

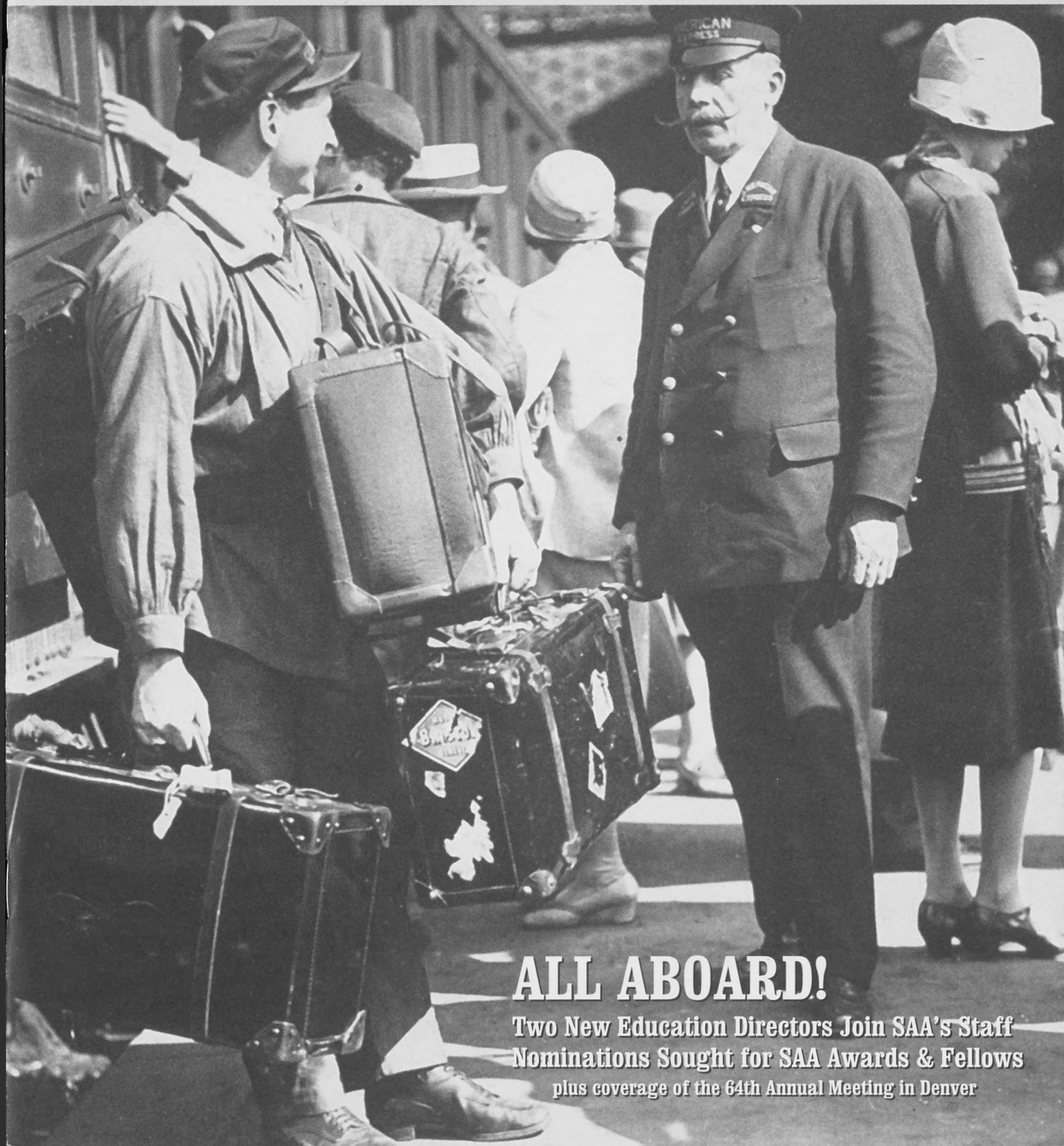
NEWSLETTER  
OF THE  
SOCIETY OF  
AMERICAN  
ARCHIVISTS

NOV/DEC 2000



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# archival outlook

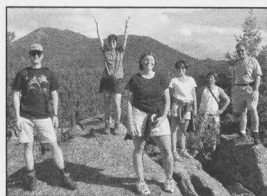


## ALL ABOARD!

Two New Education Directors Join SAA's Staff  
Nominations Sought for SAA Awards & Fellows  
plus coverage of the 64th Annual Meeting in Denver

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### on the cover—Don't leave home without it™



*American Express Uniformed Traveling  
Representative directing porter at train station  
platform (Paris, 1930).*

*Courtesy of American Express Corporate Archives.  
Submitted by Ira Galtman, Archivist.*

# archival outlook

the society of american archivists

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## Stake Your Claim in SAA

**A**s I write this, the Denver annual meeting is barely a month behind us. To say it was a successful meeting in all respects may be an understatement. Both program and host committees deserve our congratulations and thanks. One of the highlights for me was the opportunity to attend the new member breakfast. Nearly ninety first-timers attended the breakfast, which was an amazing turnout.

In past sessions we have tried to explain the organization and give tips on how to get things done in SAA and how to get involved. All good and useful topics, but perhaps dry fare for breakfast. We decided to try something different this time.

Membership Committee Chair Scott Schwartz, President Tom Hickerson, and I each talked about becoming involved in SAA and recalled attending our first annual meetings. Without any scripting, Scott, Tom and I all seemed to have a similar story to tell. We had each gone to our first meeting not knowing anyone, but in the course of the conference, we met one or more people who started to open up the world of archives and SAA to us.

In my case, I struck up a conversation with a quiet gentleman named William Wilson at the reception that preceded the 1976 Washington meeting's annual banquet. Mr. Wilson, I discovered, was a scientist with the National Bureau of Standards. He artificially aged paper to test its permanence and durability. I was fascinated.

He asked me with whom I was sitting at dinner. I knew no one, so I had no plans. He invited me to join his group. I learned that they were presenting an all-day workshop the following morning on the new (to me) field of preservation. Later I realized I was dining with George Cunha, Richard Smith, and several other pioneers of preservation. I came back to Penn State a preservation convert, and my education as an archivist had begun.

The message we all wanted to communicate to the new members was: SAA is your organization, go out and introduce yourself and start meeting your peers and colleagues. You'll be pleasantly surprised at how welcome they'll make you feel. By the end of the conference I had talked with a number of these new members and the feedback was good. "It worked," they said, "I met people from my local area or from the same type of

archives who can help me out. I'm now on a committee, working group, or a program proposal for the 2001 meeting in Washington, DC. I'm involved. I'm on my way."

In late September I had the opportunity to share their experience, to be a first-time meeting attendee. I journeyed to Seville, Spain, to represent you at the 14th International Congress on Archives, sponsored by the International Council of Archives (ICA).

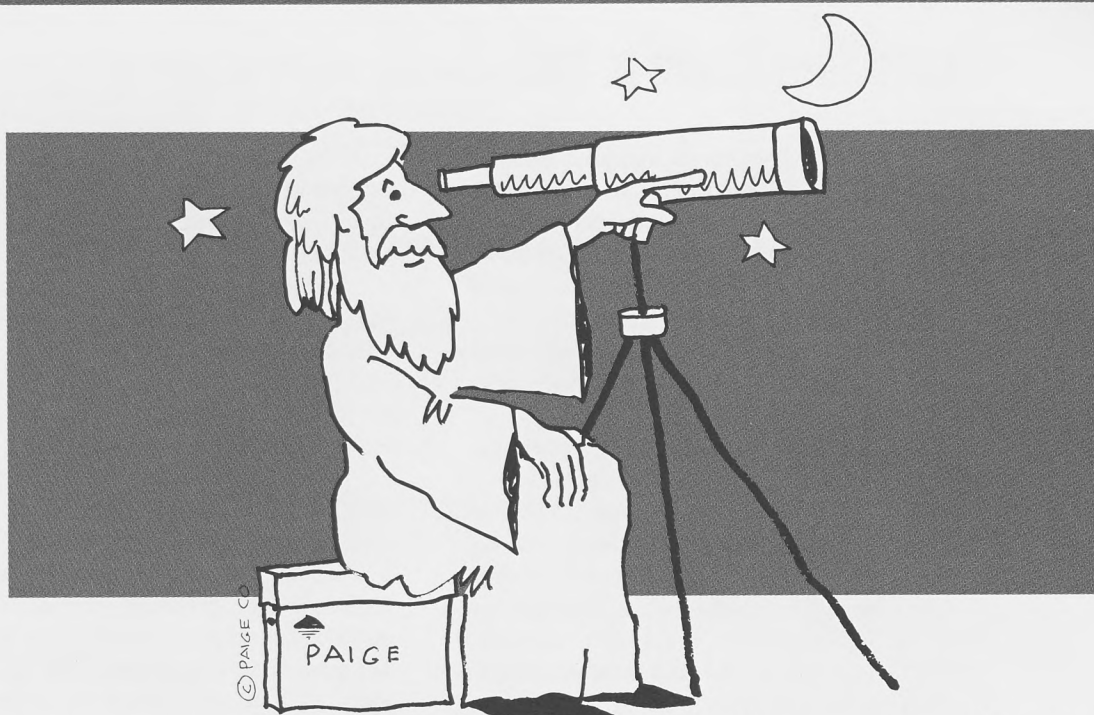
Thanks to funding from the National Council for Library and Information Sciences, your president last year and this has represented SAA at ICA meetings. Karen Benedict also serves as SAA's official representative to ICA's Section on Professional Associations. The International Congress is held once every four years; in the off years, the president attends the meeting of CITRA, the International Conference of the Round Table of Archives.

You may think this is quite a nice perk, but it's a working event for the SAA president. You have to experience this meeting to grasp the respect that your Society is accorded in the world. As the largest professional archival association outside of China, our presence and participation is warmly welcomed. I was frequently told by colleagues from Europe, Asia, Africa and Latin America that we have so much to offer to the worldwide profession, they are glad to see us becoming more involved.

Certainly, our most visible presence at the meeting was the SAA book shop, under the capable management of Teresa Brinati. We had sent a large number of volumes with Teresa and all were sold, with orders taken for more. There is clearly a demand for SAA's publications abroad and, in conversations with ICA leadership, I found there is more desire to bring our products onto the larger world stage and collaborate and coordinate on developing new publications to meet gaps in the literature.

Both Karen Benedict and I spent time with international archivists discussing the work of the International Records Management Trust (IRMT) and the World Bank. All who saw Ann Thurston's plenary presentation in Denver on the work of the Trust in reaching out to Third World countries to help them reach basic standards in recordkeeping

*continued on page 39*



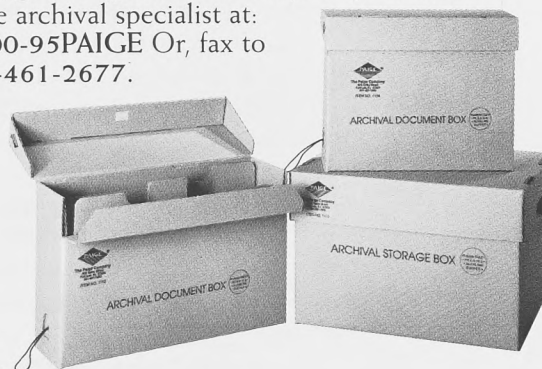
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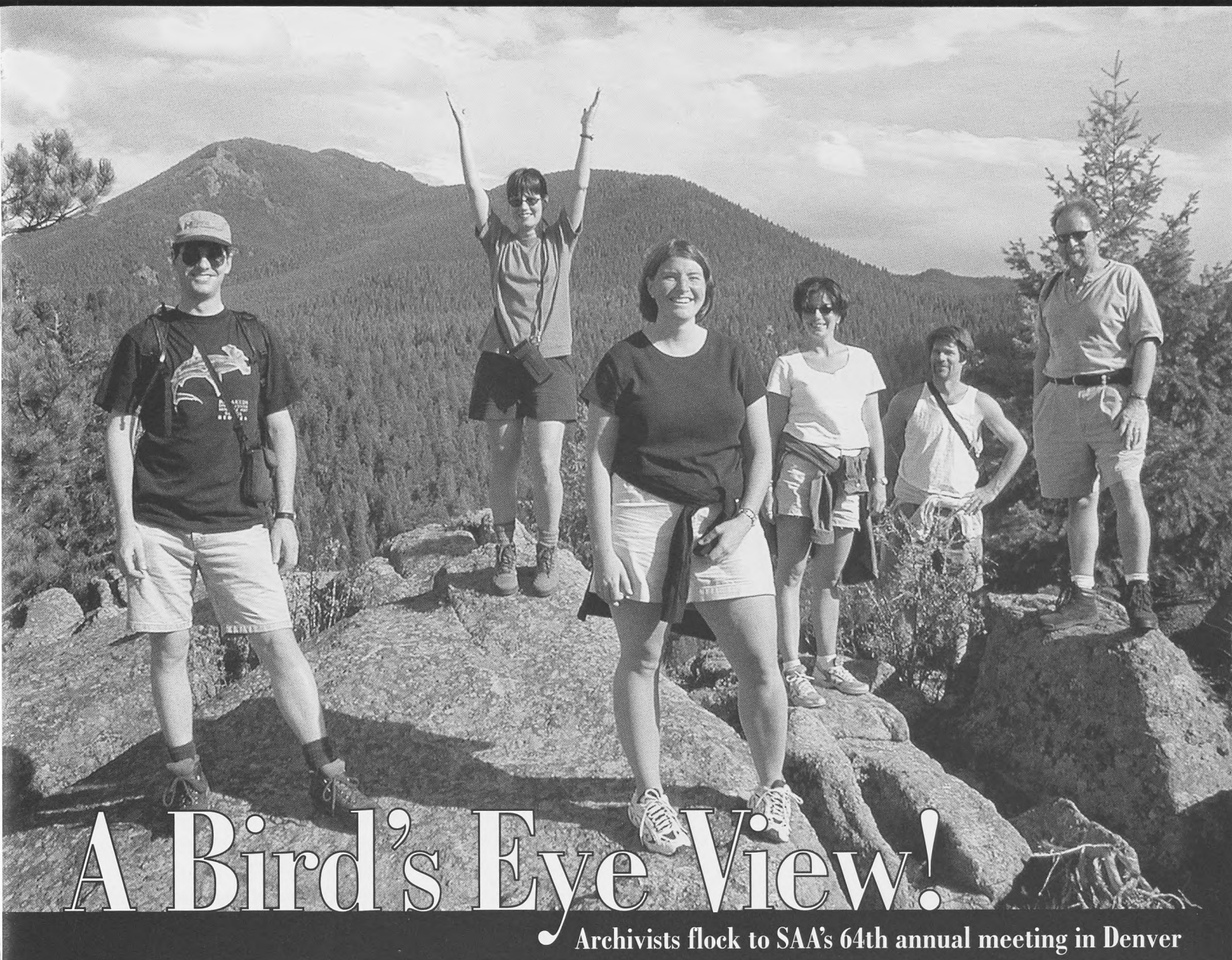
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# A Bird's Eye View!

Archivists flock to SAA's 64th annual meeting in Denver

The Society of American Archivists 64th annual meeting was held August 21-September 2, 2000, in Denver, the mile-high capital of Colorado. The Adam's Mark Hotel, located on the picturesque 16th street mall, hosted more than 1,000 meeting attendees. The conference featured a rich and rewarding mix of stimulating activities. The week began with ten preconference workshops offering engaging educational opportunities for one and all, followed by 66 sessions on a variety of topics of interest to the profession. Distinguished plenary speakers included Maurice Banks of the U.S. Department of Transportation speaking on diversity; author and research scientist David M. Levy discussing what is a digital document; and Ann Thurston of the International Records Management Trust addressing the need to assist developing countries achieve basic standards in recordkeeping. Other highlights included an interesting mix of tours in and around the city, a fabulous evening reception at the Denver Public Library, the annual awards ceremony (see the following pages for details), the exciting International Archives and Technology Exposition boasting the latest in archival products and services, and lots of opportunities for members to network. Many thanks to the program and host committees, session and workshop presenters, vendors, meeting attendees and others for making this a successful and memorable conference....

Above (L-R): Chris Porter, Lisa Mix, Rebecca Hartman, Vanessa Gower, Bob Coates, and Jac Treanor hiked in the Pine National Forest, southwest of Denver. Annual meeting photography provided by Tim Hawkins.



Fellows of the Society of American Archivists, class of 2000 (L-R): Bruce Ambacher, Kenneth Thibodeau, Kris Kiesling, Richard Szary, Jackie Dooley, Philip Mooney, and Anne Gilliland-Swetland.

## SAA Names Seven New Fellows

Seven members were named Fellows of the Society of American Archivists on August 31, 2000, during an awards ceremony at SAA's 64th annual meeting in Denver. Bruce Ambacher, Jackie Dooley, Anne Gilliland-Swetland, Kristi Kiesling, Philip Mooney, Richard Szary and Kenneth Thibodeau received the highest honor bestowed on individuals by SAA, thus joining 127 current members so honored. Established in 1957 and conferred annually, this distinction is awarded to a limited number of individuals for their outstanding contributions to the archival profession.

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

As specified by the SAA constitution, election as Fellow is by 75 percent vote of the Committee for the Selection of SAA Fellows. The committee consists of the five immediate past presidents of SAA and three Fellows selected by Council. The members this year were William J. Maher (chair), Luciana Duranti, Nicholas C. Burckel, Brenda Banks, Maygene Daniels, Timothy L. Ericson, William K. Wallach, and Elizabeth Yakel.

Following are citations given by presenters during the awards ceremony.

### Bruce Ambacher

Bruce Ambacher has held a variety of positions at the National Archives and Records Administration (NARA) since 1976, and he has been a member of SAA for more than 20 years. He has served both NARA and the profession exceptionally well. At NARA he has been recognized for exceptional service five separate times, including more recently in his current capacity as special assistant to the director of the Electronic and Special Media Records Services Division. While his publications include several historical pieces, his major research contributions have dealt with records management and electronic records. He has presented his research at a number of national and regional professional meetings, including SAA, ARMA, NAGARA, and MARAC. Within SAA Bruce has co-chaired both the host

and program committees, and chaired sections on government records and acquisitions and appraisal. Bruce served as associate editor of the *Mid-Atlantic Archivist* and MARAC president, and he is currently treasurer of the National Archives Assembly, having served earlier as its vice president and president. He also teaches the "Administration of Archives and Manuscripts" course at George Mason University and is the electronic records instructor for the Modern Archives Institute.

In his electronic records role at NARA, Bruce has dealt with such sensitive issues as updating the FBI's records schedule, evaluation of CIA records, preservation of the PROFS case electronic records, and coordination of the agency's participation in the Federal Geographic Data Committee. Bruce is also contributing to an effort to develop an ISO standard for an Open Archival Information System.

For his past and continuing contributions to SAA and the profession, we are proud to welcome Bruce Ambacher as a Fellow of the Society of American Archivists.

—Nicholas C. Burckel, Marquette University

### Jackie Dooley

Many of us were probably first introduced to Jackie Dooley through her 1988 article "An Introduction to Authority Control for Archivists" (*Archival Informatics Newsletter and Technical Reports, part 2*, summer 1988), a cogent and clear explanation, as one supporter wrote, "of a critically important concept [which] helped many an archivist enter the world of online information retrieval with a real understanding of the power of indexing and shared vocabulary." As head of Special Collections and University Archives at the University of California, Irvine and throughout her career, Jackie has "energized the development of national standards for intellectual access to visual materials, archives and special collections." She has argued persuasively in papers, articles, and committee meetings for archivists to provide more subject indexing, for standardized form and genre terms, and authority-controlled headings so that varied user communities could locate relevant research resources in both published and unpublished sources. She has cajoled her colleagues to improve descriptive approaches and preached an adherence to national standards.

Jackie's work with visual materials, rare books and archives



has provided her with a somewhat unique understanding and perspective on the issues facing archives and special collections libraries, which has led her to recognize the intersection of interests among archivists, special collections librarians, and other professionals in cultural agencies. Through her considerable political skills and her network of colleagues, she has worked to bring these communities together in a variety of projects and programs. According to one admirer, Jackie sees "professional affinities where others ignore them," and she emphasizes "those affinities for the benefit of users of information worldwide." This ability to bring people together to work toward common goals is one of the hallmarks of Jackie's career. Her professional vision is one of inclusion, where a variety of cultural agencies with common goals, shared needs, and a variety of methods and tools come together for mutual benefit.

As an example, Jackie played an indispensable role in contributing to the development and success of Encoded Archival Description (EAD). In the early 1990s, Daniel Pitti, the chief architect of EAD, and his colleagues at the University of California, Berkeley were attempting to build a system for machine-readable finding aids. They envisioned, according to Pitti "only a local, provisional solution." Jackie encouraged a totally different solution, one that encompassed a national and ultimately international effort, a solution that was based on engaging the wider community. Her contributions did not rest there, however, as she became a leading member of the development team, taking on the task of organizing two special issues of the *American Archivist* devoted to EAD (vol. 60, nos. 3 & 4), assuming editorial responsibilities for the *EAD Tag Library* (SAA, 1998) and the *EAD Application Guidelines* (SAA, 1999), and working to ensure EAD's emergence as a standard.

