

Heads Up!

- **Advocacy in Action: SAA Takes a Stand on the Giuliani Papers, *Eldred v. Ashcroft*, and NARA Advanced Notice of Proposed Rulemaking**
- **Special Center Insert: *Guidelines for a Graduate Program in Archival Studies***
- **Planning for Birmingham 2002**



table of contents



features

Photo courtesy of John Celardo



Advocacy in Action

- SAA Opposes Disposition of Giuliani Papers **4**
- SAA Exerts Leadership on Copyright Extension—
Amicus Brief Filed in *Eldred v. Ashcroft* Case **5**
- SAA Responds to NARA Advanced
Notice of Proposed Rulemaking **6**

SAA's 66th Annual Meeting in Birmingham, Alabama

- Program Right On Schedule for Birmingham Conference
Kris Kiesling and Bill Landis **7**
- Wanted: SAA Annual Meeting Assistant **7**
- Motorcycles, Museums, and Metal: See the Sights in Birmingham
Donnelly F. Lancaster and Tim L. Pennycuff **8**
- SAA Archives Finding Aid on the Web *Michael Doylen* **10**
- Renovating the SAA Web Site *Brian Doyle* **11**
- Life in the Electronic Age **11**
- New Guidelines for Graduate Education *Johanne Pelletier* **16**

Guidelines for a Graduate Program in Archival Studies **Insert**

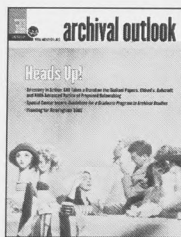
departments

- Print Matters **12**
- Washington Beat **15**
- Currents **17**
- National News Clips **18**
- World View **21**
- Bulletin Board **22**
- Professional Opportunities **25**

columns

- President's Message:
On the Ineffable Pleasures of Being an Archivist **3**
- From the Archivist of the United States:
President's Fiscal Year 2003 Budget Proposal
Will Advance NARA's Goals **14**

on the cover



"Mr. John and Lynn, a model, ca. 1950." This photograph is from the archives of hat designer Mr. John (a.k.a. John P. John), in the Doris Stein Research Center for Costume & Textiles, Los Angeles County Museum of Art (LACMA). The center's resources form the nucleus of support for scholarly research on LACMA's encyclopedic collection of costumes and textiles. Submitted by GAIL STEIN.

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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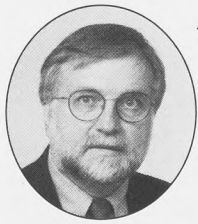
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Archival Outlook (ISSN 1520-3379) is published six times a year and distributed as a membership benefit by the Society of American Archivists. Contents of the newsletter may be reproduced in whole or in part provided that credit is given. Direct all advertising inquiries and general correspondence to:

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∞ *Archival Outlook* is printed on paper that meets the requirements of the American National Standards Institute—Permanence of Paper, ANSI Z39.48-1992.



On the Ineffable Pleasures of Being an Archivist

Given the general national stress level, that fact that it is February and only people in Florida and Southern California aren't coping with some measure of meteorological mess, and that my last few columns have been focused on high-level national crises of one sort or another, I thought I would take this opportunity, to paraphrase Eric Idle of Monty Python fame, "to...look on the bright side of life." In short, to share with you some of the particular delights that being an archivist has held for me

First of all, let me confess to you that I think I have led a particularly charmed life in my profession. I have been fortunate enough to be in the right place at the right time with respect to important emerging archival issues and technologies; I have worked for outstanding repositories, who were generally (though with Duke most especially) supportive of my professional activities; and I have had the friendship and support of some of the finest and most dedicated people I have ever known. What is key here, however, is that I know I'm not alone in feeling this way. I suspect that most of the approximately 3,500 of us who make up the membership of SAA feel that we have been blessed in our work or that our situation is something special.

How did it start for me? Like most of us, I did not grow up wanting to be an archivist. As a kid in rural Wisconsin in the '50s and '60s, I'm fairly certain that I probably never even heard the word "archives." It wasn't until 1967 when, as a senior English major at the University of Wisconsin in Madison, I stumbled quite by chance into the State Historical Society of Wisconsin. I was looking for a work-study position that would help me meet the financial rigors of paying off my \$119/semester tuition and it happened that SHSW was hiring student manuscript processing assistants.

What I discovered in this early experience were a couple of basic truths that moved me to become an archivist and have kept me steadfast in this profession for over 30 years. First, there is an almost visceral excitement that comes with working with the real "stuff" of history. The thrill of handling letters and documents of both famous and not-so-famous persons that speak directly and contemporaneously of the events that have shaped our planet's history never wears off. What's more, at some point we all experience that special frisson that comes with handling something truly remarkable or revealing. For me it happened

while I was at Yale and discovered the long-lost journals of an early Canadian explorer—or maybe it was at the Library of Congress working with Jefferson's rough draft of the Declaration of Independence!

Second, while many might be loathe to admit it, the voyeur in many of us takes some pleasure in reading other people's mail. This is nothing of which to be ashamed, of course; biography and autobiography still remain significant and compelling branches of literature; and, while less admirable, there are the countless magazines, television shows, Web sites, etc. whose sole focus is plumbing the secret depths of people's lives. Our advantage is that we usually get to see the unvarnished, undisturbed, *respect des fonds*-based truth as reflected in the papers and records with which we work.

When I finished graduate school at Wisconsin as one of the first two of Jerry Ham's archival students, like so many Wisconsin graduates, I wanted nothing more than to remain in Madison. Jerry had bigger plans, however, and had no interest in inbreeding in his program. So he made a call, I made a call, and within a month I was off to Yale for the next five years where I had the privilege of working with former SAA president and distinguished former director of the FDR Presidential Library, Herman Kahn.

From Yale I went to the Manuscript Division of the Library of Congress where I was senior (though only) manuscript cataloger for the next ten years. It was here that a new draft cataloging standard, called AACR2, was unceremoniously dumped on my desk. I was instructed to try and come up with something better for manuscripts. The result was APPM—Archives, Personal Papers and Manuscripts—and the rest truly is history (more and more so every day). However, it was also there that I fell under the benign and stimulating influence of John D. Knowlton, who was then head of the Preparation Section and my supervisor. While I could write a whole separate column—indeed perhaps a book—on the virtues, wit, and philosophy of Jay DeCay (as he often signed his memos to me and does still with his e-mail), this is not the time or place. What I will say is that, in response to any cataloging question I had he always loudly proclaimed, "You're the cataloger!" After a while I came to believe him.

That experience led to my involvement with the National Information Systems Task Force and the development of the MARC-AMC format, to numerous

continued on page 20

SAA Opposes Disposition of Giuliani Papers

In what to many historians and archivists seems "an unprecedented and ill-advised action," former New York Mayor Rudolph Giuliani has taken personal control of his official city papers. Under a contract written in the last days of his administration, Giuliani worked out a deal with the New York City's records commissioner to move his papers to a private storage facility in Queens. Giuliani's supporters maintain this is an effort to help the city by financing and thus speeding up the archiving process. Not coincidentally, it will help Mr. Giuliani maintain control of his image and get quick access to material he needs to fulfill a \$3 million book contract to write about his days as the city's mayor.

Under the terms of the agreement, Giuliani will have the right to block public access to any papers in which he deems he has a private interest, unless the new mayor, Michael R. Bloomberg renegotiates the agreement. A petition drive targeted to the mayor has been launched in which individuals and organizations are urging the city government "to arrange for the immediate return of all public documents to public custody."



At a press conference in New York City in February, Thomas Connors, SAA Council member, delivers a statement outlining SAA's opposition to the disposition of the papers of former New York Mayor Rudolph Giuliani. Photo courtesy of John Celardo.

Concerned individuals and organizations are urged to voice their opinions by writing: Mayor Michael R. Bloomberg, City Hall, New York, N.Y. 10007.

SAA Speaks Out

On February 6, 2002, during a press conference held on the steps of New York City Hall, Society of American Archivists Council member Thomas Connors delivered the following statement opposing the disposition of the Giuliani papers.

"On behalf of the Society of American Archivists I thank you for providing the opportunity to present our national association's point of view on the matter of the disposition of the mayoral records of Mr. Rudolph Giuliani.

"The Society of American Archivists is interested in this issue because we think that Mr. Giuliani's decision to bypass the city's Department of Records and Information Services (DORIS) sends the wrong message to government officials not only in New York but across America: that it is perfectly reasonable and ethical to treat public records as private property. The records under scrutiny here were created during Mr. Giuliani's tenure as mayor of New York City and are therefore public records.

"By transferring his documentary record as a public servant to a private entity, the Giuliani Center for Public Affairs, he effectively removes his actions as mayor from the scrutiny of members of the public who wish to learn how, why, and when certain decisions were made in order to assess specific Giuliani-era policies as well as his overall performance as the mayor of perhaps the most vital of American cities. The supposed inability of the municipal archives to handle the Giuliani papers has been cited as one reason for this act of privatization. A better approach—one supported by archivists and historians alike—would be to provide DORIS with the funding it needs to process the materials in a timely fashion and to properly manage them over time.

"What particularly concerns the Society of American Archivists is that Mr. Giuliani's action is taking place against a national backdrop wherein other government officials are attempting to create barriers to access to public information. As an example of this I cite President Bush's Executive Order 13233, which places ultimate responsibility for decisions regarding access to presidential papers with President Bush as opposed to the Archivist of the United States, whose jurisdiction in this regard follows from the Presidential Records Act of 1978. I can also cite U.S. Attorney General John Ashcroft's October 2001 memorandum to federal agencies informing them that should they decide to deny FOIA requests; the Department of Justice would back them up. For other examples of government hostility to free and open access to information, I refer you to

SAA Exerts Leadership on Copyright Extension

Amicus Brief Filed in *Eldred v. Ashcroft* Case

On February 20, 2002, the Supreme Court agreed to hear the *Eldred v. Ashcroft* case to decide whether or not the 1998 Copyright Term Extension Act (CTEA) extending copyright protection of existing copyrights by an additional 20 years is constitutional. The appeal asked the Court to agree to hear—and to overturn—a decision by the federal appeals court for the D.C. Circuit.

On December 13, 2001, the Society of American Archivists, the American Library Association, and the Association of Research Libraries filed an *amicus curiae* brief requesting that the Supreme Court hear the case (<http://www.ala.org/washoff/eldred.html>). The *New York Times* declared that the Court's decision to rule on the matter "held the potential of producing the most important copyright case in decades."

The brief to the Supreme Court argued, "the practical result of copyright term extension, by maintaining unnecessary barriers to the accessibility of information, diminishes the ability of the public to be educated, to be entertained, and to engage in debate. Through excessive copyright extension, copyright owners will continue to restrict access to and exert censorial control over millions of works, thereby chilling discourse and cultural development long after incentives for production have ceased to operate."

This case will present a great opportunity for archivists,

librarians, historians, and others to explain their view on the importance of the public domain and the harm that flows from keeping works almost perpetually locked up. As Roy Rosenzweig wrote in a recent article in the *Journal of American History*, "For historians, copyright protection has redlined . . . much of twentieth-century history."

SAA has exerted leadership at the forefront of this issue and will continue to lead efforts to overturn the law. SAA Council member Mark Greene, who serves on Council's Working Group on Intellectual Property along with SAA Vice President Peter Hirtle and William Maher, noted that the stakes for archivists in this case are very high.

"The growing reluctance of publishers to risk printing even excerpts from unpublished material without clear copyright permission has begun to significantly hamper scholars' ability to use archival sources," Green said. "The last Civil War veterans died in the 1950s; under CTEA, copyright protection in unpublished letters from that war could endure until 2030. How such ever-lengthening copyright protection helps 'to promote the Progress of Science and useful Arts,' as the Framers intended is anyone's guess."

More about the case can be found at <http://eon.law.harvard.edu/openlaw/eldredvashcroft/>.

David Rosenbaum's article "When Government Doesn't Tell" (*New York Times*, Feb. 3, 2002) and Alison Cowan's piece "Battling Over Records of Bush's Governorship" (*New York Times*, Feb. 11, 2002)

"In a *Washington Post* op-ed piece (Dec. 18, 2001) on Executive Order 13233, SAA President Steven L. Hensen asked the question, "How can a democratic people have confidence in elected officials who hide the records of their actions from public view?" [see *Archival Outlook*, Jan./Feb. 2002, pp 3-5.] I would rephrase the question to ask: How can the people of New York City have confidence in elected officials who decide to privatize their records thus removing them from public review?"

"In September 2001 the people and institutions of the city of New York were attacked by the forces of global terror. The world has applauded as New Yorkers—individually and through their institutions—have come together to rebuild and recover from that terrible body blow. Mr. Giuliani's actions regarding his archives seems to run counter to this spirit of coming together. This is a time when New York's public institutions need to be strengthened, not weakened.

"This is also a time when the institutions of American freedom, especially those institutions associated with freedom of information, need to be strengthened, not weakened. The Society of American Archivists encourages you to act to revoke Mr. Giuliani's disposition of his mayoral records and return them to city custody." ❖

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SAA Responds to NARA Advanced Notice of Proposed Rulemaking

On January 4, 2002, the Council of the Society of American Archivists endorsed a statement prepared by SAA's Electronic Records Section and Government Records Section in response to the National Archives and Records Administration's Advanced Notice of Proposed Rulemaking regarding the management and preservation of electronic records. The statement is available in its entirety at www.archivists.org/statements/ers_grs_response_4_January.pdf.

The document summary states that retaining the content, structure and context of records is a necessary component of responsible recordkeeping. When transferring records from one technical environment to another, one can potentially lose essential components of that content, context and structure. Appropriate management, retention and disposition of electronic records requires government agencies—with guidance and legal authority from the National Archives and Records Administration—to address the necessary elements and properties of the particular forms and formats of those records. We believe that Public Citizen's call for the retention of "the entire content, structure and

context of the electronic original" is neither realistic nor helpful as a goal of good recordkeeping.

Instead, agency policies, procedures and documentation—including NARA-approved retention schedules, published disposition manuals, special transfer requirements, transfer forms, and other documentation—should indicate the specific qualities of digital objects that must be retained in order to ensure their ongoing value as records. While we support most of the requirements that NARA provides in 36 CFR 1234.22, we believe that they should be applied to all records produced or received with electronic information systems. We do not see "text documents" as a useful category for purposes of this regulation, since we do not believe that it is possible to

identify any particular set of elements or properties that must be retained for all records that fall within its definition.

We also emphasize that retaining records in electronic formats will often strongly support the business needs of government, including provisions for public access. Public Citizen, a public interest group founded by Ralph Nader, argues that retention of records in electronic formats will often greatly promote both the convenience and quality of public access to those records. Recent case law provides a number of examples in which parties have been required to provide the electronic version of records as part of the evidence discovery process. While this does not imply that all records must be retained in electronic formats for their entire life, it does provide compelling support for the view that electronic source records can often contain important elements of evidence that may be lost in printed copies.

NARA's mission is ensuring "ready access to essential evidence." This is a primary objective of the archival profession as a whole. It is also a mission in which the federal government, citizens, and other potential researchers all have an interest. EFOIA represents an important set of business needs related to such access. Recent legislation such as the Government Paperwork Elimination Act and Electronic Signatures in Global and National Commerce Act has also introduced a number of requirements to manage and provide access to government records in electronic formats. Of course, agencies must continually strike a balance among numerous business needs. This balance is recognized in the FOIA legislation, which states that each "agency shall make reasonable efforts to maintain its records in forms and formats" that can be both searched and reproduced electronically. We encourage NARA to continue expanding its efforts to promote the management and preservation of electronic records within the federal government. ❖

We believe that Public Citizen's call for the retention of "the entire content, structure and context of the electronic original" is neither realistic nor helpful as a goal of good recordkeeping.



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Program Right On Schedule for Birmingham Conference

KRIS KIESLING and BILL LANDIS, SAA 2002 Program Committee Co-chairs

January was a hectic month for members of the 2002 Program Committee. Committee member liaisons worked feverishly with chairs of the 60 sessions for the Birmingham SAA program. They finalized commitments from all session participants, filled in last minute vacancies, dealt with paper title changes, crafted scintillating session descriptions, and molded the sessions into final shape for inclusion in the printed program. The hard work and dedication of the members of the Program Committee, and of the nearly 230 individuals who have agreed to share their expertise and interests in these 60 sessions will have been well worth it when SAA members convene for a fascinating, challenging, thought-provoking, and educational program at the 66th annual meeting, August 19-25, 2002, at the Sheraton Birmingham Hotel!

SAA Meetings Director Debbie Nolan is working her magic on the text submitted and orchestrating events so that by the time this issue of *Archival Outlook* hits your mailbox the program will be in the hands of the printer. This year for the first time, thanks to the hard work of SAA Webmaster Brian Doyle, descriptions of the annual meeting sessions will be posted on the SAA Web site in early April, well in advance of the mailing of the printed program. You'll have plenty of time to study the wide array of tempting program session choices.

The following are just a few highlights of the 2002 SAA program:

- New to the profession, or need a brush-up on the current state of practice in a certain area? Don't forget the "Archives Unplugged" series of workshops (on appraisal, description, electronic records, preservation, visual

materials, and reference), one of which will be presented during each of the six program session blocks. In addition there will be two in-session workshops, covering digital preservation and preservation of sound recordings.

- Interested in documenting under-documented communities? How about "African American Archives and African American Communities: Intertwined Histories, Aspirations, Perspectives," or "Civil Rights and Disability Rights: Documenting Movements for Social Change."
- Are you a government, corporate, or academic archivist facing the challenge of electronic records? Maybe you'll want to attend "Behind the Firewall: Establishing Archival Electronic Records Systems in Government," or "Archival Considerations for Electronic Theses and Dissertations."
- Managers faced with changing administrative pressures or the challenge of developing new facilities will be interested in "Reengineering Archives," or "New and Better Buildings: Revolution or Evolution?"
- If you are caught up in the swirl of confusing and challenging legal issues surrounding our profession and collections, then check out "Professional Partnerships: Lawyers," "Assisting Researchers and Protecting Privacy: Managing Access to Patient Information under the Health Insurance Portability and Accountability Act," or "Finding Our Roots, Respecting Our Ancestors' Privacy: Privacy and Confidentiality Issues in Genealogical Research."

