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OF THE
SOCIETY OF
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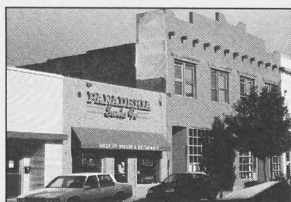


MAMMOTH MATTERS:

- DENVER'S CULTURAL ATTRACTIONS • SAA FALL 2000 WORKSHOPS
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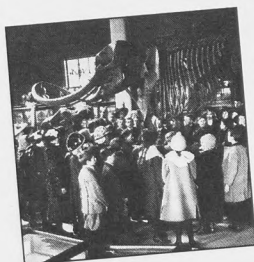
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Class of school children at mastodon exhibit at Milwaukee Public Museum, ca. 1910. Courtesy of Milwaukee Public Museum. Submitted by Susan Otto.

archival outlook

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Coordinating Common Action

When I first began participating in the activities of the Society of American Archivists in the early 1970s, many of the leaders within SAA were government archivists, both federal and state. Additionally, there was not then an executive director or other SAA staff, and both the National Archives and several state archives contributed considerable infrastructure support for SAA operation. Personally, I began my career working in a state archives and I derived considerable professional benefit from SAA meetings, both formally and informally. Later, after I moved to a university setting, I continued my close association with government archivists who were national leaders in some of the initial applications of automation in archives.

Today, government archivists remain active

Today, cooperation and consolidation are the watchwords. SAA views collaboration with other professional associations as critical to our being able to address the "big issues" effectively.

leaders in SAA, but for many, their primary association is with the National Association of Government Archivists and Records Administrators (NAGARA). During the 1970s, some government archivists began to feel that their interests were not being actively addressed within SAA, and that these interests were sufficiently different to justify forming an organization dedicated to those concerns. It was a time of fragmentation for the archival community. The new regional

associations were evolving. The Oral History Association began to draw away those focusing in that area. Records managers concluded that ARMA best met their needs. Perhaps most importantly, SAA and the National Archives and Records Administration were, institutionally, increasingly estranged. Having been active in SAA throughout this period, I think that it is fair to say that, in addition to professional concerns, politics and personalities were also major forces contributing to this evolution.

In many ways, this fragmentation was healthy,

allowing a variety of dynamic organizations to develop in ways best designed for their own memberships. SAA also grew and progressed. But I am not as sanguine about the benefits of this diversity as we enter the new century. Today, cooperation and consolidation are the watchwords. SAA views collaboration with other professional associations as critical to our being able to address the "big issues" effectively.

Increasingly, common technological environments shape common challenges across the archival spectrum. As indicated in the candidate statements for the last SAA election, SAA members increasingly recognize that our issues are often global, requiring international solutions. In the twenty-first century, there will be many individuals performing "archival" tasks. Many of them will not belong to any of our current archival organizations. Much of our effort will have to be devoted to influencing policy and practice developing beyond the immediate borders of our profession. We will best address such issues through cooperation with a diverse range of governmental, corporate, educational, and cultural partners. Within this broader alliance, we need a national archival association that is healthy, aggressive, and inclusive.

During the past year, I heard discussion by two different interest groups within SAA about the potential desirability of forming separate organizations. While I believe that this is the wrong answer in these particular cases, I feel even more strongly about it in general terms. This is the wrong direction in which to be moving in today's environment. We must identify core concerns across the archival community and coordinate common action. Our capacity will not be enhanced by further fragmentation, and I propose, to the contrary, that we explore the possibilities for organizational consolidation. There are many possible alliances, and even mergers should be considered. The benefits that the membership of all archival organizations would receive if the archival profession could speak with a unified voice are substantial. I urge the leadership of these organizations to examine the possibilities closely. ♦



from the executive director

by Susan E. Fox

SAA Fifty-somethings

Happy 50th! These days it seems I am sending greetings to one if not more of you at least once a month. Aside from the fact that you've arrived at official maturity, what does this milestone actually mean? With a passage such as this, it is hard not to reflect on your life and its essential markers.

I am impressed by how many of our newly minted "50-somethings" describe their initial involvement in SAA as a seminal personal event. Several of you hold SAA memberships of 25 years or more. Many of you speak with a warm glint in your eye of your mentors, such as Gerry Ham, Maynard Britchford, Ruth Helmuth, and Meyer Fishbein. These people evoke a vivid response because their passion for archivy is so infectious, their intellectual grasp of the work's inherent challenges so deep, whose care and affection so giving, they inspired you to devote your life to this marvelous enterprise. Mentors such as these gave you a remarkable gift, an authentic part of themselves that has resonated through the years.

When I was younger I used to think that leadership meant grand gestures that changed the course of history—the Churchillian grandiosity of marching a nation through a world war or the Kennedyesque get-it-done *savoir faire* of sending a man to the moon. Today I know that truly profound leadership is all around us in the quieter gestures, the ones that often go unnoticed by others, even ourselves.

One individual who greatly influenced my thinking, James MacGregor Burns, wrote the simply named book, *Leadership*. In his introduction he says:

"...leadership [is] distinct from mere power-holding and...the opposite of brute power. [There are] two basic types of leadership: the *transactional* and the *transforming*. The relations of most leaders and followers are transactional. Leaders approach followers with an eye to exchanging one thing for another: jobs for votes, or subsidies for campaign contributions. Such transactions comprise the bulk of the relationships among leaders and followers, especially in groups, legislatures, and parties. Transforming leadership, while more complex, is more potent. The transforming leader recognizes and exploits an existing need or demand of a potential follower. But,

beyond that, the transforming leader looks for potential motives in followers, seeks to satisfy higher needs, and engages the full person of the follower. The result of transforming leadership is a relationship of mutual stimulation and elevation that converts followers into leaders and may convert leaders into moral agents."

This, to me, embodies the soul of SAA.

Leadership does not require the capacity to give poetic speeches or to impart a grand vision. It requires commitment to each other, to the profession, and to our institutions. It is a value system that expresses itself as a potent means of making society deeper, authentic, more meaningful.

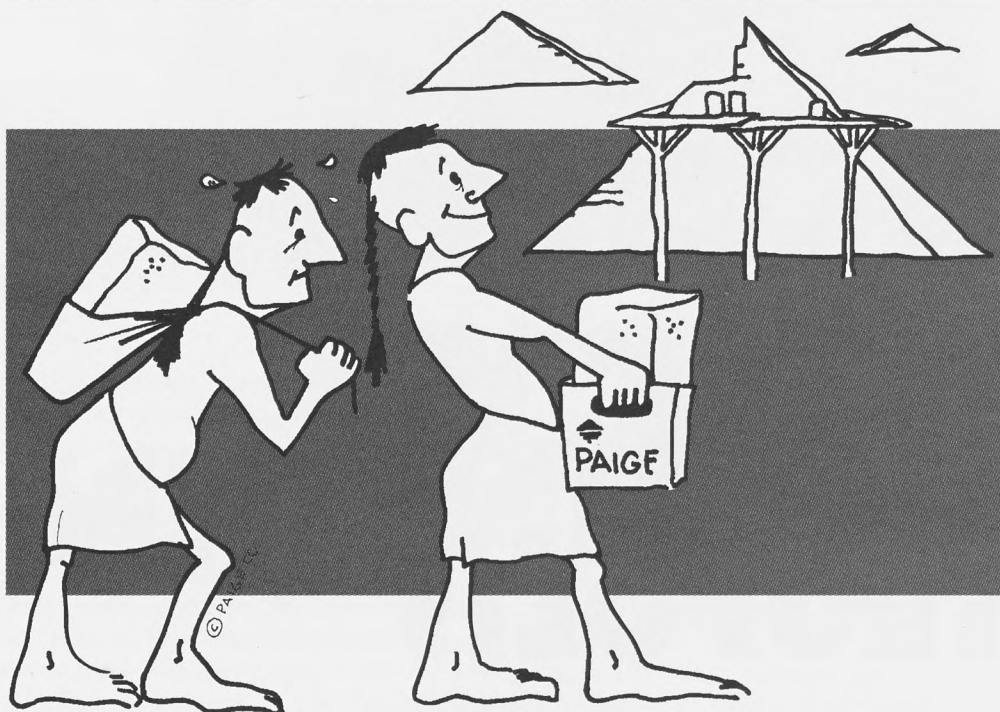
It's clear that SAA members hold this value system dear. You instinctively understand the power of transformational leadership and you exercise it well. This becomes especially apparent when you look over the SAA leadership list and consider the qualities and traits of those actively involved with SAA's mission. These are people who are willing to devote countless hours of personal time to SAA and, subsequently, to improving the theory and methodology of this noble profession.

In the *Alexandrian Quartet*, Laurence Durrell spoke of the "great gong," an event that is so profound its true ramifications can never be known until many years later. The immediate striking of the gong, he said, reaches the ears quickly, but reverberations from the sound go on and on in ever-widening concentric circles. Transformational leadership is like that, it gives our lives a richness that inspires and influences those close to us and those we've never met, leaving its mark through the years.

Burns explains it this way:

"...we must include [in our definition of leadership] an enormous variety and range of actions that in themselves constitute complete leadership acts that is, the process and achievement of intended change or that consciously make up significant links in the total process of achieving intended change. Not only the building of a new political party aimed at mobilizing tribal groups for the sake of social change, or a campaign against illiteracy, or a community development program, but a mother consciously acting in such a

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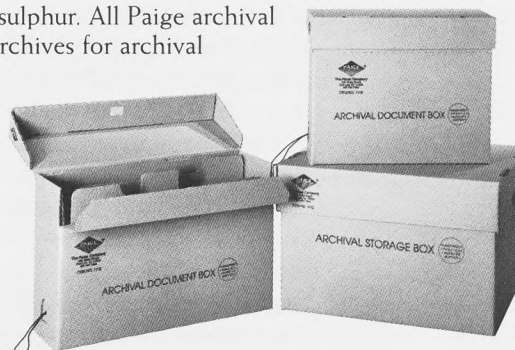
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DENVER'S CULTURAL ATTRACTIONS AWAIT SAA VISITORS

BY JENNIFER THOMPSON UNIVERSITY OF DENVER, PENROSE LIBRARY

When most people think about Denver, Colorado, they imagine skiing, mountains, and cowboys. While the views of the mountains to the west are magnificent, while skiing attracts hundreds of tourists each year, and while visitors just might bump into a cowboy or two, SAA members who attend this year's annual meeting at the Adam's Mark Hotel will be surprised to find that Denver has much more to offer. With a population of 2.3 million in the six county metro area, Denver is a vibrant, cosmopolitan city with a highly educated, active, and diverse population. Known for its western hospitality, Denver is a city that has maintained much of its rich cultural heritage and casual, friendly atmosphere while becoming the 20th largest metropolitan area in the nation with the 10th largest downtown area.

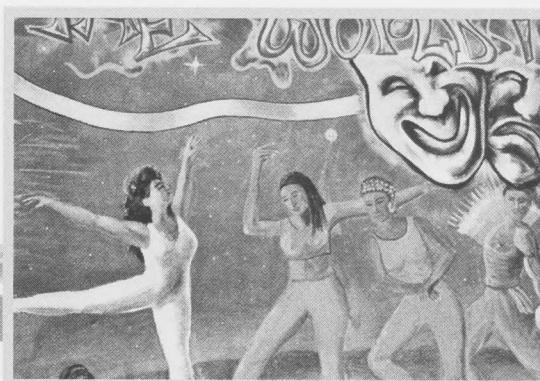
As the largest city in a 600-mile radius, Denver is the cultural and commercial center of the Rocky Mountain region. As a result, visitors will find an amazing variety of multi-cultural attractions and events to choose from, all within easy reach from the Adam's Mark Hotel. In addition to the many wonderful tours planned by the SAA local organizing committee, you might also want to set aside time to explore some of the lesser-known attractions that capture the essence of the diverse people who call Denver home.

One of the easiest ways to get around Denver in the summer is the cultural connection trolley, which takes passengers on a self-guided tour of the city's attractions. The entire route takes about an hour, and with a \$3 all-day pass, which also includes bus and light rail service, you can get on and off as often as you wish from 9:30 a.m. to 5:30 p.m. The trolley leaves the nearby Denver Pavillions stop at 16th and Welton on the hour and half hour.

One place you might want to start for a sense of the cultural history of the city would be the Auraria campus, home to the University of Colorado-Denver, Metropolitan State College of Denver, and the Community College of Denver. The campus is located across Cherry Creek, just west of Speer Boulevard. and is accessible via the free 16th Street mall shuttle and a short



St. Cajetan's Center on the Auraria Campus



Mural at Denver Civic Theatre

walk. It is situated on what were the original residential neighborhoods of Denver, home to successive waves of immigrants over the years. On the campus you can visit Ninth Street historic park, the oldest restored block of residences in the city, featuring several Victorian cottages and a grocery store all built between 1872 and 1906. Information about the architectural style and history of each residence can be found along a self-guided walking tour.

Another building to visit on the Auraria campus is the only remaining U.S. residence of former Israeli Prime Minister Golda Meir, who moved to Denver in 1913 to live with her sister's family on Denver's predominantly Jewish west side. The house was restored and now functions as a museum, conference center, and home to the Golda Meir Center for Political Leadership.

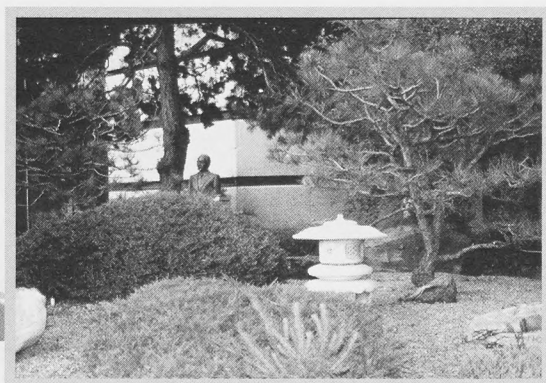
The Auraria campus is also the site of many of Denver's early religious buildings, including the Emmanuel Gallery, St. Elizabeth's Church, and St. Cajetan's Center. The Emmanuel Gallery is the oldest church building in Denver, constructed in 1876 as an Episcopalian chapel. It was converted into a Jewish synagogue in 1903 and now functions as an art gallery for the three Auraria campus colleges. St. Elizabeth's Catholic Church, which was originally founded by German immigrants, is still an active Catholic parish, and the Spanish colonial St. Cajetan's Center began as the first Catholic Church for the Spanish-speaking community in the Auraria neighborhood. These buildings are notable for their aesthetically pleasing and varied architectural styles as well as for the way they reflect the ethnic diversity of this early Denver neighborhood.

Also accessible by the 16th Street mall or the cultural connection trolley is Sakura Square, a development project devoted to Japanese culture and heritage, located at 19th and Larimer in the heart of the early twentieth-century Japanese commercial and residential district. The square was erected in 1973 and was "dedicated in commemoration of men and women of Japanese ancestry who brought oriental art, religion, and culture to the Rocky Mountain Region and to those who continue to sustain this cherished heritage." If you visit you will find a small courtyard and gardens in addition to Asian merchants, the Akebono restaurant, the adjacent Tri-State Buddhist Temple, and the Museum of Contemporary Art-Denver, which will be presenting an exhibit featuring the work of several contemporary Asian artists during the time of the SAA meeting.

Venture past Sakura Square, into the region bounded by Market and Wynkoop, known as Lower Downtown, or Lodo, and you will find a wide variety of micro-breweries, restaurants, and specialty stores. Art lovers will also find several galleries, many known for their western and Native American art. This designated historic district anchored by Coors Field, is composed of nineteenth-century brick warehouse buildings, dating back to the days when the railroad and Union Station, which is still in use, marked the commercial center of the city. These buildings have been successfully renovated into residential lofts and retail centers and are now home to many popular Denver stores including Denver's favorite bookstore, the Tattered Cover, and the new REI flagship store located in Denver's 1901 Tramway building.

For those who wish to venture out a little further, two more historic Denver neighborhoods are accessible by a short ride on Denver's downtown light rail. South of the Auraria campus is the La Alma/Lincoln Park neighborhood, featuring the lively and colorful Santa Fe Drive corridor, which is quickly becoming the cultural center of the Latino community in Denver. Some of the landmarks along Santa Fe Drive include the Denver Civic Theater, the Panaderia Mexican bakery, the Chicano Humanities

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Japanese Gardens and Courtyard at Sakura Square

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and Arts Council, the historic Mediterranean-style William Byers Library, and The Museo de las Américas, a museum dedicated to educating the public about the artistic and cultural achievements of Latinos. The museum will be exhibiting the mural drawings of Diego Rivera during the week of the SAA meeting.

Moving east from central downtown via the downtown light rail line, visitors will discover the Five Points neighborhood, founded in the 1860s as one of Denver's first residential suburbs. Known for attracting musicians such as Charlie Parker and Duke Ellington to its jazz clubs, Five Points is an active African-American community and the site of one of the largest Juneteenth Festivals in the country, which celebrates the day when African-Americans in Texas first heard word of the Emancipation Proclamation. The main cultural attraction in this region is the Black American West Museum, a scheduled SAA tour stop. So, if you find yourself in the neighborhood, check out all that the Five Points district has to offer, including the Hue-Man Experience on Park Avenue West, the largest African-American bookstore in the region.

If you have only a few hours to explore the city, you might want to try out the Festival of Mountain and Plain—A Taste of Colorado. This free event, held every year in Civic Center Park over Labor Day weekend, features food from more than 50 local restaurants, as well as music, arts, and crafts.

We look forward to seeing you at SAA's 64th annual meeting! ♦

SAA ANNUAL MEETING PROGRAM UPDATE

The following information was inadvertently omitted from and/or listed incorrectly in the print version of the *SAA 64th Annual Meeting Program*, which was mailed to members in June. SAA regrets these errors and requests that you kindly note the following:

SCHEDULE (P. 20)

Thursday, August 31 — 5:15 p.m. - 6:45 p.m.
Archival Educators Roundtable Meeting

PRE-CONFERENCE WORKSHOP REGISTRATION FORM (P. 45)

#0013 - Copying Services

Note corrected fee information: Fee: \$342; SAA Members \$269

#0022 - Copyright: The Archivist and the Law

Fee: \$215; SAA Members \$169

The online program (<http://www.uwyo.edu/ahc/srma/saa2000/>) has been updated to reflect these changes.

DIVERSITY PLENARY SESSION

SATURDAY, SEPTEMBER 2, 9:45 A.M. - 10:45 A.M.

Don't miss this opportunity to hear Maurice Banks of the U.S. Department of Transportation (DOT) speak on diversity in the workplace and in the profession and how it will strengthen both our organizational and individual abilities.

Mr. Banks joined DOT in 1991 as a program manager in the Office of Work Force Diversity and Special Programs, under the assistant secretary for administration, Office of the Secretary.

Mr. Banks currently serves as the diversity advocate for DOT where he advises senior officials and managers in headquarters and in the field on the concepts and applications of managing diversity. Mr. Banks has also addressed other federal agencies, including the Departments of Commerce, Defense, and Interior, on various diversity topics.

Prior to coming to DOT, Mr. Banks was vice president and regional branch administrator of the Washington Federal Savings Bank. In that capacity, he chaired the Banking Association's efforts on diversity in banking.

Mr. Banks has worked at the Travelers Mortgage and Xerox Corporations. He is a graduate of Virginia State University in Petersburg, Virginia, where he received a bachelor of science degree in business administration.

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AUGUST 28-SEPTEMBER 3, 2000

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ANNUAL MEETING PROGRAM

Available online at <http://www.uwyo.edu/ahc/srma/saa2000/>. For additional print copies, contact Bernice Brack at SAA, 312/922-0140, bbrack@archivists.org.

Looking Inward, Looking Outward: Archives in a Time of Change

by BRUCE W. DEARSTYNE, College of Library and Information Services, University of Maryland

Archives experience continuing uncertainty—an unsettling but often exciting time of change that seems to go on and on. This short article outlines five recent developments which illustrate the contradictory themes of reaffirmation, change and searching for new directions.

Knowledge Management Rediscovered Old Formats. Many archivists are intrigued by the emerging field of knowledge management (KM), which covers both “implicit” knowledge—what people have in their minds and can apply in their work—and “explicit” knowledge—the kind that is written down. How, if at all, does KM relate to records management and archives? Jan Duffy has suggested that “records management [will become] a subset of electronic document management, in itself a subset of knowledge management—a key innovation enabler.”¹ In that scenario, archives, presumably, would be even lower, a subset of records management. Nancy Dixon explains that professionals may prefer sharing information verbally rather than through documents:

They viewed the less tangible things almost as part of their identity and self-worth. They were willing to share the tangible documents and programs because they belonged to the organization. [They shared the intangible, personal] information because they gained some personal benefit from doing so. That personal benefit might have been no more than having others acknowledge their expertise or the smile they got in return—but they got something back.²

A counter-point to recent KM wisdom, and hype, is *The Social Life of Information*. The authors point out weaknesses of KM, question the assertion that there is a digital solution to any information problem, and point out the persistence, indeed growth, of paper. “Info enthusiasts have thrust nothing under the hammer with quite so much enthusiasm as paper documents,” yet paper flourishes as an information medium. Probably the high point of the book, at least for archivists who espouse intrinsic value, is where one of the authors recalls doing research in the archival records of a 250-year-old business. “Incoming letters were stored in wooden boxes about the size of a standard Styrofoam picnic cooler, each containing a fair portion of dust as old as the letters....I longed for a digital system that would hold the information from the letters and leave the dust behind.” But he changed his mind one day. A new researcher began going through the materials, *sniffing* each packet despite the dust.

Choking behind my [dust] mask, I asked him what he was doing. He was, he told me, a medical historian. He was documenting outbreaks of cholera. When that

disease occurred in a town in the eighteenth century, all letters from that town were disinfected with vinegar to prevent the disease from spreading. By sniffing for faint traces of vinegar that survived 250 years and noting the date and source of the letters, he was able to chart the progress of cholera outbreaks. His research threw new light on the letters I was reading.³

E-government Studies Sweep Past Records and Archives. *E-government*—doing business electronically, particularly over the Web—is a notion that has taken hold in governments at all levels. If government is going to operate on digital information, shouldn’t this be a great time to be in the records business? But discussions of strategies and policies for e-government usually simply ignore records issues. Two recent lengthy, and influential, reports by the National Governors’ Association, reflect this tendency.⁴ *State Strategies for the New Economy* shows how state governments can become more agile and responsive by using technology to improve and transform services. “...state government can use the Internet to change how it interacts with the public” through user-friendly Web sites. Records implications, including managing Web site information as a record, are simply ignored. *Governance in the New Economy* envisions state governments operating in an information-rich environment and a “new federalism” where the availability of digital information changes federal-state approaches to such things as entitlement programs and tax and revenue systems. But records are not discussed. Incredibly, records management and archival programs are often not perceived to be in the *information* business that governments are now entering. Moreover, there is a tendency to measure the value of information in a present-minded, utilitarian way and to ignore or slight its potential uses for documentation, legal, or historical or other research purposes.