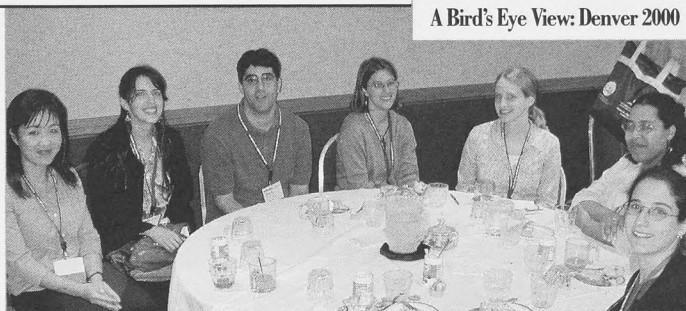
For her ability to move us all beyond the walls of our separate repositories, libraries and archives in the interest of the common good, please join me in recognizing Jackie Dooley as a Fellow of the Society of American Archivists.

—William K. Wallach, *Bentley Historical Library,  
University of Michigan*

### Anne Gilliland-Swetland

It is with great happiness that I announce the selection of Anne Gilliland-Swetland as a Fellow of the Society of American Archivists (SAA). Anne's contributions to the archival profession have been both varied and significant. In the areas of research and writing, professional service and teaching, she has helped to move the archival profession forward and better prepared to meet the challenges of the twenty-first century.

Anne is a leading researcher in the area of electronic records and digital technologies. From examining electronic conferencing, to designing an expert system for the appraisal of electronic mail, to examining ways in which archival materials could be presented on the World Wide Web to enhance instruction in the K-12 environment, to the current InterPARES (International Research on Permanent Authentic Electronic Records in Electronic Systems) project that addresses the problems of maintaining the authenticity of electronic records



University of Michigan alumni and students at the SAA President's Breakfast (L-R): Zhou Xiaomu, Jennifer Jacobs, Daniel Santamaria, Kate Theimer, Riva Pollard, Jessica Trotter, Jeannie Sklar.

of enduring value over time, Anne has made significant contributions to the archival knowledge bases in the digital realm.

Professional service is a prominent feature on Anne's resumé. She served on SAA Council and on numerous SAA committees; yet this only represents a small portion of her professional service. Anne is also active in regional organizations and has been a member of advisory and review committees for archives across the country. As in her research, Anne's professional service has an international dimension. She was also selected by Monash University in Australia to be an international expert reviewer for the SPIRT (Recordkeeping Metadata Standards for Managing and Accessing Information Resources in Networked Environments Over Time for Government, Commerce, Social, and Cultural Purposes) research project.

Perhaps no area impacts the future of the archival profession more than teaching. First at the University of Michigan and since 1995 as an assistant professor at the University of California at Los Angeles, Anne has taught and helped to shape the next generation of archivists. Over the years, I have seen her interact with and encourage students not only to understand archival concepts, but also to challenge traditional paradigms. Following her example, many of Anne's students are also professionally active and frequent contributors to archival publications.

A colleague noted "Anne may have begun her career in the Old World, but she has taken the New World by storm." Anne's energy has always impressed me, but when I think of her I often think of the other things she has shared with us: friendship, enthusiasm, and wry, insightful humor. It is a pleasure for me to be the first to officially congratulate Anne on her election as a Fellow of the Society of American Archivists.

—Elizabeth Yakel, *University of Michigan*

### Kristi Kiesling

It is a special thrill for me to introduce Kristi Kiesling as a Fellow of the Society of American Archivists. I first met Kris in the late 1970s at the University of Minnesota's Social Welfare History Archives, where we were both introduced to archival work. Later, after her graduate education at the University of Michigan, Kris successfully competed for one of the prized positions in American archives, that of head of the Department of Manuscripts and Archives at the Harry Ransom Humanities Research Center, University of Texas at Austin. Kris has built a truly impressive archival career and her contributions to the



SAA President Tom Hickerson addresses attendees at the President's Breakfast.

Society of American Archivists over the past decade have been little less than remarkable. Those who nominated her for this honor showered her with adjectives modifying her qualities, adverbs modifying her actions, and superlatives when regular adjectives and adverbs just wouldn't do—and rightly so. They called her exceptional, outstanding, extraordinary, tireless, innovative, intelligent, committed, stunning, resourceful, devoted, eloquent, and most interestingly, she was described as a "human Rosetta stone" and a "veritable human lightning rod."

So, why all the fuss about Kristi Kiesling? Simply put, Kris has for the past several years been at the center of a sea change in archival descriptive standards and practice. While her professional activism includes major SAA committee assignments and collaborative projects such as leading RLG's primary resources initiative and directing a statewide effort known as the Texas Archival Resources Online, Kris is best known perhaps for her tireless efforts along with others to develop Encoded Archival Description (EAD). She quickly realized EAD would be an important addition to the descriptive tools available to the archival community.

Through her leadership roles on the Committee on Archival Information Exchange and as chair of the EAD Working Group she explored the potential of EAD and promoted its use. Kris was instrumental in securing funding for the development of EAD, establishing the organizational structure within SAA through which EAD could evolve, negotiating with the Library of Congress for shared governance of EAD, establishing EAD as a new archival descriptive standard, and serving as taskmaster for, as well as co-contributor to, the *EAD Tag Library* (SAA, 1998) and the *EAD Application Guidelines* (SAA, 1999).

Additionally, through SAA's EAD workshop, which she co-developed and co-taught more than 32 times, she has introduced more than one thousand archivists to this powerful descriptive tool. As one supporter wrote, "her expertise in archival description and her calm certainty about the importance of improving finding aid structures helped us all reach beyond legacy data practices." For her leadership abilities, her organizational skills, her productivity, her thorough understanding of her chosen specialty in archival description, and her talent to convey technical knowledge to colleagues in a compelling and comprehensible manner, please join me in welcoming Kris Kiesling as a Fellow of the Society of American Archivists.

—William K. Wallach, Bentley Historical Library,  
University of Michigan

## Philip Mooney

Philip Mooney is, in the words of one nomination supporter, "the business archivist's archivist. The archival program at the Coca-Cola Company is no archival theory; it is one of the most successful and long-running corporate archival programs in the country and a model to which most other business archivists aspire. Phil has built this program in an environment that is not known for supporting archival endeavors. That he has been managing this program in the private sector for 23 years is a testimony to his skill and talent."

In addition to building the program at Coca-Cola, Phil Mooney gives generously of his time, his energy, and his knowledge to colleagues in the profession. An SAA member since 1969, he served on the Archives and Society Task Force, and as one of the early leaders in the Business Archives Section he helped to make the section one of the most active and productive groups in the SAA. Phil has served on numerous program and local arrangements committees; chaired the Nominating Committee; and became an instrumental player in the formation and development of the Academy of Certified Archivists.

Phil's record of publication rivals or exceeds many of his peers based in academic settings. Most recently he has contributed chapters in *Advocating Archives* (SAA, 1994) and the *Records of American Business* (SAA, 1997). Over the years Phil's writing has reminded us that scholarship and academic values are not the only justifications for archives—concerns such as trademark, licensing, marketing, and the bottom line have their place as well.

To many, Phil Mooney is best known for his longstanding tenure as an instructor in the SAA workshop "Business Archives: The Basics and Beyond," which he began teaching in 1979. In this role he has helped to launch the careers of many business archivists. As one put it, "I have carried the lessons learned during the business archives workshop with me to the professional realm, and continue to draw upon them in my daily work." As another supporter observed, "Phil Mooney is to business archives education what *Cats* was to Broadway, except that Phil has had a longer run!"

Perhaps his most important contribution has been, as one recent workshop student wrote, as a "welcoming," "affable," and "approachable" representative of SAA and the profession generally. One colleague who first joined SAA in the 1970s recalled, "As a new member...I was eager to participate in SAA activities, but was uncertain how to get involved. I recall Phil's encouraging and friendly introduction to SAA when we just happened to sit next to one another as a session. Since there was no briefing at that time for first-time attendees or new SAA members I was particularly grateful for this engaging description of the organization and how it worked."

So for these and other contributions, the SAA is very pleased to say "thanks" to Phil Mooney and welcome him as a Fellow of the Society of American Archivists.

— Timothy L. Ericson, University of Wisconsin at Milwaukee



## Richard V. Szary

A most distinguished group of archivists has recognized Richard V. Szary for his consistent excellence as an archivist at the Smithsonian Institution and Yale University and as a seminal thinker and leader of the profession, who employs new technology to improve descriptive and user access. What is most notable, however, is the constant theme among his colleagues that Richard is "not one to seek or dominate the limelight, but he is always there, lending his expertise, supporting the work of others, and advancing our field." Others note that "He focuses on actually solving complex, difficult issues of archival access, not on promoting his own persona, pronouncements, or predilections." At the same time, Richard's solid intellect and mode of analysis has enabled him to make visionary contributions to the development of descriptive practice, especially in the area of authority control, standards, and Encoded Archival Description.

Following Asian Studies graduate work at the University of Illinois, Richard worked from 1975 to 1988 at the Smithsonian Institution, first in the archives and then in the Office of Information Resource Management. At Yale University since 1988, Richard has earned a strong reputation as a leader and highly effective archivist. In a tough, competitive academic environment, Richard has obtained \$1.5 million in institutional support to rebuild the Yale University Archives, no doubt through his quiet, persistent, and thoroughly professional advocacy for archives, heritage, and user services. A cosmopolitan roster of supporters of Szary's nomination praised him for his visionary leadership in international description standards. Few would disagree with one reviewer's comment that Richard's work at Yale to be the most important of his many contributions to this profession. Through election to Fellow of the Society of American Archivists, we honor the model he provides of an intelligent, passionate, compassionate, and dedicated archivist who is indeed one of the "quiet giants" of the profession.

—William J. Maher, University of Illinois at Urbana-Champaign

## Kenneth Thibodeau

I am honored to announce the election of a Fellow who has distinguished himself and our profession through his strategic vision and leadership in the effort to resolve critical issues in archival administration of electronic records. Kenneth Thibodeau began his career in 1971 as a teacher of the history of science and great books at the University of Notre Dame. In 1975 he joined the National Archives and Records Administration (NARA) as an archivist in the original Machine-Readable Archives Division, which then was engaged in early efforts to manage digital data. From 1978 to 1988, he was responsible for records management at the National Institutes of Health and was involved in strategic planning for information resources there, an experience which gave him important practical knowledge of the needs and problems of creators and users of digital data.

In 1988, Ken returned to NARA as the new director of electronic records programs. Since then, he has had a key role in developing responses to key issues in the archival manage-

ment of electronic records in the federal government and beyond. Under his leadership, the NARA Center for Electronic Records has formulated integrated solutions for tracking and preserving electronic records with permanent value. The Archival Preservation System, which evolved under his guidance, established a technically sophisticated means to preserve major data files that made it possible for NARA to successfully respond to critical legal requirements. The Center's Electronic Records Inspection and Control System automated the verification process for accessioning electronic data.

Beyond these accomplishments, Ken has served his profession through his tireless efforts to promote an understanding of electronic records in the larger archival community. He has sought opportunities to explain issues and strategies for managing electronic records—publishing widely and giving an astonishing 75 presentations during the past 12 years alone. He has recognized the importance of electronic records in the international arena and used his knowledge and professional standing to advance discussion within the International Council on Archives. He has worked with designers of information systems to establish a broader understanding of archival requirements.

Ken is known for his generosity in sharing his knowledge, for his ability to present complex ideas with clarity, for his skill in working with his colleagues to accomplish practical goals to serve the American people. He is a model archivist in our complex new electronic world, and for this we are honored to name him a Fellow of the Society of American Archivists.

—Maygene Daniels, National Gallery of Art

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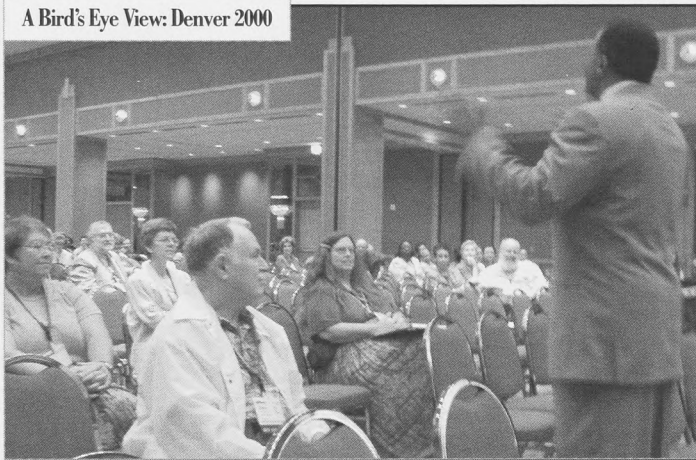
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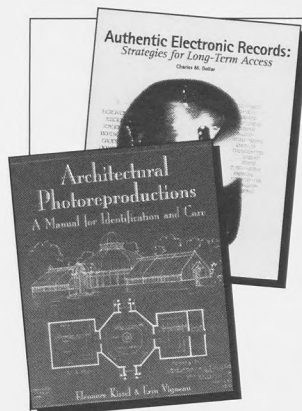


Maurice Banks of the U.S. Department of Transportation talks to conference attendees about diversity in the workplace at the Diversity Plenary Session.

To the Executive Director of SAA:

As an SAA member and participant in the 64th annual meeting of the association, I wanted to congratulate and praise your staff, the Program Committee and the Host Committee for the excellent conference in Denver. There was much that was noteworthy in my week-long SAA experience, including a rigorous but instructive EAD training workshop. But Maurice Banks' presentation at the "Managing Diversity Plenary" was a highlight. I was glad to see that many participants did attend. As a Black American I hope that this was not a one-shot take on this subject, but is the beginning of a dialog that SAA will encourage in a variety of ways.

Sincerely,  
AVRIL J. MADISON  
Assistant University Archivist  
University of Washington Libraries, Seattle



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## And the 2000 SAA Awards Go To...

The Society of American Archivists recognized and celebrated outstanding archival achievements for calendar year 1999 at an awards ceremony on August 31, 2000, during its 64th annual meeting at the Adam's Mark in Denver. Recipients of SAA-sponsored awards were selected by subcommittees of the Awards Committee, which was co-chaired by Nancy Boothe and Roland Baumann. SAA heartily congratulates all of the award winners.

### Preservation Publication Award

The SAA Preservation Publication Award went to *Architectural Photoreproductions: A Manual for Identification and Care*, by Eléonore Kissel and Erin Vigneau and the co-published by the LuEsther T. Mertz Library of the New York Botanical Library.

This monograph allows nonspecialists to identify architectural drawing reproduction methods without access to chemical analysis, based on visual examination and a helpful flow chart. Identification of drawing media is often difficult but important for holdings management, proper cataloging, dating, and to make sure the drawings survive with appropriate maintenance and housing techniques.

Both authors are experienced professional conservators that have, with the support and advice of the Mertz Library, brought together a large body of information on architectural drawings that is critically important for the archivist and the conservator.

This 128-page manual covers commonly used architectural reproduction processes from 1860-1990. The forward by Lois Olcott Price puts the creation and need for architectural photoreproductions into an historical context. This is followed by a flowchart developed by Kissel and Vigneau to help the user identify individual print types using visual clues. Once tentatively identified, the flow chart directs the user to specific sections where each process is described. In addition, the appendices are rich in supplementary information.

The authors along with the Mertz Library have developed an innovative methodology that is easy to understand. This monograph is a major contribution to archival and preservation literature where there has been little published in this subject area. Judith Reed, conservator/librarian at the Mertz Library, received the award on behalf of the winners.

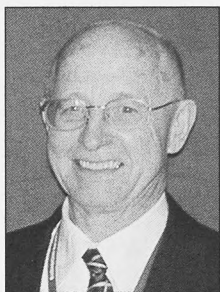
### Philip M. Hamer and Elizabeth Hamer-Kegan Award

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



**JEFFREY D. MARSHALL** is the winner of the 2000 Hamer-Kegan Award for his publication, *A War of the People: Vermont Civil War Letters*, published by University Press of New England, which documents the lives and attitudes of rank-and-file Vermont soldiers. It portrays the concerns—large and small—of the men who fought that war and the time that served simultaneously as a backdrop to and chief participant in their affairs. *A War of the People* stands as an example of today's best historiography—one that presents history in the context of real human lives. This book is also extraordinary because, throughout its pages, it alludes to a secondary cast of characters—the archival material Marshall labored over for four years. His exhaustive treatment of a vast amount of primary records, including over 9,000 letters, photographs, and artifacts, cannot but impress upon the reader the eloquence found in archival evidence. A noted archivist, Marshall provides extensive information about the record groups and repositories he consulted.

In the true spirit of the Hamer-Kegan Award, *A War of the People* engagingly draws attention to information available in archival materials and presents a public forum to celebrate history.



Charles Dollar

### Waldo Gifford Leland Award

The Waldo Gifford Leland Award recognizes "writing of superior excellence and usefulness in the field of archival history, theory, or practice." Established in 1959, the Leland Award is named for one of America's archival pioneers and SAA's second president. The 2000 Leland Award goes to Charles Dollar for his fine monograph, *Authentic Electronic Records: Strategies for Long-Term Access*, published

by Cohasset Associates, Inc. The work offers a clear and comprehensive look at the complex issues involved in providing continued access to archival electronic records.

*Authentic Electronic Records* succeeds on three important counts. First, its enlightened delineation of the concepts involved includes a first-rate "Technology Primer for Archivists and Records Managers." Second, it offers real solutions in the form of access strategies, best practices, and recommended guidelines that can be employed in a variety of institutional settings. And finally, it sets a research agenda for the future that will help strengthen our ability to manage the preservation of these records over time. *Authentic Electronic Records* is a timely work. Charles Dollar has moved this urgent conversation into the twenty-first century.

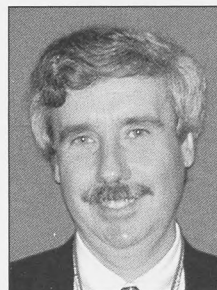
### Certificate of Commendation

Members of the Leland Award subcommittee this year have taken the unusual step of awarding a special certificate of commendation to Patricia Kennedy Grimsted of the Harvard Ukrainian Research Institute for her extraordinary achievement in bringing to publication the monumental two-volume work, *Archives of Russia: A Directory and Bibliographic Guide to Holdings in Moscow and St. Petersburg*. As editor of this English language



edition, published by M.E. Sharpe, Grimsted has produced a comprehensive guide to the holdings of hundreds of repositories, public and private, in Russia's two great cities.

With its exhaustive entries providing repository histories, narrative descriptions of holdings, indications of working conditions for researchers, and listings and descriptions of all available finding aids, the guide will serve scholars of Russia and her history for years to come. As one member of the Leland Award subcommittee noted: "It is almost superhuman to have collected this information about an archival system as large and as complex as Russia's." And so for her superhuman achievement, we honor Patricia Grimsted with an SAA certificate of commendation.



Peter J. Wosh

### Fellows' Posner Award

In 1982, the Fellows of the Society of American Archivists established the Fellows' Posner Award to recognize outstanding work dealing with some facet of archival administration, history, theory and/or methodology published in the latest volume of the *American Archivist*. The award is named for SAA Fellow and former president Ernst Posner. In evaluating volume 61 of the journal, this year's awards subcommittee has selected Peter J. Wosh's review essay, "Going Postal," as the award winner.

The witty and wise essay places the contemporary information revolution in the historical context of the political wrangling, the public debate, the consumer controversy and the corporate rivalry displayed in the growth of mail service in the United States. He draws a variety of provocative parallels between the postal service and the Internet. The postal delivery of mail order catalogs in the post-Civil War era created a "a virtual marketplace without walls." The nineteenth century Comstock Laws to eliminate obscene materials from the mails are not unlike the current Congressional efforts to curb pornographic Web sites. Perhaps the most attention-grabbing analogy is the comparison of the antebellum white woman and "the lush roundness and ornate letters of [her] Spencerian script" with the contemporary listserv lurkers and chatroom addicts. Both the postal service and the Internet have provoked debates



SAA annual meeting assistant Shari Christy (second from left) escorts conference attendees to a reception at the Denver Public Library.

over equal access to information, the relationship between private enterprise and public policy, the free flow of information, and the creation of "virtual communities." As he examines the information policy issues for the nineteenth century communication systems with the similarities to those of the twenty-first century, for Peter, the past is indeed prologue.



Zhou Xiaomu

### Oliver Wendell Holmes Award

The 2000 Oliver Wendell Holmes Award is presented to Professor **ZHOU XIAOMU** from Renmin University in Beijing, China. The award, established in 1979, enables foreign archivists already in the United States or Canada to attend the SAA annual meeting. Prof. Zhou is an associate professor in the School of Information

at Renmin University, where she teaches and conducts research on information management systems and computer application technology. She has written extensively in these areas and has translated several essential English language works on electronic records into Chinese. She has also designed and developed information management systems for several corporations in China's burgeoning enterprise sector and for government agencies and organizations.

Xiaomu currently is a visiting scholar at the University of Michigan, headquartered at the Bentley Historical Library, when she isn't auditing classes at Michigan's School of Information. Her purpose in coming to the U.S. was primarily to develop an electronic records management curriculum, which she will teach at Renmin University beginning in 2001. Xiaomu's knowledge of and skills in management information systems and computer applications have allowed her to contribute to the work of the Bentley Library and she has shared her expertise with staff and students alike. While learning much about archival principles and techniques in America, she has also become a tremendous resource on international practices on electronic records. An acute observer of educational methods in America, she plans to incorporate the best of what she has observed into her own teaching of graduate students at Renmin University. In honoring Prof. Zhou with the Holmes Award, we also honor SAA Fellow and former SAA president Oliver Wendell Holmes, an activist in international archival affairs and a promoter of SAA's international outreach efforts.