Whatever your needs, whatever your interests, you will find plenty to tempt you in the 2002 SAA annual meeting program. ♦

Wanted: SAA Annual Meeting Assistant

Minimum two-year position available for an SAA member interested in serving as onsite meeting assistant for SAA's 2002 annual meeting in Birmingham, AL, August 18-25, and the 2003 annual meeting in Los Angeles, CA, August 17-24. Team player and leadership skills required as well as excellent communications skills, problem solving ability, and a "can-do" attitude. Lodging, complimentary registration, and a per diem provided. Attendance at sessions is secondary to completing the task at hand. This onsite "staff" position reports to SAA's meeting director. Be prepared to work hard and have fun. All interested parties should send a cover letter, resume, and three references to: Debra Mills Nolan, SAA Meetings Director, 527 S. Wells Street, 5th Floor, Chicago, IL, 60607, fax 561-745-8354, or e-mail dnolan@archivists.org. **Deadline for applying is May 15, 2002.**

Motorcycles, Museums, and Metal: See the Sights in Birmingham

DONNELLY F. LANCASTER and TIM L. PENNYCUFF, University of Alabama at Birmingham

The Society of American Archivists will hold its 66th annual meeting in Birmingham, Alabama, on August 19-25, 2002. For details, visit www.archivists.org/conference.

As the SAA Program Committee works to make the 2002 annual conference informative and stimulating, the Host Committee is busily compiling lists of attractions to entice you away from the Birmingham-Jefferson Convention Center to see what else our city has to offer. Experience Alabama history and culture—both the traditional and unexpected—at area museums, gardens, and historical sites.

Two attractions within easy walking distance of the SAA meeting provide even the busiest conference attendee an opportunity for a short excursion. Adjacent to the convention center, the Alabama Sports Hall of Fame pays tribute to many

great athletes. Baseball hero Willie Mays, racing star Bobby Allison, Olympic diving medallist Jennifer Chandler, the celebrated Jesse Owens, and, of course, legendary football coach Paul “Bear” Bryant are among the individuals highlighted in displays of artifacts, memorabilia, and photographs.

The Birmingham Museum of Art, only a block from the convention center, is the largest municipally owned art museum in the South. Known for the finest collection of eighteenth-century Wedgwood found outside of England, the museum also has extensive holdings of paintings, photographs, prints, decorative arts, and sculpture from Asia, Africa, Europe, and the Americas. After wandering through the galleries, you can relax in a unique multi-level urban sculpture garden.

Other city attractions include the Alabama Jazz Hall of Fame, the McWane Center, the Alabama Theatre, the Alabama Museum of the Health Sciences, the Southern Museum of Flight and Aviation Hall of Fame, and the Barber Vintage Motorsports Museum. Many of these are located within minutes of the convention center and can be easily reached via the city trolley system (fares 50 cents each way).

The Alabama Jazz Hall of Fame highlights the state’s contributions to the musical world with features on artists ranging from Erskine Hawkins to Dinah Washington to Sun Ra. The hall is located in the art deco Carver Theatre in the historic Fourth Avenue Business District, the retail, social, and cultural center of the African American community in once-segregated Birmingham.

Children of all ages will enjoy a visit to the McWane Center, a hands-on, interactive discovery science center housed in one of the city’s old department stores. The center aims to promote science, technology, and the environment with special exhibit areas such as the World of Waters, ScienceQuest, and Challenger Learning Center. An IMAX Dome Theater is also located at the center.

The Alabama Museum of the Health Sciences on the campus of the University of Alabama at Birmingham displays and preserves equipment, objects, and instruments to document



Birmingham’s Third Avenue North, part of the city’s entertainment and shopping district, circa 1944. Today, the restored Alabama Theatre (visible right) provides a full range of entertainment options to half a million patrons per year. Courtesy of the Birmingham Public Library Archives.

practice, education, and research in the health science fields. Among the permanent exhibits are nineteenth-century European wax models of then common medical conditions such as glanders and small pox.

Step back in time and watch a movie at the Alabama Theatre, a restored 1927 movie palace complete with "Big Bertha," its original Mighty Wurlitzer pipe organ. Sidewalks outside the "Showplace of the South" feature an Alabama entertainment walk of fame, including squares for celebrities ranging from author Harper Lee to Academy Award winner Louise Fletcher.

The Southern Museum of Flight and Aviation Hall of Fame explores eight decades of aviation history through exhibits of original and replica machines, models, and equipment. Aircraft on display include an F4 jet fighter, crop dusters, and homemade aircraft. Documents, memorabilia, and artifacts of flying pioneers, including female pilots and the Tuskegee Airmen, honor their contributions to the state's flight history.

The Barber Vintage Motorsports Museum, the largest such facility in North America, houses over seven hundred motorbikes from 16 countries and from all periods of cycling history. An onsite restoration shop ensures that bikes are ready for display and, in many cases, could be road-ready within hours. In 1998 the Barber was the largest bike contributor to the "Art of the Motorcycle" exhibit at the Guggenheim, the most attended exhibition in the New York museum's history.

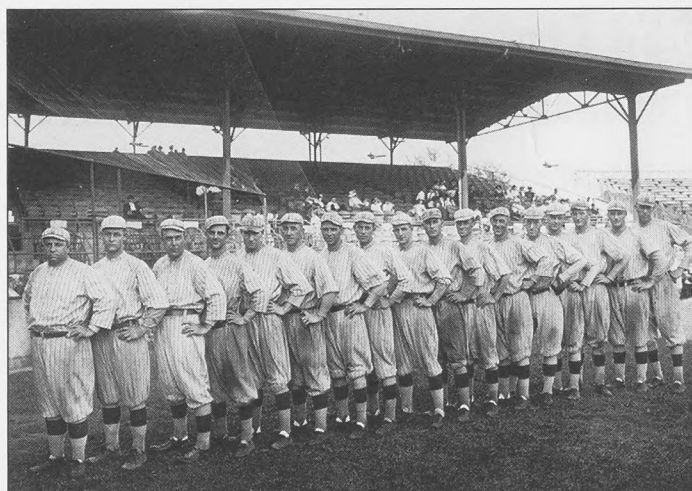
Interested in exploring the great outdoors? The following sites are not on the trolley route, but they are located within the city limits. At the Ruffner Mountain Nature Center visitors can hike along a ten-mile network of mountain trails located in a 500-acre oasis of green that includes quarries and mines that once yielded iron ore for the city's industrial might. Ruffner is also a habitat for native plants and animals.

Visitors to Arlington House and Gardens can experience a piece of the Antebellum South at a Greek Revival Mansion older than the city. Judge William S. Mudd built the house, which includes portions of an 1822 structure, in the 1840s. Arlington is on the National Register of Historic Places, and is furnished with a collection of nineteenth-century decorative arts.

Highlights found at the 67-acre Birmingham Botanical Gardens include the Victorian-style conservatory filled with orchids, palms, and other tropical plants and a Japanese garden complete with bonsai garden and traditional teahouse. The garden also offers special areas devoted to the rose, camellia, fern, and rhododendron, and a garden sponsored by Birmingham-based *Southern Living* magazine.

Several historic sites, including the Birmingham Civil Rights Institute, Rickwood Field, and the Sloss Furnaces National Historic Landmark and Culture Park, document Birmingham's own history.

The Birmingham Civil Rights Institute, Kelly-Ingram Park, and the Sixteenth Street Baptist Church anchor the city's Civil Rights District. The world-renowned Civil Rights Institute serves as a museum, a gallery, and an archival repository, but it is also an educational and community center offering a journey through the struggles of the 1950s and 1960s. The Sixteenth Street Baptist Church, an impressive Beaux-Arts building, was the site of one of the worst acts of the Civil



Birmingham Barons pose in front of the stands at Rickwood Field, 1914. Completed in 1910, Rickwood Field is the oldest surviving ballpark in America. The Birmingham ball club originated in the 1880s and captured numerous league pennants over the years. Today, the Minor League Barons play at the AA level and Rickwood Field hosts amateur league teams. Courtesy of the Birmingham Public Library Archives.

Rights Movement. The church remains an active congregation and is open to the public.

Birmingham is home to the oldest surviving ballpark in America, Rickwood Field, built in 1910 by industrialist Rick Woodward. Both the Birmingham Barons and the Black Barons of the Negro League played their games at Rickwood Field. Through the years baseball legends including Babe Ruth, Ty Cobb, Honus Wagner, Stan Musial, and Dizzy Dean faced the Birmingham Barons. The Black Barons included Leroy "Satchell" Paige (a native of Mobile, Alabama) and Birmingham's own Willie Mays. Rickwood is now used by amateur baseball teams, and once a year the current Birmingham Barons return to play the Rickwood Classic in retro uniforms. Recent renovation projects have added, among other things, vintage signs in the outfield and a drop-in scoreboard.

No trip to the city would be complete without a visit to the Sloss Furnaces National Historic Landmark and Culture Park, the only twentieth-century blast furnace in the country being preserved as a museum. Sloss produced iron in the city for ninety years, and today is a 30-acre complex of buildings, massive pipes, and furnaces that form a museum to Birmingham's industrial heritage. The landmark is also home to a successful Metal Arts Program for artists who work in iron, aluminum, and bronze sculpture. Artists and visitors alike enjoy the special iron casting events scheduled annually.

For additional information on these and other attractions in the city and in the metropolitan area including the Birmingham Zoo, VisionLand Theme Park, Oak Mountain State Park, Robert Trent Jones Golf Trail, and Tannehill Iron Works Historical Park, check out the links on the SAA Web site, www.archivists.org/conference/index.asp.

The 2002 Host Committee will be available onsite throughout the conference to assist as you plan your city excursions. Be sure to visit the information table in the conference registration area. We will do our best to make y'all feel right at home. ❖

SAA Archives Finding Aid on the Web

Visit www.uwm.edu/Library/arch/findaids/uwmmss172

MICHAEL DOYLEN, Marquette University

A draft finding aid to the records of the Society of American Archivists is now available on the Web at www.uwm.edu/Library/arch/findaids/uwmmss172/index.html. The records amount to more than 350 cubic feet and date from the founding of SAA in 1936 to the 1990s. In April 2001, SAA donated its records to the University of Wisconsin-Milwaukee. Since then, the archives has been busy creating an online finding aid that simultaneously reflects the complexity of the collection and remains user friendly.

The home page provides an abstract of the collection and links to five main sections:

- "About the Collection" describes the arrangement of the collection, and the scope and content of specific record groups. This section also explains access restrictions and shows users how to cite the collection properly.
- "About SAA" provides a brief history of the Society; chronologies of important dates in the history of over 100 committees, roundtables, sections, and task forces; and links to historical information on SAA's own Web site.
- "Action Taken by the UWM Archives" describes the collection acquisition and processing.

- "From the Collection" provides access to a selection of digitized materials from the records.
- "Search Hints" encourages users to search the collection by following a provenance-based strategy or by using the search engine. In a provenance-based search, users proceed from larger to smaller sets of records in order to find information that will answer their needs. The search engine supports both keyword and phrase searches, and the Boolean operators AND and OR.

The home page also includes a search engine that examines the content of all indexed pages on the UWM server related to the finding aid.

To help users remain oriented to their location in the finding aid, each page includes a header with links the main sections described above. A site map is available for users who want to see, at a glance, the organization of the entire finding aid. The finding aid currently consists of 74 html pages. Former UWM Archivist Michael Doylen designed and constructed the site in conformity with the World Wide Web Consortium's Web content accessibility guidelines.

During SAA's early years, efforts to collect and control its records met with only minimal success. The records migrated with each new secretary, who became the designated keeper under section 21 of the 1936 constitution. Furthermore, officers and committee chairs were slow in turning over their inactive records; those records the secretary did receive often lacked any order. In his report at the annual meeting in 1956, SAA Secretary Henry Browne remarked the "exciting arrival" of several boxes from his predecessor, archivist at the Ford Motor Company. The boxes "looked like a do-it-yourself kit for maintaining a Thunderbird," he joked. "They proved to be the archives of the Society."

In 1963, SAA Council designated Dolores Renze, Colorado State Archivist and SAA secretary, as the first SAA archivist, and the Colorado State Archives as the first official depository. The records benefited tremendously from Renze's preservation and processing efforts until 1969, when Council decided to place them again under the custody of the secretary. The records accordingly traveled west to Secretary F. Gerald Ham at the State Historical Society of Wisconsin (now the Wisconsin Historical Society). In 1978, Council accepted an offer by the University of Wisconsin-Madison to serve as the permanent depository and appointed J. Frank Cook as SAA archivist. Cook made considerable headway in arranging the records and creating the detailed inventory that serves as the basis of the online descriptive finding aid.

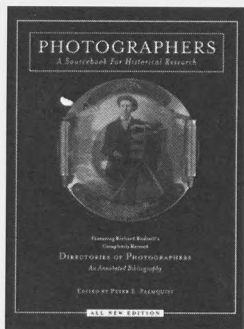
With the Web publication of the finding aid, UWM encourages use of the collection as a primary source for historical study of SAA and, more generally, of the archival

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SAA Eagle. In 1970, SAA considered new designs for a logo. This design was ultimately rejected.

profession. Notable record groups include those of SAA officers. Records of presidents and treasurers date from 1936, and those of vice presidents from 1960. The secretary's records date from 1936 to 1972, at which time the duties and responsibilities of that office were taken over by the executive director. Records of the full-time executive director date from 1972, with the majority of them from Anne Morgan Campbell's term (1974-1986). Because the responsibility of maintaining SAA's inactive records fell largely to the secretary and, later, to the executive director, the record groups from these offices are especially rich historical sources.

The collection also contains records from the offices of the *American Archivist*. The editors' records date from 1937 and anticipate the publication of the first issue in January 1938. Records of the book reviews editor date from 1942, although the *American Archivist* has devoted sections to announce and review publications relevant to archives administration since its first issue. Records of the advertising editor date from 1948, when the *American Archivist* first included advertisements among its pages.

The history of more than 100 committees, sections, task forces, and roundtables is documented by the collection. Records survive for many of the original twelve committees established at the organizing meeting in 1936. This part of the collection also provides extensive background information about two significant revisions in SAA's committee structure. The first occurred in 1969, when Council approved a thorough revision of SAA's standing and ad hoc committees. This revised system remained stable until 1979, when the council adopted a three-part organization of committees, task forces, and professional affinity groups (PAGs, renamed as sections in 1983).

Although the bulk of the collection consists of paper records, the history of SAA is also documented in a wide variety of other record formats, including photographs, microforms, cassette tapes, and publications. The collection is ongoing, and not all records are fully processed at this time. Information in the finding aid pertains to the processed portion of the collection (1936 to about 1990), and updates will be made as processing continues. If you wish to consult unprocessed material, e-mail the SAA archivist, Tim Ericson, at saa-arch.gml.lib.uwm.edu. ❖

Renovating the SAA Web Site

BRIAN DOYLE, SAA Webmaster

SAA's Web plan (www.archivists.org/governance/saa2001webplan.asp) outlines a long-term vision emphasizing the delivery of fundamental member services via the Web, including member registration, event registration, an online member directory, and publication sales. Since the plan was first drafted in 2001, we have fine-tuned our technological model and established a blueprint for the execution of these tasks.

In February, an important step was taken in making SAA's online goals a reality—namely, migrating the site to a new Windows-based Web server. The new hosting environment allows SAA to take advantage of Active Server Pages (ASP), a server-side scripting language used to enhance functionality of Web pages and incorporate backend databases into a Web site. This lays a solid foundation for future Web development projects. In fact, work is already underway that takes advantage of the power of ASP. The *SAA Directory of Archival Education* (www.archivists.org/prof-education/edd-index.asp) is actually a dynamic, database-driven Web application that allows program administrators to manage their own listings via a Web browser.

So, what does this all mean for SAA members?

In short, these changes will help us to provide more accurate, timely Web content to SAA members, as well as enhanced convenience, ease of use, and features that will transform the SAA Web site into a virtual clearinghouse of archival information. ❖

Life in the Electronic Age

As many of you know, on January 29, 2002, the "My AParty" virus caused a terrific replication of e-mails to the SAA broadcast distribution list. For this, you have our deepest apologies. While the e-mails did not originate from the SAA office, nor did the SAA servers play any part in the replication, the virus managed to attack member address books in a way that compromised the list. The result was one big mess. As a precaution we have removed the broadcast e-mail list from the SAA servers and will not employ that particular system again. While I don't want to give up on the goal of establishing a broadcast e-mail mechanism for our members, I do want to do so in a way that does not compromise the integrity of the process. For the near term we won't employ broadcast e-mail and will not do so again until we can be absolutely confident that it will be, as much as humanly possible, protected from these attacks.

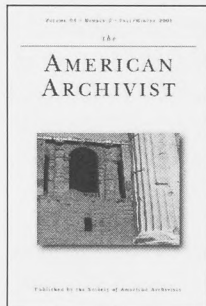
Most important, I thank each and every one of you for your gracious understanding and support. SAA is a wonderful and supportive community. The fact that you all weathered that particular e-mail storm with such equanimity reinforces our regard and respect for you. ❖

—Susan E. Fox, SAA Executive Director



2002 SAA Elections: Cast Your Vote

Individual members of SAA were mailed a ballot at the end of February. Please take a moment to vote for a vice president/president-elect, three Council members, and three Nominating Committee members. All ballots must be postmarked by April 5, 2002, to be counted. Election results will be posted on SAA's Web site as well as published in the May/June issue of *Archival Outlook*. If you are an individual member and have not received a ballot, please contact Bernice Brack at brback@archivists.org or 312/922-0140.



