

NEWSLETTER  
OF THE  
SOCIETY OF  
AMERICAN  
ARCHIVISTS

JAN/FEB 2003



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# archival outlook

## Slate of Candidates for 2003

*Randall Jimerson and Anne Van Camp  
Vie for Presidency*

**Executive Director Search Update**

**In Memoriam: Bernice Brack,  
Archie Motley, Dolores Renze**



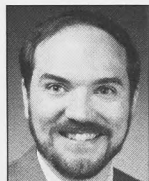
*Constantine*

## table of contents

### features

#### SAA Executive Director Search

President's Message .....	3
Recruiting Firm to Assist with Executive Director Search .....	4
Search Timeline .....	4
Position Description .....	5



#### Slate of Candidates for 2003

Anne Van Camp and Randall Jimerson  
Vie for Presidency ..... 7

L.A. Confidential: The First Negro Classic Ballet by Sara S. "Sue" Hodson .....	8
Third Annual Student Poster Session .....	9

Got E-mail? Submit Your E-Mail Address to SAA by Brian Doyle .....	11
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Salvage and Recovery of Flood-Damaged Materials in Central Prague by Deborah Wender .....	20
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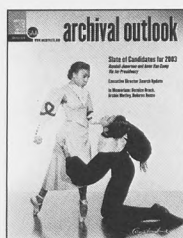
Nominate a Fellow Today! .....	30
Wanted: Award Winners (SAA 2003 Awards Competition) .....	31

### columns

From the Archivist of the United States: <i>Users Assist in Finding a Solution to the Challenges of Electronic Records</i> .....	23
---	----

### departments

Currents .....	13
Obituaries: Bernice Brack, Archie Motley, Dolores Renze ...	14-18
World View .....	22
Washington Beat .....	24
National News Clips: <i>Literature Review</i> .....	26
Bulletin Board .....	33
Professional Opportunities .....	37



#### on the cover

*The First Negro Classic Ballet* was founded in Los Angeles in the 1940s. On the cover, dance company members Yvonne Miller and Theodore Drum in Pagliacci. See related story on page 8.  
Submitted by SARA S. "SUE" HODSON, The Huntington Library.

## archival outlook

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

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## The Search for a New Executive Director

In my incoming presidential remarks in Birmingham in August, I made the following observation:

*Many people have asked me if I am intimidated by the prospect of having to serve as president of the Society. It may be foolish on my part, but I am not—mainly because I know that the real heavy lifting needed to keep the Society functioning is performed by the small but hard-working staff in Chicago. Susan Fox and her staff do an exceptional job overseeing the day-to-day management of the Society, and make the work of the president and the rest of Council very easy. Without Susan, Debbie, Teresa, Carroll, and the rest of the excellent staff, I doubt if we could get anyone to run.*

Little did I know that only a week after I said these words, I would receive a phone call from Susan telling me about her decision to leave SAA at the end of September to assume the position of executive director for the American Association of Law Librarians. She reminded me that it was too late to rethink my own decision to serve.

In the months since Susan's departure, I have learned exactly how accurate my own words were. The small staff in SAA's office continue to demonstrate a remarkable level of professionalism and competence. The unexpected and shocking loss of Bernice Brack is one more blow that they have weathered. From my perspective, I have seen no evidence of any decrease in support to SAA members. SAA staff remain a remarkable group, and SAA is lucky to have them.

The high level of ability found in SAA staff and their ability to continue to function efficiently without direct overall supervision is perhaps Susan's greatest legacy to SAA; she developed a fine team. At the same time, I have come to realize how much all SAA officers had come to rely on Susan's thoughtfulness, judgment, and resourcefulness in a wide variety of areas. The engine she drove can continue on its tracks for quite awhile without a conductor, but there are going to be curves ahead, and we are going to miss Susan's steady hand on the throttle.

For that reason, the primary task of Council's Executive Committee this fall has been to implement a process to identify and hire a new executive director. The Executive Committee (Vice President Tim Ericson, Treasurer Elizabeth Adkins, Council Member Tom Connors, and I) reviewed the excellent reports and

recommendations of the search committee that conducted the last search. We also consulted with other professionals in association management, and solicited opinions from selected former SAA officers and of course the full Council. Most importantly, Susan herself provided the kind of thoughtful, articulate, and useful analysis of the recruitment process that we have come to expect of her, including a strong recommendation that we consider employing an executive search firm to assist us.

The committee quickly reached some important conclusions. First, we asked Carroll Dendler and Debbie Nolan to shepherd SAA as interim executive co-directors until the appointment of a new executive director. Carroll is overseeing the administrative functions of the Chicago office while Debbie is coordinating programmatic areas and nonroutine interactions with members.

While Debbie and Carroll can manage the office on an interim basis, we still need a regular executive director. That person, we concluded, will most likely be experienced in association or academic management. In the eight years since we hired Susan, SAA has grown in size and maturity, and the issues facing us have grown in complexity. SAA would be best served by having at its head a professional experienced in working with governing boards or advisory committees to lead organizations or programs, and attuned to the latest thinking in association management, the delivery of member services, continuing education and publication programs, fundraising, and effective lobbying techniques.

How does one identify and hire a top-notch individual to manage our association? We determined that we would have to obtain the services of an executive search firm. A good search firm can help refine SAA's story and present it to potential candidates in a way that ensures that our vision for the future is front-and-center. In addition, a good search firm will proactively seek out the best and the brightest, rather than merely hoping that such people will respond to an advertisement. A search firm as well will assume much of the clerical chores that previous search committees had to do themselves. Lastly, the use of search firms seems to have become the standard way of recruiting for this type of position; it was a search firm, for example, that brought Susan's new position to her attention. After investigating a number of potential firms and soliciting proposals

*continued on page 29*

# Recruiting Firm to Assist with Executive Director Search

The search is currently underway to find Susan Fox's successor. Fox stepped down last September after eight years as executive director of the Society of American Archivists to become the new executive director for the American Association of Law Librarians.

In November, SAA Council hired Morris & Berger of Pasadena, Calif., to facilitate the search process. Morris & Berger specializes in recruiting for executive positions in the non-profit sector and will be able to be more proactive in recruiting potential candidates from a wider pool than SAA would have been able to do on its own.

"A good search firm can help refine SAA's story and present it to potential candidates in a way that ensures that our vision for the future is front-and-center," said SAA President Peter Hirtle. "In addition, a good search firm will proactively seek out the best and the brightest, rather than merely hoping that such people will respond to an advertisement."

Morris & Berger will be working with the SAA Search Committee throughout the process and will also be responsible for a good deal of the routine administrative copying, mailing, telephoning, and reference checking that fell on the search committee members before.

President Hirtle appointed the following to serve on the Search Committee: Vice President Tim Ericson (chair), Treasurer Elizabeth Adkins, Tom Battle and Elaine Engst (councilors), Brenda Banks (recent officer), William Maher (member of the previous search committee), and Brian Doyle (SAA staff representative).

The timeline at right outlines the search process. An ambitious goal of Mar. 31 has been set to conclude the search. Council will make the final hiring decision.

Any questions may be directed to Search Committee Chair Tim Ericson at [tle@gml.lib.uwm.edu](mailto:tle@gml.lib.uwm.edu).

## Executive Director Search Timeline

- Nov. 20:** Morris & Berger meets with Search Committee to develop criteria and discuss search process. Morris & Berger meets with select SAA staff.
- Nov. 25:** Morris & Berger sends draft position description to Search Committee for review and editorial comments.
- Dec. 3:** Position description is approved.
- Dec. 4-Jan. 30:** Morris & Berger launches outreach program; responds to nominations and keeps Search Committee informed of progress of search on weekly basis.
- Jan. 30:** Morris & Berger meets with Search Committee to review long list (in person) of candidates and narrow the pool to the mid-list (approximately 15).
- Feb. 3-Mar. 3:** Morris & Berger interviews mid-list candidates and verifies education.
- Mar. 6:** Morris & Berger meets with Search Committee to discuss results of (telephonic) mid-list interviews and narrow to short-list of candidate pool.
- Mar. 17-20:** Search Committee interviews short-list candidates (in person).
- Mar. 20:** Morris & Berger meets with Search Committee to discuss results of (in person) interviews of short-list candidates and determine those who should progress to final interviews with other stakeholders (Council, staff, etc.).
- Mar. 25-28:** Morris & Berger conducts reference and background checks and final candidates return for second round interviews and for relocation information purposes with Council, Search Committee and staff.
- Mar. 31:** Council makes decision and offer is extended.