### Theodore Calvin Pease Award

The 2000 Theodore Calvin Pease Award winner, entitled "Analysis of Remote Reference Correspondence at a Large Academic Manuscripts Collection," was written by **KRISTIN E. MARTIN** as a master's paper for Professor Helen Tibbo at the School of Information and Library Science at the University of North Carolina at Chapel Hill. The paper analyzes letter, telephone, fax, and e-mail correspondence sent to the Southern Historical Collection at Chapel Hill for the years 1995 and 1999. The study shows how changing technologies are affecting not only the quantity of the remote reference inquiries received by archival repositories, but also their nature. The Pease Award Committee was impressed with the research design and data gathering system used in the paper. It addresses an issue of high relevance for the archival community, and its research design can serve as a helpful model for future user studies. The study evidences the careful scholarship, clear presentation, and thoughtful analysis that make it a worthy recipient of the Pease Award.

Established in 1987, the Theodore Calvin Pease Award is named for the first editor of the *American Archivist* and is given to the best student paper as judged by the current editor of the *American Archivist* and two individuals with expertise in archival research and literature. Kristen's paper will be published in the winter/spring 2001 issue of the *American Archivist*.

### Colonial Dames Scholarship Award

The Colonial Dames Scholarship award enables two young professionals each year to attend the Modern Archives Institute at the National Archives. The applicants must have been employed less than two years in the profession and be an employee of an archival institution or agency with a fair percentage of its holdings from the colonial period, predating 1825. Established in 1974, the award is funded by the Colonial Dames of America (Chapter III, Washington, D.C.).

The awardee chosen for the institute's spring cycle was **CHRISTINE MORELAND-BRUHNKE**. Christine has a bachelor of arts in anthropology and works at the Rio Grande Historical Collections where she is writing and revising collection finding aids for the Online Archive of New Mexico. Christine was unable to be with us today but wanted to thank us for the opportunity to attend the institute.



G. Marie Rogers

**G. MARIE ROGERS** is the Kentucky Guide Program Coordinator at the Kentucky State Archives. She received her undergraduate degree from Berea College and an M.L.S. from the University of Kentucky. Marie had the good fortune of attending the institute's winter cycle during one of the few snow storms that blanketed the Washington Metropolitan area. She told the SAA awards subcommittee that she enjoyed the institute despite the snow!





# Listing of Available Sessions on Audio Cassette Tape from SAA 64th Annual Meeting

AUGUST 28-SEPTEMBER 3, 2000 • ADAM'S MARK HOTEL • DENVER, COLORADO

## Plenary Sessions

- ☐ OP1 Opening Plenary Session
- ☐ DP2 Diversity Plenary Session
- ☐ CP3 Closing Plenary Session

## Breakout Sessions

- ☐ 1W Records Management for Archivists: The Records Schedule
- ☐ 2 Archiving Tragedy: Lessons Learned from Columbine
- ☐ 3 Under Construction: Building Electronic Recordkeeping into the Information Technology Environment
- ☐ 4 SAA and ALA: Recharging the Relationship, A View from the Top
- ☐ 5 Image Access: Three Approaches to Cataloging and Image Collection Management
- ☐ 7 User Studies in the Digital Age
- ☐ 8 Preserving the Collection: Planning for an HVAC System
- ☐ 10 Documenting Diasporas: The Complex Archival World of Human Dispersal and Exile
- ☐ 11 Common Ground: Archival Exchanges in a Global Professional Community
- ☐ 12W Records Management for Archivists: Disaster Planning and Vital Records
- ☐ 13 Neither Seen Nor Heard: Problems and Solutions in Documenting the History of Childhood
- ☐ 14 The Preservation of Authentic Records in Electronic Systems: A Progress Report of the InterPARES Research Project
- ☐ 15 Privacy and the Archival Code of Ethics: Changing Values for Changing Times
- ☐ 16 Beyond Markup: Accessing and Using EAD-Encoded Materials
- ☐ 17 The Colorado Digitization Project
- ☐ 18 Culture, Administration, or Information?: Three Archival Pioneers in Search of a Mission
- ☐ 19SF Assessing Preservation Needs: The Congressional Papers Roundtable 1999 Survey
- ☐ 20 The Wave of the Future: Outsourcing Archival Services?
- ☐ 21 Not Just Newsfilm Anymore: Diversity of Collections in Moving Image Archives
- ☐ 24 Finding the Sand Creek Massacre Site
- ☐ 26 Collaborative Digital Imaging Projects: Does Everyone Get What They Expected?
- ☐ 28 Thieves in the Research Room: Precautions, Prevention, and Legal Remedies
- ☐ 29 Real Research on Real Users
- ☐ 30 Beyond the Exhibit Case
- ☐ 31 Alternative Archivists: Working Outside the Traditional
- ☐ 32 A Gendered Perspective on the 20th Century: Using Oral History
- ☐ 33SF The ICA: 2000 and Beyond
- ☐ 34 Graduate Student Session
- ☐ 35SF Philadelphia Criminal Court Records Sampling Project: Case Study in Archival Sampling Design & Implementation
- ☐ 36SF Faculty Papers: Beneficial or Burdensome?
- ☐ 38SF Teaching the Memories: The National Digital Library's American Memory Fellows Program
- ☐ 39 Everything but Encoding: Costs and Benefits of EAD Consortia
- ☐ 40 Documenting Design: Variations on a Theme
- ☐ 41 Archival Perspectives on Digital Libraries
- ☐ 42 Undaunted by the Deluge: Case Studies in Managing an Archives Backlog
- ☐ 43 The Stuff of History: Material Culture in the Archives
- ☐ 44 Getting What We Want: Effectively Influencing Copyright Reform
- ☐ 45 Archives Oversight Committees
- ☐ 46 Wiring the West: The Cable Television Industry
- ☐ 47 Thirty Year's Perspective: Evolution in Managing Archival Electronic Records at the National Archives and Records Administration
- ☐ 48 Archives Week Programs: Models for Practice
- ☐ 49 More Bang for Your Buck: Evolving Standards in Archival Description
- ☐ 50 Managing Organizational Change: Coping and Surviving Mergers, Acquisitions and Divestiture or, How to Survive When Others are Sinking

*(continued on next page)*



## Listing of Available Sessions on Audio Cassette Tape from SAA 64th Annual Meeting

- |  |  |
|--|--|
| <input type="checkbox"/> 51 Tribal Archives at the Millennium  | <input type="checkbox"/> 60 Integrating Archival Authority Information in Descriptive Systems                  |
| <input type="checkbox"/> 52 Look Before You Leap: Preservation Implications During Acquisition and Accession   | <input type="checkbox"/> 61 Photographs That Lie: Photographic Collections in the Digital Age                  |
| <input type="checkbox"/> 54 When the Written Word is Not Enough: Oral Histories of Science Professionals   | <input type="checkbox"/> 62 Big Tasks, Small Budgets: Affordable Solutions in Archives Management              |
| <input type="checkbox"/> 55 Clearing Copyright: An International Archival Perspective  | <input type="checkbox"/> 63 Toward a National Preservation Network   |
| <input type="checkbox"/> 57 The Low-Down Beat of Documenting Jazz  | <input type="checkbox"/> 64 Special Needs: Are You Ready?  |
| <input type="checkbox"/> 58 Thirty Year's Perspective: History of the Electronic Records Program at the National Archives and Records Administration | <input type="checkbox"/> 65 Collaborative Collection Development in Arizona's Environmental History            |
| <input type="checkbox"/> 59 Records of Patients and Human Subjects: Access to Sensitive Materials  | <input type="checkbox"/> 66 Facing the Challenge of Web-based Programs to Meet the Needs of Online Researchers |

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## End Note: Adam's Mark Sues OAH

### SAA passes resolution in support of OAH

**H**BE Corporation, the parent company of the Adam's Mark Hotel, filed a \$100,000 lawsuit against the Organization of American Historians (OAH) on August 8. The suit arose from OAH's decision last spring to move its annual meeting from the Adam's Mark in St. Louis to the campus of Saint Louis University due to race discrimination allegations against the hotel. The nationwide hotel chain was charged in 1999 by the U.S. Department of Justice and the NAACP with discriminatory practices against African American guests and employees. Despite overwhelming evidence dating to the 1980s, HBE/Adam's Mark vehemently fought the lawsuits. The chain settled with all parties in March of this year for \$8 million, the largest racial discrimination settlement by a hotel in U.S. history.

The contract with the hotel stipulated that OAH would be liable for the cost of meeting rooms if it failed to fill 65% of its guest room block. According to HBE/Adam's Mark, the total amount of that loss came to \$100,730.78.

Last winter the Council of the Society of American Archivists met to consider appropriate responses to the allegations, given that the Adam's Mark in Denver was the site for its 64th annual meeting in August. While reflecting consternation, anger and dismay, both individuals and groups within SAA agreed that it should maintain its current plan to hold the conference at the Adam's Mark, recognizing that to do otherwise could endanger SAA's financial future. In addressing the issue, Council passed a resolution reaffirming its 1992 policy on equal opportunity and nondiscrimination (*Archival Outlook*, March/April 2000, p. 5) and added to the conference program a special plenary session on diversity, presented by Maurice Banks of the U.S. Department of Transportation.

Although SAA took a different tack than OAH, SAA Council supported OAH in its decision to move its annual meeting to another site. At its late summer meeting in Denver, SAA Council affirmed its support of OAH by passing the following resolution.

#### **SAA Resolution in support of the Organization of American Historians Regarding HBE/Adam's Mark**

Whereas, on August 8, 2000, HBE/Adam's Mark sued the Organization of American Historians (OAH) for breach of contract pursuant to OAH's refusal to hold its spring 2000 meeting at the St. Louis Adam's Mark Hotel;

And whereas, the OAH action resulted from a lawsuit brought against HBE/Adam's Mark in 1999 by the U.S. Department of Justice and the National Association for the Advancement of Colored People for discriminatory practices against African Americans;

Therefore, be it resolved that the Society of American Archivists expresses its continued support of the OAH's continuing efforts to resolve issues related to its differences with HBE/Adam's Mark. SAA further acknowledges OAH's moral courage which contributed materially to compelling HBE/Adam's Mark to settle the Justice Department/NAACP lawsuit with the largest racial discrimination settlement by a hotel in U.S. history.

OAH has established a special fund to help defray expenses associated with moving its annual meeting to Saint Louis University. For more information, please refer to the OAH Web site at [www.oah.org/meetings/2000/fund.html](http://www.oah.org/meetings/2000/fund.html).



Leonora Gidlund of the New York City Department of Records and Information Services, visits with Rosalye Settles of the Architect of the Capitol



## Honor Your Peers!

Awards Committee chairs **ROLAND BAUMANN**, **ALEXANDRA GRESSITT**, and **DEBORAH DAY** invite members to nominate deserving colleagues for SAA awards.

The 2001 awards ceremony will take place next August in Washington, DC, at SAA's 65th annual meeting. "This process works best when we involve as many members as possible," Roland noted. Awards information is on page 33 of this newsletter as well as posted online at: [http://www.archivists.org/recognition/awd\\_frm.htm](http://www.archivists.org/recognition/awd_frm.htm).

Solveig DeSutter (below)  
and Patti O'Hara (right)



## Two New Education Directors for SAA

**PATTI O'HARA** and **SOLVEIG DESUTTER** joined the staff of the Society of American Archivists on November 1st and will share the position of education director. "They are seasoned educators, marketers, and curriculum developers and their arrival is a huge step forward and upward for SAA," remarked SAA Executive Director Susan Fox, who served on the search committee with SAA members Timothy Ericson and Susan Davis, and Carroll Dendler, SAA's director of human resources.

Solveig DeSutter is currently vice president of education for MindLeap, Inc., a start-up venture of Education Management Corporation, the largest provider of proprietary design education, charged with developing product, market, and infrastructure to deliver continuing education to design professionals. Solveig also has a history of successfully leading and managing education in a variety of association settings, most recently as director of course administration at the Appraisal Institute in Chicago, the nation's largest professional association for commercial and residential real estate appraisers. With a budget of \$5 million, she directed a staff of 15 in providing 500 chapter, national and government course offerings. Products included an extensive educational appraisal curriculum and publications with emphasis on enhancing product offerings and growing revenues.

Patricia O'Hara is currently a management/staff development consultant for MarianJoy RehabLink in west suburban Chicago, where she has designed and managed a grant-funded enrichment program focusing on the culturally diverse needs of approximately 1,500 campus residents, staff and volunteers, as well as developed a Learning Resource Clearinghouse to provide

managers in the network with self-directed learning opportunities. As a training professional, Patti has designed, coordinated, and delivered seminars and workshops in change management, customer service, teamwork, presentation techniques, and managerial competency assessment. She collaborated on the design and delivery of an eight-hour invitational workshop, "Teaching Adult Learners," for the Medical Library Association, and wrote "Guide for Planning and Sponsoring Extension Courses" for the Society of Real Estate Appraisers. She is qualified to provide and interpret the Myers-Briggs Type Indicator and the Managerial Assessment of Proficiency.

In their new job-share position with SAA, Solveig and Patti will split time and responsibilities in the office. Solveig will be in on Tuesday, Wednesday and Thursday and will be the education "point person" whose focus will be on leadership, including securing development funds, guiding the program toward cutting-edge educational offerings, marketing and scheduling programs, acting as a liaison to other providers and initiating and maintaining the contacts. Patti will work half days Monday through Friday and her focus will be to ensure the quality standards for program design, promotion and delivery, as well as training the trainers.

Patti and Solveig succeed Reneta Webb, SAA's interim education director for the past 18 months, who is now director of public relations for the Sisters of St. Joseph, TOSF. SAA looks forward to the path Solveig and Patti will blaze together to bring our continuing education program into the twenty-first century. They may be reached via email at [pohara@archivists.org](mailto:pohara@archivists.org) (Patti) and [sdesutter@archivists.org](mailto:sdesutter@archivists.org) (Solveig).



# Education Guidelines Being Revised

by RANDALL C. JIMERSON, Western Washington University

The future of archival education will be shaped by a planned revision of SAA's graduate education guidelines. This is an important opportunity for all SAA members and others interested in the archival profession to express their views about the content of these guidelines. Several key questions are listed in the box below.

The Committee on Professional Education and Development (CEPD) is conducting an intensive review of the *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*, which SAA Council approved in June 1994, as the first step in developing revised guidelines for archival education. New education guidelines will be presented to SAA members

## Make Your Views Count!

Please send your opinions on these questions regarding revision of the SAA education guidelines:

1. Should SAA's education standards be a statement of ideals to which we aspire, or a statement of current "best practice" in high-quality archival education programs?
2. Should SAA's educational standards continue to be defined as a separate Master of Archival Studies degree, or should the guidelines focus on components of archival education regardless of type of degree offered?
3. What is the proper balance and emphasis of components of the "knowledge areas" listed in the education guidelines? Should Archival Science, for example, be given higher prominence? Is the emphasis on "Contextual Knowledge" appropriate, or should this be given less prominence?
4. Should the guidelines list archival competencies as well as knowledge areas?
5. Should the guidelines be more specific concerning the graduate curriculum, such as defining a minimum number of courses for the archival education program?
6. Should there be more (or less) emphasis on practical experience, research requirements (e.g., thesis research), or other components of archival education?
7. Are there topics which have been overlooked or which should be given greater emphasis in a revised set of guidelines?
8. How should or can concerns regarding changing technologies be addressed in the education guidelines?
9. What should be the relation between graduate education guidelines and archival certification?

Comments on these or any other concerns are welcome. Please respond by December 8, 2000, to: Rand Jimerson, Western Washington University, at [rand.jimerson@wwu.edu](mailto:rand.jimerson@wwu.edu).

for additional comment by summer 2001 and then to Council for consideration.

Graduate education guidelines are an important means of defining what qualifications are needed to become a professional archivist. They constitute one of many ways in which we define ourselves as a profession. The review of these guidelines will affect all members of the profession in coming years, both those preparing for careers in the field and those who will be hiring—or working with—graduates of archival education programs. It is thus important for our professional education standards to be reviewed thoroughly so that they will reflect as nearly as possible a consensus among members of the profession as to the standards for professional education. SAA first adopted archival education guidelines in 1977, with a revised statement in 1988, before approving the current MAS degree guidelines in 1994.

## Open Forum in Denver

In August the SAA annual meeting in Denver, CEPD conducted an open forum to obtain suggestions and comments. Three prominent leaders in the archival profession—John Fleckner, Timothy Ericson, and Elizabeth Yakel—presented commentary on the nature of the archival profession and future educational needs. Following the three presentations, members of the open forum audience engaged in a lively discussion of the current MAS guidelines and concerns to be addressed in drafting new education guidelines. Several key issues emerged for consideration. One of the fundamental questions raised was whether the MAS degree should remain as the focus of SAA's education guidelines or should be replaced by a more inclusive statement of a graduate education curriculum independent of a specific degree.

## For more information

- The SAA Web site contains the text of *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree* ([www.archivists.org/prof-education/masguide.html](http://www.archivists.org/prof-education/masguide.html)).
- The Web site also links to information about the Open Forum, including background information about previous SAA education guidelines, and full text of the papers by John Fleckner, Timothy Ericson, and Elizabeth Yakel ([www.archivists.org/prof-education/masreview/](http://www.archivists.org/prof-education/masreview/)).
- As the CEPD guidelines revision process continues, there will be periodic updates and opportunities for comments.

## Timetable

- December 8, 2000: public comment on current MAS guidelines.
- March 2001: Education Guidelines Committee meets to draft revised guidelines.

*continued on page 39*



## SAA Archivist Frank Cook Retires

September 30, 2000, marked the end of an era as **J. FRANK COOK** retired after working for 35 years in the archives at the University of Wisconsin-Madison. After receiving his B.S. degree from East Tennessee State University in 1961, Frank enrolled at the University of Wisconsin-Madison where he earned M.S. (1962) and Ph. D. degrees (1970) in American history. It was during his graduate studies that he began to work for Jess Boell in the university archives. In 1965 he was named assistant university archivist and in 1970 he became university archivist, a position he held for his entire career.

Frank has been very active in professional activities over the years. A founding member of MAC, he served that organization as vice president, on council, and as a member of numerous committees and boards. He was likewise very active in SAA. A regular program participant and a member of numerous committees and task forces, Frank served a term on SAA Council from 1974-78, was elected vice president in 1981, and served as SAA president during 1982-83. He was named a Fellow of SAA in 1978.

But perhaps Frank's most generous and longstanding contribution to the profession has been his volunteer service as SAA's archivist since 1978. During that time he helped to build an extensive collection of SAA records. He continually promoted the records for research and used the collection extensively himself as background for his 1983 presidential address, "The Blessings of Providence on an Association of Archivists," which, when published in the *American Archivist* (fall 1983), quickly became a standard reference for anyone interested in the history of SAA.

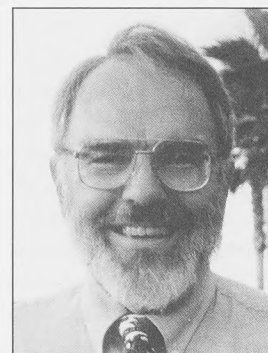
In recent years he also gave generously of his time during the creation of the Academy of Certified Archivists, serving as that organization's archivist as well.

Outside of work Frank has been active in church activities and in a number of Madison-area charitable organizations. For many years, he has been a part of a volunteer group that coordinates meals for a homeless shelter operated by his church. In particular he enjoys being part of a team that serves breakfast to homeless men at the shelter. He is presently serving on the Madison Transitional Housing Board, which secures interim housing and shelter for homeless people.

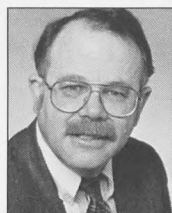
Those who were lucky enough to have worked with Frank know he was equally generous in giving his time to individuals and his willingness to help in any project by doing whatever was needed to accomplish the goal.

A frustrated tour guide in real life, Frank plans to do extensive traveling now that he has the time, beginning with a trip to New England with a stopover at the MAC-MARAC fall meeting in Cleveland. The tightly choreographed schedule will not surprise those of us who have had the unique experience of traveling with Frank to one or more of the numerous professional meetings that he attended faithfully over the years. We know that all the traveling he now has the time to do will be excruciatingly well planned. We wish him a safe trip.

—Timothy L. Ericson, University of Wisconsin at Milwaukee



**KENNETH GROSSI** of Oberlin College received the Society of Ohio Archivists Merit Award last spring. The award citation noted that, "during his distinguished service as an officer of SOA, he helped to build a solid financial base for the organization, contributed to educational efforts for professional and amateur archivists, and promoted the archival profession in Ohio. Ken Grossi's work with SOA has given the organization the means with which to face the challenges of the new millennium."



**FREDERICK L. HONHART**, director of University Archives and Historical Collections at Michigan State University was elected in July to the steering committee of the International Council on Archives/Section of University and Research Institution Archives. This is a four-year term. This body, which is responsible for the activities of the University and Research Institution Archives Section, met in Cordoba and Seville, Spain, in late September.

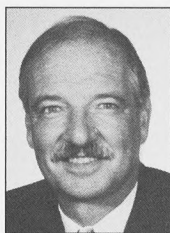


**ERIC KETELAAR**, The Netherlands Visiting Professor at the University of Michigan, School of Information, was appointed Honorary President of the International Congress on Archives, in recognition of his role in ICA over twenty years, but in particular in the last years when he has been acting president.

The citation stresses, "Eric Ketelaar has been the steady and inspirational hand guiding the ICA in recent times. A friend to all and a leader through an interesting but sometimes difficult period of adjustment and reorganization as ICA moves to make itself truly representative and international."

**ANN MARIE PRZYBYLA** was appointed regional advisory officer for Region 4 of the New York State Archives. Ann Marie will be providing support for records management and archives projects conducted by local governments in 11 counties of the Adirondack Region. She previously held a position as archivist of The Cleveland Museum of Art.