Archives Keep Controversies Alive. Occasionally, archives make a bold, dramatic statement of sorts. Their power to recall the past, rekindle old debates, provide legal documentation, and affect the course of current undertakings, is little short of amazing. Sixty years ago, hundreds of families were moved from land in Virginia which was to become the Shenandoah National Park. The government paid for the land but people who resisted were forcefully escorted off the mountain. Memories of the controversial resettlement have haunted the region for years. “The lingering enmity might have died with the last of the aging mountain folk but for a simmering dispute over access to the park’s historical archives. The feud has reawakened the grief of a community that has long distrusted government....” Park service officials saved much of the material

related to the resettlement, but cut off access in 1997 to begin item-level cataloging. Researchers, denied access, allege that the government does not want the information in the archives to get out. The park's cultural resource specialist felt caught in a dilemma all too familiar to many archivists: "It's a vicious cycle. If I open to the public, I can't be cataloging and then we never get anywhere. We need the staff, and park service budgets are not very cooperative on that issue right now." By late spring, however, the park had developed plans to hire a full-time archivist, hopefully opening the way to processing and opening the records.⁵

Information Professionals Identify Common Ground. During the past two years, the Collaborative of Information Management Associations (CIMA), a loose alliance of archives, records management, library, forms management, and other information management groups coordinated by ARMA International, has held informal meetings to identify common interests and settle on unified actions. CIMA represents a recognition of several themes: digital information breaks down barriers between formerly distinct professional fields, managing and providing access to that information presents unresolved challenges to information professionals in general, and there is a critical need to articulate our objectives and assert the importance of our role as information professionals. "Leverage the power!" is CIMA's informal slogan, representing the theme of the several associations working together. At its spring meeting, the group settled on some specific products: a glossary of information management terms, a report on "competencies" for information professionals, a white paper on the role of information professionals, and establishment of a Web site. CIMA also hopes to look into electronic records issues and standards for the field.⁶

Archival Organizations Identify Common Ground. A broad scale project sponsored by the Council of State Historical Records Coordinators (COSHRC) has provided an unprecedented, in-depth look at the educational and development needs of small to mid-sized historical records programs. The project, a follow up to the 1998 COSHRC report *Where History Begins: A Report on Historical Records Repositories in the United States*, included gathering detailed statistics and information from focus groups on historical records program conditions and needs. It culminated in the National Forum on Archival Continuing Education (NFACE) in Decatur, Georgia, in April. As with CIMA, the emphasis was on common concerns, how to make the best use of limited resources, and how to coordinate work. The group acknowledged the need for better communication within the archival field itself and more collaboration beyond it, e.g., with

the museum community. The group identified a number of initiatives, including informal communications among groups and establishment of a Web site for listing of educational events and other information.⁷

End Notes

1. Jan Duffy, "Harvesting Experience: Reaping the Benefits of Knowledge," Knowledge Management Workshop at the University of Maryland, May 10, 2000.
2. Nancy M. Dixon, *Common Knowledge: How Companies Thrive By Sharing What They Know* (Boston: Harvard Business School Press, 2000), 8.
3. John Seely Brown and Paul Duguid, *The Social Life of Information* (Boston: Harvard Business School Press, 2000), 173-174.
4. National Governors' Association, *State Strategies for the New Economy* (Washington: NGA, 1999) and *Governance in the New Economy*, (Washington: NGA, 1999), both at their Web site, <http://www.nga.org>.
5. *Washington Post*, March 6, 2000 and May 22, 2000.
6. Tony Nash, facilitator, "CIMA Session Report," March 17-18, 2000, Albuquerque, NM.
7. *Where History Begins*, all of the COSHRC survey information, and the NFACE report are available at its Web site, <http://www.coshrc.org>.



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Some Powerful Points

This article is about lectures, real live ones. Lectures are the delivery method of choice in most workshops, seminars, keynote speeches and presentations. The lecture can be a source of stimulating learning or an opportunity for a post-lunch snooze. Much depends on the ability of the lecturer to capture and hold the audience with a compelling message. We will begin with the assumption that you, as a lecturer, are completely capable of establishing and maintaining a learning rapport with an audience. Your message is seminal to the learners. You have researched the information thoroughly and incorporated that information into a logically organized flow of ideas.

The powerful points that are addressed in this article refer to the *next* step: a supporting environment for the lecture. Two factors dominant in a lecture environment are 1) appropriate visual support and 2) well-structured handouts. Here are some dos and don'ts regarding these two factors.

Visual Support

Power Point presentations, slides and overhead transparencies are variations of the same projection technology. They present text and graphics that parallel what the lecturer is saying.

- Do use them as background material. This is meant in a very literal sense. The key dynamic in a lecture occurs between lecturer and audience. If the learner can get all of the information from the text and graphics, the material might best be transferred to a CD and used as computer-based training.
- Don't expect the Power Point presentation to be the lecture. This could be interpreted in two ways. First, *don't* make the slides the center of focus during the lecture. Imagine this scene. The room is darkened and the lecturer is standing behind a podium with an eerie little light casting monstrous shadows upward over the face of the speaker. The brighter light shines from a series of Power Point slides that click with mesmerizing regularity, putting into text exactly what the speaker is saying. It's a little extreme, but we've all experienced it. The mistake is that the focus is on the slides rather than the speaker.
- Do design the Power Point (or slides, or transparencies) with dark letters on a light background. In this configuration you will not have to dim the lighting in the room. Hotels and conference centers usually use colors in the meeting rooms which will have a "soothing" effect on the participants. Using lower lighting creates an even more "snoozing" effect. The lighting should create a focus on the speaker and the audience, with the slides as a guiding background.
- Do make sure that the dynamic of the lecture centers on the rapport of the lecturer to the audience. The Power Point slides are only a support for what is being said. Occasionally, the speaker may draw the attention of the

audience to one or the other aspect of a slide. This can be done with a laser pointer (keep it steady, now!), or by walking toward the screen (yes, you can leave the podium) and gesturing toward the points of attention.

Another way in which the slides can attempt to BE the lecture happens when there is too much information on each slide. The impression is that the speaker is trying to duplicate the text of the lecture on a series of slides. Occasionally, the speaker may even read the bulleted text, as though the audience were incapable of seeing it. *Don't* read the slides verbatim. *Do* limit the text of each slide to between five and eight lines. The larger the text, the better. If you are working in Power Point, headings should be more than a 44-point font; subtext, 40 point. *Do* vary your slides with appropriate graphics. They help to break up the solidity of the text. *Do* use key words and phrases. *Don't* be too "cute" with the transitions, particularly those with sound, the little beeps and whistles that accompany some of the template transitions. They distract from the relationship between you and the audience, and pull the attention to the slides. *Do* maintain eye contact with the audience throughout the lecture so that you can get the non-verbal feedback that tells you that you are "connecting" with them. The slides should never get in the way of the message.

Handouts

The word "handouts" in this context refers to the print material that the participants receive as part of the learning experience. It can be an abbreviated piece that accompanies a single presentation. It can also be the syllabus for a workshop. In each case, the same principles apply. The handouts should supply an embellishment of the lecture. What does this mean?

- Do begin each handout with a clear statement of the learning objectives written in terms of the learner. A good way to assure this is to start out with a sentence like, "At the end of this session, the learners will ..." This format helps to think about how the behavior (cognitive, affective or psychomotor) of the learner will change as a result of the lecture. Well written objectives will help to unify the expectations of the audience and keep everyone on the same track. These objectives are the substance of the final evaluation of the lecture. The lecturer should know by some evaluation means, whether the audience has heard the message.
- Do provide extended text in the handout that will flesh out ideas that are not be addressed at length in the lecture. Use graphics in these sections that match the graphics on the slide. That helps the learner to follow the sequence of the content as it is presented. *Don't* reproduce the whole series of presentation slides with lines for note taking. This makes each idea equal to the next and fails to highlight the essential concepts that are intended for learning.

continued on page 27

Fall 2000 Workshop Schedule

SPONSORED BY THE SOCIETY OF AMERICAN ARCHIVISTS

Access Points

PROVO, UTAH

CO-SPONSORS: CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS
BRIGHAM YOUNG UNIVERSITY

OCTOBER 4-5, 2000

REGISTRATION DEADLINE: SEPTEMBER 4, 2000

FEE: \$342; SAA MEMBERS: \$269

CONTINUING EDUCATION UNITS: 1.5

INSTRUCTORS: PETER WILKERSON AND SUSANNE WARREN

This course focuses on content analysis of archival descriptions and the formation of searchable access points. Workshop content includes subject analysis, the formation of subject headings using the Library of Congress Subject Headings and the Art and Architecture Thesaurus. The course is designed to be taken by individuals who have a basic understanding of the organizational structure of personal papers and archival records and who understand the basic concepts of archival description (see <http://www.SCHistory.org/getty/> for introductory information; URL is case sensitive). Peter Wilkerson is head of the South Carolina Historical Society's Library and Archives, and Susanne Warren is an information management consultant for cultural heritage institutions.

The workshop will be held at Brigham Young University. Lodging is available at the Days Inn, 1675 N. 200 W, Provo, Utah 84604, 801/375-8600, three blocks away from the BYU campus. When making reservations, please tell them that you are attending the SAA workshop. *Reservation deadline: September 4, 2000.*

Digital Imaging Technology

DURHAM, NORTH CAROLINA

CO-SPONSOR: DUKE UNIVERSITY

OCTOBER 13-14, 2000

REGISTRATION DEADLINE: SEPTEMBER 13, 2000

FEE: \$260; SAA MEMBERS: \$210

CONTINUING EDUCATION UNITS: 1.2

INSTRUCTOR: PAUL CONWAY

This workshop will present the concepts and vocabulary of digital imaging technology and its application in the creation, storage, transmission, retrieval, display, and printing of images. The primary focus will be the use of this technology by archivists to create image databases of historically significant materials. Prior to the workshop participants will consider the use of digital imaging in their own repositories. During the workshop, participants will be introduced to components of imaging systems and their attendant costs, quality/production trade-offs, factors affecting the longevity of digital information, and access-related issues. Through lecture, discussion, case studies, exercises, and handouts, participants will gain an understanding of how the various approaches of digital imaging affect the range of paper and film-based materials found in archival collections. The instructor is Paul Conway, director, Preservation Department, Yale University.

The workshop will take place at the Perkins Library, Rare Book, Manuscript and Special Collections Library of Duke University, Durham, North Carolina. Lodging is available at Regal University Hotel, 2800 Campus Walk Avenue, Durham, North Carolina, 27705 800/633-5379. Free shuttle service is provided by the hotel to and

from the airport. When making reservations, indicate that you are taking the SAA workshop at Duke University. *Reservation deadline: September 13, 2000.*

Encoded Archival Description (EAD)

CLEVELAND, OHIO

CO-SPONSORS: MIDWEST ARCHIVES CONFERENCE/
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

OCTOBER 17-18, 2000

REGISTRATION DEADLINE: SEPTEMBER 17, 2000

FEE: \$362; SAA MEMBERS: \$289

CONTINUING EDUCATION UNITS: 1.5

INSTRUCTORS: JACKIE DOOLEY AND RICHARD SZARY

This workshop will teach participants how to encode their finding aids in Standard Generalized Markup Language (SGML) using Encoded Archival Description (EAD). EAD is becoming the standard Document Type Definition (DTD) for archival finding aids. Participants in this workshop will learn the structure of EAD, get an overview of SGML, learn how to use an SGML authoring program (Softquad's XMeta1), discuss what makes a good finding aid, and discuss implementation strategies. Participants will be able to apply the basic elements of EAD to finding aids in their own institution after completing the workshop. The instructors are Jackie Dooley, head, Special Collections and University Archives, University of California, Irvine, and Richard Szary, Manuscripts and Archives, Yale University.

The workshop will be held at Case Western University. Lodging is available at the Sheraton City Center, 777 St. Claire Avenue, Cleveland, Ohio 44114, 216/771-7600 at the rate of \$119 plus tax, single or double. For airport shuttle service use Royal Fleet, 216/631-5598, \$10/person, located at lower level, exit 2 of the airport until approximately 10 p.m. *Hotel Reservation deadline: September 17, 2000.*

Architectural Records

CLEVELAND, OHIO

CO-SPONSORS: MIDWEST ARCHIVES CONFERENCE/
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

OCTOBER 18, 2000

REGISTRATION DEADLINE: SEPTEMBER 18, 2000

FEE: \$215; SAA MEMBERS: \$169

CONTINUING EDUCATION UNITS: .75

INSTRUCTORS: WAVERLY LOWELL AND TAWNY RYAN NELB

Records of the built environment, architectural as well as landscape and interior design, and engineering, are essential for understanding, using, and preserving the physical world. These records are unique, complex, beautiful, technical, unwieldy, and often at risk. This workshop will provide a context for understanding the creation of architectural records; a framework for addressing their management and use including what to collect or retain, how to arrange, describe and preserve these diverse materials; access and reformatting options; and a discussion of the role of electronic records in the design and construction process and how it affects records professionals. The instructors are Waverly Lowell, curator,

continued on next page

SAA Fall 2000 Workshop Schedule

Environmental Design Archives, University of California, Berkeley and Tawny Ryan Nelb, Architectural Records Consultant.

The workshop will be held at the Sheraton City Center, 777 St. Claire Avenue, Cleveland, Ohio 44114, 216/771-7600, where lodging is available at the rate of \$119 plus tax, single or double. For airport shuttle service use Royal Fleet, 216/631-5598, \$10/person, located at lower level, exit 2 of the airport until approximately 10 p.m. **Hotel Reservation deadline: September 18, 2000.**

Archival Cataloging as a Component of Description

WORCESTER, MASSACHUSETTS

CO-SPONSOR: NEW ENGLAND ARCHIVISTS

OCTOBER 18-19, 2000

REGISTRATION DEADLINE: SEPTEMBER 18, 2000

FEE: \$342; SAA MEMBERS: \$269

CONTINUING EDUCATION UNITS: 1.5

INSTRUCTORS: MELISSA DELBRIDGE AND LYNN HOLDZKOM

Introduces archival cataloging in the context of archival description and the descriptive process, relating the catalog record to more detailed finding aids, indices, repository guides, and the like. Topics covered will include sources of information, titles and dates, physical description and notes. Goals of the workshop are for participants to 1) learn to catalog archival materials and catalog with an archival perspective; 2) understand the differences between archival cataloging and bibliographic cataloging; 3) gain familiarity with the tools of archival cataloging; 4) gain understanding of best practice; 5) be exposed to the future of archival cataloging; and 6) understand cataloging as a component of description. The course will be presented by Melissa Delbridge, principal manuscript cataloger, Duke Special Collections Library, Duke University, and Lynn Holdzkom, manuscript cataloging, University of North Carolina, Chapel Hill.

The workshop, as well as the NEA Conference, will take place at the Hogan Campus Center of the College of the Holy Cross, Worcester, MA 01610.

Probing Appraisal Practice: Contending with Methods, Mayhem and Madness

LAS VEGAS, NEVADA

CO-SPONSOR: ARMA INTERNATIONAL

OCTOBER 21, 2000

REGISTRATION DEADLINE: SEPTEMBER 21, 2000

FEE: \$215; SAA MEMBERS: \$169

CONTINUING EDUCATION UNITS: .75

INSTRUCTOR: RICHARD J. COX

Participants will learn how to evaluate the utility of traditional archival appraisal approaches and how to consider newer approaches proposed and debated over the last decade. Participants will consider how traditional archival appraisal approaches—records values, acquisition strategies, records scheduling—work or may not work as organizations and society become more complex. The workshop title reflects its goals. Methods refer to the range of appraisal approaches available to the archivist, although there seems to be little consensus about the relevance of these methods. Mayhem refers to the escalating change of communications and recordkeeping systems in organizations and society, all challenging the half-century-old idea of records being appraised for information and evidence. Madness refers to the contentious nature of society, aptly reflected in the culture wars, political debates, and litigation directly bearing on records. The workshop instructor is Richard J. Cox, professor, University of Pittsburgh School of Information Sciences.

The workshop and the ARMA conference will be held at the Hilton Hotel, 3000 Paradise Rd. Las Vegas, Nevada 89109, 800/732-7117. Hotel accommodations are available at the rate of \$136, single/double. Shuttle service at the airport will take participants to all area hotels for less than \$5. **Hotel reservation deadline: September 21, 2000.**

Preservation Institute: Current Issues in Management and Practice

COLLEGE PARK, MARYLAND

CO-SPONSOR: UNIVERSITY OF MARYLAND

OCTOBER 27-29, 2000

REGISTRATION DEADLINE: SEPTEMBER 27, 2000

FEE: \$625; SAA MEMBERS: \$549

CONTINUING EDUCATION UNITS: 2.4

INSTRUCTORS: EVELYN FRANGAKIS AND MARY LYNN RITZENTHALER

This three-day institute is designed for the experienced archivist who is responsible for archival collections of all kinds. While certain preservation protocols remain the same, the advance of technology has opened greater options for addressing the basic questions of preservation:

- strategic planning for preservation
- the care and handling of archival materials
- protecting collections
- disaster preparedness and recovery
- environmental monitoring and control
- exhibits
- reformatting options
- conservation
- selection for preservation

Each of these areas calls for cutting edge thinking, particularly on the part of persons who are in positions of responsibility for archival collections. The instructors for the institute are Evelyn Frangakis, preservation officer, National Agricultural Library, and Mary Lynn Ritzenthaler, National Archives and Records Administration.

The Institute will take place at the University of Maryland, College of Information Science, Hornbake Building, College Park, MD 20742. Lodging is available at the Comfort Inn, 9020 Baltimore Ave., College Park, MD 20740, 301/441-8110, at the rate of \$89/single or double. Continental breakfast is included. Shuttle service is available each day to and from the Hornbake Building. For those arriving at BWI airport, use 1-800-BLUESHUTTLE. **Hotel reservation deadline: September 27, 2000.**

Business Archives

BELLEVUE, WASHINGTON

CO-SPONSORS: SEATTLE AREA ARCHIVISTS

PUGET CENTER REGIONAL ARCHIVES

OCTOBER 30-NOVEMBER 1, 2000

REGISTRATION DEADLINE: SEPTEMBER 30, 2000

FEE: \$545; SAA MEMBERS: \$429

CONTINUING EDUCATION UNITS: 2.25

INSTRUCTORS: ELIZABETH ADKINS, PHIL MOONEY, GARY STEELE

This course presents an overview of the fundamentals involved in creating and managing a business archives and will address the interrelationships among archives, corporate libraries, records management and information centers. This is a practical, nuts-and-bolts program that will offer a wealth of ideas for people who are new to the business archives field. The instructors will customize the workshop content to respond to the specific needs and requirements of the participants. This workshop emphasizes discussion, question-and-answer, practical approaches to common business

SAA Fall 2000 Workshop Schedule

archives issues, tours, group exercises, and case studies. Participants will receive numerous sample policies and procedures and promotional literature, as well as ideas for internal and external marketing of archives services. Tours of the Proctor and Gamble Corporate Archives and the Cincinnati Historical Society archives are scheduled for Friday, October 15. The instructors are Elizabeth Adkins, manager, Archives Services, Ford Motor Company, Philip Mooney, manager, Corporate Archives, Coca Cola Company, and Gary Steele, president, Digital Techniques, Inc.

The workshop will take place at the Puget Center Regional Archives, Bellevue Community College. Lodging is available at Embassy Suites, 3225 158th Ave. SE, Bellevue, Washington 98008, 425/644-2500, at the rate of \$139/single or double, which includes a complimentary breakfast and complimentary transportation to and from BCC. For airport transportation (17 mi.), use Shuttle Express, 800/487-7433. *Hotel reservation deadline: September 30, 2000.*

Copyright: The Archivist and the Law

MINNEAPOLIS, MINNESOTA
CO-SPONSOR: UNIVERSITY OF MINNESOTA
NOVEMBER 3, 2000
REGISTRATION DEADLINE: OCTOBER 3, 2000
FEE: \$215; SAA MEMBERS: \$169
CONTINUING EDUCATION UNITS: .75
INSTRUCTOR: WILLIAM MAHER

This workshop will cover the unique archival perspective of copyright law as it applies to archival decisions. The participants will become familiar with Title 17 and its relationship to archives. The workshop will provide a look at how the field of public policy in general and copyright in particular may be changing. Participants in the workshop will have the benefit of examining the larger context of copyright policy as well as the decisions that are faced daily in the workplace. For example, with the availability of technology, archivists must be aware of the dos, the don'ts and the maybes of bringing archival material online. The instructor for the course is William Maher, archivist, University of Illinois at Urbana Library.

The workshop will take place at the Elmer Andersen Library of the University of Minnesota. Lodging is available one block away from the campus at the Holiday Inn Metrodome, 1500 Washington Avenue South, Minneapolis, Minnesota 55454, 800/448-3663 or 612/333-4646 at the rate of \$87, single or double. Use Express Shuttle USA to and from the airport, \$11 one way, \$18.50 round trip. *Hotel reservation deadline: October 3, 2000.*

Encoded Archival Description

BROOKLYN, NEW YORK
CO-SPONSOR: PRATT INSTITUTE
NOVEMBER 9-10, 2000
REGISTRATION DEADLINE: OCTOBER 9, 2000
FEE: \$362; SAA MEMBERS: \$289
CONTINUING EDUCATION UNITS: 1.5
INSTRUCTORS: KRIS KIESLING AND MICHAEL FOX

Please see page 13 for workshop description.

The instructors are Kris Kiesling, head, Department of Manuscripts and Archives, Harry Ransom Humanities Research Center, University of Texas at Austin, and Michael Fox, head of processing, Minnesota State Historical Society, Division of Library and Archives.

