

NEWSLETTER
OF THE
SOCIETY OF
AMERICAN
ARCHIVISTS



MAR/APR 2001

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archival outlook

Blast Off!

- Launching a Stronger SAA
- Global Outreach Through Book Donations
- 2001 Annual Meeting Odyssey

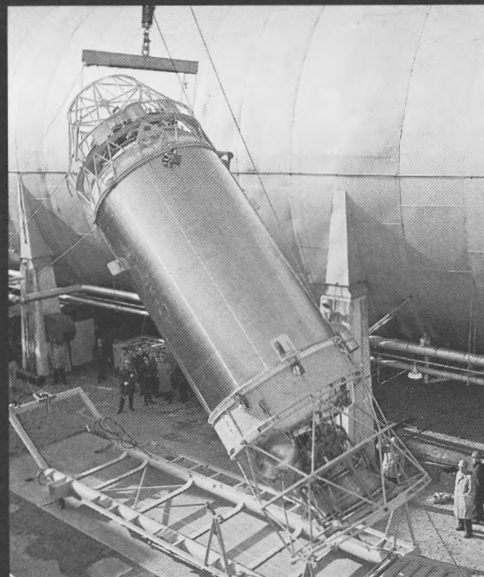
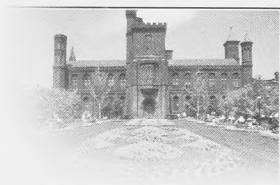


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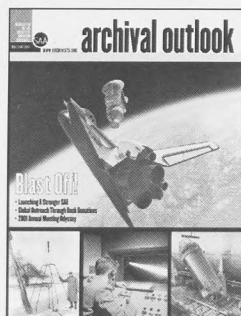
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Lower left image courtesy of Clark University Archives.
Submitted by **MOTT LINN**.

Top, lower middle, and lower right images courtesy of
NASA John H. Glenn Research Center at Lewis Field.
Submitted by **BONNIE SMITH**.

See back cover for additional details.

archival outlook

the society of american archivists

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from the executive director

by Susan E. Fox

Member to Member: Launching a Stronger SAA

A few weeks ago you received a letter from our President, Lee Stout, asking you to contribute to SAA's Campaign 2001. I'm happy to report that your contributions are coming in at a healthy clip. For those of you who hesitate to contribute, let me share with you where your hard-earned money will go.

Your contributions to SAA's special funds serve two purposes. First, your support helps us invest in developing programs that will bring you the education and services you need to meet today's many challenges in managing archives. We have three program funds, the Educational Endowment Fund, the Publications Fund, and the Margaret Cross Norton Fund, in addition to SAA's awards, which will benefit greatly from your support.

Dear Executive Director:

SAA is a wonderful organization! The staff members do a great job of providing all the services offered, but especially the education of archivists. I have received most of my archival education from pre-conference workshops, and the very interesting informative sessions provided at the annual conferences. I have taken many of them between 1979-2000. Every one of them was well worth the time, the effort, and the cost. They helped to give me sufficient background and training to become a Certified Archivist in the very first group to receive the distinction. Thank you very much. With your help and that of many generous friends I established our archives from "scratch." I am now in the process of breaking in a new Provincial Archivist. I am going to remain in the work as the Associate Archivist.

I also enjoy the friendship among the attendees and the SAA staff. You have developed it by the interest and support you give so graciously to each and every member. You are always ready and eager to answer our questions or meet other needs, whatever they may be. It is much appreciated especially by the beginning archivists, many of whom are entering a second or third career.

The enclosed is just a "Widow's Mite" but it is the best I can do, having spent the first forty-two years of my Community life in the classroom. I would like it to go toward the Education Endowment Fund. I am convinced that much of our success in almost any field is very dependent upon our education.

May our good God continue to bless your efforts!

Sincerely,
SISTER ELAINE WHEELER, D.C.
Albany, NY

Education Endowment Fund

Developing curricula for new continuing education courses is an expensive proposition, developing *quality* curricula is not as straightforward as one would think. It requires considerable thought, time, and effort on the part of content experts, reviewers, and instruction specialists—this, in an era where time and expertise are our most valuable commodities. Archival specialists today no longer have the luxury of donating intellectual property without proper compensation, nor should they expect to. At the same time, archival continuing education encompasses more and more complex subject matter, requiring an even greater commitment on the part of developers.

With your generosity and with the Task Force on Continuing Education report as a blueprint, SAA plans to invest in creating courses that will reach a far greater number of archivists, regardless of location, than we have ever reached before. In addition, we have two new and dynamic job-sharing education directors, each with complementary expertise in continuing education, and a membership mandate to focus on critical and challenging areas of the profession.

One particularly challenging area is graduate archival education. This spring the Master's of Archival Studies Committee will meet in Chicago to discuss revising the *MAS Guidelines*. Much has changed since 1994, when SAA first issued the guidelines. How we rationalize our graduate archival education goals with our goals for continuing education will help us meet your needs and, importantly, those of the next generation. Special meetings such as this, which focus on specific educational initiatives, are supported from the Education Endowment Fund.

Publications Fund

Thanks to the good work of the Publications Board and our publications editor, SAA is beginning to see a great deal of activity in our publications program. This year alone we have eleven titles under development. These titles will appear in three general categories: issues (ethics, privacy, copyright, law), formats (museum archives, photographs, managing design and construction records), and fundamentals (appraisal, managing archives, arrangement and description, reference).

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Museums in Washington, DC: An Inadequate Tour

by JIM CASSEDY, SAA Host Committee

As the date of the 65th annual meeting of the Society of American Archivists fast approaches—August 27–September 2, 2001—the museums of Washington, D.C., sing their rhapsodic song of air-conditioned delight. Museums in the nation's capital will not only cool the heels of the weary SAA pilgrim, but their collections will also educate, enthrall, and inspire.

It is impossible to do justice to our museums, much less the city of Washington and her environs, in five short days and one short article. With the outstanding sessions being put together by the SAA Program Committee, pilgrims will have to be judicious in the use of their time and in the museum delights in which they partake. With this caveat, let us begin.

Visitor central in Washington is the National Mall (see map on page 5), where the bulk of the treasures of the Smithsonian Institution lie. The United States Congress established the Smithsonian in 1846, after acrimonious debate, using funds bequeathed to the new nation by an English philanthropist, James Smithson. The Institution has grown to include sixteen museums and galleries. The National Zoo (with the oh-so-cute panda bears), located on Connecticut Avenue about two miles north of the SAA conference at the Washington Hilton and Towers, is also part of the Smithsonian complex.

Among the museums found on the Mall are the National Museum of American History, the National Museum of Natural History, and the National Air and Space Museum. Five great art museums also surround the National Mall, including the Hirshhorn Museum and Sculpture Garden (the Smithsonian's museum of modern art), the Freer Gallery of Art and the Arthur M. Sackler Gallery (the Smithsonian's museums of Asian art), and the Smithsonian's National Museum of African Art. Last, but not least, is the National Gallery of Art.

The National Archives Rotunda, which houses the Declaration of Independence, the Constitution, the Bill of Rights, and other changing exhibits, is scheduled to be closed from July 5, 2001, until an undetermined date in 2003. Although unfortunate for the current SAA convention, the renovation promises to provide terrific new facilities for future use. Plans for the renovation of "Archives 1" can be viewed at www.nara.gov. It should be noted that researchers will be able to continue to use the building as the renovation proceeds.

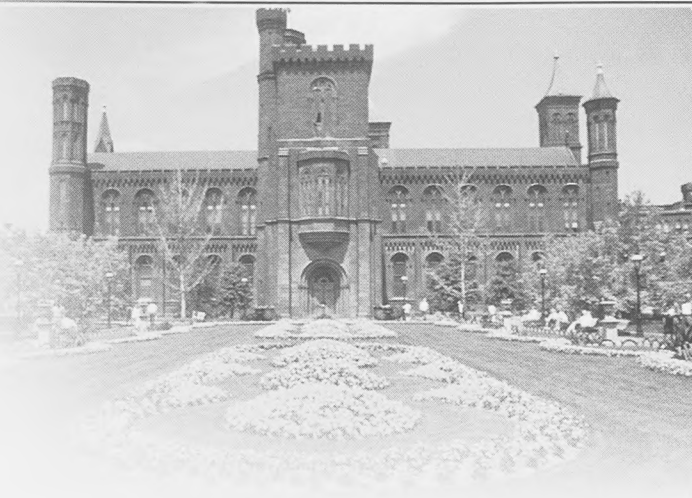
Two other museums, the Smithsonian's National Museum of American Art, and the National Portrait Gallery, housed in the Patent Office building (designed by Robert Mills, who also designed the Washington Monument) are also closed as the building, located at 8th and "F" Street N.W., is being renovated. The Renwick Gallery of the National Museum of American Art, located on Pennsylvania Avenue at 17th Streets N.W., serves as

the American crafts museum, and will display some works normally displayed at the National Museum of American Art.

One of the Smithsonian's newest museums is the National Postal Museum (2 Massachusetts Avenue N.E.). Its collections include a large stamp collection, and other historic postal items. It is located one block from beautiful Union Station, which serves not only as Washington's railroad station, but also as a large entertainment complex. Near the National Mall, at 100 Raoul Wallenberg Place S.W., near 14th Streets and Constitution Avenues S.W., lies the United States Holocaust Memorial Museum. The collections of this museum reflect the events of the Holocaust of 1933–1945, with artifacts, photographs, films, video oral histories, and archives. If you have not had a chance to visit this museum, please do so.

At the other end of the Mall lies Capitol Hill, home to the Capitol Building, the Library of Congress, the Supreme Court of the United States, and the Folger Shakespeare Library. The Jefferson building of the Library of Congress, particularly the Reading Room, is magnificent, and along with the newer Madison building across Independence Avenue, offers a number of changing exhibits, many of which can be viewed on the library's Web site (www.loc.gov). The collections of the Folger (201 E. Capitol Street S.E.—around the corner from the Jefferson building of the Library of Congress) include rare books and manuscripts of the 15th–18th centuries on Continental and English Renaissance, Shakespeare, and theater history from the Middle Ages to the 20th century. The building also contains an active theater, modeled after Shakespeare's Globe Theater. One should not, of course, miss the Supreme Court of the United States. The museum contains portraits of all the Supreme Court justices, historic photos, and archival and manuscripts related to Supreme Court history. One will not find, however, exhibits of chads, so closely related to a recent Court decision.

Continuing southeast on Pennsylvania Avenue from Capitol Hill, one crosses the Anacostia River and enters the neighborhood of Anacostia. Washington is a city enriched with a historically large African-American population and there are two museums of some note in this neighborhood that reflect Washington's heritage. The first is the Anacostia Museum,



located at 1901 Fort Place S.E., which contains collections reflective of African American social and cultural life, with particular emphasis upon 19th and 20th century African American history in Washington, D.C. Although the museum is currently closed for restoration, work may be complete by the end of this summer.

The other site is the Frederick Douglass National Historic Site, at 1411 W. Street S.E., named for the African-American leader who made his home in Washington for many years. In this house are Douglass' documents and personal artifacts, as well as a wonderful view of Washington, D.C., from the grounds of his home.

Other museums reflective of Washington's daily life include the Lillian and Albert Small Jewish Museum (701 Third Street N.W.), the collections of which document the Jewish people and the Jewish communities of the greater D.C. area; and the Historical Society of Washington, D.C. (107 New Hampshire Avenue N.W.), which contains collections relating to the history of the city.

Many of Washington's most magnificent museums were founded by individuals. The Phillips Collection (1600 21st Avenue N.W.), founded by Duncan and Marjorie Phillips, was one of the first art museums in the United States established to exhibit "modern" art. The Corcoran Gallery of Art (17th and New York Avenue N.W.), founded by Thomas Corcoran, contains an extensive collection of American painting and sculpture from the 18th-20th centuries, and rotating displays of contemporary art. Plans for the expansion of the Corcoran have been drawn up by the famous architect, Frank Gehry, perhaps best known for his design of the art museum in Bilbao, Spain. The museum has recently received a \$30 million grant, from two families closely associated with America OnLine-TimeWarner, with which to begin building the addition.

Thomas Corcoran's museum was originally located in the Renwick Museum building, across Pennsylvania Avenue from the Old Executive Office Building and White House. The building is named after architect James Renwick, who also designed

It is impossible to do justice to our museums, much less the city of Washington and her environs, in five short days and one short article.

the Smithsonian Institution's original "Castle" building on the National Mall (see photo on page 4).

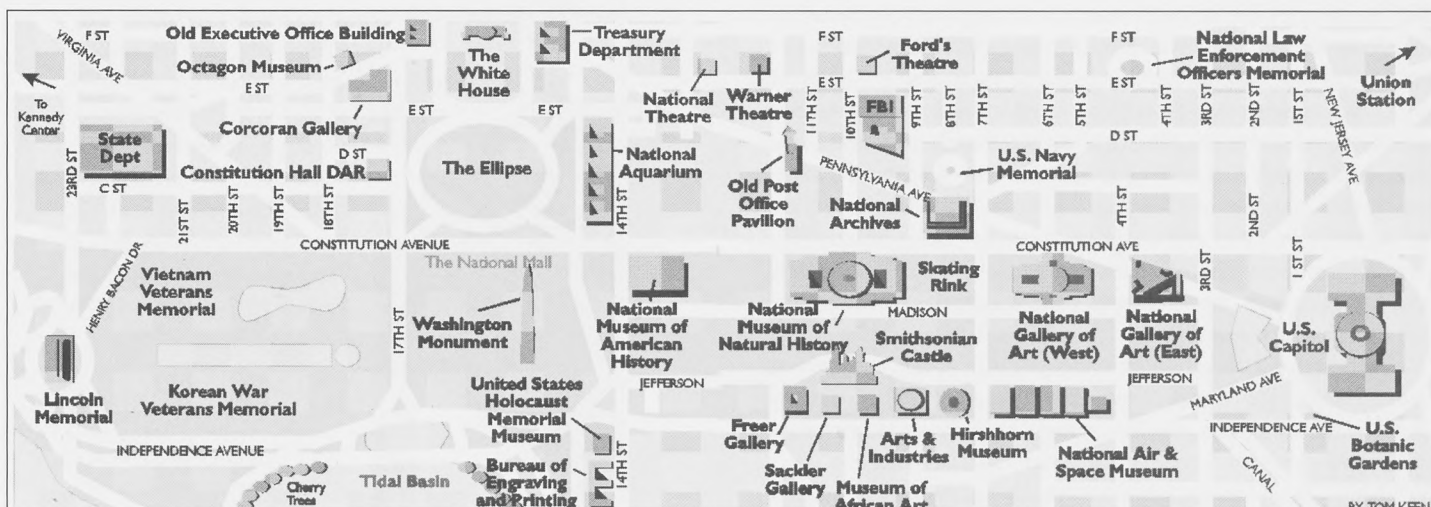
Coincidentally, another Washington institution received strong support from an entrepreneur in the communications field almost 100 years ago. The National Geographic Society was established by Alexander Graham Bell's father-in-law, Gardiner Green Hubbard, in Washington,

D.C., in 1888. After Hubbard's death in 1897, Bell became president of the Society, which under Hubbard's leadership, remained a small, sedate, and largely local group, with a membership of 1,500 individuals. Seeking to revive the group, Bell hired his future son-in-law, Gilbert Grosvenor, as the first full-time editor of the *National Geographic Magazine*, and paid his salary with his own funds. Under Grosvenor's leadership, and with Bell's advice, both the magazine and the Society began to grow into the institution it is today. Explorers Hall of the National Geographic Society (1145 17th Street N.W.) has a collection of many scientific items relating to fields as diverse as aeronautics, anthropology, astronomy, and geography. The permanent and temporary exhibits are always worth a visit.

Wilhelmina Cole and Wallace Holladay opened the National Museum of Women in the Arts (1756 New York Avenue NW) in 1981. Among the museum's collection, located in a beautiful 1907 second Renaissance revival structure, are 2,500 works by women artists including paintings, sculpture, prints, drawings, and artists' books. The art ranges in date from the Renaissance to the present.

Other privately funded museums include Dumbarton Oaks Research Library & Collections, located at 1703 32nd Street N.W., in Georgetown, which contains a large collection of pre-Columbian American art, and some beautiful gardens; the Textile Museum, located at 2320 "S" Street N.W., which contains over 16,000 historic and ethnographic handmade textiles; the Hillwood Museum and Gardens (4155 Linnean Avenue N.W.), which contains a wide-ranging collection of Russian decorative arts, paintings, and icons, American Indian

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The National Mall, map courtesy of www.washington.org.

