

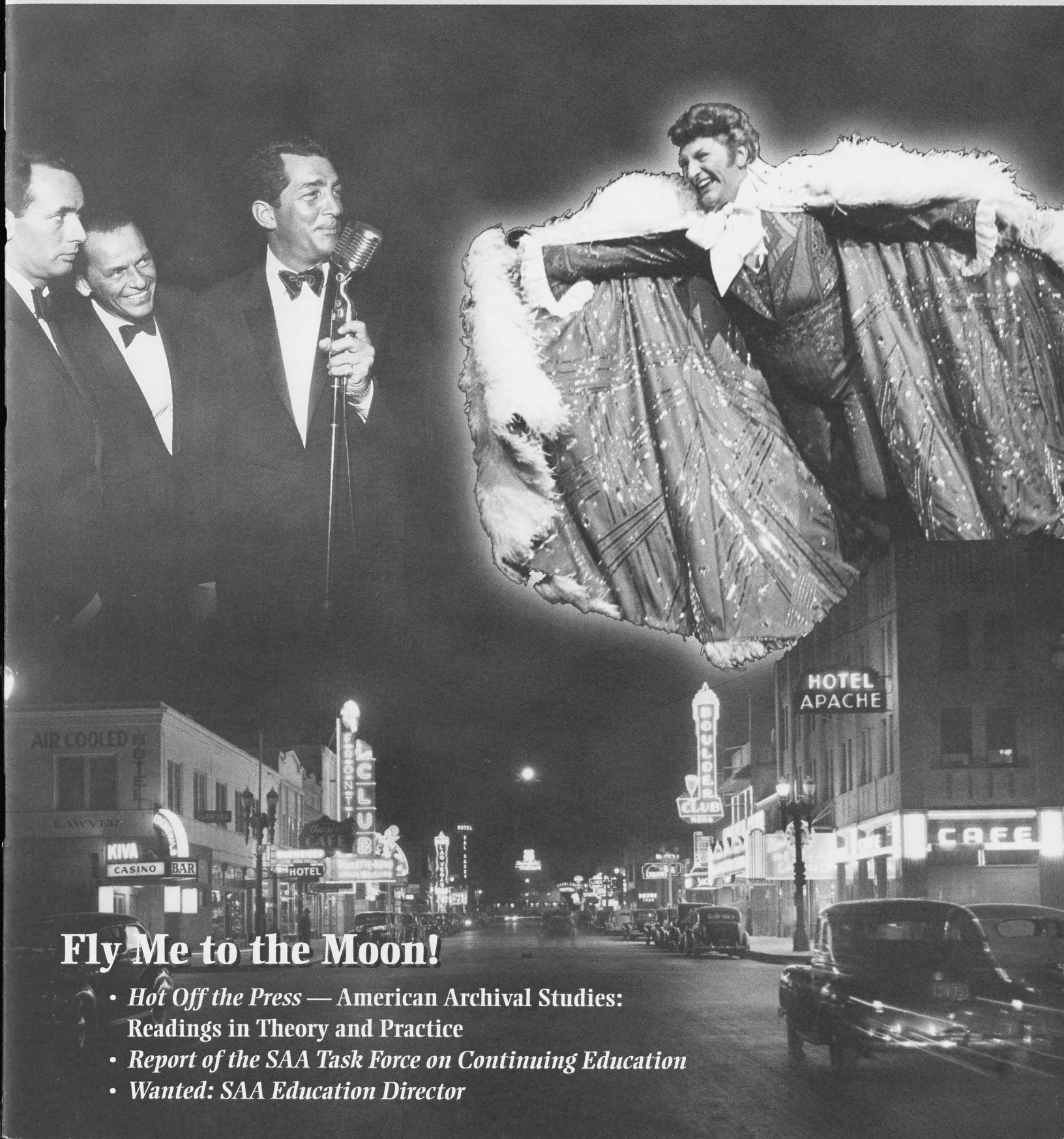
NEWSLETTER
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ARCHIVISTS

SEP/OCT 2000

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archival outlook



Fly Me to the Moon!

- *Hot Off the Press* — American Archival Studies: Readings in Theory and Practice
- *Report of the SAA Task Force on Continuing Education*
- *Wanted: SAA Education Director*

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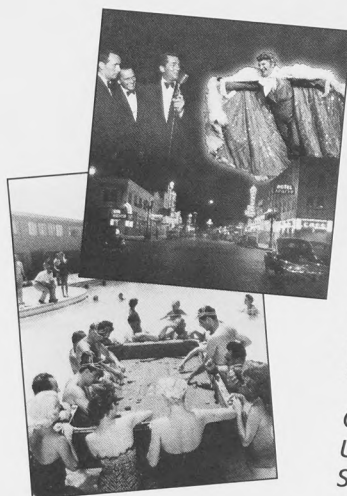
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on the cover—Viva Las Vegas!



Front cover montage: The Rat Pack backstage in the Copa Room at the Sands Hotel, ca. 1961 (L-R: Joey Bishop, Frank Sinatra, and Dean Martin), from the Sands Hotel Collection; Liberace onstage in Las Vegas, ca. 1970s, from the Las Vegas News Bureau Collection; Fremont Street at night, Las Vegas, ca. 1941-42, from the Manis Collection.

Back cover: Customers at the Sands Hotel escape the heat by gambling in the pool at the floating craps table, ca. 1954, from the Sands Hotel Collection.

*Courtesy of Special Collections,
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Submitted by Su Kim Chung.*

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the society of american archivists

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The Evolution of a University Archivist

I saw myself on television twice this week. The real me as "university archivist" showed up on local news being interviewed on past presidential visits to Penn State. This was part of the coverage of President Clinton's visit to the National Governor's Conference meeting here in July. Actually, I was "archived." This minute of celebrity had been recorded in 1996, when Mr. Clinton spoke here at commencement. They didn't ask this time, so I guess I'm now considered stock footage.

It's all part of my job as university archivist at Penn State, a position I've held for 26 years. Actually, like many colleagues my age, my presence here is something of an accident. I didn't set out to be an archivist. I was on my way to becoming a professor of eighteenth-century Chinese institutional history, when I decided to pause between a master's and a doctorate to work for a year. With no teaching jobs available in 1972, I found archives and discovered that this was where I was really meant to be.

I've often joked that studying Qing dynasty bureaucracy was excellent preparation for studying Penn State's administrative history. But, like many, I was captivated by primary sources and the opportunity to explore them. Unfortunately my Chinese history research was all long-distance—I had to work from published reprints of the original documents. But still, I loved the history I learned through the records, and was fascinated with the way this amazing pre-modern government worked and communicated. The nuanced symbolism of the language and the forms of the documents taught me as much as the contents did.

The opportunity to work with actual records was even more exciting. However, I could have remained an historian and done that. It was also the chance to work with the people who sought historical information and needed to examine records that persuaded me to alter my career path. Faculty and grad students stimulated my knowledge with their hypotheses and the stories they gleaned from the records. Undergraduates and the general public were delightfully curious and often as fascinated with the records and the history as I was. University staff became partners as we both documented our history and preserved evidence essential to the institution.

Some of my library colleagues here can't quite understand why I've persisted in being the

"bureaucratic archaeologist" for all these years. Actually, that's another accident. There were other opportunities, but I stayed because of the unique situation I have here. Not only has faculty status enabled me to be tenured and promoted through the ranks, it has also given me the support to be active in the profession. And, of course, the job has changed dramatically as well. The advent of computer technology for managing archives and for creating electronic records has had an impact on me along with everyone else, and the designation of my repository as the official university archives with responsibility for records management has also been a tremendous change.

Early on in my work, I realized that outreach would be very important for success. I had no mandate to start with; there was no law, regulation or policy I could point to and say, "see that, you have to give us the records." I had to justify my existence by being useful. One important way to do that was through building good relationships with university offices that needed historical information or records. Within reason, I did research when asked, I did exhibits, slide shows, class lectures, talks and tours for alumni and visitors alike. Our public information folks designated me as a media contact for the history of the university and this led to a succession of interviews and the occasional television appearance. I represented the university and passed on its history. One of my colleagues calls me the "university storyteller"—so in addition to archivist, I guess I've become the campus griot.

Now what about that second TV appearance—that was only figurative. I was caught dead-to-rights in a story on baby boomers buying and driving sports cars. Yup, the empty nesters are trading in their Windstars for two-seater roadsters. With no children at home, double-income couples still have the salaries flowing in, so why not indulge those youthful fantasies? So, yes, I do drive a sports car; even worse it's a red convertible. From the looks I get from students on campus, I'm thinking of getting a bumper sticker that says "Well my other car is a minivan." Born in 1947, I am a baby boomer from New Jersey's north shore, the land of Bruce Springsteen. I'm married to an amazing science and social studies teacher

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Report of the SAA Task Force on Continuing Education

Richard J. Cox, *Chair*
Paul Conway
Susan Davis

Tim Ericson
David Haury
Wilda Logan Willis

Bill Landis
Susan Fox, *ex officio*
Reneta Webb, *SAA Education Director*

EXECUTIVE SUMMARY

The SAA Council established the Task Force on Continuing Education to evaluate and make recommendations regarding the future of SAA's education program and the position of an education director. The task force deliberated through the fall of 1999 and much of the winter of 2000, culminating in a meeting in Chicago on March 10-11, 2000. The task force recommends a major shift in SAA's education program, primarily supporting a move from offering basic workshops to offering online courses. This report describes the change of focus, the cost factors related to online course offerings, the support of an education director position, and the matter of educational goals and their ongoing evaluation. A number of appendices of data have been provided for the use of Council in its deliberations and reflecting information the task force considered and/or generated.

CHANGING THE FOCUS OF THE SAA CONTINUING EDUCATION PROGRAM

The task force recommends that SAA shift its education program focus to deal with critical and challenging continuing education issues. In order to accomplish this objective, the task force recommends that SAA do the following:

Develop the means to help all individuals in the records professions better determine their education needs and identify where and how they can meet their education and training needs. SAA needs both to recognize that it cannot meet the needs of all members of the archival profession and that many other venues and groups have emerged that can provide basic and remedial training. SAA needs to focus on all other educational objectives, better reflecting the experience and education of its membership. Developing the means to do this suggests SAA will be helping to develop and support a clearinghouse of information where individuals can go to find training and education opportunities (from basic, entry training workshops to comprehensive graduate education programs). SAA's online education directory and publications catalog already represent a substantial part of such a clearinghouse and SAA's support of both continuing education and master's in archival studies guidelines provides a foundation for such an objective.

SAA's good working relationship with regional archival associations, state archives and historical societies, and other organizations providing continuing education is another strength that SAA can draw on for accomplishing this objective. Developing a closer relationship with these groups not only recognizes the present reality of archival continuing education, but it creates the possibility of helping SAA to play a creative role in improving continuing education and to be more strategic with its own objectives and resources.

Stress the needs of the changing parameters of SAA's membership, refocusing its education program to support archivists and other records professionals who possess substantial graduate education and/or experience. As recent evaluations of SAA's membership have discovered, the members are getting older, better educated, more experienced, and better paid. SAA, while concerned with the overall state of the archival profession, needs to focus its education program on the particular needs of these kinds of better-educated and more experienced professionals. This is especially important as graduates of M.A./M.L.S./M.A.S. programs represent a new breed of "early career archivists" needing challenging and critical continuing education offerings. Such a focus will not only assist SAA to use its limited resources more strategically, but it will help SAA to nurture the leadership of the field. These kinds of objectives are part of the original, historical foundations of SAA.

Work with the people and key groups and partners who train archivists and other records professionals. Over the past twenty years or more, the number of people and groups interested in the education of records professionals has grown substantially. There are literally hundreds of potential players in the training of records professionals, from professional associations to colleges and universities to consulting groups to informal working alliances of professionals. SAA now has the opportunity to be more strategic in educational offerings by working with these individuals and groups both to develop educational objectives and to deliver training. SAA can also play a leadership role in setting education agendas and in providing tools, from traditional publications to online courses, for the training of records professionals. This more strategic role also provides the opportunity to challenge certain records creators,

such as corporations, to provide better care for their archival records. National associations, such as SAA, are the best (and, in some cases, the only) groups to take such a leadership role.

Stress critical and challenging areas in professional education. There is no denying the many rapid changes in society, organizations, information technologies, and record-keeping systems affecting the modern archivist and records manager. A key to any agenda for professional continuing education must be the ability of the discipline to create and support the means to provide education equipping records professionals to cope with and solve the modern challenges. SAA must be able to offer excellent training in emerging techniques, such as represented by Encoded Archival Description and digital libraries. SAA needs to target critically important sectors creating records, such as is represented by corporations. And SAA must be able to assist the profession to work on larger issues through education, such as represented by the issues generating from the archiving of electronic mail and Web sites. This objective is probably the most important responsibility for SAA, and the role it might best be able to play in the broader profession.

While some of the above objectives can be met through the traditional means of short-term, onsite workshops—the norm for SAA's education program—SAA needs to refocus the main thrust of its education program toward more comprehensive courses offered in an online environment.

SAA'S NEW EDUCATION FOCUS: ONLINE COURSES

The task force believes that the year 2000 presents an opportune moment to reorient its education program—now directed primarily but not exclusively toward SAA members—to take advantage of the rapidly maturing technology of distance education.

Since its inception, SAA's continuing education programs have relied nearly exclusively on the workshop format. Education specialists define the workshop as "a relatively short-term, intensive, problem-focused learning experience that actively involves participants in the identification and analysis of problems and in the development and evaluation of solutions." They contrast the strengths and limitations of the workshop with other formats, including seminars, institutes, and in particular short courses, which are abbreviated, more focused versions of the classes typically found in colleges and universities. Designed to update or deepen the knowledge of those in a particular field, the expert dominates the sessions because the short course focuses on communication and on acquisition of information within a short time."

A careful shift over a two- to three-year period from a nearly exclusive focus on one- and two-day workshops to delivering challenging short courses in an online environment has at least four distinctive advantages for SAA.

Educational Goals. Because distance education is a relatively new phenomenon, SAA has the opportunity in adopting the format to make a clean break with its past efforts and define its educational goals clearly for participants. As its online program develops, SAA can move away from the simple ideas of "basic" or "advanced" offerings to a multi-faceted definition of "challenging" that emphasizes the respective role of the learner, the teacher, the content, and the format. SAA may need to target its offerings to members new to a given topic and attempt to assemble participant groups that are homogeneous in terms of familiarity with a given topic. SAA will probably need to recruit experienced teachers or train them in teaching methodologies and equip them with techniques for generalizing from the particular.

Economics. There is a compelling economic argument that supports the aggressive development of online course offerings. The long-standing goal of economic self-sufficiency notwithstanding, SAA's educational program has depended on grant funds for development and has always run a significant deficit when managed without the benefit of soft money sources. The task force developed a sequence of income and expense models for one-day workshops, two-day workshops, and online courses. The three models demonstrate conclusively that:

SAA will most likely never be able to balance income and expenses if it relies exclusively on one- and two-day workshops. SAA would have to provide 32 one-day courses per year with an average of 22 people paying \$375 per course in order to break even.

SAA would have to provide 12 two-day courses per year with an average of 22 people paying \$750 per course in order to break even. This price structure is outside the bounds of most SAA members; the pace of program development, especially in the domain of one-day workshops, is likely outside the capability of the SAA office and its cadre of instructors.

In the online environment, SAA's overhead costs drop dramatically since there is no need to support instructor travel, local technology costs, and course support materials. Similarly, the opportunity for increased enrollment and higher course fees increases because participants do not need to incur travel costs. In order to break even, SAA needs to provide only eight online courses per year with an average of 50 people paying \$375 per course.

Relevancy. Educational surveys of SAA members have consistently shown that SAA members want and need educational offerings on pressing current topics that contain state-of-the-art information. The task force believes that SAA's online educational program should identify cutting edge content and strive for deep coverage of the subject matter, even if this means risking criticism for favoring the trendy over the tried-and-true.

Technology Leveraging. In a recent survey of SAA members, technology-oriented training surfaced as a principal

need across all categories of survey respondents. Because online courses are by nature technologically centered, the format provides the opportunity to marry the medium and the message; the content of the course and the mechanism of its delivery can be intimately entwined. Additionally, the online environment allows SAA to take maximum advantage of the interpersonal networking capability that is the very essence of the Internet.

In the short run, the distinctive advantages to SAA may be partially offset by challenges that will require SAA to devote sufficient time, resources, and focused energy to program development, implementation, and evaluation.

Expectations. SAA members may need to abandon (over time) their expectation that SAA will continue to provide basic workshops and introductory-level training that either compensates for the lack of formal archival education or provides refresher information for seasoned professionals. SAA will need to encourage members to find basic workshops in other venues, including regional archival associations, by forming educational alliances with the regionals.

Startup. Startup costs will be high. SAA will need to invest in its technology and network infrastructure (servers, storage systems, redundant network connections, etc.), the creation of course materials, the recruitment and training of

instructors, publicity, pilot programs, and initial evaluation. Additionally, SAA will need to plan on coping with declining income from traditional workshops as energy shifts to creation of online content.

Instructor Approach. The mindset and commitment of instructors may need to move away from a tendency toward canned presentations, not fully formulated content, and significant variety in the level of interactivity between instructor and participants to a more rigorously developed content that is closer to the cutting edge, more interactive, and more amenable to regular updating.

Technology Limitations. The technology of distance education is not fully developed. Network connections can be faulty and interactivity may be limited by the choice of technologies that are commonly available rather than state-of-the-art. Participants in distance education programs, whether they take the form of online courses or video teleconferencing, tend to complain about the impersonal nature of the medium and the limitations that private study on the Internet place on interpersonal networking. SAA must understand the technological limitations of distance education and online courses and take measures to offset these limitations wherever possible.

SAA's transition to a distance education model that takes maximum advantage of emerging information technologies will not be easy. The following are the task force's recommendations for easing the transition.

- Phase in the new online course model deliberately over a two- or three-year period.
- Seek significant outside funding to offset startup costs. Such costs include the early recruitment and retention of an SAA education director to lead the development of the new program, the recruitment and consulting fees of the people who will develop course content, and the subsidy (ca. 50% of real cost) of initial course enrollment fees to encourage participation by SAA members in the new program.
- Link development of online courses to creation and distribution of supporting publications sold and distributed in hard copy and online formats.
- Associate the development of online courses with the expertise of graduate archival educators.
- Separate the development of SAA's online course program from the emergence of master of archival studies (MAS) programs in universities. The fate of the MAS degree, either positive or negative, should not have a direct impact on the emergence of SAA's online course program.
- Gradually increase the cost of online courses as the number, variety, and extent of participation in online courses increase.
- Continue to offer traditional (but seriously challenging) workshops in declining numbers.



