

archival outlook

Laboring On...

- SAA 65th Annual Meeting in Washington, D.C.
- Guidelines for a Graduate Program in Archival Studies
- President Bush's Budget Proposal

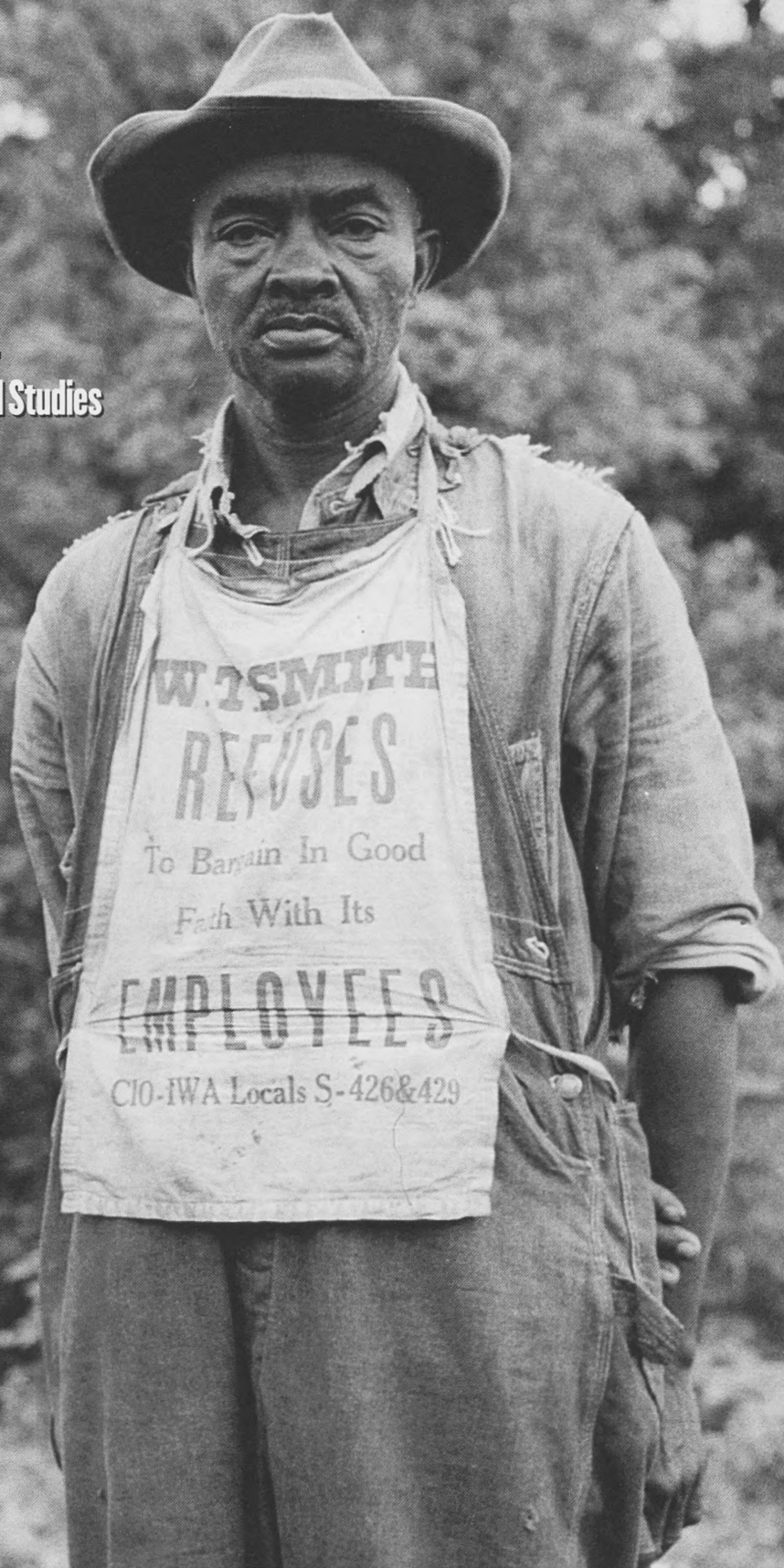


table of contents

features

Revised Education Guidelines: Guidelines for a Graduate Program in Archival Studies

by the SAA Committee on Professional Education and Development . . 6

SAA's 65th Annual Meeting in Washington, D.C.

August 27–September 2, 2001 4

Another Capital Idea: Participating in SAA Pre-conference Workshops

by Solveig De Sutter and Patti O'Hara 5

Around SAA 17

- Wanted: SAA Publications Editor
- New Student Scholarship
- Business Archives Section Web Site
- NFACE Update

Documenting Workers and Their Unions in the South:

30th Anniversary of the Southern Labor Archives

by Pam Hackbart-Dean 18

New CAP Initiative: Improved Research Access—Archives Style

by Matt Blessing, Leslie Heinrichs, and Alfred Kraemer 19

departments



Currents & Obituaries 16



National News Clips 20



Washington Beat: President Bush's Budget Proposal 24



World View 26



Bulletin Board 28



Professional Opportunities 32

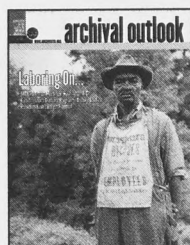
columns

President's Message

SAA and the Road Ahead 3

From the Archivist of the United States

Preserving the Past; Preparing for the Future 22



on the cover—Labor On...

During July 1956 the integrated International Woodworkers of America (IWA) were striking for better pay and benefits from the W.T. Smith Lumber Company in Chapman, Alabama. The striker on the cover wears a placard stating, "W.T. Smith REFUSES to bargain in good faith with its employees, CIO-IWA Locals 5-426 & 429." From the International Woodworkers of America records, now part of the International Association of Machinists and Aerospace Workers. Courtesy of the Southern Labor Archives. Submitted by **PAMELA HACKBART-DEAN**.

archival outlook

the society of american archivists

serves the educational and informational needs of its members and provides leadership to help ensure the identification, preservation and use of the nation's historic record.

SUSAN E. FOX

Executive Director

sfox@archivists.org

BERNICE BRACK

Meetings/Member Services Coordinator

bbrack@archivists.org

TERESA M. BRINATI

Director of Publishing

tbrinati@archivists.org

JAMEL BROWN

Order Fulfillment Assistant (part-time)

jbrown@archivists.org

CARROLL DENDLER

Finance and Human Resource Director

cdendler@archivists.org

SOLVEIG DESUTTER

Education Director (part-time)

sdesutter@archivists.org

BRIAN P. DOYLE

Graphic Designer & Webmaster

bdoyle@archivists.org

MATT DUFEK

Administrative Assistant (part-time)

mdufek@archivists.org

PHILIP B. EPPARD

Editor, American Archivist

pbe40@csc.albany.edu

RODNEY FRANKLIN

Publications Administrative Assistant

publications@archivists.org

DEBRA MILLS NOLAN

Meetings Director (part-time)

dnolan@archivists.org

PATTI O'HARA

Education Director (part-time)

pohara@archivists.org

JEANETTE SPEARS

Receptionist/Member Services Assistant

info@archivists.org

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Teresa M. Brinati, Director of Publishing, Society of American Archivists, 527 S. Wells St., 5th Floor, Chicago, IL 60607; 312/922-0140; fax 312/347-1452; tbrinati@archivists.org; www.archivists.org.

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SAA and the Road Ahead

Two years ago this summer, SAA President Luciana Duranti wrote about the process of strategic planning, its value and meaning, as well as the metes and bounds of the latest planning effort SAA was about to undertake.

In the intervening time, I have to confess, we were not generating a great deal of enthusiasm for the subject ("strategic-planning burnout" was suspected), although we were pushing ahead with six critical areas of membership, standards, publishing, external networking, education, and issue advocacy. We developed a goal for each critical area, rationales, and sets of objectives and action items.

At the same time, we couldn't escape the feeling we were falling into the trap of developing a mountainous to-do list. Our strategic plan was turning into an expanded version of our mission statement. While no one could deny that these were

all important things that we needed to do to be successful as an organization, we were not prioritizing and making choices, we were not thinking strategically.

The planning process was in danger of stalling out and while as an organization we were healthy and relatively crisis-free, we needed to avoid complacency. The answer came with planning day. For

those of you unfamiliar with SAA Council practice, we hold three substantial Council meetings annually: one at the annual meeting, one around January, and one around June. At the June meeting, we have for a number of years now added on an extra day for planning.

This planning day turned out to be rather important because it gave us the opportunity to reinvigorate the process and to jump-start our creative juices. We were able to do this with a facilitator and through the structured process called "scenario planning."

Like many successful planning approaches, we needed to once again take stock of where we were as an organization and to scan the environment. To do this environmental scan, we began to examine trends and factors driving the future of SAA. We looked at economic, political, socio-cultural, tech-

nical, professional, and other factors, identifying our assumptions and the uncertainties.

From this brainstorming session, we began to posit preferred and possible futures, and from there creativity came to the fore. While our end product is several objectives and priorities to work on in the next two or three years, the game plan in scenario building is to look much longer term. We were called upon to develop three scenarios that could represent SAA ten years out. Generally, these ran the gamut from "SAA rules!" to an "SAA survives" scenario to, well, a near-death experience.

In this process, the group divides and each team develops an imaginative story to portray this particular future, using stakeholders as the central characters, and developing a plot-line that shows how your key factors, assumptions and uncertainties played out. One of our teams took dramatic license to new heights. The point is these plays within the play should be fun, but they have to be realistic.

Naturally, the point of all this comes in the post-mortem analysis when we were able to draw insights from the three presentations. This is when themes emerge and we begin to flesh out possible objectives and priorities. Arguing their pluses and minuses, we literally took a vote to decide what our consensus picks should be for two or three priorities for the next two or three years.

Now to be fair to my fellow officers and councilors, I'm not going to tell tales out of school about all the wild and crazy things that were offered up and shot down. The essence of a good, creative session like this is that you are free to say anything and no one will hold you to it outside the meeting.

Many thought-provoking ideas were kicked around in those eight or nine hours. Perhaps most important was the sense that the essence of "archivist" is changing; both who it is and what it includes seems to be increasingly in flux. At the same time, we all firmly believe that SAA can be the knot that keeps us tied together. To avoid becoming marginalized in this bold new world, where our "turf" increasingly seems to look like something other people occupy, we need to redefine ourselves. That is, not to jettison what we

... the essence of "archivist" is changing; both who it is and what it includes seems to be increasingly in flux. At the same time, we all firmly believe that SAA can be the knot that keeps us tied together.

continued on page 27

2001: A GLOBAL ARCHIVAL ODYSSEY

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Registration Information:

Late registration (received in SAA office after July 6, 2001):

SAA Members \$295 • Nonmembers \$345 • Students \$110

On-site registration:

SAA Members \$315 • Nonmembers \$365 • Students \$110

One-day registration:

SAA Members \$125 • Nonmembers \$140 • Students \$110

Annual Meeting Program:

Online at www.archivists.org/conference. Printed copy available from Bernice Brack at bbrack@archivists.org or 312/922-0140.

Errata:

In the printed program, the registration form for SAA's 65th annual meeting incorrectly indicates that the Corcoran Gallery Reception is on Thursday, August 30, 2001. The Corcoran Gallery Reception is actually scheduled for Friday, August 31.

Another Capital Idea: Participating in SAA Pre-conference Workshops

by SOLVEIG DE SUTTER and PATTI O'HARA, SAA Education Directors

The 65th annual meeting of the Society of American Archivists is August 27-September 2, 2001, in Washington, D.C., at the Hilton Washington and Towers. There are many reasons to attend the conference, among them the rich variety of pre-conference workshops offered. But don't just take our word for it. We decided that telling you why was not going to be nearly as effective as hearing it from your peers. Here is what some previous participants said on their workshop evaluations.

Pre-conference Workshops (August 27-28, 2001)

0110: Archival Cataloging as a Component of Description

"This is one of your quintessential workshops...keep offering it."

What participants found most valuable:

- Applying rules to actual situations via discussion and exercises.
- The exercises were useful and practical and very much on target.
- No questions went unanswered; everything explained precisely and plainly
- Hearing how other libraries and archives handle cataloging situations—different angles on cataloging and how to handle certain problems.
- This will be so useful in cataloging my collections—before this workshop I was totally intimidated by cataloging, but now I feel confident and energized, ready to tackle my huge cataloging project.

0111: Copyright: The Archivist And The Law

"Everybody should be up to date on copyright issues."

What participants found most valuable:

- Detailed presentation of copyright law; showed how law has become more complicated.
- Review of copyright law—excellent!
- The references were timely, including Web sites—plenty of opportunity for additional learning.
- Questions and answers, lecture on copyright chapters.
- The thorough presentation and coverage of a very significant subject.
- Instructor stayed to answer all questions. I was able to ask questions about aspects of copyright that are relevant to my responsibilities.

0112: Leadership And Management of Archival Programs

"A great mid-career workshop."

What participants found most valuable:

- Understanding of the difference between managers and leaders will help me develop leadership skills and management practices.
- The focus on the nuts-and-bolts issues of appraisal, arrangement, etc., which covers part of the reality of running an archival program.
- Case studies, practical and relaxed discussion about dealing with management and becoming better leaders.
- Practical application of management principles to archival work.
- Solid and up-to-date ideas for successful programs.

0113: Encoded Archival Description

"EAD is not just for large archives with big budgets...EAD allows small archives in the mainstream of the archival community."

What participants found most valuable:

- The discussions when we were actually using the concepts and hands-on exercises. You may think you understand the concepts, but it's when you start applying them that's when you realize you may not really understand them.
- The tag library and structural model are great and I'm also looking forward to using Xmetal and the online resources.
- Immediate application of material presented was very crucial to learning the many concepts, codes, etc.
- Explanations of reasons behind EAD rules, etc. Workshop mixed theory and hands-on practice effectively.
- Learning a basic list of XML/SGML tags and using them as a foundation for future XML/SGML programming.

0114: Genealogy 101: An Introduction to American Genealogy for Archivists, Librarians, and Records Administrators

"Half of the questions archivists receive are about genealogy...this workshop will introduce archivists to the methods and records used by genealogists—one of our major constituencies."

What participants found most valuable:

- Very good presentation that will help me with my genealogical research.
- My knowledge of the subject has been increased.
- You have taught me most of what I know about historical and genealogical research.
- Quite valuable, interesting, and the high point of my day.
- Good topic...worth supporting.

continued on page 27

Revised Education Guidelines

by the SAA COMMITTEE ON PROFESSIONAL EDUCATION AND DEVELOPMENT (CEPD)

The future of archival education will be shaped by the proposed SAA *Guidelines for a Graduate Program in Archival Studies*, which revise and update the current *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree (M.A.S.)*, adopted by SAA Council in 1994. This is an important opportunity for all SAA members and others interested in the archival profession to express their views about the content of these revised guidelines.

The Committee on Professional Education and Development (CEPD) has conducted an intensive review of the *M.A.S. Guidelines*, and has developed new education guidelines (on pp. 7-14) that are now presented to SAA members for additional comment. By the end of 2001, CEPD plans to submit the guidelines to the SAA Standards Board and then to Council for consideration.

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

Key Recommendations

The revised education guidelines make three key changes from the 1994 M.A.S. degree guidelines:

1. The guidelines address graduate archival education programs, not a M.A.S. degree; the goal is to identify what constitutes a strong academic program regardless of the formal degree offered.
2. The three broad knowledge areas—contextual, archival, and complementary—have been restructured into two broad areas, with several subheadings—core knowledge and complementary knowledge. This has not eliminated contextual knowledge, but rather incorporated its components into the other sections.
3. The curriculum requirements stipulate a minimum number of credits that a graduate archival education program should include in areas of core knowledge, including practical experience. This is intended to strengthen the archival curriculum by separating core courses from general degree requirements for a degree. The number of credits required for a master's degree varies so much from one university to another that stating a minimum number of credits seems more likely to produce a solid curriculum in archival education.

Open Forum in Washington, D.C. — Public Comments Invited

CEPD will hold an Open Forum to discuss this draft of the revised guidelines on Saturday, September 1, 2001, from 1:30 p.m. to 2:15 p.m. in Washington, D.C., during SAA's 65th annual meeting. CEPD will also hold office hours during the annual meeting for informal discussion of the guidelines. All SAA members, and others interested in this process, are encouraged to attend these sessions and to express their opinions about the education guidelines.

The SAA Web site (www.archivists.org) contains the text of the proposed *Guidelines for a Graduate Program in Archival Studies*, as well as the current education guidelines, *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree* (1994). The Web site also links to information about the August 2000 Open Forum in Denver, including background information about previous SAA education guidelines, and full text of the papers presented by John Fleckner, Timothy Ericson, and Elizabeth Yakel on the nature of the archival profession and future educational needs.

CEPD encourages all members of the profession, whether or not members of SAA, to review these issues and provide comments and suggestions. **Please respond with comments by October 31, 2001**, to Rand Jimerson, Western Washington University, at rand.jimerson@wwu.edu.

Timetable

- **July 2001:** Publication of revised guidelines in *Archival Outlook* and online at www.archivists.org, for public review and comment.
- **September 1, 2001:** Discussion of revised guidelines at SAA annual meeting in Washington, D.C.
- **October 31, 2001:** Deadline for members' comments on revised guidelines.
- **November 2001:** Guidelines submitted to Standards Board for review.
- **January 2001:** Guidelines submitted to Council for approval.

Committee members

The committee responsible for drafting these new education guidelines includes: Danna Bell-Russel, Susan Davis, Mark Greene, Gregory Hunter, Randall Jimerson (chair), Martin Levitt, William Maher, Richard Pifer, Johanne Pelletier, Peter Wosh, Joel Wurl, and Elizabeth Yakel. The committee met in Chicago March 2-4, 2001, to discuss an early draft of these guidelines, and then worked through six edited drafts to prepare this proposal. SAA education directors Solveig DeSutter and Patti O'Hara provided expert support and guidance during the Chicago meeting. Other members of CEPD who have contributed to the discussion and final drafting include: Jeannette Bastian, Kenneth Thibodeau, Deborah Wythe, and Nancy Zimmerman.

Guidelines for a Graduate Program in Archival Studies

The *Guidelines for a Graduate Program in Archival Studies* were prepared by a task force of the Committee on Education and Professional Development. If approved by the Council of the Society of American Archivists, they will revise and replace the *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*, adopted by Council in 1994.

