

NEWSLETTER
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AMERICAN
ARCHIVISTS

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archival outlook



Grand Old Party!

- SAA to Meet in Birmingham, Alabama, in 2002
- President Steven Hensen on Professional Diversity
- 6 New Books Hot Off the Press!

table of contents

features



Breaking the Mold:

SAA to meet in Birmingham, Alabama in 2002

by Alden N. Monroe 6

Looking Forward to Education with Ease

by Solveig De Sutter and Patti O'Hara 12

departments



Currents & Obituaries 8



National News Clips 10



Print Matters: New Books Available 13



Washington Beat 15



Bulletin Board 18



Professional Opportunities 23

columns

President's Message

Professional Diversity in SAA 3

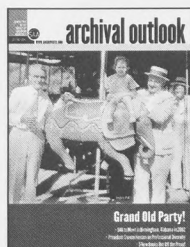
From the Executive Director

The Vision for SAA 4

From the Archivist of the United States

Preserving the Past; Preparing for the Future 22

on the cover—Grand Old Party



Nancy Landon [Kassebaum Baker] enjoys a merry-go-round ride along with her father, Kansas Governor Alfred Mossman Landon (right), and Republican senator of Kansas, Arthur Capper (left), during Capper's birthday picnic, July 14, 1935, in Garfield Park, Topeka, Kansas. The Governor became the Republican presidential candidate in 1936. Nancy was elected to the U.S. Senate in 1979 and represented Kansas for three consecutive terms. Her party affiliation was evident from her merry-go-round seat! Courtesy of Kansas State Historical Society. Submitted by **NANCY SHERBERT** and **DAVID HAURY**.

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.

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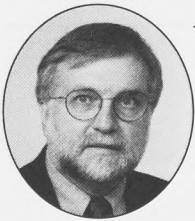
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Professional Diversity in SAA

Given publication and other deadlines, I am sitting in front of my computer roughly two months before I officially assume the office of president, by virtue of which gives me this bimonthly bully pulpit. I find I am humbled by the awesome responsibilities of this position and in the implicit trust you have shown in asking me to lead this great organization over the next year (are you sure you weren't actually ordering a copy of *Archives, Personal Papers and Manuscripts* when you inadvertently voted for me?). I hope that I can use this forum to reflect, cogitate, fulminate, and occasionally amuse—intentionally or otherwise—on the state of the archival profession today and on the issues which affect us, individually, institutionally, and, most importantly, as members of the Society of American Archivists.

Some of you may feel that a bully pulpit is the last thing that I need, having, over the 30+

years of my membership in SAA, given more than 40 workshops and written nearly sixty papers and publications, starting back in 1979. Even worse, if you were to peruse the titles of these papers, you might easily conclude that there seems to be a monotonous, hectoring quality to them focusing principally on issues and edicts surrounding descriptive standards. I promise that I will resist the temptation to use this column to hammer you further on this

cause, however much some of my dear descriptive colleagues regard this as a wonderful public relations platform for Encoded Archival Description. It may be, but there are many other equally pressing issues that affect all of us.

There are obvious reasons for broadening my purview: First of all, many of the description battles I have fought over the past twenty years essentially have been won. Cataloging, MARC, and even EAD are now a regular part of the workflow in the majority of archival and manuscript repositories. The idea that most archival materials are an important part of an international web of cultural heritage has taken firm purchase and

most of us now understand the attendant responsibilities of providing access to these materials.

Second, as your president, I am now responsible to all of the membership of SAA, not just the descriptive standards geeks. When the results of my election were made known to me, I e-mailed the news to John Knowlton, my former supervisor at the Library of Congress who, though now retired, remains a continuing mentor and close friend. John thought the occasion befitting an old-fashioned TLS (that's Typed Letter Signed for those of you who have not scrutinized the footnotes to *APPM*), which he sent to me via post and in which he declared that "[A] whole generation of archivists and manuscript librarians must be spinning in their graves and/or walking around dazed. Our leader. A cataloger! The World Turned Upside Down."

While it is true that most of you may know me as a cataloger or at least as the author of the eponymous "Hensen," my true heart and soul definitely does not lie in the minutiae of ISBD punctuation and MARC indicator values. As hard as it may be for me to accept it, archives and archivists are not entirely about description and access. I now understand that there are a multitude of other issues that test us on a daily basis. They relate to records management, appraisal, electronic records, and preservation. There are the challenges of accessing and preserving old and metastasizing new media. There are pressing issues of archival ethics and the implications of working with new and broader communities of users. There are the particularities of diverse working environments, connections, and co-relations so richly reflected in our various roundtables and sections. And there is the challenge of now being central players in the world-wide digital information universe, which has dropped us abruptly into both cutting-edge high technology as well as the even sharper edges of the debates currently surrounding copyright and fair use.

I am no expert on many of these issues. Nonetheless, these are the issues with which archivists must contend today—and there likely will be no exemptions or deferments of the sort we may have enjoyed in the past. Thus, to the extent that I am able to say something useful or enlightening on these various topics which affect

continued on page 17

This is a volunteer organization of allied professionals who have gathered together of their own free will for perhaps dozens of individual reasons, but mainly for one big one: the collective improvement and advance of the archival profession in its many manifestations.



from the executive director

by Susan E. Fox

The Vision for SAA

"Don't solve problems," says the justly venerated Peter Drucker, "pursue opportunities." The mark of an excellent governing board is the capacity to step back (and then step back some more) to assess the state of the Society as well as the state of the profession. Last May, Council did just that. In what we call Planning Day, your colleagues spent a full day and a half imagining SAA's future. With the guidance of a talented facilitator, we envisioned and then literally acted out three scenarios depicting how SAA would manage to negotiate the next five to ten years.

The first scenario—"Keep on Truckin'"—sees SAA muddling along. In this scenario we are survivors, but not visionaries. We see some progress, our members are relatively happy, and overall no one's complaining.

The second scenario—"Code Blue"—sees SAA in full cardiac arrest with little hope for resuscitation. We are down to 500 members, we have no central office or staff, and we have enlisted the services of a retired president to manage SAA on a part-time basis.

The third scenario—"SAA Rules"—sees SAA as a thriving, vibrant organization, fully actualized and realizing the vision and mandate not just to serve archivists but to lead the profession with confidence, efficiency, and focused results.

To help us reach this vision, Council agreed that the top three priorities for the near future should be to:

1. Develop a strategy to expand and market membership to defined constituencies and specialty segments within the archival community. An integral part of this effort will be the development of an ongoing system to facilitate effective communication with archivists so that SAA knows the needs and expectations of members and potential members.

2. Help members adapt to the new paradigm in ways that are relevant to the various types and sizes of their work environments.
3. Develop distance learning (online, on demand) capabilities for continuing education.

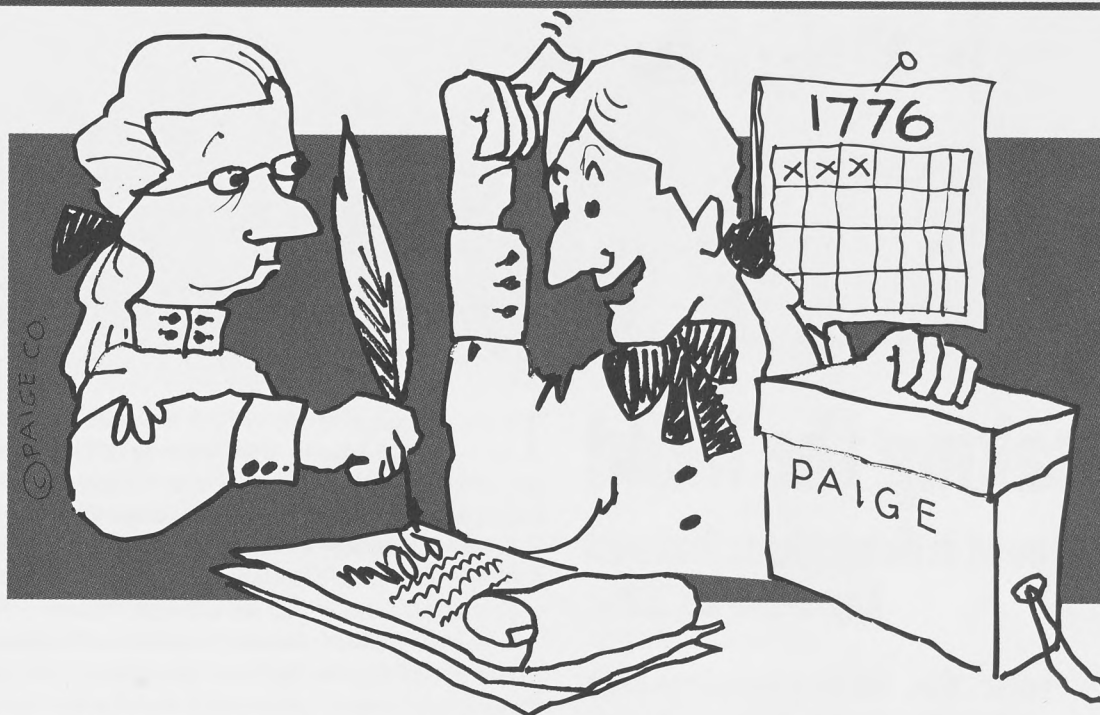
It is now up to the staff and me to develop concrete action plans mapping a detailed set of goals and benchmarks to make these priorities a reality. This is our mandate for the coming year. We are excited about the mandate, SAA's future, and our role in helping to pave the way. We are blessed with an all-star team here in the Chicago office. Early discussions with Debbie Nolan, Teresa Brinati, Patti O'Hara, Solveig DeSutter, Brian Doyle and others reveal a deep well of creative thinking and a fierce determination to reach these goals.

Our inspiration comes from you. SAA, as your national professional association, exists to help you do the best you can do for your archives and for your professional development. With increasing demands, declining resources, and the fast pace of change, keeping up is often job one. We are determined to help you make sense of the enormous

**We are determined
to help you make
sense of the enormous
pace of change,
as well as help
you lead the change...**

pace of change, as well as help you lead the change, to remain in control. You can count on us to use every resource possible to assist you to pursue opportunities that will, as SAA President Steve Hensen says in his inaugural column, help us together improve and advance the archival profession in its many manifestations.

The future, said Nietzsche, is just as much a condition of the present as is the past. "What shall be and must be is the ground of that which is." Problems, opportunities, improvement, advancement—all are part of the continuum that fuels the vision for SAA. ♦



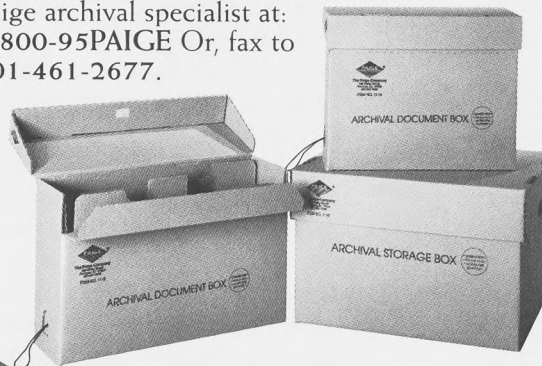
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Breaking the Mold

SAA to meet in Birmingham, Alabama August 19-25, 2002

**Alden N. Monroe, 2002 SAA Host Committee Chair
Alabama Department of Archives and History**

In 1984, I accepted a job at the Alabama Department of Archives and History after working in Cincinnati for seven years. At the time, I thought I was making a three- to four-year commitment to Alabama and the South. As we prepare to welcome the Society of American Archivists to Birmingham in 2002, I find myself examining the reasons I moved south and the reasons I have stayed for nearly 18 years.