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SAA'S EDUCATION DIRECTOR

The education director position dates back to the early 1980s and SAA's receiving a National Historical Publications and Records Commission grant. The original concept of the position was to have it become self-supporting through revenue generated by workshop offerings and the selling of educational materials that could be used by others for training purposes. The individual, generally an experienced archivist, filling the education director position in its early manifestations served as the resident archival expert on the staff. More recently, education experts have filled the education director slot.

In evaluating the data assembled related to archival continuing education and SAA, the task force has determined that the education director has been forced to play a role that is too broadly defined, ranging from SAA staff support to trying to direct a continuing education program with responsibilities from basic to advanced workshops and liaison with other education provided from regional associations to graduate education programs.

The task force recommends that the education director position be continued and that the position be filled by an education expert who can best carry out the new focus (described above) on critical and challenging continuing education issues. The education director needs to assume the following responsibilities:

Steering the Education Program. The education director needs to stress the role of guiding the education program to meet the critical and challenging continuing education issues. This requires an individual who can learn about the nature of these issues and develop venues for meeting such needs. Much of the responsibility of the newly defined education director would be devoted to developing, coordinating the offering, and evaluating on new intensive online courses. This responsibility will also include playing the lead role in securing development funds for the online courses.

Advocating the Education Program. Another significant responsibility for the education director will be that of coordinating continuing education offered by SAA with that offered by other education providers such as regional associations and colleges and universities. The education director will need to be both a liaison to these other educational providers as well as a resource person for SAA members and others interested in training for archival work. This role might also involve developing and supporting a more active clearinghouse about education and training, but this depends to a certain extent on the direction taken by the Council of State Historical Records Coordinators (COSHRC) and the American Association for State and Local History (AASLH) following its National Forum on Archival Continuing Education (NFACE) project. At the least, the education director will need to coordinate with whatever results from NFACE. All of this requires that the education director have resources and time for marketing the program, especially to non-traditional audiences (e.g., the online basic

electronic records course to the corporate world).

Publishing Materials for the Education Program.

While the education director has been connected to SAA publications, the newly recommended focus expands the publishing role to include all media. The education director would be responsible for the development and maintenance of online course materials (hopefully with the assistance of a newly created Webmaster position), along with the development of other publications ranging from CD-ROM products to traditional manuals and other publications. The education director would work more closely with the publications director in order to expand and market SAA's publications catalog. The education director also would be responsible for identifying existing published (again in all media) materials that might be useful for new courses in the ever-changing priorities formed by seeking to meet the critical and challenging continuing education issues.

Teaching in the Education Program. Given that one of the new responsibilities for the refocused education program is to work with the people and key groups and partners who train archivists and other records professionals, the education director will also need to assume a new role for teaching within SAA's education program. With the recommendation of the task force that the education director continue to be staffed by an education expert, this individual could and should develop and teach workshops and courses enabling individuals with subject expertise to prepare new online, CD-ROM, and traditional venue courses. The education director could also develop courses and workshops supporting the work of other education providers, especially regional associations, emphasizing such matters as workshop and course design, evaluation, development of learning objectives, and other educational issues appropriate to the expertise of an educational specialist.

LEARNING OBJECTIVES, EDUCATIONAL GOALS, AND EVALUATION.

A critical component to the success of any future continuing education program or offerings are clearly articulated learning objectives, measurable goals, and meaningful evaluation. These components have been present only sporadically in SAA's past continuing education activities and, as a result, SAA itself has not been able to learn from past successes and failures. Furthermore, SAA has been unable to tap into such information to ensure the development of a robust continuing education program that both supports itself financially and responds to and successfully addresses the evolving continuing education needs of all facets of SAA membership.

In order to better secure the success of future efforts in the area of continuing professional education, the task force recommends that SAA do the following:

Articulate a coherent continuing education framework of which all SAA courses and workshops are components. Too often in the past the development of continuing education

offerings has been at the instigation of willing members or in response to short-term opportunities. Several workshop presenters in the field of archival description, in an e-mail discussion prior to the meeting of this task force, expressed frustration at the varying levels of preparedness for their courses of the enrollees. They frequently face workshop participants who do not have the fundamental preparation in either archival theory or practice to successfully complete the workshop at the level at which it is being offered, or who sign up for a workshop because it is the only one being offered at a particular time and not because it meets their specific educational needs.

Of course, this leads to workshops being taught to the lowest common denominator and, frequently and to the detriment of all enrollees, in the full range of material not being covered during the workshop. This situation, while perhaps in the short-term getting more bodies into seats at continuing education workshops, undermines the long-term success and health of SAA's continuing education program. The education director should, in conjunction with CEPD, facilitate the development of a clear framework of courses and course progressions and, in conjunction with course and workshop developer(s), articulate minimum levels of professional practice and preparatory education for courses whose content is structured to challenge and educate mid-career archivists. As a part of a more robust and proactive clearinghouse function for archival continuing education offerings, discussed earlier in this report, SAA's continuing education Web site should assist potential

enrollees who aren't adequately prepared for a particular SAA course or workshop in finding a continuing education offering elsewhere that is more appropriate for their level of experience, academic preparation, and professional need.

Articulate clear, measurable learning objectives for each continuing education offering. As part of curriculum development for each continuing education course or workshop, the education director must work with the course or workshop developer(s) to establish clear, measurable learning objectives. The education director should be the catalyst for involving SAA committees, sections, and roundtables as appropriate in constructively critiquing these objectives as the syllabus for a course or workshop is developed. Learning objectives should be used in formulating advertising for SAA's continuing professional education offerings in order that members and others know prior to enrolling what they can expect to learn and, just as importantly, what they are expected to know coming into the course or workshop. For example, will enrollees in a particular course gain new techniques that they can apply to the solution of particular problems faced in their jobs, or will they have a less tangible but equally important increased understanding of a concept or theory that will generally enhance their practice as records professionals?

Separate development and instruction for SAA's courses and workshops. It has largely been past practice for the developer of a particular SAA workshop also to teach that workshop. There have been several successful instances in the area of description courses of a "hand-off" from the original instructor to a new person, a model on which the education director can build. In the future, SAA should fund the development of new courses and workshops absent the expectation that the developer will necessarily be the instructor. The education director should take the lead in steering the development of new curricular offerings, and these should be reviewed by a group of members with appropriate expertise prior to being offered for the first time. Intellectual property in SAA courses and workshops must clearly belong to SAA and not individual content developers. Course content should be periodically evaluated by someone with appropriate expertise other than the instructor(s).

Develop standardized criteria for selecting instructors; evaluate instructors in a meaningful, ongoing manner; and prepare multiple instructors for each course or workshop. The education director should be responsible for organizing frequent evaluation of instructors above and beyond the collection of routine data on course evaluation forms. For online courses, this might involve periodically having an evaluator "sit in" during an offering of the course. For workshops, this might involve the education director randomly contacting workshop participants to administer an impartial evaluation interview. This data should be maintained by SAA's office in a confidential manner and, in redacted form, be available to instructors. Continuation of instructors annually should be based on a variety of evaluative data. If SAA hopes to market

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its continuing education courses beyond its immediate membership, it must be able to ensure the highest quality of instruction to course and workshop participants. Also, the education director must be responsible for having back-up instructors prepared for each course and workshop so that SAA can market continuing education offerings based on demand and not on the availability of a particular instructor.

Develop a three-pronged evaluation scheme that will provide longitudinal data useful for the continuing development and refinement of a timely, responsive, challenging continuing education program to benefit both members of SAA, allied records professionals, and the organizations that employ them.

1. Design a generic evaluation form for all courses and workshops that collects important data on, for example, enrollees' general reactions to the instructor, venue, and process, as well as on each enrollee's professional level, job responsibilities, continuing education funding source, and reasons for enrolling. If administration of evaluations is problematic, make payment of instructors contingent upon delivery of completed evaluations. As a part of this evaluation prong, it might be possible, for some courses and some enrollees, to collect data about expectations for changed institutional practices and behaviors based on enrollees' attendance at a continuing education workshop. Follow-up studies by the education director, even on a small pool of enrollees, may over time assist SAA in marketing select continuing education courses to targeted audiences, such as corporate or academic administrators and records professionals. Reports on this data should be submitted annually to Council by the education director, with the expectation that over time these data will contribute to increasingly helpful demographic profiles of SAA's continuing education market.
2. Administer course- and workshop-specific evaluations based directly on articulated learning objectives for each course or workshop. SAA must be able to answer a very basic question for each of its continuing education offerings: do enrollees learn what they are expected to? The education director will have to work with course developers and instructors over time to refine methods for this type of evaluation, but collection of this type of data is critical for SAA if it hopes to attract external funding in the future in support of specific continuing education development.
3. Engage in a regular three- to five-year cycle of external professional evaluation of the SAA membership's continuing education needs and response to changes in SAA's continuing education program. SAA might, additionally, engage in facilitating or sponsoring external professional evaluations of continuing education needs in certain targeted sectors where records professionals are employed as a means of better addressing courses and workshops to meet those needs. The education director,

in addition to being the key liaison for these studies, must actively evaluate the job done by the contracted professional evaluator in designing and administering survey instruments, and analyzing and presenting data in a way that is useful to the education director, the executive director, and the elected leaders of SAA.

APPENDICES

The task force drew on a number of documents for its deliberations, and these were assembled for perusal by the Council. Please contact Jeanette Spears at the SAA office to inquire about or request these documents, which include:

- I. Paul Conway, "Basic Versus Advanced Continuing Education for Archivists," October 12, 1999.
- II. Paul Conway, "Annual Budget Model for Online Course Program." [Please contact Jeanette Spears at the SAA office to inquire about or request this document.]
- III. Richard J. Cox, "Report on the Continuing Education Policies of National Professional Associations," email message September 22, 1999.
- IV. Tim Ericson, "Assumptions Concerning the SAA Continuing Education Program," email message September 8, 1999.

Other documents, not included as appendices (because of their draft form, rough nature, or availability elsewhere), include the following:

- Society of American Archivists, "Guidelines for the Development of Post-Appointment and Continuing Education and Training Programs," 1997.
- Susan Davis, extracts from SAA's archives about the origins and development of SAA's continuing education program and the education director position.
- Susan Fox and staff, "Analysis of Education Department Income & Expenses," March 2000. Supplemented by Paul Conway's annual budget model.
- David Haurly, with the assistance of Teresa Brinati, SAA publications sales and statistics.
- Bill Landis, analysis of SAA continuing education offerings, 1993-1999, various emails, September 1999–March 2000, and spreadsheets.
- National Forum on Continuing Archival Education (NFACE), various data about workshops, professional associations offering continuing education, and the like.
- Society of American Archivists, Membership Survey and Education Assessments Study, 1997.
- Reneta Webb, SAA Workshop Evaluations, 1994-present.

This task force report as well as most of the supplementary documentation listed above are available online at www.archivists.org/governance/tfce.html.

—Approved by Council, June 2000

Why I Think the Next Education Director is Really Lucky

RENETA E. WEBB, Interim Education Director

This is almost like one of those "how I spent my summer vacation" pieces. It states the obvious and says things that people already know. But will this deter me? Not at all! Reason being that the time that I spent with the Society of American Archivists has been enriching, productive and pleasant. It's hard to believe that what started as a temporary foray into the world of archives has turned into a terrific year and a half. And while my days of "holding fort" are coming to a close, I will always cherish this experience with SAA. So here's why I think the next education director is really lucky.

The Members

I have worked with enough associations to be fully aware that each organization has a special "culture." And so it is with SAA. You are highly professional, stimulatingly forward-looking, and delightful to be with. I have been continually amazed at the willingness of the members to share their expertise with each other. I guess what I'm getting at is that "professionalism" can flow two different ways. In one instance, a person can be the recipient of knowledge and networking. This is a superior way for all of us to advance in our professional paths. In another direction, a professional is completely willing to contribute to the whole. I am witness to both aspects of professionalism in SAA: people ready to learn and grow, and people willing to give the best they have.

The Staff

There are eight great people working at SAA who I admire greatly. Susan Fox is a skillful leader and an astute manager, a combination that is the envy of any organization. She has drawn together a team that functions smoothly, based on open communication. Carroll Dendler is a careful steward of the association's resources and has a great sense of humor to boot. Teresa Brinati is one of the most forward-looking people I know, guiding the whole publications area easily into the new millennium. Bernice Brack is SAA's corporate memory and a friend to all—staff and members. Jeannette Spears is the "face" of SAA, the first one people speak with when they contact SAA. And we couldn't have anyone better. I'm always amazed at her consistent equanimity. Have you noticed the 24-hour turnaround time on orders from SAA? That's the work of Rodney Franklin who does it with the warmest smile. The Web site and the graphic art you see in the educational brochures are the work of Brian Doyle. The new education director will be working more closely with Brian in developing the online educational offerings. Debra Nolan is the one who makes the annual meeting run so smoothly. Amazing how she does a huge amount of work and yet never looks flustered. Yes, the new education director will find a highly competent staff to work with at SAA, and people who are friendly and supportive.

A Well Thought-Out Direction for Continuing Education

Something educationally significant happened in SAA

during this past year and a half. Council called a task force on Continuing Education under the leadership of Richard Cox to examine the current state and the desired direction of continuing education in SAA. The task force worked through the fall and winter of 1999-2000 gathering information, analyzing data and determining the best direction for the future of CE in SAA. In the report approved by Council in June 2000, "The task force recommends a major shift in the Society's education program, primarily supporting a move from offering basic workshops to offering online courses." The new education director is coming into SAA at a time of innovation. The direction is fresh. The possibilities are wide open. It's enough to generate more than a streak of admiration at how lucky s/he will be.

Another significant event in this past year was the National Forum on Archival Continuing Education. The timing was right. It took the insights of the CE task force and tested SAA's educational position in light of other related organizations. It stood the test, stressing the collaboration with other organizations as well as SAA's unique position of "focusing its education program to support archivists and other records professionals who possess substantial graduate education and/or experience." With this clarity of purpose, the new education director is poised to hit the ground running.

Online Opportunities

The configuration of the education director working with a Webmaster opens exciting possibilities. This past year SAA experimented with its first Web course. That was the first of many, particularly with the new education director's focus in this direction. SAA is way ahead of other associations in this area. Recent statistics show that while many organizations are interested in online continuing education, only about 20% have programs up and running. Online credit courses from academic institutions are outpacing association CE. Be assured you are moving in the right direction. SAA's online plans elicited a "wow" of admiration from some of my association colleagues.

Professional Partners

SAA has learned to partner very well. This is one process that I hope the new education director will continue. I was pleased to be able to collaborate with government agencies, related national organizations, and local archives groups in offering continuing education programs. It was interesting to me that while I was planning workshops with these various groups, I was also working with the American Society of Association Executives to develop guidelines for partnering with other organizations. Again, SAA was way ahead.

So it's true. The new education director will be really lucky.

Before I wrap this up, I would like to take the opportunity to say "thank you" to all of you who have made this last year and a half so wonderful. I will always delight in the pleasant memories you have given me. ♦

SAA EDUCATION DIRECTOR

Society of American Archivists, Chicago, IL

The Society of American Archivists, North America's oldest and largest national archival professional association, seeks a continuing education expert to serve as SAA's Education Director. Headquartered in downtown Chicago with a full-time staff of eight, SAA serves over 3,400 individual and institutional members and provides leadership to ensure the identification, preservation and use of records of historic value. This position reports to the Executive Director and offers the opportunity to engage in cutting edge continuing education programming, to establish national leadership in the field of archival education, and to grow a program with unlimited potential. Essential responsibilities are:

— Leadership

Guide the education program to meet critical and challenging continuing education issues. Requires an individual who can learn about the nature of these issues and develop venues for meeting such needs. Develop and coordinate offerings, evaluate new intensive online courses. Leadership role in securing development funds.

— Advocacy

Assume leadership role in coordinating continuing education (CE) offerings offered by SAA and other education providers (regional associations, colleges, universities). Will need to be both a liaison to other education providers as well as a resource for SAA members and others interested in archival training. Work closely with leaders from the National Forum on Archival Continuing Education (NFACE), the Council of State Historical Records Coordinators (COSHRC), and the American Association for State and Local History (AASLH), among others. Market CE offerings to nontraditional audiences.

— Publishing

Develop and maintain course materials in a wide range of formats from online to CD-ROM to traditional manuals and other publications. Works closely with Director of Publications to expand and market SAA's publications catalog.

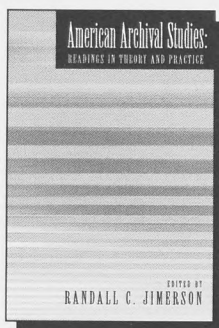
— Teaching

Develop and teach workshops enabling archival experts to prepare traditional subject areas for new media presentation. Support the work of other education providers, especially regional associations, with emphasis on workshop design, evaluation, and other issues appropriate to the expertise of an educational specialist.

Qualifications: Minimum of bachelor's degree in adult learning with five years related experience in education, training, instructional design, educational product development, or closely related field. Excellent oral and written presentation skills. Experience with budget development, implementation, and project management. Ability to work as a team with co-workers on all levels, with strong consensus building skills. Willingness to travel and work occasional nights and weekends. **Preferred:** Association management experience with high tolerance for ambiguity, technical expertise in computer-based and online-based education training, development and marketing skills. **Salary Range:** \$40-\$50K. SAA offers health, dental, long-term disability, life insurance, retirement contributions, liberal vacation and holidays. **Send cover letter and resume to:** Susan E. Fox, Executive Director, Society of American Archivists, 527 South Wells St., 5th Floor, Chicago, IL 60607; fax 312/347-1452; sfox@archivists.org. No phone calls please.



Hot Off the Press!



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. They are collected here in order to make them more easily accessible to archival students and practicing archivists, indeed to anyone who wants to explore

archival issues in greater detail than can be found in introductory texts. The articles—listed below—provide important perspectives both on basic elements of archival practice and on fundamental principles in archival theory and methodology.