Executive Summary

Archival studies programs have grown and matured since the promulgation of the last Society of American Archivists (SAA) education guidelines in 1994. The present guidelines recognize that fact and serve as a benchmark against which graduate programs in archival studies may be measured. These guidelines establish minimum standards for archival education programs in terms of curriculum, faculty, and infrastructure.

The guidelines are designed to be used by deans, department chairs, accreditation panels, archival educators, and other archivists who are seeking to establish, build, or evaluate archival education programs. The guidelines do not recommend a specific degree in archival studies; however, the Society of American Archivists still considers the Master of Archival Studies degree as an important goal in the continued evolution of graduate-level archival education. Likewise, these guidelines recognize that archival studies programs have traditionally been established in both history and library science environments. The guidelines continue to encourage this and greater diversity of institutional homes for archival programs as well as variety in the emphases or specializations within archival programs.

SAA's objectives in presenting these guidelines are:

- To define the body of knowledge that distinguishes the archival profession;
- To identify the curricular components of a self-contained, complete, and internally consistent archival studies graduate program;
- To outline the academic infrastructure required to support an archival studies graduate program;
- To assist universities and colleges in developing archival studies programs; and
- To assist prospective students and employers in the evaluation of available programs of archival education.

The essential parts of the guidelines are the sections on curriculum and infrastructure. Curricular components include core knowledge (professional knowledge, functional knowledge, and integrated knowledge) and complementary knowledge. The guidelines require a minimum investment of eighteen credit hours of instruction in the core knowledge areas for a viable archival education program. Furthermore, complementary knowledge areas that should be included in the archival curricu-

lum are also discussed. While there is no minimum standard established in this area, these fields are increasingly important for the education and marketability of archival graduates.

Archival education programs also require a strong and stable institutional infrastructure. Infrastructure elements include institutional setting, program duration, administration and financial support, faculty, students, and physical resources. Among these requirements is one that each archival program have a minimum of one full-time, tenure track archival faculty member to teach, supervise research, and administer the archival studies program.

The ultimate goal of these guidelines is to improve the quality of archival studies programs in the United States, and by doing so, improve the profession by better educating archivists.

I. INTRODUCTION

A. The Archival Profession

Archivists are the professionals responsible for the identification, selection, protection, organization, and description of archival records and papers and, eventually, for their accessibility to any user. Archival records and papers are recorded information, regardless of physical format or type of creator (public or private), that are created or received by an individual or organization carrying out its activities and that are set aside for preservation and future use. Archival records and papers are instrumental for evidence and accountability as well as for social and cultural memory. In these guidelines, the phrase records and papers will be used to encompass documentary evidence produced by organizations and individuals in all media (paper, digital, audio, and visual) and in any format.

By ensuring that archival documents are identified, preserved, and made available in a systematic fashion, archivists help to secure society's cultural heritage, protect legal rights and privileges, and contribute to the effective management of a wide range of institutions. Without a careful selection of records, our social, cultural, institutional, and individual heritages will be lost. Without the preservation of legal documents, individual and institutional rights cannot be preserved and protected. And without the proper management of administrative records, government and organizations cannot be held accountable. Archives are thus essential in a democratic and educated society.

B. Archival Education

The importance and complexity of archival work require that individuals entering the profession receive a strong graduate-level archival education, which must be coherent, independent, and based on core archival knowledge. Archival knowledge, however, must be supplemented by knowledge

drawn from other disciplines, such as records management, history, sociology, anthropology, economics, psychology, and library and information science. In order that students receive the education necessary to do archival work, fully developed graduate programs in archival studies must establish a curriculum that achieves the following goals:

- Provides students with a solid foundation in the theory, methodology, and practice of archival studies, and in the scholarship of their discipline;
- Strengthens this foundation by giving students the opportunity to acquire knowledge from other relevant disciplines;
- Assists students in developing critical thinking and decision-making skills for records and papers as part of the larger cultural heritage;
- Prepares students to conduct and communicate scholarly research for the enrichment and development of their own discipline; and
- Inculcates in students the sense of their professional and social responsibilities and the knowledge of the ethical and legal dimensions of their work.

Graduate archival education, in contrast to archival training, is both academic and professional; therefore, it includes both scholarly and experiential elements. These elements should permeate every aspect of the archival curriculum, which will include both original research and experiential learning. Ultimately, archival education creates an intellectual framework that enables students to understand the ideas on which their profession is founded, to engage in the development of archival principles, and to apply this knowledge in a wide variety of settings. In contrast, archival training focuses on building skills or acquiring practical knowledge according to a replicable pattern, or on developing a specialization in certain areas.

The graduate of an archival studies program should have a thorough knowledge and understanding of archival principles and techniques and should be prepared to work independently in performing all basic archival functions. The variety and complexity of institutional settings and of archival records and papers require a broad and comprehensive understanding of archival theory and its practical application.

No graduate program in any discipline can provide all the scholarly and experiential knowledge needed for its practitioners. However, by inculcating in students the attributes of professionalism, a graduate program can cause students to realize that professional education is a lifelong undertaking, involving not simply learning but also questioning accepted ideas and methods, revising received wisdom, and developing professional standards. Lifelong learning enables archivists to maintain knowledge and skills and to master new professional knowledge and techniques as the profession develops and changes.

C. Guidelines for a Graduate Program in Archival Studies

These guidelines outline the essential curriculum and infrastructure for a graduate program in archival studies. Although an autonomous Master of Archival Studies (M.A.S.)

degree best represents the desired independence of such programs, archival education programs have been established successfully in a variety of academic institutional settings, offering different graduate degrees (e.g., Master of Arts, Master of Library and Information Studies, Master of Science in Information). Archival studies programs typically lead to a master's degree; some programs may also offer a doctoral degree, which is outside the scope of these guidelines.

These guidelines therefore focus on the essential elements of master's level graduate archival education, independent of institutional placement and degree offered. The multiple options for such programs provide a rich diversity that enables master's programs to develop individual emphases and to provide different specializations. Complementary knowledge from other disciplines enriches and expands the archival curriculum to meet a wide range of needs and interests. While this offers students choices for their education, all such programs should be centered on a common core of archival knowledge.

SAA has five specific objectives in presenting these guidelines:

- To define the body of knowledge that distinguishes the archival profession;
- To identify the curricular components of a self-contained, complete, and internally consistent archival studies graduate program;
- To outline the academic infrastructure required to support an archival studies graduate program;
- To assist universities and colleges in developing archival studies programs; and
- To assist prospective students and employers in the evaluation of available programs of archival education.

As in every area of learning, the discipline of archival studies is dynamic and evolving. These guidelines therefore leave room for a variety of curricular implementations and for curricular innovation and specialization. Graduate education programs in archival studies thus can be established in a wide variety of institutional settings, leading to different academic degrees. Many types of curricula, reflecting the diversity of the archival profession, can be constructed in accord with these guidelines.

By means of these guidelines, the Society of American Archivists endorses the development of coherent and independent graduate programs in archival studies. SAA believes that programs of the extent and nature outlined in these guidelines are the best form of pre-appointment professional education for archivists. For this reason, these guidelines supersede prior documents on archival education issued in 1977, 1988, and 1994.

II. CURRICULUM

A graduate program in archival studies should provide students with a thorough and comprehensive foundation in archival studies. The curriculum should focus on the theory, methodology, and practice of archives augmented by instruction in administrative, legal, economic, historical, management, and information studies as they relate to archival work. Study of these related areas should be informed by an understanding of the nature of archives, and the ways in which the methods

and perspectives of these fields contribute to professional archival practice.

The body of knowledge that a student should master as part of a graduate archival education is comprised of both core knowledge and complementary knowledge.

- Core knowledge provides the theoretical and practical basis necessary to work as a professional archivist.
- Complementary knowledge introduces students to other disciplines, knowledge of which will deepen their understanding of archival work. Complementary knowledge also allows students to specialize in specific aspects of archival work.

During the course of a graduate program, eighteen (18) semester credit hours should be in areas defined as core knowledge. Based on the demands of the graduate program's institution and the interests of the student, the remaining credits should be in complementary knowledge areas. Research should be integrated throughout the curriculum, and an important element of any program should be an original research project resulting in a scholarly paper or thesis. The program also should include practical experience, such as a practicum or internship.

A. CORE KNOWLEDGE

Rationale: The identity of a profession is founded on a body of knowledge belonging exclusively to it, and on a professional culture that arises from a common history, a united pur-

pose, a shared vocabulary, and collective values, norms, and standards. Archival core knowledge is the heart of an archival studies program. It should occupy a dominant position in the curriculum and should be taught by professional archivists or technical experts for specialist topics such as preservation. Core knowledge embraces three separate but interrelated facets of archival studies: functional knowledge (theory and methodology associated with specific areas of archival work); professional knowledge (history of the profession and evolution of archival practice); and integrated knowledge (associated disciplines that should be integrated within the curriculum wherever appropriate). Because archival knowledge and professional culture transcend geographical and national boundaries, each component should incorporate an international and multicultural perspective.

Components:

1. Functional Knowledge

Archival education should teach the fundamental concepts concerning: the nature of archives, records and papers, and archival functions (archival theory); the techniques for performing archival functions (archival methodology); and the implementation of theory and method in archival institutions (archival practice). Instruction should cover the history of archival theory and methods and their articulation in the professional literature (archival scholarship). The scope of archival education should encompass the functions of archival work

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and should address both the activities involved and related management issues. For each area of functional knowledge, instruction should not only emphasize current best practices, but should provide students with an understanding of the evolution of those practices.

- a) Appraisal and Acquisition: The theory, policies, and procedures archivists use to identify, evaluate, acquire, and authenticate records and papers, in all formats, which have enduring value to records creators, institutions, researchers, and society. Appraisal entails, among other things, understanding what makes records and papers authentic, reliable, and useful to institutions, individuals, legal and financial authorities, and other constituents.
- b) Arrangement and Description: The intellectual and/or physical organization of archival records and papers in all media and formats, according to archival principles and institutional considerations, and the development of descriptive tools and systems that provide both control of and access to collections. Theory should link to practice through teaching methods and technology applications.
- c) Preservation: The integration and implementation of administrative activities to ensure the physical protection of records and papers in all formats, the intellectual preservation of the records and papers through reformatting (e.g., digitization or microfilming), and assuring their continued access by researchers. Preservation knowledge is based on: a firm grounding in preservation history; research into the nature of the materials and treatments; current techniques; and administrative studies and management issues. Preservation also requires the systematic application of appraisal criteria before applying preservation measures.
- d) Reference and Access: The development of policies and procedures designed to serve the information needs of various user groups, based on evaluation of institutional mandates and constituencies, the nature of the collections, relevant laws and ethical considerations, and appropriate technologies. Instruction should also include the study of user behavior and the interaction between archivist and user in the reference process.
- e) Outreach and Advocacy: The theories and practices archivists use to evaluate archival constituencies and their needs, and to develop programs to promote increased use, resources, visibility, and support.

2. Professional Knowledge

Archival education should provide students with an understanding of the way in which the profession has developed and the evolution of specific practices within the profession. It should teach students about the nature of archival institutions, the values and ethics archivists apply to their work, and the perspectives archivists contribute to the information professions. Archival records and papers must be understood in the context of their creation, preservation, and use. Students should graduate with the knowledge necessary to think and act creatively in their daily work and throughout their careers.

- a) History of Archives and the Archival Profession: A

graduate program in archival studies should teach the historical development of recordmaking and record-keeping systems and of archives in various civilizations, ranging from the ancient world to modern times. This instruction should cover the structure of the archival community/profession from a global perspective in general and relate to North America in particular; the types of archival repositories and programs in existence in the United States, along with their policies and procedures; and the legislation and regulations governing archives and influencing archival work in the United States. Instruction also should address the history of the archival profession; its missions, roles, and values; the professional code of ethics; and the profession's contemporary concerns.

- b) Records and Cultural Memory: Records and papers constitute an important part of the written memory of individuals and society and provide the basis for holding governments and organizations accountable and for protecting the rights of individuals. Archival institutions thus play a significant role in society. However, they are only part of the fabric of cultural memory. Archivists and archives work in cooperation with other professions and institutions such as libraries and museums to preserve and provide access to cultural memory and to ensure accountability. Students should understand the interrelationship among archives and other keepers of cultural heritage, and the ways in which records contribute to that heritage.
- c) Ethics and Values: The Society of American Archivists has codified the ethics and values of the archival profession. Students should be familiar with the *SAA Code of Ethics*, its underlying principles and perspectives, and its relationship to other archival and information profession codes. Students should understand how the ethics and values of the profession inform decisions and how to apply those ethics and values to their work.

3. Integrated Knowledge

All archivists should have a basic understanding of the contexts within which records are created and kept, and of management and technology theory and practice as they apply directly to archival work. Thus, contextual, management, and technological knowledge should be integrated throughout the core curriculum wherever applicable so as to foster a sound working knowledge that can be applied to daily activities.

- a) Organizational Theory and Recordkeeping Systems: Knowledge of organizational theory is important for two reasons. First, archivists work within an institutional context. Effective management of records and papers necessitates an understanding of the political, social, and economic dynamics within an institution, and how to achieve the archival repository's goals and objectives. Second, archivists must understand the social and cultural systems that form the context in which records and papers are created, maintained, and used. They

must be able to analyze an institution's structure, decision-making, and recordkeeping systems, and apply that knowledge to decisions regarding selection, appraisal, arrangement, description, preservation, and use of records created by the institution. Similar concerns apply to records and papers created by individuals and families. Archivists must know how to evaluate and manage recordkeeping systems, and must be able to apply techniques of information and records management.

- b) Legal and Financial Systems: Records and papers, and the recordkeeping systems of both institutions and individuals, reflect the legal and financial systems in which they were created. Archival core knowledge includes the origin, development, and structure of legal and financial systems, including federal, state, and local laws as well as the regulatory environment. Knowledge of legal issues also includes privacy rights, freedom of information, and property and intellectual rights related to records and papers. Instruction should focus on the specific ways in which legal and financial systems function, to demonstrate organizational and individual accountability through the creation and maintenance of records. This should include both public and private sector jurisdictions as well as the impact of such issues on personal records and papers.
- c) Management Theory and Practice: At all career levels, archivists manage resources and make decisions that should be based on a thorough understanding of current management techniques and practices. Archivists should be able to identify and apply appropriate management principles and practices to facilitate all aspects of archival work. Knowledge related to such topics as organizational management, systems analysis, program planning, budgeting, and facilities management should be integrated into the functional course work where applicable.
- d) Digital Records and Access Systems: Archivists should be competent to apply archival knowledge to records and papers in any format. In all areas of archival knowledge, a sound professional education needs to incorporate an understanding of the nature, access issues, and preservation challenges of digital records and papers. This should include information on the development of new media formats and document genres, and changing information technologies for the creation, maintenance, and use of records and papers. Additionally, educational programs should help students to use and develop access systems for records and papers and to identify and apply appropriate technological solutions to facilitate all aspects of archival work.

B. COMPLEMENTARY KNOWLEDGE

Rationale: Archivists, like all professionals, must rely on knowledge, methods, and perspectives from beyond their own discipline. The interdisciplinary nature of archival studies arises from the complexity of the records and papers, the contexts of their creation, the multiplicity of their potential uses, and from the many roles that archivists fill. Archivists need to be knowl-

edgeable about significant elements of the fields listed below.

Components:

1. Records and Information Management

The work of archivists relates closely to the responsibilities of records managers, and in some institutional environments the duties of each are blended together in a single function. Archivists must understand principles involved in managing information throughout its full life cycle, from origination to eventual archival retention or other disposition. A graduate program in archival studies should teach those aspects of organizational culture, structure, processes, and communication systems that relate to records creation and use. Instruction should include records control as it refers to information systems and record forms; recordkeeping systems (including classification, retention and disposition, identification and retrieval, maintenance, storage, and transfer systems); and design and implementation of multimedia integrated records management programs (including methods of analyzing and inventorying records systems).

2. Information Technology

The significant records and papers of today's society are increasingly being created, reformatted, stored, described, and retrieved in electronic form. Familiarity with networking, telecommunications systems, hardware, and software is fundamental to performing archival functions in many institutional settings. Students also need to understand human/computer interaction to design and develop effective systems for users. The curriculum should include opportunities to develop skills in database management, spreadsheet applications, and information architecture. Web site design and creation and desktop publishing also may be essential components of archival responsibilities in some settings. A thorough understanding of technology, and a baseline ability to use it also can be developed by instruction in metadata, markup languages, and basic programming skills.

3. Conservation

Beyond the core archival knowledge in preservation issues, appropriate complementary knowledge may be needed on conservation practices, that is, a range of intervention activities to stabilize materials in their original format by chemical or physical means. Archivists should have sufficient knowledge to be able to judge the efficacy of conservation treatments, and to evaluate the appropriate conservation treatment for a document or group of documents.

4. Research Design and Execution

An understanding of research design and execution is essential for enabling archivists to provide effective service to a wide variety of researchers and to evaluate archival operations from the perspective of users. It is also necessary to permit archivists to assess the status of research in their own discipline, to undertake new research, and to blend theoretical and empirical aspects of archival studies into scholarly investigations.

5. History/Historical Method

History provides an understanding of the context in which records and papers are created, maintained, and used, and of the political, legal, economic, social, and cultural systems that shape society. History assists archivists in understanding the evolution of organizations and their functions, as well as the activities of individuals, contributing to more effective archival selection, appraisal, description, and user service. Archivists also need to exercise the historian's skills in evaluating evidence and the context of its creation. Knowledge of historical method enables archivists to understand the many varieties of archival research use and to provide more knowledgeable reference assistance to all users.

6. Management

Archivists must understand how to manage resources and to make decisions based on systematic analysis. They also must often demonstrate programmatic vision and innovation. Thus, archivists need to know the fundamental principles related to organizational management, program planning, administrative leadership, human resources management, financial management, resource allocation, fundraising, grantsmanship, and the management of buildings, facilities, and equipment.

7. Organizational Theory

The study of theories of organizational development, management, and culture is important in archival education because it provides the tools for understanding the evolution and nature of organizations that create records and assists students in understanding how to be successful within the institutions in which they will be employed as archivists. This area of teaching should also focus on the recordkeeping implications of organizational structures and procedures used by all types of public and private institutions to ensure accountability.