Oral History: From Planning to Preservation

NEW ORLEANS, LOUISIANA
CO-SPONSORS: SOCIETY OF SOUTHWEST ARCHIVISTS
THE HISTORIC NEW ORLEANS COLLECTION
NOVEMBER 10, 2000
REGISTRATION DEADLINE: OCTOBER 10, 2000
FEE: \$215; SAA MEMBERS: \$169
CONTINUING EDUCATION UNITS: .75
INSTRUCTOR: FRED CALABRETTA

Participants will be given an overview of all key aspects of the oral history process, including project planning; interviewing; processing; cataloging and preservation of oral history materials; providing access to, and promoting the use of, oral history collections. The workshop will provide participants with all of the basic information necessary to effectively plan and conduct a successful oral history interview or project. Part of that information will include the important topics of preservation and access. Participants will develop an appreciation for the uniqueness and value of oral history. The workshop is designed for a broad audience, including participants with little or no previous experience in the oral history field. The workshop instructor is Fred Calabretta, associate curator of collections, Mystic Seaport Museum, Mystic, Connecticut.

Encoded Archival Description

ST. LOUIS, MISSOURI
CO-SPONSOR: WASHINGTON UNIVERSITY
DECEMBER 11-12, 2000
REGISTRATION DEADLINE: NOVEMBER 11, 2000
FEE: \$362; SAA MEMBERS: \$289
CONTINUING EDUCATION UNITS: 1.5
INSTRUCTORS: KRIS KIESLING AND MICHAEL FOX

Registration limited to 20. Please see page 13 for workshop description.

The instructors are Kris Kiesling, head, Department of Manuscripts and Archives, Harry Ransom Humanities Research Center, University of Texas at Austin, and Michael Fox, head of processing, Minnesota State Historical Society, Division of Library and Archives.

The workshop will take place in Room 014 of the Eads Building of Washington University. Lodging is available at the Radisson Hotel Clayton, 7750 Carondelet Ave., St. Louis, MO 63105, 314/726-5400. Refer to the SAA workshop in order to receive the rate of \$89/single or double. The hotel has complimentary shuttle service to and from the airport, as well as to and from Washington University. *Hotel reservation deadline: November 11, 2000.*

Encoded Archival Description

PORTLAND, OREGON
CO-SPONSOR: UNIVERSITY OF OREGON
TENTATIVELY SCHEDULED FOR NOVEMBER 2000
REGISTRATION DEADLINE: OCTOBER 11, 2000
FEE: \$362; SAA MEMBERS: \$289
CONTINUING EDUCATION UNITS: 1.5
INSTRUCTORS: KRIS KIESLING AND MICHAEL FOX

Please see page 13 for workshop description.

The instructors are Kris Kiesling, head, Department of Manuscripts and Archives, Harry Ransom Humanities Research Center, University of Texas at Austin, and Michael Fox, head of processing, Minnesota State Historical Society, Division of Library and Archives.

For more information or to register for workshops, contact the Education Department at SAA, 312/922-0140, fax 312/347-1452.



President Clinton recently appointed **NICHOLAS C. BURCKEL** to serve as a member of the National Historical Publications and Records Commission (NHPRC). Burckel, dean of libraries and associate professor of history at Marquette University, is a Fellow and past president of the Society of American Archivists.



RICHARD J. COX was recently promoted to full professor at the School of Information Sciences, University of Pittsburgh.



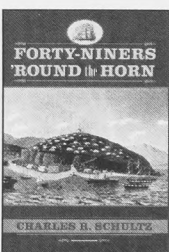
EDWARD A. GALLOWAY, formerly of the H. John Heinz III Archives of Carnegie Mellon University, is now the coordinator, Digital Research Library, at the University of Pittsburgh. The library supports the teaching and research mission of the university through creation and maintenance of Web-accessible digital research collections.



PAM HACKBART-DEAN has been appointed archivist, Southern Labor Archives, at Georgia State University. She was formerly archivist and assistant department head for the Richard B. Russell Library, University of Georgia.



ANNE KENNEY, co-director of the Cornell Institute for Digital Collections and associate director of the Department of Preservation and Conservation at Cornell University Library, will join the Council on Library and Information Resources (CLIR) staff as program director on September 1, 2000. Anne will be based in Ithaca, New York, where she will divide her time between work on initiatives at Cornell and at CLIR.



CHARLES SCHULTZ'S book, *Forty-Niners 'Round the Horn*, published recently by the University of South Carolina Press, received the John Lyman Book Award by the North American Society of Oceanic History as the best book in U.S. naval and maritime history published in 1999. The book deals with how passengers lived in the sailing vessels in which they traveled around Cape Horn to

California in 1849. It is the first monograph ever to be devoted entirely to that topic.

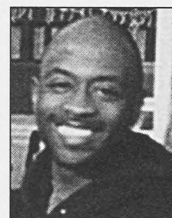


EDWARD WELDON, director of the Georgia Department of Archives and History, retired at the end of April. Prior to coming to the Georgia Archives in 1982, Ed was Deputy Archivist of the United States, State Archivist of New York, and an administrator of the Southeastern Regional Branch of the National Archives and Records Administration.

Weldon recently received a number of honors in recognition of his many years of contributions and service to the archival community. In February he was selected for a Governor's Award in the Humanities, sponsored by the Georgia Endowment for the Humanities. In April the Society of Georgia Archivists established the Edward Weldon Scholarship Fund to provide financial support for an SGA member to attend the annual meeting of the Society of American Archivists. The Georgia Records Association presented him with its Director's Lifetime Achievement Award at its annual conference, and the Council of State Historical Records Coordinators (COSHRC) recognized him with a resolution honoring his contributions and achievements at the recent National Forum on Archival Continuing Forum (NFACE) meeting.

After a month of travel, Weldon plans to continue his involvement in the arts and humanities community in Georgia. Contributions to the Edward Weldon Scholarship Fund can be sent to: The Society of Georgia Archivists, P.O. Box 133085, Atlanta, Georgia 30333.

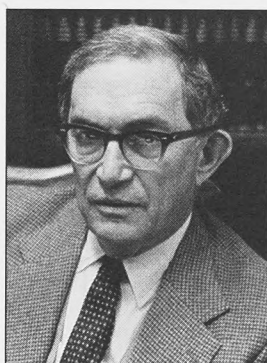
Rodney Franklin Named SAA Publications Administrative Assistant



Order-fulfillment associate **RODNEY FRANKLIN** has been promoted to Publications Administrative Assistant and succeeds Troy Sturdivant in the position. Rodney had been working for SAA on a part-time basis since 1996. During that time he earned an associate's degree in illustration from the American Academy of Art. A talented illustrator, Rodney has also come to enjoy association work. He is eager to implement 24-hour processing of publication orders and welcomes the opportunity to continue to interact with and serve the needs of SAA members and customers. If you have any questions or would like to place a book order, contact Rodney at 312/922-0140 ext. 21 or publications@archivists.org.

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*



South Carolina Archives Director Honored

Friends and admirers paid tribute at a reception on June 4, 2000, to **CHARLES LEE** for his role in preserving South Carolina's history. Lee, 82, served as director of the South Carolina Department of Archives and History for 26 years, guiding its growth and helping to

build its national reputation. He said during a reception in his honor that not enough South Carolinians recognize the importance of the millions of papers catalogued at the South Carolina Archives and History Center. Those documents, which include land grants, tax records and governors' correspondence, date as far back as 1671.

"The real function of the archives is to be the repository of the official government records," Lee said.

"You do not have a government, you do not have a democracy without the words written down on paper, which tell you what powers belong to the individuals, to the state and to the federal government."

At the time of Lee's retirement in 1987, South Carolina operated one of the largest combined archival and records-

management programs in the nation. During his tenure, the department staff grew from 13 to 120, and the budget increased from \$87,000 to \$3.5 million. Today, the agency has 100 staffers and a \$6 million budget.

Longtime staffer Alexia Helsley said Lee was committed to ensuring that the documents on file were accessible to the public and to helping visitors experience "the tangible thrill of actually touching the past. Because of him, our reference room today is one-stop shopping for researchers who want to know anything about the many facets of South Carolina's history," she said.

Lee also is credited with helping to establish a statewide network of local historical societies to advocate for the preservation of historic places and documents.

Rodger Stroup, in his third year as the department's director, announced during the reception that the center's third-floor conference room would be named for Lee.

The South Carolina Archives and History Foundation, which sponsored the event in Lee's honor, raised more than \$7,000 to benefit the center's exhibit, historical preservation and education programs.

— by Karen E. York, reprinted with permission from The State [June 5, 2000]

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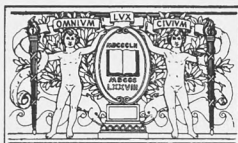


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Obituaries

The Minnesota Historical Society (MHS) mourns the loss of **LILA GOFF**, who passed away on May 4, 2000, after a long illness. Lila had served on the MHS staff for 33 years and had served as assistant director of Library and Archives since 1985. In this capacity she oversaw the reference, conservation, processing, state archives and acquisitions and curatorial departments. She was a friend and a leader in the field.

Lila was a very special person. She skillfully avoided the limelight, but she could not hide the fact of her extraordinary leadership both within MHS and in national professional communities. She was a pillar in the MHS's growth and development in the twentieth century. She was a key staff member responsible for the creation of the Minnesota History Center—imagining a new kind of public place for history and overseeing the details of design and construction of the new building.

But Lila's legacy is more than granite and limestone, it is also an outstanding library. While representing the highest standards of library and archival work, Lila gave the state's people easy access to their heritage in the history center. She distinguished herself nationally in the field of oral history and rose to the presidency of the national Oral History Association. In recent years, she played a leadership role in the preservation of state heritage in electronic formats. Her goal was to put Minnesota's history within reach from anywhere in the state and beyond.

It's difficult to express the breadth of Lila's contributions to MHS. She was an immensely intelligent and practical woman. She was blessed with extraordinary common sense and an unflagging sense of fairness and commitment to equity. Those of us who worked most closely with Lila find it hard to imagine MHS without her talents and without her commitment to serving Minnesota's people.

Lila's death is a huge loss—the loss of a powerful force in the state and nation for preserving Minnesota's past—and personally, for many of us here at MHS, the loss of a respected colleague and beloved friend.

The family has requested that memorials be directed to the Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102-1906.

—Nina Archabal, *Minnesota Historical Society*

PHEBE ROBINSON JACOBSEN, 78, an archivist who helped "Roots" author Alex Haley determine that his ancestor Kunta Kinte landed in Annapolis, died in Annapolis on April 19, 2000. She had diabetes. Mrs. Jacobsen and Haley began corresponding in 1967, after he asked her for help with his genealogical research. It was Jacobsen who dug up a Maryland Gazette advertisement from 1767 at the Maryland State Archives. The ad announced the arrival of the Lord Ligonier in Annapolis on Sept. 29, 1767. The ship carried "a Cargo of Choice, Healthy Slaves," the ad said. Among them was Kunta Kinte, the inspiration for Haley's Pulitzer Prize-winning 1976 historical novel, which traced 10 generations of his family from Gambia to the United States. Jacobsen, a Baltimore native, first worked with historic documents in the mid-1940s, after taking a job with the Pennsylvania Division of Records. She vacuumed and sorted Civil War records that had been stored in a coal hold. In all, Jacobsen worked for 37 years as an archivist. Jacobsen was the author, with Greg Stiverson, of a biography of William Paca, an early Maryland statesman and signer of the Declaration of Independence. After she retired, the archives established the annual Phebe R. Jacobsen Conference on Maryland History and named her one of its only two senior scholars.

—Excerpted from Associated Press, April 23, 2000.

WILLIAM H. "BILL" RICHTER, retired archivist at the Center for American History (formerly the Barker Texas History Center) at the University of Texas at Austin, died unexpectedly on April 25, 2000. Bill served the University of Texas Library System for 35 years until health concerns forced his retirement in 1999. A native of Industry, Texas, Richter earned a B.A. degree in 1964 from the University of Texas at Austin and a M.A. from St. Mary's University in San Antonio in 1971. He served in the U.S. Navy from 1958 to 1964. Bill was a font of knowledge on German emigration to Texas and the Southwestern United States. and many other areas of Texas and Southwestern history. He was a member of the Society of American Archivists, the Society of Southwest Archivists, the Texas State Historical Association, and the [Industry, Texas] West End Historical Society.

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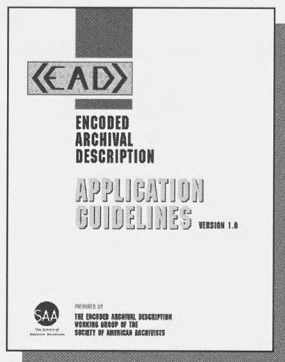
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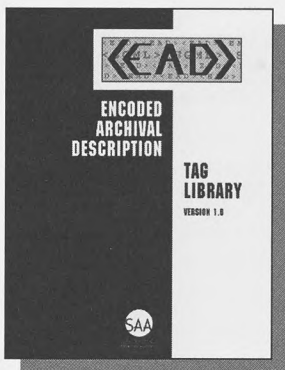


ENCODED ARCHIVAL DESCRIPTION APPLICATION GUIDELINES VERSION 1.0

PREPARED BY THE ENCODED ARCHIVAL DESCRIPTION WORKING GROUP OF
SOCIETY OF AMERICAN ARCHIVISTS

This volume introduces Encoded Archival Description (EAD) from administrative, technical, and archival perspectives. This is the final piece of documentation for EAD Version 1.0 which also includes the EAD Document Type Definition and *Encoded Archival Description Tag Library*.

SAA (1999) 308 pp., soft cover / \$30 • SAA members \$25 / Product Code 365

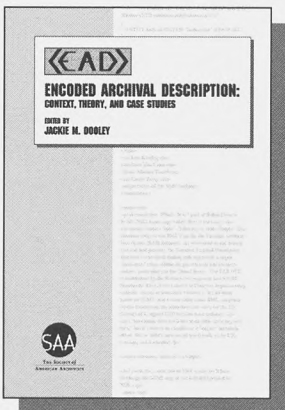


ENCODED ARCHIVAL DESCRIPTION TAG LIBRARY VERSION 1.0

PREPARED BY THE ENCODED ARCHIVAL DESCRIPTION WORKING GROUP OF SOCIETY OF
AMERICAN ARCHIVISTS AND THE NETWORK DEVELOPMENT AND MARC STANDARDS OFFICE
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Essential documentation that lists and defines all EAD Version 1.0 elements and attributes, and indicates their relationships to one another. Tagged examples illustrate the use of each element. A narrative overview explains the major components of the EAD structure.

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

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

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

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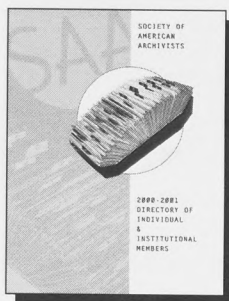


THE SOCIETY OF AMERICAN ARCHIVISTS

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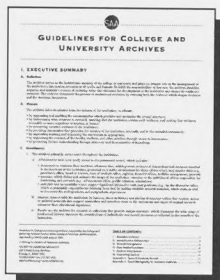
SAA Membership Directory

The 2000-2001 SAA Directory of Individual and Institutional Members contains essential contact information including e-mail addresses. There are also three indices: individual members employing institutions; geographic; and section membership listings. The front matter contains the SAA constitution and bylaws, a comprehensive list of SAA

services, a staff directory, and the *Code of Ethics for Archivists*.

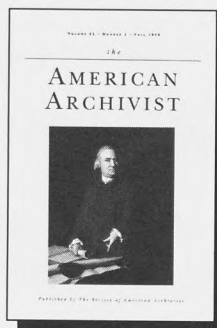
As part of the production process, SAA spent the last few months vetting the thousands of records in its database. In addition, more than 1,900 members—59% of the membership—completed the change of address postcards distributed in March. Thank you to all who took the time to update their membership records and return the postcards to SAA, ensuring an accurate listing in the directory.

The directory will be sent to all members in late July. Additional copies are available for \$50 each by contacting the SAA Publications Department at 312/922-0140 ext. 21 or publications@archivists.org.



SPECIAL INSERT: Revised "Guidelines for College and University Archives"

The insert in the center of this newsletter features the revised "Guidelines for College and University Archives," prepared by SAA's C&U Archives Section and approved by Council in August 1999. The guidelines are also available online at www.archivists.org/governance/guidelines/. Extra print copies available from SAA.

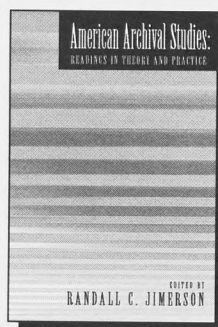


American Archivist Update

The SPRING/SUMMER 2000 issue of the *American Archivist*, due in August, features a special section on the "Twenty-Fifth Anniversary of the Records Program of the National Historical Publications and Records Commission" plus a variety of fascinating articles, including "Looking at Archives in Art," which features full-color reproductions of 16 British and American paintings.

The FALL/WINTER 2000 issue of the *American Archivist*, slated for publication in late fall, is a special issue on archival education guest edited by Elizabeth Yakel and includes articles by leading national and international educators.

Article abstracts and author bios are available at <http://www.archivists.org/periodicals/aa-toc>. Prospective articles for the *American Archivist* should be sent to the editor: Philip B. Eppard, School of Information Science and Policy, University at Albany, State University of New York, 135 Western Avenue, Albany, NY 12222; pbe40@csc.albany.edu.



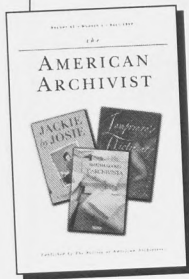
American Archival Studies in Production

Production continues on *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson. The 28 essays reprinted in this volume represent important recent American writings on archives and the role of archivists in modern society. The book is slated for printing in late summer/early fall.

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.



Authors for *Archives and Manuscripts: Law*

The SAA Publications Board is seeking an author or authors to revise and update the highly successful *Archives and Manuscripts: Law* by Gary and Trudy Peterson (Chicago: SAA, 1985). Proposals should be submitted to Teresa Brinati, SAA Director of Publications (tbrinati@archivists.org) by August 18, 2000, in order to be considered by the Publications Board at its meeting in Denver later that month. Because of the nature of the work, proposals will be strengthened by having an attorney as author or co-author. More information about the publications process can be found on the SAA Web site at <http://www.archivists.org/catalog/prospectus.htm>.





GUIDELINES FOR COLLEGE AND UNIVERSITY ARCHIVES

I. EXECUTIVE SUMMARY

A. Definition

The archives serves as the institutional memory of the college or university and plays an integral role in the management of the institution's information resources in all media and formats. To fulfill the responsibilities of that role, the archives identifies, acquires, and maintains records of enduring value that chronicle the development of the institution and ensure its continued existence. The archives documents the process of institutional evolution by retaining both the evidence which shapes decisions and the decisions themselves.

B. Mission

The archives takes its mission from the mission of the institution, to *educate*:

- by supporting and enabling the administration which provides and maintains the overall structure;
- by determining what evidence is essential, ensuring that the institution creates such evidence, and making that evidence accessible to users regardless of location or format;
- by preserving essential evidence of the institution;
- by providing information that promotes the mission of the institution internally and to the extended community;
- by supporting teaching and enhancing the curriculum as appropriate;
- by supporting the research of the faculty, students, and other scholars through access to information;
- by promoting further understanding through discovery and dissemination of knowledge.

C. Constituents

1. The archives primarily serves users throughout the institution.

a) *Administrative units* have ready access to the permanent record, which includes:

- documents in whatever form and from whatever time, which provide evidence of transactions and decisions essential to the functions of the institution, preserved on a stable environment for those offices which may require them (e.g., president's office, board of trustees, dean of students office, registrar, financial offices, facilities management, provost);
- materials which define and enhance the image of the institution, essential to the activities of offices responsible for fundraising and outreach (e.g., advancement office, public relations, admissions);
- materials and memorabilia which support significant interaction with past graduates (e.g., by the alumni/ae office, which is principally responsible for retaining those ties) by making available archival materials, which evoke as well as document the undergraduate and postgraduate experiences.

b) *Students* connect with the institution by learning about its history and placing themselves within that context. Access to archival materials that support curriculum and introduce them to the excitement and rigors of original research enhances their educational experience.

c) *Faculty* use the archives for research in collections that provide unique materials, which document the wide range of intellectual history; chronicle the contributions of individuals; and record processes as reflected in the records of the institution.

Guidelines for College and University Archives prepared by the College and University Archives Section of the Society of American Archivists (SAA).
Approved by SAA Council, August 1999.

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2. The Archives serves an extended community.

- a) *Alumni/ae* maintain old ties and build new ones with their institution from ready access to the materials which document their connections. The archives refreshes their knowledge about the history and mission of the institution which are perceived by many alumni/ae as a significant factor in their development. The archives is, in addition, important as a place, relatively unchanging in the midst of constant change, to which they are able to return physically, to confirm their memories.
- b) *Researchers*—those who are writing their first source paper in graduate school as well as established scholars with extensive publications—benefit from the richness and reliability of archival collections. By supporting an archival component within its educational mission, an institution can reach and serve a more broadly based research community.

D. Organizational Structure

An effective archival program requires a mandate from the president or governing board that authorizes the archivist to identify records of enduring value, document their physical location, preserve them, and establish methods of control that provide ready and consistent access to archival holdings.

To meet these criteria, the institution must provide resources that support the ongoing function of the program:

- professional and support staff to manage and implement the program;
- facilities to house staff and collections in a stable and secure environment;
- financial resources to fund personnel, equipment, and supplies;
- a technologically current environment.

II. ADMINISTRATIVE RELATIONSHIPS

A. Mission

The archives takes its mission from the mission of the institution, to *educate*:

- by supporting the administration which provides and maintains the overall structure;
- by determining what evidence is essential, ensuring that the institution creates such evidence, and making that evidence accessible to users regardless of location or format;
- by preserving essential evidence of the institution;
- by providing information that promotes the mission of the institution internally and to the extended community;
- by supporting teaching and enhancing the curriculum as appropriate;
- by supporting the research of faculty, students, and other scholars through access to information;
- by promoting further understanding through discovery and dissemination of knowledge.

B. Goals

The basic goal of academic archives is to aid the institution in its survival and growth by supporting the institution's education mission. To fulfill the responsibilities of that role, archives share the following goals:

- To *acquire* or *identify* records of long-term historical, evidential, legal, fiscal, and administrative value to the institution and to *preserve* and *provide* access to them so that the archives is visible as a resource that:
 - promotes knowledge and efficient operation of the institution which it serves,
 - supports and nourishes teaching and learning at that institution and in the wider intellectual community.