Introduction:

American Archivists and the Search for Professional Identity *Randall C. Jimerson*

Part One: Understanding Archives and Archivists

- 1 "Dear Mary Jane": Some Reflections on Being an Archivist *John A. Fleckner*
- 2 To Remember and Forget: Archives, Memory and Culture *Kenneth E. Foote*
- 3 The Symbolic Significance of Archives *James M. O'Toole*
- 4 "Mind and Sight": Visual Literacy and the Archivist *Elisabeth Kaplan and Jeffrey Mifflin*

Part Two: Archival History

- 5 Liberty, Equality, Posterity?: Some Archival Lessons From the Case of the French Revolution *Judith M. Panitch*
- 6 The Provenance of a Profession: The Permanence of the Public Archives and Historical Manuscripts Traditions in American Archival History *Luke J. Gilliland-Swetland*
- 7 The Blessings of Providence on an Association of Archivists *J. Frank Cook*

Part Three: Selection and Documentation

- 8 At the "rim of creative dissatisfaction": Archivists and Acquisition Development *Timothy L. Ericson*
- 9 Who Controls the Past *Helen Willa Samuels*
- 10 The Documentation Strategy and Archival Appraisal Principles: A Different Perspective *Richard J. Cox*

Part Four: Appraisal

- 11 On the Idea of Uniqueness *James M. O'Toole*
- 12 Exploring the Black Box: The Appraisal of University Administrative Records *Frank Boles and Julia Marks Young*

- 13 "The Surest Proof": A Utilitarian Approach to Appraisal *Mark Greene*

Part Five: Arrangement and Description

- 14 The Power of the Principle of Provenance *David A. Bearman and Richard H. Lytle*
- 15 Description and Reference in the Age of Automation *Avra Michelson*
- 16 Descriptive Practices for Electronic Records: Deciding What is Essential and Imagining What is Possible *Margaret Hedstrom*
- 17 Encoded Archival Description: The Development of an Encoding Standard for Archival Finding Aids *Daniel V. Pitti*

Part Six: Reference and Use of Archives

- 18 In the Eye of the Beholder: Archives Administration from the User's Point of View *Elsie T. Freeman*
- 19 Facts and Frameworks: An Approach to Studying the Users of Archives *Paul Conway*
- 20 Understanding Administrative Use and Users in University Archives *Elizabeth Yakel and Laura L. Bost*

Part Seven: Preservation

- 21 On the Idea of Permanence *James M. O'Toole*
- 22 Archival Preservation Practice in a Nationwide Context *Paul Conway*
- 23 Preservation Re-Recording of Audio Recordings in Archives: Problems, Priorities, Technologies, and Recommendations *Christopher Ann Paton*

Part Eight: Electronic Records

- 24 Reinventing Archives for Electronic Records: Alternative Service Delivery Options *David Bearman and Margaret Hedstrom*
- 25 Schellenberg in Cyberspace *Linda Henry*
- 26 Digital Communications: Documentary Opportunities Not to Be Missed *Anne Gilliland-Swetland*

Part Nine: Management

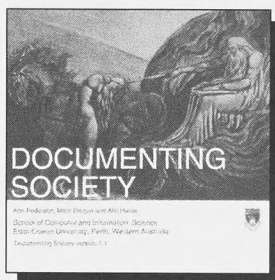
- 27 Redefining Archival Identity: Meeting User Needs in the Information Society *Randall C. Jimerson*
- 28 Keepers, Users and Funders: Building an Awareness of Archival Value *John J. Grabowski*

Randall C. Jimerson is associate professor of history and director of the graduate program in archives and records management at Western Washington University, Bellingham, Wash.

Published by Society of American Archivists (2000) 656 pp.
Nonmembers \$44.95 • **SAA members \$34.95** • Product code 395



The Latest Acquisitions



Documenting Society CD-ROM

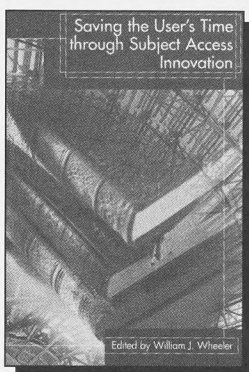
by Ann E. Pederson, Mark Brogan and Alin Huma

An interactive multimedia training package that integrates concepts and content from U.S.A., Australia and Canada on the fundamentals of recordkeeping for organizational and societal purposes. This CD

features instructional text with live links to WWW resources, video footage, photos, a vast selection of articles from international sources, and a workbook. To sample this all-in-one training package, visit the *Documenting Society* homepage at <http://scisweb.scis.edu.edu.au/~docsoc/default.htm>.

Edith Cowan University, Australia (2000) CD-ROM

Nonmembers \$64.95 • SAA members \$59.95 • Product code 130



Saving the User's Time Through Subject Access Innovation

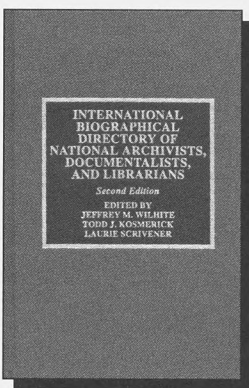
edited by William J. Wheeler

Each of the papers in this worthwhile book addresses a critical element of subject access. Archivists will be interested in the debate over machine indexing and Fugmann's critique. He argues for a return to more human indexing of materials rather than relying on search engines. The nearly 50-page article on Web search

strategies will also be very useful to archivists.

University of Illinois (2000) 217 pp.

Nonmember price \$35 • SAA members \$30 • Product code 396



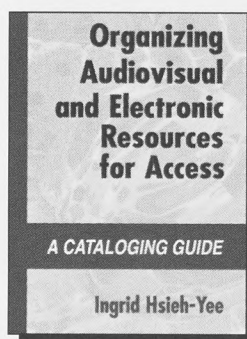
International Biographical Directory of National Archivists, Documentalists and Librarians (2nd ed.)

edited by Jeffery M. Wilhite, Todd J. Kosmerick, and Laurie Scrivener; compiled by Susan Houck

A base for further communication and cooperation among people in national institutions whose efforts are directed at handling information for the purposes of preservation and distribution. A reference book for libraries and major archival institutions.

Scarecrow Press (2000) 320 pp.

Nonmembers \$60 • SAA members \$55 • Product code 397



Organizing Audiovisual and Electronic Resources for Access: A Cataloging Guide

by Ingrid Hsieh-Yee

A practical guide to help students, educators and practicing librarians and archivists gain competency in cataloging a variety of audiovisual and electronic materials. This excellent resource guides users in organizing sound recordings, video recordings, computer files, interactive multimedia, and Internet resources.

Libraries Unlimited (2000) 255 pp.

Nonmembers \$48 • SAA members \$39 • Product code 398

To Order Publications

Contact Rodney Franklin at rfranklin@archivists.org or 312/922-0140 or SAA Publications, 527 S. Wells Street, 5th Floor, Chicago, IL 60607.

Correction

SAA regrets that the wrong pricing for the book, *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions* (product code 386) was listed on page 21 of the July/August issue of *Archival Outlook*. Please note that the correct price is: nonmembers \$50 / SAA members \$45.

In Limbo

The following two books jointly published by SAA and Scarecrow Press continue to be out of stock:

- *Without Consent: The Ethics of Disclosing Personal Information in Public Archives*, by Heather MacNeil (product code 197)
- *The Management of College and University Archives*, by William J. Maher (product code 162)

Scarecrow has indicated that it plans to issue paperback editions and, in the case of *Without Consent*, such an edition was supposed to be available in spring 2000 as advertised in the SAA catalog. However, that did not come to pass and at press time of this newsletter, no firm date for reprinting either title was available from Scarecrow.



MARY ANN BAMBERGER, associate professor/assistant special collections librarian, at the Main Library of the University of Illinois at Chicago, retired May 1, 2000. She is a founding member, first secretary/treasurer, president and Council member of the Midwest Archives Conference. She has also served on

a variety of SAA committees. A reception honoring Mary Ann's distinguished career at UIC, which spanned 34+ years, was given by Sharon A. Hogan, university librarian, and the library staff on May 23rd at the Addams-Hull House Museum. Best wishes, Mary Ann!

ELIZABETH BOUCHER is the new assistant archivist/records manager at Simmons College Archives in Boston. A recent graduate of the Simmons Graduate School of Library and Information Science, she earned a B.A. from Rhodes College in Memphis and an M.T.S. from Harvard Divinity School. Boucher's background includes the MIT Institute Archives and Special Collections and the Boston Architectural Center Library.

BRUCE W. DEARSTYNE was recently promoted to full professor at the College of Information Studies, University of Maryland.



ELIZABETH H. DOW of Special Collections at Bailey/Howe Library at the University of Vermont will join the faculty of the School of Library and Information Science at Louisiana State University in January.



EVELYN FRANGAKIS, preservation officer at the National Agricultural Library, recently received an award for her outstanding leadership in the United States Department of Agriculture Digital Publications Preservation Initiative. For information about this initiative, see <http://preserve.nal.usda.gov:8300/npp/npp.htm>.



LARRY HACKMAN recently announced that he is stepping down as the director of the Harry S. Truman Presidential Library as well as from his other role as president of the Truman Library Institute. Hackman has been director since July of 1995 and the centerpiece of his tenure has been to prepare for the library's renovation and the development

of its "Classroom for Democracy" initiatives. "Our success is the result of the diligent efforts of many people," Hackman said. "The Institute Board, the National Archives leadership, and the Truman Library and Institute staff have worked hard and well to bring us to this point. The good counsel and great financial support we have received in greater Kansas City has been one of the most rewarding experiences of my life. I cannot

express enough my gratitude to all the people who I have had the privilege to work with these past five years." Hackman will stay with the library on a reduced schedule until a successor is appointed or until the end of the year, whichever is sooner. **SCOTT ROLEY**, assistant director of the library, will be acting director in Hackman's absence. A nationwide search is underway for a successor.



HOWARD LOWELL has joined the National Archives and Records Administration in College Park, Maryland, as deputy assistant archivist for records services for the Washington, D.C., area. Prior to that Lowell served the Delaware Public Archives for ten years, most recently as its director.

MARK E. MARTIN is assistant curator of Special Collections for Image Resources at Louisiana State University, where he will manage intellectual access to image materials held in the collections.

NOVA SCOTIA ARCHIVES AND RECORDS MANAGEMENT received the Council of Nova Scotia Archives 2000 Dr. Phyllis R. Blakeley Award for excellence in archival work for the project, "Halifax and Its People: Images from Nova Scotia Archives and Records Management." This virtual exhibit (www.nsarm.ednet.ns.ca) and illustrated exhibit catalog presents a broad view of the holdings at NSARM and is both an excellent research tool and a good example of using modern technology to link users directly to archival materials.

KEN RICCARDI, formerly of LaGuardia Community College, has accepted a position with Kean University in New Jersey where he is responsible for the New Jersey Collection.

TIMOTHY A. SLAVIN has been appointed director of the Delaware Public Archives. He formerly served as the strategic information systems manager for the Delaware Government Information Center. Before coming to Delaware, Slavin served as the state archivist and public records administrator for Rhode Island.



ANKE VOSS-HUBBARD, formerly of Eastern Illinois University, is the new archivist/special collections librarian at Sheean Library, Illinois Wesleyan University in Bloomington, Ill.

TARA E. ZACHARY, formerly university archivist at Delta State University, is the new assistant curator of Special Collections for Manuscripts at Louisiana State University, where she will work with the massive manuscript holdings of the Louisiana & Lower Mississippi Valley Collections.



Archivists in the News

KATHERINE HAMILTON SMITH, curator of the Lake County Discovery Museum in Wauconda, Ill., was quoted on the front page of the *Chicago Tribune* (July 3, 2000) in the article, "Museum letter-perfect for postcard collector's treasures." The museum agreed to devote an entire room in its 40,000-square-foot complex to a collection of rare postcards—valued at more than \$1 million—donated by John High, 79, a retired Broadway actor who spent 30 years building the collection, which includes rare woven-silk cards produced in England in the late 1800s. "His collection fits in perfectly," said Katherine Hamilton-Smith in the article. "We made an arrangement with him whereby we will have a changing and permanent exhibit just of his collection." The museum already houses the Curt Teich Archives, which contain more than 1 million postcard illustrations of an estimated 10,000 towns and cities worldwide.

JOHANNA HARDEN, archivist of the Douglas Public Library District Local History Collection, was featured in the story, "20 Who Made A Difference" in the *Douglas County News-Press* (June 21, 2000) honoring 20 people who have dedicated themselves to making Douglas County, Colorado a better place to live. Harden, who has been with the library district since 1987, has devoted the last eight years to arranging, describing and preserving a collection of historical materials donated to the library by the defunct Douglas County Historical Society. Through Harden's skilled care, the local history collection has grown and the amassed information now fills a room in the newly remodeled Philip S. Miller Library in Castle Rock. "We need to find ways to let people know that old menus, school programs, posters, store receipts, business and organization records and photographs are all pieces of history that can tell us about where we live and how we got there," Harden said in the article. Many have sought her assistance in using the collections for a variety of needs, including genealogists, architects, economic developers, city planners, local government agencies and the historical preservation board. "History has a value when you choose to use it," Harden concluded in the article.

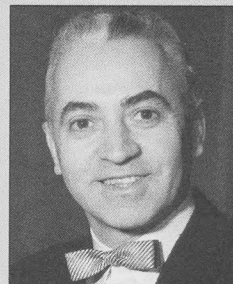
Brian Doyle Joins SAA Staff as Webmaster/Graphic Designer

Design consultant **BRIAN DOYLE** of Gael-Image has joined the SAA staff as its first Webmaster/Graphic Designer. Brian has been freelancing for SAA for the past two years and has been the creative force behind the new look of the SAA Web site and *Archival Outlook*. Brian has a B.A. in psychology from the University of Illinois at Chicago and is a co-founder of *An Doras*, a quarterly Irish-language journal. He looks forward to continuing to enhance SAA's graphical image. Web site inquiries may be directed to Brian at bdoyle@archivists.org or 312/922-0140.



Seymour J. Pomrenze Named an Honorary Member of SAA

Retired U.S. Army Colonel **SEYMOUR J. POMRENZE**, 84, was honored for 50+ years of membership in SAA, by resolution of Council at its meeting in June. Colonel Pomrenze is a Fellow of SAA and has served on a variety of committees over the years.



Born in 1916 in the Ukraine, Seymour's family immigrated to Chicago when he was two years old. He earned a bachelor of science in history and economics from the Illinois Institute of Technology (Lewis) and a master's in history from the University of Chicago, where he also pursued post-graduate study in the history of the U.S. and Central America in the latter nineteenth and early twentieth century. He began work at the National Archives in 1941 and then enlisted as an Infantryman the following year.

"I joined SAA in 1941 when it was an adjunct to the National Archives," recalled Colonel Pomrenze in a recent telephone interview from his home in Riverdale, New York, "then I had to let go of my membership for a few years while I served in the army during World War II."

For 34 years he served the U.S. Army in a variety of capacities: on the staff and faculty of the U.S. Army Command & General Staff College; in the Office of Strategic Services (OSS), China-India-Burma; as a military archivist in Germany, Vietnam and Thailand; and as archivist of the U.S. Army and branch chief. Noteworthy in his career was his assignment as director of the Offenbach Archival Depot in 1946, where he was responsible for more than 3 million archives and books that needed to be returned to countries looted by the Nazis. Highly decorated throughout his military career, Seymour retired at the rank of colonel in 1976.

In addition, in 1955 Seymour taught the first graduate course in records management at American University in Washington, D.C. His tenure at the university spanned 25 years, during which 1,500 students, mostly government archivists, took his class. Upon his retirement in 1980, American University named him a Distinguished Adjunct Professor in Records Management.

Since 1976, Seymour has worked as a consultant in records management and archives. He has consulted overseas as well as served 35 agencies in New York. He is still active today with four organizations and even provides pro bono services.

Seymour J. Pomrenze joins **MEYER FISHBEIN** (profiled in the May/June *Archival Outlook*) and **LEO FLAHERTY** as honorary members of SAA with 50+ years of continuous membership.



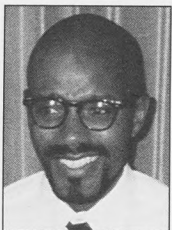
Obituaries



MARY MARCELLE HAMER HULL, 69, retired archivist, died June 10, 2000, in Dallas. She attended the University of Texas at Austin, earning a B.A. in Plan II honors program in 1951. She married Gene Howard Hull later that year and devoted her time and energy to raising her family. In 1978 she enrolled in the University of Texas at Arlington to pursue a

master's in history. She graduated with an M.A. in 1981 and received a certificate of archival administration at the same time. Following graduation she joined the staff of the Texas/Dallas History and Archives Division of the Dallas Public Library as the second archivist ever to be hired by the organization. Researchers knew her reputation for exhausting all areas and sources when searching for answers to questions. In 1985 she joined the staff of the Special Collections Division of UTA Libraries. While at UTA, Marcelle became involved in the Society of Southwest Archivists (where she served on its executive board) and the Society of American Archivists as well as history associations. Marcelle retired from UTA in 1995, but left a lasting impact on the university and the people with whom she worked. She was always thrilled when people took an interest in the past as a way of understanding the present.

—*excerpted from the Austin American Statesman*



Members of the archival community in New England and across the country will be sad to learn of the death on June 30, 2000, of **DENNIS M. SCOTT**, age 36.

Originally from Cleveland, Ohio, Dennis attended Yale University and received a B.A. in archaeological studies in 1988. He held several positions relating to his major field, including field assistant for an excavation project in Peru, archaeological technician for the Harper's Ferry National Historic Park, and a senior museum preparator for the Lowie Museum of Anthropology at the University of California, Berkeley.

Dennis obtained a master's degree in library and information studies from the University of California, Berkeley, in 1991. His first library and archival job experiences were with the Yale Babylonian Collection, the Stanford University Special Collections Cataloging Department, the Labor Archives and Research Center at San Francisco State University, and the Bancroft Library at the University of California, Berkeley. From 1992 Dennis served as assistant archivist in the Archives and Manuscripts Department of the John J. Burns Library of Rare Books and Special Collections at Boston College. At Boston College he had special responsibilities for the operation and development of the university archives, and as a result he forged ties with many offices and individuals on campus. Dennis was also a member of the Society of California Archivists, New England Archivists, and the Society of American Archivists; he was especially active in the SAA

roundtable for Archivists and Archives of Color.

Dennis was interested in classical music and was a member of the Yale Whiffenpoofs and other local choral groups. He will be greatly missed by those who knew him both professionally and personally.

—*Ronald D. Patkus, Boston College*



LEON deVALINGER JR., Delaware's longest serving state archivist, passed away on July 6, 2000. Leon had just celebrated his 95th birthday on June 25.

A graduate of the University of Delaware, deValinger began working for the Delaware Public Archives Commission as its first full-time employee in 1930. Following eleven years as assistant state archivist, Leon was appointed as the first full-time state archivist for Delaware in 1941. He served continuously as head of the Public Archives Commission program until his retirement in 1971. He then began a second career as executive director of the Delaware League of Local Governors, retiring from that position in 1988. Leon continued to be active on the Delaware history and archives scene until shortly before his death, serving on both the Local Records Commission and the Delaware Historical Records Advisory Board.