Latest Issue of American Archivist

The fall/winter 2001 *American Archivist* (64:2), edited by Philip B. Eppard, was mailed to SAA members and journal subscribers in early March. This issue features James M. Roth's "Serving Up EAD: An Exploratory Study on the Deployment and Utilization of Encoded Archival Description Finding Aids," which won SAA's 2001 Theodore Calvin Pease

Award for the best student paper. Other thought-provoking articles include:

- "Principles, Methods and Instruments for the Creation, Preservation and Use of Archival Records in the Digital Environment" by Maria Guercio;
- "Understanding 'Authenticity' in Records and Information Management: Analyzing Practitioner Constructs" by Eun Park;
- "The Burlington Agenda: Research Issues in Intellectual Access to Electronically Published Historical Documents," by Elizabeth H. Dow, with David R. Chesnutt, William

E. Underwood, Helen R. Tibbo, Mary-Jo Kline, and Charlene N. Bickford;

- "Doing the Best We Can?: The Use of Collection Development Policies and Cooperative Collecting Activities at Manuscript Repositories" by Cynthia K. Sauer;
- "Experiments in Deaccessioning: Archives and Online Auctions" by Michael Doynen; and
- "The Archivist as Educator: Integrating Critical Thinking Skills into Historical Research Methods Instruction" by Marcus C. Robyns.

In addition, the issue also includes two book review essays—"Do Not Fold Spindle, or Mutilate: *Double Fold* and the Assault on Libraries" by James O'Toole and "Making the Records Speak: Archival Appraisal, Memory, Preservation, and Collecting" by Richard J. Cox—as well as other book reviews, Council meeting minutes, and the annual index.

Production on the spring/summer 2002 issue of *American Archivist* is slated to begin shortly.

Authors are invited to direct inquiries and submissions to: Philip B. Eppard, Editor, *American Archivist*, University at Albany, State University of New York, School of Information Science and Policy, 135 Western Avenue, #113 Draper, Albany, New York 12222; 518/442-5115; pbe40@csc.albany.edu.

2002 SAA Professional Resources Catalog in Production

Thanks to all who suggested titles for inclusion in the latest edition of the *SAA Professional Resources Catalog*, currently in production. Nearly two dozen new publications have been added to the list of more than 170 titles, which cover a broad range of archival topics. The catalog will be mailed to members by April and will also be posted online at www.archivists.org/catalog.

Electronic Publishing Considered

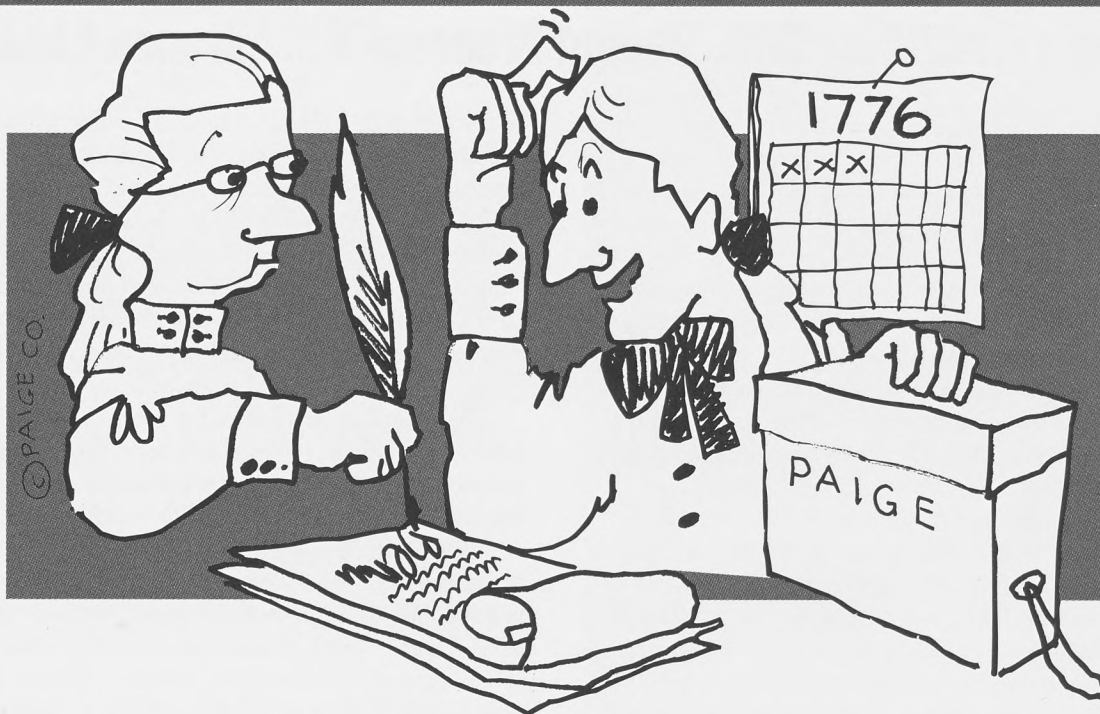
The SAA Task Force on Electronic Publishing will meet in Chicago the first weekend in March to kickoff detailed conversations regarding the future of SAA's publications program, and the potential for moving to an electronic submission, editorial, production and distribution process. Task force chair Rob Spindler noted, "We hope to find an effective business model that enhances member benefits and reflects the values of our profession."

Finding this balance will be a challenging task. Task force members will recommend practices that enhance production efficiency, increase availability, ensure longevity and improve profitability of the publications program. The task force will also investigate the Association of Research Libraries SPARC initiative and their related consulting services.

In Chicago the task force will divide into three subgroups: business model, technical and editorial. The first two groups

will write reports that will inform the editorial group's work in crafting a final task force report. The task force plans to provide a draft for comment to Council at their May meeting and establish opportunities for SAA members' comments in the summer, with the final report presented to Council in August at the SAA 2002 annual meeting in Birmingham. The task force also anticipates holding office hours during the annual meeting.

The members of the SAA Task Force on Electronic Publications are: Nancy Bartlett (*American Archivist* Editorial Board), Robin Chandler, Philip B. Eppard (*American Archivist* Editor), Ed Galloway, David Haury (Council liaison), Cal Lee, Dennis Meissner (SAA Publications Board), Johanne Pelletier, Scott Schwartz, Rob Spindler; and Susan Fox, Solveig DeSutter, Patti O'Hara, Brian Doyle and Teresa Brinati from the SAA staff. Questions or comments about the task force work can be submitted to the chair at rob.spindler@asu.edu.



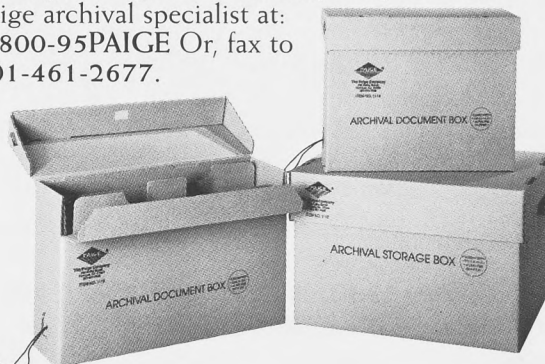
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President's Fiscal Year 2003 Budget Proposal Will Advance NARA's Goals

Because much of the work we do at NARA touches on records issues important to all archivists, I want to take this opportunity to tell you about President George W. Bush's proposed budget for fiscal year 2003. I am pleased to say that President Bush has proposed a budget that would enable NARA to take the next steps to build an Electronic Records Archives (ERA) and make progress on other initiatives under our strategic plan.

In the budget the president sent to Congress, he proposed new funding to improve records management in the federal government, meet electronic records challenges, expand opportunities for access, meet storage and preservation needs, and improve our technology infrastructure.

To help us address the tremendous challenges posed by the myriad types and vast quantities of electronic records, the budget request includes a \$4.5 million increase for ERA. Together with the more than \$16 million in three-year funds approved by Congress for FY 2002, this request would push the ERA program forward along several fronts. While extending our research efforts, these resources also would allow us to emphasize progressive deployments of applications that result from that research and begin the project and acquisition planning activities needed to build the actual ERA system.

NARA, along with the National Science Foundation and many other partners in support of the National Partnership for Advanced Computational Infrastructure, has been in research and development to build an Electronic Records Archives that can preserve any kind of electronic record, free it from the format in which it was created, retain it indefinitely, and enable researchers to read it on computer systems now and in the future. The system is being designed to be scalable so that it can expand as the government's volume of electronic records grows and so that it can be sized to meet the needs of smaller archives and private institutions at the state and local level.

The president's budget also includes \$655,000 to help NARA bridge the gap in preserving and making accessible electronic records until ERA is operational. The increasing volume and complexity of the electronic records federal agencies now need to transfer to NARA continues to threaten to overwhelm the capabilities and capacity of our current systems. These funds will allow us to expand and upgrade our current electronic records systems.

To improve records management in the federal government, the president's request includes \$1.5 million to redesign the way records are scheduled, appraised, and accessioned. This request would cover the third part of a three-phase project aimed at improving federal records management. Now that we have completed the information collection phase of this project, we are currently working on reviewing and revising, as necessary, our records management and accessioning policies. Based on these

policy decisions, this funding would allow us, with contractor assistance, to develop a model and working prototype of a whole new way to do records management. This project is critical to improving how the most fundamental archival processes are conducted on governmental records. Our ultimate outcome is simple, yet vital: records will be kept long enough to protect rights, assure accountability, and document the national experience, and records will be destroyed when they are no longer needed, and it is practical to do so.

To expand opportunities for access and better ensure the public can find the records they seek, the president's budget includes \$1 million to operate and maintain NARA's Archival Research Catalog (ARC), an online "card catalog" of descriptions of our nationwide holdings. Currently, to locate records you want to see or copy, you must search through various published and unpublished catalogs, indexes, and lists, many of which are out of date, out of print, or available in one location only. ARC will ensure that anyone, anywhere with an Internet connection can browse descriptions of all of our holdings, including electronic records, in our Washington, D.C.-area archives, regional archives, and presidential libraries. ARC is slated to be publicly available via the Internet in June with records from our current prototype system, the National Archival Information Locator (NAIL).

To meet storage and preservation needs of growing quantities of records, the budget request earmarks \$1.25 million for NARA to study options for the future storage, preservation, and access to the military personnel records now at the National Personnel Records Center in St. Louis. In addition, there is \$3.25 million for NARA to assist the University of Texas with the repair of the leaking plaza at the Johnson Presidential Library in Austin.

To ensure our facilities are safe for the public and staff, the president's request includes \$2.9 million for additional security guards at NARA locations nationwide. The request also includes \$823,000 to improve NARA's information technology security program.

Additionally, the Information Security Oversight Office (ISOO) would receive \$7 million as part of the homeland security effort. This request would allow ISOO to develop training for state and local officials for the proper use and handling of classified and sensitive homeland security information.

The grants program of the National Historical Publications and Records Commission (NHPRC) was proposed for funding at \$5 million.

Overall, I am pleased with the support we have received from the president and the administration. In this time of war and recession, the president is faced with many tough budget decisions. The fact that the president has proposed several increases for NARA is a testament to the value of government records and archives in a democratic society. ❖



Good News for Archives in President's FY 2003 Budget

On Jan. 23, 2002, Congress returned to town to begin the 2nd Session of the 107th Congress. Though largely united over the president's handling of the war against terrorism, Democrats and Republicans are sharply divided over his domestic policy initiatives.

In the opening volley of what promises to be a multi-month battle in Congress over the government's spending plan for FY 2003, on Feb. 4, 2002, President Bush forwarded to Congress a five-inch high stack of budget books outlining a \$2.13 trillion federal budget.

Overall, the Bush budget proposal reflects a 3.7% increase in total spending over FY 2002. Given the fiscally tight nature of the overall budget, the nation's cultural institutions seem to have fared fairly well:

- At \$10.6 billion, the budget for the Department of the Interior (which houses several agencies and programs of interest to archivists) is virtually unchanged from a year ago. The "Save America's Treasures" program (a portion of which provides funding for the conservation of nationally significant archival collections) is proposed to be funded at \$30 million. However, at only \$37 million, the Historic Preservation Fund (HPF) is slotted to take a \$5 million cut in grants-in-aid funds for the states.
- The nation's cultural endowments are also funded out of the Interior Department. This year, the president opted not to propose "flat funding" for the National Endowment for the Humanities (NEH), but instead requested \$126.893 million for the agency—a \$2 million or a 1.9% increase over FY 2002. Of the \$126.893 million slotted for NEH, \$89.932 million is for the endowment's grant programs; there is \$10.436 million for NEH Challenge Grants; \$5.686 million to match nonfederal contributions to humanities projects supported by the endowment; and \$20.839 million for administrative expenses.
- The Institute of Museum and Library services is slotted for an increase of 8.1% to \$210.7 million with about \$13 million going for library programs. This figure includes a request for \$10 million under the National Leadership Grants program to recruit and train a new generation of librarians (statistics gathered by a recent study demonstrated that 40% of the current library professionals are nearing retirement). In the arena of cuts, the administration recommends that the National Commission on Libraries and Information Science be eliminated, thus saving taxpayers \$1 million a year.
- The Treasury Department proposal encompasses the recommended budget for the National Archives and Records Administration (NARA). Bush is seeking \$263.933 million, an unexpected 8.1% increase for the agency. Included in this figure is a \$4.5 million increase for the electronic records initiative. U.S. Archivist John W. Carlin said that the increase will help the agency "address the tremendous challenges posed by myriad types and vast quantities of electronic records now being created by the government." In addition, the budget

Executive Order Nullification Legislation

Congress is initiating its own action to nullify Executive Order 13233, signed by President Bush on Nov. 1, 2002. The order overrides the 1978 Presidential Records Act, which provides that a president's papers will be made available to the public 12 years after he leaves office. Later in November, the House Subcommittee on Government Efficiency, Financial Management and Intergovernmental Relations conducted an oversight hearing entitled, "The Implementation of the Presidential Records Act of 1978." During the hearing it became apparent that both Republicans and Democrats were critical of the presidential order. In December, a number of interested parties met with minority Democratic Committee staff to discuss possible legislation that would overturn the E.O. After consultation with majority staff, it was agreed to postpone introduction of legislation until the full Committee on Government Reform holds a hearing on the issue. That hearing, designed to give the issue more visibility and prominence, is expected to take place in late March. Committee Chair Dan Burton (R-IN) and ranking Democrat Henry Waxman (D-CA) have agreed that they will introduce legislation—the Access to Presidential Records Act—at the hearing or shortly thereafter. The legislation will state that President Bush's Executive Order 13233 shall have no force or effect.

Archivists may want to contact members of Congress and encourage them to be "original co-sponsors" of the Burton/Waxman "Access to Presidential Records Act" legislation; the Capitol switchboard telephone number is 202/224-3121. For more information, see SAA's "Call to Action" at www.archivists.org/news/actnow.asp.

proposes \$1 million to operate and maintain NARA's Archival Research Catalog (an online "card catalog" of descriptions of its nationwide holdings), over \$3 million for security, and \$3.25 million to assist the University of Texas to repair the leaking plaza at the Johnson Presidential Library in Austin.

- The National Historical Publications and Records Commission (NHPRC) did not fare nearly as well. This agency is slotted in the president's budget for only \$5 million, a 22% cut over last year's Congressionally approved appropriation of \$6.436 million for competitive grants. To the president's credit, however, the proposal represents a \$600,000 increase over the \$4.4 million proposed in last year's budget. A concerted effort will be needed this year by the historical and archival community to raise the NHPRC budget up to its fully authorized level of \$10 million.

To view the president's budget, visit www.whitehouse.gov/omb/budget/index.html.

continued on page 20

New Guidelines for Graduate Education

JOHANNE PELLETIER, McGill University Archives, CEPD Senior Co-Chair

The release of SAA's new *Guidelines for a Graduate Program in Archival Studies* (see insert in this issue) marks the end of a three-year initiative by the Committee on Education and Professional Development (CEPD) to revise the 1994 *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree* (MAS Guidelines). The revision process began within CEPD as part of a required cyclical review of the former MAS Guidelines. From a 1998-99 informal preliminary study of the application of the guidelines, CEPD sought community feedback through the MAS Guidelines Forum (2000 SAA annual meeting in Denver). Following the momentum generated by the forum, the Committee on the MAS Guidelines, chaired by Randall Jimerson, was charged with the development of revised graduate education guidelines. The committee began its work in January 2001, developing six drafts before releasing the document for public consultation in July 2001. The public consultation and revision process continued until the submission of the guidelines to the SAA Standards Committee in December 2001. The revised guidelines received final Council approval in January 2002.

There are few issues in the archival community that inspire more diversity of opinion than graduate archival education. The participants in the revision process reflected this diversity, including archival educators from varied graduate archival settings, non-educators, certification interests, and SAA's education officers. The revisions could not have been possible, however, without the range of input received from SAA

members, expressed directly to CEPD in its 1998-99 preliminary study, to the forum in Denver in August 2000, and to the drafting committee throughout the revision process. The resulting document expresses a common vision of graduate archival education and, perhaps most importantly, offers an inclusive approach not reliant on a single degree program.

A final note on process and committee deliberations. Drafting documents by committee offers certain challenges, not the least of which is focusing work on a common goal despite well-articulated differences. Members of the Committee on the MAS Guidelines (listed below) showed a particular gift for knowing when a source of difference was worth debating and when to concede in favor of the common goal. I know all those involved would agree that the success of this process had much to do with Rand Jimerson's leadership and his encouragement of thoughtful exchange. My thanks to Rand and the committee members for their commitment to the project and for their collegiality and good humor throughout. Thanks also to the members of CEPD 1998-2002 and all those SAA members who contributed to the revision process.