8. Humanities and Social Sciences

Ideally, persons beginning archival studies will already have a broad background in the humanities and social sciences. Nonetheless, further graduate work in such disciplines can directly augment archival knowledge. Especially valuable is education in fields that help explain the context of records creation and the practice of recordkeeping. For example, sociology, philosophy, political science, anthropology, or economics may be useful in providing critical understanding of the cultural forces that shape the origination of records as well as their maintenance and use. Courses in these disciplines, as well as in other fields, such as accountancy and law, can be important in complementing core archival knowledge of the legal processes and financial methods that influence the character and administration of archival sources. Finally, because the holdings of many archival institutions emanate from or concentrate on specific social sectors or movements, specialized knowledge in one or more humanities, social science, or science disciplines may be an important asset for appraisal and reference work in some settings.

9. Allied Professions

The work of archivists and archival institutions intersects with that of several other professions involved in the identification, protection, and dissemination of recorded information. Among these are library and information science, museology, oral history, historic preservation, and historical editing. In some settings, archivists are responsible for functions and source materials associated with these other professions and must understand their basic principles and procedures. Probably the most common overlapping relationship of this nature is with library and information science; archival repositories are often situated in libraries, where archivists benefit from familiarity with collection development, cataloging, and reference practices employed by library professionals. Archives administration is not to be regarded as a subsidiary of any related profession, including library and information science, and should not be taught in such a manner. However, exposure, through coursework and perhaps practical training, to the distinct purposes and methods of allied fields will be advantageous to archives students.

C. COMPONENTS OF THE LEARNING PROCESS

Rationale: Graduate education in archival studies requires several modes of instruction and learning. Traditional coursework provides the best method of presenting archival theory, principles, and methodology, as well as many areas of complementary knowledge. Practical experience is necessary to apply theory to workplace settings and to provide experiential learning. Scholarly research enables students to explore dimensions of the field in greater depth and to contribute original research to the professional discourse.

1. Course work

Course work is the basic venue for graduate level archival education. Course format (e.g., lecture, seminar, Web-based, distance education) will vary depending on level of the information to be delivered and the subject matter under consideration. Courses should employ a variety of pedagogical techniques to teach the knowledge areas outlined in these guidelines as well as to strengthen students' analytical, writing, and speaking skills. Course work should also employ a variety of individual and team projects to increase students' ability to complete independent assignments as well as to coordinate and carry out larger group projects. Students should receive feedback for all assignments and have adequate access to instructors outside of class for advising and mentorship.

2. Practical Experience

Knowledge acquired in course work will ultimately find expression through experiential learning in the workplace. In the context of master's level archival education, practical experience is not an exercise to discover theory and methods empirically; rather it allows students to verify their understanding of archival principles by applying them in real-life situations and to understand how to make adjustments so that archival principles fit archival practice. Practical experience also provides

students with structured feedback on their applied archival skills and mentoring by archivists working in the field.

Any form of experiential learning must serve primarily the student's educational goals, even if a host institution ultimately benefits from the work accomplished by the student. Any practical experience with a host institution should be a structured program related to the student's program of study. The program should be designed by faculty in collaboration with the designated host institution's internship supervisor and include provision for regular feedback and evaluation.

3. Scholarly Research

Scholarly research is an essential component of the archival studies curriculum because it enhances students' ability to think critically and rigorously about archival issues and their facility to analyze and critique the literature. Research also has the potential to provide original contributions to the archival literature and thus help to invigorate the profession. Archival research can take on many forms and borrows methodologies from a variety of fields in the humanities and social sciences. While most previous archival research has been solitary, educational programs should introduce students to and encourage collaborative research among archives students as well as between archives students and students in other disciplines.

In a graduate education program, in-depth research experiences are of particular importance. There are various ways through which master's students can be exposed to and learn about scholarly research. Instruction in research methods is an essential first step in this process. Educators should consider assigning research projects in all advanced archival courses. This will give students the opportunity to explore research questions of interest in the controlled and supportive environment of the classroom. Theses and independent studies provide students with opportunities to answer more detailed research questions and the time to collect more exhaustive data. Finally, master's students can participate in and be socialized into the research process by working with faculty on the faculty member's ongoing research projects. Such participation is key to developing a stronger research base in the profession and in interesting master's students in doctoral education.

III. INFRASTRUCTURE

A graduate archival education program must be a clearly identifiable component of its parent institution and it must be supported by an adequate infrastructure. The elements of such an infrastructure¹ are: mission, goals and objectives; institutional setting; program duration; administration and financial support; faculty; students; and physical resources and facilities.

A. Mission, Goals, and Objectives

The graduate program in archival studies must define its mission, goals, and objectives. For example, some programs may seek only to graduate "generalists" with knowledge of all areas of archival administration. Other programs may also seek to graduate specialists in one or more areas of archival

administration, such as electronic records management or special collections management. In this case the curriculum should still focus on core knowledge areas as the foundation for specialization.

The mission, goals, and objectives of the program should be consistent with the parent institution's mission and culture. The mission, goals, and objectives for the program should be developed through a broad-based planning process that involves the constituencies that the program seeks to serve. Program objectives should be stated in terms of educational results the program seeks to achieve. The curriculum should express these objectives, and should be continually reviewed and evaluated based upon evolving professional concerns and issues.

B. Institutional Setting

The interdisciplinary character of archival education makes it possible to place a program in a variety of settings, such as a school of library and information science, a department of history, a school of public administration, a law school, or a school of business administration. Two departments may also administer a program jointly, thereby emphasizing the interdisciplinarity of the archival field. Regardless of the organizational setting, master's level archival studies programs must be coherent, cohesive, and identifiable.

C. Program Duration

The appropriate duration of the program should derive from the program's mission, goals, and objectives: a program with more extensive educational goals will need a longer duration to achieve them. In order to cover adequately the curriculum components outlined above, however, a master's program in archival studies must have a minimum of eighteen (18) semester hours devoted exclusively to core archival knowledge, including practical experience. Remaining credits should be in areas of complementary knowledge or electives.

D. Administration and Financial Support

The graduate program in archival studies must identify a program director or administrator. The program director is responsible for making certain that the program achieves its mission, goals, and objectives. The program director must be a full-time, tenure-track member of the faculty or staff of the home department. Depending upon the scope and placement of the program, he or she may have the title of director, chairperson, or dean.

The parent institution must provide continuing financial support sufficient to develop and maintain the program. The level of support must provide a reasonable expectation of financial viability and must consider the number of faculty, administrative and support staff, instructional resources, library and information services, and facilities needed to carry out the archival education program's mission, goals, and objectives.

E. Faculty

The program must have a faculty capable of accomplishing program objectives. Faculty should have archival experience

including work within an archival repository, technological awareness, effectiveness in teaching, a record of research and publishing within the field, and active participation in professional organizations. A program that meets these guidelines must have a minimum of one full-time, tenure-track faculty member. Full-time faculty members must be eligible for appointment to the graduate faculty within the parent institution and must be sufficient in number and in diversity of specialties to carry out the major share of the teaching, research, and service activities required for a program, wherever and however delivered.

In many instances, additional full- or part-time faculty will be required to fulfill program objectives. Part-time or adjunct faculty, when appointed, should balance and complement the teaching competencies of the full-time faculty. Programs are enhanced when adjunct or part-time faculty have extensive practical experience, as well as excellent teaching credentials. Particularly in the teaching of specialties that are not represented in the expertise of the full-time faculty, part-time faculty enrich the quality and diversity of a program.

Faculty teaching assignments should relate to the needs of the program and to the competencies and interests of individual faculty members. These assignments should assure that the quality of instruction is maintained throughout the year and take into account the time needed by the faculty for teaching, student counseling, research, professional development, and institutional and professional service. Procedures must be established for systematic evaluation of faculty regarding their accomplishment and innovation in the areas of teaching, research, and service. Within applicable institutional policies, faculty, students, and others should be involved in the evaluation process.

F. Students

The archival studies program formulates recruitment, admission, financial aid, placement, and other academic and administrative policies for students that are consistent with the parent academic program's mission, goals, and objectives. The policies should reflect the needs and values of the constituencies served by a program. The program should have policies to recruit and retain a multicultural, multiethnic, and multilingual student body from a variety of backgrounds.

Standards for admission must be applied consistently. Students admitted to a program must have earned a bachelor's degree from an accredited institution; the policies and procedures for waiving any admission standard or academic prerequisite must be stated clearly and applied consistently. The assessment of student applications should be based on a combined evaluation of academic, intellectual, and other qualifications.

Students should work with faculty to construct coherent programs of study that allow individual needs, goals, and aspirations to be met within the context of program requirements. Students should receive systematic, multifaceted evaluation of their achievements. They should have easy access to continuing opportunities for guidance, counseling, and placement assistance. Students should be provided with opportunities to

form student organizations and to participate in the formulation, modification, and implementation of policies affecting academic and student affairs. Students should also have the opportunity to participate in professional organization activities.

G. Physical Resources and Facilities

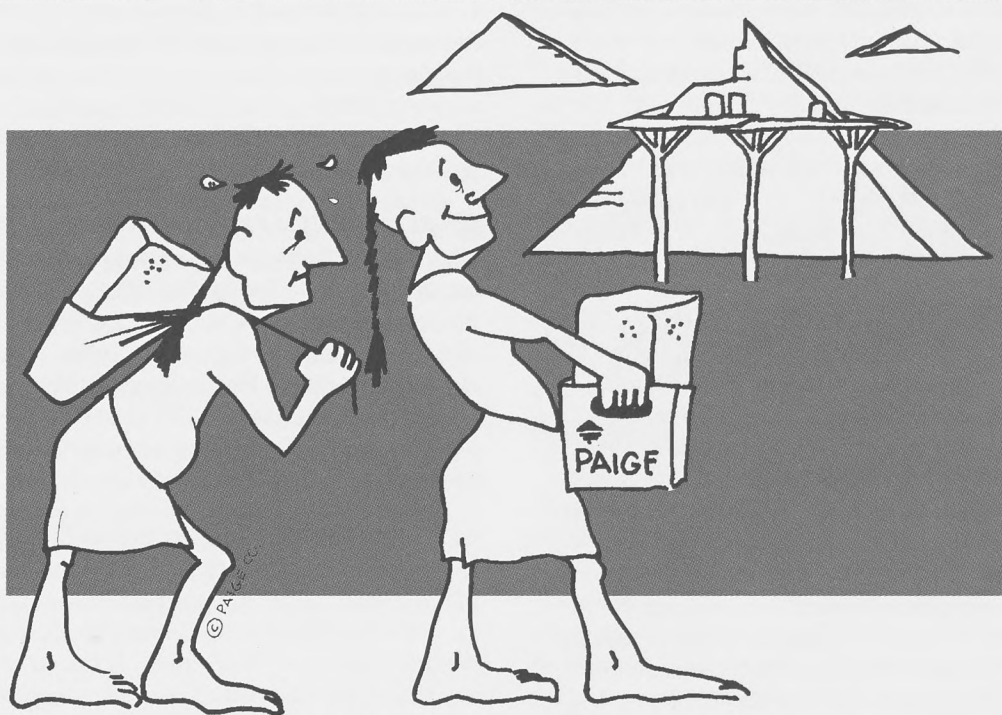
Physical resources and facilities should provide a functional learning environment for students and faculty; should enhance the opportunities for research, teaching, service, consultation, and communication; and should promote efficient and effective administration of the program, regardless of the forms or locations of delivery.

Instructional and research facilities and services for meeting the needs of students and faculty include access to: collections of archival records and papers; library and multimedia resources and services; computer and other information technologies; and accommodations for independent and group study. These facilities should be appropriately staffed, convenient, and fully accessible. To insure that these facilities continue to meet the needs of students and faculty, regular evaluation is necessary. Students, faculty and support staff should be included in the evaluation process. Students also should have regular and frequent access to archives and manuscript repositories. This access can take the form of class visits, research assignments in the repositories, and opportunities for internships and other types of practical experience. It is particularly important that the program have strong relationships with area repositories.

IV. CONCLUSION

These guidelines define the minimum requirements for a graduate program in archival studies that is coherent, independent, and based on core archival knowledge. Within this outline higher education institutions may create a wide variety of programs offering master's degrees. This range of options provides students with choices of direction and emphasis, and ultimately enriches the profession by embracing diversity within a common core of archival education. Graduates of such programs can anticipate rewarding careers in a variety of professional positions, from textual archives to electronic records systems, in institutions ranging from governmental or institutional archives to local historical societies and high technology enterprises. Archivists are increasingly in demand for modern information service positions, and the value of archival knowledge continues to gain recognition in an ever-broader range of organizational settings. These guidelines are intended both to define the academic preparation needed to meet these new challenges and to provide a strong common basis for the diverse institutions which provide graduate archival education.

1. Since many Graduate Archival Education Programs are housed in schools of library and information studies, we have adapted the infrastructure components found in the American Library Association's "Standards for Accreditation of Master's Programs in Library and Information Studies" (1992) available at: www.ala.org/alaorg/oa/standard.html. The ALA standards include "curriculum" rather than "institutional setting" and "program duration." Curriculum is covered in previous sections of these SAA educational guidelines.



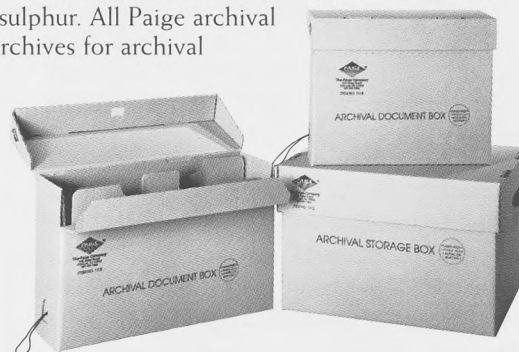
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MATT BLESSING was recently appointed head of Special Collections and University Archives at Marquette University Libraries. Matt joined the libraries as university archivist in July 1999 and served as acting department head since August 2000. Prior to joining Marquette, Matt was employed in

the Public History and Archives Divisions of the State Historical Society of Wisconsin.



SISTER EMMA CECILIA BUSAM, OSU, will step down in September after more than 18 years as archivist at the Ursuline Archives at Mount St. Joseph in Maple Mount, Kentucky. She will continue with the Archives of the Diocese of Owensboro (KY) on a part-time basis. Sister Emma has been actively involved in many archival

organizations over the years, serving as president of the Archivists for Congregations of Women Religious, on the Board of the Kentucky Council on Archives, and as a member of the Association of Catholic Diocesan Archivists and the Academy of Certified Archivists. She has served in a variety of leadership posts for SAA's Archivists of Religious Collections Section. In 1994 Sister Emma received SAA's Sister M. Claude Lane Award for the significant contributions she has made to the field of religious archives.



DAVID W. CARMICHEAL is the new director of the Georgia Department of Archives and History. He succeeds **EDWARD WELDON** who retired last year. Carmicheal most recently served as director of Knowledge Management, Records and Archives for Westchester County, New York, one of the oldest and largest counties in the nation, where he was responsible for

county-wide initiatives, including development of the award-winning "Community Help Desk" project, which created an interactive Web site for online services to respond to youth and senior citizen issues.

CLARK E. CENTER, JR. was recently appointed curator of the W.S. Hoole Special Collections Library at the University of Alabama. Center has served in several positions in the Hoole Library, most recently as archival access coordinator. Center teaches a graduate course in archives in the University of Alabama's School of Library and Information.

PAUL CONWAY has accepted the position of director, Information Technology Services, at the Duke University Libraries, where he will provide leadership for all library information technology activities, with particular emphasis on creating the Digital Library at Duke. He will begin his new job in August.

LEE C. FOSBURGH is the new corporate archivist/curator at Pampered Chef in Addison, Illinois. The new position reports to the vice-president of marketing and supports the company's customer briefing center, which documents the company's heritage, culture and products. Fosburgh was formerly with the Motorola Archives.

JESSICA LACHER-FELDMAN joins the University of Alabama Libraries faculty as the public and outreach services coordinator for the W.S. Hoole Special Collections Library. She is responsible for coordinating reference services in Special Collections, as well as public events and outreach activities, exhibits, bibliographic instruction, and the Hoole Library's Web presence. Prior to joining the Hoole Library, she served as the director of the Mental Health Information Center for the Mental Health Association in New York State.

ROBERT S. MARTIN was nominated in April by the White House to serve as director of the Institute of Museum and Library Services. Martin is a professor and interim director of the School of Library and Information Studies at Texas Woman's University in Denton, Texas. At press time of this newsletter, the nomination was awaiting a vote by Congress.



GEOFFREY REYNOLDS is the newly appointed director of the Joint Archives of Holland, located at Hope College. Reynolds has served as collections archivist with the rank of assistant professor since 1997 and has been acting director of the archives since January. Reynolds succeeds Larry Wagenaar.

KEN RICCARDI has recently accepted a position as senior librarian with North Shore University Hospital in New York, where he will be responsible for general medical library assignments and the History of Medicine Collection.

LARRY WAGENAAR has been appointed the executive director of the Historical Society of Michigan, the state's oldest cultural organization. Wagenaar was formerly associate professor at Hope College and, since its founding in 1988, director of the Joint Archives of Holland.

Obituary

CHESTER VALLS KIELMAN, 75, passed away May 19, 2001. A gifted teacher, historian, and belletrist, he was born on July 20, 1925, in Sprinkle, Texas, and resided in Austin for most his life. After earning a Ph.D. in 1966 from the University of Texas at Austin, he became affiliated with the Eugene Barker Texas History Center (now part of UT's Center for American History). In 1969 he was appointed director of the center, from which he retired in 1979. He was a founding member of the Society of Southwest Archivists.

Around SAA

WANTED: SAA Publications Editor

The Society of American Archivists is looking for a Publications Editor. This is a volunteer position. The primary responsibility of the Publications Editor is to work with the SAA Publications Board and SAA Director of Publishing to assist in coordinating SAA's monograph publications program. Specific duties include soliciting, distributing, and reviewing prospectuses for possible publications and communicating with the prospective authors and the board during this process. After a proposal has been approved, the Publications Editor also works with the author, reviewing the manuscript, assigning readers, and suggesting changes. In addition, the Publications Editor reviews and recommends books published by other publishers for potential distribution by SAA. These duties generally involve two Publications Board meetings each year (at the annual meeting and mid-year) and frequent e-mail and telephone communications with board members and authors. Interested SAA members should send a letter of intent to SAA Executive Director Susan Fox at sfox@archivists.org by **August 7, 2001**. Interviews for this volunteer position will be scheduled during SAA's annual meeting in Washington, D.C., Aug. 27-Sept. 2, 2001.

