital of Colorado, has much to offer in a short walk, cab or bus ride from the SAA meeting headquarters at the Adam's Mark Hotel. Within a square mile of the hotel, you can visit the state capitol building, the U.S. Mint, the Denver Art Museum, and the homes of several prominent Denver families. If tours aren't for you, downtown Denver offers visitors a variety of shopping and dining. Like sports? Coors Field, home of the Colorado Rockies is a quick shuttle bus trip from the hotel. The Colorado Rapids, Denver's Major League Soccer team, plays at Mile High Stadium. Both teams have home games during the SAA annual meeting.





Just four blocks from the hotel is the state capitol. Construction of the capitol building took over 22 years. It resembles the design of the Capitol in Washington, D.C., and cost roughly three million dollars to build, including the gold-gilded dome. Soon after the original 200 ounces of gold were placed on the dome a few local residents actually panned for the gold in the building's rain gutters after storms. The dome was regilded in 1991. A popular stop as you ascend the granite steps to the front doors is the step marked "One Mile Above Sea Level." In 1969 a more accurate measurement taken by engineering students from Colorado State University found the true mile mark to be three steps higher. The capitol offers free tours weekdays and Saturdays.

A different four-block walk takes you to the U.S. Mint where over 10 billion coins are made annually. Like the capitol, the mint offers free tours on weekdays, but alas, no free samples. The Denver Art Museum, five blocks from the Adam's Mark, is home to over 40,000 works of art including a wonderful Western art collection. There is an admission fee and guided tours are available. If you enjoy historic homes, stroll down to the Byers-Evans House, one block from the Denver Art Museum. This exquisite home was built by *Rocky Mountain News* founder, William Byers in 1883. Six years later he sold it to William Gray Evans, son of Territorial Governor John Evans, and long-time president of the Denver Tramway Company. Adjacent to the Byers-Evans House is the Denver History Museum. They are open daily except Mondays.

The home of Margaret Tobin Brown, better known as the "Unsinkable Molly" Brown, is a popular Denver attraction only three blocks from the Capitol. In 1894 James Joseph Brown bought the four-year old house for \$30,000. The title was transferred to Margaret in 1898 because of his failing health. It remained in her possession until her death in 1932. At that time, the home was appraised at just \$6,000. Over the years the house fell into disrepair. A group of concerned neighbors, recognizing the home's historic significance, founded Historic Denver, Inc. Through their grass roots efforts and fundraisers, they purchased the Brown home in 1971 for \$80,000. Over the next decade fundraising continued and Historic Denver, Inc. restored the Molly Brown House to its magnificent turn-of-the-century opulence. Guided tours of the Molly Brown House are available daily for a nominal fee.

If shopping is what brings you happiness, then the 16th Street Mall, right outside the doors of the Adam's Mark, is one place to explore. This open-air pedestrian mall offers a variety of shops. A block from the hotel is the year-old Denver Pavilions, a shopping and dining complex. Further down the mall are The Shops at Tabor Center, the original hub of the 16th Street Mall when it opened in 1984. A ten-block shuttle ride from the hotel off 15th and Larimer Streets is a section of Denver that has maintained its 19th-century character. Known as Larimer Square, this district is listed on the National Register of Historic Places. This is but a sample of what awaits you in Denver. More information about these and other places will be available at the hospitality desk during SAA's 64th annual conference in August. ♦



Left: The Denver State Capitol.  
Photo courtesy of Tim Hawkins.

Right: Margaret Tobin Brown (the "Unsinkable Molly") presenting a loving cup from Titanic survivors to Captain A. H. Rostron of the rescue ship *Carpathia*, May 29, 1912. Courtesy of the Colorado Historical Society (photograph no. F-31, 011).

# PIONEERING ENDEAVORS: DENVER CONFERENCE OFFERS ABUNDANCE OF EDUCATIONAL SESSIONS

BY JACKIE M. DOOLEY, SAA 2000 PROGRAM COMMITTEE CHAIR, UNIVERSITY OF CALIFORNIA AT IRVINE

The 2000 Program Committee has found its work both a pleasure and a frustration ... a pleasure because we had so many excellent session to proposals to choose from, and a frustration because there were more than we could possibly accommodate! Nearly half of the sessions submitted were sponsored by one or more SAA sections, roundtables, or committees, and I am happy to tell you that we accepted nearly all of these; the Program Committee considers the endorsement of SAA units a significant factor in evaluating a proposal. We have worked hard to craft an overall program that represents the diverse interests, expertise, and needs of archival professionals, and it is a pleasure to introduce you to some of its strengths.

Denver, with its vibrant and historic downtown area, is going to be a wonderful city in which to hold our annual meeting, and its location in the West served as the inspiration for a strong group of geographically-oriented sessions. Topics include the burgeoning cable industry (which began in Denver), the infamous 1864 Sand Creek Massacre of Native Americans, Arizona's environmental history, a pair of important Colorado projects to digitize visual collections, the growing significance of Native American tribal archives, and documenting the aftermath of a tragedy within the context of the April 1999 shootings at nearby Columbine High School.

At another end of the geographic spectrum, a variety of sessions will address issues of international interest. Topics include documentation of population diasporas, international perspectives on copyright issues, cultural challenges faced by archivists involved in international exchanges, the Ford Motor Company's work to investigate controversies in its own corporate history during World

War II, and new directions for the International Council on Archives (ICA) and its regional branches.

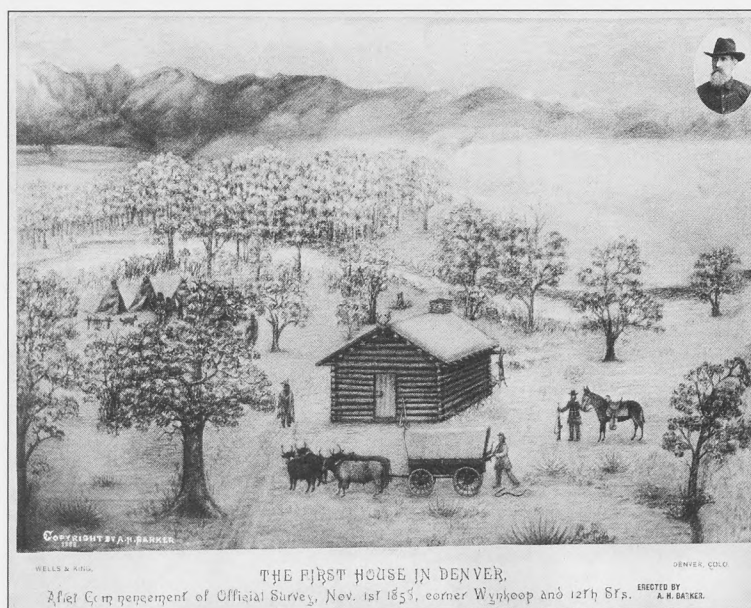
Sessions exploring the implications of new technologies will abound. Topics to be addressed this year include data warehousing, bringing archival perspectives to the creation of digital libraries, building electronic recordkeeping into the information technology environment, and the preservation of authentic electronic records.

The increasing pervasiveness of Encoded Archival Description (EAD) in archival information systems is reflected in several sessions. The use of EAD data as a testbed will be explored by researchers in two separate sessions on the online searching habits of users of archives. In a management-oriented session, members of a consortium will report on the advantages of a shared implementation of EAD. And in a session centered on descriptive standards, EAD's role relative to ISAD(G), MARC, and other standards will be explored.

Several workshops will help attendees acquire or brush up on some basic but essential skills. Two workshops on introductory records management topics are being offered as part of SAA's reciprocal exchange of professional expertise with ARMA. A very basic workshop introducing the use of Microsoft Access for archival applications is also being presented. The Program Committee hopes that such offerings will help meet the needs of archivists who have expressed a need for basic training within the context of the annual meeting.

As we all launch ourselves into a new century, a number of sessions will look back at aspects of archival history. NARA's 30 years of experience with electronic records will be reviewed and evaluated, and a current controversy regarding the role of state archives will be explored from a historical perspective.

The 2000 Program Committee looks forward to welcoming you all to Denver in August, and we sincerely hope that you will find the program a rewarding one. ♦



"The First House in Denver," courtesy of the Denver Public Library.



# PRECONFERENCE WORKSHOPS

SAA will offer the following continuing education workshops at its 64th annual meeting at the Adam's Mark Hotel in Denver, CO, August 28-September 3, 2000.

## Planning New and Remodeled Archival Facilities

THOMAS P. WILSTED - AUGUST 28-29  
FEE \$342; SAA MEMBERS \$269; CEU 1.5

## Assessing and Establishing Photographic and Digital Copying Services

TIM HAWKINS - AUGUST 28-29  
FEE \$342; SAA MEMBERS \$269; CEU 1.5

## Hazcom for Archivists

MONONA ROSSOL - AUGUST 28  
FEE \$215; SAA MEMBERS \$169; CEU 0.75

## Encoded Archival Description

KRIS KIESLING AND MICHAEL FOX - AUGUST 28-29  
FEE \$362; SAA MEMBERS \$289; CEU 1.5

## Oral History

FRED CALABRETTA - AUGUST 29  
FEE \$215; SAA MEMBERS \$169; CEU 0.75

## Grant Proposal Preparation

DICK CAMERON, BARBARA PAULSON, JOYCE RAY - AUGUST 29  
FEE \$215; SAA MEMBERS \$169; CEU 0.75

## Preservation Planning

PAM HACKBART-DEAN - AUGUST 28  
FEE \$215; SAA MEMBERS \$169; CEU 0.75

## Leadership and Management of Archival Programs

BRUCE DEARSTYNE - AUGUST 29  
FEE \$215; SAA MEMBERS \$169; CEU 0.75

## Administration of TV Newsfilm and Videotape Collections

STEVEN DAVIDSON - AUGUST 29  
FEE \$215; SAA MEMBERS \$169; CEU 0.75

## Understanding Archives

POLLY DARNELL AND ELIZABETH DOW - AUGUST 28-29  
FEE \$342; SAA MEMBERS \$269; CEU 1.5

## Copyright: The Archivist and the Law

WILLIAM J. MAHER - AUGUST 29  
FEE \$215; SAA MEMBERS \$169; CEU 0.75

For more information, contact Reneta Webb ([rwebb@archivists.org](mailto:rwebb@archivists.org)) or Tara J. Shimandle ([tshimandle@archivists.org](mailto:tshimandle@archivists.org)) at 312/922-0140 or visit the SAA Web site at [www.archivists.org/conference](http://www.archivists.org/conference).



## SAA 64TH ANNUAL MEETING AUGUST 28-SEPTEMBER 3, 2000

### HEADQUARTERS AND LODGING

ADAM'S MARK HOTEL  
1550 Court Place  
Denver, CO 80202  
303/893-3333  
800/444-ADAM

### HOTEL RATES

\$95 Single  
\$105 Double  
\$115 with third person  
\$125 with fourth person

Cutoff hotel reservation date/rate: July 28, 2000.

### REGISTRATION INFORMATION

#### Early-Bird Registration:

Registrations postmarked or faxed by July 7, 2000:

SAA Members \$245      Nonmembers \$295

Registrations postmarked or faxed after July 7,  
but received on or before July 28, 2000:

SAA Members \$275      Nonmembers \$325

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

#### On-site Registration:

SAA Members \$295      Nonmembers \$345

#### Single-Day Registration:

Fee \$140 per day      SAA Members \$125 per day

#### SAA Student Member Registration

SAA Members \$100      Nonmembers \$110

### TRANSPORTATION BY AIR

Receive a discount of up to 10% on Delta Airlines by calling SAA's travel agent, Travel Technology and refer to Delta File #159661A. American Airlines is also offering airfare discounts of up to 10% off, refer to AN # 4080UF. Travel Technology can be reached at 800/388-8856 or 312/527-7270, Monday through Friday, 8:00 a.m.-5:00 p.m. CST. To obtain the best fare, be sure to call sixty days prior to your departure.

### ANNUAL MEETING PROGRAM

The program will be mailed to SAA members in June and is also posted online at [www.archivists.org/conference](http://www.archivists.org/conference).

# Adam's Mark Settles Lawsuit

The Adam's Mark hotel chain will pay \$8 million and take other steps to ensure non-discriminatory practices under a series of agreements with the U.S. Department of Justice, the Florida Attorney General's Office, the National Association for the Advancement of Colored People (NAACP), and the five private plaintiffs who originally filed a race discrimination lawsuit against the company last May. The joint settlement was announced by Attorney General Janet Reno at a press conference held March 21.