C. Implementation

Academic archives will fulfill their mission and goals by focusing both the tangible and service components of the program on meeting these responsibilities. This means that:

- Acquisition decisions will be based on professional appraisal standards.
- Arrangement and description of materials will employ responsible professional practices and adapt them appropriately to the needs and culture of the institution.
- Facilities for storage, use, and service will provide a physical environment that protects the full range of the archives' record materials, and assures security from misuse and theft.
- The archives' preservation, arrangement, and individual conservation procedures will employ current professional standards.
- Staff will facilitate access to materials and provide information that will ensure teaching and learning to support the institution's operation.
- Staff and records will constitute a resource which
 - promotes knowledge and understanding of the institution's origins, mission, and goals,
 - contributes to its ongoing development through a range of services and by fostering and facilitating records management and information resource programs.

- Archives will publicize their resources to encourage their use by members of the institution and by the intellectual community beyond it to
 - support the curriculum,
 - stimulate teaching,
 - serve research, scholarship and intellectual exploration.
- Archival programs will
 - remain flexible in adapting to the rapidly changing institutional environment,
 - maintain a technologically current environment.

D. Administrative Authorization

A document authorizing the archives' existence and conferring the authority to accomplish its mission should define the archives program. The authorizing document should have the official approval of the highest appropriate governing official, such as the president or chancellor, and governing body, such as the board of trustees, administrators, or regents of the institution. This authorizing document provides the rationale, focus, authority, and continuity for the archives program.

While administrative placement, structure, and governance will reflect institutional differences and cultures, the status of the archives program should reflect the following considerations:

- This authorizing document should define institutional records, establish them as institutional property, and designate a single, central archives as their long-term repository or access point whether the institution occupies one or a number of campuses;
- The authorizing document should establish the archivist's authority to undertake all activities necessary to serve the program's mission according to current professional standards. The document should provide the authority to survey records, including those considered confidential, and determine their appropriate transfer from offices and departments;
- The administrative structure should provide the resources to maintain adequate personnel, facilities, equipment, and security levels to enable the archives to fulfill its current responsibilities to the institution and to keep pace with evolving technology and other changes;
- The administrative location and status of the archives should be unambiguous to permit effective interaction and cooperation with other units within the institution;
- The administrative structure should facilitate service to the archives' diverse constituents.

E. Personnel

Academic archives require appropriate professional and support personnel to manage a viable archival program. There should be a flexible administrative structure which allows fiscal and personnel adjustments to meet growth and changes of archival functions. Personnel should have the authority to accomplish the range of responsibilities and services that meet the archival program's established goals. Position descriptions, educational requirements, and scholarly credentials should reflect current professional standards.

1. Professional staff.

Professional staff should include a full-time, permanent director who is a professional archivist with strong professional credentials, such as certification. The director should have strong management skills for effective interaction with administrators, faculty, students, alumni, and the public. Because of their broad responsibilities, directors should have an administrative rank that provides authority to carry out the program's mission.

Additional professional staff may include other archivists, professionals with advanced degrees in related fields (e.g., preservation, library science, records management, or relevant academic disciplines), and consultants with credentials and experience in any of these areas.

2. Support staff.

Support staff should include paraprofessionals or nonacademic staff to provide reference, technical, and administrative assistance. These staff members must be able to handle minimal reference and supervisory duties when the archivist is absent, as well as having demonstrated technological and organizational skills.

Active archival programs in both the large and small institutions will need additional full-time and part-time personnel. Institutional factors and preferences will determine specific functions and position descriptions, but may include some of the following:

- Professional staff, employed as assistant or associate archivists, who are specialists in an archival field and can act for the director when the latter is absent and handle appraisal, public service (reference), arrangement and description, preservation, and outreach responsibilities;
- Processing/technical support staff assigned to prepare archival acquisitions and access tools for administrative and reference use may also handle public services that do not involve policy making, as well as plan and prepare exhibits;
- Reading room attendants, if the volume of activity requires, should have the requisite interpersonal skills for public service. Processors or full-time administrative personnel may assume reading room duties and supervision on a rotating basis;
- Administrative staff will have primary responsibility for operational activities, including office management, correspon-

dence, archives' administrative files, and other duties facilitated by technical proficiency including word processing and database management;

- Student workers, working under adequate supervision, will fill varied roles, depending on the practices of the archives program. Students may retrieve, file, and reshelve materials, or process non-sensitive materials. Students can also perform duplication duties and support access to materials through new technologies;
- With adequate supervision, volunteers may serve flexibly in many capacities, including performing receptionist duties, serving as processing assistants, providing clerical support, and directing outreach activities such as exhibits;
- Interns being trained in professional school programs can be useful in the archives to perform archival, clerical, and public service duties. Because of the necessity for adequate coordination of program guidelines and supervision, use of student interns will depend on the commitment of the program director and professional staff.

F. Justification for Expanding Archival Programs

Academic archives may be called upon to justify their existence, promote their programs, and work toward expanding them. One way to evaluate program needs and areas for improvement and growth is to regularly gather data such as the:

- Public service activities including the number and complexity of inquiries;
- Number of reference requests and/or daily registrations;
- Volume and nature of additions to the collection;
- Frequency and complexity of records management responsibilities including records inventories and analysis, and scheduling;
- Volume and complexity of inaccessible records and those which do not need professional standards;
- Expanding outreach activities, including institutional celebrations, and fundraising activities;
- Impact of technological changes on demands for archival services and the program's ability to meet those needs.

III. RECORDS MANAGEMENT

A. Introduction

Many college and university archival programs include records management. This section outlines basic considerations and components of records management programs either within or organizationally separate from archival programs. See also the suggested readings in Appendix II.

B. Records Management Objectives

- Protect institutional information resources throughout their life cycle. This includes complying with state and federal laws and regulations, identifying vital records, and implementing strategies for preserving information and records of long-term value.
- Improve the flow of information in the organization.
- Establish a records management component in institutional information resource policy and planning.
- Provide for adequate data collection and information access and retrieval; including institutional positions on privacy and confidentiality.

C. A Policy Statement:

- defines what "record" means within the context of the institution's mission and administrative rules, state and federal laws;
- specifies ownership of institutional records;
- designates records management responsibilities and roles in areas such as systems development and maintenance, information architecture design, and standards development;
- defines records management roles and responsibilities at all levels of the institution;
- indicates how to develop, approve and implement retention and disposition policies and who will do them;
- explains how to provide internal and external access to institutional records and information; this policy should address state and federal laws that may be appropriate, especially privacy and open records laws, as well as institutional administrative rules;
- specifies policies and practices that will make wise use of information technology to ensure the right tools for the right applications.

D. Organizational Relationships

The administrative relationships must facilitate a systems approach to records management; i.e., analyze and appraise all components of an information systems as a unit. This approach requires coordinated and cooperative organizational relationships to bring together and address the needs of the records creator, information technology staff, records management, archives and others. Organizational relationships should:

- provide authority for program staff to operate on an institution-wide basis including authority for the archivist/records manager to negotiate directly with campus offices regarding all facets of the records management program;
- ensure access to appropriate campus offices and staff;
- include a working relationship with campus legal and audit staffs;
- foster effective working relationships with information technology staffs and others involved in information policy and

planning and systems design;

- provide a structure for cooperation and communication between the institution's archival and records management program personnel, in cases where the records management program is organizationally separate from the Archives.

E. An Advisory Body Can:

- provide guidance to the records manager;
- promote greater institutional support for records management program activities;
- act as the policy approval and advocacy body in the review and approval of institutional records retention and disposition schedules and standards.

Appropriate members of this body include: the institution's archivist and records manager; along with representatives from legal services, internal audit, each of the major organizational units, and the institution's information technology unit.

F. Components of a Records Management Program May Include:

- policy and procedure development;
- records inventory, appraisal, retention, and disposition;
- inactive files management and control (records center);
- helping develop or dealing with digital information systems, data collection (forms management), management of active files, correspondence, reprographics, micrographics, reports, mail, and vital records; and establishing training and outreach programs.

Fundamental areas of a basic records management program include:

1. Policy and procedure development.

Policies should provide authority and define parameters of the program, define relationships with other institution units (See C. above), and denote levels of responsibility and services provided. The records manager/archivist should produce a records management manual to specify the institution's records program policies and procedures.

2. A records retention and disposition program.

- a) Inventory and appraise records to gather basic information about the organization's records to facilitate records appraisal, to establish retention and disposition schedules, to achieve economies in the storage and disposition of inactive records, and to identify the institution's vital records.
- b) Develop schedules to define retention and disposition responsibilities. During the schedules' development, they must incorporate legal, audit, administrative and historical values of the institution's records and information. The archivist should consult the institution's legal counsel and internal auditor while reviewing or approving these schedules. This review can be the responsibility of the advisory group described in D. above.
- c) Records managers/archivists can use a variety of methods to implement retention and disposition policies.
 - Make them available to those in the working offices; i.e., office administrative staffs.
 - Publicize them using the most accessible communication vehicle; e.g., administrative manuals, Web pages or other online communication technologies.
 - Share retention and disposition policies with information technology staffs and with those responsible for the institution's information resource planning.
 - Implementation should also include provision for periodic audits and reviews to insure that the retention policies are up to date and that campus offices are implementing them appropriately.

3. Data collection/forms management.

- Systems analysis and design should improve information flow, ensure that data collection supports the business applications of the organization, streamline data collection instruments and systems, enhance the use of collected data, ensure that state and federal rules and regulations regarding data collection are satisfied, and select appropriate tools for data collection.
- Forms and inventory control should maintain control of official institutional forms and document revisions to them, eliminate duplicate forms, ensure that all forms representing the institution have been officially approved, and control printing supplies and costs.
- Increasingly, institutions will purchase e-forms (electronic forms) software packages to support institutional processes. These packages, while useful, greatly encourage the proliferation of unofficial forms. The records manager should be involved in the development of specifications for software, so that the objectives in place for paper forms will also be applied to the electronic systems. This involvement will also help appropriately define official records and deal with retention and disposition issues during the design process.

4. Active records management.

- Develop filing systems and file naming standards. The records manager/archivist should be prepared to provide advice on types of filing systems appropriate for particular types of processes and records. Some institutions may request the

development of file naming standards to support electronic filing systems.

- Deal with electronic information management systems. Adequate protection of institutional information resources and appropriate management of them throughout their life cycle can only be accomplished effectively by the early involvement of records professionals in the systems development phase. Records manager/archivists should be knowledgeable/keep abreast of technological developments in this area on their campuses and maintain ongoing involvement in information systems' growth and development.
- Supervise filing supplies and storage equipment. The records manager/archivist should have the authority to recommend types of file equipment purchases that will support uniformity of filing practices and to request justification for the purchase of highly specialized filing systems.
- Assist with micrographics/imaging. Many colleges and universities maintain micrographics operations; imaging and workflow systems are becoming more prevalent. They can be effective tools to reduce bulk and to preserve information stored on fragile media. If not a part of the institutional archives or records management program, a working relationship must be established and maintained with such operations or systems.

5. Inactive records management.

- Records center management ensures the protection, access and retrieval of institutional records until their retention value has been met. It includes accession and inventory control, security and access provisions, and environmental controls.
- The records manager should work with the data manager and information technology staff to ensure the retention of electronic data in accordance with retention and disposition policies and that data remain accessible and retrievable throughout their life cycle.
- Records disposition ensures the destruction of records in accordance with approved retention policies, appropriate handling of confidential materials, the end of all activity on the records, and the transfer of records designated for permanent preservation to the institution's archives.

6. Training and outreach program.

To be effective, the records manager/archivist will have to rely on others in the institution to assist in carrying out the objectives of the records management program. The training and outreach program should:

- regularly provide workshops and other training which outline basic program policies and procedures and office responsibilities;
- establish a system of records liaisons/coordinators within the major units of the institution to serve as basic contacts for the records management program;
- use other tools which may be helpful, e.g., articles in campus newsletters, brochures on various records management topics, and electronic communication technologies to inform and educate the campus community about the records program.

IV. CORE ARCHIVAL FUNCTIONS

A. Acquisition

In an institution with a records management (RM) program, the archivist monitors the incoming records to insure that all records series arrive on time; periodically reviews the program to ensure that it adequately documents the school's operations as functions and units change; and seeks to acquire the records of student and other groups outside the formal program. If the school has no RM program, the archivist must perform some RM functions (see the section above) to obtain the records of enduring value.

Archivists will pay special attention to the development of digital records and work closely with units, offices, and computer centers to preserve and make these records accessible. This may require the archivist's involvement with systems design and implementation. Archivists will base their appraisal, acquisition, and retention of records of enduring value on the archives' mission statement, which is a function of the institution's mission. Through appraisal, archivists determine which records belong in the archives, based on their long-term administrative, legal, fiscal, and research value.

- Archivists should give priority to official records and publications, especially those reflecting the development, policies, and activities of offices, units, or committees that:
 - involve more than one department;
 - formulate or approve campus-wide or division-wide policy;
 - document administrative, faculty, student, and external involvement in those activities.
- Records of departments, individuals, groups, or programs which substantially influenced the institution's development or reputation also belong in the archives.
- Archives may:
 - accept other records in imminent danger of loss or destruction pending a decision on their ultimate accession or disposal;
 - house vital records and microfilm or digital, duplicate, security copies of records.

Through acquisition, archives obtain those records which meet the appraisal criteria. (See Appendix I for types of college and university archival records.)

Using their appraisal criteria, each archives should develop:

1. A regularly updated, written acquisitions policy, including:
 - an analysis of the archives to identify any gaps or areas of weakness by unit or chronological period;
 - a statement that outlines the archives' acquisition responsibility;
 - definitions of acceptable donor restrictions indicating circumstances under which they may be imposed—for set time periods, if possible;
 - descriptions of copyright and literary rights, which should be assigned to the institution or its appropriate governing board.

The Society of American Archivists' self-evaluation document may be helpful here and in other archival activities.

Archivists should:

- consider federal and state laws and institutional policies while balancing freedom of information rules (where applicable) and researchers' need for access with personal privacy or confidential matters;
 - accept as few restrictions on records as possible, consistent with the legal rights of all concerned. Restrictions may be necessary on executive decision processes, personnel and student records, certain financial or institutional proprietary matters; and decisions on discipline, termination, promotion, rank and tenure. Archivists may have to accept other restrictions from the office creating the records or the donor of personal papers. Both the donor/creator and the archives should retain written copies of such restrictions. Only the donor, office of origin, or an executive officer/board may grant access to some restricted material. The officer or person granting access should sign these permission documents which then become part of the archives' permanent records. Restrictions should not discriminate among potential users. Limits should be for a fixed time period, not for anyone's lifetime. Avoid any provision which may be difficult or impossible to administer.
2. A written plan to improve documentation of weak areas by establishing acquisition priorities to target the records of key offices and groups.
 3. A contact or "pursuit" file on every office or individual with which the archivist has discussed transfer of records or the donation of papers; this file should record dates of contact, agreements on transfers or donations, the current status of contracts, and supporting correspondence or phone memoranda.
 4. A short brochure outlining archival services and records transfer procedures for campus offices.

B. Processing Archives

Processing includes all the archivist's activities to accession, arrange, describe, preserve, and make available the documents in the archives.

Through accessioning, the archivist usually takes physical control of records by transferring them to the archives repository and begins establishing intellectual control. In the case of some digital records, other campus offices (e.g., the computer center), may maintain the physical records while the archives provides access through systems of intellectual control.

A holistic approach, i.e., remembering that all archival functions are interconnected while performing each activity, is important throughout archival work. The following sections emphasize this interdependence of archival functions.

1. Accession record.

Archivists create an accession record—noting the records' date, title, bulk, condition, transferring office or donor, conservation needs, and access restrictions—when records come into the archives. This record is not functionally unique to accessioning. It also includes elements of rudimentary arrangement, description, and preservation. The form of the accession record, especially if recorded in a database or other digital format, may become the base or platform for the later functions of arrangement and description.

2. Preservation is also not just a one-time procedure when records "come of age" as they arrive in the archives.

- Archivists must ensure that incoming records are free of dangerous or bulky, extraneous matter such as metal fasteners, acidic or otherwise unstable or fragile containers, mould, dampness, vermin, or their remains.
- Preservation may even begin before a record's "birth," as archivists help plan systems to ensure the long-term existence and accessibility of digital records.
- Preservation both begins before and continues throughout the records' life when archivists
 - design and maintain the archival building or area to provide security and access;
 - provide adequate shelving, alkaline-buffered containers, and control of humidity and temperature;
 - ensure conservation treatment of damaged or fragile materials;
 - reproduce records for display or to extend their life.
- Preservation even gives records "new life" after the "death" of their original medium by migration of records from one medium to another, e.g., photocopying to alkaline-buffered paper, microfilming or digitizing records, or periodic re-copying of film-based or digital records.

- While all archivists perform basic preservation functions, such as those noted above, they should pay special attention to two areas of caring for documents:
 - Archivists should consult or employ trained specialists for document conservation, such as deacidification, repair or reinforcement, aqueous treatment, or fumigation.
 - Archivists must use special techniques for preserving and providing access for non-print items, such as film or tape. Even more care may be necessary in dealing with digital/electronic records.

The preferred procedures for dealing with such items often change and are too specific and detailed to describe here. (See Ritzenthaler in Appendix II, as well as the National Media Lab, AIIM, and SAA Web sites for guidance in this area.)

Through arrangement, archivists deal with records according to the principles of provenance, respect des fonds, and original order to maintain the records' context and natural, organic order to document the transactions of their creating or assembling office or individual in the office's or person's regular, daily activities.

If the materials have no discernible order or have been re-arranged or mixed, the archivist should first try to re-establish their original order. If this is not possible or if the items have no original order, e.g., posters or publications of ad hoc or transitory campus groups or other ephemera, the archivist may arrange the materials in whatever order would best facilitate their use.

The final arrangement of materials will usually be alphabetical or chronological within record groups or series, showing the hierarchical relationship of each fond (creating office or individual) to the institution's other fonds. Archivists should clearly label all folders and containers of records, papers, and other materials to show their proper location within the record groups or series.

Through description, archivists use a variety of finding aids to:

- inform users of the contents of the archives;
- permit archivists to retrieve requested documents or information.

Description begins during accession as the archivist develops the basic record for each incoming unit of materials. This record usually includes the title, bulk, inclusive dates, condition and restrictions on the record group, series, or collection of personal papers arranged by title in the institution's organizational structure and placed on a computer list, database, or other format to permit quick, easy access to relevant information. A finding aid for each archival unit should be available to researchers on external, even worldwide networks, in the campus online public access computer, and at the archives. The detail in the finding aids will vary depending on:

- funding;
- the extent of network or other digital access;
- the archivist's judgement of the importance of the records, their potential volume of use, and whether or not the records have been processed or are available for immediate use.

Full record description is one of the most complex and challenging archival tasks. It may be the most rapidly changing and developing area of archival theory and practice in the 1990s; so only a brief summary is possible here. (See also Miller in Appendix II.)

As Miller notes, the full description includes information about:

- records' intellectual content and access and their physical description and access;
- records' origins and context;
- archivists' actions and descriptive control.

Archivists usually present this information on several levels:

- general guides describe the repository;
- they refer or provide electronic links to more specific, detailed finding aids on record groups;
- these refer or offer links to series finding aids which provide even more specific information.

While this is probably the most common structure of description, Miller outlines a system without repository guides or record group finding aids. This system focuses on the basic archival unit, the series; then uses electronic linking to indicate hierarchy and context and electronic finding aids to provide access.

Influenced, if not driven, by computer and network—Internet and World Wide Web—technology, archival description in the 1990s has focused on standardization of language and information, authority control, and ways of presenting information through such formats as MARC (machine-readable cataloging) and EAD (Encoded Archival Description).

Arrangement and description need not be to the same extent or level for all materials. Archivists must keep careful, constantly updated, permanent records of both the intellectual arrangement and physical location of all items, processed or not, as long as they are in the archives and, especially, if items are temporarily removed, e.g., for copying or exhibition.

While these principles should guide the intellectual arrangement and organization of archival materials, practical considerations may determine records' physical arrangement within the archives. Once the archivist has established intellectual control of the records:

- special format materials; e.g., digital, film, map, audio, or audio-visual, blueprint, poster or other oversized items; may be physically removed from their record groups or series—with proper notice of where they may be found—and placed where they may be best preserved;
- all records may be physically placed to take maximum advantage of existing space or to most conveniently retrieve them for use.

C. Controlling and Promoting the Use of Archives

1. Controlling Archival Use.

- Archivists should consider possible theft and preservation when planning procedures for the use and storage of archives.
- Access to unrestricted archival materials should be on equal terms to all persons who abide by the archives' rules and regulations. (See the section on Accessioning for details on access to restricted items.)
- Before persons use materials, archivists should:
 - inform users of the archives' policies and rules and have users sign a form agreeing to follow these rules;
 - require users to provide identification (including a photograph) and complete a standard registration form recording the user's name, address, and the records requested. These forms should be permanently retained in case of theft or misuse of items and for the archives' statistics.

Policies for using archives should include items such as:

- a) Researchers may:
 - use materials only in the supervised reading room;
 - bring only a pencil and note paper into the reading room after storing all coats and bags near the entrance; (Some archives provide paper and check it before users leave.)
 - use only one folder or box at a time
 - not smoke, eat, drink, or use audio equipment which would disturb others.
- b) Archivists should:
 - return each container to the stacks or to a restricted, temporary storage area immediately after its use;
 - limit photocopying, photographing, or scanning of archival documents to ensure preservation and security, respect copyright law, and best utilize their limited resources;
 - permit only staff to enter the stack area.

Maintaining statistics of use and records of entrance/exit interviews is important for reports and publicity, as well as for evaluations and planning future policies and practices. (See also Pugh in Appendix II)

2. Promoting Archives: Outreach Through Service and Publicity.

Archivists may use a variety of methods of outreach to inform resource allocators, campus units, and potential donors and users about the value and contents of archives and to facilitate their use. In a sense, everything archivists do—including all the sections above and documents such as this—are aspects of outreach. The areas of service and publicity deserve special consideration.

D. Service

Academic archives provide administrative, research and educational services. By performing these functions, archives clearly establish their role in contributing to the information needs of their institutions and those of the larger research community.

1. Administrative Service.

Academic archives perform several basic services to administrators, faculty, student governing bodies, and other campus units, e.g., alumni, development, physical plant, and public relations:

- providing answers to questions about the history, policies, procedures, and decision-making processes of the institution, its academic and support programs and services, and individuals while they were there;
- providing copies of documents, images, and other items;
- providing finding aids to facilitate access to specific information;
- retrieving and returning segments of record series to their office of origin;
- In institutions without formal records management (RM) programs, the archives may provide some basic RM functions;
- Academic archives should provide all offices with information about the nature and extent of the archives' documentation, access, and reference service policies and procedures.