During his long tenure as head of the Public Archives Commission deValinger oversaw construction of Delaware's first Hall of Records, completed in 1938, and the first State Records Center opened in 1970. The Hall of Records was renamed the Leon deValinger Jr. Hall of Records in 1989 by an act of the General Assembly. In September 1997, Leon joined Governor Thomas R. Carper and other dignitaries in breaking ground for a new Delaware Public Archives facility, and he took a keen interest in its planning and construction to the end of his life. One of his last public appearances was at the building's "topping off" ceremony last summer. Dedication of the new building is scheduled for December 7, 2000.

Leon deValinger also was instrumental in preserving other aspects of Delaware's history. Under his leadership the Delaware State Museums program was created in early 1950 and he assumed responsibilities as its director while retaining his role as state archivist. He introduced the National Register of Historic Places program to Delaware and supervised the restoration of Woodburn, the home for Delaware's governors. He also planned and implemented the state's historic markers program.

On the national stage, Leon was a founding member of the Society of American Archivists and served on Council, as treasurer, as vice-president and as SAA president in 1962. He was named one of the first Fellows of SAA in 1958.

Perhaps the best epitaph for Leon deValinger was penned several years ago by his friend, the late Jerry Shields. "It is hard to look around the state and not see something Leon had a hand in saving, building, renovating, describing, digging up, or otherwise making known and available to his fellow citizens."

—*Howard P. Lowell, Delaware State Archivist*



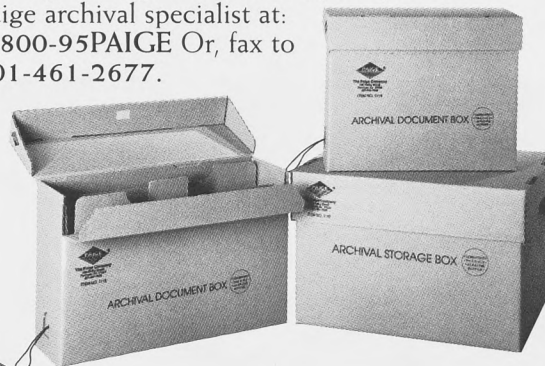
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Association of Canadian Archivists Celebrates 25th Anniversary

by TIMOTHY ERICSON, University of Wisconsin, Milwaukee

More than two hundred Canadian archivists gathered in Edmonton, Alberta, in late June to attend the 25th anniversary meeting of the Association of Canadian Archivists (ACA). The conference theme, "Information Communities at the Turn of the Century: Archives—Looking Back, Looking Forward," shaped the sessions that looked ahead to the challenges of the 21st century and reflected back on some of ACA's notable accomplishments during its first twenty-five years. The meeting was held in conjunction with Canadian ARMA, enabling archivists and records managers to share an exhibit area, daily plenary sessions, and the option of attending sessions offered by either organization.

Edmonton was the perfect location for the 25th annual conference because ACA was formed in this city in 1970. Moreover, because the meeting was scheduled in late June when sunset comes to northern Alberta at 10:30 p.m., there was plenty of time for sight-seeing and no chance that the annual baseball game would be called on account of darkness. Among the side trips and other social events was "Ukrainian Night" celebrating the history and culture of one of northern Alberta's earliest immigrant groups. Reflecting an interest of some of the later immigrants, there also was a scheduled bus trip to the West Edmonton Mall—the largest shopping and entertainment complex in the world with 5.3 million square feet of space featuring more than 800 stores, 110 restaurants and other eating establishments as well as hotels and a casino.

The several SAA members who attended and participated in the program reaped the added benefit of a very favorable exchange rate between the two currencies, adding to the opportunity to enlarge the American trade deficit at the mall or sample the local cuisine such as the popular "donair" sandwich (that's Canadian for "gyros").



The ACA annual meeting wasn't all sessions and weighty discussions about the future of the archival profession. Outgoing ACA President (and SAA member) Shelley Sweeney, Program Committee member Larry Dohey, and Local Arrangements Committee member Brian Hobbs enjoy a game of pool during Ukrainian Night.

SAA joined the International Council on Archives, the Australian Society of Archivists, the U.S. National Archives and other organizations in sending official greetings that were read at a special reception held at the City of Edmonton Archives. Speaking on behalf of SAA Executive Director Susan Fox, Tim Ericson, SAA's official representative to ACA, presented a tongue-in-cheek "Top Ten Reasons that the Society of American Archivists wants to Congratulate the Association of Canadian Archivists on its 25th Anniversary."

The reasons encompassed a wide range of Canadian-American relations including culture:

"The ACA has a great annual meeting, and with activities like baseball games with contingency rules for when moose wander out on to the playing field, you offer cultural events that are not available anywhere in the U.S."

The well-known American ignorance of Canadian events:

"It's our way of atoning for not even having a short announcement in the *SAA Newsletter* when ACA was organized in 1975, and then listing ACA as a regional archival association in an SAA directory."

Differences between American and Canadian archival perspectives:

"The ACA is a place where Americans can come and have a serious discussion about archival theory without fear of scorn and derision."

"You kept your heads while documentation strategy fever swept through the U.S."

"Our Canadian colleagues taught us that diplomatics has nothing to do with ambassadors or foreign embassies."

Congratulations for notable accomplishments of the past 25 years:

"You produced those great MAS guidelines that we copied and with the Rules for Archival Description you created detailed, rigorous, and useful descriptive standards that your national archives actually uses!"

"The [ACA journal] *Archivaria* is a top quality scholarly journal, and it even comes out on time!"

Number one on the list acknowledged the longstanding contribution that Canadian members have made to SAA:

"We appreciate your loaning to us W. Kaye Lamb, Wilfred I. Smith, Hugh Taylor, and Luciana Duranti so they could serve terms as SAA president."

It was an excellent meeting with lively and interesting sessions, making those who attended eager for the 2001 meeting in Winnipeg, Manitoba. ♦



DLF and RLG Issue Guidelines for Digitizing Visual Resources

The Digital Library Federation (DLF) and Research Libraries Group (RLG) have issued *Guides to Quality in Visual Resource Imaging*, available at www.rlg.org/visguides/. This new Web-based reference is designed to serve the growing community of museums, archives, and research libraries that are turning to digital conversion to provide greater access to their visual resources as well as to help preserve the original materials. The five guides, which range from project planning to scanner selection, considerations for imaging systems, digital master quality, and masters' storage share the experience and knowledge of leaders in this field. In addition to providing advice based on the uses to which the images will be put and the technology now available, they also flag areas where further research and testing are needed. The guides are: *Planning a Digital Imaging Project*, by Linda Serenson Colet, Museum of Modern Art; *Selecting a Scanner*, by Don Williams, Eastman Kodak Company; *Imaging Systems: the Range of Factors Affecting Image Quality*, by Donald D'Amato, Mitretek Systems; *Measuring Quality of Digital Masters*, and *File Formats for Digital Masters*, both by Franziska Frey, Image Permanence Institute

Digital Information Report from CLIR

The Council on Library and Information Resources (CLIR) published *Risk Management of Digital Information: A File Format Investigation* by Gregory W. Lawrence, William R. Kehoe, Oya Y. Rieger, William H. Walters, and Anne R. Kenney (June 2000, 83 pp.). This report is based on an investigation conducted by Cornell University Library to assess the risks to digital file formats during migration. The study was carried out with support from CLIR. The report includes a workbook that will help library staff identify potential risks associated with migrating digital information. Each section of the workbook opens with a brief issue summary; this is followed by questions that will guide users in completing a risk assessment. The appendices also include two case studies for migration: one for image files and the other for numeric files. *Risk Management of Digital Information* is available electronically at www.clir/pubs/reports. A print copy may be ordered for \$20. Send prepaid checks to: Council on Library and Information Resources (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 at 202/939-4765.

Resource for Recovery Pamphlet

Heritage Preservation has published the National Task Force on Emergency Response's new and improved *Resource for Recovery*, a pamphlet that contains valuable information on post-disaster aid for cultural institutions. The layout and text have been completely updated and revised, and new information has been added. The brochure was made possible with support from the National Endowment for the Arts and the Federal Emergency Management Agency. It is being mailed this month with other materials on response and recovery, to

over 4,000 institutions in areas most likely to be struck by hurricanes this year. For a copy of the pamphlet, contact Heritage Preservation, 1730 K Street, NW, Suite 566, Washington, DC 20006-3836; 202/634-1422; fax 202/634-1435; www.heritagepreservation.org.

Mexican American Cultural Center Established Archives

Last April the Mexican American Cultural Center (MACC) in San Antonio, Texas, opened the Virgilio Elizondo Resource Center to house the archives of MACC and historic materials related to Hispanic ministry in the U.S.A. Founded in 1972, MACC has grown into a national Catholic institute for pastoral leadership and language studies, which prepares people for ministries in multicultural settings.

The archives facility is part of MACC's new campus and is named after MACC's co-founder and first president, author and theologian, Dr. Virgilio Elizondo. **JILL JACKSON**, formerly of the University of Texas at San Antonio, is MACC's first archivist. She is working on establishing an archives program and processing its historic materials, including MACC's administrative records and Elizondo's papers, which include manuscripts related to the theology of mestizaje.

The Virgilio Elizondo Resource Center will be open to researchers by appointment in spring 2001. For more information, visit the MACC Web site at www.maccsa.org or call 210/732-2156.

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Time for a New Look at Government Records Disposition

In the electronic-information era, do we need to change the ways in which we appraise and schedule records?

The National Archives and Records Administration is going to try to answer that question, and what we learn could be of help to archivists and records managers who are facing that question in governments at other levels and in private institutions.

During the 20th century, we developed policies and processes appropriate for the primarily paper records of the time. The reality at the beginning of the 21st century is that most records are being created electronically and are maintained in many media. In fact, they are routinely converted from one medium to another, and some exist in multiple formats. In light of that, it seems clearly time to consider whether our disposition methods remain adequate.

Following up on previous communications we have had with SAA leaders and members, NARA has now fleshed out three connected projects on appraisal and scheduling in the changing recordkeeping environment.

The first is a study of current recordkeeping and records use in the federal government. Its purpose will be to give us a better understanding of practices and problems in agencies' management of their records today, covering creation, use, maintenance, and disposition. And this study will examine how new technology actually is affecting records creation, record-

keeping, and records disposition. Has the shift in responsibility for recordkeeping from specialized staff to individual employees affected records management and disposition? The report from project one will inform projects two and three in our plan.

Project two will be a policy analysis of legislation, regulations, and guidance pertaining to records disposition in the federal government. Among other things, the analysis will cover the impact and implications of litigation involving records and relatively recent legislation such as the Freedom of Information Act and the Government Paperwork Elimination Act. Out of this analysis will come recommendations for any changes in legislation, regulations, and guidance that may be needed. We assume some will be desirable, but we have no preconceptions about what they are. This project will begin as information becomes available from project one, but the analysis will not conclude until project one's investigations and its report are complete.

Completion of the third project will await the conclusion of both project one and project two. Project three will analyze and redesign, to the extent necessary, the process by which records are appraised and scheduled in the federal government. Project three will cover all four major parts of the process:

- inventorying by agencies to identify records to be scheduled;
- submission by agencies of disposition recommendations and draft schedules to NARA and the General Accounting Office for approval;
- approval by the Archivist of satisfactory appraisal determinations and disposition recommendations;
- subsequent review and updating of approved records schedules.

One major goal of this project is to make the process for determining the disposition of records more effective and efficient, regardless of medium, and to reduce dramatically the time it takes to review and approve schedules for the disposition of records. Because new technologies may be useful for speeding and improving the disposition process, an additional major goal of project three is to determine how such technologies might be applied.

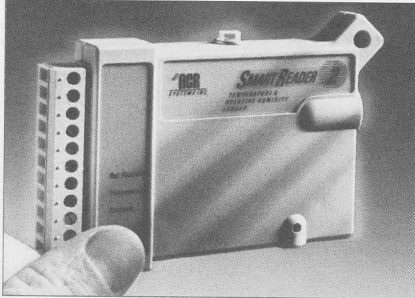
Deputy Archivist Lewis Bellardo is leading us in these projects. The ultimate outcome, we believe, will be policy and process revisions that increase our confidence in the federal government's ability to preserve records as long as needed for protecting rights, ensuring accountability, and documenting the national experience.

At points along the way, we will ask SAA leaders and members, along with other concerned members of the public, to assist us in making these judgments. We will contract for assistance in this study and share the results with all of you. We invite you to follow our progress through the "Records Management" section of our Web site: www.nara.gov. ♦

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SAA Fall 2000 Professional Education Workshops

Access Points

Oct. 4-5 at Brigham Young University in Provo, UT.
Instructors: Peter Wilkerson and Susanne Warren

Digital Imaging Technology

Oct. 13-14 at Duke University in Durham, NC.
Instructor: Paul Conway

Encoded Archival Description

Oct. 17-18 at MAC/MARAC meeting in Cleveland, OH.
Instructors: Jackie Dooley and Richard Szary

Architectural Records

Oct. 18 at MAC/MARAC meeting in Cleveland, OH.
Instructors: Waverly Lowell and Tawny Ryan Nelb

Archival Cataloging as a Component of Description

Oct. 19-20 at New England Archivists meeting in Worcester, MA.
Instructors: Melissa Delbridge and Lynn Holdzkorn

Probing Appraisal Practice:

Contending with Methods, Mayhem and Madness

Oct. 21 at ARMA Int'l meeting in Las Vegas, NV.
Instructor: Richard J. Cox

Preservation Institute:

Current Issues in Management and Practice

Oct. 27-29 at University of Maryland in College Park, MD.

Instructors: Evelyn Frangakis
and Mary Lynn Ritzenthaler

Copyright: The Archivist and the Law

Nov. 3 at University of Minnesota in Minneapolis, MN.
Instructor: William Maher

Encoded Archival Description

Nov. 9-10 at Pratt Institute in Brooklyn, NY.
Instructors: Kris Kiesling and Michael Fox

Oral History: From Planning to Preservation

Nov. 10 at the Historic New Orleans Collection in New Orleans, LA.
Instructor: Fred Calabretta

Encoded Archival Description

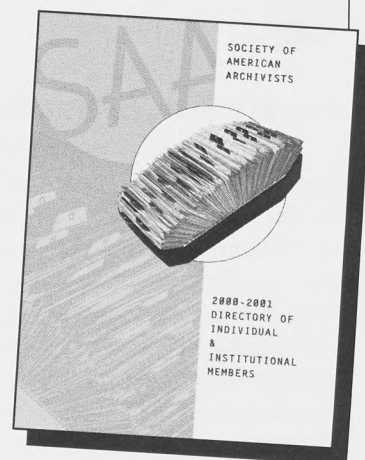
Dec. 11-12 at Washington University in St. Louis, MO.
Instructors: Kris Kiesling and Michael Fox

For more information or to register for these workshops, visit www.archivists.org/prof-education/seasonal_schedule.html or contact the SAA Professional Education Department at 312/922-0140.

Correction: Two of the workshops listed in the July/August issue of *Archival Outlook* (pp. 13-15) have been cancelled: "Business Archives" in Bellevue, WA, and "EAD" in Portland, OR. In addition, we inadvertently misspelled the name of Procter & Gamble in this section. We regret these errors.

It's Here!

The 2000-2001 SAA Membership Directory



The directory contains essential contact information including e-mail addresses and Web sites. 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*.

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

Message from the President

continued from page 3

and we have two grown children. In my off-hours, I enjoy golf, travel, reading, hitting the beach when possible, and driving that little red thing.

Of course, I also do lots of archival and historical things outside the office. I write a monthly column on history and archives for a local magazine, I've been on the board of our county historical society, dabbled in genealogy, and done a variety of other things of that sort. And I've also enjoyed the opportunities for service I've had with our state historical records advisory board, as chair of MARAC, in various SAA groups, and as your treasurer from 1994 to 1997.

The archival profession means a great deal to me and I hope it does to you too. I entered it in the pre-graduate program era. I learned this profession that I cherish from my colleagues and from being part of SAA. It will be my duty and my privilege this year to give back to you some of the great value this organization has given me. ♦



European Guide on Banking and Business Archives

The Centre for European Business History, a joint venture by three European business history associations—the European Association for Banking History, Gesellschaft für Unternehmensgeschichte, and the Society for European Business History—has produced an online *European Guide on Banking and Business Archives* at <http://www.euroarchiveguide.org/>. The searchable guide lists approximately 160 corporate archives of companies doing business in Europe, providing information on individual company history, holdings, and research access.

Ford's Global Archives Initiative

The Ford Motor Company Archives has launched a Global Archives Initiative whose aim is to assist Ford's foreign subsidiaries to strengthen their archives programs and to propose new regional archives to support historical research needs in important markets. Ford archivist **ELIZABETH ADKINS** and consultant **KAREN BENEDICT** have so far visited Canada, England, Germany and Australia to meet company representatives with oversight for archival collections in those locations. They have also met with university and corporate archivists in those countries to learn about local training, education and professional development opportunities. The Global Archives Initiative is part of the Ford Motor Company Archives' current reorganization efforts. Under the rubric of the Ford Historical Resources Collaborative, the Ford Archives works closely with the Henry Ford Museum & Greenfield Village to preserve materials that document the history of the Ford Motor Company.

Video Conference on the Management of Current Records

In June the International Records Management Trust, along with the World Bank Information Solutions Group and the World Bank Institute, hosted a multi-site video conference on the management of current records as a key aspect of poverty reduction and corruption control programs. Senior civil servants from Ghana, Tanzania and Uganda and senior bank staff were major participants, with the conference being audited from London, Paris, Washington and Buenos Aires. The conference explored key issues such as the requirements for building and sustaining sound records management systems, the relationship between accountability and anti-corruption and records, the significance of accurate and readily accessible personnel and payroll records, and the difficulties of maintaining electronic records as legally verifiable evidence of government policies, transactions and contractual commitments.

Archives of Development Project

The World Bank has launched the Archives of Development Project. The goal of the project is to use the Internet to link the catalogs of the archives of a number of development

organizations and bank member countries in order to provide users with seamless global access and a single entry-point to a more comprehensive database of development information. While developing this partnership project, the World Bank is also presently expanding the digital availability of its reports and other sector and economic documents that have been declassified and made public since the mid-1990s. For more information on these projects visit <http://archives.worldbank.org/>.

Australian Jewish Experience Charted in New Book

The National Archives of Australia recently published *Safe Haven: Records of the Jewish Experience in Australia* (Research Guide 12) by Malcolm J. Turnbull. This guide charts the Australian Jewish experience from the difficulties of maintaining religious traditions in a new land to the changing nature of the Australian Jewish community to the treatment of Australian Jews as immigrants and "aliens." It also looks at the many contributions that Jewish people have made to Australia's political, economic, cultural and social life. *Safe Haven* can be purchased through the National Archives of Australia's Web site at www.naa.gov.au.