## Wanted: Award Winners!

Have you published a groundbreaking book, written an outstanding article, or developed an innovative finding aid? Know of an individual or organization that has promoted greater public awareness of archives? Need money to attend a professional conference or institute?

Apply or nominate someone today for a 2003 SAA award or appointment as a Fellow. See [www.archivists.org/recognition](http://www.archivists.org/recognition) for details.





## **EXECUTIVE DIRECTOR**

### **The Society of American Archivists**

Serving the educational and informational needs of its members since 1936, the Society of American Archivists (SAA) provides leadership to help insure the identification, preservation and use of the nation's historic records. SAA has more than 3,000 individual and 500 institutional members located in the U.S., Canada and throughout the world. Headquartered in Chicago there is a staff of 12 and a budget of \$1.2 million. For more information, please visit the SAA Web site at [www.archivists.org](http://www.archivists.org).

Reporting to the elected volunteer governing Council, the Executive Director provides overall leadership for the daily operations of SAA and develops the Society's programs and resources. Among other things, he/she will be responsible for financial planning and management, developing fund-raising options, marketing SAA, developing continuing education programs, and investigating distance learning options. SAA is seeking an accomplished association management executive with experience in developing a diverse membership base. Qualified candidates with comparable administrative experience in other institutional settings (e.g., universities, government entities, etc.) are also encouraged to apply. As such, successful candidates will have demonstrated success in helping organizations bring membership services into an online environment, dealing with the changing world of continuing education, and leading improvement in partnering and advocacy. It is important that candidates either bring knowledge of or a commitment to learn about the concerns and challenges facing the archival profession. Successful financial management and fund development experience is important as is demonstrated experience working closely with a volunteer board. An undergraduate degree is required; an advanced degree is preferred.

Salary commensurate with qualifications and experience and a competitive benefits package will be provided. Relocation assistance is available. For a full position description, see [www.morrisberger.com](http://www.morrisberger.com). Send resume and cover letter to:

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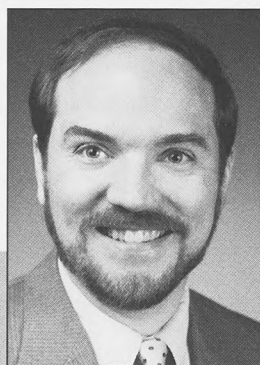
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## Slate of Candidates for 2003

Anne Van Camp and Randall Jimerson Vie for Presidency

The Nominating Committee for the Society of American Archivists has proposed the following slate of candidates for election in 2003.

### VICE PRESIDENT/PRESIDENT-ELECT

RANDALL JIMERSON, Western Washington University  
ANNE VAN CAMP, Research Libraries Group

### TREASURER

FYNNETTE EATON, National Archives and Records Administration  
DENNIS MEISSNER, Minnesota Historical Society

### COUNCIL

R. JOSEPH ANDERSON, American Institute of Physics  
LUCINDA MANNING, Consultant  
ALDEN MONROE, Alabama Department of Archives and History  
KATHRYN NEAL, San Diego State University  
CHRISTOPHER PATON, Georgia Department of Archives and History  
PETER WOSH, New York University

### NOMINATING COMMITTEE

LA NINA CLAYTON, George Washington University  
SARAH DEMB, National Museum of the American Indian  
CHRISTOPHER A. LEE, University of Michigan  
ANTHONY REED, National Park Service  
TARONDA SPENCER, Spelman College  
JOHN TREANOR, Archdiocese of Chicago

Individual members of SAA will vote for a vice president/president-elect, a treasurer, three Council members, and three Nominating Committee members. The candidate elected vice president will serve a one-year term beginning in August and then will become SAA's 60th president in 2004-05. The candi-

date elected treasurer and those elected to Council will serve three-year terms beginning in August and running through the 2006 annual meeting. Those elected to the Nominating Committee will serve one-year terms.

All candidates are required to respond to the following questions related to their prospective offices:

Vice President/President-Elect: What is your vision for the Society of American Archivists and what steps are you prepared to take to ensure that the organization realizes that vision?

Treasurer: As a candidate for treasurer, what do you see as the most pressing financial concern of the Society and what is(are) the best way(s) to address it(them)?

Council: If elected to Council, what specific effort(s) would you take a leadership role in and how would you go about implementing that (those) effort(s) given the competing priorities of the organization?

Nominating Committee: What qualities, both personal and professional, do you believe candidates must bring to their jobs to ensure that the society meets the needs of its members and strengthens the profession?

These questions were formulated by this year's Nominating Committee: Louis Jones (chair), Aimee Felker, Elisabeth Kaplan, and Council members Thomas Battle and Jackie Dooley.

Candidates' responses to the questions posed, along with biographical information, will appear in the ballot. An eligible member of SAA may also be placed on the ballot by submission of a petition signed by 50 individual members. Such petitions must be received at the SAA office by February 10, 2003.

Voters will have the opportunity to write in candidates on the ballot, which will be mailed to all individual members in February. If you have not received a ballot by mid-March, please contact the SAA office at 312/922-0140 or [info@archivists.org](mailto:info@archivists.org). *The deadline for returning ballots will be April 4, 2003.*

# The First Negro Classic Ballet

by SARA S. "SUE" HODSON, The Huntington Library

*This is the third in a series of bimonthly musings—"L.A. Confidential"—by members of the 2003 Host Committee on interesting facets of Los Angeles, host city to SAA's 67th annual meeting, Aug. 18-24, 2003.*

One day in 1946, a young Los Angeles man named Joseph Rickard looked on in horror as an African American mother and her daughter were turned away from a dance studio where they had sought ballet lessons for the little girl. The studio's instructor told them that blacks could not study classical dance and directed them to a tap-dance studio. The outraged Rickard, a Caucasian and himself a ballet dancer, vowed to do something about this injustice. Believing passionately that all who shared his love for dance should be able to enjoy it fully, he set about starting his own dance studio specifically for African American students.

In the years after World War II and on into the 1950s, African Americans were beginning to make tentative steps into many areas of mainstream American life, including dance. By 1951, Janet Collins would become the first black premiere dancer in the Metropolitan Opera Ballet, and in 1954 the Ballet Russe de Monte Carlo would accept its first black ballerina, Raven Wilkinson (whose acceptance was limited, however, since her fair skin induced most audiences to assume she was Caucasian).<sup>1</sup>

But, prior to the limited integration in the 1950s, African American dancers had been barred altogether from major ballet studios. In the 1920s, when ballet was a young dance form in the United States, aspiring dancers of color had no choice but to study either in segregated settings or as private students of prominent white teachers willing to take them. By 1937 a black ballet company, the American Negro Ballet, debuted at the Lafayette Theatre in Harlem.<sup>2</sup> Although its premier was a critical and popular success, the American Negro Ballet survived for barely a year before its demise in 1938.

Less than a decade later, in Los Angeles,

Joseph Rickard founded his First Negro Classic Ballet. Rickard (1918-1994), a native of Michigan, had made his way to Los Angeles in the 1930s to fulfill his long-held desire to study ballet. Accepted as a student of Bronislava Nijinska, he became a professional with the Ballet Russe in 1943. After he witnessed the dance studio's rejection of the black child, Rickard applied his creative energies to setting up a ballet school and gathering students from the African American community. He found a deserted ballroom at Jefferson Boulevard and Normandie Avenue for his studio and, to finance the school, he worked two jobs, in the mailroom at

Paramount Studios and driving an ice cream truck. He also lived at the studio, in order to save money. To attract students, Rickard placed ads in an African American newspaper, the *Los Angeles Sentinel*, and worked the streets, handing out leaflets and promoting his studio through personal contact. He recruited Theodore Crum, who would become one of his most gifted dancers, when he happened upon the young man buying a recording of "Swan Lake."

Along with Ted Crum, many of the dancers Rickard

taught were adults who had lacked the opportunity for dance instruction as children. In addition to those he recruited directly, some of Rickard's adult students came to the studio initially just to watch their children's lessons and were then persuaded to join in. Indeed, Bernice Harrison, the mother whose little girl had been denied lessons, began studying along with her daughter and became the Classic Ballet's prima ballerina. Beginning their training so late in life, the dancers could not achieve the technical ease and proficiency of younger students, but Rickard was particularly gifted in teaching older students, and, with his genius for choreographing dance sequences



Yvonne Miller and Theodore Drum in *Pagliacci*.



that relied on narrative and acting abilities rather than technique, he was able to emphasize the strengths of his performers.