But academic archives are not only information sources. They also help sustain colleges and universities by serving as a repository for treasured items from former students' school days; by providing students, alumni, and their friends and relatives with unique items, images, and information; and by helping celebrate anniversaries to strengthen emotional ties to their college or university.

2. Educational and Research Services.

Archives should serve all interested persons as a source of images and information about the institution. The scope of reference service will vary with the amount and type of requests; but should, at least, provide guidance on possible sources of information and on how to use them. Academic archives should also serve as an educational laboratory where students may learn about:

- a particular subject;
- the different types of available resources;
- the proper procedures and techniques for using primary archival resources in their research projects.

(The level and availability of educational and research services will differ in private and public institutions. For other appropriate restrictions see "Access" above.)

3. Publicity and Public Programs.

There are many possible types of outreach. Each archives' resource and archivist's imagination and ability will shape how they use opportunities such as:

- general or subject handout brochures on the archives;
- attractive and clear directional signs to guide users to the archives;
- meetings and programs by "Friends of the Archives" groups, if space permits;
- exhibitions or displays of subjects or items in the archives and exhibit brochures, especially when the exhibit can be associated with key anniversaries or celebrations. Such displays can also serve archives' service and educational functions. They could be mounted in the student union or other highly visible campus locations as well as in the library or near the archives;
- campus broadcast media (radio or television) or publications, e.g., catalogs, directories, newspapers, library handbooks, and other media to describe the archives' holding and services or provide historical sketches;
- networks (such as campus, Internet, World Wide Web—especially establishing an archives Web site); statewide, regional, and national databases, like RLIN and OCLC; public access television or library, historical, or archival journals for publicizing bibliographic records, repository guides, finding aids, or notes on accessions or on discoveries in or publications using the archives.

V. FACILITIES & EQUIPMENT

Space requirements and facilities will vary with the size of the institution and the development of the archival program. Planning for archival facilities should include consideration of the potential types of media to be stored, the archives' organizational environment, the potential clientele for the archives to support and serve, and the types of functions and services the program will provide. The following recommendations are for minimal facilities and equipment for the proper functioning of an academic archives.

A. Facilities for Academic Archives.

1. General considerations.

- The archives should be in a fire-resistant or fireproof building and equipped with an appropriate heat/fire detection and suppression system, including smoke and heat detectors and fire extinguishers. Local fire codes and regulations may dictate the final choice of these items. Archivists should consider their specific needs, resources, and the range of system alternatives before selecting one.
- Maintain constant temperature and humidity conditions. Since most archives store a variety of materials together, each with different optimum storage conditions, it will be impossible to provide ideal conditions for all materials. Archivists should be familiar with professional and industry standards for their range of record storage media. Suggested ranges are—temperature of 60-70°F. (16-21°C.) and relative humidity of 40-50%. It is especially important to minimize fluctuations within the suggested ranges.
- A security system should protect the archives. All archives areas should have locks. Only authorized personnel should ever have access to the keys or combination to these areas' locks.
- All windows and fluorescent lighting in the archives should have appropriate ultra violet light filter screens, particularly display areas and areas where archival material is on open shelves.
- Archives should have convenient access to a loading dock and elevators as required.
- Archives should have direct access to running water and sinks.
- In a multi-story building, archivists must ensure that floor load capacities will support appropriate shelving and records loads.
- Protect or locate archives away from environmental or structural hazards such as leaky pipes or wet basements.
- Adequately wire the archives for computer and communications services.

2. Other considerations.

- a) Administration: Provide adequate space for staff and standard office equipment and supplies.
- b) Work areas: Provide separate space for examining and processing records. This area should be large enough to accommodate large tables, computing equipment, and other equipment for processing records.
- c) Reference/research area: This space should be separate from, but convenient to, storage and work areas. It must be:
 - supervised and restricted;
 - large enough to accommodate several users;
 - well lighted;
 - furnished with appropriate furniture and accommodations for lap top computers and other electronic devices if the archives' reference policies permit their use.It should provide:
 - a separate space and facilities for checking bags, briefcases, and coats;
 - space for user registration;
 - an area for discussing researchers' needs without disturbing other researchers;
 - space for reference collections and finding aids.
- d) Storage areas: Only archives' personnel should have access to the stacks. The area should be large enough to:
 - accommodate present holdings;
 - permit the future growth of the archives. Determination of future space needs will depend on several factors, but reviewing annual accession rates will provide some guidance.
- e) Other areas: The functions provided by the archives program will determine the space for other areas. Space needs may include areas for:
 - exhibits and public programs;
 - special media, such as microforms, photographs, oversized items, and emerging electronic media.

B. Equipment and Supplies

Archives should have enough shelving for present holdings and for five to ten years of projected growth. It should be constructed of material that is safe for archival records with adjustable shelves to accommodate the types of materials and containers used for storage.

Archives must provide appropriate storage equipment for oversized items, photographs, maps, and other items which may vary in size or types of media. Major types of necessary equipment and supplies include:

- computers, word processors, printers, photocopiers, and other electronic equipment as appropriate;
- equipment appropriate for transporting boxes and other archival materials;
- folders, document cases, boxes, or other containers appropriate for the long-term preservation of archival materials;
- standard office supplies.

Special equipment required will depend upon the types of records and their potential uses. Other items to consider include microform reader/printers, public access and network computer terminals and printers, and a scanner.

VI. SUPPORTING SERVICES

Supporting services will vary, depending upon the types of materials within the archives and the kinds of services and functions provided. Supporting services may include access to:

- photographic and sound duplicating equipment or services;
- a range of preservation and conservation services, such as fumigation and appropriate item repair;
- automation support;
 - hardware and software support for the archives' internal computing needs,
 - support for access to and retrieval of electronic data designated for archival preservation that may be physically stored outside the archives.
- Multimedia equipment for exhibit and public programming needs.

APPENDIX I: TYPES OF ACADEMIC RECORDS

The following list of types of records in most academic archives is suggestive, not exhaustive. The relative importance of such records will vary with each institution in accordance with the institution's and archives' mission statements. Documentation need not be restricted to these types, nor should archivists substitute this list for analysis of their institutions' archives. (See also Samuels in Appendix II.)

1. Legal or constituting documents (e.g., charters, constitutions, by-laws), vital records or security copies produced by any campus vital records program, policy statements, and reports (along with their supporting documents), minutes, substantive memoranda, correspondence, and subject files of the institution's:
 - governing board;
 - chief executive, academic, legal, financial, student affairs, and administrative officers;
 - heads of units operating with a high degree of independence, e.g., branch campuses, universities' colleges, medical and law schools, and research institutes;
 - major academic and administrative committees, including the faculty senate.
2. Reports of:
 - self-studies and accreditation visits;
 - annual budgets and audits;
 - offices of admissions, institutional research, university relations—public relations both on- and off-campus—and development (fundraising);
 - research projects, including grant records.
3. Records of:
 - departments, e.g., minutes, reports, syllabi, faculty vitae, and sample test questions;
 - retired, resigned, terminated, or deceased personnel the school employed;
 - the registrar, e.g., calendars and class schedules, noncurrent student transcripts, enrollment records, graduation rosters, and other reports issued on a regular basis;
 - academic, honorary, service, and social organizations of students, faculty, administrators, and staff on campus.
4. All publications, newsletters, posters, or booklets about or distributed in the name of the institution or one of its sub-units, e.g., books, posters, magazines, catalogs, special bulletins, yearbooks, student newspapers, university directories and faculty/staff rosters, alumni magazines, and ephemeral materials.
5. Special format materials documenting the operation and development of the institution, such as:
 - audio, audiovisual and multi-media productions—still photographs, slides, and negatives, motion picture films, audio and audiovisual cassettes;
 - oral history interviews with their transcriptions;
 - maps, blueprints, and plot plans of the campus and its buildings.
6. M.A. and Honors theses and dissertations.
7. Digital and other electronic records or lists of where such items are maintained and finding aids for accessing them.
8. Artifacts related to the institution if space permits and the institution has no museum.
9. Vertical files of primary and secondary materials for quick responses to general reference questions. Vertical files of secondary materials may be in the reading room for researchers.
10. Records and papers produced by school-related organizations, groups, and individuals while actively connected with the school, such as private papers of faculty members produced

while working with or for the school; as well as manuscript collections related to the school—unless the archives is in a division with a manuscripts department. Some archives have greatly increased the documentation of their institutions by having all records and papers produced by school personnel in the course of their profession during their employment at the school, excepting personal correspondence, lecture and research notes, and products declared official school records.

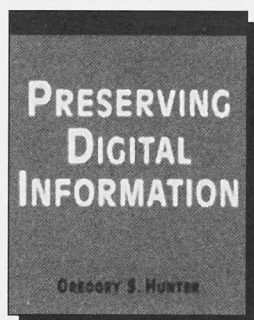
APPENDIX II: SELECT BIBLIOGRAPHY FOR ACADEMIC ARCHIVISTS

- Periodicals — *American Archivist* and *Archival Outlook* (Society of American Archivists), *Archivaria* (Association of Canadian Archivists), *Archival Issues* (Midwest Archives Conference), *Provenance* (Society of Georgia Archivists), and *Records and Information Management Report* (Greenwood Publishing Group).
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Most titles listed are available from the Society of American Archivists (312/922-0140, info@archivists.org, www.archivists.org).



The Latest Acquisitions



Preserving Digital Information: A How-To-Do-It Manual

by Gregory S. Hunter

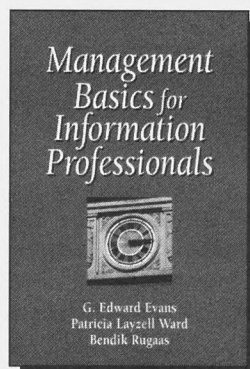
Preserving electronic information presents a new challenge for librarians, archivists, and others. Organizations are now responsible for preserving print resources as well as digital information on disks, networks, CD-ROMs and other electronic media.

This manual shows how to apply

"best practices" recommended by professional associations and experts for preserving information in electronic formats. The nature of digital information, media fragility, technical obsolescence, system integrity and the "digital record" are covered.

(Neal-Schuman Publishers) 200 pp., soft cover

Nonmembers \$64.95 • SAA members \$58.95 • Product code 392



Management Basics for Information Professionals

by G. Edward Evans, Patricia Layzell Ward and Bendik Rugaas.

Provides conceptual overviews and library/information examples to illustrate the basic skills good managers must exercise. It covers how to plan, how to delegate, how to make decisions, how to communicate and how to lead. Equal emphasis is placed on managing resources—people, money, technology and building.

Also has a companion Web page, www.neal-schuman.com/management/html.

(Neal-Schuman Publishers) 560 pp., soft cover

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Other recent acquisitions include:

- **Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions**
compiled by Valerie Dorge and Sharon Jones
(American Association of Museums, 1999)
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- **Creating a Virtual Library: A How-To-Do-It Manual**
edited by Frederick Stielow
(Neal-Schuman Publishers, 1999)
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- **The Evolving Virtual Library II: Practical and Philosophical Perspectives**
edited by Laverna M. Saunders
(Information Today, 1999)
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- **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
(International Association of Sound and Audiovisual Archives, 1999)
Nonmembers \$55 • SAA members \$48 • Product code 389
- **Knowledge Management for the Information Professional**
edited by T. Kanti Srikanthiah and Michael Koenig
(Information Today, 2000)
Nonmembers \$48 • SAA members \$42 • Product Code 391
- **Museum Guide to Copyright and Trademark**
(American Association of Museums, 1999)
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- **Progress in Visual Information Access and Retrieval**
by Beth Sandore
(University of Illinois, 1999)
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No Longer Available

SAA is will no longer be distributing the following books:

- **Records Management Handbook**, 2nd edition
by Ira A. Penn, Gail Pennix, Jim Coulson
(Ashgate Publishing Company, 1994) • Product code 252.
- **How to Set Up and Implement a Records Management Program**
by Gloria Gold
Product code 360.

Price Change

Please note new pricing for the following publications:

- **Going Digital: Strategies for Access, Preservation, and Conversion of Collections to a Digital Format**
edited by Donald L. DeWitt
The Haworth Press (1999)
Nonmembers \$69.95 • SAA members \$55.95 • Product code 354
- **Describing Archival Materials: The Use of the MARC AMC Format**
edited by Richard P. Smiraglia
The Haworth Press (1990)
Nonmembers \$59.95 • SAA members \$49.95 • Product code 148



NFACE Forum Gives Impetus to Continuing Archival Education

Enthusiasm for continuing archival education opportunities remains strong, if a conference that some of you attended in April in Decatur, Georgia, is any indication. It was called NFACE—National Forum on Archival Continuing Education.

The Council of State Historical Records Coordinators developed it in partnership with the American Association for State and Local History. A grant from the National Historical Publications and Records Commission (NHPRC) funded it. Representatives and members of the Society of American Archivists, which of course has been a major provider of continuing education opportunities, were prominent participants.

The forum had four goals:

- to gather and disseminate information about continuing educational services and information resources already available for those who care for historical records;
- to encourage collaboration among providers of archival continuing education in developing educational opportunities, especially opportunities that fill gaps;
- to improve access to information resources about best practices in the care of historical records that support these educational efforts; and
- to develop an action agenda for archival continuing education in the next decade.

A report on the conference and its action agenda were in preparation as of this writing. Staff of the NHPRC, which the National Archives and Records Administration administers and I chair, feel that the conference succeeded, as do members of our Staff Development Services unit at the National Archives and Records Administration who helped with the planning and participated. The forum brought together many archivists along with records managers, librarians, museum professionals, and others with recordkeeping responsibilities—120 participants from 37 organizations and 43 states—who profited from finding out what others are doing, what programs already are available, and what needs exist. Encouraging such opportunities for national collaboration among organizations is one of the outcomes that NHPRC fosters. More importantly, people left NFACE bubbling with ideas for specific continuing education projects and improvements.

The NFACE project staff began pulling together information long before the forum itself. In addition to identifying all the organizations invited to take part, they conducted a survey of more than 2,000 recordkeepers to assess needs and priorities for continuing education and information resources. They also conducted a survey of existing continuing education programs, compiling a directory of training opportunities offered by more than 100 organizations including NARA. Also, State Historical Records Advisory Boards in many states conducted focus groups

to get more precise information about needs. And information gathering discussions were conducted at conferences of relevant national and regional professional associations.

Information from all these activities and information on the conference itself is available online at <http://coshrc.org/nface/index.html>.

The forum clearly gave providers and users of continuing archival education a lot of information, but the focus of the two-day forum was on nineteen brainstorming sessions that identified numerous high-priority activities. The forum was an opportunity to look at the big picture in identifying needs, but it was also a challenge. Will the enthusiasm that came out of it actually produce new and better educational opportunities, and make them more accessible to a wider range of recordkeepers, as many participants hoped? Time will tell. But I know that NARA staff as well as others already are involved in preparing reports on the forum's outcome to meetings of professional associations and planning follow-up discussions on possible action items. And I know that in the era of electronic information, with its constant technological changes and challenges for archives, the need for opportunities to refresh old skills and learn new ones must be met. In the words of one SAA participant at the forum, it has given us at least "a wonderful beginning." ♦

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NHPRC Reauthorization — On April 4, 2000, the House Subcommittee on Government Management, Information, and Technology held a hearing on H.R. 4110, which provides for the reauthorization of the grants program of the National Historical Publications and Records Commission (NHPRC) for the fiscal years 2002 through 2005 with an appropriations ceiling of \$10 million. The very cordial two-hour hearing chaired by Representative Steve Horn (R-CA), a political scientist and the former president of the University of California at Long Beach, reflected the chair's great interest in and commitment to preserving and making available historical documents. The subcommittee heard testimony from five witnesses: U.S. Archivist John Carlin; Ann Clifford Newhall, executive director of NHPRC; Charles Cullen, president of the Newberry Library; Anne Gilliland-Swetland of the Department of Information Studies at UCLA; and Congressman Roy Blunt (R-MO), who represents the House at the NHPRC commission meetings. The witnesses all spoke of the valuable contributions on the NHPRC in providing grants for safeguarding non-federal records of significance to the nation's history.

In the question and answer portion of the hearing, Representative Judy Biggert (R-IL) joined Horn in asking a number of questions related to electronic records, making records accessible, training of future archivists, and security and funding issues. Rep. Horn expressed interest in the number of volumes of documentary editions that are published and stated the need for greater distribution of these volumes. In answer to Horn's question of whether the Congress should increase the authorized ceiling for NHPRC appropriations, Carlin responded that we should see in the near future the current \$6 million appropriated level getting closer to the \$10 million ceiling.

On April 5 the subcommittee voted unanimously to recommend to the full committee H.R. 4110. Parallel legislation has not yet been introduced in the Senate.

National Archives Issues Critical Report on Records Management at CIA

— The National Archives recently released the report "Records Management in the Central Intelligence Agency." While acknowledging that the CIA currently has many elements of a good records management program, the report states that the program has "serious shortcomings that must be rectified." The 56-page report focuses on issues of adequacy of documentation, preservation concerns, the need to revise schedules on retention and destruction of records, and handling of electronic files.

The report points out that the National Archives' holdings of CIA records are "skimpy and unsystematic" and consist primarily of copies of documents often drawn from many separate records series. The report thus concludes that "CIA retention of permanent files for 50 years is no longer appropriate" now that the Cold War has ended. The report stresses that permanent records should be transferred to the National Archives in coherent blocks, not individual documents drawn from a variety of separate files, the current CIA practice. The report

sets as a goal the transfer to the National Archives by the end of 2003 of most of the permanent CIA files created prior to President Kennedy's inauguration in 1961. These files, the report states, should include the files of the director of Central Intelligence and other high level policy offices, the finished intelligence products and related background papers, and files of offices concerned with budgetary matters, legal issues, and congressional relations. This report may be seen on the Federation of American Scientists' Web site at <http://www.fas.org/sgp/othergov/naracia.html>.

Library of Congress and Martin Luther King Jr.'s Papers — Several pieces of legislation are pending before Congress that deal with the purchase by the Library of Congress of the Martin Luther King Jr. papers. Two parallel bills, H.R. 2963 and S. 1791, direct the Librarian of Congress to purchase the papers of Martin Luther King Jr. from the King estate and authorize the appropriation of "such sums as may be necessary to carry out this Act." The Senate bill, introduced in October by Senator Ben Nighthorse Campbell (R-CO), passed by unanimous consent on October 29, 1999. There has been no action on the House bill which was introduced last fall by Representatives James Clyburn (D-SC), J.C. Watts (R-OK), and Cynthia McKinney (D-GA). On February 10, 2000, Representatives Jim Leach (R-Iowa), Spencer Bachus (R-AL), and J. C. Watts (R-OK) introduced H.R. 3633 which calls for a Martin Luther King Jr. commemorative coin with all surcharges from the sale of the coin to be used by the Library of Congress "for the purpose of securing" the King papers. Since no authorization legislation has been signed into law, the appropriations committees have not, at this point, included any funds for the purchase of the King papers in the FY 2001 budget.

Sotheby's auction house has appraised the papers at \$30 million and President Clinton's FY 2001 budget proposal to Congress included a \$20 million line item for the purchase. Recently several curators from the Library of Congress visited the King Center for Nonviolent Social Change, located in Atlanta, to review the collection. Professor David Garrow of Emory University, the author of the noted King biography, *Bearing the Cross*, has expressed grave reservations about the proposed purchase. Garrow's main concerns are the precedent that this sets for the Library of Congress and the impact that the withdrawal of the King papers will have on the other papers at the King Center. Paying such a large sum for these papers could, Garrow believes, have a very negative effect on the ability of the library to acquire other collections, and Garrow surmises that other papers at the King Center may be neglected once the King papers are removed. Garrow who has used these papers says that much of the collection involves incoming correspondence and that there are few documents in King's handwriting. A number of historians and archivists express similar views to those held by Garrow and conclude that it would be best if this legislation does not move forward.

continued on page 27



Reports available from CLIR

The following reports have recently been published by the Council on Library and Information Resources (CLIR). All are available electronically at www.clir/pubs/reports. Print copies may be ordered at the prices listed. Send order requests and prepayment to: CLIR, 1755 Massachusetts Avenue NW, Suite 500, Washington, DC 20036-2124. Credit card orders may be placed by calling CLIR at 202/939-4750 or via fax 202/939-4765.

- *Managing Cultural Assets from a Business Perspective*, by Laura Price and Abby Smith, published in cooperation with the Library of Congress, presents a model for the management of library and archival collections that defines collections as core assets and seeks to make them maximally productive while controlling risks to integrity. The model is not based on the monetary value of library holdings. Instead, it focuses on business risk and proposes a framework of controls to minimize the risks that threaten the viability of those assets. It is not always evident which investments in collection development, preservation, and security will best serve the collections at a given time. With this model, managers can identify priorities for institutional investments in collections and make more compelling budget justifications for necessary resources, because the relationship between library assets and its mission work is made explicit to financial decision makers. Print copies are \$15 each.
- *Authenticity in a Digital Environment* features five experts from different domains of the information resources community addressing the question: What is an authentic digital object? The question has gained urgency and importance as information—from personal correspondence to medical and financial records—is increasingly created, stored, and transmitted electronically. For custodians of information resources, the answer has profound implications for the task of cataloging and describing an item, and for setting parameters of what is preserved and by what technique or series of techniques. Contributors include Peter Hirtle, co-director of the Cornell Institute for Digital Collections; Charles Cullen, president and librarian of the Newberry Library; David Levy, consultant and former researcher at Xerox Palo Alto Research Center; Clifford Lynch, executive director of the Coalition for Networked Information; and Jeff Rothenberg, senior computer scientist at The Rand Corporation; with a concluding essay by Abby Smith, CLIR program director. Print copies are \$20 each.
- *Systems of Knowledge Organization for Digital Libraries: Beyond Traditional Authority Files*, by Gail Hodge, provides examples of how knowledge organization systems can be used to enhance digital libraries in a variety of disciplines. For example, they can be used to link a digital resource

to related material. They can be used directly or indirectly to provide more descriptive records for entities in the digital resource. Finally they can provide access not only to a descriptive record, but also to location information about a relevant physical object. Print copies are \$15 each.

Archivists in the News

SAA member **CHERYL LIEBOLD**, archivist at the Pennsylvania Academy of Fine Arts in Philadelphia, was quoted in an article, "Restoring Old Tariff's Glory" that appeared in the *Washington Post* (May 1, 2000). The article is about renovation of the U.S. Tariff Commission Building in Washington, D.C., and how a paper trail of receipts and correspondence led architects and historians to the Academy of Fine Arts. As part of a public-private partnership to convert the old office building into a 172-room luxury hotel, the federal government is paying for a \$2.8 million restoration of the Tariff's 160-year-old exterior. Pieces of intricate sculpture above one of the portals of the building had been broken off and the original model was needed. The original plaster cast has resided with the academy for 124 years. The article traces how documents led renovators to it. See www.washingtonpost.com/wp-dyn/articles/A45399-2000Apr30.html.

