

NEWSLETTER
OF THE
SOCIETY OF
AMERICAN
ARCHIVISTS

SAA

JUL/AUG 2002

WWW.ARCHIVISTS.ORG

archival outlook



Where there's a will...

- All Aboard for Birmingham, Aug. 19-25!
- Bush Administration Loses Censorship Battle
- New SAA Catalog and Books!

table of contents

features



All Aboard for Birmingham, Aug. 19-25!

- Free Seminar on Current Metadata
Initiatives at SAA Conference 5
- Birmingham Sunlights to Perform at 2002 Conference.. 5
- Volunteer Assistance in Birmingham 5
- Musings from a New York Yankee
in King Cotton's Court *Jessica Lacher-Feldman* 6
- Different Formats but the Same Goal:
Providing Quality Education at the SAA Conference
Solveig DeSutter and Patti O'Hara 9

Bush Administration Loses Censorship Battle 12

Student Chapter Established at Indiana University 9

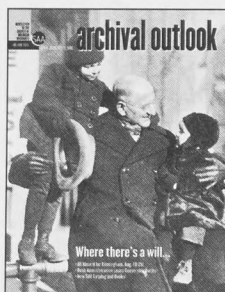
SAA Electronic Publications Progress. 22

departments

- Washington Beat. 12
- National News Clips 14
- Print Matters: New SAA Catalog and Books!..... 16
- Currents 18
- World View. 21
- Bulletin Board 24
- Professional Opportunities 27

columns

- President's Message:
Descriptive Standards and Archival Foundations..... 3
- From the Archivist of the United States:
Developing the National Archives Experience..... 11



on the cover

Goodwill Industries International is celebrating 100 years of serving people with barriers to employment. Methodist minister Rev. Edgar J. Helms initially founded Goodwill in 1902 to help residents of economically distressed South Boston. Today, Goodwill serves almost 550,000 people annually with career services programs. The cover photo of Helms and two children was published in the 1924 book, House of Goodwill. Courtesy of Goodwill Industries International. Submitted by JASON WEISHAUP.

archival outlook

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

SUSAN E. FOX

Executive Director

sfox@archivists.org

BERNICE BRACK

Meetings/Member Services Coordinator

bbrack@archivists.org

TERESA M. BRINATI

Director of Publishing

tbrinati@archivists.org

JEFF DAVIS

Publications Department

jdavis@archivists.org

CARROLL DENDLER

Finance and Human Resource Director

cdendler@archivists.org

SOLVEIG DESUTTER

Education Director (part-time)

sdesutter@archivists.org

BRIAN P. DOYLE

Graphic Designer & Webmaster

bdoyle@archivists.org

PHILIP B. EPPARD

Editor, American Archivist

pbe40@csc.albany.edu

RODNEY FRANKLIN

Publications Department

publications@archivists.org

DEBRA MILLS NOLAN

Meetings Director (part-time)

dnolan@archivists.org

PATTI O'HARA

Education Director (part-time)

pohara@archivists.org

JEANETTE SPEARS

Receptionist/Member Services Assistant

info@archivists.org

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:

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

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



Descriptive Standards and Archival Foundations

When I started to write these columns I promised I wouldn't hector you for the entire year on the subject of descriptive standards. By and large, I have kept that promise, notwithstanding that the exigencies of events have conspired to keep my focus elsewhere. However, I'm sure none of you believed that I could resist the temptation altogether—especially since this is my last column. After all, much of my professional life (and indeed, perhaps even my very professional *essence*) has been fundamentally defined by the development and promulgation of such standards.

I won't waste any space here recounting that history. First of all, most of you have already heard or read about it. Secondly, Susan Davis, my erstwhile fellow Councilor and good friend, is currently working on her doctoral dissertation on the subject of the impact on the profession of the development of descriptive standards and I fully expect that this will be the last word on the subject.

In truth, the reason I am bringing up the subject has nothing to do with its history; if that were the case, I'm not sure that I would be particularly interested myself. I am, rather, speaking of the future of descriptive standards and some essential truths that I have either uncovered or reaffirmed over the course of the last year.

By this time next year, APPM will be history (and the eponymous "Hensen" will, I hope, become "Dryden" instead). I am speaking of the progress of the NEH-funded Canadian-U.S. Task Force on Descriptive Standards (CUSTARD) project. Over the course of the last year, the group, led by co-chairs Kris Kiesling and Bob Krawczyk with project manager/editor Jean Dryden, has deconstructed RAD, APPM, and ISAD(G) and put them back together into what is quickly becoming one harmonious whole. Without revealing any secrets (to say nothing of anticipating decisions yet to be made), I can safely tell you that, with respect to descriptive standards in the U.S., things will be pretty much the same. At the same time, they will also be totally different.

Under the new standard, your cataloging records will continue to look as they do now with appropriate nods and curtsies to both MARC 21 and AACR2. Moreover, should these hoary standards ever properly evolve, archivists should be well positioned to take advantage of any changes.

What will change—and change dramatically—is that you will all now have a proper content standard for archival description in all of its various manifestations: accession records, preliminary inventories, finding aids, calendars, catalog records, digital metadata wrappers, etc.; and for all of the rapidly evolving physical forms and media which today constitute "archives."

For over two decades in the U.S. we have had in MARC and, more lately, in EAD data structure standards that have allowed us to communicate and share information about the content and nature of our holdings with a rapidly expanding universe of users. We have also had in AACR2 and its bastard progeny, APPM, a data content standard for the cataloging strain of description.

It was not easy in the early days of APPM convincing archivists to start using library tools for description via cataloging. However, we seem to have gradually warmed to the idea; or at least to the extent that there are currently over 600,000 archival records in RLG's database alone. The problem all along, however, has been that for most archivists, cataloging was a somewhat unnatural and artificial act. The crux and focus of description has always properly been with the preparation of finding aids, registers, guides—whatever local term you use. It was not until the development of EAD that we had a formal structural standard that would facilitate the online sharing of such guides. The problem was that there were no content standards for what went into those finding aids.

Without belaboring the rest of the story (on which I believe I have delivered at least three separate papers) the product of the CUSTARD group will provide that standard. Moreover, this as yet untitled product, having been forged through a collaboration between Canadian and U.S. descriptive experts, while paying full attention to ISAD(G), will, it is hoped, become the foundation for a more comprehensive international standard.

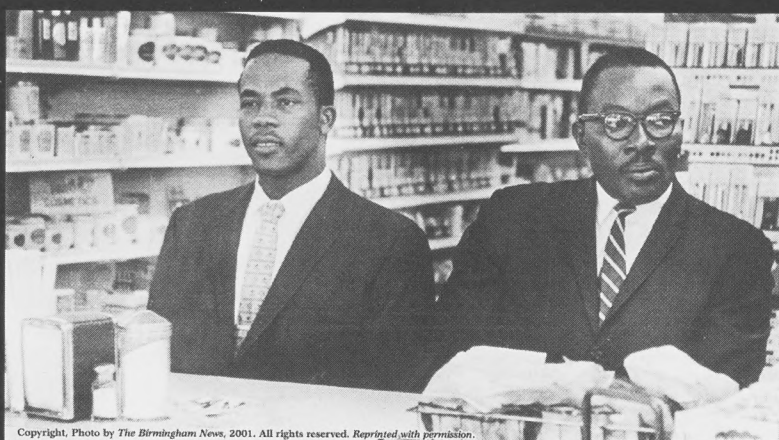
The most interesting part of this work for me, however, has been the theoretical rigor which has underpinned the entire project. In the past, the main differences between APPM and RAD have been seen

**By this time
next year,
APPM will
be history...**

continued on page 22



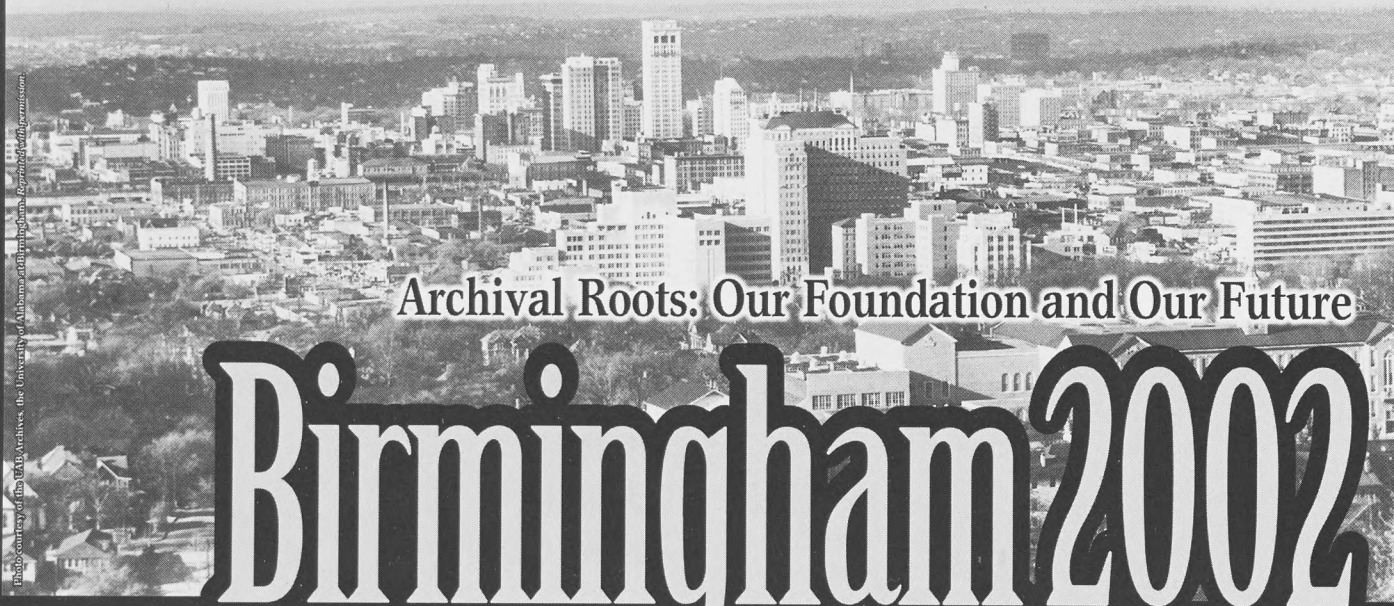
Photo courtesy of the Alabama Department of Archives and History. Reprinted with permission.



Copyright, Photo by The Birmingham News, 2001. All rights reserved. Reprinted with permission.

SAA The Society of American Archivists' 66th Annual Meeting
August 19-25 • Birmingham, Alabama • Sheraton Birmingham Hotel

Photo courtesy of the University of Alabama Archives. Reprinted with permission.



Archival Roots: Our Foundation and Our Future

Birmingham 2002

The Preeminent Event For Archives Professionals!

- Nearly 100 hours of educational sessions;
- Nine pre-conference workshops and seminars;
- Six seminars on archival fundamentals;
- Three general sessions;
- Section and roundtable meetings;
- International Archives and Information Technology Exposition;
- Tours of Birmingham archival and cultural attractions.

What's In It For You?

- Learn innovative ideas that can be implemented within your institution;
- Discuss technological, social, budgetary, and other trends;
- Build new and existing professional relationships;
- Explore the latest in archival products and services;
- Broaden your horizons and deepen your commitment to the profession;
- Renew your archival spirit!

Headquarters and Lodging:

The Sheraton Birmingham Hotel
888/661-5678 or 205/324-5000 • www.sheraton.com/birmingham

Registration Information:

Registration received in SAA office by July 22, 2002:

SAA Members \$305 • Nonmembers \$355
Students \$100 • Nonmember students \$110

On-site registration:

SAA Members \$325 • Nonmembers \$375
Students \$100 • Nonmember students \$110

One-day registration:

SAA Members \$130 • Nonmembers \$145
Students \$100 • Nonmember students \$110

Annual Meeting Program online at www.archivists.org/conference.

Free Seminar on Current Metadata Initiatives at SAA Conference

The 66th annual meeting of the Society of American Archivists in Birmingham, Alabama, will feature a free update on current metadata initiatives on Wednesday, Aug. 21, 2002, from 1 p.m.-5 p.m. The update is organized and presented by the Research Libraries Group (RLG). Participants will learn about and discuss the implications of a number of new metadata initiatives that have special relevance to the archival community.

DANIEL PITTI of the University of Virginia will lead off with a report on the Encoded Archival Context (EAC), an ongoing initiative within the international archival community to design and implement a prototype standard for encoding descriptions of record creators. **MARTIN HALBERT** from Emory University will give an update on the Open Archives Initiative, an enabling framework for the development of innovative, networked information services. RLG Program Officer **TONY GILL** will speak about the CIDOC Conceptual Reference Model (CRM). Although the CRM originally developed for museum applications, it is also highly relevant to libraries and archives, and could potentially serve as a "semantic bridge," helping memory institutions share knowledge with one another. **MERRILEE PROFFITT**, also from RLG, will give an overview of METS, a generalized metadata framework. Finally, **ANNE KENNEY** from Cornell University will provide commentary on the recently issued RLG/OCLC report, "Attributes of a Trusted Digital Repository." Plus, there will be plenty of time for questions and discussion.

Join us for an exciting tour of the emerging metadata landscape. More information can be found at www.rlg.org/primary/metadata_update02.html. Please RSVP to **FRAN DEVLIN** at fed@notes.rlg.org.



Birmingham Sunlights to Perform at 2002 Conference

The world-renowned Birmingham Sunlights will provide entertainment during the 2002 SAA annual meeting at a reception to be held at the Birmingham Civil Rights Institute on Friday, Aug. 23, from 7:30 p.m.-10 p.m. Known for their four-part a cappella style, this group performs well-known hymns as well as original pieces. They have made appearances at folk and gospel festivals throughout the U.S. as well as in Africa, Australia, and France. They have also been guests on Garrison Keillor's American Radio Theater on National Public Radio. For more information about the Birmingham Sunlights, visit www.arts.state.al.us/actc/compilation/sunlights.htm.

Volunteer Assistance in Birmingham

SAA meetings director **DEBRA NOLAN** has recruited top notch talent to assist with conference logistics during SAA's 66th annual meeting at the Sheraton Birmingham Hotel. There are myriad details to attend to so that workshops, sessions, tours, exhibits, receptions, and other activities go off without a hitch. Perhaps no one knows this better than **SHARI CHRISTY** of Anteon Corporation who will mark her ninth year as an onsite meeting assistant. Joining her for the first time will be **MATTHEW EIDSON**, a graduate student at the University of Pittsburgh School of Information Sciences.

In addition, because the 2002 annual meeting tours are more complex this year, there will be two volunteer tour coordinators: **CHELSEA DINSMORE** of the University of Texas at Austin and **JOHN LEGLOAHEC** of the International Monetary Fund.

Lastly, **DYLAN MCDONALD**, who is pursuing a M.A. in history at Boise State University, has been selected to serve as an intern on the 2003 Program Committee.

SAA is fortunate to have such enthusiastic volunteer assistants. The meeting is sure to run more smoothly with their help.

Musings from a New York Yankee in King Cotton's Court

by JESSICA LACHER-FELDMAN, W.S. Hoole Special Collections Library, The University of Alabama

Archival Outlook has featured articles over the past year highlighting some of the exciting things to be offered in Birmingham, Alabama, at SAA's 66th annual meeting, Aug. 19-25, 2002. The time is approaching when you will be able to see for yourself! I have read the *Archival Outlook* articles written by my fellow SAA Local Arrangements Committee members with great interest and anticipation as well.