Joseph Rickard also possessed a genius for attracting other gifted and dedicated individuals to his group. His girlfriend, Nancy Cappola, who worked in the garment district, designed and made the costumes. Claudius Wilson, an African American pianist and composer, played piano for rehearsals and performances and, one day, brought in his musical setting for "The Harlot's House," an Oscar Wilde poem. Rickard created choreography, and the resulting piece, "Streetlight," became one of the Ballet's most popular and frequently performed dances. Thereafter, Wilson and Rickard teamed to create original ballets, including their African American version of "Cinderella." Rickard also persuaded Robert Usher, an art director at Paramount Studios, to design sets for the company. Usher, whose film work included sets for the Mae West movie, *She Done Him Wrong*, and the Hope-Crosby "Road" pictures, created stunning set drawings for "Cinderella" and other dances.

The Classic Ballet's dancers brought to the group the same level of dedication and commitment as Rickard's volunteer staff. Unlike their counterparts in white ballet companies, the black dancers could not devote themselves full time to their dance studies. Rather, they worked as janitors, elevator operators, and housewives, and came to their lessons after a hard day on the job, many traveling long miles across town on a streetcar or bus before an evening of strenuous dancing. In addition, the dancers also helped with the making of costumes and the fabrication of sets for the grass-roots company.

With the ballet studio launched and the dancers rapidly displaying mastery of their art, Rickard began to plan the group's first recital. Held on Oct. 19, 1947, at the Danish Auditorium on West 24th Street, the event was sponsored by the *Los Angeles Sentinel*, which publicized it (using the group's first name, "Ballet Americana") as "one of the outstanding performances of the season."<sup>3</sup> In its review of the recital, the *Sentinel* declared, "Sunday night marked the beginning of a new era in American culture. The successful presentation of the Ballet Americana—the first time in history, so far as is known, that such a performance has been presented—opened an entire new field of expression to Negroes."<sup>4</sup>

There followed performances at Los Angeles

*continued on page 28*

## Attention SAA Student Chapters, Archival Studies Students, and Archival Educators: Third Annual Student Poster Session

Archival students (master's and Ph.D.) are invited to participate in the third annual Student Poster Session at the 2003 SAA conference in Los Angeles, Aug. 18-24. The conference theme is "Spotlight on Archives: Showcasing the Diversity of the Archival Enterprise." The purpose of the Student Poster Session is to showcase the work of individual archival students and SAA Student Chapters.

Individual posters may describe research (applied or theoretical) completed or underway, discuss interesting collections students have worked with, or report on archival projects that students have participated in (such as the development of finding aids, public outreach, specialized database construction etc.).

Student Chapter posters may describe chapter activities, events and other involvement with the archival profession.

If you wish to submit a poster, please send your name, affiliation, contact information and a brief description of your poster topic (in no more than 250 words) to Ciaran B. Trace (ctrace@ucla.edu) and Jessica Holada (jholada@ucla.edu). A single representative should submit student chapter proposals to the above. **All proposals must be submitted by Feb. 17, 2003.** Poster abstracts will be printed in the conference program if completed by this date.

### Guidelines for Participants:

Please note that students are responsible for their own poster construction costs and should assemble posters ahead of the session. There will be no poster materials available on site. However, SAA will provide a mechanism for display. Posters will be displayed Aug. 21-22 (setup will be on Aug. 20 and teardown will be the afternoon of Aug. 22).

1. Posters should be mounted on a foam core base or a stiff poster board measuring approximately 20"x30". Encapsulation is also acceptable.
2. Graphical elements should be emphasized when appropriate and possible. Graphs, charts, tables and illustrations are particularly eye-catching.
3. Lettering should be simple, bold, and easily legible from a distance of four feet. Use no more than two or three different fonts. Keep the font size between 16 and 48.
4. Headings above each poster section should indicate its contents and identify the appropriate sequence for viewing the poster (if necessary use clearly visible numbers, letters, or arrows).
5. Poster content should be divided into appropriate sections. For example: title; author; affiliation; abstract; methodology; results or data; conclusions. Include each of these under a separate and clearly marked heading as noted above.
6. Written material should be concise. Save unessential but helpful or interesting secondary points for discussion with your viewers, or create a brochure that will expand on your topic.
7. Your printed conclusions should permit viewers to focus on a concise statement of your central findings and should spark informal discussion, if applicable.

Information about the Student Poster Session is also available on the SAA Web site ([www.archivists.org/conference](http://www.archivists.org/conference)) and the UCLA Student Chapter Web site (<http://skipper.gseis.ucla.edu/orgs/saa/HTML/saa.html>).

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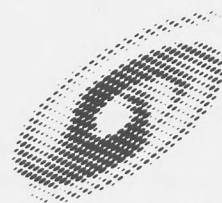
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# Got E-mail?

## Submit Your E-Mail Address to SAA

by BRIAN DOYLE, SAA Webmaster

As part of our continuing effort to enhance membership services, SAA staff cordially requests that members provide their most current e-mail address in order to update the membership database. This information should be sent to the attention of Jeanette Spears, SAA Membership Services Coordinator, at [jspears@archivists.org](mailto:jspears@archivists.org).

As previously reported in the Sept./Oct. 2002 issue of *Archival Outlook*, work is currently underway to digitize the *SAA Membership Directory*, which will be made available online next spring via a password-protected, members-only area of the SAA Web site. In the process of making this data available to the membership, staff will be taking steps to verify the accuracy of information currently on record.

In November, the SAA Office of Education unveiled a new broadcast e-mail system. An announcement regarding forthcoming continuing education workshops was successfully sent to approximately 2,000 SAA individuals members. However, some 1,200 individuals did not receive the bulletin because no e-mail address was on file.

In addition to periodic and time-sensitive bulletins about

SAA programs, e-mail addresses will increasingly be vital to the provision of SAA membership services. Anticipated and/or potential applications include:

- Use of e-mail as a mechanism to automatically send lost and/or forgotten log-in passwords to members;
- Electronic delivery of membership dues renewal notices;
- Confirmation of continuing education workshop and annual meeting registrations;
- Electronic notification of publication shipments via UPS Online® Worldship®;
- and more. . . .

In requesting this information, SAA wishes to reaffirm its strong commitment to safeguarding members' privacy and the confidentiality of their personal information, and also to state that e-mail broadcasts will be used in a judicious manner so as to keep members informed of important news and programmatic developments.

For further information, or to submit your e-mail address, please contact Jeanette Spears today at [jspears@archivists.org](mailto:jspears@archivists.org).

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# Help advance the archival mission...

Dear Colleagues and Friends:

2002 was a landmark year for public interest in and recognition of records. Whether it was the alleged destruction of records at Enron or the need to document and preserve public reaction to the horrific events of September 11, archival issues took center stage.

The Society of American Archivists has worked hard to make sure that the voice of professional archivists has been heard in debates on records. SAA spoke out on the principles involved in public access to government records when there were efforts to limit access to the records from previous presidential administrations and to the records of the mayor of New York City. SAA contributed to the legal challenge to the extension of copyright term, in the well-founded belief that it would hamper use of archives as well as limiting our ability to preserve the historical record. We have spoken out in support of an archivist's unique abilities to identify, appraise, accession, describe, preserve, and make accessible the records of our society.

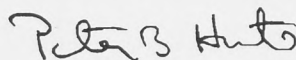
While SAA has been taking a more active role in support of the archival mission, we have not forgotten our basic responsibility to serve our members. SAA programs in continuing education and publications are continuously being refined to better meet the needs of practicing archivists. Ambitious new programs are underway to offer more SAA services online to members. For example, online continuing education courses are being developed, and a new task force is examining how best SAA can deliver publications electronically to members.

New programs and initiatives require new funding. While your dues, book purchases, conference and workshop registrations support the bulk of the budgetary requirements of the SAA, there are many special needs that are often overlooked or remain unmet because of financial constraints.

