

NEWSLETTER
OF THE
SOCIETY OF
AMERICAN
ARCHIVISTS



SEP/OCT 2002

WWW.ARCHIVISTS.ORG

archival outlook

Going the Distance

Copyright and the Public Good
Archives Week 2002

L.A. Confidential: 2003 SAA Conference

table of contents

features

Archives Week 2002 by Teresa M. Brinati	6
--	---

Task Force on Electronic Publishing Draft Report for Public Comment.	4
--	---

The Latest <i>American Archivist</i>	4
--	---

Digitizing the SAA Membership Directory	4
---	---



L.A. Confidential: "If I Could Just Get Off of That L.A. Freeway Without Getting Killed or Caught..." by William Landis	8
---	---

COSHR Issues Report on "Connecting the Archival Community" ..	10
---	----

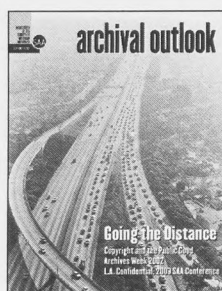
Court Determines Copyright Laws Do Not Extend to Membership Listings in Directory	14
--	----

columns

President's Message: <i>Copyright and the Public Good</i>	3
From the Archivist of the United States: <i>Redesigning Federal Records Management</i>	13

departments

Currents	12
National News Clips	14
Print Matters: New Books!	16
Washington Beat	18
World View	20
Bulletin Board	22
Professional Opportunities	25



on the cover

Los Angeles freeway, circa 1980. Courtesy of Los Angeles Times Photographic Archive, Department of Special Collections, University of California at Los Angeles, Young Research Library.

Copyright: University of California Regents.
Submitted by CHARLOTTE B. BROWN.



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.



Copyright and the Public Good

On the first Monday in October a new session of the Supreme Court will commence. The upcoming session is of special interest to SAA since, for the first time in our history, the Society has spoken out in documents currently before the court. SAA has joined with fifteen other organizations, including the American Library Association, the American Historical Association, and the Midwest Archives Conference, to file an *amici curiae* (friends of the court) brief asking the Supreme Court to find that the copyright term extension passed in 1998 is unconstitutional.

One of the duties that comes with being the largest archival organization in North America is the responsibility to speak out on national and international issues of archival policy. In the past year alone SAA has issued statements on changes in access to Presidential records, the proper home for Rudolph Giuliani's papers, the nature of electronic recordkeeping systems, and the physical requirements for record centers. In previous years SAA has addressed matters ranging from declassification of government records to the closure of archives.

As I previously reported in this newsletter, the Sonny Bono Copyright Term Extension Act of 1998 extended for 20 years the length of time for which works are given copyright privileges. With this act, copyright term was lengthened for a period of 20 years. The grant of copyright extension did not apply just to works created after passage of the bill, but also applied to all works still under copyright in 1978. The *Eldred v. Ashcroft* case, which will be heard by the court this fall, challenges the constitutionality of that extension.

Copyright term extension is not an obvious topic for our first involvement with the Supreme Court. In many ways, the responsibility of archivists with regard to copyright is limited. We have, according to the ALA-SAA Joint Statement on Access: Guidelines for Access to Original Research Materials, an obligation to "inform a researcher about known copyrighted material, the owner or owners of the copyrights, and the researcher's obligations with regard to such material." Our obligation here is primarily educational;

regardless of whether the term of copyright is 14 years or 140 years, we can meet this professional obligation by informing the researcher. Similarly, the commentary on our Code of Ethics suggests that "archivists be aware of the provisions of the copyright act and that they inform potential donors of any provision pertinent to the anticipated gift." Again, the archivist's role is educational. Longer copyright term in some circumstances might even be advantageous to some repositories. Archives, after all, are themselves often owners of intellectual property that either they have generated themselves or they hold on behalf of their parent organization. Copyright term extension would theoretically provide repositories with more time to control, and possibly exploit, the resources in their possession. Why, then, did SAA choose to speak out against the subject matter of the law?

Certainly a strong policy argument can be made against copyright term extension. Copyright law exists as a careful balance between the economic interests of the producers of content and the desire of the general public to be able to use the discoveries and inventions of others to produce new knowledge. During the limited copyright term authorized by the Constitution, the

public can make some use of copyrighted material. Eventually, however, it should enter the public domain where unfettered use of the material is possible. As the *amicus* brief filed by the Intel Corporation noted, "the availability of rich new public domain content inspires new creation, innovation, and progress." They add, "As a participant in efforts to promote the progress of science, innovation, and creativity, Intel has the opportunity to observe the importance of a robust and constantly refreshed public domain."

Copyright term extension threatens the careful balance of interests between copyright creators and the public good envisioned by the framers of the Constitution. Peter Jaszi, a professor of law at American University and a frequent speaker at SAA conferences, has argued that term extension represents

**One of the duties that comes
with being the largest
archival organization in
North America is the
responsibility to speak out
on national and international
issues of archival policy.**

continued on page 21

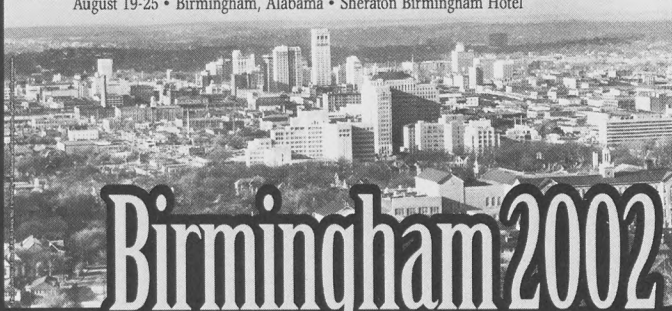
Task Force on Electronic Publishing Draft Report for Public Comment

The Task Force on Electronic Publishing (TFEP) recently released its "Exposure Draft for Public Comment." The report is available on the SAA Web at: www.archivists.org/governance/tfep-report2.asp.

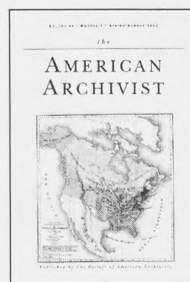
The report offers recommendations for "phased electronic publication of periodicals and monographs produced by the Society of American Archivists." It includes both a content vision summary and a technical vision summary, as well as extensive and detailed appendixes outlining potential future developments for SAA's Web site and other electronic publishing endeavors. Probably the most powerful concept that emerged from task force discussions was the idea of aggregating and disaggregating content, or repurposing chunks of content to meet different presentation, delivery, and information needs of SAA and its membership.

Comments and suggestions regarding the report should be directed to TFEP Chair Robert Spindler at rob.spindler@asu.edu by October 1, 2002.

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




Full coverage of SAA's 66th Annual Meeting in Birmingham, Alabama, in August will be posted online at www.archivists.org and published in the November/December issue of *Archival Outlook*.



The Latest *American Archivist*

The latest issue of *American Archivist* (vol. 65, no. 1, spring/summer 2002) was printed and mailed to members and subscribers at the end of August. It features:

- Leon J. Stout's presidential address, "Re-imagining Archives: Two Tales for the Information Age";
- 4 research articles, including "Seeing Archives: Post-modernism and the Changing Intellectual Place of Archives" by Tom Nesmith; "The Power of Meaning: The Archival Mission in the Postmodern Age" by Mark A. Greene; "'Though this be madness, yet there is method in 't': Assessing the Value of Faculty Papers and Defining a Collecting Policy" by Tom Hyry, Diane Kaplan, and Christine Weideman; and "Preservation Strategies for Electronic Records: Where We Are Now—Obliquity and Squint?" by Michèle V. Cloonan and Shelby Sanett;
- "Democracy—and Documents—in America," a review essay by James M. O'Toole, on the publication of a new translation of Alexis de Toqueville's 1835 classic, *De la Démocratie en Amérique*;
- 8 book reviews; and
- Council Meeting Minutes.

Get published!

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

Digitizing the SAA Membership Directory

The *SAA Membership Directory* soon will be made available online. Work is under way to make this vital information accessible via a members-only, password-protected portion of the SAA Web site (www.archivists.org). A query page will allow visitors to search by name, location, and institutional affiliation, as well as by section membership. Modification to member records will continue to be submitted by e-mail and the online directory will be refreshed with updated information from SAA's in-house membership database on a nightly basis. Improvements to SAA's information systems will now also allow for members to specify multiple preferred addresses—e.g., a home address for mailings and a work address for directory listings. The online edition of the *SAA Membership Directory* will replace the print version. However, hard copies will be made available to members upon request.

These developments will enable future enhancements to the SAA Web site, such as user authentication for members-only content and improved automation for conference and workshop registration as well as online publications sales.

Stay tuned for details!

Thinking Ph.D.?

Consider the University of Michigan School of Information

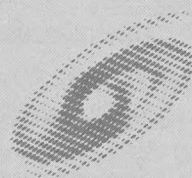
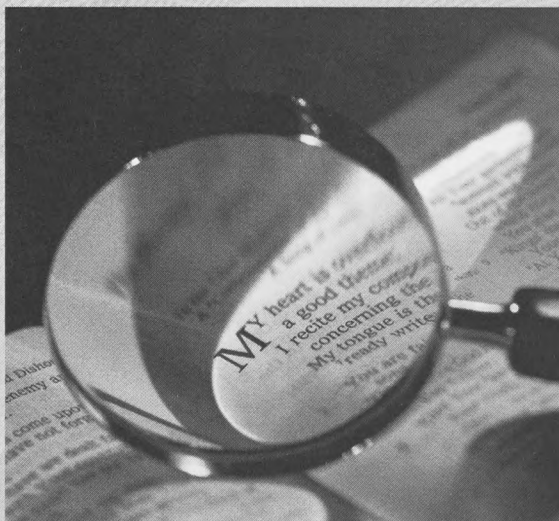
The School of Information is an excellent environment for pursuing doctoral studies in **Archives and Records Management (ARM)**.

The School's interdisciplinary ARM faculty includes three full-time professors: Margaret Hedstrom, David Wallace, and Elizabeth Yakel. Each is actively engaged in **research** involving digital preservation, electronic records management policy, access tools design and development, and user needs. Students enjoy **exceptional facilities** and equipment and have access to many off-campus research sites through faculty projects.

The Ph.D. program is **flexible** and able to accommodate the wide range of interests that define the School of Information. The program enables students to engage in **advanced study** and research with scholars in a variety of information fields, to foster original and scholarly research that will contribute to these fields, and to allow students to integrate their professional education and experience with the larger problems of the information professions.

Doctoral Students Receive Full Funding

All students admitted to the School of Information doctoral program receive **full funding**. Support is provided through Graduate Student Research Assistantships and Graduate Student Instructor positions. For details, contact **si.admissions@umich.edu**.



SCHOOL OF INFORMATION
UNIVERSITY OF MICHIGAN

si.umich.edu
si.admissions@umich.edu
(734) 763-2285

Archives Week 2002

An annual celebration of the importance of archives and historical records

by TERESA M. BRINATI, SAA Director of Publishing

During the month of October a steadily increasing number of archival organizations across the nation are designating an "Archives Week." These organizations are seizing the opportunity to raise awareness within their states and local communities about their rich documentary heritage as well as historical records issues through a variety of public programming. This includes open houses, educational services such as preservation workshops and family history fairs, and award recognition of individuals or institutions who have supported or contributed to the archival field. In short, anything that will capture the public's attention with respect to archival materials.

The first Archives Week was launched in New York City in 1989 under the leadership of State Archivist Larry J. Hackman.¹ Two years later Hackman proposed that a United States Archives Week be declared for October 1992.² Although there has yet to be a declaration for or sponsorship of an Archives

Week on the national level, there are indications that programming and celebrations throughout the month of October are spreading around the country in a grass roots fashion. Below is a list of more than a dozen archival organizations who responded to a recent message on the Archives and Archivists listserv by SAA requesting information about any programs planned for this October. The New York State Archives offers an excellent Archives Week Action Guide at www.sara.nysed.gov/pubs/local-pub/pub54/summary.htm. In addition, the Council of State Historical Records Coordinators will continue to collect Archives Week information at www.coshrc.org/arc/archweek.htm.

1. "Archives Week and the Power of Intersecting Ripples," by George W. Bain, *Archival Issues* 23 (1998): 5-16.

2. "Archives Week in the United States?" by Larry J. Hackman, *SAA Newsletter* (March 1991): 14-15, 20.

Chicago Area Archivists Archives Week—October 20-26

The first-ever celebration of its kind in Chicago! A medical history symposium hosted by the Archives Department of the American Medical Association will be held on October 24. Additional event and schedule information is available from Judy Robins, 847/825-5586 or j.robins@ASAHQ.org. Or visit www.library.nwu.edu/cgi-bin/lwgate/chi-area-archivists.

DC Caucus/MARAC Archives Fair—October 10

A great annual tradition which brings together archival professionals from many facilities. Features examples of the wealth of information available from area archival repositories. Provides an excellent resource for researchers and others to learn what repositories have to offer. In addition, Thomas Battle of Howard University Archives will discuss his experiences collecting African American archival materials. Contact Kristine Kaske at 202/357-3133 or kristine.kaske@nasm.si.edu.

Georgia Archives Week—October 6-12

Theme: "Touching Lives Through Archives." Listings of specific activities in many cities and counties are available at the Society of Georgia Archivists Web site: www.soga.org/aw/2002/events.html. An Event Planning Guide is available at www.soga.org/aw/2002/EventGuide.pdf.

Kansas Archives Week—October 25-26

The Kansas State Historical Society sponsors Archives Week activities in Kansas in conjunction with local historical and genealogical societies. 2002 theme: "We are History: Making Your Mark in America." Information on the Genealogical Expo at www.kshs.org/archives/archweek2002.htm.

First Annual Kentucky Archives Week—October 6-12

Theme: "Our Past Deserves a Future." Co-sponsored by the Kentucky SHRAB, the Kentucky Council on Archives, and the Kentucky Department for Libraries and Archives. For more details, visit www.archivesweek.ky.gov or contact Barbara Teague of the Kentucky Department for Libraries and Archives at Barbara.Teague@kdla.net.

Mid-Atlantic Regional Archives Conference Archives Week—October 6-12

www.lib.umd.edu/MARAC/outreach.htm#Archives Week

New England Archives Week—October 20-26

A celebration of the importance of original historical documents culminating with the New England Archivists joint meeting with the Mid-Atlantic Regional Archives Conference in Poughkeepsie, NY (Oct. 24-26). Archives Week bookmarks being created by NEA's Outreach Committee will be distributed to many public libraries, historical societies, and archives, and will be available free to the public. Contact: Jessica Steytler at jsteytler@14beacon.org or visit www.lib.umb.edu/newengarch/aboutNEA/ctts/archivesweek.html.

Capital District of New York—October 6-19

More than 30 events planned for the region, ranging from exhibits to genealogy workshops to walking tours to open houses. An Archives Week Dinner at Albany's historic Fort Orange Club will feature a speaker from a local archeological firm who will discuss the use of archival records in the firm's work at local historic sites. Proclamations and awards will also be given to individuals and organizations that have done an outstanding job at promoting archives. Contact: Susan D'Entremont, Capital District Library Council, susan@cdlc.org.

14th Annual New York Archives Week—October 6-13

A city-wide celebration of New York's diverse history. Highlights include New York's Annual Family History Fair (October 6, Noon to 5 p.m.) at The Graduate Center, City University of New York, 365 Fifth Avenue, Manhattan. At this free event, the public will learn how to trace their family histories, preserve and interpret family documents, utilize archives and libraries in and around New York, and employ computers as tools for family history and genealogical research. For more information, visit the New York Archivists Round Table site at www.nycarchivists.org/aweek.html. The New York State Archives offers an excellent Archives Week Action Guide at www.sara.nysed.gov/pubs/local-pub/pub54/summary.htm.

10th Annual Archives Week in Ohio—October 6-12

Theme: "Business and Labor in Archives." Ohio institutions will find creative ways to take advantage of the media and the public's current interest in business archives and records this year by highlighting materials in their collections. Archives Week in Ohio has several goals: To increase the general public's awareness of archival materials and archival centers; To focus upon materials in archival centers with broad appeal; To inspire persons and organizations with records of enduring value to properly preserve those materials for posterity; and To strengthen ties with regular archives users and to introduce new and potential users to archival centers and the documentary heritage there. Activities to achieve these goals will include displays or exhibits, editorials or informational articles in local media, or speeches or presentations by archivists or local businesspeople. Archives that serve broad communities will offer professional consulting services or information about archiving to local businesses. For more information, visit www.ohiojunction.net/soa/aweek.html or contact Kristen Pool, Shaker Heights Public Library, Kristen.Pool@shpl.lib.oh.us.