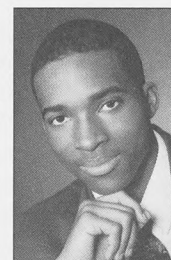


**JOHN MCDONALD** (National Archives of Canada), outgoing chairman of the Committee on Electronic and Other Current Records of the International Council on Archives, was appointed Honorary Member of ICA, in recognition of his visionary leadership of ICA's electronic records program and his commitment to the co-operation between ICA and ARMA International. ICA has currently 45 honorary members, among whom are SAA members **FRANK EVANS, MEYER FISHBEIN, JAMES RHOADS.**



**GERALD ROBERTS**, director of Archives and Special Collections at Berea College in Kentucky, is retiring this February. He has enjoyed a distinguished career at Berea since joining its staff in 1975. Prior to that, Roberts taught at the University of Missouri-Rolla. He served as chairman of the Kentucky Council on Archives from 1979-80 and as co-editor of the *Kentucky Archivist* from 1979-82. He has a Ph.D. in history from Michigan State University and studied archival and manuscript administration under Philip Mason at Wayne State. Best Wishes, Gerald!

### New SAA Order Fulfillment Assistant



**JAMEL BROWN** has joined the staff of the Society of American Archivists as a part-time order fulfillment assistant. He will be working with Rodney Franklin to insure the careful packaging and timely fulfillment of publications orders. Jamel is a junior at the University of Illinois at Chicago, where he is majoring in economics and philosophy. He enjoys writing poetry and collecting vintage comic books in his free time. Jamel may be reached via e-mail at [publications@archivists.org](mailto:publications@archivists.org).

*Share the latest developments in your career with SAA colleagues and friends. Send news to:*

*Teresa Brinati  
Director of Publishing  
Society of American Archivists  
527 S. Wells St., 5th Floor  
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## Obituaries

The Autry Museum of Western Heritage is deeply saddened by the loss of **SHARON C. JOHNSON**, who lost her battle with cancer on August 22, 2000. After graduating from San Jose State University in 1992, Sharon began her eight-year career as the archivist for the Autry. Sharon was responsible for the institutional archives and manuscript collections. She had a deep knowledge of the material and a love of Western history that made her indispensable to the museum. Handling a diverse collection, Sharon assisted staff and researchers, and answered requests from around the world. Despite her busy schedule, she generously gave talks to local and national organizations.

The family requests that in lieu of flowers, a donation be made to the American Cancer Society in memory of Sharon C. Johnson. American Cancer Society, 3255 Wilshire Blvd., Suite 701, Los Angeles, CA 90010; 888/778-5900. Please indicate next of kin as Chris Johnson.

—submitted by Jeanette Hoskinson,  
Autry Museum of Western Heritage

The Society of American Archivists wishes to express its profound regret at the death on June 3, 2000 of **DAVID VAN TASSEL**. David Van Tassel was an American historian who initially specialized in American intellectual history. He came to Case Western Reserve University on a full-time basis as a specialist in this area in 1969. However, within half a decade he created programs that transcended his subject specialty and which affected and continued to affect the archival community in the United States.

As a member and twice chair of the Department of History at Case Western Reserve, he worked with the late Ruth W. Helmuth to institute a program in archival and museum studies at CWRU in 1971. A number of members of the profession gained their training and experience through this very highly regarded program.

In 1974, out of a concern for the quality of history instruction in the secondary schools and a more general concern about the public's interaction with history, he created History Day. That program, which began locally in Cleveland, is now international in scope. History Day competitions throughout the United States have served and continue to serve to introduce hundreds of thousands of school children, as well as their teachers, to the primary resources upon which their projects (papers, displays, and performances) must be based. No other program in the United States has done as much as History Day to introduce people to archives and manuscripts repositories.

While David Van Tassel created these programs largely to promote the study of history and the applied use of history, he was also always cognizant of their effect on and importance to the archival and museum community. That cognizance derived in large part from his own study of the evolution of historical

studies in the United States. His book, *Recording America's Past*, was the first major scholarly review of the evolution of historical agencies in the United States and of the contributions of individuals such as Lyman Draper, Jeremy Belknap, and Peter Force within that field. His subsequent research focused on the evolution of the American Historical Association, research that made him quite familiar with J. Franklin Jameson and others who advocated the creation and expansion of archives within the United States.

David Van Tassel's death this past June was a major loss for his university, his community and his family, friends, and colleagues. It was also a major loss for the archival profession, for in David Van Tassel the profession had a strong friend and advocate who could speak with equal authority to academe and the public. We are fortunate, however, that the programs he created, particularly National History Day, will endure and thereby continue to foster an awareness of the importance of archives to a large number of Americans.

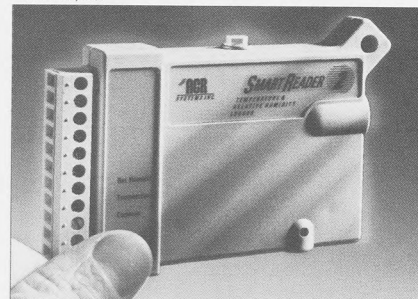
David Van Tassel is survived by his wife of 50 years Helen Liddell Van Tassel; children and spouses: Emily Field Van Tassel and Charles Geyh of Bloomington, Indiana; Katharine Van Tassel and Richard Williams of Cleveland Heights, Ohio; Jonathan J. Van Tassel of State College, Pennsylvania; and Jeanie and Michael Swed of Missouri; his brother, Jonathan Van Tassel of Shreveport, Louisiana. Dr. Van Tassel's son D. Dirck died in 1988.

—Resolution passed by SAA Council, August 2000

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Anders Johansson of Sweden purchases a book in Seville from Teresa Brinati, SAA Director of Publishing. Courtesy of Margaret Procter.

## A Tale of Two Conferences

August and September were big months for the SAA publications office. First up was the two-day International Archives and Technology Exposition held during the SAA annual meeting in Denver. Attendees browsed through display copies of nearly 170 different titles distributed by SAA—from basic texts on archival fundamentals to more advanced readings on archival theory, Encoded Archival Description, electronic records, and program management. Approximately 164 SAA members ordered books onsite or took advantage of the traditional half-price display copy sale on the closing afternoon of the exhibit.

Two weeks later, SAA shipped 18 boxes of books and give-aways (such as catalogs, membership applications, journals, and newsletters) to the 14th International Congress on Archives in Seville, Spain, which was attended by nearly 3,000 people. We set up shop in the exposition hall where we were invited to share booth space with the International Council on

Archives. This was the first time SAA sold books at an international archival congress. I am delighted to report that the response was overwhelmingly positive and the demand for North American resources is great. In five days SAA moved 300 books representing 21 different titles. The best seller during the course of the congress was SAA's newest publication, *American Archival Studies: Readings in Theory and Practice*, hot off the press. Most customers were first-time buyers of SAA books. Some had visited the SAA Web site and they gushed openly about the bountiful selection of books in the online catalog. In Seville they were pleased to walk away with their own personal copies to take back to repositories throughout Europe, Africa, Asia, Australia, and South America.

These recent experiences reinforce the invaluable service that SAA publications provide to the archival community, not only in North America, but the world over. The sheer number and variety of publications available from SAA indeed make it the premier clearinghouse for archival resources in print—a virtual one-stop shop for the profession. SAA's mission is twofold: to publish books with superior content written by archival experts in theory and practice; and to acquire for distribution an assortment of resources that serve the diverse needs of archivists, records managers and allied professionals. SAA is committed to strengthening its foothold in the global marketplace by making its resources more widely available to the international community.

Realizing that the path runs in two directions, we will continue to bring relevant international literature to the North American market. Already SAA distributes approximately 20 international titles on archival topics. In addition, SAA has licensed translations of six of its own titles. Finally, SAA is exploring the possibility of translating into English important foreign archival texts. We'll keep you posted as we forge ahead.



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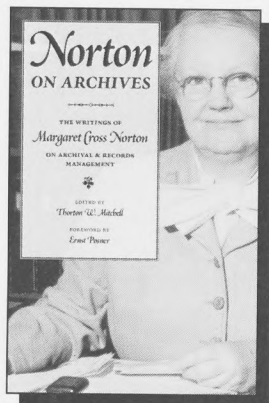
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Rachel Watson (left) and David Leitch (right) of the U.K. assist Teresa Brinati with signage at the 14th International Congress on Archives in Seville. Courtesy of Margaret Procter.



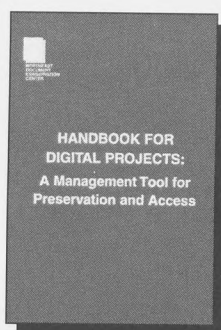
## Norton on Archives: The Writings of Margaret Cross Norton on Archival and Records Management

edited by Thornton W. Mitchell with a foreword by Ernst Posner

Out of print for almost two decades, this collection of essays by a pioneer in the archival profession still represents a precious source of material and study for archivists and students alike. As early as 1930,

Margaret Cross Norton, who was Illinois State Archivist from 1922-1957, paved the way toward recognition of archival administration as an indispensable element of public service entitled to full public support. Her essays have a timelessness and currency that gives them a continuing value and this book stands as an important monument to her work.

SAA Archival Classics Reprint, 2000  
(Southern Illinois University Press, 1975), 288 pp., soft cover  
Nonmembers \$25 • SAA members \$17 • Product code 121



## Handbook for Digital Projects: A Management Tool for Preservation and Access

edited by Maxine K. Sitts

This book, which resulted from NEDCC's highly successful "School for Scanning" conferences, is a compilation of experts' experience and detailed advice on such topics as the rationale for digitization and preservation, project management, guidelines for case studies, vendor

relations, selection of materials for scanning, copyright issues, technical details, and digital longevity.

Northeast Document Conservation Center (2000), 180 pp., hard cover  
Nonmembers \$45 • SAA members \$38 • Product code 108



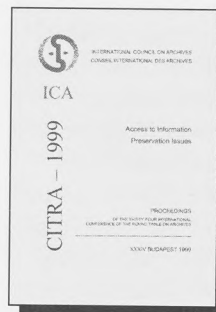
## A Guide to the Archival Care of Architectural Records, 19th-20th Centuries

Maygene Daniels, Louis Cardinal, Robert Desaulniers, David Peyceré, Cécile Souchon & Andrée Van Nieuwenhuysen

This highly illustrated guide describes the elements of a comprehensive archival program for the care of modern architectural records. The six authors, who hail from France, Belgium, Canada

and the U.S.A., bring an international perspective. Topics addressed include types of architectural records; acquisition principles, criteria and methodology; appraisal, selection and disposition; arrangement, description and conservation; access and dissemination. Also includes a glossary of specialized terms and a bibliography.

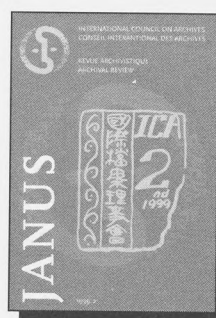
International Council on Archives (2000) 150 pp.  
Nonmembers \$26 • SAA members \$20 • Product code 109



## Access to Information: Preservation Issues (CITRA 1999)

The third of three international conferences discussing the general theme of access to archives. These proceedings of the 34th International Conference of the Round Table on Archives (CITRA) held in Budapest in 1999 serve to raise awareness of the crucial role played by preservation in supporting access to information, and to introduce cost-effective integration of preservation planning throughout archives.

International Council on Archives (2000), 184 pp., soft cover  
Nonmembers \$20 • SAA members \$13 • Product code 111



## JANUS Special Issue on Chinese Archives (1999.2)

guest edited by Nancy Bartlett and Wang Lan

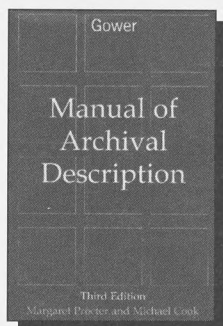
Articles from 23 authors provide first-hand accounts of the leaps and turns of Chinese archival development, with modern Chinese archival law as the keystone. With an eye to the future, these Chinese authors portray a national commitment to advanced research and teaching, the infusion of sound archival administration into new technology and construction, an appreciation for the unique characteristics of photo archives and the papers of Chairman Mao, a sensitivity to minority archives, the intensive processes of records inspection and retention, and exceptional productivity in the spheres of distance learning and archival publications. Two American scholars offer their own perspectives gained from years of research and writing derived from both historic and modern Chinese archives.

International Council on Archives (1999), 156 pp., soft cover  
Nonmembers \$20 • SAA members \$13 • Product code 112

## TO ORDER PUBLICATIONS

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





## Manual of Archival Description, 3rd edition

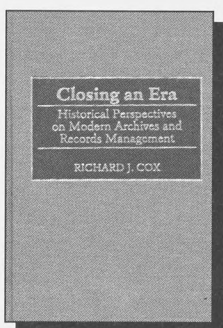
Margaret Procter and Michael Cook

A comprehensive and authoritative British guide to the theory and practice of listing and cataloging archives held in any format, from letters, photographs and maps to electronic multimedia. This new edition features additional information on international standards, including data elements mapped to the General International Standard Archival

Description—ISAD(G); coverage of developments in archives administration theory and new access delivery initiatives; extensive updating of sections covering audiovisual material; new information on electronic archives; and an updated glossary.

Gower Publishing (2000), 352 pp., hard cover

Nonmembers \$104.95 • **SAA members \$85** • Product code 113



## Closing an Era: Historical Perspectives on Modern Archives and Records Management

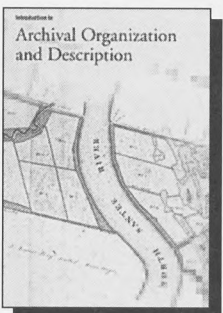
Richard J. Cox

Archivists and records managers have tended to discount the importance of their historical antecedents, ignoring the fact that many of the current debates and issues before the profession are not new but embedded in the historical evolution of the records professions.

Re-examining some of the historical origins helps records professionals to re-examine their mission to manage records for the benefit of organizations and of all of society. Such re-evaluation also helps to remind records professionals and others that the concerns generated by new electronic recordkeeping technologies are not new at all, but built deep within the fabric of traditional records creation and administration.

Greenwood Publishing Group (2000), 272 pp., hard cover

Nonmembers \$66 • **SAA members \$59** • Product code 118



## Introduction to Archival Organization and Description: Access to Cultural Heritage

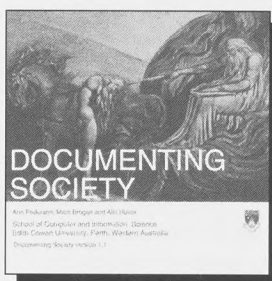
Michael J. Fox and Peter L. Wilkerson;  
edited by Suzanne R. Warren

Archival collections offer unique challenges to their custodians. Each collection is intimately tied to the people, time, actions, and events that generated the collection, and therefore needs to be examined, organized, and described individually. Yet archivists recognize the

imperative to standardize their procedures for consistency, especially with the increasing use of networked electronic environments. This book serves as an introduction to the common organizational and descriptive practices that have developed in response to the particular requirements of archival collections. It serves as an orientation to fundamental archival principles for beginning and novice archivists, and includes such topics as the characteristics of archival materials and how these shape practices, the gathering and analyses of information that goes into descriptions, types of finding aids, and the deployment of information systems. Also included are a glossary and a list of Web resources.

Getty Information Institute (1998), 66 pp., soft cover

Nonmembers \$20 • **SAA members \$14** • Product code 119



## 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.ecu.edu.au/~docsoc/default.htm>.

Edith Cowan University, Australia (2000) CD-ROM

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

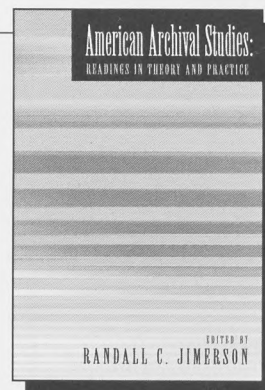
## American Archival Studies: Readings in Theory and Practice

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.

Published by Society of American Archivists (2000) 656 pp.

Nonmembers \$44.95 • **SAA members \$34.95** • Product code 395





## Executive Director Transition Completed at NCC

Not too long ago, former NCC Director Page Putnam Miller and I completed a multiweek executive director "transition" by finishing the chore of culling the NCC files, packing the last of Page's books, and, in my case, learning the intricacies of NCC's computer systems. This week, here in the NCC's cozy office located on the top floor of the Capitol Hill Victorian house that serves as headquarters for the American Historical Association in Washington, D.C., I am writing this—the first installment of "Washington Beat"—for *Archival Outlook*.

In the coming weeks and months, as the NCC Board of Directors begins to review the NCC's past activities and prepares to meet the challenges of the future, you probably will notice some modest changes in the way the NCC conducts its activities and delivers its services. For example, NCC's Web page ([www.h-net.msu.edu/~ncc](http://www.h-net.msu.edu/~ncc)) will be updated and hopefully will evolve into a cyber center for our advocacy efforts. Plans are also in the works for the creation of an "advocacy network" where recipients of our "Legislative Alerts" (which are sent to those of you who subscribe to the NCC online newsletter, *NCC Washington Update*), may be asked to take rapid action by calling, e-mailing, or writing senators or representatives to advance the cause of history and archives. In general, a closer rapport with the archival community is in the making.

But rest assured that NCC's mission is not changing. It continues to focus on advocacy—the support of historical and archival programs, teaching, research, and public programming; the promotion of greater access to historical records and government information; and support for federal humanities programs. We will also continue to address issues relating to copyright and historic preservation. As always, I invite your comments, responses, and suggestions; contact me at [rbcraig3@juno.com](mailto:rbcraig3@juno.com).

## FY 2001 Appropriations: Archives a Winner

In contrast to previous years, this year Congress opted not to make a mad dash to the appropriation finish line, but rather moved at a relaxed, though frustrating, pace. At first, it was believed that Congress would take the various appropriation bills, gather them in a huge omnibus bill, and drop it on President Clinton's desk in the closing days of the Congressional session. That did not happen.

On September 20, Senate Republicans hoped to pass a \$32.8 billion spending bill that linked funding for the Legislative Branch appropriations (including the Library of Congress), the Treasury Department (including the National Archives and Records Administration) and U.S. Postal Service. To use the words of one Capitol Hill insider, the strategy "crashed and burned"—not so much because of disagreements with the White House, but rather, as a result of a failure to resolve contentious issues within the Republicans' own ranks. In an embarrassing 69-28 defeat for the Republican leadership the Senate refused to move the bill when many legislators turned

squeamish about voting for the bill because of the inclusion of a controversial Congressional salary pay increase, a measure to provide a pay raise to the IRS, and another item that repealed the federal excise tax on telephones. In the end, 26 Republicans bolted and joined 43 Democrats who collectively voted down the measure. The Republican leadership blamed the Democrats for the defeat to which Senate Minority Leader Tom Daschle (D-SD) responded, "poppycock...the Republican appropriation strategy just blew up."

Eventually, Congress returned to a more traditional approach in their efforts to deal with the various appropriations bills. President Clinton signed a number of "continuing resolutions"—temporary stop-gap spending measures that enabled the government to operate beyond the end of the fiscal year (September 30), thus giving lawmakers the time they needed to finish their legislative business. Irrespective of the procedural mess that Congress engaged in when passing legislation to meet the government's fiscal needs, in the end, in general, the archival community came out a winner in the FY 2001 budget battle.

**National Archives.** At this writing, the real winner appears to be the National Archives and Records Administration. Funding for the agency is provided in the Treasury, Postal Service, and General Government appropriation bill (H.R. 4871; S. 2900 which was wrapped into H.R. 4985). President Clinton had proposed a FY 2001 total budget request of \$309.355 million for the National Archives, an \$86.733 million increase over the FY 2000 level of \$222.622 million. He requested \$6 million, the current level, for competitive grants for the NHPRC. The major new spending initiative in the president's budget was \$88 million for the renovation of Archives I on the Mall. The proposed work would include correcting mechanical, electrical, plumbing, and fire safety deficiencies, upgrading storage conditions to meet modern archival standards, providing increased exhibit and public meeting spaces, and constructing new encasements for the Declaration of Independence, the Constitution, and the Bill of Rights. The House did not allocate any funds for the renovation, but the Senate did and fortunately, in conference, the Senate numbers were sustained.

The agreement reached by House and Senate conferees provides NARA with sufficient funding to cover all the National Archives fixed costs; in addition there is funding to transfer President Clinton's papers to the Clinton Library in Little Rock, Arkansas, money to accelerate the processing of veterans records, and some start-up monies for the electronic records project. Funds were also set aside for the proposed Archives I \$88 million renovation, which was part of the President's budget proposal. In FY 2001 NARA will receive \$209.392 million for National Archives "operations" and base level funding of \$4.950 million for "repairs and restoration." The NHPRC budget includes funding for the president's full request of \$6 million.

**Legislative Branch Appropriations—Library of Congress.** The Legislative Branch appropriations (H.R. 4516 and S. 2603)





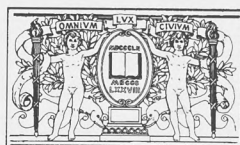
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legislation that provides funding for the Library of Congress, the Government Printing Office, the Superintendent of Documents, and the Federal Depository Library Program netted the LC a total budget of \$448.5 million. This represents a \$21 million increase from the LC's FY 2000 budget and is well above the original House and Senate recommendations. Of singular importance to the archival community is the funding provided for the Digital Futures Project which was approved for \$7.890 million - the House recommended level plus an additional \$300,000 for "technology" that was recommended in the Senate version.