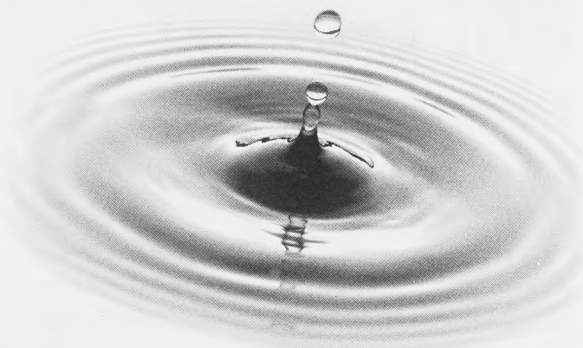
I am writing to you now, therefore, to urge you to consider making a tax-deductible contribution to the Society, and in the process help the profession as a whole. Of special importance are the scholarship funds, since they will help us train the next generation of archivists. A gift to the Margaret Cross Norton Fund is especially appreciated because expenditures from this fund can be used to support almost all the activities of the Society. However, all of the tax-deductible options listed to the right are worthy of your support.

Being an archivist is a wonderful career, and we are lucky in our chosen profession. I encourage you to join me in supporting the profession that has given us so much.

Sincerely,



PETER B. HIRTLE  
*President, Society of American Archivists*



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**JAMES CARSON** has accepted a part-time appointment as one of two staff archivists for the Lesbian/Gay/Bisexual/Transgender Religious Archives Network, an innovative Web-based initiative based at Chicago Theological Seminary (see [lgbtran.org](http://lgbtran.org)). Carson also retains his current appointment as archivist for the College of American Pathologists.

**SISTER FRANCES M. GIMBER**, who works for the archives of the Society of the Sacred Heart, United States Province, has received the Colonial Dames of America Scholarship to attend the Modern Archives Institute this winter. The Scholarship Committee was pleased by the strength of Sister Frances's application and by the example she has set. After a long, successful, and diverse career in teaching and academic and religious administration, Sister Frances is pursuing a career in archives.

Vermont Secretary of State **DEBORAH MARKOWITZ** was awarded the New England Archivists Archival Advocacy Award in October for her efforts at improving archival management in state government. Markowitz was cited for spearheading efforts to consolidate state government's archival operations and accelerating cooperation among records users within the state.



**CARLOS SALGADO** has joined SAA as a full-time employee and will be working with the Education and Annual Meeting departments as a program coordinator. He is a student at the International Academy of Design and Technology, where he is a B.F.A. candidate in multimedia production/design and computer graphic design.



SAA staffer **JEANETTE SPEARS** has been promoted to member services coordinator after serving for seven years as receptionist and member services assistant. Her focus will be furthering membership development and she will be working with SAA Membership Committee Chair Scott Schwartz.

### Correction

**MIRIAM CRAWFORD** was inadvertently omitted from the list of distinguished SAA Fellows that ran in the Nov./Dec. issue of *Archival Outlook*. She has been a member of SAA since 1965. In a recent telephone conversation Miriam said that she enjoys keeping up with SAA through the newsletter. 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](mailto:tbrinati@archivists.org)*

## To the Editor

### Stained Glass Legacy

Reading Rand Jimerson's moving article, "On Becoming a Donor" (*Archival Outlook*, Nov./Dec. 2002), brought to mind my own experience in viewing the shards of stained glass that he'd donated to the Birmingham Civil Rights Institute during SAA's 66th annual meeting in Birmingham. During the SAA reception at the institute on Aug. 23, Rand informed several of us that the shards were on display in the oral history reading room. I was not prepared for the wave of emotion that engulfed me when I made my way to the reading room and gazed into the gray box in which the shards lay. Rand was telling the story of how they came into his possession, something he did many times that night, and his quiet words and the very sight of the burnt glass and twisted lead somehow brought home the horror of the bombing of the 16th Street Baptist Church on Sept. 15, 1963. It also brought me to realize that we've made progress, however fragile, in the intervening years toward achieving racial equality in America. Other colleagues too felt the same wave of emotion that I had felt. I thank Rand for witnessing so eloquently to the ongoing cause of civil and human rights and I thank the editor of *Archival Outlook* for printing his thoughtful reflections.

—Tom Connors, University of Maryland



### Your Archives Oughta Be In Pictures!

The Society of American Archivists is currently seeking photographs for the second edition of the ARCHIVAL FUNDAMENTAL SERIES. Volumes in the series needing photos will include:

- *Arranging and Describing Archives and Manuscripts*
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- *Understanding Archives and Manuscripts*

Photos are needed showing archivists in action. Donors of photos selected will receive a complimentary copy of the publication once it is available. For more details on how your archives can become a star, contact Miriam Meislik at [miriam@pitt.edu](mailto:miriam@pitt.edu) or 412/244-7075.



BERNICE BRACK, 63

## The Heart of SAA



For countless members and the staff of the Society of American Archivists, the passing of **BERNICE BRACK**, 63, has been like a death in the family. SAA's membership services coordinator collapsed and died in her office during lunchtime on Nov. 12, 2002, colleagues said. Bernice had long battled high blood pressure, diabetes, and a gradually weakened heart since she suffered a heart attack in 1989.

For the more than 23 years that Bernice worked for SAA, she took a personal interest in all of those she came in contact with. The feeling was mutual as her office was decorated with the cards, letters, and family photographs that were regularly sent to her throughout her career by admiring members.

"Losing Bernice feels for me what it must be like to lose your mother," recalled Steve Hensen of Duke University, immediate past president of SAA. "She was always the friendly voice and counselor on the phone in the SAA office to me and to countless other members. She was invariably helpful in both professional and personal ways and I had hundreds of opportunities over the years to call upon her. All I had to do was to call the SAA number and, no matter who I asked for, she would always say, 'Steve?' and pass a few pleasantries my way."

Indeed, her warm demeanor and steady work across more than two decades endeared her to SAA membership. "We lost one of the most gracious ladies it has been my privilege to know," said retired member J. Frank Cook of Madison, Wisc. "Bernice Brack was the SAA for many of us. When you had a problem, Bernice took care of it with kindness and concern."

Kindness and concern were Bernice's hallmark and members were the beneficiaries of it. "As a relatively new member of the archival profession, Bernice Brack has been a great help to me during the past few years, especially with all those questions that only a new archivist would ask," wrote Jeffrey V. Moy of The Newark Museum.

Bernice joined the staff of SAA in 1979 after interviewing with then executive director Ann Morgan Campbell and former meeting planner Joyce Gianatasio. One of Bernice's daughters worked with Joyce's mother and passed along that SAA was looking for a receptionist. Bernice was hired on the spot and immediately became the "voice" of SAA. Her distinctive dulcet tone greeted all callers to the office during the many years she served in the position. Her responsibilities grew over time from basic receptionist duties to membership assistance. Originally, membership records were kept on a Rolodex and Bernice was responsible for updating them. "It was the messiest and most tedious thing in the world to maintain thousands of records manually," Bernice said in a 1993 interview in *Archival Outlook*.

She was ecstatic when the records were transferred to an automated database in 1987.

Around the office she was known for the motherly advice she freely dispensed. Jeanette Spears and Solveig DeSutter will always remember that hers was the first face in the office that they would see in the morning, cheerily greeting them. "She'd ask how I was and admonish me not to over do it," said Solveig, SAA's education office co-director.

Carlos Salgado, the newest SAA staffer, knew Bernice for only six months, yet places her in the same category as his grandmother. "Bernice reminded me so much of her because of all the love in her heart that she had for everybody," Carlos said.

Besides advice, Bernice was equally gracious passing along a work procedure. "When Bernice trained me on the technical process of entering registrations in the SAA database, I marveled at how she made the tedious steps sound like the verses of a Southern lullaby," recalled Patti O'Hara, education office co-director.

Southern hospitality was in her blood. Bernice was born in Winona, Miss., on May 23, 1939. She was the youngest of Elbert and Evie Burch's six children. The family eventually made its way to Chicago where she graduated from Manley High School. She married Semiel Edward Brack, Sr. in 1958 and from this union six children were born: Edrea, Enid, Semiel Jr., Erin, Sean, and Sergio. She was a devoted mother and proud of all of her children.

When her youngest son, Sergio, and his wife had their first child in 1998, she brought the baby to Carroll Dendler's house in an effort to cheer up Carroll's ailing bedridden mother, who had served for a short period on SAA staff. "Bernice was strong-willed and also a little bit stubborn, but her caring side always came out and she knew just the words to say to make you feel better," said Carroll, SAA's interim executive co-director. "My thoughts of Bernice remain close to my heart particularly because of her care and concern for my mother."