Janus Special Issue on Archives in China

NANCY BARTLETT of the Bentley Historical Library, University of Michigan, served as guest co-editor of the 1999.2 issue of *Janus*, the journal of the International Council on Archives. Along with her co-editor, Wang Lan of the State Archives Administration of China, Bartlett has assembled twenty essays by Chinese archivists and two by American China scholars covering archival law and access in China, urban archives, minority and ethnic archives, archival education in China, architectural and photographic archives, and archives of Chinese enterprises.

U.K. Society of Archivists

Last April the Society of Archivists (U.K.) approved a new organizational structure. Five new executive committees have been convened with the purpose of delegating more decision making to the committees, thereby extending membership involvement in the Society's professional activities. The five executive committees are: the Management Committee; the Education, Training and Development Committee; the Regional Affairs Committee; the Professional Affairs and Communications Committee; and the Membership Committee. These five bodies report to the Society's governing Council. A variety of subcommittees and boards report to the five executive committees.

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.



U.K. Society of Archivists Conference

by AN XIAOMI, University of Liverpool

More than 240 archivists and records managers participated in the annual conference of the Society of Archivists at Greater Manchester in the United Kingdom in June. The topic of the conference was "Analyzing New Strategies for Archivists and Records Managers into the New Millennium." This report introduces major topics and synthesizes the significant strategies discussed at the conference.

1. Document Management Strategies

Discussions focused on microfilming as an effective means for long-term preservation and digitalization as a useful device for access across time and space. Because both play important roles for document management, their relationships are complementary rather than one taking the place of another.

2. Cross-Sectoral Strategies and Archival Policies

The message from the discussions was clear. Cross-sectoral methodology is the new strategy for future. It is a collaborative approach, which would bring integration frameworks for the archives, networking and cultural heritage service of regions and the state. Cross-sectoral methodology refers to a focus on similarities rather than on differences, a focus on qualities rather than quantities, a focus on more ways of thinking rather than a single way or divided ways of thinking, a focus on equal opportunities of each sector rather than no voice or no representatives in society and government agendas, a focus on client-satisfactory networking rather than isolated and separated overlaps, a focus on integration strategy rather than separated approaches and fragmented frameworks. Integration refers to using a collaborative approach to explore what has existed, together to have a greater chance to succeed in funds, broadband networking, client-satisfactory service, and an appreciation of different technical skills of different profession.

Therefore, cross-sectoral methodology means complementary ideas rather than contradictory ideas. The complementary ideas are the recognition of integration as a means to increase the total contributions and the totality of information delivery; the collaboration among libraries, archives and museums for better quality of information access and cultural service to the users; the integration of contributions of each partner that each has something to offer to the same world; each has equal opportunities to have a voice in the Society's and government's agendas.

3. Freedom of Information and Networking Initiatives

Freedom of Information. The views of different authorities on the Freedom of Information Act (FOIA) in England, Scotland and Ireland were presented. They provide different messages to archivists and records managers. The messages are that the

FOIA has many implications to archivists in terms of requirements for good recordkeeping, usefulness of archival finding aids and open access to archival materials; archivists would play active and multiple roles in the records continuum regime; both archivists and records managers would be responsible for providing access to the right information to the right person across time and space; FOIA will promote both the public access of archival information and promote the recordkeeping of government.

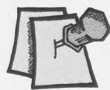
Networking Initiatives. Participants from England, Scotland, and Northern Ireland introduced their respective cross-sectoral approaches and collaborative activities in developing networking projects. They concluded that cross-sectoral and cross-domain approaches were effective strategies for harnessing networks, for teamwork, for sharing of archival resources, for cooperation in virtual library and virtual archives; they were effective tools in creating and developing the virtual national archives service to bring the dispersed national archival heritage together to make them more widely known and to have a far larger audience and to be in effective use; they were effective solutions for solving issues of language, interpretation and contextualization, in bringing all the sources together and making them available for users.

4. Conservation Management Strategies

The discussions were based on recent research experience and the research achievements made. The results show the needs of an integrated national preservation strategy for integrating collection care and preservation into archives and records management activities and business processes, the needs of preservation concern for archivists and records managers in overall planning and operational work, the needs of integration framework for conservation training for archivists and records managers, the needs of partnerships of conservators, archivists, records managers in preservation research and the development across libraries, archives and museums.

In conclusion, the new strategies that the SOA conference had offered to archivists and record managers into new millennium could be summarized as cross-sectoral methodologies and integration strategies. The values added by the above methods are their ways of thinking in collaborations and their measures in partnerships (cross library, archives and museums; cross archives services at international, national, regional, local and institutional level; cross archives and records management business processes, etc.) towards client-satisfactory, maximized sharing limited resources and bringing together greater success.

For further information about the conference, contact An Xiaomi, anxiaomi@liv.ac.uk.



CALENDAR

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 an 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

Oral History Association annual meeting in Durham, North Carolina, at the Downtown Marriott Hotel at the Civic Center. Theme: "At the Crossroads: Transforming Community Locally and Globally." Visit the OHA Web site at www.dickinson.edu/organizations/OHA or contact Madelyn Campbell, 717/245-1036 or oha@dickinson.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 registration 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 www.archivists.org/prof-education/seasonal_schedule.html for details.

October 17-18

"Encoded Archival Description" workshop co-sponsored by SAA, MAC and MARAC in Cleveland, OH. See www.archivists.org/prof-education/seasonal_schedule.html for details.

October 18

"Architectural Records" workshop co-sponsored by SAA, MAC and MARAC in Cleveland, OH. See www.archivists.org/prof-education/seasonal_schedule.html 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 www.archivists.org/prof-education/seasonal_schedule.html 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 breakout 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 www.archivists.org/prof-education/seasonal_schedule.html for details.

October 23-25

ARMA 2000 Conference and Expo at the Las Vegas Hilton in Las Vegas, NV. Complete details available online at www.arma.org.

October 27-29

"Preservation Institute: Current Issues in Management and Practice" sponsored by SAA at University of Maryland. See www.archivists.org/prof-education/seasonal_schedule.html for details.

October 31

The Archivists of Religious Institutions will sponsor a workshop on historical records, "Basic Essentials/Arrangement and Description," at the Hebrew Home for the Aged in Riverdale, Bronx, NY. The presenter will be Janet Linde, archivist of the ACLU. For further information or to register, contact Sister Edna McKeever at 631/273-1187 ext. 24.

November 3

"Copyright: The Archivist and the Law" workshop co-sponsored by SAA and the University of Minnesota in Minneapolis,



MN. See www.archivists.org/prof-education/seasonal_schedule.html for details.

November 8

Society of Georgia Archivists workshop on "Oral History: From Planning to Finished Product" at the University of Georgia in Athens. For additional information, please visit the SGA Web site at www.soga.org.

Registration deadline: September 30, 2000.

November 9-10

"Encoded Archival Description" workshop co-sponsored by SAA and the Pratt Institute in Brooklyn, NY. See www.archivists.org/prof-education/seasonal_schedule.html for details.

November 13

"Oral History" workshop co-sponsored by SAA and the Society of Southwest Archivists in New Orleans, LA. See www.archivists.org/prof-education/seasonal_schedule.html for details.

November 13-17

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 are available. 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.

November 13-18

Association of Moving Image Archivists 10th annual conference at the Universal Sheraton, Universal City, Los Angeles, California. For more conference and contact information, please go to the AMIA Web site at www.amianet.org.

November 16-17

"Digital Strategies—2000" conference, sponsored by the National Archives and Records Administration and the University of Maryland's College of Information Studies, at Archives II in College Park Maryland. Conference will explore successful strategies for management of electronic records and other digital information and will include forums for discussion of future issues. More information: <http://www.nara.gov/program/html>.

December 11-12

"Encoded Archival Description" workshop co-sponsored by SAA and Washington University in St. Louis, MO. See www.archivists.org/prof-education/seasonal_schedule.html for details.

FUNDING

Brown University Research Fellowship Program

The John Nicholas Brown Center is now accepting applications for its Research Fellowship Program. We support scholarship (research and writing) in American topics, primarily in the fields of art history, history, literature, and American studies. Preference is given to scholars working with Rhode Island materials or requiring access to New England resources. Open to advanced graduate students, junior or senior faculty, independent scholars, and humanities professionals. We offer office space in the historic Nightingale-Brown House, access to Brown University resources, and a stipend of up to \$2,000 for a term of residence between one and six months during one of our two award cycles each year: January through June; July through December. Housing may be available for visiting scholars. **Application deadlines are:** November 1st for residence between January and June; April 15th for residence between July and

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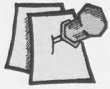
For more information, please contact Jon Blumb at:

835^{1/2} Massachusetts St.
Lawrence, KS 66044
jblumb@ibm.net
(785) 842-7666

December. To request an application, please contact: 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 to 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 Dan 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.

Nantucket Historical Association Visiting Research Scholar Program

The Nantucket Historical Association's Visiting Research Scholar Program provides a graduate student in any field with an opportunity to perform research in the association's collections and holdings, which include historic houses and sites, decorative and fine arts, manuscripts, rare books, maps, and photographs. The Nantucket Historical Association (NHA) will provide housing in its historic house, 99 Main Street, for a two- to three-week period between January and March of 2001. A stipend of \$200 per week will be awarded. The NHA Visiting Research Scholar will be expected to produce an article suitable for publication in the NHA's quarterly publication, "Historic Nantucket." **Application deadline is November 20, 2000.** Applicants will be notified by December 1, 2000. A more detailed description of the program and NHA holdings, including access to online inventories

of the library's manuscript and book collections, are available at www.nha.org. For additional information, contact Betsy Lowenstein, Library Director, Nantucket Historical Association, P.O. Box 1016, Nantucket, MA 02554; 508/228-1894; betsy@nha.org.

NHPRC Seeks Host Institution for 2001-2002 Fellowship in Archival Administration

For the 2001-2002 year, the National Historical Publications and Records Commission (NHPRC) is offering one fellowship in archival administration. NHPRC is now accepting applications from archival repositories interested in serving as host institutions. Non-profit organizations, state and local government agencies, and federally acknowledged or state-recognized Native American tribes or groups are eligible to apply. The position will focus on active hands-on experience in administration and management. **The application should be postmarked no later than October 1, 2000.** NHPRC views the fellowship as an opportunity for professional archivists with two to five years' experience to gain new or additional experience with archival administrative procedures and problems. Archives interested in applying to serve as host institutions should be able to expose the fellow to a wide variety of archival administrative experiences, as well as formal management or supervisory training, during the nine to twelve months the fellow will be associated with the host's program. In addition, the project director should be a mentor to the fellow and take an active role in the fellow's development. The fellow's stipend is \$35,000, with a benefit payment of \$8,750. Host institutions are awarded \$1,500 to interview prospective applicants and to use for the fellow's professional travel during the fellowship year. The host institution will be chosen by December 1, 2000. Applications for prospective fellows will be made available at that time. **Applications from potential fellows are due by March 1, 2001.** NHPRC encourages any interested archives to contact its staff to discuss the fellowship program and for assistance with the application process. Interested organizations may request fellowship guidelines and application forms by mail, telephone, fax, or e-mail: NHPRC, NARA, 700 Pennsylvania Avenue NW, Room 111, Washington, DC 20408-0001; 202/501-5610; fax 202/501-5601; nhprc@arch1.nara.gov. The forms are also available on the NHPRC Web site at www.nara.gov/nhprc. For further information, please contact: Michael T. Meier of the NHPRC staff at 202/501-5610 ext. 252 or by michael.meier@arch1.nara.gov.



Pennsylvania Historical and Museum Commission

The Pennsylvania Historical and Museum Commission invites applications for its 2001-2002 Scholars in Residence Program and its recently inaugurated Collaborative Residency Program. The Scholars in Residence program provides support for full-time research and study in the manuscript and artifact collections at any Commission facility, including the Pennsylvania State Archives, The State Museum of Pennsylvania, and 26 historic sites and museums around the state. The Collaborative Residency Program funds research that relates to the interpretive mission and advances the programmatic goals of any PHMC program or facility, including the agency's history sites and museums. Proposals for a Collaborative Residency are to be filed jointly by the interested scholar and host program/facility. Both programs are open to all who are conducting research on Pennsylvania history, including academic scholars, public sector history professionals, independent scholars, graduate students, educators, writers, filmmakers, and others. Residencies are available for four to twelve weeks between May 1, 2001, and April 30, 2002, at the rate of \$1,500 per month.

Deadline for application is January 12, 2001. For further information and application materials, contact: Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, PA 17108; 717/787-3034; lshopes@phmc.state.pa.us; or at the PHMC Web site at www.phmc.state.pa.us.

The Pepper Foundation's Visiting Scholars Program

The Claude Pepper Foundation seeks applicants for its "visiting scholars 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; m1aughli@mailers.fsu.edu; <http://pepper.cpb.fsu.edu/library>.

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.

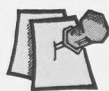
Reynolds Associates Research Fellowships

The Reynolds Associates in conjunction with the Historical Collections Unit of Lister Hill Library, University of Alabama at Birmingham, are pleased to announce the availability of short-term grants of up to \$1,000 to those engaged in research projects for the 2001 calendar year relating to one or more aspects of the history of the health sciences. Applicants should submit an outline of the proposed project along with an abstract (not to exceed 250 words) stating its general scope and purpose. All proposals must be accompanied by a budget listing travel and other attendant expenses, length of anticipated visit, brief curriculum vitae, and two letters of recommendation (preferably from individuals familiar with the nature of the applicant's research and scholarly interests). **All materials must be submitted by December 31, 2000 to receive consideration.** Awards will be announced by February 28, 2001. Successful applicants will be expected to deposit a copy of the finished manuscript, thesis, dissertation, or published work with the Historical Collections Unit. The Historical Collections of Lister Hill Library comprise the Alabama Museum of the Health Sciences, the University Archives, and the Reynolds Historical Library.

The Museum holds equipment, instruments, and objects that represent the history and development of the health sciences. The Archives contain over 1,500 linear feet of processed materials relating to the medical school of the University of Alabama, the University of Alabama at Birmingham, the Alabama health science community, and other primary resource materials that include personal papers and an extensive collection of photographs. The Reynolds Library contains historical materials relating to medicine and its allied sciences. For further information on the collections, prospective applicants are invited to visit the Historical Collections Web site at <http://www.uab.edu/historical/>. Send applications to: Katie Oomens, LHL 301, UAB, 1530 Third Ave S, Birmingham, AL 35294-0013.

Schlesinger Library

The Radcliffe Institute announces programs of fellowships, research support grants, and dissertation grants at its Arthur and Elizabeth Schlesinger Library on the History of Women in America. These programs are intended for visiting faculty from other colleges and universities, independent scholars, and graduate students writing Ph.D. dissertations, who are actively pursuing research that requires or will benefit from access to the holdings of the Schlesinger Library. Schlesinger Library Fellows are funded up to \$40,000 per year and will be provided with office space, library privileges at Harvard University, and have access to other programs and facilities at Harvard. Residence in the Boston area and participation in the Radcliffe community are required during the fellowship year. **Deadline for applications is November 1, 2000.** Research Support Grants range from \$100 to \$2000 and will be made to scholars who have completed the Ph.D. or other doctoral degree at least a year before the time of application, or who have equivalent research and writing experience. All non-U.S. citizens should contact the library prior to applying regarding visas and other required paperwork. **The deadline for proposals is February 1, 2001.** Appointments will be announced in early May. Doctoral Dissertation Grants are awarded to support graduate students using the holdings of the Schlesinger Library. The program will award two or more grants of up to \$1,500. Applicants must be enrolled in a doctoral program in a relevant field, have complete their course work toward the doctoral degree, and have an approved dissertation topic by the time the application is submitted. Dissertation grants can only be awarded to U.S. citizens. **The deadline for proposals is February 1, 2001.**



Appointments will be announced in early May. Please note that priority will be given to projects that require access to materials that can be used only at the Library. The selection committees will give lower priority to applications for grants to use manuscript materials that exist in microform and can be borrowed through interlibrary loan. For complete application information, write to the Grants Administrator, Schlesinger Library, Radcliffe Institute, 10 Garden Street, Cambridge, MA 02138

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

Association of Canadian Archivists Conference

Session proposals are invited for the 2001 annual conference of the Association of Canadian Archivists in Winnipeg, Manitoba, June 4-9, 2001. Theme: "The Archival Odyssey." Come explore where we have been and how we can bring the lessons of the past to the challenges of today, to where the technology of the 21st century is taking us, and how archivists can harness technology's potential to ensure the continued relevance of archives to our institutions and to our fellow citizens. *The deadline for submission of proposals is September 30, 2000.* Any questions concerning the conference program and session proposals should be sent to the 2001 program chair: Sheila Powell, National Archives of Canada, 395 Wellington Street Ottawa, ON Canada K1A 0N3; 613/947-1471; fax 613/996-8982; spowell@archives.ca.

Business History Conference

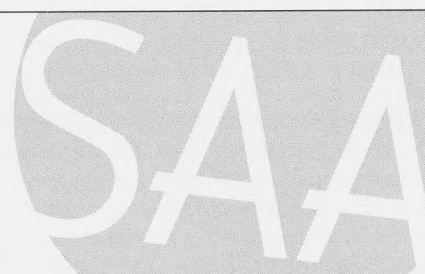
"Services and the Global Economy" is the theme of the 2001 annual meeting of the Business History Conference, April 20-22. Proposals are invited for papers concerned with the historical evolution of all forms of business enterprise engaged in services with a special emphasis on their international dimensions. 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.

CALL FOR NOMINATIONS

Preservation and Care of Collections Award

The American Institute for Conservation of Historic and Artistic Works (AIC) and Heritage Preservation seek nominations for their joint Award for Outstanding Commitment to the Preservation and Care of Collections 2001. The award is presented annually to an organization(s) in North American that has been exemplary in the importance and priority it

has given to conservation concerns and in the commitment it has shown to the preservation and care of cultural property. Nominees should be not-for-profit organizations of any size responsible for cultural property that may include collections, historic sites and structures. Cultural property is defined as material that may be artistic, historic, scientific, religious or social and is an invaluable and irreplaceable legacy that must be preserved for future generations. Collections can include fine arts, library and archival materials, natural history, natural science, musical instruments, textiles, technology, archaeology, ethnography and photography. Organizations that affect the care of cultural property through funding or advocacy are also eligible. *Nominations for the 2001 award must be sent to AIC and postmarked by November 15, 2000.* For nomination guidelines and more information, contact: American Institute for Conservation of Historic and Artistic Works, 1717 K Street, NW, Suite 200, Washington, DC 20006, 202/452-9545, ext.16, 202/452-9328, mdennis@aic-faire.org, <http://aric.sfandford.edu>; or Heritage Preservation, 1730 K Street, NW, Suite 566, Washington, DC 20006, 202/634-1422, fax 202/634-1435, chansen@heritagepreservation.org, <http://www.heritagepreservation.org>.