Tennessee Archives Week—October 13-19

Includes the presentation of "Archival Advancement Awards" to individuals or organizations for their outstanding support of, innovative use of archives, or other contributions to archival field within the state of Tennessee. Copies of the Archives Week Action Guide, which provides information on what Archives Week is, how to plan for it, and how to publicize it, is available by contacting: Jay Richiuso, Chair, Tennessee Archives Week Coordinating Committee, Tennessee State Library & Archives, 403 Seventh Avenue North, Nashville, TN 37243; 615/253-3468; Jay.Richiuso@state.tn.us. Visit www.geocities.com/tennarchivists/ArchWeek2002.htm.

Virginia Archives Week—October 6-12

The Library of Virginia will be hosting a Web site promoting the collections and services of archival repositories across the Commonwealth as part of Virginia's first-ever celebration of Archives Week. The site will provide links to Virginia repositories, a calendar of Archives Week events, sites containing professional and educational services and the first-ever Virginia Archives Week Poster. The poster, co-produced by the Library of Virginia and MARAC Virginia Caucus, will feature a variety of photographs, images of documents, ephemera, etc. that represent the collecting focus of archival institutions within the Commonwealth. The library has three scheduled events planned that will be offered during the noon hour on the Tuesday, Wednesday, and

Thursday of Archives Week. Experienced archivists and professional researchers will present on topics covering the use of archival collections and their impact on public policy and opinion, LVA digital map initiatives, and tales from one public services archivist's thirty years in the profession. All events are free and open to the public. For more details on these events and more, visit www.lva.lib.va.us or contact Derek Gray at dgray1976@yahoo.com.

Wisconsin Archives Week—October 20-26

For more information, visit www.shsw.wisc.edu/archivesweek/index.html. Theme: "Wisconsin and War." In honor of the thousands of Wisconsin soldiers who have served this nation in the last 150 years, the Wisconsin Veterans Museum and the University of Wisconsin-Milwaukee Libraries will feature a presentation by Andrew Carroll, author of *War Letters: Extraordinary Correspondence from American Wars*, on October 24, 7 p.m.-9 p.m. at the Golda Meir Library. The UWM Division of Archives & Special Collections is creating a digital archives Web site, "Wisconsin War Letters," which will feature letters of Wisconsin soldiers and their families from 1840 to the 1990s. Visit the site in October at www.uwm.edu/Dept/Library/arch/teaching.htm.

In addition, on November 7 the Wisconsin Veterans Museum will host Brandon Bailie who will talk about his historical novel of the 32nd Division during World War I. The grand opening of the Wisconsin National Guard and Veterans Resource Center is scheduled for Veterans Day (November 11). The permanent exhibit will highlight the Wisconsin Army and Air National Guard. Contact Carrie Bohman, Wisconsin Veterans Museum Research Center, Carrie.Bohman@dva.state.wi.us.



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, exhibiting, 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



"If I Could Just Get Off of That L.A. Freeway Without Getting Killed or Caught..."

by **WILLIAM LANDIS**
University of California, Irvine

This is the first in a series of bimonthly musings—"L.A. confidentials"—by members of the 2003 Host Committee on popular (mis)conceptions and interesting little-known facets of Los Angeles, host city to SAA's 67th annual meeting. Aug. 18-24, 2003.



Above: Interchange of the 110 (Harbor) and 105 (Century) freeways, 2002.

Right: Downtown Los Angeles from the 110 North (Harbor Freeway), 2002.

Photographs by William Landis.



The chorus of the

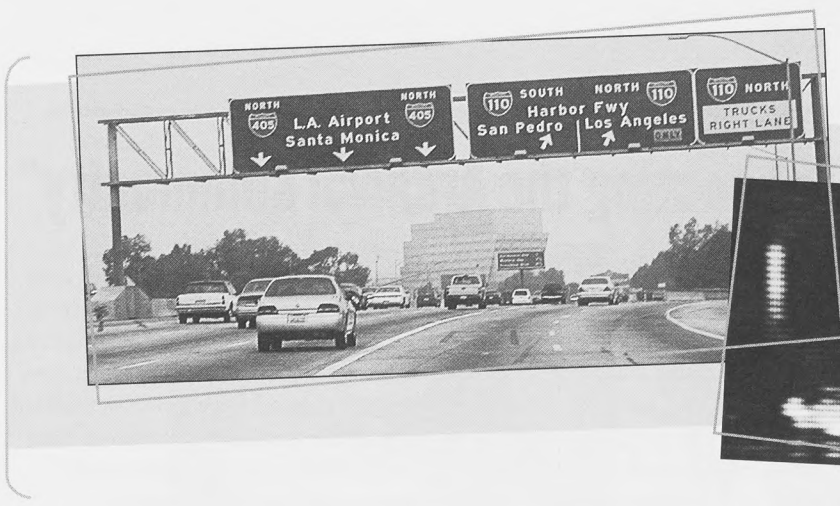
Jesse Hunter song "L.A. Freeway"

aptly captures a popular notion of Los Angeles

as a city of endless freeways packed with wild drivers intent on nothing other than getting someplace else. Or as Michelle Shocked put it in her more contemporary song, *Come A Long Way*, "I've come a long way . . . gone 500 miles today and never even left L.A." Welcome to El Pueblo de Nuestra Señora Reina de los Angeles—The Town of Our Lady Queen of the Angels—a.k.a. Los Angeles, city of a lot of people on the move. The 2000 census tallied 3.7 million people in the city, 9.5 million in the county, and 16.4 million in the metropolitan area. The population of Los Angeles County is bigger than that of 42 states! As Dionne Warwick sang back in 1968, "L.A. is a great big freeway, put a hundred down and buy a car, in a week, maybe two, they'll make you a star . . ."

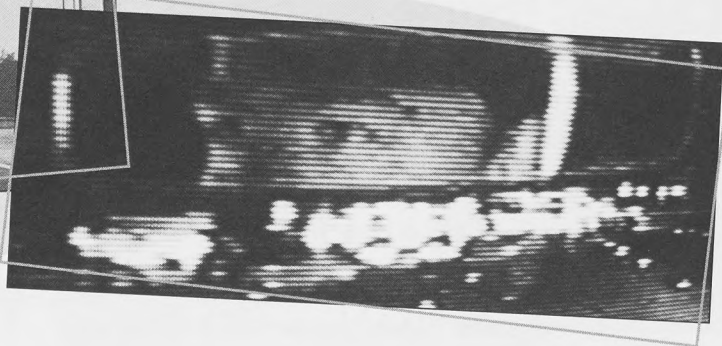
For those of us living in the Los Angeles metropolitan area, which stretches 120 miles east to west from San Bernardino to Oxnard and 100 miles north to south from Valencia to San Clemente, the web of freeways that weaves us all into a vaguely coherent, sometimes confusing, geographic organism is equally a gift and a curse. Maybe not a curse for the stars among us (they limo and helicopter), but I wouldn't know, I'm an ordinary Joe Archivist. Sometimes I'm stuck in traffic, and sometimes flying toward the beach with the sunroof open and the stereo blaring. I do know the freeways well: for three-and-a-half years I commuted daily from Hollywood to Irvine, a 110-mile roundtrip. My trip was probably less burdensome than commutes faced by many Angelenos, but the litany of the trip would be familiar to all but the nondrivers among us: Sunset Boulevard to the 101 South, to the 5 South, to the 605 South, to the 405 South, to the 73 South. Voilà, Irvine, and only two of the 55 miles on surface streets!

Los Angeles, unlike other large cities in the United States, was a sleepy little backwater in 1870, which was the year the first transcontinental trains began to bring passengers to San Francisco. The Southern Pacific pushed through to Los Angeles in 1876, and by 1900 the population of the city reached 102,479. The first three decades of the twentieth century saw explosive population growth in L.A.



Left: Interchange of the 405 (San Diego) and 110 (Harbor) freeways, 2002. Photograph by William Landis.

Below: Rear view mirror, 1998. Courtesy of David Newman.



**The web of freeways that weaves
[Los Angeles] into a vaguely coherent,
sometimes confusing, geographic organism
is equally a gift and a curse. Maybe not a
curse for the stars among us (they limo
and helicopter), but I wouldn't know,
I'm an ordinary Joe Archivist.**

In a mere 30 years the number of Angelenos increased by ten times to 1.2 million, most of them sold on relocation to Southern California by cheap land, a Mediterranean climate, palm trees, orange groves, and endless blue skies. New arrivals in the early-twentieth century did not find, as in other contemporary American cities, a congested industrial metropolis. They found instead a vast, seasonally watered, vegetation-choked coastal plain stretching for miles in all directions and bounded by dramatic coastal ranges to the east and north and the Pacific Ocean to the west. Since jobs were not concentrated in a well-developed urban core, people spread out across that plain.

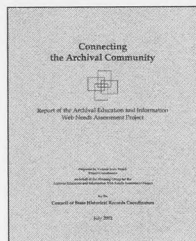
Transportation routes around the Los Angeles area have historically followed a pattern governed by the region's geography, with successive forms of travel layered over previous ones: from foot and horse, to trains, to interurban streetcars, and finally to the network of freeways that so defines the city today. The freeways of Los Angeles are blamed by many, at least since the 1960s, for the perception of L.A. as a sprawling, faceless metropolis. The truth is that the freeways, at first called parkways, were developed beginning in the late 1930s in response to a "long-established pattern of decentralized, low-density development." The opening of the Arroyo Seco Parkway in 1939, connecting Pasadena to downtown, set in motion a frenzy of planning and freeway construction that lasted until the mid 1970s. Freeways followed Angelenos as they sought to keep alive a vision of Los Angeles as "a garden city . . . a sprawling small town magnified a thousand fold and set among palms and oranges under a sunny sky."

While rush hour traffic over Sepulveda Pass on the 405 freeway is anything but fun, the Los Angeles freeway system can be an amazing tool for exploring the wonders of the region. Connecting cultural institutions like the Los Angeles County Museum of Art and the Getty Center; to the glorious beaches of Malibu and Santa Monica; to the 10,000-foot San Gabriel Mountains with their cool, shaded canyons; to the Chinese Theater kitsch of Hollywood; to the culinary adventures of Little Tokyo and Koreatown; the freeways make it possible to do a daytime hike in the San Gabriels at Chantry Flats, a late-afternoon dip in the Pacific, and dinner reservations at Ciudad downtown before a play at the Ahmanson Theater or Mark Taper Forum, all on a Saturday. Fascinating and colorful Los Angeles neighborhoods like Venice, Silver Lake, Boyle Heights, West Hollywood, Los Feliz, Ocean Park, Westwood, and Brentwood are waiting to be explored just off of a nearby freeway entrance.

The 2003 Host Committee will have a number of resources available for SAA members who want to take advantage of a car and the freeways to see a slice of Southern California beyond the confines of Beverly Hills and Century City, where the 67th annual meeting will take place. For those who don't want to brave the freeways, we'll have plenty of easy itineraries via bus, subway, or taxi from the Century Plaza Hotel to some of the interesting neighborhoods of Los Angeles. We look forward to welcoming you to the City of Angels and hope you'll come away from next year's annual meeting with the sense that Los Angeles really isn't, as it has been rumored to be, "72 suburbs in search of a city." ♦

Note: Uncited quotes in this article are from the fascinating book, *L.A. Freeway: An Appreciative Essay*, by David Brodsky (Berkeley: University of California Press, 1981).

COSHRC Issues Report on "Connecting the Archival Community"



Connecting the Archival Community is the final report of the just completed Archival Education and Information Web Needs Assessment Project sponsored by the Council of State Historical Records Coordinators with administrative support from the American Association of State and Local History and the National Historical

Publications and Records Commission. It presents findings and recommendations from 16 months of research and analysis by the project's Working Group and staff.

The project addressed two of the top priorities identified by participants in the National Forum on Archival Continuing Education (April 2000): (1) the creation of a nationwide clearinghouse of information to support the development, delivery, and accessibility of archival continuing education, and (2) the pursuit of partnerships, collaboration, and regular communication among professional archival organizations and with organizations serving allied professions.

The findings of the project's Working Group all come down to the need for connections. Individual archivists want to connect to the Internet in order to retrieve information and locate

educational opportunities. They also rely on connections with colleagues—at conferences, by e-mail, on listservs, in person—to answer questions and solve problems. Professional associations play a key role in archival work by facilitating these connections, but archival associations themselves need to be better connected to maximize use of scarce resources, enhance services to their members, and ultimately, help everyone in the field work cooperatively to improve the care of historical records.

Today there are 61 professional associations serving archivists in the U.S. at the national, regional, state, and local levels. Effective cooperation and collaboration among organizations requires multiple ties at multiple levels and becomes even more complicated when this many associations are involved. The report recommends establishing new channels for communications that would connect leaders with their peers in other organizations. These include a listserv for association leaders; an easily updatable contact list; a descriptive directory of the associations; and electronic newsletters targeted by function (e.g., webmasters, education coordinators). The report also points to the desirability of ongoing staff support to facilitate inter-association communication and cooperation.

Instead of trying to develop a comprehensive information clearinghouse at the outset, the Working Group suggests that archival associations, working together, take a modular approach. The first module could be an Internet-based calendar of archival events and educational programs; subsequent modules could provide access to standards and guidelines, a speakers' bureau, or materials tied to specific events or initiatives like Archives Week.

Other recommendations address the need to make the remarkable variety of resources already available on the Internet more widely known within the archival community; improve their accessibility through broader use of best practices by webmasters; and ensure the long-term availability of important resources, especially those that are the products of individual initiative. The Working Group also points to the need for a single collection of basic information resources and tools for those who are new to the field or who may be trying to establish an archival program.

Members of the Working Group and the staff of the Council of State Historical Records Coordinators will be working with archival associations, repositories, university-based education programs, and associations in allied fields over the next year to discuss and implement many of these recommendations. Active participation in this process is welcome, along with comments and suggestions. For further information, contact: Vicki Walch, COSHRC Project Coordinator, 319/338-6650, vwalch@coshrc.org. A copy of the report and related materials are available at www.coshrc.org/reports/.

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



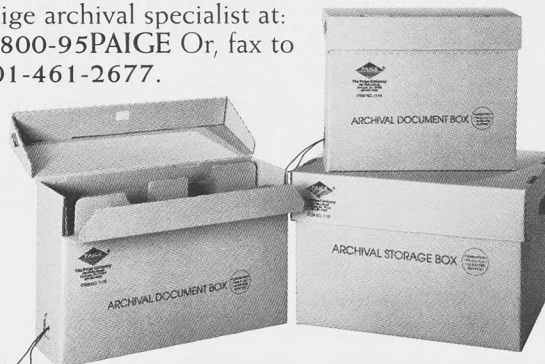
"Maybe we should put the original in a Paige Storage Box."

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.

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

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.



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



NANCY BOOTHE, head of special collections for Fondren Library, Rice University, since 1972 is retiring this year. Throughout her career Boothe has lead efforts for new archival programs and served as a mentor to new professionals in the field. In 1996 she received the Distinguished Service Award from the Society of Southwest Archivists.

She has worked with archival programs for numerous local organizations, including the Houston Grand Opera, the San Jacinto Museum of History, and the Museum of Fine Arts, Houston. She has published extensively and remains active in the Society of American Archivists.

Boothe received a B.A. with honors in French from Rice University in 1952. Her first job was as a secretary to Rice's university librarian. Later she worked as an assistant to noted art collector Jean de Menil. In 1965 she earned a M.L.S. from Catholic University in Washington, D.C., and soon after joined Rice University as a member of Fondren Library's acquisitions department. She was named head of special collections in 1972. In 1979, she received a M.A. in history from Rice. For 30 years, the special collections department, which includes rare books, manuscripts, and university archives, has been greatly influenced by Boothe's direction. Notable acquisitions include a Shakespeare "First Folio" from 1623, the Axson Collection (named for influential English professor Stockton Axson) and the Julian Huxley papers (Rice's first professor of biology in 1913).

Fluent in French and Spanish and an avid traveler, Boothe is currently enrolled in the Glassell School at the Museum of Fine Arts, Houston.