Bernice was the stalwart at every annual meeting she worked during her long tenure at SAA. She gamely staffed the registration booth and made certain things moved along smoothly. "She was a fine person and someone I looked forward to seeing at each SAA meeting," wrote SAA Fellow Tom Frusciano of Rutgers University Libraries.

"This past summer, one of the highlights of the Birmingham meeting was getting to meet Bernice's daughter, Enid, who had come down from Atlanta to be with her mother and to help out," added Steve Hensen. "Those of you who had the same pleasure will know that much of Bernice's spirit and charm live on admirably in her daughter."

In 1999, on the occasion of her twentieth anniversary as an SAA employee, Bernice received a Special Commendation from SAA Council. It cited "her unique ability to unite the archival





community by drawing on a deep knowledge of members' expertise" and noted how her "warmth and grace, coupled with her deep respect and concern for all members, reflect important values of the archival community." She was so pleased by the recognition that she brought the plaque home and hung it in her bedroom, according to her colleagues.

Later that year the Archives & Archivists of Color Roundtable presented Bernice with a Commendation of Appreciation for "her years of service and encouragement." She was deeply appreciative of this gesture, too.

For the past ten years in her spare time Bernice worked for Mitchell Cobey Catering. She enjoyed catering parties on evenings and weekends throughout Chicago and through this avocation met former President Clinton, Johnnie Cochran, and other celebrities.

A memorial service for Bernice was held in Chicago on Nov. 18, at A.A. Rayner & Sons Funeral Home. Another was held on Nov. 26, at the King Center in Atlanta, by special invitation from Coretta Scott King.

Cynthia Patterson Lewis of the King Library and Archives was instrumental in organizing the latter memorial service. In her moving remarks, she shared a story about Bernice's boundless generosity. "Another example of Bernice's gift of going beyond the call of duty occurred at this year's [SAA] annual meeting in Birmingham, when my insulin was misplaced. In addition to all of Bernice's responsibilities, she personally made sure that I had insulin by sharing her own supply."

Brenda Banks, deputy director of the Georgia Archives, was another of the eulogists at the King Center. "Throughout the years that I have been a member of SAA I knew that I could always count on Bernice to get things done, to provide accurate information, and to always serve as a moral compass when I needed advice, particularly during my years on Council and as SAA president. There were times when I was ready to throw in the towel and it was Bernice who always reminded me of the important work that had to be done within SAA and the role I was to play in accomplishing those goals," Brenda said. "Bernice was loved by all who met her, and we all considered ourselves a part of her extended family."

Bernice is survived by her six children, thirteen grandchildren, one great granddaughter, and countless friends. Anyone wishing to make a contribution in Bernice's name may do so to the American Heart Association, [www.americanheart.org](http://www.americanheart.org), or the American Diabetes Association, [www.diabetes.org](http://www.diabetes.org).

Those seeking to contact Bernice's family may reach them through her daughter: Enid Mitchell, 810 Woodbrock Way, Lawrenceville, GA 30043; 770/822-2128.

J. Frank Cook summed it up best when he wrote, "[Bernice's] heart may have failed physically but not the great loving, warm heart of her spirit. Scripture says that Heaven is perfect but, St. Peter, if you need help with membership services, the lady for the job just walked through the gates."

—Teresa Brinati, SAA Director of Publishing

## Archivists and Archives of Color Roundtable Society of American Archivists

### *In Memory of Bernice Brack*

November 26, 2002

The members of the Archivists and Archives of Color Roundtable send heartfelt condolences to the family of Bernice Brack. A long-time employee of the Society of American Archivists, Bernice was a welcoming face to all the membership, greeting us with a smile and sincere interest and concern about each of us as individuals and as professionals. She was as efficient as she was caring—making sure we received the information and resources we needed. Because of her kindness many formed a personal friendship with Bernice. We looked forward each year to seeing her at the annual meetings where we exchanged the joys, hopes, and woes about our families and our jobs. Members of the AAC were especially attached to Bernice and we considered her a part of the Roundtable. She touched our lives with her loving spirit. She will be greatly missed and long-remembered by the archival community.

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ARCHIE MOTLEY, 67

## "Unofficial chronicler of Chicago working people's history"



**ARCHIE MOTLEY**, 67, a pioneer in the collection of papers and manuscripts from the African American community who enabled the Chicago Historical Society to build an extraordinary collection of documents about the lives of black people, labor leaders and social workers, died Nov. 11, 2002, in Wagner Health Center in Evanston, Ill. An archivist emeritus at the historical society where he worked for more than

42 years, Archie fell off of a ladder while working in the stacks in August 2002.

The child of prominent African American painter Archibald Motley and a German-American mother, Archie spent his entire professional career, beginning in 1955, building the collections of the historical society into one of the most important repositories in the United States documenting and illuminating the urban experience. Archie's many contributions to American archives have brought him recognition inside and outside of the profession.

In a recent interview in the *Chicago Tribune*, author Studs Terkel said, "Archie knew more about the history of Chicago—of working people—than anyone in town. He knew about labor battles better than anyone. Archie Motley knew about the Bronzeville renaissance as well as anyone. He knew Chicago history from the bottom up, that's the thing. He was a chronicler, the unofficial chronicler of Chicago working people's history."

Archie is survived by his wife, Valerie Gerrard Browne, and teenage daughter, Mara Hope Motley.

Over 300 people attended the memorial service for Archie in Evanston on Nov. 16. Moving eulogies were given by colleagues, historians, and friends. The eulogy given by Patrick Quinn of Northwestern University follows.

### "Farewell, Old Friend" by Patrick M. Quinn

How does one in such a short allotment of time sum up the life of a person as extraordinary as Archie Motley? A life lived so fully with such consuming engagement and enthusiasm, with such *joie de vivre*. Each of us will have our own memories of Archie and how his life touched our lives, enriched them, brightened them.

Others have spoken this morning about Archie's contributions to scholarship on Chicago historiography and note that over the past three decades scarcely a book on Chicago history has been published that didn't acknowledge his significant assistance to its author. Others have spoken of Archie's contributions to the archival profession, his mentoring of freshly minted

archivists, his relentless championing of the advancement of women and African Americans and members of other minorities in the archival profession, and the leadership roles he played in archival organizations. I speak this morning not just as Archie's archival colleague, but also as his close friend for more than three decades.

As a very young man Archie developed two passions. The first of these was sports—baseball, football and basketball—the White Sox, the Cubs, the Bears, the old Chicago Cardinals, DePaul and Loyola basketball teams. His other passion was history—especially the history of the city in which he was born.

In 1955 as a young archivist or, as they were called at the time, a manuscripts assistant, at the Chicago Historical Society following his apprenticeship at the Chicago Public Library, he learned his trade on the job from the legendary Margaret Scriven. He was never formally trained as an archivist and called what he did, much to my consternation, "filing" rather than arrangement and description or processing. In the evenings after work Archie earned a bachelor's degree in philosophy from DePaul University in 1960 and a master's degree in philosophy from Loyola University Chicago in 1965.

He was a founder of the Midwest Archives Conference and the Chicago Area Archivists and the progressive caucus in the Society of American Archivists—ACT or activist archivists. He was one of the most widely known and respected archivists in the profession and was elected a Fellow of the Society of American Archivists in 1997, the highest honor that the Society can bestow.

*Readers' Digest* magazine ran a column called "The Most Unforgettable Character I've Ever Met." Archie would have been a perfect fit. He was unique, one-of-a-kind and there will never again be anyone like him. There is a Latin phrase, *sui generis*, meaning "of its own kind," that aptly describes Archie. And while the spelling is different, generous is what Archie was in every facet of his life, giving to others by welcoming young archivists to the profession, aiding researchers, or giving money to homeless people. Or when he gave me a Green Bay Packers jacket (perhaps knowing that it would bring down on me the wrath of every Bears fan in the city when I wore it), or gave me new books on sports and history, or gave me the truly unique, hand-woven Green Bay Packers wall-hanging that he had somehow obtained in Tijuana, Mexico, following the Society of American Archivists meeting in San Diego.

As a white-skinned kid from an African American family growing up in Englewood on Chicago's South Side, Archie struggled with his identity, often enduring the taunts of both whites and blacks. In the Army in the 1950s stationed at Ft. Devon in Massachusetts he had to silently endure the ignorant racism of white soldiers. These formative experiences made





him an implacable foe of racism, injustice, and intolerance. He became an impassioned champion of social, political, and economic democracy for the rest of his life.