Working the Web

SAA's 2001 Web Strategy

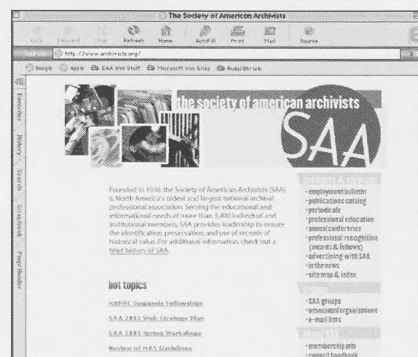
by **TERESA BRINATI**, Director of Publishing
and **BRIAN DOYLE**, Webmaster

Launched in 1996 and redesigned in 1999, the SAA Web site has evolved into a vital and creative tool for delivering membership services, disseminating news, championing ideas and causes, as well as promoting the association and its products by situating SAA in a global marketplace unreachable through previous methods. The 2001 Web Strategy, approved by Council at its January meeting, will capitalize on existing strengths of the SAA Web site and continue to give the site forward momentum.

Enhancements to the site have been prioritized into two tiers and include an interactive job bank; additional online advertising opportunities; the implementation of database-driven, dynamic Web pages for assorted directories and listings; forms to assist with event registration and journal subscriptions; and online educational offerings. Also proposed are improvements to the Web site's design and architecture; the initiation of a "Web Liaisons Program" that would expand guidelines for the creation of section and roundtable Web pages, as well as facilitate their integration into the SAA Web community; and an enhanced catalog of titles.

Second and equally important, the plan proposes exploring global technology issues in the SAA office, particularly as they apply to the integration and dissemination of data between Web-based applications and internal management systems. The present challenge to integration is assuring the adequate and timely fulfillment of Web-based services, and achieving workplace efficiencies. At SAA, day-to-day operations—such as management of membership records, events management, order processing, accounting functions, etc.—depend on an association management software system. We will research the suitability of this and other products for integration with Web applications. The ultimate goal is to find a solution that achieves true resource economy, thus maximizing productivity and boosting profit margins.

By enhancing the five components of a successful site—content, communication, commerce, advocacy and education—SAA can transform its site into a thriving online community and bolster revenue streams. For more details about the SAA 2001 Web Strategy, visit <http://www.archivists.org/governance/saa2001webplan.htm>.



The SAA Home Page,
www.archivists.org

Praise for the SAA Web Site

To: info@archivists.org

I am writing to comment on your web site.

I had been interested in the general topic of archives and came upon the SAA Web site. What a treasure trove of information! The site is well organized and easily navigated. And it has plenty of information useful to the average person.

Thank you.

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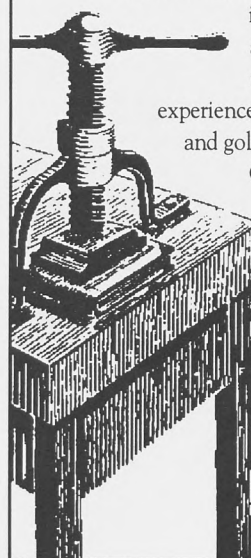
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The Quest Continues

CHARTING THE COURSE OF CONTINUING EDUCATION

by SOLVEIG DESUTTER and PATTI O'HARA, SAA Education Directors

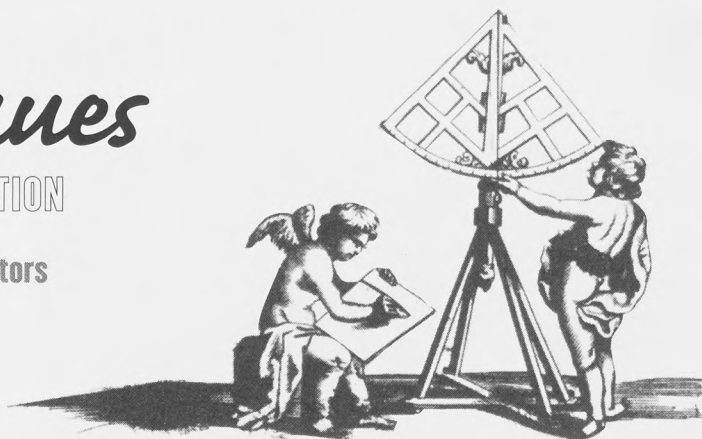
As co-directors of the SAA Education Office, our days are passing very quickly and it seems like we just get started when the time comes to shut off the computer and gather up the "on-the-train reading" for the evening commute. The variety of issues and tasks has been growing to dizzying proportions—and we love it!

Spring Workshops

Our first challenge was getting the 2001 SAA spring workshop schedule off the ground. A brochure was mailed to SAA members in January and workshop offerings are also posted on the Web at www.archivists.org/prof_education, where you can take advantage of registering immediately with the click of your mouse . . . no need to buy those 1¢ stamps for this transaction. Also, plan on visiting regularly as we will add new workshops and/or other information that is of interest to you on a regular basis. For example:

- You'll find that another "Encoded Archival Description" workshop has been added since the brochure went to print. It is scheduled for June 7-8 in Fort Worth, TX, at Texas Christian University.
- Starting this spring, participants in the "Encoded Archival Description" workshop will receive a discount coupon in their packet toward the purchase of the software featured in the workshop.
- To encourage early registration, participants in the Boise, ID, "Security in Archives & Manuscript Repositories" workshop will be eligible for a drawing to win a complimentary registration . . . details to follow. If this works, we'll do it more often.
- *Parlez-vous EAD?* Yes, EAD goes to Paris, France! Thanks to the efforts of Kris Kiesling, esteemed instructor/committee member, just to name a few distinctions, there will be an EAD workshop in Paris on May 21-22 at the Directions des Archives de France. Kris will be teaching with Michael Fox.

Reminder: SAA workshops need a minimum enrollment, based on a break-even point, to take place. If you are interested in a workshop, register NOW to ensure that we can hold the offering. It is heartbreaking for all of us to receive registrations AFTER the deadline for a workshop that we had to cancel due to low enrollment.



Choices

You can't find the workshop of your choice? Ask your colleagues if they share your interest and if so, consider getting in touch with your regional or local archival association and let them know you are interested in a particular SAA workshop. Many SAA workshops are held in conjunction with the meetings of regional and local associations. You are not going to a meeting? Consider co-sponsoring a workshop within your organization or enlisting an affiliated library. You have more questions? Call or e-mail us and we would be happy to work with you to facilitate the workshop of your choice.

Pre-conference Workshops

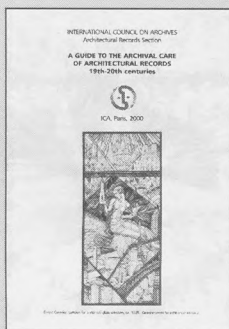
Pre-conference workshop proposals are in and processed. We are pleased to report that you will be able to choose from a variety of workshops to attend on August 28 and/or August 29 in conjunction with SAA's 65th annual meeting in Washington, D.C. Topics cover establishing recognition for your institution, Encoded Archival Description, and how your personality preference may affect your professional success, to name just a few. Stay tuned to the SAA Web site for updates and additional information.

Student Chapters

Student chapters and individual chapter members have a new venue via Yahoo! Groups for communicating chapter-related information, ideas, suggestions and updates (www.groups.yahoo.com/group/SAAStudentChapter). This is the place to go if you don't know about the Theodore Calvin Pease Award, the SAA annual meeting student poster session, or you've forgotten the deadlines for submission. It's a great place to showcase your chapter activities and find out what your peers are up to!

Thanks!

Thanks to all of you, it's been an exciting three months and the dust is still flying! We especially appreciate your constructive feedback and encouragement. We are impressed and energized by the dedication you bring to your profession and proud to be members of your team. For more information about SAA continuing professional education, contact Solveig DeSutter or Patti O'Hara at education@archivists.org or 312/922-0140.



The ICA Architectural Records Section has published *A Guide to the Archival Care of Architectural Records: 19th-20th Centuries*.

The 150-page guide includes chapters on types of architectural records; acquisition principles; appraisal, selection and disposition; arrangement; description; conservation; and access. Also included are a glossary of terms and a bibliography.

The guide's co-editors are Maygene Daniels (National Gallery of Art) and David Peyceré (Institut français d'architecture). List \$20; SAA members \$13 (plus s/h). To order, contact the SAA publications department at 312/922-0140 or publications@archivists.org.

International Council on Archives

- **GEORGE MACKENZIE** has relinquished his position as Deputy Secretary General of the International Council on Archives (ICA) to take up the post of Keeper of the Records of Scotland. As Deputy Secretary General, MacKenzie carried out several important missions for ICA and UNESCO in the Caribbean, Africa and Europe, among them visiting Mostar and Sarejevo in 1995 to report on the destruction of Bosnian heritage in the wake of the war in the Balkans. Replacing MacKenzie as Deputy Secretary General is **MARCEL CAYA** who currently directs the archival diploma program at the University of Quebec at Montreal (UQAM). Prior to teaching at UQAM, Caya was university archivist at McGill University in Montreal.
- The ICA Committee on Descriptive Standards has published the second edition of "ISAD (G): General International Standard Archival Description." This standard provides general guidance for the preparation of archival descriptions and is to be used in conjunction with existing national standards or as a basis for the development of national standards. The second edition is the result of a five-year revision process that commenced on the publication of the original ISAD (G) rules in 1994. The revised rules are organized into seven areas of descriptive information: identity statement area; context area; content and structure area; condition of access and use area; allied materials area; note area; and descriptive control area. The full text of ISAD (G) Second Edition is available on the ICA Web site: www.ica.org/.

National Archives of Scotland

The National Archives of Scotland mounted a millennium exhibition between November 30, 2000, and January 31, 2001. Included in the exhibition were the Charter of David I to the Church of St. Cuthbert, the earliest letter of Mary Queen of Scots,

the first recorded mention of whiskey, and the first Act of the new Scottish Parliament. The Charter of David I to the Church of St. Cuthbert dates from 1127 and is the oldest document in the National Archives. Measuring just 8 x 1.5 inches, this document grants the land beneath Edinburgh Castle to the city's first parish church. Based in Edinburgh, the National Archives of Scotland holds records spanning the 12th to the 21st centuries, touching on virtually every aspect of Scottish life. Patrick Cadell, Keeper of the Records of Scotland from 1991, stepped down in December 2000 and was succeeded by George MacKenzie in January 2001 (see ICA item above).

National Archives of Australia

The National Archives of Australia has established the Federation Gallery to celebrate the centennial of Australian federation. The main gallery exhibit features the original Commission of Assent signed by Queen Victoria on January 1, 1901. Alongside this document are the Commonwealth of Australia Act 1900 and the Letters Patent Constituting the Office of the Governor-General 1900. Four other key charters are also on display in the gallery: the Proclamation of Inauguration Day 1900, the Statute of Westminster Adoption Act 1942, the Constitution Alteration (Aboriginal) 1967 and the Australia Act 1986. The National Council for the Centenary of Federation, Parliament House and the National Library of Australia are partners with the National Archives in establishing the Federation Gallery.

Library of Congress & Russian State Archives

The Library of Congress, in cooperation with the Russian State Archives of Social and Political History, has microfilmed and made available the records of the Communist Party USA, 1919-1943. During this period, the Communist Party's records were routinely shipped to the Moscow headquarters of the Communist International (Comintern) by the American party leadership. Composed of 326 reels of film, the collection is arranged generally chronologically with repeating topic groupings following chronology (such as District reports, convention proceedings, Central Committee correspondence). A 166-page temporary finding aid has been produced to guide researchers to likely reels and frame ranges for specific topics. The Library of Congress provided \$100,000 to support the microfilming project, which was carried out by Russian archivists. The Records of the Communist Party of the United States of America microfilm is available for research at the Manuscripts Reading Room, Madison Building, Library of Congress.

Send items for "World View" to:

Thomas Connors, University of Maryland,
National Public Broadcasting Archives, Hornbake Library,
College Park, MD 20742, tc65@umail.umd.edu.

Reaching Out Globally: SAA Donates Books

by TERESA BRINATI, Director of Publishing

Our experience in Seville last September at the 14th International Congress on Archives reinforced the invaluable service that SAA publications provide to the archival community, not only in North America, but the world over. During the expo SAA sold 300 books representing 21 different titles. Conference attendees were pleased to walk away with their own personal copies to take back to repositories throughout Europe, Africa, Asia, Australia, and South America.

Even so, we realized that there were probably archival programs and institutions not represented at the ICA conference because they did not have the means to attend. Back home in Chicago we wondered how SAA could reach out to these archivists. The answer became obvious: we could spread the word—literally—by donating gently used SAA publications to deserving programs. These unsaleable items, though slightly dented, would still be useful tools, especially in grateful hands.

With the help of our friends at the International Records Management Trust, a London-based educational foundation, it became our mission to identify institutions in developing countries and elsewhere that lacked the wherewithal to purchase basic print resources. Six institutions in Africa, Asia and the Caribbean with archival programs in need of professional literature were selected: University of Ghana, National University of Technology in Zimbabwe, Moi University in Kenya, University of Botswana, University Technology MARA in Malaysia, and University of the West Indies in Jamaica.

Collections of books were sent last month and included the Archival Fundamentals Series (seven titles); *Starting an Archives*; *Archives and Manuscripts: Administration of Photographic Collections*; and the five most recent issues of the *American Archivist*. These titles are published by SAA and represent some of the best of North American archival practice and scholarship. More importantly, they will benefit colleagues in advancing the archival mission as well as in educating others to do so.

All of the institutions were thankful to receive the publications and told us as much via e-mail: "We really appreciate it because we are very much lacking in such literature on records management and archives," wrote Rusnah Johare of Malaysia.

Justus Wamukoya of Kenya said that "the publications will go a long way in enriching our meager library collection."

Further, Dr. Nathan Mujama of Botswana replied, "We are very grateful for this offer as it comes at a time when we are just about to launch our master's programme in archives and records management. I have one registered Ph.D. student and . . . we are in real need of archival literature."

The 84 publications (14 per institution) donated by SAA will go a long way in promoting archival study and work in other parts of the world. This is just a beginning. We will continue to explore ways in which we can reach out globally to emerging archival institutions and programs. ♦

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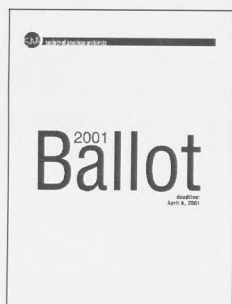
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**American Archivist 63:2**

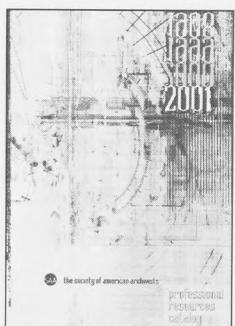
The fall/winter 2000 issue of the *American Archivist* (volume 63, number 2), guest edited by Elizabeth Yakel, is being printed and mailed in March. This issue contains papers presented at the Graduate Archival Education Conference held just before the SAA annual meeting in Pittsburgh in 1999. The papers in this issue provide some valuable insights into the state of archival education in

the United States, including interesting surveys of archival students and graduates. As SAA considers revision of its guidelines for a master of archival studies degree, these articles will prove especially timely. The issue also contains an article by the late Fredric Miller that examines the role of SAA in promoting archival education since the 1960s.

**2001 SAA Elections: Cast Your Vote**

Individual members of SAA should have received a ballot by mid-March. Your vote is your voice in your professional association, so please take a moment to cast your ballot for a vice president/president-elect, three Council members, and three Nominating Committee members. All ballots must be postmarked by April 6, 2001, to be

counted. Election results will be posted on SAA's Web site as well as published in the May/June issue of *Archival Outlook*. If you are an individual member and have not received a ballot, please contact Bernice Brack at brback@archivists.org or 312/922-0140.

**Publications Catalog**

The new edition of the *SAA Professional Resources Catalog* is in production and we hope to have it printed by early spring. We are also updating the online catalog. Both will reflect the latest additions to the extensive list of titles distributed by SAA—more than 170. The sheer number and variety of publications make SAA the premier clearinghouse for archival

resources in print a virtual one-stop shop for the profession worldwide. If there are books not currently listed that you think SAA should carry, please contact Teresa Brinati at tbrinati@archivists.org or 312/922-0140.

2000-2001 Membership Directory Supplement

A list of update member contact information received by the SAA office since last August is available online at www.archivists.org/publications/2001directorysupplement.html.

Books Needed for Archival Classics Reprints

SAA is in the process of negotiating licensing agreements for reprinting and distributing the next two books in the Archival Classics Reprints series: *Archives in the Ancient World*, by Ernst Posner; and *Manual for the Arrangement and Description of Archives*, by Muller, Feith and Fruin, translated into English by Arthur H. Leavitt. Once agreements are signed, SAA will need one copy of each book for printing purposes. If you have a copy of either book and are willing to donate it, please contact Teresa Brinati at tbrinati@archivists.org or 312/922-0140. We will replace your original with a complimentary copy of the new edition.