The charges against Adam's Mark stem from the hotel's treatment of guests at the 1999 Black College Reunion, held annually in Daytona Beach, FL. Under the settlement agreement, which still needs court approval, Adam's Mark does not admit to any liability, but will pay \$25,000 to each of the five original plaintiffs, over \$4 million to other hotel guests and visitors who qualify under the class action suit, \$1.5 million to four historically black colleges in Florida for scholarships and hospitality management internships, and \$112,000 to support the Black College Reunion over the next three years.

The remainder of the cash settlement will pay attorneys' fees and administrative costs. The company will also hire an outside monitor, Project Equality of Kansas City, MO, to implement the agreement. Project Equality, which is already under contract with Adam's Mark, will investigate any complaints filed by Adam's Mark guests, design and monitor diversity and nondiscrimination training programs for all employees, as well as other activities.

In late March, the Evangelical Lutheran Church in America (ELCA) said it would reconsider plans to drop the hotel from activities surrounding its Youth Gathering event in St. Louis this summer. The organization had planned to use the Adam's Mark and over 35 other hotels in the city during two four-day events that are expected to draw some 45,000 participants and staff to the city, with the Adam's Mark Hotel providing a block of 700 rooms and meeting space for each of the two events. Earlier this year, the church said it would not assign Youth Gathering participants or staff to the Adam's Mark because of the Justice Department's allegations. But the ELCA reconsidered its stance against the hotel in light of the settlement.

The Association of American University Presses (AAUP) had arranged for roughly 1,000 rooms over a five-night period plus meeting space at the Adam's Mark in Denver for its annual conference in June. After the Justice Department and other suits were filed, and after a call from the NAACP for sanctions against the company were announced, the organization's board voted to withdraw from its commitment to the Denver hotel, according to AAUP executive director Peter Givler. And the very day Reno announced the settlement, Givler said he received an offer for rooms and meeting space at an alternate site, but the board decided instead to give Adam's Mark another chance.

The National Association of Latino Elected Officials, which also had booked a convention at the Denver hotel in June and which also had considered canceling its plans, said it will go ahead with its original plans in light of the settlement.

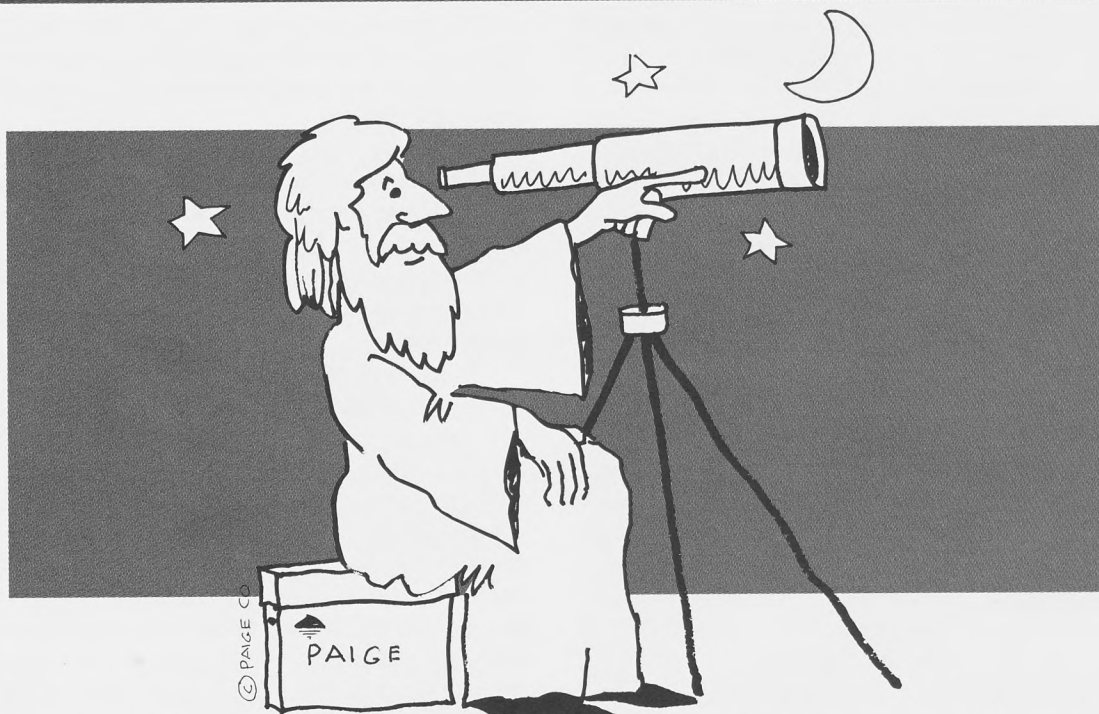
—Excerpted from USAE, April 11, 2000  
Reprinted by permission of USAE

## SAA's 64th Annual Meeting at the Adam's Mark

The 64th annual meeting of the Society of American Archivists will be held at the Adam's Mark in Denver this August. Council spent almost half of its two-day meeting in January considering appropriate responses to the race discrimination allegations. While reflecting consternation, anger, and dismay, both individuals and groups earlier in the year agreed that SAA should maintain its current plan to hold its conference at the Denver Adam's Mark, recognizing that to do otherwise could endanger SAA's financial future. There has been enthusiastic support for plans to respond to these regrettable developments by developing additional emphasis on diversity issues, both within this meeting and in future planning.

"That the legal proceedings against the Adam's Mark hotel chain have come to a conclusion is a source of great relief," commented SAA President H. Thomas Hickerson. "I will personally recall these events with respect for my colleagues on Council, who worked together with mutual respect and commitment in developing a common strategy. Most importantly, however, I will maintain a sense of gratitude to those SAA members who contributed, directly and indirectly, to our maintaining a unified front in addressing this challenge."





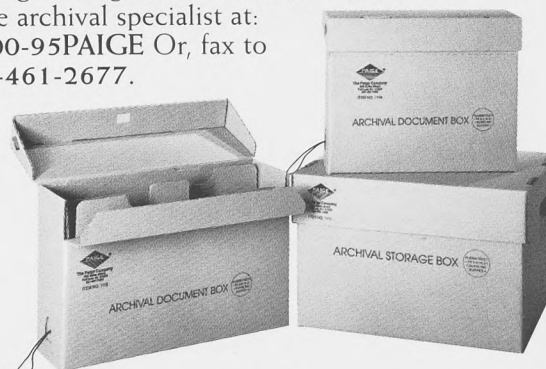
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# Hensen is Next Vice President/President Elect

**STEVEN L. HENSEN** led the race to victory in the election for SAA's vice president. Hensen will begin his one-year term in August and become SAA's 57th president in 2001-2002. Hensen is the director of planning and project development at the Rare Book, Manuscript and Special Collections Library at Duke University, where he has served since 1986. He holds a B.A. and M.A. from the University of Wisconsin at Madison.



Steven L. Hensen

A member of SAA since 1971, Hensen has served the association in a variety of capacities: on Council; part of the NHPRC-funded description curriculum revision project; Encoded Archival Description Working Group; Fellows' Posner Prize Committee; Nominating Committee; Editorial Board; Committee on Archival Information Exchange; and the Working Group on Standards for Archival Description. He was named an SAA Fellow in 1991.

Hensen is the author of the best-selling archival publication, *Archives, Personal Papers and Manuscripts* (SAA, 1989), for which he was awarded SAA's certificate of commendation for writing of superior excellence. He has also written more than 50 papers, articles and lectures in the area of archival description and standards and digitizing of archival materials. In 1998 he was a co-recipient of the C.F.W. Coker Award (as a member of the Bentley Finding Aid Project).

Candidates for vice president were required to answer the following question posed by the Nominating Committee:

"In this era of stagnant SAA membership and an increasingly compartmentalized profession, what would you like to see as the main accomplishments of SAA and the archival profession by 2005?"

In his response to the committee's question, Hensen stated that he is optimistic about the future of SAA and the profession in general. "As a profession, we are poised to assume our rightful and integral place in the burgeoning 21st-century world of information management and dissemination, and public awareness and appreciation of the profession is steadily increasing," Hensen said.

In terms of what he would like to see as the main accomplishments of SAA and the profession by 2005, Hensen advocates the following: "...leadership and staff increase their efforts to reach out to various student chapters. Somehow the inherent vitality and enthusiasm of these new archivists are not translating into professional identification through SAA membership. Second, I would work with the leadership to establish patterns of greater utilization of new and younger members in task force and committee appointments. Third, while one of the greatest strengths and successes of [SAA] over the past years has been in the associations it has built with allied organizations, more must be done in this regard; to the extent that we now have a higher public profile, it often has been through these relationships and the concomitant public alliances that have emerged...a more focused program on attracting new members...will stand us in good stead for the next few years. Finally, the efforts surrounding the development, promulgation, maintenance, and internationalization of EAD have brought [SAA] a great deal of respect and credibility and can provide a model for future efforts."

## Dooley, Battle and Connors Join Council

SAA membership also elected Jackie M. Dooley, Thomas Battle and Thomas Connors to Council. Their three-year terms will begin this August following the conclusion of the 64th annual meeting in Denver and serve through the conference in 2003. They will succeed outgoing Council members Fynnette Eaton, Karen Jefferson and Helen Tibbo.

Candidates for Council were required to answer the same question posed by the Nominating Committee to the vice president/president elect: "In this era of stagnant SAA membership and an increasingly compartmentalized profession, what would you like to see as the main accomplishments of SAA and the archival profession by 2005?" Responses along with brief biographical sketches follow.

**JACKIE M. DOOLEY** is the head of special collections and university archives at the University of California, Irvine. She holds an M.L.S. from the University of California, Los



Jackie M. Dooley

Angeles and a B.A. from University of California, Irvine.

A member of SAA since 1987, Dooley has chaired the Program Committee, Publications Board, and Nominating Committee. She is a members of the Encoded Archival Description Working Group and is an EAD workshop instructor. In 1998 she was a co-recipient of the C.F.W. Coker Award (as a member of the Bentley

Finding Aid Project). Dooley is the editor of the fast-selling *Encoded Archival Description Application Guidelines Version 1.0* (SAA, 1999) and *Encoded Archival Description: Context, Theory, and Case Studies* (SAA, 1998).

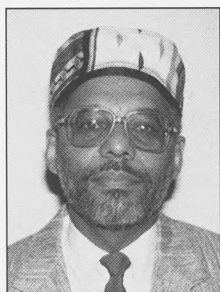
Dooley's professional activities also include active participation in the American Library Association's ACRL Rare Books



and Manuscripts Section, where she has served as chair, executive committee member, secretary, and on the editorial board.

In her candidate statement, Dooley asked, "How can we reach out to members of regional archival societies and groups, such as ACRL's Rare Books and Manuscripts Section, to ensure that professionals with other primary organizational allegiances are aware of the richness of SAA's offerings, such as publications, continuing education workshops and conferences? Can we do more to market our services and expertise to them, and possibly gain members in the process?"

Dooley further stated that "It is also important that SAA begin to look more seriously beyond our own national borders... Our national society must take a stronger leadership and participatory role internationally, encouraging U.S. archivists to understand the relevance of international professional affairs and creating opportunities for participation. In addition, I would like to see [SAA] develop and even greater commitment to development and promulgation of technical and descriptive standards than it has in the past...Successful deployment of new standards such as Encoded Archival Description, both nationally and internationally, will help archives become and even stronger presence in shared information systems such as the World Wide Web."



Thomas Battle

**THOMAS BATTLE** is the director of the Moorland-Springarn Research Center at Howard University, where he has worked since 1986. He holds a Ph.D. from George Washington University, M.L.S. from the University of Maryland at College Park, and B.A. from Howard University.

Battle has served SAA as chair of the Task Force on Minorities; chair of the Nominating Committee; Awards Committee co-chair; Committee on Goals and Priorities; co-chair of the Archives and Archivists of Color Roundtable; and member of the Publications Board. He is also active in MARAC and has served on the Advisory Board of the Cooperative Historically Black Colleges & Universities Archival Survey Project. The author of numerous articles and presenter of lectures and papers on archival development, he currently is editor-in-chief of *HUArchivesNet*, an electronic journal.

In his candidate statement, Battle noted that "Early archival development focused on the historical and intellectual value of documents and involved librarians and historians... Technical discussions now dominate our work instead of discussions about the content of our collections...In addition to improving the preparation of archivists and developing sound archival education guidelines and programs, I would hope to see a return to the discussion of research value and the utilization of collections."

**THOMAS CONNORS** has been archivist/curator of the National Public Broadcast Archives of the University of Maryland since 1993. He holds a B.A. in anthropology and M.A. in American civilization from Brown University.

## Ballot Box

The 2000 ballot was mailed in February to 2,910 individual members of the Society of American Archivists who were asked to vote for a vice president/president elect, a treasurer, three Council members and three members to serve on the Nominating Committee. Thirty percent of the ballots mailed were cast (879), which is an increase in voter participation from last year's election (see table).