I came because I wanted to experience firsthand what it was like to live in another region of the country and specifically the Deep South. Once I became immersed in the culture, I found many of my preconceived ideas to be dated, slanted, or totally wrong. My image of the region, like that of many people raised

north of the Mason-Dixon Line, was based on images presented by the media and impressions developed in my youth during the Civil Rights Movement. Those images are now nearly forty years old.

I have stayed for a variety of reasons. The first reason is the people. In a world where politeness has increasingly disappeared, Alabama is a place where courtesy is evident in word and gesture. It is a place where extended families and small town connections are still woven tightly into the fabric of society. It is a place where people "hug your neck" and ask how your mamma is doing, where they make eye contact and take the time to truly talk to you. Come to Birmingham and experience southern hospitality.

Then there's the food. Fill your plate with butter beans, collard greens, turnip greens, fried okra, fried green tomatoes, corn bread, fried bread, sweet potato soufflé, sweet potato pie, fried catfish, fried chicken, fried steak with rice and onion gravy, chicken and dumplings, corn bread dressing, barbecue, banana pudding, red velvet cake, caramel cake, boiled peanuts, and yes, grits. The names of the peas alone could fill a book: black-eyed, field, purple-hull, pink-eye-purple-hull, white-acre and crowder, just to name a few. Come to Birmingham and go to a barbecue joint or to a local eatery and get meat and three (vegetables) and experience southern cooking at its finest. And if down-home cooking is not your style, you can choose among upscale restaurants featuring cuisine ranging from the classic to the eclectic.

It is the music. The South, Alabama, and Birmingham are home to country, the blues, jazz, and gospel. The Alabama Jazz Hall of Fame honors great jazz artists with ties to Alabama with exhibits conveying the accomplishments of Nat King Cole, Duke Ellington, Lionel Hampton, Erskine Hawkins, Clarence "Pinetop" Smith, and Sun Ra. Birmingham is also the home of a long tradition of gospel singing, especially a cappella quartets.

It is the art. The region is proud of a rich tradition of folk culture and outsider art. Potters, quilters, basket makers, painters, and sculptors abound. The works of these crafts people and artists are displayed in galleries throughout the United States. In addition, the Birmingham Museum of Art is home of the Beeson Wedgwood Collection, the finest and most important collection of eighteenth-century Wedgwood china outside of England. The museum is also widely known for superior examples of

**Come to Birmingham and experience
southern hospitality.**

Buddhist and Hindu sculpture; Chinese, Japanese, and Korean paintings and ceramics; and an outstanding collection of sub-Saharan African textiles, sculpture, and masks.

It is the history. Spanish, French, and British settlements grew amid the Native American population. Alabama witnessed the beginnings of two of the most influential events in United States history: the Civil War and the Civil Rights Movement. Many of the events surrounding the Civil Rights Movement occurred in Birmingham. Visit the Birmingham Civil Rights Institute, a monument to the courage of countless individuals who, during the 1950s and 1960s, confronted the racial discrimination of American society. Nearby is the 16th Street Baptist Church, the site of the 1963 bombing, and Kelly Ingram Park, home to stunning sculptures commemorating the struggle for freedom.

Birmingham was also the South's first truly industrial city due to its close proximity to iron ore, coal and limestone deposits. Visit Sloss Furnaces National Historic Landmark, a 32-acre blast furnace plant where iron was made for three-quarters of a century. Now a museum of history and industry, the site preserves an extraordinary collection of buildings, industrial structures, and machinery. Sloss is the only twentieth-century blast furnace in the country that is being preserved and interpreted as a museum.

In Birmingham, go golfing on one of the many nearby courses including the nationally known Robert Trent Jones Golf Trail. Take in a Birmingham Barons game (this is the team for which Michael Jordan played). Enjoy the bonsai at the Birmingham Botanical Gardens. Visit the zoo or Birmingham's state-of-the-art science center, the McWane Center and IMAX Dome Theater. In addition, Birmingham has cutting edge medical facilities and several universities, as well as the amenities of any urban area. A population of nearly one million makes the Birmingham area truly a city, but a city with a distinctly southern flavor.

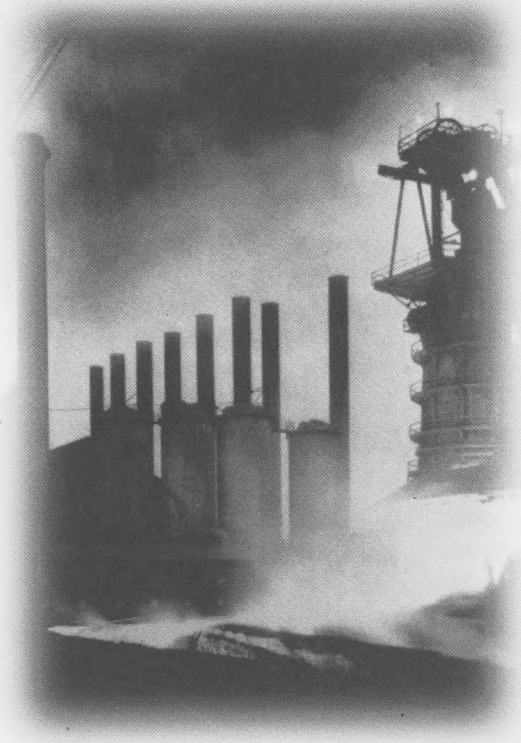
The South is a complex and changing region with a fascinating history and a promising future in which Birmingham will play a central role. We welcome you to our home in 2002, and hope you will come to experience some of the warmth and grace of the South. Come and see where history was made and is being made. See the changes of the last forty years. Come see why Alabama has become my home. ❖

The South is a complex and changing region with a fascinating history and a promising future in which Birmingham will play a central role. We welcome you to our home in 2002.

Birmingham was the South's first truly industrial city due to its close proximity to iron ore, coal and limestone deposits.

Left: Sloss Furnaces at night. When the furnace was "tapped" and the molten iron ore released, a light show of fire and sparks would result. A popular outing was for families and young couples on dates to park their cars on the viaduct running over the furnaces and watch the show. Courtesy Birmingham Public Library Archives.

Opposite page: A young couple strolls by the United States Steel Corporation's Ensley Works, Birmingham, Alabama, circa 1940s. Courtesy Birmingham Public Library Archives.





MARGARET A. COMPTON, formerly assistant photographs curator at the Academy of Motion Picture Arts & Sciences, is now the media archives archivist at the University of Georgia Libraries in Athens, Georgia. Compton received her M.L.I.S. from the University of Texas in 1997 and is a member of the Association of Moving Image Archivists.

MICHAEL DEVINE is the new director of the Truman Presidential Museum & Library. He replaces the museum's former director **LARRY HACKMAN**, who retired last January, and acting director **SCOTT ROLEY**. Since 1991, Devine has taught courses in U.S. history and eighteenth- and nineteenth-century diplomatic history at the University of Wyoming. Last fall he was a Senior Fulbright lecturer in Korea and in 1998 served as Houghton Freeman Professor of American History at the Johns Hopkins University-Nanjing University Graduate Center for Chinese and American Studies in Nanjing, China. As the director of the Wyoming American Heritage Center from 1991-2000, Dr. Devine oversaw the construction of a new \$20 million, 135,000-square-foot facility on the campus of the university. He organized a public/private partnership to support the center, raising nearly \$9 million.

KRISTIN ESHELMAN has joined the Thomas J. Dodd Research Center at the University of Connecticut as its new curator of multi-media collections and coordinator of reader services. Eshelman served previously as photo archivist at the Kenneth Spenser Research Library at the University of Kansas from 1995-2001 and was a cataloger at the Center for Creative Photography at the University of Arizona from 1994-95.



ANDREA HINDING retired on May 31, 2001, as curator of the Kautz Family YMCA Archives. She spent 36 years as an archivist, all at the University of Minnesota-Twin Cities Libraries. She was curator of the Social Welfare History Archives, 1964-78, director of Walter Library, 1978-85, and curator of the YMCA Archives, 1985-2001.

She was active and honored in the historical and archival professions, being elected to the governing councils of both the Organization of American Historians and the Society of American Archivists. She was selected a Fellow of SAA in 1977 and served as SAA president in 1984-85. Between 1975 and 1979 she directed the Women's History Sources Survey, an NEH-funded project that produced a two-volume guide to archives and manuscript collections in nearly 2,000 repositories across the United States. More recently, she prompted the YMCA to raise \$800,000 for a Heritage Preservation Fund that has supported the mass deacidification of YMCA historical records on an unprecedented scale.

HARRY C. KEINER and **JAMES M. O'TOOLE** both received the New England Archivists' Distinguished Service Award at the group's annual meeting in May at Dartmouth College. They are the sixth and seventh persons respectively to receive the award, which recognizes exemplary service to the archival profession and archives in New England. Keiner, a specialist in the field of business and corporate archives, is currently the archivist/historian for the Biltmore Company in Ashville, N.C. During the past 20 years he has been active in the profession through consulting, and serving in numerous capacities at the local, state, regional, and national levels. O'Toole is currently an associate professor of history at Boston College. During the past 27 years he has been active in the profession through writing and editing, as well as serving in leadership positions for local, state, regional, and national archival associations.

MICHELLE LIGHT was recently appointed assistant archivist in the University Archives and Special Collections Department of Northeastern University Libraries. Light formerly worked as an archivist in Manuscripts and Archives at Yale University.

In July the United States Senate confirmed **ROBERT S. MARTIN**, professor and interim director of the School of Library and Information Studies at Texas Woman's University, to be director of the Institute of Museum and Library Services, an independent federal grant-making agency that supports the nation's libraries and museums.



TOM ROSKO, assistant university archivist and director of the UK Records Program at the University of Kentucky since last October, has been named university archivist. Rosko, a New Jersey native, is a graduate of Bucknell University and did his graduate work in library and information studies at Rutgers University. Previously, Rosko held archival

positions at Princeton University, the American Civil Liberties Union in New York City, and most recently, at the New York University/New-York Historical Society Mellon Project. Rosko will continue to serve as director of the UK Records Program.

TERRY BIRDWHISTELL, who served as university archivist for the past sixteen years, now serves as director of the Wendell H. Ford Research Center and Public Policy Archives and continues as director of the university's Oral History Program.

MARK SHELSTAD, information manager at the University of Wyoming, was recently promoted from assistant archivist to associate archivist.



HELEN R. TIBBO, the Frances Carroll McColl Term Professor in the School of Information and Library Science, University of North Carolina at Chapel Hill, will be a featured presenter at the national ECURE 2001 conference on electronic records in October. Tibbo teaches in the areas of archival and cultural

heritage information studies, reference, online information retrieval, and digital libraries. She was an SAA Council member from 1997 to 2000, and is presently on the Editorial Board of the *American Archivist*. Other SAA members presenting at the conference include **JOHANNE PELLETIER** of McGill University and **PETER HIRTLE** of Cornell University, who will give the endnote address. Conference information is at www.asu.edu/it/events/ecure.



JOHN R. WOODARD retired in June after 36 years as head of the university archives and director of the North Carolina Baptist Historical Collection at Wake Forest University in Winston-Salem, N.C. A Conway, N.C., native, Woodard enrolled at Wake Forest in 1957 and worked as a student assistant in the library until he graduated

in 1961. He went to work for the North Carolina State Department of Archives and History for three years, but returned to Wake Forest to oversee university archives in 1964. After more than three decades of reading, sorting and archiving at the university, Woodard has become the leading expert on Wake Forest's history and North Carolina Baptist history. He will continue to share that knowledge through his retirement during workshops he leads for churches and other organizations, as well as the work he will do for the university on an occasional freelance basis. Woodard is a past president of the Society of North Carolina Archivists and the secretary-treasurer for the North Carolina Baptist Historical Society. He has also been a lifelong member of the Society of American Archivists.