Archival Classics Reprints is an imprint of the Society of American Archivists. The purpose of the series is to re-introduce previously out-of-print classic archival literature. To date, SAA has reissued *Modern Archives: Principles and Techniques*, by T.R. Schellenberg; and *Norton on Archives: The Writings of Margaret Cross Norton on Archival & Records Management*, edited by Thornton W. Mitchell with a foreword by Ernst Posner. To order these books, contact the SAA Publications Department at 312/922-0140 or publications@archivists.org.

Out of Print

The following books are out of print and no longer available from SAA:

- *CITRA 1997: Access to Archives—Legal Aspects*
Product code 370
- *CITRA 1998: Access to Information—Technological Challenges*
Product code 383
- *Native American Archives: An Introduction*, Product code 171

Attention SAA Section Newsletter Editors

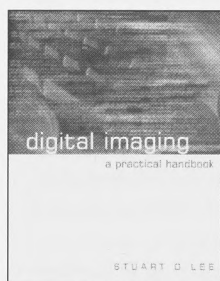
Thank you, editors, for all of your fine work in the production of section newsletters. Just a reminder that the SAA office will assist with up to three mailings each fiscal year, with a total number of pages for the year not to exceed eighteen single-sided sheets (8.5"x 11"). Camera-ready copy may be sent via mail, or electronic copy via e-mail. Don't forget to leave blank space on the top half of the last page of the newsletter so that we can drop in the SAA logo, return address, indicia, and mail label. SAA has access to the following programs: Microsoft Office, Corel WordPerfect, and QuarkXpress for the Mac. Unfortunately, we are unable to open PageMaker files.

It is our goal to have section newsletters printed and in the mail within two weeks of receipt at the SAA office, sooner if possible. Section newsletters with a circulation of 250 or less are reproduced, prepped, metered, and mailed using in-house resources. Circulations greater than 250 items are sent to a service for printing and mailing. The United States Postal Service requires that such quantities be mailed bulk rate.

The next suggested deadline for section newsletters is June 1. Note that due to annual meeting preparations, we will be unable to process newsletter submissions between July 31 and September 7.



Latest Book Acquisitions



Digital Imaging: A Practical Handbook

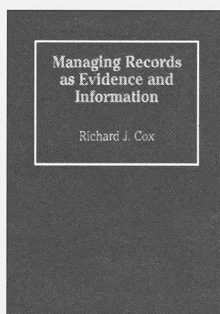
Stuart D. Lee

Provides practical guidance for anyone about to embark on a digitization project. It follows the process of digitizing, from initial inception through capture, delivering and archiving stages, outlining workflows, and discussing relevant issues along the way. It looks at how to

capture print, photographs, surrogates and other print material, including the digitization of rare and fragile material.

Neal-Schuman Publishers, Inc. (2001) soft cover, 194 pp.

Nonmembers \$64 • **SAA members \$54** • Product code 126



Managing Records as Evidence and Information

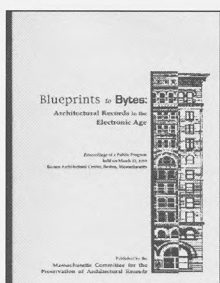
Richard J. Cox

This is a series of discourses on the fundamentals of archives and records management needing to be understood before any organization attempts to define and set any policy affecting records and information. The chapters concern defining records, how information technology plays into policy compiling, the fundamen-

tal tasks of identifying and maintaining records as critical to records and information policy, public outreach and advocacy as a key objective for such policy, and the role of educating records professionals in supporting sensible records policies.

Quorum Books (2000) hard cover, 264 pp.

Nonmembers \$77 • **SAA members \$67** • Product code 131



Blueprints to Bytes: Architectural Records in the Electronic Age

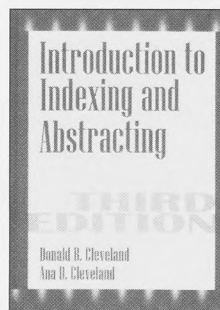
These program proceedings examine the problems of CAD long-term recordkeeping, approaches to recordkeeping, and the impact that a lack of planning will have on the preservation of documents for firm survival and the study of architecture and engineering structures for the future.

MassCOPAR (2000) soft cover, 37 pp.

Nonmembers \$24 • **SAA members \$14** • Product code 132

TO ORDER PUBLICATIONS:

Contact Rodney Franklin at rfranklin@archivists.org or 312/922-0140. Visit the SAA Professional Resources Catalog at www.archivists.org/catalog/.



Introduction to Indexing and Abstracting 3rd ed.

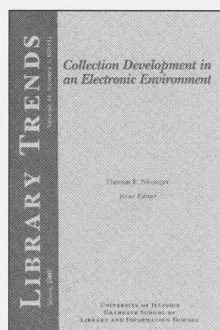
Donald B. Cleveland
and Ana D. Cleveland

Synthesizing the thinking and experience of indexers and abstracters over the years, the book introduces readers to such fundamentals as the nature of information, the organization of information, vocabulary control, types of indexes and

abstracts, evaluation of indexing, and the use of computers. A new chapter on indexing and the Internet has been added, as has a chapter that lists Web resources for indexers and abstractors.

Libraries Unlimited (2001) hard cover, 280 pp.

Nonmembers \$54 • **SAA members \$44** • Product code 125



Collection Development in an Electronic Environment

edited by Thomas E. Nisonger

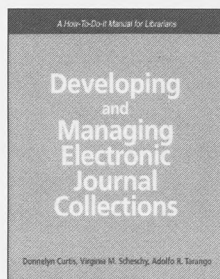
This issue of Library Trends (vol. 48, no. 4) focuses on collection development and management in the rapidly emerging electronic environment. It addresses historical developments in the last two decades which led to the current environment; whether traditional collecting and cataloging methods are still applica-

ble in an electronic era; selection criteria used for electronic resources; the impact of electronic resources on the collection management of print materials; and the influence of electronic resources on collection development staffing.

University of Illinois Graduate School of

Library and Information Science (2000) soft cover, 300 pp.

Nonmembers \$28 • **SAA members \$18** Product code 128



Developing and Managing Electronic Journal Collections

Donnelly Curtis, Virginia M. Scheschy,
Adolfo R. Tarango

Electronic journals now number in the thousands and their number is growing exponentially, changing the landscape of collections. Step-by-step guidelines are given for selection and acquisition, as well

as the necessary technological and legal requirements for access, organization, and public services.

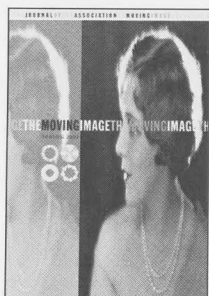
Neal-Schuman Publishers, Inc. (2000) soft cover, 267 pp.

Nonmembers \$64 • **SAA members \$54** • Product code 127



Encoded Archival Description Online & Spanish Translation

- *EAD Application Guidelines* (SAA, 1999) are now available online at the official Library of Congress EAD Web site <http://lcweb.loc.gov/ead/>. The *Guidelines* are encoded in HTML; all see references and footnotes are linked to facilitate location of relevant information. The *EAD Application Guidelines* join the *EAD Tag Library* (SAA, 1998), which has been available online for over a year. The EAD Working Group hopes EAD users will find these online tools useful, and welcomes your feedback. Print copies of both books are available for purchase from SAA. Contact the publications department at 312/922-0140 or publications@archivists.org.
- The Spanish translation of *EAD Application Guidelines* (*Descripción Archivística Codificada directrices de aplicación*) and *EAD Tag Library* (*Descripción Archivística Codificada repertorio de etiquetas*) have recently been published by the Fundación Histórica Tavera of Madrid with assistance from the Council on Library and Information Resources. For more information on the EAD Spanish translations, please contact Anunciada Colón at anunciada.cdc@tavera.com or visit www.tavera.com/tavera/Contenido/informac1.htm.



AMIA Debuts New Journal

The Moving Image is the groundbreaking new journal of the Association of Moving Image Archivists (AMIA) edited by Jan-Christopher Horak, founding vice president of AMIA and curator of the Hollywood Entertainment Museum. The semi-annual journal will be published in spring and fall with the premiere issue due in May 2001. Subscription rates are \$30/year

for individuals and \$75/year for libraries (other countries add \$5 for annual subscription). For more information, contact amia@amianet.org or visit www.amianet.org.

The Library of Congress Gets the Real Thing

PHILIP F. MOONEY, manager of the Archives Department at The Coca-Cola Company, reports that the company, celebrating its 50th anniversary of television advertising, is donating its entire collection of historic television commercials as part of the Library of Congress' Bicentennial Gifts to the Nation program. The donation, which will eventually exceed 20,000 television ads, represents the largest donation of corporate advertising in the Library's 200-year history. The collection will cover the early 1950s to the present and include both U.S. and international ads from Coca-Cola's portfolio of brands. The Library of Congress Web site, www.loc.gov, includes a preview of 50 Coca-Cola ads along with historical information and images of TV advertising.

NARA E-Mail Changes

The National Archives and Records Administration recently changed all of its e-mail addresses from @archives2.nara.gov to @nara.gov. Please update your e-mail records accordingly.

Preservation Resources

- The proceedings from the Conservation Center for Art and Historic Artifacts' Architectural Records Conference, "Architectural Records: Preserving and Managing the Documentation of Our Built Environment," held last May in Philadelphia, are available at www.ccaha.org. The proceedings address the key challenges faced by those responsible for architectural collections on both theoretical and practical levels. There are links within the more than 20 full-text lectures to speakers' handouts, other relevant Web sites, and image-based presentations.
- Scarecrow Press recently published *Bibliography of Preservation Literature, 1983-1996* by Robert Schnare and the late George Cunha and Susan G. Swartzburg. The 840-page book contains over 5,300 bibliographic citations, the majority of which are annotated. The citations are supported by a glossary of abbreviations and acronyms and name and subject indexes. It also contains an essay on preservation management. Price: \$89.50. Receive a 15% discount by ordering the book online at <http://www.scarecrowpress.com/ISBN/0810837129>.
- The Regional Alliance for Preservation (RAP) has a new centralized source for information and education on collections conservation and preservation available on the Web at www.rap-arcc.org. The site features an extensive annotated bibliography of publications; a starter kit for collections managers; geographical locations and contact points for RAP participants; a list of links to key Web resources and more.
- The Council on Library and Information Resources has published *Preservation Science Survey: An Overview of Recent Developments in Research on the Conservation of Selected Analog Library and Archival Materials* in cooperation with the European Commission on Preservation and Access. The report provides summaries of significant recent research on the preservation of paper, film and photographic materials, and magnetic tape. Available online in PDF format at www.clir.org.
- The Federal Emergency Management Agency recently created a new brochure on its role in historic preservation and how it can assist communities in preventing, responding to, and recovering from the effects of disasters on historic properties and cultural resources. Visit www.fema.gov or www.heritagepreservation.org.
- *Disaster Recovery Yellow Pages*, 2001 edition, is now available from the Systems Audit Group, Inc. This 350-page comprehensive sourcebook is designed to help locate scores of crucial, but hard-to-find, recovery services throughout the U.S. and Canada. \$98 per copy plus \$3 shipping. Visit www.disaster-help.com or e-mail dryp@javanet.com.

Grants

- The Gladys Krieble Delmas Foundation has awarded a \$30,000 grant to the Research Libraries Group for a meeting in Toronto this March of international experts on archival descriptive standards. Carrying forward a project begun at Yale University, this group will create a new kind of encoded record to carry information about primary source creators—such as biographical background and agency histories. At the



meeting, they will create a draft Document Type Definition for encoding "archival contextual information." As did the Encoded Archival Description standard, this effort will greatly enhance researchers' retrieval of primary source materials. The result will be a model for wide testing. For more information, contact richard.szary@yale.edu or anne.van.camp@notes.rlg.org.

- The University of Minnesota has been awarded a \$500,000 challenge grant from the National Endowment for the Humanities in support of the Immigration History Research Center (IHRC). Funds from the grant will be used to enhance the work of the IHRC, regarded by many as the country's leading institution for the preservation and promotion of the history of American immigration. The grant is a centerpiece of the IHRC's endowment campaign, "Stories Worth Remembering, Stories Worth Telling," which seeks to provide permanent funding in four areas: 1) endowment of the Rudolph J. Vecoli Chair in Immigration History; 2) care and development of the archival collections; 3) research support; and 4) community outreach (including work with ethnic organizations and K-12 educators). The IHRC's "Documentation of the Immigrant Experience" was designated as an official project of Save America's Treasures, a public-private partnership of the White House Millennium Council and the National Trust for Historic Preservation. For further information, visit www.umn.edu/ihr or e-mail ihr@tc.umn.edu.

Exhibits

- The "New ASU Story" is a digital exhibit that gives a 115-year overview of the growth of Arizona State University from a Normal School to a university. University Archivist **ROB SPINDLER** reports that, "This product serves as ASU's most ambitious Web-based exhibit of archival materials to date. In addition to the comprehensive scope of this history, the Web site serves as a delivery device that enables anyone to download and reuse hundreds of our best archival photographs." Visit <http://www.asu.edu/lib/archives/asustory/>.
- "The Iron Man of Radio: Robert Trout, Pioneer of Broadcast News" exhibit at the University of Texas Center for American History runs through August and traces Trout's historic contributions to radio and television journalism, which began in 1931 and ended only with his death last November at age ninety-two. For more information, contact Lynn Bell at 512/495-4515 or l.bell@mail.utexas.edu.
- The Truman Library, Independence, Missouri, has undergone an ambitious facelift that will transform its exhibitions and educational programs over the next three years. The museum galleries, which have been closed since September, re-opened this month (March). Two new exhibits will be on display. "Portraits of the Presidents from the National Portrait Gallery" will run through May and features more than 60 original paintings, photographs, and sculptures of the presidents, which previously could only be seen in Washington at the National Portrait Gallery. In addition, "Mount Vernon in Miniature" runs through September and includes a meticulously detailed model of the home of the nation's first president.

Center for Jewish History

The January/February *Archival Outlook* article on "Museum of Jewish Heritage Expands" (p. 15) inadvertently confused the Museum of Jewish Heritage and the Center for Jewish History. SAA regrets this error. Lois Cronholm, director of the Center for Jewish History, provided the following update.

The Center for Jewish History, officially opened October 26, 2001, is a major new resource in Judaic Studies. It was designed to counter the isolation of invaluable collections that accumulated in the major Jewish communities that were dispersed throughout the world. The YIVO Institute for Jewish Studies has been the steward of the history of the Jews of Eastern Europe; the Leo Baeck Institute has been distinguished by its extensive history of Jews in Germany; the American Jewish Historical Society has been the major source for documentation of Jewish life in the New World. Scholars whose studies transcend these differences have been disadvantaged by the fragmented access to documentation needed for studies that are independent of geography, time, or culture. Now these archives will be integrated into a larger historical framework through an integrated collection management and access system. Two additional advantages are the systematic collection of Sephardic documentation, motivated by the association of the American Sephardi Federation with the Center, and the expanded educational dimension offered through the addition of the Yeshiva University Museum as a Center partner.

While the Center features educational public programming as well as access to its collections, its highest priority is service to scholars. A professionally staffed modern reading room has an open stack reference collection and staff-assisted access to approximately 100 million archival documents. The collections also include half a million books, thousands of photographs and art objects, records, ritual objects, and textiles.

At present only the Leo Baeck catalogue is available electronically, and it will be accessible on the Internet in the near future. The Center's goal of establishing an online public access catalogue is being initiated through funding from the National Historical Preservation and Records Commission. The diversity of identification systems within and between the collections; the status of the catalogue cards, written in a variety of styles and languages; and the intention to provide integrated access to archival, library, and museum collections, is manifestly a significant challenge to the process of automation. Given the critical importance of creating consortial arrangements to preserve small, underfunded, but invaluable collections, the anticipated success of this project will have benefits beyond research opportunities through the Center for Jewish History.



NARA's 2001 Budget Supports Its Major Initiatives

Once the 2000 Presidential election was finalized in mid-December with the Electoral College voting, Congress got back to work and finished up its appropriations bills for fiscal year 2001—and gave the National Archives and Records Administration a healthy new budget for this year.

Because of the commitment to our program from the Bush Administration, strong bipartisan support from the Congress, and help from our friends in SAA and elsewhere, we received all of the increases we had requested.

The new funds will enable us to complete the renovation of the original National Archives Building in Washington, D.C., and advance major initiatives to:

- improve records management in the federal government;
- meet special challenges posed by electronic records;
- expand public access to records; and
- preserve growing quantities of records.

For improving government records management, the budget provides enough additional staff, on top of the last two years' staff increases, to extend throughout the country the "Targeted Assistance" we provide to federal agencies with critical records-management needs. By year's end, we will have added a total of 39 senior records analysts to this records management program nationwide. We've been getting some feedback from agencies on this program, with comments like, "The 'hands-on' help provided by the Targeted Assistance program was exactly what we needed" and "The working relationship we entered into with NARA has been exceptional and beneficial."