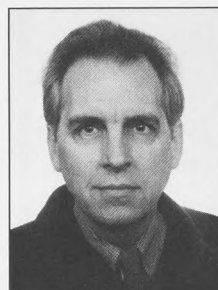
SAA thanks all candidates for standing for office, congratulates those elected, and welcomes them to these important leadership positions.

### Trends in SAA Voter Participation

YEAR	BALLOTS MAILED	VOTES CAST	PARTICIPATION %
2000	2,910	879	30%
1999	2,957	794	27%
1998	3,149	889	28%
1997	3,209	902	28%
1996	3,278	1,001	30%
1995	3,349	1,051	31%
1994	3,284	1,026	31%
1993	3,070	1,095	35%

He has served SAA as editor of the World View column in *Archival Outlook*; member and chair of the International Archival Affairs Committee and Roundtable; and member of the Program Committee and Labor Archives Roundtable. Other professional activities include membership in the Academy of Certified Archivists and MARAC. His articles have appeared in *The Midwestern Archivist* and *The Public Historian*.

In his candidate statement, Connors said that "First, SAA should use its legacy as the original national association for archivists to present the profession in all of its complexity and diversity back to professional archivists...Second, SAA should...speak out and lead on political and legislative issues affecting archivists...Third, SAA should...be a stronger presence in the global archival community...Fourth, a stronger sense of organizational continuity will be needed in [SAA]"



Thomas Connors

Connors concluded that "These four points may or may not be realized in the next five years. As a member of Council I would work for their realization and would be keenly interested in other ideas that would help us sharpen the image of archivists and help [SAA] to be truly responsive to changes in the profession and to the professional needs of archivists."

# Adkins Elected Treasurer



Elizabeth Adkins

**ELIZABETH ADKINS**, manager of archives services at Ford Motor Company, was elected treasurer. She will begin a three-year term this August following the SAA annual meeting in Denver and serve through the conference in 2003. She will succeed outgoing treasurer Robert Sink.

Adkins holds an M.A. in history from Carnegie-Mellon University and a B.A. in history from SUNY-Binghamton.

A co-instructor of the SAA Business Archives workshop, Adkins has also served on SAA's Program Committee, Committee on Public Information and has been chair of the Business Archives Section and the Acquisition and Appraisal Section. She is a past president of the Academy of Certified Archivists.

Candidates for treasurer were required to answer these questions posed by the Nominating Committee: "How would you balance the needs of the membership against the limited budget of SAA? How would you move beyond membership dues and locate other areas of possible revenue sources?"

In her response, Adkins noted that "Limited resources are a fact of life in SAA...I favor the idea of working through the sections to understand diverse interests of our members, and trying to address those interests by allocating a small budget to each section." In terms of locating other possible revenue sources, Adkins suggests that "One possibility is to intensify fundraising efforts for corporate and institutional support of SAA projects and programs, including the annual meeting." She further states that "We can also market SAA publications, workshops, and the annual meeting more aggressively to allied professions" as well as "vigorously marketing the annual giving campaign."

## Neal, Anderson and Landis to Serve on Nominating Committee

The SAA election also yielded three members to serve on the 2001 Nominating Committee: Kathryn Neal, Joseph Anderson, and William E. Landis. The committee is responsible for identifying and selecting next year's slate of candidates as well as drafting questions posed to candidates. Two members of Council, appointed by the president, also serve on the committee.

All candidates for the Nominating Committee were required to respond to the following questions posed by this year's committee: "What kind of leaders will SAA need in the coming years? Based on your answer, how will you locate these leaders and ensure that they represent SAA's diverse membership?"

**KATHRYN NEAL** is the curator of the Givens Collection of African American Literature, Special Collections & Rare Books at the University of Minnesota Libraries. A 1994 recipi-



Kathryn Neal

ent of the SAA Minority Student Award, she currently chairs the Archivists & Archives of Color Roundtable.

In her candidate statement, Neal stated that "SAA leaders need to possess... an ability to assess and respond to members' needs, an ability to represent SAA in a variety of arenas, a blend of vision and flexibility, and a sound knowledge of how the organization functions." Neal further noted that

"Future leaders will need to pave the way toward creating an inclusive atmosphere for... diverse groups to thrive within the profession...A systematic method and creative committee members can easily produce a lengthy list of potential candidates. The greatest but not insurmountable challenge lies in persuading them to run."



Joseph Anderson

**JOSEPH ANDERSON** is the head of the Niels Bohr Library & Archives and assistant director of the Center for the History of Physics, American Institute of Physics. A member of SAA since 1978, he is also active in the Academy of Certified Archivists and the Midwest Archives Conference.

In his candidate statement, Anderson noted that "the Nominating Committee has to be able to clearly articulate the traditional skills and new requirements for the positions being filled and make a persuasive case for the value and the professional benefits of seeking office in SAA." Anderson added that the committee has to "have a wide familiarity with the members of the profession and energetic networking skills. SAA's sections and roundtables remain one effective leadership ladder, allowing members to come to the attention of their fellows and be recruited for elective office."



William E. Landis

**WILLIAM E. LANDIS** is the manuscripts librarian in special collections at the University of California, Irvine. He serves on the SAA Task Force on Continuing Education, vice chair of the Description Section and is a member of the EAD Working Group.

In his candidate statement, Landis asks, "How to find committed, willing, inventive, collaborative, industrious, fun archivists to run for SAA office who aren't already so oversubscribed in their lives to be immobilized? ...the Nominating Committee...need[s] to utilize colleagues and other contacts for ideas and feedback in assembling a slate of willing, eager volunteers who represent the diversity within SAA's membership and are willing to invest some of their precious time, for a year or for three years, in insuring that archivists in the U.S. continue to have an active, visible, inventive and responsive professional organization."





## Figuring Wisely

My husband and I recently were talking about a six-week Mediterranean cruise. It was such an exciting idea and each of us had special ports of call that were a "must" on the itinerary. When the map was folded and the checkbook came out, all the dreamed possibilities were cast into the glaring light of financial reality. Hmm.

That's the reality we all experience, no matter how large or small the scale. Large corporations, associations, family households and lemonade stands are subject to what a friend of mine stated simply: Income, out-go and what's left. Operational policies and procedures flow from this financial principle. Sometimes production is cut. Sometimes prices are raised. Sometimes overtime is suspended. Each organization will try to balance the figures wisely.

SAA's educational programs are no exception. History has shown that in order to present an on-site workshop, registration must be at least fifteen participants. This is a delicate balance between holding the line on fees, which have not been raised in the last four years; recognizing that the cost of audio-visual support continues to rise; providing for the variation in travel costs with unpredictable gas prices; assuring that course materials are provided; negotiating room rentals, coffee breaks and other environmental factors; and providing for instructor

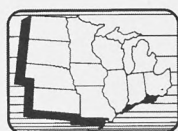
honoraria and expenses. Any shift in these factors can upset the financial balance that allows a workshop to move forward.

You probably noticed that SAA has established a number of policies that attempts to maintain a responsible balance between fees and expenditures.

1. **Provide sufficient lead time in announcing the workshops.** Fall and spring brochures are mailed to both members of SAA and co-sponsoring organizations, clearly stating deadlines. Information is also posted on the SAA Web site.
2. **Establish a deadline date thirty days prior to the workshop.** This allows for several advantages, such as lower travel fares; opportunity to negotiate arrangements for AV, refreshments, or special room arrangements; reproduction of handouts and workshop syllabi; preparation of workshop rosters, certificates and name tags; shipping of all materials to the workshop site.
3. **Assess a \$20 late fee.** Timely registration benefits the participants and instructors, who can take advantage of better travel rates. Further, any special arrangements with hotels require a thirty-day deadline.
4. **Designate 15 registrants as the minimum for allowing a workshop to take place.** This is based on financial necessity, as smaller classes are cost prohibitive.

These guidelines help SAA to figure wisely and to keep a responsible eye on the financial health of the organization. That way, educational services can continue solidly into the future.

By the way, we canceled the cruise.



# MAC

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

For more information,  
contact the MAC membership coordinator:

LYNN LEITTE  
612/625-4867  
leitt001@tcumn.edu

Visit MAC's Web site at  
[www.midwestarchives.org](http://www.midwestarchives.org).



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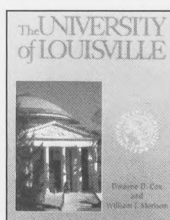
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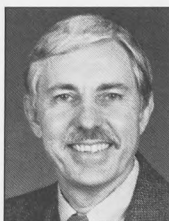




**DWAYNE D. COX** of Auburn University, and **WILLIAM J. MORISON** of the University of Louisville, are the authors of a new history, *The University of Louisville*, published by the University Press of Kentucky.



**RICHARD K. LIEBERMAN**, professor of history and director of the LaGuardia and Wagner Archives of LaGuardia Community College in New York City, received in March the Sloan Public Service Award from the Fund for the City of New York for his extraordinary public service. Lieberman was honored for doing his job "with ingenuity, integrity, and energy." Lieberman joined the college faculty in 1972 and founded the archives in 1983. Throughout his career he has presented the history of New York City in creative ways to his students as well as developed one-of-a-kind academic and enrichment sabbatical programs for public school teachers on year-long leaves. Over the years he has spread local history to the general public through the publication of calendars, pictorial exhibitions and a seven-part radio show about the life and times of Mayor LaGuardia.



**RICHARD A. "DICK" SHRADER**, a former chair of the Manuscripts Repositories Section of SAA and the reference archivist at the Manuscripts Department of the University of North Carolina-Chapel Hill Library, retired May 1st after 28 years of service to the library.



**JOHN H. SLATE, CA**, previously with the Texas African American Photography Archive, Dallas, Texas, has accepted the position of city archivist, City Secretary's Office, City of Dallas.



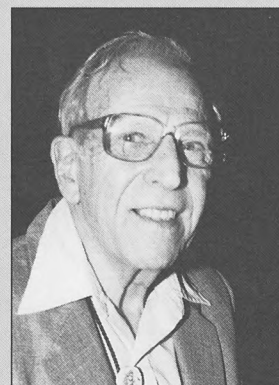
**ELIZABETH YAKEL**, professor at the University of Pittsburgh's School of Information Sciences, has accepted a position at the University of Michigan and will join its faculty this fall.

*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*

## Meyer Fishbein Named an Honorary Member of SAA

Meyer Fishbein was elected to honorary membership in the Society of American Archivists in a decision made by SAA Council at its January meeting in Washington, D.C. Honorary membership is conferred in recognition of eminent distinction in any of the fields of SAA's objectives. Meyer, 84, was honored for 50 years of membership in SAA. "I applied in 1949 and my application was approved in 1950," Meyer recollected in a recent telephone interview. "At that time membership applications were approved by an Executive Committee of SAA."



Many things have changed at SAA in the course of the five decades since Meyer joined, but his dedication and service to the association and archival profession have left a lasting impression.

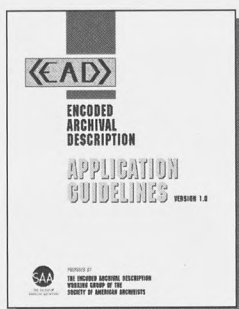
Meyer earned a B.A. and M.A. in American history from American University, where he studied archives under the great Ernst Posner. "Posner's historical methods was the toughest course I've ever taken," Meyer recalled. "It was very demanding, but I learned a lot about research and it turned out to be a great experience."

Meyer began his career in 1940 on the staff of the National Archives where he started as a technician. Except for an 11-month stint working on bank records in New York and almost three years service in the Army Corp of Engineers in Europe during World War II, he spent his entire career at the National Archives until his retirement in 1980. He has since served as a consultant on a variety of projects.

The first SAA meeting Meyer attended was in Williamsburg, Virginia, in the early '50s. He succeeded Oliver Wendell Holmes as chair of the Business Archives Committee. Meyer also remembers chairing the Machine Readable Committee as well as the Industrial, Labor and Social Archives Committee. His many honors include being named an SAA Fellow in the 1960s and being awarded the President's Citation for Lifetime Service to the Archival Profession during ceremonies at SAA's 59th annual meeting in 1995.

"I was quite surprised and very delighted to be recognized by SAA" said Meyer, who is also an honorary member of the International Council on Archives.

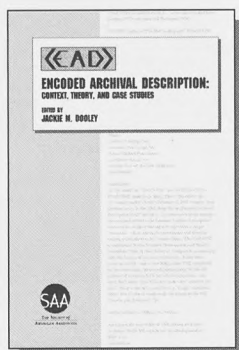




## ENCODED ARCHIVAL DESCRIPTION APPLICATION GUIDELINES VERSION 1.0

This volume is designed to assist both those considering use of Encoded Archival Description (EAD) and those actively encoding the descriptive information commonly found in archival finding aids. Addresses the various stages and levels of EAD implementation and its associated activities from both a management and an encoding perspective. Prepared by the Encoded Archival Description Working Group of Society of American Archivists.