Committee on the MAS Guidelines: Rand Jimerson (Chair), Danna Bell-Russel, Susan Davis, Mark Greene, Greg Hunter, Marty Levitt, William Maher, Richard Pifer, Johanne Pelletier, Peter Wosh, Joel Wurl, Elizabeth Yakel. Contributing members: Patti O'Hara, Solveig DeSutter, Jeannette Bastien, Ken Thibodeau, Deborah Wythe, and Nancy Zimmelman. ♦

SAA Continuing Education Workshops

Archival Cataloging as a Component of Description

WORKSHOP #0224 — New York City
April 11-12, 2002
Co-Sponsor: Metropolitan New York Library Council
SAA members \$281/Nonmembers \$359 (After 3/11/02: \$306/\$384)

Copyright: The Archivist and the Law

WORKSHOP #0228 — Corvallis, OR
April 25, 2002
Co-Sponsor: Northwest Archivists
SAA members \$177/Nonmembers \$225 (After 3/25/02: \$202/\$250)

Oral History: From Planning to Preservation

WORKSHOP #0227 — Southern Illinois University in Edwardsville, IL
April 8, 2002
Co-Sponsor: Lovejoy Library & Information Services
SAA members \$177/Nonmembers \$225 (After 3/8/02: \$202/\$250)

Encoded Archival Description

WORKSHOP #0234 (2 DAYS) — New York City
July 23-24, 2002
Co-Sponsor: Pratt University
SAA members \$303/Nonmembers \$380 (After 6/23/02: \$328/\$405)

Style Sheets – EAD Part II

WORKSHOP #0233 (2 DAYS) — Minneapolis, MN
April 30-May 1, 2002
Co-Sponsor: Midwest Archives Conference
SAA members \$303 / Nonmembers \$380 (After 3/30/02: \$328/\$405)

WORKSHOP #0236 (2 DAYS) — Flagstaff, AZ
May 15-16, 2002
Co-Sponsor: NAU Cline Library, Conference of Intermountain Archivists, Society of Southwest Archivists
SAA members \$303 / Nonmembers \$380 (After 4/15/02: \$328/ \$405)

WORKSHOP #0232 (2 DAYS) — Ft. Worth, TX
June 27-28, 2002
Co-Sponsor: Mary Couets Burnett Library
SAA members \$303 / Nonmembers \$380 (After 5/27/02: \$328/\$405)

WORKSHOP #0235 (2 DAYS) — New York City
July 25-26, 2002
Co-Sponsor: Pratt University
SAA members \$303 / Nonmembers \$380 (After 6/25/02: \$328/\$405)

Visit the SAA Web site at www.archivists.org/prof-education for the most up-to-date information on workshops or to register at your convenience. Learning is just a click away! Questions? Contact Solveig DeSutter or Patti O'Hara at education@archivists.org or at 312/922-0140.





Guidelines for a Graduate Program in Archival Studies

Archivists are the professionals responsible for the identification, selection, protection, organization, and description of archival records and papers and, eventually, for their accessibility to any user.¹ By ensuring that archival documents are identified, preserved, and made available in a systematic fashion, archivists help to secure society's cultural heritage, protect legal rights and privileges, and contribute to the effective management of a wide range of institutions. Without a careful selection of records, our social, cultural, institutional, and individual heritages will be lost. Without the preservation of legal documents, individual and institutional rights cannot be preserved and protected. And without the proper management of administrative records, government and organizations cannot be held accountable. Archives are thus essential in a democratic and educated society.

Archival studies programs have grown and matured since the promulgation of the previous education guidelines in 1994 by the Society of American Archivists (SAA). The present guidelines recognize that fact and serve as a benchmark against which graduate programs in archival studies may be measured.² These guidelines establish minimum standards for archival education programs in terms of mission, curriculum, faculty, and infrastructure.

These guidelines recognize that there are a number of appropriate venues for archival studies programs, which may or may not offer a separate degree in archival studies. Archival education programs have traditionally been established in both history and library science environments. The guidelines encourage this diversity of institutional homes for archival programs as well as variety in the emphases or specializations available within individual programs. Moreover, these guidelines are intended to support programs that stress the uniqueness, autonomy, and independence of the archival profession, as well as those that are more interdisciplinary and emphasize archivists' relationships with and interdependence with other professionals.

The ultimate goal of these guidelines is to improve the quality of archival studies graduate programs, specifically by raising the minimum expectations of students and universities. By establishing these basic guidelines as minimum standards for archival studies programs, SAA also hopes to encourage the continued development of more extensive and more comprehensive programs, and by doing so, to improve the profession by better educating archivists.³

I. ARCHIVAL EDUCATION: MISSION AND GOALS

Any graduate program in archival studies must define its mission, goals, and objectives. For example, some programs may seek only to educate "generalists" with knowledge of all areas of archival administration. Other programs may also seek to prepare specialists in one or more areas of archival administration, such as electronic records management, historical manuscripts, or management of institutional archives. Still other programs may emphasize interdisciplinary studies that link, for example, library, archival, and museum professionals. However, to qualify as an archival studies program (as opposed to a more specialized historical manuscripts program

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1. Archival records and papers are recorded information, regardless of physical format or type of creator (public or private), that is created or received by an individual or organization carrying out its activities and that is set aside for preservation and future use. Archival records and papers are instrumental for evidence and accountability as well as for social and cultural memory. In these guidelines, the phrase records and papers will be used to encompass documentary evidence produced by organizations and individuals in all media (paper, digital, audio, and visual) and in any format.
 2. The *Guidelines for a Graduate Program in Archival Studies* were approved by SAA Council in January 2002. These guidelines replace the *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*, adopted by Council in 1994. By means of these guidelines, SAA endorses the development of coherent and independent graduate programs in archival studies. SAA believes that programs of the extent and nature outlined in these guidelines are the best form of pre-appointment professional education for archivists. For this reason, these guidelines supersede prior documents on archival education issued in 1977, 1988, and 1994.
 3. For information about archival education programs in North America, including a directory of such programs, see the SAA Web site at www.archivists.org.

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or a more generalized information science program) the curriculum should focus on core archival knowledge areas as the foundation for specialization or interdisciplinary connections.

The mission, goals, and objectives of the program should be stated in terms of educational results the program seeks to achieve and should be consistent with the parent institution's mission and culture.⁴ They should be developed through a broad-based planning process that involves the constituencies that the program seeks to serve. The curriculum should express these program objectives, and should be continually reviewed and evaluated based upon evolving professional concerns and issues. Regardless of the organizational setting, master's level archival studies programs must be coherent, cohesive, and identifiable.

The importance and complexity of archival work require that individuals entering the profession receive a strong graduate-level archival education, which must be based on core archival knowledge. Archival knowledge, however, must be supplemented by knowledge drawn from other disciplines, such as history, sociology, anthropology, economics, and/or library and information science. In order that students receive the education necessary to do archival work, fully developed graduate programs in archival studies must establish a curriculum that achieves the following goals:

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

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

The graduate of an archival studies program should have a thorough knowledge and understanding of archival principles and techniques and should be prepared to work independently in performing all basic archival functions.⁵ The variety and complexity of institutional settings and of archival records and papers require a broad and comprehensive understanding of archival theory and its practical application.

No graduate program in any discipline can provide all the scholarly and experiential knowledge needed for its practitioners. However, by inculcating in students the attributes of professionalism, a graduate program can cause students to realize that professional education is a lifelong undertaking, involving questioning accepted ideas and methods, revising received wisdom, and developing professional standards. Lifelong learning enables archivists to maintain knowledge and skills and to master new professional knowledge and techniques as the profession develops and changes.

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

4. The interdisciplinary character of archival education makes it possible to place a program in a variety of settings, such as a school of library and information science, a department of history, a school of public administration, a law school, or a school of business administration. Two departments may also administer a program jointly, thereby emphasizing the interdisciplinarity of the archival field.

5. The Academy of Certified Archivists has developed a useful list of domains of archival knowledge. See the "Role Delineation" section of the Handbook for Archival Certification, online at: www.certifiedarchivists.org.

II. CURRICULUM

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

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

- **Core archival knowledge** provides the theoretical and practical basis necessary to work as a professional archivist.
- **Interdisciplinary knowledge** introduces students to other disciplines, knowledge of which will deepen their understanding of archival work. Interdisciplinary knowledge also allows students to specialize in specific aspects of archival work or to function in truly cross-disciplinary settings.

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

A. CORE ARCHIVAL KNOWLEDGE

Rationale:

The identity of a profession is founded on a body of knowledge belonging exclusively to it, and on a professional culture that arises from a common history, a united purpose, a shared vocabulary, and collective values, norms, and standards. Archival core knowledge is the heart of an archival studies program. It should occupy a dominant position in the curriculum and should be taught by professional archivists or, for specialist topics such as preservation, by technical experts. Core archival knowledge embraces three separate but interrelated facets of archival studies: **Knowledge of Archival Functions** (theory and methodology associated with specific areas of archival work); **Knowledge of the Profession** (history of the profession and evolution of archival practice); and **Contextual Knowledge** (the contexts within which records are created, managed, and kept). Because archival knowledge and professional culture transcend geographical and national boundaries, each component should incorporate an international and multicultural perspective.

Components:

1. Knowledge of Archival Functions

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

a) Appraisal and Acquisition: The theory, policies, and procedures archivists use to identify, evaluate, acquire, and authenticate records and papers, in all formats, which have enduring value to records creators, institutions, researchers, and society. Appraisal entails, among other things, understanding what makes records and papers authentic, reliable, and useful to institutions, individuals, legal and financial authorities, and other constituents.

b) Arrangement and Description: The intellectual and physical organization of archival records and papers in all media and formats, according to archival principles and institutional considerations, and the development of descriptive tools and systems that provide both control of and access to collections. Theory should link to practice through teaching methods and technology applications.

c) Preservation: The integration and implementation of administrative activities to ensure the physical protection of records and papers in all formats, the intellectual preservation of the records and papers through reformatting (e.g., digitization or microfilming), and assuring their continued accessibility by researchers. Preservation knowledge is based on: a firm grounding in preservation history; research into the nature of the materials and treatments; current techniques; and administrative studies and management issues. Preservation also requires the systematic application of appraisal criteria before applying preservation measures.

d) Reference and Access: The development of policies and procedures designed to serve the information needs of various user groups, based on evaluation of institutional mandates and constituencies, the nature of the collections, relevant laws and ethical considerations, and appropriate technologies. Instruction should also include the study of user behavior and the interaction between archivist and user in the reference process.

e) Outreach and Advocacy: The theories and practices archivists use to evaluate archival constituencies and their needs, and to develop programs to promote increased use, resources, visibility, and support.

f) Management and Administration: The principles and practices archivists use to facilitate all aspects of archival work through careful planning and administration of the repository and its institutional resources. At all career levels, archivists manage resources and make decisions that should be based on a thorough understanding of organizational management, systems analysis, program planning, budgeting, fundraising, grantsmanship, human resources, and the management of buildings, facilities, and equipment.

2. Knowledge of the Profession

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

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

b) Records and Cultural Memory: Records and papers constitute an important part of the written memory of individuals and society and provide the basis for holding governments and organizations accountable and for protecting the rights of individuals. Archival institutions thus play a significant role in society. However, they are only part of the fabric of cultural memory. Archivists and archives work in cooperation with other professions and institutions such as libraries and museums to preserve and provide access to cultural memory and to ensure accountability. Students should understand the interrelationship among archives and other keepers of cultural heritage, and the ways in which records contribute to that heritage.

c) Ethics and Values: The archival profession bases its system of ethics and values on the responsibilities of archivists in identifying, preserving, protecting, and making available the records, papers, and information resources for which they have responsibility. Students should be familiar with the SAA Code of Ethics, its underlying principles and perspectives, and its relationship to other archival and information profession codes. Students should understand how the ethics and values of the profession inform decisions and how to apply those ethics and values to their work.

3. Contextual Knowledge

All archivists should have a basic understanding of the contexts within which records are created and kept, and of management and technology theory and practice as they apply to archival work. This knowledge should be integrated throughout the core curriculum wherever applicable so as to foster a sound working knowledge that can be applied to daily activities. Some of these areas of knowledge may also be studied more fully as disciplines in their own right (and thus are also listed below under Interdisciplinary Knowledge).

a) Social and Cultural Systems: Knowledge of social and cultural systems is important for two reasons. First, archivists must understand the institutional structures and systems that form the context in which records and papers are created, maintained, and used. They should also understand the recordkeeping implications of social and cultural systems and the organizational structures and procedures used by all types of public and private institutions to ensure accountability. Second, archivists work within an institutional context. Effective management of records and papers necessitates an understanding of the political, social, and economic dynamics within an institution, and how to achieve the archival repository's goals and objectives.

b) Legal and Financial Systems: Records and papers, and the recordkeeping systems of both institutions and individuals, reflect the legal and financial systems in which they were created and demonstrate organizational and individual accountability. Archival core knowledge includes the origin, development, structure, and functioning of legal and financial systems, including federal, state, and local laws as well as the regulatory environment. This should include both public and private sector jurisdictions as well as the impact of such issues on personal records and papers. Knowledge of legal issues also includes privacy rights, freedom of information, and property and literary rights related to records and papers.

c) Records and Information Management: The principles involved in managing records and information throughout their full life cycle, from origination to eventual archival retention or other disposition. The work of archivists relates closely to the responsibilities of records and information managers, and in some institutional environments the duties of each are blended together in a single function. Archivists must be able to analyze an institution's structure, decision-making, and recordkeeping systems, and apply that knowledge to decisions regarding other archival functions.

d) Digital Records and Access Systems: Archivists should be competent to apply archival knowledge to records and papers in any format. In all areas of archival knowledge, a sound professional education needs to incorporate an understanding of the nature, access issues, and preservation challenges of digital records and papers. This should include information on the development of new media formats and document genres, and changing information technologies for the creation, maintenance, and use of records and papers. Additionally, educational programs should help students to use and develop access systems for records and papers and to identify and apply appropriate technological solutions to facilitate all aspects of archival work.

B. INTERDISCIPLINARY KNOWLEDGE

Rationale:

Archivists, like all professionals, must rely on knowledge, methods, and perspectives from beyond their own discipline. The interdisciplinary nature of archival studies arises from the complexity of the records and papers, the contexts of their creation, the multiplicity of their potential uses, and from the many roles that archivists fill. Archivists need to be knowledgeable about significant theories, methods, and practices of some or all of these fields.

Components:

1. Information Technology

The significant records and papers of today's society are increasingly being created, reformatted, stored, described, and retrieved in electronic form. Familiarity with networking, telecommunications systems, hardware, and software is fundamental to performing archival functions in many institutional settings. Students also need to understand human/computer interaction to design and develop effective systems for users. The curriculum could include opportunities to develop skills in database management, spreadsheet applications, information architecture,

Web site design and creation, and/or desktop publishing. Also valuable are an understanding of metadata, familiarity with markup languages, and basic programming skills.

2. Conservation

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

3. Research Design and Execution

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

4. History and Historical Methods

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

5. Management

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

6. Organizational Theory

The study of theories of organizational development, management, and culture is important in archival education because it provides the tools for understanding the evolution and nature of organizations that create records and assists students in understanding how to be successful within the institutions in which they will be employed as archivists. Knowledge of different models of organizational structure, operations, behavior, and institutional culture provides valuable perspectives for understanding recordkeeping systems and the context of records creation, management, and use.

7. Liberal Arts and Sciences

Ideally, persons beginning archival studies will already have a broad background in the liberal arts. Nonetheless, further graduate work in such disciplines can directly augment archival knowledge. Especially valuable is education in fields that help explain the context of records creation and the practice of recordkeeping—including sociology, philosophy, political science, law, accounting, anthropology, and economics, as well as science and the arts. Because the holdings of many archival institutions emanate from or concentrate on specific social sectors or movements, specialized knowledge in one or more humanities, social science, or science disciplines may be an important asset for appraisal and reference work in some settings.

8. Allied Professions

The work of archivists and archival institutions intersects with that of several other professions involved in the identification, protection, and dissemination of recorded information. Among these are library and information science, museology, oral history, historic preservation, and historical editing. Probably the most common overlapping relationship of this nature is with library and information science; archival repositories are often situated in libraries, where

archivists benefit from familiarity with collection development, cataloging, and reference practices employed by library professionals. Archives administration is not to be regarded as a subsidiary of any related profession, including library and information science. However, exposure to the distinct purposes and methods of allied fields will be advantageous to archives students.

III. ADMINISTRATION, FACULTY, AND INFRASTRUCTURE

A. FACULTY

The graduate program in archival studies must have a faculty capable of accomplishing program objectives. Faculty should have: archival experience including work within an archival repository, technological awareness, effectiveness in teaching, a record of research and publishing within the field, and active participation in professional organizations. A program that meets these guidelines must have a minimum of one full-time, tenure-track faculty member. Full-time faculty members must be eligible for appointment to the graduate faculty within the parent institution—in virtually all cases this equates, at minimum, to holding a Ph.D.—and must demonstrate expertise by contributions to archival knowledge through publications and professional service. The faculty must be sufficient in number and in diversity of specialties to carry out the major share of the teaching, research, and service activities required for the archival studies program.

In many instances, additional full- or part-time faculty will be required to fulfill program objectives. Part-time or adjunct faculty, when appointed, should balance and complement the teaching competencies of the full-time faculty. Programs are enhanced when adjunct or part-time faculty have extensive practical experience, demonstrated expertise through contributions to professional knowledge through publication and professional service, as well as excellent teaching credentials.

B. PROGRAM DURATION

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

C. STRUCTURE OF THE LEARNING PROCESS

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

1. Course Work

Course work is the basic venue for graduate level archival education. Course format (e.g., lecture, seminar, Web based, distance education) will vary depending on the level of the information to be delivered and the subject matter under consideration. Courses should employ a variety of pedagogical techniques to teach the knowledge areas outlined in these guidelines as well as to strengthen students' analytical, writing, and speaking skills.