NEW Student Scholarship

At its May meeting, the Council of the Society of American Archivists unanimously approved establishing a Donald Peterson Student Scholarship. The purpose of the scholarship is to support the attendance of students and recent graduates from archival programs within North America to the SAA annual conference.

The scholarship is named after an anonymous archivist's uncle, Donald Peterson, in recognition of the work and contributions that students in SAA have made to the organization and profession. Scott Schwartz, as chair of the Membership Committee, will serve as chief fundraiser for the scholarship. No funds will be disbursed until the principal reaches a \$20,000 endowment.

"We want to encourage students and recent graduates to belong to SAA," said Dennis Harrison, Council liaison to the Membership Committee. "These individuals represent the next generation of archivists and our next generation of leadership. We hope this scholarship will demonstrate to them the enduring value of SAA to them and to the profession."

Fundraising is expected to begin immediately.

Business Archives Section Web Site

The Business Archives Section (BAS) of the Society of American Archivists is very pleased to announce the inaugural online issue of its newsletter, as well as an updated Web site. The site includes:

- BAS mission and goals;
- Section leadership information;
- A brief introduction to business archives;
- Link to the *Directory of Corporate Archives in the U.S. and Canada*; and
- BAS online newsletter and archive of newsletters from 1986 to present.

Special thanks to Brian Doyle, SAA Webmaster, for providing templates and other resources; and to newsletter editors Steve Hausfeld and Cheryl Chouiniere of The History Factory and Eleanor Fye of Microsoft Corp. for "electrifying" the newsletter content.

Please bookmark <http://207.21.198.172/saagroups/bas/Welcome.asp>—note that the current IP address (207.21.198.172) will change in a few months to www.archivists.org, but you will still be able to access the site with this link. If you have questions or feedback about the site, please contact BAS Web liaison Eleanor Fye at eleanorf@microsoft.com. For additional information about the SAA Web Liaisons Program, contact Brian Doyle at 312/922-0140 or via e-mail at bdoyle@archivists.org.

NFACE Update

Vicki Walch, project coordinator for the National Forum on Archival Continuing Education (NFACE), reports that much has happened in archival continuing education since the NFACE meeting in Atlanta in April 2000. The new Archives Resource Center (ARC) (<http://coshrc.org/arc>) provides links to information resources compiled during NFACE and several new ones designed to encourage additional collaboration and understanding among the many organizations and institutions which deliver archival continuing education. ARC is a cooperative effort led by the Council of State Historical Records Coordinators, the American Association for State and Local History, and SAA. For more information, contact Vicki at vwalch@coshrc.org.

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Documenting Workers and Their Unions in the South: 30th Anniversary of the Southern Labor Archives

by PAM HACKBART-DEAN, Southern Labor Archives, Georgia State University

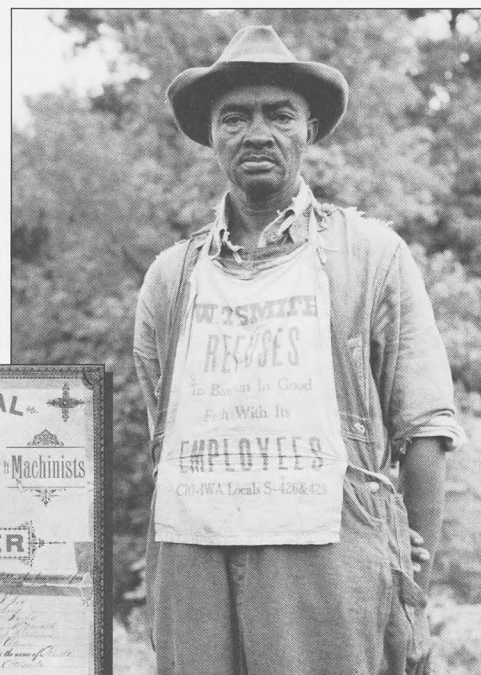
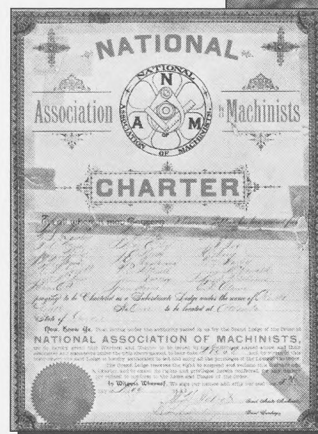
As the Southern Labor Archives at Georgia State University in Atlanta enters its fourth decade this year, it is time to reflect on the accomplishments of its first thirty years. The archives is dedicated to preserving and making available the documentary heritage of Southern workers and their unions, as well as workers and unions in other industries with a historic relationship to the region.

The Southern Labor Archives (SLA) began collecting organizational records and personal papers pertaining to the history of trade unionism on July 15, 1971. Since little labor material had been collected in the region, the archives staff decided to collect broadly from the entire southeast rather than emphasizing the history of one or two unions. The first significant collection acquired by the founding archivist, David B. Gracy II, was the records of the Atlanta Typographical Union No. 48, the city's oldest trade union.¹ Subsequent acquisitions came from city central bodies, regional union headquarters, and additional local unions.

With the acquisition of the records of the United Textile Workers of America in 1973, the Southern Labor Archives for the first time reached beyond its initial geographical focus. While maintaining its goal of assembling a body of research materials pertaining to Southern unionism, the archives began to pursue the records of selected international unions with historic ties to the South. The archives also acquired records from the AFL-CIO regional offices, state AFL-CIO councils, independent labor organizations, local unions, as well as individuals in trade union activity.

As more collections were acquired and rapidly made available to researchers, the initial mission of the archives quickly became a reality. A major strength of the Southern Labor Archives, the South's textile industry and its workers, has consistently attracted the attention of historians researching the industrialization of the region. The archives contains the records the United Textile Workers of America affiliated with the American Federation of Labor; and of the Amalgamated Clothing and Textile Workers Union of America (ACTWU), which was formed by a merger of the CIO affiliated Textile Workers of America and the Amalgamated Clothing Workers.² Interest in textile workers remains keen in SLA's 30th year, as family members of deceased unioners, college students, scholarly researchers, documentarians, and union workers utilize the collections.

While textile mills brought industrialization to the South, other industries' presence is also documented in SLA's holdings. For example, the International Association of Machinists and Aerospace Workers (IAM) was founded in Atlanta and has deposited its records at the Southern Labor Archives. Although



Images courtesy of the Southern Labor Archives.

first focused on railway building and maintenance, IAM is now active in more than 200 industries and one of the key unions involved in the aircraft and aerospace industries. The Southern Labor Archives' holdings reflect and document these two segments of the southern and national transportation industry. The extensive IAM holdings come from local IAM lodges, district lodges, and from the international headquarters in Maryland.

Another national union collection held by the Southern Labor Archives is comprised of the records of the Professional Air Traffic Controllers Organization (PATCO), which began in the 1960s but now no longer exists. Representing over 10,000 workers responsible for the safety of all civilian air passengers, commercial or private, in the United States, PATCO members went on strike in August 1981, after several years of severely strained relations with their employer, the Federal Aviation Administration. When they declined to return to work, President Ronald Reagan fired the PATCO members. This incident set the tone for labor management relations in the public sector in the 1980s. The Southern Labor Archives acquired all the records of PATCO from the federal bankruptcy court in 1986.

The Southern Labor Archives also is home to the personal papers of former United States Secretary of Labor W. J. Usery, Jr., who began his career as a founding member of the International Association of Machinists' Local 8 in Macon, Georgia. Appointed by President Gerald Ford as Secretary of Labor in 1976, Usery held numerous presidential appointments in the labor management field. After his governmental service, he established Bill Usery and Associates, a prominent labor

New CAP Initiative: Improved Research Access—Archives Style

by MATT BLESSING (Marquette University),
LESLIE HEINRICHS (University of Wisconsin-Milwaukee),
and ALFRED KRAEMER (Medical College of Wisconsin)

As a part of their Cooperative Access Program (CAP), the Marquette Libraries, the University of Wisconsin-Milwaukee's Golda Meir Library, and the Medical College of Wisconsin's Library have implemented a new, unique cooperative loan program that makes temporary transfers of archival and manuscript resources possible among the three institutions. Modeled after the innovative and highly successful State Historical Society of Wisconsin's (SHSW) Area Research Center Network, this new Milwaukee-area loan agreement supports the educational and research missions of its cooperating institutions, and improves access to archival and manuscript resources for researchers, especially students, at each library.

The UWM Golda Meir Library's Division of Archives and Special Collections, located on the Web at www.uwm.edu/Library/arch/division, preserves and provides access to more than 150 manuscript collections owned by UWM. With particularly strong documentation on Milwaukee-area organizations and businesses, the archives contains the records of the Historic Third Ward Association, the Sherman Park Community Association, the Hunger Task Force of Milwaukee, the Blatz Brewing Company, the A. Gettelman Brewing Company, and the Milwaukee Press Club. Other collections include the papers of Milwaukee Sentinel sports cartoonist Albert Rainovic, the papers of actor and playwright Larry Shue, and the papers of aviation enthusiast George Hardie. Descriptive inventories of the archives' holdings are available on the Web at www.uwm.edu/Library/arch/invenah.htm.

The Medical College of Wisconsin (MCW) Archives, located on the Web at www.lib.mcw.edu, maintains administrative records, faculty papers, student theses, architectural drawings, and documentation on research projects. The MCW Archives also preserves an extensive photographic collection. Independent since 1967, the college was previously owned and operated by Marquette University. Some of the MCW Archives date from the Marquette era.

The Department of Special Collections and University Archives at Marquette Libraries maintains and provides access to extensive holdings on Catholic social action movements, including the Dorothy Day-Catholic Worker Collection. These holdings document the role of the Church and its members in promoting basic human rights, interracial justice, agrarian reform, women's rights, and world peace, and in responding to the immediate needs of the poor. Documentary sources on the history of Christianity in Native America are another major strength. Other significant collections include the papers of Senator Joseph R. McCarthy and Congressman Clement J. Zablocki, Catholic poets Jessica Powers and Joyce Kilmer, and Wisconsin artist Karl J. Priebe. Descriptive inventories for many special collections and all university records—along with photo exhibits and nearly 5,000 digital images—may be viewed on the department's Web site at www.marquette.edu/library/collections/archives.

Due to donor restrictions, institutional policies, and preservation concerns, some collections at each repository will not be available for transfer. Under the terms of the cooperative agreement, manuscript collections owned by the SHSW but maintained at UWM may not be transferred. For more information about the SHSW's Area Research Center network, please visit www.shsw.wisc.edu/archives/arcnet.

Transfers between the three Milwaukee-area repositories can be made within two business days. Collections may be loaned for up to 20 days. Researchers interested in scheduling the loan of a collection should contact the archivist at their own institution, who will make transfer arrangements. ♦

mediation firm active in such negotiations as the Pittston Coal Strike of 1989, Eastern Airlines Strike of 1989 and the Major League Baseball Players Strike of 1994. The W. J. Usery, Jr. Collection³ documents Usery's career and involvement with labor unions and management in the government arbitration process, dispute resolution, strike settlements, and workplace productivity from 1969 to 1995.

Overall, the archives has approximately 500 collections, which comprise approximately 8,000 linear feet of materials including contracts, constitutions, training videotapes, oral history interviews, photographs and artifacts. From building and construction workers, to service and government employees, from Norfolk, Virginia to New Orleans, Louisiana, laborers and mill hands, the Southern Labor Archives holds their history. Whether the questions are economic, social or political, related to the South or the nation, the Southern Labor Archives provides researchers answers derived from primary source material.

The Southern Labor Archives has matured and grown over the past thirty years. Such progress would only have been possible with the enlightened leadership of archivist Robert Dinwiddie and directors David B. Gracy II (1971-1977), Leslie Hough (1977-1992), and Julia Marks Young (1993-present). The Southern Labor Archives looks forward to the next thirty years of documenting workers and their workplaces. ♦

1 The first collection was one box of materials from William Clitheroe, a retired IAM officer living in Austin, Texas. E. Lee Eltzroth processed the collection in February 1972.

2 In 1995, ACTWU would merge with the International Ladies Garment Workers Union (ILGWU) to form the successor union, Union of Needletrades, Industrial, and Textile Employees (UNITE).

3 Information and Internet Resources documenting twentieth-century American labor during the life and career of W. J. Usery, Jr. can be located at www.library.gsu.edu/spcoll/labor/Usery/index.htm.

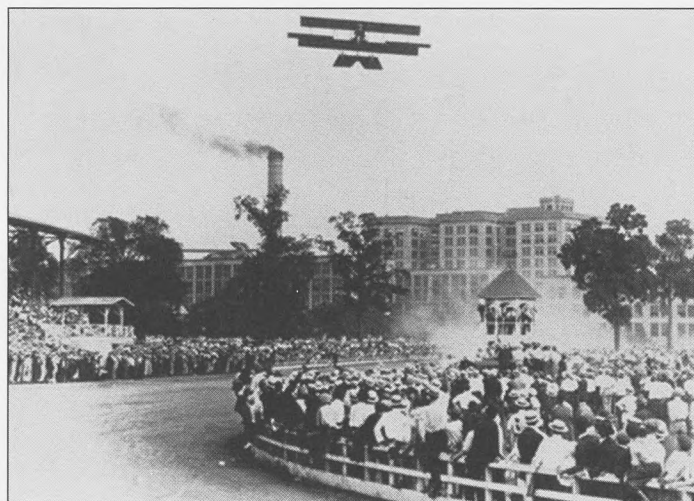


New Entry, Pass System Set for NARA

In response to increased security concerns throughout the federal government, the National Archives and Records Administration implemented in May new entry and access procedures at the National Archives Building in Washington, D.C. Now the visiting public, researchers, staff members, and contractors and their belongings must pass through X-ray and magnetometer screening, much like that used at airports, to enter the building. Upon entry, all visitors will receive a badge that must be displayed at all times. The badge will be color-coded to indicate where in the building the individual intends to go. Although the Rotunda will be closed to visitors after July 4, 2001, due to ongoing renovation, all research facilities will remain open. Magnetometer and X-ray screening will begin at the agency's College Park, MD, facility in the fall after the main lobby has been reconfigured to make space for the machines.

Hoover Museum Exhibit

"The Eagle and the Dragon: U.S. Relations with China" opened April 21 and runs till October 28, 2001, at the Hoover Museum in West Branch, Iowa. The exhibit concentrates on the relations between the United States and China in the twentieth century and how revolutionary events transformed China's once ancient civilization into a world power.



Preserving the Wright Brothers' Legacy

At the end of this year the Dayton and Montgomery County Public Library (DMCPL) will publish *Preserving the Wright Brothers' Legacy: Proceedings of the Symposium Held October 22, 1999, With a Guide to Wright Brothers Collections and Archives*. These proceedings will be essential to the historian writing about preservation activities in this area. The second part of the book will describe the equally important collections, including personal papers, of all the repositories—federal, state, and local—plus other collections of primary and secondary materials, which have direct relevance to the Wright brothers. The third part will include a chronology of major events, a bibliography of rare and valuable books, and a listing of Web sites where collections from all over the world can be accessed. No other such guide is currently available, and both researchers and lay scholars interested in the subject will find it of value.

The symposium was important for Ohio's bicentennial and the centennial of powered flight, both to be celebrated in 2003. The Dayton community has been preparing for the upcoming events by the formation of the "Inventing Flight, 2003" committee. This organization has scheduled a program of celebrations that will begin on Dec. 17, 2001, the same day that the guide will be available. For more information, contact Elli Bambakidis, ads_elli@dayton.lib.oh.edu or 937/227-9500.

Web Site to Archive Independent Media

Independent Media Arts Preservation (IMAP) has launched its new Web site, www.imappreserve.org to help independent producers and arts and cultural organizations catalog their media works. The site features an easy-to-use, standardized template for cataloging video or film collections as part of IMAP's Cataloging Project. The template is designed specifically for independent producers and non-profit organizations that have little experience with cataloging, but is useful for any archive with media holdings. In addition, the Web site provides sample cataloging entries, template instructions and preservation



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Wisconsin Business History Resources Web Site

by Michael Doylen, University of Wisconsin-Milwaukee

The Wisconsin Business History Resources (WBHR) Web site provides access to a wealth of information about Wisconsin business, past and present. Created by the archives department at the University of Wisconsin-Milwaukee Golda Meir Library, the site may be accessed at www.uwm.edu/Library/arch/FndIndst/WBHhome.htm.

One of the main features of the WBHR site is an index of the Incorporation Papers of Defunct Domestic [Wisconsin] Corporations, 1848-1945 (Series 356), an archival collection held by the State Historical Society of Wisconsin (SHSW). The physical collection consists of more than 50,000 records occupying about 1,000 cubic feet. The records were originally filed with the Secretary of State, which required corporations to submit articles of incorporation from 1848 to 1996. Most files contain articles of organization and amendments, annual reports, statements of changes in officers and directors, and statements of dissolution. These records are a gold mine of facts for historians, genealogists, and other researchers, providing otherwise elusive details about company founders, products, and stocks.

Each entry in the online index contains the company name, the county in which it was incorporated, and a file number. The archives anticipates that the ability to search for defunct corporations by county will prove popular with public libraries and county historical societies. More than one-third of the entries relates to businesses based in Milwaukee county. Researchers submit file numbers to SHSW, whose staff then retrieves the physical records from

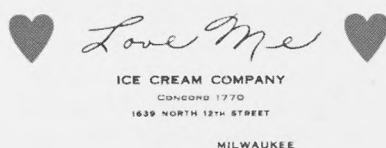
an off-site storage facility. Records may be consulted at SHSW or transferred to any of the thirteen Area Research Center network member institutions. Researchers should allow ample time for the records to be retrieved. SHSW may reproduce records for researchers who cannot travel to Madison or an Area Research Center; contact the SHSW about fees. The index may be accessed at www.uwm.edu/Library/arch/FndIndst/Defunct.htm.

The archives is in the process of indexing the SHSW archival collection Charter Documents—Domestic Nonstock Corporations, 1889-1993 (Series 357). When completed, this index of defunct, nonstock corporations will complement the index of defunct, stock-holding corporations.

The indexing project was funded by the Founding Industries of Wisconsin, whose database of 5,000 Wisconsin companies, existing or defunct, with at least 100 employees, is also included on the Web site. It may be accessed at www.uwm.edu/Library/arch/FndIndst/FIDBhome.htm.

The WBHR Web site also provides access to information about current Wisconsin corporations: links to the Web sites of more than 500 corporations, contact information of business associations, and links to other business resources, such as the *Corporate Report Fact Book*, the *Milwaukee Journal Sentinel* Business Section, and the *Small Business Times*.