Obituary

PAULA WILLIAMS, 47, an archivist at the Schomburg Center for Research in Black Culture, The New York Public Library, died on June 14, 2001, as a result of medical complications while undergoing a surgical procedure (skin graft operation) for burns she sustained while being hospitalized at Harlem Hospital Center for a recurring illness.

Paula received her undergraduate degree from Baruch College, C.U.N.Y., and her M.L.S. degree from Pratt Institute. She was also enrolled in the History and Archival Management Program at New York University during the late 1970s.

Paula began her career as the assistant archivist at the Martin Luther King, Jr. Center for Non-Violent Social Change in 1978, before moving on to the Ohio Historical Society in 1980. She returned to her native New York in 1981 to serve as the assistant archivist at the United Negro College Fund, and in 1984 she became its archivist, a position she held for ten years until the national office announced its decision to move to Virginia. She joined the staff of the Manuscripts, Archives and Rare Books Division of the Schomburg Center in October 1994, where she did public service and processed manuscript collections. For the past several years she was responsible for the training and supervision of college students who worked in the division.

A member of the Society of American Archivists since the late 1970s, Paula was instrumental in the formation of the Task Force on Minorities in 1981, the precursor to the Archivists and Archives of Color Roundtable, and was a charter member of the roundtable. Although not active in the last few years, Paula had held memberships in the Archivists Round Table of Metropolitan New York, the Mid-Atlantic Regional Archives Conference, and the Black Caucus of the American Library Association. Paula was also an active member of her church, the New Hope Spring Grove Baptist Church in New York City, and had become a licensed missionary.

Paula is survived by her son, Roy E. Gomes, Jr., her mother, Maggie Williams, her sister and brother, and a large extended family of aunts, uncles, cousins and other relatives.

— Submitted by Diana Lachatanere

WINNER



Archival Outlook Wins Award for Publication Excellence

Archival Outlook, the newsletter of the Society of American Archivists, recently received a 2001 APEX Award of Excellence in the 13th annual awards for publication excellence competition sponsored by *Writing That Works: The Business Communications Report*. APEX awards are based on excellence in graphic design, editorial content, and the success of the entry in achieving overall communications effectiveness and excellence. There were 5,129 entries; of those, 743 were newsletters. *Archival Outlook* was one of 54 newsletters cited in the Newsletters-Printed category. *Archival Outlook* is edited by **TERESA BRINATI** and designed by **BRIAN DOYLE**.



The Great Debate Tape

Copies of the videotape of the May 16, 2001, debate at Simmons College between *Double Fold* author Nicholson Baker and University of Pittsburgh archives professor Richard J. Cox are available at a cost of \$25. To order, contact Jeannette Bastian at jeannette.bastian@simmons.edu.

Disaster Recovery Bulletin

Disaster Recovery: Salvaging Art on Paper is the latest technical bulletin available from the Conservation Center for Art and Historic Artifacts (CCAHA). It focuses on planning an efficient recovery from a disaster affecting works of art on paper. The emphasis is on procedures for dealing with damage resulting from water, with a brief section on fire-related damage. Information is provided on disaster preparedness; salvage priorities; advantages and disadvantages of various disaster recovery options; steps in disaster recovery; and additional resources for information and advice. \$3.50. Visit www.ccaha.org to download an order form or call CCAHA at 215/545-0613.

Emergency Response and Salvage Wheel

The Emergency Response and Salvage Wheel, developed by preservation professionals, is a hands-on tool that explains how

to save collections. "Side One: Action Steps" outlines critical stages of disaster response, such as stabilizing the environment and assessing damage. "Side Two: Salvage Steps" provides practical tips for nine types of collections: books and documents, photographs, electronic records, paintings, and more. \$10.95 each (nonprofit/government rate \$6.95 each). To order, contact: Heritage Preservation, 1730 K Street, NW, Suite 566, Washington, D.C. 20006; 202/634-1422; www.heritagepreservation.org.

Reports from CLIR

The Council on Library and Information Resources has recently issued the following reports. All are available online in PDF format at www.clir.org.

- Last December a group of folklorists, sound engineers, preservation experts, lawyers, librarians, and archivists met to discuss what would be needed to ensure the long-term accessibility of folk heritage collections. The resulting 69-page report, *Folk Heritage Collections in Crisis*, includes the text of the three keynote presentations and a list of 27 recommendations for access, preservation, and rights management.
- *A Collaborative Approach to Collection Storage: The Five-College Library Depository*, by Willis E. Bridgman, offers a valuable case study in the advantages and disadvantages of depository libraries, their economics, and the practical and political issues associated with their creation. It considers the influence electronic publishing has had on the storage of paper publications. It also describes a plan developed by Five Colleges, Inc. (Amherst College, Hampshire College, Mount Holyoke College, Smith College, and the University of Massachusetts at Amherst) that calls for deaccessioning duplicates within a jointly administered depository collection.
- *Building Sustainable Collections of Free Third-Party Web Resources*, by Louis A. Pitschmann, outlines the similarities and differences between print and free Web resources and describes how the nature and complexity of free Web resources comply with or challenge traditional library practices and services pertaining to analog collections.

Illinois State Historical Records Advisory Board Strategic Plan

Preserving the Records of Illinois' Past for the Benefit of the Present and Future, recently published by the Illinois State Historical Records Advisory Board, is a strategic plan to assess how historical records in Illinois are currently being identified, preserved, and made accessible for use and to articulate goals, objectives, and actions that will enhance identification, preservation and access to such records. A copy of the plan is available at www.cyberdriveillinois.com/departments/archives/ishrab/ishrab.html.



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Photo Collections Discussion List

The Photographic Collection Network discussion list aims to connect people involved in providing care of and access to photographic collections, particularly in the heritage sector. Set up by Amanda Draper, curator of Image Collections at the Museum of Science and Industry in Manchester, England, and Elizabeth Oxborrow-Cowan, deputy county archivist of the Greater Manchester County Record Office, the list will enable those responsible for photographic collections to discuss mutual interests and seek help when needed. Find out more about the list at www.domeus.co.uk/groups/photocollnet. Or join it by e-mailing photocollnet-subscribe@domeus.co.uk

Foundation Library Professionals Form Council Affinity Group

The Consortium of Foundation Libraries, a membership organization representing more than 40 foundations, associations, and academic programs in the United States, has formed a Council on Foundations (COF) affinity group. The consortium's mission is to build strategic partnerships among foundation libraries and archives to support and advance philanthropy. To learn more about the Consortium of Foundation Libraries, go to www.foundationlibraries.org.

The Council on Foundations, an association of more than 2,000 grantmaking foundations and corporations worldwide, serves the public good by promoting and enhancing responsible and effective philanthropy. For more information on the council, visit www.cof.org.

Emory Awarded Grant for Joint Project with Boston College

The Robert W. Woodruff Library of Emory University has been awarded a grant from the Gladys Krieble Delmas Foundation totaling \$120,000 to provide online access to major Irish literary archives at Emory University and Boston College, two primary repositories of Irish literature in the United States. The library will digitize collection descriptions from the two universities using the Encoded Archival Description standard and develop a searching interface that will allow scholars to quickly find relevant materials. The Gladys Krieble Delmas Foundation supports excellence in scholarship and the performing arts, particularly projects that promote wide access to research library collections and institutions that transmit our cultural heritage. Visit www.delmas.org.

Star-Spangled Banner Preservation Project

The fiber and dyes of the flag that inspired the "Star-Spangled Banner" have degraded over the years, despite careful treatment by various handlers. Constant exposure to light, temperature fluctuations and humidity have deteriorated the 150-pound wool flag, its cotton stars, and linen backing.

The USDA's Agricultural Research Service worked with the Star-Spangled Banner Preservation Project of the Smithsonian

Institution's National Museum of American History to assess the flag's deterioration using high-tech equipment. The researchers offer unique expertise in this area. They are the only federal researchers working on the utilization of domestic wool. The unit is responsible for developing and patenting new technology for bleaching and dyeing wool, as well as technology to monitor those processes. The team examined fabric structure without touching the actual flag. They used Digital Image Analysis for Fabric Assessment (DIAFA) to analyze these images and comparative images. From the digital images, they developed a mathematical procedure to determine yarn spacing and thickness without damaging delicate areas of the actual flag.

These methods are designed to give characterizations of the flag's fabric and are less tedious than traditional techniques. Scientists can now present findings based on their methods to the Smithsonian's textile conservators, who may apply the technique to the Star-Spangled Banner when deciding what preservation methods to employ.

The 30-by-34-foot flag has been in the Smithsonian's collection since 1907. The museum built a special conservation laboratory to accommodate the flag, which was moved there in 1999 as part of the three-year restoration project to better care for, exhibit, and store it.

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Looking Forward to Education with Ease

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

For many of you, our regularly updated online workshop schedule is becoming your resource of choice for obtaining current workshop information and selecting your next SAA continuing education event.

After coordinating as many as 20 workshops since joining the SAA staff last November, we still get a little uneasy when pre-registered participants have to cancel out of a workshop at the last minute, sometimes leaving the enrollment teetering at a questionable minimum. But we don't fret—we just get on the 'net and pass the word via all appropriate listservs.

"Registration is just a mouse click away," boasts our Web site and 80 percent of you are clicking away. You are notified automatically within moments of successfully transmitting your completed online registration. Even if you don't register online, providing an accurate and legible e-mail address enables us to tell you the status of your registration within one business day of receiving it.

One of our most popular workshops actually begins two weeks ahead of time when the instructors send an e-mail greeting and introduction to the roster of participants.

We are also investigating the option of online post-workshop evaluations.

Until this spring, *The Directory of Archival Education* had been printed and distributed biennially. The very near future promises a directory that is online and dynamic. Participating universities, colleges, and schools will have access to their listings enabling them to update information—not every other year, but anytime—as their archival studies programs change and grow. Prospective students will have the most current curricular and contact information at their fingertips to help them make their important career decisions.

We challenge archival students to use the Student Chapter e-mail list (<http://groups.yahoo.com/group/SAAStudentChapter>) for the benefit of fellow students, chapters, professional associations and the archival profession. Virtual posters? Online chapter meetings? Scheduled online chats with the experts? These are some of the possibilities for networking with ease.

Meanwhile, we are developing a play-by-play strategy to meet the education needs of members and prospects via online workshops resulting in accessible continuing professional

education and eliminating training costs associated with travel/meals/lodging. It has been said that 40-60 cents of every dollar spent for traditional education is for travel-related costs. Limiting your travel to a computer keyboard for online education means consumer savings.

We are currently in dialogue with association staff, courseware developers, vendor partners, and various instructors in preparation for the successful new beginning of online education for SAA. Several types of instruction are being considered including synchronous (live) versus asynchronous learning; asynchronous modules; assessments and simulations. We are pursuing a solution that will provide a quality learning opportunity for those who elect this form of continuing education.