There is much about Birmingham and Alabama that I have yet to discover. I am looking forward to experiencing some of that in my own new backyard!

I joined the University of Alabama Libraries faculty just two years ago. I came to Tuscaloosa from Albany, New York. Before I actually moved, it felt like a world away. It has certainly been a big change, but in ways that have been much different than I had anticipated. I did get a fair number of questions like, "Why are you moving there?" and "Are you crazy?" I never imagined that I would live in Alabama, which I had envisioned as an abyss somewhere between Atlanta and New Orleans. Oh, how wrong I was!

The adjustment to living in the Deep South has been an incredibly pleasant one, and pleasant for more reasons than this article can accommodate. Everything has been made easier by some of the things that Southerners probably take for granted. Ubiquitous air conditioning, incredibly friendly people (this is the only place that I have ever been where strangers actually make conversation in

elevators!), and a difference that I find both undefinable and fascinating. Life in a university town can be a dynamic one, especially if you take advantage of all that is offered.

Too young to have experienced the Civil Rights Era, my perceptions of the Deep South came from film, books, and from studying the South as a student.

Moving to Alabama with little formal background in Southern history and culture, the challenges ahead did not elude me. There is virtually no other profession that demands more knowledge of the history and culture of a region than that of an archivist, especially an archivist working in public service, providing reference service, giving tours, and coordinating exhibits

and events. Archivists pride themselves on making connections and collecting knowledge within their heads, much like we collect materials for our archives. So here I am, a true Yankee, thrust in the middle of this exotic new world. The happy result is this transplanted Northeasterner's continually growing interest in Alabama and its rich and diverse history and culture—high and low, serious and campy. There is a continuous quest for new knowledge. Those I meet who have called Alabama home for much longer, perhaps a lifetime, enjoy nothing better than showing you everything that makes Alabama unique, whether it be a Chilton County peach or the work of a ninth-generation Alabama potter.

The "101 Reasons to Come To Alabama" flyer, part of your registration packet from last year's conference was great fun for the Host Committee to pull together. We could have made it 1,001 reasons! Personally, I have been inspired by the rich literary tradition in Alabama, and this has been reflected in a lot of the work that I do with exhibits and outreach at the University of Alabama.

While the University of Alabama may be best known for its football team and for George Wallace's "stand in the schoolhouse door," it also has been the training ground for great writers such as Harper Lee, William March, Gay Talese,

So here I am, a true Yankee, thrust in the middle of this exotic new world. The happy result is this transplanted Northeasterner's continually growing interest in Alabama and its rich and diverse history and culture—high and low, serious and campy.



Alabama native Harper Lee.

and Robert Inman. Other contemporary Alabama authors like Fannie Flagg, Rick Bragg, Mary Ward Brown, and Winston Groom brilliantly capture in their work many different aspects of Alabama life and culture.

One of the most remarkable pieces of information that came to me as I began to learn more about Alabama is that Truman Capote and Harper Lee grew up together in a town called Monroeville. It is even said that the character of Dill in Lee's opus, *To Kill a Mockingbird*, was modeled on Capote as a young boy. The fictional town of Maycomb is very much like Monroeville, even today. The old courthouse, which was used as the model for the courthouse

in the film, is now a museum. And sneaking a seat in the witness stand brought me a rush of emotion—partly from the memory of the moving courtroom scenes in *To Kill a Mockingbird*, and partly from a strange sense of pride in Lee's writing, and the fact that she, like me, calls Alabama her home. In the 1960s, Harper Lee even worked together with Capote, accompanying him to Kansas and doing research for his groundbreaking nonfiction novel, *In Cold Blood*.

Mark Childress, author of *Crazy in Alabama* and *World Made of Fire*, also hails from Monroeville. Growing up and knowing that Lee and Capote had come from such humble small-town beginnings inspired him to become a successful writer. And though Capote was a true cosmopolite, much of his beautiful prose reflects life in rural Alabama. His first book, *Other Voices, Other Rooms*, is the quintessential Southern Gothic novel.

Other noted childhood friends from Alabama were Tallulah Bankhead, Zelda Sayre Fitzgerald, and Sarah Mayfield, who all grew up together in Montgomery. Bankhead went on to a celebrated acting career on both stage and screen during the first half of the twentieth century. Zelda was a writer in her own right, and married one of America's best-loved twentieth-century authors, F. Scott Fitzgerald. Mayfield, though much less known, was a writer and inventor, and wrote, among other things, the definitive biography of the Fitzgeralds.

Living in Alabama and working at the university has changed me in a few ways that I have not yet fully grasped. For example, while not an avid sports fan, I have managed to attend nearly every Crimson Tide home football game since arriving here, and have even found myself bragging to colleagues at a conference about our winning basketball team. The football phenomenon alone is an experience that must be witnessed to be appreciated. It is a unifying force and a source of such great pride that the results of a game can completely alter the mood of the entire campus and community.

While there won't be any football games during the conference, you can experience some of Alabama that most will never get to see by joining us on one or more of the great tours that we have

**For additional information
about SAA's 66th
Annual Meeting in
Birmingham, visit
www.archivists.org/conference.**

put together for you. Whether it is to the Alabama Black Belt, Selma, or to Rickwood Field in Birmingham, these are experiences you will remember for a lifetime.

I have heard Birmingham referred to as the "the last true Southern city in America." I bet a Northerner must have come up with that one, because defining "Southern" is a lot more complicated than the homefries/grits dividing line. Birmingham is a new city, with industrial roots, a diverse population, and lots to see and do. It is where I happily go to enjoy a great Indian dinner, to see a movie with stadium seating, and to shop when I really want to shop. It is also a place to go to learn about struggle and change, and to discover the hidden treasures that any metropolitan center has to offer, from its own unique heritage and foodways, to its architecture and natural history, to its people, its tempo, and its very essence.

While the SAA meeting itself will prove to be an enriching experience, the SAA Host and Program committees and the SAA staff have worked tirelessly to provide some unique Deep South experiences, in the tours as well as the reception, and with some of the sessions you'll attend. You may be so busy networking and learning that you won't get to try a deep fried pickle, but you can certainly say that it will be a whole lot harder to avoid them in Alabama.

When you step out of the Birmingham airport and into the sultry Southern air, hum a few bars of *Tuxedo Junction* ("Way down South in Birmingham"), get ready for some great barbecue, and you can count on a great meeting, getting back to our archival roots! See you in August! ♦



An ISO 9001:2000 Certified Company

Content Conversion Services

*Experts in SGML, HTML, XML,
Electronic and Imaging Conversions*



PacificData
CONVERSION CORP.

A Subsidiary of SPI Technologies, Inc.

345 West 10th Avenue • Eugene, OR 97401
Phone: 541.343.7906 • FAX: 541.343.8726
email: pdcc@pdcc.com • www.spitech.com/pdcc

Different Formats but the Same Goal: Providing Quality Education at the SAA Conference

SOLVEIG DESUTTER and PATTI O'HARA, SAA Education Directors

You may have noticed that the Society of American Archivists has added a "seminar" category to its education schedule and asked yourself, "What's the difference between a seminar and a workshop?"

From a content and presentation perspective, we won't invent a new way to describe it when someone already has done it succinctly. In *Designing and Implementing Effective Workshops* (San Francisco: Jossey-Bass, 1984), Thomas J. Sork defines the term workshop "as a relatively short-term, intensive, problem-focused learning experience that actively involves participants in the identification and analysis of problems and in the development and evaluation of solutions."

Whereas a seminar "is a session or series of sessions in which a group of experienced people meet with one or more knowledgeable resource persons to discuss a given content area."

SAA has traditionally offered workshops and will continue to do so. With the addition of seminars, we

will be adding to a solid foundation. From an economical perspective, seminars will allow us to decrease registration fees because seminars can accommodate more people and are not based on hands-on instruction. Workshops, on the other hand, may include computers and/or data projectors with as many as two instructors, which can result in comparatively higher fees.

One of the first seminars to be offered is "Archival Perspectives in Digital Preservation" on Aug. 19-20 during SAA's 66th annual meeting in Birmingham, Alabama. Directed by Paul Conway, director of Information Technology Services at Duke University Libraries. Drawing on a growing technical literature defining digital preservation requirements, this seminar will explore how concepts such as integrity, authenticity, and trust are embedded in specific digital preservation development programs, including the work of OCLC/RLG, InterPARES, and selected European initiatives.

Other new seminars to debut at the SAA annual conference include "Designing and Conducting User Studies" (Aug. 19); "Holdings Maintenance: Basics of Housing & Storing Collections" (Aug. 19); "XML for Archivists and Librarians" (Aug. 20); and "Preservation Management of Machine-Based Audiovisual Collections" (Aug. 20).

In addition, new workshops at the conference include "Beyond the Static Finding Aid: Delivering EAD with Freely Available Open Source XML Tools" (Aug. 19-20), and "Echoes of the Old South: African American Family History and Genealogy and Archival Reference Services" (Aug. 19). Back by popular demand are "Encoded Archival Description" (Aug. 19-20) and "Copyright: The Archivist and the Law" (Aug. 20).

To learn more about these workshops and seminars as well as to register online, visit www.archivists.org/conference/birm2002prog.asp.

Finally, we are pleased to report that development is underway for a new online course, "Basic Electronic Records," that will be offered in spring 2003. Stay tuned for details!

**One of the first seminars
to be offered is "Archival
Perspectives in Digital
Preservation" on Aug. 19-20
during SAA's 66th annual
meeting in Birmingham...**

Student Chapter Established at Indiana University

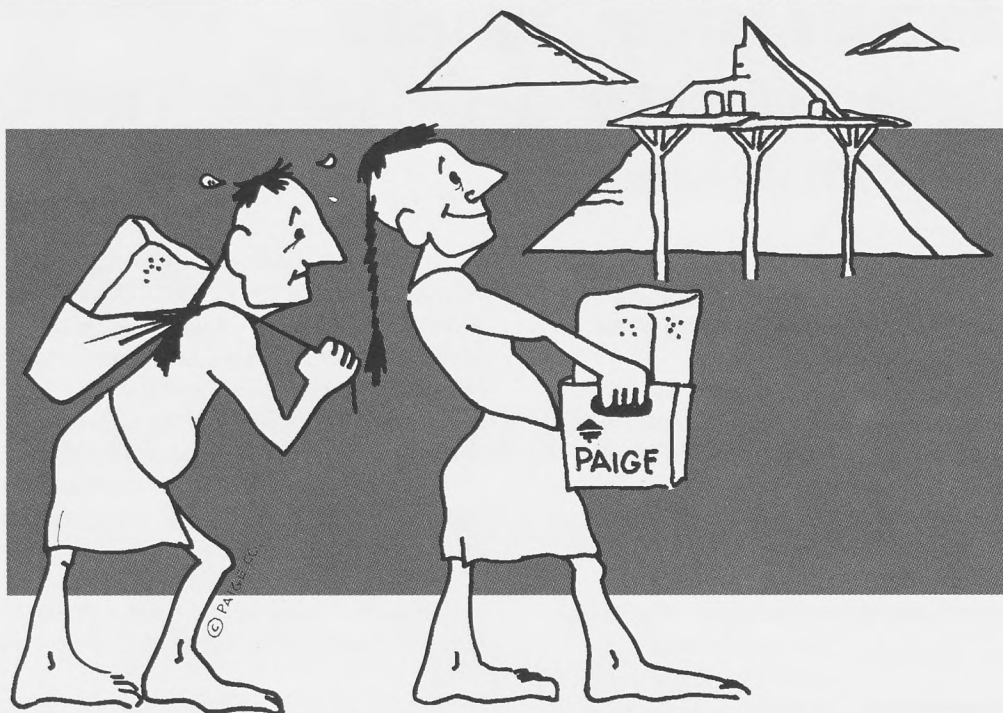
Congratulations and welcome to the newest SAA Student Chapter—Indiana University (IU). Special thanks to **MAGIA GHETU**, who coordinated the application process for submission and approval by SAA Council in May, and university archivist **PHILIP C. BANTIN**, who is the faculty liaison for the chapter. This brings the total number of student chapters to 14. For more information about student chapters, visit www.archivists.org/saagroups/chap_dir.asp.



Magia Ghetu

In addition, Magia has been named this year's recipient of the Midwest Archives Conference's Louisa Bowen Memorial Scholarship. In a recent memo to SAA, Magia wrote, "Things are so exciting at IU's School of Library and Information Science right now—we just successfully completed the EAD workshop (it was terrific!) and we're planning to meet to discuss next year's events." Congratulations, Magia, on a great year!

SAA Treasurer Elizabeth Adkins serves as Council liaison to student chapters and looks forward to meeting with all student chapter representatives at the SAA annual meeting in Birmingham this August. Council members have contacted all student chapters to schedule a visit. Initial reports are extremely positive from both the Council rep and the hosting chapter. Councilor Jackie Dooley is in the process of compiling the student surveys that were distributed last spring via the listserv and faculty liaisons. A summary report is being prepared.



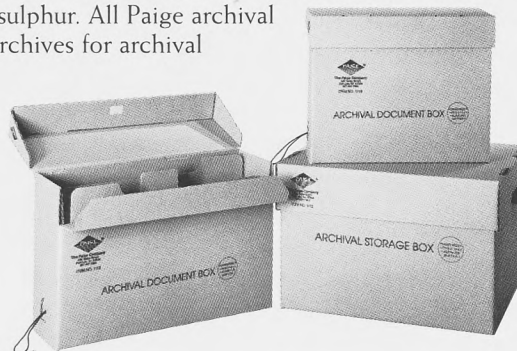
There's an easier way to preserve for more than a lifetime...

Call for a free Paige Archival Storage Box today
and preserve your own history.

The Paige Company Archival Storage Boxes have been designed by archivists to meet the demanding requirements of lifetimes of storage. These extremely strong, multi-walled boxes are the equivalent of 400 lbs PSI (pounds per inch). Each carton is manufactured from 100 percent "acid-free" and "lignin-free" blue gray corrugated paper with a pH of 8.0 to 10.0. Our boxes have a 3% calcium carbonate buffer, contain mold inhibitors and have no residual sulphur. All Paige archival boxes conform to specifications from the National Archives for archival document storage.

FREE SAMPLE ARCHIVAL RECORD
STORAGE BOX and more information
about all Paige storage boxes when you
speak to a Paige archival specialist at:
1-800-95PAIGE Or, fax to 201-461-2677.

*Remember, only the Paige Company
sells Paige archival and
storage boxes.*



The PAIGE COMPANY
RECORDS STORAGE SPECIALISTS
Parker Plaza, 400 Kelby Street, Fort Lee, NJ 07024



Developing the National Archives Experience

I want to take this opportunity to update you on one of our most exciting initiatives here at the National Archives and Records Administration—"The National Archives Experience."

As you may know, we are in the midst of a major renovation at the National Archives Building in Washington, D.C., and the Charters of Freedom are undergoing some necessary conservation work. When this work is done, visitors to the National Archives will not only be able to see the Declaration of Independence, the Constitution, and the Bill of Rights in new, more accessible encasements, but they will also discover for themselves the role that records and records keepers play in the history of our country and the lives of Americans. I also hope that visitors will come to realize that the records we safeguard are theirs to use and contain valuable information about their families, communities, and government. It is this experience—this discovery that records matter both to individuals and to the society in which they live—that will be the core of the National Archives Experience.