2. Practical Experience

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

Any form of experiential learning must primarily serve the student's educational goals, even if a host institution ultimately benefits from the work accomplished by the student. Any practical

experience with a host institution should be a structured program related to the student's program of study. The program should be designed by faculty in collaboration with the designated host institution's internship supervisor and include provision for regular feedback and evaluation.

3. Scholarly Research

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

D. PHYSICAL RESOURCES AND FACILITIES

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

E. ADMINISTRATION, PLACEMENT, AND FINANCIAL SUPPORT

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

Faculty must provide career counseling for students as well as vigorous placement support. Career counseling is essential because of the variety of potential venues for employment for archival students and the numerous types of institutional and functional specializations available. Due to the variety of ways in which employment opportunities are advertised or announced, and the importance of professional recommendations, students need vigorous efforts for placement support as they enter the job market.

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

IV. CONCLUSION

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



HEATHER BRISTON was recently named university archivist for the University of Oregon. Prior to her appointment, she was the project archivist at the Environmental Design Archives, University of California, Berkeley. She holds a J.D. from Syracuse University and an M.S.I. degree with a specialization in archives and records management from the University of Michigan, where she worked at the Bentley Historical Library. She has also worked at the University of Fort Hare, South Africa.

MICHAEL DOYLEN has been appointed archivist in the Department of Special Collections and University Archives at Marquette University. He was previously academic archivist at the University of Wisconsin-Milwaukee.



SAA Executive Director **SUSAN FOX** has been named a Fellow of the American Society of Association Executives. The designation is one of ASAE's highest honors and is conferred upon industry executives who have compiled a history of significant contributions during their careers. Susan is a Certified Association Executive and has been actively involved in

ASAE for more than eight years. Currently, she serves on the ASAE Peer Review Program Team. She has also participated in the Web Site Redesign Focus Group (2001), the ASAE CAE Exam Committee (1999-2000), and has contributed articles to *Association Management*. Susan is one of 14 leaders named a Fellow this year. The 2002 Fellows join 156 others who received the designation since the program's inception in 1986.

DAVID HORN received the New England Archivists' Distinguished Service Award at its annual meeting in March. David, head librarian for archives and manuscripts at the John J. Burns Library at Boston College, has been active in the archival profession for a long time, serving in numerous capacities at local, state, regional, and national levels. His work has helped to bring the fields of records management and archives closer.



To the Editor:

I have no complaint, but some readers of *Archival Outlook* may like to know that the photo on page 14 of the January/February issue is not of me. I never had a pair of glasses like those in the picture, and my hair is receding from back rather than the front!

Sincerely, **H.G. JONES**

*The real H.G. Jones is pictured above.
SAA regrets this error.*

Duke University alumnus **TIMOTHY PYATT** returned to his alma mater in March to serve as university archivist. Tim succeeded **WILLIAM KING**, the founding university archivist who served in that capacity for 30 years. Tim directed the Southern Historical Collection at the University of North Carolina at Chapel Hill prior to joining Duke.

GREGORY SANFORD received the New England Archivists' Distinguished Service Award at its annual meeting in March. As the state archivist of Vermont since 1982, he has been the driving force behind historical records programs, having participated in or directed a number of major records projects in the state. He has been active in the profession through writing on Vermont history and serving in numerous capacities at the state and regional levels.



JOAN M. SCHWARTZ has been granted leave from her position as senior photography specialist at the National Archives of Canada to accept a Social Sciences and Humanities Research Council of Canada Postdoctoral Fellowship. Over the next eighteen months, she will be dividing her time between Kingston, where she teaches courses in the history of photography at Queen's University, and Ottawa where she will be carrying out research and writing on "photography and the making of early modern Canada."

REV. THOMAS TYNAN, S.J., was appointed to a one-year term as Project Archivist at Marquette University. Tynan is a recent library and information studies graduate of the University of Wisconsin-Milwaukee and has served as assistant librarian/Webmaster at Creighton Preparatory School (Omaha).

Obituary

This is a heartfelt tribute to one of the pioneers of the archival profession in the United State, **ALMER KENDALL "A.K." JOHNSON**, who died Jan. 2, 2002, in Atlanta. A.K. was born in DeValls Bluff, Ark., in 1916 and served in the U.S. military from 1944-1946. He entered federal service in 1936 and when he retired in 1972 he was Regional Commissioner of the National Archives and Records Service in Atlanta. From 1972-1979 he served as the executive director of the Georgia Commission for the National Bicentennial Celebration. He was a former treasurer of the Society of American Archivists and a Fellow of that organization. He spent many years as a consultant on archives and records management across the country and in his home state of Arkansas. Besides all of these accomplishments, he was an all around nice guy and a friend of mine. He loved duck hunting and fine food. Peace to his ashes.

—Submitted by Russell P. Baker, CA
Arkansas History Commission and State Archives



CIC Archivists Group Approves Standards for an Electronic Records Policy

The Committee on Institutional Cooperation, University Archivists Group, (CIC UAG) has recently approved a statement on "Standards for an Electronic Records Policy." With headquarters in Champaign, Ill., CIC is the academic consortium of the Big Ten universities and the University of Chicago. Its programs encompass nearly all aspects of university activity. In developing the standards statement, CIC archivists focused on identifying key components of an electronic records policy that could then be customized to meet individual CIC institutional settings, needs, and environments.

The standards statement is the beginning of a series of documents on a variety of electronic records topics that will be developed by CIC UAG. Under consideration are "talking point" documents designed to address a single electronic records topic and to be used to initiate discussions or simply describe baseline considerations about an issue or the implications of a particular technology application. An initial talking point document will address Web-based learning systems and recordkeeping issues.

The CIC UAG is also developing an implementation strategy that will focus on bringing the standards to the attention of variety of CIC groups such as institutional administrators,

CIOs, librarians, information technology work teams, and others. It is particularly important that electronic records management policy standards become incorporated into strategic planning processes, specification documents, and other critical areas so that academic institutions can identify and safeguard their official records and protect institutional liability.

The standards statement is available online at www.personal.umich.edu/~deromedi/CIC/cic.htm. CIC UAG encourages academic institutions to review the document and welcomes comments on it. Please send to: Philip Bantin, Indiana University, bantin@indiana.edu; Nancy Deromedi, University of Michigan, deromedi@umich.edu; Nancy Kunde, University of Wisconsin-Madison, nkunde@library.wisc.edu.

White House Backs Librarian Initiative

Librarians are retiring faster than new ones can be recruited. In January, First Lady Laura Bush announced a proposed \$10 million initiative to educate the next generation. If approved by Congress, the money would provide for scholarships and fellowships for master's degree programs, distance learning for rural populations, and would be used to recruit librarians with diverse language skills. Between 2005 and 2019, 58 percent of the nation's librarians will reach age 65. Advocates say that without an aggressive recruitment strategy, communities may suffer. The Institute of Museum and Library Services would manage the initiative.

Maine Memory Network

The Maine Memory Network at www.mainememory.net is an online digital archive of historical source images and documents from all over Maine. The Maine Historical Society is working with other libraries and historical societies to make this a very comprehensive collection. The goal is to allow access to original documents that people would not otherwise be able to view because of distance or awareness.

African-Americans in the Ozarks

Southwest Missouri State University recently commemorated the region's African-American heritage through exhibits and events in the newly expanded Meyer Library and Information Center. At the center of the celebration was the release of the Langston Hughes' postage stamp. Hughes was a native of nearby Joplin, Missouri, who went on to be one of the most important African-American writers of the 20th century. Tied to this event, the library mounted its first major exhibit in the newly opened addition: African-Americans in the Ozarks. More than 200 photographs and objects from the Katherine G. Lederer Ozarks African-American History Collection are on display through mid April. Recently donated to the library, this collection includes approximately 7,500 documents, over 2,600 of which are photographs.

Bookbinding

Learn the centuries-old art of binding books by hand. We offer a comprehensive two-year program in the traditional methods of bookbinding. The first year comprises all phases of basic bookbinding and

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

Classes begin in September.

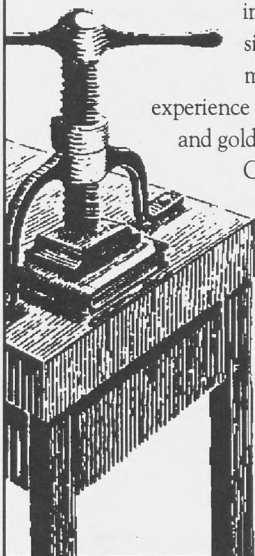
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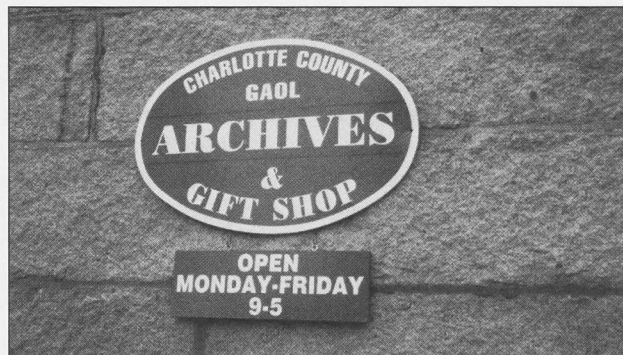
Innovative Web Guide on Women, Enterprise, and Society

In 1999, Baker Library at Harvard Business School initiated a survey of the Business Manuscripts Collection to identify materials that would be useful to the study of the historical role of women in business and the economy. All the materials identified by the survey are described in an innovative, Web-based guide entitled *Women, Enterprise, and Society: A Guide to Resources in the Business Manuscripts Collection at Baker Library* (www.library.hbs.edu/hc/wes). The guide contains detailed descriptions of resources located in approximately two hundred manuscript collections and incorporates links to full collection records in the Baker Online Catalog.

Westward by Sea Online Resource

"Westward By Sea: A Maritime Perspective on American Expansion, 1820-1890" has recently been added to the Library of Congress Web site. This online resource of nineteenth-century materials focuses on the topic of how and why people made their way to such places as California, Texas, Hawaii, and the Pacific Northwest, and what they did once they got there. The collection touches upon a wide variety of themes, including whaling, life at sea, shipping, women at sea, and native populations. The materials are drawn from the manuscript and imprint collections of the G. W. Blunt White Library at Mystic Seaport. Visit <http://memory.loc.gov/ammem/award99/mymhi.html/mymhihome.html>.

Captive Collections!



SAA member JAMES O'TOOLE of Boston College discovered this winning combination—gaol/jail, archives, AND gift shop—while on vacation last summer in St. Andrew, New Brunswick.

Directory of Historical Organizations Updated

The *Directory of Historical Organizations in the United States and Canada* is a comprehensive listing of historical agencies, museums, programs, and other historical organizations. Sponsored by the American Association of State and Local History and the history channel, this fifteenth edition is available for \$129.95. To order: www.aaslh.org or www.altamirapress.com.

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President's Message

continued from page 3

MARC-AMC and cataloging workshops for SAA, participation on the Working Group on Standards for Archival Description and eventually Encoded Archival Description—which, while representing a life- and career-altering change for me, has probably had a much more immediate effect on the thousands of you who are now involved in trying to implement it!

As I said at the outset, my career has been charmed in many ways—to have participated in some of the most important changes in the profession over the past 20 years is truly gratifying. But I have saved the best for last, since it has been my experiences in SAA governance that have been by far the most satisfying: my term on Council, my one year as vice president, and now as president. The bulk of my professional activities had previously been centered on technical issues surrounding descriptive standards. Serving on Council and as an officer has opened up for me the entire array of professional issues for us as archivists and as members of SAA and it has been exhilarating and exciting at almost every turn.

Part of what has made it so has been the people with whom I've worked. Susan Fox joined SAA as its executive director the first year I was on Council, so she and I have grown together in our understanding of the complex issues facing SAA and the profession. What has been most gratifying has been watching her transform SAA into one of the most internationally respected and admired archival associations in the world. Of course, she has had the assistance of a superb office staff and supportive Councils.

On the matter of Council, there is some mysterious alchemy at work here: it has always had—at least in my experience—exactly the right mixture of personalities, expertise, and energy. How this can happen in an elective process is beyond my understanding, but it does. The joy and pleasure of working on SAA Council is one of our organization's deep dark secrets. If the truth were fully known, members would be climbing over each other each year and chasing Nominating Committee members down hotel hallways just for the opportunity to run for Council or for president. I just hope you all come to understand this. ♦

Washington Beat

continued from page 15

Partial Release of Reagan Presidential Records Announced

On January 3, 2002, the Bush Administration authorized the release of some 8,000 pages from a total of more than 68,000 pages of Reagan Administration records that were required by law to be released in January 2001. Opening of the records was delayed by the Bush Administration, which imposed new restrictions on release of Reagan's presidential records in the recently signed Executive Order 13233.

There is still no official word when the remaining 60,000 pages of records will be released. According to sources, the White House intends to release all the remaining papers in early spring just prior to the filing of required papers in response to the lawsuit brought by historians and public interest organizations that are seeking to overturn Bush's Executive Order 13233, alleging that it violates the provisions of the Presidential Records Act. The lawsuit has helped catapult the release of the Reagan presidential records into a Bush Administration priority. Even if all the records are released in coming weeks and months, however, Public Citizen, a consumer advocacy group based in Washington that is providing legal counsel for the suit, intends to continue its court challenge of the executive order.

NARA Releases Report on Recordkeeping

On December 14, 2001, the National Archives and Records Administration released a "Report on Current Recordkeeping Practices within the Federal Government."

According to the findings, many agency employees are unsure whether the electronic information they create constitutes an "official record" and consequently much data fails to

make its way to NARA. The report also found that many agencies have never integrated recordkeeping with their regular business practices. E-mail messages continue to be particularly troublesome. Only records such as case files tend to be well managed. The report also identifies patterns in records management, suggests situational models to explain those patterns, and identifies points where NARA could effectively intervene to improve records management. More than 40 federal agencies participated in the interviews and focus groups, and more than 475 individuals replied to an Internet survey. Researchers also examined selected business processes in federal agencies to determine how records are actually being created and managed.

NARA to Release Census Data

On April 1, 2002, NARA will release the 1930 federal population census. Microfilmed copies of the 15th federal census mandated by the U.S. Constitution will be available at the National Archives Building in Washington, D.C., at 13 of NARA's regional facilities, and through the National Archives rental program. For more information on the 1930 census, see www.nara.gov/genealogy/1930cen.html.

Comments Sought on NARA NHPRC Guidelines

NARA has published a proposed rule for public comment in the February 6, 2002, *Federal Register* (page 5542), concerning the National Publications and Records Commission (NHPRC) grant regulations (36 CFR Part 1206). The proposed rule updates the NHPRC regulations by removing outdated information and expanding sections for greater clarity and conformity with NARA's current guidelines. It will affect all NHPRC grant applicants and grantees. Comments are due by April 8, 2002. Text of the proposed rule is posted at www.nara.gov/nara/pubcom.html.



Standards Reconciliation

The Canada-U.S. Task Force on Archival Description (CUSTARD) held its second meeting in Washington, D.C., in December. CUSTARD's task is to reconcile the Canadian *Rules for Archival Description* (RAD) with the American *Archives, Personal Papers and Manuscripts* (APPM) standard within the structure of the International Council on Archives' "General International Standard for Archival Description" (ISAD-G). CUSTARD is a joint undertaking by the Society of American Archivists and the Canadian Council on Archives. Much of the meeting was dedicated to a discussion of the structure of the new standard. Small working groups were formed to clarify the meaning of specific descriptive elements and terminology (e.g., the extent and medium element and the term fonds). The larger group agreed on a process for making decisions between meetings. As the new rules take shape, draft documents will be posted on pertinent Web sites for comment by the broader archival community. The next meeting will take place in late April.

News from International Federation of Library Associations

At its annual meeting held in Boston last August, the International Federation of Library Associations (IFLA) and its Committee on Free Access to Information and Freedom of Expression (FAIFE) issued the first IFLA/FAIFE World Report on Libraries and Intellectual Freedom. Library associations, allied organizations, and individuals from 140 countries were contacted for information to be included in the annual report. The goal is to serve as a key guide to issues confronting libraries in providing free access to information for their users. To order (US\$10 per copy), contact faife@ifla.org.

Among the main priorities set out in IFLA/FAIFE's strategy and action plan 2001-2003 are: to concentrate its efforts on libraries and the safeguarding of free access to information for all individuals; to be the authoritative source on libraries and intellectual freedom through the World Report and other communication initiatives; to strengthen the process for responding to incidents, including the development of an IFLA/FAIFE alert manual; and to establish a network of IFLA/FAIFE centers.

Report on English Regional Archive Strategies

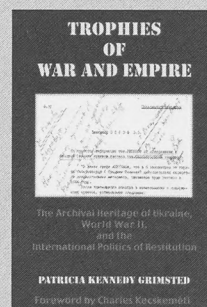
The British National Council on Archives has published *Archives in the Regions: An Overview of the English Regional Archive Strategies*, which draws together nine recently produced strategies and determines the level of funding needed to implement each action plan. The report also summarizes the key themes and actions of each Regional Archive Strategy. Common themes that emerged include improving physical and virtual access to archives; advocacy to improve the understanding of archives; investing in services for the use of archives in education and learning; strengthening records management to ensure that today's records of permanent value find their way to archives; and staff development. The report is available online at www.resource.gov.uk/information/policy/00polstrat.asp.

Records Released from Britain's Wartime Sabotage and Subversion Organization

In February the British Public Record Office released the eighth installment of the records of Special Operations Executive (SOE), Britain's wartime sabotage and subversion organization. These materials were the surviving records of the SOE's Headquarters Section, including papers from Specialist Sections and SOE's American Section. Also included were the private office papers of Lord Selborne, the minister responsible for the SOE. The Headquarters files deal with policy, planning, political relations, administration, finance and personnel matters. The ninth and final installment of records to be opened will consist of 13,000 personnel files. For more information on the records of SOE, visit www.pro.uk/releases/feb2002-SOE/introduction.htm.