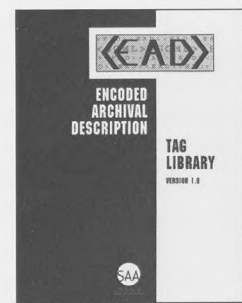
SAA (forthcoming August 2000) 285 pp., soft cover / \$30 • SAA members \$25 / Product code 365



## ENCODED ARCHIVAL DESCRIPTION TAG LIBRARY VERSION 1.0

Lists and defines all EAD Version 1.0 elements and attributes, and indicates their relationships to one another. Tagged examples illustrate the use of each element. A narrative overview explains the major components of the EAD structure. Prepared by the Encoded Archival Description Working Group of Society of American Archivists and the Network Development and MARC Standards Office of the Library of Congress.

SAA (1998) 262 pp., soft cover / \$25 • SAA members \$20 / Product code 343



## ENCODED ARCHIVAL DESCRIPTION CONTEXT, THEORY, AND CASE STUDIES EDITED BY JACKIE M. DOOLEY

Explores the context within which EAD was developed, the essentials of its structured approach to encoding finding aid data, and the role that EAD is meant to play in individual repositories and for the archival profession as a whole.

SAA (1998) 178, soft cover / \$40 • SAA members \$30 / Product code 349



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## North American Archival Resources Go Global

The Society of American Archivists has recently entertained a variety of requests to translate a few of its titles. The University of California at Berkeley was awarded funds from the Council on Library and Information Resources for the translation of Encoded Archival Description standards into Spanish. An emerging standard in the United States, EAD is also being considered for use by archivists abroad. UC-Berkeley will work in conjunction with the Fundacion Historica Tavera in Madrid to do a Spanish translation of *Encoded Archival Description Tag Library* (SAA, 1998) and *Encoded Archival Description Application Guidelines* (SAA, 1999). Initial distribution is slated for this September at the International Association of Archivists Congress in Seville, Spain.

Last month the Croatian State Archives was granted permission to translate, publish and distribute 500 copies of *Archives and Manuscripts: Administration of Photographic Collections* (SAA, 1984). The publication should be available by next year.

In addition, the Kansas State Historical Society recently okayed a request by Seoul National University to do a Korean translation of Schellenberg's *Modern Archives: Principles and Techniques*, which is part of SAA's series on Archival Classics Reprints.

## Open Call for Cartoons

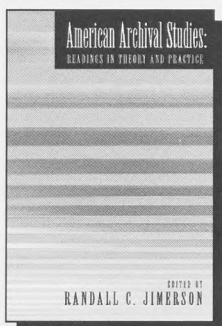
So many of you indicated that you enjoyed the cartoon which appeared on page 14 of the March/April issue of *Archival Outlook*. The cartoon about faculty historical records, by Harley Schwadron, first appeared in the *University of Michigan Record* (November 22, 1999) and was brought to SAA's attention by Kathy Marquis. Mr. Schwadron, a Michigan resident, is a nationally published cartoonist whose work regularly appears in a variety of periodicals.

SAA is keen to publish more cartoons in the newsletter. If you come across any that are germane to the archival profession, please contact Teresa Brinati at 312/922-0140 or [tbrinati@archivists.org](mailto:tbrinati@archivists.org).

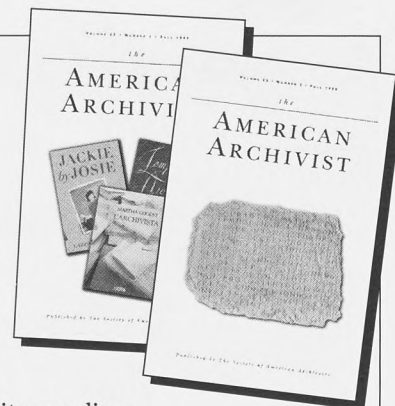
## American Archival Studies in Production

SAA began production in April on *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson. The book is slated for printing in late summer or

early fall. The 28 essays reprinted in this volume represent important recent American writings on archives and the role of archivists in modern society. They are collected here in order to make them more easily accessible to archival students and practicing archivists, indeed to anyone who wants to explore archival issues in greater detail than can be found in introductory texts. Stay tuned for more details.



## Wanted: Book Review Editor for the *American Archivist*



The *American Archivist* invites applications for the position of book review editor. The book review editor works in conjunction with the editor and is responsible for selecting books for review, assigning books to reviewers, commissioning review essays, and preliminary editing of copy for the reviews section. Candidates should possess good writing and editorial skills and have a knowledge of current research and writing in the archives field. To apply, send a cover letter, resume, and names of three references to: Philip B. Eppard, School of Information Science and Policy, University at Albany, State University of New York, 135 Western Ave., Albany, NY 12222; [pbe40@csc.albany.edu](mailto:pbe40@csc.albany.edu).

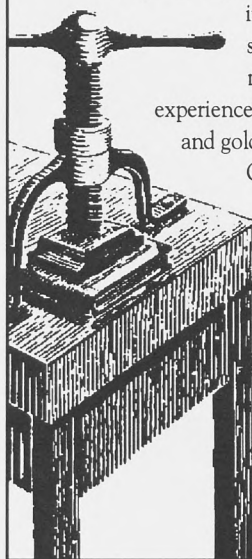
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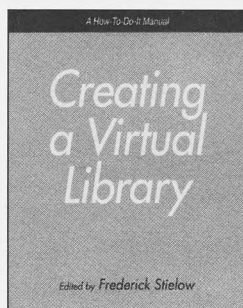
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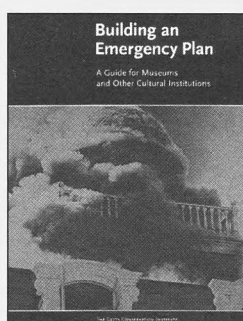


## Creating a Virtual Library: A How-To-Do-It Manual

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

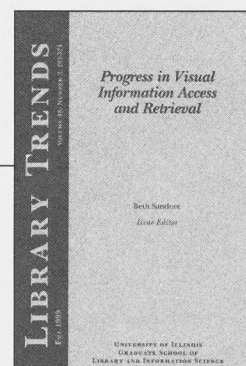


## Progress in Visual Information Access and Retrieval

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



## 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.

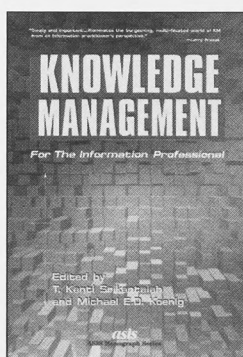
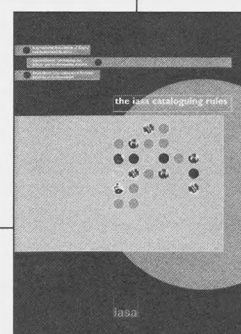
Getty Conservation Institute (1999) 280 pp., soft cover; Nonmembers \$50 / **SAA members \$45** • Product Code 386

## The IASA Cataloging Rules: A Manual for the Description of Sound Recordings and Related Audiovisual Media

EDITED BY IASA EDITORIAL GROUP CONVENED BY MARY MILIANO

This definitive resource specifies requirements for the description and identification of sound recordings and related audiovisual media, assigns an order to the elements of the description and specifies a system of punctuation for that system. Intended to complement *Anglo-American Cataloguing Rules 2nd edition* and *International Standard Bibliographic Description for Non-Print Materials ISBD (NBM)*.

International Association of Sound and Audiovisual Archives (1999) 268 pp., soft cover; Nonmembers \$55 / **SAA members \$48** • Product Code 389



## Knowledge Management for the Information Professional

EDITED BY T. KANTI SRIKANTIAH AND MICHAEL KOENIG

Contributions from 26 leading knowledge management practitioners, academicians, and information professionals equip the reader with the tools needed to make a broader and more effective contribution in developing KM systems and creating knowledge management culture within organizations.

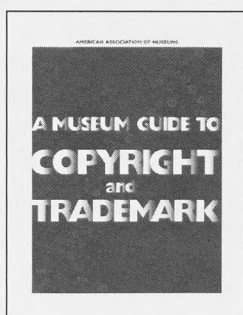
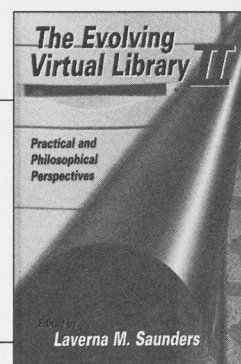
Information Today (2000) 608 pp., hard cover; Nonmembers \$48 / **SAA members \$42** • Product Code 391

## The Evolving Virtual Library II: Practical and Philosophical Perspectives

EDITED BY LAVERNA M. SAUNDERS

Documents how libraries of all types are changing with the integration of the Internet and the Web, electronic resources, and computer networks. Provides a summary of trends over the past five years, new developments in networking, case studies of creating digital content delivery system for remote users, applications in schools and public libraries and a vision of things to come.

Information Today (1999) 194 pp., hard cover; Nonmembers \$45 / **SAA members \$39** • Product Code 390



## 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



## NARA Agreement with NSF Gives Impetus to Electronic Archives R&D

I am delighted to report that the National Archives and Records Administration (NARA) has just entered into an interagency agreement with the National Science Foundation (NSF) that will give impetus to research-and-development work on the creation of an Electronic Records Archives. Earlier I described to SAA members the possibility of such an archives, which could be useful to archival institutions besides NARA. We are on the verge of a major technological breakthrough for the preservation of computer-generated records. Research-and-development work done for us by the San Diego Supercomputer Center indicates that a practical Electronic Records Archives is possible.

In simplest terms, this Electronic Records Archives will be able to preserve any kind of electronic record, free it from the format in which it was created, retain it indefinitely, and enable requesters to read it on computer systems now in use and coming in the future. Moreover, it will be able to handle large quantities of electronic records such as e-mail messages, which are proliferating in the federal government. But because the system promises to be scalable, it could be useful also for smaller archives than ours, including those of state and local governments and private institutions. In fact, the National Historical Publications and Records Commission, which as most archivists know is administered within NARA, has made a grant to the San Diego Supercomputer Center aimed at accomplishing just that.

Under the new agreement, NARA has joined the National Science Foundation in support of the National Partnership for Advanced Computational Infrastructure. This partnership is part of an NSF program for taking advantage of newly emerging developments in high-performance computing and communications.

NARA, like other government archival institutions, has been faced with the unprecedented challenges of determining how to guide federal agencies on the management of electronic records of all sorts, and how to preserve such records of continuing value. Available information technology has not provided adequate means for responding to these challenges. But recognizing that emerging high-performance computing and communications might provide solutions, we collaborated with the Defense Advanced Research Projects Agency (DARPA) and the U.S. Patent and Trademark Office in support of research performed by the San Diego Supercomputer Center.

Out of this research, the Supercomputer Center has produced an information-management architecture and related methods capable both of preserving diverse collections of electronic records and of enabling users to access those collections indefinitely into the future even as computer technologies evolve. The Supercomputer Center also has demonstrated the effectiveness of this information-management architecture for processing collections NARA provided of records in various formats and from various sources in the federal government.

NARA's need for preserving and providing access to electronic records of the federal government adds to the NSF research agenda an important archival component: we must be able to carry the records created using computer and communications technologies forward into the future while protecting their integrity and authenticity. Given the rapid pace of technological change, the need to carry born-digital information forward in a reliable manner is increasingly important to governments, businesses, and other institutions for current operations as well as for historical documentation. The life span of many government activities extends over multiple generations of information technology. Such activities could be crippled if important records cannot be accessed because they exist only in formats that have become obsolete.

The approach recommended by the Supercomputer Center builds on the same data-intensive computing technology that the National Partnership for Advanced Computational Infrastructure is developing. By joining NSF in support of the partnership, NARA will be able to elevate and accelerate the pace of research needed to translate the Supercomputer Center's promising beginnings into operational capabilities. The collaboration will give NARA access to the world-class expertise and the extensive resources of 46 institutions that are in the National Partnership for Advanced Computational Infrastructure.

We are collaborating on a parallel and complimentary track with other archivists in the InterPARES project for "International Research on Preservation of Authentic Records in Electronic Systems." This project is identifying fundamental requirements for preserving electronic records with authenticity and reliability across generations of information technology. There are currently no well-established standards for demonstrating authenticity either in the archival field or in related areas.