Conference Report on Architectural Records: Preserving and Managing the Documentation of Our Built Environment

The Conservation Center for Art and Historic Artifacts (CCAHA) presented a three-day conference in May in Philadelphia on the management of architectural records, organized in collaboration with the National Park Service (NPS) Museum Management Program, and with co-sponsorship from the Architectural Archives of the University of Pennsylvania, The Athenaeum of Philadelphia, the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER), and Independence National Historical Park. Approximately 160 archivists, librarians, curators, historic preservation officers, records managers, conservators, historians, and architects from Canada, Ireland, Portugal, Puerto Rico, Scotland, South Africa, Switzerland, as well as the United States participated in the conference.

Twenty distinguished speakers, representing the diverse professions involved in the creation, collection, and use of architectural records, shared a wealth of knowledge and experience. Keynote addresses focused on the significance of architectural records, who uses them, how they are used, and how new technologies are affecting both the creation and survival of contemporary architectural records. The key management challenges involved in collecting, preserving, and providing access to architectural records were addressed through lectures, case studies, demonstrations, and tours. Participants learned about the array of materials and methods used to create architectural records, from the oldest represented in our repositories to the processes in use today; collecting



policy, appraisal, and intellectual control, and their impact on preserving materials and providing access to them; preventive and remedial preservation measures; intellectual control practices and standards; projects to make collections accessible on the Internet; fundraising; and legal issues, including copyright in the online environment; and strategies for preserving and maintaining access to architectural records that are produced in electronic form.

CCAHA hopes to publish proceedings of the conference on its Web site. For further information about CCAHA's programs and services, contact: CCAHA, 264 South 23rd Street, Philadelphia, PA 19103; 215/545-0613; fax 215/735-9313; ccaha@ccaah.org; www.ccaha.org.

Universities to Consider Electronic Records Challenges

Where are your electronic student transcripts, who can see them and how long will they last? Who will pay the costs of creation, storage and maintenance of multimedia courseware? Are digital signatures for course registrations authentic and sufficient to guarantee tuition payments? Can colleges and universities efficiently provide educational services when their electronic records are haphazardly retained or destroyed? These are a few of the challenges to be addressed in a national conference to be hosted by Arizona State University this fall.

This October 5-6, professionals with responsibility for creating or maintaining electronic documents will convene "ECURE 2000: Preservation and Access for Electronic College and University Records." This interdisciplinary conference will feature experts from across the nation presenting leading edge research and emerging strategies for selecting, retaining and protecting or making accessible electronic records of higher education.

Building on the success of the 1999 conference as reported in the *Chronicle of Higher Education* and *office.com*, the year 2000 edition will feature a range of presentations addressing the intersections of technology, policy, education and training as interpreted by registrars and admissions professionals, attorneys, faculty, archivists, librarians, technology professionals and university administrators. The two-day conference has limited registration and features small group discussion sessions affording unparalleled post-presentation access to the experts.

For additional program and registration information, see the conference Web site at <http://www.asu.edu/it/events/ecure>.

"Librarian" Listserv

A new listserv has been established for individuals interested in collecting "librarian," which includes any items related to libraries and librarians. The list manager is Dan Lester, network information coordinator at Boise State University. To subscribe, send mail to LISTSERV@LISTSERV.BOISESTATE.EDU with the command: SUBSCRIBE LIBRARIANA Your Name. The listserv uses the same software as SHARP-L.

SAA Student Chapter News

Activities at University of North Carolina at Chapel Hill

by JAMES ROTH, SCOSAA Vice President

Workshops and chapter elections have dominated the activities of the University of North Carolina at Chapel Hill Student Chapter of the Society of American Archivists (SCOSAA).

SCOSAA sponsored two spring workshops that were a smashing success. In early April a Preservation Workshop was held. Organized by former SCOSAA President Josh McKim, the workshop offered practical experience through hands-on training for dealing with natural disasters—such as earthquakes, fires, floods and mildew—at libraries. Andrew Hart, preservation librarian at the university and Winston Atkins, preservation librarian at North Carolina State University, led the workshop. Both instructors generously agreed to donate their time and expertise in leading this workshop. Fourteen students from the School of Information and Library Science participated. The participants paid \$7 for the cost of materials used.

An Encoded Archival Description (EAD) workshop was held in mid-April with 23 students from the University of North Carolina at Chapel Hill, North Carolina State University, and North Carolina Central University in attendance. The workshop was a joint venture with the North Carolina State University Student Chapter of the Society of American Archivists (SCSAA). The Society of North Carolina Archivists (SNCA) graciously donated \$100 to the workshop, which was organized by SCSAA President Ruth Bryan and SCOSAA Vice-President Jamie Roth.

The presenter, Stephen Miller, a digital encoding archivist at Duke University's Rare Book, Manuscript, and Special Collections Library, provided familiarity and hands-on experience with EAD encoding and SGML/XML concepts in practice. The focus of the workshop was on the "nuts and bolts" of EAD structure and markup.

In other SCOSAA news, the following individuals were elected to leadership positions for the student chapter: Joe Hester—President; James Roth—Vice President; Paulina Vinyard—Secretary; Adina Lack—Treasurer. The faculty advisor is Helen Tibbo.

Attention Student Members

Share the latest news about the activities of your SAA student chapter—elections, workshops, tours, etc. Send to: Teresa Brinati, SAA Director of Publications, tbrinati@archivists.org.



Spanish Translations of EAD Due this Fall

The Council on Library and Information Resources has awarded funds to the University of California at Berkeley to translate into Spanish three texts on Encoded Archival Description (EAD). Working with the Fundacion Historica Tavera, based in Madrid, UC-Berkeley will translate *Encoded Archival Description Tag Library, Version 1.0* (Chicago: SAA, 1998) and *Encoded Archival Description Application Guidelines Version 1.0* (Chicago: SAA, 1999) and *The Encoded Archival Description Retrospective Conversion Guidelines: A Supplement to the EAD Tag Library and EAD Guidelines*. The translations are expected to be available this fall.

Documenting Canadian Cultural Diversity

The National Archives of Canada and CFMT-TV entered into a partnership to document Canadian cultural diversity. Under the terms of the partnership agreement, signed on May 11, 2000, the National Archives will acquire and provide a permanent home for a selection of CFMT's video productions. CFMT-TV is Canada's first multilingual and multicultural television network. The programs transferred to the archives will be preserved and made available in state-of-the-art formats. This partnership is the latest of a series of partnerships the National Archives of Canada is exploring with outside agencies to promote awareness and appreciation of Canada's past.

Activities of National Archives of Australia

"Between Two Worlds," an exhibit that has been touring Australia since 1993, returned to the National Archives in Canberra in May. Based on personal memories, government records and archival photographs, "Between Two Worlds" tells the story of Aboriginal children of mixed descent who were taken from their families and placed in government institutions between 1912 and 1962. Over the past seven years, the exhibit has been presented at 15 venues around Australia and has been seen by nearly half a million people. "Between Two Worlds" was prepared in consultation with Aboriginal advisors. To learn more about this exhibit, visit www.naa.gov.au/Media_Releases/BTW_release/btw_release.html.

The National Archives of Australia has produced a set of history materials for secondary school children, "1901 and All That: A Federation Resource Kit," which explores Australia's federation and how it came about. The kit contains five units: "Investigating Federation" sets the stage, "Australians All" examines what united and divided Australians, "Making Federation Happen" looks at the yes and no federation campaigns, "Making the Constitution" shows who was involved in the federation campaigns, and "Making a Difference" examines how federation affected peoples' lives. Based on archival materials such as documents and photographs, the kit was developed in conjunction with a group of Australian teachers who tested the content in their classes. The National Council for the Centenary of Federation funded its development.

French Online Exhibit of Kosovo Photos

The Archives of the French Ministry of Foreign Affairs has mounted an online exhibit of photographs shot recently in Kosovo. The exhibit consists mainly of two sets of pictures. Under the heading "French Action in Kosovo" are twelve color photos of French peacekeepers in several Kosovar towns. Under the heading "Return to Kosovo-Travel Notes" are thirteen black and white photos shot by Frederic de la Mure, the official photographer for the Ministry of Foreign Affairs, showing stark scenes from everyday life in the aftermath of war. The site includes other photographs of M. de la Mure, a portrait gallery of world leaders, for example. To visit the exhibit go to www.diplomatie.fr/actual/expo/index.html.

Wellcome Library Merges Departments

The Wellcome Library for the History and Understanding of Medicine in London is merging the Contemporary Medical Archives Centre and the Western Manuscripts Department to become Archives and Manuscripts. Julia Sheppard is the archivist and Richard Aspin is the deputy archivist. For more information, contact arch+mss@wellcome.ac.uk.

Send your international news clips to: Thomas Connors, University of Maryland, National Public Broadcasting Archives, Hornbake Library, College Park, MD 20742, tc65@umail.umd.edu.

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From the Executive Director

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way that her small son's sensitivity to others will be improved, a taxi driver deliberately setting an example of considerate driving... all these are parts of the totality of the leadership process. Leadership begins earlier, operates more widely, takes more forms, pervades more sectors of society, and lasts longer in the lives of most persons than has generally been recognized."

So, as you blow out the 50th candle, pause to think about your past and your future; think too about transformational leadership. You are blessed with experience, self knowledge, and the wisdom to share. As you begin this new journey into the second passage of your life, remember that each year you spend with SAA you give something back to the profession just as the profession gives to you.

Salut! ♦

Washington Beat

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NHPRC Commission Meeting — The National Historical Publications and Records Commission met on May 9 and 10. U.S. Archivist John Carlin, chairman of the commission, noted that he did not anticipate any difficulties with passage of the NHPRC reauthorization legislation that is currently pending before Congress. The commission passed resolutions clarifying the conditions under which state records advisory boards are eligible for administrative expenses and endorsed the need to undertake actions to strengthen NHPRC applications from Native Americans. The commission also expressed its support for the pursuit of private sector funding and strategic collaborations to advance NHPRC's agenda. Considerable discussion focused on the timing and strategies for raising the NHPRC budget to the full funding levels of the authorization legislation.

Other items discussed included: how to assist projects that are near completion, how to use NHPRC leverage to keep projects on schedule, and the need to resolve issues related to the terms of agreements between editing projects and publishers of documentary volumes. The commission voted to award approximately \$3 million of NHPRC's grant funds. This money will go to 36 documentary editing projects and 25 records access projects which include manuscript cataloging, micro-filming, and collections processing, and supporting access to photo, film, and oral history collections.

Public Printer Expresses Dismay at Proposed Cuts for the Government Printing Office — In a May 11 letter to Representative Charles Taylor (R-NC), chair of the House Subcommittee on Legislative Appropriations, Michael DiMario, the Public Printer and the head of the Government Printing Office (GPO), presented a

detailed and compelling case of the negative impact of the subcommittee's recommendation of a 25 percent cut for Government Printing Office (GPO). DiMario concluded that the cuts will mean the elimination of public access to a significant body of government information. The cuts will have, he said, a devastating effect on the Depository Library Program, ending public access to numerous critically important government information products including most congressional hearings. Public Printer DiMario strongly urges the House Appropriations Subcommittee to reconsider their funding recommendations for GPO. Additional information is available at the American Library Association Web site, <http://www.ala.org/washoff>.

Some Powerful Points

continued from page 12

- *Do* make the handout interactive. That means provide written exercises, check tests, examples, and case studies which can be used by the audience at particular intervals during the lecture. Pausing to "take stock" like this is what educators call "formative evaluation." It allows the lecturer to ascertain whether the lecture is having the desired learning effect, and to make on-the-spot changes as the situation may dictate.
- *Don't* make the handout a copy of the text of the lecture. *Don't* reproduce a series of articles and call it a syllabus or course outline. There is no reason for the audience to be there if they are able to read the material at another time. *Do* use articles as preparatory material for the lecture. This closes the skill gap and makes it easier to start work with the group at a common point.
- *Do* provide a bibliography in the handout. With the advances of technology, the bibliography should contain citations that are both print and Web based.

Making the Right Choice

Good lecturing is both an art and a skill. All artists must practice, but they must be sure they are practicing the right thing. Naturally gifted lecturers can still learn good techniques, just as a naturally gifted musician must still take lessons. And the rest of us have the ability to acquire the skill by observing best practices, learning the theory that underscores the practices, and applying the skills in the laboratory of our own lecturing.

Good lectures, however, can be enhanced by "right tech" and the right print. If it fits, use it. Sometimes a lecture will not require the use of any projection material. Other times, a lecture is appropriately assisted by slides or transparencies. It's not high tech or low tech, it's right tech.

The handouts are not judged by their size and weight, but by their ability to support the lecture. The right print guides the audience toward the learning objectives of the lecture.

Make the right choice. ♦



CALENDAR

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. **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. Visit the Host Committee Web site for the latest details and information on the conference at www.uwyo.edu/ahc/srma/saa2000.

September 4

"Access Points" workshop co-sponsored by SAA and CIMA at Brigham Young University, Provo, UT. See page 13 for details.

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 or visit 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.

October 4-6

Conference of Inter-Mountain Archivists, symposium, "Remembering," at Brigham Young University (Provo, Utah). This kickoff event for Utah Archives Week focuses on remembering through personal narratives, folklore, documentary editing, historical fiction, museums, and historic sites; service efforts by local organizations to preserve memory; memory in Mormon culture; and the history of the book. Organizations and individuals who are interested in heritage are encouraged to attend. Preconference activities

include SAA workshop on cataloging access points (subject headings), October 4-5; and a presentation on motion-picture images of Brigham Young, October 5. Guided tours of the L. Tom Perry Special Collections at BYU will be offered the day of the symposium. For more information contact brian_reeves@byu.edu or visit www.lib.utah.edu/cima/. **Early registration deadline:** September 15, 2000.

October 5-6

"ECURE 2000: Preservation and Access for Electronic College and University Records" at Arizona State University. This interdisciplinary conference will feature experts from across the nation presenting leading edge research and emerging strategies for selecting, retaining and protecting or making accessible electronic records of higher education. For additional program and registration information, see the conference Web site at <http://www.asu.edu/it/events/ecure>.

October 11-15

34th annual meeting of the Oral History Association in Durham, NC, at the Durham Marriott and the Civic Center. Theme: "At the Crossroads, Transforming Community, Locally and Globally." For more info, visit www.dickinson.edu/organizations/oha or contact Cathy Abernathy of the Local Arrangements Committee, 919/962-0455, cabernat@email.unc.edu.

October 12

"Water, Water Everywhere: Good Decision Making When Recovering Water-Damaged Paper Collections," at the Metropolitan Museum of Art, 1000 Fifth Avenue, New York, NY 10028. The workshop is sponsored by the Conservation Center for Art and Historic Artifacts (CCAHA) and partially funded by the National Endowment for the Humanities. The goal of this one-day program is to provide a basic understanding of the decisions involved in organizing the recovery of water-damaged paper collections. Tools for assessing damage, evaluating available resources, and selecting recovery methods will be illustrated through lectures, slides and emergency scenarios. Scenarios will include small- to mid-sized emergencies involving a variety of paper-based collections. Priority setting, handling issues and drying methods and procedures for recovering damaged paper collections will be reviewed. The registration fee is \$65 for members of CCAHA; \$75 for nonmembers. **Registration Deadlines:** September 28, 2000. For a regis-

tration form, visit www.ccaha.org or contact: Preservation Services Office, CCAHA, 264 South 23rd Street, Philadelphia, PA 19103; 215/545.0613; fax 215/735.9313.

October 13-14

"Digital Imaging Technology" workshop sponsored by SAA at Duke University, Durham, N.C. See page 13 for details.

October 17-18

"Encoded Archival Description" workshop co-sponsored by SAA, MAC and MARAC in Cleveland, OH. See page 13 for details.

October 18

"Architectural Records" workshop co-sponsored by SAA, MAC and MARAC in Cleveland, OH. See page 13 for details.

October 18-19

"Archival Cataloging as a Component of Description" workshop co-sponsored by SAA and New England Archivists in Worcester, MA. See page 14 for details.

October 19-21

The Midwest Archives Conference (MAC) and Mid-Atlantic Regional Archives Conference (MARAC) are joining forces to provide the best archival conference this side of the Rockies. The Sheraton City Centre in revitalized downtown Cleveland, Ohio, is the site of this year's conference. The conference will offer extensive opportunities to explore the challenges each of us face between the painstaking work of traditional manuscript preservation and the frantic technological pace required to lead the field in electronic records preservation. The event will focus on presentations of both sides of the issues with a series of break out discussions. For the educationally minded, a series of workshops are scheduled covering the full range of archival theory and practice, including; arrangement and description, development and appraisal, reference, and preservation. A special session on risk assessment in archives is offered. MAC and MARAC are co-sponsoring the popular SAA workshop on Encoded Archival Description. The Special Events Committee offers a wide range of, cultural, educational and fun activities. The three-day event will be highlighted by a reception at the magnificently renovated Cleveland Public Library. The committee offers tours of area archival repositories; Durham Tavern Museum, Western Reserve Historical Society, Cleveland Museum of Art and tickets will be available to hear the Cleveland Orchestra at Severance Hall. Tours



of NASA Glenn Research Center, the Federal Reserve Bank, and the LTV Steel facility to see how steel is made are offered for visitors. Sports fans are not left out. A tour of the new Cleveland Browns Stadium is planned for Thursday morning. To be at once a technology expert and meticulous archivist is the challenge nearly every member of our profession faces. Come to compare notes and learn from each other. For more information, contact Bonita Smith, Local Arrangements Committee, Bonita.Smith@lerc.nasa.gov.

October 21

"Probing Appraisal Practice" workshop co-sponsored by SAA and ARMA International in Cleveland, OH. See page 14 for details.

October 20-23

NEH-funded "Emergency Response Training: Train the Trainers Workshop" sponsored by the Foundation of the American Institute of Conservation (FAIC). Intensive workshop designed to train instructors in a comprehensive interdisciplinary emergency response program. Ten individuals will be selected from across the country to receive the training at the National Conservation Training Center in Shepherdstown, WV. Each of the five pairs of trainers, mentored by one of two course instructors, will subsequently teach in one of a series of three-day regional workshops in 2001, creating five regional groups with fifteen selected participants. *Applications must be postmarked by August 1, 2000.* Contact FAIC, 1717 K Street NW, #200, Washington, DC 20006; 202/452-9545; fax 202/452-9328; info@aic-faic.org.

October 27-29

"Preservation Institute: Current Issues in Management and Practice" sponsored by SAA at University of Maryland. See page 14 for details.

October 30-November 1

"Business Archives" workshop co-sponsored by SAA and Seattle Area Archivists in Bellevue, WA. See page 14 for details.

November 3

"Copyright: The Archivist and the Law" workshop co-sponsored by SAA and the University of Minnesota in Minneapolis, MN. See page 15 for details.

November 9-10

"Encoding Archival Description" workshop co-sponsored by SAA and the Pratt Institute in Brooklyn, NY. See page 15 for details.

November 13

"Oral History" workshop co-sponsored by SAA and the Society of Southwest Archivists in New Orleans, LA. See page 15 for details.

November 13-17, 2000

The Preservation Management Institute to be held at the University Inn and Conference Center at Rutgers University in New Brunswick, New Jersey. The institute consists of three sessions which will be held over a one-year period: Session I, November 13-17, 2000; Session II, April 23-27, 2001; Session III, August 13-17, 2001. The head instructor is 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. Classes include three field trips. Breakfasts, lunches, and trip transportation are included in the registration fee.

Between sessions participants will conduct structured preservation activities in their 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.

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 visit 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.

December 11-12

"Encoding Archival Description" workshop co-sponsored by SAA and Washington University in St. Louis, MO. See page 15 for details.

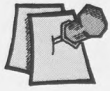
FUNDING

Brown University Research Fellowship Program

The John Nicholas Brown Center for the Study of American Civilization is now accepting applications for its Research Fellowship Program which supports scholarship, research and writing in American topics. Areas of specialization include but are not restricted to history, the history of art and architecture, literature, religion, material culture studies, music, historic preservation and urban planning. Preference is given to scholars working with Rhode Island materials or requiring access to New England resources. Open to advanced graduate students, junior or senior faculty, independent scholars, and humanities professionals. We offer office space in the historic Nightingale-Brown House, access to Brown University resources, and a stipend of up to \$2,000 for a term of residence between one and six months during one of our two award cycles each year: January through June; July through December. Housing may be available for visiting scholars. *Application deadlines are: April 15th for residence between July and December; November 1st for residence between January and June.* To apply, send a credentials package consisting of a 1-2 page project abstract, a 1-2 page CV, a 1-page work plan, a proposed budget (living expenses may be included), and a letter of recommendation. Send inquiries or mail application materials to: Joyce M. Botelho, Director, The John Nicholas Brown Center, Box 1880, Brown University, Providence, RI 02912; 401/272-0357; fax 401/272-1930; Joyce_Botelho@brown.edu.

Carl Albert Congressional Research and Studies Center Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program, which provides financial assistance to researchers working at the center's archives. Awards of \$500-\$1,000 are normally granted as reimbursement for travel and lodging. The center's holdings include the papers of many former members of Congress, such as Speaker Carl Albert, Robert S. Kerr, and Fred Harris of Oklahoma, Helen Gahagan Douglas and Jeffery Cohelan of California, and Neil Gallagher of New Jersey. Besides the history of Congress, congressional leadership, national and Oklahoma politics, and election campaigns, the collections also document 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 center's collections are described on its Web site at <http://www.ou.edu/special/albertctr/archives/> and in the publication titled *A Guide to the Carl Albert Center Congressional Archives* (Norman, Okla.: The Carl Albert Center, 1995) by Judy Day, et al., available at many U.S. academic libraries. Additional information can be obtained from the center. The Visiting Scholars Program is open to any applicant. Emphasis is given to those pursuing postdoctoral research in history, political science, and other fields. Graduate students involved in research for publication, thesis, or dissertation are encouraged to apply. Interested undergraduates and lay researchers are also invited to apply. The center evaluates each research proposal based upon its merits, and funding for a variety of topics is expected. No standardized form is needed for application. Instead, a series of documents should be sent to the center, including: (1) a description of the research proposal in fewer than 1000 words; (2) a personal vita; (3) an explanation of how the Center's resources will assist the researcher; (4) a budget proposal; and (5) a letter of reference from an established scholar in the discipline attesting to the significance of the research. Applications are accepted at any time. For more information, please 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.