While there are many advantages, not all of us are ideal candidates for learning online. Ask yourself the following to determine if you could/should pursue the option of learning via the Internet:

- Am I a self-starter?
- Can I stay on task without direct supervision?
- Am I capable of managing my time and prioritizing effectively?
- Can I work without the benefit of continuous or immediate feedback?
- Can I follow written directions well?
- Do I have good reading comprehension?
- Am I comfortable expressing myself in writing?
- Am I willing to spend as much time learning at the computer as in the traditional classroom?
- Am I comfortable with contacting the instructor(s) for help?
- Can I send and receive e-mail? With attachments?
- Can I cut and paste text from documents or e-mail?
- Can I use the Internet to find information? For e-commerce?
- Am I willing to learn new computer skills?

Some of you may realize that perhaps you are not an ideal e-learner. You will continue to participate in traditional workshops and we will continue to offer them. For the rest of you, we will be providing an online education workshop by spring 2002. ♦

Upcoming SAA Workshops:

Encoded Archival Description — Indianapolis, IN; Oct. 16-17, 2001

Encoded Archival Description — Richmond, VA; Oct. 24-25, 2001

Archival Cataloging as a Component of Description — New York, NY; Nov. 8-9, 2001

Encoded Archival Description — Tallahassee, FL; Mar. 14-15, 2002

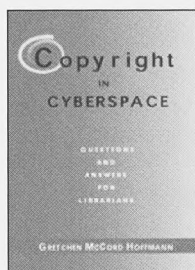


SETTING
THE
STANDARD

For additional information, contact Solveig DeSutter and Patti O'Hara at 312/922-0140, education@archivists.org, or visit www.archivists.org/prof-education/.



The Latest Acquisitions



Copyright in Cyberspace: Questions & Answers for Librarians

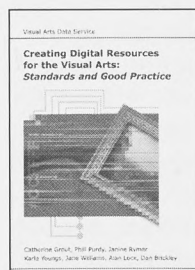
Gretchen McCord Hoffmann

Learn what you should—and need—to know about copyright law, and how it applies to online information and specifically to libraries, including fair use and other pockets of protection, liability for Web content, interlibrary loan and resource sharing, downloading and printing

rights, hyperlinks, public display and performance of audio/video Internet. A look at recent legislation is included, along with a discussion of the increasingly important issue of trademark law and the use of words and symbols as logos, links, and in metatags on Web sites.

Neal-Schuman Publishers (2001) 175 pp., soft cover

SAA members \$53 • Nonmembers \$58 • Product Code 142



Creating Digital Resources for the Visual Arts: Standards and Good Practice

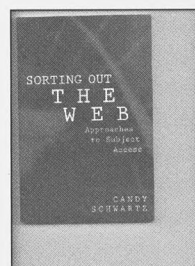
Catherine Grout, Phil Purdy,
Janine Rymer and Janine Rymer

This guide provides advice on legal issues such as copyright and rights management when creating and using digital picture resources, technical advice on software and producing good quality images, standards for data documenta-

tion, project management, storage and preservation, and innovative creative techniques, including Web design and virtual reality.

Oxbow Books (2000) 152 pp., soft cover

SAA members \$20 • Nonmembers \$25 • Product Code 143



Sorting Out the Web: Approaches to Subject Access

Candy Schwartz

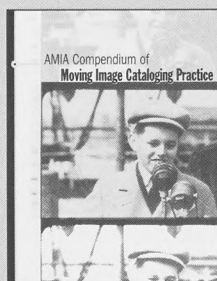
This book takes a look at what has been done in providing subject access to networked resources, and what is around the corner. Accompanied by ample illustrations and complementary online material. Topics include: metadata as a potentiator of subject description; classification

schemes and directories; alphabetical subject engines in all their variety; and trends in subject description and access.

Ablex Publishing (2001) 184 pp. soft cover

Nonmembers \$40 • SAA members \$32 • Product Code 141

Hot Off the Press!



AMIA Compendium of Moving Image Cataloging Practice

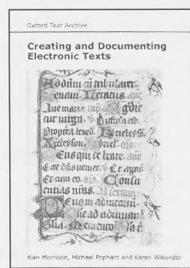
edited by Abigail Leab Martin and compiled
by Jane D. Johnson, Linda Tadic, Linda
Elkins, Christine Lee, and Amy Wood

By presenting a snapshot in time of the cataloging practices of 27 diverse institutions, this authoritative resource offers solutions to cataloging problems unique to moving images. The range of institutions

examined includes historical societies, university archives, broadcast organizations, museums, and subject-specialized collections. The collections include television, film, and video, and utilize both MARC and non-MARC cataloging.

SAA & AMIA (2001) 280 pp., soft cover

SAA & AMIA members \$30 • Nonmembers \$40 • Product Code 137



Creating and Documenting Electronic Texts

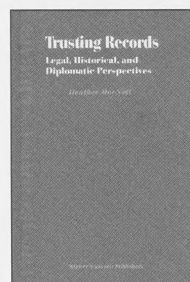
Alan Morrison, Michael Popham
and Karen Wikander

A basic guide to transferring texts and archiving them (books, manuscripts) into electronic form or similar digital resources, with lots of pointers to specialized information.

Oxbow Books (2000) 63 pp., soft cover

SAA members \$18 • Nonmembers \$23

Product Code 146



Trusting Records: Legal, Historical, and Diplomatic Perspectives

Heather MacNeil

This study explores the evolution of the principles and methods for determining record trustworthiness from antiquity to the digital age, and from the perspectives of law and history. It also examines recent efforts undertaken by researchers in the field of archival science to develop methods for

ensuring the trustworthiness of records created and maintained in electronic systems.

Kluwer Academic Publishers (2001) 163 pp., hard cover

Nonmembers \$75 • SAA members \$65 • Product Code 134

TO ORDER PUBLICATIONS: Contact Rodney Franklin at rfranklin@archivists.org or 312/922-0140 or at SAA Publications, 527 S. Wells, 5th Floor, Chicago, IL 60607-3922. Visit the SAA Professional Resources Catalog at www.archivists.org/catalog/.





Presidential Records and the National Archives and Records Administration

The White House records of the Office of the President of the United States represent some of the highest-level records that we receive, preserve, and make available to the public through the National Archives and Records Administration's (NARA) Presidential Library System. As we continue to open the records of the presidency of Ronald Reagan (1981-89), I want to explain some of the laws, regulations, and procedures involved in this effort.

Many of the issues and situations these records describe are still ongoing, and thus there is keen interest in them on the part of historians, journalists, lawyers, students, and others—all of them seeking to discover the inner workings of the executive office of the president in the not-too-distant past.

The records of former President Reagan are the first presidential records to be governed by the Presidential Records Act (PRA) of 1978. The PRA, enacted in the aftermath of the post-Watergate controversy over the ownership of the presidential records of Richard M. Nixon, establishes the general process for opening the official records of presidents and vice presidents that were created on or after January 20, 1981.

The 1978 law specified that all official presidential and vice presidential records created after that date are the property of the federal government. And it stated that after the president's term, the records would be transferred to the custody of the archivist of the United States and would begin to be made public five years after that president left office.

Presidents who served before 1981, except for President Nixon, were free to limit access to any and all of their White House papers, because their papers were considered their personal property. However, since the establishment of NARA in 1934, all presidents from Herbert Hoover on, except Nixon, have donated those papers to the federal government with very few restrictions, except for records dealing with national security, personal materials, and materials that would be embarrassing to other individuals or otherwise invade personal privacy. These records are preserved and made accessible in presidential libraries run by NARA. President Nixon's records are in the National Archives at College Park.

The PRA also establishes a process for access to the records of presidents from Ronald Reagan on. It allows public access to the records beginning five years after the president leaves office, but permits the former president and the vice president to invoke up to six specific restrictions to public access for up to 12 years.

For the first five years after the president leaves office, his records are generally exempt from public access of any kind, including the Freedom of Information Act (FOIA). During this period, only Congress, the courts, and the incumbent and former presidents may have access.

For the next seven years, any one can request access to presidential records through the Freedom of Information Act (FOIA), but various exemptions under the PRA and FOIA still apply. The PRA exemptions include national security information that is properly classified; information about appointees to federal office; information specifically exempt from disclosure by law; trade secrets and confidential business information; confidential communications requesting or submitting advice between the president and his advisors or between such advisors; and information which, if disclosed, would cause a clearly unwarranted invasion of personal privacy. These exemptions are imposed by the archivist, following a 30-day review by both the former and current presidents.

After 12 years, the PRA exemptions no longer apply. Only the FOIA exemptions apply at that point, except one: there is no longer an automatic statutory exemption to withhold communications between the president and his advisors and among the advisors themselves or any other deliberative records. However, even after 12 years, both the former and current presidents still review presidential records prior to release to consider whether to assert the privilege that covers communications between the president and his advisors and among

the advisors themselves, or any other deliberative records. Executive Order 12667, issued by President Reagan in January 1989, establishes the procedures for NARA notifying the former and incumbent presidents and for them asserting that privilege against the release of presidential records.

So far, the Ronald Reagan Presidential Library in Simi Valley, CA, has released approximately 4.5 million pages of presidential records out of the roughly 43.8 million pages of such records at the library. Those 4.5 million pages were released during the past 12 years, mostly in response to FOIA requests from researchers. 113,200 pages have been withheld under the exemptions allowed by FOIA or the PRA.

Earlier this year, NARA provided 30-day notifications to the White House and to the Office of President Reagan for some 68,000 pages of Reagan records that had been withheld during the first 12 years after the Reagan presidency because

**There is keen interest in
[presidential records]
on the part of historians,
journalists, lawyers, students,
and others—all of them
seeking to discover the inner
workings of the executive office...**

continued on page 17



House/Senate Acts on National Archives/NHPRC Budget

On July 26, 2001, the Senate Committee on Appropriations passed the Postal Service and General Government Appropriations Act (H.R. 2590)—the FY 2002 funding bill for the National Archives and Records Administration (NARA) including the National Historical Publications and Records Commission (NHPRC). The Senate Appropriations Committee recommended that NARA be funded at \$285.214 million—some \$13.6 million higher than the House of Representatives version of the same funding bill. The Senate Committee approved an operational budget line of \$244.247 million—the full amount requested in the President's budget. The Senate level would provide sufficient monies for the electronic records initiative, complete the staffing of the Clinton Presidential Library and accelerate the processing of the Clinton Administration records. In addition, the Senate recommendation would expand electronic access to NARA services thus enabling the agency to better meet the requirements of the Government Paperwork Reduction Act.

The "Repairs and Restoration" (R&R) budget line is higher than the President's request level (\$10,643,000) that was approved by the House. Pegged at \$41.143 million, the Senate R&R line includes funds to renovate the Gerald R. Ford Museum in Grand Rapids, Michigan, and the Dwight D. Eisenhower Library and Museum in Abilene, Kansas. In addition, there is some \$30.5 million for the construction of the Southeast Regional Archives in Morrow (near Atlanta), Georgia; the House version of the bill only provides \$14 million for this undertaking.

There is good news and bad news for the NHPRC. The bad news is that the Senate recommended only \$6.436 million for NHPRC grants. This is the same as the FY 2001 funding level, but less than the FY 2002 House recommendation of \$10 million. The good news is that, unlike the House figure that includes two sizable "earmarked grants" (\$1 million for the John Adams Collection at the Boston Public Library and \$1.7 million for planning assistance for the Oklahoma State Centennial scheduled to take place in 2007), the Senate Committee passed a clean bill with no special earmarks for directed grants.

Supreme Court Decides Tasini Case

On June 26, 2001, the United States Supreme Court ruled 7 to 2 in favor of freelance authors and artists who had petitioned for the right to control electronic reproduction of articles. The case, *New York Times Co. v. Tasini*, began back in 1993 and pitted media giants like the *Times*, *Sports Illustrated* and *Newsday* against six freelance authors who claimed the publishers had infringed on their copyrights by entering into agreements with two computer database companies to place their articles into three separate databases. The decision is a major pronouncement on issues relating to copyright law in the digital age.