All in all, it was a tough battle this year over governmental appropriations. But in the end, given that this was an election year, and that there was a strong desire (especially by the Republican leadership that controlled Congress) for fiscal austerity, the archival profession did relatively well.

### NHPRC Reauthorization Clears Senate Committee

The Senate Committee on Governmental Affairs passed H.R. 4110, a bill to reauthorize the National Historical Publications and Records Commission (NHPRC) for the fiscal years 2002 through 2005 with a federal appropriations ceiling of \$10 million. While the bill passed the House of Representatives on July 24, because the NHPRC still has a year to run in its current authorization cycle, the Senate was reluctant to push

for enactment this year. Following a concerted lobbying effort by the historical and archival community, the Senate changed its mind and passed the measure in early October. It no longer seems to be a question of whether the measure will pass once it is taken up by the Senate, but rather when President Clinton will sign the measure into law.

### NARA Strategic Plan

On July 17, 2000, representatives of the historical and archival communities, as well as other organizational stakeholders, met with Archivist John Carlin and other NARA officials to provide comments on NARA's most recent update of the strategic plan entitled "Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997-2007." Comments and discussion points of reviewers focused on many aspects of the plan including electronic records, human resources development, the unique needs of the presidential libraries and genealogists, partnering and organization collaboration; the need for NARA to "cultivate allies" and the need for the plan to better link goals, with money and provide time frames for accomplishment were also raised. Updating the plan is mandated by law every three years. That plan has now been reviewed and finalized by NARA officials. The 57-page updated plan may be downloaded from the NARA Web site: <http://www.nara.gov/nara/vision/nara2000.html>.



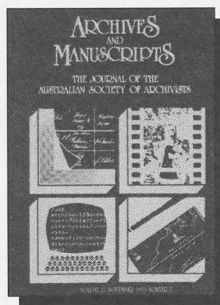
## Proliferation of Archival Journals

Move over *American Archivist*, *Archival Issues*, *Archivaria*, *Provenance*, *Archives and Manuscripts*, *Archivum* and *Janus*, there are two new kids on the block.

Next spring Kluwer Academic Publishers will debut *Archival Science*, *International Journal on Recorded Information*. Billed as "the only independent, international, peer-reviewed journal on archival science, covering all aspects of theory, methodology and practice, with appropriate attention to the non-anglophone world," this quarterly periodical will be available in English. Edited by Peter Horsman and Theo Thomassen of the Archive School in Amsterdam, The Netherlands, and Eric Ketelaar, currently The Netherlands Visiting Professor at the University of Michigan School of Information, the journal aims at promoting the development of archival science as an autonomous scientific discipline, targeting primarily researchers and educators in archival science as well as those who are professionally interested in recorded information. Subscriptions (four issues per year) either paper or online are available for \$182 (or \$218 for combined paper and online versions). Individuals may subscribe to the paper version at the reduced rate of \$65 per year. To request a sample copy, visit [www.wkap.nl/journals/archival\\_science](http://www.wkap.nl/journals/archival_science).

In addition, in spring 2002 the Haworth Information Press will unveil *Journal of Archival Organization*, which invites readers to "stay at the forefront of the vital issues associated with

this increasingly important aspect of librarianship!" Co-edited by Ruth C. Carter of Wexford, Pennsylvania, and Thomas J. Frusciano, university archivist at Rutgers University Libraries, this new quarterly international journal will encompass all aspects of the arrangement, description, and provision of access to all forms of archival materials. Subscriptions (four issues per year) are \$45 for individuals/\$75 for institutions/\$75 for libraries. To reserve a sample copy, contact [getinfo@haworthpressinc.com](mailto:getinfo@haworthpressinc.com).



## Business Archives

The latest issue of *Archives and Manuscripts* (vol. 27, no. 2), the journal of the Australian Society of Archivists, focuses on business archives and features an assortment of international articles on the subject, including one by **KAREN BENEDICT** on "Business Archives Reporting Structures: Is There an Ideal Placement?" To order a copy of this issue,

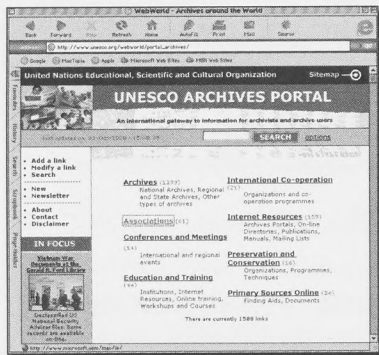
contact Archives and Manuscripts, P.O. Box 83, O'Connor ACT 2602, Australia; [asa@asap.unimelb.edu.au](mailto:asa@asap.unimelb.edu.au).

## Archives in the News

Intrepid SAA members **EVELYN FRANGAKIS** and **BRUCE DEARSTYNE** respectively submitted the following articles highlighting archives in the news.

- The *New York Times* featured an article entitled "History for Sale, Dents and All" by Margaret Loke (September 18, 2000). The article noted that "'Made for America (Part 1),' the summer show at the Howard Greenberg Gallery in SoHo, included the work of photography giants like Margaret Bourke-White, Edward Steichen, Robert Capa, Edward Weston and Robert Frank. All the images were vintage prints from the Time Inc. picture collection, many taken for publication in *Fortune* or *Life*, and all were for sale at prices ranging from \$1,500 to \$65,000. Like the recent offerings at auctions and in galleries of vintage prints from the picture archives of *The New York Times* and *The Daily News*, the show raised a provocative issue: does it matter that newspapers and magazines are selling the original prints from their archives?" For a copy of the article, visit [nytimes.com](http://nytimes.com).

- The *Washington Post* featured an article in its National News section, "Historical Records Provide a Growing Sense of Global Warmth," (September 8, 2000), which described how "an international team of scientists sifting through historical records has found unusual evidence for long-term global warming: many lakes and rivers in the Northern Hemisphere typically freeze over a week later and thaw out 10 days sooner than they did 150 years ago. Interestingly, that trend appears to have begun at least half a century before the profound buildup of greenhouse gases caused by the burning of fossil fuels by humans. The team analyzed written accounts, some centuries old, including newspaper reports, fur traders' logs,



## UNESCO Launches Archives Portal

The UNESCO Archives Portal is "an international gateway to information for archivists and archive users." Visitors to the site can browse through a variety of categories

containing links to archives, associations, conferences and meetings, education and training, Internet resources, primary sources, and more. The site also allows visitors to add a new link or modify a previously existing link. An electronic newsletter provides information on new entries. The "In Focus" section presents Web sites or archives which are particularly interesting. Visitors can also rank Web sites of archives and related institutions through an online rating system.

Visit the UNESCO Archives Portal at: [www.unesco.org/webworld/portal\\_archive](http://www.unesco.org/webworld/portal_archive).





and notes of religious events. From that welter of sources, they extracted the dates of ice formation and breakup in dozens of locations on three continents."

### Mellon Grants Awarded

- The Philadelphia Museum of Art recently was awarded \$750,000 from the Andrew W. Mellon Foundation. The grant will support the museum's efforts to catalogue and enhance access to five valuable and resource-rich archival collections: the Louise and Walter Arensberg Archives; the Marcel Duchamp Research Collection; the John G. Johnson Collection Archives; the Lloyd Goodrich and Edith Havens Goodrich, Whitney Museum of American Art, Record of Works by Thomas Eakins; and the Fiske Kimball Collection. The grant, which is the largest ever received by the archives of the museum, will fund arrangement, description, and cataloguing of the collections according to current archival standards, utilizing Encoded Archival Description (or EAD, a new electronic formatting standard). The resulting finding aids will then be made available on the Internet through the Research Libraries Information Network (RLIN), making possible broad scholarly engagement with these resources.
- The Arthur and Elizabeth Schlesinger Library on the History of Women in America received a grant of \$295,000 from the Andrew W. Mellon Foundation to complete the cataloging and digitization of 20,000 photographs as part of the library's Photo Access Project. The new photos, along with 16,000 previously digitized images, are part of a significant collection of historic images that documents the lives of American women. They will be available on the Internet initially as part of Harvard's Visual Information Access database (<http://via.harvard.edu:748/html/VIA.html>).

### Richard P. Scharchburg Archives Dedicated

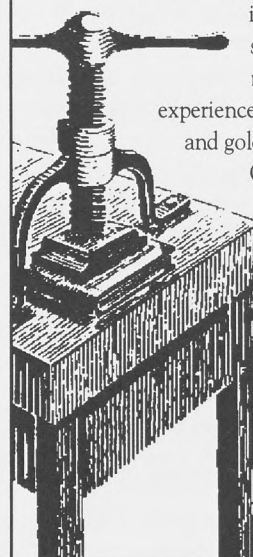
Kettering University of Flint, Michigan, dedicated the Richard P. Scharchburg Archives on Sept. 19, 2000. The archives are named for the late Professor Scharchburg, who passed away last June. Scharchburg was a renowned automotive historian, the Thompson professor of industrial history at Kettering University, and director of the Kettering/GMI Alumni Foundation Collection of Industrial History that was established in 1974 and which will now be housed in the new archives.

### Visual Imaging Reference Tool

The Digital Library Federation and Research Libraries Group have issued "Guidelines to Quality Visual Resource Imaging," a Web-based reference tool designed to serve the growing community of museums, archives, and research libraries that are turning to digital conversion of original photographs, prints, drawings, and maps. More information, including the guidelines, are available at [www.rlg.org/visguides/](http://www.rlg.org/visguides/).

## Bookbinding

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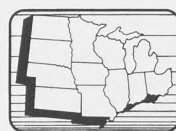
introduces conservation and repair, simple restoration and production methods. The second year expands experience in these areas and includes blind and gold tooling and leather binding.

Classes begin in September.

Financial aid for qualified students. Placement assistance available. Accredited Member ACCSCT. Short workshops also available. To find out more, write or call 617-227-0155.

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[www.nbss.org](http://www.nbss.org)



# MAC

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

For more information, contact the MAC membership coordinator:

LYNN LEITTE  
612/625-4867  
[leitt001@tcumn.edu](mailto:leitt001@tcumn.edu)

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



## New Progress at NARA May Also Help You

In Fiscal Year 2000 we had an exceptional array of accomplishments at the National Archives and Records Administration. But does any of it matter to archivists beyond NARA? The answer is emphatically yes.

Clearly our colleagues in other archival institutions have a stake in the work we are doing to build an Electronic Records Archives. Last year, after a prototype demonstrated the feasibility of an Electronic Records Archives, we joined with technological and financial partners to start building it. This ERA promises to be able to preserve any kind of electronic record, free from dependence on any specific hardware or software, and enables customers to find records they want, in formats suited to their needs.

An ERA is crucial for NARA's future ability to achieve the major access and preservation goals in its strategic plan. But the entire federal government—indeed, today's "information society" at large—has a stake in our success. An ERA will make greater quantities of information available, quickly and for as long as needed, to every home, office, school, library—and archives—in America with an Internet connection. The ERA will give increased reality to e-government. And the technology promises to be useful to many kinds of archives, libraries, agencies, and businesses, regardless of size. In fact, our National Publications and Records Commission has made a grant to foster such "scalability."

As this is written, the Congress was close to acting on legislation that would give us additional funds to continue pioneering for an ERA. If we receive those funds, many of you along with us are likely to be ultimate beneficiaries.

Also on the electronic records front, we took steps that may be meaningful to those of you who have records management as well as archival functions. After endorsing a standard for electronic records management that we helped the Department of Defense (DoD) develop, we also endorsed a DoD process for evaluating the ability of software products to meet that standard. Such products may have applicability outside the federal government as well as within it. And if our pending budget request is approved, we'll have funds with which to test inside NARA a records management application for electronic records, the results of which we will share with everyone interested.

Also, many of you may be interested in storage standards we promulgated in this past year for records centers. For us, this is a major achievement that will help protect federal records whether in agencies' storage facilities, commercial records centers, or our own. Additionally, archivists with records management concerns will be interested in the outcome of the major study we have launched of how records are managed in the federal government, which is the first step towards possible improvements. Last year we created a work plan and awarded a contract for the study, and we will let all of you know the results.

Our Fast Track project developed products of use in dealing with electronic records now. These products are available to

you as well through our web site: [www.nara.gov](http://www.nara.gov), where in fact you can find more information on most of what I have mentioned. Depending on your situation, you may also have an interest in our project for "Access to Archival Databases," in which we created a prototype for providing online access to the electronic databases we already have of records of Korean and Vietnam War casualties, among other electronic records. Also of possible outside interest, we expanded our electronic-records verification system, designed to help researchers select and access specific email messages, cables, and other structured textual records.

Additionally, we progressed in building our Archival Research Catalog. Eventually it will provide online access to descriptions of all the records in our holdings nationwide. This is a major access effort through which we'll enable researchers with Internet access anywhere in the world to see what we have without leaving their homes, offices, schools, or local libraries and archives. Already the NARA Archival Information Locator (NAIL), the prototype for our Archival Research Catalogue, offers more than 400,000 records descriptions online.

Although these are the things archivists generally may find useful, we made advances towards all the major goals in our strategic plan—improving records management, meeting electronic records challenges, increasing access to records, and preserving records in appropriate environments. And concerning the last, we did something truly special of interest to every American.

We began the re-encasement of our nation's Charters of Freedom—the Declaration of Independence, the U.S. Constitution, and the Bill of Rights—which many of you and millions of other people have come to see in the Rotunda of our original building in Washington, DC. We designed and built two prototype encasements for the Charters of Freedom. Conservators in our Document Conservation Lab successfully removed two of the seven Charters pages from the deteriorating encasements that had housed them for nearly 50 years, cleaned and repaired the two documents, and placed them in the new encasements. We unveiled the first encasement to the public as part of a series of successful events celebrating Constitution Week. And a new exhibit in the Rotunda and a Charters Web page now offer the public further information about the Charters and our work to make them safe for continued display.

With anticipated funds from our FY 2001 budget, we'll be able to complete renovation of the 60-year-old National Archives building itself. And with the help of private contributors as well as Congress and the administration, we plan enhancements to make the Charters experience even more stimulating and meaningful than before.

In all this, we are grateful for SAA support, and for mutual exchanges of information about things of value to us all. ♦





## Viva Seville! ICA Meeting an International Success

From September 21-26, 2000, some 3,000 archivists from 130 countries descended on the city of Seville, Spain, to attend the 14th quadrennial congress of the International Council on Archives.

Under the theme of "Archives of the New Millennium in the Information Society," the congress opened with addresses by Spanish government dignitaries, most notably King Juan Carlos, and representatives of the international archival community. The Palacio de Exposiciones y Congresos, built for the Universal Expo of 1992, was the site of all congress activities, which included ICA executive committee deliberations, plenary sessions and section discussions. Major papers delivered at plenary sessions covered topics such as, "The Management and Use of Electronic Records in a Global Context," "The Development of Archival Science as a Scholarly Discipline," and "The Role of Archivists in the Society of Leisure," with parallel sessions on quality management in archives, comparative archival terminology, and international standardization vs. regional and national traditions. All major sessions were simultaneously interpreted in six languages: English, French, Spanish, German, Russian and Chinese.

The exhibit hall housed impressive archives and documentation displays from 35 regional, national and international institutions. The Society of American Archivists maintained a publications booth, selling out the entire stock during the course of the congress and taking orders for many more SAA publications.

Other activities included an organ recital in Seville's main cathedral and an under-the-stars closing banquet at the Plaza de Espana, followed by dancing into the wee hours of the morning.

A delegation of approximately 25 American archivists attended the congress.

One had to be impressed by the setting chosen for the 14th International Congress on Archives. During the heyday of Spanish exploration and conquest, Seville was the primary port of entry for the riches brought to Spain from the New World. Its Gothic cathedral and the Archivo de Indias, its narrow winding streets, cobbled plazas and gated inner-city villas, its monuments and wide boulevards all recall Spain's time of world prominence. But Seville, too, is a modern European city with plenty of traffic headaches, well-stocked and bustling shops, native shoppers rushing to make their purchases before afternoon siesta, and crowded cafes where both tourists and locals order a wide variety of tapas washed down with cold Spanish beer or sangria.

Beyond the historical and cultural impression the city of Seville imparted, the enduring impression was perhaps the sense of professional solidarity that such an international gathering engenders. To rub elbows, to drink and talk with colleagues from Western and Eastern Europe, Africa, North and South America, and Asia was an unforgettable experience.

Honorary ICA President **ERIC KETELAAR** set the tone in his opening address when he said: "Across centuries and across the world, we all share mankind's common features as well as its exceptions. Thereby archives, and access to archives worldwide, are powerful tools to achieve solidarity and communion. They also serve to understand the contrasts between cultures, nations and peoples, across the world and through time. But archives cannot fulfill this role by themselves. Without human care and human intervention archives are devoid of life. . . They wait till someone takes them from the past into the present, infusing them with the promise of the future. That person is the archivist, who not only ensures preservation, but makes archives available for use—any use, by anybody, at anytime and in any place."

The common professional mission that archivists share across cultures and borders will only increase in importance in the coming years. American archivists should begin making plans now to attend the 15th International Congress on Archives to be held in Vienna, Austria, in 2004, not only to ensure a strong U.S. presence and participation, but to enhance our international professional understanding and experience our shared professional community.

## ICA Section of Churches and Religious Denominations

The ICA Section of Churches and Religious Denominations (ICA/SKR) held its first international conference, September 19-20, 2000, in Seville, Spain. Entitled "Challenges in the Professional Management of Church Archives," the meeting was attended by 45 archivists from 10 countries. His Excellency Don Carlos Amigo Vallejo, Archbishop of Seville, opened the conference. Two separate sessions discussed use trends and access issues as they relate to church archives. The section's annual business meeting followed the conference and its steering committee met on September 23 to discuss plans for the next SKR meeting to be held in St. Petersburg in June 2001. (Other ICA section meeting summaries will appear in future editions of the World View column.)

## UK Hosts Conference on Photo Collections

The Public Record Office in Richmond, UK, hosted a conference, "Written in Light," September 12-14, 2000, as part of the project Safeguarding European Photographic Images for Access (SEPIA). SEPIA is funded by the European Union under the Framework Programme in Support of Culture. **SARAH ROUSE** of the Library of Congress presented a paper entitled "Balancing Access with Preservation: Practical Solutions for Photographic Collections at the Library of Congress Prints and Photographs Division." **CONNIE SCHULZ** of the University of South Carolina also attended the conference along with 150 other photo collection professionals, including archivists, librarians, curators, conservators and experts in photography and digital imaging. For more information on SEPIA visit [www.knaw.nl/ecpa/sepia/](http://www.knaw.nl/ecpa/sepia/).



THE SOCIETY of  
AMERICAN ARCHIVISTS

# FELLOW NOMINATIONS SOUGHT

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

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

The Committee on the Selection of SAA fellows includes the five most recent past presidents of the Society and three additional members—all fellows who are elected annually by SAA officers and Council. This year, past presidents H. Thomas Hickerson, Luciana Duranti, William J. Maher, Nicholas C. Burckel, and Brenda Banks will

be joined by three fellows elected at the SAA Council meeting in January. A nomination form follows. Completed forms must be postmarked by February 28, 2001, and addressed to the chair:

## Luciana Duranti

Chair, Committee on the Selection of SAA Fellows  
University of British Columbia  
SLAIS #831-1956 Main Mall  
Vancouver, BC V6T 1Z1 Canada  
604/822-2587 • fax 604/822-6006 • luciana@interchange.ubc.ca

A nomination submitted in 2000 that did not result in the election of a fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Enhancements or updates may be submitted if desired.