Obituaries

After a successful ascent to the top of Mt. Hood on May 30, 2002, **RICK READ**, 48, of Forest Grove, Oregon, died in an accident on the descent that also took the lives of two other climbers. At the time of his death, Rick was working for the Oregon Heritage Commission, coordinating, advocating, and promoting the missions and activities of cultural institutions throughout the state. Rick earned a master's degree in anthropology from Oregon State University and worked on archival, museum, and field services programs at several institutions, including Hoerner Museum, the Oregon Historical Society, and Pacific University. His impact upon cultural institutions in Oregon and archival professionals throughout the region will live on for years to come. His willingness to share his time and knowledge with others, no matter how hectic his workload, made Rick more than a valued professional, it made him a good friend.

—by Todd Welch, excerpted from "In Memoriam,"
Easy Access, Newsletter of the
Northwest Archivists, Inc. [June 2002]



SAA webmaster and graphic designer **BRIAN DOYLE** married Kathleen Wallace on July 6th in Petoskey, Michigan. Brian has been with SAA since May 1999, most recently serving on SAA's Task Force for Electronic Publishing. Kathleen, a native of Flint, Michigan, has lived

in Chicago since 1992. She is currently pursuing a M.L.I.S. via the University of Illinois at Urbana-Champaign's LEEP program. (Brian is making a strong pitch for a career in archives!)



In July, **TERRY EASTWOOD** was appointed acting director of the School of Library, Archival, and Information Studies, the University of British Columbia. Eastwood, an associate professor, joined the school in 1981 to inaugurate the UBC Master of Archival Studies program and served as chair through 2000. During his tenure, the program received

SAA's Distinguished Service Award in 1998 for outstanding service to the public and exemplary contribution to the archival profession.



ANNE OSTENDARP, formerly of Dartmouth College, is the new archivist at Franklin Pierce College, a 40-year-old liberal arts institution in Rindge, New Hampshire. As part of a three-year Institute for Museum and Library Services grant, Ostendarp will develop an archives for the college that includes documenting and supporting partnerships

with the college's three academic institutes, local schools, and communities.

DAVID SEAMAN has been appointed director of the Digital Library Federation and is working from the Washington, D.C., offices of the Council on Library and Information Resources. Seaman, formerly director of the Electronic Text Center at the University of Virginia Library, succeeds **DANIEL GREENSTEIN** who is the new university librarian and director of the California Digital Library.

Correction

Apologies to the retiring **CHARLES G. PALM** for misspelling the name of his institutional affiliation—Stanford University (aka Standford!)—in the last issue of *Archival Outlook*. SAA regrets this error.

Share the latest developments in your career with
SAA colleagues and friends. Send news to:
Teresa Brinati, Director of Publishing
fax 312/347-1452; tbrinati@archivists.org



Redesigning Federal Records Management

Here at the National Archives and Records Administration (NARA) we recognize that we need to make significant improvements in our approach to government records management, in particular because of the enormous challenges the federal government faces in managing and preserving electronic records. NARA's strategic plan calls for us to "advocate executive-level attention to records management" and "to revise our records disposition policies, processes, and tools." To bring this about Deputy Archivist Lewis Bellardo is spearheading a project to re-think and re-design how records are managed in the federal government.

This effort began with an assessment of the current federal recordkeeping environment. In December, NARA issued a *Report on Current Recordkeeping Practices within the Federal Government*, by SRA International. You can view this report on the Web at www.archives.gov/records_management/initiatives/report_on_recordkeeping_practices.html.

The report documented the views and perceptions of federal agency staff about records and records management as well as how records were actually being created and managed in agencies. Based on the results of this assessment, Lew and his team have been working to develop a new approach to records management, and are now meeting with various groups, both inside and outside NARA, to get feedback.

NARA is working to develop an approach to records management that is flexible, recognizes that different agencies have different records needs, supports the business needs of agencies, safeguards citizen rights and ensures government accountability. Just as importantly, it is expected that such an approach will bring more records of continuing value into the National Archives.

Recognizing that resources are tight all over the government, this new approach focuses on program areas and work processes that are core functions of the government and on the records that are essential for protecting citizens' rights and entitlements, ensuring government accountability, and documenting the national experience.

NARA's goals for this new proposal are that:

- Federal agencies will be able to economically and effectively create and manage the records necessary to meet their business needs;
- Records will be kept long enough to protect rights, assure accountability, and document the national experience, and
- Records will be destroyed when they are no longer needed and it is practical to do so.

NARA's approach to guidance and training for agencies would change to focus on helping agencies manage their infor-

mation, rather than on defining what is or is not a federal record. The idea of "trustworthy records," as established by international standards (ISO Standard 15489), would be the basis for guidance to help agencies ensure that their records meet their business and legal needs for as long as necessary. This is most critical with electronic records because it is harder to ensure the authenticity, reliability, integrity, and usability of these records over time.

NARA also recognizes that current processes for scheduling and appraising records put an enormous burden on NARA staff as well as agency records officers. The current process requires the same amount of effort for all records, whether they are needed by the agency for a short time or if they have important long-term national significance. The new approach would allow agencies to schedule records in ways that meet their individual business needs, such as grouping the records of

a program area to simplify the description and retention requirements. Records of continuing value would still require a complete description of the records, however, to facilitate their legal transfer to NARA. The development of new appraisal criteria and the establishment of government-wide minimum retention standards for disposable records is also being explored.

NARA also intends to expand its advocacy role within the government. NARA's involvement as the managing partner of the Electronic Records Management E-Government Initiative, membership on CIO Council committees, and support of

agency-sponsored records management events has begun to raise the profile of NARA and records management in the government.

NARA will continue targeted assistance to agencies based on the priorities mentioned above. In addition, for agencies that have records needs that do not fall within those priorities, we will help them get assistance from another source. One idea being considered is the establishment of a training, certification, and monitoring program for contractors who offer records management assistance.

We are interested in your feedback on our "Proposal for a Redesign of Federal Records Management." The proposal is available on the NARA Records Management web page at: www.archives.gov/records_management/pdf/rm_redesign.pdf. We have asked for feedback by September 15th, but would appreciate your input after this date as well. Please send your comments to Susan Cummings (NPOL) by e-mail to susan.cummings@nara.gov or by fax to 301/837-0319 or by mail to NPOL, National Archives at College Park, Room 4100, 8601 Adelphi Rd, College Park, MD 20740-6001.

We appreciate your interest in this effort to redesign and improve federal records management. I'll be updating you on the progress we're making in this area in the months ahead. ❖

**We are interested in your
feedback on our "Proposal
for a Redesign of Federal
Records Management"...
available at <[www.archives.gov/
records_management/pdf/
rm_redesign.pdf](http://www.archives.gov/records_management/pdf/rm_redesign.pdf)>.**



Court Determines Copyright Laws Do Not Extend to Membership Listings in Directory

The U.S. District Court for the Northern District of Illinois recently ruled that the names and addresses included in an association's membership directory are not protected under copyright laws. (*American Massage Therapy Association v. Maxwell Petersen Associates, Inc.*). In order to build a mailing list, the defendant copied almost 18,000 names and addresses from the association's 1999 registry into a pre-existing database. In addition to listing members both geographically and alphabetically, the 1999 registry contained other information about the association including a roster of staff and officers, a copy of the corporate bylaws and membership criteria. The association claimed copyright infringement and filed suit against the defendant's action.

The court indicated that for purposes of claiming copyright infringement, the plaintiff must prove ownership of a valid copyright and establish originality of the work. The defendant conceded the first point, noting that copyright ownership of the directory, as a whole, was held by the association. The question remained, however, as to whether or not the work could be considered "original." Relying predominantly on the 1991 ruling in *Feist Publication, Inc. v. Rural Telephone Service Co., Inc.*—a case in which a publishing company used white pages listings of a telephone company without consent—the court determined that the association could not satisfy the originality standard. As in *Feist*, the court found that "the raw data (names, towns, and telephone numbers) did not satisfy the originality requirement because while plaintiff may have been the first to discover and report the raw data, this data did not 'ow[e] its origin' to plaintiff."

Moreover, reviewing the various listings of the membership data, the court determined that the action did not "possess the minimal creative spark required by the Copyright Act and the Constitution because the mere fact that plaintiff could have arranged the 1999 registry in some other form does not elevate the listing to the level of creative. . . . This coordination and arrangement of facts is therefore, not original."

Even though the association in this matter took caution in protecting the membership directory by registering its copyright with the U.S. Copyright Office and adding explicit language stating that the 1999 registry could not be reproduced, its efforts were not sufficient to protect the materials under copyright laws. As such, this ruling is potentially troubling for associations seeking to protect directories and other listings from unauthorized reproduction.

—ASAE Executive Section listserv

Wanted: Your Input on Electronic Records Research Agenda

The State Archives Department of the Minnesota Historical Society is currently leading a project to revisit and analyze the Electronic Records Research Agenda used by the National Historical Publications and Records Commission (NHPRC). As part of the process, we are soliciting feedback on your experiences with electronic records management and use through an online survey. Please take a few minutes to visit the project Web site and tell us what you think! www.mnhs.org/preserve/records/eragenda.html.

CCAHA Bulletin on Salvaging Books

Disaster Recovery: Salvaging Books, by Glen Ruzicka, was recently published by the Conservation Center for Art and Historic Artifacts. The detailed six-page bulletin outlines a step-by-step process for evaluating water damage to books, possible approaches to salvage, and selecting the appropriate solution. It includes a checklist for immediate response to a water emergency, a glossary of technical terms, and a selected bibliography. \$3.50 per copy. This is the third in a series of technical bulletins on disaster recovery. All are available for purchase at www.ccaha.org.

CLIR and Cornell Launch Web-based Preservation Tutorials

In late July the Council on Library and Information Resources and Cornell University launched the first in a series of Web-based tutorials on preservation. John Dean and Anne Kenney of Cornell designed the initial tutorial for use in Southeast Asia, with the particular needs and challenges of that region in mind. The tutorial has four main parts: Preservation Management and Planning, Preservation, Building Capacity, and Supporting the Effort. The narrative is illustrated by line drawings rather than photographs to avoid download delays. Much of the narrative presents new information of particular relevance to librarians and preservationists in tropical climates (e.g., passive climate control to avoid the need for air-conditioning and integrated pest management to avoid the need for chemical pesticides). The tutorial also includes a glossary and information on how to contact local vendors. The tutorial is available at www.librarypreservation.org.

Digital Archives in Washington

In June the state of Washington broke ground in Cheney for a state government "digital archives," a concrete-and-computers storehouse for millions of government documents, many of which only exist as data on tapes or disks. The \$14 million facility, which is being built at Eastern Washington University, will store e-mail, Web pages, and vast amounts of government records for the entire state. The archives will open in early 2004. The 24,000-square-foot first floor will hold



traditional paper records from throughout eastern Washington. The vast majority of the new buildings storage will be on the smaller second floor. There, designer's predict, the building's computers will be able to hold about 800 terabytes of electronic text by 2020, or roughly 200 billion pages of documents!

—submitted by Bruce C. Harding; excerpted from "Work Nears on Facility to Store Records Galore," by Richard Roesler, The Spokesman-Review (June 18, 2002).

Film Preservation Guides in Production

Thanks to a \$165,000 grant recently awarded by the Andrew W. Mellon Foundation, the National Film Preservation Foundation (NFPF) will create and publish two new film preservation guides for libraries and museums. The reference works will be developed by international authorities—David Francis, retired chief of the Library of Congress' Motion Picture, Broadcasting and Recorded Sound Division, and James M. Reilly, director of the Rochester Institute of Technology's Image Permanence Institute—and tested by the L. Jeffrey Selznick School of Film Preservation at the George Eastman House. Unlike the technical manuals now used in the film industry, these new tools will be designed specifically for non-specialists working with regional films, home movies, and other motion pictures found in public and nonprofit institutions. The guides will explain preservation and storage techniques that are practical for regional collections and include illustrations developed by the Selznick School. The Film Preservation Guide and Media Storage Quick Reference are slated for completion in December 2003. The complementary works will be available on the Internet and through the Council on Library and Information Resources. For more information on NFPF, visit www.filmpreservation.org.

Clarification Again

Dear Editor,

In your *Archival Outlook* (July/August 2002, page 15) it is said implicitly that the UK Royal Society (founded in 1660) is the oldest general scientific society in the world. I think this is an Anglo-Western bias. The French l'Academie francaise was founded in 1635. L'Academie des beaux-arts in 1648. L'Academie des sciences in 1666. The Arabic Science academy Beit El Hikma in Baghdad, Irak in the IX century? We may even find something older if we dig in non-western civilizations history.

—Karim Boughida, The Getty Research Institute

Search for Joseph Smith Manuscripts

The Church Archives of the Church of Jesus Christ of Latter-day Saints, located in Salt Lake City, Utah, is searching for original manuscripts relating to the Mormon prophet Joseph Smith (1805-1844), including documents written by or to Joseph Smith, documents containing contemporary references to him, and/or documents bearing his signature. **Manuscripts or record books containing material pertinent to Joseph Smith's role in ecclesiastical activities or political/civic organizations would be helpful.** Anyone with information concerning the location of such manuscripts, whether in private or institutional possession, is requested to contact Sharalyn Duffin: telephone 801-240-2258, e-mail duffinsh@ldschurch.org, or fax 801-240-5192. Collections of original Joseph Smith manuscripts in the Church Archives and the L. Tom Perry Special Collections at Brigham Young University have already been identified.



Your Archives Oughta Be In Pictures!

The Society of American Archivists is currently seeking photographs for the second edition of *Arranging and Describing Archives and Manuscripts*. Photos are needed showing archivists in action arranging and describing their collections, stack areas, and much, much more. For more details on how your archives can become a star, contact Miriam Meislik at miriam@pitt.edu or 412/244-7075.



More New Books!

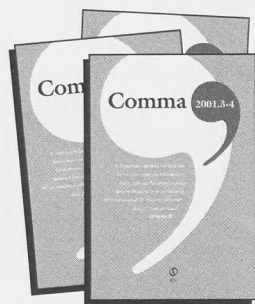
Archives and the Public Good: Accountability and Records in Modern Society

ed. by Richard J. Cox and David A. Wallace

This volume widens the perspective of the roles that records play in society. Struggles over control, access, preservation, destruction, authenticity, accuracy, and other issues demonstrate time and again that records are not mute observers and recordings of activity. Rather, they are frequently struggled over as objects of memory formation and erasure. Fourteen powerful case studies illustrate the importance records play for accountability in society. Focused around four closely related themes—explanation, secrecy, memory, and trust—this volume demonstrates how records compel, shape, distort, and recover social interactions across space and time.

Quorum Books (2002) 344 pp., hard cover

SAA members \$60 • Nonmembers \$70 • Product code 220

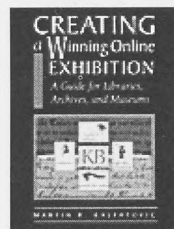


Comma

Get a copy of current or back issues of Comma, the International Journal of Archives, published by the International Council on Archives. Articles are in English. Abstracts are in seven languages (English, French, German, Spanish, Russian, Arabic, and Chinese). Issues available include 2001.1-2 (260 pp.; articles on legal matters, copyright, privatization, mergers, and a section on Latin American archives); 2001.3-4 (288 pp.; special issue devoted to preservation of archives in tropical climates and guidelines for preservation when moving archival records); 2002.1-2 (276 pp.; proceedings from the 35th Conference of the Roundtable on Archives held in October 2001 with the theme, "Archives and Society").

tion on Latin American archives); 2001.3-4 (288 pp.; special issue devoted to preservation of archives in tropical climates and guidelines for preservation when moving archival records); 2002.1-2 (276 pp.; proceedings from the 35th Conference of the Roundtable on Archives held in October 2001 with the theme, "Archives and Society").

SAA members \$15 • Nonmembers \$20 • Product code 223



Creating a Winning Online Exhibition: A Guide for Libraries, Archives, and Museums

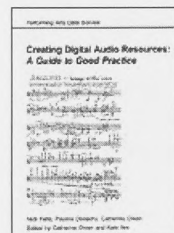
Martin R. Kalbfatovic

Online exhibitions are ideal for collections of manuscripts, handwritten documents, and other materials that might be limited if displayed in traditional ways. This comprehensive guide provides the "how-to's" for selecting materials, developing an overarching theme, and creating a narrative presentation that goes beyond

the traditional to deliver a winning exhibition. Includes case studies of successful online exhibitions, sample artwork and screen shots, up-to-date information on mark-up languages such as HTML and XML, and discussion of online databases and software programs.