The case came to the Supreme Court after a series of lower court decisions had found first for the publishers, then, on appeal, for the writers, then again for the publishers at which time the writers appealed to the Supreme Court. Attorneys for the National Writers Union, led by President Jonathan Tasini, and the six freelance authors argued that "The collective work copyright holder cannot exploit an article on a separate article-by-article basis." The high court did not rule on a remedy for the infringement violations but returned the case to a Federal District Court in Manhattan to address a number of unresolved issues that were not part of the case. It may take months, if not years, to resolve some of these issues, the most important being what should be the statute of limitations for this form of copyright infringement.

The Supreme Court's decision can be viewed online at www.supremecourtus.gov/opinions/opinions.html.

Update: Pending Release of Reagan Papers

As discussed in the last installment of "Washington Beat" (see *Archival Outlook*, July/August 2001, p. 24-25) the White House counsel's office has asked the National Archives and Records Administration (NARA) to delay the release of thousands of pages of historical records relating to the presidency

continued on page 17

Got the Asset Management Blues?

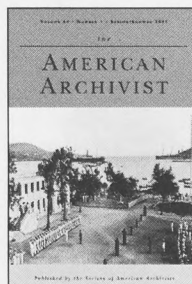


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The Latest *American Archivist*

The latest issue of *American Archivist* (vol. 64, no. 1, spring/summer 2001) was printed and mailed to members and subscribers at the end of August. It features:

- H. Thomas Hickerson's presidential address, "Ten Challenges for the Archival Profession";
- 7 research articles, including "A Question of Custody: The Colonial Archives of the U.S. Virgin Islands" by Jeannette Bastian; "Finding Finding Aids on the World Wide Web" by Helen Tibbo and Lokman Meho; "Voices from Vietnam: Building a Collection from a Controversial War," by Michael Stevens of the State Historical Society of Wisconsin;
- 2000 Theodore Calvin Pease award-winning article by a student of archival administration, "Analysis of Remote Reference Correspondence at a Large Academic Manuscripts Collection," by Kristin Martin, School of Library and Information Science, University of North Carolina at Chapel Hill;
- 2 review essays; and
- Council Meeting Minutes.

Get published! Ideas for articles, leads for articles, and articles themselves are always welcome. Please contact the editor of the *American Archivist*: Philip B. Eppard, School of Information Science and Policy, University at Albany, State University of New York, 518/442-5115, fax 518/442-5367, pbe40@csc.albany.edu.

CONFERENCE HIGHLIGHTS COMING SOON!



Full coverage of SAA's 65th Annual Meeting in Washington, DC, Aug. 27-Sept. 2, 2001, will be posted online at www.archivists.org and published in the November/December issue of *Archival Outlook*.

SAA Directory of Archival Education

Attention! Archival Education Providers and Program Coordinators

The Society of American Archivists' Continuing Education Department is pleased to announce the forthcoming debut of its new and improved online *Directory of Archival Education*. This vital resource will feature:

- Up-to-the-minute updates on archival education programs, including new categories of information correlating to the revised *MAS Guidelines*;
- Administrative access to listings for program coordinators;
- Standardized information allowing viewers to conveniently compare programs.

To obtain further information or to submit information, please contact SAA Education Directors Solveig DeSutter and Patti O'Hara at 312/922-0140 or at education@archivists.org



President's Message

continued from page 3

us professionally or as a Society, I am delighted to have this forum in which to do so.

My principal focus, however, in these columns and in my presidency will be on the society of American archivists as represented and nurtured by the Society of American Archivists. This is a volunteer organization of allied professionals who have gathered together of their own free will for perhaps dozens of individual reasons, but mainly for one big one: the collective improvement and advance of the archival profession in its many manifestations. During my long membership archivists have accomplished many wonderful things—and believe me, I will be talking about some of them in this space over the next year—and SAA itself has been utterly transformed into a truly national organization with an international reach and reputation. What has remained constant, however, is the people. I believe that there is no comparable professional organization in which the membership enjoys the intense sense of connection that we do. You probably don't recall, but in the statement I supplied on the ballot which has put me in this situation, I spoke of the increasing professional diversity of SAA, preferring to see it in those terms rather than as "compartmentalization." I said then and I repeat now that this diversity in pursuit of our collective agenda is the source of both our strength and the bond we have with each other; it also defines our responsibilities. It is my fervent hope that I can, in some small way, help us to better understand just how fortunate we are to be archivists in this day and even more, members of the society of archivists. ♦

Archivist of the United States

continued from page 14

they concerned confidential advice involving the president and his advisors. However, because this is the first time that presidential records containing confidential advice could no longer be restricted under the PRA, the White House extended the 30-day time period so that it could conduct a thorough legal review of the PRA and consider its long-term implications on the deliberative process for the presidency and the executive branch. President Bush's White House counsel, Alberto Gonzales, first extended the time period until June 21, and then further extended it until August 31, as the law provides. As I write this, the matter is still pending, and you may be hearing of the outcome in the days and weeks ahead.

Other presidential records from the Reagan Library, which do not concern confidential advice, have continued to be opened. So far this year, more than 36,000 pages have been released following notice to the White House and the Office of President Reagan. We anticipate additional openings in the near future, and are continuing to process the millions of records remaining to be opened at the Reagan Library, the Bush Library, and the future Clinton Library. ♦

Washington Beat

continued from page 15

of Ronald Reagan—the first scheduled to be released under the Presidential Records Act of 1978—until the end of August.

On June 23, 2001, the National Coordinating Committee for the Promotion of History (NCC) filed a Freedom of Information (FOIA) appeal with NARA for the records list portion of a 29-page National Archives transmittal document to the White House. The document contains descriptive information relating to some 68,000 pages of policy advising documents that is subject to the Presidential Records Act and is scheduled for release from the Reagan Presidential Library.

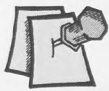
In its request, NCC requested only the records schedule portion of the document and that "any and all discussion language between NARA and the White House be redacted." NCC and its legal advisors believe the records listing portion of the transmittal letter is a public document and is not protected by the deliberative process privilege—see 5 USC 552 Section (b)(5). Nevertheless, on July 23, 2001, NCC received a letter from NARA denying the organization the 28-page descriptive document. The letter states, "We have determined that this notice, in its entirety, is appropriate for withholding...and is protected by the deliberative process privilege." On August 1, 2002, NCC filed the appeal with NARA. Action on that appeal is still pending.

Hearing Conducted on e-Government Act Proposal

On May 1, 2001, Senators Joseph Lieberman (D-CT) and Conrad Burns (R-MT), introduced legislation (S. 803)—the e-Government Act of 2001. Similar legislation was introduced in the House (H.R. 2458) by Rep. Jim Turner (D-TX) on July 12, 2001. Among dozens of provisions, the bill establishes (in conjunction with governmental and private entities) an Online National Library. An outline of the bill is available at www.senate.gov/~gov_affairs/egovoutline.pdf.

NARA Awards Contract

On July 6, 2001, the National Archives and Records Administration (NARA) awarded a \$3.4 million contract for Electronic Records Archives Program Management Support Services to Integrated Computer Engineering Inc (ICE) located in Campbell, California. The four-year contract has a potential value of up to \$20.8 million. ICE will join with subcontractors Vector Research Inc. and VGS Inc. in carrying out the project. The goal of the Electronic Records Archives is to develop a system that preserves any kind of electronic record, free it from the format in which it was created, retain it indefinitely, and enable requesters to read it on computer systems now and in the future. ♦



2001 CALENDAR

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 3

North Carolina Library Association Biennial Conference in Winston-Salem, North Carolina. For registration information: www.nclaonline.org/conference/index.html.

October 10-13

XXXVth International Conference of the Round Table on Archives (CITRA) 2001 in Reykjavik, Iceland. Theme: "Archives and Society: What to preserve? Acquisition and Selection." For more information, contact Ian Wilson, CITRA chairman, iwilson@archives.ca.

October 12-13, 2001.

ECURE 2001: Preservation and Access for Electronic College and University Records Conference, sponsored by Arizona State University. A series of Foundation Sessions will address basic competencies including metadata standards, emulation, migration and e-mail management. Details at <http://www.asu.edu/it/events/ecure>.

October 16-17

SAA continuing education workshop, "Encoded Archival Description," in Indianapolis, IN. Call 312/922-0140 for more information.

October 18-20

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

October 24-25

SAA continuing education workshop, "Encoded Archival Description," in Richmond, VA. Call 312/922-0140 for more information.

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, jlkoste@vcu.edu; and Tom Crew, Library of Virginia, tcrew@lva.lib.va.us or see the Web site 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.

October 26-27

New England Archivists 2001 fall meeting, "Reflections: Looking Back, Looking Forward," at Yale University in New Haven, Conn. The meeting will feature sessions on a wide range of topics in archives and archival practices, as well as addresses by SAA President Steven Hensen, director of rare books and special collections at Duke University; and Gaddis Smith, professor emeritus of history at Yale. Two workshops are also scheduled: Bruce Stark, archivist at the Connecticut State Library, will teach "Arrangement and Description," an intermediate-level, full-day workshop. Fees: NEA members \$50; nonmembers \$70. Yale University archivist Timothy Young will lead "Planning for EAD in an XML World," a half-day workshop. Fees: NEA members \$20; nonmembers \$40. NEA will host a reception after the workshops at the Knights of Columbus Museum from 5-7 p.m. For more information and registration information: www.lib.umb.edu/newengarch/.

October 26-28

All graduates of the University of South Carolina Public History program and other interested persons are invited to celebrate its 25th anniversary with a weekend of seminars, displays, and receptions both on and off campus. For registration information and more details contact Public History co-director Connie Schulz at 803/777-5195, or visit www.cla.sc.edu/hist/pubhist/alumni/anniversary.html.

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. Fee: \$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. A Small Gauge Film Symposium with four days of workshops, screenings and presentations on film of all kinds on small gauges—in particular 8 mm and Super 8—will take place as part of AMIA conference. To participate in the Small Gauge listserv, e-mail Dwight Swanson at dwswan@hotmail.com. For conference details, visit www.amianet.org/04_Annual/Annual.html. For more info, call 310/550-1300 or e-mail amia@amianet.org.

November 7-9

IMLS conference on "Museums, Libraries and the 21st Century Learner" in Washington, DC, at the Hyatt Regency Hotel on Capitol Hill, will examine actual experiments in creating community partnerships for lifelong learning and explore innovative ideas and resources. Registration is free. Contact Elizabeth Lyons at the Institute of Museum and Library Services, 1100 Pennsylvania Avenue, Washington, DC 20506; 202/606-4649 or elyons@imls.gov.

November 7-9

Society of Tennessee Archivists annual meeting at the Franklin Marriott Cool Springs Conference Center. For more info: www.geocities.com/tennarchivists.

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.

November 8-9

SAA continuing education workshop, "Archival Cataloging as a Component of Description," in New York, NY. Call 312/922-0140 for more information.

November 9-10

40th anniversary of the founding of the UCLA Ethnomusicology Archives. Symposium theme: "The Role of the University Sound Archive in the 21st Century." For details about the symposium as well as names and locations of reasonably priced hotels near UCLA: www.ethnomusic.ucla.edu/archive. Or contact: Symposium Planning Committee at 310/825-1695, archive@arts.ucla.edu.

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.