The National Archives Experience will not be a static exhibit at the National Archives Building, but rather a collection of interactive experiences. There are seven components of the National Archives Experience. The Rotunda will house the Charters of Freedom, and convey the spirit of these great documents of democracy. In order to enhance the viewing of these historic documents, handheld audio speakers with recordings available in several languages will give visitors a new appreciation for the charters and their role in the development of our democracy. The sense of nationhood illustrated by the Declaration of Independence, the government of laws established in the Constitution, and the individual liberties proclaimed in the Bill of Rights will be celebrated in the Rotunda. These same principles will be made tangible in the documents and interactive technology contained in four public vaults.

The public vaults will be designed to give visitors the perspective of going "inside the stacks" of the National Archives where they can see for themselves some of our most interesting and relevant records. A central walkway called the "Record of America" will connect the vaults and will chronicle American history through two dozen original documents—from George Washington's letters to George W. Bush's electronic records.

Once inside the public vaults, visitors will soon realize that they have not just been given behind-the-scenes access to the National Archives, but they are now inside the past, and able to glimpse the very heart of American government. Four subject-centered vaults—"families," "democracy," "exploration," and "military"—will bring the records to life through interactive experiences and connections to everyday life. Visitors can help an elderly widow establish her identity as an American citizen; listen to the Oval Office conversations of five presidents; follow the trail of Zebulon Pike by tracing their finger on a touch-screen map; and "become" a filmmaker using our records to create a moment of a film on D-Day. These vaults, individually and

collectively, are designed to let visitors see for themselves the very real power of records.

In addition to the Rotunda and the public vaults, fascinating and diverse changing exhibits will give a detailed look into specific aspects of U.S. history that expand on the themes of the public vaults.

The new theater will feature a continuously running film illustrating the relationship of records and democracy through the lives of real people, as well as special films, documentaries and author lecture programs.

The learning center will be our link to educators and students, incorporating our current education programs with new and exciting educational opportunities both on-site and through distance learning. Knowing that we can never stop learning, we will also offer a variety of workshops and other programs geared to adults.

The renovated archives store will be both friendly and informative, offering books and souvenirs and giving visitors a way to take home a piece of the archives. Finally, the Internet will play an integral part in the National Archives Experience, both for those who can't visit us in person, and those who wish to learn more about the archives and our records on their own. It will be a gateway to everything I have talked about—the charters, the public vaults and exhibits, the theater and learning center, and even the store—while also providing access to the records themselves.

It is our intent that visitors leave the National Archives Experience with a new appreciation for the role that records play in our society, and a better understanding of the role of archivists. They will see how records can help us to accurately understand our past, and how records enable us, as citizens, to hold our government accountable for its actions, and claim our rights, entitlements and liberties within a democratic society. By looking inside the vaults of the National Archives, visitors will come to understand that our records don't just tell us what happened in the past—they also help us to uncover the truth and pursue justice today.

Visitors will also see how government records are open and accessible to them and can be seen and used not only in Washington, D.C., but at presidential libraries and regional archives around the country as well as on the Internet. We hope the National Archives Experience will clearly illustrate how records serve as the link between our past and our future, by telling the stories of individuals, families, and communities as well as how the actions of our leaders have shaped our history.

The National Archives Experience is in development now, with many people working hard to turn ideas into reality. None of this would be possible without the support of the Foundation for the National Archives, a not-for-profit organization that is taking the leadership role to develop the National Archives Experience.

continued on page 23



Bush Administration Loses Censorship Legal Battle

The Bush Administration has lost an important round in an ongoing legal battle in which the administration asserted exclusive executive department authority over the classification and declassification of government information. In a 110-page federal court decision issued June 9, 2002, U.S. District Judge Emmet Sullivan emphatically rejected White House claims that the executive branch alone has the right to determine who may have access to classified information and that such determinations are not subject to judicial review. In making the decision, the court ruled that the judicial branch indeed does have the jurisdiction to review executive branch decisions about classification of government (including national security related) information.

The case focuses on governmental review of a 500-page manuscript titled, *Inside China's Nuclear Weapons Program*, written by Danny Stillman, a retired chief intelligence officer who worked at the Los Alamos National Laboratory. During the pre-publication review of manuscript, government censors sought to delete some 20 percent of Stillman's study. Stillman sued the Department of Defense and the CIA claiming that they were violating his First Amendment Rights. In asserting its right to censor the manuscript the government argued that the Constitution gave the executive branch total authority to

control access to classified information and therefore was well within its rights to deny granting access to classified portions of the manuscript to Stillman's attorney, Mark S. Zaid.

But the court disagreed. In rebuffing the administration's position, Judge Sullivan stated in no uncertain terms that: "The implications of the arguments put forth by the government in this case are stunning. . . . The government argues here that any and all conflicts between national security interests and individual constitutional rights can not be resolved by the courts because the Constitution commits the protection of national security to the Executive Branch. . . [but that] is not and has never been the law. . . . If this were the law, the Pentagon Papers case. . . was wrongly decided [and] the Freedom of Information Act. . . would be unconstitutional. . . . This Court will not allow the government to cloak its violations of plaintiff's First Amendment rights in a blanket of national security."

Judge Sullivan ordered the government "to proceed expeditiously" to conduct the background investigation needed to approve Mr. Zaid's clearance for access to contested portions of the Stillman manuscript. While the book is not yet cleared for publication by government censors, the court's action is an important step toward that ultimate goal. But perhaps more important, "from a First Amendment standpoint," stated attorney Zaid, "this decision is up there among the most prominent decisions ever issued in this field."

For Judge Sullivan's 106 page memorandum opinion, tap into: www.dcd.uscourts.gov/01-1342.pdf.

ORAL HISTORY TRANSCRIPTION

ACCURATE! DEPENDABLE! EXPERIENCED!

Oral history interviews transcribed by a former archivist. Confidentiality and quality are assured. We pay careful attention to the details. Standard and micro-sized audiotape cassettes can be accommodated.

Complete transcripts can be shipped via Federal Express for extra-fast return service.

CONTACT:

LIZ HAUSER, PRESIDENT/OWNER

ALL-QUALITY SECRETARIAL SERVICE

66 GLENBROOK ROAD
MORRIS PLAINS, NJ 07950
TELEPHONE 973/829.0090

Brochures available upon request.

Amici Curiae Briefs Filed in Eldred Case

On May 20, 2002, several amici curiae briefs were filed on behalf of a diverse group of academics and organizations including the Society of American Archivists, the American Library Association, College Art Association, the Midwest Archives Conference, the Organization of American Historians, and dozens of other groups in support of Eric Eldred, an online publisher who is challenging the constitutionality of the 1998 Sony Bono Copyright Term Extension Act. The case, *Eldred v. Ashcroft* is to be heard by the U.S. Supreme Court this fall.

The briefs will be used by the Court to help determine whether the new copyright act that grants protection of existing copyrights by an additional 20 years (to 70 years after a creator's death) is constitutional. *Eldred* contends that Article I, Section 8 of the Constitution which provides that the purpose of copyright is to "promote the progress of science and useful arts" is undermined by the new law. In filing their briefs, intellectual property scholars, professors, as well as historical, archival and library groups with national constituencies assert that old books, songs and movies should flow continuously into the public domain and that the present law prevents published material from entering that domain. In fact, the existing copyright law effectively prohibits non-copyright owners—



i.e., librarians, curators, archivists, historians and scholars—from republishing and disseminating older works, even though they may have no significant commercial value but may have strong historical interest or artistic merit.

The case is perhaps the most important copyright matter the Court has taken up in decades in part due to the ramifications that the decision will have on the distribution of creative and historical works in the digital age. The Court's decision may have broad implications for archivists and historians as it could result in thousands of classic films, books, and music that first appeared in the 1920s and '30s becoming freely available on the Internet and elsewhere.

To date, Congress's right to extend the copyright law has been upheld in rulings by both a federal district and an appellate court. Most recently, in a 2-to-1 decision, the U.S. Court of Appeals for the District of Columbia Circuit found that Congress indeed had the authority to extend copyright and found that the law actually gave copyright holders "an incentive to preserve older works." That court held that retroactive term extensions clearly are within congressional authority under the copyright clause and that the 20-year term extension did not violate the First Amendment. When the Supreme Court agreed to hear the case, many legal scholars were taken by surprise and some predict that now there may well be a different outcome.

The amici briefs argue that a "fundamental part of the genius of the United States copyright system is that the Constitution ensures that after original, creative works of authors have been rewarded with a limited term of protection, those works become part of the public domain" and should "be freely used by all." Collectively, the briefs also argue that Congress exceeded its authority under the Constitution when it passed the Copyright Term Extension Act (CTEA) as the Act "materially impoverishes the public domain that the clause was designed to enrich."

Court insiders believe the justices will decide the case by focusing narrowly on the question of whether Congress exceeded its authority when it passed the most recent copyright extension. Oral arguments before the Supreme Court are expected to take place in the fall.

For all the briefs and other background material, visit <http://eon.law.harvard.edu/openlaw/eldredvashcroft/legal.html>.

Update: Bill to Nullify Presidential Records Executive Order

On April 11, 2002, legislation was introduced by the leadership of the House Committee on Government Reform declaring that President Bush's Executive Order 13233, "Further Implementation of the Presidential Records Act," which imposed new restrictions on public access to presidential records from past administrations, "shall have no force or effect."

The bill, "The Presidential Records Act Amendments of 2002" (H.R. 4187) was introduced by Representative Stephen Horn (R-CA), chair of the House Subcommittee on Government Efficiency, Financial Management, and Intergovernmental

Relations. (For the full text of the legislation, visit www.fas.org/sfp/congress/2002/hr4187.html.)

Subsequent to the bill's introduction two hearings were conducted by the House Committee on Government Reform, Subcommittee on Government Efficiency, Financial Management and Intergovernmental Relations. The first, "The Importance of Access to Presidential Records: The Views of Historians," focused on the views of historians Robert Dallek, Richard Reeves, Stanley Kutler, and Joan Hoff, all of whom have had extensive experience in working with presidential records. Letters of support were entered into the hearing record from Arthur Schlesinger Jr. and John Morton Blum as was an editorial published in the Nov. 11 issue of the *Fort Worth Star-Telegram* by the late Hugh Davis Graham. (The full testimony of all four historians may be found at www.fas.org/sfp/congress/2002/index.html#pra.)

A week later a second hearing was conducted in which the Committee heard from a panel of distinguished legal scholars that included Jonathan R. Turley, professor of law at George Washington University Law School; Morton Rosenberg, specialist in American Public law at the Congressional Research Service; Mark J. Rozell, professor of politics at The Catholic University of America; and Todd Gaziano, director of the Center for Judicial and Legal Studies, The Heritage Foundation. In addition to the panelist's testimony, letters in

continued on page 22



Eloquent Heritage

Integrated Collection Management Software
using GENCAT technology

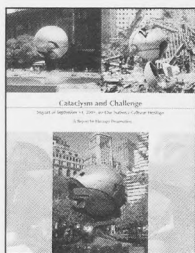
- ▶ Full MARC and ISAD(G) multi-level descriptions
- ▶ World Wide Web access to active databases
- ▶ accessioning, description, research, storage, loans, exhibitioning, de-accessioning, contact management
- ▶ Automatic SGML(EAD) finding aid publishing using existing *Eloquent Heritage* descriptions

Join
National Archives of Canada,
Indiana Commission on Public Records,
Washington State Archives, University of the West Indies,
Public Records Office of Hong Kong, and
over 800 Eloquent Systems customers
worldwide!

CONTACT US TODAY

www.eloquent-systems.com
info@eloquent-systems.com
Tel. 1-800-663-8172
Fax. 1-800-660-9537





Comprehensive Study of Loss to Nation's Cultural Heritage as Result of 9/11

Cataclysm and Challenge, a 26-page report by Heritage Preservation, offers a comprehensive study of what was lost culturally and historically—both in Lower Manhattan and the Pentagon—on September 11, 2001. The report also highlights findings

obtained from a survey—conducted in the months immediately following 9/11—of 122 museums, libraries, archives, and collecting institutions in Lower Manhattan. The report also offers specific recommendations concerning emergency planning for collecting institutions, including increased staff training, current collections inventories, and more effective communications between emergency management and cultural heritage fields. For a copy of *Cataclysm and Challenge*, visit www.heritagepreservation.org.



La Rueda de Salvamento y Respuesta ante Emergencias

The Spanish language version of the Emergency Response and Salvage Wheel, a hands-on tool that explains how to save collections, is now available. The wheel is designed for use within 48 hours of an emergency when salvage measures are most critical. On side

one of the wheel, "Action Steps" outlines critical stages of disaster response, such as stabilizing the environment and assessing damage. On side two, "Salvage Steps" provides practical tips for nine types of collections: books and documents, photographs, electronic records, paintings, and more. To order the wheel or to learn about other disaster resources, visit www.heritagepreservation.org.

Canadian Heritage Information Network Releases New Web Site

The Canadian Heritage Information Network (CHIN), created in 1972 "to foster sound management of the knowledge and collections developed by museums and to provide public access to that knowledge through a national inventory of museum collections across the country," recently launched a new Web site: www.chin.gc.ca/English/index.html. More than 700 Canadian museums have joined in the collaborative effort to develop content for on-line audiences and the results can be seen at the groundbreaking portal coordinated by CHIN: The Virtual Museum of Canada at www.virtualmuseum.ca/English/Gallery/index.html. One of the most useful and interesting components of the new CHIN site is "Creating and Managing Digital Content" designed to "guide museum managers through the planning and implementation of a digitization project. It covers issues such as non-digital images, new photography, the exposure and care of objects, copyright, storage and much more." (www.chin.gc.ca/English/Digital_Content/index.html).

Renovated Facility for Pittsburgh Library Departments

The University Library System (ULS) at the University of Pittsburgh acquired a renovated off-campus facility to house many of its expanding departments. After a two-year renovation effort, the Archives Service Center, Preservation Department, Digital Research Library, Technical Services, Gifts and Exchange, and Information Systems were relocated to the Thomas Building (formerly Edison Electric) in a space that covers approximately 73,430 square feet. The university also constructed a 16,600 square-foot high bay storage area at the rear of the building, which will accommodate 1.2 million volumes.

Archives Service Center (ASC): Contains over 32,000 linear feet of collections, including the Archives of Industrial Society (AIS), University Archives, and Records Management. In particular, AIS consists of historical collections related to the development of Pittsburgh's urban industrial society, including the records of the Union of United Electrical Workers, the Dick Thornburgh Archives, and the Pittsburgh City Photographers Collection. Archival acquisitions are expected to increase annually by about 1,000 linear feet. For the first time all of the ASC collections are now housed in one facility with proper environmental conditions.

The Thomas Building provides ASC with 13,256 square feet of stack space and nearly 4,461 square feet of expansion space. The renovations include a media room capable of holding 2,793 linear feet of material, and has climate-control designed to reflect the temperature and humidity needs of photographic, film, and other media formats.

The ASC is the only public service department at the Thomas Building, welcoming students, faculty, staff, and the public to the new reading room located on the second floor. The spacious room includes storage lockers, microfilm readers, public computer terminals, laptop ports, and reference desk service.

Preservation Department: ULS has placed a renewed focus on the preservation of library and archival materials with the opening of a new state of the art Conservation Laboratory in the Preservation Department. The new lab supports a variety of services and conservation treatments for library and archival materials, including in-house book repair, brittle books replacement and reformatting, disaster planning and preparedness, and staff education. The layout of the Conservation Laboratory and acquisition of new workbenches and furniture for storage improves workflow and creates a teaching facility for interns from the School of Information Sciences, ULS staff, and the Pittsburgh community.