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

## DISTINGUISHED SAA FELLOWS

\* indicates past president

Bruce Ambacher	Terry Cook	Meyer H. Fishbein	John M. Kinney	Dolores C. Renze*
Howard L. Applegate	Richard J. Cox	John A. Fleckner*	Charles E. Lee*	James B. Rhoads*
Douglas A. Bakken	John Daly	James E. Fogerty	Richard W. Leopold	Mary Lynn Ritzenthaler
Brenda Banks*	Maygene Daniels*	Michael J. Fox	Waverly Lowell	Kathleen Roe
Roland Baumann	Josephine Harper Darling	James Richard Fuchs	Lydia Lucas	Nancy A. Sahli
David Bearman	Lewis J. Darter, Jr.	Ellen Garrison	Richard H. Lytle	Helen W. Samuels
V. Nelle Bellamy	Susan E. Davis	Carolyn L. Geda	Paul H. McCarthy, Jr.	Charles R. Schultz
Lewis J. Bellardo, Jr.	William N. Davis, Jr.	Anne Gilliland-Swetland	Lawrence McCrank	Robert Sink
Karen Benedict	Bruce W. Dearstyne	Susan Grigg	William Lewis McDowell, Jr.	Jane F. Smith
Edmund Berkeley, Jr.	Megan Desnoyers	David B. Gracy II*	William Maher*	Leon J. Stout
William E. Bigglestone	Anne Polk Diffendal	Larry J. Hackman	Philip P. Mason*	Richard Szary
Francis X. Blouin, Jr.	Charles M. Dollar	F. Gerald Ham*	Linda M. Matthews	Hugh A. Taylor*
Frank Boles	Jackie M. Dooley	Bruce C. Harding	Philip Mooney	Kenneth Thibodeau
Lynn A. Bonfield	Lawrence Dowler	Edie Hedlin*	Eva Moseley	Anne Van Camp
Maynard J. Brichford*	Kenneth W. Duckett	Margaret L. Hedstrom	Archie Motley	Victoria Irons Walch
Edwin C. Bridges	Luciana Duranti*	Linda Henry	James O'Toole	Carolyn A. Wallace
Thomas Elton Brown	Sherrod E. East	Steven L. Hensen	Charles G. Palm	William Wallach
Bruce Bruemmer	Terrence Eastwood	H. Thomas Hickerson*	Edward C. Papenfuse	Christine Ward
Mary Lynn McCree Bryan	Fynnette Eaton	Robert W. Hill	Ann Pederson	Robert M. Warner*
Nicholas C. Burckel*	Linda Edgerly	Andrea A. Hinding*	Trudy Huskamp Peterson*	Joan Warnow Blewett
Frank G. Burke*	Elaine Engst	Sue E. Holbert*	Harold T. Pinkett	Lisa Weber
Richard Cameron	Timothy L. Ericson	Richard A. Jacobs	Seymour J. Pomrenze	Edward Weldon*
Ann Morgan Campbell	Frank B. Evans*	Mary Janzen	Jean F. Preston	Merle William Wells
Paul Chestnut	Max J. Evans	H. G. Jones*	Mary Jo Pugh	Daniel T. Williams
Agnes C. Conrad	C. Herbert Finch	William L. Joyce*	Virginia C. Purdy	Dorman H. Winfrey
Paul Conway	Elsie Freeman Finch	Anne R. Kenney*	Patrick M. Quinn	Elizabeth Yakel
J. Frank Cook*	Shonnie Finnegan*	Kristi Kiesling	Leonard Rapport	



# 2001 FELLOW NOMINATION FORM

available online at: [www.archivists.org/recognition/fellows.html](http://www.archivists.org/recognition/fellows.html)

**Nominators must be members of the Society of American Archivists.**

**Please complete the form below or submit the same information in typed or computer-generated copy.**

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

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

Name of Candidate

Date of SAA Membership (please confirm with SAA office)

Present Institutional Affiliation

Position

EDUCATION

College/University

Date

Degree/Certificate Received

OTHER TRAINING

Institution and Location

Date

Training Received

PREVIOUS PROFESSIONAL POSITIONS

Employing Institutions

Date

Position Title

HONORS, AWARDS, FELLOWSHIPS

Organization

Date

Honors/Awards Received



**SAA Fellow Nomination Form - continued**

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

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

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

- Attach a one-page narrative of professional activities showing the nominee to be a distinguished and worthy candidate.
- In addition, on a separate sheet, list the names and addresses of three persons familiar with nominee's work (need not be SAA members) and willing to submit a letter in support of the nominee. Nominators can attach the letters to their nomination, or can request that those writing on behalf of the nominee send their letters directly to the committee chair. If sent directly, the letters should be post-marked no later than February 28, 2001.

SUBMITTED BY (PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

DATE \_\_\_\_\_

**SEND NOMINATIONS TO:**

**Luciana Duranti • University of British Columbia • SLAIS #831-1956 Main Mall  
Vancouver, BC V6T 1Z1 Canada • 604/822-2587 • fax 604/822-6006 • luciana@interchange.ubc.ca**

**NOMINATION DEADLINE: FEBRUARY 28, 2001**





THE SOCIETY of  
AMERICAN ARCHIVISTS

# 2001 AWARDS COMPETITION

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The Society of American Archivists announces its 2001 awards competition to recognize achievements of the 2000 calendar year.

Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Roland Baumann, Deborah Day, and Alexandra S. Gressitt. Awards will be presented next September during SAA's 65th annual meeting in Washington, DC.

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

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

**Deborah Day**, *Deputy Co-Chair*  
University of California, San Diego  
Scripps Institution, Oceanography  
9500 Gilman Drive 0219  
La Jolla, CA 92093-0219  
858/534-5970  
fax 858/534-5269  
[dday@ucsd.edu](mailto:dday@ucsd.edu)

**Alexandra S. Gressitt**, *Deputy Co-Chair*  
1505-H Autumn Honey Court  
Richmond, VA 23229  
[agressitt@lva.lib.va.us](mailto:agressitt@lva.lib.va.us)

***The deadline for award nominations is February 28, 2001 (except for the Theodore Calvin Pease Award, that deadline is May 1, 2001).*** Nominations will not be considered unless all materials, including books and other supporting documentation, are postmarked by that date.

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## **Distinguished Service Award**

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

## **J. Franklin Jameson Archival Advocacy Award**

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

## **C.F.W. Coker Award**

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

*(continued on next page)*

### **Philip M. Hamer-Elizabeth Hamer Kegan Award**

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

### **Theodore Calvin Pease Award**

Created in 1987, this award recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. Eligible manuscripts must be unpublished, 15-20 pages in length, and conform to stylistic guidelines of the *American Archivist*. Papers examining major trends and issues in archival administration are preferred. The award honors Theodore Calvin Pease, first editor of the *American Archivist*. **The deadline for this award is May 1, 2001.**

### **Waldo Gifford Leland Award**

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

### **Oliver Wendell Holmes Award**

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

### **Sister M. Claude Lane Award**

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

### **Preservation Publication Award**

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

### **Fellows' Posner Prize**

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

### **Harold T. Pinkett Minority Student Award**

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

### **Colonial Dames Scholarship Award**

Established in 1974, this award, given in conjunction with the Colonial Dames of America (Chapter III, Washington, D.C.), financially assists two archivists each year to attend the National Archives' Modern Archives Institute. The institute is held twice each year: January/February and June. The award covers up to \$900 of the total tuition, travel, and housing expenses at the institute (tuition is \$525). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. **A scholarship to the Modern Archives Institute, to be held June 5-16, 2000, is now available. The deadline for application is February 28, 2001. (The deadline for the January/February institute has past.)** Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate (original and two photocopies) to: Brady Banta, Chair, Colonial Dames Scholarship Award, 5109 Cayman Place, Jonesboro, AR 72401; 870/972-3077.



THE SOCIETY of  
AMERICAN ARCHIVISTS





# 2001 AWARDS NOMINATION FORM

THE SOCIETY OF  
AMERICAN ARCHIVISTS

NAME OF AWARD

Person/Organization to receive award

Address

City/State/Zip/Country

Phone

E-mail

Person making the nomination

Address

City/State/Zip

Phone

E-mail

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

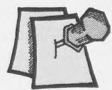
**Please answer the following questions about the nominee. Attach additional pages if necessary.**

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

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

**PLEASE SUBMIT FIVE COPIES OF THIS FORM AND THREE COPIES OF ALL SUPPORTING DOCUMENTS BY FEBRUARY 28, 2001. Nominations for the Theodore Calvin Pease Award must be submitted by May 1, 2001. Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Oliver Wendell Holmes Award, and Minority Student Award to: Deborah Day; University of California, San Diego; Scripps Institution, Oceanography; 9500 Gilman Drive 0219; La Jolla, CA 92093-0219; 858/534-5970; fax 858/534-5269; dday@ucsd.edu. Send nominations for the Theodore Calvin Pease Award, Philip M. Hamer and Elizabeth Hamer Kegan Award, J. Franklin Jameson Archival Advocacy Award, Sister M. Claude Lane Award, Waldo Gifford Leland Prize, and Preservation Publication Award to: Alexandra S. Gressitt; 1505-H Autumn Honey Court; Richmond, VA 23229; agressitt@lva.lib.va.us.**



## 2001 CALENDAR

### February 15

NEDCC workshop, "Preservation of Scrapbooks," sponsored by the New York State Library, at the Guilderland Public Library in Guilderland (Albany), NY. For information call 978-470-1010 or visit [www.nedcc.org/nysbook.htm](http://www.nedcc.org/nysbook.htm).

### March 5-9

NEDCC workshop, "School for Scanning: Cuba, Issues of Preservation and Access for Paper-Based Collections," at the National Archives of Cuba in Havana. Early bird registration fee: \$150 by Jan. 15, 2001. Late registration is \$175, deadline Feb. 28, 2001. All participants responsible for travel and lodging costs. Conference will be conducted in English with Spanish translation. For more information, contact: School for Scanning: Cuba, Archivo Nacional de Cuba, Compostela #906 esq. San Isidro, Habana Vieja 10100, C. Habana, Cuba; fax 537 33 8089; [arnac@ceniai.inf.cu](mailto:arnac@ceniai.inf.cu).

### March 14-17

"Museums and the Web 2001" in Seattle, Washington. Sponsored by Archives and Museum Informatics. Full details at <http://www.archimuse.com/mw2001/>.

### March 27

16th Annual NARA Preservation Conference, "2001, A Case Oddity: Preserving the Physical Evidence of Artifacts and Records." Conservation scientists, preservation professionals, archivists and records managers will discuss technical issues related to maintaining and handling artifacts and records found in holdings subjected to or subject to forensic examination. Topics covered: examples/case studies; handling and preserving fingerprinted documents and artifacts; firearms and ammunition, and other wood or metal artifacts; blood, body fluids, and other biological materials; custodial issues; preservation responsibilities; and conservation issues. Registration fee is \$75. For information call 301/713-6718 or visit [www.nara.gov/arch/techinfo/preserva/conferen/2001.html](http://www.nara.gov/arch/techinfo/preserva/conferen/2001.html).

### May 30-June 2

VI European Conference on Archives "Archives Between Past and Future" in Florence, Italy. For details, visit [www.brainitalia.it/archives](http://www.brainitalia.it/archives).

### June 4-9

Association of Canadian Archivists annual meeting in Winnipeg, Manitoba, Canada. Theme: "ACA 2001: The Archival Odyssey." Details at <http://aca.archives.ca>.

### August 27-Sept. 2

65th annual meeting of the Society of American Archivists in Washington, DC, at the Hilton and Towers. Details at <http://www.archivists.org/conference/index.html>.

### Sept. 2-5

The first joint national conference of the Australian Society of Archivists and the Records Management Association of Australia at the Hotel Grand Chancellor, Hobart, Tasmania, Australia. Theme: "Convergence 2001 - Recordkeeping in a Digital Age." Direct inquiries to: Mures Convention Management, Victoria Dock, Hobart 7000, Tasmania, Australia; fax 03 6234 4464; [conventions@mures.com.au](mailto:conventions@mures.com.au).

### Sept. 2-7

6th International Cultural Heritage Informatics Meeting (ICHIM) at the Politecnico di Milano in Milan, Italy. The international forum to examine the relationships between technology and cultural heritage. Full details at [www.archimuse.com/ichim01](http://www.archimuse.com/ichim01).

## FUNDING

### Brown University Research Fellowship Program

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

### Carl Albert Congressional Research and Studies Center Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program, which provides financial assistance to researchers working at the center's archives. Awards of \$500-\$1,000 are normally granted as reimbursement for travel and lodging. The center's holdings include the papers of many former members of Congress, 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. 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. 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. 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](mailto: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](http://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?

### New Preservation Award Established

The Paul Banks and Carolyn Harris Preservation Award has been established by the Preservation and Reformatting Section of ALA in memory of Paul Banks and Carolyn Harris, early leaders in library preservation. The award consists of \$1,500 and a citation, sponsored by Preservation Technologies, L. P., and will be awarded to recognize the contribution of a professional preservation specialist who has been active in the field of preservation and/or conservation for library and/or archival materials. Criteria for selection of the winner will be





determined by the person's accomplishments as they relate to preservation leadership in such activities as: leadership in professional associations at the local, state, regional or national level; contributions to the development, application or utilization of new or improved methods, techniques and routines; significant contribution to professional literature; evidence of studies or research in preservation; and/or training and mentoring in the field of preservation. **The nomination deadline is December 1, 2000.** For additional information or to submit a nomination, contact Barbara Berger Eden at Cornell University, 607-255-5291, beb1@cornell.edu.

#### NHPRC 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 views the fellowship as an opportunity for professional archivists with two to five years of experience to gain new or additional experience with archival administrative procedures and problems. The fellow's stipend is \$35,000, with a benefit payment of \$8,750. **Applications from potential fellows are due by March 1, 2001.** Contact: 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](http://www.nara.gov/nhprc). For further information, please contact: Michael T. Meier of the NHPRC staff at 202/501-5610 ext. 252 or e-mail [michael.meier@arch1.nara.gov](mailto: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](mailto:lshopes@phmc.state.pa.us); or at the PHMC Web site at [www.phmc.state.pa.us](http://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; [mlaughli@mailier.fsu.edu](mailto:mlaughli@mailier.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 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 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. 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 completed 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 at The New York Public Library offers a residency program that assists 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](http://www.nypl.org/research/sc/scholars/index.html). **The deadline is January 15th.**

### Smith College Research Support Awards

The Sophia Smith Collection and the Smith College Archives at Smith College fund three research support programs: the Caroline D. Bain Scholar-in-Residence Fellowship and the Margaret Storrs Grierson Scholars-in-Residence Fellowships, both awarded in annual competitions, and the smaller Margaret Storrs Grierson Travel-to-Collections grants, available throughout the year. The Bain Scholar will receive an award of \$2500 intended to support four to six weeks of research at the Sophia Smith in Northampton, Massachusetts. Grierson Scholars will hold awards of \$2,500, intended to support tenures of four to six weeks. Applications are welcome from faculty members, independent researchers, and graduate students who reside at least 50 miles from Northampton and whose research interests and objectives would be significantly advanced by extended work in the holdings of either the Sophia Smith Collection or the Smith College Archives. Bain and Grierson Scholars will be expected to give an informal work-in-progress colloquium to the Smith College community early in their residency. Grierson scholars will also become eligible for Travel-to-Conferences funds, should they wish to deliver a paper based on their research to a broader scholarly audience. It is expected that at some later time both Bain and Grierson Scholars will send the Sophia Smith Collection and the College Archives a copy of the final results of their research, whether in published or unpublished form. Application cover sheets for the Caroline D. Bain Scholar-in-Residence Fellowship, the Margaret Storrs Grierson Scholars-in-Residence Fellowships and additional application instructions can be found on the SSC Web site at <http://www.smith.edu/libraries/ssc>,

and at the Smith College Archives web site at <http://www.smith.edu/libraries/ca>. Successful applicants will demonstrate their projects' high relevance to the unique holdings of the Sophia Smith Collection and/or the Smith College Archives and significant contribution to historical understanding. **Applications for Bain and Grierson Fellowships must be postmarked on or before January 15, 2001.** Awards will be announced by April 1. Applicants should address their materials to: Research Support Program, Sophia Smith Collection and Smith College Archives, Smith College, Northampton, MA 01063. Travel-to-Collections grants are available on an ad hoc basis throughout the year to offset travel expenses of researchers engaged in projects requiring briefer visits. We also welcome and encourage requests from researchers who would like to survey our holdings as they formulate their research agendas. Applicants for Travel-to-Collections grants should submit a curriculum vita, a letter outlining their research interests and needs, and a proposed budget (not to exceed \$1,000), as well as two letters of recommendation that speak to their scholarly experience, ability, and promise. For further information on either the Bain or Grierson Scholar-in-Residence Fellowships or the Travel-to-Collections funds, contact Kate Weigand, Sophia Smith Collection, Smith College, Northampton, MA 01063; 413/585-2996; [Kweigand@email.smith.edu](mailto:Kweigand@email.smith.edu).

### Soroptimist Visiting Researcher Program

The Soroptimist Archives will offer travel and lodging grants for May 2001-April 2002 to graduate, post-graduate and independent researchers who would benefit from using the collections of Soroptimist International of the Americas and its two affiliated organizations, The Soroptimist Foundation and Venture Clubs of the Americas. The program makes grants up to \$1,000 for researchers from Canada and the United States and up to \$1,500 for researchers from other countries. The collections include the archives of each organization as well as manuscript collections, oral history interviews and artifacts. The Soroptimist Archives will support research in women and volunteerism, advocacy for women, women as fundraisers and organization leaders, and women in business and professions. **Deadline for application is March 15, 2001.** For further information and application requirements, contact: Lisa Mangiafico, Archivist, Soroptimist International of the Americas, Two Penn Center Plaza, Suite 1000, Philadelphia, PA 19102; 215-557-9300; [lisa@soroptimist.org](mailto:lisa@soroptimist.org) or the Soroptimist Web site at [www.soroptimist.org](http://www.soroptimist.org).

### 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](mailto:rmyers@library.arizona.edu).

### U.S. Capitol Historical Society Fellowship

Applications are invited for the sixteenth year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of art and architecture of the United States capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is \$1,500 per month. **Applications must be postmarked by March 15, 2001.** For further information, contact: Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, DC 20515; 202/228-1222.

## 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](mailto:tbrinati@archivists.org)



## Message from the President

continued from page 3

could not help but be touched by her descriptions of the massive problems and the great need for education and training.

Just as Tom Hickerson discussed in his last column (*Archival Outlook*, July/August 2000, p. 3), the need to be open to partnerships and joint projects is an important goal for the future of SAA. It's ironic that it happened in Spain, but this was an opportunity for several positive meetings with the leadership of ARMA International, which was also represented at Seville. ARMA is a partner in the work of the International Records Management Trust, and this provided the platform to explore chances for greater collaboration with a professional group with which we share many common interests.

Finally, I think I can appreciate some of the feelings of those first-time attendees at Denver. There's the sense of simply not knowing the culture of the new organization. How do the meetings work? Who does what? What do all those acronyms stand for? I was happy to see perhaps 50 Americans and Canadians that I knew, but 50 out of three thousand still left a lot of unfamiliar faces. Fortunately, I found good conversation and an eagerness to share knowledge and impressions with archivists from all over the world.

I emerged from the 1976 meeting in Washington with a good feeling and a strong desire to return. I'm happy to say, I had the same feeling coming back from Seville. We, SAA, have a role to play in the world and I'm happy to contribute to opening that idea up for our further examination and action. ♦

## Education Guidelines Being Revised

continued from page 17

- April 2001: CEPD reviews committee recommendations.
- June 2001: progress report to SAA Council from CEPD.
- July 2001: publication of revised guidelines in *Archival Outlook*, for public review and comment.
- August 2001: discussion of revised guidelines at SAA annual meeting in Washington, DC.
- October 2001: Guidelines submitted to Standards Board for review.
- January 2001: Guidelines submitted to Council for approval.

### Public comments

CEPD encourages all members of the profession, whether or not members of SAA, to review these issues and provide comments and suggestions. Please respond by November 20, 2000, to Rand Jimerson, Western Washington University, at [rand.jimerson@wwu.edu](mailto:rand.jimerson@wwu.edu).

There will also be later opportunities for public comment and suggestions on the proposed draft of the revised education guidelines.

## Errata

• **American Archivist.** Please note the following correction to the spring/summer 2000 issue (vol. 63, no. 1). In the article, "Looking at Archives in Art," the last sentence on page 124 should read:

"There is no room for playful or profound ambiguity in archival representations."

An errata sheet will be sent to all SAA members and journal subscribers. It will be mailed along with the next issue of the *American Archivist* (vol. 63, no. 2), which is slated for publication this winter.

• **American Archival Studies: Readings in Theory and Practice.** Please note the following correction to chapter 17, "Encoded Archival Description: The Development of an Encoding Standard for Archival Finding Aids." At the top of page 406 the first full sentence should read:

"It is also possible to use SGML to treat the descriptive components of finding aids as named entities. EAD, for example, distinguishes scope and content, biographies and agency histories, chronological lists, various types of administrative information, and many more components of archival description. By explicitly identifying these components, software can be employed to index, search, display, and navigate each component in particular ways.

SGML also supports referential markup...."

An errata sheet is available from SAA. This text will be amended in the second printing of the publication.

• The **2000-2001 SAA Directory of Individual and Institutional Members** was distributed in August. Thanks to all for their feedback on the new directory. A list of updated member contact information will be published as an insert in the next issue of *Archival Outlook*. In the meantime, please note that affiliations for the following individuals were incorrectly listed in the directory. Correct affiliations are listed below.

Maygene Daniels  
*National Gallery of Art*

Br. Larry Eberhardt, OFM Conv  
*Conventual Franciscan Friars*

Tim L. Pennycuff  
*The University of Alabama at Birmingham*

Anne Ritchie  
*National Gallery of Art*

The Society of American Archivists regrets these errors.



## HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

The following rate schedule entitles an employer to post one job in the *Online Employment Bulletin* plus one issue of *Archival Outlook* or the print version of the *SAA Employment Bulletin* for one fee:

**92¢ per word**  
(NUMBERS, ABBREVIATIONS, ETC.  
EACH COUNT AS ONE WORD.)

Institutional members receive a 50% discount. New postings to the *Online Employment Bulletin* are available for viewing beginning Thursday afternoon and remain posted for up to two months at [www.archivists.org/employment](http://www.archivists.org/employment).

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

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

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

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



THE SOCIETY OF  
AMERICAN ARCHIVISTS

### ARCHIVAL ASSISTANT

*Center for Jewish History*  
New York, NY

Assist with the survey, processing and description of archival collections; make revisions to electronic finding aids as directed; produce electronic versions of print finding aids using OCR; input information from survey sheets into database; rehouse archival materials as directed. **Required qualifications:** B.A. in humanities; one-year archival experience preferred; familiarity with Microsoft Access and/or other database management software. **Salary:** Salary commensurate with experience and background. Minimum: \$25,000. Attractive benefits package. To apply, contact: Center for Jewish History, 15 West 16th Street, New York, NY 10011; 212/294-8301; fax 212/294-8302; [jobs@cjh.org](mailto:jobs@cjh.org)

### ARCHIVIST

*92nd Street Y*  
Manhattan, NY

The 92nd Street Y, one of NYC's leading cultural centers, seeks a detail-oriented individual to manage its archival areas both on-site and off-site. This includes processing archival records, supervising staff and database management. To qualify, you must have a master's in archival management, library science or Jewish history (M.L.S. or M.A. in history with archival concentration preferred) and at least 3 years of professional experience. Strong familiarity of archival principles/practices, computer proficiency, mastery of Encoded Archival Description (EAD), and excellent communication skills are essential. Hours are Mon.-Fri., 7 a.m.-4 p.m.. For consideration, send/fax resume with salary history to: HR Dept. MG, 92nd Street Y, 1395 Lexington Avenue, New York, NY 10128; fax 212/410-1254; [humanresources@92ndsty.org](mailto:humanresources@92ndsty.org). EOE.