March 14-15, 2002

SAA continuing education workshop, "Encoded Archival Description," in Tallahassee, FL. Call 312/922-0140 for more information.

May 1, 2002

SAA continuing education workshop, "Copyright: The Archivist and the Law," in Hollywood, FL. Call 312/922-0140 for more information.

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.



Mellon Fellowships for Dissertation Research

A new fellowship program is designed to encourage the use of archives, manuscript collections, and other original sources by young scholars; increase their understanding and appreciation of archival work; and provide feedback of potential value to archives for understanding scholars' needs. With funding from The Andrew W. Mellon Foundation, the Council on Library and Information Resources (CLIR) has begun offering Mellon Fellowships for Dissertation Research in the Humanities in Original Sources. In the first year, CLIR will award ten fellowships for use starting between June 1 and September 1, 2002. Applicants must be enrolled in a Ph.D. program in the humanities in a graduate school in the United States, must complete all doctoral degree requirements except dissertation research and writing before the beginning of the fellowship's tenure, and must propose research for the dissertation in original source material in the holdings of one or more institutional repositories such as archives and manuscript collections. **Applications must be postmarked by December 1, 2001, or November 15 if mailed from outside the U.S.** Archives in which fellowship winners propose research will be offered small honoraria to introduce fellows to their institutions, its work, and relevant holdings. Fellows will begin by

attending an "archival boot camp" at CLIR headquarters to develop their archival understanding and research strategies, and will report at the end on their research experiences. If the feedback provides insight of use to archivists in general, CLIR will issue a report. For program details and application forms: www.clir.org; 202/939-4750; info@clir.org; CLIR, 1755 Massachusetts Ave., NW, Suite 500, Washington, DC 20036.

Nantucket Historical Association

In an effort to enhance the public's knowledge and understanding of the heritage of Nantucket, Massachusetts, the Nantucket Historical Association offers the E. Geoffrey and Elizabeth Thayer Verney Fellowship. The research opportunity, originally established in 1999, encourages research in the collections of the Nantucket Historical Association and is open to graduate students and independent scholars. The E. Geoffrey and Elizabeth Thayer Verney Fellow will reside in the Thomas Macy House, a historic property owned by the association, for a period of up to a month. Housing is available January-May and October-December 2002. The NHA will provide a weekly stipend of \$250 and will reimburse for reasonable travel expenses. The Nantucket Historical Association is the principal repository of Nantucket history, with

extensive archives, collections of historic properties, and art and artifacts that broadly illustrate Nantucket's past. For more information on the collections, visit the NHA web site at www.nha.org. Searchable inventories of the library's manuscript, map, and book holdings can also be accessed via the library's Web pages. To apply: Send a full description of the proposed project, a preliminary bibliography, and complete resume. Include an account of travel expenses and anticipated time and duration of stay. **Application deadline is November 23, 2001.** Applicants will be notified by December 21, 2001. Send application packet to: Library Director, Nantucket Historical Association, P.O. Box 1016, Nantucket, MA 02554; 508/228-1655; fax 508/325-7968; library@nha.org.

NHPRC Seeks Host Institution for 2002-03

The National Historical Publications and Records Commission (NHPRC) is now accepting applications for the 2002-2003 year from archival repositories interested in serving as host institutions for an NHPRC Fellow in Archival Administration. State and local government agencies, colleges, universities, and other non-profit organizations, and Federally acknowledged or State-recognized Native American tribes or groups are eligible to apply. The position will focus on active hands-on experience in adminis-

NEW ARCHIVAL FELLOWSHIPS AVAILABLE

A new, non-residential archival research fellowship program, funded by the National Historical Publications and Records Commission, will award five fellowships of \$10,000 each in 2002 and 2003 for archivists to conduct research on a topic of importance to the archival profession.

To be eligible, applicants must be U.S. citizens working under a twelve-month contract in the archival, manuscript, historical, library, records management, information science, or other related discipline. Proposals concerning electronic records will be given highest priority. Collaborative proposals will be accepted.

The fellowship program is managed by the Massachusetts Historical Society, Massachusetts Institute of Technology, Northeastern University, Schlesinger Library at the Radcliffe Institute/Harvard University, and the WGBH Educational Foundation.

Application deadline: March 1, 2002

For more information and application instructions, visit the SAA website at www.archivists.org or contact Brenda Lawson, Project Director, NHPRC Archival Fellowship Program, Massachusetts Historical Society, 1154 Boylston St., Boston, MA 02215, blawson@masshist.org, 617/646-0502.



tration and management. *The application should be post-marked no later than October 1, 2001.*

The Commission views the fellowship as an opportunity for professional archivists with two to five years' experience to gain new or additional experience with archival administrative procedures and problems. Archives interested in applying to serve as host institutions should be able to expose the fellow to a wide variety of archival administrative experiences, as well as formal management or supervisory training, during the nine to twelve months the fellow will be associated with the host's program. In addition, the project director should be a mentor to the fellow and take an active role in the fellow's development. The fellow's stipend is \$35,000, with a benefit payment of \$8,750. Host institutions are awarded \$1,500, to interview prospective applicants and to use for the fellow's professional travel during the fellowship year. The host institution will be chosen by December 1, 2001. Applications for prospective fellows will be made available at that time. *Applications from potential fellows are due by March 1, 2002.* The Commission encourages any interested archives to contact the Commission staff to discuss their applications. The Commission staff will work with applicants to assure that their proposals include the range of administrative opportunities desired by the Commission. Interested organizations should request guidelines and application forms from: National Historical Publications and Records Commission, National Archives and Records Administration, Room 111, 7th and Pennsylvania Ave. NW, Washington, D.C. 20408; www.nara.gov/nhprc. For further information, please contact Michael T. Meier of the Commission staff at 202/501-5610, ext. 252 or michael.meier@arch1.nara.gov.

Peabody Essex Museum

The Peabody Essex Museum of Salem, Massachusetts, is accepting applications for fellowships to support use of its library and museum collections for research and publication on New England history and culture. Fellowships are open to advanced scholars, graduate students, independent scholars, and library and museum professionals. Stipends may be awarded for up to two months, at a rate of \$750 per month. Free housing in a nearby studio apartment may also be available. *Application forms and supporting materials must be received by January 31, 2002, for projects beginning after June 1, 2002.*

Applications received by January 31, 2002 will be given first consideration. For information and application forms: Fellowship Committee, Phillips Library, Peabody Essex Museum, East India Square, Salem, MA 01970; 978/745-9500, ext. 3033; www.pem.org/phil_fellowships.html.

Pennsylvania Historical and Museum Commission

The Pennsylvania Historical and Museum Commission invites applications for its 2002-03 Scholars in Residence Program, including applications for collaborative residencies. The program provides support for full-time research and study in the manuscript and artifact collections maintained by any commission facility, including the Pennsylvania State Archives, The State Museum of Pennsylvania, and 26 historic sites and museums around the state. A collaborative residency must be filed jointly by the interested scholar and the host program/facility. Residency programs are open to all conducting research on Pennsylvania history. Residencies are available for four to twelve weeks between May 1, 2002, and April 30, 2003, at the rate of \$1,500 per month. *Deadline for application is January 11, 2002.* For more information and application form: www.pmhc.state.pa.us or call 717/787-3034; ls hopes@state.pa.us.

The Pepper Foundation's Visiting Scholars Program

The Claude Pepper Foundation seeks applicants for its visiting scholars program, which provides financial assistance for researchers working at the Claude Pepper Center's archives at Florida State University. The Claude Pepper Library's holdings include papers, photographs, recordings, and memorabilia of the late U.S. Senator/Congressman Claude Pepper and his wife, Mildred Webster Pepper. Pepper served in the U.S. Senate from 1936-1950 and the U.S. House of Representatives from 1962-1989. Topics that can be studied include Social Security, Medicare, elder affairs, age discrimination in the work force, labor issues such as minimum wage/maximum hours, health care reform, National Institutes of Health, civil rights, crime, international affairs, FDR's New Deal and World War II. The visiting scholar's program is open to any applicant pursuing research in any of the areas related to issues addressed by Claude Pepper. *Application deadlines are April 15th and October 15th.* For additional information and an application form, contact: Grants Coordinator, Claude Pepper Center, 636 West Call Street, Tallahassee, FL 32306-1122; 850/644-9309; fax 850/644-9301; m laughli@mailers.fsu.edu; <http://pepper.cpb.fsu.edu/library>.

Recording Academy Grants

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

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

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

Reynolds Associates Research Fellowships

The Reynolds Associates in conjunction with the Historical Collections Unit of Lister Hill Library, University of Alabama at Birmingham, are pleased to announce the availability of short-term grants of up to \$1,000 to those engaged in research projects for the 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.

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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.

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Announcements are posted weekly on SAA's Web site in the *Online Employment Bulletin* (www.archivists.org/employment/) and remain posted for up to two months. As a value added, announcements may also be published in *Archival Outlook* or the print version of the *SAA Employment Bulletin*.

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 \$50 per year only at the time of membership renewal. 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,
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ARCHIVIST

New York, NY

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ARCHIVIST

ACE INA
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

George Meany Memorial Archives
Silver Spring, MD

The George Meany Memorial Archives of the National Labor College seeks an archivist with faculty status who will primarily be responsible for the records management function for departments of the AFL-CIO. Applicants must have a master's degree with at least three years of post-M.A. records management experience, and must be knowledgeable in labor history or a related area of labor studies. For a complete job description, fax your request to Janet Yarmola at 301/434-0371.

ARCHIVIST

Jerome Historical Society
Jerome, AZ

The Jerome Historical Society seeks archivist for full-time position. Ideal for history graduate seeking first job who has some experience in historic collections, research, database and personal skills. Archivist is responsible for accessioning, arranging, and cataloging collections; maintaining the computer database; assisting researchers; arranging exhibits in small museum, and some public relations. **Please send letter, resume and references to:** Pamela Williams, Director, P.O. Box 156, Jerome, AZ 86331; director@jeromehistoricalsociety.org; www.jeromehistoricalsociety.org.

ARCHIVIST

Shenandoah County Library
Edinburg, VA

Shenandoah County Library is seeking an archivist to administer local history, genealogical and archival collections. New building, July 2000. College degree (master's preferred) in history, library science, or related field. \$26,042-\$38,667 with county benefits. County application required. Packet available from: David L. Steinberg, Shenandoah County Library, 514 Stoney Creek Blvd., Edinburg, VA 22824; 540/984-8200, fax 540/984-8207. Position opened until filled. Shenandoah County is an Equal Opportunity Employer.



ARCHIVIST

*Society for Technical Communication
Arlington, VA*

Arlington, VA, nonprofit seeks freelance archivist to organize historical documents. Fax resume to 703/522-2075, or e-mail stc@stc.org.

ARCHIVIST/LEAD ARCHIVIST

*The Mary Baker Eddy Library
Boston, MA*

The Mary Baker Eddy Library for the Betterment of Humanity invites applications for a new position that is immediately available. As **Archivist (job code R118C)**, you will arrange collections, provide service to the public using the archives, and work closely with research, curatorial, library, and exhibit staff. Specifically, candidates are needed with a master's degree in library science or equivalent training and experience plus experience as a professional archivist. Please indicate in your cover letter if you would also like to be considered as a Lead Archivist. As **Lead Archivist (job code R119C)**, you will coordinate the day-to-day activity of the archives and provide leadership to the archival staff, as well as perform work of a professional archivist. The Library is a unique 21st century not-for-profit educational and charitable corporation located in Boston's historic Back Bay. Scheduled to open in the fall of 2002, the Library will house the largest multi-disciplinary collection of a 19th-century American woman chronicling her life, writings, and achievements. Visitors from around the world will be able to explore Mary Baker Eddy's multi-faceted dimensions as an author, publisher, teacher, healer, reformer, and businesswoman through seminars, conferences, educational programs, forums, interactive exhibits, publications, and research. If you are interested in joining this historic endeavor, please send your letter of interest and resume via e-mail to: jobs@mbelibrary.org. You may also fax us at 617/450-7048 or write us at 200 Massachusetts Ave., Boston, MA 02115. In your letter, please reference the job code of the position you are applying for. All applicants are encouraged to visit the library's Web site at www.marybakereddy.org to learn more about the library and Mary Baker Eddy.