For meeting electronic records challenges, the budget includes initial funds to further the development and implementation of our Electronic Records Archives (ERA). We'll be able to continue testing within our agency new ways of managing electronic records that may prove useful to federal agencies generally and we'll be able to add three high-level professionals to our ERA staff.

To develop the ERA, we are working within the National Partnership for Advanced Computational Infrastructure and with the National Science Foundation, the San Diego Supercomputer Center, and other partners. With them, we are continuing research toward building an archives that can preserve any kind of electronic record indefinitely, free from dependence on any specific hardware or software, and enable customers to retrieve the electronic records they need on computer systems now in use and coming in the future.

The entire federal government has a stake in this investment in ERA and the payoff could be extensive. While the ERA we are planning should enable us to preserve and make available millions of electronic records created by the federal government, the technology may help other federal agencies in managing their electronic records. Also, the ERA will give increased reality to e-government and the technology promises

to be useful to other kinds of archives, libraries, agencies, and businesses regardless of size.

For expanding public access to records, the budget includes increases for:

- redesigning our Web site, www.nara.gov, and adding staff for improving and developing Web content;
- adding staff to take custody of and start processing records of the Clinton Administration at the new Clinton Presidential Materials Project in Little Rock, AR;
- declassifying more records and reviewing more agency classification programs by increasing the staff at the Nazi War Criminal Records Interagency Working Group, which we chair, and our own Information Security Oversight Office;
- improving reference services at the National Personnel Records Center (NPRC) in St. Louis that are needed by America's veterans; and
- improving customer service by upgrading NARA's communications infrastructure, including upgrading our own computer network and getting a new nationwide telephone system.

For meeting environmental and preservation needs of growing quantities of records, the budget includes funds to make NARA's facilities more secure for visitors and staff, move records into the Clinton Project's temporary quarters in Little Rock in preparation for the Clinton Presidential Library, and ensure the survival of veterans' records in jeopardy at the NPRC in St. Louis. Funding also is included for museum improvements at the Gerald R. Ford Museum in Grand Rapids, MI, repairs to the leaking plaza at the John F. Kennedy Library in Boston, and initial work on a new archives for NARA's Southeast Region in Atlanta.

The major increase in the budget is \$88 million for the renovation of the original National Archives building. The work will include correcting mechanical, electrical, plumbing, and fire safety deficiencies; retrofitting the Rotunda to display America's Charters of Freedom (the Declaration of Independence, the Constitution, and the Bill of Rights) in new encasements currently under preparation; bringing the building into full compliance with the Americans with Disabilities Act; upgrading storage conditions to meet modern archival standards; and providing sufficient exhibit and public-use space to accommodate increasing numbers of visitors.

At the National Historical Publications and Records Commission, our grant-making affiliate, funding for the competitive grants program stayed at \$6 million, but there was a one-time increase of \$450,000 for directed grants.

We consider this healthy new budget as an endorsement of the importance of our services and our ability to deliver. With the continued support of the Bush Administration, Congress, SAA, and the profession, we will continue to deliver and meet the challenges of this new century. ♦



Clinton Presidential Papers Moved to Arkansas

The physical legacy of President William Jefferson Clinton's eight-year term of office—some 835 tons of stuff (which would fill an estimated 50 tractor-trailers) including 77 million pages of documents consisting of such items as policy memoranda, speech drafts, studies and reports, 40-million e-mail messages and other communications, some 1.85 million photographs, and over 75,000 gifts from John Q. Public to foreign dignitaries—were transported on January 13, 2001, aboard the military's largest transport aircraft (the C-5), to a temporary storage facility—a former Oldsmobile dealership—in Little Rock, Arkansas, the future host city for the Clinton Presidential Library. In accordance with provisions of the Presidential Records Act of 1978, at 12:01 p.m. on January 20, all this material became public property, controlled and administered by the National Archives. No president has accumulated so large a legacy—the nearest historical contender is the two-term administration of Ronald Reagan which produced some 50 million documents.

A 27-acre site in Little Rock has been selected as the future site for the Clinton Presidential Library. A private foundation is currently raising the \$100 million needed to build the museum and library where the documentary records will ultimately be made available to the public.

For five years the collection will be closed while archivists from the National Archives organize and prepare the materials for researchers. In the meantime, a substantial number of documents that comprise the Clinton Administration's White House Web site (including some 20,200 White House documents relating to the Clinton Administration—speeches, press releases, briefing statements and photos) have been transferred to the National Archives and Records Administration and are posted for public viewing. Visit www.clinton.nara.gov.

Fire Hazards Documented at Library of Congress

The Office of Compliance has issued a 20-page report that identifies various fire hazards in the Adams, Jefferson, and Madison buildings at the Library of Congress that pose a "serious potential threat to human life and to the valuable Library collections." The report was made in response to a complaint filed by the Library of Congress Professional Guild (AFSCME, Local 2910) on April 2, 1999.

While many of the conditions documented in the report can be remedied relatively quickly, safety hazards in the Library's Jefferson building (the 103-year old domed structure that houses the Library's Main Reading Room) may take years to bring up to modern fire code standards. The Main Reading Room, for example, lacks both sprinklers and modern smoke-removal systems. The report documents that smoke detectors in the miles of books stacks are 35 years old and, for the most part, untested. Library spokesmen state that "most issues identified [in the report] can be remedied in an expeditious manner with existing resources. However . . . some hazards will require . . . additional funding."

State Department Historical Advisory Committee Issues Annual Report

On December 13, 2000, the State Department Historical Advisory Committee issued its annual "Report of the Advisory Committee on Historic Diplomatic Documentation" for the year 2000. The report outlines ongoing efforts to redesign and modernize the Foreign Relations (FRUS) series, discusses the future of the series, and raises access concerns relating to various agency records, including the Library of Congress (Henry Kissinger papers). The report also laments that the State Department history division has experienced "a serious shortage of sufficient staff," but happily states that 14 new positions have recently been authorized to be filled.

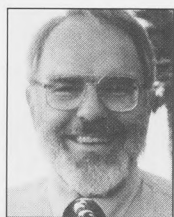
Most importantly, the report states that the CIA and the President's Foreign Intelligence Advisory Board have both exempted entire categories of documents from classification review including the CIA President's Daily Briefs: "The Committee is gravely concerned that these blanket denials will set a dangerous precedent and compromise the historical record." The report is posted at <http://www.fas.org/sgp/advisory/state/hac00.html>.

Advisory Committee on the Records of Congress Meets

On December 4, 2000, the Advisory Committee on the Records of Congress met for about an hour and a half to attend to various agenda items pending before that body. After opening remarks by Secretary of the Senate, Gary Sisco (chair), and Clerk of the U.S. House of Representatives, Jeff Trandahl (vice chair), Archivist of the United States John Carlin addressed the group. Carlin stated that progress was being made with the electronic records project and he reported on the status of the Archives I renovation. He stated that while the bulk of the \$88 million appropriated for the renovation is in the Treasury Department Appropriation bill for FY 2001, which at the time had yet to be enacted (N.B.: Congress eventually did enact an omnibus appropriation act that freed NARA to award various renovation contracts that at the time of the meeting were on hold), Carlin stated that some \$12-\$13 million that was appropriated in FY2000 for "planning and retrofitting offices" was being spent.

The committee then heard an update report on the progress being made on the 350,000 square-foot Capitol Visitor Center. NARA's Mike Gillette described the forthcoming "blockbuster" 20,000 square-foot exhibit that will tell the story of Congress through its documentary record.

The principal order of business for the committee was to approve the final revised draft of the "Third Report of the Advisory Committee on the Records of Congress." After some discussion and the addition of a few minor revisions and technical corrections, the report was unanimously adopted by the committee. The expectation is that the report will be posted on the NARA Web site in the near future; hard copies should also be available from NARA. ♦



SAA Resolution of Appreciation for J. Frank Cook

WHEREAS, once upon a time J. Frank Cook volunteered the University of Wisconsin-Madison Archives to gather up the scattered pieces of the SAA Archives, care for them, and provide access to them, and;

WHEREAS, J. Frank Cook has, over several decades, served as an exemplary steward of the SAA Archives, providing excellent reference service to myriad SAA members and others, and;

WHEREAS, J. Frank Cook retired from his position as Archivist of the University of Wisconsin-Madison in September 2000, and;

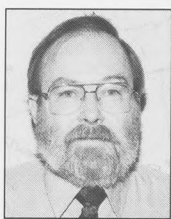
WHEREAS, J. Frank Cook has recommended to SAA Council that the SAA Archives would have a more stable and secure future at another repository, and has offered to work with Council to find such a repository and effect a smooth transfer of the archives;

THEREFORE be it resolved, that SAA Council expresses on behalf of the entire Society of American Archivists its gratitude and appreciation to J. Frank Cook for his many years as SAA archivist.

—Approved by the Council of the Society of American Archivists, January 2001



ELIZABETH W. ADKINS, CA was recently promoted to the position of Global Information Manager at Ford Motor Company. The Archives, Records/Information Management, and Audiovisual Assets Management will be reporting to her. Adkins also currently serves as SAA treasurer.



CONNELL B. GALLAGHER received the New England Archivists' Distinguished Service Award at its semi-annual meeting in October at Holy Cross College. Gallagher is the fifth recipient of the award, which recognizes dedication to the promotion of NEA objectives and exemplary service to the archival profession. Gallagher began his career in archives in 1969 as an archival assistant at the State Historical Society of Wisconsin, then joined the staff of the University of Vermont the following year. Since 1992, he has been the director of research collections at the university. During the past 30 years, Gallagher has been active in the profession

through writing, editing, consulting, and serving in numerous capacities at local, state, regional and national levels. A member of NEA since 1973, he was elected president in 1983-84.



SUE HODSON received a Recognition Award from the Jack London Foundation for her efforts in furthering research on Jack London. The award was presented at the foundation's annual Birthday Banquet, which celebrated the author's 125th birthday in January in Sonoma, California. Sue was the banquet speaker, and her talk was entitled "Searching for London . . . in Oxford." At the Huntington Library, Sue administers the Jack London Papers, comprising the world's largest archive for the California author.

Navarro College, Corsicana, Texas, is pleased to announce the appointment of **JULIE HOLCOMB** as the college's archivist. Holcomb is a graduate of the M.L.I.S. program at the University of Texas at Austin and will be responsible for Navarro College's general archives and all special collections, including the Pearce Civil War Collection, the Samuels Hobbit Collection, and the Pearce Western Art Collection.

GEORGE MACKENZIE, formerly Deputy Secretary General of the International Council on Archives, has been appointed Keeper of the Records of Scotland. He replaced **PATRICK CADELL** who retired in December. **MARCEL CAYA** will replace MacKenzie as Deputy Secretary General. (For more information, see World View column on page 14.)



DAVID MCCARTNEY was recently named university archivist at the University of Iowa at Iowa City. He has master's degrees in history and library science from the University of Maryland, College Park, and is a member of SAA, the Academy of Certified Archivists, and the Midwest Archives Conference. He is a native Iowan, born and raised in Charles City.

JULIE ORENSTEIN, archivist and records manager at Sinclair Community College in Dayton, Ohio, has just completed her move into a newly constructed records facility at the center of Sinclair's campus. The 2,000-square-foot storage area, with space for almost 2,500 boxes will provide plenty of room for the archival collections of the 113-year-old college. The facility also features a small micrographics center. The research room has been furnished to match the decor seen in photographs of the college's first library.



SAA Fellow **ANN PEDERSON** formally retired from her full-time position as senior lecturer in the School of Information Systems, Technology and Management at the University of New South Wales, Sydney, Australia in autumn 2000. Her professional achievements



since emigrating to Australia in 1981 include: co-authorship (with Gail Farr) of *Archives and Manuscripts: Public Programs* (SAA, 1982), prime responsibility for the first edition of *Keeping Archives* (ASA, 1987) and most recently, co-authorship with Mark Brogan of the archives/records self-study CD-ROM *Documenting Society* (Edith Cowan University, 2000). After a one-year break, Ann will resume her association with the University of New South Wales as a Visiting Research Fellow so her contact details and e-mail remain the same as those listed in the *SAA Membership Directory*.

INDIA SPARTZ, formerly of the Alaska State Division of Libraries, Archives and Museums, has joined the Alaska and Polar Regions Department of Elmer E. Rasmuson Library, University of Alaska—Fairbanks, as head of the Archives, Manuscripts, and Photographs unit. The position was open because of the retirement of **GRETCHEN LAKE**.



Dr. HELEN R. TIBBO, associate professor at the School of Information and Library Science (SILS) at the University of North Carolina at Chapel Hill, has been named the school's Frances Carroll McColl Professor for 2000-2002. The professorship was established in 1995 as the result of a \$250,000 endowed

gift from Hugh L. McColl Jr., chairman and chief executive officer of Charlotte-based Bank of America Corporation, to SILS in honor of his mother and sister, both of whom shared the same name. Granted biennially, part of the award supplements the faculty member's salary; the balance supports research, teaching and service. Tibbo has been a member of the SILS faculty since 1989 and associate dean at the school from 1996 until this past July.

MICHAEL WIDENER, archivist/rare books librarian at the Jamail Center for Legal Research of the University of Texas Law Library, is the editor of a new publication series, the Tarlton Law Library Legal History Series. The first two volumes in the series are by legal scholars of international renown. *The Illustrations of the Sachsenspiegel: A Medieval German Law Book*, is by Guillermo F. Margadant, Mexico's leading-legal historian. *Inside Justice Hugo L. Black: The Letters*, is by John P. Frank, who began his distinguished legal career as Justice Black's law clerk.

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*Teresa Brinati, Director of Publishing
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Obituaries



THOMAS DAY SEYMOUR BASSETT, 87, of Shelburne, Vermont, died peacefully on January 24, 2001, in the presence of his family. Born in Burlington, Vermont, on December 21, 1913, Bassett received a bachelor's degree from Yale University in 1935 and subsequently a Ph.D. in history from Harvard University. In 1943, he began

alternate service as a conscientious objector in a Civilian Public Service camp in Elmira, New York, where he worked until the end of World War II.

Between 1946 and 1958, Bassett taught at Princeton University, Earlham College, and the University of California at Riverside. In 1958, he returned to Burlington, where he became an associate professor of history at the University of Vermont, and then the university archivist and curator of the Wilbur Collections. Having become a member of the Society of Friends in 1950, Bassett helped to found the Burlington Friends Meeting in 1958, and represented the Meeting as a traveling Friend throughout the United States. Following his retirement, he expanded his range to include international visits.

Bassett was a long-time member of the Society of American Archivists. In August 2000, Bassett received the Governor's Award for Vermont History from the Vermont Historical Society for his many books about the state.

—*excerpted from the Burlington Free Press*

SISTER DORIS BENOIT PM, 76, of Rivier College in Nashua, New Hampshire, passed away on November 15th, 2000. Sister Doris served Rivier College in a variety of capacities, including seven years as its president and 15 years as a professor of history. An energetic septuagenarian, she was the college archivist for the past decade.



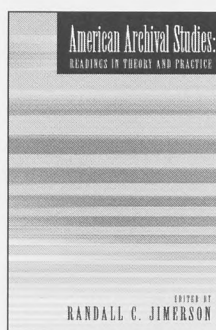
MONSIGNOR WILLIAM NOE' FIELD, 84, passed away December 3, 2000. Msgr. Field was a fixture at Seton Hall University, where he had taught, delivered provocative homilies, and was an advocate for school history and archival preservation. Born in Orange, New Jersey, in 1915, Msgr. Field attended Seton Hall Preparatory School in 1927 and four

years later enrolled at Seton Hall College before entering the Immaculate Conception Seminary of Seton Hall. Msgr. Field was ordained in 1940 and was appointed to a teaching position at Seton Hall Prep, where he taught English literature, grammar, and religion. He also was appointed a part-time faculty member at Seton Hall College. Msgr. Field's position as head administrator of the libraries and as archivist was the culmination of a life's work that began in 1952 when he was appointed professor

of English at the university. He also chaired the undergraduate and graduate English departments and was assistant at the university libraries. Three years later, he became director of off-campus libraries, a position he would keep until 1963, when he was appointed director of university libraries. At the time of his death, he was curator of Rare Books and Archives as well as director of Special Collections for the Seton Hall University Libraries, a position he held since 1982. Msgr. Field also volunteered his services as an archivist at the North American College in Rome. He wrote a book of poetry titled *Hear My Heart* (1951) and co-authored and edited a historical book, *The Bishops of Newark, 1853-1978* (1978). He also served as past president of the Metropolitan Catholic Library Association, trustee of the National Catholic Archivist Society, and member of the New Jersey Catholic Historical Records Commission.