CLIR/DLF Fellowship

The Council on Library and Information Resources (CLIR) and the Digital Library Federation (DLF) are pleased to announce a new opportunity for librarians, archivists, information technologists, and scholars to pursue their professional development and research interests as Distinguished Fellows. The program is open to individuals who have achieved a high level of professional distinction in their fields and who are working in areas of interest to CLIR or DLF. For more information, visit www.clir.org. The fellowships are available for periods of between three-twelve months and are ideal for senior professionals with a well-developed personal research

agenda. Prospective applicants are encouraged to contact CLIR President Deanna Marcum, 202/939-4750, or DLF Director Jeff Greenstein, 202/939-4762, addressing the following questions: 1) What would you carry out during your tenure as Fellow? 2) How would your work contribute to that of CLIR and DLF? 3) For what period of time do you request the Fellowship? 4) What level of funding is required to undertake the Fellowship? 5) What is the likely outcome or product of the Fellowship.

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.

The Pepper Foundation's Visiting Scholar's Program

The Claude Pepper Foundation seeks applicants for its "visiting scholar's program," which provides financial assistance for researchers working at the Claude Pepper Center's archives at Florida State University. The Claude Pepper Library's holdings include papers, photographs, recordings, and memorabilia of the late U.S. Senator/Congressman Claude Pepper and his wife, Mildred Webster Pepper. Pepper served in the U.S. Senate from 1936-1950 and the U.S. House of Representatives from 1962-1989. Topics that

can be studied include Social Security, Medicare, elder affairs, age discrimination in the work force, labor issues such as minimum wage/maximum hours, health care reform, National Institutes of Health, civil rights, crime, international affairs, FDR's New Deal and World War II. The visiting scholar's program is open to any applicant pursuing research in any of the areas related to issues addressed by Claude Pepper.

Application deadlines are April 15th and October 15th. For additional information and an application form, contact: Grants Coordinator, Claude Pepper Center, 636 West Call Street, Tallahassee, FL 32306-1122; 850/644-9309; fax 850/644-9301; mlaughli@mailier.fsu.edu; <http://pepper.cpb.fsu.edu/library>.

The Recording Academy Grants

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

Schomburg Center Residency Program

Schomburg Center for Research in Black Culture, The New York Public Library: The residency program assists those scholars and professionals whose research in the Black experience can benefit from extended access to the center's collections. The stipend is \$25,000 for six months and up to \$50,000 for twelve months. Write or call the Scholars-in-Residence Program, Schomburg Center for Research in Black Culture, 515 Malcolm X Boulevard, New York NY 10037-1801; 212/491-2228; www.nypl.org/research/sc/scholars/index.html. *The deadline is January 15th.*



Morris K. Udall Archives Visiting Scholars Program

The University of Arizona Library Special Collections houses the papers of Morris K. Udall, Stewart L. Udall, David K. Udall, Levi Udall and Jesse Udall. The library's holdings also include related papers of noted politicians Lewis Douglas, Henry Ashurst and George Hunt. To encourage faculty, independent researchers, and students to use these materials, the Morris K. Udall Archives Visiting Scholars Program will award up to three \$1,000 research travel grants and four \$250 research assistance grants in the current year. Preference will be given to projects relating to issues addressed by Morris K. Udall and Stewart L. Udall during their long careers of public service on environment, natural resources, Native American policy, conservation, nuclear energy, public policy theory and environmental conflict resolution.

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

CALL FOR PAPERS

Business History Conference

"Services and the Global Economy" is the theme of the 2001 annual meeting of the Business History Conference, April 20-22. Proposals are invited for papers concerned with the historical evolution of all forms of business enterprise engaged in services with a special emphasis on their international dimensions. It is hoped to attract papers on the widest range of services including, finance, utilities, trade, retailing, transport, advertising, tourism, entertainment and crime. **The deadline for submissions is October 2, 2000.** For more information, visit www.eh.net/bhc/ or contact Geoffrey Jones at g.g.jones@reading.ac.uk.



BULLETIN BOARD 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
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Visit the SAA Publications Booth August 31-September 1 at the International Archives Information & Technology Exposition

During SAA's 64th Annual Meeting in Denver (see page 9)





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.

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

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



ARCHIVAL ASSISTANT

National Society Daughters of the American Revolution
Washington, DC

The National Society Daughters of the American Revolution (NSDAR) is seeking an archival assistant, whose prime responsibility will be to assist with the processing of the NSDAR's archival and manuscript collections, including a backlog of a wide variety of archival materials. Under the direction of the archivist, will assist in the identification, organization, cataloging, and housing of the collections, and the refinement of procedures and policies. Some research and reference tasks. One or two years previous archival experience preferred. Knowledge of MS Word and Access helpful. M.L.S. or M.A. in history with emphasis on archival coursework is strongly preferred. Please send or fax resume to: NSDAR HR: 1776 D Street, NW, Washington DC 20006-5392, fax 202/737-5702, email: hr@dar.org.

ARCHIVIST

The Mariners' Museum
Newport News, Virginia

The Mariners' Museum in Newport News, Virginia, seeks a highly motivated and experienced candidate to administer an international archival collection of one million items, including manuscript collections, photographs, maps, charts, ship plans, and architectural drawings focusing on maritime history. Responsibilities include managing acquisition, processing, cataloging, and access to the museum's archives. **Qualifications: Required:** M.L.S. from ALA-accredited institution or graduate degree in the humanities; 3-5 years experience processing, cataloging, and managing manuscript collections; 3-5 years experience with automated library systems and Internet technology; supervisory experience; demonstrated leadership experience; and excellent written and oral communication skills. **Preferred:** Second graduate degree and experience creating Web pages using EAD and managing digitization projects. Qualified candidates should send resume, salary history, and a letter of interest to: HR Manager, The Mariners' Museum, 100 Museum Drive, Newport News, Virginia 23606, or submit resumes via e-mail hr@mariner.org. EOE.

ARCHIVIST

Museum/Historical Society
Cos Cob, Connecticut

Museum/historical society seeks archivist to develop and manage its archives and special collections. The Finch Archives is located at the Bush-Holley Historic Site, nationally

significant as Connecticut's first art colony. Local history, genealogy and the Cos Cob American Impressionist Art Colony are well represented in the collections, approximately 1,000 linear feet and growing. The archivist will join a staff of eight full-time museum professionals and will supervise a part-time assistant and part-time volunteers.

Requirements: Bachelor's degree in history or related topic and an ALA-accredited M.L.S. or M.L.I.S. or a graduate degree in history with a concentration in archives management.

Desire candidates with 3-5 years experience managing an archives program, including working with automated cataloging and bibliographic systems, especially MARC format. Competitive salary and excellent benefits.

Send letter and resume to: Executive Director, HSTG, 39 Strickland Road, Cos Cob, Connecticut 06807.

ARCHIVIST

The Riverside Church
New York, New York

Part-time, 24 hours/week for an 18-month contract. The Riverside Church has an excellent opportunity for a mature-minded self-motivated professional to classify and catalog materials in the church archives. You will work with researchers; redesign the archive databases; appraise, preserve and acquire materials, as well as train/supervise paraprofessionals and volunteers. **Ideal candidates must possess:** A graduate degree in history or library science; archival training; 3-5 years' archival experience preferred; ACA certification and knowledge of scholarly research procedures and MARC-based systems desired. Competitive salary, excellent benefits package. For confidential consideration, please submit a cover letter with your resume to: HR Dept., The Riverside Church, 490 Riverside Drive, New York, New York 10027; fax: (212) 870-6808, e-mail: hresources@theriversidechurchny.org. No phone calls please. EOE M/F.

ARCHIVIST

The University of Pennsylvania Museum of Archaeology and Anthropology
Philadelphia, Pennsylvania

The University of Pennsylvania Museum of Archaeology and Anthropology seeks an archivist responsible for: developing and promoting the archives to museum staff, scholars, and the public; enhancing the use and preservation of the collections through current and emerging information technologies; administering the archives and supervising professional and clerical staff. Duties include long-range planning, policy development,



grant-writing, budget administration, new acquisitions, and supervising the processing of collections and computer cataloging.

Qualifications: M.A. in anthropology, history, museology, or M.L.S. degree with concentration in archives required. Archival certification preferred. Ph.D. desirable. **Required:** One to three years experience in archives administration. Proven experience in grant-writing and grant administration. Demonstrated knowledge of archival principles and procedures, computer and information technologies. Excellent oral, written, and interpersonal skills, and ability to communicate with diverse university community.

Position open until filled. Salary:

Approximately \$40,000. Send cover letter, resume, and names of three references to: Dr. Marilyn Norcini, Chair, Archivist Search Committee, University of Pennsylvania Museum, 33rd and Spruce Streets, Philadelphia, Pennsylvania 19104-6324, <http://www.upenn.edu/museum>.

ARCHIVIST/ACADEMIC LIBRARIAN

University of Wisconsin-Platteville
Platteville, Wisconsin

Academic Staff Position. **Required:** ALA-accredited M.L.S. degree with archival specialization or certification. Knowledge of Internet, databases and other computer applications relevant to archives. **Expected:** Commitment to public service and ability to deliver effective public presentations.

Willingness to adopt new technologies and ability to work, teach, and communicate effectively, both orally and in writing, with students, faculty, and staff. **Duties:** Responsible for managing, preserving, and maintaining the library's special collections.

Assist patrons in use of these collections, present programs to university and community members, and work cooperatively with historical groups and other agencies. Also, provide library reference service including an evening and occasional weekends. **Salary:** Commensurate with qualifications and experience; minimum \$32,000 (12 months).

Review of applications begins June 26, 2000. Send letter of application, resume, and three references to: Paul Moriarty, Chair, Search and Screen Committee, Elton S. Karrmann Library, University of Wisconsin-Platteville, 1 University Plaza, Platteville, Wisconsin 53818-3099, telephone: 608/342-1688.

Affirmative action/equal opportunity employer. Women and persons of color are encouraged to apply. The names of nominees and applicants who have not requested in writing that their identity be kept confidential, and of all finalists, will be released upon request.

ARCHIVIST/CURATOR

Various Locations

Corporate executive with broad holdings and interests seeks individual to help categorize and catalog his physical and document assets throughout the world. Tasks include creating a customized library/inventory program to capture, categorize and cross-reference existing collections of files, records, correspondence, books and other physical items. Curator must demonstrate expertise with advanced imaging, database, and library technologies and have strong organizational and interpersonal skills. Precision, accuracy, diligence and ability to travel a must. Salary commensurate with experience. Submit resume via fax: 212/984-1442.

ARCHIVIST/LIBRARIAN

Jewish Museum of Maryland
Baltimore, Maryland

The Jewish Museum of Maryland, the nation's largest repository of regional Jewish history, seeks an archivist/librarian to manage documentary collections, to accommodate researchers, and supervise volunteers. Must enjoy public service, have master's degree and at least two years relevant experience. Knowledge of Jewish history and Hebrew or Yiddish preferred. Excellent writing and speaking skills essential. Letter application, resume, three references, and salary requirements to: Executive Director, The Jewish Museum of Maryland, 15 Lloyd Street, Baltimore, Maryland 21202; fax 410/732-6451.

ARCHIVIST/MANUSCRIPT CATALOGER (Two Positions)

Duke University
Durham, North Carolina

ARCHIVIST/MANUSCRIPT CATALOGER, Rare Book, Manuscript, and Special Collections Library (RBMSCL). Appointment through August 2002 with the possibility of renewal. Under the supervision of the director of technical services in the RBMSCL, and in consultation with the director of the Hartman Center for Sales, Advertising, and Marketing History, primarily directs the NEH grant project to process and describe Hartman Center outdoor advertising collections, including manuscript collections, print material, and other media. Performs other Hartman Center duties including accessioning assistance, archival processing and description of collections, and Web page development work. **Required:** Master's degree from ALA-accredited program or advanced degree in American history, studies, literature, or related field; at least one year of professional archival experience; effective

organizational, analytical, and writing skills; working knowledge of standard archival procedures, APPM, MARC cataloging, and LC Subject Headings; experience with Web page development and Windows software; ability to manage projects and staff effectively.

Desirable: Experience with SGML and AACR2 cataloging. Salary dependent on qualifications and experience, \$34,000 minimum.

ARCHIVIST/MANUSCRIPT CATALOGER, NEH Project (appointment through August 2002). Under the supervision of the NEH project director, processes collections related to outdoor advertising including manuscripts, billboards, and other materials. Supervises students, creates finding aids for the collections, and encodes the text of inventories for the World Wide Web. **Required:** Master's degree from ALA-accredited program or advanced degree in American history, studies, literature, or related field; effective organizational, analytical, and writing skills; working knowledge of standard archival procedures and APPM; experience with the Internet and desktop computing. **Desirable:** At least one year of experience in archival arrangement and description; experience using SGML, AACR2/MARC cataloging, and LC Subject Headings; experience supervising student assistants. Salary dependent on qualifications and experience, \$32,800 minimum.

Review of Applications: Will begin immediately and continue until both positions are filled. Send cover letter, detailed resume, and the names, mailing and e-mail addresses, and telephone numbers of three references to: Sharon A. Sullivan, Director, Personnel Services, Perkins Library, Box 90194, Duke University, Durham, North Carolina 27708. Duke University is an equal opportunity/affirmative action employer. The Perkins Library System has a strong commitment to affirmative action and is actively seeking to increase the racial and ethnic diversity of our staff.

ASSISTANT ARCHIVIST/SOUTHWEST COLLECTION

Texas Tech University Libraries
Lubbock, Texas

Responsibilities: Reporting to the Assistant Dean of the Southwest Collection/Special Collections Library, this continuing appointment track position collects and manages archival materials, including assessment, accessioning, arrangement and description of collections, identification of materials for conservation/preservation, maintaining use and processing statistics, reference work, participation in professional activities of archival, historical and library communities, and public outreach. **Qualifications:** M.A. in



history or related field with preference given to knowledge of Texas and the American Southwest; or M.L.S. from an ALA-accredited library school. Formal archival course work required. One-year experience in archives or manuscript repository. Knowledge of archival procedures for manuscript processing essential. Familiarity with processing procedures for photographic and oral history collections. Strong organizational ability. Computer proficiency and knowledge of automation as it applies to archival control including MARC and EAD. Strong oral and written skills. One-year supervisory experience. **Salary/Benefits:** Hiring range \$29,916-\$42,156, depending on qualifications. Benefits include choice of group medical and retirement programs; 15 state holidays, 10 days vacation; developmental leave opportunities; partial moving expenses and no state or local income tax. **General Information:** Texas Tech University is a state-supported institution with an enrollment of 25,000. It is the newest of four major comprehensive state universities in Texas. A wide range of academic programs is offered in nine colleges and Schools of Law, Medicine, and Allied Health/Nursing, including nearly 100 degree offerings at the master's level and 50 at the doctoral level. The University Library has 2.1 million volumes, an annual budget of over \$9 million and is a member of the Association of Research Libraries. The Lubbock area (population 225,000) is the West Texas center for education, agriculture, health care, banking and business. Additional information about TTU and its libraries is available at <http://www.lib.ttu.edu>. **To Apply:** Send letter of application, current resume, and names of three references familiar with the applicant's job history, including mail/e-mail addresses, phone and fax numbers to: SWC Archivist Search Committee, Texas Tech University, Southwest Collection/Special Collections Library, Box 41041, Lubbock, Texas 79409-1041; telephone 806/742-3749, fax 806/742-0496. *Applications received by July 31, 2000, will be given first consideration and position will remain open until filled.* Texas Tech University is an EOE/AA/ADA employer.

ASSISTANT DIVISION MANAGER

*Long Island Division
Queens Library
Jamaica, New York*

The Long Island Division encompasses an in-depth research collection on the four counties of Long Island and offers reference services varying from routine to in-depth research in person, over the phone and through correspondence. The assistant divi-

sion manager will assist in administering and guiding the development of a central library subject division to support the library's strategic directions. The assistant division manager will train, supervise and evaluate professional staff and a clerical supervisor in the division; provide direct reference services utilizing the print and non-print resources of the division; assist in the development of comprehensive subject collections in areas relating to Long Island history, genealogy and culture for the system; attend meetings of local history groups; select, preserve and maintain materials for an extensive vertical file; select materials in a variety of formats (print, pictures, artifacts, maps) from bibliographies, non-print sources, catalogs, dealer's offerings, gift offerings; input photographs and subject headings into advanced imaging digital database; and create booklists/brochures highlighting the collection. The schedule for this position will include evenings and Saturdays. Requires a minimum of three years of professional experience; two years of supervisory experience of full-time employees; and an ALA-accredited M.L.S./M.L.I.S. degree. Formal education/training in archival work is preferred. In addition to an excellent benefits package, Queens Library offers tuition reimbursement, dynamic professional development training and supports participation in professional organizations including conference attendance. Relocation assistance is also available. If you are interested in joining the cutting-edge in public library service, please send your resume with cover letter to: Queens Library, Human Resources Department, 89-11 Merrick Boulevard, Jamaica, New York 11432. 718/990-0875, fax 718/658-2919, employment@queenslibrary.org. An equal opportunity employer. www.queenslibrary.org.

ASSISTANT PROJECT ARCHIVISTS/ PROJECT ARCHIVIST

*The Rockefeller Archive Center
Sleepy Hollow, New York*

The Rockefeller Archive Center invites applications for three positions. (1) The center will add two assistant project archivists to the staff of its preservation microfilming program, with responsibilities for arranging documents, preparing them for filming, and performing film post-inspection and other tasks. Those hired will be trained in a team setting under the direction of an experienced archivist. Candidates must have at least an undergraduate degree in history or related field; or have some course work in archival management. Recent graduates from programs in library and information science are encouraged to apply. Some archival experience

is preferred. (2) The center seeks a project archivist to process the archives of foundations deposited at the Center. Applicants should have at least a year of processing experience; or hold a master's degree in archival management, or library and information science, and have some processing experience. Positions will be filled as soon as possible. Excellent benefits package; salaries commensurate with experience. AA/EOE. **Apply to:** Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, New York 10591-1598.

ASSOCIATE ARCHIVIST

*Archdiocese of Boston
Brighton, Massachusetts*

Will assist in the overall management of the archives including supervisory, planning, research, processing, appraisal, educational and conservation activities. Respond to inquiries, appraise records for historical, fiscal, legal and administrative value. Analyze activities, promote the use of the archives and represent the archdiocese at professional conference and presentations. Requires M.L.S. with archives concentration or M.A. with archives training. We provide an excellent work environment, comprehensive benefits and free parking. To explore these opportunities, please forward resume, cover letter and salary expectations to: Marnee J. Walsh, Human Resources, Archdiocese of Boston, 2121 Commonwealth Avenue, Brighton, Massachusetts 02135.

ASSOCIATE DIRECTOR

*Western Historical Manuscript
Collection—St. Louis
University of Missouri/State Historical
Society of Missouri*

The Western Historical Manuscript Collection (WHMC) comprises the manuscript holdings of the University of Missouri and the State Historical Society of Missouri. Offices are maintained on the campuses of the university in Columbia, Kansas City, Rolla, and St. Louis. The director of the State Historical Society serves as Director of WHMC. An associate director administers each campus operation. The St. Louis associate director is also compensated for serving as archivist for the University of Missouri-St. Louis. The associate director will oversee acquisitions and reference services; collection processing, and outreach activities; plan, assign, and review work of staff; prepare and administer budgets; participate in the WHMC four-campus network; and serve as archivist of the University of Missouri-St. Louis. A master's degree in history or another social science, and 4-5 years experience in manuscript



processing and/or reference, are required. Strong interpersonal and supervisory skills, excellent oral and written communications abilities, and computer literacy are required. Annual salary is \$37,500. Eligible for generous University of Missouri benefits. Send letter of application, resume, and names, addresses, and telephone numbers of three references to: James W. Goodrich, Director, WHMC, 1020 Lowry Street, Columbia, MO 65201-7298. **Deadline August 15, 2000.** EOE/AA employer.

BUSINESS COLLECTIONS ACCESS COORDINATOR

*Archives/Library
Ohio Historical Society
Columbus, Ohio*

The Ohio Historical Society seeks a business collections access coordinator to be part of a team responsible for increasing physical and electronic access to the society's archival and museum collections, including manuscripts, correspondence, ledgers, artifacts, ephemera, photographs, sound recordings, and motion picture film. The business collections access coordinator's duties will include processing, arranging, describing, cataloging and digitizing corporate collections, and converting paper finding aids into electronic format. The incumbent will design outreach programs that promote and encourage the preservation and use of Ohio's business history. The business collections access coordinator will also work with the Ohio Memory project team, the goal of which is to produce an online scrapbook that provides access to important historical materials commemorating Ohio's two hundred years of statehood. This is a two-year contract position, potentially renewable for a longer period of time.

Qualifications: An advanced degree in history, library or information science and one year's experience processing large collections in an archives, special library or museum. Working knowledge of HTML, EAD, MARC and automated library system. Museum experience is especially desirable. **Salary:** Commensurate with experience. **Applications received before June 26, 2000 will receive priority consideration.** Submit a resume, brief cover letter and three references to Ron Kelley, The Ohio Historical Society, Personnel Office, 1982 Velma Avenue, Columbus, Ohio 43211-2497. fax 614/297-2293. Full description posted at <http://www.ohiohistory.org/about/jobs/>.

COLLECTION MANAGER

*Archives and Manuscripts
Chicago Historical Society
Chicago, Illinois*

To process new acquisitions; arrange and describe archival collections; provide initial

conservation assessment; maintain paper/electronic records; oversee archival storage facilities. **Qualifications:** B.A., M.A. preferred; archival administration, library science or history-related field with training in special collections; minimum one-year experience in archives/library setting. **Please send cover letter and resume by July 31, 2000, to:** Director of Human Resources, Chicago Historical Society, 1601 N. Clark St., Chicago, Illinois 60614.

COLLECTIONS SURVEYOR / LIBRARY ASSISTANT (Four Positions Available)

*The Historical Society Of Pennsylvania
Philadelphia, Pennsylvania*

The responsibilities of this position are twofold. Primary role is in the administrative and hands-on elements of a collections survey project. In addition, a small percentage of time may be allocated to other library functions as designated by an assistant project director. Participates in hands-on elements of a collections preservation and backlog processing planning project. Over a 14-month period, a project staff of nine will survey the Society's manuscript, graphics, and art and artifact collections. Reports to an assistant project director. Works with a team leader during the survey process. 40 hours per week. **Job Background:** B.A. in history, or related field required, and experience working with archival/graphic collections preferred. Strong organizational and computer skills necessary. Must be able to lift and carry loads of up to 40 pounds. Ability to work in a team setting, maintain momentum and sense of humor essential. The project is scheduled from August 1, 2000 - September 30, 2001. Salary from \$26,000 depending on experience, plus benefits. Please send or fax cover letter, resume, and at least three job-related references to: Project Director, Collections Preservation and Backlog Processing Project, Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia, PA 19107; fax 215/732-2680. Applications accepted until positions are filled. The Historical Society of Pennsylvania is an affirmative action/equal opportunity employer.