Archie, as the writer and critic Alfred Kazin put it, was "A Walker in the City." Like so many Chicagoans of his generation, he never learned to drive. He walked everywhere or took public transportation. Countless times he rode buses out to Sears at the intersection of Irving Park, Milwaukee, and Cicero avenues to make purchases, which he hauled back on the bus to where he was living. Mostly he walked all over the Near North Side, watching, observing, taking it all in, and talking to people he encountered along the way.

I think that the loneliness of growing up as an only child, especially after his mother died when he was quite young, is what transformed Archie into the outgoing, gregarious person that he became. Few who sat next to him at a baseball, football, or basketball game, although most never knew his name, will forget the person who immediately began talking to them about the respective teams' weaknesses and strengths, mismanagement, or lost opportunities. Few who ever sat next to him on the train or on a bus will forget the person in the seat next to them who quickly struck up a conversation with them, nay a monologue, often beginning in mid-thought.

Although Archie could write witty, eloquent letters he did not like to write for publication and, as one who coerced him into writing articles and then edited them for him, I know his favored mode of communication was oral. Archie was a talker. "Hey there, Junior," he would often greet me, "You know these Cubs should fire Durocher," or Elia or Baylor or whoever managed the Cubs at the time.

Well I remember 1978-79 when we were both bachelors about town. We spent almost every night together—not chasing women or closing down bars, but chasing sporting events wherever they were happening. During that winter we went to all Northwestern, DePaul, and Loyola basketball games, and to high school basketball games when the college teams were not playing.

I also remember that fine autumn day in October 1978 (Oct. 7th to be precise—we archivists have very good memories) that Archie and I were sitting in the stadium in Nashville, Tenn., following the Society of American Archivists annual meeting, watching the Vanderbilt University Commodores play the Green Wave of Tulane University. I was concentrating on the quarterbacks and wide receivers, but Archie, quite unlike himself, was not talking about football on that afternoon. Rather, he kept bugging me about whether he should ask a pretty young archivist from the Walter P. Reuther Library at Wayne State University for a date. Knowing the young woman, I said, "Sure, Arch, ask her out." "But how should I do it?" he persisted. Annoyed at being distracted from the game, I turned to him and said, "Very simple, Arch, take the bus to Detroit, get a couple of tickets to a Lions game and ask her to go with you. Now shut up, and let me watch the game."

The rest, as they say, is history. Three years later I was the

best man at Archie's and Valerie Gerrard Browne's wedding in Detroit, and three years after that I had the good fortune to visit them in Evanston Hospital following the birth of their daughter, Mara Hope Motley.

I know that it was during the last twenty-four years of Archie's life that he was the happiest, after he met and married Valerie and the two of them produced their wonderful daughter. While Archie did not give up his love of sports or Chicago history, or his job at the Chicago Historical Society, his life became centered on his family—Valerie and Mara. He delighted in Mara's growth into a teenager. Since Archie and Valerie brought Mara to every archival conference, the entire archival profession saw her grow up as well. Archie took great pride in Mara's accomplishments as a student and athlete at Evanston Township High School.

I will miss Archie more than I can tell you. I will miss the annual NCAA basketball tournament pool that Archie ran from the Chicago Historical Society every March for over a quarter of a century.

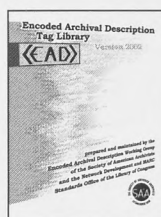
I will miss his sentences, often beginning in mid-thought as though we should know what he was talking about, and his tendency to anoint his friends by such names as "Doctor" even though we could not administer CPR let alone perform the Heimlich maneuver, or as "Junior" or as "Brother" as though we were all related under the skin. Perhaps he knew that we were.

I will miss the tickets to a sports event that would arrive unexpectedly from him in the mail or the clipped or photocopied articles that he regularly sent me and many others, knowing that we would be interested in their contents.

I will never forget his paying for everything in cash from a big wad of bills that he always carried because he never had a checking account until he met Valerie.

I will miss seeing him many a morning as I dropped Mary Janzen off at the train station at Noyes Street in Evanston, picking up all the trash around the station, maintaining the pride of the neighborhood.

Hey, Archie, old buddy, I think the Cubs will do much better under Dusty Baker. Thank you, Arch, for letting all of us share your journey. Farewell, old friend, farewell. ♦



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DOLORES RENZE, 95

## Colorado State Archivist, SAA President (1965-66)



**DOLORES C. RENZE**, 95, of Denver, Col., and Boynton Beach, Fla., died Dec. 4, 2002. A graduate of Denver University with bachelor's, master's, and doctoral degrees, Dolores had a distinguished career with the U.S. government, serving as Colorado State Archivist for 25 years as well as on the faculty of University of Denver. A Fellow of the Society of American Archivists, she served as secretary

(1956-63), vice president (1964-65) and president (1965-66). A member of Phi Beta Kappa, Mensa, and AAUW, she also served in many other volunteer organizations as officer and on the boards of directors. Donations in her name may be sent to: Colorado State Historical Society, 1300 Broadway, Denver, CO 80203; or The Salvation Army, 1370 Pennsylvania Ave., Denver, CO 80203.

### When Dolores Renze "Ran" SAA by H.G. Jones

I was saddened by news of the death of Dolores Renze. I am one of the few survivors of SAA's "Imperial Council" days, so the following recollections may be useful for the record. Let me begin, however, by asserting that no one has contributed as much to the survival of the Society of American Archivists as Dolores Renze.

I refer to the "Imperial Council" because in the late 1950s and early 1960s, when SAA was without money to rent an office or hire a secretary, its survival and progress depended entirely upon volunteers. Only with logistical support from government archives could the organization continue to exist. A powerful triumvirate carried on most of the work of the Society and, as a consequence, exerted strong influence in the selection of officers, council, and committees. It was a triumvirate of equals—Dolores Renze, Leon deValinger, and Mary Givens Bryan—but Dolores was more equal because she was a work-horse, leader, and martinet. This Colorado-Delaware-Georgia trio in a sense ran SAA, and Dolores was the runner. It was, however, a benevolent leadership, because the three were wise enough to divide the honors between the "state people" and the "federal people." A review of the record will show a general rotation between members representing state and federal governments, plus an occasional local government or institutional person. (In comparison with today's membership, there were then very few manuscript curators and university archivists.)

Shortly after joining the Society in 1956, I found myself being courted by the triumvirate, and I became especially close to Mary Bryan, whom I succeeded as chairman of the State Records Committee and with whom I frequently consulted in connection with my work as State Archivist of North Carolina.

Looking back on the late 1950s, I realize now that I was being groomed for a leadership role in SAA. Leon informed me confidentially that life membership dues were going to be doubled, so I scraped up \$100 before the increase became effective. Even so, I was surprised when the triumvirate nominated me for treasurer (succeeding Leon, who moved up to vice-president) only five years after I became a member. For a boy from a tenant farm, I was in high cotton, especially when President and Mrs. Truman welcomed us so warmly and personally at our 1961 annual meeting in Independence. Suddenly, the triumvirate had become a "quartet"!