American Library Association (2002) 136 pp. soft cover

SAA members \$39 • Nonmembers \$45 • Product code 216



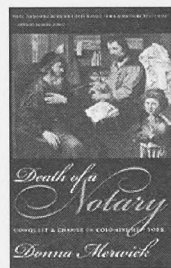
Creating Digital Audio Resources: A Guide to Good Practice

by Nick Fells, Pauline Donachy and Catherine Owen

A basic "how-to" for those using audio materials in the creation of digital resources. The guide addresses issues of copyright, the choice of appropriate equipment, presenting and delivering audio material, data management and methodological procedure.

Oxbow Books (2002) 64 pp., soft cover

SAA members \$17 • Nonmembers \$23 • Product code 208



Death of a Notary: Conquest and Change in Colonial New York

Donna Merwick

"[O]ne of the most intriguing historical studies on recordkeeping to appear in years . . . One of the beauties of this study is the historian's remarkable in-depth research into existing documentation in both this country and Europe to recreate the struggles of the notary. . . Merwick's book is a moving story, one with poignancy for today's recordkeeper struggling with technology, technique, authority and status."

—Records & Information Management Report

Cornell University Press (2002) 304 pp., 33 halftones, soft cover

SAA members \$17 • Nonmembers \$25 • Product code 213



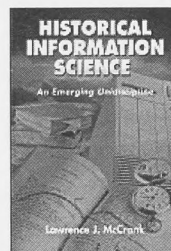
Guide to Genealogical Research in the National Archives (3rd ed.)

The National Archives contains a wealth of information about individuals whose names appear in census records, military service and pension files, ship passenger arrival lists, land records, and many other types of documents of interest to both beginning and experienced genealogists. The award-winning guide shows how to tap this rich resource, explaining what types of records are preserved in the National

Archives and what specific information about individuals is included in each type of record.

National Archives and Records Administration (2001) 420 pp., 59 illus., soft cover

SAA members \$24 • Nonmembers \$30 • Product code 214



Historical Information Science: An Emerging Unidiscipline

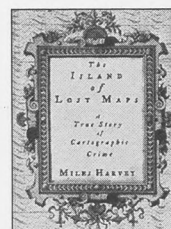
Lawrence J. McCrank

Here is an extensive review and bibliographic essay, backed by 5,000 citations, about developments in information technology since the advent of personal computing and the convergence of the disciplines. Its focus is on the access, preservation, and analysis of historical information (primarily in electronic form), and the relationships between new methodology and instructional media, technique, and research trends

in library special collections, digital libraries, electronic and data archives, and museums.

Information Today (2001) 1,500 pp., hard cover

SAA members \$140 • Nonmembers \$150 • Product code 217



The Island of Lost Maps: A True Story of Cartographic Crime

Miles Harvey

Here is the story of Gilbert Bland, Jr., the "Al Capone of cartography, the greatest American map thief in history." This masterpiece of detective work, scholarship, and storytelling addresses the nature of mapmaking, the history of cartography, the challenges with library and archival security, the psychology of collecting, and an autobiography as well as a case study of

library thievery. Anyone searching for a work delving into the psyche of modern archives and rare books collectors will be pleasantly surprised.

Random House (2000) 404 pp., soft cover

SAA members \$13 • Nonmembers \$20 • Product code 209



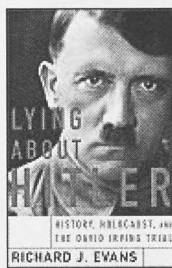
Libraries, Museums, and Archives: Legal Issues and Ethical Challenges in the New Information Age

ed. by Tomas A. Lipinski

Although legal and ethical issues have always permeated the information environment, traditional responses no longer meet the broad needs of libraries, museums and archives. Issues related to the components of the collection, gifts, and donations (real property and tax implications), rights to privacy, users' rights of access, copyright and information control, and responsibility for safety in public spaces are covered in depth. A complete chapter is devoted to a discussion of the proper structure and elements of library, museum, or archives policy content—a superb blueprint for effective policy drafting at all levels of the institutional lifecycle. Finally, a resource list of ethical and legal materials in print and on the Web points the way to a wealth of highly specific and useful information.

Scarecrow Press (2002) 352pp., hard cover

SAA members \$55 • Nonmembers \$62 • Product code 207



Lying About Hitler: History, Holocaust, and the David Irving Trial

Richard J. Evans

Whether one is an archivist or records manager or working with records in some other capacity, this important book will stimulate you to reflect on professional missions and challenge assumptions about why and how records are used by others than those who created them. As an expert witness for the defense in the Irving-Lipstadt trial, the author was charged with determining whether David Irving was, as Deborah

Lipstadt asserted, a Holocaust denier. Moving easily from analysis of Irving's abuse of primary documents to a discussion of what constitutes legitimate historical methodology, the author presents compelling proof that Irving is a Holocaust denier and why he should not be considered a legitimate member of the historical profession.

Basic Books (2001) 336 pp., soft cover

SAA members \$15 • Nonmembers \$20 • Product code 218



Marginalia: Readers Writing in Books

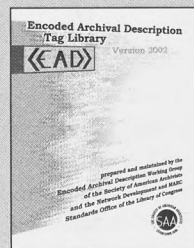
H. J. Jackson

The focus of this book is on the past three centuries, when books became more commonly available and ownership brought with it a desire to comment in and annotate books. The author contends that nearly all marginalia was an effort to claim ownership of a book by personalizing it and laying claim both to it as an object and the ideas or information contained in it. It is not a study intended to assist archivists and records

professionals to comprehend the marked-up print in their holdings. Rather, the author considers marginalia as a permanent record of the reading experience and provides many useful ideas about how manuscript annotations in books are similar to records. Comments as to how books with marginalia are or should be managed will be valuable for archivists and records managers to think about.

Yale University Press (2001) 334 pp., soft cover

SAA members \$17 • Nonmembers \$25 • Product code 212



Encoded Archival Description Tag Library Version 2002

An essential tool for archivists, librarians, and allied professionals who either are learning EAD for the first time or converting their finding aids from Version 1.0 to EAD 2002. The Tag Library lists and defines all EAD 2002 elements and attributes, and indicates their relationships to one another. Tagged examples illustrate the use of each element. A narrative overview explains

the major components of the EAD structure. This publication was prepared by the Encoded Archival Description Working Group of Society of American Archivists and the Network Development and MARC Standards Office of the Library of Congress.

Society of American Archivists (2002) 314 pp., soft cover

SAA members \$26 • Nonmembers \$31 • Product Code 343



The New Nature of Maps: Essays in the History of Cartography

J.B. Harley, ed. by Paul Laxton,
introductory essay by J. H. Andrews

In this collection of essays J.B. Harley (1932-1991) draws on ideas in art history, literature, philosophy, and the study of visual culture to subvert the traditional, "positivist" model of cartography, replacing it with one that is grounded in an iconological and semiotic theory of the nature of maps. He defines a map as a "social construction" and argues that maps are not

simple representations of reality but exert profound influences upon the way space is conceptualized and organized. A central theme is the way in which power—whether military, political, religious, or economic—becomes inscribed on the land through cartography.

Johns Hopkins University Press (2002) 352 pp., 36 illus., soft cover

SAA members \$19 • Nonmembers \$25 • Product code 222

Vandals in the Stacks? A Response to Nicholson Baker's Assault on Libraries

Richard J. Cox

Libraries and archives have violated their public trust, argues Nicholson Baker in his controversial book *Double Fold*, by destroying traditional books, newspapers, and other paper-based collections. Baker's powerful and persuasive book is wrong and misleading, and Cox critiques it point by point, questioning his research, his assumptions, and his arguments about why and how newspapers, books, and other collections are selected and maintained. *Double Fold*, which reads like a history of libraries and archives, is not a history at all, but a journalistic account that is often based on fanciful and far-flung assertions and weak data. The present book provides an opportunity to understand how libraries and archives view their societal mandate, the nature of their preservation and documentary functions, and the complex choices and decisions that librarians and archivists face. Libraries and archives are not simple warehouses for the storage of objects to be occasionally called upon by a scholar, but they play vital roles in determining and shaping a society's knowledge and documentation.

Greenwood Press (2002) 232 pp., hard cover

Nonmembers \$68 • SAA members \$58 • Product code 221

PRICE REDUCTION:

Documenting Society CD-ROM

SAA members \$50 • Nonmembers \$60 • Product code 130

OUT OF PRINT AND NO LONGER AVAILABLE:

Video Preservation: Securing the Future of the Past Media Alliance • Product code 240

The Principle of Provenance Swedish National Archives • Product code 240



More Reagan-Bush Records Released

The Department of Justice has informed lawyers at the Public Citizen Litigation Group that some 150 pages of presidential records of Ronald Reagan's presidency and 40 pages of vice-presidential records of George H.W. Bush's vice presidency—records that were required by law to be released more than a year ago—have finally been authorized for release. The delay had been challenged by Public Citizen and a coalition of historical, archival, and media organizations in federal district court.

In accordance with the procedures established by Executive Order 13233, representatives of former President Reagan, former Vice President George H.W. Bush, and President George W. Bush reviewed the papers and decided not to assert any constitutionally based privilege with respect to these records. These materials were among the approximately 68,000 pages of Reagan-era records and approximately 880 pages of Bush vice-presidential materials that were being withheld under the Presidential Records Act's 12-year, post-presidency protection for records reflecting confidential advice among White House officials.

Most of the 150 Reagan-era records are believed to consist of memoranda concerning Supreme Court appointments and other presidential appointments to federal office. Also authorized for release are about 40 pages of records of former Vice President George H.W. Bush that were among 884 pages of Bush vice-presidential documents. Like the 150 pages of Reagan documents, the 40 pages of Bush documents are believed to relate to appointments to federal office.

The Bush White House blocked release of the Reagan records in early 2001, and then issued an executive order in November 2001 that claimed to give former presidents and vice presidents, as well as the incumbent president, the power to veto releases of records by claiming "executive privilege." After the filing of a lawsuit challenging the executive order, the White House approved release of most of the 68,000 pages of Reagan records, but 150 pages that were considered especially sensitive were held back for further review, which resulted in another 4 months of delay in their release.

To date, the Reagan Library has opened nearly 5.5 million out of a total of 43.8 million pages of Reagan presidential records; similarly, the Bush Library has opened nearly 61,000 out of a total of 5 million pages of Bush vice-presidential records, and nearly 4 million out of 34 million pages of Bush presidential records.

Presidential Records Bill to be Advanced to House Floor; Senate Action Pending

While the legal challenge to Executive Order 13233 continues, on the legislative front, according to Capitol Hill sources, Representative Dan Burton (R-CA), chair of the House Committee on Government Reform, is "undeterred" to challenge the Bush executive order that establishes new administrative procedures for implementing the 1978 Presidential Records Act (PRA).

Now that the House has acted on the Homeland Security Department legislation, the long-delayed mark-up of the

Committee substitute bill to Congressman Stephen Horn's (R-CA) measure, "The Presidential Records Act Amendments of 2002" (H.R. 4187), is expected to pass through committee and will be considered by the full House in early September. While supporters of Horn's legislation feared that due to White House objections, the House leadership would never allow the measure to reach the floor, it now appears that the measure will be considered and it probably has sufficient bipartisan support to pass the House. Should the measure pass, attention will then focus on the Senate where there is considerable sympathy for the legislation.

Florida Ballot Controversy—Future of Ballots Still in Limbo

As readers may recall, the National Coordinating Committee for the Promotion of History has long been tracking developments in the state of Florida relating to the long-term preservation of the contested ballots and related materials for historical study that were the subject of controversy in the November 2000 election. The results of that election gave George Bush an official 537-vote victory in the state over the Democratic candidate, Vice President Albert Gore (see "Preserving the Stuff of History: What About the Florida Ballots?" in *NCC Washington Update*, Vol. 6, #44, December 15, 2000). Florida law mandates that election ballots be retained for a minimum of 22 months. With only several months remaining until that deadline, action by the Florida Division of Library and Information Services has now extended that disposition deadline to July 2003.

When we last reported on this issue some 14 months ago, the Florida Elections Supervision Association had created a special committee to survey the record types and formats of the information, analyze the documentary record, and make recommendations for disposition and retention of the ballots. Sitting on the committee were several state archivists and historians. The committee did not complete its charge and as a consequence, the Florida State Archives stepped in to help facilitate decision-making.

According to State Archivist Jim Berberich, Florida's public records law and other statutes mandate that the state's public records cannot be disposed of without the specific approval of the Division of Library and Information Services. Rules of retention are binding on all agencies and officers.

To insure the preservation of the election records, the Florida state archives sent the following position statement to the state Elections Supervisor: "In considering the ultimate disposition of the ballots and related records from the 2000 election in Florida, the Division of Library and Information Services has determined that the proper decision requires a balance between the potential historical significance of these ballots and the cost of their preservation that only the Florida legislature can strike effectively. Thus while the general records schedule GS-3 under federal law would permit the destruction of any or all of these ballots after September 2002, the Division



has voluntarily extended the retention period for these ballots until July 1, 2003. This extension will permit the Florida legislature to pass the necessary legislation to effectuate its wishes regarding the preservation of these ballots beyond July 1, 2003." In addition to the statement, a directive will be forwarded to all 67 county Elections Supervisors ordering them to continue to retain the election records.

According to Berberich, the costs associated with preservation of the ballots may be considerable. It involves moving the materials from 67 counties to one central location, hiring staff to facilitate public access and otherwise providing for the records' long-term preservation and security. While the ballots will not be scheduled for destruction until at least July 2003, once the Division mails its directive to the 67 county Elections Supervisors the future of these historical records rests with the Florida legislature. The Division intends to submit a report on the issue to the state legislature by November. According to Berberich, it will then "be up to the House and Senate leadership to determine its legislative course." At this point it is unclear what action, if any, the Florida legislature is prepared to take to preserve the historical record.

House Creates Office of History and Preservation

The House Administration Committee has approved a proposal by Clerk of the House Jeff Trandahl to create an

Office of History and Preservation. The establishment of the office is but another step in Trandahl's quiet yet persistent efforts to rebuild the Clerk of the House's capabilities in historical and archival activities that were abolished in 1995 by Speaker Newt Gingrich. Under the reorganization, an eight-person office will provide archival services, courtesy consultations for members of the House, and attend to public inquiries. In addition, Trandahl envisions that the revamped office will provide curatorial services in support of the Clerk's responsibilities to the House Fine Arts Board, which oversees the House art collection. With the creation of the Capitol Visitor Center it is also anticipated that demands on the maintenance of the House collections of historical records will increase.

TEACH ACT Moves Through House Committee

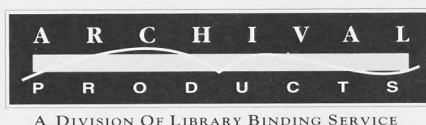
On July 17, 2002, the House Judiciary Committee unanimously approved the Technology Harmonization and Education Act (the so-called TEACH Act—S. 487), legislation that if enacted will make it easier for accredited nonprofit educational institutions to use films and songs in online instruction. An identical bill passed the Senate in June 2001. The legislation will expand the exceptions under the 1976 Copyright Act that enable educational institutions to use copyrighted material for instruction without securing a copyright holder's specific permission. The Act will

continued on page 21

Elegant Solutions for Preservation



**Call
for a complete
catalog**



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>



ICA Launches Archival Solidarity

The International Council on Archives (ICA) has launched a new project to coordinate efforts by the international archival community to carry out foreign assistance projects for developing communities and communities in transition. Called "Archival Solidarity" ("Archives solidaires" in French, and "Archiveros solidarios" in Spanish) the project's objectives are to: 1) Share information about international projects for development and cooperation; 2) Facilitate international projects for development and cooperation that are responsive, practical, and well-targeted; 3) Initiate international projects for development and cooperation that will work with partners to share professional information, send experts to provide training and education, and provide expertise and/or materials to carry out archival projects. For more information on Archival Solidarity contact Nancy Marrelli at nmareli@alcor.concordia.ca.

New National Archives in UK

U.K. Arts Minister Tessa Blackstone recently announced that the British government intended to establish a new national archives body to embrace both public and private archive networks. The Public Record Office (PRO) and the Historical Manuscripts Commission (HMC) will be merged on April 1, 2003, to form the National Archives. The new body will report to the Lord Chancellor.