—*submitted by Alan Delozier, Seton Hall University*

ELIZABETH A. SWAIM, 66, of Wesleyan University in Middleton, Conn., passed away May 15, 2000. Her career at Wesleyan began in 1964 when she was hired as a cataloger and specialist in rare books. Elizabeth took over the administration of the university's archives in 1972 and worked hard to have the importance of gathering, preserving, and managing the archives under professional care and housing both recognized and financed. She worked continuously for more than two decades to get Wesleyan to establish a university archivist position. She saw that come to pass right before she retired in 1998 when Wesleyan hired its first full-time university archivist. A long-time member of the Society of American Archivists, Elizabeth also served on the Connecticut State Historical Records Advisory Board, was a Member-at-Large of the American Library Association's Rare Books and Manuscripts Section Executive Committee, and served on the Council of the Bibliographical Society of America.



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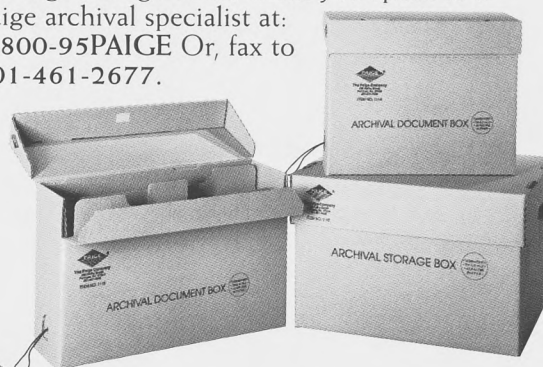
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From the Executive Director

continued from page 3

In order to bring you these titles SAA must invest heavily in front-end costs of book production. These costs include honoraria for authors, editorial assistance, production, marketing costs, and support for a mid-year Publications Board meeting. With your support we are able to not only produce titles of importance to the profession, we also offer them at prices lower than what would be possible in commercial publishing. In the larger scheme of publishing economics, the market for archival publications is small and does not offer much incentive for publishing houses to meet demand. Those publishing houses that do try charge exorbitant prices.

SAA's work in publishing sets us apart from all other archival associations and places us at the forefront, providing the best archival resources worldwide. Our extensive catalog enjoys an international reputation as the premiere resource for the field. The SAA imprimatur guarantees the best quality resource for the money spent. All of this is possible due in large part to the Publications Fund.

The SAA Web site also falls within our publishing rubric and it is growing by the day. It is a marvelous resource of unusual depth, one I encourage you to visit often. The most popular features include the Online Employment Bulletin, educational workshop schedule, publications catalog, and annual meeting information.

If you dig a little deeper into the Web site, though, you will find the entire *Council Handbook*, which includes a list of current policies and procedures, major position statements, the code of ethics, and a roster of SAA Fellows and past presidents.

Another useful and under-publicized document is our "Leadership List." Here you can find a complete contact listing of Council, and committee, board, section, and roundtable chairs, as well as representatives. We constantly update the list, keeping it as current as humanly possible. It serves as an excellent tool when you need to network with your peers, find an expert, or solve a problem. In this same vein we have a roster of e-mail lists (listservs) that will put you in contact with specialist communities including electronic records, Native American archives, and visual materials. Helping you find like-minded colleagues is one of the most important services a professional association can provide. SAA makes it easy for you to make connections.

We add new information and services almost daily. For example, we recently posted our 2001 Web Strategy. You will be pleased with our plans for site enhancement, prime among them development of an interactive job bank, implementation of database-driven, dynamic Web pages for assorted directories and listings, and online delivery of our educational offerings. All of this is labor and resource intensive, which is why we need your support to help us develop new capacities. Your contribution to the Publications Fund allows us to expand and diversify so we can serve you to the best of our ability.

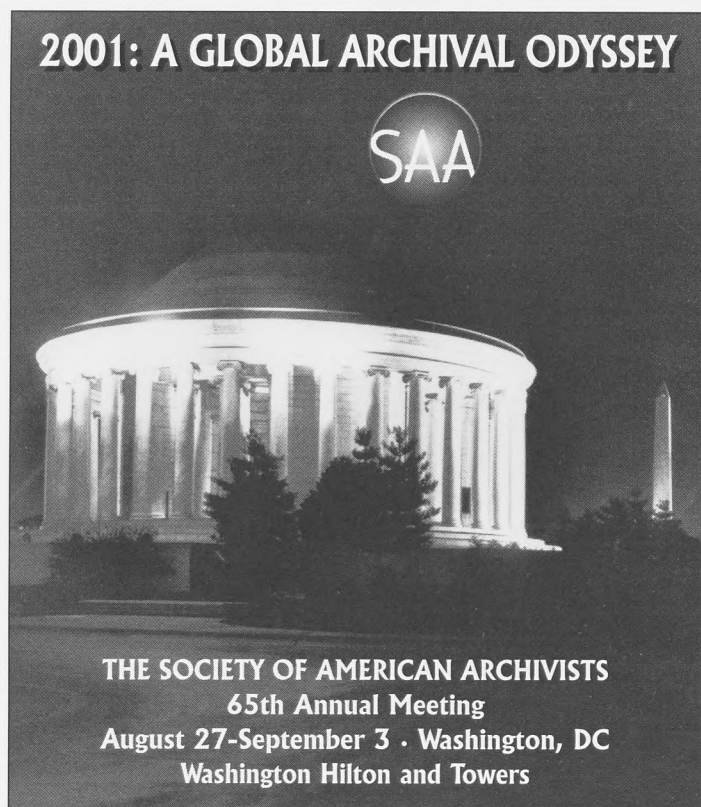
Margaret Cross Norton Fund

Margaret Cross Norton, 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. She was a giant in the profession and an avid supporter of SAA. When she died she left her entire estate to SAA to be used in an unrestricted fund. Through her profound generosity we are able to attend to a holistic range of needs, from computer infrastructure (the fund allowed us to upgrade our hardware at a critical time in the technological revolution, giving us the opportunity to evolve quickly in order to meet your needs) to, most recently, supporting a major reconstruction and upgrade of Web site infrastructure. While this kind of activity is not sexy, it is critical, and having a fund with flexibility to attend to the nuts and bolts of service delivery is a godsend and a blessing.

SAA Awards

Awards play an important role in every professional association, for it is by recognizing and encouraging excellence that a profession grows and develops intellectual depth. SAA's award categories cover a broad range, from supporting a foreign archivist's attendance at the annual meeting, to recognizing exemplary articles and publications, to helping bring about greater diversity into the ranks of the archival profession. You can find a complete list and description of the awards on our Web site at <http://www.archivists.org/recognition/index.html>. There is no more direct and tangible way of investing your dollars into recognizing and assisting your colleagues than by contributing to the awards funds.

Whatever your contribution to whatever fund resonates most deeply, I hope you will join with your fellow members to build a stronger SAA. For that, and for all your contributions financial and otherwise, we are forever grateful. ❖



2001: A GLOBAL ARCHIVAL ODYSSEY

SAA

THE SOCIETY OF AMERICAN ARCHIVISTS
65th Annual Meeting
August 27-September 3 • Washington, DC
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Museums in Washington, D.C.

continued from page 5

artifacts, and botanical exhibits; the Fondo del Sol Visual & Media Center (2112 "R" Street N.W.), which contains a collection of pre-Columbian and Hispanic Santero, as well as Latino, Chicano, and Puerto Rican Art; and the Kreeger museum (2401 Foxhall Road N.W., tours only, up to 35 people per group).

For those interested in military history, Washington has several interesting museums including the Navy Museum, located in Building 76 at the Washington Navy Yard. This cavernous structure, once part of the Naval Gun Factory, Washington's largest industrial plant, is packed with artifacts, exhibits, and models documenting the Navy's history from the Revolutionary war to the present. Nearby, in building 58 (901 "M" Street S.E.) is the United States Marine Corps Museum. Located in northwest Washington is National Museum of Health and Medicine (6825 Sixteenth Street N.W.), the parent institution of which is the Armed Forces Institute of Pathology. This museum contains a number of anatomical and forensic exhibits. A personal favorite is the leg of Civil War veteran Daniel E. Sickles, amputated after the Battle of Gettysburg. Sickles, a general whose abilities are open to debate, was a congressman from New York who shot and killed his young wife's lover, Francis Barton Key (the son of Francis Scott Key, author of the "Star Spangled Banner"), in 1859 in the shadow of the White House (on Lafayette Square). During the ensuing trial, in which he was represented by Edwin M. Stanton who

would become Lincoln's Secretary of War, Sickles became the first person in legal history to be acquitted after pleading temporary insanity.

For those archivists bringing the kids, there are three museums that may be of special interest. The Capitol Children's Museum (800 3rd Street N.E.) has a number of oversize exhibits, and includes a hands-on learning laboratory. The National Aquarium (14th and Constitution Avenue N.W.) contains approximately 260 species of freshwater and marine animals. Finally, the Washington Dolls House and Toy Museum (5236 44th Street N.W.) offers a miniature world of 19th and 20th century delights. But, alas, no touching.

Ah, this museum guide has reached 1,900 words, and we still have not touched the many delights found in Washington's suburbs—including Arlington (especially the Newseum—1101 Wilson Blvd.), Old Town Alexandria (George Washington's favorite metropolis), and suburban Maryland, much less completed a comprehensive tour of Washington's museums. And we will not do so.

Instead, we urge you to review your favorite guidebook or Web page (a personal favorite—<http://washingtonpost.com/wp-srv/entertainment/museums.htm>). The SAA Host Committee will have individuals ready to assist you to make the most of your time here in beautiful Washington, D.C. After the brief stay allotted by SAA, please plan to return to our fair city again and again and again. ♦

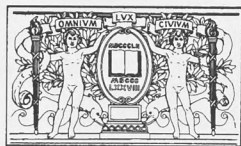
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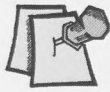
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2001 CALENDAR

March 27

National Archives and Records Administration (NARA) 16th Annual Preservation Conference, "A Case Oddity: Preserving the Physical Evidence of Artifacts and Records," to be held at National Archives at College Park, MD. **Registration fee:** \$75 (includes buffet lunch). Contact: Eleanor Torain, 301/713-6718, fax 301/713-6653, e-mail eleanor.torain@nara.gov, or visit www.nara.gov/arch/techinfo/preserva/conferen/2001.html.

April 25 — Rice University, Houston

June 28 — Western States Digitization Conference, Denver

September 24 — New York Public Library

October 27 — Museum Computer Network Conference, Cincinnati

2001 series of Copyright & Fair Use Town Meetings, organized by the National Initiative for a Networked Cultural Heritage, balance expert opinion and audience participation on the basics of copyright law, the implications of copyright online, recent changes in copyright law and practice, and practical issues related to the networking of cultural heritage materials. Reports on past meetings are available at www.ninch.org/copyright/townmeetings/2000.html.

April 26

Public Lecture: "Critical Issues and Strategic Choices in Archives and Records Management" at University of Maryland-College Park, McKeldin Library (Special Events Room, 3rd Floor), 4:00 p.m.- 5:30 p.m. The archives and records management professions carry out essential functions for some of our most important information resources. Their work is critical to the smooth and effective operation of government, business, education, and other institutions, to document the development of policies and services, to serve administrative and legal needs, and to ensure the retention and availability of records with enduring value. These two professional fields are in the midst of great change as the shift to e-business, e-commerce, and e-government enhance the importance of information resources. At the same time, they face substantial challenges of meeting shifting member needs, preserving and managing electronic records and information, maintaining a distinct professional identity, and planning for the future. Two of the nation's foremost leaders in the archives and records field will address these and other issues, describe strategic choices, and share their thoughts about the future of archives and records management: Lee Stout, President, Society of American Archivists, "Critical Issues, Strategic Choices in Archives: The View from the SAA"; and Larry Eiring, President, ARMA International, "Critical Issues, Strategic Choices in Records Management: The View from ARMA."

For more information, please contact Bruce W. Dearstyne, 301/405-2001, bd58@umail.umd.edu.

May 4-5

"Archives And/In the Arts" will be the focus of the New England Archivists spring 2001 meeting at Dartmouth College, Hanover, NH. The program will include sessions on documenting French-Canadian communities, animation, cooperative projects, the use of performing arts archives by contemporary artists, fine arts and performance school archives, non-traditional uses of archives, collaboration, television and videotape collections, archives in art, and the archives of a performing arts institution. For more information, visit www.lib.umb.edu/newengarch/.

May 11

The Fourth Annual Community Forum on Historical Records, "Telling Our Stories," at the University of Massachusetts, Amherst. This forum will build upon the strategies, activities, and accomplishments of the previous three forums: Advocating Massachusetts History, Building Alliances, and Documenting Our Heritage. There are many ways to tell our personal and collective historical stories, as well as various opportunities for records holders and creators to collaborate. Accordingly, "Telling Our Stories" will present speakers, demonstrations and workshops on oral histories, historical research & writing, poetry, dramatic interpretation, film & video, music, song, and dance. Special historical documentation workshops will be offered related to Massachusetts' veterans, agricultural history, community documentation, primary sources in the classroom, library outreach projects, and providing access to local and state records. For more information, visit www.state.ma.us/sec/arc/arcaac/aacintro.htm or contact Bill Milhomme at 617/727-2816 x257, william.milhomme@sec.state.ma.us.

May 14, 15, 16

Conservation Center for Art and Historic Artifacts' Disaster Mitigation for Cultural Collections workshop series to be held at The Society of the Cincinnati in Washington, DC.

- May 14th: "Be Prepared...Conducting a Vulnerability Assessment" addresses how to conduct a vulnerability analysis and risk assessment in order to evaluate the types of emergencies that might affect an institution and its collections.
- May 15th: "Be Prepared...Fire Protection and Suppression" focuses on the need to review current fire protection procedures and systems in historic and cultural institutions and equip participants with up-to-date information to make informed decisions on fire prevention and suppression.
- May 16th: "Be Prepared...Assessing Health and Safety Risks" will alert participants to the health and safety risks present at the time of an emergency, including air quality, fire safety, electrical hazards, structural instability,

chemical and biological hazards (mold, lead, asbestos, contaminated water and soil), pests, and those hazards inherent in collections themselves (arsenic, formaldehyde).

Registration Deadline is May 1, 2001. Fees vary. Contact: CCAHA, Preservation Services Office, 264 South 23rd Street, Philadelphia, PA 19103; www.ccaha.org.

May 16

Renowned novelist and essayist Nicholson Baker and University of Pittsburgh Archives professor Richard J. Cox will speak at the Simmons Graduate School of Library and Information Science Alumni Day in a program titled "The Great Paper Debate: Original Formats in a Virtual World." Baker brought libraries widespread public attention in 1994 when he decried the destruction of card catalogs in *The New Yorker*—and earned himself the enduring enmity of many librarians. He next tackled the San Francisco Public Library when it moved into a new building—without 200,000 of its books. Baker's latest crusade is for the preservation of original newspapers, a goal he has supported personally by founding the American Newspaper Repository. Baker's newest book, *Double Fold: Libraries and the Assault on Paper*, will be published in April. Cox, a highly respected voice among archivists, has written extensively on professional issues in archives and records management, and he recently countered Baker's latest criticisms vigorously in First Monday, the peer-reviewed internet journal. Cox offers offer a professional as well as academic archivist's perspective on the complex issues that surround the preservation of the past on paper. The Simmons GSLIS Alumni Association invites anyone who is interested to join us for what promises to be a spirited debate on a stimulating topic. Please call the Simmons Office of Alumni Relations at 617/521-2321, 800/246-0573, or email alumni@simmons.edu, for registration information.

May 16-18

FAIC "Emergency Response Regional Workshop" at NEDCC, Andover, MA. **Application deadline: April 1, 2001.** E-mail info@aic-faic.org or fax request at 202/452-9328.

May 24

"Security in Archives and Manuscript Repositories" in Boise, ID. Co-sponsored by SAA, CIMA, Northwest Archivists, and Rocky Mountain Archivists. **Registration deadline: April 24, 2001. Fee:** SAA members \$177; nonmembers \$225. For more information, e-mail education@archivists.org or visit www.archivists.org/prof-education/.

May 30-June 2

VI European Conference on Archives, "Archives Between Past and Future" in Florence, Italy. For details, visit www.brainitalia.it/archives.



May 30-June 5

29th annual meeting of the American Institute for Conservation of Historic and Artistic Works at the Adam's Mark Hotel in Dallas, Texas. Contact: info@aic-faic.org or visit <http://aic.stanford.edu>.

June 4-9

Association of Canadian Archivists preconference workshops and annual meeting in St. Boniface (Winnipeg), Canada. Theme: "ACA 2001: Archival Odyssey." Details at <http://aca.archives.ca>.

June 11-13

Association of Canadian Archivists Institute 2001: "Modern Archives and the Australian Experience," in Winnipeg, Manitoba, Canada. \$535 CDN. **Registration deadline: April 12, 2001.** Registration form at <http://aca.archives.ca>.