Dolores, Leon, and Mary established SAA's Distinguished Service Award (and I had the great pleasure of accepting the first DSA on behalf of my North Carolina Department of Archives and History in 1964). More than any individual in the history of the organization, Dolores personified SAA during her years of leadership as secretary, vice-president, and president. The Society has never had such a passionate, hardworking, and dominant leader. ♦



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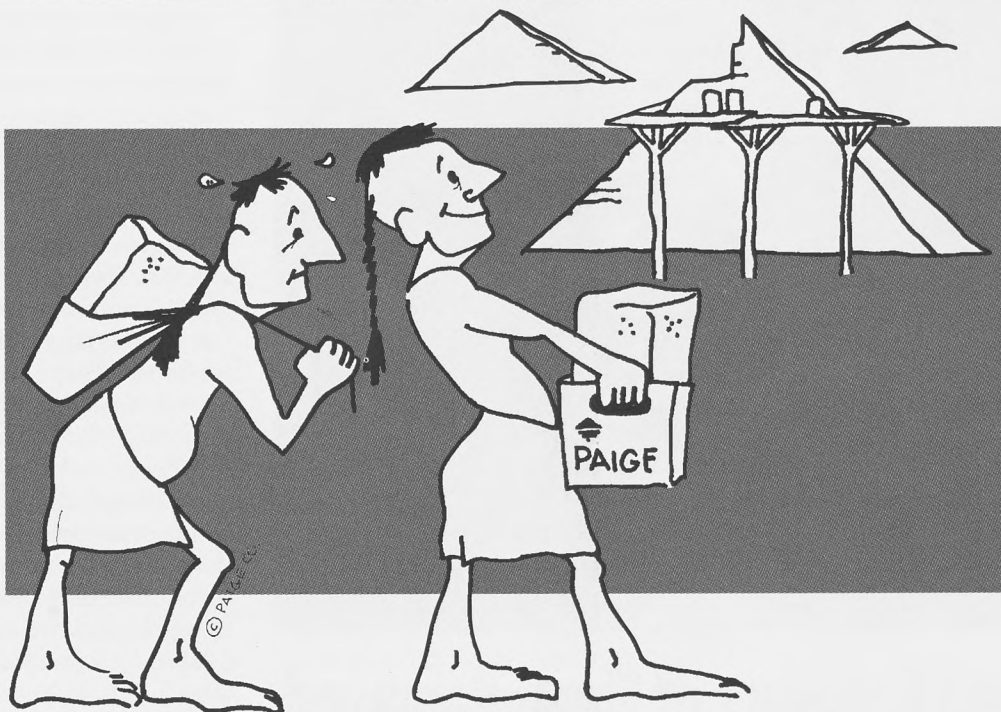
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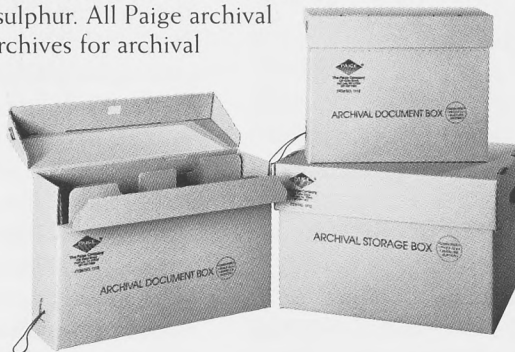
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The August floods in Prague toppled shelves and damaged materials in the Architectural Archives of the Technical Museum.



## Salvage and Recovery of Flood-Damaged Materials in Central Prague

by Deborah Wender

At the request of the U.S. Embassy and the Municipal Library of Prague, I spent a week in November visiting cultural institutions in Prague, capital of the Czech Republic. The purpose of the visit was to inspect flood-damaged materials, to discuss salvage and recovery methods, and to provide suggestions regarding short- and long-term solutions to preserve and conserve paper-based materials damaged by intense flooding last August. The visit was funded by a grant to the Municipal Library from the U.S. Embassy with additional funding from the Getty Conservation Institute.

At this time, drying and disinfecting materials are of primary concern. The National Library and the National Archives, neither of which sustained major damage to their collections, have received a grant to test various methods for each process. Drying methods being tested include vacuum-freeze drying, heated air drying and vacuum pack drying; disinfection methods under consid-

eration include use of a pre-existing ethylene oxide chamber at the National Archives and possible use of microwaves. No mention was made of gamma radiation. Drying using sawdust and hops has already been ruled out. Czech firms that do not specialize in drying books and paper have offered their services and are being considered. There are several vacuum-freeze dry units in Europe, some of which have very small capacities that may eventually be used. A small advisory committee consisting of conservators and preservation officers will review results from the tests and make non-binding recommendations. The Czech government will be announcing a new governmental body to coordinate recovery efforts in mid-December.

The feasibility of establishing one central treatment facility is also being discussed. Possibilities include an empty "clean" building in Moravia and a Dutch suggestion to create a modular facility that could be transported to

different sites following other disasters. Treatment at individual facilities is also being considered.

The Municipal Library and the Architectural Archives of the Technical Museum were among the collections holding institutions hardest hit in central Prague. The ground floor of the Municipal Library was flooded by ground water; performance halls in the building were flooded with up to 30 feet of water. These two halls are venues for musical and theatrical performances that provide significant income to the institution. They are already in the process of being renovated following the flood.

Two branch libraries were completely devastated. One of these housed the Library's rare book and print collection as well as the conservation workshop. All of the circulating and general reference materials, library furnishings, and technical equipment from these two branches were lost. Damage to one building is so severe that it will be demolished. Virtually all of the rare books and prints were salvaged. Materials were rinsed in clean water, packed into crates and frozen. They are currently housed in a freezer warehouse at minus 25°C along with flood-damaged materials from at least three other institutions located in Prague. A few tools, a sewing frame and a board shear were salvaged from the conservation workshop.

The Municipal Library currently employs two book and paper conservators, one of whom is still a student at a Czech conservation school. The National Library is providing space and equipment located at the depository in Hostivar to these conservators. The conservators are drying individual volumes using two vacuum-packing machines that belong to the National Library's well-equipped lab. They currently have one to two thousand bags, and I believe that a few thousand more may be on the way, thanks to Blue Cross of Great Britain and Ireland. Two part-time assistants are due to begin working with the conservators shortly. This is a slow, labor-intensive drying technique. Its current virtues are that it provides a sense of movement for the institution since it was a readily



available technology and that it is a very gentle drying technique. Rare books in the Municipal Library's collection are almost always in original, unaltered bindings and manipulation of the bindings as they dry may aid in saving both materials and structures.

Many materials belonging to the Architectural Archives of the Technical Museum were housed in an old barracks located very near the river. Storage conditions prior to the flood are described as fair to poor; collections were known to be dirty and mold damaged to some degree. The river overflowed its bank where the barracks was located, and flood damage to the collections is severe. Collections include many original architectural drawings in a variety of media on cloth and paper as well as blueprints, photographs, documents, glass plate negatives and a large collection of wooden, plaster, and paper architectural models. Some paper models were completely lost. Work is by Czech and European architects; many of the drawings for competitions are unique and of unrealized designs. Some materials have been reformatted over the years; others have not.

The sole conservator for the museum is working in a small space in the basement of the museum. She is washing and flattening material as she thaws small groups of plans and drawings. Both institutions are moving small groups of frozen materials from the warehouse freezer to chest freezers at their facilities for drying and treatment.

Goals for both institutions include drying and disinfecting all salvaged materials. Conservators and administrators assume that many materials will not be fully conserved and expect that boxing and reformatting may be the extent to which the majority of collections may be preserved. Everyone is also well aware that the preservation and conservation efforts will continue for many years.

Immediate priorities for both institutions include identification of drying and disinfecting methods and contracting with appropriate vendors. Once workspaces are located, they must be equipped and staff increased. Cost of freezer space

is prohibitive at approximately \$2,000 per month for the entire warehouse, making fast efficient drying for most of the collections desirable as long as curators, conservators and administrators are confident that methods will not be harmful to their individual collections.

For the Municipal Library, priorities also include reopening the two branch libraries and renovating the ground floor space in the central library. The hope is that many of the general collections can be replaced by donation. The director has located a building in central Prague that could serve as a treatment facility. Lease or purchase of that space will be quite costly because of its location. Adequate equipment and supplies will be an additional expense. The U.S. Embassy provided an immediate grant of \$30,000 and the library has raised additional funds. The Ministry of Culture cannot at present promise large sums since the Czech government is more immediately concerned with restoring services, housing families displaced by the flood, etc. The director hopes to launch an appeal to private and corporate funders as well as to international sources. He has estimated the funds required for the Municipal Library alone to restore the performance halls, reopen the branches, pay freezer fees and begin the conservation effort at \$1.3 million. Additional funds are likely to be required to fully preserve the damaged collections.

My role during the week included providing technical advice on working practices in relation to health and safety practices, efficient use of work space, production methods and techniques for conserving water and mold damaged materials, and providing instruction and information on new techniques and equipment for drying and treating oversized materials. Discussions with the U.S. Ambassador and the U.S. Cultural Affairs Officer centered on the current state of the recovery effort at the Municipal Library as well as basic information about preservation and conservation. Discussions with book and paper conservators at the school in Litomysl centered around the ethics of selection of materials to be conserved, current

## Appeal by UNESCO

Invaluable cultural heritage was damaged and destroyed by the floods in Central Europe this August. This includes the collections in libraries and archives in the Czech Republic, Hungary, Austria, Slovakia, and Germany. UNESCO has called on the international community to help safeguard this heritage and has developed a Web site to serve as a clearinghouse for information on the damages in libraries and archives in the region and on actions taken for disaster recovery. It also includes a list of organizations accepting donations. Visit [http://portal.unesco.org/ci/ev.php?URL\\_ID=3603&URL\\_DO=DO\\_TOPIC&URL\\_SECTION=201&reload=1030026362](http://portal.unesco.org/ci/ev.php?URL_ID=3603&URL_DO=DO_TOPIC&URL_SECTION=201&reload=1030026362)

trends in conservation in the United States and techniques that are likely to be useful as the students begin to treat materials damaged by the flood.