Digital Research Library (DRL): Supports the creation of Web-accessible digital library collections. The DRL benefits from the move to the Thomas facility in several immediate ways: the network speed has increased from 10-Mbps to 100-Mbps, which means data can be moved around more efficiently and effectively; moreover, every PC now has a dedicated networking port, which results in faster file transfer and Internet access.

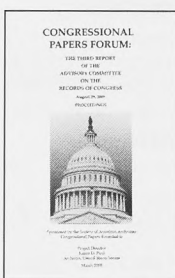


More importantly, the DRL is now under the same roof with those library departments that it most frequently works with: archives, preservation, technical services, and information systems.

—submitted by Ed Galloway, Head, DRL

Truman Presidential Museum & Library named Tourism Leader

The Truman Presidential Museum & Library in Independence, Mo., recently received the Tourism Leadership Award for 2002 from the Convention & Visitors Bureau of Greater Kansas City. The Truman is one of only 10 presidential libraries administered by the National Archives and Records Administration. Last December the museum reopened with its new permanent exhibit: "Harry S. Truman: The Presidential Years." For the latest information, visit www.trumanlibrary.org.



Congressional Papers Forum Report

Congressional Papers Forum: The Third Report of the Advisory Committee on the Records of Congress, August 29, 2001, was recently published. The proceedings provide a first-hand account of the creators and keepers of legislative documentation as they grapple with two of the most persistent problems affecting the quality and usefulness

of public policy documentation, namely the weakness of archival records management in congressional offices and the lack of a strong national network of congressional resource centers. Sponsored by the SAA Congressional Papers Roundtable, the forum explored ways to mitigate the ill effects of these problems. Eighty-five specialists in the field from around the country participated in the forum and proposed a series of recommendations to facilitate improvements in archival/records management and promote an understanding of the vital role that public policy centers play in making congressional collections available. For a copy of the report, contact: Karen D. Paul, Project Director and Archivist of the U.S. Senate, karen_paul@sec.senate.gov or 202/224-3321.

Clarification

Dear Editor:

Page 21 of the May/June issue [of *Archival Outlook*] includes an item which describes the [American Association for the Advancement of Science] as "the oldest general scientific society in the world." I realize that this was a press release from the AAAS rather than a news item researched by SAA, but surely someone must have realized that the Royal Society is not only older than the AAAS, it predates the United States by more than 100 years.

—Stanley Kalemari, *Suffolk County Library, New York*

THE ELECTRONIC Scriptorium

Need Help Putting Your Archives Online? Your Prayers Have Been Answered!

Find out why many leading corporations, government agencies and institutions have turned to Electronic Scriptorium for cost-effective ways to automate their archives. Our company's expertise covers:

- Finding aids automation for online applications
- Backfile conversion
- Indexing and keyword assignment
- Taxonomy development
- Image scanning and other digitization services
- Image cataloging (MARC, VRA Core and other formats)

Scriptorium can also assist with software selection and project strategy decisions. If you're planning to put your archive online, but aren't sure where to start, visit our Web site (www.ElectronicScriptorium.com) or give us a call!

The Electronic Scriptorium, Ltd.
26 Fairfax Street, SE Suite K
Leesburg, VA 20175

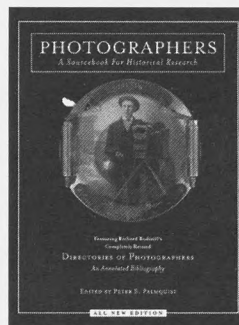
Ph: 703-779-0376 Fax: 703-779-0378
Email: info@ElectronicScriptorium.com

WORLDWIDE RESEARCH TOOL

— PHOTOGRAPHERS —

A Sourcebook for Historical Research

Editor-in-Chief Peter E. Palmquist



Featuring Richard Rudisill
and Steven Joseph's
**Directories of Photographers
An Annotated Bibliography**

Foreword by Martha A. Sandweiss plus
Essays on Regional Directory Research,
Copyrights and Other Rights,
Archive of Women in Photography
and much more

• *This book is a fascinating look into the world of photohistorians. ****
The essays are interesting and stimulating discussions. American Reference
Books Annual 2001

Illustrated • Author and Location Indices
154 pp • 8 1/2 x 11 • Paper \$40 - Cloth \$65

Carl Mautz Publishing
228 Commercial Street PMB 522
Nevada City, California 95959

530-478-1610 Fax 530-478-0466 cmautz@carlmautz.com
www.carlmautz.com



New SAA Catalog and Books!

The 2002 *Professional Resources Catalog* is here! It was mailed to members in June. Based on your recommendations, more than two dozen new titles have been added to the catalog since last year. Books run the gamut of basic texts on archival fundamentals to more advanced readings on theory, digital resources, and program management. The more than 170 titles listed represent the latest thinking and best practices of the profession.

The much-anticipated *Sample Forms for Archival and Records Management Programs*, jointly published by ARMA International and SAA, includes nearly 200 sample forms as camera-ready originals and on a CD. *Archives in the Ancient World*, by Ernst Posner, has been re-issued by SAA 30 years after it was originally published. It is the third installment in the Archival Fundamentals Series. In addition, this year the catalog also features promotional items (mug, shot glass, and bumper sticker) and titles available in Spanish.

SAA is the leading clearinghouse for archival resources in print—a virtual one-stop shop and premier convenience store for the profession. The goal in assembling these resources is to save you time and, as a member of SAA, to save you money through discounted pricing.

Please continue to keep me informed of titles relevant to your work (send suggestions to tbrinati@archivists.org). Our Web catalog will be updated regularly at www.archivists.org/catalog.

In the meantime, here are some books you'll want to add to your shelves.

Archive Fever: A Freudian Impression *Jacques Derrida*

An extended meditation on remembrance, religion, time, and technology—fruitfully occasioned by a deconstructive analysis of the notion of archiving.

The University of Chicago Press (1998) 114 pp., soft cover
Nonmembers \$20 • SAA members \$12 • Product Code 193

Archives in the Ancient World *Ernst Posner*

In 1972 Ernst Posner created for the first time a sound historical basis for the archivist's understanding of the genesis of the profession by drawing on the findings of Assyriologists, papyrologists, and classicists.

SAA Archival Classics Reprint
(2002; Harvard University Press, 1972) 305 pp., soft cover
Nonmembers \$45 • SAA members \$35 • Product Code 174

Archives in the UK and the Government Agenda

edited by Caroline Williams

Provides a snapshot of the changing archival landscape in the UK.

Liverpool University Centre for Archives Studies (2002) 76 pp., soft cover
Nonmembers \$11 • SAA members \$19 • Product Code 187

Bibliography of Preservation Literature, 1983-1996

Robert E. Schnare, Susan G. Swartzburg, and George M. Cunha

This bibliography highlights the organizations and other resources that will assist in all aspects of collection preservation; from protective wrappers to magnetic media to acquisition and organization.

Scarecrow Press, Inc. (2001) 840 pp. hard cover
Nonmembers \$89.50 • SAA members \$79.50 • Product Code 182

Copyright in Cyberspace: Questions & Answers for Librarians

Gretchen McCord Hoffmann

Learn what you should—and need—to know about copyright law, and how it applies to online information and specifically to libraries, including fair use and other pockets of protection, liability for Web content, interlibrary loan and resource sharing, downloading and printing rights, hyperlinks, public display and performance of audio/video Internet.

Neal-Schuman Publishers (2001) 175 pp., soft cover
Nonmembers \$58 • SAA members \$53 • Product Code 142

Creating and Documenting Electronic Texts

Alan Morrison, Michael Popham and Karen Wikander

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

Oxbow Books (2000) 63 pp., soft cover
Nonmembers \$23 • SAA members \$18 • Product Code 146

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

Catherine Grout, Phil Purdy and Janine Rymer

This guide provides advice on legal issues such as copyright and rights management, technical advice, standards for data documentation, project management, storage and preservation, and innovative creative techniques, including Web design and virtual reality.

Oxbow Books (2000) 152 pp., soft cover
Nonmembers \$25 • SAA members \$20 • Product Code 143

Digital Futures: Strategies for the Information Age

Marilyn Deegan and Simon Tanner

Meticulous and completely practical examination of the strategic issues faced in a digital future.

Neal-Schuman Publishers, Inc. (2002) 275 pp., soft cover
Nonmembers \$60 • SAA members \$50 • Product Code 183

Effective Approaches for Managing Electronic Records and Archives

edited by Bruce Dearstyne

Addresses historical development of digital technologies and their impact on records creation and recordkeeping practices; and strategies for developing and sustaining successful programs, including leadership approaches, partnering with records creators, fostering development of new knowledge/skills abilities for information professionals, and adapting and customizing programs.

Scarecrow Press, Inc. (2001) 184 pp. hard cover
Nonmembers \$35 • SAA members \$25 • Product Code 178

Effects of Light on Materials in Collections: Data on Photoflash and Related Sources

Terry T. Schaeffer

A survey of the impact of exposure to light on works of art and archival materials.

Getty Conservation Institute (2001) 170 pp., soft cover
SAA members \$28 • Nonmembers \$35 • Product Code 129

Electronic Collection Management *edited by Suzan D. McGinnis*

This comprehensive volume is a practical guide to the art and science of acquiring and organizing electronic resources.

Haworth Press (2001) 159 pp., soft cover
Nonmembers \$40 • SAA members \$30 • Product Code 188

Encoded Archival Description on the Internet

edited by Daniel V. Pitti and Wendy M. Duff

Introduces a variety of perspectives that will assist you in deciding whether EAD is an appropriate tool in a given context and provides the knowledge you need to begin planning, organizing, and implementing projects and programs in your archives or library.

Haworth Press (2002) 159 pp., soft cover
Nonmembers \$35 • SAA members \$25 • Product Code 189

Genealogical Research on the Web *Diane Kovacs*

This dynamic text features tips, techniques, and resources on how to efficiently unearth an amazing array of genealogical gold on the Web.

Neal-Schuman Publishers, Inc. (2002) 140 pp., soft cover
Nonmembers \$60 • SAA members \$50 • Product Code 186

Leadership and Administration of Successful Archival Programs

edited by Bruce W. Dearstyne

Eight archival leaders provides first-hand accounts of how to carry out planning, build coalitions and alliances, garner resources, empower and inspire program personnel, and change program direction.

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

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.

Neal-Schuman Publishers, Inc. (2001) 250 pp., soft cover
Nonmembers \$83 • SAA members \$73 • Product Code 172

Managing Historical Records Programs: A Guide for Historical Agencies

Bruce W. Dearstyne

A must-have resource for anyone considering starting a historical records program or who already has one and wants to strengthen it.

Alta Mira Press (2000) 270 pp. soft cover
Nonmembers \$30 • SAA members \$24 • Product Code 123

Moving Theory into Practice: Digital Imaging for Libraries and Archives

Anne R. Kenney and Oya Y. Rieger

This book, which includes the contributions of more than 50 experts, is directed to libraries and archives that choose to retrospectively convert cultural resources to digital image form.

Research Libraries Group (2000) 189 pp., soft cover
Nonmembers \$80 • SAA members \$75 • Product Code 206

The Myth of the Paperless Office *Abigail J. Sellen, Richard Harper*

An examination of why paper continues to fill our offices and a proposal for better coordination of the paper and digital worlds.

MIT Press (2001) 242 pp., hard cover
Nonmembers \$30 • SAA members \$23 • Product Code 200

An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Record Centers

Johanna Wellheiser and Jude Scott with the assistance of John Barton

This new edition of an award-winning publication provides a broad-based approach to "integrated disaster planning."

Scarecrow Press, Inc. & Canadian Archives Foundation (2002) 304 pp. soft cover
Nonmembers \$35 • SAA members \$25 • Product Code 179

Planning for Integrated Systems and Technologies

John M. Cohn, Ann L. Kelsey and Keith Michael Fiels

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.

Neal-Schuman Publishers, Inc. (2001) 218 pp., soft cover
Nonmembers \$60 • SAA members \$52 • Product Code 167

Preservation Management of Digital Materials: A Handbook

Maggie Jones and Neil Beagrie

This handbook provides an internationally authoritative and practical guide to the subject of managing digital resources over time and the issues in sustaining access to them.

The British Library (2001) 142 pages; spiral bound
Nonmembers \$30 • SAA members \$23 • Product Code 177

Public Services Issues with Rare and Archival Law Materials

edited by Michael Widener

This wide-ranging book provides detailed instructions for the care and use of rare legal materials; ideas for creating exhibits and outreach activities, including Web sites.

Haworth Press (2001) 198 pp., soft cover
Nonmembers \$40 • SAA members \$30 • Product Code 191

Sample Forms for Archival and Records Management Programs

ARMA International and Society of American Archivists

Nearly 200 sample forms and policies commonly used in records management and archival programs comprise this joint collaboration. Forms have been standardized and made generic so that they can be used as is, either individually or as a compilation selected for inclusion in your own institution's organizational manual. Camera-ready originals can be photocopied, distributed, and completed. Plus, a compact disc (CD) includes these same forms in rich text format (rtf), portable document format (pdf), and in Microsoft Word 97. The CD is compatible with Windows 95, 98, 2000, and NT and Macintosh operating systems.

ARMA Int'l & SAA (2002) 264 pp., soft cover
Nonmembers \$40 • SAA members \$28 • Product Code 176

Selected Essays in Electronic Recordkeeping in Australia *edited by Judith Ellis*

Twelve Australian authors provide the latest information and advice on the challenges of electronic recordkeeping.

Australia Society of Archivists, Inc. (2000) 188 pp., soft cover
Nonmembers \$35 • SAA Members \$25 • Product code 153

Serving History in a Changing World: The Historical Society of Pennsylvania in the Twentieth Century *Sally F. Griffith*

Traces the Historical Society of Pennsylvania's evolution from what was in many respects a 19th-century private club to a public institution, with many new constituencies in the second half of the 20th century.

The Historical Society of Pennsylvania (2001) 564 pp., hard cover
Nonmembers \$65 • SAA members \$55 • Product Code 203

Sorting Out the Web: Approaches to Subject Access *Candy Schwartz*

This book takes a look at what has been done in providing subject access to networked resources, and what is around the corner. Accompanied by ample illustrations and complementary online material.

Ablex Publishing (2001) 184 pp., soft cover
Nonmembers \$40 • SAA members \$32 • Product Code 141

The Storage of Art on Paper: A Basic Guide for Institutions *Sherelyn Ogden*

An excellent and practical guide for professionals needing to store and preserve works of art on paper.

University of Illinois (2001) 30 pp., paper
Nonmembers \$13 • SAA members \$8 • Product code 150

Subject Analysis in Online Catalogs (2nd ed.) *Hope A. Olson and John J. Boll*

Analyzes cataloging in the digital environment and provides a fascinating examination of the components that are crucial for successful and effective subject retrieval in online public access catalogs.

Libraries Unlimited (2001) 400 pp., soft cover
Nonmembers \$58 • SAA Members \$48 • Product code 151

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

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
Nonmembers \$25 • SAA Members \$19 • Product code 149



DR. NICHOLAS BURCKEL, Dean of Libraries at Marquette University, has received the Distinguished Alumnus Award for 2002 from the University of Wisconsin-Milwaukee. Formal presentation of the award, which recognizes outstanding career achievement since graduation from the university, was made at UWM's commencement exercises on May 12. Burckel joined Marquette in 1995; he received his M.L.S. from UWM in 1983 and also holds a M.A. and Ph.D. in history from UW-Madison.