June 11-22

34th Georgia Archives Institute, "An Introduction to Archival Administration," in Atlanta, Georgia. Sponsored by Georgia Department of Archives and History, Jimmy Carter Library, The Atlanta Regional Consortium for Higher Education. Tuition is \$500. **Enrollment is limited and the deadline for receipt of application and resume is April 1, 2001.** For more information and application, contact: Anne Salter, Archives, Library and Information Center, Georgia Institute of Technology, Atlanta, GA 30332-0900; 404/894-9626; fax 404/894-9421; anne.salter@library.gatech.edu.

June 22-23

4th annual Museum and Library Archives Institute sponsored by Monson Free Library and Reading Room Association, Massachusetts Board of Library Commissioners, New England Archivists, New England Museum Association, and Worcester Historical Museum will be held at the Wilbraham & Monson Academy in Wilbraham, MA. The institute consists of two parallel programs: introductory and special topic. The introductory program is designed for those who have responsibility for museum and library records and special collections, but limited experience in archival methods and procedures. The program will address collecting and accessioning, appraising, arrangement and description, reference and access, preservation planning, and fundraising. The special topic track provides an opportunity to focus on a particular archival topic or issue in a comprehensive, in-depth manner. Topics include identification, appraisal, arrangement, description, photo preservation, digital imaging, and copyright. Contact: Theresa Rini Percy, Director, Monson Free Library, 2 High Street, Monson, MA 01057; 413/267-3866; fax 413/267-5496; tpercy@cwmar.org.

July 19-21

FAIC "Emergency Response Regional Workshop" at Seattle Art Museum. **Application deadline: June 1, 2001.** E-mail info@aic-faic.org or fax request at 202/452-9328.

July 30-August 4

9th Biennial conference of the Pacific Regional Branch of the International Council on Archives, "Pacific Archives: Capturing, Preserving, Connecting," in Koror and Melekeok, Republic of Palau. Contact Evelyn Wareham at evelyn.wareham@archives.gov.nz or visit www.archivenet.gov.au/archives/parbica/parbica_main.htm.

July 29-August 10

The 15th annual Western Archives Institute at The University of Redlands in Redlands, California, is an intensive, two-week program that provides integrated instruction in basic archival practices to individuals with a variety of goals, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those who have expanding responsibility for archival materials, those who are practicing archivists but have not received formal instruction, and those who demonstrate a commitment to an archival career.

The 2001 program will feature as the principal faculty member Timothy Ericson, Assistant Library Director for Archives and Special Collections at the University of Wisconsin at Milwaukee. He is university archivist and directs the operation of a statewide network of regional archives that is administered through the State Historical Society of Wisconsin. He also teaches archives administration courses in the university's graduate archival education program and serves on the Wisconsin Historical Records Advisory Board. Joining him on the faculty will be distinguished working professionals noted for selected fields of archives education.

In addition, the program will include site visits to historical records repositories in the area. The program will feature site visits to historical records depositories, and a diverse curriculum, which includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, and managing archival programs and institutions.

Tuition for the program is \$550 and includes a selection of archival publications. Housing and meal plans are available at additional cost. Enrollment is limited. **The application deadline is April 16, 2001.** For additional information and an application form, contact: Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814; 916/653-7715; fax 916/653-7134; ArchivesWeb@ss.ca.gov.

August 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.

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.

September 3-7

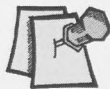
The ICA-SUV (International Council on Archives/Section of University and Research Institution Archives) meeting will be held in London, Great Britain. The theme of the meeting will be "Electronic Records: Capture and Preservation" and will also discuss scientific archives. The meeting will include speakers, workshops and visits to several London archives. For more information, contact: Fred Honhart, University Archives and Historical Collections, Michigan State University, 101 Conrad Hall, E. Lansing, MI 48824-1327; 517/355-2330; fax 517/353-9319; honhart@pilot.msu.edu.

September 6-8

FAIC "Emergency Response Regional Workshop" at Truman Library, Independence, MO. **Application deadline:** July 1, 2001. E-mail info@aic-faic.org or fax request at 202/452-9328.

September 10-14, 2001

"Workshop on the History and Treatment of Works with Iron Gall Ink" at the Museum Support Center, Smithsonian Institution, Suitland, Maryland. This 3-day course (offered twice in one week for 2 separate groups of participants) focuses on one of the most corrosive media problems found on documents and art works. The 2-day workshop and 1 interim day of lectures cover the production of inks from historic recipes; historic drawing and writing techniques; identification, examination and classification of deterioration; and the execution of treatment options, including the use of calcium phytate solution. The interim day of lectures will feature conservators' research into the history and treatment of works with iron gall ink. The course represents the first time iron gall ink has been the primary focus of an international gathering in the United States. Registration deadline for the full course is July 1 or until the course is filled with qualified applicants; cost: \$ 400. Registration deadline for the interim day of lectures only, participants have until August 29 to register; cost: \$ 75. Please contact Mary Studt,



studtm@scmr.si.edu or 301/238-3700 x149 for further information and application materials.

September 22-28

"Why Collect? The Purpose of Audio Visual Archives." Association for Recorded Sound Collections (ARSC)/International Association of Sound and Audiovisual Archives (IASA) joint meeting, sponsored by the British Library National Sound Archive in London, United Kingdom. <http://www.arsc-audio.org> or <http://www.llgc.org.uk/iasa/>.

October 10-13

XXXVth International Conference on the Round Table on Archives (CITRA) 2001 in Reykjavik, Iceland. For details visit www.ica.org.

October 25-27

Mid-Atlantic Regional Archives Conference (MARAC) fall meeting in Richmond, Virginia. Contact the co-chairs of the local arrangements committee: Jodi Koste, Virginia Commonwealth University, jlkode@vcu.edu; and Tom Crew, Library of Virginia, tcrew@lva.lib.va.us.

October 25-27

FAIC "Emergency Response Regional Workshop" at JFK Special Warfare Museum, Fort Bragg, NC. *Application deadline: September 1, 2001.* E-mail info@aic-faic.org or fax request at 202/452-9328.

FUNDING

AIP Center for History of Physics

The Center for History of Physics of the American Institute of Physics has a program of grants-in-aid for research in the history of modern physics and allied sciences (such as astronomy, geophysics, and optics) and their social interactions. Grants can be up to \$2,500 each. They can be used only to reimburse direct expenses connected with the work. Preference will be given to those who need funds for travel and subsistence to use the resources of the Center's Niels Bohr Library (near Washington, DC), or to microfilm papers or to tape-record oral history interviews with a copy deposited in the Library. Applicants should name the persons they would interview or papers they would microfilm, or the collections at the Library they need to see; you can consult the online catalog at <http://www.aip.org/history>.

Applicants should either be working toward a graduate degree in the history of science (in which case they should include a letter of reference from their thesis adviser), or show a record of publication in the field. To apply, send a vitae, a letter of no more than two pages describing your research project, and a brief budget showing the expenses for which support is requested to: Spencer Weart, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740;

phone 301/209-3174; fax 301/209-0882; e-mail sweart@aip.org. *Deadlines for receipt of applications are June 30 and December 31 of each year.*

Brown University Research Fellowship Program

The John Nicholas Brown Center is now accepting applications for its Research Fellowship Program. The center supports 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.

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.

CLIR/DLF Fellowship

The Council on Library and Information Resources (CLIR) and the Digital Library Federation (DLF) are pleased to announce a new opportunity for librarians, archivists, information technologists, and scholars to pursue their professional development and research interests as Distinguished Fellows. The program is open to individuals who have achieved a high level of professional distinction in their fields and who are working in areas of interest to CLIR or DLF. For more information, visit www.clir.org. The fellowships are available for periods of between three to twelve months and are ideal for senior professionals with a well-developed personal research agenda. Prospective applicants are encouraged to contact CLIR President Deanna Marcum, 202/939-4750, or DLF Director Dan Greenstein, 202/939-4762, addressing the following questions: 1) What would you carry out during your tenure as Fellow? 2) How would your work contribute to that of CLIR and DLF? 3) For what period of time do you request the Fellowship? 4) What level of funding is required to undertake the Fellowship? 5) What is the likely outcome or product of the Fellowship?

James J. Hill Library Grant

The James J. Hill Library will award a number of grants of up to \$2,000 to support research in the James J. Hill, Louis W. Hill, and Reed/Hyde papers. The James J. Hill papers (1856-1916) are an extensive and rich source for studies of transportation, politics, finance, Native American relations, art collecting, philanthropy, urbanization, immigration, and economic development in the Upper Midwest, Pacific Northwest, and Western Canada. The Louis W. Hill Papers (1846-1948) document similar subjects, as well as his involvement in the development of Minnesota's iron mining industry and the development of Glacier National Park and the related tourist industry. Additionally, they detail social and cultural activities, family, and social lives of four generations, beginning with Samuel Reed, civil engineer, who was best known for his work during construction of the Union Pacific Railroad in the 1860s. Subsequent activities included farming, flour milling, and mining, as well as important service in the Red Cross in Europe during WWI. *The deadline for applications is November 30th.* For more information, contact W. Thomas White, Curator, James J. Hill Library, 80 W. Fourth Street, St. Paul, MN 55102; 651/265-5441; twhite@jjhill.org.



NEH Preservation Assistance Grants

This new program from the National Endowment for the Humanities (NEH) awards grants up to \$5,000 on a competitive basis and sponsors projects that support the preservation of materials in libraries, archives, museums and historical organizations. The following activities can be supported through a Preservation Assistance Grant: general preservation and conservation surveys, consultations, attendance at preservation workshops, and the purchase of preservation supplies. **Application deadline is April 3, 2001.** Grant applications and guidelines available at www.neh.gov or 202/606-8570.

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; <http://pepper.cpb.fsu.edu/library>.

Processing Grants for Physics, Astronomy, and Geophysics Collections

The Center for History of Physics, American Institute of Physics, is pleased to announce its 2001 Grants to Archives program. The grants are intended to make accessible records, papers, and other primary sources which document the history of modern physics and allied fields (such as astronomy, geophysics, and optics). Grants may be up to \$10,000 each and can be used to cover direct expenses connected with preserving, inventorying, arranging, describing, or cataloging appropriate collections. Expenses may include staff salaries/benefits and acid-free storage materials but not overhead or equipment. The AIP History Center's mission is to help preserve and make known the history of modern physics and allied fields, and the grant program is intended to help support significant work to make original sources accessible to researchers. Preference will accordingly be given to medium size or larger projects for which the grant will be matched by the parent

organization or other sources. For grant guidelines check the Center's Web site at <http://www.aip.org/history/grntgde.htm> or call 301/209-3165. Sample proposals are available on request, and a list of previous recipients is on the Web site. **Deadline for receipt of applications is July 1, 2001.**

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.

Rockefeller Archive Center

The Rockefeller Archive Center, a division of The Rockefeller University, makes a limited number of grants to promote and support research in its collections. These grants may be used toward round-trip travel to the Center, for temporary lodging in the area, and related research expenses. The travel and research grants are designed to foster, promote and support research by serious scholars in the collections located at the Rockefeller Archive Center, which include the records of the Rockefeller Family, The Rockefeller University, The Rockefeller Foundation, and other philanthropies and associated individuals. Grants will be made on a competitive basis to applicants from any discipline, usually graduate students or post-doctoral scholars, who are engaged in research that requires use of the collections at the Center. The amount of the grant is based upon the successful applicant's budget for round-trip travel to the Archive Center, temporary lodging while studying at the Center, and related research expenses. Applicants from the U.S. and Canada may request up to \$2,500. Because of the additional cost of travel, scholars coming from outside the United States and Canada may apply for up to \$3,000. Applications for the program must be postmarked by November 30th for awards that will be announced the following March. The funds awarded may be used any time during the next 12 months. Grant recipi-

ents are requested to submit a short report on their research at the Center. For more information, contact: Darwin Stapleton, Rockefeller Archive Center, 15 Dayton Avenue., Pocantico Hills, Sleepy Hollow, NY 10591-1598; 914/631-4505; archive@rockvax.rockefeller.edu; or visit www.rockefeller.edu/archive.ctr.

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.

BULLETIN BOARD LISTINGS WANTED

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

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



HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

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

92¢ per word

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

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

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

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

For more information contact SAA at 312/922-0140, fax 312/347-1452, jobs@archivists.org

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



THE SOCIETY of
AMERICAN ARCHIVISTS

ASSISTANT TO HIGHER EDUCATION OFFICER (aHEO)/ COORDINATOR FOR EDUCATIONAL PROGRAMS

LaGuardia and Wagner Archives
Long Island City, NY

Duties: The LaGuardia and Wagner Archives at LaGuardia Community College/CUNY seeks a Coordinator of Educational Programs (CEP). This position handles annual Archives publications including an annual local history calendar and an annual fourth-grade curriculum guide introducing fourth-grade school children to primary source material. The CEP also organizes and leads tours and presentations at the archives for elementary school children and LaGuardia Community College students. Other duties include representing the Archives at various outside functions, promoting the Archives and extensive correspondence. Candidate must be ready for special projects. **Qualifications:** Baccalaureate degree in history or related field. Archives and/or library experience, knowledge of the history of New York City preferred. **Salary:** \$26,047 to \$36,225 commensurate with qualifications and experience. **Send cover letter and résumé to:** Richard K. Lieberman, Director, LaGuardia and Wagner Archives, LaGuardia Community College, 31-10 Thomson Avenue, #E-238, Long Island City, NY 11101; 718/482-5065; fax 718/482-5069; richardli@lagcc.cuny.edu.

ARCHIVES CATALOGER

Weyerhaeuser Company
Federal Way, WA

The key function of the Archives Cataloger is to provide expertise and leadership in organizing content for usage. This includes implementing databases and retrieval systems which capture and organize historical company information; cataloging content in response to user needs assessments; creating and maintaining classification system and/or hierarchies for organizing content; and designing the processes required to capture and provide access to historical company information in any format. Also collaborates with the Archives Researcher to develop collection standards, policies, content and answers for frequently asked questions. Requires a M.A./M.S. in history, library science or a related field and 1-3 years archives experience, preferably in business archives; academic or professional training in archival theory and practices. Certification desirable. In-depth knowledge of and ability to apply archival theory and practice. Knowledge of company history, business organization and records management. Ability to classify and document both digital and hardcopy historical materials. Send scanable résumé to resume@weyerhaeuser.com, Job#SAA001292 (no file attachments).

ARCHIVIST

Archival management of historical documents/photography collection for foundation in Somerset, NJ. Require experience in historical research methods/documentation and ability to search electronic databases. \$50K + benefits. Fax letter/résumé to Professionals for NonProfits at 212/546.9094.

ARCHIVIST

Allegheny College
Meadville, PA

Allegheny College seeks an archivist to conduct special archival projects within the Pelletier Library's Special Collections Department. Responsibilities include the developing of short- and long-range plans for an archives and records management program at Allegheny College, assisting the History & Heritage Committee and other groups on public programs and other outreach activities to make archival activities more visible to the Allegheny College community, and cataloging and curating materials related to the history of the college. This position is a full-time, 12-month appointment reporting to the Director of the Library. Qualifications required include M.L.S. from an ALA-accredited library school and some formal archival training, or a master's degree from a recognized program in archival studies; knowledge of the theory and practice of all aspects of archives administration/manuscript curatorship; excellent written, oral and interpersonal communication skills. Prefer professional experience in an archives or manuscript repository; membership in the Academy of Certified Archivists; experience using MARC AMC and/or EAD formats; knowledge of Windows and its applications; experience in microfilming manuscripts and records; experience with digital conversion of manuscripts and other textual and graphic materials; experience in techniques of oral history. Allegheny College is a Carnegie I national liberal arts college that ranks among the top 5% of all institutions in the production of future Ph.D.s, business leaders and other professionals. The college is located in northwest Pennsylvania, north of Pittsburgh. Its picturesque location is ideal for outdoor recreation, with eight freshwater lakes, ski areas, and recreational opportunities all within easy reach. Please submit a letter of application, résumé, names and telephone numbers of three job-related references to: Office of Human Resources, 520 N. Main Street, Meadville, PA 16335. Review of applications will begin immediately and will continue until the position is filled. Women and minorities are encouraged to apply. Allegheny College is an Equal Opportunity Employer. Visit the Allegheny College Web site at www.allegheny.edu.



ARCHIVIST

Columbus State University
Columbus, GA

The Archives at Columbus State University's Simon Schwob Memorial Library seeks an entry-level archivist to manage, preserve and expand its 25-year-old collection of materials relating to Columbus State University, the city of Columbus, Georgia, and the surrounding geographic area. For more information, go to <http://lib.colstate.edu/info/archivist.shtml> and <http://www.colstate.edu>. CSU, an AA/EOE employer, is committed to diversity and equality in education and employment.