"We believe the establishment of the new National Archives body bringing together the functions of the HMC and PRO will provide a more effective and efficient archives service to the U.K.," Blackstone said. The Public Record Office is the national archive for England and Wales and the United Kingdom. It was created under the terms of the Public Record Act 1838. The Office currently holds about 150 kilometers of shelving of records covering nine centuries of history from the Domesday Book, compiled in 1086, to records created in the 1990s.

The Historical Manuscripts Commission was established in 1869 by Royal Warrant to discover and disseminate information about archives held in private and institutional hands. Under a new Royal Warrant of 1959, HMC became the central advisory body for archives, providing free expert advice to owners, custodians and users of archives.

In a joint statement, Keeper of Public Records Sarah Tyacke and HMC Secretary Chris Kitching said, "We are very pleased that our two organizations are coming together to realize the vision of a National Archives. Building on the achievements of both organizations, we will be better able to safeguard the nation's memory for present and future generations to enjoy."

China-Michigan Exchange

The Archives College of Renmin University of China and the University of Michigan School of Information have signed a letter of intent to investigate cooperative and exchange activities in the field of information and archives management. Under the letter of intent the signatories agree to investigate the feasibility of and mutual interest in developing various kinds of cooperative research, education and training programs in archives and records management. These programs would involve exchange scholars and graduate students visiting representative archival organizations and educational and scientific research institutions, holding academic seminars and short-term training classes, and exploring cooperative research projects.

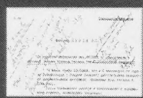
China Urban Development Archives Symposium

The 2002 China Urban Development Archives and Information Symposium was held in mid-July in Xining, the capital of Qinghai Province. The topic of the symposium was "China Urban Development Archives Management in the New Century." About 90 archivists and administrators working in urban development attended the symposium. Four key speakers presented their visions for UDA management in the new century from the perspectives of national and regional urban development creators and users, and scholars and administrators. This was followed by the remarks of eight UDA archivists who represented the perspectives of UDA repositories.

Multimedia Archive Preservation Workshop

In May the BBC hosted "Multimedia Archive Preservation Projects—A Practical Workshop." The workshop was held at BBC offices in the White City section of London. Organized mainly by PRESTO (a European preservation technology consortium) with support from the International Association of Sound Archives (IASA), the International Federation of Television Archives (FIAT), and the European Commission on Preservation and Access (ECPA), the workshop discussed findings of a two-year project that surveyed the status of audiovisual materials held in a variety of European repositories from large broadcasting agencies to audiovisual libraries and archives. Also presented were recommendations for the mass digitization of audiovisual holdings. Approximately 80 individuals from some 20 countries attended. Attendees included AV archivists and librarians, broadcast engineers and experts in information technology. For more information on PRESTO, visit <http://presto.joanneum.ac.at/index.asp>.

TROPHIES OF WAR AND EMPIRE



The Archival Heritage of Ukraine,
World War II,
and the
International Politics of Restitution
PATRICIA KENNEDY GRIMSTED
Foreword by Charles Kecskeméti

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

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



To order, contact Rodney Franklin of the SAA Publications
Dept., publications@archivists.org or 312/922-0140 ext. 21.

President's Message

continued from page 3

"perpetual copyright on the installment plan," with no new works being added to the public domain. At some point "limited" may become "indefinite," and we will all suffer as a result.

For SAA members, the practical impact of copyright term extension is just as important. Every archives has material for which it does not own the copyright. It may be photographs taken by non-employees, or letters sent to the parent organization, or other items acquired during the course of daily business. Archivists may wish to copy this material for use within their organization, or reproduce it for outside users, or distribute copies of the material in an archival brochure or on a Web site. Yet at the exact time new technologies are providing archives with unprecedented mechanisms for making resources widely available to the public, the unknown or uncertain copyright status of the material stands in our way. The timely addition of new material to the public domain clarifies the copyright status of material; copyright term extension increases the period of uncertainty.

The fundamental mission of archives is to preserve material so that it can be used. Excessive copyright terms can limit how and to what extent material found in repositories can be used. If material cannot be used, it is harder to justify preserving it. As our brief notes, copyright term extension "effectively prohibits non-copyright owners—like librarians, curators, archivists, historians, and scholars—from republishing and disseminating older works that may have no significant commercial value, but may be of strong historical or artistic interest. This, in turn, deters and complicates their efforts to preserve such works."

For both policy and practical reasons, SAA has long opposed onerous copyright terms. As long ago as 1965, SAA called for a copyright term of life plus 25 years for unpublished material. More recently, SAA has issued white papers on copyright in the digital age that call for the restoration of the balance between the rights of the creators and users of copyright. In an Information Age, issues of control of and access to records and the information they contain will be of ever-greater importance. SAA stands ready to continue its long tradition of advocacy and to speak out on issues of fundamental importance to the archival community. ♦

End Notes:

1. SAA's brief can be found at the plaintiff's Web site, <http://eldred.cc/news/>. Briefs from other amici, including the Intel Corporation, Hal Roach Studios, the Eagle Forum, and the Organization of American Historians, can also be found there.
2. Peter B. Hirtle, "Recent Changes to the Copyright Law: Copyright Term Extension," *Archival Outlook*, January/February 1999, special insert. A pre-print is available at http://cidc.library.cornell.edu/Pub_files/copyright_article1.pdf.
3. Article 1, Section 8 of the Constitution authorizes Congress to "promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries."

Washington Beat

continued from page 19

allow distance-education providers to show portions of movies, plays, and dramatic works, and transmit non-dramatic literary and musical works via digital transmission.

GAO Report on Electronic Records

The General Accounting Office (GAO) has issued a report on the challenges faced by the National Archives in preserving electronic records. *Information Management Challenges in Managing and Preserving Electronic Records* (GAO-02-586, June 2002) finds that across the board, federal agency compliance with existing electronic records laws and regulations is problematic. There is a systemic failure to inventory systems and schedule records resulting in an increased risk of premature deletion. In addition, "most electronic records (including databases of major federal information systems) remain unscheduled, and records of historical value are not being identified and provided to NARA for preservation in archives. As a result, valuable electronic records may be at risk of loss." The report also states that NARA guidance to agencies "does not address many common products of electronic information processing, particularly those that result from the now prevalent distributed, end-user computing environment." For the report, tap into www.gao.gov/new.items/d02586.pdf. For a summary of the study, tap into the William Matthews article in *Federal Computer Week* (June 19, 2002) at www.fcw.com/fcw/articles/2002/0617/web-nara-06-19-02.asp.

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.



2002 CALENDAR

September 25-28

American Association of State and Local History 62nd annual meeting in Portland, Oregon, at the Hilton Portland. Theme: "The Many Faces of History." Visit www.aaslh.org.

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.

October 10-12

For three decades the Midwest Archives Conference has offered enlightening, affordable professional gatherings in settings that showcase the best the Midwest has to offer. The tradition continues as MAC holds its first-ever meeting in South Dakota! Rapid City—the "Star of the West" and the gateway to the beautiful Black Hills—plays host to MAC's Fall 2002 Meeting at the Hotel Alex Johnson. Featuring the usual rich mix of workshops, sessions, tours, and receptions, plus a preconference workshop on Oct. 9th co-sponsored by SAA: "Oral History: From Planning to Preservation." For more information, visit www.sdhhistory.org/web/MAC2002Fall/program.htm.

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 5-7

"Disaster Mitigation for Cultural Collections" Workshop Series in Philadelphia, sponsored by the Conservation Center for Art and Historic Artifacts, will provide tools for assessing an institution's vulnerability to disaster; evaluating fire prevention, detection, and suppression strategies; determining security risks; and assessing health and safety factors related to disaster. #1-"Assessing Vulnerability and Identifying Risks" (Nov. 5); #2-"Fire Safety, Detection, and Suppression" (Nov. 6); #3-"Understanding Health, Safety and Security Risks" (Nov. 7). For additional information and workshop registration forms, visit www.ccaha.org or call 215/545-0613.

November 6-8

Society of Tennessee Archivists 25th annual meeting in Near Savannah, Tenn., at Pickwick Landing State Park. For more information, contact: John H. Woodward, Jr., Knox County Records Management at 865/215-5657.

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.

December 11-13

Photograph Workshop Series: "From Negative to Positive" at the Maryland Historical Society in Baltimore. #1-"Planning Your Digital Imaging Project" (Dec. 11); #2-"Identification and Care of Photographic Prints" (Dec. 12); and #3-"Identification and Care of Photographic Negatives" (Dec. 13). Photographs are often the most used materials in an institution. This work-

shop series is designed to help cultural institutions develop the strategies needed to establish safe storage environments and handling procedures, and to select appropriate reformatting options. Sponsored by Conservation Center for Art and Historic Artifacts et al. For additional information or workshop registration forms, visit www.ccaha.org or call 215/545-0613.

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.**

California State University, Fresno

The Special Collections Library at California State University, Fresno, is offering a Research Fellowship Grant for 2003-2004. Generously supported by Dr. Roger K. Larson, the purpose of the research fellowship is to support the individual research of graduate students, university professors and independent scholars for an extended period at the Special Collections Library. The availability of the fellowship runs from July 1, 2003 through June 30, 2004. The Special Collections Library houses a number of extensive research collections, including: the Donald G. Larson Collection on International Expositions and Fairs, 1851-1940, the Roy J. Woodward Memorial Library of Californiana, a historical Enology and Viticulture collection and the Topolobampo Collection, the largest extant collection documenting a failed utopian colony in late nineteenth-century Mexico. For more information on these and other collections, please visit the library's Web site at www.lib.csufresno.edu/SubjectResources/SpecialCollections/. This grant will provide up

to \$2,000 to fund transportation, lodging and related research costs such as photocopying and photographic reproduction. Only one grant is available per fiscal year. To apply, please send your curriculum vitae and a research proposal of no more than 4 pages, including the dates of your visit, a proposed budget and a description of the ultimate end result of your research.

Please send all materials by March 31, 2003 to: Tammy Lau, Head, Special Collections Library, 5200 N. Barton Avenue M/S ML34, California State University, Fresno, Fresno, CA 93740-8014; 559/278-2595. All applicants will be notified by April 30, 2003.

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.

NHPRC SEEKS HOST INSTITUTION FOR 2003-2004 FOR NHPRC FELLOWSHIP IN ARCHIVAL ADMINISTRATION

The National Historical Publications and Records Commission (NHPRC) is now accepting applications for the 2003-2004 year from archival repositories interested in serving as host institutions for an NHPRC Fellow in Archival Administration. State and local government agencies, colleges, universities, and other nonprofit organizations, and federally acknowledged or state-recognized Native American tribes or groups are eligible to apply. The position will focus on active hands-on experience in administration and management. **Applications from potential host institutions should be postmarked no later than October 1, 2002.** The Commission views the fellowship as an opportunity for professional archivists with at least one year of demonstrated experience to gain new or additional experience with archival administrative procedures and problems. Archives interested in applying to serve as host institutions should be able to expose the fellow to a wide variety of archival administrative experiences, as well as formal management or supervisory training, during the nine to twelve months the fellow will be associated with the host's program. In addition, the project director should be a mentor to the fellow and take an active role in the fellow's development. The fellow's stipend is \$35,000, with a benefit payment of \$8,750. Host institutions are awarded \$1,500, to interview prospective applicants and to use for the fellow's professional travel during the fellowship year. The host institution will be chosen by December 1, 2002. Applications for prospective fellows will be made available at that time. **Applications from potential fellows are due by March 1, 2003.** The Commission encourages any interested archives to contact the Commission staff to discuss their applications. The Commission staff will work with applicants to assure that their proposals include the range of administrative opportunities desired by the Commission. Guidelines and application forms available at www.archives.gov/nhprc_and_other_grants/education_programs/education_programs.html#arch or contact: National Historical Publications and Records Commission, National Archives and Records Administration, Room 111, 7th and Pennsylvania Ave. NW, Washington, D.C. 20408. For further information, contact Michael T. Meier, 202/501-5610, ext. 252 or michael.meier@nara.gov.

**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.

James J. Hill Library Grant

The James J. Hill Library will award a number of grants of up to \$2,000 to support research in the James J. Hill, Louis W. Hill, and Reed/Hyde papers. The James J. Hill papers (1856-1916) are an extensive and rich source for studies of transportation, politics, finance, Native American relations, art collecting, philanthropy, urbanization, immigration, and economic development in the Upper Midwest, Pacific Northwest, and Western Canada. The Louis W. Hill Papers (1846-1948) document similar subjects, as well as his involvement in the development of Minnesota's iron mining industry and the development of Glacier National Park and the related tourist industry. *The deadline for applications is November 30th.* For more information, contact W. Thomas White, Curator, James J. Hill Library, 80 W. Fourth Street, St. Paul, MN 55102; 651/265-5441; twhite@jjhill.org.

National Film Preservation Foundation

The National Film Preservation Foundation invites applications for its federally funded 2003 Laboratory Preservation Grants. Through this program, archives can receive cash grants for laboratory work to preserve culturally and historically significant film materials. *Interested organizations must register between October 26 and December 16, 2002; the final applications are due January 31, 2003.* 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 will be posted on the NFPF Web site at www.filmpreservation.org/grants_projects_laboratory.html.

Peabody Essex Museum

The Peabody Essex Museum of Salem, Mass., is accepting applications for fellowships to encourage use of its library and museum collections for research and publication on New England history and culture. Fellowships are open to advanced scholars, graduate students, independent scholars, and library and museum professionals. Stipends are \$1,000 for one month; free housing in a studio apartment is available. *Applications*

due January 31, 2003, for projects beginning after June 1, 2003. Applications available online at www.pem.org/phil_fellowships.html or contact: Fellowship Committee, Phillips Library, Peabody Essex Museum, East India Square, Salem, MA 01970; 978/745-1876 ext. 3015.

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

Recording Academy Grants

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

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

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

Rockefeller Archive Center

The Rockefeller Archive Center, a division of The Rockefeller University, preserves and makes available for scholarly research the archives of members of the Rockefeller family.

The Rockefeller University, the Rockefeller Foundation, and the Rockefeller Brothers Fund. The center also hold the records of non-Rockefeller philanthropies. The Archive Center's collections provide unique insights into worldwide developments and important issues from the late 19th and 20th centuries. Particular strengths include agriculture, the arts, African American history, education, international relations and economic development, labor, medicine, philanthropy, politics, population, religion, science, the social sciences, social welfare, and women's history. The center currently operates five program to promote and support researching its collections: Grants-in-Aid; Targeted Grant for 2003: Research on New States after Colonialism; Grants to Support Research in the Paul Ehrlich Collection; Rockefeller Archive Center Residencies in the History of Basic Medical Research; and the Rockefeller Archive Center Scholar-in-Residence Program. *Applications are due by November 30, 2002*, and recipients will be announced in March 2003. For more information, visit www.rockefeller.edu/archive.ctr/ or contact: Darwin Stapleton, Executive Director, Rockefeller Archive Center, 15 Dayton Avenue, Pocantico Hills, Sleepy Hollow, New York 10591-1598; 914/631-4505; archive@mail.rockefeller.edu

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.



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

ARCHIVAL ASSISTANT

National Society Daughters of the
American Revolution
Washington, DC

NSDAR has an opening for an Archival Assistant.

Duties include: sorting; arranging; cataloging and indexing finding aids for select record groups; performing preliminary conservation measures on acquisitions; assisting in the preparation of exhibits; data and input of development data bases for recording purposes; and works with Archivist-Historian in the development of a computerized cataloging and information retrieval system. One to two years previous archival/collections experience required including demonstrated ability to apply basic archival principles & practices, preferably in a library, or historical society, nonprofit setting. Proficient in the Microsoft Office Suite required. B.A. in history required. M.A. in history or M.L.S. desired. Salary range low thirties. **To apply, contact:** Human Resources, NSDAR, 1776 D Street NW, Washington, DC 20006; fax 202/737-5702; hr@dar.org; www.dar.org.