RICHARD J. COX, professor, University of Pittsburgh School of Information Sciences, was appointed SAA Publications Editor in June. In this position he will work with the SAA Publications Board and the Director of Publishing to acquire new titles for SAA to publish or distribute and to assess the viability of manuscripts and other prospective publications. This is a three-year appointment.



ELENA S. DANIELSON has been appointed associate director of the Hoover Institution and director of the Hoover Library and Archives. She succeeds Charles G. Palm (see below). Danielson joined the Hoover Institution in 1978 and has served as an assistant archivist (1981), associate archivist (1988), and archivist (1997). She also serves as curator of the West European Collection.

PAUL ERICKSEN has been appointed the new director of the Billy Graham Center Archives at Wheaton College (Wheaton, Ill.). He succeeds **BOB SHUSTER**, who voluntarily stepped down as director to concentrate on purely archival work. Shuster will be continuing on the staff as archivist. Ericksen has been on the staff of the archives since 1982.

FRANCES LYONS-BRISTOL, CA has been appointed manager, Archives & Special Collections at American International Group, Inc. (AIG) in New York City. She was most recently senior archivist/systems administrator for the department where she has worked since 1998. Prior to that she was the archivist at The McGraw-Hill Companies. She succeeds **SUSAN MACLIN**, CA, who is retiring.



LAWRENCE J. MCCRANK, dean of Library and Information Services at Chicago State University, was made a Honorary Fellow of the Royal Archeological Society of Tarragona (RSAT), Spain, in recognition of his research relating to the objectives of the Society. In 1996 several of McCrank's collected essays were published in *Medieval Frontier History in*

New Catalonia. This research extends from a two-volume dissertation at the University of Virginia on *The Restoration of the See of Tarragona* (1974) and an earlier M.A. thesis on *The Frontier Monks of Poblet*. RSAT has agreed to publish McCrank's dissertation as the millennium history of medieval Tarragona.



LISA MIX has taken the position of manager of archives and special collections at the Kalmanovitz Library and the Center for Knowledge Management at the University of California, San Francisco (UCSF). Prior to her appointment at UCSF, she was coordinator for processing and research at the Alan Mason Chesney Medical Archives of the Johns Hopkins Medical Institutions in Baltimore.



CHAD OWEN has been appointed archivist for records management at the University Archives and Records Center, University of Louisville. He was previously assistant state archivist, State Historical Society of Iowa.



CHARLES G. PALM, retired in December from the Hoover Institution on War, Revolution and Peace, Stanford University, after a 30-year career. He joined the institution in 1971 and served as deputy director since 1990. Palm was associate director for the library and archives, 1987-90; head librarian, 1986-87; and archivist, 1984-87.

Palm's long and distinguished career at Hoover included a 1992 negotiated agreement between the institution and the Russian State Archival Service, which led to the worldwide distribution on microfilm of more than 12 million pages from the Soviet Communist Party and State Archives. Palm directed an acquisition program that brought to Hoover many other major collections, including 2.5 tons of materials on the collapse of communism and the transition to democracy in Eastern Europe, and the voluminous archives of Radio Free Europe/Radio Liberty.

He was appointed by President George Bush to the National Historical Publications and Records Commission in 1990, serving until 1996. In 1998, he was appointed to the California Heritage Preservation Commission, which promotes preservation of the state's history. Palm was elected chairman of the commission in 1997.

Palm was co-compiler of *Herbert Hoover: A Register of His Papers in the Hoover Institution Archives* (Hoover Institution Press, 1983) and *Guide to the Hoover Institution Archives* (Hoover Institution Press, 1980).

Palm is a Fellow of the Society of American Archivists. He was president of the Society of California Archivists from 1983-84.



On the Air

SAA President **STEVEN HENSEN** was a guest on National Public Radio's Morning Edition on May 14, 2002. NPR's Legal Affairs Correspondent Nina Totenberg had the first of a two-part series on the Bush Administration's attempts to withhold information from the public. Although several Freedom of Information Act requests should have forced the government to release documents in recent years, the administration is urging federal departments to consider possible future ramifications. This suggestion has led many offices to deny all requests.

On the show, Hensen said that "it seems to be that information is something to be controlled by the [Bush] administration and the less the public knows the better." The segment, which is approximately nine minutes long, can be heard via the Web at www.npr.org/programs/morning/index.html (select <previous shows> then highlight May 14).

NHPRC News

- During the spring meeting of the National Historical Publications and Records Commission it was announced that **ANN C. NEWHALL**, who has served as NHPRC executive director since 1998, is leaving in July. The commission formally extended its "heartfelt appreciation" to Newhall for her contributions over the last few years and praised her as a "persuasive and unrelenting advocate" for NHPRC. Longtime NHPRC staffer **ROGER A. BRUNS** is serving as acting executive director.

- The first group of NHPRC Archival Research Fellows selected to receive fellowship awards are:

- NANCY DEROMEDI** of the Bentley Historical Library for *Wired Faculty: Research to Assess the Archival Value of Faculty Websites to Document their Functions and Activities at the University of Michigan*;

- RICHARD HOLLINGER** of the University of Maine Special Collections for *The Impact of Electronic Communications on Recordkeeping Practices*;

- ELISABETH KAPLAN** of the Charles Babbage Institute for *Electronic Brains and Archival Minds: Archivists and Technology in the Postwar Era*; and

- RICHARD PEARCE-MOSES** of Arizona State Library, Archives and Public Records for *An Annotated Glossary for Archivists, Manuscript Curators, and Records Managers*.

This first group of fellows will present their findings in June 2003 in Boston at a symposium that will engage a broad spectrum of individuals. For more information about the fellows or how to apply for a NHPRC archival research fellowship, visit www.masshist.org.

Obituaries



BROTHER MICHAEL J. GRACE, 70, the archivist at Loyola University Chicago for almost 25 years, passed away in his room at the Jesuit Residence at the university on May 5, 2002. Brother Grace came to Loyola as an assistant librarian in 1965. He completed his undergraduate degree in theology there in 1970 and earned

master's degrees in library science at Northern Illinois University in 1971 and in church history at the Catholic University of America in 1978. From that year until his death, Brother Grace served as Loyola's university archivist, building a modern repository up from only a few volumes. He was fastidious in recording the school's history, convincing university officials that their correspondence was of historical value and gathering such documents as programs at campus events. "A lot of people don't understand that what they have is really valuable and helps document the history of an institution," said his colleague Valerie Browne, archivist at Loyola's Gannon Center for Women and Leadership Archives. "He loved books, history and constructing an archive," said Patrick M. Quinn, the archivist at Northwestern University and a friend for more than 20 years. "You just don't do this thing through organizational skills," Quinn said. "The fact that he was a warm and generous and caring person helped him do his job well." At holiday gatherings, Brother Grace would hand out envelopes containing articles he had clipped for individual family members. "For his friends and family, he truly was always thinking about you," his nephew Tom Grace said. He was a member of the Caxton Club, a Chicago bibliophile group, and since 1973 he was the national secretary for Amici Thomae Mori, an international organization devoted to Thomas More. He was a member of the Society of American Archivists and the Midwest Archives Conference.

—*excerpted from Chicago Tribune (May 8, 2002) and Chicago Sun-Times (May 10, 2002)*

KATHRYN M. MURPHY, 87, a longtime Washington resident who retired from the National Archives in 1989 after more than 50 years as an archivist, died of respiratory failure April 8, 2002, at Northwest Health Center. Ms. Murphy was born in Brockton, Mass., and raised in Washington, where she graduated from George Washington University. She received a master's degree in library science from Catholic University of America. She was founding president of the National Archives Chapter of the American Federal Government Employees Union and a member of the Society of the American Archivists, the National League of American Pen Women, and the Business and Professional Women's Club of Washington.

—*Washington Post, April 26, 2002*

Create digital collections from your valuable resources

OCLC Digital & Preservation Resources now offers a new integrated solution to meet your individual needs. Through OCLC, you can deliver and ensure long-term access to your digitized and preserved materials.

Visit our web site to find out about OCLC's new tools for digitizing and accessing historic newspapers and for publishing documents on the web. Discover the benefits of joining the new OCLC Digital & Preservation Cooperative, such as access to grant funding information and educational opportunities.

Contact us to find out how OCLC Digital & Preservation Resources can help you create, access and preserve your digital collections.

www.oclc.org/digitalpreservation/



OCLC Digital & Preservation Resources

6656 Frantz Road, Dublin, OH 43017

1-800-848-5878 ext. 6251

libservices@oclc.org





NEW ICA Programme Officer

The International Council on Archives (ICA) has hired Evelyn Wareham as its new Programme Officer. Wareham was previously Secretary General of ICA's Pacific Regional Branch (PARBICA). Her new duties will include serving as liaison with the Pacific region with a special focus on the needs of archivists in the developing world. Michael Hoyle will replace Wareham as Secretary General of PARBICA. Hoyle will serve in this position until PARBICA's 2003 conference to be held in Wellington, New Zealand. Hoyle is currently in charge of the Statutory Regulatory Group of Archives New Zealand.

Compendium of Pacific Archives Legislation

PARBICA Compendium of Pacific Archives Legislation (Canberra, Australia: PARBICA 2001) brings together in a single volume all of the records and archives statutes from the Pacific region. The 248-page publication is meant to serve the needs of archivists and legislators preparing or reviewing archives legislation as well as the needs of scholars studying archival frameworks in the region. Compiled and edited by Nancy Lutton, the compendium includes fact sheets on each nation, state and territory that provide insights into the constitutional status, geography, population and administrative histories that comprise the context for the various statutes presented. Copies are US\$15 each. To order, contact: PARBICA Publications, c/o National Archives of Australia, P.O. Box 7425, Canberra Business Center, ACT 2610, Australia. Or send a message to kathrynd@naa.gov.au.

Exhibit on Australia's Capital

In April 2002, the National Archives of Australia mounted the exhibit, "A Vision Splendid: How the Griffins Imagined Australia's Capital." The exhibit consists of fifteen painted panels by Marion Mahony Griffin depicting her vision of what the capital of Australia might look like. Her husband, Walter Burley Griffin, an American architect, submitted his design to the Commonwealth of Australia Federal Capital Competition in 1912. Marion Griffin's accompanying panels, colored with watercolors, photographic dyes and illuminated with swathes of gold, are believed to have helped her husband secure the prize. "A Vision Splendid" closes on September 1, 2002.

Treasures of National Archives of Australia Broadcast

Australian archivists have taken to the airwaves to tell their compatriots about the treasures held by the National Archives of Australia (NAA). On the last Sunday of each month ABC Radio (Australian Broadcasting Corporation) broadcasts a program based on the NAA brochure "Our Collection" as a way of guiding listeners through the themes documented in records kept by the National Archives. In each program NAA representatives chat with an ABC host about collections, exhibitions, events and issues involved in managing a national

archival institution. So far the program has aired in Adelaide and Canberra. The hope is to have an ABC Radio spot in each state by the end of 2002.

National Policy on Business Archives for Scotland

The Business Archives Council of Scotland has drafted a report titled, *Elements of a National Policy on Business Archives for Scotland*. The policy contains ten elements covering issues such as the need to encourage Scottish companies to establish their own archives programs and what companies wishing to place their records in a public archives should do. Ownership and intellectual property rights issues are also covered in the policy. Of particular interest is Element 9, which calls for international cooperation among business archivists to present a coordinated response to global change in the business sector. The Business Archives Council of Scotland (BACS) was established in 1960 as an independent body concerned with the active preservation of Scottish Business Records. It is a registered charity funded by donations from Scottish businesses and a grant-in-aid from the Scottish Record Office. The aim of the draft policy report is to stimulate discussion on the preservation of business archives regardless of ownership. To review the policy elements, visit www.archives.gla.ac.uk/bacs/policy.html.

Scottish Council on Archives Inaugurated

On May 2, 2002, the Scottish Council on Archives was inaugurated at a civic reception in the Glasgow City Chambers. The council's purpose is to establish a shared vision for the future development of Scotland's archives. The formation of the council was one of the principal objectives of the Scottish National Archives Policy (1998) in recognition of the need for an independent body that would represent and promote the interests of Scotland's broad archival community. The council is a non-executive body embracing all the major Scottish archives professional groupings. It also includes user groups, such as family and local historians, teachers of history, as well as representatives of private owners of archives. At the inaugural ceremony, George Mackenzie, Keeper of the Records of Scotland, delineated the overall tasks of the council. "We need to draw public attention to the importance of archives as part of our shared cultural heritage; we need to remind educators of the value of archives in learning; we need to underline the importance of archives in promoting tourism; and we need to sensitize decision makers in both public and private sectors of the need to keep proper records," he said. To learn more about the Scottish Council on Archives visit <http://sca.archives.org.uk>.

"Evidence-Based Governance" Web Site

The World Bank and the International Records Management Trust have launched a new Web site for their joint project, "Evidence-Based Governance in the Electronic Age" at

continued on page 23

SAA Electronic Publications Progress

In May the SAA Task Force on Electronic Publications (TFEP) issued a progress report containing several draft recommendations to SAA Council in time for its June meeting. The Task Force envisions several fundamental changes to the submission, production and distribution of SAA publications that will enable the development of new products and increase accessibility for our members.

"The task force has worked hard to think outside of the box and consider the full scope of SAA's publication program," said TFEP chair Rob Spindler. "We have many opportunities to increase the efficiency of the submission and editorial processes, create entirely new publications and new aggregations of existing SAA content, and ultimately enhance the utility and visibility of our publications for SAA members and other archivists worldwide."

The task force plans to prepare a revised draft report in time for the SAA annual meeting in Birmingham, Alabama, this August. A draft report will be distributed for comment at the annual meeting and through the SAA Web site. In addition, TFEP will host office hours in the SAA exhibit area at the Sheraton Birmingham Hotel on Friday, August 23 from 10 a.m.-11 a.m.

President's Message

continued from page 3

in the Nike-like "Just Do It" approach of the former and the more deliberative, considered approach of the latter. Clearly, there are advantages to each. This particular project has allowed us to build on the deeper understanding of the foundations of description that have emerged over the past ten years as well as on the practicality of having a standard that is straightforward and usable. As the CUSTARD group has moved towards this goal, I have had what I can only describe as an archival epiphany—or at least what might pass for such an experience for a descriptive drudge like myself. And it is this: the principles that are at the very core of description—those of provenance, *respect de fonds*, multi-level description, and description from the general to the specific—are not just abstract rules formulated in a vacuum. They derive from the very organic nature of archives themselves and help to serve the larger purposes of the authenticity and ultimate reliability of the record—whether they be official, personal, or corporate.

This actually occurred to me in a meeting at the White House in May, when a group of scholars, reporters, and an archivist were once again trying to convince the White House Counsel of the errors of Executive Order 13233. If only they could be impressed with the vital importance of *respect de fonds*, they would almost certainly change their minds and cancel the order... ♦

Washington Beat

continued from page 13

support of the legislation were entered into the official hearing record from a number of distinguished legal experts and by Dr. John Brademas (a former Indiana Congressman who played a key role in passage of the Presidential Records Act of 1978) and ARMA International, a 10,000 member association for the records and information management profession. During that hearing, three of the four panelists voiced their support for the Horn bill. Professor Turley, for example, stated that Bush's Executive Order 13233 "is fatally flawed as a matter of law and extremely misguided as a matter of public policy." (Prepared statements from the April 24 hearing are posted at: www.fas.org/sgp/congress/2002/index.html#pra2.)