ARCHIVIST

Doris Duke Charitable Foundation
Somerville, NJ

The Doris Duke Charitable Foundation invites applications for a full-time archivist. Under the supervision of the director of properties, the archivist will process the Doris Duke personal and business papers, photographs and ephemera located at Duke Farms, Somerville, NJ. The successful candidate will have responsibilities that include physical sorting and archival re-housing of the collection, and preparing the collection for research use by developing finding aids and research tools. Scope of use of collection materials is anticipated to be primarily among staff of organizations affiliated with the Doris Duke Charitable Foundation, but wider availability to researchers may develop in time. In addition to professional credentials as an archivist, requirements are: knowledge of and competence in manuscript and archival management, and processing techniques and skills; knowledge of historical research methods; ability to search electronic databases; knowledge of word processing and database programs; aptitude for complex, analytical and detailed work; excellent communication and interpersonal skills; experience in procedure development and writing documentation; graduate degree in American history or other relevant degree. Candidates may forward their résumé and cover letter to: Kate Holland, Administrative Manager, Doris Duke Charitable Foundation, P.O. Box 2030, Somerville, NJ 08876; or fax to 908/722-2872.

ARCHIVIST

The Historical Society of the Town of
Greenwich
Cos Cob, CT

Mid-sized museum seeks archivist to supervise its Research Archive and Library collections, approx. 1,000 linear ft., especially strong in Greenwich history and the repository for the history of the (American Impressionist) Cos Cob Art Colony. Archivist is responsible for accessioning, arranging, describing, and cataloging collections; maintaining the computer database; creating finding aids; supervising volunteers; and assisting researchers and staff

in the development of exhibitions, printed and online publications. Prefer M.A. in History with min. 2-3 years archives experience, or M.L.I.S. with demonstrated experience with historic collections, excellent research, writing, database and personal skills. Send letter and résumé to: Executive Director, HSTG, 39 Strickland Road, Cos Cob, CT 06807.

ARCHIVIST

New York Weill Cornell Medical Center
New York, NY

The archivist provides leadership in support of the research, teaching, and preservation needs of the medical center community. This is a non-tenured faculty position with senior level administrative responsibilities. (A detailed announcement can be found at <http://www.med.cornell.edu/archives/>.) **Required:** Demonstrated management, leadership, team-building, analytical, and interpersonal communication skills; an M.A. in archival studies, a relevant master's degree with a certificate in archival management, or an ALA-accredited M.L.S., with emphasis on archival management; at least two years of professionally relevant experience; supervisory experience; knowledge of information technology as applied to special collections processing; familiarity with database management, word processing, spreadsheet software, and SGML and HTML applications; and physical ability to lift 40-lb. boxes of records. Salary and faculty rank will be determined based on qualifications and experience from a minimum of \$55,000 at the level of assistant archivist with excellent benefits. Position available immediately and applications will be accepted until the position is filled. Send letter, résumé, curriculum vitae, and the names, addresses, and telephone numbers of 3 references to: Camille Campbell, Administrative Manager, Weill Cornell Medical Library, 1300 York Avenue., New York, NY 10021-4896. EEO/AA/M/F/H/V.

ARCHIVIST

The Rock and Roll Hall of Fame and Museum
Cleveland, OH

The Rock and Roll Hall of Fame and Museum seeks an experienced archivist to plan and direct the activities of the museum archives. The archivist will coordinate and direct a comprehensive program of archival management for the Rock and Roll Hall of Fame and Museum and the Rock and Roll Hall of Fame Foundation by appraising, preserving, classifying and maintaining historical documents, manuscripts, audio/visual, and digital collections. The successful candidate will also develop and execute policies for accessions, appraisals, processing, preservation, conservation and access in accordance with current and emerging standard practices. Travels off-site when required. **Qualifications Required:** M.A. or M.L.S. degree with concentration in archives from an ALA-accredited program or

ARCHIVAL POSITIONS

Presbyterian Historical Society
Presbyterian Church (U.S.A.)

DEPUTY DIRECTOR

The Presbyterian Historical Society (PHS) invites applications for the position of Deputy Director of the Montreat office, our regional office near Asheville in the mountains of Western North Carolina. For more information about PHS and our Montreat office, please visit our web site at www.history.pcusa.org. **Qualifications:** ALA accredited MLS, Masters degree in Archival Management, or MA in History with archival management concentration. 5-7+ years of professional archival experience, including supervisory, budgetary and funds development responsibilities in an archival repository. Knowledge of archival theory and practices, including archives and library based automation systems and bibliographic utilities. Strong communication, interpersonal, and organization skills; ability to function in a collegial/teamwork management style. Knowledge of American Presbyterian church history, polity, and worship considered an asset. **Salary:** \$56,000 plus full medical and pension benefits. Review of applications will begin immediately and continue until the position is filled. Send letter of application, curriculum vitae and the names, addresses, and telephone numbers of at least three references to: Dr. Frederick J. Heuser, Director, Presbyterian Historical Society, 425 Lombard Street, Philadelphia, PA 19147.

RECORDS MANAGER (Search extended)

Based in Louisville and reporting to the PHS headquarters in Philadelphia, the records manager administers a cost-effective, legally-based records management program for the national offices of the PC(USA). Researches and develops retention schedules, provides records management advice to offices, implements electronic records policies, identifies vital records and maintains disaster plan. **Minimum Qualifications:** Masters in a field of information science and three to five years experience in a records management program or an equivalent combination of Bachelors degree and experience required. Experience in a non-profit setting and CRM preferred. Background should include familiarity with computer applications in information and records control, microphotography, the management of electronic records, archival theory and practice, and excellent communication skills and service orientation. **Starting salary range:** \$40,000-46,000, with generous benefits and moving expenses. **To apply:** Send letter of application specifying the position, resume, and names, addresses, phone numbers, and e-mail addresses of three references to: Records Manager Search, Presbyterian Historical Society, 425 Lombard St., Philadelphia, PA 19147. Review of applications has begun and will continue until the position is filled. AA/EOE.

COLLECTION MANAGEMENT ARCHIVIST (Search extended)

Responsibilities: The collection management archivist coordinates accessioning of incoming transfers and donations of records and papers and acknowledges personal papers collections; processes, describes, preserves, and provides reference service in the collections of the Presbyterian Historical Society. Provides advice and training to church constituencies on records issues and oral history, through workshops, exhibits, and handouts, and supports the oral history program. Trains and supervises part-time and temporary staff. Reports to the Manager of Technical Services. **Minimum Qualifications:** Masters in library science or history with an emphasis in archival administration or Masters in archival management. Certified Archivist preferred. Three to five years of archival experience, including work with organization records, or equivalent combination of education and experience. Ability to shift 40 lb boxes. **Desired Qualifications:** Knowledge of computer applications in archives, including word processing, databases, MARC cataloging, SGML, EAD. Skill in communication (both written and verbal), public speaking, and creative problem solving. **Salary:** Starting salary range \$38,768 - \$43,914 with generous benefits and moving expenses. **To apply:** Send letter of application, resume, and names, addresses, phone numbers, and e-mail addresses of three references to: Collection Management Archivist Search, Presbyterian Historical Society, 425 Lombard St., Philadelphia, PA 19147. Review of applications has begun and will continue until the position is filled. Presbyterians and non-Presbyterians alike encouraged to apply. AA/EOE.



equivalent. In-depth knowledge of archival principles and practices; knowledge of preservation; care and storage of historical documents and objects; ability to supervise and delegate. Knowledge of applicable software programs.

Preferred: A minimum five years of progressively responsible professional experience in an archives, museum or manuscript repository and a minimum of three years management experience. Knowledge and love of history of rock and roll music and popular culture. **For Consideration:** send résumé and cover letter detailing your qualifications along with salary history to: Rock and Roll Hall of Fame and Museum, 1 Key Plaza, Cleveland, OH 44114-1022; Attn: Human Resources — Archivist.

No telephone calls please. The Rock and Roll Hall of Fame and Museum is an equal opportunity employer.

ARCHIVIST

*Stepping Stones Foundation
Bedford Hills, NY*

The Stepping Stones Foundation, a not-for-profit organization, is seeking applications for a full-time archivist to organize and process the personal and professional papers and audio tapes of William G. Wilson and Lois B. Wilson, the respective co-founders of Alcoholics Anonymous and Al-Anon. **Required:** 1) ALA-accredited M.L.S. or M.A. in history, coursework in archives management; 2) Minimum three years experience in archival appraisal, processing, cataloging; 3) Excellent skills in handling mixed media; basic presentation and arrangement; 4) Strong knowledge of computer systems and electronic record keeping, including database management; 5) Adept at handling mixed media, basic presentation and arrangement skills. The ideal candidate will be self-motivated and cheerful and an excellent communicator who enjoys working in a tranquil environment. **Please send résumé to:** Eileen Giuliani, Executive Director, Stepping Stones Foundation, P.O. Box 452, Bedford Hills, NY 10507.

ARCHIVIST LIBRARIAN

*DePaul University Libraries
Chicago, IL*

DePaul University Special Collections and Archives Department is seeking a full-time archivist librarian to participate in all activities in this expanding unit. We work with general library and university programs, and in collaboration with community participants, as well as with departmental collections. The position reports to the department head at the Lincoln Park Campus of DePaul. Primary responsibility in this newly created position is for the recently deposited archives of the Congregation of the Mission, the Vincentians who established DePaul in 1898. Additional responsibilities will include broad general support for patron assistance, processing of other collections, coordination and supervision of student activities, supervision of the ongoing general preservation program. The

Department of Special Collections and Archives supports the exhibits program of the library, provides instruction in the use of departmentally based collections, and collaborates with other library programs and departments to promote the use of materials.

Requirements include: an ALA-accredited M.L.S. degree with academic concentration in university archives, or M.L.S. with 3-5 years experience in academic or research archives setting; second masters degree desirable, or pursuit of a unified program of study beyond the M.L.S., or combination of experience and training in book preservation; excellent oral and written communication skills; initiative and intellectual curiosity; strong service orientation; experience with Internet technologies and online library systems; knowledge of preservation issues related to general collections, as well as to archives and special collections. DePaul University is a private, urban university, with over 18,000 students on six Chicago-area campuses. **Salary range:** \$31,000-\$37,000 depending on experience and qualifications. DePaul University offers competitive salaries, best-in-class benefits including: life, medical (Blue Cross, Blue Shield), dental, retirement plan, generous vacation plan, and tuition assistance for yourself and dependents. **Send letter of application with résumé and names of three references to:** Ms. Kathryn DeGraff, Department Head, Special Collections and Archives, DePaul University, John T. Richardson Library, 2350 N. Kenmore Avenue, Chicago, IL 60614; Kdegraff@wppost.depaul.edu; fax 773/325-7869. DePaul University is committed to diversity and equality in education and employment.

ASSISTANT ARCHIVIST

*Federal Reserve Bank of New York
New York, NY*

The Federal Reserve Bank of New York is seeking an assistant archivist to work in Records Management and Archives Department. Responsibilities include arrangement and description of historical documents related to the Federal Reserve Bank of New York's past presidents. Assists the archivist in creating, designing, and maintaining in-house exhibits of archival materials. Participate in preservation work. Assist in conducting studies, research issues, and preparing reports. **Requirements:** Completion of, or credits toward, a master's degree in library science with an emphasis on archival work, or a minimum of one year experience in arranging and describing records, setting up exhibits and conducting research; excellent reading comprehension and the ability to decipher and transcribe handwritten and typewritten materials; and proficiency in automation including Microsoft Word, Excel and PowerPoint. To apply please e-mail your cover letter and résumé, along with salary requirements, to: PSS@ny.frb.org and specify job code DCM:SAA:ACH. Please visit our Web site at www.ny.frb.org. FRBNY values and is committed to a diverse workforce.

ASSISTANT COLLEGE ARCHIVIST AND RECORDS MANAGER

*Lafayette College
Easton, PA*

Lafayette College seeks a creative and energetic archivist to join its Special Collections and College Archives staff to oversee daily operations of the department and to initiate and maintain a campus-wide records management program. Additional responsibilities include processing college records and manuscript collections; coordinating departmental reference service; participating in instruction sessions and outreach programs; managing the Special Collections Web site; preparing exhibits; and planning for an upcoming renovation and move of the collections.

Qualifications: Graduate degree in archival administration, library science, history, or related discipline, or equivalent education and experience; at least two years of archival work experience; knowledge of current archival standards and practices; familiarity with HTML, XML, and EAD coding; strong interpersonal skills and service orientation; ability to communicate effectively with all segments of the academic community. Lafayette College is a distinguished undergraduate institution with challenging, broad-based curricula in the liberal arts, sciences, and engineering. With endowment per student ranked among the top 2% of all U.S. colleges and universities, it offers a small college environment with large college resources. The library strongly encourages and supports professional development, individual initiative, and innovative approaches to services. For more information about the library, see <http://www.library.lafayette.edu>. **Salary:** Commensurate with qualifications and experience; excellent benefits, including college tuition support for children. Women and minorities encouraged to apply. Qualified individuals should send a letter of application, résumé, and a list of at least three references (with phone numbers and e-mail addresses) to: Chair, Search Committee, c/o Director of Libraries & Academic Information Resources, David Bishop Skillman Library, Lafayette College, Easton, PA, 18042-1797. Review of applications will begin April 2, 2001, and will continue until the position is filled. Lafayette College is an equal opportunity employer.

DIRECTOR

*Lyndon Baines Johnson Library
Austin, TX*

The National Archives and Records Administration (NARA) invites nominations and applications for the position of director of the Lyndon Baines Johnson Library. The director is responsible for planning, directing, and administering all programs and activities of the Lyndon Baines Johnson Library and Museum in Austin, Texas, including archival, museum, and educational programs. Leading candidates will have extensive experience in



providing guidance and direction for a variety of programs and projects within a historical, archival, educational, cultural, philanthropic, or governmental institution. The director is responsible for maintaining liaison and developing a cooperative working relationship with the academic community and the development of curricula related to the holdings of the library. This includes working closely with the family and representatives of President Johnson, other donors, and the Lyndon Baines Johnson Library Foundation particularly in developing and sustaining partnership ventures and providing other funding opportunities that enhance the growth and reputation of the library as a dynamic museum and center of public scholarship and service. Successful candidates should have imagination and vision, solid leadership experience, outstanding communications skills, and the ability to develop and manage financial resources. This is a non-career type Senior Executive Service appointment within the federal government with a salary range of \$117,479-\$133,700 depending on experience. U.S. citizenship is required. NARA is an equal opportunity employer. Applications may be reviewed by NARA staff and other non-governmental parties who are involved in selecting Presidential library directors. Applications will be accepted until position is filled. Detailed information about NARA and Presidential libraries is available at www.nara.gov. Nominations, inquiries, and applications/résumés should be sent to: Office of Presidential Libraries, National Archives at College Park, 8601 Adelphi Road, Room 2200, College Park, MD 20740-6001; or fax to 301/713-6045.

ELECTRONIC RECORDS SPECIALIST

*Ohio Department of Administrative Services
Columbus, OH*

Ohio records management program seeks applicants for the new position of Electronic Records Specialist (Management Analyst Supervisor 1). The position starts at about \$39,000 and rapidly advances to the upper \$40s. A complete job description is located by using the link below. Applications can also be submitted online by using the same Web site: <http://www2.state.oh.us/jobs/search/results2.asp?postingID=19256>.

MANAGER, ARCHIVES SERVICES

*Ford Motor Company
Dearborn, MI*

Qualifications: M.A. in history, business, or archives management; certification by Academy of Certified Archivists preferred; 12+ years of experience in archival functions including appraisal, processing, creation and use of database finding aids, reference and research services. Experience with managing professional staff and team leadership capabilities highly desirable. Familiarity with electronic records and records management

fundamentals useful. Good communications skills essential. Interaction with all levels of management. Ability to continue cooperation with Henry Ford Museum Research Center to care for historical resources documenting the Company and its products. **Location:** Dearborn, MI. **Compensation:** Competitive, full benefits. **Position To Be Filled By:** Mid-May 2001. **Please Send To Address Below:** Résumé. Writing sample. Names, titles, addresses, contact information for three references. **Contact:** The Winthrop Group, Information & Archival Services, Attention: Linda Edgerly, 370 Central Park West, Suite 104, New York, NY 10025; 212/865-6181; fax 212/864-6787; WGIAS@aol.com; Web site: Winthropgroup.com.

MANAGER/CORPORATE ARCHIVIST

*Coleman Lew & Associates, Inc.
(executive recruiter)
Charlotte, NC*

Company: Our client is an international consumer goods corporation seeking an experienced corporate archivist/records manager. **Job Responsibilities:** Design and manage corporate archives including selection, acquisition, preservation and description of permanent records; develop consistent record-keeping practices throughout company; supervise Records Coordinators at all company locations; conduct records survey and maintain master records inventory; oversee annual review of records retention policies; negotiate contracts and manage relationships w/ records storage vendors; develop and maintain company events database for historical research; make presentations on company history and present educational programs on archives; conducts historical research and prepares exhibits, publications and products. **Qualifications:** Master's Degree in library science and information science; minimum 5 years experience managing complex archival projects in corporate setting; experience in archival computer applications; active membership in professional trade association. **Compensation:** Commensurate with experience; attractive benefits package including relocation. **Contact:** Sandra Bouwman, 326 West Tenth Street, Charlotte, NC 28202; 800/533-9523, fax 704/377-0424; sbouwman@colemanlew.com.