COLLECTIONS SURVEYOR / PROCESSOR (Two Positions Available)

*The Historical Society Of Pennsylvania
Philadelphia, Pennsylvania*

The responsibilities of this position are twofold. Primary role is in the administrative and hands-on elements of a collections survey project. In addition, a percentage of time will be allocated to the processing of specific manuscript collections and/or other library functions as designated by an assistant project director. Over a 14-month period, a project

staff of nine will survey the Society's manuscript, graphics, and art and artifact collections using qualitative and quantitative measures to rank each collection's research value as well as the state of the collection's intellectual access, physical access, and physical condition. The data collected will in turn help determine priorities for cataloging and preservation to be outlined in a preservation and backlog processing plan. Reports to an assistant project director and serves as a team leader during the survey process. Takes full responsibility for the management of the project during the absence of the project director and assistant project director. 40 hours per week. **Job Background:** Graduate degree in library science, archival management, history, or related field and 1-2 years experience working with archival/graphic collections required. Participation in survey projects preferred. Strong organizational, supervisory, and computer skills necessary. Must be both conceptually and task oriented with a demonstrated ability to manage and complete long-term projects. Must be able to lift and carry loads of up to 40 pounds. Ability to maintain momentum and sense of humor essential. The project is scheduled from August 1, 2000 - September 30, 2001. Salary from \$30,000 depending on experience, plus benefits. Please send or fax cover letter, resume, and at least three job-related references to: Project Director, Collections Preservation and Backlog Processing Project, Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia, PA 19107; fax 215/732-2680. Applications accepted until positions are filled. The Historical Society of Pennsylvania is an affirmative action/equal opportunity employer.

CORPORATE ARCHIVIST

*General Mills
Minneapolis, Minnesota*

General Mills is seeking a corporate archivist with five years or more of archives management experience. Must be familiar with electronic records and the creation and management of digital images. B.A. Degree required. Certification by Academy of Certified Archivists preferred. **Key Accountabilities include:** Focus, direct and lead the General Mills Corporate Archives; develop scope and policies for General Mills Corporate Archives; initiate projects that utilize historical information to support current business decisions; establish and maintain collection systems in all relevant areas of the company; assess historical documents for archival value; develop, research and implement oral history programs; plan and direct publicity activities to attract archives users and contributors; develop and maintain relationships with



other corporate archivists as well as assuming leadership roles in industry organizations. If you are eager to join an employer of choice—recognized as one of the 100 best companies to work for by *Fortune Magazine*—and want to really build your career in a dynamic workplace, this is a great opportunity for you. General Mills is a highly focused consumer foods company with sales of nearly \$7 billion. We rank number one or number two in virtually every category in which we compete, and are home to some of America's best-known brands, including Cheerios, Wheaties, Betty Crocker, Yoplait, Bisquick, PopSecret, Fruit Roll-Ups, and Gold Medal Flour. To apply, please submit resume via fax to: General Mills, Attention: Jeanne Smith at 763/764-2445 or e-mail jeanne.smith@genmills.com.

CURATOR OF RARE BOOKS AND MANUSCRIPTS/COLLEGE ARCHIVIST

*Vassar College
Poughkeepsie, New York*

Vassar College, a prestigious liberal arts college in the heart of the Hudson Valley, invites applications for the position of curator of rare books and manuscripts/college archivist. This senior-level management position manages the college archives and the special collections department, which includes more than 100 manuscripts and 20,000 rare books. The incumbent is responsible for collection development and promotion, budget management, reference queries and library instruction and will have the opportunity to supervise employees. Archival responsibilities include establishing and maintaining a records management program for the college. Candidates must hold an ALA-accredited M.L.S., M.A. in archival studies or M.A. in history with formal archival training and five years of substantive experience in college or university archives or special collections department including experience establishing institutional archives. Additionally, candidates must have strong oral and written communication skills; familiarity with encoded text applications as well as experience with professional standards in archives, including MARC, AACR2, APPM and EAD; and the ability to perform physical activities associated with archival environments. Priority will be given to candidates with certification by the Academy of Certified Archivists. For consideration, send letter, resume and names and addresses of 3 references to: Director of the Libraries, Vassar College, Box 20, 124 Raymond Avenue, Poughkeepsie, New York, 12604-0020. Vassar College is an affirmative action/equal opportunity employer.

DIRECTOR OF ARCHIVES AND LIBRARY

*American Jewish Historical Society
New York, New York*

As it enters an exciting new phase of its development, the American Jewish Historical Society seeks a director of archives and library. Founded in 1892, the society is headquartered in New York City and operates a branch in Waltham, Massachusetts, on the campus of Brandeis University. Its archival, book, photo, newspaper and artifact holdings make it the largest repository chronicling the history of Jews in the United States. Its new facilities in New York City at the Center for Jewish History provide state of the art preservation and access conditions. The Center for Jewish History is a joint effort of the American Jewish Historical Society, YIVO, the Leo Baeck Institute, the Yeshiva University Museum and the American Sephardi Federation. The society's involvement in the Center for Jewish History offers the society's director of archives and library an unprecedented opportunity to work in a new collaborative situation while strengthening the Society's own staff and collections. **Responsibilities:** Evaluate, administer, and develop the archival and library collections and services of the Society, which include appraisal and acquisition of materials, arrangement and description, cataloging, reference services and access (including electronic access), public programs, security, and preservation. Organize and allocate the available resources to meet objectives and achieve the goals of the archives and library. Prepare annual reports, direct the preparation of statistical compilations, and prepare budgets for archives and library activities. Assist other society staff in the creation of exhibits, publications, educational and outreach programs as well as fund raising and grant proposals. Work with scholars and academicians to expand the reach of the Society and fulfill its collecting and research missions. Represent the society by public speaking and other forms of outreach to interested constituent groups and professional associations. Work closely with the development office and executive director to identify potential donors. Seek out and apply for foundation and government support. Coordinate a records management system for the society. Manage all technical services and cataloging operations and take a leadership role in selecting and implementing an automated collections management system for the society and the Center for Jewish History. **Qualifications:** The successful candidate will be an enthusiastic, experienced, innovative and pro-active archivist or individual with experience as director of special collections.

Ph.D. preferred; M.L.A. or equivalent required. Minimum of five years work experience with an archival or manuscript repository or other historical organization or program is required, as well as two years of administrative or supervisory experience. Extensive experience working with personal papers of significant individuals and large, complex organizational collections. Knowledge of current issues and trends in technical services management and library technology. Knowledge of United States history, Jewish history, Hebrew, and Yiddish desirable but not required. **Please send resume and salary requirements to:** A&L Search Committee, American Jewish Historical Society, 15 West 16th Street, Fifth Floor, New York NY 10011, or e-mail same to mfeldberg@ajhs.cjh.org. No phone calls, please.

GRAPHICS ASSISTANT

*The Historical Society Of Pennsylvania
Philadelphia, Pennsylvania*

The Historical Society of Pennsylvania seeks a graphics assistant to work in the graphics department and be a part of its library team. This position works closely with the public. This is a new position so the graphics assistant will have the opportunity, working with the graphics archivist, to review policies and procedures. While initially focused on rights and reproductions, the graphics assistant will also provide reference service, serve on staff committees and process collections. Reports directly to the graphics archivist. **Specific Responsibilities:** Primary duties include researching and processing requests and orders for photographic; rights and Reproductions (including database maintenance); organizing and maintaining negatives, transparencies, and slides; scheduling photography, and retrieving collection items. **Job Requirements:** The graphics assistant should have a B.A. in history, art history, or related discipline. The ideal candidate should have related experience in museum, library, or publishing work. The candidate should have excellent oral and written communication skills, as well as the ability to execute projects, meet deadlines, and work in a team environment. She or he should also have computer applications experience. An interest or expertise in American and Pennsylvania history is a plus. The candidate must be able to lift 40 pounds. This is a full-time (40 hours per week, Monday-Friday or Tuesday-Saturday) permanent position. The salary is a minimum of \$25,000 with competitive benefits (including 11 paid holidays, 12 vacation days, 6 personal days, a cafeteria-style medical and dental plan, and TIAA-CREF retirement plan). **The position will begin on or**



after July 24, 2000, and remain open until filled. Send a letter of application, resume, and names, phone numbers and addresses of three references to: Bruce Scherer, The Historical Society of Pennsylvania, 1300 Locust St., Philadelphia, PA 19107-5699. The Historical Society of Pennsylvania is an affirmative action/equal opportunity employer.

HEAD OF SPECIAL COLLECTIONS/ UNIVERSITY ARCHIVIST

*Vanderbilt University
Nashville, Tennessee*

Description: The Jean and Alexander Heard Library of Vanderbilt University seeks a thoughtful and creative individual to serve as head of special collections and university archivist. The successful candidate will be responsible for all operations of the special collections and university archives unit.

Duties Include: Managing and preserving the library's rare books, manuscripts, and photographic collections and the university archives; short and long-term planning, goal-setting, and policy formulation; supervising seven full-time staff, including two archivists; budgeting for collections and operations; promoting strong public relations through fundraising and other development activities; organizing exhibits and lectures; identifying sources of supplemental funding and preparing grant proposals. The position reports to the assistant university librarian for collection development. **Qualifications:** A master's degree in library or information science from an ALA-accredited program or equivalent is required. Other required qualifications include: at least five years progressively responsible experience in a special collections or archival setting; strong knowledge of best practices in special collections librarianship and archival management, including preservation practices; excellent interpersonal and communication skills; ability to work effectively with faculty, students, donors, support groups, and library staff; ability to embrace a rapidly changing information environment; strong analytical, problem-solving, planning, and organizational skills.

Preferred qualifications include: advanced degree in a humanities subject; reading ability in one or more western European languages; successful supervisory experience; experience in donor relations or other outreach activities; understanding and appreciation of scholarship and the role of special collections and archival operations in supporting research and scholarship; knowledge of and commitment to the application of information technology to special collections and archives activities. **Environment:** The special collections and university archives unit is located in the General Library

Building of the Jean and Alexander Heard Library. It is administered and maintained by eight full-time staff members, who are responsible for 4,250 cubic feet of university records, 3,000 cubic feet of manuscript collections, and over 43,000 books. Special collections houses one of the finest twentieth-century Southern literature collections in the United States and is the center for the study of the fugitive and agrarian groups. Other collection development efforts focus on Southern history since the Civil War, religion, and the performing arts. A potential new area of collection development is Colombian history and culture, and the Heard Library houses important special collections in French literature and theater. Vanderbilt University consists of ten schools and colleges with an enrollment of over 10,000. The university is served by the Jean and Alexander Heard Library, which has a collection of over 2.5 million volumes and a staff of 220. The total operating budget is over \$16 million, and the materials budget totals over \$7 million. Vanderbilt is a member of the Association of Research Libraries and SOLINET. The library is highly automated with an online system based on Sirsi software. **Compensation:** Salary negotiable and commensurate with qualifications and experience. Benefits are those applicable to exempt employees of Vanderbilt University, including health care insurance; retirement plan options; a tuition discount program; and paid vacation, holidays, and sick leave. **Applications:** Review of applications will begin August 1, 2000, and continue until August 31, 2000. Send letter of application addressing your suitability for this position and resume, with names, addresses, and telephone numbers of three references to: Lisa C. Terranova, Library Personnel Officer, Vanderbilt University Library, 419 21st Avenue South, Nashville, Tennessee 37240-0007. Vanderbilt University is an equal opportunity, affirmative action employer. Minorities, persons with disabilities, and women are particularly encouraged to apply.

PROGRAM MANAGER/MUSEUM SPECIALIST

*Evanston Historical Society/Charles Gates Dawes House
Evanston, Illinois*

The Evanston Historical Society/Charles Gates Dawes House is seeking an energetic, devoted lover of history and museums. Responsibilities include collecting the future history of Evanston and appropriately processing the collection according to archival standards, creating and implementing effective programs to drive attendance and membership, managing volunteers, assisting with research room responsibilities, community awareness, and

fundraising. Individual must be flexible, willing to serve the public and operate effectively in a small team environment. The Evanston Historical Society preserves, collects, interprets and exhibits the history of Evanston and manages the Charles Gates Dawes House as a historic house museum. Ideal candidate will be a strong team player, have excellent organizational skills, be able to manage several tasks simultaneously, hold a positive attitude, deal effectively with a wide range of people, and have a willingness to pitch in as needed. 2-3 years of relevant work experience, preferably in historical societies or museums, is desired. An advanced degree in history or museum studies a plus. Salary is competitive and commensurate with experience. Please submit resumes to: Evanston Historical Society, 225 Greenwood Street, Evanston, Illinois 60201.

PROJECT ARCHIVIST

*East Tennessee State University
Archives of Appalachia
Johnson City, Tennessee*

Description: Two-year, NHPRC-funded project to preserve video and audio recordings in three collections that document music and culture of the region. For details, see <http://cass.etsu.edu/archives>. **Responsibilities:** Will be responsible for cleaning original audio and video recordings; making preservation and public use copies of video recordings; preparing procedural manual; working with project staff to design a database indexing the collections, encode finding aids, and duplicate audio recordings; and supervising graduate assistant and archival assistant.

Requirements: An ALA-accredited M.L.S. or graduate degree in other appropriate field; demonstrated knowledge of archival theory and practice and audio and video preservation; good communication skills; ability to work in a team environment. **Preferred:** Experience encoding archival finding aids for Internet and knowledge of American musical traditions. **Salary:** Salary mid-20s with health insurance and fringe benefits. Contingent upon grant funding. **Application procedure:** Review of applications will begin August 1, 2000, and will continue until position is filled. Send application letter, resume, and contact information for three references to: Ned Irwin, Box 70295, ETSU, Johnson City, Tennessee 37614-0295. AA/EOE.

PROJECT ARCHIVIST/CURATOR

Cold Spring Harbor Laboratory

Cold Spring Harbor Laboratory is currently searching for an experienced and energetic archivist to organize the personal papers of Nobelist Dr. James D. Watson. This collection contains manuscripts, photographs, corre-



spondence, and other records pertaining to major events in the history of molecular biology. The collection is intended to be a part of a future Laboratory Center for the History of Molecular Biology and Genetics. This is an extraordinary opportunity for an individual with career aspirations in archives to work on a collection of singular historic and research value. **Qualifications:** The qualified candidate will possess a B.A. or M.A. in the history of science, or library and information science, and successful completion of archival training. One year of professional experience in processing and referencing of archival/manuscript collection management and interpretation is required. The individual is also expected to have strong interpersonal skills and demonstrated written and oral communication abilities. **Salary:** The salary for this position is \$38,000 plus an excellent benefits package. The position will commence immediately. The laboratory is in a picturesque location on the North Shore of Long Island with great facilities including a day care center. Please see our Web site at www.cshl.org. Send resume, cover letter, and three professional references to the Department of Human Resources, Cold Spring Harbor Laboratory, 1 Bungtown Road, Cold Spring Harbor, New York 11724, fax 516/367-6850.

PROJECT ARCHIVIST/HISTORIAN

*Baker Library, Harvard Business School
Cambridge, Massachusetts*

Three-year temporary appointment, annual renewal subject to funding. **Salary Band:** \$35,200 minimum/mid-level. Reporting to the director of historical collections, manage the development and implementation of a multi-year project to catalog and process an extensive collection of twentieth-century American financial business records. Direct the archival processing of the collection including appraisal, arrangement and description. Develop innovative methods of providing access to the collection incorporating Web technology and SGML mark-up. Train and supervise archival technicians. Establish the workflow and production standards. Conduct historical research and oversee the preparation of company histories to be incorporated into the record. Assist in the preparation of an exhibit, related publications and programs. **Requirements:** M.A. in history and/or ALA-accredited M.L.S.; and two years professional archival experience or equivalent combination of experience and education. Working knowledge of historical research methodology. Excellent oral and written communication skills. Knowledge of HTML and Web development as well as SGML and Encoded Archival Description. Experience with

computers, networks, and electronic access techniques and issues and commitment to use and promote alternative and traditional means of information access is required. Evidence of successful project supervisory experience including the ability to work independently and meet project goals and deadlines. Familiarity with accepted conservation methods applied to archival collections of manuscripts, photographic material and ephemera. Candidate must have demonstrated initiative, flexibility and the ability to work creatively in a collaborative and rapidly changing environment. **Collections:** Baker Library holds one of the preeminent collections of historical materials on business and economics in the world. Included in the collections are rare books, pamphlets, broadsides, photographs, prints, trade catalogs, trade cards and annual reports. Major collections include: the Business Manuscripts Collection which include approximately 1,400 sets of business records dating from the sixteenth century to the twentieth century; over 40,000 rare books, pamphlets and broadsides in the Kress Collection of Business and Economics; historical corporate reports dating from the 1820s to the present day representing over 20,000 international firms and the extensive holdings of the Harvard Business School Archives.

To Apply: Go to <http://www.hr.harvard.edu/employment/jobs.html>, search for req # 5117, and submit cover letter and resume online. Or send cover letter and resume to: Harvard University, Resume Processing Center, Req # 5117, 11 Holyoke Street, Cambridge, Massachusetts 02138.

PROJECT ARCHIVIST (Temporary)

*Library and Center for Knowledge Management
University of California, San Francisco*

The library seeks applications from individuals to create an archive which will document efforts to decrease the use of tobacco in the State of California. The project archivist will coordinate the identification of records of enduring value; arrange for acquisition and transportation of materials; process records and create inventories; and catalog records. This is a three-year academic position in the librarian series, and requires an ALA-accredited master's degree and experience in archival administration. For the complete position description, please see: <http://www.library.ucsf.edu/jobs/projarch.html>. To apply, send cover letter, resume, and the names of three references to: Nanette Grimm, Human Resources Coordinator, CKM, UCSF, San Francisco 530 Parnassus, Box 0840, San Francisco, California 94143-0840. The University of California, San Francisco, is an equal opportunity/affirmative action employer.

TAXONOMIST

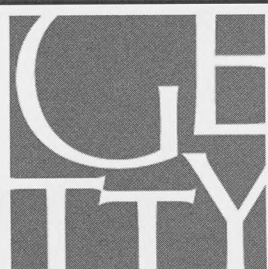
*Library Associates
Beverly Hills, California*

Part-time (20 hours) taxonomist to update, maintain corporate technical library thesaurus in Santa Clara, California. **Requirements:** M.L.S., familiarity with archival and taxonomy procedures, ANSI-NISO standards. If interested fax or e-mail Library Associates, 310/289-9635 or jschwarz@libraryassociates.com. Telephone 310-289-1067.

UNIVERSITY ARCHIVIST and DIRECTOR OF RECORDS MANAGEMENT

*Appalachian State University
Boone, North Carolina*

Appalachian State University, one of the sixteen constituent institutions of the University of North Carolina system, seeks candidates for the position of university archivist and director of records management. The university archivist oversees a user-oriented archives, is responsible for the state-mandated records management program, and teaches archives-related courses in the public history program. The university archivist supervises two staff members and student assistants. **Qualifications:** Graduate degree in history, library science, or other relevant discipline; doctorate preferred; significant archival experience, preferably in an academic setting; excellent written, verbal, and interpersonal communication skills; demonstrated ability to work productively with faculty, staff, and students; technological expertise, including awareness of issues involved with archiving electronic records and knowledge of computer applications in archives; and knowledge of MARC cataloging and archival coding. Experience in supervising staff, student assistants, and interns is preferred, as is experience with donor relations. This position is a twelve-month administrative position reporting to the senior associate vice-chancellor for academic affairs. Compensation is commensurate with qualifications and experience. A standard benefits package is available. **Position is available on or before January 1, 2001.** Send letter of application, curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Dr. Mary Reichel, Chair, University Archivist Search Committee, Appalachian State University, Carol Grotnes Belk Library, P.O. Box 32026, Boone, North Carolina 28608-2026; reichelml@appstate.edu. **Completed applications must be received by August 31, 2000.** Appalachian State University is an affirmative action/equal opportunity employer, and is strongly committed to hiring women and minorities.



THE GETTY
CONSERVATION
INSTITUTE

Please send resume and cover letter to:

**Morris & Berger,
201 S. Lake Ave., Suite 700,
Pasadena, CA 91101.
Fax: 626/795-6330
E-mail: mb@morrisberger.com**

MANAGER ELECTRONIC BIBLIOGRAPHICAL DATABASE

The Getty Conservation Institute (GCI), located in Los Angeles and one of the operating programs of the J. Paul Getty Trust, serves the international conservation field by working strategically to advance practice in the profession. In partnership with other Getty programs and with institutions internationally, the GCI seeks to develop, apply, and disseminate appropriate and sustainable solutions to unsolved problems in the conservation field. Activities include scientific research, education and training, carefully selected model field projects, and dissemination of information.

Reporting to the Group Director, Information and Communications, the Manager Electronic Bibliographical Database, called the Index of Conservation Literature (ICL), will have responsibility for managing the abstraction service of literature related to conservation including coordinating an international network of volunteer abstractors. The successful candidate should have significant experience with bibliographical materials as well as strong technological sophistication with personal and networked computers. Although content knowledge of the conservation field would be preferred, the successful candidate could also have a career path in an academic and intellectual environment which would have provided exposure to and knowledge of a variety of disciplines. A graduate degree is required and coursework in art, archaeology, art history, library science, chemistry or conservation is preferred. Additional training in database management systems would also be helpful. Knowledge of at least one foreign language is required. An excellent benefits package and salary commensurate with qualifications and experience will be provided.

For a complete position description,
go to <http://www.morrisberger.com>.

DOCUMENTED IN BONE

The fossil remains of both the mastodon on the front cover and of Sue, pictured below—the largest, most complete, and best preserved *Tyrannosaurus rex*, currently on display at Chicago's Field Museum—are remarkable records containing information vital to the study of prehistoric animals. Each specimen can tell a great deal about the animal's skeleton, muscles, and other biology, all of which provide clues to what they ate and breathed, even how they lived. Photo of Sue courtesy of The Field Museum (Neg. # GNd5172000.jpg). Photo by John Weinstein.