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
tbrinati@archivists.org



HOW TO LIST A PROFESSIONAL OPPORTUNITY

As a service to members, SAA publishes announcements about professional opportunities for archivists and positions wanted. SAA reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

The following rate schedule entitles an employer to post one job in 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.



THE SOCIETY OF
AMERICAN ARCHIVISTS

ARCHIVIST

*The Archives of the Episcopal Church USA
Austin, Texas*

The National Church Archives is inviting applications for the position of archivist for information access and collections management. The archivist is responsible for planning and implementing archival methods and technologies to improve access to holdings. The position includes accountability for the management of inventory, cataloging and metadata description, and formulation of local standards for measuring performance of access services. The archivist will have a leadership role in devising new forms of intellectual control and exploring modern communications technology to make available digital information resources. The job will call for a person with a keen interest in new and strategic uses of technology for the benefit of the archives' user communities. The archives operates within a non-profit organizational setting. Its work is based on providing institutional research support. Six full-time and several part-time employees work at the research office in Austin and the headquarters in New York City.

Qualifications: Advanced degree in archives, library or information science; prefer two years experience in archives or experience in a related field of information management; familiarity with computer systems in general and experience with electronic recordkeeping, including knowledge of standard data exchange formats and Internet-based publishing and encoding. Some knowledge of the history of American religion is preferred; an appreciation for the contribution of faith communities is essential. Excellent oral and written communication skills are required. The successful candidate should have a remarkable blend of maturity, good humor and workplace judgment. **Salary:** Competitive and negotiable DOE; excellent benefits. **Send resume, letter, names of 3 references, and requirements to:** Vivian Harrison, HR Manager, Archives of the Episcopal Church, P.O. Box 2247, Austin, TX 78768.

ARCHIVIST

*Georgetown University Law Center
Edward Bennett Williams Law Library
Special Collections & Archives Department*

Full-time, 3-month archivist position available to process, arrange and describe the Honorable Oliver Gasch Papers (1906-1999). **Qualifications: Required:** Master's degree in library science with a concentration in archives, a master's degree in history or a

current archival certificate from the Academy of Certified Archivists (ACA).

Preferred: At least six months experience in archival work, with experience in computer database software, such as Microsoft Access, and understanding of the requirements for description of the collection in MARC format. Experience in an academic or law library, or with legal materials and legal archives. **Salary:** \$23/hour, full-time (40 hours/week) for three months. The position is open until filled. **Application:** Letter of application, resume and three references to: Laura Bédard, Special Collections Librarian/Archivist, Edward Bennett Williams Law Library, Georgetown University Law Center, 111 G Street, N.W., Washington, DC, 20001-1417 or to: bedard@law.georgetown.edu. For a fuller description of this position please go to the Law Library's Job Opportunities Web page at <http://www.ll.georgetown.edu/lib/openjobs.html>. The Edward Bennett Williams Law Library at the Georgetown University Law Center is an EEO/AA employer.

ARCHIVIST

*History Associates Incorporated
Rockville, Maryland*

HAI has an immediate opening for a motivated, outgoing, service-oriented Archivist with solid computer skills to staff and operate the in-house archives of a medical research organization located in Bethesda, Maryland. **Primary duties include:** Processing archival records; Writing descriptions; Appraising records; Assisting researchers and providing references services; Performing related administrative duties. **Qualifications for this position are:** Master's degree in library science, history, or related discipline; ability to collect, organize, research, interpret, and submit written descriptions of record groups and collections; excellent communication and interpersonal skills; responsiveness to a dynamic corporate environment; ability to work independently and to exercise discretion, initiative, and judgement; familiarity with word processing and database packages. **Preferred qualifications include:** Degree concentration in archival studies or supplemented by archival courses, seminars, or practica; one year's experience appraising, arranging, and describing archival records; knowledge of archival policies and procedures. Salary in the low 30s. Excellent benefits package. Applications will be accepted until position is filled. **Send resume, transcripts, writing sample, and three references to:** Gail O. Mathews,



History Associates Incorporated,
5 Choke Cherry Road, Suite 280, Rockville,
Maryland 20850-4004, fax 301/670-2765.

ARCHIVIST

Micrographics, Inc.
Gainesville, Florida

High quality business performing conversion of source documents into microfilm, microfiche, COLD, and electronic imaging seeks archivist. Analyze, recommend methods of records management, prepare document descriptions and reference aids for use in archives, develop indices, database conversions, manage conversion team. B.S. in business or information systems, one year experience teaching or training, or one year industry related work.

Resumes and salary requirements to:

Attn: Micrographics, Inc., Human
Resource Manager, 1925A NW 2nd Street,
Gainesville, Florida 32605.

ARCHIVIST

North Shore-Long Island Jewish Health System
Great Neck, New York

The Health System, consisting of more than 20 hospitals and other health care institutions located on Long Island and in New York City, is seeking a qualified individual to be its archivist. Using accepted archival techniques, the archivist will be responsible for administering, locating, analyzing, organizing, preserving, listing, indexing, providing research, in-house access and developing archival policy for the system's permanent records. A qualified candidate should have knowledge of local, state and federal laws concerning the retention and disposal of records, the ability to determine the identity and historic value of accessioned materials, prepare oral histories and exhibits commemorating memorable events. He/she must be able to write well, present ideas to teach archival principals to the people responsible for permanent records in other departments as well as organizing, teaching and directing an administrative assistant. The archivist we seek should have a master's degree in history or library science, graduate coursework in archives theory and methodology and five years progressively responsible professional experience in archival management with knowledge of security procedures. Ability to use word processing and implement Data Base Access type programs is necessary. Must be organized, self motivated, able to work alone, innovative, analytical and dependable; own transportation a must. Salary commensu-

rate with experience. **For consideration, please send or fax resume to:** Corporate Employment Manager, North Shore-LIJ Health System, 200 Community Dr, Great Neck, NY 10021. Fax: 516-465-3229 or e-mail dschween@nshs.edu. EOE M/F/D/V.

ARCHIVIST

Twentieth Century Fox Film Corporation
Century City, California

In this exciting opportunity, you will act as a liaison between Archives and Productions in the field to gather materials into archives' core collection. You will supervise physical production and field archival projects to include: packing, storing, inventory, digital photography, scanning and interfacing with Archive office to enter materials into the database. You will also handle, organize inventory and pack collections of storyboards, production art and files, hand and paper props, movie posters and publicity materials for long term storage and studio exploitation. 2+ years professional experience in Archive field work or archive/museum based activities, a bachelor's degree, and familiarity with collections management and museum standards are required. An advanced degree and/or extensive professional experience in Archive materials handling is strongly preferred. Send resumes via email to resumes@fox.com or via fax at 310/369-8455. No phone calls please. We do not offer relocation. Equal Opportunity Employer.

ARCHIVIST

Research center in museum seeks qualified and motivated individual to be responsible for archival collection. Master's in library science or equivalent preferred. Archival experience required. P/T position. **Send resume to:** Associate Director, Colonel Robert S. McCormick Research Center, First Division Museum, Cantigny, 1 S 151 Winfield Road, Wheaton, IL 60187.

ARCHIVIST

Archivist to carry out assessment and processing of collections as well as composition of collection guides at the John C. Payne Special Collections facility, Bounds Law Library, The University of Alabama. Two-year position. **Successful applicant must have one of the following credentials:** M.A. in archival studies; M.L.S. with concentration in archival studies (or equivalent experience); or, M.A. in history with concentration in American history plus archival experience. Experience in working with legal materials desirable. Salary and

benefits competitive. Search will continue until position is filled. **Send transcripts, names of references, letter of application and social security number to:** James Leonard, Professor of Law and Director, Bounds Law Library, Box 870383, Tuscaloosa, Alabama 35487-0383, 205/348-5927, jleonard@law.ua.edu. The University of Alabama is an Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans and persons with disabilities are encouraged to apply. Requests for reasonable accommodation during the application and/or interview process should be made to Assistant Dean Noah Funderburg, Box 870382, Tuscaloosa, AL 35487-0382, 205/348-4508.

ARCHIVIST, Assistant/Associate Professor of Library Science

Alaska and Polar Regions Department
Elmer E. Rasmuson Library
University of Alaska Fairbanks

Full-time, regular, tenure-track (9 months base \$32,000 + 3 months additional \$10,667 for \$42,667 minimum (12-month/year position) PCN #207317. Salary to be commensurate with experience. **Closing date Sept. 29, 2000. Typical Duties:** As head of the archives and manuscripts unit with staff of 4.5 FTE, the archivist will be responsible for acquisition, arrangement, description, preservation, and access services for 12,000 feet of manuscripts and archives and 700,000 photographs. The archivist will also teach (usually one section of library information & research) and perform research and service to meet unit criteria for tenure and promotion. The archivist is one of four curators in the Alaska and Polar Regions Department. The department <http://www.uaq.edu/library/collections/apr/index.html> serves a local, national, and international user community with the pre-eminent collection of Alaska and Circumpolar materials in North America. Coordinate units include the Film Archives, Oral History Program, Rare Book and Map Collection, photo and micrographic labs, full-content digital projects, Alaska Periodical Index, and open-stack books and periodicals. Current priorities include: statewide coordination of acquisitions and digital to rare and unique materials. **Minimum Qualifications:** Graduate concentration in archival studies as part of: Either: master's degree in discipline relevant to U.S. historical or cultural studies, Alaska or Western North America emphasis preferred; Or: ALA-accredited M.L.S. or equivalent. Both degrees preferred. Extensive work experience in man-



uscript or archives repository, as well as professional and supervisory experience. Formal training or accomplishment in at least five: arrangement and description, donor relations, public service in a research setting, paper records management, electronic records, preservation of paper materials, MARC non-print cataloging, grant-writing, digital archives applications. Demonstrated ability to write and speak with tact and clarity and to perform effectively in conventional and team structures. **Application:** Application Procedure: Please submit a complete UAF application form, letter of application, vita, and three references to: Susan Grigg, APR Department Head, Rasmuson Library, University of Alaska Fairbanks, P.O. Box 756808, Fairbanks, AK 99775-6808; 907/474-6593; fax 907/474-6365; ffslg@uaf.edu. Must be postmarked by the closing date. A complete job vacancy announcement can be obtained at <http://www.uaf.edu/uafhr/jobs/Faculty.html>. The UAF application form can be obtained from any UA Human Resources office or downloaded at http://www.uaf.edu/uafhr/pdf_files/employment_app_0998.pdf. This position will be represented by a bargaining unit.

ARCHIVIST/CATALOGER

Experienced, archivist/cataloger needed for political poster collection in Los Angeles. M.L.S./M.L.I.S., or related degree in archival management required. Minimum two years experience preferred. Computer skills and experience with automated collection records essential. For complete description and application instructions, e-mail cspg@politicalgraphics or call 323/653-4662.

ARCHIVIST/CURATOR

*Jewish Americans in Music
Potomac, Maryland*

A thoughtful and responsible person is sought to oversee a music collection for a gallery celebrating the contribution of Jewish Americans to music and to American culture. This is a part-time position to last approximately one year or longer. Responsibilities include cataloging the collection of books, archivally framed music material and other materials that are yet to be framed. Must have strong computer skills to search for materials that will raise the level of the collection prior to foundation turning it over to a museum or university. Work with other archivists, scholars and academicians to improve the quality of the collection. Correspond with living composers, lyricists and others to

publicize the collection and broaden its reach. Correspond also with other private collectors. This is a private non-profit collection run by a foundation. Applicant should have some knowledge of Jewish culture but not a requirement. Excellent salary. **Please send a letter of application, resume and references to:** Gerald S. Snyder, 10612 Willowbrook Drive, Potomac, MD 20854.

ASSISTANT ARCHIVIST

*Amherst College
Amherst, Massachusetts*

Amherst College, a private undergraduate liberal arts college for men and women, with 1,600 students and 165 faculty, invites applications for the position of assistant archivist at the Robert Frost Library. Located in western Massachusetts, Amherst participates with Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts in the Five College Consortium. Reporting to the Archivist of the College and Special Collections Coordinator, the candidate will participate in all aspects of the College Archives and Special Collections operations. Position will have primary responsibility for providing reference services to collections, and for overseeing the records management component of the department, and will participate in the appraisal, arrangement and description of collections, including electronic information resources. **Qualifications:** Graduate degree or equivalent experience in an historical, library or related discipline or from a formal program of archival education required; minimum five years of post advanced degree experience in a professional archival position with increasing responsibility required, preferably in an academic setting; knowledge of current archival and records standards and practices required; ACA certification desirable. Demonstrated experience with standard desktop software applications and network electronic resources required; related experience with MARC-AMC cataloging, HTML, SGML and EAD coding and Web applications highly desirable. Candidate must possess strong interpersonal skills and service orientation; effective oral and written communication skills; and must have the ability to lift, move and shelve packed record storage boxes weighing up to 40 lbs. This is a full-time position with competitive salary and benefits. **Candidates should submit a letter of application, curriculum vitae, and the names of three references to:** Librarian of the College,

Robert Frost Library, Amherst College, Box 5000, Amherst, MA 01002-5000. Applications/resumes will be accepted until the position is filled. Amherst College is an Equal Opportunity/Affirmative Action employer and encourages women, minorities and disabled persons to apply.

ASSISTANT ARCHIVIST

*Rush University
Chicago, IL*

The Library of Rush University seeks applications for the position of assistant archivist. The successful candidate will provide core archives and records management services for the institutional archives, including Rush-Presbyterian-St. Luke's Medical Center and Rush University and their antecedents as well as support the rare books collection. The position reports to the library cataloger. **Qualifications include:** ALA-accredited master's degree in library/information science; archives specialization or equivalent experience; working knowledge of best practices in archives theory and management; working knowledge of the application of computer technology to office and records management; and demonstrated oral and written communication skills. Salary range is \$32,000-\$36,000 and includes the Medical Center's benefits package. **Please send resume and the contact information for three (3) professional references to:** Trudy A. Gardner, Ph.D., Assistant Dean/Director, Library of Rush University, 600 S. Paulina, Chicago, IL 60612, or e-mail tgardner@rushu.rush.edu.

ASSISTANT DIRECTOR

*University Archives and Columbiana Library
New York, New York*

Salary: Commensurate with experience. Reporting to the director of the University Archives-Columbiana Library, who reports to the assistant secretary of the university. The assistant director participates in all aspects of the University Archives and Columbiana Library's operations as assigned by the director and is responsible for the operation of the unit in the director's absence. She/he has primary responsibility for the review of, organization of, access to, and preservation of, collections. The assistant director provides reference service; develops priorities for collection development; prepares inventories for unprocessed collections; creates USMARC:AMC records for collections and oversees uploading into CLIO and RLIN; aggregates statistics and generates reports on acquisitions and collections. In addition, the assistant director



oversees the physical transfer of collections to archival custody; oversees facilities management of the reading room and storage areas, which includes working with vendors and University Facilities personnel. The assistant director hires, trains, and supervises all student workers, and participates in the training and supervision of the assistant archivist and other professional staff; other duties as assigned. **MINORITIES ARE ESPECIALLY ENCOURAGED TO APPLY.** **Qualifications:** B.A. in history or related field required, with two to four years of related experience; M.A. in history or a related field with formal archival training, or M.L.S. with formal archival training, is highly desired. Experience in word processing, database management, and digital imaging software; proficiency in the USMARC: AMC format, APPM and AACR2; experience with SGML/EAD a plus. Good writing and interpersonal skills and the ability to work independently are required. Ability to lift a forty-pound record carton is highly desired. **Send resume and finding aid/inventory to:** Dr. M. H. Pettit, Director, University Archives-Columbiana Library, 210 Low Memorial Library, 535 West 116th Street, MC 4316, New York, NY 10027; fax 212/854-7320; mhp74@columbia.edu (attach resume and inventory as Word or text file).

ASSOCIATE CURATOR OR CURATOR

*Seaver Center for Western History Research
Natural History Museum of Los Angeles County
Los Angeles, California*

An energetic, experienced, and flexible person is sought to provide leadership to staff, volunteers, and researchers; and to enhance, organize, and promote the collection. The Seaver Center, a major component of the History Department, specializes in California, and contains 1,300,000 manuscripts, books, serials, ephemera, maps, photographs, etc. Ph.D., M.L.S., or M.A. in American History required. Position will be filled ASAP, but only when the ideal candidate has been identified. Full information at: http://www.nhm.org/jobs/Natural_History_Museum/job012.html. **Send application to:** Janet R. Fireman, Chief of History, Natural History Museum, 900 Exposition Boulevard, Los Angeles, California 90007.

CONSULTANT

National Moving Image Cataloging and Information Center

The Association of Moving Image Archivists (AMIA) seeks a consultant for the National

Cataloging Project. Using background documents, the consultant interviews appropriate experts and prepares a report enumerating prerequisites and costs of implementing a national moving image cataloging center with Web site gateway. Work to be completed within three months with final report due 30 days later. **Qualifications:** M.L.S. or M.L.I.S. and five years relevant experience; in-depth knowledge of networked applications. Consultant's fee is \$12,500. For a more complete description of the position e-mail Jim Hubbard at jimhub@earthlink.net. Review of applications begins immediately.