Texas State Attorney General Declares Bush Acted Legally in Papers Dispute

According to Texas State Attorney General John Cornyn, President Bush did not break the law when he sent his gubernatorial papers to his father's presidential library instead of the state archives. However, the official also declared that the documents are state property and therefore are subject to Texas' open-records law. According to Cornyn, when Bush was governor, he did have "the power to designate an alternate repository for his gubernatorial records," but he did not have the authority "to alter the manner in which such records are

preserved or made available to the public."

Shortly before he left office, then-Governor Bush invoked a provision of a 1997 Texas law that gave governors the right to name an alternate depository for their official papers. Once transferred to the Bush library, federal officials raised the issue whether the records fell under federal or state public access laws. Federal officials stated that they could not be expected to comply with a state law and lacked the resources to do so. Nevertheless, in most instances, the library staff has come close to fulfilling within 10 days many requests for documents that have poured into the library.

Peggy D. Rudd, director of the Texas State Library and Archives Commission, who took a firm stand in asserting provisions of the Texas Public Information Act to assure the state's control over the papers, felt "vindicated" at the news of the decision. She said that the state archives and the Bush library have been operating under a memorandum of understanding that had been working fairly well, but the decision "gives us a much clearer direction and allows us to work with the George Bush Presidential Library." Tom Smith, state director of the consumer advocate group Public Citizen, stated, "This is a victory for the people and their right to know and assures the public an opportunity to look at these records in a timely way." For historians and archivists, the ruling means that the George Bush Library will have to comply with the state's open records law that, among other provisions, requires answers to FOIA requests within 10 days.

U.S. Archivist

continued from page 11

The Charters of Freedom will go back on display in September 2003. The National Archives Experience as a whole will debut to the public on July 4, 2004, and you can be sure we will throw a great party to celebrate.

I know that the months ahead will be very busy and exciting, as we work to turn the noise and dust of renovation into a new, one-of-a-kind interactive visitor experience.

President Franklin D. Roosevelt, who in 1934 signed the legislation to establish the National Archives, said,

"To bring together the records of the past and to house them in buildings where they will be preserved for the use of men and women in the future, a nation must believe in three things.

It must believe in the past.

It must believe in the future.

It must, above all, believe in the capacity of its own people so to learn from the past that they can gain in judgement in creating their own future."

This is a sentiment that is very familiar to those of us who care for and about records, and I hope that by exploring the National Archives Experience, visitors will soon come to share our appreciation and respect for records of all kinds.

Through the National Archives Experience, visitors will examine the past and envision their own future and the future

of our country. And, I believe the public will come to see what we as archivists already know—that the National Archives is not a storage place for old, dusty paper, but a fascinating, relevant and very necessary part of our democracy that holds the stories of our people and our nation and the makings of our future. ♦

World View

continued from page 21

www.irmt.org/evidence/. The goal of the project is to ensure that records in digital form will be protected and accessible over time as reliable, authentic, and accurate evidence. This is particularly important as governments around the world move toward ever greater use of information and communication technologies. Eighteen partner organizations are collaborating with the World Bank and IRMT. For more information, contact: Andres McAlister (amcalister@worldbank.org) or Anne Thurston (athurston@irmt.org).

South African History Archive Web site

The South African History Archive, an independent archive established in the 1980s to document the struggles against apartheid, launched its new Web site at www.wits.ac.za/saha/archives.htm. The archives is directed by Verne Harris, who is on the faculty at the University of the Witwatersrand. (Check out the university's postgraduate course in archival studies at www.wits.ac.za/gshass/archives.)

Elegant Solutions for Preservation



**Call
for a complete
catalog**



A DIVISION OF LIBRARY BINDING SERVICE

Pamphlet Binders	Bound Four Flap Enclosures
Music Binders	Archival Binders
Archival Folders	Archival Boards
Manuscript Folders	Adhesives
Hinge Board Covers	Bookkeeper
Academy Folders	Century Boxes
Newspaper/Map Folders	Record Album Enclosures
Polypropylene Sheet & Photo Protectors	Conservation Cloths
Conservation & Preservation Tapes	

ARCHIVAL PRODUCTS

A Division of Library Binding Service

P.O. Box 1413, Des Moines, Iowa 50305-1413

800.526.5640 Fax 888.220.2397

custserv@archival.com <http://www.archival.com>



2002 CALENDAR

August 5-9

"Publishing EAD Finding Aids" is one of the Rare Book School courses at the University of Virginia. Student housing is available in Charlottesville area. Contact 434/924-8851; fax 434/924-8824; or oldbooks@virginia.edu. See www.rarebookschool.org.

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.

August 21

Application deadline for the Academy of Certified Archivists certification exams to be held in NYC, Birmingham, AL; Salt Lake City, UT; Milwaukee, WI; and Seattle, WA; plus other "pick your site" locations. Contact ACA, 48 Howard St., Albany, NY 12207; 518/463-8644; fax 518/463-8656; or aca@caphill.com.

August 21

"Metadata Matters: RLG Update on Current Metadata Initiatives" at the Sheraton Birmingham Hotel in Birmingham, Alabama. The workshop will be held in conjunction with the Society of American Archivists annual meeting. Participants will learn about and discuss the implications of a number of new metadata initiatives that have special relevance to the archival community. There is a limit of 60 participants. RSVP to Fran Devlin at fed@notes.rlg.org or 650/691-2239.

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.

September 13-15

"September 11th, 2001: The Impact and Aftermath for Canada and Canadians" in Ottawa, Ontario, sponsored by the Association for Canadian Studies. This multidisciplinary conference will provide a unique opportunity to reflect upon and debate the critical issues that have arisen since the tragedy. For more information, visit www.acs-aec.ca.

October 2002

Rutgers University's School of Communication, Information and Library Studies will be sponsoring its biennial Preservation Management Institute beginning in fall 2002. The Institute is designed for collections professionals who have

preservation responsibilities for their institutions and need more in-depth formal training. The program includes three weeks of classroom instruction during one year: one week in October 2002, one week in April 2003, and a final week in September 2003. The three weeks of classes include field trips, guest speakers, and hands-on exercises as well as highly interactive instruction. Between sessions participants conduct some guided preservation activities for their institutions. Participants who complete all the requirements for the Institute will earn a certificate in preservation management from Rutgers. The head instructor of the Institute is Evelyn Frangakis, Preservation Officer of the National Agricultural Library and former Preservation Program Director for the Society of American Archivists. Guest speakers will include Dr. Thomas Parker, pest control expert, Anne Kenney of Cornell's preservation department, and Bill Lull, an expert on environmental issues. Funding for a number of scholarships to the Institute will be available. Check the program Web site for eligibility requirements, application forms, and other details. At this time the New Jersey Historical Commission will be supporting three scholarships, and the National Endowment for the Humanities is likely to support ten scholarships. For more information visit <http://scils.rutgers.edu/pds/pmi.jsp>. If you have any questions, contact Karen Novick at Rutgers SCILS at pds@scils.rutgers.edu or 732/932-7169.

October 9-11

ECURE 2002 in the Phoenix metropolitan area. Registration materials and program information are available at www.asu.edu/ecure/. David Sobel, general counsel of the Electronic Privacy Information Center, will kick off the conference with an overview of the constantly changing landscape of privacy law and ethics. A panel of experts will discuss with the audience the ethics of information access and practical efforts to accommodate a range of opinions and interests. Clifford Lynch, executive director of the Coalition for Networked Information, will offer his unique insights into balancing access with privacy, commerce with culture, and technological capacity with creative freedom. Other ECURE speakers will describe their successes in identifying, retaining, and maintaining valued electronic assets: Nancy McGovern of Cornell University will review progress of Cornell's Prism project for preserving Web content; John Phillips of Information Technology Decisions will present strategies for evaluating the effectiveness of electronic records management programs; Taylor Surface of OCLC will describe the main points and response to the OCLC/RLG Attributes of a Digital Repository Report.

Important SAA Dates:

- Jul 22:** 2002 annual meeting late registration deadline
- Aug 5:** Deadline for submissions to *Archival Outlook* (Sept./Oct.)
- Aug 19-25:** SAA 66th Annual Meeting in Birmingham

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.

October 24-26

Joint meeting of Mid-Atlantic Regional Archives Conference (MARAC) and New England Archivists (NEA), Grand Hotel, Poughkeepsie, NY. Reception will be held at the museum galleries of the Franklin D. Roosevelt Library in Hyde Park. Luncheon speaker will be Edward Tenner, an independent writer and consultant affiliated with Princeton University and the author of *Why Things Bite Back: Technology and the Revenge of Unintended Consequences*. For more information, visit www.lib.umd.edu/MARAC/marac-hp.htm or www.newenglandarchivists.org.

November 1-3

"Choices and Challenges: Collecting By Museums and Archives" at the Benson Ford Research Center, Henry Ford Museum & Greenfield Village, Dearborn, Michigan. The symposium, with support from the Americana Foundation, will bring together curators and archivists from leading history museums, historical societies and collecting repositories from across the United States. Topics covered will include the what, how and why of collecting. The goals of the symposium are to share best practices, encourage collaboration and to help professionals better understand the strategic implications of collecting. For more information, visit www.hfmgv.org/calendar/symposium or contact Marilyn Yee at MarilynY@hfmgv.org or 313/982-6100.

November 2

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

November 13-16

36th International Conference of the Round Table on Archives (CITRA) in Marseille, France. Theme: "How Does Society Perceive Archives?"



This international meeting is one of a series of three conferences on the general theme "Archives and Society," organized by the International Council on Archives. For more information, contact CITRA chairman Ian Wilson at iwilson@archives.ca.

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.

California Institute of Technology Biot and Archives Research Funds

The Maurice A. Biot Archives Fund and other funds provided by the archives offer research assistance up to \$1,500 to use the collections of the archives of the California Institute of Technology. Applications will be accepted from students working towards a graduate degree or from established scholars. Graduate students must have completed one year of study prior to receiving a grant-in-aid. For the Biot award, preference will be given to those working in the history of technology, especially in the fields of aeronautics, applied mechanics and geophysics. The grant-in-aid may be used for travel and living expenses, for photocopy or other photo-reproduction costs related to the research project, and for miscellaneous research expenses. Funds may not be used for the purchase of computer software or hardware. For further information on holdings and online resources, please consult the <http://archives.caltech.edu>. Application guidelines may be obtained by writing to: Archivist, 015A-74, California Institute of Technology, Pasadena, CA 91125. Applications will be accepted year-round and will be reviewed quarterly on January 1, April 1, July 1, and October 1 of each year.

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 Robert S. Kerr, Fred Harris, and Speaker Carl Albert of Oklahoma; Helen Gahagan Douglas and Jeffery Cohelan of California; Sidney Clarke of Kansas; 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, the economy, and other areas. 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. Most materials date from the 1920s to the 1970s, although there is one nineteenth century collection. The Center's collections are described online at www.ou.edu/special/albertctr/archives/. 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. The Center evaluates each research proposal based upon its merits, and funding for a variety of topics is expected. No standardized form is needed for application. Instead, a series of documents should be sent to the Center, including: (1) a description of the research proposal in fewer than 1000 words; (2) a personal vita; (3) an explanation of how the Center's resources will assist the researcher; (4) a budget proposal; and (5) a letter of reference from an established scholar in the discipline attesting to the significance of the research. *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; twwhite@jjhill.org.

Laboratory-Archive Partnership Grants

The National Film Preservation Foundation invites proposals for its 2002 Laboratory-Archive Partnership Grants. Through this program, archives can receive grants for film preservation work at laboratories and post-production houses donating services to the NFPF. Interested organizations must register by July 8, 2002; the final applications are due August 12, 2002. NFPF grants target the preservation of films that (1) were made in the United States or by Americans abroad, and (2) are not preserved by commercial interests. Nonprofit and public archives, including those in the federal, state, and local government, may participate. The application guidelines are posted on the NFPF Web site at www.filmpreservation.org/grants_projects_partnership.html.

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; mlaughter@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:

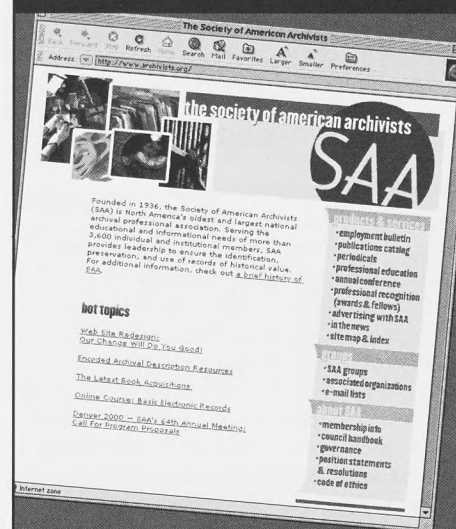
1) archiving and preservation of the musical and recorded sound heritage of the Americas; 2) research and research implementation projects related to music teaching methodology in early childhood and the impact of music study on early childhood development; and 3) medical and occupational well being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

DISCOVER SAA!



Visit the Society of American Archivists Web site at
www.archivists.org

- Browse the SAA Publications Catalog — the premier clearinghouse for archival publications & resources
- Get a new job via the Online Employment Bulletin
- Read all about it — archival news and information



THE SOCIETY of
AMERICAN ARCHIVISTS

527 S. Wells St., 5th Floor,
Chicago, IL 60607 USA
312/922-0140 • fax 312/347-1452
e-mail: info@archivists.org



HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

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.



THE SOCIETY of
AMERICAN ARCHIVISTS

3 ARCHIVISTS

Library of Congress
Re-Housing of Pre-1900 American Maps
Washington, DC

Experience in archives, demonstrated familiarity with archival best practices, and holdings maintenance/preservation activities. **Salary:** \$40,000 + Benefits. **To apply, contact:** Deborah Gibson, Gibson Consulting, Incorporated, 1090 Vermont Avenue, NW, Suite 800, Washington, DC 20005; 202/408-6890; DGibson@gibsonconsulting.org.

ARCHIVIST

AIG
New York, NY

Department: AIG Archives Department. **Reports To:** Manager, Archives and Special Properties.

Position Description: Responsible for appraising, processing and cataloging the historical records of AIG and its predecessor companies, compose administrative histories, provide reference and research assistance, and participate in the indexing project of corporate publications. In particular, will have responsibility for the audio/visual materials which includes the production of visual displays for company offices.

Essential Functions: Appraises, arranges and describes the historical records of AIG and its predecessor companies; Appraises, arranges and describes the historical audio-visual materials of AIG and its predecessor companies; Prepares descriptive access tools to these records; Provides reference and research services to these records; Creates exhibits based on AIG's historical materials. **Required Education and Experience:** Master's degree with formal archives training required. Minimum of three (3) years experience processing records in a large institutional setting or working with corporate collections. Proven cataloguing skills and database development.

Preferred Knowledge and Skills: Membership in Academy of Certified Archivists. Knowledge of InMagic DBTextworks, Microsoft products, and imaging files and applications. Excellent communication skills, both written and oral. Ability to work independently. **Contact:** Luddy Prou, Staffing Specialist, 72 Wall Street, 11th floor, New York, New York 10270; E-mail: luddy.prou@aig.com. AIG is an equal opportunity employer

ARCHIVIST

Sisters IHM
Monroe, MI

Sisters IHM, a community of Catholic religious women, seeks an archivist to direct and maintain the congregation's archival collection. **Responsibilities:** Coordinate overall archival program including database maintenance, ongoing development, community outreach and staff/volunteers. **Qualifications:** Master's degree in library science with a concentration in archival work preferred. Three to five years experience in archival work. Excellent computer skills. **Send cover letter, with compensation history and expectations, and resume to:** Human Resources Specialist, 610 W. Elm Avenue, Monroe, MI 48162.