ASSISTANT ARCHIVIST

*Marquette University Libraries
Milwaukee, WI*

Marquette Libraries invites applications for the position of assistant archivist. Reporting to the head of the Department of Special Collections and University Archives, this position includes broad responsibilities within a dynamic, service-oriented program. Assumes a leadership role in applying automation technology to the functions of the department. Appraises and accessions both university records and manuscripts. Trains and supervises student assistants. Assists in promoting undergraduate use of collections. For a full description of the position and responsibilities,

see the News and Information section of the Libraries' Web site: <http://www.marquette.edu/library/>. **Required Qualifications:** ALA-accredited M.L.S. degree with an archival concentration, or relevant subject master's with certification by the Academy of Certified Archivists. In-depth knowledge of archival principles and practices. Strong communication and interpersonal skills, service orientation, and the ability to work effectively with colleagues, faculty, and students in a team-based environment. **Preferred Qualifications:** Minimum two years post-graduate experience in archival management; one year supervisory experience in an archival setting. Knowledge of information technology as applied to archives, including experience with the following: cataloging using the MARC format; preparing finding aids for the Web; electronic record keeping; digital imaging technologies. **Institutional Context:** Marquette University is an independent, Catholic, Jesuit institution located on an 80-acre campus near downtown Milwaukee. The Department of Special Collections is preparing to move into the new 120,000 square foot John P. Raynor, S.J., Library in 2003. Salary is competitive, commensurate with experience and qualifications. \$33,000 minimum. Letters of application, along with a resume and names of three references should be sent to: Matt Blessing, Department of Special Collections and University Archives, Marquette University Libraries, P.O. Box 3141, Milwaukee, WI 53201-3141. Review of applications will begin October 19, 2001, but will be accepted until the position is filled. Marquette University is committed to diversity and equality in education and employment. At the same time, Marquette cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Jesuit, Catholic tradition.

ASSISTANT DIRECTOR, UNIVERSITY ARCHIVES AND COLUMBIANA LIBRARY

*Columbia University
New York, NY*

Columbia University Reference: # 1002349; **Date:** 08/03/01; **Grade:** 11; **Department:** Office of the Secretary; **Salary:** Commensurate with experience. Reporting to the Director of the University Archives-Columbiana Library, who reports to the Assistant Secretary of the University. The Assistant Director participates in all aspects of the University Archives and Columbiana Library's operations as assigned by the Director and is responsible for the operation of the unit in the Director's absence. She/he has primary responsibility for the review of, organization of, access to, and preservation of, collections. The Assistant Director provides reference service; develops priorities for collection development; prepares inventories for unprocessed collections; creates USMARC: AMC records for collections and oversees uploading into CLIO and RLIN; aggregates statistics and generates reports on acquisitions and collections. In addition,

the Assistant Director oversees the physical transfer of collections to archival custody; oversees facilities management of the reading room and storage areas, which includes working with vendors and University Facilities personnel. The Assistant Director hires, trains, and supervises student workers, and participates in the training and supervision of the Assistant Archivist and other professional staff. Performs other duties as assigned. **Qualifications:** Bachelor's degree or its equivalent required. M.L.S. or M.A. in history or related field with formal archival training highly preferred. Two years' related experience required. Computer proficiency required, with demonstrated software knowledge of database management and digital imaging; proficiency in the USMARC: AMC format, *APPM* and *AACR2*; experience with *SGML/EAD* a plus. Good writing and interpersonal skills and the ability to work independently are required. Ability to lift a forty-pound record carton is highly desired. **Send resume and finding aid/inventory to:** Dr. M. H. Pettit, Director, University Archives-Columbiana Library, 210 Low Memorial Library, 535 West 116th Street, MC 4316, New York, NY 10027, fax 212/854-7320, e-mail: mhp74@columbia.edu (attach resume and inventory as Word or text files).

ASSISTANT SPECIAL COLLECTIONS LIBRARIAN

*Henry Madden Library
California State University, Fresno
Fresno, California*

The Henry Madden Library is seeking an assistant special collections librarian for the management and development of the Central Valley Political Archive and to assist the head of special collections. **Responsibilities:** Reporting to the head of special collections, the initial responsibility of this position is the management and development of the newly established Central Valley Political Archive (CVPA) whose mission is to document the contributions of federal and state political figures from the San Joaquin Valley. This position also assists researchers in the use of the collections and serves on the CVPA Advisory Board. Additional responsibilities include overseeing the processing of the manuscript collections and records of the University Archives within the Special Collections Library. In addition, this position will train student assistants in archival processing, assist in collection development, grant writing, fundraising, exhibit preparation, special events, donor cultivation, and special projects as needed. **Qualifications: Required:** Master's degree in library science or equivalent from an ALA-accredited institution. At least one year of experience working in a special collections unit, archives, or manuscript repository in an academic, research, or independent library. Experience with and knowledge of standard archival theories and practices in the appraisal, arrangement, and description of archival and manuscript collections. Excellent written, oral, and interpersonal skills. Self-motivation, flexibility, and the ability to work collegially with faculty and staff are necessary. Demonstrated



ability to meet the university's requirements for faculty tenure and promotion. **Preferred:** Experience with processing large, modern political collections. Knowledge of and experience with HTML, XML, EAD encoding, digitizing collections (especially photographs), and effective Web page design. **Salary/Benefits:** Salary and rank are commensurate with qualifications and experience. This is a 12-month, full-time, tenure track, faculty position. Salary minimum \$47,000. California State University, Fresno is one of the 23 campuses of the California State University system. The current enrollment is approximately 19,000 students. The campus, which has been designated as an arboretum, is spread over 1,400 acres. Metropolitan Fresno is located on the western edge of the Sierra Nevada Mountain Range and within easy driving distance of Yosemite, Kings Canyon, and Sequoia National Parks, San Francisco, Los Angeles, and the Monterey Peninsula. **Deadline:** To ensure full consideration, submit a letter of application and resume with names, addresses, phone numbers, and e-mail addresses of 3 references by October 19, 2001 to: Michael Gorman, Dean of Library Services, Henry Madden Library, 5200 N. Barton Avenue M/S ML34, California State University, Fresno, Fresno CA 93740-8014. California State University, Fresno is an EO/AA employer.

CHIEF ARCHIVIST

*John F. Kennedy Presidential Library
Boston, MA*

The John F. Kennedy Presidential Library, a part of the National Archives and Records Administration, located at Columbia Point, Boston, MA, is recruiting for a Chief Archivist. The Archive documents the life and career of President Kennedy and the time in which he lived. It includes the papers of President Kennedy, Robert Kennedy and over 300 of their associates and contemporaries as well as the papers of Ernest Hemingway. The collections consist of over 36 million pages of documents, oral history interviews with more than 1,300 people and approximately 30,000 books. The Chief Archivist is responsible for supervision of staff performing acquisition, appraisal, arrangement, description, preservation and reference service activities on collections of archival documents. Seeking candidates who have demonstrated knowledge in U.S. History; archival theory, principles and techniques, research methodology; oral and written communication; strong managerial/supervisory skills; and experience in disseminating archival information through electronic media. Bachelor's degree required preferably in U.S. history, political science or government; however, work experience may be substituted for education requirement. **Interested candidates should send their resume to:** JFK Library, Attn: O. Paulson, Columbia Point, Boston, MA 02125 or fax it to 617/929-4538. **Salary:** \$64,301. The National Archives is a federal agency. EOE.

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 APM 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 an 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 expansive 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 ARCHIVIST/LIBRARIAN, PROPERTY INFORMATION RESOURCE CENTER

*Harvard University
Harvard Planning and Real Estate
Cambridge, MA*

Reporting to Director of Administration, manages the daily operations and long range planning for the Property Information Resource Center, HPRE's library and archives for Harvard's buildings and land. Ensures that a high level of customer service is provided to Harvard's schools and department to support planning and construction projects. Develops

projects and programs to improve the management and preservation of information and collections. Oversees ongoing cataloging of architectural and engineering drawings and maps. Helps develop computer-based tools for cataloging and searching. Oversees HPRE's file management and retention systems. Manages the budget. Supervises 2 full time staff plus students. Answers reference questions. **Required Education, Experience, Skills:** M.L.S. and 5 years professional experience required. Supervisory experience preferred. Strong customer service orientation. Familiarity with architectural records or subject knowledge of architecture helpful. Experience with databases and electronic cataloging systems. Must have excellent written and oral communication skills and the ability to work effectively with others in a team-oriented environment. Knowledge of Harvard a plus. **About PIRC:** The PIRC is Harvard University's principal repository for records of the institution's buildings and land. Forming the core of the PIRC's collections are more than 65,000 architectural and engineering drawings of Harvard's buildings dating from 1840 to the present, as well as many surveys and topographical, assessor and zoning maps related to the Cambridge and Boston campuses. The PIRC helps Harvard University preserve its past and effectively plan for the



METHODIST LIBRARIAN

DREW UNIVERSITY LIBRARY in Madison, NJ seeks a Methodist Librarian. The Librarian provides leadership for the extensive and world-renowned Wesley and Methodist collections of Drew University and the General Commission on Archives and History of The United Methodist Church (GCAH).

The Successful candidate will develop Methodist collections, promote their use, provide reference and research services, set goals and policies for the Methodist Library, supervise one full-time staff person and several student employees and participate in governance and strategic planning of the University Library. The Librarian will also serve as chief liaison to staff of the GCAH and its governing committees, cultivate donors, provide leadership for the University Library's special collections and archives, Reporting to The University Library Director s/he will be a member of the Library faculty.

The Methodist Librarian will hold an ALA accredited MLS (or equivalent degree) or subject relevant Ph.D and a commitment to completing the MLS. Subject expertise in Wesley and Methodist studies as demonstrated by an advanced academic degree is required. Strong service orientation along with a Ph.D and publications in relevant field, academic library experience, experience with special collections and/or archives, background using technology to advance library services are highly desirable.

Applications received by September 15, 2001 will receive full consideration; however the search will remain open until the position is filled. **Anticipated starting date is April 1, 2002.** Please consult our library web page at <http://www.depts.drew.edu/lib> for full job ad, job description, and information about the Library.

Please forward cover letter & CV to: **Ms. Lessie Culmer-Nier, Chair, Search Committee, Drew University Library, Madison, NJ 07940.**

The Library shares the University's commitment to maintaining a diverse faculty and student body and is an AA/EOE.

Drew University



future. Its collections document the rich and varied history of Harvard's built environment. Additionally, they provide critical background material for campus planning, new construction projects, and renovations to Harvard buildings. **Contact:** Kim Van Savage, Harvard Planning and Real Estate, Holyoke Center 912, 1350 Massachusetts Ave., Cambridge, MA 02155; 617/496-3776; fax 617/495-0559; kim_vansavage@harvard.edu.