### ARCHIVIST

*ACP-ASIM*  
Philadelphia, PA

The American College of Physicians-American Society of Internal Medicine (ACP-ASIM), a nonprofit medical society, seeks an archivist to appraise, process, preserve, and catalog historic records. The archivist will also answer reference questions, conduct research in organizational records, design and construct exhibits, write articles in the departmental newsletter, and assist with library services. The ACP-ASIM archives supports an integrated approach to archives, library, records management and information management services. Archives staff includes a supervisor, an archivist, a records manager, and an archives and records management assistant. Ideal candidate will have either an ALA-accredited M.L.S. or an M.A. in history, coursework in archives management,

and experience with archival appraisal, processing, cataloging, and preservation techniques, preferably in a corporate or nonprofit archives. Experience with records management, Access, Excel, and HTML preferred. Excellent opportunity for a self-motivated, creative person to gain broad experience in many aspects of archival work. Competitive salary (mid \$30,000s) and excellent benefits. Please send resume to: HR-PA, ACP-ASIM, 190 N. Independence Mall West, Philadelphia, PA 19106-1572; fax 215/351-2449; [cjenkins@mail.acponline.org](mailto:cjenkins@mail.acponline.org). EOE.

### ARCHIVIST

*Minnesota Orchestra Collection*  
University of Minnesota Libraries, Twin Cities  
Minneapolis, MN

The University of Minnesota Libraries invites applications for the position of archivist, Minnesota Orchestra Collection. The Minnesota Orchestra is the major symphony orchestra for the Twin Cities of Minneapolis and St. Paul, and one of the leading symphony orchestras in the nation. The orchestra was formed as the Minneapolis Symphony Orchestra in 1903 and will celebrate its 100th anniversary in 2003. The Minnesota Orchestra has designated the Performing Arts Archives of the University of Minnesota Libraries as the repository for its records. The collection is housed in the new Elmer L. Andersen Library. **Responsibilities:** Assist in acquisition of records to supplement the Minnesota Orchestra archives; sort, arrange, and describe the collection and perform limited conservation and repair; act as liaison for the Performing Arts Archives to the officials and staff of the Orchestra and advise the records management team of the Orchestra on matters of preservation and timely transfer of records to the archives; render reference service to users of the archives, including retrieval of documents from the archives upon request; engage in outreach activities, such as speaking, lecturing, producing informational literature, and assisting in production of a Minnesota Orchestra Archives Web site; assist in designing and mounting exhibits of representative material from the archives. **Qualifications:** Required: M.L.S. from an ALA-accredited institution or masters in archival administration or information management; 1-2 years archival experience; computer skills, including familiarity with Microsoft Access; excellent verbal and written skills; high degree of self motivation and ability to work independently; ability to interact well with a wide variety of people; excellent organizational skills. Desired: familiarity with Web maintenance and on-line cataloging; experience or training in conservation of paper materials. **Salary and Benefits:** This is a full-time, academic/professional position at the Assistant Librarian rank. The position is available immediately and is a three-year appointment. Continuation beyond three





years is dependent on the availability of funding. The Libraries offers a competitive salary, commensurate with experience, but not less than \$35,000 for this position. Excellent benefits. **To Apply:** Send a letter of application, resume, and the names, addresses, telephone numbers and e-mail addresses of three current references to: Libraries Human Resources, University Libraries, 499 Wilson Library, 309 19th Ave. So, Minneapolis, MN 55455-0414. Applications will be accepted until position is filled. Please identify your application with the number UL129. The University of Minnesota is an Equal Opportunity Educator and Employer.

#### ARCHIVIST

*College of Staten Island/CUNY  
Staten Island, NY*

The Department of the Library, College of Staten Island of The City University of New York, invites applications for anticipated tenure-track position as archivist, at the level of instructor or assistant professor. **Qualifications:** ALA accredited M.L.S. with appropriate second master's degree required for appointment as assistant professor; excellent communication and interpersonal skills; ability to work collaboratively. Demonstrated record of effective collaboration, proficiency in electronic records, and training and extensive background in local or regional New York history, politics, or economics required. **Responsibilities:** Developing, implementing, and maintaining the CSI Archives and Special Collections which house resources on the history, politics, and social and cultural development of Staten Island since World War II, including the papers of New York State Senator John J. Marchi. In addition to the responsibilities of the position, including reference desk service, the successful candidate will be expected to perform department and college service and engage in an active and productive research agenda. To start immediately. **Salary range:** Commensurate with qualifications: Instructor: \$29,997 to \$48,284; Assistant Professor: \$42,162 to \$57,049. **Review of applications will begin immediately and continue until the positions are filled.** Send a letter of application with a curriculum vitae, and the names, addresses, and telephone numbers of three references to: Chair, Library Search Committee, College of Staten Island/CUNY, 2800 Victory Blvd., Staten Island, NY 10314. For more complete information: [www.library.csi.cuny.edu](http://www.library.csi.cuny.edu). EEO/AA/ADA employer.

#### ARCHIVIST

*The Historical Society of the Town of Greenwich  
The William E. Finch, Jr. Archives  
Cos Cob, CT*

The Historical Society of the Town of Greenwich (HSTG), a private nonprofit museum with 8 f/t and 12 p/t staff, seeks an historian

with archival training to coordinate all aspects of its research archive and non-circulating library. **Qualifications:** B.A. in history, M.A. or M.L.S. preferred, with 3-5 years progressive experience in archives science. Must demonstrate vision for emerging technologies and their application to museums, archives and schools.

**Responsibilities:** The archivist collects, catalogs, conserves and provides access to the HSTG holdings, approx. 1000 linear feet related to the history of Greenwich, CT, and the Cos Cob Impressionist Art Colony, including books, manuscripts, maps, newspapers, photographs and other visual and sound material. **Salary Range:** Mid to high 30s plus good benefits and opportunity to grow. To apply, send letter of application and resume to: Executive Director, HSTG, 39 Strickland Road, Cos Cob, CT 06807. For more information, visit our Web site at [www.hstg.org](http://www.hstg.org).

#### ARCHIVIST

*Southern California Library for Social Studies  
and Research  
Los Angeles, CA*

**Description:** The Southern California Library for Social Studies and Research, which specializes in the 20th-century grassroots social history of Southern California, seeks an energetic individual to work with the library's team on a one-year project funded by the California State Library (LSTA grant) to process civil rights, labor, politics and community organizing collections, and encode registers using EAD for the Online Archive of California. Job may lead to a permanent position. **Qualifications:** An advanced degree in history, library science or relevant field with at least one year of archival processing experience. Familiarity with EAD preferred. **Salary:** \$38,972 plus benefits. Please send or fax cover letter, resume, and a list of three references to: Sarah Cooper, Director, So. Calif. Library, 6120 S. Vermont Ave., Los Angeles, CA 90044, fax 323/759-2252. For more information on the Library, see our site [www.socallib.org](http://www.socallib.org). Phone: 323/759-6063. Position available immediately. EOE/AA employer.

#### ARCHIVIST/RECORDS MANAGER

*Diocese of Green Bay  
Green Bay, Wisconsin*

The Green Bay Diocese has an opening for a full-time archivist/records manager. This person will oversee the overall management, control and direction of the Archives and Records Management Program in the Diocese of Green Bay. Responsibilities will include creating and maintaining archival practices to ensure appropriate preservation and collection of documents; provide technical assistance to diocesan agencies in establishing and operating a program for the management and proper disposition of current files; ensure that archival materials and docu-

ments are preserved and collected according to accepted archival practices; appraise records for historical, fiscal, legal or administrative value; assist with research, serve as a professional resource and provide technical assistance, as appropriate; monitor environmental conditions and arrange for microfilming of records; supervise staff as needed; and performs any other duties which may be assigned. Candidates for this position should have a master's degree in library science or in history with academic training in archives or comparable experience, possess good managerial and communication skills, and have the ability to attend to detail and accuracy. **For consideration send cover letter and resume to:** Chancellor, Diocese of Green Bay, P. O. Box 23825, Green Bay, WI 54305-3825.

#### ASSISTANT/ASSOCIATE PROFESSOR, PUBLIC HISTORY/ARCHIVES

*Middle Tennessee State University  
Murfreesboro, TN*

Middle Tennessee State University Department of History seeks applications for a public historian (#126110); tenure-track; assistant/associate professor; Ph.D. in history (any U.S. field) and 2-3 years experience in archival administration/management. Experience with digital media preferred. College teaching experience preferred. The successful candidate will teach U.S. survey, upper division, and graduate classes. Submit letter of application referencing #126110, vita, official transcripts, and three original letters of recommendation to: Attn: George Pimentel, College of Liberal Arts Faculty Recruitment, MTSU Box 546, Murfreesboro, TN 37132. **Review of applications will begin January 8, 2001.** For more information, visit [www.mtsu.edu/~libarts2](http://www.mtsu.edu/~libarts2). MTSU is an AA/EOE.

#### ASSISTANT LIBRARIAN

*California Historical Society  
San Francisco, CA*

CHS seeks a motivated, energetic person to fill the position of assistant librarian. Reference duties include answering questions using both the library and photography collections. The reference librarian assists researchers, schedules appointments, retrieves items from closed stacks, and fills photocopy requests. May supervise volunteers, interns, and a page. **Requirements:** M.L.S. degree from ALA-accredited institution. Experience in public service—reference experience preferred. Knowledge of California history or photography helpful. Computer literate. E-mail for full job description. Send a cover letter, resume, and three references to: Tanya Hollis, Interim Dir. of the Library, California Historical Society, 678 Mission Street, San Francisco, CA 94105; fax 415/357-1850; [bakerlib@calhist.org](mailto:bakerlib@calhist.org).



### ASSISTANT OR ASSOCIATE PROFESSOR

*Department of Library and Information Science  
University of Pittsburgh  
Pittsburgh, PA*

The Department of Library and Information Science of the School of Information Sciences of the University of Pittsburgh is seeking applicants for a tenure-track teaching and research position. The University of Pittsburgh of the Commonwealth System of Higher Education is a nonsectarian, coeducational, state-related, public research university enrolling 32,300 students and employing 9,600 faculty members, research associates, and staff. The School of Information Sciences is an internationally known leader in educating individuals for the information professions. The school is looking for a faculty member qualified to teach courses and conduct research in archives, records management, preservation, digital preservation, and electronic records systems and management. The school is looking for a colleague who has substantial understanding of archival science and records management from a variety of organizational perspectives, especially in an electronic environment from both a theoretical and practical perspective and as relates to the library and information sciences. The successful candidate will assist in the development of a leading program for the education of records professionals in the modern information disciplines. The school seeks a colleague who can direct doctoral research and provide leadership in advancing theoretical and professional issues related to the management of archives and records in all organizational settings. The school is most interested in individuals with energy, imagination, and an outstanding commitment to the importance of records in the modern information professions and the implications of the Internet, World Wide Web, and networking for archival and records management. **Qualifications** include an earned doctorate, demonstrated excellence in teaching, and demonstrated potential for a record of excellence in research and publication. Relevant professional practice in archives or records management programs or research libraries and a successful record of securing grants are highly desirable. Consideration will be given to doctoral candidates who are in the final phase of their dissertation research and defense. The University of Pittsburgh offers a high level of staff and technological support for teaching and research, an atmosphere of collegiality, and a multicultural and diversified faculty and student body. The School of Information Sciences is one of the largest in the country, offering opportunity and commitment to the creative use of innovative technology. The school has a fully equipped computer laboratory. The school's archives and records management program is highly regarded and inter-

nationally known. The school is in the process of creating a separate masters degree in archival studies. The appointment is at the level of assistant professor, although consideration will be given, depending on qualifications, for an appointment to be made at the associate professor level. Salary is negotiable. **Preferred starting date is September 2001.** Please send resume and representative publications and provide three names for reference to: Dr. Richard J. Cox, Chair, DLIS Faculty Search Committee, School of Information Sciences, University of Pittsburgh, Pittsburgh, PA 15260, fax: 412/648-7001, rcox@mail.sis.pitt.edu. In the application materials, interested parties should have prepared a brief statement on how they believe they would fit into the school's programs based on a review of the school's homepage at <http://www2.sis.pitt.edu>. **Consideration of applicants will begin on November 1, 2000 and continue until the position is filled.** The school is particularly interested in applications from minority candidates. The University of Pittsburgh is an Affirmative Action, Equal Opportunity employer and strongly encourages women and minorities to apply.

### AUDIO ARCHIVIST

*Minnesota Public Radio  
St. Paul, MN*

**Company:** Minnesota Public Radio, Technology; **Job Title:** Audio Archivist; **Job #:** 267; **Grade Level:** 16; **Status:** Full-time, exempt; **Job Description:** Minnesota Public Radio seeks a strong leader to assist in the development and implementation of a new organizational model for MPR's audio archives. This new position will help lead MPR develop a first of its kind digital audio archive. The audio archivist will also be responsible for maintaining and modifying indices of MPR programming as well as advising MPR management and production staff on strategies for preserving MPR programs. The position will also provide training for MPR staff in the use of the archive and emerging related technologies. **Qualifications:** Bachelor of Arts or Science degree focused on library sciences or related field. Master's in library science degree preferred. Three years experience in archive environment; demonstrated knowledge of cataloging principles and procedures; knowledge and ability in the emerging technologies that are shaping the fields of library, archives, collections, and access. Knowledge of news, current events, and classical music. Sound cataloging experience; experience in broadcasting and media industry; online database searching skills; experience creating and editing HTML documents and Web content; experience leading projects; strong desire to

lead developments in emerging field of digital archiving. **To apply, contact:** Minnesota Public Radio, c/o MCG Human Resources, 444 Cedar Street, Suite 1900 St. Paul, MN 55101, jobs@mpr.org, Job Line: 651/290-1395, Human Resources fax: 651/290-1431. AA/EEO Employer.

### CHIEF RECORDS ANALYST/PROCESSING ARCHIVIST

Great mid-level career opportunity for the right person. The Archdiocese of Chicago's Joseph Cardinal Bernardin Archives and Records Center is looking for a dynamic individual to assist in the front end of our information management operations. Work with an excellent group of professionals running state-of-the-art records management software (Tower Trim) and help establish an organization-wide electronic records management program. If you are looking for a challenging opportunity and wish to further your career in the growing field of information management, this may be your chance.

**Position Available:** Archdiocese of Chicago's Joseph Cardinal Bernardin Archives and Records Center **Position:** Chief Records Analyst/Processing Archivist, Full time **Duties:** The Chief Records Analyst/Processing Archivist will work under the supervision of the Assistant Archivist. She/he is primarily responsible for the day to day coordination of our organizational wide records management program. Tasks include: maintaining our records database, managing our records management software (Tower Trim), supervising the activities of the record center staff, identifying and surveying records in offices and agencies of the Archdiocese of Chicago, implementing records retention schedules and overseeing the disposition of records. She/he will coordinate and establish workshops and training sessions in parish and agency records management. He/she will also assist in the processing of archival collections.

**Qualifications:** The individual must have a Master's degree in archival administration (from a program that meets or exceeds the Society of American Archivists' guidelines), history and/or a related field; and he/she must be familiar with records management concepts. The candidate must have good written and excellent oral communication skills, demonstrable computer skills (word processing, database applications; scheduling software; network concepts) and the physical ability to climb ladders and lift 40-pound boxes. **Preferred:** Knowledge of Catholic Church history and working knowledge of Latin and/or Polish and/or Spanish. **Salary:** Based on qualifications and experience. Position open immediately. Send resume, three references and salary history to: Human Resources Department, Chief Records Analyst Position, P.O. Box 1979, Chicago, IL 60690





### COLLEGE AND SPECIAL COLLECTIONS ARCHIVIST

Navarro College  
Pearce Civil War Collection  
Corsicana, TX 75110

Seeking qualified individual to serve as Special Collections and Civil War Documents Archivist. For details refer to the "Position Openings" section of the Navarro College web site at [www.nav.cc.tx.us](http://www.nav.cc.tx.us).

### CONTRACT LEAD ARCHIVIST

Library Associates/Toyota  
Torrance, CA

FT Lead Archivist will manage archives, including texts, still and moving, digital files, sound recordings, documents, and 3-dimensional artifacts. Candidate will develop and implement policies and procedures for company's historical records, manage the archives budget and promote archives. Must have a Graduate degree with an emphasis in archival administration, 3-5 years experience in archival setting and excellent written and oral communication skills. **Salary Range:** \$35,000-\$40,000 per annum. Full Benefits. **Email/Fax Resume:** Joanne Schwarz, Recruiter, [jschwarz@libraryassociates.com](mailto:jschwarz@libraryassociates.com), fax 310/289-6935.

### COORDINATOR, FILM/VIDEO ARCHIVES

United States Golf Association  
Far Hills, New Jersey

The United States Golf Association, the national governing body for the game of golf, seeks a Coordinator for our Film and Video Archives department. **Responsibilities include:** Managing the day-to-day operations of the USGA's collection of historic and championship films and videos, preserving, cataloging, storing and retrieving the collection; creating policies and procedures; responding to all in-house and public requests for footage; logging championship footage; and maintaining relationships with broadcast partners and golf media outlets. **Additional responsibilities will include:** Developing and maintaining a yearly Film & Video Archive budget, providing training, support and supervision to Film and Video Archive interns and consultants as well as researching and obtaining copyrights and supervising/assisting on special USGA projects that require the use of Film & Video Archives. The ideal candidate will possess a B.S. degree in Communications or related field and at least 3 years experience in a film/video based archive. Knowledge of computer cataloging systems (INMAGIC preferable), an understanding of preservation and conservation techniques as well as excellent organizational skills and a knowledge of golf/USGA championship history are required. Experience managing a sports based film/video archive preferred. We offer a competitive salary, generous company paid ben-

efits, and pleasant working environment. EOE. **Interested candidates should forward resume with salary requirements to:** The USGA, Personnel Dept — Archive, P.O. Box 708, Far Hills, NJ 07931-0708; fax 908/781-1735; phone 908/781-5495; [jswiggett@usga.org](mailto:jswiggett@usga.org).

### CURATOR OF PHOTOGRAPHY

Country Music Hall of Fame  
and Museum Library  
Nashville, Tennessee

The Country Music Hall of Fame and Museum Library seeks a full-time curator to manage and maintain collection of over 300,000 historic and contemporary photographic images. Responsibilities include collecting, processing, researching and preserving photograph collections; preparing finding guides; seeking out, evaluating, and selecting new acquisitions; assisting collections users, process outside and in-house copy requests; engaging in outreach activities and special projects; assisting library and collections staff in planning and assessing departmental and museum activities, such as exhibitions. **Qualifications:** Experience in museum, archive or historical society, M.A. in museum studies, history or related field. Familiarity with handling archival and rare materials, preferably photographs. Knowledge of digital imaging and scanning procedures. **Preferred:** Knowledge of photographic restoration and preservation techniques. Copy stand experience. Interest in music and popular culture collections. To apply, send a cover letter and resume to: Lauren Bufferd, Library Director, Country Music Hall of Fame and Museum, 4 Music So. East, Nashville, TN 37203.

### DIGITAL INITIATIVES COORDINATOR

Texas Tech University  
Lubbock, TX

Texas Tech University is seeking a Digital Initiatives Coordinator. The coordinator will be responsible for launching digital initiatives for the Southwest Collection/Special Collections Library, including oversight of Encoded Archival Description (EAD) and of the digitization of documents, photographs and oral histories for presentation on the World Wide Web. Duties also include analyzing the need for and designing, supervising and coordinating development of projects to digitize, organize and provide networked access to collection materials from the library, as well as bibliographic and other metadata pertaining to its collections. Other duties include designing, developing, and coordinating the programming of software systems and user interfaces to deliver the digitized library materials and information about library resources to end users via networked information systems. Additional responsibilities include analyzing and specifying hardware needs, and

implementing and supervising deployment and maintenance of appropriate hardware solutions. The Digital Initiatives Coordinator will develop and implement new systems as necessary.

**Qualifications:** Master's in history or related field; or M.L.S. from an ALA-accredited library school. Formal archival course work required. All applicants shall have progressive experience in Unix systems administration and programming and related hardware and software support; and experience developing and managing humanities computing projects, including project design, grant writing, and supervision of project staff. The applicant must have experience with Windows, and Unix platforms, backup systems, Internet client/server software, database design and management, and digital scanning systems. **Salary and Benefits:** Salary for a 12-month appointment is \$45,000. Benefits package includes choice of retirement programs, including TIAA-CREF; 13 state holidays; Blue Cross-Blue Shield; and no state or local income tax. **General Information:** Texas Tech University is a state-supported institution with an enrollment of 25,000. It is the newest of four major comprehensive state universities in Texas. A wide range of academic programs is offered in seven colleges and schools of law, medicine, and allied health/nursing, including nearly 100 degree offerings at the master's level and 50 at the doctoral level. The University Library has over 2 million volumes and a budget of \$6 million. Lubbock has a metropolitan population of 224,000 and is the regional center for higher education, agriculture, health care, banking, and business. Located on the Texas High Plains, Lubbock enjoys an average of 270 days of sunshine annually, low humidity, moderate winters and some of the cleanest air in the nation. **Application Information:** Position now available. **Applications received by December 1, 2000, will be given first consideration.** Send letter of application that indicates expertise, current resume, and names and addresses of three references to: Search Committee, Southwest Collection/Special Collections Library, Texas Tech University, P.O. 41041, Lubbock, Texas 79409-1041; phone 806/742-3749. TTU is an EEO/AA/ADA employer.