Anyone interested in providing information for the Wisconsin Business History Resources Web site is encouraged to contact the archives at archives@gml.lib.uwm.edu or 414/229-5402.



The owners of Love-Me Ice Cream Stores, Inc. of Milwaukee signed articles of incorporation on August 21, 1931. Company officers filed only one annual report before formally dissolving the corporation on February 8, 1933. Although the records offer no explanation for their action, one might speculate that the Great Depression was not a boom time for selling luxury products like ice cream.

information. Users of the template may also access technical assistance via e-mail.

By distributing the template, IMAP will lay the groundwork for a shared database of independent media collections that will be accessible to users through a common interface. Currently information about these collections is largely inaccessible. The Cataloging Project is a national model for establishing a compatible information system for moving image collections across broad geographic regions, among a wide range of organizations and individuals.

Jewish Women's Archive Online

The Jewish Women's Archive recently launched a virtual archive on information and source materials chronicling the story of Jewish women in North America (www.jwa.org). The online database includes 500 archival images and records on 250 women. In addition, the virtual archive allows researchers to locate artifacts in many different formats in repositories across the continent.



Preserving The Past; Preparing for the Future

I am delighted to report to you that here in our nation's capital, our government leaders are demonstrating their concern over the future of our country's electronic records. This is great news for all of us who care about recordkeeping.

The advancement of NARA's Electronic Records Archives project, as well as several other of our strategic initiatives, got a boost from President Bush in the Fiscal Year 2002 budget sent to the Congress on April 9. If the Congress approves the president's request, we also would have new funding to meet electronic records management challenges, to expand access to our holdings and to meet storage and preservation needs for growing quantities of records.

I am especially pleased that the president has recognized the critical importance of dealing with long term preservation and access for electronic records by requesting a substantial increase of \$20 million for our Electronic Records Archives (ERA). These resources would allow us, with help from our partners, to define a research agenda of archival and technical questions for ERA development, collaborate in sponsoring research to answer these questions, and begin translating the research results into engineering solutions.

This work would include establishing a program management structure that would have several goals:

- Planning and overseeing this strategic initiative and ensuring solid return on investment;
- Developing a business model for substantial improvements in basic records management and archives functions;
- Beginning the design and development of the information-technology infrastructure needed to support our use of ERA; and
- Creating ERA prototypes and pilots.

Among the first of these pilots is our "Access to Archival Databases" project, which is prototyping online access to accessioned electronic records; a pilot to provide veterans access to electronic military service records; and a prototype system for processing the e-mail of the administrations of Ronald Reagan and George H.W. Bush. An additional \$1,135,000 in our budget would help NARA to preserve and process electronic records from the Clinton Administration.

We also are piloting the implementation of a records management application at NARA, and there is \$237,000 in our budget request to continue work on this project. In addition to helping us with our own records management, we expect this experience to help us give better guidance and assistance to other federal agencies trying to improve the management of their electronic records.

To expand opportunities for public access, the president's budget includes \$4,970,000 to enable citizens and federal

agencies to access more NARA services electronically and to meet the requirements of the Government Paperwork Elimination Act. Among the new services this funding would allow us to offer would be the online submission of forms and online ordering of copies of records and merchandise.

The budget request also includes funding for building our agency-wide descriptive standards program and for implementing our agency descriptive standards through training and deployment of the Archival Research Catalog. It also includes general extension of our data administration program, and enhancement of our Performance Measurement and Reporting System.

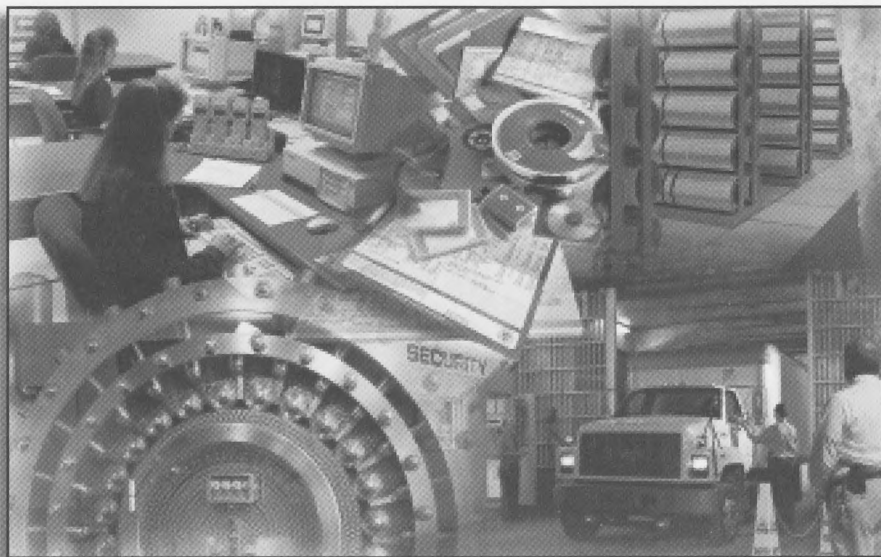
The *Federal Register's* project to implement an Electronic Editing and Publishing System to automate publication production operations received \$1,442,000 in the budget request. This project will automate several publications processes and take advantage of the Internet's infrastructure to reduce publication costs and further improve the timeliness and accessibility of our services for federal agencies and the public. The funding also would help the *Federal Register* make immediate updates to its electronic *Code of Federal Regulations*.

In addition, the budget request would provide an increase of \$1,503,000 to complete the staffing of the Clinton Presidential Materials Project in Little Rock, AR, and accelerate the processing of Clinton Administration records in preparation for the opening of the Clinton Presidential Library in a few years.

To meet storage and preservation needs, the president's budget contains funding for renovation projects at two Presidential libraries. If approved, the Eisenhower Library in Abilene, KS, would be able to add cold storage stack space needed to protect fragile audiovisual materials and to increase overall storage without expanding the library by installing compact shelving. The renovation of the Ford Museum in Grand Rapids, MI, would improve accessibility for patrons and create appropriate space for artifacts storage; this would allow us to move the artifacts from the Ford Library in Ann Arbor, MI, to the museum in Grand Rapids, making room for new accessions at the library.

In contrast to these significant gains, the budget request would reduce the grants program of the National Historical Publications and Records Commission to \$4,436,000.

I am grateful to the president and the administration for recognizing the important work of recordkeeping by recommending substantial budget increases in the critical areas I have mentioned. I believe that these proposed budget increases, as well as increases NARA has received in the past several years, represent a growing recognition by public policy makers of the vital role records and archives play in our democracy. ♦



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President Bush's Budget Proposal—Good News/Bad News for Archives

On April 9, 2001, President George W. Bush proposed a \$1.96 trillion spending plan that builds on the outline proposed earlier in the year by the White House. Overall, the administration is proposing a modest 4% increase in federal discretionary spending (about \$25 billion—a level barely above the pace of inflation) of which proposed spending on the military accounts for approximately half of the increase.

With the Democrats now in control of the Senate, the upper chamber is likely to pass larger spending increases than the Republican controlled House or president desires. When the dust settles, and after specific spending bills are addressed by the various appropriations committees, Capitol Hill watchers expect that the 4% increase proposed by the president will more likely end up being in the 6%-7% range. The federal budget can be accessed online at: <http://w3.access.gpo.gov/usbudget/fy2002/maindown.html>.

National Archives Budget—The "Good" News: While the total "discretionary" dollars President Bush has proposed in his budget lays out cuts for the National Archives and Records Administration (NARA) over present funding levels, when adjusted for last fiscal year's \$88 million special earmark for the Archives I renovation, NARA actually would realize an operational increase in some line items in the president's FY2002 budget. Present funding for the agency is \$316.7 million (of which \$88 million is for the Archives I renovation) and the president's FY 2002 budget allocates a total of \$259,326,000 in all accounts, which breaks down as follows:

- Operating expenses \$244,247,000
- Facility repairs and restorations \$10,643,000
- NHPRC grants \$ 4,436,000.

If adopted as crafted, the operational budget shows an increase of \$35.301 million (or 17%) which would protect NARA's base funding needs for mandated staff salary increases, provide for anticipated higher costs for facility rent and utilities and for some programmatic increases. Most importantly, the budget would enable NARA to take the next steps to build the electronic records archives of the future and advance initiatives under NARA's strategic plan.

The president's budget request includes \$20 million for NARA's Electronic Records Archives, the program through which NARA is developing solutions for preserving and providing access to the records of the federal government in the digital age. According to some NARA observers, the \$20 million number for the Electronic Records project—though four times higher than the project has received in the past—is less than what agency officials had hoped for, but review by the Office of Management and Budget (OMB) necessitated deeper reductions over agency requests.

NARA budget also includes \$1,135,000 to help NARA to preserve and process electronic records from the Clinton

White House and \$237,000 to pilot the implementation of a records management application at NARA. For other NARA strategic initiatives, the president's request includes \$4,970,000 to expand opportunities for citizens and federal agencies to use more NARA services electronically and to meet the requirements of the Government Paperwork Elimination Act. Among the new services this funding would allow NARA to offer the online submission of forms and online ordering of copies of records and merchandise.

The *Federal Register* would receive \$1,442,000 to implement an Electronic Editing and Publishing System and further develop its electronic Code of Federal Regulations (e-CFR). The Eisenhower Presidential Library would receive \$1,288,000 and the Ford Library and Museum \$4,405,000 to house records and artifacts in more appropriate space, increase available space through compact shelving, renovate exhibit space, and improve accessibility for visitors. And the request includes \$1,503,000 to complete the staffing of the Clinton Presidential Library and accelerate the processing of Clinton Administration records in preparation for the opening of the library.

NHPRC to Take Deep Cut—The "Bad" News: Of concern to many is the deep funding cut proposed for the National Historical Publications and Records Commission (NHPRC), which NARA administers. The president's proposal is for a funding level of \$4,436,000—dramatically down (31%) from the \$6.436 million funding level in the current budget. Unofficially, word on Capitol Hill is that NARA had requested full funding for the NHPRC (\$10 million), which was reauthorized up to that level by the Republican controlled Congress last year. Here again OMB is held responsible by most observers as being the chief proponent of the cut.

The proposed cut also threatens the NHPRC's well-recognized ability to leverage monies and to act as the "venture capitalist" for the nation's documentary heritage. Documentary publications projects, which are already universally understaffed and underfunded, will suffer further cutbacks and their progress will be slowed, or halted altogether. State and regional activities in planning implementing archival programs will be seriously hampered and research on the pressing problem of electronic records will be curtailed, jeopardizing the preservation of important historical documentation.

Archivists are urged to contact their Congressional representatives (the Capitol switchboard telephone number is 202/224-3121) urging them to support full funding (\$10 million) for the NHPRC. Archivists should also suggest to their representatives that these funds should not be taken out of the existing NARA program base.

Administration Holds Up Release of Reagan Papers

The White House counsel's office has asked the National Archives to delay the release of thousands of pages of historical



records relating to the presidency of Ronald Reagan. Confidential memos, letters, and briefing papers are among the 68,000 pages of records requested to be withheld.

The documents are the first scheduled to be released under the Presidential Records Act of 1978. That law provides for a twelve-year moratorium for the release of certain presidential records including "confidential communications requesting or submitting advice between the president and his advisers, or between such advisers." On January 20, 2001, that moratorium expired. President Reagan's Executive Order 12667 (16 January 1989), however, gives an incumbent President *carte blanche* authority to invoke "executive privilege" concerning any and all proposed openings. At this point, the White House counsel's office has merely asked for a "delay" in order to give government lawyers time to look at the files before researchers do. According to the White House press office, "We've asked for a short extension in order for the documents to undergo a legal review at the Justice Department."

Hill insiders believe the White House is worried about what some of President Reagan's top aides (some of whom are in the Bush administration today—for example, Secretary of State Colin Powell and Budget Director Mitchell Daniels) and Reagan's Vice-President George W. Bush (the present President's father), might have written in the 1980s. According to some historians, Reagan's Executive Order, in essence, provides for a "presidential

nullification" of the Presidential Records Act. American University historian Anna Nelson says, "I think this is part of that everlasting fear that somebody did something in the past that they can't remember. I think they're trying to protect their own people." The White House press office denies allegations that the president is trying to protect his aides.

Should the president ultimately invoke executive privilege for any or all of the records, according to the Reagan Executive Order, "the Archivist shall abide by any instructions given him by the incumbent President or his designee unless otherwise directed by a court order."

Comments Welcomed for Proposed NARA Rule

The National Archives and Records Administration (NARA) has published a proposed rule updating Privacy Act regulations. The proposed rule will affect individuals and entities seeking access or disclosure of information contained in NARA Privacy Act systems of records and subject individuals covered by NARA Privacy Act system. The proposed rule specifies how NARA collects, maintains and uses personal information collected and maintained by NARA and defunct agencies under the Privacy Act. Comments on the rule are due no later than August 6, 2001. The proposed rule is posted on the NARA Web site at www.nara.gov/nara/pubcom.html.

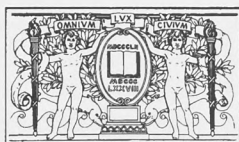
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CLIR Web-Based Tutorials on Preservation

The Council on Library and Information Resources (CLIR) has received a grant from the Henry Luce Foundation to develop Web-based tutorials on preservation and conservation for use in Southeast Asia. The tutorials will enable Southeast Asian archivists, librarians, preservation administrators, and other cultural information practitioners to acquire basic and reliable preservation information, and to develop strategies and responses to preservation challenges distinctive to their climate, culture, resources and content. The initiative will be directed by Anne R. Kenney, SAA past president and current director of programs at CLIR, and John F. Dean, director of Cornell University's Department of Preservation. Project work began in June and the first modules are scheduled for implementation by summer 2002.

National Archives of France

A group of French archivists, historians, researchers and others have formed an alliance to protest the lack of space and funds allotted to the National Archives of France and to petition for the creation of a new "National Archives City" in Paris or its outskirts. The petition, entitled "Manifeste: Une cite pour les Archives nationales," notes that "the recent debates concerning the history of France in World War II or the Algerian War have highlighted the fundamental role of archives in historical reconstruction and national memory. Irreplaceable sources for the writing of history, archives are equally an undeniable social means for French citizens looking to trace their roots or to assert their rights." The manifesto goes on to point out that, given its current funding support, the French National Archives cannot carry out its basic mission to communicate the heritage of France to the public. The petition has so far obtained some 3,000 signatures from working archivists, preservationists, historians, professional associations, and other interested parties. To read and/or sign the manifesto visit www.multimania.com/citearchives/.

Reference Center for Marxist Studies

The Reference Center for Marxist Studies has initiated legal action against the Library of Congress and the Russian State Archives of Social and Political History in the matter of the microfilming of the records of the Communist Party USA, 1919-1944. Based in New York City, the Reference Center for Marxist Studies is the custodian of the library, records and other documentation of the CPUSA. The Library of Congress partnered with the Russian State Archives of Social and Political History in filming and making available CPUSA records that had been sent to the Soviet Union for safe-keeping during the years prior to World War II. (See World View, March/April 2001.) The Reference Center for Marxist Studies contends that the papers in question are the legitimate property of the CPUSA, that the Russian government holds the records without warrant, and that the Library of Congress has published

said papers without permission of or consultation with the Communist Party.

In a letter to Dr. James Billington, Librarian of Congress, Mark Rosenzweig, director of the Reference Center for Marxist Studies, said, "These papers are, it should strongly be emphasized, the papers of a legitimate, continuously existing and still functioning organization and there has been, as far as I know, no consultation with the CPUSA about the disposition or further distribution of its records from 1919 through 1944 . . ."

Responding to Rosenzweig in a letter dated April 18, 2001, Associate Librarian for Library Services Winston Tabb, explained that, in microfilming the American CP records, the Library of Congress was operating in accordance with its Foreign Copying Program. Inaugurated in 1905, this program obtains copies of American records held by foreign archives. "In late 1992 when the Library [of Congress] learned that a formerly closed Moscow archives, the Russian State Archives of Social and Political History (RGASPI from its Russian initials), held 'Fond 515,' a collection of records of the CPUSA from its origins to 1944, we initiated our efforts to obtain copies of these documents for American researchers. Fond 515 does not contain any post-1944 materials. Under Russian law, Fond 515 is Russian state property, and RGASPI itself is a Russian government agency."

Rosenzweig has said that the goal of his organization's legal action is the return of the Communist Party records to the United States and participation in their disposition and distribution.

British Library

The British Library has launched a new planning document entitled *New Strategic Directions*. The document outlines key proposals for access and collections and shows how the library's three enabling strategies—which focus on users, partnerships, and Web-based technologies—support these proposals. Accompanying the document is a consultation survey form to be filled out by readers and ultimately incorporated into the library's planning process. To review *New Strategic Directions* visit www.bl.uk.

Managing Web Resources for Persistent Access

The National Library of Australia has just produced a set of guidelines called *Managing Web Resources for Persistent Access* (<http://www.nla.gov.au/guidelines/2000/persistence.html>) designed to assist those responsible for the management of online materials to ensure that links made to those resources continue to work.

The guidelines provide advice on determining the categories of resources that require persistent access and systems for managing persistence such as redirects, resolver databases, or persistent identifier services. The guidelines also provide information on how to organize a Web site to reduce the need to move material around, and to keep older material accessible.

President's Message

continued from page 3

see as our core values and functions in society, but to redraw the boundaries so that more and more people see us as a good and useful place to be to grapple with the issues that we think are important.

Through this process we developed ten potential objectives including ones having to do with standards, our international role, leadership development, publications and funding. These are all important and valuable and they will be worked on. But rising to the top of our concerns were the consensus objectives: issues of membership, the work of the archivist, and education.

Clearly, the success of the organization is a function of membership. We need to expand and we need strategies to market SAA to both core constituencies who are not now members and to broader segments of our potential membership. Integral to this is improving the effectiveness of our leadership and staff communications so that we have a better understanding of the needs and expectations we must meet to grow.

While this speaks to the organization, we need to speak to the profession as well. It is increasingly obvious that our environment is changing and that its not technology alone that is responsible. We perceive that we are on the brink of a new paradigm in our work environment and that archivists need to adapt. We need new skills and new understanding and we think it should be SAA that leads the way to prepare us to meet these changes.