ARCHIVIST AND SPECIAL COLLECTIONS LIBRARIAN

Franklin & Marshall College
Lancaster, PA

Franklin & Marshall College, a highly selective, residential, liberal arts college for approximately 1850 students seeks an Archivist/Special Collections Librarian to be responsible for collecting, organizing, and preserving for use materials held in the institution's College Archives, Manuscript, and Rare Books Collections. Responsibilities include administration of the department's collections and records management program, provision of reference and library instruction services, and installation of library exhibits. In addition, the librarian coordinates collection development in assigned subjects, acting as liaison with faculty in these subjects. Strengths of the collections include the German/American Imprint Collection, Schaffner Film Library and the Reynolds Family papers. For information about the collections visit the department's Web site at library.fandm.edu.

Minimum qualifications include: ALA-accredited M.L.S. with archival course work, 3 years progressively responsible experience in an archive or manuscripts repository, facility with computer applications in archives, supervisory experience, strong teaching/presentation skills, ability to perform physical activities associated with archives work. **Desired:** Reading knowledge of German, experience with records management, especially as it pertains to electronic records. Application review will begin on August 15, 2002 and continue until the position is filled. Please send resume, contact information for 3 professional references and salary requirements. Franklin & Marshall College is an Equal Opportunity Employer committed to building a diverse workforce. **To apply, contact:** Penny Jordan, Franklin & Marshall College, Personnel Services, PO Box 3003, Lancaster, PA 17604; 717/292-3995; fax 717/291-3969; Personnel@fandm.edu.

ARCHIVIST, ASSISTANT/ASSOCIATE PROFESSOR OF LIBRARY SCIENCE

Alaska and Polar Regions Department
Elmer E. Rasmuson Library
University of Alaska Fairbanks

Full-time, regular, tenure-track; 9 months base \$32,000 + 3 months additional \$10,667 for \$42,667 minimum (12 month/year position) PCN #207317. Salary to be commensurate with experience. **Closing date:** August 9, 2002. **Typical Duties:** As head of the Archives and Manuscripts unit, the archivist will be responsible for acquisition, arrangement, description, preservation, and access services for 12,000 feet of manuscripts and archives and 700,000 photographs. The archivist will also teach (usually one section of Library Information & Research) and perform research and service to meet unit criteria for tenure and promotion. The archivist is one of four curators in the Alaska and Polar Regions Department. The department (www.uaf.edu/library/collections/apr/index.html) serves a local, national, and international user community with the preeminent collection of Alaska and Circumpolar materials in North America. Coordinate units include the Film



Archives, Oral History Program, Rare Book and Map Collection, photo and micrographic labs, full-content digital projects, Alaska Periodical Index, and open-stack books and periodicals. Current priorities include: statewide coordination of acquisitions and digital to rare and unique materials. **Minimum Qualifications:** Graduate concentration in archival studies as part of either: master's degree in discipline relevant to U.S. historical or cultural studies, Alaska or Western North America emphasis preferred, or: ALA-accredited M.L.S. or equivalent. Both degrees preferred; Substantial work experience in manuscript or archives repository, including supervision; Formal training or accomplishment in at least five: arrangement and description, donor relations, public service in a research setting, paper records management, electronic records, preservation of paper materials, MARC non-print cataloging, grant-writing, digital archives applications; Demonstrated ability to write and speak with tact and clarity and to perform effectively in conventional and team structures. **Application:** A UA Applicant Form MUST be completed and submitted. Please provide an Applicant Form, letter of interest, resume with name, address, and phone numbers of three professional references to: Susan Grigg, Search Committee Chair, c/o UAF Human Resources, University of Alaska Fairbanks, P.O. Box 757860, Fairbanks, AK 99775-7860. Applications must be received by 5pm on or before the closing date. Applicant Form can be downloaded from the following Web site location—www.alaska.edu/hr/application/applicant_form.pdf—or can be picked up for UAF Human Resources, Administrative Services Center, 3295 College Road, Room 108, Fairbanks, Alaska. If you have questions regarding this specific vacancy announcement, please contact Bonnie Schertenleib, phone 907/474-7050, or e-mail fnbfs@uaf.edu. The University of Alaska Fairbanks is an equal opportunity/affirmative action employer and educational institution. Your application for employment with the University of Alaska is subject to public disclosure under the Alaska Public Records Act.

ARCHIVIST, POPULAR MUSIC COLLECTION

Georgia State University
William Russell Pullen Library
Atlanta, GA

Georgia State University, a dynamic urban university in downtown Atlanta, is seeking an Archivist for its Popular Music Collection. The mission of the Popular Music Collection is to collect, preserve and make available primary and secondary source material of, or related to, post-Civil War American Popular Music. **Responsibilities:** Plan and supervise work related to the acquisition, appraisal, processing, preservation, and use of archival, oral history, and printed research collections in popular music. Promote the use of these materials, contact prospective donors and negotiate the transfer of materials. **Requirements:** ALA-accredited M.L.S., graduate degree in history, or music history. Graduate coursework in archival administration. Two plus years experience in archival work. Evidence of excellent written/oral com-

munication and interpersonal skills. Ability to lift up to 40 lbs. Preferred: Experience in appraising, preserving and processing 20th century materials, including diverse media formats. Knowledge of 20th Century American popular music. Experience with MARC cataloging, encoded archival description, web design and digitization. ACA certification. **Salary and Rank:** \$34,000–\$44,000 for 12 months commensurate with the candidate's experience. Appointment at a faculty rank, on a contract renewal basis. **To Apply:** Submit a cover letter addressing the above qualifications; resume; names, addresses, and phone numbers of three references, including immediate supervisors to: Carmen R. Newton, Library Human Resources Officer, William Russell Pullen Library, Georgia State University, 100 Decatur Street, SE, Atlanta, GA 30303-3202. **Materials received by August 30, 2002, will receive priority consideration.** For more information please visit our web site at: www.library.gsu.edu. Georgia State University is an equal opportunity educational institution/affirmative action employer strongly committed to cultural diversity.

ARCHIVIST/PRESERVATIONIST (JOB # 02-287)

Professional Archivists (1 or more) for full time, long-term project involving preservation and restoration of fragile and rare maps, atlases and other materials for a government agency in Washington, D.C. Requires M.L.S. and/or education in archival management. For full job description see www.libraryassociates.com. **To apply, contact:** Quinn Koller, Library Associates, 1650 Cloverton Drive, Columbia, PA 17512; 800-892-9403; fax 702-549-6272; qkoller@libraryassociates.com.

ASSISTANT ARCHIVIST

Associated Archives at
St. Mary's Seminary & University
Baltimore, MD

The job search for an Assistant Archivist at the Associated Archives at St. Mary's Seminary and University has been reopened. The Associated Archives is a newly created program that brings together the archives for the Archdiocese of Baltimore, the U.S. Province of the Sulpician Fathers, and St. Mary's Seminary and University. Previous applicants need not re-apply. **Responsibilities:** Reporting to the Director of the program, the Assistant Archivist's responsibilities will include preparing collections for research use by appraising and arranging collections, implementing necessary conservation measures, developing finding aids and research tools, and assisting on-site researchers with use of the collections. Also responsible for answering telephone, mail, and electronic mail reference requests and performing administrative tasks in office. Assists with outreach programs, including planning of exhibits and publication of a newsletter. **Qualifications:** B.A. degree in history with archival coursework or archival certificate. At least two years of experience required. Must have knowledge of standard archival theories and practices in the appraisal, arrangement, and description of archival and manuscript collections; experience with PC-based word processing, database, and spreadsheet programs; ability to communicate clearly in person and in writing,

to work systematically and carefully, to exercise independent judgment, to participate positively and constructively in staff group endeavors, and to respect confidentiality of the records. **Desirable:** Knowledge of the history of the U.S. Catholic Church. Applicants from the Maryland area will be given preference. **Salary:** Commensurate with experience and qualifications, \$30,000 minimum. St. Mary's Seminary and University offers a benefits package that includes: medical coverage for the individual plus partial coverage for dependents; vacation and sick time; and retirement benefits. **Application:** The deadline for applications is August 9, 2002. Send application, resume, names and phone numbers of three references. **To apply, contact:** Tricia T. Pyne, Director, Associated Archives at St. Mary's Seminary & University, 5400 Roland Avenue, Baltimore, MD 21210; 410-864-3691; fax 410-864-3690; tpyne@stmarys.edu.

ASSISTANT ARCHIVIST

Providence Health System
Sisters of Providence Religious Community
Seattle, WA

Sisters of Providence Religious Community and Providence Health System are recruiting for a full-time staff archivist in our Seattle-based Archives. Reporting to the Archivist, the position performs collections management functions for records, manuscripts, artifacts, and textiles in the collections in both Seattle and Spokane, WA; conducts research and other activities in support of reference services, publications and special projects; participates in website and database development and maintenance, and publication of a quarterly newsletter; and assists in preparing exhibits and outreach programs. Requirements for consideration include a minimum of four years of archives experience involving archives administration, reference, and coordination responsibilities; computer database development and Microsoft Office applications software experience; and a Bachelor's degree in History, American Studies or a related discipline, with a Master's degree in archival studies course work preferred. Certified archivist credentials required. Occasional travel to the Spokane Archives is required. Organizational, interpersonal, speaking and writing skills; the ability to work independently and as part of a small team; and interest in learning about the history of the Northwest, the Catholic church, and religious communities will be attributes for success in the position. **To apply, contact:** Human Resources, Providence Health System, 506 Second Avenue, Suite 1200, Seattle, WA 98104; 206/464-4235; fax 206/464-4736; recruiting@providence.org; www.providence.org/archives.

ASSOCIATE CURATOR FOR AFRICAN AMERICAN HISTORY

The Western Reserve Historical Society
Cleveland, OH

Responsible for developing the Society's archival holdings relating to the history of the African American community of Northeastern Ohio, processing collections, supervising interns and volunteers, and representing the Society's African



American Archives throughout the community and in professional organizations. Degree in American history with archival or library experience/training. Preference will be given to candidates with a background in African American history and culture. M.A. in history or library science preferred. Competitive salary; commensurate with training and experience; liberal benefits package. *Send cover letter, resume, and three references by August 1, 2002.* No Phone calls please. EOE. **To apply, contact:** Human Resources Manager, The Western Reserve Historical Society, 10825 East Boulevard, Cleveland, OH 44106; fax 216/721-0891; www.wrhs.org.

ASSOCIATE LIBRARIAN / ARCHIVIST

*Environmental Design Archives
University of California
Berkeley, CA*

The Environmental Design Archives, a unit of the College of Environmental Design, is an extensive source of written and visual information on the development of Bay Area and Northern California architecture and landscape architecture. Associate Librarian / Archivist will serve as Project Manager for a project to process four mid-20th century architectural collections including: project planning and implementation; appraisal, arrangement, description, and preservation; online cataloging; digitization of selected images, management of workflow; and training and supervision of project staff. Online information about CED can be found at www.ced.berkeley.edu/cedarchives/. **Qualifications:** an M.L.I.S., M.A. in Archival Administration, or equivalent degree, minimum of two years experience, knowledge of architectural records, digital projects, and MARC, EAD, and metadata concepts and standards. Two-year temporary position. **Salary Range:** \$42,780 - \$63,840. *Consideration will be given to applications received by August 21, 2002.* Please send curriculum vitae and name/address of three references to: Curator, Environmental Design Archives, 230 Wurster Hall #1820, Berkeley, CA 94720; or fax to: 510/642-2824; or e-mail: archives@socrates.berkeley.edu. The University of California is an Equal Opportunity/Affirmative Action Employer.

AUDIOVISUAL/SPECIAL MEDIA ARCHIVIST

*The Robert J. Dole Institute of Politics
University of Kansas
Lawrence, KS*

The Dole Institute of Politics, established at KU in 1997 to honor the former Kansas senator, is designed to foster new thinking on major policy issues and encourage citizen involvement in public service. Besides housing Dole's official and personal papers, the Institute is undertaking a series of high visibility lectures, conferences, and related programs. The Robert J. Dole Institute of Politics, University of Kansas is accepting applications for the position of Audiovisual/Special Media Archivist. This is a full-time, non-tenured unclassified professional position with guaranteed funding for four years. The position and funding will be reviewed before the end of that period. **Minimum qualifications:** ALA-accredited M.L.S. (with archival

concentration and archival work experience) or other master's degree and experience; Experience processing, arranging describing, preserving and providing access to all image and sound formats: film, video, audio, and digital. Experience in migrating moving and sound images to contemporary formats. Experience in digitization and knowledge and ability in the emerging technologies that are shaping the fields of library, archives, collection, and access. Knowledge of audiovisual preservation and copyright issues. Experience with computer applications for archival collections, MS Access and Office Suite. For more information on duties performed see the Dole Institute website at www.doleinstitute.org. **Annual salary:** \$33,475. Excellent benefits. **First priority will be given to applications received by August 5, 2002.** An EO/AA employer. To apply, submit a letter of application addressing the qualifications for the position; a current resume; copies of college transcripts; writing sample, and names, addresses, telephone numbers and e-mail addresses of three references to: Richard Norton Smith, Dole Institute of Politics, 704 W. 12th Street, Lawrence, KS 66044; 785/749-3911; rnsmith@ku.edu.

COLLECTIONS REGISTRATION ASSISTANT

*Frank Lloyd Wright Preservation Trust
Oak Park, IL*

Part-time member of collections team helps maintain and preserve museum furniture, decorative arts, print materials, etc., and maintain

computer database. **Qualifications:** B.A. in arts/museum-related discipline, strong computer skills, detail-oriented, knowledge of museum standards. Mail or fax resume with cover letter including salary requirements. **To apply, contact:** Human Resources, Frank Lloyd Wright Preservation Trust, 931 Chicago Avenue, Oak Park, IL 60302; fax 708/848-1248.

DIRECTOR, DIVISION OF ARCHIVES/RECORDS

*Dept. of Administrative Services, State of Utah
Salt Lake City, UT*

\$23.73-\$35.65 hourly (Step Range 61-76). Career service exempt position. This position is responsible for monitoring agency or program budgets including revenues, expenditures and budget projections, evaluates, plans, and directs activities of the organization. Establishes policy and processes for all aspects of the department's work, including: records appraisal, preservations/storage, arrangements, description, and reference access services. Works with records management statewide. Will work with regional and national organizations and with other state and local agencies. This includes leadership in the evaluation and implementation of technology to enhance the collections of archival/records management. Directs and coordinates the overall operation of the archival and record management functions. Reviews legislation to determine impact on the operation of an agency or the state. **Job Requirements/Skills:** Ability to supervise others by assigning/directing work; Knowledge

ARCHIVIST/SPECIAL COLLECTIONS LIBRARIAN Daytona Beach, Florida

This position offers the candidate a unique opportunity to assist in creating the University historical museum collection as part of the "Preserving Our Heritage and History" project. Incumbent will oversee and direct the archiving of historical materials at all three campuses of the University, including arrangement and preservation of historical documents and regalia; creation of finding aids; coordinating archiving of University's oral history project and cataloging of collections. The archivist will assist in developing grant proposals, supervise activities of department staff, and participate in University committees and groups as appropriate.