For a long time, many of us have been searching for ways to meet the challenges posed by electronic records. Now, through our work with the San Diego Supercomputer Center, through our new agreement to collaborate with NSF in moving that work forward, and through the InterPARES project, I feel optimistic that the challenges can be met. These developments are exciting, and of potential value to archivists everywhere. ♦



### AUTHENTIC ELECTRONIC RECORDS: Strategies for Long-Term Access

Charles M. Dollar

A comprehensive new study that addresses the most crucial challenge facing today's archivists and records managers: developing a realistic long-term access strategy for electronic records.

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

Cohasset Associates, Inc. (1999) 248 pp., soft cover  
Nonmembers \$75 • SAA members \$75 • Product Code 905





### Info Wanted About Records of Nazi War Criminals

The Nazi War Criminal Records Interagency Working Group (IWG) needs assistance in locating information about classified federal records relating to Nazi war criminals, Nazi war crimes, Nazi persecution, and looted assets. President Clinton created the IWG by Executive Order 13110 in January 1999, to coordinate the implementation the Nazi War Crimes Disclosure Act of 1998, requiring the U.S. Government to locate, inventory, recommend for declassification, and make available to the public records relating to Nazi war crimes and looted assets. The group is composed of seven key agency representatives and three public members appointed by the president.

Last year, the IWG initiated a large-scale U.S. Government effort to identify relevant records and to begin the process of declassifying and transferring pertinent records to the National Archives and Records Administration. Agencies were directed to identify bodies of records likely to contain pertinent information and then go through those records to specifically identify relevant files. The universe of records currently being reviewed is approximately 100 million pages, and well over 300,000 pages have been declassified to date. In addition, the IWG held special meetings with experts, historians, Holocaust scholars, and the general public to open lines of communication with knowledgeable individuals and concerned organizations. The IWG established a Web site at [www.nara.gov/iwg](http://www.nara.gov/iwg) to notify the public of record openings of declassified records; to provide background on the IWG and its activities; to maintain reference materials and finding aids; and to serve as a clearinghouse for sharing information.

If you are aware of information about U.S. Government programs and activities that were related to identifying, apprehending, utilizing, and protecting Nazi war criminals, as well as programs and activities related to the identification, recovery, and restitution of looted assets, please contact: Interagency Working Group Staff, National Archives at College Park, Room 2600, 8601 Adelphi Road, College Park, MD 20740-6001; [iwg@arch2.nara.gov](mailto:iwg@arch2.nara.gov).

— Submitted by Michael J. Kurtz, chair, Interagency Working Group

### Brooklyn College Launches Archival Studies Minor

Last fall Brooklyn College began offering a new minor, Archival Studies and Community Documentation, the first program of its kind within the City University of New York. Open to students in a variety of disciplines including anthropology, ethnic and American Studies, history, music, political science, psychology and sociology, the aims of the new minor are to prepare and place students for internships in a wide variety of cultural organizations such as museums, archives and educational institutions. The internships also provide fieldwork experience in community history for education majors seeking to enrich curricula for their students, and promote the documentation and preservation of New York City's local communities. For more information, contact Professor Adina Back at 718/951-5323.

### Disaster-Recovery Sourcebook

The updated "New Century/2000" 9th Edition of the *Disaster Recovery Yellow Pages* is now available. This 350-page, comprehensive sourcebook is designed to help users locate scores of crucial but hard-to-find recovery services throughout North America. It contains over 3,000 vendors and covers over 270 categories such as drying & dehumidification of paper & microfilm records, smoke odor counteracting services, trauma counselors, salvage, emergency rental of POS and other computer equipment, etc. Cost: \$98 per copy, plus \$3 s/h. Regular updates available. To order, contact Systems Audit Group, Inc., 25 Ellison Road, Newton, MA 02459; 617/332-3496; fax 617/332-4358, [RYP@Javanet.com](mailto:RYP@Javanet.com), or go to the Web site at: [www.DISASTER-HELP.com](http://www.DISASTER-HELP.com).

### Massachusetts Special Collections Directory Available

The Massachusetts Board of Library Commissioners announces the availability of its *Massachusetts Special Collections Directory* in hardcopy. This directory is also available on the Web at <http://catalogues.mlin.lib.ma.us>. Listing 654 individual institutions, the volume provides institutional staffs and researchers a well-indexed, easy-to-use resource for finding information of a myriad of research topics throughout Massachusetts. Copies may be obtained by contacting: Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners, 648 Beacon Street, Boston, MA 02215-2070; 617/267-9400; [gregor.trinkaus-randall@state.ma.us](mailto:gregor.trinkaus-randall@state.ma.us).

### National Film Preservation Foundation Grants Awarded

The National Film Preservation Foundation today awarded its first federally funded film preservation grants to archives in 10 states and the District of Columbia. These cash awards will help 23 nonprofit and public organizations save American films not preserved by commercial interests. 2000 marks the third year the NFPF has distributed preservation grants. The new federal cash awards of \$1,000 to \$10,000 enable archives to make preservation and public-viewing copies of films important to their communities. For more information on NFPF Grant Programs and a complete list of the projects awarded, please visit the NFPF Web site: [www.filmpreservation.org](http://www.filmpreservation.org).

### Archivists Part of Papal Household

Mary Rephlo of the National Archives and Records Administration passed along this snippet from an article entitled "'Papal Household' has Been Around for Centuries" in *The Catholic Missourian* (February 18, 2000), the diocesan paper of Jefferson City, Missouri.

"...The Protonotary Apostolic de Numero [a monsignorial title] ... dates from the third pope, Clement I [90-99 A.D.] who gathered learned individuals around him for council and as archivists..."



## News from the United Kingdom

- The International Records Management Trust (IRMT) recently announced the availability of the *Management of Public Sector Records Study Programme* consisting of eighteen self-study modules on records and archives issues. The modules are organized to address core, advanced and specialist topics. Besides the modules, there are seven associated training manuals, a series of 34 cases studies, a glossary of terms, a guide to additional sources of information on records and archives issues, and an educator's resource kit. These materials are free of charge and have already been distributed to 60 national archives and universities, primarily in developing Commonwealth countries. For more information on IRMT or its study programme visit [www.irmt.org](http://www.irmt.org).
- A new Education and Visitor Centre for the PRO's Kew facility was opened in April. The centre includes a gallery featuring original documents, interactive displays and graphic panels, a group visits room, and an information technology resource area. The current gallery exhibit features many of England's most famous documents such as the Magna Carta of 1225 (the third version issued by Henry III); the wage account, dated 1324, of one "Robyn Hod" whom some claim to be the original of the outlaw hero of legend and song; Shakespeare's will dated 1616; the trial record of Charles I, 1649; a letter and postcard to the Central News Agency and forwarded to Scotland Yard by Jack the Ripper, September-October 1888; and an SOS telegram sent from the RMS Titanic, April 14-15, 1912.
- The Public Record Office sponsored a one-day conference in February entitled "*Domesday Book* New Perspectives." The *Domesday Book* is the written record of a census and survey of English landowners and their property ordered by William the Conqueror and compiled in 1085-1086. It is the oldest public record held by the PRO. The conference featured nine speakers discussing new theories on the dating and compilation of the *Domesday Book*, including a report on an electronic version being developed.

## Update from Canada

- The National Archives of Canada General Inventory Database is now available through ArchiviaNet, an automated research tool that allows access to an enormous amount of information from various databases and automated systems created by the National Archives of Canada. The General Inventory covers both government records and private papers acquired by the Archives and includes records in audiovisual and electronic formats. Searching is done by keyword or title. Searches can be conducted across all levels of arrangement or can be limited to fonds/collections, series, files/items, or accessions. Government records and private papers can be

searched alone or together. A fonds level search brings up a descriptive record containing a biographical or administrative historical sketch, a scope and content note, series listing and information on consultation and reproduction. In some cases, series listings are expanded to provide more thorough descriptions of available material. To explore the National Archives of Canada's ArchiviaNet go to [www.archives.ca/](http://www.archives.ca/).

- Archivist of Canada Ian E. Wilson participated in the University of Maryland's first annual Forum on Information Policy Issues held April 10-11, 2000. In his address, entitled "Archives, Records and Information Policy: Issues and Challenges for the Future," Wilson stressed the role of archivists in advancing the cause of information and knowledge management. He described the citizen-centered approach to archival services that he is implementing at the National Archives of Canada. He said that changing the current records keeping environment from a records-centered one to a citizen-centered one requires a major cultural shift that appreciates information not as a waste by-product of business operations but as an organizational asset. Other forum speakers spoke on "Knowledge Management and the Future Course of American Business," and "Knowledge Management and Human Socialization: Information Serving People." The forum was sponsored by the College of Library and Information Services, University of Maryland.

## Russian Translation of NEDCC's Preservation Manual

The Northeast Document Conservation Center (NEDCC) recently published a Russian translation of *Preservation of Library & Archival Materials: A Manual*, and it is available online at [www.nedcc.org](http://www.nedcc.org). The original bound copy of this translation was created by the Guild of Restorers of St. Petersburg, Russia. Hard copies of the manual in Russian can be obtained by contacting: Dr. Natalja Kopaneva, National Academy of Sciences, St. Petersburg, Russia; fax 7 812 183 2517.

## Guide to the Archives of Intergovernmental Organizations

The International Council on Archives Section of Archivists of International Organizations in a joint project with UNESCO has produced a *Guide to the Archives of Intergovernmental Organizations*. So far the guide lists forty such organizations including the Asian Development Bank, the European Commission, the International Labour Organization, the International Monetary Fund, NATO, and the World Bank. Each entry contains procedural information, a brief history of the organization, a description of archival services, a description of archival series, research strategies, access rules, and some information on the general mission and mandate of the organization. An online version of the guide can be reviewed at [www.unesco.org/archives/guide/uk/index.html](http://www.unesco.org/archives/guide/uk/index.html).





# Archives Scene in China

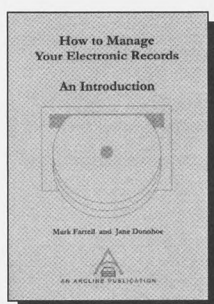
by WANG LAN, STATE ARCHIVES ADMINISTRATION OF CHINA AND PH.D. STUDENT

As in many other countries, the year 2000 is a very critical time toward a new millennium for China's archival community. Though China also went through the Y2K problem smoothly, electronic records remain a big challenge for many archives in government agencies, institutions and other enterprises. Major events for China's archival community this year are listed below.

1. One of the tasks China's State Archives Administration will engage in the year 2000 is to implement in large, state-owned enterprises the national standard "Requirements for Optical Disk Storage, Filing and Archival Management of CAD Electronic Records," which became effective last October. This is the first national standard on electronic records China has ever had. State-owned enterprises are leading the way in this area because of the large amount of electronic records produced everyday.
2. Archival appraisal has emerged as another serious challenge. Some groups have been set up at different levels to concentrate on how to appraise huge collections and to establish standards. China has a different approach on appraisal than North America. For the past half century, China has accumulated abundant archives, especially of duplicated and unvalued documents. Now is the right time to reconsider appraisal methods, especially in light of electronic records archives, which lend new thinking on

both old paper and new optical media. "Archival Appraisal Measures Over the Collections Kept in Comprehensive Archives" will be drawn up this year as a standard.

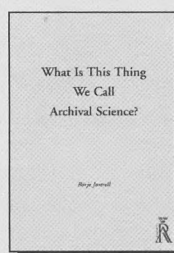
3. The State Archives Administration and local archives bureaus are working on regulations to address the disposal of archival materials affected by the reshuffling of property rights alteration and organizational restructuring as part of reforms to state-owned enterprises and government organizations.
4. Drafting the "Tenth Five-Year Plan (2001-2005) for National Archival Endeavor," which includes such sectors as in-house archives work in government agencies, state-owned enterprises and institutions, archival education and study, archival outreach and promotion, academic and technical research, and archival international exchange, etc.
5. Some other highlights related to the international archival community are an "International Seminar on Business Development and Archival Work," an "International Symposium on Electronic Archives Management," domestic training of young archivists as preparation for next year's Sino-U.S. exchange program at the University of Michigan, and organizing a delegation to attend the Fourteenth International Congress on Archives of the International Council on Archives in Seville, Spain, this September.



## Electronic Records Publication from Dublin

*How to Manage Your Electronic Records: An Introduction*, by Mark Farrell and Jane Donohoe (Dublin, Ireland: Arcline Ltd., 2000) 56 pp. This publication provides administrators with an overview of the important issues involved and will be an important reference for records managers who wish to tackle the complex task of electronic

records management. Relying on latest international practice and research, the publication draws on policies and guidelines compiled by leading international institutions and research projects. It also offers a comprehensive list of useful Web sites where further information can be obtained. Contact: Tina Byrne, Arcline Archives & Records Management, 58 Broadford Close, Ballinteer, Dublin 16 Ireland; fax: +353 1 6290117; arcline@eircom.net; www.arcline.ie.