ARCHIVAL TECHNICIAN

Lighthouse International
New York, NY

Archival technician needed 2 days a week beginning September 2002. Lighthouse International, a leading resource worldwide on vision impairment and vision rehabilitation, is preparing for its centennial celebration. This is an exciting opportunity for a recent Archival Management graduate to be part of the Lighthouse Centennial Archival Project. **Job Summary:** Reporting to the part-time Centennial Project Archivist and the Lighthouse Archivist, this entry-level position will be responsible for reviewing the finding aid, scope and contents notes, and entering data into Cuadra's STAR Finding Aid and Libraries databases. **Education/Experience:** ALA-accredited master's degree in library and information science, history or related field with formal archival training. Must be familiar with MARC, APPM, AACR2. Familiarity with MARC-AMC, SGML/XML and/or EAD a plus. Excellent interpersonal, organizational, verbal and writing skills, ability to work independently and collaboratively, attention to detail and computer skills a must. **To apply, contact:** Gloria Aks, Lighthouse International, 111 East 59th Street, New York, NY 10022; 212/821-9681; fax 212/821-9687; gaks@lighthouse.org.

ARCHIVIST

International Archive of the
Martin B-26 Marauder
Arizona Aerospace Foundation
Tucson, AZ

The International Archive of the Martin B-26 Marauder, located at the Pima Air and Space Museum, is one of the most extensive collections dedicated to the history of a single aircraft and its associated personnel. The collection contains documentation related to the design, development, manufacture, and use of the Marauder as well as military records and personal papers. Coverage includes use of the aircraft by USAAF, USN, USMC, RAF, SAAF and FFAF units.

Responsibilities: Include but are not limited to: execution and supervision of collection development, processing, cataloging, reference, and preservation functions; training and supervision of volunteers and student interns; budget planning and management; communication and cooperation with fellow museum collections staff including development and adherence to procedures as established according to accepted professional standards and local needs.

Requirements: Master's degree in library science (ALA-accredited), archival science (meeting SAA guidelines), or history is required OR a graduate degree in another discipline plus certification by the Academy of Certified Archivists (ACA).

Applicants must: Demonstrate a working knowledge of the seven domains of archival practice as defined in the Role Delineation document published by the Academy of Certified Archivists; be able to work effectively with limited supervision; AND be proficient in a PC environment including the use of digital imaging software and peripherals. **Preference will be given to applicants who have:** attained certification by ACA; two or more years of experience with an emphasis on collection processing and cataloging; demonstrated experience cultivating donor relationships; a specialized knowledge of the history of aviation, particularly during World War II; AND/OR professional experience working with historical aviation archives. This is a full-time position with benefits; salary negotiable depending upon experience and qualifications. **To apply, contact:** B-26 Archivist Search Committee, Arizona Aerospace Foundation, 6000 E. Valencia Road, Tucson, AZ 85706.

ARCHIVIST

International Jazz Collections
Lionel Hampton Center
University of Idaho
Moscow, ID

This position reports to the Director, International Jazz Collections, and is responsible for the arrangement, description and reference, and assists with the collection development and promotion of the International Jazz Collections, Lionel Hampton Center. Supervise student and other assigned staff. Develop print and electronic resource guides. Assist with outreach to promote the collections to university and community members and related organizations. M.L.S. from ALA-accredited program preferred; minimum two years post-M.L.S. experience preferred; experience in archives/special collections management; demonstrated knowledge of current archival practices; good oral and written communication skills; demonstrated ability to work independently and collaboratively; demonstrated ability to engage in scholarly and professional development activities; demonstrated ability to work with a diverse population. Degree in music, history, or related discipline and ACA archival certification preferred. Appointment begins December 1, 2002, and is currently funded through September 30, 2005, with an excellent possibility of continued funding. \$30,000-\$35,000 plus standard university benefits. **To apply, contact:** Archivist Search, International Jazz Collections, Lionel Hampton Center, University of Idaho, Box 444407, Moscow, ID 83844-4407; fax 208/885-3871.



ARCHIVIST

*Lighthouse International
New York, NY*

Experienced archivist needed 2 days a week beginning September 2002. Lighthouse International, a leading resource worldwide on vision impairment and vision rehabilitation, is preparing for its centennial celebration. We require an experienced archivist to lead the Lighthouse Archives Digitization Project. The archivist reports to the director of the Print Access Center at Lighthouse International, collaborates with the Lighthouse archivist, has responsibility for managing collection accessioning, cataloging and processing, and supervises a part-time archival technician. The archivist oversees accuracy of the finding aid, and other reference tools for inclusion in automated and manual systems. The archivist performs original collection and item-level description and subject cataloging for a variety of materials found in the archives and special collections in other departments. Cataloging using USMARC-AMC format and current descriptive standards including APPM. The archivist determines appropriate preservation measures by reviewing current status of collections, preservation needs, and shares responsibility for maintaining the archival database. The archivist trains and supervises the archival technician in performing routine procedures. The applicant should have the ability to work productively and communicate effectively with Lighthouse staff, have the ability to work independently, plan work flow, identify problems, and suggest solutions in the form of revisions and changes to policies and procedures. This position requires excellent oral and written communication skills, and effective interpersonal skills. **Education and Experience:** Master's degree in archival management or a master's degree in library and information science from an ALA-accredited program with a specialization in archival management, or a master's degree in history with a concentration in archival administration or equivalent degree. Five years of experience in an archival setting including electronic preservation and digitization projects. Experience and expertise in MARC and MARC-AMC cataloging is a must with knowledge of standards for SGML and EAD a plus. **Computer skills:** Knowledge in MS Word, Access, and Outlook; Online Public Access Catalogs (Cuadra's STAR application a plus and knowledge of Internet navigation.) **To apply, contact:** Gloria Aks, Lighthouse International, 111 East 59th Street, New York, NY 10022; 212/821-9681; fax 212/821-9687; gaks@lighthouse.org.

ARCHIVIST

*Marquette University Libraries
Milwaukee, WI*

Marquette University Libraries seeks a processing archivist with experience managing digital initiatives. Reporting to the head of the Department of Special Collections and Archives, an initial project will involve processing the papers of Tommy Thompson, four-term governor of Wisconsin. The archivist will develop processing plans; oversee processing and digital initiatives; hire, train, and supervise student assis-

stants. Ideal candidates will have experience processing manuscripts and archives, and building Web-based access tools. **Qualifications Required:** ALA-accredited M.L.S. degree, including coursework in archival theory, or a subject master's with ACA accreditation. Demonstrated experience with MARC, HTML, graphic editors, and Microsoft Access. Strong communication and interpersonal skills; excellent analytical, problem-solving, and organizational skills. **Preferred:** Two years experience designing and maintaining digital projects. **Institutional Context:** Marquette University is an independent, Catholic, Jesuit institution located on an 80-acre campus near downtown Milwaukee. The Department of Special Collections is preparing to move into the new John P. Raynor, S.J., Library in mid-2003. Five archivists, one support staff, and 12-15 student assistants staff the service-oriented department. Salary is competitive, commensurate with experience and qualifications. \$34,000 minimum. **To apply, send letters of application, along with a resume and names of three references to:** Matt Blessing, Department of Special Collections and University Archives, Marquette University Libraries, P.O. Box 3141, Milwaukee, WI 53201-3141. **Review of applications will begin October 21, 2002, but will be accepted until the position is filled.** Marquette University is committed to diversity and equality in education and employment. At the same time, Marquette cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Jesuit, Catholic tradition.

ARCHIVIST/RECORDS MANAGER

*World Monuments Fund
New York, NY*

The Archivist/Records Manager organizes and maintains written, digital, and visual material and information about the projects of World Monuments Fund (WMF), a New York-based international nonprofit dedicated to preserving historic art and architecture around the world. The Manager fulfills internal requests from WMF staff and external requests from the media, colleagues, the public, and project partners. The position is overseen by the VP of Programs and Executive Vice President. **Responsibilities:** Develop and execute management plan for active and archival records; Maintain electronic filing system and project database; Manage data entry and information retrieval; Catalog and manage library; Provide reference and research services to WMF staff and outside researchers; Maintain image collection including cataloging of new images; Recruit and supervise interns and volunteers for filing, slide labeling, etc.; Fulfill photo requests from staff, media, and professional colleagues; Scan and manipulate images in Photoshop and manage digital collection; Assist with lectures and presentations using Powerpoint and 35mm slide projector; Assist in production of proposals and presentations with Quark and Powerpoint; Maintain AV equipment, hardware, and software; Work with photographers and photo service bureaus. **Qualifications:** M.L.S. or equivalent experience in archives/records management; Database management experience;

Excellent organizational, interpersonal, graphic, computer, verbal, and writing skills; Applicant must be neat, flexible, and able to meet deadlines and prioritize; Experience in historic preservation, architecture, art history or related fields desired; Foreign language expertise desired. **To apply, contact:** Archivists Search, World Monuments Fund, 95 Madison Avenue, 9th Floor, New York, NY 10016; 646/424-9594; fax 646/424-9593; wmf@wmf.org; www.wmf.org

ARCHIVIST/RESEARCHER

*One Thousand Children, Inc. (OTC)
Silver Spring, MD*

Archivist/researcher to create finding aid/catalog of materials related to America's rescue of unaccompanied children during the Holocaust. **To apply, contact:** Iris Posner, One Thousand Children, Inc. (OTC), PO Box 4710, Silver Spring, MD 20914-4710; 301/622-0321; contact@onethousandchildren.org; www.onethousandchildren.org.

ASSISTANT ARCHIVIST

*American Jewish Archives
Cincinnati, OH*

The American Jewish Archives is seeking an assistant archivist. Duties include arrangement, description, reference, collection management and outreach. M.A. or M.L.S. preferred. This is a permanent full-time position offering a competitive salary and benefits. See www.AmericanJewishArchives.org/whatsnew.htm for a full position description. **Review of applications will begin September 30.** Send cover letter, vita, and names of three references. **To apply, contact:** Kevin Proffitt, American Jewish Archives, 3101 Clifton Avenue, Cincinnati, OH 45220; 513/221-1875; kproffitt@huc.edu

ASSISTANT ARCHIVIST, REFERENCE SERVICES

*Mashantucket Pequot Tribal Nation
Mashantucket, CT*

Under the supervision of the Head Archivist, the incumbent is responsible for developing bibliographic resources for researchers, and coordinating reference services. Analyzes a variety of manuscript collections to determine their intellectual content, organization, and description needs. Prepares subject-oriented bibliographies of the MPMRC holdings. Knowledge of trends and issues in the communication of scholarly information. Archival certification is a plus. Ability to work productively and communicate effectively with diverse groups. Demonstrated ability to plan and organize workflow for reference services. Demonstrated ability to work independently, identify problems, and suggest solutions in the form of revisions and changes to policies and procedures. Excellent oral and written communication skills. Effective interpersonal skills. Ability to handle the pressure of reference service with accuracy and poise. Master's degree in library and information science from an ALA-accredited program with a specialization in archives administration, or master's degree in history with a concentration in archives administration. A second graduate degree in Native American studies, anthropology, or American history is preferred. **For immediate consideration, send**



your resume and salary requirements to: Mashantucket Pequot Tribal Nation, Attn: Human Resources, Rt. 2, P.O. Box 3777, Mashantucket, CT 06339-3777; fax 860/396-3599; vrizzo@mptn.org. Visit us on the Web at: www.foxwoods.com. The Mashantucket Pequot Tribe practices Indian preference in hiring and is an Equal Opportunity Employer. (MPTN Indian Preference Policy, MPTN Equal Employment Opportunity Policy)

ASSISTANT/ASSOCIATE PROFESSOR OF LIBRARY SCIENCE (ARCHIVIST)

University of Alaska Fairbanks Fairbanks, AK

Extended search. **Duties:** Head of the Archives and Manuscripts unit. Responsible for acquisition, arrangement, description, preservation of manuscripts, archives and photographs. Teach and perform research and service to meet unit criteria for tenure and promotion. **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. Full job description available at www.uaf.edu/uafhr/jobs/. **Salary:** Competitive and commensurate with experience (9 month base + 3 months) (Union). Excellent benefits. Faculty rank, tenure-leading position. **Application:** Applications must be received by the closing date of September 27, 2002. Reference Requisition # FF207317001. ALL the following MUST be submitted: UA application form; letter of application; resume; names, phones and current addresses of 3 references to: Susan Grigg, Chair of Search Committee, c/o UAF Human Resources, University of Alaska Fairbanks, P.O. Box 757860, Fairbanks, AK 99775-7860. UA Application Form may be downloaded from www.alaska.edu/hr/forms/PCF_ent/applicant_form_ent.pdf or obtained from UAF Human Resources, Administrative Services Center, 3295 College Road, Room 108, Fairbanks, Alaska, 99775-7860, fax 907/474-5859, email to fyjobs@uaf.edu. For questions regarding this vacancy announcement, please contact Bonnie Schertenleib, 907/474-7050, or email fnbfs@uaf.edu.

ARCHIVIST/SPECIAL COLLECTIONS LIBRARIAN

Auburn University at Montgomery Library Montgomery, AL

Auburn University at Montgomery seeks a qualified individual to fill a tenure-track position as Archivist/Special Collections Librarian. **Required:** An ALA-accredited M.L.S. or equivalent degree; formal training in archival theory and practice; an ability to work effectively with donors, colleagues, and a diverse clientele. Desirable skills include familiarity with MARC cataloging and an advanced degree in history or relevant subject field. Standard benefits. Salary commensurate with experience. This position is devoted 3/4 time to Archives & Special Collections and 1/4 time to the Library's general reference desk. **Review of applicants will begin September 13, 2002, and will continue until the position is filled.** To apply, send a cover letter, vita, copies of transcripts, and the names, addresses

and phone numbers of three references by the above date. Auburn University at Montgomery is an AA/EEO employer. Women and minorities are encouraged to apply. **To apply, contact:** Rickey Best, Auburn University at Montgomery Library, P.O. Box 244023, Montgomery, AL 36124-4023; 334/244-3200; fax 334/244-3720; rickey@library.aum.edu.

ASSISTANT PROJECT MANAGER

The New York Public Library for the Performing Arts Performing Arts Processing Project New York, NY

The New York Public Library for the Performing Arts is mounting a 7-year project to process, catalog and provide traditional and electronic finding aids for many of its archival and media collections. As the Assistant Project Manager you will coordinate the processing of un-cataloged archival, audio/visual and other non-book collections and develop standards for archival finding aids, EAD-encoded finding aids, and non-book cataloging records. You will assist with the interviewing, hiring and training of staff, and monitor and coordinate workflow. Requirements include an ALA-accredited M.L.S. degree, substantial experience with special collections cataloging and archival processing and previous supervising and training experience. Please include salary requirements in correspondence and code AG-WSAA. **To apply, contact:** hrrd@nypl.org; www.nypl.org.

ASSOCIATE ARCHIVIST

Peabody Museum of Archaeology and Ethnology Harvard University Cambridge, MA

Salary Grade: 54; Requisition number: 13798; The Peabody Museum at Harvard features premier ethnology and archaeology collections pertaining to world cultures. The Peabody Museum Archives documents archaeology, ethnology and the Museum's three-dimensional collections and consists of approximately 700 cubic feet of papers, over 50,000 photographs and an extensive map collection. Harvard University offers an unbeatable package of benefits and perks, including a wide-range of health plans, generous sick leave and vacation time, plus a tuition assistance plan. **Responsibilities:** This position assists the Senior Archivist with the day-to-day activities of the Peabody Museum Archives and implements archival policies and procedures. This includes supervising support staff, both permanent and temporary, overseeing workflow of projects, and serving as lead manager and implementing special projects such as digitizing collections, cataloging the paper and photographic archives, and other assigned special projects. In addition, this position responds to requests from internal and external researchers, assists the Senior Archivist in the planning for growth and space needs of the archives, and oversees the processing and care of paper and photo archives, and oversees the Peabody Museum records management program. **Background:** M.L.I.S. or M.A. preferred. B.A. required. At least two years experience working in a library or archive with broad knowledge of paper and photo archival methods and techniques. Experience with digital imaging

applications and AMC- MARC format cataloging. Ability to manage several projects and multiple assistants concurrently, skills in training and supervising assistants of varied experience, ability to communicate effectively and serve as a resource person for faculty, staff, students, scholars and others. Demonstrated ability to work as part of a team. Excellent communication, writing and interpersonal skills, ability to set and adjust priorities. Familiarity with anthropology discipline. Ability to lift up to 50 lbs. *Harvard University is an equal opportunity employer committed to diversity.* **To apply, contact:** Harvard University Resume Processing Center, Req. # 13798, Harvard University, 11 Holyoke Street, Cambridge, MA 02138; www.jobs.harvard.edu

CATALOGER

East Carolina University Joyner Library Greenville, NC

Joyner Library, East Carolina University, Greenville, North Carolina is seeking an enthusiastic, creative, and service-oriented individual for the position of Special Collections Cataloger. This individual will be primarily responsible for the original cataloging of rare books and manuscripts housed in the Special Collections and North Carolina Departments. Complete information on the position is available at www.lib.ecu.edu/facpos.html or contact Christina Bowers via e-mail: bowersc@mail.ecu.edu or phone: 252-328-6514. **To apply, contact:** Christina Bowers, Joyner Library, East Carolina University, Greenville, NC 27858; 252-328-6514; fax 252-328-6892; bowersc@mail.ecu.edu.