Naturally, education in all its dimensions is the key. Perhaps the most dramatic way we can help our current members is through continuing education. We need new delivery mechanisms that bring courses to members at their convenience and we also need new courses that speak to the growing prevalence of archivists who are products of graduate educational programs in archival science.

These are the tasks that seem critical to us. We are now developing action plans, which we can implement over the next several years in these areas. The planning process we completed recently in Chicago was a dramatic and refreshing restart to moving SAA ahead and to keeping it a leader in the archival profession. ♦

SAA Pre-conference Workshops

continued from page 5

0115: Marketing and Archives

"Business archivists and others who want to gain the attention of researchers and other users should give this workshop a try...."

"This topic is not covered in graduate school, yet it is essential to the 'lone arranger' or anyone in the field of archives administration ...archival administration is more than just the preservation and conservation of materials, i.e., marketing, fundraising, budgeting, etc."

"Optimizing access to valued records is essential...this workshop is a big step towards that goal."

This is a new workshop; SAA looks forward to your testimonials!

0116: Archivist: Understand Your Personality Type and Make a Difference

"This workshop would provide archivists with a useful tool for personnel and patron management."

What participants found most valuable:

- I never knew how my personality preferences could affect the way I function professionally.
- A new appreciation of myself.
- Armed with this information I anticipate better interaction with the people I work.
- Wish I had this understanding of my type earlier in my life.

0117: Oral History: From Planning to Preservation

"Knowledge of oral history is important for all archivists...this will provide understanding of a tangential field often used to supplement archival work."

What participants found most valuable:

- The role-playing interview situation with problems that could arise.

- Equipment discussion was very useful because it was current.
- How to clarify situational problems in developing oral history projects.
- Care and management of oral history collection.
- I now have the confidence and drive to revitalize our oral history program and eliminate the risk of losing more valuable history.
- Makes me want to get out and start interviewing.

Setting the Standard

Throughout our conversations with you, quality kept surfacing as one of the main reasons for attending SAA continuing education workshops:

- Quality of the faculty....seasoned archivists who are experts in their field, who continually update their knowledge and, in extension, SAA workshops. What's more, they are dedicated teachers who care about conveying learning to workshop participants.
- Quality of materials....starting with the manuals that are produced specifically for each workshop to the publications that are included in the workshop fees, e.g. *EAD Tag Library*, *EAD Application Guidelines*, and the *Manual of Archival Security*, etc.
- Quality of co-sponsors...liking the entities we accepted for co-sponsorship, the facilities and expertise they provided, as well as the collegial atmosphere they created.
- Quality of interaction with SAA staff... striving to give participants timely and comprehensive information on the what/where/how on all components of the workshop and willingness to go the extra mile to ensure and excellent workshop experience.

We hope that we did whet your appetite. For details on the workshops or to register, go to www.archivists.org/prof-education. ♦



2001 CALENDAR

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.

August 27-September 2

Society of American Archivists 65th annual meeting and pre-conference workshops in Washington, DC, at the Hilton and Towers. Details at www.archivists.org/conference/.

September 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.

September 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 10-14

"Workshop on the History and Treatment of Works with Iron Gall Ink" at the Museum Support Center, Smithsonian Institution, Suitland, Maryland. This three-day course (offered twice in one week for two 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, 2001, or until the course is filled with qualified applicants*; cost: \$400. *Registration deadline for the interim day of lectures only is August 29, 2001*; cost: \$75. Please contact Mary Studt, studtm@scmr.si.edu or 301/238-3700 x149 for further information and application materials.

September 12-13

"E-Learning At-A-Glance: Investing in the Digital Workforce" will be held in Washington, D.C. at the Ronald Reagan Building. For information see: www.e-gov.com/e_learning/.

September 12-15

American Association for State and Local History annual meeting in Indianapolis, Indiana. Theme: "Our Cultural Heritage: Community Partnerships for the Future." Visit www.aaslh.org or contact the AASLH office at 615/320-3203 or norris@aaslh.org.

September 14-18

"Libraries (and Archives) without Walls 4: The Delivery of Library Services to Distant Users: Distributed Resources-Distributed Learning" will be held on the Aegean Island of Levos, Greece under the sponsorship of the Centre for Research in Library and Information Management. Contact cerlim@mmu.ac.uk (e-mail) or fax: +44 (0) 161 247 6979 in Manchester, UK.

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. www.arsc-audio.org or www.llgc.org/uk/iasa/.

October 1

Deadline to apply for MARAC's Leonard Rappaport Modern Archives Institute Scholarship, providing up to \$565 to cover tuition for one individual to attend the winter Modern Archives Institute. See www.lib.umd.edu/MARAC/maraccon.html or write Diane Shaw at shawd@lafayette.edu.

October 1

Deadline for applications for the Midwest Archives Conference's Louisa Bowen Memorial Graduate Student Scholarship. The \$500 scholarship is designed to provide financial assistance to a resident or full-time student of the MAC region and to encourage the study of archival administration. See www.midwestarchives.org.

October 10-13

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

October 18-20

Midwest Archives Conference (MAC) fall meeting in Indianapolis, IN.

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, tcrow@lva.lib.va.us or see the Website at www.lib.umd.edu/MARAC/.

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.

November 1

Deadline for pre-conference workshop proposals for the 2002 Society of American Archivists annual meeting in Birmingham, Alabama. Contact Solveig DeSutter and Patti O'Hara at SAA, 527 S. Wells, St., 5th Floor, Chicago, IL 60607; 312/922-0140; education@archivists.org.

November 1

Deadline to register for the winter "Modern Archives Institute," of the National Archives and Records Administration, Washington, DC. \$565. Contact: Modern Archives Institute, Professional Development and Training (PDT), National Archives and Records Administration, Room 3110, 8601 Adelphi Road, College Park, MD 20740-6001.

November 6-10

The Association of Moving Image Archivists (AMIA) will hold its 11th Annual Conference at the Portland Marriott Downtown in Portland, Oregon. For details, visit www.amianet.org/04_Annual/Annual.html

November 7-11

"International Foundation for Cultural Property Protection (IFCPP) Annual meeting" to be held in Dystone, CO. Focuses on emergency preparedness, security, protection, visitor services, and litigation avoidance. See www.ifcpp.com or e-mail rob@ifcpp.com.



December 3-5

"School for Scanning: Florida Issues of Preservation and Access for Paper-Based Collections" in Delray Beach, Florida. Presented by the Northeast Document Conservation Center and co-sponsored by the Southeast Florida Library Information Network (SEFLIN), and SOLINET. This conference provides a rationale for the use of digital technology by managers of paper-based collections in cultural institutions. Specifically, it equips participants to discern the applicability of digital technology in their given circumstances and prepares them to make critical decisions regarding management of digital projects. Although technical issues will be addressed, this is not a technician training program. Administrators within cultural institutions, as well as librarians, archivists, curators, and other cultural or natural resource managers dealing with paper-based collections, including photographs, will find the "School for Scanning" conference highly relevant and worthwhile. An audience of 200 or more attendees is expected. **Early bird registration (postmarked on or before 10/19/01):** \$325. **Late registration (deadline 11/09/01):** \$400. Participants will be responsible for all of their travel, meals, and lodging costs. A complimentary continental breakfast will be provided each morning at the conference site. For information about special hotel and airline fares, see the registration information at www.nedcc.org. Registration applications will be accepted on a first-come, first-served basis. For more information on registration for "School for Scanning: Florida," and a detailed agenda, visit www.nedcc.org. Questions specifically concerning registration procedures and information should be directed to Ginny Hughes at ghughes@nedcc.org.

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

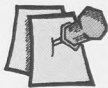
Depression, flood control, soil conservation, and tribal affairs. At least one collection provides insight on women in American politics. The center's collections are described on its Web site at <http://www.ou.edu/special/albertctr/archives/> and in the publication titled, *A Guide to the Carl Albert 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.

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. **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.



New Archival Research Fellowship Program

The Massachusetts Historical Society, Massachusetts Institute of Technology, Northeastern University, Schlesinger Library at the Radcliffe Institute, and WGBH Educational Foundation were awarded \$143,000 over three years by the National Historical Publications and Records Commission, the funding arm of the U.S. National Archives and Records Administration, to manage a new, non-residential archival research fellowship program. Up to five projects of \$10,000 each in June 2002 and June 2003 will be awarded (pending final funding from the NHPRC) to enable fellows to conduct research and write about a topic of importance to the archival profession. Proposals concerning electronic records will be considered a higher priority than others. In June 2003 and June 2004, fellows will present their findings in Boston at a symposium which will be open to all who are interested in attending and will engage a broad spectrum of individuals from related disciplines in lively discussion. The project was conceived to advance both basic and applied research and to encourage broad participation in the research process, enabling archivists, curators, and information specialists who work full-time under a 12-month contract the flexibility to conduct research. As complex issues may benefit from teamwork, collaborative research projects will also be considered for funding. Candidates for the fellowships will be drawn from practitioners in the archival, manuscript, historical, library, records management, information science, and other information communities as well as from professions in related disciplines. Project funding is to be administered by the Massachusetts Historical Society. Application materials will be available July 1 at www.archivists.org or by contacting Brenda Lawson at the Massachusetts Historical Society, 1154 Boylston Street, Boston, MA, 02215; 617/646-0502; blawson@masshist.org. The project Executive Board consists of Brenda Lawson (Massachusetts Historical Society), Megan Sniffin-Marino (MIT), Joan Krizack (Northeastern University), Kathryn Jacob (Schlesinger Library/Radcliffe Institute), and Mary Ide (WGBH).

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

Recording Academy Grants

The National Academy of Recording Arts & Sciences, Inc., also known as the Recording Academy, awards grants to organizations and individuals to support efforts that advance:

- 1) archiving and preservation of the musical and recorded sound heritage of the Americas;
- 2) research and research implementation projects related to music teaching methodology in early childhood and the impact of music study on early childhood development; and
- 3) medical and occupational well being of music professionals.

Priority is given to projects of national significance that achieve a broad reach and whose final results are accessible to the general public. Grant amounts generally range from \$10,000-\$20,000. For projects of particularly broad scope or importance applicants may request support in excess of the standard guidelines. The Recording Academy reserves the right to award each grant on a case-by-case basis. Grant requests may span a time period from twelve to twenty-four months. The grant application is available online at <http://www.GRAMMY.com/grantprogram>. Applicants must use the current grant application only.

Reynolds Associates Research Fellowships

The Reynolds Associates in conjunction with the Historical Collections Unit of Lister Hill Library, University of Alabama at Birmingham, are pleased to announce the availability of short-term grants of up to \$1,000 to those engaged in research projects for the 2002 calendar year relating to one or more aspects of the history of the health sciences. Applicants should submit an outline of the proposed project along with an abstract (not to exceed 250 words) stating its general scope and purpose. All proposals must be accompanied by a budget listing travel and other attendant expenses, length of anticipated visit, brief curriculum vitae, and two letters of recommendation (preferably from individuals familiar with the nature of the applicant's research

and scholarly interests). **All materials must be submitted by December 31, 2001 to receive consideration.** Awards will be announced by February 28, 2002. Successful applicants will be expected to deposit a copy of the finished, manuscript, thesis, dissertation, or published work with the Historical Collections Unit. The Historical Collections of Lister Hill Library comprise the Alabama Museum of the Health Sciences, the University Archives, and the Reynolds Historical Library. The museum holds equipment, instruments, and objects that represent the history and development of the health sciences. Among its featured holdings are the Nott pathological specimens, nineteen wax anatomical models purchased by Dr. Josiah Nott (1804-1873) and originally brought to Mobile, Alabama in October of 1860. The scope of the collection includes, but is not limited to the fields of medicine, nursing, ophthalmology, dentistry, public health, and allied health. The archives contain over 1,500 linear feet of processed materials relating to the medical school of the University of Alabama, the University of Alabama at Birmingham, the Alabama health science community, and other primary resource materials that include personal papers and an extensive collection of photographs. The Reynolds Library contains historical materials relating to medicine and its allied sciences. The core of this library comprises the 5,000 titles collected by Dr. Lawrence Reynolds (1889-1961) and officially transferred to UAB in 1958. Included in his original library are some 30 incunabula dating from the 14th century and other medical classics. In addition, the Reynolds Library contains an extensive and growing collection in Civil War medicine, significant holdings relating to the famous Ohio Valley physician Daniel Drake (1785-1852), complete transactions for the Southern Surgical Association dating from 1888, and many other valuable research materials. For further information on the collections, prospective applicants are invited to visit the Historical Collections Web site at www.uab.edu/historical/. Send applications to: Katie Oomens, LHL 301, UAB, 1530 Third Ave S., Birmingham, AL 35294-0013.

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 recipients 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: John Murphy, University of Arizona Library Special Collections, P.O. Box 210055, Tucson, Arizona 85721-0055, murphyj@u.library.arizona.edu.

CALL FOR PAPERS

ARSAG International Symposium

The Fourth ARSAG International Symposium, "Preservation in the Digital Age," May 27-30, 2002, Paris, France, will focus on the relationships between digitization and preservation of cultural heritage. The arrival of new communication and information technologies within cultural institutions has resulted in a modification of numerous practices. If digitization has allowed considerable advances in the access and the management of collections, many questions pertaining to preservation are still pending. Ten years of practice has witnessed the emergence of problems that affect all participants in the field. Please visit www.crcdg.culture.fr to find a list of main topics on which we would like to receive contributions. Authors wishing to present a paper or a poster should send a summary (500 words), in French or English, to Sibylle Monod at monod@mnhn.fr.

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Race to the Fall Meeting
At the Crossroads of America

Indianapolis, Indiana
October 18-20, 2001



IUPUI University Photograph Collection



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.



ARCHIVES & RECORDS MANAGEMENT MANAGER

Habitat for Humanity International (HFHI)
Americus, GA

Habitat for Humanity International (HFHI), a nonprofit, ecumenical, Christian housing organization has an immediate opening for an Archives & Records Management Manager located at HFHI international headquarters in Americus, GA. Position Responsible for managing the records management and historical archives programs at HFHI. Must have a bachelor's degree in library science, history, or social studies with archival component or equivalent experience and a minimum of four years progressive related experience in managing archives and records programs. Knowledge of electronic records management a plus. Full-time benefits include health/life/disability insurance, retirement plan, paid time off and paid sick leave. For immediate consideration, please send your resume and cover letter, please indicate job code #488AA on all correspondence to: E-mail: hrstaffing@hfhi.org; Fax: 229/924-0641. For more information on this and other Habitat job openings visit our Web site at www.habitat.org.

ARCHIVIST

New York, NY

Large business corporation, which is developing professional records management program, is seeking a highly qualified professional to manage newly created archival program. Reporting to the Corporate Records Manager, you will work closely with the corporation's Records Advisory Committee to develop policies and procedures relevant to the archival program; manage the corporate archives, including maintenance of environmental standards for archival storage and preservation of records on all media; conduct appraisal of corporate records to identify records requiring archival management; arrangement of collections, and development of finding aids; provide assistance to all staff requiring research in the archival records.

Qualifications: Minimum master's degree in history, library and/or information science, or a related field, with course work in archival theory and methodology, or equivalent experience. Minimum five years full-time professional archival responsibilities is also necessary. CA preferred. New York City residency required within 90 days of employment. Women and minorities encouraged to apply. We offer a salary commensurate with experience, excellent benefits, pension plan and 403 (B). EEO. Please forward your resume and salary history to: P.O. Box 1723, Job Code ARCH, New York, NY 10017.

ARCHIVIST

ACE USA

Philadelphia, PA

Responsibilities: Develop and implement overall collection priorities. Negotiate with records creators to ensure timely and regular transfer of records to archives. Periodically analyze collections and collection policy in the light of customer usage and understanding of the company and its businesses. Appraise, arrange, and process records of all formats as efficiently and cost-effectively as possible. Develop and implement procedures for control of and access to the records. In particular, develop databases and finding aids that will give comprehensive and detailed information of the collections in order to provide a better service to customers. Provide ACE staff with accurate and timely reference and research services: analyze customer requests, develop research strategies to provide information that is pertinent and comprehensible. Develop search tools for limited customer access to databases. Provide reference service to outside researchers when appropriate.

Participate in professional associations to remain informed and proficient in rapidly changing archival practices and maintain professional certifications. Maintain broad contacts with other repositories, particularly business archives. Manage active business of INA perpetual policies: cancellation of policies, coordination with customers and insurance professionals. Manage facility to ensure access/preservation of records and work with a separate company archivist in administration of shared facility.

Qualifications: Master's degree or equivalent in history/research-oriented field or information science. Education/training in archives management; CA (certified archivist) designation or equivalent. At least five years as an archivist. Knowledge of and ability to apply methods of historical research and analysis. Experience and knowledge of archival practice in a business setting. Excellent oral and written communication skills. Ability to lift 40 pounds. Experience with database development and implementation; knowledge of Inmagic/DB Textworks and Word a plus. **Salary:** \$39,000-\$49,000. **Contact:** careers@ace-ina.com.

ARCHIVIST

The Barnes Foundation

Merion, PA

The Barnes Foundation is seeking an archivist to accomplish the following duties on a permanent, full-time basis: archival management, records management, preservation and arrangement of archival materials for a collection of



approximately 400,000 documents and photographs. The archivist reports directly to the executive director and CEO. Qualified candidates will possess: ALA-accredited M.L.S. degree with specialization in archives administration or ACA certification as a professional archivist or an equivalent combination of education and experience; advanced academic training in art history, with specific focus on 19th and 20th century American and French painting a plus; minimum two years' experience arranging and describing archival materials; ability to work independently and manage highly sensitive material in a confidential and secure manner; and familiarity with legal and business records; knowledge of current archival arrangement and description standards including experience in creating finding aids and original collection level cataloging records implementing relevant descriptive standards (AACR2, APPM); knowledge of computer applications in archives, including word processing, databases, USMARC, EAD and scanning; strong written and verbal communication skills, strong organizational skills, attention to detail, excellent problem solving and interpersonal skills and demonstrated commitment to excellence. For more information on The Barnes Foundation, visit our Web site at www.barnesfoundation.org. Applicants should send a resume and three references to: Kimberly Camp, Executive Director and CEO, The Barnes Foundation, 300 North Latch's Lane, Merion, PA 19066. Materials may also be faxed to: 610/664-4026.