## WHAT IS THIS THING WE CALL ARCHIVAL SCIENCE?

Börje Justrell

Taken from a 1995-97 study, based on a worldwide 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 publications@archivists.org.



## CALENDAR

### May 31-June 3

ARSC (Association for Recorded Sound Collections) 2000 Conference, hosted by the University of North Carolina at Chapel Hill. Further information and registration materials can be found on the ARSC Web site at [www.arsc-audio.org/unc.html](http://www.arsc-audio.org/unc.html) or by contacting: ARSC, P.O. Box 543, Annapolis, MD 21404-0543; [smweiss@email.unc.edu](mailto:smweiss@email.unc.edu).

### 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](mailto:InfoAIC@aol.com); <http://aic.stanford.edu/>.

### June 9

Spring 2000 meeting of the Society of Rocky Mountain Archivists at the Denver Public Library. Theme: "The Human Side of Archives." Sessions include donor relations, cooperation between libraries, archives, and museums, and ethics. The meeting also features a screening of the film "Keepers of the Frame." For more information, please contact Dr. Jeanne Abrams at 303/871-3016 or [jabrams@du.edu](mailto:jabrams@du.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](mailto:Michael_Moosberger@umanitoba.ca).

### June 22-23

With Old World Bavarian charm, the village of Frankenmuth and the Bavarian Inn Lodge will host the annual conference of the Michigan Archival Association (MAA). The meeting will feature workshops, tours, and a variety of 90-minute professional education programs. John Jezierski, professor of history at Saginaw Valley State University, is the keynote speaker and will present "The Goodridge Brothers, 1847-1922: A Case Study in Michigan Historical Photographs," which highlights the work of two African-American brothers whose photography docu-

mented the Saginaw Valley at the turn of the last century. In addition to the slate of professional programs, MAA has also planned a golf outing, fund-raising event (featuring a rare 1999 Detroit Tiger autographed baseball signed by the entire team at its last home game at Tiger Stadium), and plenty of free time for touring Frankenmuth's many gift shops and specialty stores. Information about registering for the conference can be found at <http://h-net2.msu.edu/~maa> or contact MAA secretary Sandy Eklund at 313/884-5601.

### June 23-24

3rd annual Museum and Library Archives Institute, sponsored by Monson Free Library and Reading Room Association, Massachusetts Board of Library Commissioners, New England Archivists and New England Museum Association, will be held at the Monson & Wilbraham Academy, Wilbraham, Massachusetts. The institute consists of two parallel programs: introductory and special topic. The introductory program is designed for those who have responsibility for museum and library records and special collections, but limited experience in archival methods and procedures. Topics include collecting, accessioning, appraising, arrangement and description, reference and access and preservation planning. The special topic program will focus on archives in the millennium. Topics include using archives in programs, exhibits, marketing, publishing, and fundraising. In addition, creative Web sites, scanning images, and copyright consideration will also be examined. For more info, contact: Theresa Rini Percy, Director, Monson Free Library, 2 High Street, Monson, Massachusetts 01057; 413/267-3866; fax 413/267-5496; [tpercy@cwmars.org](mailto:tpercy@cwmars.org).

### 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, care of photographs, appraisal, and records management. For additional information, contact Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814; 916/653-7715; fax 916/653-7134; [ArchivesWeb@ss.ca.gov](mailto:ArchivesWeb@ss.ca.gov).

### August 11

Society of Georgia Archivists workshop on "Administration of Sound Recordings in Archives" at Georgia College and State University in Milledgeville, GA. For additional information, please visit the SGA Web site at [www.soga.org](http://www.soga.org). **Registration deadline: July 24, 2000.**

### 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](http://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](http://www.uwyo.edu/ahc/srma/saa2000).

### September 20-23

American Association for State and Local History (AASLH) and the Louisiana Association of Museums (LAM) joint 2000 annual meeting. Theme: "It's a Matter of Trust: The Past, The Present, and Historical Reconciliation." For more info, contact AASLH at 615/320-3203, [history@aaslh.org](mailto:history@aaslh.org) or visit [www.aaslh.org](http://www.aaslh.org).

### 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 on Archives, 60 rue des Francs Bourgeois, 75003, Paris, France; fax +33.1.42.72.20.65; or visit [www.ica.org](http://www.ica.org).

### November 13-17, 2000

If you have preservation responsibilities for your collection and want more background on preservation issues and technologies, you may be interested in the Preservation





Management Institute offered by Rutgers University. This program, designed to fit into your work schedule, enables you to conduct preservation planning for your institution while gaining an education in preservation. Participants in last year's Preservation Management Institute gave it an overall rating of 4.9 on a five point scale. The group included professionals from eight states.

The Preservation Management Institute consists of three sessions which will be held in central New Jersey over a one-year period: Session I, November 13-17, 2000; Session II, April 23-27, 2001; Session III, August 13-17, 2001. These class sessions are taught by head instructor Evelyn Frangakis, preservation officer of the National Agricultural Library (former SAA preservation director), and a series of expert guest lecturers including William Lull, Debra Hess Norris, and William Saffady. The three weeks of classes include three field trips. Breakfasts, lunches, and trip transportation are included in the registration fee.

Between sessions you will conduct structured preservation activities in your home institution. Participants who complete the work for the institute will earn a Certificate in Preservation Management from Rutgers University's School of Communication, Information and Library Studies. Among the topics that will be covered in the institute are: environmental issues of collections, pest control, conservation, creating and storing microforms, conducting a preservation survey, preservation of photographic collections and other a-v material, disaster planning, digital imaging, preservation management, and funding for preservation.

The Institute will be held at the University Inn and Conference Center at Rutgers University in New Brunswick, New Jersey. Funding for scholarships for professionals with significant New Jersey history collections may become available over the summer. The registration fee for the institute is \$3,995. Overnight room reservations are available for \$67/single or \$80/double per night.

For more information about the Preservation Management Institute, please check the web site at [www.scils.rutgers.edu/pds/pmi.html](http://www.scils.rutgers.edu/pds/pmi.html) or contact Karen Novick, Director of Professional Development Studies, Rutgers University School of Communication, Information and Library Studies, 4 Huntington Street, New Brunswick, NJ 08901-1071; 732/932-7169; fax 732/932-9314; [pds@scils.rutgers.edu](mailto:pds@scils.rutgers.edu).

## 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](mailto: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](http://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

## LISTINGS WANTED

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

Teresa Brinati  
Director of Publications  
Society of American Archivists  
527 S. Wells Street, 5th Floor  
Chicago, IL 60607-3922  
312/922-0140  
fax 312/347-1452  
[tbrinati@archivists.org](mailto:tbrinati@archivists.org)

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 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](mailto: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](http://www.ou.edu/special/albertctr/archives).

#### James J. Hill Library Grants

The James J. Hill Library will award a number of grants of up to \$2,000 to support research in the James J. Hill, Louis W. Hill, and Reed/Hyde papers. The James J. Hill Papers (1856-1916) are an extensive and rich source for studies of transportation, politics, finance, Native American relations, art collecting, philanthropy, urbanization, immigration, and economic development in the Upper Midwest, Pacific Northwest, and Western Canada. The Louis W. Hill Papers (1886-1948) document similar subjects, as well as his involvement in the development of Glacier National Park and the related tourist industry. Additionally, they detail social and cultural activities from the Gilded Age through World War II. The Reed/Hyde Papers (1853-1960) document the business activities, family, and social lives of four generations, beginning with Samuel Reed a civil engineer who was best known for his work during construction of the Union Pacific Railroad in the 1860s. Subsequent activities including farming, flour milling, and mining, as well as important service in the Red Cross in Europe during World War I. **The deadline for applications is November 1, 2000.** For more information contact: W. Thomas White, Curator, James J. Hill Library, 80 West Fourth Street, St. Paul, MN 55102; 651/265-5441; [twhite@jjhill.org](mailto:twhite@jjhill.org).

#### 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, record-

ings, 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; [mclaughli@mailier.fsu.edu](mailto:mclaughli@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

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Program will award up to three \$1,000 research travel grants and four \$250 research assistance grants in the current year. Preference will be given to projects relating to issues addressed by Morris K. Udall and Stewart L. Udall during their long careers of public service on environment, natural resources, Native American policy, conservation, nuclear energy, public policy theory and environmental conflict resolution.

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





## 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 the *Online Employment Bulletin* plus one issue of *Archival Outlook* or the print version of the *SAA Employment Bulletin* for one fee:

### 92¢ per word

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

Institutional members receive a 50% discount. 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/employment](http://www.archivists.org/employment).

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.

For more information contact SAA at 312/922-0140, fax 312/347-1452, [jobs@archivists.org](mailto:jobs@archivists.org)

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



THE SOCIETY OF  
AMERICAN ARCHIVISTS

## ARCHIVES AND RECORDS MANAGEMENT SPECIALIST

*New York State Archives  
Albany, New York*

The New York State Archives is seeking to fill an Archives and Records Management Specialist 3 position in the Glens Falls Regional Advisory Services office. The incumbent will coordinate State Archives activities and services in the counties of Schenectady, Montgomery, Saratoga, Warren, Washington, Essex, Hamilton, Clinton, Franklin, and St. Lawrence, and will supervise one support staff member. Duties consist of direct advice and assistance to local governments and state agency offices on archives and records management topics including records retention, inventory, storage, preservation, access, and technology. The incumbent will promote the development of government records programs in the region through site visits, workshops, promotion of grant applications, and monitoring of grant-funded programs. The position requires frequent travel throughout the region and other areas of New York State. **Minimum Qualifications:** Candidates must have a master's degree in history, government, business or public administration, political science, American studies, library science, information science, or archival administration, AND have four years of experience in which the preponderance of duties involve: A) analyzing or appraising records and information systems to develop recordkeeping and/or records retention plans for an institution, governmental body, or corporation; B) providing education, training, grant-in-aid, or direct technical assistance services in records management and/or archives administration; C) developing or implementing guidelines, standards, policies and procedures concerning records management and/or archives administration; D) evaluating available information technology to support recordkeeping needs and requirements of an institution, governmental body or corporation; E) acquiring, controlling, preserving, making available, or promoting use of archival records. At least two years of experience must have included direct supervision of professional staff, or responsibility for administration of a program. **Salary:** \$46,727. Leads to a maximum salary of \$57,537, based on annual performance advances. **Application Deadline:** Qualified candidates should send resume and letter of interest by May 31, 2000, to: Ms. Gayle Bowden, Director, Human

Resources Management, Box SC-53, NYS Education Department, 89 Washington Ave., Room 528 EB, Albany, New York 12234; fax 518/486-5631; [scalvin@mail.nysed.gov](mailto:scalvin@mail.nysed.gov). For additional information on the position, contact: Mr. Thomas D. Norris, Manager of Records Advisory Services; 518/473-8499; [tnorris@mail.nysed.gov](mailto:tnorris@mail.nysed.gov). An Affirmative Action/Equal Opportunity Employer.

## ARCHIVIST

*City College of New York Library/CUNY  
New York, New York*

Division head, archives and special collections, instructor/assistant professor (tenure track). **Qualifications:** ALA-accredited M.L.S. with course work in archives, cataloging and conservation/preservation. Two years experience in an archival repository working with special collections, rare books and manuscripts desired. Assistant professor rank requires a second master's degree. \$29,997-\$57,047, commensurate with qualifications and experience. Appointment effective September 1, 2000. Complete position details at: [www.ccny.cuny.edu/positions/archivist.html](http://www.ccny.cuny.edu/positions/archivist.html). Resume and three letters of recommendation to: Professor Pamela Gillespie, [prgcc@scisun.sci.ccny.cuny.edu](mailto:prgcc@scisun.sci.ccny.cuny.edu).

## ARCHIVIST

*Herbert Hoover Library  
West Branch, Iowa*

The Herbert Hoover Library, West Branch, Iowa, is recruiting an archivist, GS-1420-11. The archivist is responsible for a large collection of historical materials and will be responsible for performing appraisal, arrangement, description, reference, and preservation, in addition to being actively involved in exhibit, Web site and education programs. We are seeking candidates who have demonstrated knowledge of U.S. history, archival practice and techniques, research and education methodologies, outreach and automation activities; and oral, written, and Web site communication. Candidates may qualify based upon education or a combination of education and experience. Experience is considered to be an important qualification. Must possess a college degree with a minimum of 18 semester hours in U.S./American history, political science or government and 12 additional semester hours in government, political science, economics, public administration or similar courses. Salary range is



\$41,834/per annum to \$54,385/per annum. All application information must be received no later than May 31, 2000. To receive additional information and application procedures, contact Kathy Elmestad at 314/538-4130 or e-mail [kathy.elmestad@stlouis.nara.gov](mailto:kathy.elmestad@stlouis.nara.gov). The Herbert Hoover Library is administrated by the National Archives and Records Administration, a federal agency. Equal Opportunity Employer.