History of Calendars Exhibit

The Historical Center of the French National Archives mounted a joint exhibit entitled "De Temps en Temps-Histoires de Calendriers" (From Time to Time: A History of Calendars), which ran from November through February. In partnership with other French cultural institutions such as the National Library of France, the National Conservatory of Arts and Industries and the National Museum of Arts and Popular Traditions, the exhibit displayed 200 pieces covering 2000 years of history, ranging from monastic parchment calendars to modern advertisers' calendars. "De Temps en Temps" presented the calendar as a tool of everyday life and examined the role of power in defining the temporal context of human society. For a digitized selection of exhibit pieces, visit www.archivesnationales.culture.gouv.fr/chan/.



Trophies of War and Empire: The Archival Heritage of Ukraine, World War II, and the International Politics of Restitution

Patricia Kennedy Grimsted
with a foreword by Charles Kecskeméti

A masterpiece of scholarship containing significant new revelations about cultural treasures previously thought lost, this book will be of interest to all those studying contemporary rebuilding of cultural and intellectual institutions in Eastern Europe, historians of Ukraine and eastern Europe, and specialists on the retrieval of assets lost to the Nazis or Communist regimes.

Harvard Papers in Ukrainian Studies (2001) 750 pp., soft cover
SAA Members \$19 • Nonmembers \$25 • Product code 149

To order these or any of the more than 175 titles in the SAA Professional Resources Catalog, visit www.archivists.org/catalog or contact Rodney Franklin at rfranklin@archivists.org or 312/922-0140.





2002 CALENDAR

March 22-23

New England Archivists' spring 2002 meeting in Newport, RI. Keynote speaker will be Robert S. Martin, director, Institute of Museum and Library Services. For more information, visit <http://www.lib.umb.edu/newengarch/>.

April 8

"Oral History: From Planning to Preservation" workshop (#0227) at Southern Illinois University in Edwardsville, IL. Co-sponsored by SAA and Lovejoy Library & Information Services. For details, visit www.archivists.org/prof-education or call 312/922-0140.

April 8-13

34th annual meeting of the Council on Botanical and Horticultural Libraries, Inc. (CBHL) in San Francisco. Theme: "Plants & People—A Regional Perspective." For more information: 415/661-1316 (ext. 303), fax 415/661-3539, library@strybing.org or visit <http://huntbot.andrew.cmn.edu/CBHL>.

April 11-12

"Archival Cataloging as a Component of Description" workshop (#0224) in New York City. Co-sponsored by SAA and the Metropolitan New York Library Council. For details, visit www.archivists.org/prof-education or call 312/922-0140.

April 15-17

"From Negative to Positive" photograph workshop series at the Rock and Roll Hall of Fame and Museum, Cleveland, Ohio. "Identification and Care of Photographic Prints" (April 15); "Identification and Care of Photographic Negatives" (April 16); "Planning Your Digital Imaging Project" (April 17). Sponsored by the Conservation Center for Art and Historic Artifacts and the Intermuseum Conservation Association. **Registration deadline:** April 1, 2002. For additional information, visit www.ccaha.org or call 215/545-0613.

April 18-20

Council of Nova Scotia Archives 2002 spring conference at the Mount Saint Vincent Sisters of Charity Motherhouse. Contact 902/424-7093 or visit <http://fox.nstn.ca/~cnsa/>.

April 18-20

"Beyond the Basics." Mid-Atlantic Regional Archives Conference (MARAC) spring meeting at the Sheraton Baltimore North in Towson, Maryland. Contact the co-chairs of the local arrangements committee: Mary Mannix at mm0028@mail.pratt.lib.md.us or Margaret Burri at mburri@jhu.edu.

April 21-27

58th International Federation of Film Archives (FIAF) Congress in Seoul. For details, visit www.fiaf2002.org.

April 25

"Copyright: The Archivist and the Law" workshop (#0228) in Corvallis, OR. Co-sponsored by SAA and Northwest Archivists. For details, visit www.archivists.org/prof-education or call 312/922-0140.

April 30-May 1

"Style Sheets—EAD Part II" workshop (#0233) in Minneapolis, MN. Co-sponsored by SAA and Midwest Archives Conference. For details, visit www.archivists.org/prof-education or call 312/922-0140.

May 2-4

Midwest Archives Conference 2002 spring meeting in Minneapolis at the Radisson Metrodome. For more information, contact: Craig Wright of the Minnesota Historical Society at 612/296-9961, craig.wright@mnhs.org. Or Brian Williams of the Bentley Historical Library at 734/764-3482, bwms@umich.edu.

May 8-11

36th annual Association for Recorded Sound Collections (ARSC) conference at the University of California, Santa Barbara. Visit www.arsc-audio.org.

May 15-16

"Style Sheets—EAD Part II" workshop (#0236) in Flagstaff, AZ. Co-sponsored by SAA, NAU Cline Library, and the Conference of Intermountain Archivists. For details, visit www.archivists.org/prof-education or call 312/922-0140.

May 16-19

34th annual conference of the American Society of Indexers in Galveston, Texas, at Moody Gardens. Visit www.asindexing.org and click on "annual meetings," or contact Kate Mertes, VP/PE, ASI, 118 N. West Street, Alexandria, VA, 22314; kmertes@hotmail.com; 703/549-4574.

May 21-25

Association of Canadian Archivists 2002 annual conference in Vancouver, British Columbia. Preliminary conference program available in PDF format, via the What's New page and the main conference page <http://archivists.ca/conferen/index.htm>.

May 30-31

"Off the Wall and Online: Providing Web Access to Cultural Collections," Northeast Document Conservation Center conference at the Museum of Our National Heritage, Lexington, Mass. For more information, visit www.nedcc.org or contact Ginny Hughes at ghughes@nedcc.org.

June 6-11

30th annual meeting of American Institute for Conservation of Historic and Artistic Works at Renaissance Miami Biscayne Bay. For more info: 202/452-9545 or info@aic-faic.org.

Important SAA Dates:

- April 5:** Date 2002 ballots must be postmarked
- May 7:** Deadline for nominations for 2003 SAA election.
- May 10:** Deadline for session chairs to submit AV request to SAA office.
- May 15:** Deadline for applying for SAA annual meeting assistant position (see page 7)
- May 30–June 1:** Council meeting in Chicago
- May 31:** Theodore Calvin Pease Award deadline
- June 15:** Deadline for submitting information to be included in the 2002 onsite program.
- July 1:** 2002 annual meeting early bird registration deadline
- July 18:** 2002 annual meeting hotel reservation cutoff date
- July 22:** 2002 annual meeting late registration deadline

June 7

"Documenting Underdocumented Populations & Communities," Fifth Annual Community Forum on Historical Records at Bridgewater State College, Bridgewater, Mass. For more information, contact Bill Milhomme, 617/727-2816 or william.milhomme@sec.state.ma.us. Visit <http://www.state.ma.us/sec/arc/arcaac/aacintro.htm>.

June 14

Society of Rocky Mountain Archivists spring meeting at the Lincoln Center in Ft. Collins, Colorado. Theme: "To See Ourselves as Others See Us." Visit <http://www.uwyo.edu/ahc/srma>.

June 21-25

5th annual "Museum and Library Archives Institute," sponsored by Monson Free Library and Reading Room Association, Massachusetts Board of Library Commissioners, the New England Archivists, the New England Museum Association, and the Worcester Historical Museum, will be held at the Wilbraham & Monson Academy in Wilbraham, Mass. This Institute consists of two parallel programs: the Introductory and the Special Topic. The Introductory Program is designed for those who have responsibility for museum and library records and special collections, but limited experience in archival methods and procedures. This year's curriculum includes such topics as collection, accessioning, appraising, arrangement and description, reference and access, oral history and photography. Instead of the Introductory Program, participants may choose the Special Topic Program. This track provides an opportunity to go beyond the



introductory level and focus on a particular archival topic or issue in a comprehensive, in-depth manner. The 2002 topic will address the issue of how to operate an archives on a shoestring. For information, contact: Theresa Rini Percy, Director, Monson Free Library, 2 High Street, Monson, Mass.; 413/267-3866; fax 413/267-5496; tpercy@cwmar.org.

June 25 - 27

"Disaster Mitigation" workshop series at the New York Genealogical & Biographical Society, New York City. "Be Prepared...Conducting a Vulnerability Assessment" (June 25); "Be Prepared...Assessing Health and Safety Risks" (June 26); "Be Prepared...Mitigating Fire and Security Risks" (June 27). Sponsored by the Conservation Center for Art and Historic Artifacts. Stipends available (deadline: May 17, 2002). **Registration deadline:** June 14, 2002. For more information, visit www.ccaha.org or call 215/545.0613.

June 27-28

"Style Sheets—EAD Part II" workshop (#0232) in Ft. Worth, TX. Co-sponsored by SAA and Mary Coats Burnett Library. For details, visit www.archivists.org/prof-education or call 312/922-0140.

July 14-July 26

16th annual Western Archives Institute at the University of Redlands in Redlands, Calif. The intensive, two-week program provides integrated instruction in basic archival practices to individuals with a variety of goals, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those who have expanding responsibility for archival materials, those who are practicing archivists but have not received formal instruction, and those who demonstrate a commitment to an archival career.

The principal faculty member will be Tim Ericson, assistant library director for Archives and Special Collections at the University of Wisconsin at Milwaukee. He is the university archivist and directs operation of the Milwaukee-region Area Research Center, a statewide network of regional archives and is working with community and regional records repositories. He is leading a mentoring project pairing professional archivists with historical societies, libraries, and museums in need of assistance caring for historical records. Ericson also teaches archives administration courses in the university's graduate education program. Joining him on the faculty will be distinguished working professionals noted for selected fields of archives education.

The program will feature site visits to historical records repositories and a diverse curriculum, which includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law,

photographs, preservation administration, reference and access, automation, outreach programs, and managing archival programs and institutions.

Tuition for the program is \$550 and includes a selection of archival publications. Housing and meal plans are available at additional cost. Admission is by application only and enrollment is limited. **Application deadline:** April 1, 2002. For additional information and an application form, contact: Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814; 916/653-7715; fax 916/653-7134; ArchivesWeb@ss.ca.gov. The application package is available online at www.calarchivists.org. Click on "Western Archives Institute."

July 23-24

"Encoded Archival Description" workshop (#0234) in New York City. Co-sponsored by SAA and Pratt University. For details, visit www.archivists.org/prof-education or call 312/922-0140.

July 25-26

"Style Sheets—EAD Part II" workshop (#0235) in New York City. Co-sponsored by SAA and Pratt University. For details, visit www.archivists.org/prof-education or call 312/922-0140.

August 19-25

"Archival Roots: Our Foundation and Our Future" is the theme of the 66th annual meeting of the Society of American Archivists in Birmingham, Alabama, at the Sheraton Birmingham Hotel. Visit www.archivists.org/conference/index.html#2002. See pp. 7-9.

September 1-6

19th Congress of the International Institute for Conservation at the Baltimore Marriott Waterfront Hotel. Subject: "Works of Art on Paper, Books, Documents and Photographs: Techniques and Conservation." Visit www.iiconservation.org.

October 9-12

Midwest Archives Conference 2002 fall meeting in South Dakota. Program Committee is seeking session proposals and ideas for papers. Contact: Erik Nordberg of the Michigan Technological University at 906/487-3209, copper@mtu.edu. Or Stephen McShane of Indiana University Northwest Library at 219/980-6628 or smcshane@iun.edu.

November 2

Society of Rocky Mountain Archivists fall meeting at the Denver Federal Center in Lakewood, CO. Visit <http://www.uwyo.edu/ahc/srma>.

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>.

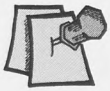
Applicants should either be working toward a graduate degree in the history of science (in which case they should include a letter of reference from their thesis adviser), or show a record of publication in the field. To apply, send a vitae, a letter of no more than two pages describing your research 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.

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

Recording Academy Grants

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

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

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

available online at <http://www.GRAMMY.com/grantprogram>. Applicants must use the current grant application only.

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.

WANTED

Relationship Letters Penned by Women

Letters in which a woman is ending a relationship and/or mourning/venting/explaining her side of an already-ended romance, whether or not she actually ended it, are needed for an anthology of women's breakup letters to be published by Carroll & Graf. Material can encompass all sorts of emotions: anger, hurt, melancholy, resignation, cheerfulness, confusion—basically any sort of letter in which a woman is somehow commenting on the end of a romance to the person with whom she had the romance. This can include everything from letters refusing marriage to letters questioning why the other person has deserted them, to classic "Dear John" letters. Contact: Anna Holmes at annaholmes@earthlink.net.



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.

Rate: 92¢ per word

INSTITUTIONAL MEMBERS OF SAA
RECEIVE A 50% DISCOUNT.
(NUMBERS, ABBREVIATIONS, ETC.
EACH COUNT AS ONE WORD.)

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, jobs@archivists.org

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



ARCHIVIST

The Library and Archives of New Hampshire's Political Tradition
Concord, NH

The Library and Archives of New Hampshire's Political Tradition is a nonprofit 501c3 corporation, specializing in New Hampshire's political history since 1952. Our focus is on the New Hampshire Presidential Primary, but extends to state and local politics as well. Our growing collections span approximately 250 c.f. The library has an opening for a processing archivist beginning immediately. **Qualifications:** Applicants must possess an M.L.S. with a concentration in archival work or be enrolled in a graduate program in library and information science, and have successfully completed at least one of the core courses in the archival program or one course directly related to processing and collection management. Special consideration will be given to candidates with processing experience and/or experience in cataloging manuscript collections. An interest in political history is highly desirable. **Hours:** The ideal candidate will be able to work a minimum of sixteen hours a week. We offer a flexible schedule.

Responsibilities: Assisting with the digitization of our collections is the primary responsibility of this position but may also include some processing and reference work. **Remuneration:** \$10-\$15 per hour depending on experience. **To apply:** Please send your resume to: Trina Purcell, Assistant Director, The Library and Archives of New Hampshire's Political Tradition, 20 Park Street, Concord, NH 03301.

ARCHIVES TECHNICIAN (JOB CODE R133C)

The Mary Baker Eddy Library for the Betterment of Humanity
Boston, MA

The Mary Baker Eddy Library for the Betterment of Humanity invites applications for a full-time position that is immediately available. As Archives Technician, you will process archival collections in all formats, prepare and edit finding aids, and maintain electronic collections. Specifically, candidates are needed with strong word processing, database, and spreadsheet experience, preferably in an archival environment. Requires good communication skills and ability to work systematically and carefully. The library is a unique twenty-first 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 an American woman chronicling her life, writings, and achievements. Visitors from around the world will be able to explore Mary Baker Eddy's many

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 email (preferred) to Human Resources at jobs@marybakereddylibrary.org. Alternatively, you can send a fax to 617/450-7048 or write to: 200 Massachusetts Ave., Boston, MA 02115. In your letter, please reference job code R133C. All applicants are encouraged to visit the library's Web site at www.marybakereddylibrary.org to learn more about the library and Mary Baker Eddy.

ARCHIVIST

The Riverside Church
New York, NY

Part-time—24 hours per week/18-month contract. The Riverside Church has an excellent opportunity for a mature-minded self-motivated professional to classify and catalog materials in the church archives. You will work with researchers; redesign the archive databases; appraise, preserve and acquire materials, as well as train/supervise paraprofessionals and volunteers. Ideal candidates must possess: A graduate degree in history or library science; Archival training; 3-5 years' archival experience preferred; ACA certification and knowledge of scholarly research procedures and MARC-based systems desired. Competitive salary, excellent benefits package. For confidential consideration, please submit a cover letter with your resume to: Human Resources Department, The Riverside Church, 490 Riverside Drive, New York, NY 10027; fax 212/870-6708; E-mail: hresources@theriversidechurchny.org. No phone calls, please. EOE M/F.

ARCHIVIST

The Westminster Schools
Atlanta, GA

The Archivist will direct and maintain the Westminster Archives and be responsible for the acquisition, appraisal, inventory, and description of the collection; including a large graphic image inventory. The Archivist will develop procedures for retention and conservation, assist with Web content and Access database maintenance, and be responsible for the ongoing development of the archival program. The Archives is a unit of the Carlyle Fraser Library and the Archivist reports to the Head Librarian. The Archivist also supervises a part-time archives assistant. **History and Location:** Founded in 1951, Westminster is a Christian, college preparatory school for boys and girls from pre-first through high school with an



enrollment of 1,700+ students. The school is located on a beautiful 171-acre campus in northwest Atlanta. **Qualifications:** Master's degree in library science with an Archival Management concentration, or American history is the minimum requirement. At least three years of administrative experience in an archival environment is strongly desired. Familiarity with current trends in archival automation is expected and preference will be given to applicants with experience in digital imaging. The successful candidate must be a dynamic, service-oriented leader with good interpersonal and communication skills and must have proficiency in archival procedures and a knowledge of current trends in archival technologies. This is an 11-month position with school holidays, one-month vacation in summer, and excellent benefits. **Salary range:** \$38,000-\$42,000 depending on qualifications and experience. Send letter of application, resume, and names and addresses of three professional references to: Diane Dayton, Head Librarian, Carlyle Fraser Library AJS, The Westminster Schools, 1424 West Paces Ferry Road NW, Atlanta, GA 30327; E-mail: cathykelly@westminster.net; phone: 404/609-6110. Application review will begin February 2002 and will continue until the position is filled.