COLLEGE ARCHIVIST

Dartmouth College Library Hanover, NH

Dartmouth College Library seeks a College Archivist to acquire, manage and provide appropriate access to archival records and manuscript collections held within the Library. The College Archivist will coordinate activities with administrators, staff, Records Management, and faculty to identify and acquire College records and manuscripts of enduring value. In coordination with other Library research and instruction librarians, the Archivist provides reference service to a wide diversity of users, with primary focus on the research and instructional needs of the Dartmouth community, with emphasis on archival and manuscript holdings within Special Collections. **Requirements:** ALA-accredited M.L.S. or master's degree in history with archival administration concentration. Second master's degree in an appropriate subject preferred. Rank and salary commensurate with experience and qualifications. Full benefits package including 22 vacation days, comprehensive health care, retirement benefit and relocation assistance. Dartmouth College is an Equal Opportunity/Affirmative Action employer. Women and minorities are encouraged to apply. For further information, review our Web site: www.dartmouth.edu. **To apply, contact:** Philip N. Cronenwett, Rauner Special Collections Library, 6065 Webster Hall, Hanover, NH 03755; 603/646-2037; fax 603/646-0447; Philip.N.Cronenwett@Dartmouth.edu.



COORDINATOR/PROJECT ARCHIVIST

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

The Rasmuson Project Archivist (REQ#: FF92434501) will be responsible for arrangement, preservation, and description of 850 cubic feet of personal and institutional materials documenting the life of Elmer E. Rasmuson (1909-1999). Elmer Rasmuson was CEO of the National Bank of Alaska and a civic leader and philanthropist with wide-ranging impact on the development of Alaska. This is a three-year project with total 2.5 FTE staff funded by the Rasmuson Foundation. A separate bequest will support other archival projects once this one is complete. **Requirements:** 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. Substantial experience in arrangement, preservation, and description of institutional records or historical manuscript collections. Demonstrated ability to perform research in libraries or archives and to communicate the results effectively. **Salary:** Full-time, exempt, term-funded position, PCN # 924345 Grade 77, Minimum \$16.71/hr., \$1,336.80 biweekly, Commensurate with Experience. **Opening Date:** July 15, 2002. **Closing Date:** October 11, 2002. **To apply:** All required materials must be received by 5 p.m. on or before the closing date. All the following MUST be completed and submitted: UA Application Form, letter of interest, current resume, name and contact information for three references to: Susan Grigg, Chair of Search Committee, c/o UAF Human Resources, University of Alaska Fairbanks, PO Box 757860, Fairbanks, AK 99775-7860. Reference, fax 907/474-5859. If you have questions regarding this specific vacancy announcement, please contact Bonnie Schertenleib, phone 907/474-7050. An applicant form can be downloaded from the following web site location http://www.alaska.edu/hr/forms/PDF_ent/applicant_form_ent.pdf or can be picked up from UAF Human Resources, Administrative Services Center, 3295 College Road, Room 108, Fairbanks, Alaska. 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 the public disclosure under the Alaska Public Records Act. Applicants must possess a valid social security card.

CURRICULUM ARCHIVIST

Ross School
East Hampton, New York

Under indirect supervision, plans, organizes, maintains, and preserves digital and non-digital materials associated with the development and teaching of Ross curriculum in conjunction with faculty. Appraises and/or edits archival records and historically valuable materials of the institution. Develops policy and/or procedure and directly manages the acquisition, disposition, and safekeeping of archival materials. Position requires: a) Knowledge of archival concepts,

methodology and techniques; b) following and maintaining established procedures for archival collection; c) utilization of detailed knowledge of collections to prepare descriptions and finding aids; d) developing and implementing procedures for the acquisition, processing and preservation of archival materials; and e) working closely with colleagues for the purpose of archiving curriculum materials. Bachelor's degree in a related Administrative, Business, Liberal Arts, or Social Sciences discipline with 3 to 5 years experience directly related to the duties and responsibilities preferred. **To apply, contact:** Dane Lewis, Ross School, 18 Goodfriend Drive, East Hampton, NY 11937; fax 631/329-6830; dlewis@ross.org; www.ross.org.

DIRECTOR AND ARCHIVISTS (OF ALL LEVELS)

The History Factory
Chantilly, VA

The History Factory is a heritage driven marketing, communications and archival solutions company. For more than twenty-two years we've specialized in the appraisal, processing and management of the historical archives of some of America's largest corporations. Our unique approach to archiving and communications enables our clients to document and leverage their heritage for a variety of programs and initiatives. For more information about our company, please visit www.historyfactory.com. We are currently looking to add several key positions in our Northern Virginia office (35 miles southwest of Washington, DC). **Director of Archival Services:** Outgoing, client focused archivist with excellent business, analytical and written/oral communication skills to lead archives staff and direct archival engagements. Must be an articulate and confident team player with good interpersonal skills and proven staff, fiscal and project management experience. Exerting quality control over archival work product, integrating business products with other disciplines and participating in company direction and leadership is required. Strong knowledge and interest in business culture and organization is important. Advance degree, preferably ALA-accredited M.L.S. or M.A. in history with archives specialization. Travel is required. **Archivists—All Levels:** Recent M.L.S. graduates to experienced archivists desired to conduct processing, cataloging, reference and research, digitization, indexing and collections management. Advance degree, preferably ALA-accredited M.L.S. or M.A. in history with archives specialization required. Proven experience in one or more areas identified above is a plus. Limited travel. Competitive salary, benefits package, bonus opportunity and a casual work environment. Professional and career development encouraged. **E-mail resume and salary requirements to:** Deborah Waller, Vice President, Archival Services, The History Factory, dwaller@historyfactory.com. Please specify position. No phone calls please.

DIRECTOR OF THE AMERICAN BAPTIST-SAMUEL COLGATE HISTORICAL LIBRARY

American Baptist Historical Society
Rochester, NY

The American Baptist Historical Society is seeking applicants for the position of Director of the

American Baptist-Samuel Colgate Historical Library, located on the campus of the Colgate Rochester Crozer Divinity School, Rochester, NY. The Director of the Library is responsible for the care, preservation, and development of the research collection. He or she assists researchers, and supervises library staff, volunteers, and operations. The Director of the Library reports to the Executive Director. Candidate will have an advanced degree in History, Library Science, and/or Archives (Ph.D. in historical studies preferred); coursework in historical studies and work experience in library/archives; knowledge of Baptist history, experience with the Believer's Church movement and knowledge of ABC/USA; the ability to work without on-site supervision and to represent the American Baptist Historical Society effectively. **Send letter, resume and three letters of professional reference by Oct. 15th, 2002. To apply, contact:** Wendy Rothenberger, American Baptist Churches, USA, P.O. Box 851, Valley Forge, PA 19482; 610/768-2231; fax 610/768-2150; wendy.rothenberger@abc-usa.org.

DIRECTOR, HIRASAKI NATIONAL RESOURCE CENTER & COLLECTIONS

Japanese American National Museum
Los Angeles, CA

The National Museum maintains the largest collection documenting Japanese American history, culture, and art in the world. Director manages unit and provides leadership in the strategic development and implementation of museum activities related to collections care, management and access. Visit http://www.janm.org/collection_guide/index.html to view Collections Guide. M.L.I.S. or M.A. in Public History required. Minimum five years comprehensive management and supervisory experience within an archives, library, or museum collections management setting. Knowledge of Japanese American history and culture, or related cultural education. Experience working collaboratively in a community based organization preferred. Salary DOE. EOE. **Submit cover letter and resume by October 30 to:** Japanese American National Museum, Attn: Human Resources, Re: HNRC/Coll Dir, 369 E. First St., Los Angeles, CA 90012; fax 213/830-5673. Direct questions regarding position to akikumura@janm.org.

ELECTRONIC RECORDS PROGRAM MANAGER AND RESEARCHER

Collaborative Electronic Notebook Systems
Association, Inc.
Woburn, MA

CENSA is a global market development association for R&D in electronic records, electronic notebooks, scientific informatics and systems integration. Our mission is to provide leading-edge solutions to information management and automation problems in science, business, and governments. Your role will be to lead, manage and contribute to teams creating specifications, standards, guidelines and systems that improve the business of industry and government and how markets develop. **Personal Characteristics and Skills:** A) Good team player, team leader and project manager; B) Strong diplomacy, coordination, communication skills (written and



spoken); C) Focused self-starter with ability to effectively juggle and complete multiple tasks; D) Good computer skills using sophisticated software systems; E) Fast learner with willingness and ability to learn new disciplines as needed; F) Able to collaborate well across international networks with diverse professionals.

Knowledge and Experience: A) Senior or intermediate level archives or records management experience; B) Knowledge of electronic records systems and issues, and IT system requirements, design, and implementation issues and procedures; C) Experience researching, evaluating, and writing specifications, guidelines, and standard operating procedures; D) Background in life sciences or related scientific R&D as practiced in regulated industry; E) Supervisory and mentoring expertise to coordinate deliverables of other staff and association members; F) Prior experience with multi-party scientific/technical R&D system or software engineering projects helpful. **Availability:** Available immediately for full-time employment in Woburn, Massachusetts. Boston Metro North applicants preferred due to business and commuting constraints. Able to travel to meetings and conferences throughout the US and elsewhere. **Compensation:** Competitive salary commensurate with skills and experience. Generous, flexible benefits package for retirement, major medical and other benefits. Please send resume, skill sheet to the postal address or e-mail below. **See our Web site for more information:** http://www.censa.org/html/career_opportunities.html. CENSA is an Equal Opportunity Employer. **To apply, contact:** Human Resources, CENSA, Inc., 800 West Cummings Park, Suite 5400, Woburn, MA 01801; 781/935-9600 x202; fax 781/935-3113; info@censa.org; <http://www.censa.org>.

HEAD ARCHIVIST

*Mashantucket Pequot Tribal Nation
Mashantucket, CT*

Under the supervision of the Director Information Resources, the incumbent is responsible for the planning, management, and operation of the Tribal Archives & Special Collections in a Native American museum, including the supervision of staff and administration of the budget. Manage the collection development program. Identify, solicit, and acquire 16th through 20th Century Native American and Native-related documents and manuscript collections pertaining to northeastern North America. Execute purchase agreements and deeds of gift and negotiate terms if use. Acquire Tribal members' personal and family papers. Formulate and administer procedures or accessioning, arranging describing and preserving collections and records. Supervise the cataloging of collections in the MARC format according to APPM and other descriptive standards. Position requires a master's degree in library science from an ALA-accredited institution, or an M.A. in history with a concentration in archival administration. The ideal candidate will have 3 to 5 years management experience in an archives or library, including staffing, planning, delegating, and budgeting. Strong organizational, written and verbal skills required. **For immediate consideration, send your resume and salary requirements to:** Mashantucket Pequot Tribal Nation,

Attn: Human Resources, Rt. 2, P.O. Box 3777, Mashantucket, CT 06339-3777; fax 860/396-3599; vrizzo@mptn.org. Visit us on the Web at: www.foxwoods.com. The Mashantucket Pequot Tribe practices Indian preference in hiring and is an Equal Opportunity Employer. (MPTN Indian Preference Policy, MPTN Equal Employment Opportunity Policy)

LIBRARY/ARCHIVES PRESERVATION

*Northeast Document Conservation Center
Andover, MA*

Northeast Document Conservation Center (NEDCC) in Andover, MA, seeks individual with good understanding of library/archives preservation along with excellent writing, verbal, and computer skills to join its Field Service Office. **Responsibilities:** include coordinating NEDCC's survey program, performing preservation planning surveys of client institutions, writing reports. This is a temporary, full-time position with initial appointment of up to two years. Requires M.L.S. or equivalent. At least two years of professional experience preferred. **Send letter of application, resume, two writing samples and three references to:** Steve Dalton, NEDCC, 100 Brickstone Square, Andover, MA 01810-1494. NEDCC is an equal opportunity employer.

MANUSCRIPT ARCHIVIST

*Special Collections
University of Texas at Arlington Libraries
Arlington, TX*

The University of Texas at Arlington Libraries is looking for a forward-looking archivist. This position is responsible for all aspects of archival administration in the areas of historical manuscripts and photographs; the subject emphasis is on Texas and the Mexican War. In addition the Archivist oversees the operations of unit's service desk. **Qualifications:** ALA-accredited master's degree or an M.A. in a related field. **Preferred:** CA or coursework in archival management; experience in a service situation; supervisory experience; background in history; training in EAD; and experience in processing collections. **Minimum annual salary:** \$35,000. Consideration of applicants will begin August 16th and will continue until the position is filled. Send a letter of application, résumé, and the names, addresses, and telephone numbers of three references. **To apply, contact:** Julie Alexander, University of Texas at Arlington Libraries, P.O. Box 19497, Arlington, TX 76019-0497; 817/272-5321; fax 817/272-5797; <http://libraries.uta.edu/SpecColl>. The University of Texas at Arlington is an Equal Opportunity and Affirmative Action Employer.

MUSEUM ARCHIVIST

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

The Historical Society of the Town of Greenwich collects and preserves the cultural heritage and ongoing history of Greenwich and provides a center for its enjoyment and study at Bush-Holley Historic Site, home of the Cos Cob art colony. The Historical Society seeks an experienced, energetic and self-motivated Museum Archivist to provide a broad range of archival functions:

collections management for the archival collections; reference service for museum staff and patrons; and participation in the development of the museum's exhibitions, education programs and digitization projects. The Historical Society is a dynamic, professional institution and is currently undergoing accreditation review by the American Association of Museums. A private, not-for-profit institution, the Historical Society is well-funded and is a leader among its peers.

Requirements include: Master's degree in library, archival and information studies or in library science with minimum 2 years experience in archival and curatorial work, knowledge and experience with MARC and EAD, familiarity with electronic records and demonstrated ability to work effectively with colleagues, patrons and donors. **Salary and Benefits:** Position may be structured as a part-time (30 hrs/week) at starting salary of \$32,000 or full-time (37.5 hours) at \$40,000. The Historical Society provides 2 weeks vacation, compensatory time, support for professional training, health and retirement benefits. (TIAA-CREF). **To apply, contact:** Debra Mecky, The Historical Society of the Town of Greenwich, 39 Strickland Road, Cos Cob, CT 06807; 203/869-6899; fax 203/861-9720; dmecky@hstg.org.

PHOTOGRAPHIC ARCHIVIST

*UNC Chapel Hill
Academic Affairs Library
Chapel Hill, NC*

The University of North Carolina at Chapel Hill Academic Affairs Library seeks a Photographic Archivist to manage the Photographic Archives of the North Carolina Collection. The North Carolina Collection is a special collection of the Library and the photographic archive numbers in excess of 400,000 items documenting North Carolina history and culture from the 1840s to the present. The Archivist reports to the Curator of the Collection. The Photographic Archivist is responsible for acquisition, organization, preservation, and access to holdings. In consultation with the Curator, the Photographic Archivist establishes policies and priorities for the Photo Archives; arranges and describes collections; prepares finding aids; applies appropriate preservation techniques; makes reformatting decisions; assists researchers in locating images; responds to inquiries via e-mail, letters, faxes, and telephone; records orders and calculates fees; retrieves and refiles materials; supervises staff and manages projects; manages a budget; communicates with potential donors regarding the acquisition of new materials; writes an annual report; promotes the use of visual materials including participation in the preparation of exhibits; and serves as world wide web manager for the North Carolina Collection-a duty requiring the creation of web pages. The Archivist supervises one full-time staff member and one or more student assistants. For a complete vacancy announcement, please visit our Web site: <http://www.lib.unc.edu/jobs/epa/index.html>. **To apply, contact:** Mari E. Marsh, Academic Affairs Library, CB# 3900, 206 Davis Library, UNC Chapel Hill, Chapel Hill, NC 27514; 919/962-1301; fax 919/843-8936; marim@email.unc.edu; www.lib.unc.edu.