#### ARCHIVIST

*Solomon R. Guggenheim Museum  
New York, New York*

The Solomon R. Guggenheim Museum is seeking an archivist. Responsibilities include working closely with museum staff. Candidates must be familiar with computer-based information resources; electronic networks, including the Internet and World Wide Web; The archivist will carry out responsibilities such as processing collections, electronic access to collections, digitizing and EAD formatting collections for the Web. Survey collections, compile extents, estimate processing time, identify preservation issues, and budget planning for preservation of collections. Identify materials of high research value. Candidates must be aware of cataloging and classification principles and practices, particularly AACR2, and the Library of Congress Subject Headings. The archivist will work closely with the art librarian under the guidance of the museum records manager. Curatorial direction defines the archives. The Solomon R. Guggenheim Museum Archives in New York City holdings include institutional, exhibition, architectural, and artist collections. The archivist serves museum staff, as well as outside reference requests, and visiting researchers. Please send resume with references to the following address: Human Resources, Department LA, Solomon R. Guggenheim Museum, 1071 Fifth Avenue, New York, New York 10021; fax 212/360-4340.

#### ARCHIVIST

*The Winthrop Group, Inc.  
Dearborn, Michigan*

Position for an experienced archivist intrigued by project and cooperative management opportunity within the archives at Ford Motor Company, an established and very active business archives. Work will be wide-ranging and will include managing people, collections, and selected archival functions.

Knowledge of standard and current archival methods and procedures required. Ability to coordinate and work cooperatively with other professionals essential. **Location:** Dearborn, Michigan. **Duration:** 1.5 years. **Experience:** As noted above. **Education:** Master's Degree. **Compensation:** Competitive; excellent benefits. Please send or fax a resume and the names, addresses, telephone numbers, and e-mail addresses of at least three references to: Linda Edgerly, Director, Information & Archival Services, The Winthrop Group, Inc., 370 Central Park West, #104, New York, New York 10025. For more information: telephone 212/865-6181; fax 212/ 864-6787; e-mail [WGIAS@aol.com](mailto:WGIAS@aol.com).

#### ARCHIVIST I

*Texas State Library and Archives Commission  
Houston, Texas*

Sam Houston Regional Library and Research Center is accepting applications for the position Archivist I. Job responsibilities include assuming primary responsibility as the center's processing archivist, museum curator and tour director. **Minimum requirements:** Master's degree in history, government, library science or related and course work in archival administration. One year experience working with the public and work or school experience using Windows 95 or Macintosh personal computers. College transcripts and criminal history check required. The Sam Houston Regional Library and Research Center is located just 41 miles northeast of Houston, Texas, and operates as a research center and museum. The center is owned and operated by the Texas State Library and Archives Commission. To learn more about the center or to get information on the job application procedure, see our Web site at [www.tsl.state.tx.us](http://www.tsl.state.tx.us) or call 512/463-5474. **Salary:** \$2,161/mo plus state benefits. M/F EOE D. Open until filled.

#### ARCHIVIST II

*Texas State Library and Archives Commission  
Austin, Texas*

The Texas State Library and Archives Commission is accepting applications for the position Archivist II. This person will apply an advanced level of professional skills to all aspects of the archival administration. **Minimum requirements include:** Master's degree in history, government, library science or related and course work in archival

administration; two years experience in the arrangement and description of archives and manuscripts and work or school experience using word processing applications for PC or Mac. College transcripts and writing samples required. A complete job description and application procedures are located at [www.tsl.state.tx.us](http://www.tsl.state.tx.us) or call 512/463-5474. **Salary:** \$2,436/mo with excellent state benefits. M/F EOE D. Open until filled.

#### ASSISTANT ARCHIVIST

*University of Texas at San Antonio  
San Antonio, Texas*

The University of Texas at San Antonio Library seeks applicants to facilitate access and provide information about its archival holdings. Reports to archivist. **Duties:** Provide reference and instructional services related to collections. Prepare print and on-line reference tools. Process archival collections. **Qualifications: Required:** ALA-accredited M.L.S. degree with advanced course work in archives. Demonstrated experience with standard archival processing and reference skills. Excellent written, oral communication and public speaking skills. **Preferred:** Second master's degree; ability to read and speak Spanish or German; one-year, full-time professional archives experience; instruction/presentation experience in an academic setting. Working knowledge of basic preservation, USMARC; HTML and EAD experience. **Salary:** \$27,000 minimum with full benefits package including optional retirement. **Available:** June 1, 2000. Review of applications to begin April 10, 2000, and continue until position is filled. **Application:** Send letter of application and resume with three references to: Jacquelyn Crinion, Assistant Director for Collections and Extended Services, The University of Texas at San Antonio, 6900 N. Loop 1604 West, San Antonio, Texas 78249 or e-mail [jcrinion@utsa.edu](mailto:jcrinion@utsa.edu). UTSA is an EEOA employer. Women, minorities and persons with disabilities encouraged to apply.

#### ASSOCIATE ENTRY-LEVEL ARCHIVIST

*Archival Services  
The History Factory  
Chantilly, Virginia*

An excellent opportunity for a recent graduate to gain practical experience in archives management. We utilize the Re:discovery database and will provide training on our reference procedures. Professional and





career development will be encouraged.

**Responsibilities:** As a member of the archival services department and under the supervision of both manager and director, the successful candidate will perform the following duties: process and catalog archival records for access and use; conduct historical research; maintain an automated research request log; assist with incoming donations and accessions. **Qualifications:** Requires either an ALA-accredited M.L.S. or M.A. in history, with specialized archival training component. Proven experience in archival processing, cataloging, and/or reference services is a plus. **Environment:** For 21 years, The History Factory has specialized in the appraisal, processing and management of the historical archives of leading U.S. businesses. Our approach to archiving and communications enables our clients to document and leverage their heritage for future generations. We offer many related services that help put corporate history to profitable use. The archival services department is comprised of eight archivists, who assess, process, catalog and provide reference service to thirty archives, more than 12,000 linear feet of materials, maintained at our facility. For further information, visit our Web site: [www.historyfactory.com](http://www.historyfactory.com) **Application:** Please forward resume with cover letter and salary history to: Deborah Waller, Director, Archival Services, The History Factory, [dwaller@historyfactory.com](mailto:dwaller@historyfactory.com). No phone calls please. Consideration of applications will begin immediately and continue until the position is filled. A personal interview and references are required.

## CURATOR

*Carnegie Corporation Archives  
Rare Book and Manuscript Library  
Columbia University  
New York City*

The primary responsibility of this position is supervising the maintenance and servicing of the Carnegie Corporation and related archives, including providing in-depth reference service for these archives; and with other curators providing in-depth reference service and overseeing circulation and use of rare books and manuscripts. Responsible for the processing, cataloging and description of manuscript collections, including archival records for the Carnegie collections and related archives which deal with social work,

philanthropy, modern history and politics; maintenance of all records necessary for the archives' use; acting as liaison with various Carnegie organizations; and maintaining, developing and servicing the needs of these collections. The position shares responsibilities for supervision of student assistants, for library instruction, and for assistance with special projects. Position may also include additional administrative responsibilities.

**Requirements include:** Accredited M.L.S. with specialty in archives, or equivalent certificate; knowledge of manuscript and archival management techniques and skills; knowledge of reference sources, tools and techniques in rare books and manuscripts; knowledge of historical, social science and literary research methods; ability to search in RLIN and other electronic databases. Effective writing and oral communication skills and the ability to work cooperatively are essential. Preference will be given to candidates with knowledge of preservation techniques and security procedures; knowledge of and experience with the RLIN AMC database; some knowledge of and experience in working with rare book collections; and a graduate degree in American history or other relevant graduate degree. **Salary ranges (which will increase 7/1/00) are currently:** Librarian I: \$37,500 - \$46,875; Librarian II: \$39,500 - \$53,325. Excellent benefits include assistance with University housing and tuition exemption for self and family. Send letter of application, resume, and names, addresses and phone numbers of three references, to: Jane Hunt, Human Resources Office, Box 18 Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Cover letter must specify Job #UL70100010; please include email address in cover letter. Screening of applications will begin June 26, 2000. Columbia University is an Equal Opportunity/Affirmative Action Employer. Minorities and women are encouraged to apply.

## CURATOR OF MANUSCRIPTS

*Librarian IV  
Johns Hopkins University  
Baltimore, Maryland*

The Sheridan Libraries of the Johns Hopkins University are seeking leadership for the non-book collections in its Special Collections Department. Reporting to the curator of Special Collections, the successful candidate

will develop and oversee the collections of historical and literary manuscripts, university archives, sheet music, and architectural drawings held in the Milton S. Eisenhower Library, the John Work Garrett Library and the George Peabody Library. **The duties include:** developing the collections; promoting use of the collections through teaching classes, preparing exhibits, writing articles, identifying collections for digital projects and maintaining the departmental web site; overseeing preservation of paper-based collections by developing strategies and setting priorities; overseeing staff providing reference and processing for non-book collections; and assisting at the departmental reference desk. The duration of this position is three years.

For more information about Special Collections and the Sheridan Libraries see <http://archives.mse.jhu.edu:8000>. **Qualifications:** M.L.S. from an ALA-accredited school and advanced degree in a humanities subject area; 5+ years experience in a special collections library setting; experience with collection development in a special collections library; experience with in-depth analysis of primary source materials in light of current academic research trends; ability to conduct classes and instructional programs in the use and interpretation of primary source materials; experience with the creation and use of digitized primary source materials; familiarity with online manuscripts systems as well as EAD and web site creation tools; experience planning and implementing outreach programs such as publications, exhibits, and lecture programs; familiarity with preservation issues related to paper-based collections; supervisory experience; excellent communication and interpersonal skills. Send resume and cover letter indicating Job #S00-6183 to: Johns Hopkins University, Homewood Human Resources, 119 Garland Hall, Baltimore, Maryland 21218 or fax to 410/516-2314. Approximate starting salary range is \$39,740 - \$50,668. We offer excellent benefits including tuition remission in a smoke free/drug free environment. AA/EOE.

## INFORMATION SPECIALIST

*Experience Music Project (EMP)  
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](mailto:jobs@experience.org).

### INSTITUTIONAL ARCHIVIST

*The J. Paul Getty Trust  
Research Library, The Getty Research Institute  
Los Angeles, California*

The Getty Trust, which includes the operating programs of the Getty Museum, the Getty Research Institute, the Getty Conservation Institute, and the Getty Grant Program, seeks nominations and applications for an institutional archivist to implement and manage the trust's archival programs, including historical archives, records management, and oral history. The J. Paul Getty Trust Web site address is: <http://www.getty.edu>. Working under broad direction, the institutional archivist reports to the chief librarian of the research library, the Getty Research Institute. Works with the chief librarian, general counsel, and Getty senior staff to set policy and to create the historical archives of the trust, including its programs and facilities. Provides archival management, records management, and preservation expertise. Maintains regular contact with trust executives and staff of the various Getty programs. Utilizes outside professional resources as needed. Supervises professional and support staff as assigned. Selects, acquires, preserves, arranges, and describes the permanently valuable records of the Getty in all media—texts, still and moving images, digital files, sound recordings, and three-dimensional artifacts. Identifies and implements strategies to fill gaps in trust records through research, oral histories, and other appropriate methods. Recommends and establishes a trust-wide records management schedule. May be required to work in dusty or congested areas. **Qualifications:** ALA-accredited M.L.S. degree with specialization in archives administration, or ACA certification as professional archivist, or an equivalent combination of education and experience, required. Minimum five years experience supervising an archives and records management program, including management of large and complex archival projects, required. Experience managing an oral history program preferred. Familiarity with legal and business records preferred. Knowledge of archival arrangement and description, including experience creating finding aids and original collection level cataloging records implementing relevant descriptive standards (AACR2, APPM), required. Knowledge of computer applications in

archives, including experience using word-processing, databases, USMARC and EAD, required. **Availability:** The review of applications will begin May 15, 2000, and will continue until a candidate is selected. **Salary:** Commensurate with experience. Excellent benefits package. Interested parties are invited to submit a letter of application and resume to: Personnel Coordinator, The Getty Research Institute, 1200 Getty Center Drive, Suite 1100, Los Angeles, California 90049-1688.