### DIRECTOR OF ARCHIVES

Jackson County Historical Society  
Independence, MO

Position opening for outgoing and motivated person to manage archives for regional historical society in metropolitan Kansas City. Will also include development of educational programs for Society. Fax, mail or email cover letter, resume and salary requirements to: Jim Giles, Executive Director, JCHS, 129 West Lexington, Independence, MO 64050; [jgiles@jchs.org](mailto:jgiles@jchs.org); fax 816/461-1510, <http://www.jchs.org>



## HEAD LIBRARIAN

*Archives & Manuscripts, Burns Library  
Boston College  
Chestnut Hill, MA*

Responsible for administering the Archives and Manuscripts Department of the John J. Burns Library of Rare Books and Special Collections at Boston College. The Burns Library houses over 150,000 volumes, 12,000,000 manuscripts, and impressive holdings of artifacts, maps, paintings, photographs, ephemera, and architectural records. The Head of the Department is responsible for the acquisition of new materials for the University and Congressional Archives and assists the Burns Librarian in the acquisition of literary and historical collections. Will direct the arrangement and description of all archival and manuscript collections, including processing, the creation of finding aids, encoding in EAD, and the creation of MARC records. Explore and recommend appropriate use of computer systems and digital technologies. Additional responsibilities include supervision of professional and paraprofessional staff and student assistants; coordinating departmental reference service; preparing exhibits; assisting in the development of a university records management program and electronic records plan; assisting the Burns Librarian in budgetary planning; and maintaining a positive working relationship with catalogers, bibliographers, systems staff, and other colleagues in the University library system, as well as members of the University community and external donors. **Requires:** ALA-accredited MLS and/or MA in appropriate subject, with course work in archival management. At least five years of progressively responsible experience in archival and manuscripts management with experience in the field of acquisitions and donor relations, strong interpersonal skills, and knowledge of automation as it relates to archival management. A background in preservation planning, exhibit preparation, digital technologies and supervisory experience is also highly desirable. Send two copies of a resume and cover letter (refer to position: 1174A-ARCH) to: Boston College, Human Resources, More Hall 315, 140 Commonwealth Ave., Chestnut Hill, MA 02467. For more information go to [www.bc.edu/bcjobs](http://www.bc.edu/bcjobs).

## METADATA COORDINATOR

*New York Public Library  
Digital Library Program  
New York, NY*

The Research Libraries seek a professional responsible for developing and coordinating the creation, input, integration, verification and persistence of metadata descriptions for collection materials spanning multiple disciplines, to be digitized for web and Intranet delivery. Evaluate and select or develop tools to support metadata creation, migration and integration; participate

in developing policies and procedures to guide the development of a collaborative digital library including the archiving and preservation of digital content. Conduct user and staff education training sessions. **Requirements include:** ALA accredited MLS or equivalent. Knowledge of research methods and aptitude for technical conceptual analysis. Knowledge of metadata practices and associated technologies (XML, RDF), competency in database design and data modeling; understanding of network architecture preferred. Experience with AACR, LCSH, authority control, MARC formats and automated library systems. Excellent interpersonal and communication skills. Supervisory and management experience preferred. We offer a competitive salary and excellent benefits. Please send resume and cover letter including salary requirements to: The New York Public Library, Human Resources Department AM-MC, 188 Madison Avenue, 5th Floor, New York, New York 10016-4314. Or email to: [hrd@nyppl.org](mailto:hrd@nyppl.org). An Equal Opportunity Employer.

## PROCESSING ARCHIVIST

*Center for Jewish History  
New York, NY*

Survey, process and describe archival collections relating to Jewish history; review and revise existing finding aids and create new finding aids using a standardized finding aid format; mark up finding aids in XML for Encoded Archival Description; assist in creation of worksheets for MARC-AMC cataloging; assist in establishing workflow and production standards. Reports to the Senior Archivist for this Project. **Required qualifications:** M.A. in history with archival management certificate, or ALA-accredited M.L.S. with archives major; one year archival experience or equivalent combination; knowledge of MARC AMC format, XML, and Encoded Archival Description. Preferred qualifications: familiarity with Microsoft Access and/or other database management software; experience working in humanities collections and fluency in at least one of the following languages: Yiddish, Hebrew, German or Russian.

**Salary:** Salary commensurate with experience and background. Minimum: \$35,000. Attractive benefits package. To apply, contact: Center for Jewish History, 15 West 16th Street, New York, NY 10011; 212/294-8301; fax 212-294-8302; [jobs@cjh.org](mailto:jobs@cjh.org)

## PROCESSING AND REFERENCE ARCHIVIST

*Habitat for Humanity International  
Americus, GA*

Habitat for Humanity International, a non-profit, ecumenical, Christian housing ministry has an opening for a Processing and Reference Archivist, located at HFHI's inter-

national headquarters in Americus, Ga., which is three hours south of Atlanta. This position is responsible for performing technical and professional duties in the HFHI Archives and Global Museum, which has the responsibility for the accessioning, arranging, describing, preserving and referencing of irreplaceable records and artifacts of permanent, historical and legal value to the organization. This position processes permanent and historically valuable materials; engages in research activities; accessions and catalogs materials; prepares finding aids; identifies and collects new acquisitions as appropriate under the archives collection policy; ensures preservation of archival materials. Creates and maintains a high performance environment. Maintains consistent, high quality, customer-focused orientation when conducting business and providing services or products to HFHI staff, affiliates, partners or other external customers. Bachelor's degree or equivalent experience and a minimum of three years relevant work experience, required. Outstanding oral and written communication skills; excellent organizational skills; interpersonal and analytical skills; computer literate; ability to work independently, to manage and prioritize multiple tasks, meet deadlines, and educate users on the importance of archival preservation; 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, required. Membership in appropriate Archival organization and maintain current on approved archival standards from Society of American Archivists, strongly preferred. (Salary \$26,208). **To apply:** Indicate Job Code #164S on all correspondence. Send cover letter and resume via e-mail: [hrstaffing@hfhi.org](mailto:hrstaffing@hfhi.org) (attachments not accepted), via fax 912/924-0641, or mail to: HFHI, Staffing, 322 W. Lamar St., Americus, GA 31709. For more information on Habitat and other job openings visit our Web site at [www.habitat.org](http://www.habitat.org).

## PROJECT ARCHIVIST

*Berea College  
Berea, KY*

Berea College's Hutchins Library seeks a Project Archivist for a one-year position beginning July 1, 2001. Primary duties involve processing the papers of Berea College vice-presidents and deans and the development of finding aids for this record group. Other responsibilities include supervising student assistant(s), reading room duty, and assisting the Head of Special Collections in planning for the archives. Salary: commensurate with qualifications and experience. **Required:** MLS





with specialty in archives or M.A. in History or related field with archival training, experience in processing archival/manuscript collections, excellent writing and oral communication skills, and supervisory ability. Applicants should submit a letter of application addressing qualifications and interest in the position, résumé with names, addresses, and phone numbers of three references to: Steve Gowler, Head of Special Collections & Archives, Berea College, CPO Library, Berea, KY 40404. **Review of applications will begin January 8, 2001 and continue until the position is filled.** In keeping with the College's inclusive Christian tradition and its emphasis on the dignity and worth of all people, Berea embraces and values diversity through encouragement of applications from women and members of minority groups.

#### PROJECT ARCHIVIST

*Fox Chase Manor, PA*

The Sisters of St. Basil seek a self-motivated professional to classify and catalog materials in the archives of their community. 3-5 years archival experience preferred. Ten-month contract, 24 hours per week. Please fax resume and salary requirements to 215/728-6129.

#### PROJECT ARCHIVIST

*Manchester Historic Association  
Manchester, NH*

The Manchester Historic Association seeks a project archivist for 12-month position to create a database of digital images copied from the Association's collection of prints, slides, and glass negatives. **Responsibilities:** Work with the Curator of Library Collections to coordinate and create a work plan for the project and then carry out the plan with the help of volunteers. Images will be scanned using Adobe Photoshop software and cataloged using PastPerfect. Indexing the images will be done using a controlled vocabulary adapted from LCSH. The database will be prepared for on-site and Internet access. **Qualifications:** M.L.S. or M.A. with archives concentration. Experience working with photograph cataloging. Experience with Photoshop and PastPerfect or willingness to learn. **Salary:** \$26,500 with benefits. Project funded for 12 months. Send résumé with three references to: Research Library, Manchester Historic Association, 129 Amherst Street, Manchester, NH 03101. **Closing date:** December 1, 2000.

#### PROJECT ARCHIVISTS

*Rockefeller Archive Center  
Sleepy Hollow, New York*

SEARCH EXTENDED. The Rockefeller Archive Center invites applications for two project archivist positions. Duties focus on processing the archives of foundations and other records

deposited at the Center. Applicants should have at least a year of processing experience, or hold a master's degree in archival management, or library and information science, and demonstrate some processing experience and training in history. **Positions will be filled as soon as possible.** Excellent benefits package; salaries commensurate with experience. AA/EOE. Apply in writing to: Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, NY 10591-1598

#### PROJECT DIRECTOR

*Center for Jewish History  
New York, NY*

(Three-year position; half-time.) Manage a three-year NHPRC grant to establish an Integrated Collection Management and Access System for the library, archival and museum collections of five partner institutions. Project includes a survey of archival description; processing collections and preparing EAD finding aids; an online public access catalog; and a disaster recovery plan. Work closely with professional staff and consultants. Responsible for supervising all elements of the work, including management of activities to ensure timely completion, budget oversight, and preparation of reports.

**Qualifications:** ALA-accredited M.L.S. or M.A. in history with archival management certificate. Minimum five years experience with library and archival holdings and responsibility for administering complex projects in a dynamic organization. Requires skills in monitoring budgets and writing reports, knowledge of archival and library processing standards and procedures and of applying technology to management and access systems. Demonstrated experience with archival processing and procedures preferred. Proficiency with at least one of the following languages highly desirable: Yiddish, Hebrew, German, Russian. **Salary:** \$30,000 (half-time). Attractive benefits package. To apply, contact: Center for Jewish History, 15 West 16th Street, New York, NY 10011; 212/294-8301; fax 212/294-8302; jobs@cjh.org

#### RECORDS ANALYST

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

**Position Available:** The UFT Archives and Records Center is seeking a professionally trained records analyst to assist with the ongoing 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 recordskeeping systems throughout UFT; prepares records retention schedules for UFT departments based on agreed-upon legal and labor union requirements. Responsible for documenting records accessions, transfer, and disposal with 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 records schedules for electronic records systems; helps with analysis of historical records for 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 a master in historical archives/records management or MLS in library science with archives coursework and training. Must have a thorough understanding of archival and records administration as acquired through graduate archival/records education and 3-5 years 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 a 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

#### SENIOR ARCHIVIST

*Center for Jewish History  
New York, NY*

Senior Project Archivist and Coordinator of Description: Survey, process and describe archival collections; coordinate descriptive



standards; review and revise existing finding aids and create new EAD finding aids; create worksheets for MARC-AMC cataloging; supervise and develop workflow and production standards. Supervise other project staff.

**Required qualifications:** M.A. in history with archival management certificate, or ALA-accredited M.L.S. with archives major; five years archival experience including supervisory responsibilities; familiarity with MARC AMC format, XML, and Encoded Archival Description. Preferred qualifications: familiarity with Microsoft Access and/or other database management software; experience working in humanities collections and fluency in at least one of the following languages: Yiddish, Hebrew, German or Russian.

**Salary:** Salary commensurate with experience and background. Minimum: \$45,000. Attractive benefits package. To apply, contact: Center for Jewish History, 15 West 16th Street, New York, NY 10011; 212/294-8301; fax 212-294-8302; jobs@cjh.org

#### SENIOR ARCHIVIST

The Mary Baker Eddy Library for the Betterment of Humanity has been established as a not-for-profit corporation to further the universal quest for spirituality and the science of being and their effect on health and human progress. The Library will house one of the largest multi-disciplinary collections of a nineteenth-century American woman chronicling her life, writings, and achievement. The Library will allow visitors from around the world to explore Mary Baker Eddy's multi-faceted dimensions as an author, publisher, editor, teacher, healer, reformer, and businesswoman. The Library is seeking an experienced Senior Archivist to provide leadership and oversight of the archives of the historical collections of Mary Baker Eddy and materials relating to her and her ideas. **Major areas of responsibility**

**include:** planning, directing, and evaluating research and archival procedures and programs; developing and coordinating policy and procedures in such areas as accession, appraisal, processing, preservation, access etc.; assisting in long- and short-range planning to establish archival goals and priorities. The successful candidate must have an enthusiastic commitment to contributing to the building of a high-performance organization; enjoy a challenge; and be passionate about the library's purpose.

**Qualifications:** Master's degree in history or library science including relevant course work in archives administration or certification as a professional archivist. A minimum of five years experience in an archival setting, including staff supervision. Successful candidates should have extensive experience in providing guidance and direction for a variety of programs and projects

within a historical or archival institution, solid leadership experience, and outstanding communications skills. If you are interested in participating in this historical endeavor, submit a letter of interest, resume, and salary requirements to: Ms. Cindy Anderson, The First Church of Christ, Scientist, 175 Huntington Avenue, Mail Stop A130, Boston, MA 02115; e-mail andersonc@cspcs.com; fax 617/450-3635.

#### SUPERVISORY ARCHIVIST

*John F. Kennedy Library  
Boston, MA*

The John F. Kennedy Library, Boston, MA, is recruiting for a Chief Archivist. Responsible for supervision of staff performing acquisition, appraisal, arrangement, description, preservation and reference service activities on collections of archival documents. Seeking candidates who have demonstrated knowledge in U.S. History; archival theory, principles and techniques, research methodology; oral and written communication; and strong managerial/supervisory skills. Bachelor's degree required preferably in U.S. history, political science or government, however, work experience may be substituted for education requirement. The archive at the Kennedy Library documents the life and career of President Kennedy and the times in which he lived. The archives include the papers of President Kennedy, Robert Kennedy and over 300 of their associates and contemporaries as well as the papers of Ernest Hemingway. The collections consist of over 36 million pages of documents, oral history interviews with more than 1,300 people and approximately 30,000 books. Please call 617/929-1260 to request an application for this position. **Salary range:** \$61,823. The National Archives is a federal agency. EOE.

#### UNIVERSITY ARCHIVIST

The Libraries at the University of California, Irvine invite applications for the position of University Archivist in the Department of Special Collections and Archives. This appointment will be in the Librarian Series at the Assistant rank (entry level). Under the direction of the Head of Special Collections and Archives, the University Archivist is responsible for overall administration of the University Archives collections. Duties include collection development, processing, description, public services and outreach, implementation of electronic records control, and supervision. The salary will be commensurate with qualifications and experience within an anticipated salary range of \$37,728 - \$42,780 (pending union approval). The Department of Special Collections and Archives houses the UCI Libraries' collections of rare books, notable subject collections,

manuscripts, photographs, faculty papers, and University Archives. The University Archives holds materials in numerous formats documenting the history and life of the campus. UC Irvine opened in 1965, and its youth is reflected in the current extent of Archives holdings (ca. 1,200 linear feet of materials). The UCI Libraries are in a major period of growth, currently with a staff of 287 FTE. The library collection consists of over 2.1 million volumes. The UCI Libraries are a member of the Association of Research Libraries (ARL). One of ten University of California campuses, the University of California, Irvine, is nestled in 1,489 acres of coastal foothills, five miles from the Pacific Ocean, between San Diego and Los Angeles. The full position description with instructions on how to apply is listed on the UCI Libraries Web site at <http://www.lib.uci.edu/about/libvac.html> with links to additional Web sites featuring campus and community information, or request a copy by e-mail to [kaufman@uci.edu](mailto:kaufman@uci.edu) or by confidential fax to (949) 824-1288. **Applications received by December 4, 2000 will receive first consideration, but applications will continue to be accepted until the position is filled.** The University of California, Irvine is an equal opportunity employer committed to excellence through diversity.

#### VISUAL MATERIALS ARCHIVIST

*Rare Book, Manuscript, and Special  
Collections Library (RBMSCL)  
Duke University Libraries  
Durham, NC*

Develops and manages RBMSCL's image collections, which encompass photographs, videotapes, films, and related formats. Responsibilities include developing and implementing collecting policies; working with faculty and staff from various areas of the University to acquire materials; working with the Preservation Officer and technical services staff on issues related to physical care, conservation, processing and access; promoting the use of visual materials in teaching and research and providing specialized reference assistance; planning and preparing exhibits, publications, and public programming; and participating in efforts to obtain external funding. Reports to the Director of Collection Development in RBMSCL and works closely with the Center for Documentary Studies, the Film and Video Program, the Department of Art and Art History, and other academic programs at Duke. **Required:** Master's degree from an ALA-accredited program, master's degree in archival administration or a media-related field, or equivalent education and experience; formal training and at least two years of experience in the care and management of photographs, films, and other visual materials; technical knowledge





of photographic and film preservation and equipment; understanding of current research uses of image materials; knowledge of archival practices, especially for visual materials; strong interpersonal skills and excellent oral and written communication skills; ability to work effectively with the public and with potential donors. Salary and rank dependent on qualifications and experience; minimums are \$32,800 for Assistant Librarian; \$35,300 for Senior Assistant Librarian; \$38,650 for Associate Librarian; \$44,750 for Librarian. Send cover letter, detailed resume, and names, mailing and e-mail addresses, and telephone numbers of three references to: Sharon A. Sullivan, Director, Personnel Services, Perkins Library, Box 90194, Duke University, Durham, NC 27708. **Review of applications will begin in mid-November and continue until the position is filled.** Duke University is an Equal Opportunity/Affirmative Action employer. The Perkins Library System has a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff.

#### VISUAL MATERIALS CURATOR

State Historical Society of Wisconsin  
Library and Archives Division  
Madison, Wisconsin

The State Historical Society of Wisconsin seeks an individual to play a leadership role in development of our program to promote and provide access to extensive visual materials holdings. Within a unified reference program providing access to the Historical Society's nationally recognized textual, audio, and visual collections, this position is responsible for guiding public services for the State Historical Society's visual materials collections consisting of over 2,000,000 photographs, films and videos, and flat oversize art work and posters. The Visual Materials Curator is the Archives' authority on interpretation and use of photographs, copyright as it applies to visual materials, and the nature of visual materials research. The position also will be responsible for continued development of a revenue generating photo-duplication service and playing an active role in advancing the Archives' agenda to provide better outreach services to a diverse audience and to provide visual materials to researchers in digital form. The Visual Materials Curator also guides the Archives' visual materials collection development program. **Qualifications:** The Archives seeks an innovative individual knowledgeable about all aspects of visual materials research, able to work well independently and in a team environment, and with excellent written and oral communication skills. Well qualified individuals will have: 1) Knowledge of archival theory and practice, especially as it applies to photographs;

2) Knowledge and experience planning and implementing programs to promote public appreciation of visual materials collections, especially photographs; 3) Knowledge and ability to perform general reference for textual collections and expert reference for visual materials collections, especially photographs; 4) Knowledge and ability in methods appropriate to acquisition and appraisal of visual materials collections, especially photographs; 5) Ability and knowledge necessary to plan and manage an expanding business providing duplicates from visual materials collections, especially photographs; 6) Excellent written and oral communication skills as applicable to public presentations, internal communications, and working as a team member; and 7) Ability to lift and manipulate boxes weighing up to 35 pounds. **Salary:** Salary based on hourly pay range of \$22.67-\$27.00, depending on qualifications.

This classification is included in the Wisconsin Education Association Council Bargaining Unit and pay will be set according to contractual provisions. A six-month probationary period is required. **To Apply:** Apply with the Application for State Employment (DER-MRS-38 available from the SHSW Human Services Office or on the Internet at: <http://der.state.wi.us/static/appmat.html>), a detailed resume and a cover letter limited to four pages highlighting and detailing the following: 1) Degrees completed, please identify any graduate level course work on archival or visual materials collections administration; 2) Experience planning and developing a general program to promote public appreciation of archival materials, especially photographs; 3) Experience providing reference services to visual materials collections, especially photographs; 4) Experience managing a duplication services program to provide copies of visual materials, especially photographs, to patrons in conventional and/or digital form; 5) Experience acquiring and appraising visual materials collections, especially photographs; 6) Experience working in or leading a team or committee to accomplish the goals of an institution, related either to work or a substantial personal interest. In each case your resume or letter should clearly describe the length of service and level of responsibility. **Send application materials to:** Alice Jackson, SHSW Human Resources Office, 816 State Street, Madison, WI 53706. **Application materials must be received by December 14, 2000.** Materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Direct questions regarding the hiring process to Alice Jackson at (608) 264-6448. Direct questions concerning the position to Richard Pifer at (608) 264-6477.

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THE SOCIETY of  
AMERICAN ARCHIVISTS

527 S. Wells St., 5th Floor, Chicago, IL 60607 USA  
312/922-0140 • fax 312/347-1452 • [info@archivists.org](mailto:info@archivists.org)

American Express celebrated its 150th anniversary in 2000 and published *Becoming American Express* (American Express Company, 1999), which included many historical images. At right, the "Express Business Poster, 1856." Photo below from 1914. Courtesy of American Express Corporate Archives. Submitted by Ira Galtman, Archivist.



## The American Express Company Relieving Stranded Americans During the War.

This picture shows American refugees in line to receive cash for their Travelers Cheques at the London office of the American Express Company on August 4th, 1914.