PRESERVATION FIELD SERVICES OFFICER

*Amigos Library Services
Dallas, TX*

Provide training, support, and consultation to Amigos members and clients. Assist with administration of all aspects of grant. Go to Amigos Web site at www.amigos.org for more details about Amigos, and the job. **To apply, contact:** Judy Klotz, Amigos Library Services, Inc., 14400 Midway Road, Dallas, TX 75244; 800/843-8482; fax 972/991-6061; klotz@amigos.org.

PRIVATE LIBRARIAN

Advanced collector of books and manuscripts in the southwest is seeking a person to act as curator of a large collection. Knowledge of and interest in American history is essential. Library science degree, writing and computer skills, curatorial experience are helpful. Salary will be competitive and based on qualifications. This position could last indefinitely. Eventual establishment of the collection as a quasi-public institution is envisioned. This is a noteworthy opportunity for the right person, offering pleasant working conditions and freedom from large organization-type entanglements. **Application letter, resume and references can be sent to:** Post Office Box 20280, Albuquerque, NM 87154.

PROJECT ARCHIVIST

*The Art Institute of Chicago
Chicago, IL*

Reporting to the Lead Project Archivist, will survey and process archival collections; write finding aids; review and edit existing finding aids and vendor's EAD conversion of finding aids; identify, document and resolve copyright issues; digitize images from collections. Appointment will not exceed November 30, 2004. The position is a full-time, 35 hours/wk. Ability to lift, move and shelf packed record storage boxes weighting up to 40 lbs. is required.

Requirements: MLS or graduate degree in related field, minimum two years experience in processing archives; knowledge and experience in EAD XML/SGML markup and delivery; familiarity with established and emerging metadata standards (TEI, Dublin Core, etc); strong oral and written communication skills. Knowledge of American art and/or architectural history and experience with XmetaL, scripting languages and digital imaging projects preferred. **Salary:** \$30,000 plus benefits. Send cover letter, resume, copies of transcripts, and the names, addresses, and phone numbers of three references. Also, include an appropriate sample of professional writing or work. **To apply, contact:** Shannon McGinnis, The Art Institute of Chicago, 111 S. Michigan Ave., Chicago, IL 60603; 312/629-9416; fax 312/857-0141; aic.jobs@artic.edu; <http://www.artic.edu>.

RECORDS ADMINISTRATOR

*American International Group, Inc. (AIG)
New York, NY*

The AIG Archives Department has an opening for a Records Administrator. The position will report to the Manager of the department. Responsibilities include processing, writing abstracts, managing a database, handling research requests and conducting special proj-

ects as required. The qualified candidate will have a master's degree with archival and/or records management training. The candidate must have three or more years of professional experience. Experience with InMagic DBTextworks is desired. A Certified Records Manager or Archivist is preferred. AIG is the world's leading U.S.-based international insurance and financial services organization, the largest underwriter of commercial and industrial insurance in the United States, and among the top-ranked U.S. life insurers. Contact: Luddy Prou, American International Group, Inc. (AIG), Staffing Specialist, 72 Wall Street., 11th Floor, New York, NY 10270; E-mail: luddy.prou@aig.com. AIG is an equal opportunity employer

REFERENCE LIBRARIAN I

*J. Paul Getty Research Institute
Special Collections and Visual Resources Dept.
Los Angeles, CA*

Provides reference services to Research Library collections users as a member of the Special Collections and Visual Resources Reference team. Researches and answers complex and specialized reference questions in person, by phone, post, email. Staffs reference desks for 8-10 hpw, including some Saturdays. A. in art history or related discipline, M.L.S. and/or M.A. in Art History or related discipline or equivalent combination of education/experience preferred, reading knowledge of 2 western European languages, 2-3 years experience working in a library, archival, or research environment with at least 2 years conducting reference work required. Experience working with rare/special research materials preferred. Excellent verbal and written communication skills, interpersonal skills to work effectively with a wide range of staff and collections users, online database searching skills, organizational skills required. **To apply, contact:** GRI-HR, J. Paul Getty Research Institute, 1200 Getty Center Drive, Los Angeles, CA 90049; fax 310/440-7647; jobs@getty.edu.

RIT ARCHIVIST

*Rochester Institute of Technology
Rochester, NY*

The RIT Library seeks a creative, service-oriented archivist to join a dedicated team at a dynamic academic library in providing access to its resources by developing, managing and promoting the RIT Archives. Duties consist of managing archival functions, maintaining the Archives' collections, providing regular reading room hours, managing Institute records, performing liaison work within the RIT community, creating exhibits and websites that promote the Archives' holdings, creating finding aids and catalog records, pursuing grants, providing reference desk service, and supervising one part-time staff member and three-four student employees. For the full job description, list of requirements and additional information, please go to <http://wally.rit.edu/information/openjobs/ArchivistJobPosting.html>. **Salary and Benefits:** high \$40,000s, commensurate with experience. Excellent benefits. **Closing Date:** Applications accepted immediately until position is filled. Send resume with cover letter and three references (with names, addresses,

phone numbers, email) by mail, e-mail or fax to the contact person listed below. Please indicate your source for this job ad. RIT is an EOE/AA employer. **To apply, contact:** Sue Roethel Gioia, Rochester Institute of Technology, 90 Lomb Memorial Drive, Rochester, NY 14623-5604; 585/475-2565; fax 585/475-7007; srgwml@rit.edu.

SENIOR CATALOGER

*Mashantucket Pequot Tribal Nation
Mashantucket, CT*

Under the supervision of the Head of Technical Services, the incumbent will be responsible for cataloging materials of all formats, using OCLC and Endeavor's Voyager. Supervises one full-time library technical assistant. Catalogs material of formats: assigns subject headings using Library of Congress Subject Headings (LCSH) and the Subject Cataloging Manual; assigns call numbers using Library of Congress Classification (LCC); evaluates materials to determine the feasibility of copy cataloging versus original cataloging; creates original cataloging records where appropriate; edits cataloging copy where appropriate. Trains, supervises and evaluates one full time library technical assistant; reviews materials cataloged by LTA to ensure accuracy; assigns and coordinates cataloging workflow. Master's of library science or equivalent from an ALA-accredited institution with cataloging experience using AACR2, LCC, LCSH, and LCRI. Experience with OCLC and at least one integrated library system, preferably Endeavor's Voyager. Reading knowledge of one foreign language preferred. Subject background in history, anthropology, archaeology and/or Native American studies is highly desirable. **For immediate consideration, send your resume and salary requirements to:** Mashantucket Pequot Tribal Nation, Attn: Human Resources, Rt. 2, P.O. Box 3777, Mashantucket, CT 06339-3777; fax 860/396-3599; vrizzo@mptn.org. Visit us on the Web at: www.foxwoods.com. The Mashantucket Pequot Tribe practices Indian preference in hiring and is an Equal Opportunity Employer. (MPTN Indian Preference Policy, MPTN Equal Employment Opportunity Policy)

SENIOR RECORDS ANALYST

*Harvard University Archives
Cambridge, MA*

Harvard University is an equal opportunity employer committed to diversity. **Summary:** Reports to the Associate University Archivist for Records Management, and is responsible for providing records management services to University offices for records in all formats, with a primary focus on electronic records. The incumbent serves as a member of the Records Management Office (RMO) and may supervise other professionals and support staff. As a senior member of the Harvard University Archives staff, the incumbent will provide expert guidance to support the appraisal, acquisition and preservation of University and other records in electronic format. **Duties:** A. Evaluate record-keeping practices and systems in University offices; B. Analyze and appraise records in all formats; i. Develop criteria for selection of electronic records of enduring value; ii. Develop or supervise development of records schedules for

University records in all formats; C. Develop standards, policies and procedures for the management and preservation of electronic records and provide guidance to University offices; i. Provide guidance for University offices for preservation and access to their operational electronic records; ii. Develop standards and procedures for accessioning electronic records into the Archives; iii. Prepare custody and access protocols governing management of electronic records with archival value; iv. Develop feasibility and cost analyses for preservation of electronic records; D. Provide guidance and assistance for offices in developing, implementing and improving recordkeeping systems and practices. **Qualifications:** **Education:** Master's degree in information science, information management, archival studies or related discipline or equivalent combination of education, training, and experience. CRM desirable.

Experience: Three years professional experience in records management, preferably in a university setting. Experience in files management, functional analysis of records systems, and appraisal and scheduling of records required. Demonstrated information technology expertise, and familiarity with issues and principles of electronic records management, and preservation of and long-term access to electronic records. Experience appraising and scheduling electronic records required. Experience implementing electronic document or records management systems preferred. **Skills and Abilities:** Strong knowledge of computer systems, automated records management, electronic archives, and control of electronic documents. Familiarity with metadata standards and requirements for preservation and long-term access to information resources. Knowledge of EAD and XML desirable. Knowledge of archival appraisal, storage and management. Demonstrated knowledge of current trends in business and library electronic preservation issues and technology. Ability to manage a variety of projects and tasks in a complex and dynamic environment, work in high pressure situations, and work effectively at all levels of the University community. **To apply, contact:** Resume Processing Center Req.#14271, Harvard University, 11 Holyoke Street, Cambridge, MA 02138; <http://hiresjobs.harvard.edu:80/pls/jobs/>.

UNIVERSITY ARCHIVIST

UNC Chapel Hill
Academic Affairs Library
Chapel Hill, NC

The Academic Affairs Library of the University of North Carolina at Chapel Hill seeks a highly qualified individual to lead the University Archives program for the nation's oldest public university. The University Archivist: Promotes the timely transfer of non-current records of enduring value to the archives; Oversees the records management function, which operates in support of University Archives; Sets processing priorities and reviews finding aids using local and national standards; Plans for the addition of archival records in electronic formats; Provides administrative reference to university administrators, faculty, and staff making official requests; Makes presentations to classes, groups, and pro-

fessional organizations about university archives and promotes use of its collections; and Actively participates in library and campus committees, professional organizations, and the greater academic community. Use of the archives and general reference service is coordinated with the Head of Public Services for the Manuscripts Department. The University Archivist supervises the Assistant University Archivist, the Records Services Coordinator, and occasional project staff and interns. The position also provides occasional public service for the Manuscripts Department on a rotating basis with other department staff. The University Archives is an administrative unit in the Manuscripts Department, which also houses the Southern Historical Collection, Southern Folklife Collection, and General and Literary Manuscripts. The Department has a permanent staff of 11 FTE, 2 FTE contract staff, and numerous student assistants. For a complete vacancy announcement, please visit our Web site: www.lib.unc.edu/jobs/epa/index.html. **To apply, contact:** Mari Marsh, UNC Chapel Hill, CB#3900, 206 Davis Library, Chapel Hill, NC 27514; 919/962-1301; fax 919/843-8936; marim@email.unc.edu; www.lib.unc.edu.

UNIVERSITY ARCHIVIST

University of Southern Mississippi
Hattiesburg, MS

The University of Southern Mississippi seeks an experienced archivist to lead its historical manuscripts and university archives program, which focuses on the Civil Rights Movement, timber and railroad industries in Mississippi, university records, and other materials associated with Mississippi's history and culture. Oversees acquisition, arrangement and description, and records retention. Provides reference service and collaborates on digital projects. Supervises one paraprofessional. Salary is in the mid-40s. Tenure track 12-month faculty position. Review of applications will continue until the position is filled. For more information, see: www.lib.usm.edu/~spcol/archivist.htm. Send letter of application, resume, and the names, addresses, phone numbers, and e-mail addresses of three current professional references to: Dr. P. Toby Graham, Head of Special Collections, McCain Library and Archives, University of Southern Mississippi, Box 5148, Hattiesburg, MS 39406-5148; AA/EOE/ADA.

UNIVERSITY ARCHIVIST/CURATOR OF SPECIAL COLLECTIONS

Emporia State University
Emporia, KS

Innovative individual needed to administer and provide leadership in the Archive and Special Collections areas. Reports to Dean of University Libraries and Archives and serves on Library Administrative Team. Manage operations of the two areas; develop and implement appropriate technological plan including digitization; supervise support staff and student assistants; responsible for collection development, organization and preservation; develop goals, policies and procedures; curate and organize exhibits; work with organizations to promote use of Archives/Special Collections. **Salary range:**

\$45,000 to \$46,000. **Required:** ALA-accredited M.L.S. or equivalent. **Preferred:** Minimum three years professional library experience demonstrating increasing responsibilities in management/supervision; experience/knowledge of appropriate technology; Archival/Special Collections experience; knowledge of archival standards, practices and historical research methods; experience in writing grant proposals and fund raising; interest in university, local, and regional history. Position requires effective oral and written communication skills, strong technological skills, excellent interpersonal and organizational skills, ability to work independently and as a team member, and ability to meet tenure requirements of teaching/performance of primary duties, research, and service. Applications will be reviewed beginning October 1st, 2002 and continue until position is filled with an anticipated start date of May 12, 2003. For more information visit www.emporia.edu. **To apply, contact:** Anita VanSchaick, Senior Administrative Specialist, Office of the Dean of University Libraries and Archives, Emporia State University, 1200 Commercial, Campus Box 4051, Emporia, KS 66801-5092; 620/341-5208; <http://library.emporia.edu>.

UNIVERSITY ARCHIVIST

State University of New York at Buffalo
University Libraries
Buffalo, NY

The University at Buffalo Libraries are recruiting for an experienced and energetic archivist to provide solid leadership in building and providing access to important historical documents of the university and to focused special collections of the Buffalo-Niagara region. Please visit the University Archives Web site at <http://ublib.buffalo.edu/libraries/units/archives/>. **Qualifications:** A graduate degree in an appropriate discipline (e.g., library studies or history) and a minimum of six years of progressively responsible, full-time work experience in an academic or research archive or special collection are required. Candidates must be familiar with policy development for collections, services and operations in archives, demonstrate excellent oral and written communication skills in daily work with diverse publics, and show evidence of effective skills in operations management and staff supervision. Candidates must be knowledgeable of current trends in archives management, including electronic methods for records and description, and have experience in donor relations and writing successful grants for special program support. **Rank and salary:** This is a tenure-track faculty position at the rank of associate librarian. Minimum salary is \$62,000 or higher, commensurate with experience. For faculty status, review our faculty documents at: <http://ublib.buffalo.edu/libraries/faculty/fec/>. Search Committee will begin reviewing applications immediately and continue until an appointment is made. An equal opportunity/affirmative action employer/recruiter. **To apply, contact:** Kenneth Hood, State University of New York at Buffalo, University Libraries, 432 Capen Hall, Buffalo, NY 14260-1625; 716/645-2972; fax 716/645-3844; kenhood@acsu.buffalo.edu; <http://ublib.buffalo.edu/libraries/units/archives/>.

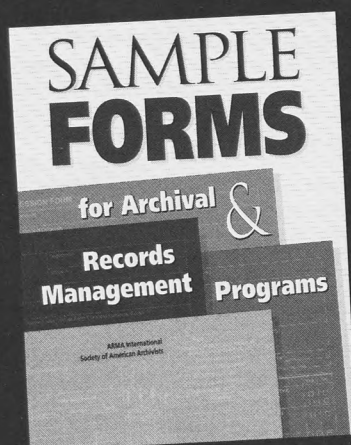


society of american archivists

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

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

**The book
you've been
waiting for!**



To order your copy, contact the
SAA Publications Department at:
publications@archivists.org
or **312/922-0140 ext. 21**



The Society of American Archivists
527 S. Wells Street, 5th Floor
Chicago, IL 60607-3922
312/922-0140 • fax 312/347-1452
www.archivists.org

Sample Forms for Archival and Records Management Programs

ARMA International and the 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.

Includes the following must-have resources:

- Appraisal Worksheet
- Cataloging Worksheet
- Conservation Survey
- Deaccessioning Policy
- Deed of Gift
- Electronic Records Inventory Selection
- Evaluating Records Management Software
- Internal Transfer Document
- Lead File Form
- Micrographics Services Request & Specification Sheets
- Oral History Interview Agreement
- Permission to Publish
- Preservation Priority
- Reading Room Rules
- Records Inventory Forms & Retention Schedules
- Records Management Policy Statement
- Records Management Policy Components
- Researcher Registration
- Use Fee Schedule
- Vital Records Forms

Published by ARMA International & the Society of American Archivists (2002)
264 pp., soft cover / Product Code 176

List \$40 • SAA & ARMA members \$28 (plus shipping)