ARCHIVIST

Wontawk
Boston, MA

Boston hospital seeks an experienced archivist for a dynamic role with the Archives Program. The archivist works with staff, physicians and researchers to coordinate the program. They maintain and preserve current archives holdings, locate and evaluate records to add to the archives and make materials available to users. The archivist links the archives with individuals with reference requests. They are responsible for content, organization and dissemination of archive information. The archivist is the key decision-maker regarding the Archives Program workflow, including determinations about staff; they guide volunteers and interns and generate interest to make the Archives Program visible. The archivist will make contributions to the hospital's publications and will cull material for hospital exhibits. The hospital seeks a flexible individual who can balance a budget, update department regulations, maintain the collection and serve users while promoting a positive image for the Archives Program. Submit applications to: Wontawk, Attn: Sarah Warner; wontawk@msn.com; 212/997-1127; fax 212/869-3348

ARCHIVIST/PROJECT MANAGER

The Cadence Group, Inc.
Atlanta, GA

Job Summary: An experienced archivist needed for a short-term (6-12 months), comprehensive project archiving materials of various formats for a government agency. **Essential Duties:** The processing and archiving of materials ranging from press releases, e-mail correspondence, and articles to voice mails, video, and 3-D objects. Duties include developing archival metadata, cataloging and tagging items, preparation for scanning, assist with loading of digital files, and applying preservation principles. **Knowledge & Skills:** Candidates must have adept cataloging capabilities and experience with metadata tagging and project management. Data will need to be captured from a historical perspective (indexing by date). **Qualifications:** M.L.S. and archivist training required; experience in health sciences field preferred. **Salary:** Negotiable, commensurate with experience. **Closing Date:** Open. **For further information:** Please send resume, salary requirements, and cover letter to: staffing@cadence-group.com; fax 404-874-0541. Please visit our Web site www.cadence-group.com to learn more about the Cadence Group! Cadence Group, Inc. is an Equal Opportunity Employer.

ARCHIVIST

The Moravian Church, Northern Province — Bethlehem, PA

The Moravian Church Northern Province seeks a full-time archivist with a start date in 2002. The Moravian Archives, located at 41 West Locust Street, Bethlehem, Pennsylvania. It is a nonprofit organization, which acquires and preserves official records of the Moravian Church, Northern Province, a historically German Protestant denomination.

The Archives, a major special collection of the Moravian Church, is located in a modern 9,200-square-foot building with two climate-controlled vaults. It contains approximately 8,000 linear feet of material. These records concern the history of the Province beginning in 1740, which today includes active congregations in NY, NJ, PA, OH, MD, IN, IL, WI, MI, MN, ND, AZ, CA, the District of Columbia, and Canada. There are over 1,000,000 pages written in 18th-century German Script, large amounts of English-language documents, over 20,000 printed volumes and thousands of pamphlets, paintings, prints, maps, and photographs as well as selected personal papers.

The Bethlehem Congregation was a closed community for approximately 100 years and as a result the Archives has extensive unique written records of most aspects of 18th- and 19th-century Moravian religious life and commerce.

Responsibilities: The successful candidate will collect, preserve, and make accessible the historical records of the Moravian Church as well as conduct activities for the Archives Board. Administering routine activities of the archives includes maintaining and implementing new archival practices to ensure appropriate preservation and collection of documents; supervising, training and evaluating staff; records management; providing research assistance; maintaining our German Script course; providing for changing exhibits, presenting lectures

and programs and assisting congregations in establishing and maintaining their collections. The successful candidate will participate in outreach to congregations in the Northern Province; develop strategies for active donor and financial support; develop and implement programs for creation of digital access to the collections.

Qualifications Required: Master's degree in history or a degree in library science with specialization in archives studies, or certification required. CA (certified archivist) designation or equivalent, or a plan to become certified is required. At least five years experience as an archivist with increasing levels of responsibilities desired. A combination of education and experience may be considered.

The candidate must be able to communicate fluently in English and German; reading and translating 18th-century German Script is an expected job function; the candidate must have a knowledge of Moravian history and theology and the ability to interpret the Moravian Church; must be computer literate with good writing, communication, interpersonal and public relations skills, a willingness to travel and collaborate, maintain contact with other archives, organizations, and the denomination; have the ability to lift at least 40 pounds and have no allergy to dust.

Salary: Commensurate with experience and qualifications, \$35,000 minimum. The Archives offers a benefits package, including health care, vacation and sick time.

Application: Applications received by June 2002 will receive full consideration; however the search will remain open until the position is filled. Send application, resume, names and phone numbers of three references to: Peter Wolle, President, The Moravian Archives, P.O. Box 1721, Bethlehem, PA 18016-1721; E-mail: pwolle@ix.netcom.com.



ASSISTANT ARCHIVIST

Getty Research Institute
Los Angeles, CA

The J. Paul Getty Trust seeks nominations and applications for an Assistant Archivist to assist in managing and implementing a new institutional archives, records management, and oral history program for the Trust, which includes the operating programs of the J. Paul Getty Museum, the Getty Conservation Institute, the Getty Grant Program, and the Getty Research Institute. (The J. Paul Getty Trust Web site address is: <http://www.getty.edu>.) The Institutional Archives and Records Management Department is located administratively in the Research Library of the Getty Research Institute. The Institutional Archives acquires materials in all media (paper, electronic, film, analog and digital formats of audio/video) including the business records of 145 departments; planning documents; institutional publications and ephemera; photographs; film, documentation of building projects; objects; products of museum exhibitions, research programs, symposia, and events; grant files; documentation of conservation projects; architectural drawings and models; oral histories; and external documentation. **Duties:** Reporting to the Institutional Archivist, the Assistant Archivist

will participate in developing policies, procedures, workflow, technology applications, and outreach materials; appraise and accession materials in all media; acquire and organize reference series of core historical resources; compile institutional histories and chronologies; answer reference inquiries and conduct research as required; write procedure manuals; develop content for the department's intranet site; make recommendations for preservation treatment and reformatting; manage internal projects and outreach programs; and supervise and train other archivists, support staff, and interns as assigned. The position interacts frequently with external contacts and staff members across the institution. As part of the management team of a new department, the Assistant Archivist requires a flexible approach to job responsibilities as the department grows. **Qualifications:** ALA-accredited M.L.S. degree with specialization in archives administration or M.A. in history with archival concentration required; minimum 5 years of professional experience demonstrating increasing responsibility (preferably in a cultural or nonprofit organization), 2-3 years of supervisory experience; excellent communication, interpersonal, organizational, and computer skills. Preference given to candidates with a suc-

cessful history of project management and up-to-date knowledge of appraisal methodologies, descriptive practices (including AACR2, APPM, MARC, EAD, etc.), metadata standards, database management, management of digital resources, and/or records management techniques. **Salary:** Commensurate with experience. Excellent benefits package. **Availability:** The review of applications will begin March 1, 2002, and will continue until a candidate is selected. Interested parties are invited to submit a letter of application and resume to: Getty Research Institute, Attn: Human Resources IG, 1200 Getty Center Drive, Suite 1100, Los Angeles, California 90049-1688; e-mail jobs@getty.edu indicating "GRI/AA" in the subject line; fax to 310/ 440-7647. EOE.

COLLECTION PROCESSOR

The Gilder Lehrman Collection
New York, NY

The Gilder Lehrman Collections, a private collection of American historical documents, seeks a team-oriented person as a collection processor. Successful candidate will work in our administrative office, a fast paced environment, which is actively engaged in digital imaging, historical research and numerous other projects. This is a unique opportunity for anyone who loves American history. Must be detail oriented



DUKE
UNIVERSITY
LIBRARIES

**Director, John Hope Franklin Collection of African
and African-American Documentation (Search Reopened)**
Duke University Libraries — Durham, NC

The Perkins Library System seeks an energetic and imaginative director to build the resources and enhance the local and national visibility and use of the John Hope Franklin Collection and related materials at Duke.

Responsibilities:

- Leads the effort to set and implement overall collecting directions for African-American materials for both the general and special collections. Identifies appropriate out-of-print and manuscript materials and acquires them as gifts or purchases. Selects and orders newly published materials in African-American studies in collaboration with resource specialists in related fields.
- Provides specialized research assistance and library instruction. Serves as liaison for the libraries with the African and African-American Studies Program.
- Supervises staff in assignments related to African-American studies, including oversight of Web sites. Advises technical services staff on processing manuscript materials.
- Promotes the use of African-American materials through exhibits, presentations, bibliographies, press releases, etc. Coordinates Franklin Collection travel grants program.
- Participates actively in department and library-wide activities.

Qualifications: Master's degree from an ALA-accredited program or other master's degree with specialization in archives, plus substantial academic background in African-American studies; or an advanced degree in African-American studies or a related field. Experience with African-American materials in a library or archival setting. Ability to relate well to donors and vendors and to library, academic, and researcher communities. Must be flexible and a self-starter, possess excellent oral and written communication skills, and be eager to participate in a team-oriented environment.

Salary and Benefits: Salary dependent on qualifications and experience; comprehensive benefits package.

Application: Send cover letter, detailed resume, and the names, addresses (mailing and e-mail), and telephone numbers of three references to: Sharon A. Sullivan, Director, Personnel Services, Perkins Library, Box 90194, Duke University, Durham, NC 27708.

Review of applications will begin in late March and continue until the position is filled. Duke University is an Equal Opportunity/Affirmative Action employer. The Perkins Library System has a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff.



and flexible. Primary responsibilities include providing item level descriptions and basic conservation assessment for new acquisitions and reviewing and updating older bibliographic descriptions. Additional responsibilities include, but are not limited to, assisting with the maintenance of database records pertaining to holdings and assisting with the transport of materials between locations. Flexible hours to accommodate most schedules. **Requirements:** B.A. required with minimum of 2 years experience working with manuscripts. M.A. in archives, museum training or American History preferred. Experience with PastPerfect Museum software also preferred. **Salary:** Starts at \$27,000. Negotiable with experience and qualifications. Benefits include major medical, dental, and retirement. Interested applicant should send a cover letter, resume with salary requirements and the names of three references to: Sandra M. Trenholm, Associate Director, The Gilder Lehrman Collection, 105 Madison Ave, Ste 3B, New York, NY 10016; fax 212/481-6533.

CURATOR OF LIBRARY COLLECTIONS

*Litchfield Historical Society
Litchfield, CT*

The Litchfield Historical Society seeks a Curator of Library Collections to manage the Society's library and manuscript collections. The Litchfield Historical Society operates the Litchfield History Museum, the Tapping Reeve House & Law School and the Helga J. Ingraham Memorial Library. The Society has a full time staff of four and is accredited by the AAM. The library collection includes letters, diaries, journals, account books, photographs, ephemera, newspapers, rare books, reference works, and local history and genealogical texts. The Curator of Library Collections reports to the Director and is responsible for the overall organization and management of the Society's library and manuscript collections including developing and maintaining collections records, exhibition research, visitor services, collections development, long range planning and grant writing. Familiarity with computer applications is essential. The Curator of Library Collections works closely with the Curator of Collections and the Education Coordinator. **Qualifications** include a M.L.S. from an ALA-accredited library school or M.A. in history or museum studies with equivalent experience working with library and manuscript collections. The Curator of Library Collections must be self-motivated, have excellent research, writing and communication skills and enjoy working in a team setting. This position is grant funded for 18 months (with potential for becoming a regular position) at an annual salary of \$30,000. **Send letter and resume to:** Catherine Fields, Director, Litchfield Historical Society, P.O. Box 385, Litchfield CT 06759; E-mail: lhsoc@snet.net

DIRECTOR, ORACLE CORPORATE ARCHIVES

*Oracle Corp
Redwood Shores, CA*

Oracle Corp is seeking a Director, Corporate Archives. Primary responsibilities include: Leading, developing, and evangelizing Oracle Archives systems and programs; Overseeing the implementation and internal use of Oracle's proprietary Digital Asset Management (DAM) software solution; and Developing a revenue generation model for licensing Oracle assets to third parties. If this position sounds like a fit for your background and interests and you're located in the Bay Area, please contact shannon.benjamin@oracle.com for additional information.

EUROPEAN RECORDS AND INFORMATION MANAGER

*Ford Motor Company
Cologne, Germany*

Seeking a professional to manage the European programs of Ford's Global Information Management (GIM) department who will act jointly with the global team to: establish standards and processes for managing records and information in Europe (consulting responsibilities for Asia Pacific); develop and improve records retention schedules, as well as processes for creating, maintaining and disposing of company-created information in all its forms; execute the European programs that support legal and regulatory requirements associated with records and information management; collaborate with IT to ensure GIM requirements being adequately integrated into all new European systems that handle information. **Qualifications:** graduate degree in archival studies, records and information management or related discipline; minimum seven years' experience in archives, records and information management; experience within a large global corporate environment, or organizations of similar scale; familiarity with legal and regulatory requirements in Europe for archives and records and information systems; working knowledge of document and record-keeping technologies; fluency in English and German required; multinational background, residence abroad preferred (Europe) This position is open to both men and women regardless of ethnic origin in line with Ford Motor Company's equal opportunities policy. For more information or your application please refer to our consultancy in Germany Korn Ferry Futurestep: silvia.schoenemann@futurestep.de.

HEAD, TAMIMENT LIBRARY

*New York University
New York, NY*

New York University, Division of Libraries, seeks a qualified individual to direct its Tamiment Library, which includes the Robert F. Wagner Labor Archives. The Tamiment Library's collections form a unique center for scholarly research on the history of labor,

socialism, anarchism, communism and other radical political movements. Utopian experiments, women's movements, struggles for civil rights and liberties, and other forms of radical activity are also documented in this growing collection. Although the focus of Tamiment holdings is the United States since 1865, Great Britain, Canada and other foreign countries are well represented in the collections. Collections include: the Jewish Labor Committee archives, the Abraham Lincoln Brigade Archives, the archives of the Communications Workers of America and the personal papers of figures such as Eugene V. Debs. The Tamiment Library staff includes six full-time archivists and one full-time librarian. Its collections include more than 20,000 monographs, over 5000 non-current periodicals and subscriptions to more than 500 current titles. Its archival holdings include more than 300 manuscript collections, a total of more than 5,000 feet of original papers and records. There is an extensive vertical file collection containing pamphlets, leaflets, flyers and clippings relating to the left and to the labor movement. Non-print collections include over 225,000 photographs, more than 2,000 posters and broadsides and a large video and film collection. Recordings of over 1,500 interviews form the core of an oral history collection that also includes audiotapes of speeches, concerts, conferences, memorial meetings, union meetings and other public and private events. The library's historic periodicals collection is currently undergoing cataloging, and its archival finding aids are being converted to EAD format and placed online. The successful candidate will have a strong and well-documented commitment to public service librarianship and be prepared to administer a dynamic and complex library. In addition to oversight and management of staff, collections and services, duties will include extensive relations with a variety of clientele, including the labor community and donors; and significant project development, including fund raising and grant writing. Reporting to the Director, Collections and Research Services, the Head of Tamiment Library will work closely with New York University's other special collections to develop and maintain consistent service and processing standards. **Qualifications Required:** ALA-accredited M.L.S. or equivalent in education and experience; subject masters required for tenure; demonstrated ability in library and/or archives administration, collection development, and building relationships with donors and sponsors; strong communications and interpersonal skills; demonstrated creativity in program and project development; strong commitment to public outreach and service to a diverse user population. Highly desirable qualifications include subject



expertise in the fields of American labor and/or radical history. **Salary/Benefits:** Faculty status, excellent benefits include five weeks annual vacation. Salary commensurate with experience. To ensure consideration, send resume and letter of application, including name, address and telephone numbers of three references to: Janet Koztowski, Library Human Resources Director, New York University Libraries, 70 Washington Square South, New York, NY 10012; fax 212/995-4070. Consideration of applications will begin on March 1, 2002, and continue until the position is filled. NYU encourages applications from women and members of minority groups.

MOVING IMAGE PRESERVATION SPECIALIST

*New York University
New York, NY*

The Preservation Department of New York University Libraries and the Department of Cinema Studies in the Tisch School of the Arts seek a Preservation Specialist for a three-year, non-tenure track appointment. The position will be responsible for developing a preservation program for moving image collections held in New York University Libraries, and will participate in the Tisch School's new M.A. degree program in Moving Image Archiving and Preservation. This joint appointment, funded by the Andrew W. Mellon Foundation, starts as early as June 2002. The moving image materials currently held in New York University Libraries include: 8mm, 16mm, 35mm, and video (mostly VHS, some Beta). Some of these materials are unique copies. Others are heavily used non-archival copies. The Preservation Specialist's responsibilities in the Libraries include: Developing standard processing procedures for handling, processing, and examining the moving image collections and assessing their preservation needs.; Establishing and ensuring adherence to access, storage, and handling policies for these collections; Selecting equipment for two workstations to support these activities; Overseeing film-to-film, film-to-video, and video-to-video transfer operations to meet preservation standards; Communicating with vendors for outside services needed; Managing day-to-day activities of analog image preservation; Training and supervising two part-time graduate assistants from the Cinema Studies' Master's Degree program to assist in this work. The course of study for the M.A. degree in Moving Image Archiving and Preservation includes a first year taught in New York, and a second year taught at George Eastman House (GEH), Rochester. As an Adjunct Assistant or Associate Professor in Cinema Studies, the Preservation Specialist's responsibilities include: teaching one course per year in the field of moving image archiving and preservation; accompanying first year

students for one, week-long visit to GEH per year; student advisement and mentoring; advising on the Department's Film Study Center and collections, and on the development of the Degree program. **Qualifications:** formal training in moving image technology or equivalent experience, together with extensive experience in moving image archiving and preservation, including knowledge of the recommended practices and guidelines for archival restoration and transfer of moving images; strong organizational skills and demonstrated ability to work independently and productively in a fluid, complex organization and to communicate effectively both verbally and in writing; commitment to the education of future preservationists. Teaching experience desirable. Degrees in relevant fields (e.g., M.L.S., M.A., M.F.A.) desirable. Excellent benefits package. Salary is commensurate with experience. Please send a letter stating your qualifications, your curriculum vitae, three letters of recommendation, and documentation of your main activities in preservation, and any relevant publications to: Janet Koztowski, Director, Human Resources, NYU Libraries, 70 Washington Square South, New York, NY 10012. Review of applications will begin on February 15, 2002, and will be considered until the position is filled. NYU is an Equal Opportunity/Affirmative Action Employer.