### LIBRARIAN ARCHIVIST

*Special Collections  
Oliver Ocasek Regional Medical  
Information Center  
Northeastern Ohio Universities  
College of Medicine (NEOUCOM)  
Rootstown, Ohio*

Reports to the director and chief medical librarian; provides records retention and archival services to the college community. **Responsibilities:** directs the records retention program of the college and organizes and maintains the college's special collections. **Requirements:** ALA-accredited master's in library science or a master's degree in archives, history or related field, three to five years experience in records retention and archives, preferably within a medical library. **Preferred:** Microcomputer and integrated library system experience; previous experience in evaluating the appropriateness of systems for storing archival information preferred; ACA certification. Send application letter indicating position and department, curriculum vitae, and three reference names, with mailing addresses, e-mail and phone numbers, to: Office of Human Resources, Northeastern Ohio Universities College Of Medicine, 4209 State Rt. 44, PO Box 195, Rootstown, Ohio 44272-0095. Applications will be accepted until position is filled. NEOUCOM is an EEO/AA educator and employer.

### MANAGER

*Archival Services  
The History Factory  
Chantilly, Virginia*

**Responsibilities:** Under the direction of the director of archival services the successful candidate will be supervising the day-to-day operations of the archival department, exerting quality control over work product, integrating business products with other





departments and participating in departmental administration and leadership. The first three months of this appointment will be focused on implementing revised departmental internal policies and procedures and coordinating project management. **Qualifications:** Requires either an ALA-accredited M.L.S. or M.A. in history, with specialized archival training component; 7-10 years proven experience in archives management with outreach and interpretive application. Staff supervisory experience and fiscal management experience is a plus. Good organizational skills and the ability to interface with all staff levels are necessary. Commitment to maintaining client relationships and supporting the long-term archives management goals of our clients is required. **Environment:** For 21 years, The History Factory has specialized in the appraisal, processing and management of the historical archives of leading U.S. businesses. Our approach to archiving and communications enables our clients to document and leverage their heritage for future generations. We offer many related services that help put corporate history to profitable use. The Archival Services department is comprised of eight archivists, who assess, process, catalog and provide reference service to thirty archives, more than 12,000 linear feet of materials, maintained at our facility. For further information, visit our Web site: [www.historyfactory.com](http://www.historyfactory.com) **Application:** Please forward resume with cover letter and salary history to: Deborah Waller, Director, Archival Services, The History Factory, [dwaller@historyfactory.com](mailto:dwaller@historyfactory.com). No phone calls please. Consideration of applications will begin immediately and continue until the position is filled. A personal interview and references are required.

#### MANAGER UCSF

*Archives and Special Collections Library & Center for Knowledge Management  
University of California, San Francisco  
San Francisco, California*

The library seeks applications and nominations from individuals to administer all aspects of the campus archival program, including a strong focus on digital materials, and delivering public services for the historical, rare, and East Asian collections. The library is a leader in using technology to manage archives. This is an academic position in the librarian series, and requires

a master's degree in an appropriate field and formal training in archives. For the complete position description, please see: [www.library.ucsf.edu/jobs/scmanager.html](http://www.library.ucsf.edu/jobs/scmanager.html). To learn more about the programs and services of the unit, you can visit our Web site: [www.library.ucsf.edu/sc/](http://www.library.ucsf.edu/sc/). **To apply:** send cover letter, resume, and the names of three references to: Nanette Grimm, Human Resources Coordinator, UCSF Library/CKM, 530 Parnassus Ave., Box 0840, University of California, San Francisco, CA 94143-0840. The University of California, San Francisco, is an Equal Opportunity/Affirmative Action Employer.

#### MEDIA ARCHIVES ASSISTANT

*Experience Music Project (EMP)  
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](mailto:jobs@experience.org).

#### PHOTOGRAPH ARCHIVIST/LIBRARIAN

*The Winthrop Group, Inc.  
Dearborn, Michigan*

Position available for archivist/librarian experienced in work with large photograph collections. Responsibilities will include a substantial collection of images in the archives of Ford Motor Company, management of a project to accomplish digitization of a selection of images from the collection, and overseeing preparation of access tools needed to ensure retrieval. Experience with similar effort essential. Master's degree desirable. Applicants should have ability to work efficiently and independently and cooperate with other professionals. **Location:** Dearborn, Michigan. **Duration:** 3-4 years. **Experience:** As noted above. **Compensation:** Competitive; excellent benefits. **Start-up:** As soon as possible. Please send or fax the following: 1) a resume, 2) descriptions of qualifying project(s) and/or collections and experience, and 3) the names, addresses, telephone numbers, and email addresses of three references to: Linda Edgerly, Director, Information & Archival Services, The Winthrop Group, Inc., 370 Central Park West, #104, New York, New York 10025. For more information: telephone 212/865-6181; fax 212/864-6787; e-mail [WGIAS@aol.com](mailto:WGIAS@aol.com).

#### PROJECT DIRECTOR

*Five College Finding Aids  
Amherst, Massachusetts*

The Five-College consortium—Amherst, Hampshire, Mount Holyoke, and Smith Colleges and the University of Massachusetts Amherst—seeks a director for a three-year grant-funded project to create a cooperative database of finding aids for the Five College Archives and Special Collections. Based at the University of Massachusetts Amherst, this position works under the general supervision of the Director of libraries at The University of Massachusetts Amherst in collaboration and cooperation with the Five College Archivists and the Five College Librarians. The goal is to create a cooperative, single, searchable, standardized, public database of approximately 1200 finding aids from the Five College institutions, in HTML and EAD format and linked to MARC records in the Five College Catalog. Policies and procedures will be formulated, disseminated, implemented, administered and



revised, as required. **Qualified candidates will have:** a graduate degree in library science or equivalent in history or history-related field with training in special collections or archival administration; minimum of three years of relevant professional experience, including successful supervisory experience; good knowledge of and experience with professional archival descriptive standards, relational databases, Encoded Archival Description (EAD), HTML encoding and USMARC format; demonstrated high level of written and oral communication skills and the ability to communicate clearly in presentations; excellent organizational and interpersonal skills; ability to interact effectively and work productively, collegially, cooperatively and collaboratively with a variety of individuals and groups. Preference will be given to applicants with a good general understanding of networked computer systems and experience with financial administration. Applicants should submit a letter of interest, a complete resume, and the contact information for three references to: Project Director Search, Administrative Office, Du Bois Library, University of Massachusetts, Amherst, Massachusetts 01003-4710. Review of applications will begin immediately and continue until the position is filled. Information about the Five College Consortium is available at [www.fivecolleges.edu](http://www.fivecolleges.edu). Equal Opportunity/Affirmative Action Employer.

#### SENIOR CATALOGING LIBRARIAN

*Experience Music Project (EMP)  
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](mailto:jobs@experience.org).

#### STATE GOVERNMENT RECORDS ARCHIVIST

*State Historical Society of Wisconsin  
Madison, Wisconsin*

The State Historical Society of Wisconsin is searching for an individual to play a leadership role in shaping the documentary history of Wisconsin state government. Principle duties include developing a documentation plan for state government; analyzing, appraising, and selecting records for acquisition; providing physical and intellectual control for records in the Society's custody; actively representing the State Archives on inter-agency committees and projects; coordinating state records work among professional staff and supervising student employees; planning and participating in outreach activi-

ties; participating in society and archives division planning and quality improvement efforts; and providing occasional reference assistance. **Qualifications:** Knowledge of archives, records management, and preservation theory and practice. Knowledge of and ability in archival and records management methods and procedures. Demonstrated ability in analyzing organizational functions, their supporting record keeping systems, and the content of historical records. General knowledge of strategies for managing electronic records and of data administration. Ability in the preparation of documentation plans. Skill and ability to work effectively as a member of project teams. Ability in using various computer applications, including word processing, spreadsheets, databases, e-mail, Internet browsers, and basic Web page production tools. Familiarity with SGML, XML, and emerging archival standards such as EAD a plus. Excellent interpersonal communication skills, both written and oral. Ability to lift and manipulate boxes weighing up to 35 lbs. Well-qualified candidates will have graduate level course work in archival administration and experience as a professional archivist. **To Apply:** Submit an Application for State Employment form (DER-MRS-38), available on the Internet at: <http://der.state.wi.us/static/appmat.htm>, a current detailed resume, and a cover letter limited to four pages highlighting and detailing the following: 1) your education and experience as a professional archivist, particularly any experience you've had analyzing organizational functions, developing documentation plans, and appraising and selecting records based on those plans; 2) your experience working on project teams; 3) any experience you've had working with electronic records or data administration and/or a description of any courses, seminars, or workshops you've had that focused on electronic records; and 4) a list of specific computer applications (e.g., Microsoft Word) that you know how to use along with a description of your level of expertise with each one. Send completed application materials to: Alice Jackson, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1482. **Completed application materials must be received no later than June 30, 2000.** Application materials will be reviewed and the most qualified candidates will be invited to participate in the next step





of the selection process. Direct questions regarding the application process to Alice Jackson at 608/264-6448 and questions concerning the position to Donna Sereda at 608/264-6456.

### SUPERVISORY ARCHIVIST

John F. Kennedy Library  
Boston, Massachusetts

The John F. Kennedy Library, Boston, Massachusetts, is recruiting for a supervisory archivist, GS-1420-13. The supervisory archivist is responsible for supervision of a staff performing acquisition, appraisal, arrangement, description, preservation and reference service activities on collections of archival documents. We are seeking candidates who have demonstrated knowledge in U.S. history; archival theory, principles and techniques, research methodology; oral and written communication; and managerial skills. Candidates must possess a degree which includes 18 semester hours in U.S./American history, political science or government and 12 semester hours in government, political science, economics, public administration or similar courses, and a minimum of one year of professional archival experience at least equivalent to the GS-12 level in federal service. The archives at the Kennedy Library documents the life and career of President Kennedy and the times in which he lived. The archives includes the papers of President Kennedy, Robert Kennedy and over 300 of their associates and contemporaries, as well as the papers of Ernest Hemingway. The collections consist of over 36 million pages of documents, oral history interviews with more than 1,300 people and approximately 30,000 books. To receive additional information and application procedures, contact Kathy Elmestad at 314/538-4130, or e-mail [kathy.elmestad@stlouis.nara.gov](mailto:kathy.elmestad@stlouis.nara.gov). The Kennedy Library is administered by the National Archives and Records Administration, a federal agency. Salary range is \$61,823 per annum to \$80,367 per annum. Equal Opportunity Employer.

### UNIVERSITY ARCHIVIST

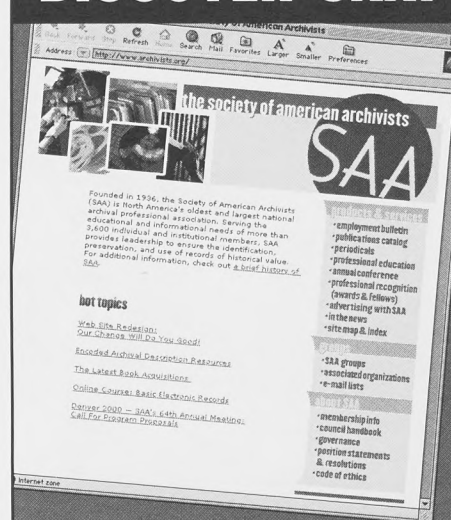
University of Tennessee Knoxville (UTK)  
Knoxville, Tennessee

The university archivist administers a dynamic, user-oriented university archives program. **Primary responsibilities:** to collect

and appraise records from UT administrative offices in cooperation with a campus-wide records program; to arrange, describe, and preserve these records; and to promote the use of records by providing efficient user service and aggressively publicizing holdings through exhibits, special events, classroom presentations, and other outreach activities. The archivist develops written policies and procedures and supervises student assistants, and assists in the general administration of the team. Reports to the head of special collections. **Required Qualifications:** M.L.S. from an ALA-accredited program. Recent professional archival experience and evidence of organizational ability, initiative, and flexibility. Strong communication and interpersonal skills, service orientation, and the ability to work effectively with colleagues, faculty, and students in a dynamic, team-based environment. Experience with the standard desktop software applications and networked electronic resources, and familiarity with the application of computer technology to archival description and collection management.

**Preferred Qualifications:** Several years experience in a professional archival position in an academic setting. Supervisory experience; training and/or experience in records management and the appraisal of electronic records. A second master's in history or other relevant field. This is a tenure-track appointment at the assistant or associate professor level. Library faculty must meet university requirements for promotion and tenure. Annual leave is accrued at the rate of two days per month and sick leave at the rate of one day per month. **Salary:** Assistant Professor, \$30,000 minimum; Associate Professor, \$37,000 minimum. Please send letter of application, a current resume, and the names, addresses, e-mail addresses, and telephone numbers of three recent references to: Jill Keally, Head, Library Support Services, 1015 Volunteer Blvd., Knoxville, Tennessee 37996-1000; fax 423/974-4696. **Review of applications will begin April 15, 2000, and will continue until the position is filled.** Additional information about this position and the UTK community can be found on the Internet at <http://toltec.lib.utk.edu/~lss/search/arch.html>. UT Knoxville is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.

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