LABORATORY ARCHIVIST

*Lawrence Livermore National Laboratory
Livermore, CA*

Salary: \$5,145-\$8,058. Seeks experienced professional archivist responsible for the management of institutional archives program and tasked with redefining mission of the laboratory archives based on assessment of organizational needs/requirements. Requires thorough understanding and advanced knowledge of classical archival principles and significant experience designing/implementing archival systems, strong supervisory experiences, and excellent customer service skills. Additional information: <http://www.llnl.gov/jobs/postings.jsp?jobID=8049>.

PROVINCIAL ARCHIVIST

*Congregation of the Passion, Holy Cross
Province
Chicago, IL*

The Congregation of the Passion, Holy Cross Province, seeks a full-time archivist, with a start date of fall 2001. The archivist will be responsible for creating and maintaining archival practices to ensure appropriate preservation and collection of documents; provide technical assistance to community agencies in establishing and operating a program for the management and proper disposition of current files; ensure that archival materials and documents are preserved and collected according to accepted archival practices; appraise records for historical, fiscal, legal or administrative value; serve as a professional resource and provide technical assistance, as appropriate monitor environmental conditions and arrange for microfilming of records; supervise staff as needed; and performs any other duties which may be assigned to processing and cataloging records related to the Passionist Congregation's mission and history, dating from its beginning in 1721, but more especially with its beginnings in the United States in 1852. The collection includes general records, as well as records of specific countries and regions, such as India, Japan, and Korea. The archivist will also have some responsibility for reference services; may become involved with collection development activities. **Qualifications: Required:** Master's degree in history; library science or related field, with course work in archives administration, two years of archival experience, including previous processing experi-

ence and USMARC/OLC cataloging; experience in the application of digital technologies in archives, with strong written and oral skills, possess good managerial and communication skills, and have the ability to attend to detail and accuracy. Knowledge of church/religious history would be a plus. **Salary:** Commensurate with experience; minimum \$27,000, and full ELCA benefits package. **Application:** Accepted through Summer, 2001. Send application, resume, and names of three references to: Rev. Michael Higgins, C.P., Offices of the Provincial, 5700 N. Harlem Ave., Chicago, IL 60631-2242; 773/631-6336; fax 773/631-8059.

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 include a minimum master's degree in history, library and/or information science, or a related field, with coursework in archival/record 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 ARCH, New York, NY 10017.

RECORDS MANAGER

*The Museum of Modern Art
New York, NY*

The Museum of Modern Art is inviting applications for a four-year project position in the museum's archives department. The incumbent, in collaboration with the museum's archivist, will have responsibility for managing the record management program (supporting a staff of 600), implementing new off site storage and developing all systems, policies and procedures

for this project. Applicants should possess at least a B.A., however candidates holding a master's degree in an appropriate discipline are preferred. A minimum of two years of applicable experience is necessary. Due to the scope of this position excellent interpersonal, written and verbal communications skills and technological savvy are essential. We offer a salary in low to middle \$40K's and a generous benefits package. Please send c.v. and cover letter to: The Museum of Modern Art, Manager of Recruitment RM, 11 W. 53rd Street, New York, NY 10019, by fax to 212/333-1107 or via e-mail to jobs@moma.org.

RESEARCHER (A.K.A. RESEARCH ARCHIVIST)

*The Mary Baker Eddy Library
Boston, MA*

The Mary Baker Eddy Library for the Betterment of Humanity invites applications for this full-time position that is immediately available. As a researcher, you will provide research assistance to individuals interested in the archival collections of the Library and participate in development of the collections. Specifically, candidates are needed with a master's in library science (or equivalent training and experience) and practical experience as a research archivist. Excellent print and online reference skills are a must. The library is a unique 21st century, not-for-profit, educational and charitable corporation located in Boston's historic Back Bay. Scheduled to open in fall of 2002, the library will house the largest multi-disciplinary collection of a 19th century American woman chronicling her life, writings, and achievements. Visitors from around the world will be able to explore Mary Baker Eddy's multifaceted dimensions as an author, publisher, teacher, healer, reformer, and businesswoman through seminars, conferences, educational programs, forums, interactive exhibits, publications, and research. If you are interested in joining this historic endeavor, please send your letter of interest and resume via e-mail to: jobs@mbelibrary.org (preferred). You may also fax us at 617/450-7048 or write us at: 200 Massachusetts Ave., Boston, MA 02115. In your letter, please reference job code R117C. All applicants are encouraged to visit the library's Web site at www.marybakereddy.org to learn more about the library and Mary Baker Eddy.

SENIOR ARCHIVIST

*National Park Service
Museum Management Program
Washington, DC*

The National Park Service, Museum Management Program, plans to hire an Archivist (GS12/13). Vacancy announcement NPS WASO-01-074 is posted at <http://www.usajobs.opm.gov/wfjic/jobs/IV4675.HTM>. Closes September 14, 2001.



UNIVERSITY ARCHIVES ADMINISTRATOR

Chicago State University
Chicago, IL

CSU invites nominations and applications for the position of University Archives Administrator open in fall 2001. This is an administrative appointment with possible faculty status pending faculty review of primary experience, research and service, envisioned in the assistant professor level and salary range. The archivist serves as a coordinator for university archives, records management, and depository archives and manuscripts collections, with a staff consisting of a faculty archivist, archives analyst, and student aids, working with a librarian for regional studies and a nascent special collections program. CSU is building a new 134,000 s.f. library that includes a modern archives work area, reading room, offices, and records center including scanning, microfilm and preservation and electronic records storage and servers, and computing and media facilities plus a dense-storage vault with robotic retrieval and capacity of 200,000 volumes or 15,000 linear feet or records. Candidates will be expected to work with the NCA self-study committees for accreditation that are generating records for all university functions; these will form the reorientation of archives from historical and inactive records only to a comprehensive modern records management and archives program that will include teaching undergraduates and graduates in archival science using the new archives and records center as a studio and laboratory. **Qualifications:**

Candidates must have appropriate specialized graduate training including electronic records management, with an M.L.S. or equivalent M.A.S., M.I.S., M.C.S.; an additional relevant master's or ABD status in a doctoral program (Ph.D. preferred); Academy of Certified Archivists (ACA) and/or ARMA certifications are desirable (or commitment to attain in a set time); and two years or more relevant program management experience, depending on other qualifications. **Salary:** \$45k+; benefits (Illinois State package) are competitive.

Application: send application letter, resume, and contact information for three references to: Archives Administrator Search, Douglas Library, Chicago State University, 9501 S. King Drive, Chicago, IL 60628-1598. Open until filled. CSU is an AA/EO employer.

UNIVERSITY ARCHIVIST (SEARCH REOPENED)

Wake Forest University
Winston-Salem, NC

Wake Forest University's Z. Smith Reynolds Library seeks an experienced and energetic University Archivist to administer the Wake Forest University Archives and related collections. The University Archivist assures access to the collections and insures that services and bibliographic records are of the highest

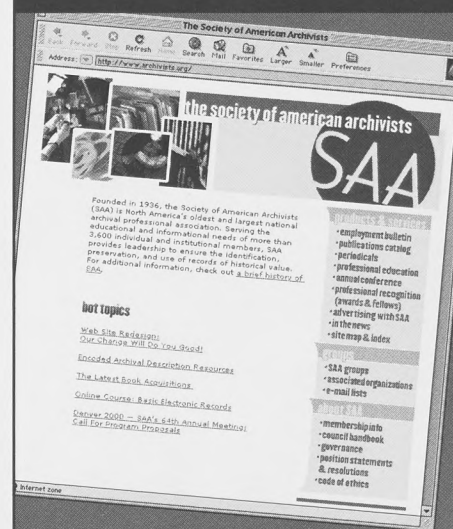
standard. The Archivist promotes programs, exhibits, and the use and support of the Archives. The Wake Forest University Archives document the history of the institution beginning with its formation as the Manual Labor Institute in 1834 and continuing to its current status as a major liberal arts university. The University Archivist promotes and supports the collections, which include the Archives and the North Carolina Baptist Historical Collection documenting Baptist life and institutions in North Carolina. Collections total more than 8000 linear feet of manuscript material and 16,000 monographs. The University Archivist reports to the Special Collections and Archives Team Leader. Duties include the formulation and implementation of policies and procedures for collection development, arrangement and description, and preservation and access. The successful candidate will engage in outreach to university departments and the community; develop strategies for active donor and financial support; provide reference service and bibliographic instruction to students, faculty, and patrons; develop and implement programs for creation of digital archives and automated access; prepare finding aids and inventories; supervise, train, and evaluate 1 full time employee and student assistants; and provide computer training for incoming students.

Qualifications: Required: M.L.S. from an ALA-accredited school with course work in archives administration and at least two years of professional experience in an archival setting. An equivalent combination of education and experience may be accepted. Demonstrated knowledge of current archival theory and practice; experience with automated library and archival systems, electronic formats, and archival records management; excellent organizational abilities and communication skills; proven ability to work productively in a collaborative team environment. **Preferred:** Additional advanced degree in American history or related discipline is highly desired.

Salary and Benefits: Salary placement is commensurate with experience and qualifications, \$38,000 minimum. Wake Forest University offers a comprehensive benefits package, including health care, choice of retirement plans, and tuition concession. Information about the Z. Smith Reynolds Library is available at <http://www.wfu.edu/Library>.

Application: To apply, send letter of application, resume, and names, addresses, telephone numbers, and e-mail addresses of three references to: Staff Employment Manager, Office of Human Resources Post Office Box #7424, Wake Forest University, Winston-Salem, NC 27109. **Review of applications begins September 24, 2001.** Wake Forest University is an affirmative action, equal opportunity employer.

DISCOVER SAA!



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www.archivists.org

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THE SOCIETY OF
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Trusting Records

Legal, Historical, and
Diplomatic Perspectives

Heather MacNeil

Trusting Records: Legal, Historical, and Diplomatic Perspectives

HEATHER MACNEIL

This study explores the evolution of the principles and methods for determining record trustworthiness from antiquity to the digital age, and from the perspectives of law and history. It also examines recent efforts undertaken by researchers in the field of archival science to develop methods for ensuring the trustworthiness of records created and maintained in electronic systems.

Kluwer Academic Publishers (2001) 163 pp., hard cover
Nonmembers \$75 • **SAA members \$65** • Product Code 134

AMIA Compendium of Moving Image Cataloging Practice



AMIA Compendium of Moving Image Cataloging Practice

By presenting a snapshot in time of the cataloging practices of 27 diverse institutions, this authoritative resource offers solutions to cataloging problems unique to moving images. The range of institutions examined includes historical societies, university archives, broadcast organizations, museums, and subject-specialized collections. The collections include television, film, and video, and utilize both MARC and non-MARC cataloging.

SAA & AMIA (2001) ca. 275 pp.
Nonmembers \$40
SAA & AMIA members \$30 • Product Code 137



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

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

Documenting Society CD-ROM

BY ANN E. PEDERSON, MARK BROGAN AND
ALIN HUMA

An interactive multimedia training package that integrates concepts and content from U.S.A., Australia, and Canada on the fundamentals of recordkeeping for organizational and societal purposes. This CD features instructional text with links to Internet resources; photo and video footage; useful tables, charts, and glossaries; articles from international sources; and a workbook. To sample this all-in-one training package, visit <http://scisweb.scis.ecu.edu.au/~docsoc/default.htm>. May be used in conjunction with Keeping Archives (p.7).

Edith Cowan University, Australia (2000) CD-ROM
Nonmembers \$69.95 • **SAA members \$59.95** •
Product Code 130

To order, contact the SAA publications department at 312/922-0140 or publications@archivists.org.