ARCHIVIST

Beverly Hills, CA

A thoughtful and responsible professional archivist is sought to survey, process and accession personal papers, photographs and business records, (much of historical value), prepare file inventories, and re-house event files into event books for an important and high-profile individual. Applicant should have at least five years professional archival experience, experience with collection management systems, be able to identify preservation issues, needs and techniques, and have current knowledge of database construction and maintenance. Excellent written and oral communications skills required. Applicant must be dependable and discrete. Full-time position. Please direct resume/salary requirements to: Nancy Davidson, 360 North Crescent Drive, Beverly Hills, CA 90210.

ARCHIVIST

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

Archivist Search Reopened. Department of the Library, College of Staten Island/CUNY seeks

candidates for anticipated tenure-track position as Instructor or Assistant Professor in the Library, beginning September 2001. **Required:** ALA-accredited M.L.S. with appropriate second master's degree required for appointment as Assistant Professor. Proficiency in electronic records and background in New York history or politics preferred. Responsibilities include developing, implementing, and maintaining the College's archives and special collections, with emphasis on Staten Island politics and history; establishing collections policy and actively building holdings related to Staten Island since the mid-20th century; and reference desk service. The successful candidate will be expected to perform department and college service and engage in an active and productive research agenda. **Salary range:** Instructor: \$37,683 to \$48,284; Assistant Professor: \$42,162 to \$57,049, commensurate with qualifications. Review of applications will begin immediately and continue until the position is filled. Send a letter of application with a curriculum vitae, and the names, addresses, and telephone numbers of three references to: Professor Raja Jayatilleke, Chair, Library Search Committee, College of Staten Island/CUNY, 2800 Victory Blvd., Room 1L-106, Staten Island, NY 10314. EEO/AA/ADA employer.

ARCHIVIST

*Columbia University
New York, NY*

Archivist with Special Responsibilities for the Photo Collections, Officer, Grade 10, Columbia University Archives and Columbian Library, Morningside Campus, New York City. Continuation of a grant-funded position, closely allied to the university's 250th anniversary celebration in 2003-04. Reports to the Director of University Archives—Columbian Library. The archivist has responsibility for completing the arrangement and description of the large collection of photo positive and negative images, including developing standardized subject and name headings using AACR2 and APPM2; re-folding images to both folder and item level; describing the images in inventories and AMC records. Will serve as primary reference archivist for the collection, will participate in training and supervising student workers, and will interact with the Columbia University Libraries' Conservation Laboratory as necessary regarding preservation problems and issues. Will plan for digital preservation and reformatting, and look for funding opportunities. Other archival tasks and repository responsibilities as assigned by the Director. **Qualifications:** Bachelor's degree required, with two to three

years of archival experience with historical photographs, familiarity with AACR2, APPM2, and the USMARC:AMC format. **Desirable but not required:** M.A. in history or related subject or M.L.S. Experience in word-processing, database management, and digital imaging software; knowledge of SGML/EAD a plus. Good writing and interpersonal skills and the ability to work independently are required. Ability to lift a forty-pound record carton is highly desired. Minorities are especially encouraged to apply. **Qualified applicants should send resumes to:** Dr. Marilyn H. Pettit, Director, Columbia University Archives and Columbian Library, 210 Low Memorial Library, 535 W. 116th Street, New York, NY 10027; fax 212/854-7320.

ARCHIVIST

*The Historical Society of the Town of Greenwich
Bush-Holley Historic Site
Cos Cob, CT*

Mid-sized historical society seeks individual to administer the William E. Finch, Jr. Archives located at Bush-Holley Historic Site, a National Historic Landmark museum. The archives collections (approx. 1,000 linear feet and growing) document Greenwich history (1640-2000) and the Cos Cob Art Colony (1890-1920). Prefer individual with M.L.I.S. or with B.A. in history and demonstrated knowledge of archival theory and practice. Requires minimum of two yrs. f/t archives experience and ability to set archives policies and procedures and willingness to supervise volunteers in inventorying and description projects. Research, editing, computer and communication skills must be excellent. Base salary \$36,000-\$40,000, commensurate with education and experience. Send letter and resume to: Executive Director, The Historical Society of the Town of Greenwich, 39 Strickland Road, Cos Cob, CT 06807.

ARCHIVIST

*March of Dimes
White Plains, NY*

To accession, process, and provide reference services to all March of Dimes archival collections including manuscripts, photos, and film. Acquire archival material, process material creating finding aids and provide reference to the March of Dimes archival collections. Work with Archival Advisory Committee, retirees, and long-term volunteers to facilitate material donation and oral histories. Supervise grant workers and work with consultants as applicable. **Qualifications required:** Master's degree or equivalent in archives/history; 2-4 years experience in similar position; archival certification a



plus; knowledge of InMagic and Microsoft Word a plus; ability to handle multiple projects, with good interpersonal skills. **To apply, contact:** Recruiter, March of Dimes, 1275 Mamaroneck Avenue, White Plains, NY 10605; 914/997-4499; fax 914/997-4479.

ARCHIVIST

*Mary McLeod Bethune Council House NHS
National Park Service
Washington, DC
GS-9/11 (\$36,656-\$57,656)*

The Mary McLeod Bethune Council House NHS, Washington, D.C., will be advertising for an archivist in the near future. The collection focuses on African-American women, with a particular emphasis on the National Council of Negro Women, Inc. and African-American women's organizations. We are particularly interested in an experienced archivist able to manage a one-person operation. The vacancy announcement will be posted at www.usajobs.opm.gov. Within the Web site—go to "agency job search" and then to "Interior Department, National Park Service." See www.nps.gov/mamc for more information regarding the collection. Diann Jacox 202/673-2402.

ARCHIVIST

*The Rakow Research Library of the
Corning Museum of Glass
Corning, NY*

Newly established professional position responsible for access to and preservation of archival materials for prestigious research library. Develops policies and procedures for processing, care, and use of the library's archival collections; organizes and creates finding aids for the collections. Successful candidate will possess ALA-accredited master's degree, minimum two years' professional archival experience and experience with computer applications for archival collections. Knowledge of one or more foreign languages desired. Excellent salary and benefits and some relocation assistance offered. E-mail resume and cover letter to corradined@cmog.org or send to: HR Manager, The Corning Museum of Glass, One Museum Way, Corning, NY 14830; fax 607-974-8470. An Equal Opportunity Employer.

ARCHIVIST OR INTERN ARCHIVIST

*Encinitas Historical Society
Encinitas, CA*

Archivist will catalog by computer and hard copy, news clippings, photos, diaries, maps, oral histories, videos, and books. The collection is not large. Volunteers would be available. We will

seek a grant for salary, material, and equipment. Initial planning grant will offer \$500 for salary and material through a small City grant. A larger grant will be sought through a foundation that the Society is now seeking. **Contact:** Lloyd O'Connell, Encinitas Historical Society, 949 Bolus Ave., Encinitas, CA 92024; 760/753-5726, lloyd@cts.com.

ARCHIVIST/MANAGER

*Onondaga Historical Association
Syracuse, NY*

Onondaga Historical Association, a private county historical organization founded in 1862, seeks a Manager for its Research Center, a facility with a 2,000,000 item archival collection and specialized library. The position requires familiarity with archival methodology and strong organizational and strategic planning skills. The position emphasizes the development and implementation of a processing plan for an extensive collection backlog, development and implementation of a preservation plan, and the ability to provide leadership for a planned relocation of the Research Center into a new facility. The position is also responsible for managing acquisitions, grant solicitation and project oversight, managing technology information, and supervision of interns and public service staff. The Research Center Manager is a senior position in a staff of 12. Salary is mid to high 30s plus excellent benefits. **Qualifications:** Prefer master's degree in archival administration, library science, museum studies, or equivalent archival training and experience. Ability to problem solve, handle multiple tasks, and work within strategic plans and a team environment essential. **To apply:** Send letter, resume, and a list of three references to: Director, OHA, 321 Montgomery Street, Syracuse, NY 13202. EOE.

ASSISTANT REFERENCE LIBRARIAN

*Association of American Medical Colleges
Washington, DC*

The Association of American Medical Colleges (AAMC), the national organization representing U.S. medical schools, teaching hospitals, and professional medical faculty societies seeks an assistant reference librarian. Working closely with the reference librarian in a two-person library, the information professional will participate in overall goal setting, strategic planning, and assist with Reference Center services. The individual will also develop and maintain the archives, facilitate association-wide records management, answer reference questions, and conduct research in organizational records, fee and free online databases. Other duties include

actively promoting the archives in the organization, updating Intranet pages, and developing and delivering orientation and instruction.

Qualifications: ALA-accredited M.L.S. or comparable requirement. 1-3 years' experience or equivalent combination of education and experience. **Salary:** mid \$30,000s-mid \$40,000s. To apply, send resume, cover letter and salary requirements to: AAMC, Attn: HR 668, 2450 N Street NW, Washington, DC 20037; fax: 202/862-6212; e-mail: recruitment@aamc.org. EOE/AEE.

CORPORATE ARCHIVIST

*Blue Cross and Blue Shield of Florida
Jacksonville, FL*

Think you know us? Think again. Think IT. Blue Cross and Blue Shield of Florida has been around for more than 50 years. But when you think of us, don't just think health care. Think dynamic career opportunities. **CORPORATE ARCHIVIST:** Responsibilities include creating and managing the BCBSF Archives Program. The Corporate Archivist will design the process to capture and provide access to 60 years of historical documents, photos and other memorabilia and will develop policies to ensure current and future company information reflecting organizational changes and enterprise-wide activities and initiatives are documented. Strong focus on developing web/online access to these collections—including digitization of a large photo collection. Design, select and implement a system architecture to support an electronic archives. Implement and manage processes for capturing and managing current and historical internal knowledge to create a corporate memory—a readily accessible fund of useful knowledge about how and why the organization has done things. Coordinate communications and training to increase users' acceptance of changes associated with valuing past internal knowledge as a valued business practice. Maintain and manage technical infrastructure of electronic Corporate Archives. Requires knowledge of archival concepts, methodology and techniques. Experience in designing and managing an electronic archives system. Understands how to use digital archives standards and is familiar with available software applications. Experience creating descriptive metadata and taxonomies. Thorough knowledge of cataloging, indexing and documentation standards. Excellent written, oral communication and public speaking skills. Ability to independently interact with customers and staff through senior management levels. Experience working in a team setting. Ability to lift and move boxes weighing up to 30 lbs.



Experience with MARC-AMC Data preferred.
For consideration, forward your resume to:
Blue Cross and Blue Shield of Florida, Inc., Human Resources, Source Code: SAAB1270RS, 4800 Deerwood Campus Parkway, Jacksonville, FL 32246; or fax to 888/310-4797. For more information, call our Job Line at 800/477-3736 ext. 5BLUE, or visit our Web site at www.bcbsfl.com. EOE M/F/D/V.

DIRECTOR OF ARCHIVES

YIVO Institute for Jewish Research
New York, NY

The YIVO Institute for Jewish Research invites applications and nominations for the position of Director of the Archives. The YIVO Institute for Jewish Research was established as the *Yidisher visnshaftlekher institut* (Yiddish Scientific Institute) in Vilna, Poland, in 1925. Relocated to New York City in 1940, YIVO co-founded the Center for Jewish History in 1995, and in 1999, became the first of five Jewish research and cultural organizations to move into the center's new complex at 15 West 16th Street in Manhattan. Collecting materials documenting the life and creativity of East European Jewry has been a major focus of YIVO's mission since the institute's inception. The approximately 1,400 record groups that make up the YIVO Archives occupy over 10,000 linear feet of shelf space and consist of over 22,000,000 documents. These collections consist predominantly of organizational records, manuscripts, correspondence, and printed materials. The archives also holds photographs, films, videotapes, sound recordings, art works, and artifacts, most of which have been organized into the following special collections: Music Collections, Sound Archive, Photographic Archive, Film Archive, and Art and Artifacts Collection. The primary languages of the documents are Yiddish, English, Hebrew, Russian, Polish, French, and German. The collections, while covering a wide range of topics relating to Jewish history and culture around the world, concentrate on four main areas: East European Jewish history; history of the Jews in the United States; Yiddish language, literature, and culture; and the Holocaust. In 1992, YIVO acquired the Bund Archives, one of the foremost Jewish collections specializing in the history of the socialist and labor movements. The Director of the Archives is responsible for the leadership and management of the department and is charged with overseeing accessioning, processing, cataloging, preservation, and access to materials; supervising collection development, automation, and preservation projects, and other initiatives designed to safeguard and

provide improved access to collections; initiating grants related to archival needs and supervising their realization; and administering the departmental budget. The Archives Director will lead a staff of 10 in developing a shared vision for reference services and collection development; overseeing the ongoing implementation and assessment of initiatives that support that vision; analyzing and reshaping the archives' services and policies in response to the needs of YIVO's clientele; and playing a leading role in Center-wide projects and committees. He/she will also be expected to develop strategies for increasing scholarly use of the collections and boosting public awareness of the archives. The successful candidate will have demonstrated abilities in leadership and fiscal management, at least 5 years administrative experience in a research archives, proficiency in Yiddish, a reading knowledge of Hebrew and a Slavic language, a background in East European Jewish studies, and experience in processing manuscripts and other archival materials. Familiarity with digital archives trends and developments is preferred. Availability as of September 1, 2001, is desired, if possible. Salary and benefits are highly competitive. Send nominations and letters of application to: Search and Screen Committee, c/o Dr. Carl J. Rheins, Executive Director, YIVO Institute for Jewish Research, 15 West 16th Street, New York, NY 10011-6301. Applications will be reviewed until the position is filled. YIVO is an EOE.

DIVISION COORDINATOR, LIBRARY AND ARCHIVES

Missouri Historical Society
Missouri History Museum
St. Louis, MO

The Missouri Historical Society seeks a Division Coordinator. The position requires responsibility for the management, execution and coordination of project-related activities of three departments—Library, Manuscript Archives and Still and Moving Image Archives. The incumbent will hold responsibility for the administration of all staff within Division's departmental areas. Direct reports will minimally include head of the Library, head of the Manuscript Archives, head of Still and Moving Image Archives and an administrative assistant. **Other principal responsibilities will include, but are not limited to the following:** Manage Divisional budget and Departmental expenditures; preside over Divisional meetings; maintain active regional and national contacts/affiliations with professional organizations, representing MHS as required; ensure opportunities for professional staff developments are pursued as necessary;

maintain daily functions and operations of Library and Archival public service delivery; develop and implement strategies for enhanced public access services. Experience working on multiple projects. Ability to lead and administer teams. Ability to write and implement grant-related projects. Knowledge of museums systems and general museum practices. Ability to implement policies to streamline operations and obtain effective action. Ability to conduct research, publish materials which pertain to MHS research and community initiatives. Advanced degree in related discipline (Library Science, Archival and/or Media, History, American Studies, Material Culture) preferred. Submit letter of interest including salary requirements and resume to: Human Resources, Missouri Historical Society, PO Box 11940, St. Louis, MO 63112-0040.

EDITOR

Society of Georgia Archivists

The Society of Georgia Archivists invites applications for the position of editor of *Provenance*, the annual journal of the Society. The new editor's responsibilities begin with the 2002 issue. Applicants must have knowledge of archival issues and philosophies, familiarity with the literature of the profession, and demonstrated writing and editorial skills. Attendance at the Society of American Archivists annual meeting and institutional support for release time, supplies, postage, and telephone use are desirable. The editor recommends editorial board members and their terms; the SGA executive board makes editorial board appointments based on these recommendations. The editor appoints and works with the editorial staff and has overall responsibility for journal content, literary quality and style. Editor's duties include solicitation, selection in cooperation with the editorial board and staff, and final approval of articles and other content; work with the authors on necessary revisions; planning issues; and overseeing production of the journal. The editor also serves as an ex-officio member of the SGA executive board which meets four times a year. Send letters of interest with resume to: Susan E. Dick, Georgia Historical Society, 501 Whitaker Street, Savannah, GA 31401; or e-mail: sdick@georgiahistory.com.

FINDING AIDS CONVERSION COORDINATOR

Harvard University
Houghton Library
Cambridge, MA

The Houghton Library is the primary manuscript and rare book repository for the Harvard College Library, with holdings of more than 10



Director of Special Collections

Rice University, Houston, TX

The Fondren Library, Rice University, seeks an experienced, energetic and innovative Director of Special Collections to administer rare and special book collections, manuscript collections, and the Rice University archives. The Director is responsible for planning and managing projects which will link traditional manuscript, archives and book processing and service activities with digital initiatives, including the conversion of finding aids to electronic media. This position also explores new methods of research support and outreach using special collections materials and incorporation of Special Collections into mainstream user service and instruction. The position reports to the Director of Fondren Library. The successful candidate will have the opportunity to work with the retiring Director during a period of transition.

Responsibilities: The Director of Special Collections is responsible for the planning, organizing, and ongoing support of the work of Special Collections, and for long-term planning and strategic development of the department in support of the fundamental goals of the Fondren Library. This position actively promotes use of the collections by fostering positive donor relationships, encouraging user education, performing community outreach, and utilizing the capabilities of digital technologies for access and preservation of the collections. The Director manages budgeted and specially-allocated funds for the purchase of special collections material, and recommends budget expenditures in all areas reporting to the position, including salary, equipment and travel expenditures, and project-related budgets.

QUALIFICATIONS AND EXPERIENCE:

Required:

- Extensive experience with and knowledge of the arrangement and description of special collections materials, standards of bibliographic control and preservation, and archival principles and practices.
- Knowledge of and experience with using digital technologies in special collections.
- Evidence of strong commitment to public service and the ability to work effectively with faculty, staff, students, and other constituencies in a rapidly changing environment.
- Proven ability to creatively address ambiguities in contemporary library services, with the ability to project longer-term strategies.
- ALA-accredited Master's Degree in Library and Information Studies, Master of Archives Degree, or other appropriate advanced degree.
- Proven ability to solve problems; excellent analytical skills.
- Leadership skills and an ability to reach consensus with diverse constituencies.
- Strong commitment to the development of research collections.
- Excellent written, verbal and interpersonal communication skills.

Preferred:

- Second advanced subject degree.
- Experience planning new or renovated library facilities, including the shifting of special materials.

SALARY AND APPOINTMENT:

Salary/benefits: Salary range \$58,000 minimum, with hiring salary based on experience and education; no state or local income tax; career advancement program; 21 benefit days; 8 study days; TIAA/CREF; flexible benefits plans, including health and life insurance; and tuition waiver.