PART-TIME ARCHIVIST

*Chicago Theological Seminary
Chicago, IL*

The newly formed Gay and Lesbian Religious Archives Project at Chicago Theological Seminary is seeking an archivist to work 50-60 hours per month. Responsibilities include: 1) providing assistance and training to gay, lesbian, bisexual and transgender (GLBT) religious groups and leaders on preparing their files for archival preservation; 2) identifying collections from the GLBT religious movement in different repositories around the U.S.; and 3) planning for development of a directory of records available in these existing collections. Archivist will work in conjunction with the Project Coordinator and Advisory Committee. Send resume with cover letter or inquiry to: Mark Bowman; markleby@aol.com; or fax: 773/728-6493; or mail to: 5352 N. Kenmore, #3, Chicago, IL 60640.

PHOTOGRAPHIC ARCHIVIST

*University of North Carolina, Chapel Hill
Academic Affairs Library
Chapel Hill, NC*

The University of North Carolina at Chapel Hill Academic Affairs Library seeks a photographic archivist to manage its photographic archives. The archivist has primary responsibility for the library's North Carolina Collection photographic archives but also advises and assists other

library units on issues related to photographs. The archivist establishes policies and priorities for the photo archives; arranges and describes collections; applies appropriate preservation techniques; makes reformatting decisions; assists researchers in locating images; responds to inquiries via e-mail, letters, faxes, and telephone; seeks to identify and secure new collections; promotes the use of visual materials including participation in the preparation of exhibits; and serves as Web manager for the North Carolina Collection. The archivist supervises one full-time staff member and one or more student assistants and works closely with the Library Photographic Services section. He/she also collaborates on projects such as the library's award-winning digital publishing initiative, Documenting the American South, and with the Southern Folklife Collection. **Required:** ALA-accredited master's degree in library science or equivalent degree in archives management. An advanced degree in other fields may be acceptable if combined with relevant experience. Work experience in an archival setting; demonstrated ability to carry out archival processing of photographic and visual material collections; a knowledge of archival principles, methods, and techniques relative to visual materials; familiarity with historical photographic processes and digital imaging; supervisory experience; excellent oral and written communication skills; ability to plan, organize, and carry out projects; ability to work under limited supervision; ability to establish and maintain effective working relationships with colleagues and the public. **Preferred:** Experience in preparing electronic finding aids for collection management; ability to produce Web documents using hypertext markup language (HTML); membership in the Academy of Certified Archivists; participation in professional associations and workshops; knowledge of copyright laws and practice, and intellectual property control; and competence in the use of encoded archival description (EAD). For application information, please see <http://www.lib.unc.edu/jobs/lepal>.

PROCESSING ARCHIVIST

*Center for Jewish History
New York, NY*

The Center for Jewish History is accepting applications for a Processing Archivist to work on a project funded by the National Historical Publications & Records Commission (NHPRC). This is a full-time position running through September 2003. **Project:** The Center for Jewish History is a consortium of five archival, library and museum collections and has an NHPRC grant to arrange and describe 500 linear feet of collections. **Applications (cover letter, resume and three references) should be sent to:** Human Resources, Center for Jewish History, 15 West 16th Street, New York City, NY 10011. Applications (cover letter, resume



and contact information for three references) should be sent to: jobs@cjh.org. Specific questions about the project and the position can be addressed to Bob Sink at bsink@cjh.org. **Duties:** Will assist in arranging and describing 500 linear feet of archival collections relating to the history and culture of the Jewish people. Will review and revise existing finding aids and create new finding aids using a standardized finding aid format; mark up finding aids in XML for Encoded Archival Description; assist in creation of worksheets for MARC-AMC cataloging; and assign access points for the collections. Will assist in establishing workflow and production standards for the processing work. This position reports to Chief Archivist and Project Director of the Center. **Required Qualifications:** Masters degree in history or library science with formal coursework in archival management. One-year experience working in an archives or equivalent combination of experience and education. Ability to read one or more of the languages frequently found in the collections: Yiddish, Hebrew, German, Russian, Spanish, or Polish. Must be organized and able to work accurately. Must have word processing skills. Must have good writing and verbal skills and be able to work both independently and in a team setting. **Desirable Qualifications:** Familiarity with the MARC format, Encoded Archival Description, XSL, XmetaL and Microsoft Access and/or other database management software. **Salary:** \$33,000

PROJECT ARCHIVIST AND ASSISTANT PROJECT ARCHIVIST (RE-ADVERTISEMENT)

Herndon Home
Atlanta, GA

The Herndon Home seeks a full-time project archivist and assistant project archivist for two years, to carry out the basic archival arrangement, description, and preservation of 310 linear ft. and approximately 175 volumes of records relating to the Atlanta Life Insurance Company and its founders, the Herndon family. The records are held by three major institutions in Atlanta including the Herndon Home, the Auburn Avenue Research Library on African American Culture and History, and Emory University's Robert W. Woodruff Library. The papers are the most extensive documentation available on Black insurance, a pivotal enterprise in the development of the African American community in the first half of the twentieth century. The project is funded by the National Endowment for the Humanities.

Project Archivist The project archivist will supervise the assistant project archivist and student assistants, work closely with the consulting archivists to devise work plans, actively process the collections, monitor work

flow to make certain project goals are being met. The project archivist is responsible to the project director and will submit written reports to the project director regarding all details of the project. **Qualifications:** Master's degree in history, library science, or related field, with course work in archives administration preferred. Three years professional experience including previous processing experience or specialized archival training plus experience. **Salary:** \$37,500 minimum; with fringe benefits.

Assistant Project Archivist The assistant project archivist will help arrange and describe the collections, manage student assistants, consult with and submit written reports to the project archivist during all facets of the project. **Qualifications:** Master's degree in history, library science, or related field, with course work in archives administration preferred. One year professional experience including previous processing experience or specialized archival training plus experience. **Salary:** \$32,500 minimum; with fringe benefits.

Both positions are available immediately for two years from start date. Send letter of application and vita, with names, addresses, and telephone numbers of three references to: Carole E. Merritt, Herndon Home, 587 University Place, N.W., Atlanta, GA, 30314. Review of applications will begin February 1, 2002, and will continue until the position is filled.

REFERENCE ARCHIVIST (PART-TIME)

Center for the Study of Women & Society
Graduate Center, CUNY

Project: Planning for National Database of American Women's Oral History Collections. **Duties:** To direct graduate student in researching oral history collections, 1960-present, in RLIN, NUMUC, etc. **Qualifications:** NYC area, M.L.S., experience with ref projects, skill in directing students. **Salary:** Consultant basis, short-term project. Review of applications to begin immediately. Send resume, phone numbers of two references, via e-mail, fax or mail to: Professors Patricia Laurence/Joyce Gelb, CSWS, Graduate Center/CUNY, 365 Fifth Avenue, New York, N.Y.10016; fax 212/666-6250; tel 212/817-2021; jgelb@gc.cuny.edu; plaurance@prodigy.net.

SPECIAL COLLECTIONS AND ARCHIVES CATALOGER

University of California, Irvine
Irvine, CA

The Libraries of the University of California, Irvine, invite applications for the position of Special Collections and Archives Cataloger in the Department of Special Collections and Archives. The incumbent will catalog rare books and other special collections monographs, archival and manuscript collections, and materi-

als in other formats; have lead responsibility for formulating and implementing departmental cataloging and technical services policies, procedures, and workflow; train and supervise cataloging assistants; serve as departmental liaison to the Catalog Department; and serve on the Department's reference desk on a rotational basis. The salary will be commensurate with qualifications and experience within a range of \$37,920-\$52,620 (Assistant Librarian I- Associate Librarian IV). Special Collections and Archives houses the UCI Libraries' collections of rare books, notable subject collections, manuscript collections, University Archives, and the Southeast Asian Archive. The collections (80,000 volumes and 3,500 linear feet of archival collections) broadly support study and research in the arts, humanities, and social sciences. Active collecting areas include California and regional history, dance and the performing arts, critical theory and its antecedents, and papers of distinguished UCI faculty. The staff includes 6 librarians, 3 library assistants, graduate interns and student assistants. One of ten University of California campuses, the University of California, Irvine, is nestled in 1,500 acres of coastal foothills, five miles from the Pacific Ocean, between San Diego and Los Angeles. The full position description with instructions on how to apply is listed on the UCI Libraries Web site at www.lib.uci.edu/about/libvac.html with links to additional Web sites featuring campus and community information. **Applications received by April 1, 2002, will receive first consideration, but applications will continue to be accepted until the position is filled.** The University Of California, Irvine, is an equal opportunity employer committed to excellence through diversity.

STATE ARCHIVIST

South Dakota State Historical Society
Pierre, SD

The South Dakota State Historical Society seeks an enterprising individual to serve as the state archivist and direct its archives program. The position requires progressive knowledge of archival procedures and methods, American history (with emphasis on western history preferred), and the acquisition, care, and preservation of archival records, library materials, and microfilm. The archives is one of five program areas of the society. The program directors work in a team atmosphere at the Cultural Heritage Center in Pierre. This position is ideal for an individual eager to grow professionally. Additional information on the society is available at www.sdhistory.org. **Send letter of interest, resume, and state application form to:** Phyllis Perkovich, Bureau of Personnel, 445 E. Capitol, Pierre, SD 57501-3185. A detailed announcement and application form is available at www.state.sd.us/jobs.



TECHNICAL SERVICES ARCHIVIST

University of Missouri-Columbia
Columbia, MO

The University of Missouri-Columbia (MU) is seeking qualified applicants for the position of Technical Services Archivist in University Archives, a division of the MU Libraries. Principal duties include responsibility for appraising, accessioning, arranging, describing, and cataloging the historical records of the MU campus and the University of Missouri System. This position will also strongly support the public service commitment of the University Archives and the MU Libraries. Specific duties include processing collections and editing and digitizing existing finding aids; creating new descriptions and inventories for unprocessed records and manuscripts; managing and improving the department's Internet finding aids system; maintaining technical currency and technical contacts with computer support specialists; providing duplication services for materials in University Archives; supplying technical support for the photographic and film resources of the collection. Other duties include supervising student assistants. **Requirements:** Requires a graduate degree in library science, information science, history or other relevant discipline; preferred course work in archives administration and/or historical research methodology and certification by the Academy of Certified Archivists. Preferred is one to two years experience in archives arrangement and description that may include original cataloging of archival materials. Experience with HTML and/or XML as applied to finding aids or descriptive tools is strongly preferred. Requires excellent oral, written, and interpersonal skills; ability to communicate with a diverse university community; ability to perform detail oriented work without the need for regular oversight, and highly accurate text editing or proofreading skills; ability to accept and manage change; ability to maintain positive relationships with staff and patrons; advanced knowledge of computer technology and applications, especially Internet applications; ability to work cooperatively and productively in groups and on individual projects; refined editing and proof reading skills; and the ability to deal with physical work, such as climbing ladders, moving boxes, some weighing a minimum of 30 lbs., and tolerating dirt, dust, and mold. Position is paperwork intensive; good visual skills required. **Minimum Salary:** Archivist I: \$30,000; Archivist II: \$32,500 for twelve months commensurate with education and experience. Benefits include vested retirement after five years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver. MU was estab-

lished in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with over 250 degree programs. The MU Libraries belong to ARL, serve a student body of 23,000+ and a faculty of 1,800 with a collection of 3 million volumes and 6.45+ million microforms. Columbia is in the middle of the state on I-70, only 2 hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. MU and two other colleges provide superb cultural events. According to the American Chamber of Commerce Researchers Association (ACCRA) composite index, the cost of living in Columbia is very reasonable when compared with other university communities. Columbia has been named in the top 20 cities in the US by Money magazine in recent years. **Screening begins:** March 8, 2002. **Available:** June 1, 2002. Send letter of application, resume, and the names and addresses of three references to: Leo Agnew, 104 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201-5149. For ADA accommodations during the application process, please call 573-882-4701. Relay Missouri users call through 1-800-735-2966. EEO/AA, M/F/D/V.

UNIVERSITY ARCHIVIST

Lamar University, Mary & John Gray Library
Beaumont, TX

Position supervises both the library's Archives and the Special Collections Department, including the papers of retired United States Congressman Jack Brooks. Reports to Library Director. **Required Qualifications:** ALA-accredited Master of Library Science (M.L.S.) and archival coursework; or Master of Archival Studies (MAS); or master's degree in other appropriate field and the Certificate of Archival Studies (CAS). Knowledge of current archival and special collections trends and procedures. Ability to apply knowledge of traditional and electronic library resources. Ability to establish and maintain strong working relationships with students, staff, faculty, and visiting researchers. Effective interpersonal, communication, and organizational skills. Strong customer service orientation. **Salary and Benefits:** Tenure track, 12-month contract with faculty status and rank commensurate with experience. Salary range of \$32,000-36,000, depending on qualifications. **Application Deadline:** Review of applications will begin mid-March, 2002 and continue until the position is filled. Send letter of application, resume, and names, addresses, and telephone numbers of 3 current references to: David Carroll, Chair, University Archivist Search Committee, Lamar University, P.O. Box 11127, Beaumont, TX 77710. An equal opportunity/

affirmative action employer. To view the full job advertisement, go to <http://library.lamar.edu/graylib2/positions/archivist.html>.

WESTERN DIGITAL & PRESERVATION RESOURCE CENTER MANAGER

OCLC Online Computer Library Center, Inc.
Lacey, WA

OCLC Online Computer Library Center, Inc., an online computer library service and research organization, serves as both a key global resource and vital information network for the world's information. More than 41,000 libraries in the U.S. and 81 other countries and territories have partnered their efforts with OCLC, creating an exciting new opportunity for professionals invigorated by our future-focused environment. We currently have an opening for a Western Digital & Preservation Resource Center Manager in our Lacey, WA, office. The selected candidate will plan, market, and manage the Western Digital Preservation Resource Center training and consulting program, including assessing needs and matching needs and offerings, finding qualified presenters and consultants, and negotiating contracts. May personally deliver some training and consulting services. Coordinates the marketing, training, and consulting activities of the Western DPR Center with those of other OCLC divisions. Presents conference programs and speaks to groups. Develops and manages a referral service and prepares grant applications and administers grants. For a full job description, please visit <http://oclc.org/careers/>. Requirements will include a master's degree in librarianship, information science, history, or related field. Graduate coursework in the preservation of documentary materials. A minimum of three years' work experience as a Special Collections Librarian, Library Preservation Officer, Archivist, or similar position. Work experience as a program or department manager. Experience teaching workshops. Experience in grant writing and grant administration. Effective speaking, writing, and general communication skills. Demonstrated ability to externally represent an organization and build positive relationships with clients. Experience planning and/or implementing a project to digitize library or archival material. OCLC offers competitive salaries, an excellent benefits package including medical, dental, vision, life insurance and tuition reimbursement, and the opportunity to work in a progressive technological and global organization. For consideration, please submit your resume with salary requirements—indicating position of interest and Job Code 02-057—to: OCLC, Attn: Corporate Human Resources, 6565 Frantz Road, Dublin, OH 43017-3395; Fax: 614.798.5718; Internet: jobs@oclc.org; or complete the OCLC Employment Application online. Please access our Web site for more information: www.oclc.org. OCLC is an Equal Opportunity Employer and is actively seeking minority candidates for this position.



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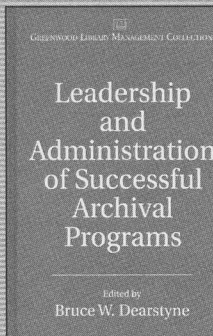
Ernst Posner

Archives in the Ancient World

ERNST POSNER

This classic piece of archival scholarship, out of print for decades, has now been reissued by the Society of American Archivists. Drawing on the findings of Assyriologists, papyrologists, and classicists, Ernst Posner has created for the first time a sound historical basis for the archivist's understanding of the genesis of the profession. His work throws light on the considerable archival accomplishments and sophistication of the cultures of the ancient world from the days of the Sumerians to the death of Justinian and also on the societies in which they played such a significant part. Visually enhanced by more than 40 illustrations, this book represents a spirited testimony to the immeasurable value of records.

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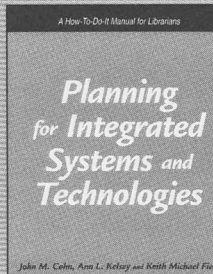


Leadership and Administration in Successful Archival Programs

EDITED BY BRUCE W. DEARSTYNE

This collection of essays from eight archival leaders provides first-hand accounts of how to carry out planning, build coalitions and alliances, garner resources, empower and inspire program personnel, change program direction, and take programs in new, dynamic directions. Issues addressed include how to define program success, the traits of a successful program, leadership traits, and similarities and differences between archival program and similar programs, such as libraries.

Greenwood Publishing Group (2001) 168 pp., hard cover
Nonmembers \$60 • SAA members \$50 • Product code 161

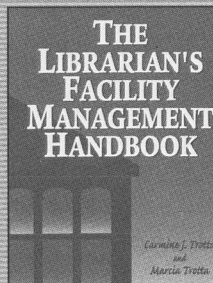


Planning for Integrated Systems and Technologies

JOHN M. COHN, ANN L. KELSEY AND KEITH MICHAEL FIELDS

While this publication has a strong library emphasis, the general chapters dealing with developing a technology plan, assessing needs and priorities, developing and evaluating proposals and so forth are extremely useful. A good resource for addressing the problems of system integration and automation within an archives context.

Neal-Schuman Publishers, Inc. (2001) 218 pp., soft cover
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The Librarian's Facility Management Handbook

CARMINE J. TROTTA AND MARCIA TROTTA

An all encompassing and utilitarian guide to the management and maintenance of a building. Addresses a wide range of topics from the Americans with Disabilities Act's facility requirements to insurance issues to energy audits.

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