CURATOR

*Arizona State University
Tempe, AZ*

Arizona State University, University Libraries' Arizona Historical Foundation is recruiting for a curator (at the rank of assistant, associate, or full archivist). Founded in 1959 by Senator Barry Goldwater and journalist Bert Fireman, the Arizona Historical Foundation is a private non-profit organization located at ASU. The foundation preserves and makes available excellent library and archival collections with strengths in agriculture, politics, mining and water, and provides statewide leadership in historical advocacy, publication and exhibition. For more information see the foundation's Web page at <http://www.asu.edu/lib/ahf>. **General Summary:** This is a full-time continuing appointment-track (academic professional) position requiring professional development and service in addition to excellent job performance. Uses excellent interpersonal skills. Shows flexibility in carrying out assignments in response to changing circumstances. **Functions:** Under the supervision of the head, Archives and Manuscripts, the curator is responsible for arrangement, description, and preservation of the primary and secondary source collections owned by the Arizona Historical Foundation and located at the Arizona State University Libraries. Using professional discretion and tact, the curator coordinates all public services and collections management activities and supervises ASU Libraries staff assigned to provide services to the foundation. Will involve moving materials weighing up to 60 pounds, and shelving or retrieving materials from stacks at ground level up to seven feet high. **Qualifications: Required:** ALA-accredited M.L.S. degree (OR, master's degree in history or a related discipline

AND formal coursework in archival administration). Archivist rank (assistant, associate or full) dependent upon quality and level of professional preparation and experience. Experience in the administration, processing and cataloging of archival and manuscript collections appropriate to rank. Knowledge of in supervision. Minimum of one year's professional experience in a manuscript repository or archives; additional years experience required for senior ranks. **Preferred:** Experience working with Windows 95 or 98 compatible word-processing or database software. Effective communication skills. Knowledge of Arizona or Southwestern history. Reference experience. **Salary and Benefits:** Salary dependent upon quality and level of professional preparation and experience. ASU offers generous benefits to its eligible employees including vacation leave (22 days), paid holidays (10 days), sick leave (12 days), self & dependents-reduced tuition, choice of several retirement plans including TIAA/CREF, group life insurance, long-term disability coverage, medical insurance programs, flexible benefits plan and dental insurance plans. Arizona State University has emerged as a leading national and international research and teaching institution with a primary focus on Maricopa County, Arizona's dominant population center. This rapidly growing, multi-campus public research university offers programs from the baccalaureate through the doctorate for approximately 49,000 full-time and part-time students. ASU was named a Research I university by the Carnegie Foundation for the Advancement of Teaching in early 1994. **Application Deadline:** First consideration will be given to applications received by Friday, September 15, 2000, and the first of each month, thereafter, until the position is filled. **Application Procedure:** Send letter, resume, and names, addresses and phone numbers of three recent professional references to: Kurt R. Murphy, Assistant Dean for Personnel, University Libraries; Arizona State University, Box 871006, Tempe, AZ 85287-1006. For more information e-mail karie.pifer@asu.edu, telephone 480/965-4914 or fax 480/965-9169. Full position description is available upon request. Please address work experience coursework and training as it relates to each qualification. ASU is an EO/AA employer and actively seeks diversity among applicants and promotes a diverse work force.



DIRECTOR

*Gerald R. Ford Library and Museum
Ann Arbor, Michigan*

The National Archives and Records Administration (NARA) invites nominations and applications for the position of director of the Gerald R. Ford Library and Museum. The director is responsible for planning, directing, and administering all program and activities of the Gerald R. Ford Library in Ann Arbor and the Gerald R. Ford Museum in Grand Rapids, Michigan, including archival, museum, and educational programs. The duty station for this position is in Ann Arbor, Michigan. Leading candidates will have extensive experience in providing guidance and direction for a variety of programs and projects within a historical, archival, educational, cultural, philanthropic, or governmental institution. The director is responsible for maintaining a liaison and developing a cooperative working relationship with the academic community including lecturing and the development of curricula related to the holdings of the library. This includes serving on the Ford Library-University of Michigan Advisory Board and working closely with the University of Michigan to develop programs and curricula that integrate the library's resources with the needs of the faculty and students at the university, including the Gerald R. Ford School of Public Affairs. Successful candidates should have imagination and vision, solid leadership experience, outstanding communications skills, and the ability to develop and manage financial resources. This is a Noncareer Senior Executive Service appointment within the federal government with a salary range of \$118,562-\$130,200 depending on experience. Detailed information about NARA and Presidential Libraries is available at www.nara.gov. Applicants must be U.S. citizens. **The closing date for applications is September 30, 2000.** Nominations, inquiries, and applications/resumes should be addressed to: Office of Presidential Libraries National Archives at College Park 8601 Adelphi Road, Room 2200 College Park, MD 20740-6001 or fax to 301/713-6045.

DIRECTOR

*John Fitzgerald Kennedy Library
Boston, Massachusetts*

The National Archives and Records Administration (NARA) invites nominations and applications for the position of director of the John Fitzgerald Kennedy Library. The director is responsible for

planning, directing, and administering all program and activities of the John F. Kennedy Library and Museum in Boston, Massachusetts, including archival, museum, and educational programs. Leading candidates will have extensive experience in providing guidance and direction for a variety of programs and projects within a historical, archival, educational, cultural, philanthropic, or governmental institution. The director is responsible for maintaining a liaison and developing a cooperative working relationship with the academic community including lecturing and the development of curricula related to the holdings of the library. This includes working closely with the family and representatives of President Kennedy, other donors, and the John F. Kennedy Library Foundation particularly in developing and sustaining partnership ventures and providing other funding opportunities that enhance the growth and reputation of the library as a dynamic museum and center of public scholarship and service. Successful candidates should have imagination and vision, solid leadership experience, outstanding communications skills, and the ability to develop and manage financial resources. This is a Noncareer Senior Executive Service appointment within the federal government with a salary range of \$117,585-\$130,200 depending on experience. Detailed information about NARA and Presidential Libraries is available at www.nara.gov. Applicants must be U.S. citizens. **The closing date for applications is October 20, 2000. Nominations, inquiries, and applications/resumes should be addressed to:** Office of Presidential Libraries, National Archives at College Park, 8601 Adelphi Road, Room 2200, College Park, MD 20740-6001 or fax to 301/713-6045.

DIRECTOR

*Harry S. Truman Library
Kansas City, MO*

The National Archives and Records Administration (NARA) invites nominations and applications for the position of director of the Harry S. Truman Library and Museum. The director is responsible for planning, directing, and administering all program and activities of the Harry S. Truman Library and Museum in Independence, Missouri, including archival, museum, and educational programs. Candidates must have extensive experience in providing guidance and direction for a variety of programs and projects within a historical,

archival, educational, cultural, philanthropic, or governmental institution. The director is responsible for maintaining a liaison and developing a cooperative working relationship with the academic community including lecturing and the development of curricula related to the holdings of the library. This includes serving as chief executive officer of the Truman Library Institute and working closely with the institute's chairman. The director provides joint planning and direction for institute services, programs, and events. Successful candidates should have imagination and vision, solid leadership experience, outstanding communications skills, and the ability to develop and manage financial resources. This is an appointment within the federal government with a GS-15 salary range of \$83,373-\$108,384. Relocation expenses will be paid. Detailed information about NARA, Presidential Libraries and employment opportunities is available at www.nara.gov. Applicants must be U.S. citizens. **The closing date for applications is October 31, 2000.** For additional information contact Kathy Elmelstad at 314-538-4130. EOE.

DIRECTOR

*Mari Sandoz Center
Chadron, NE*

Chadron State College has an opening for director, Mari Sandoz High Plains Heritage Center. A master's degree in museum studies, american history, or literature, Native American studies, anthropology, or related academic discipline required; doctorate preferred; equivalent outstanding experience will be considered. Salary will be commensurate with experience and degree. Position will be open until filled. Five years experience as a museum director or curator, with knowledge of accepted museum and archival practices for the acquisition, conservation, cataloging, and maintenance of artifacts and archives required. Collection database software and digital imaging experience essential. Expertise in design, creation, and marketing of exhibits required. Strong interpersonal communication skills, outreach orientation, and computer skills essential. Fund-raising experience is strongly desired. Knowledge of works of Mari Sandoz, Great Plains literature, history and culture of peoples of the American West, as well as research and publication record highly desired. The successful candidate will provide leadership and direction in the operation, marketing, programming, and budgeting for the Mari Sandoz High Plains Heritage Center. This position will



THE SOCIETY OF
AMERICAN ARCHIVISTS

EDUCATION DIRECTOR

The Society of American Archivists, North America's oldest and largest national archival professional association, seeks a continuing education expert to serve as SAA's Education Director.

See page 11 for more information.

also develop collections management policy and procedures, and curate and supervise acquisitions of artifact and archival material. Chadron State College, located in the beautiful Pine Ridge of northwest Nebraska, is one of three colleges in the Nebraska State College System. We offer an excellent benefits package. **Interested applicants should send a letter of application, three letters of reference, and personal resume to:** Chadron State College, Human Resources, 1000 Main Street, Chadron, NE 69337; fax 308/432-6464; e-mail jhersch@csc.edu.

INTERDISCIPLINARY POSITIONS

University of Wisconsin-Madison
Madison, Wisconsin

The University of Wisconsin-Madison has openings for three faculty positions to form an interdisciplinary cluster in communication technologies and information policy. Cluster faculty work together to develop innovative research programs and creative interactions among faculty and students from disparate disciplines to address common issues within economic, political, cultural and social dimensions of information technology. For more about cluster responsibilities and possible areas of focus, see <http://polyglot.lss.wisc.edu/slis/news/jointinfo.html>. Appointments will be made at assistant professor level unless qualifications require appointment at a higher rank. Candidates will have tenure homes in one or more departments appropriate to their backgrounds. **Required:** Ph.D., J.D.

or equivalent in information studies, journalism, information science, communication, policy, law or another appropriate discipline. For tenured position, demonstrable record of excellence in research, teaching, and service required. History of successful collaboration highly desirable. Send CV; statement describing research interests, accomplishments and direction as related to the description above; and names and contact information for three references to: Search Committee chair: Louise S. Robbins, Director (lrobbins@slis.wisc.edu), School of Library and Information Studies, 600 North Park Street, Room 4217, Madison, WI 53706. Reference PVL #36279. **Deadline to ensure full consideration: October 15, 2000.** Unless confidentiality is requested in writing, information regarding applicants must be released upon request. Finalists cannot be guaranteed confidentiality. The University of Wisconsin-Madison is an Equal Opportunity/Affirmative Action Employer.

LIBRARIAN AND ARCHIVIST

Library, George C. Marshall Foundation
Lexington, Virginia

The George C. Marshall Foundation is seeking a librarian/archivist with a minimum 3-5 years experience to direct its library operations. The ideal candidate will have knowledge of and interest in U.S. 20th-century military and diplomatic history, be able to plan, develop, and promote Internet access to the foundation's library and archival resources, have a working knowledge of cataloging and computer skills and be comfortable maintaining the foundation's Web site. Individual will report directly to the president and work closely with foundation trustees.

Responsibilities: Reference assistance to students and researchers, collection development and cataloging. **Preferred qualifications:** An ALA-accredited M.L.S. Knowledge of archival management including the arrangement of collections and the creation of finding aids. Demonstrated knowledge and understanding of LC classification, working knowledge of OCLC, and original and copy cataloging. Knowledge of automated systems, demonstrated planning and organizational skills. This individual will oversee the retrospective conversion of the library's card catalog to an online format. Please send letter of application and resume with three references to: Albert J. Beveridge, President, George C. Marshall Foundation, P. O. Drawer 1600, Lexington, Virginia 24450-1600. Position

open until filled. Affirmative Action/Equal Opportunity Employer.

LIBRARY/ARCHIVES PROGRAM MANAGER

The Montana Historical Society seeks a program manager to administer its three-component Library/Archives Program, including a closed-stack, heavily-used historical research library; an historic document and oral history archives; and a photograph archives. The 13-staff program is located within a multi-function state historical society. Ideal candidate will have strong academic credentials and broad, demonstrated professional competency/success in library/archives administration (M.L.S., M.A., or above); in public service; in Western U.S. history; in contemporary management practices; and in electronic data management. See www.state.mt.us (Employment/State Government Jobs sub-head) for advertisement and application materials. **Closes September 29, 2000.**

LOCAL GOVERNMENT RECORDS COORDINATOR

Provides records management and archives technical and advisory services on records in all formats. Develops records retention schedules. Conducts workshops. Develops preservation plans. **Qualifications:** Three years experience in archives/records management. Disposition schedules development experience. Demonstrated knowledge of preservation standards and practices. Ability to establish and maintain cooperative working relationships. Excellent writing and speaking skills. **Preferred:** Master's in a related field. **Salary:** Negotiable. (Minimum: \$38,500). Renewable 12-month contract. Permanent full-time potential. **For immediate consideration:** Send application letter, resume, transcripts (photocopies), and names of three references: Rhode Island State Archives, 337 Westminster Street, Providence, RI 02903.

MANUSCRIPT / ARCHIVES LIBRARIAN

University of Nevada, Reno

Tenure-track faculty position at University of Nevada, Reno. **Responsibilities:** Develop and manage manuscript and archival collections. Identify and acquire research collections. Process collections and provide access through preparation and development of finding-aids. Create MARC cataloging records and develop other databases and online reference services. Develop and implement projects for digitizing and providing electronic access to materials. Oversee and coordinate conservation and preservation of research materials. Pursue funding opportunities, including grants



and donations. Provide reference and instructional services. Publicize collections. Supervise one classified position, student assistants and interns. Work closely with faculty to acquire and make available collections that meet research and educational mission of specific disciplines. Coordinate manuscript management and acquisitions with other state repositories. Meet university requirements for promotion and tenure. Reports to Head of Special Collections. Expanded position information at www.library.unr.edu/~specoll/position.htm.

Qualifications: Master's degree from ALA accredited program; prefer emphasis in archival studies. Minimum two years experience in archival/manuscript management, including processing and finding aid preparation; development of electronic access tools. Knowledge of archival theory and practice. Familiarity with automated archival or bibliographic information systems and descriptive standards for archival materials. Excellent interpersonal and communication skills. **Desirable:** Advanced degree in history or related discipline. Experience with USMARC, EAD, SGML, web page design, digitization of materials and electronic access. Experience with outreach and exhibit preparation. **Salary and benefits:** minimum \$42,271 or commensurate with experience and qualifications. TIAA/CREF and other retirement options; 24 vacation days. No FICA or state income tax. Tuition benefits for self and family.

Environment: University of Nevada, Reno has a student body of 12,500, with approximately one-third enrolled in graduate degree programs. The University is situated in Reno, a metropolitan area of 300,000, on the eastern slope of the Sierra Nevada, 35 miles from Lake Tahoe. The Special Collections Department is a major repository for historical manuscript and archival collections in the state, nationally recognized for important collections relating to the history of Nevada and the West. See www.library.unr.edu/~specoll. **Applications:** Send letter of application, resume, and names and addresses of three references to: Search Coordinator, Library Dean's Office/Mailstop 322, University of Nevada, 1664 N. Virginia St., Reno, NV 89557-0044. **Review of applications will begin October 16, 2000.** AA/EOE

PROJECT ARCHIVIST

*American College of Surgeons
Chicago, Illinois*

The American College of Surgeons (ACS) seeks applications for a minimum two-year appointment as project archivist. The ACS

is a scientific and educational association of surgeons that was founded in 1913 to improve the quality of care for the surgical patient by setting high standards for surgical education and practice. The project archivist will survey and organize the college's historical records and collections; estimate processing time for various components of the collections; set priorities for processing of materials; identify preservation issues and needs; provide budget planning for the organization and preservation of collections; describe, index, arrange, organize, and rehouse materials; identify materials of high research value; and analyze and appraise records to develop a record-keeping and record retention plan for the college. **Qualifications:** Ideal candidates will have an ALA-accredited M.L.S. or M.L.I.S., with a concentration in archives management; 3-5 years experience managing an archives; experience using EAD and MARC; working knowledge of best practices in archives management; experience in the application of computer technology to communication, office and records management; excellent written and oral communication skills; excellent interpersonal skills, physical ability to lift 40-lb. boxes of records; ability to operate at substantial degree of independence; ability to work in dusty and/or congested areas. Must have experience working with a medical collection, and experience working with rare and/or antiquarian materials. Please send resume with cover letter and salary requirements including the names and contact information of three references to: American College of Surgeons, Attn: Human Resources, 633 N. St. Clair, Chicago, IL 60611; fax 312/202-5017 or jdeyoung@facs.org. AA/EEO/M/F/D/V.

PROJECT DIRECTOR

*Five College Online Finding Aids Access Project
Amherst, Massachusetts*

The Five College Librarians Council of Five Colleges, Incorporated (Amherst, Hampshire, Mount Holyoke and Smith College and the University of Massachusetts Amherst) invites applications for a 3-year, grant-funded project to create a cooperative database of finding aids for the Five College Archives and Special Collections. Based at the University of Massachusetts Amherst, under the general supervision of the Director of Libraries at UMass Amherst and in collaboration and cooperation with the Five College Archivists and the Five College Librarians, the Project Director will manage and direct a project to create

a cooperative, single, searchable, standardized, public database of approximately 1,200 finding aids in HTML and EAD formats linked to MARC records in the Five College Catalog. The Project Director, with a staff of graduate and undergraduate assistants, will be responsible for surveying collections for inclusion in the project, selecting software, developing and implementing standards, procedures and policies and for disseminating information about the project. **Qualifications:** Experience with professional archival descriptive standards, specifically Encoded Archival Description (EAD) and USMARC format, as well as HTML encoding and relational databases. Graduate degree in the library science or equivalent in history or history-related field with training in special collections or archival administration. Relevant professional experience, including successful supervisory experience. Excellent writing and oral communication skills, as well as ability to organize complex tasks. Ability to interact effectively and work productively with a variety of individuals and groups. Preference will be given to applicants with a good general understanding of networked computer systems. Experience with financial administration is preferred. **Salary:** Commensurate with advertised qualifications and experience. Generous benefits package. **Applications will be accepted until position is filled.** Send letter of interest, resume, and the names of three references to: Project Director Search, Administrative Office, Du Bois Library, University of Massachusetts Amherst, Amherst, MA 01003-4710. Information about the Five College Consortium is available at www.fivecolleges.edu. AA/EOE.

PROJECT MANAGER and PROJECT ARCHIVIST (Two Positions)

*Philadelphia Museum of Art
Philadelphia, PA*

The Archives of the Philadelphia Museum of Art has two temporary full-time positions available, project manager and project archivist. These positions are being funded through a generous grant from the Andrew W. Mellon Foundation. The purpose of our four-year project is to enhance scholarly access to five historically significant manuscript and record collections, which are held primarily in the Museum's curatorial departments. The project staff will implement an integrated program of processing, database development, digitization, and encoding for Internet distribution. We are



looking for people who are organized, conceptual self-starters and able to meet deadlines. Preference will be given to candidates who have experience working in a museum environment.

PROJECT MANAGER: Under the direction of the Museum's Head Librarian, the incumbent will be responsible for managing a multi-faceted grant project. The scope of the project includes the arrangement and description of collection materials according to archival principles and practices, database development, digitization of selected materials, and encoding finding aids using EAD for distribution via the World Wide Web and Museum Intranet. This is a temporary full-time position for a four-year duration. **Salary:** \$41,000, including a competitive benefits package.