Environment: Rice University is a private, independent university located on a tree-shaded 300-acre campus a few miles from downtown Houston, near major museums, theatres and the Texas Medical Center. Fondren Library, an ARL library of over 2 million volumes located in the heart of the campus, will soon enter into a major \$130 million building project. The Woodson Research Center, Fondren's department of special collections, contains 30,000 rare and special books; 400 manuscript collections (3225 linear feet), and university archival material (over 1715 cubic feet). Houston is a vibrant, multicultural city, with world-class visual and performing arts ranging from the traditional to the avant-garde. The fourth largest city in the country, Houston enjoys a moderate cost of living and easy proximity to the Gulf Coast. For more information, see <http://riceinfo.rice.edu/Houston/index.html>.

To Apply: Position is available immediately and is open until filled. To apply, send letter of application, resume, and the names, titles, addresses, and telephone numbers and/or e-mail addresses of three references to:

Melinda Reagor Flannery, Assistant University Librarian/Search Coordinator
Fondren Library MS-44
Rice University
P. O. Box 1892
Houston, TX 77251-1892

Inquiries: 713/348-3773 or e-mail: reagor@rice.edu.

RICE UNIVERSITY IS AN AFFIRMATIVE-ACTION, EQUAL-OPPORTUNITY EMPLOYER.



million manuscripts and some 500,000 rare books. The finding aids to be converted were created over the last 60 years, in a variety of formats, and describe collections in the Manuscript Department, the Harvard Theatre Collection, and the Department of Printing and Graphic Arts. The Manuscript Department collects all subjects and periods, with an emphasis on Western languages and cultures. Major collections include: literary manuscripts of all periods and many countries with particular concentration on American, British, and Continental authors; historical archives, including strengths in publishing history, politics, and missionary archives; philosophy and music; photographs, drawings, and paintings; and artifacts. The Harvard Theatre Collection is devoted to the history of theatre and live performing arts, including dance, opera, and musical theatre as well as popular entertainment. The collection includes the papers of many performers, writers, directors, theatres, and performing organizations of significance, as well as posters, playbills, programs, photographs, drawings and designs, portraits, and clipping files. The Department of Printing & Graphic Arts collection documents the development of letterform and all aspects of the art of the book, including design, printing, illustration, and paper. As part of the Harvard University Library Digital Initiative, the Houghton Library has received funding for a two-year pilot project to convert a significant portion of its typescript finding aids for manuscript collections to EAD (Encoded Archival Description); to be added to OASIS, the University's finding aids database <http://oasis.harvard.edu>. Reporting directly to the Curator of Manuscripts, the Conversion Coordinator works with outside vendors for text conversion and EAD encoding; performs quality control; documents conversion encoding practice; creates and edits existing, MARC collection-level records to link to encoded finding aids; supervises part-time student assistants; maintains statistics; and assists in the preparation of quarterly reports. This is a temporary two-year, grant-funded project. **Qualifications:** Bachelor of Arts and experience with EAD required. Accredited M.L.S. and/or formal archival training and/or advanced degree in information and computer science preferred. Knowledge of principles and techniques for intellectual access to archival materials as demonstrated through relevant cataloging and/or archival processing experience, including at least three years' experience in creating finding aids. Must be familiar with MARC format, APPM, AACR2R, use of authority files, and office microcomputer applications. Ability to work independently, meet

production schedules, and maintain high level of consistency and accuracy required. Supervisory experience required. Project management experience desired. **Compensation:** Harvard University offers a competitive program of benefits. Appointment salary is dependent on qualifications and experience. **Available:** Immediately. The review of applications will begin immediately and continue until the position is filled. Interested parties are invited to submit a letter of application addressing position qualifications with a resume and with the names, addresses, telephone and fax numbers of three references to: Resume Processing Center, Harvard University Requisition #9917, 11 Holyoke Street, Cambridge, MA 02138; or apply on line to www.hr.harvard.edu/employment/jobs.html. Harvard University upholds a commitment to affirmative action and equal employment opportunity.

HEAD ARCHIVIST

*Mashantucket Pequot Museum and Research Center
Mashantucket, CT*

The Mashantucket Pequot Museum and Research Center is seeking a Head Archivist to manage Archives & Special Collections. The Museum houses a research collection comprised of, among many things, rare books and manuscripts which document the Mashantucket Pequot Tribal Nation's history, culture and enterprises. Responsibilities of the position include supervising the Archives & Special Collections staff; managing the collection development program; as well as planning, monitoring and implementing the annual budget. The Head Archivist coordinates the Tribal Archives' objectives in conjunction with the Tribal Records Manager. Also, formulates and administers procedures for accessioning, arranging, describing and preserving collections and records in MARC format according to APPM and other descriptive standards. The successful candidate will also oversee development of Archives & Special Collections automation and its integration with other electronic systems in the Museum and manage the program to digitize collections and make them electronically available. Other responsibilities include providing reference service, and conducting outreach to the Tribe and the greater community of researchers. **Qualifications:** Master's degree in library science from an ALA-accredited institution, or M.A. with a concentration in archives administration; 3-5 years' management experience in an archives or research library, including staffing, planning, delegating and budgeting; strong organizational, written and verbal skills. We offer a competitive salary, and a new expan-

sive flexible benefits package featuring life insurance and 401(k) plans. For immediate consideration, send your resume 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; e-mail: vrizzo@mptn.org. The MPTN practices Indian preference in hiring (PL 93-638) and is an AA/EOE. Visit us on the Web at www.foxwoods.com.

HEAD LIBRARIAN

*Preservation Foundation of Palm Beach
Palm Beach, FL*

Head Librarian with active historic preservation organization, responsible for building and maintaining service oriented, high quality reference and research library based on architectural drawings, serving needs of community (\$5 million building campaign nearing completion). Requires background/strong interest in historic preservation, architecture, urban design, ethnobotany and allied fields. Must work closely with staff in creating supportive reference/research materials for education/public interest programs and must be capable of bringing on line appropriate new information technologies. **Qualifications:** ALA-accredited M.L.S. degree with progressively responsible experience in automated environment and library administration. Extensive knowledge of hardware and software, strong experience in digital document management skills, experience with digitizing documents, database management and reporting, currently using Rasterex software in a Windows environment. Salary commensurate with qualifications, excellent benefits. **Cover letter, resume, and references to:** Executive Director, Preservation Foundation of Palm Beach, 356 South County Road, Palm Beach, Florida 33480.

INVENTORY/PROCESSING DAYWORKER

*Rush-Presbyterian-St. Luke's
Medical Center Archives
Chicago, IL*

Rush-Presbyterian-St. Luke's Medical Center is seeking an Inventory/Processing Dayworker for the Archives. This temporary position is available immediately. The successful candidate may work up to 40 hours per week during regular business hours. Duties include inventorying and arranging materials, rehousing materials in appropriate archival folders and enclosures, and creating database records for individual items. **Required qualifications:** Bachelor's degree, strong computer skills, experience using Microsoft Word and Access, excellent organiza-



tional, written, and communication skills, and ability to lift 30 pounds. **Preferred qualifications:** Archival or library science training, and/or experience in archives or records management. **Salary range:** \$12-\$15 per hour depending on experience and qualifications, with no benefits. Send cover letter, resume, and three references to: D. Kenneth J. Hernden, Librarian/Archivist, Medical Center Archives, Rush-Presbyterian-St. Luke's Medical Center/Rush University, 1700 West Van Buren, Suite 086, Chicago, IL 60612-3244.

PUBLIC SERVICES ARCHIVIST

*Special Collections and University Archives
Vanderbilt University
Nashville, TN*

The Jean and Alexander Heard Library of Vanderbilt University seeks an individual to serve as Public Services Archivist. The successful candidate will be responsible for direct provision of both traditional and electronic reference services in an active technological environment to a broad public of University faculty, students, administrative staff, and scholars from the general public. Duties include monitoring the acquisition of library materials; assisting in cataloging; providing direct and indirect supervision of library assistants; coordinates outreach and instructional activities. The position reports to the Head of Special Collections and University Archives. **Qualifications:** A master's degree in library or information science from an ALA-accredited program or equivalent is required. A master of arts or master of archival studies degree may be substituted for the M.L.S. Knowledge of current trends and technological developments in the archives field, including digitization, construction of Web Pages, and the Internet. Strong oral and written communication skills are required as well as the ability to work independently and as part of a team. One to three years of archival or library experience and previous supervisory experience is preferred. **Environment:** The Special Collections and University Archives is administered and maintained by eight full-time staff members, who are responsible for 4,250 cubic feet of university records, 3,000 cubic feet of manuscript collections, and over 43,000 books. Special Collections houses one of the finest twentieth-century Southern literature collections in the United States and is the center for the study of the Fugitive and Agrarian groups. Other collection development efforts focus on Southern history since the Civil War, religion, the performing arts, Colombian history and culture, and

French literature and theater. Information about Vanderbilt University and The Jean and Alexander Heard Library can be found at www.vanderbilt.edu and www.library.vanderbilt.edu respectively. **Salary:** Salary is negotiable and commensurate with qualifications and experience. Benefits are those applicable to exempt employees of Vanderbilt University, including health care insurance; retirement plan options; a tuition discount program; and paid vacation, holidays, and sick leave. **To Apply: For first consideration, applications should be received by September 15, 2001.** Send letter of application addressing your suitability for this position and resume, with names, addresses, and telephone numbers of three references to: Lisa C. Shipman, Library Personnel Officer, Vanderbilt University, 419 21st Avenue South, Nashville, Tennessee 37240-0007. Vanderbilt University is an equal opportunity, affirmative action employer.

RECORDS MANAGER

New York, NY

Large business corporation is seeking a highly qualified professional to manage newly created corporate wide records management programs. You will work closely with the corporation's Records Advisory Committee to develop records management policies and procedures; work closely with MIS department to provide technical assistance to corporate departments on records creation, management, and disposition; work closely with corporate departments regarding the management of their records; conduct departmental analyses of current and inactive records to ensure that all records are included in the corporate records management electronic system; periodically review the corporate and departmental records retention/disposition schedules; hire and work closely with the Corporate Archivist to ensure the preservation of historically significant records.

Qualifications: Minimum master's degree in history, library and/or information science, or a related field, with coursework in archival/records management theory and methodology, or equivalent experience. You must also have minimum five years of full-time professional records management responsibilities including surveying, classifying, and appraising records. CRM preferred. New York City residency required within 90 days of employment. Women and minorities encouraged to apply. We offer a salary commensurate with experience, excellent benefits, pension plan and 403 (B). EEO. Please forward your resume and salary history to: P.O. Box 1723, Job Code RM, New York, NY 10017.

EASTERN KENTUCKY UNIVERSITY



TEAM LEADER FOR SPECIAL COLLECTIONS/UNIVERSITY ARCHIVIST

Search Extended: Eastern Kentucky University Libraries is accepting applications for the position of Team Leader for Special Collections/University Archivist. The collections consist of archival, manuscript and multimedia materials on university and regional history and culture, and Kentucky literature, history and genealogy. The Team Leader is responsible for obtaining, assessing, organizing and administering these collections.

Qualifications: A Master's degree in a related field such as Archives, Library Science, American History or American Studies is required, and at least three years of administrative experience in an academic library/archival environment is strongly desired. The successful candidate will demonstrate proficiency in archival procedures and a knowledge of current trends in library and archival technologies and preservation of materials.

For additional information on this position, qualifications, the library and region, visit the ECU Library website: <http://www.library.eku.edu>. Send letter of application, resume, and names and addresses of three professional references to:

**Lee Van Orsdel
Dean of Libraries
Eastern Kentucky University
Richmond, KY 40475-3102**

Review of applications will begin immediately and continue until the position is filled.

Eastern Kentucky University is an EEO, AA, ADA employer.

RECORDS AND INFORMATION MANAGEMENT MANAGER

*Global Automotive
Michigan*

Records and Information Management Manager (RIM) will manage the RIM team with ultimate responsibility for the vision, strategy, objectives, and metrics of the team. Individual will oversee the development, maintenance and continuous improvement of standards and processes for information management for the company. Bachelor's degree required; 5-10 years of experience in Information/ Records Management. Advanced degree and demonstrated leadership in local, national, and international professional associations preferred. Contact: louisec@futurestep.com.

SENIOR ARCHIVIST/PROJECT DIRECTOR

*Center for Jewish History
New York, NY*

The Center: The Center for Jewish History in New York City represents a remarkable collaboration of five institutions dedicated to study of the Jewish people and their history. The participants (the American Jewish Historical Society, the American Sephardi Federation, the Leo Baeck Institution, Yeshiva University Museum,



and the YIVO Institute for Jewish Research) are engaged in a collaboration that makes it possible for scholars, researchers, and the general public to utilize their archival, library, and museums resources in one location. This accessibility will be facilitated by an integrated collections management and access system.

Position Description: The Senior Archivist/Project Director position is a permanent position. The person will be responsible for implementing the Center's plan for an online Integrated Collection Management and Access System, which will include a retrospective conversion designed to achieve efficient access to the combined library and archival holdings of the partner institutions. Systems requirements are being defined as part of the current NHPRC project. The Project Director will work with the staffs of the partner institutions, with Center staff, and with systems consultants to accomplish the selection, installation, testing, retrospective conversion, and ongoing maintenance of the bibliographic data and finding aids that are to be combined in the new access system. The Senior Archivist/Project Director will manage all elements of the work in collaboration with staff throughout the Center.

Qualifications: Desired qualifications: ALA-accredited M.L.S. or M.A. in history with archival management certificate and/or experience; minimum of five years of work with library and archival holdings; project and personnel management experience within a dynamic organization; proven capability in monitoring project budgets and preparing clear, concise project reports; familiarity with archival and library processing standards and procedures; experience with application of technology to archives and libraries management and access systems. Though not a requirement, proficiency in Yiddish, Hebrew, German, or Russian will be helpful.

Compensation: Salary will be competitive and based on experience and level of qualification. Compensation includes excellent benefits.

Contact Information: Please send a resume; a list of three references including names, titles, postal and e-mail addresses, and telephone numbers; a brief writing sample; and a cover letter to: Linda Edgerly, Director, Information & Archival Services, The Winthrop Group, Inc., 370 Central Park West, Suite 104, New York, NY 10025. Please telephone 212/865-6181 if you have questions.

UNIVERSITY ARCHIVIST

*University of Oregon Libraries
Eugene, OR*

Acquires, appraises, administers and provides access to materials relating to the University

and its activities, policies, and personnel. For full description of duties and qualifications and application details, see our Web site at: <http://libweb.uoregon.edu/admpers/archivist2001.html>. **Screening begins:** June 22. For further information, contact Laine Stambaugh at lastamba@oregon.uoregon.edu, 541/346-1895. AA/EOE/ADA-compliant institution.

VISUAL COLLECTIONS ARCHIVIST

*Indiana Historical Society
Indianapolis, IN*

The Visual Collections Archivist is responsible for assisting the Curator of Visual Collections in the acquisition, preservation, arrangement, description, cataloging, and use of visual material. The Department of Visual Collections holds over 1.5 million items. Duties include processing collections, writing collection guides, and preparing collection guides for the IHS Web site; creating item level records for scanned images in the library's online catalog, and assisting with reference duties. Complete job description available upon request. Candidates should be knowledgeable in the history of photography and historical photographic processes, have a working knowledge of cataloging procedures and working knowledge of automated library cataloging software (Voyager preferred), experience in scanning photographs and negatives, proficiency with Word and HTML, manual dexterity to handle fragile collections, and familiarity with American and Indiana history.

Required: Master's degree in archival administration; or a master's degree in library science, museum studies, history, or another related humanities field with an emphasis on archival administration. Three to five years experience working with visual material in an archival (provenance-based) manner in an archives, library, or museum. Send letter of application, resume, and the names, addresses, and telephone numbers of three professional references to: Susan P. Brown, Director of Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202. Applications will be accepted until the position is filled. Fax: 317/234-0076. www.indianahistory.org. EOE.

WARREN E. BURGER ARCHIVIST

*College of William and Mary
Earl Gregg Swem Library
Williamsburg, VA*

Responsible for the management of the Warren E. Burger Archives, including processing, maintenance, and preservation of the collection and supervision of classified staff and students. Performs or directs preservation or digitization

processes, as appropriate, or recommends and arranges for such work by outside individuals or companies. Duties will include the management of the operation in a temporary location outside of Swem Library during renovation 2000-2003, planning operations for new facilities, and movement into the finished facility in academic year 2003-2004. Maintains files regarding all aspects of the collection, using file structures compatible with library systems. Consults with appropriate library staff in the maintenance of file structures and in the housing and preservation needs for the collection.

Designs and mounts exhibits of Burger Collection materials in accordance with the deed of gift. Maintains good working relationship and communicates regularly with donor, through personal contact and in writing.

Responsible for overseeing adherence to the deed of gift and for overall security of the collection. Administers budget for collection and staff. Responds to researchers concerning the collection. Serves as a member of the Special Collections staff. Is responsible for Special Collections reference desk duty and regular duty weekdays and occasional weekends.

Requires a graduate degree in history, library science, or other relevant disciplines with course work in archival administration and at least 5 years archival, manuscript or records management experience. Candidates should possess excellent oral, written, and interpersonal skills, advanced knowledge of computer technologies and applications, the ability to work cooperatively and productively in groups and on individual projects, and the ability to work effectively with the public, donor, and staff. Legal training and/or experience preferred.

Experience with HTML and/or XML as applied to finding aids and descriptive tools is preferred. The position will demand physical work, such as lifting boxes in the processing of the collections. Salary commensurate with education and experience. Full time 12 month appointment, with excellent benefits. Review will begin July 1, 2001 and continue until position is filled. Please send letter of application, curriculum vitae, two letters of reference and names and contact information for two additional references to: Search Committee for Warren E. Burger Archivist, Swem Library, College of William & Mary, P.O. Box 8794, Williamsburg, VA 23187-8794. The College of William & Mary is an EEO/AA Employer. For information about the Warren E. Burger Collection see: www.swem.wm.edu/spcoll/burger/burgernew.htm. For information about Swem Library see: <http://www.swem.wm.edu>.



society of american archivists

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HEATHER MACNEIL

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Kluwer Academic Publishers (2001) 163 pp., hard cover
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AMIA Compendium of Moving Image Cataloging Practice

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SAA & AMIA (2001) ca. 275 pp.
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digital imaging

a practical handbook

STUART D. LEE

Digital Imaging: A Practical Handbook

STUART D. LEE

Provides practical guidance for embarking 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.
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DOCUMENTING SOCIETY

Ann Pederson, Mark Brogan and Alin Huma
School of Computer and Information Science
Edith Cowan University, Perth, Western Australia
Documenting Society version 1.1

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