MANAGER, GLOBAL INFORMATION STANDARDS AND POLICIES

*Ford Motor Company
Dearborn, MI*

Qualifications: M.A. or M.L.S. (or equivalent); 12+ years of experience in records, documentation, archives, and/or knowledge management. Familiarity with corporate information architectures, electronic records, and records management fundamentals valuable. Leadership and team work capabilities essential. Strong communications skills needed. Interaction with all levels of management. **Location:**

Dearborn, MI. **Compensation:** Competitive, full benefits. **Position To Be Filled By:** Mid-May 2001. **Please Send:** Résumé. Writing sample. Names, titles, addresses, contact information for three references. **Contact:** The Winthrop Group, Information & Archival Services, Attention: Linda Edgerly, 370 Central Park West, Suite 104, New York, NY 10025; 212/865-6181; fax 212/864-6787; WGIAS@aol.com; Web site: Winthropgroup.com.

PROCESSOR

*LaGuardia and Wagner Archives
Long Island City, NY*

The LaGuardia and Wagner Archives of LaGuardia Community College, The City University of New York, seeks a person with background in urban history, city government, and/or archives to process historic documents and photographs. A bachelor's degree in history or related field is required. A master's degree and knowledge of New York City history and government strongly preferred. Graduate students are encouraged to apply. The LaGuardia and Wagner Archives concentrates on 20th century New York City and political and social history. 20 hrs/week \$15 per hour until 06/30, position may continue after 07/01 depending on budget. **Send résumé to:** Richard K. Lieberman, Director, LaGuardia and Wagner Archives, LaGuardia Community College, 31-10 Thomson Avenue, #E-238, Long Island City, NY 11101; 718/482-5065; fax 718/482-5069; richardli@lagcc.cuny.edu.

PROGRAM OFFICER, MEMBER INITIATIVES

*Research Libraries Group, Inc. (RLG)
Mountain View, CA*

You will plan, design and implement cooperative projects in collaboration with RLG members, other program officers, national and international agencies and experts to support member programmatic activities with a focus on special and unique collections, research repositories and cultural materials initiatives. Position requires a bachelors degree and five years professional experience in research libraries, archives, museums or other repositories of cultural materials or an equivalent combination of education and experience. A full position description, including salary range, is available on our Web site at <http://www.rlg.org>. RLG offers a unique combination of competitive salary, outstanding benefits including generous paid time off and up to a 10% contribution to the retirement plan after one year of employment, plus a healthy respect for balance between work and personal life. Send your résumé and cover letter in confidence to: Nancy Campbell, Human Resources Manager, Research Libraries Group, 1200 Villa Street, Mountain View, CA 94041; nac@notes.rlg.org; fax 650/964-7951. Position opened until filled. We are an EEO/AA employer.



PROJECT ARCHIVIST

Hoover Institution Archives
Stanford, CA

The Hoover Institution Archives seeks nominations and applications for a Project Archivist to manage the processing, promotion, and preservation of the Radio Free Europe/Radio Liberty corporate records and broadcast archives, consisting of some 61,000 reels of broadcast tapes, 7.5 million pages of broadcast transcripts, and thousands of additional documents generated by the various broadcast services of RFE and RL. Salary range for this exempt, 100% position is that of an Associate Librarian or Librarian (2P2 or 2P3) depending on qualifications and experience. Excellent benefits package. Three-year term appointment with possibility of renewal, starting June 1, 2001. For complete job description, please contact Linda Bernard at Bernard@hoover.stanford.edu or 650/723-0141.

PROJECT ARCHIVIST

Pierpont Morgan Library
New York, NY

The Pierpont Morgan Library seeks a project archivist for a two-year position. The project archivist will arrange, describe, and rehouse (as needed) the library's archives. The archives contains letters and cables, photographs, scrapbooks, diaries, financial records, and other unique documentary material, as well as printed books and clippings, all pertaining to three major areas: (1) the Morgan family; (2) the Morgan financial firms; and (3) Pierpont Morgan's library and art collecting. The project archivist will create new finding aids, convert and/or upgrade existing finding aids, and create MARC records at collection, folder, and/or item level in Voyager, the Library's integrated online library system.

Qualifications: Either an M.L.S. with archival coursework or archival experience OR a certificate in archival management; working knowledge of MARC format and of standards for cataloging archival and special collections; working knowledge of Windows and word-processing software; ability to lift heavy boxes and push loaded book trucks; familiarity with EAD and a background in the liberal arts are desirable. Salary commensurate with experience plus excellent benefit plan. Position will be filled as soon as possible. Please e-mail, fax or mail letter of application and résumé to: Human Resources, The Morgan Library, 29 East 36th Street, New York, NY 10016; fax 212/481-3484; e-mail: humanresources@morganlibrary.org. The Morgan Library is an equal access, equal opportunity, affirmative action employer.

PROJECT ARCHIVIST

Rosary Hill Home
Hawthorne, NY

Rose Hawthorne Lathrop Collection,
Dominican Sisters of Hawthorne Archives.

Please contact: Mother Marie Edward or Sister Mary de Paul, Phone: 914/769-0114, Fax: 914/769-3916.

THE ART INSTITUTE OF CHICAGO

THE ART INSTITUTE OF CHICAGO's Ryerson & Burnham Libraries hold a significant collection of American architects' and artists' papers of the 19th - 20th centuries. Funding from the Andrew W Mellon Foundation will support a 4-year project to arrange and describe uncataloged collections; write finding aids for these collections and review and edit existing finding aids; convert finding aid to EAD format; stabilize and conserve collections as necessary and digitize images from the collections for the museum's web site.

PROJECT ARCHIVIST: reporting to the Lead Project Archivist, will survey and process archival collections, write finding aids, review and update existing aids; identify, document, and resolve copyright issues. Initial salary: \$30,000 plus benefits. Qualifications: MLS or graduate degree in related field, minimum two years experience in processing archives; experience with digital projects and EAD conversion preferred. (MC/096IN)

GENERAL INFORMATION: Appointments will not exceed 4 years. The position is a full-time, 35 hours/wk. Salaries will be reviewed and adjusted annually. Ability to lift, move and shelve packed record storage boxes weighing up to 40 lbs is required.

TO APPLY: Send letter of application, including curriculum vitae and the names of three references, to the address below. Include the M/C number in the letter and on the envelope. Please include an appropriate sample of professional writing or work.

SHANNON MCGINNIS

HUMAN RESOURCES

PHONE: 312-629-9416

FAX: 312-857-0141



THE ART INSTITUTE OF CHICAGO

111 S. MICHIGAN AVE.,

CHICAGO, IL 60603

[HTTP://WWW.ARTIC.EDU/AIC/JOBS](http://www.artic.edu/aic/jobs)

(EOE M/F/V/D)

RECORDS ANALYST

Mashantucket Pequot Tribal Nation
Mashantucket, CT

The Mashantucket Pequot Tribal Nation is seeking a highly organized, skilled Records Analyst to create and implement record classification and file plans. The Records Analyst will meet with departments, evaluate record-keeping practices, recommend solutions and assist with implementation of record management policies and procedures, including compliance with approved records retention schedules. Must be able to act with discretion and confidentiality in handling all records. Successful candidate will have a degree in library science (M.L.S.) and/or B.S. degree with 2-4 years' experience in creating and implementing record taxonomies and file plans. Must be proficient in Microsoft Excel, Word, Outlook and Access. We offer a competitive salary, new expansive and flexible benefits package, featuring life insurance and 401(k) plans. For immediate consideration, send your résumé and salary requirements to: Mashantucket Pequot Tribal Nation, Attn: Human Resources, Rt. 2, P.O. Box 3777, Mashantucket, CT 06339-3777; fax 860/312-1599. The MPTN practices Indian preference in hiring (PL 93-638) and is an AA/EOE. Visit us on the Web at: www.foxwoods.com.

RECORDS ANALYST/PROCESSING ARCHIVIST

Joseph Cardinal Bernardin Archives and
Records Center
Chicago, IL

Duties: The records analyst/processing archivist will work under the supervision of the chief records analyst. She/he is primarily

responsible for assisting in the maintenance of our records database, identifying and surveying records in offices and agencies of the Archdiocese of Chicago, implementing records retention schedules and the disposition of records. She/he will assist in conducting 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. Two years experience in records management and/or archives is required. The candidate must have good written and 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; working knowledge of Latin and/or Polish and/or Spanish; familiarity with Micro MARC:amc. **Salary:** Based on qualifications and experience. Position Open Immediately. **Send résumé and 3 references to:** Records Analyst Job Search, Human Resources, P.O. Box 1979, Chicago, IL 60690. EOE.

RECORDS SURVEY ARCHIVIST/PROJECT COORDINATOR

Brooklyn College
City University of New York
Library, Archives and Special Collections
Brooklyn, New York

We seek a seasoned archival professional for



the position of records survey archivist/project coordinator to conduct a major documentation program sponsored by METRO and the New York State Documentary Heritage Program. The successful candidate will coordinate/conduct an archival records survey of the Jamaican and Trinidadian communities in the METRO Region. The position is offered on a contractual basis of \$45,000 per year. **Responsibilities:** Conduct site visits to various business, social, political, and religious organizations; develop a survey documentation instrument; conduct survey and evaluate records; serve as the community liaison; work with and provide regular progress reports to a project advisory committee; assist in the design and creation of project Web page. Additionally, the archivist/coordinator will be responsible for developing and presenting several technical and informational workshops throughout the greater New York metropolitan area and Westchester County, as well as to other local, regional and national archival conferences. The project will conclude in June 2003.

Qualifications: Graduate degree in history or a related discipline, which includes strong components in immigration history and archival management. Also, the candidate needs the ability to communicate effectively both orally and in writing, as well as having experience in conducting community documentation and record survey work. Two to three years of archival experience is essential for consideration. **To apply:** Please send résumé and three letters of recommendation to: Professor Anthony Cucchiara, Brooklyn College Library, Brooklyn College, 2900 Bedford Avenue, Brooklyn, NY 11210-2889. Brooklyn College is an EOE/AA/ADA employer.

TECHNICAL SERVICES ARCHIVIST

*Deere & Company
Moline, IL*

Founded in 1837, John Deere is one of the nation's oldest industrial organizations. For more than 160 years, the company has continually gained a larger share of existing markets and has entered into new areas of diversification. Deere & Company is a multinational Fortune 500 company, providing its products and services throughout the world. However, despite all Deere & Company's change and growth, it is still guided by John Deere's original values: Commitment to product quality, superior value, customer service, an environment of business integrity and individual freedom to contribute. Deere & Company is the world's leading producer of agricultural equipment and a major producer of industrial equipment for the construction, forestry and public works markets, lawn and grounds care products, engines and other powertrain components and replacement parts. John Deere also provides financial services including credit and managed health care plans. Deere

& Company Archives has an opening for an archivist to assume responsibility for the preservation and restoration of the collection, which is largely paper based. The candidate also will be able to process new and existing holdings, described in a computerized finding aid. In addition, this person will participate in the operation of a records center and the conversion of records to an electronic format, and provide reference services. Qualifications include a master's degree in history or library science, relevant professional experience, excellent PC skills, ability to work in a team environment, and willingness and ability to tolerate dirt and dust, lift 30-40 pounds on a regular basis, climb ladders and operate pallet-moving machinery. **To apply:** E-mail Janet M. Potter at potterjanetm@johndeere.com. Please reference 90HR2246 when expressing your interest in this position.

UNIVERSITY ARCHIVIST

*The American University in Cairo
Libraries and Learning Technologies*

Applications are invited for the following faculty position opening at the American University in Cairo (AUC). Founded in 1919, AUC's campus is located in Cairo, Egypt. Its degree programs are accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. For more information see our Web site at www.aucegypt.edu. To review full description and requirements of the position see Web site <http://lib.aucegypt.edu/screens/jobs.html>. Master's degree from ALA/LC-accredited program or equivalent required, unless otherwise specified. Excellent oral and written communication skills in English required and additional skills in Arabic useful. The university archivist reports to the director of the Rare Books and Special Collections Library. Responsibilities include overall administration of all aspects of the AUC archives. Duties include collection development, records management and scheduling, acquisitions, implementation of electronic records control, reference services and supervision of all faculty and staff in the Archives including archivists responsible for special archival collections. Formats may include photographs, manuscripts, university and faculty correspondence and architectural drawings. Master's degree and/or certification in archival studies required. Evidence of leadership in directing and organizing archival department required and significant work experience in archives preferred. (JOB # LIB/3) In view of the AUC's protocol agreement with the Egyptian government, which requires specific proportions of Egyptian, U.S., and third-country citizen faculty, at this time preference will be given to qualified applicants who are U.S. citizens. This is a full-time (11-month) two-year appointment effective September 2001. Renewal of an

appointment depends on institutional needs and/or the appointee's performance. Salary and rank are according to scale based on qualifications and professional experience. For expatriates, housing, annual round-trip air travel for the appointee and accompanying qualifying dependents, plus schooling for up to two children are included. Applications will be accepted until a candidate is selected. Send letter of application specifying Job # with C.V. and names and addresses of three references to: Dr. Earl (Tim) Sullivan, Provost, The American University in Cairo, 420 Fifth Avenue, Floor 3-SA, New York, NY 10018-2729; or e-mail mrussell@aucnyo.edu. AUC is an equal opportunity employer.

UNIVERSITY ARCHIVIST AND DIRECTOR OF RECORDS MANAGEMENT

*Appalachian State University
Boone, NC*

Appalachian State University, one of the sixteen constituent institutions of the University of North Carolina System, seeks candidates for the position of university archivist and director of records management. The university archivist oversees a user-oriented archives, is responsible for the state-mandated records management program, and teaches archives-related courses in the Public History Program. The university archivist supervises two staff members and student assistants. **Qualifications:** Graduate degree in history, library science, or other relevant discipline; doctorate preferred; significant archival experiences preferable in an academic setting; excellent written, verbal, and interpersonal communication skills; demonstrated ability to work productively with faculty, staff, and students; technological expertise, including awareness of issues involved with archiving electronic records and knowledge of computer applications in archives; and knowledge of MARC cataloging and archival coding. Experience in supervising staff, student assistants, and interns is preferred, as is experience with donor relations. This position is a twelve month administrative position reporting to the Senior Associate Vice-Chancellor for Academic Affairs. Compensation is commensurate with qualifications and experience. A standard benefits package is available. Position is available on or before June 1, 2001. Send letter of application, curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references to: Dr. Mary Reichel, Chair, University Archivist Search Committee, Appalachian State University, Carol Grotnes Belk Library, P.O. Box 32026, Boone, NC 28608-2026; reichelml@appstate.edu. **Completed applications must be received by March 30, 2001.** Appalachian State University is an affirmative action equal opportunity employer, and is strongly committed to hiring women and minorities.



Blast Off!

March 16th marks the 75th anniversary of the first modern rocket launch by Dr. Robert Goddard in Auburn, Massachusetts. Goddard (pictured at left, middle figure; and on front cover, lower left) is considered the father of modern rocketry whose accomplishments and patents paved the way for space exploration.

Scientists at Lewis Research Center in Cleveland, Ohio, were the first to investigate and ultimately harness the highly volatile liquid hydrogen that powered enormous rockets capable of taking man to the moon (front cover, lower middle). The Centaur rocket (front cover, lower right), an upper-stage liquid hydrogen-fueled space vehicle, provided the backbone for the space vehicles program, which successfully launched numerous space satellites spacecraft and ultimately transported astronauts and equipment to the moon.

Today the Space Shuttle ACTS (Advanced Communications Technology Satellite) is a pinnacle of technological and scientific achievement (front cover, top). The astronauts on board the Space Shuttle control the satellite launch. The ACTS was developed by Lewis Research Center scientists and engineers as a method to improve spacecraft communication. This research developed a higher frequency wave which was so successful in its efforts and transfer to the broadcasting community that the Academy of Television Arts and Sciences awarded an Emmy to the Center.

Credits

Lower left image on front cover and back cover image courtesy of Clark University Archives. Submitted by **MOTT LINN**. Front cover images—"Space Shuttle ACTS Advanced Communications Satellite Project," 1987 (top); "Rocket Installation at Rocket Laboratory," 1952 (lower middle); and "Installation of Centaur 6A in Space Environment Chamber," 1964 (lower right)—courtesy of NASA John H. Glenn Research Center at Lewis Field. Submitted by **BONNIE SMITH**.