Responsibilities: Has primary responsibility for coordinating project work between the Museum Archives and the curatorial departments. Establishes and maintains physical and intellectual control over the collections according to professional standards. Supervises a full-time Project Archivist in the appraisal and arrangement of records, preparation of finding aids, and the development of bibliographic and collection management records for national and local databases. Develops and maintains project manuals, procedures, and schedules, as well as evaluating progress towards project goals. Ensures that all project staff are properly trained and proficient in the application of procedures, and facilitates the eventual knowledge transfer from temporary to permanent staff upon conclusion of the project. Supervises a part-time Digital Collections Support Specialist in developing digital collections and databases for distribution via the Web and Museum Intranet through an electronic research site. Coordinates the development and maintenance of web sites, brochures, announcements, and other materials to communicate the goals and progress of the project within the Museum community. Makes recommendations on personnel selection, staffing requirements, equipment, and supplies. Will process at least one collection during the project with particularly rich intellectual content.

Requirements: M.L.S. from an ALA-accredited library school, and/or an M.A. degree in art history, history, or related discipline with an archival specialization. Five years of professional archival experience, including appraisal, arrangement, and description of manuscript or record collections. **Other qualifications:** Demonstrated ability to plan, manage, and

coordinate complex projects, including supervisory experience. Experience required with a wide range of office automation applications, including word-processing, spreadsheets, and database programs (especially MS Access). Experience with automated bibliographic and management information systems, including MARC-AMC. Demonstrated ability with the EAD DTD, and familiarity with encoded text applications in general (SGML, XML, and HTML). Demonstrated ability to work effectively with individuals at all levels including administrators, colleagues, and general staff. Excellent oral and written communications skills also required. Ability to lift and move record storage boxes weighing up to 40 pounds is required.

PROJECT ARCHIVIST: Under the direction of the Project Manager, the incumbent will process four manuscript and record collections. This is a grant-funded, full-time position for a four-year duration. **Salary:** \$35,000, including a competitive benefits package. **Responsibilities:** Arrange, describe and make accessible selected Museum archival records and manuscript collections according to professional standards. Analyze unprocessed and semi-processed records to develop appraisal criteria and arrangement and description procedures. Identify and care for "at risk" documents either through basic preservation procedures or coordinating conservation treatment with outside vendors. Prepare descriptive inventories (biographical/historical note, scope and content note, appraisal note, folder listing) using a collection management system and adhering to bibliographic and metadata standards. Responsible for the successful encoding of finding aids, either through tagging documents in-house, or overseeing the work of a document conversion vendor. Train and supervise a full-time Project Assistant. Assists Project Manager and Digital Collections Support Specialist in digital content development by integrating EAD documents in the electronic research site. **Requirements:** M.L.S. from an ALA-accredited library school, and/or an M.A. degree in art history, history, or related discipline, with an archival specialization. Three years professional experience processing manuscripts and/or institutional records in an archival repository. **Other qualifications:** Experience with descriptive cataloging principles, including MARC-AMC and metadata standards. Demonstrated ability with the EAD DTD, and familiarity with encoded text applications in general (SGML, XML, and HTML). Familiarity

with collection management systems and scanning technologies. Knowledge of basic preservation principles and techniques. Excellent written and oral communications skills required, as well as the ability to work as a team member. Ability to lift and move record storage boxes weighing up to 40 pounds is required.

CONTACT US: Please e-mail your cover letter with salary requirements and resume to Deborah Posner at jobs@philamuseum.org. When submitting your resume via the Internet, please use the following applicable formatting guidelines: avoid the use of bold, underline or italic enhancements, avoid the use of accent marks and apostrophes, and do not enhance your resume by using borders, boxes, graphics or shadows. If you wish to mail your resume, please send it via U.S. Mail or facsimile to: Human Resources Department, Philadelphia Museum of Art, P.O. Box 7646, Philadelphia, PA 19101-7646; fax 215/684-7977. **Review of the applications will begin immediately and will continue until the positions are filled.**

PROJECT POSITIONS

*Art Institute of Chicago
Chicago, Illinois*

The Art Institute of Chicago's Ryerson & Burnham Libraries hold a significant collection of American architects' and artists' papers of the 19th-20th centuries. Funding from the Andrew W. Mellon Foundation will support a four-year project to arrange and describe uncataloged collections; write finding aids for these collections and review and edit existing finding aids; convert finding aids to EAD format; stabilize and conserve collections as necessary; and digitize images from the collections for the museum's Web site. Applicants are sought for the following four positions:

LEAD PROJECT ARCHIVIST will direct the project; hire and train staff; establish procedures, goals, and schedules; monitor and evaluate vendor performance; consult with Conservation Librarian to establish appropriate treatments and procedures; consult with Systems Librarian to determine technical environment and equipment specifications and procedures; survey and process collections. Reports to the Ryerson & Burnham Archivist. **Salary:** \$38,000 plus benefits. **Qualifications:** M.L.S. or graduate degree in related field; knowledge of 19th-20th century American art and architecture; minimum four years of relevant archival experience, including supervisory responsibilities; experience with digital



projects and EAD conversion. MC/950 PROJECT ARCHIVIST, reporting to the Lead Project Archivist, will survey and process archival collections; write finding aids; review and update existing finding aids; review vendor's EAD conversion of finding aids; identify, document and resolve copyright issues. **Salary:** \$30,000 plus benefits. **Qualifications:** M.L.S. or graduate degree in related field, minimum two years experience in processing archives; experience with digital projects and EAD conversion preferred. MC/960 PROJECT ASSISTANTS (two positions) will assist in processing papers and preparing inventories; rehouse materials, including performing routine preservation procedures; create and input metadata for digital images; scan documents and review for quality control. **Salary:** \$24,500 plus benefits. **Qualifications:** undergraduate degree; word-processing skills; archival experience, experience with database construction and digital files preferred. MC/970 **To Apply:** Send letter of application, including curriculum vitae and the names of three references, to the address below. Include the MC number of the position for which you are applying in the letter and on the envelope. Applicants for the Lead Project Archivist and Project Archivist positions should include an appropriate sample of professional writing or work. **Submit applications materials to:** Shannon McGinnis, The Art Institute of Chicago, Human Resources Department, 111 S. Michigan Avenue, Chicago, IL 60603. EOE.

RECORDS ANALYST

*Labor History Archives
Permanent Position, 35 hours/week
Salary: \$40,000/minimum
(depending on qualifications)*

Position Available: The UFT Archives and Records Center is seeking a professionally trained Records Analyst to assist with the on-going management of its in-house historical records program for the United Federation of Teachers in NYC. This is an excellent opportunity for an energetic and flexible person with an interest in labor history and a background in archives and records management. The largest teachers local in the U.S., the UFT is affiliated with the statewide teachers organization, NYSUT, and the national American Federation of Teachers, AFL-CIO, located in Washington, D.C. The UFT is the teachers union for all NYC schoolteachers and other school-related personnel. **Job Duties:** As Records Analyst for a large, dynamic teachers union, conducts

records appraisal surveys and inventories in all UFT administrative and program offices and provides assistance with reference and research requests in the UFT historical collections. Assists with UFT historical projects, programs, publications and exhibits for the organization and external researchers. Analyzes departmental records-keeping systems throughout UFT; prepares records retention schedules for UFT departments based on agreed-upon legal and labor union requirements. Responsible for documenting records accessions, transfers, and disposal within the organization; helps to identify important historical materials for the archives; helps update archives and records program policy and procedures as needed; helps to maintain a vital records protection program for the organization; oversees in-house archives and records management database for active control of records; assists with development of electronic records and preservation microfilming projects; and provides training or supervision to records center staff as required. **Requirements:** Must have an undergraduate degree in history (graduate degree preferred) with masters in historical archives/records management or MLS in library science with archives coursework and training. Must have thorough understanding of archival and records administration as acquired through graduate archival/records education and 3-5 years of archives/records work experience. Position requires good organizational ability, superb public outreach skills, historical understanding of labor history, and excellent communications skills, both verbal and written. Must have strong computer/word processing/database skills (Microsoft Word, Windows, Excel, Access). Must have lively intelligence and a well-developed sense of humor.

To Apply: Please mail letter of interest, current resume and list of references to: Lucinda Manning, Director, UFT Archives & Records Center, United Federation of Teachers, 260 Park Avenue South, New York, NY 10010. **Application Deadline:** September 30, 2000

RECORDS MANAGEMENT

*The Cleveland Foundation
Cleveland, OH*

The Cleveland Foundation's mission is to enhance the quality of life for all citizens of Greater Cleveland by building community endowment and through grant making. We are seeking a records professional to operate the centralized record room and oversee the maintenance of records; design

and implement a plan for financial and vital records; select and implement a software package to track records; provide training for new staff and ongoing technical support; and supervise staff. Applicants for this position should have a bachelor's degree and 3-5 years experience in a records or document management function; or a high school diploma and 5-8 years progressively responsible experience in a records or document management function; and experience in designing and implementing a records management system. Certification through the Institute for Certified Records Managers (CRM) preferred. We offer a competitive salary and an excellent benefits package. Please forward a resume and cover letter indicating salary requirements to: Suzanne Bloomfield, Human Resources Administrator, The Cleveland Foundation, 1422 Euclid Avenue, Suite 1400, Cleveland, OH 44115; fax 216/861-6259. EOE.

TECHNICAL SERVICES ARCHIVIST

*University Archives Division
University of Missouri-Columbia*

The University of Missouri-Columbia (MU) is seeking qualified applicants for the position of technical services archivist in university archives, a division of the MU libraries. MU was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with over 250 degree programs. The MU libraries belong to ARL, serve a student body of 22,000+ and a faculty of 1,800 with a collection of 2.9+ million volumes and 6.45+ million microforms. Columbia is in the middle of the state on I-70, only 2 hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. MU and two other colleges provide superb cultural events. According to the American Chamber of Commerce Researchers Association (ACCRA) composite index, the cost of living in Columbia is very reasonable when compared with other university communities. Columbia has been named in the top 20 cities in the U.S. by *Money* magazine in recent years.

TECHNICAL SERVICES ARCHIVIST—Principal duties include responsibility for appraising, accessioning, arranging, describing, and cataloging the historical records of the MU campus and the University of Missouri system. This position will also strongly support the public service commitment of the university archives and the MU Libraries. Specific duties include editing and digitizing existing finding aids; creating new descriptions



and inventories for unprocessed records and manuscripts; managing and improving the department's Internet finding aids system; maintaining technical currency and technical contacts with computer support specialists; providing duplication services for materials in university archives; supplying technical support for the photographic and film resources of the collection; and performing original online cataloging using USMARC-AMC format. Other duties include supervising student assistants. **Requirements:** Requires a graduate degree in history, library science, information science or other relevant discipline with course work in archives administration. Preferred is two years experience in archives arrangement and description and original cataloging of archival materials using USMARC-AMC format. Experience with HTML and/or XML as applied to finding aids or descriptive tools is strongly preferred. Requires excellent oral, written, and interpersonal skills; ability to communicate with a diverse university community; advanced knowledge of computer technology and applications, especially Internet applications; ability to work cooperatively and productively in groups and on individual projects; refined editing and proof reading skills; and the ability to deal with physical work, such as lifting boxes, climbing ladders and tolerating dirt, dust, and mold. **Minimum Salary:** Archivist I: \$28,500; Archivist II: \$31,000 for twelve months commensurate with education and experience. Benefits include vested retirement after five years, university medical benefits package, and other normal fringe benefits including 75% tuition waiver.

Screening begins: October 2, 2000.

Available: December 1, 2000. Send letter of application, resume, and the names and addresses of three references to: Leo Agnew, 104 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201-5149. For ADA accommodations during the application process, please call 573-882-4701. Relay Missouri users call through 1-800-735-2966. EEO/AA, M/F/D/V.

UNIVERSITY AND HEINZ ARCHIVIST

Carnegie Mellon University
University Libraries
Pittsburgh, Pennsylvania

Carnegie Mellon University Libraries seek an archivist to serve as the University and Heinz Archivist. This archivist coordinates and directs a comprehensive program of archives management for the University Archives, Heinz Archives and Artistic Properties program by appraising, preserv-

ing and classifying University records, historical documents, the art and antiques collection, and any other archival material (<http://www.library.cmu.edu/Libraries/archsCMU.html>). The University and Heinz Archivist is also responsible for managing and developing the archive of the congressional papers of the late Senator H. John Heinz III. Coordinates the transition of university and other archival collections for digital access through information management systems by participating in the implementation and ongoing use of these systems. Prepares and maintains finding aids based on current and emerging standards, including EAD encoding. Performs original cataloging in the MARC format. Provides reference services and supports research and scholarship. Identifies outside funding sources and prepares grant proposals. Supervises the activities of the Archives and Art Inventory Specialist, project staff, and graduate assistants. Engages in professional activities and participates in various university or libraries committees and groups as elected or appointed. **Required:** M.A. or M.L.S. degree with concentration in archives from an ALA-accredited program or equivalent. Excellent oral and written communications skills; in-depth knowledge of archival principles and practices; knowledge of preservation, care and storage of historical materials and objects; ability to evaluate records and objects as to historical value; ability to develop and maintain competent and productive staff by supervising and training, directly and through delegation, all personnel in the department; ability to interact with university officials and the university community in order to establish and maintain effective working relationships; commitment to developing a digital archives in consultation with the head of Digital Library Initiatives, Library Information Technology-Research and Development, faculty, scholars, librarians and archivists. Excellent problem solving skills. Experience cataloging using the MARC format and making finding aids available on the Web using EAD encoding. **Preferred:** At least three-years of progressively responsible professional experience in an archives, museum or manuscript repository. Knowledge of the organization and operation of college and university administration. **More Information:** <http://www.library.cmu.edu/Info/jobs.html> and <http://www.cmu.edu>. Salary negotiable from \$30,000 minimum depending on qualifications and experience. Comprehensive benefits package. Credential review begins

September 15. **Send application letter referencing job HL3-00, resume, and names and contact information for three references to:** Head, Administrative Services, Hunt Library HL3-00, Carnegie Mellon University, Pittsburgh, PA 15213-3890. Minorities are encouraged to apply. Carnegie Mellon University is an Affirmative Action/Equal Opportunity Employer committed to diversity.

WOMEN IN BUSINESS PROJECT ARCHIVIST

Baker Library
Harvard Business School
Harvard University
Cambridge, Massachusetts

One-year appointment. Reporting to the director of historical collections, completes the survey project of American business manuscript collections held at Baker Library identifying materials that document the participation of and influence of women in American business. Assists in the final development and launch of the 'Women in Business' Web site incorporating the database of women related collections identified at Baker. Prepares and presents final report of survey project including an assessment of the physical condition of the materials. Assists in final preparation and development of project publications, both print and electronic. Assists in the development of publicity on the successful completion of the project. Curates exhibition focusing on the work of this survey project to open in the spring of 2001. Works closely with director of historical collections and coordinator of public services to organize and develop programming series to accompany exhibition. Trains and directs part-time staff to assist in activities as needed.

Requirements: M.A. or M.L.S. with archival training required. Experience in or strong knowledge of survey methodologies, appraisal, arrangement and description and archival cataloging. Knowledge of U.S. women's history and business required. Demonstrated experience in project management required. Experience in developing exhibitions and/or public programs desired. Two years experience processing archival collections preferred. Excellent written and oral communication skills. For more information about Baker Library visit our Web site at www.library.hbs.edu.

Salary: \$35,200 minimum. **To apply:** Go to <http://www.hr.harvard.edu/employment/jobs.html>, search for req #5596, and submit cover letter and resume online or send cover letter and resume to: Harvard University Resume Processing Center, Req #5596, 11 Holyoke Street, Cambridge, Massachusetts 02138.

THE UNIVERSITY OF ALABAMA

LIBRARIES

Curator of Special Collections

Description: The University of Alabama Libraries is seeking a dynamic, experienced leader with broad based skills for the position of Curator of Special Collections in the William Stanley Hoole Special Collections Library. The Hoole Library is a national resource specializing in the unique history and culture of the state of Alabama, including the University of Alabama. The Curator oversees and coordinates the work of two librarians, one professional, and four classified staff, graduate and student assistants, and volunteers who assist users and provide access to and security for the Alabama Collection, rare books, University archives, manuscripts and personal papers, and other resources in a variety of formats. The Curator reports to the Associate Dean of Libraries for Collections and Information Services. As a department head, the Curator is a member of the Libraries Management Council.

Responsibilities: Provide clear vision and strong leadership for the Hoole Special Collections Library, emphasizing personalized user services, dynamic outreach, faithful stewardship, and a cooperative collegial environment. Effectively manage, administer, and supervise daily operations of the Hoole Special Collections Library. Ensure the long-term preservation and care of the collections. Apply emerging computing and communications technologies to provide intellectual access to existing collections for on and off-campus users, with special focus on scholarly researchers and secondary educators. Actively promote the collections and services of the Hoole Special Collections Library to a broader audience, both on campus and beyond. Work with past and potential donors to Hoole Special Collections Library; represent the libraries and the University; and share responsibility for stewardship of gifts. Facilitate effective working relationships and work collaboratively within the University Libraries, across campus, and with outside agencies and organizations. Actively participate in the overall management of the Libraries and also in statewide and national professional organizations.

Qualifications: *Required:* ALA-accredited M.L.S. or Master's of Archival Studies or Certification by the Academy of Certified Archivists. Graduate degree in a discipline related to the Collection's strengths. Knowledge of Southern history. Progressively responsible experience in Archives and Special Collections. Successful supervisory experience with commitment to mentoring, training and staff development. Demonstrated service orientation and strong interpersonal, written and oral communication skills. Ability to work collaboratively with diverse populations. Well-developed management, team-building, and decision-making skills along with initiative, flexibility, and the ability to facilitate change. Knowledge of current trends and technological developments in the archives field. *Preferred:* Knowledge of Alabama history. Experience working with volunteers. Academic library experience. Grant writing experience.

The University Libraries maintains membership in the Association of Research Libraries, the Center for Research Libraries, the Coalition for Networked Information, SOLINET, and the Network of Alabama Academic Libraries. A U.S. Government documents regional depository, the Libraries serves Alabama libraries and the public. The Libraries employs the Voyager Integrated Library System and is an active participant in the Alabama Virtual Library. The Libraries' homepage may be accessed at <http://www.lib.ua.edu>.

Salary/Benefits: 12-month tenure track appointment. Rank and salary commensurate with qualifications and experience. Strong benefits including professional development support and tuition fee waiver; substantial moving allowance may be available.

To Apply: Send letter of application, resume, and names, addresses, and phone numbers of three references to: Ms. Voni B. Wyatt, Personnel Officer; The University of Alabama Libraries; Box 870266; Tuscaloosa, AL 35487-0266. *Applications received by October 31, 2000, are assured of receiving consideration.*

THE UNIVERSITY OF ALABAMA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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