Requires an MLS from an ALA accredited program; in-depth knowledge of archival principles and practices; and knowledge of preservation, care and storage of historical materials. Ability to evaluate materials as to historical value; interact with University officials and the community to establish effective working relationships; and commit to developing a digital archives in consultation with appropriate staff. Must have excellent oral and written communication, supervisory and problem solving skills; strong public service orientation; and experience cataloging using MARC format and making finding aids available on the Internet.

Minimum 3 years of progressively responsible professional experience in an archives, museum or manuscript repository preferred. Salary negotiable, depending upon experience. Comprehensive benefits package. Credential reviews are now beginning and will continue until a qualified candidate is identified.

Send application letter, resume, and three references including names and contact information (including e-mail address), to **Embry-Riddle Aeronautical University, HR Dept., 600 S. Clyde Morris Blvd., Daytona Beach, FL 32114**, fax: (386) 323-5060, email: jacobska@erau.edu or online: <http://www.erau.edu/jobs> EOE

**EMBRY-RIDDLE
AERONAUTICAL UNIVERSITY**



of collection, evaluation, and preservation of important records and documents including photographic processes; significant management and supervisory experience, principles, methods and procedures of evaluating and preserving permanent records; principles, theories and practices of budget management and of the legislative process, ability to interpret and apply laws, rules, regulations, policies and procedures; excellent oral, written and interpersonal skills. **To apply, contact:** Sharon Reynolds, 3120 State Office Building, Salt Lake City, UT 84114; 801 538-9799; sreynolds@utah.gov.

DOCUMENT MANAGEMENT SPECIALIST

This position will facilitate document management policies and procedures throughout the Company by working closely with records coordinators; prepare various records management reports including manual updates (via the Intranet and the new records management software); and ensure that Company records storage facilities are operating smoothly and efficiently. There are other related responsibilities. **To apply, contact:** Greg Lennes, International Truck and Engine, 4201 Winfield Road, Warrenville, IL 60555; 630/753-2149; fax 630/753-2807; greg.lennes@nav-international.com.

HEAD, INSTITUTE ARCHIVES AND SPECIAL COLLECTIONS

Massachusetts Institute of Technology
Cambridge, MA

The Massachusetts Institute of Technology Libraries seek an experienced, innovative, and technically savvy archivist to guide the continuing development of the Institute Archives and Special Collections. These collections comprise one of the largest university archives and one of the most significant collections related to the history of science and technology in the U.S. The holdings include over 13,000 feet of Institute records and personal papers, an important rare book collection, MIT theses, MIT publications and technical reports, and other related materials. The Head is responsible for managing all activities related to building and managing these collections for the benefit of present and future scholars and MIT administrators. In addition, the Head oversees a records management program for the Institute. The Libraries are seeking an individual who can provide the leadership required to effectively manage a large collection of important traditional paper records and simultaneously develop strategies for meeting the challenges posed by electronic records.

Responsibilities: The Head is responsible for the visibility of the Archives and Special Collections at MIT, leading outreach efforts to administrators, faculty, and staff. He/she contributes to information policy decisions at the Institute and consults on Institute-wide projects relating to electronic records. Leading a staff of seven FTE, the Head establishes policy and processes for all aspects of the department's work, including: records appraisal, solicitation of new collections, preservation/storage, arrangement/description, and reference/access services. This includes leadership in the evaluation and implementation of technology to enhance management of and access to the col-

lections. Reporting to the Associate Director for Collection Services, the Head works within an environment of shared responsibilities for such functions as preservation, cataloging, and digitization projects. He/she serves as the Archives' representative to various committees and advisory groups within the Libraries, including the Policy Committee for the Libraries' DSpace initiative. As a member of the Libraries' administrative group, he/she participates in the Libraries' governance and fundraising activities. **Qualifications: Required:** ALA-accredited M.L.S./M.L.I.S. or an M.A. in history, either accompanied by significant coursework in archival principles and theory or demonstrated significant working knowledge; 7-10 years of increasingly responsible archival experience; significant management and supervisory experience; and excellent interpersonal and communication skill. In addition, the successful candidate will meet a majority of the following qualifications: experience in a college or university setting; experience providing public service or reference assistance; experience writing grant proposals and/or working with a development officer; experience with a records management program; evidence of ability to work well with staff, faculty, administrators, and donors; a record of achievement in outreach activities; experience with or an understanding of issues related to electronic records; evidence of understanding of intellectual property issues; familiarity with appropriate technology; background in the U.S. history of science and/or technology; record of sustained participation and contribution to the archival/library profession. Review of applications will begin July 12, 2002. Send cover letter, resume, and names and addresses of five current references. **To apply, contact:** Search Committee for Head, Institute Archives (SAA), MIT Libraries, 77 Massachusetts Ave., Room 14S-324, Cambridge, MA 02139-4307; 617-253-9322; fax 617-253-0583; rmdead@mit.edu; <http://libraries.mit.edu>.

LIBRARIAN/ARCHIVIST

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

The Library of Rush University seeks applications for the position of Librarian/Archivist. The successful candidate will provide core archival and records management services for the archives of Rush-Presbyterian-St. Luke's Medical Center and Rush University, their predecessor institutions and subsidiary units, and of staff and other individuals closely associated with those institutions. **Duties:** Administer the archives, including accessioning, processing, cataloging, and enhancing research, reference, and genealogical access services to the archives. **Environment:** The Medical Center's roots stem as far back as 1837 with the receipt of the Rush Medical College charter. Currently, the archives contain 1416 linear feet of records, and holds hundreds of framed photographs, prints, diplomas, certificates, videorecordings and films, museum quality artifacts, including antique medical instruments and thousands of glass and 35mm slides. DB/TextWorks and Access are utilized for automating archival processes. The Stanton A. Friedberg Rare Book Room collection at the

Library of Rush University also supports archival research at the institution. The main campus of the Medical Center/University is located on the near west side of Chicago, not far from the Loop. **Qualifications:** ALA-accredited Master's Degree in Library/Information Science; archives specialization or equivalent experience; working knowledge of best practices in archival theory and management; working knowledge of the application of computer technology to digitization, records management, and online catalogs; good communications skills, written and verbal. **Salary:** \$34-38K, commensurate with experience. Rush has a comprehensive benefits package, including tuition reimbursement. **To apply, contact:** Judith Dzierba, Library of Rush University, 600 S. Paulina, Chicago, IL 60612; Judith_L_Dzierba@rush.edu.

PRE-CLINICAL DEVELOPMENT ARCHIVIST

Ventura County, CA

Experienced archivist in the pharmaceutical industry to maintain, store and develop improvement of archives. **To apply, contact:** Belinda Beardt, fax 213-489-9802, bbeardt@aimusa.com.

PROJECT ARCHIVIST

Diocese of Amarillo
Amarillo, TX

Responsibilities: This position is part of one year, NHPRC-funded project starting September 2002, to arrange, describe, and preserve the archives of the Diocese of Amarillo. The Project Archivist will identify and process the Diocese's historical collections at an appropriate level of access. The Archivist will create standardized accessioning records, implement a classified arrangement scheme, prepare a guide level survey, including preservation assessment, and model finding aids and inventories to the holdings. Will supervise a part-time project assistant. **Requirements:** M.L.S. or M.A. in archives studies and demonstrated experience in archival processing or related activities required. Familiarity with archival descriptive standards and routine computer software is strongly desired. The candidate should have a knowledge of the history of religion and/or the Roman Catholic faith. The preferred skill set includes excellent written and oral skills, collaborative work ethic, physical strength, and flexibility. **Salary:** \$30,000 (35 hour work week), plus benefits. Review of applications will begin July 15, 2002. Applications will be accepted until the position is filled. To apply: send letter of application, resume, and three names with appropriate addresses, telephone numbers and/or email addresses. **To apply, contact:** Sister Hildegard Varga, OSB, Diocese of Amarillo, P. O. Box 5644, 1800 North Spring, Amarillo, TX 79117-5644; 806/383-2243, Ext. 120; fax 806/383-8452; hvarga@amarillodiocese.org.

PROJECT ARCHIVIST

Rare Book & Manuscript Library
Columbia University
New York, NY

The Columbia University Rare Book and Manuscript Library is searching for an experi-



enced archivist to process four or five modern collections in the fields of journalism and public affairs. Working under the supervision of the Curator of Manuscripts and the Coordinator of Technical Services, the project archivist will be responsible for sorting, arranging, weeding, re-housing, determining preservation needs, and creating online finding aids for research use. The collections, ranging in subject from local politics to modern economics, cover post-1940 records relating to newspaper journalism, television, finance, political history and related topics. The position will last two years, with a possible extension to three years. **Requirements are:** ALA-accredited M.L.S., with emphasis on archival management, or an M.A. in archival management and at least one year of experience in the field of archival management; knowledge of and competence in manuscript and archival management and processing techniques; experience with computers, networks, electronic access techniques (including HTML, SGML, and EAD), and website design; knowledge of PC-based word processing programs; ability to work efficiently and meet project goals and deadlines; excellent communication and interpersonal skills. Preferred qualifications include knowledge of late 20th-century politics and history. **Salary ranges for this PC I position are:** Librarian I: \$40,600 - \$50,750; Librarian II: \$42,600 - \$57,510; Librarian III: \$45,600 - \$68,400; Librarian IV: \$50,600 - \$73,370. We offer excellent benefits including tuition exemption for self and family and assistance with university housing. One of the world's leading research universities, Columbia provides outstanding opportunities to work and grow in a unique intellectual community. Set in the Morningside Heights academic village, Columbia also presents the unmatched dynamism, diversity and cultural richness of New York City. The University Libraries, grounded in collections of remarkable depth and breadth, are also building extensive electronic resources and services. The Libraries at Columbia are committed to collegiality, professionalism, innovation and leadership. For immediate consideration, please e-mail your resume to libjobs2@columbia.edu and list the names, addresses and phone numbers of three references. Your cover letter must specify Job Search # UL 70101040 and include your e-mail address. Applications will be accepted immediately and until the position is filled. Columbia University is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply. **To apply, contact:** Human Resources Office, Columbia University Libraries, Box 18, Butler Library, MC 1104, 535 West 114th Street, New York, NY 10027.

PROJECT ARCHIVIST AND MANUSCRIPT PROCESSOR

*Sophia Smith Collection
Smith College
Northampton, MA*

Congressional Papers Project: Two full-time positions for a 15-month project to process a large body of papers of a member of the U.S. Congress. Project Archivist and Manuscripts Processor will arrange and describe the collection and will organize an exhibition and event

to publicize the opening. For complete job descriptions go to: www.smith.edu/hr/careers/staff.html. **To apply, contact:** Susan Barker, Sophia Smith Collection, Smith College, Northampton, MA 01063; 413-585-2971.

REFERENCE ASSISTANT

*Frank Lloyd Wright Preservation Trust
Oak Park, IL*

Part-time staff member provides expert assistance to users of research center at the Home and Studio museum in Oak Park. Additional duties include care of the collections, compiling use statistics, and special projects. **Qualifications:** B.A. (master's preferred) in relevant discipline, excellent computer and database skills, knowledge of Wright and Prairie style architecture and outstanding customer service background. Mail or fax resume with cover letter listing salary requirement. **To apply, contact:** Human Resources, Frank Lloyd Wright Preservation Trust, 931 Chicago Avenue, Oak Park, IL 60302; fax 708-848-1248

SOUND LAB ARCHIVES MANAGER

*The Cutting Corporation
Bethesda, MD*

Duties: Responsible for managing the Sound Preservation Laboratory and all Sound Collections that come in for preservation. Responsible for closely working with preservation recording engineers on databases, concordances and administrative work related to collection projects. Collections often consist of sound recordings in various formats and oral histories such as radio broadcasts or oral interviews in various formats. Responsible for scheduling all preservation projects and maintaining contact with clients. Clients range from institutions to individuals and projects can last from a few days to several years. **Requirements:** Minimum qualifications, B.A. in history, library science, music or related field. M.A. a plus. At least two or three years of work experience in a related industry. The individual should be comfortable working with minimal supervision, have good interpersonal skills, have good oral and written skills, and be an effective contributor to preservation projects. Experience with MS Access desirable. Must be task oriented and highly organized. The Sound Archivist will be required to familiarize themselves with all recording formats and new technologies and all current clients. Sound Archivist will be required to occasionally travel to conferences and to meet with clients and assess collections. **Send resume with cover letter to:** The Cutting Corporation, Attn: AKC-Archives, 4940 Hampden Lane, Suite 300, Bethesda, MD 20814; cuttingarchives@aol.com; or fax 301-654-3271. Minimum salary \$32,000, negotiable depending upon qualifications and experience. Company benefits. Walking distance from Bethesda Metro Station. No phone calls please.

SPECIAL COLLECTIONS/ARCHIVIST

*Princeton Theological Seminary
Princeton, NJ*

The Princeton Theological Seminary Libraries invites applications for the position of Director of

Special Collections. The Director reports to the Seminary Librarian. He or she will assist patrons, supervise staff, acquire and preserve materials, and represent the Seminary's special collections to scholars. The Director of Special Collections has an informal, rather than a classroom, teaching responsibility advising students, faculty, and visiting scholars using the Seminary's extensive archival, manuscript, and rare book collections. **Desired qualifications include:** a Ph.D. in a theological or related subject area, an M.Div. degree, an M.L.S. degree, membership in the Presbyterian Church (USA), familiarity with rare book and manuscript collections, budgeting and management skills, the physical ability to move standard archival boxes, a publishing record, participation in scholarly societies, and experience writing grant proposals. Above all, the candidate must have a commitment to promote the history and mission of Princeton Theological Seminary to various constituencies. Equal opportunity employer. The position is open July 1, 2002. The search will continue until the position is filled. Please send a letter of application, a curriculum vitae, and names of three references. **To apply, contact:** Stephen D. Crocco, Seminary Librarian, Princeton Theological Seminary, P.O. Box 111, Princeton, NJ 08542-0111; 609/497-7930; fax 609/497-1826; stephen.crocco@ptsem.edu.

TECHNICAL SERVICES ARCHIVIST

*Duke University Archives
Durham, NC*

The Duke University Archives acquires, preserves, and makes accessible university records with permanent historical and research value. The Technical Services Archivist processes these records according to national and local standards. Additional responsibilities include assisting the University Archivist with records transfers, serving as a liaison to campus offices and officials as needed, providing occasional reference assistance, and supervising student assistants and project staff. Reports to the University Archivist. **Required:** Master's degree from an ALA-accredited program or an advanced degree in history, public history, or related field; archival training and experience; familiarity with standard archival procedures; experience processing and working with organizational records; familiarity with standard software applications, online catalogs, and bibliographic utilities. Must be flexible and a self-starter, possess excellent interpersonal and oral and written communication skills, and have the ability to be an enthusiastic participant in a highly collaborative service-oriented environment. **Desirable:** experience creating archival finding aids using EAD and collection level MARC records. This is an entry level position with appointment at the rank of Assistant Librarian; minimum salary \$34,800. **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. 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.



society of american archivists

527 S. WELLS STREET, 5TH FLOOR
CHICAGO, IL 60607-3922 USA

NON-PROFIT
U.S. Postage
PAID
Permit No. 885
Chicago, Illinois

"Archival Roots: Our Foundation and Our Future"



FEATURING
ENTERTAINMENT BY
THE WORLD-RENOWNED
**BIRMINGHAM
SUNLIGHTS**

(Details on page 5)

Join SAA for its 66th Annual Meeting

Birmingham, Alabama

August 19-25, 2002

(See pages 4-9)

Birmingham 2002