The individuals I met during my visit were well informed, engaged, and making great efforts to approach this monumental task with professionalism and good humor. At this time, the greatest need of collections-holding institutions is financial assistance. Once the drying and disinfecting processes are well underway, technical and physical assistance are likely to be appropriate. Training opportunities may be limited at this time, since conservators are needed on site to manage the limited preservation programs underway and to begin to plan for later extensive efforts.

I greatly appreciated the opportunity to meet with staff at the Municipal Library, the Technical Museum and other institutions in Prague as well as to talk with conservation students at the school in Litomysl. I hope that my encouragement and advice was as helpful to them as the tours and discussions were informative for me.

*Deborah Wender is the director of Book Conservation at the Northeast Document Conservation Center in Andover, Mass.*



### Welcoming the Royals: The Archival Legacy

In the fall the British Columbia Archives unveiled a new "virtual" exhibit in honor of Her Majesty Queen Elizabeth II's Golden Jubilee and her October visit to British Columbia. The exhibit draws on the extensive collections of the B.C. Archives, and includes film clips, photographs and reproductions of original documents and pamphlets from the provincial government's archives. The Queen's recent visit continued a tradition that began in the 1880s when representatives of the Royal Family were sent to cement the bonds between Britain and what was once considered a remote part of the British Empire. Most of the featured material has not been exhibited before and offers an opportunity for those who cannot visit the archives to sample the collections and relive some of the province's history. Check out [www.bcarchives.gov.bc.ca/exhibits/jubilee/intro.htm](http://www.bcarchives.gov.bc.ca/exhibits/jubilee/intro.htm). For more information contact Ann ten Cate, archivist and outreach coordinator, at 250/387-2970 or [ann.tencate@gems8.gov.bc.ca](mailto:ann.tencate@gems8.gov.bc.ca).

### Gateway for Resources and Information on Preservation

The National Archives of the Netherlands and the European Commission on Preservation and Access have launched GRIP—Gateway for Resources and Information on Preservation. Resources selected for inclusion in GRIP aim to be of interest to a wide audience, including preservation professionals, collection managers, policy makers, librarians, archivists, museum curators, audiovisual specialists and information technologists.

GRIP also hosts online versions of two publications: *Preservation Science Survey—An Overview of Recent Developments in Research on the Conservation of Selected Analog Library and Archival Materials* by Henk J. Porck and René Teygeler; *Preservation of Archives in Tropical Climates—An Annotated Bibliography* by René Teygeler with the co-operation of Gerrit de Bruin, Bihanne Wassink and Bert van Zanen.

Visit the GRIP Web site at [www.knaw.nl/ecpa/grip/](http://www.knaw.nl/ecpa/grip/).

### 21st Century Library of Alexandria

A 21st-century version of the ancient Library of Alexandria officially opened to the public in October. Funded by UNESCO with assistance from Egypt and a group of host countries, the new Bibliotheca Alexandrina's mission is to amass the written knowledge of the world and create an atmosphere where that knowledge can be researched, discussed, and enhanced. Housing some 8 million books plus audiovisual, manuscript, and electronic materials, the library is a multi-storied 334,000 square-foot structure with a disk-shaped roof and a bowed granite façade etched with letters of every known writing system. Besides the book repository, the library complex houses a planetarium, theater and school. The idea of rebuilding the Alexandria Library got underway in 1974 but it was not until 1995 that construction actually began. For more information, visit [www.bibalex.gov.eg/](http://www.bibalex.gov.eg/).

### CITRA Web Site Launched

The International Conference of the Round Table on Archives (CITRA) has launched a new Web site to publicize its work. CITRA is the annual forum of heads of national archival institutions, the chairs of national professional associations and the chairs of ICA sections and committees. CITRA meetings are held between the quadrennial congresses of the International Council on Archives; they allow members holding important responsibilities within the profession to meet every year to debate their views, update their knowledge and share experiences on subjects of common interest. The site includes programs, abstracts of papers presented, resolutions, press releases and lists of participants for the past three annual meetings. Visit [www.ica.org/citra/](http://www.ica.org/citra/).

### New Edition of *Keeping Archives* in Production

Meeting in Adelaide, Australia, last May, the Council of the Society of Australian Archivists approved a proposal for a new edition of *Keeping Archives*. First published in 1987 with a second edition published in 1993, *Keeping Archives* has gained the reputation of being one of the most useful English-language books on maintaining and managing archives. The content and structure of the new edition will be completely reviewed and revised by an editorial board led by former archivist of The World Bank, Clive Smith. Launch date for the new *Keeping Archives* is set for September 2003. In the meantime, copies of the 2nd edition are available from SAA (visit [www.archivists.org/catalog/](http://www.archivists.org/catalog/)).

### Scottish FOIA

The National Archives of Scotland organized a one-day conference last September that looked at the relationship between the Scottish Freedom of Information Act of 2002 and the Data Protection Act of 1998. The recently enacted Freedom of Information Act is geared to providing public access to information held by Scottish public authorities. The Data Protection law governs the holding of information on individuals by the public and private sectors, and provides individuals with a right of access to data held on them. The conference addressed such questions as how will the Scottish FOI authority operate; what will the other public authorities in Scotland have to do to comply with the laws; and what are the implications of the FOI law for archivists and records managers?

### Mi'kmaq Indian Nation Holdings Guide

Nova Scotia Archives & Records Management has launched the "Mi'kmaq Holdings Research Guide," a fully-searchable database containing information on 2,200 Mi'kmaq Indian nation-related textual records and publications. Electronic links lead from the database to digitized images of 300 representative documents. A virtual exhibit showcases heritage photographs, artifacts, treaties, documentary art, and maps. Genealogical resources are also included to assist in tracing Mi'kmaq ancestry. Visit [www.gov.ns.ca/nsarm/virtual/mikmaq/](http://www.gov.ns.ca/nsarm/virtual/mikmaq/).





## Users Assist in Finding a Solution to the Challenges of Electronic Records

I've used this forum on several occasions in the past to update you on the work the National Archives and Records Administration (NARA) is doing to build an electronic records archives that will make the digital records of our government available to anyone, at any time, and in any place for as long as needed. The preservation, management, and accessibility of the rapidly growing numbers of electronic records is one of the greatest challenges we, in the archival world, face. The Electronic Records Archives (ERA) we are now developing will authentically preserve and provide access to any kind of electronic record, free from dependency on any specific hardware or software, enabling NARA to carry out its mission into the future.

Recently we took another step toward our goal thanks to the assistance from records managers, archivists, information resource managers, librarians, historians, computer scientists, and researchers. This past November our ERA Program Management Office hosted a users conference that solicited feedback, and addressed questions about NARA's plan to preserve, manage, and provide access to electronic records.

This connection to our users is critical to the success of all products and services NARA provides and is particularly critical to the success of ERA. This initial user conference was an important forum to connect those who will use the records and features of ERA with those who are responsible for its development and deployment. The conversations held at the conference were very valuable in expanding our understanding of the concerns, questions, requirements, and priorities of ERA's potential users. This feedback is also important because ERA is being designed to be scalable, so it can be broadly used by other archival institutions of any size, as well as by state and local governments and the private sector.

Many of the questions and comments participants at the conference brought up were related to records lifecycle issues. In addition to ERA, NARA is currently working on another major lifecycle project—the Records Management Initiatives (RMI) project.

As you may be aware, Deputy Archivist Lew Bellardo is spearheading the RMI project, which will dramatically redesign the way we do records management for the entire federal government.

To put it simply, our current records management program was developed in the twentieth century in a paper environment and has not kept up with a government that now creates and uses most of its records electronically. With our current way of doing business, we just don't have the resources to cope with the growing volumes of both electronic and paper records. It is clear that today's federal records environment

requires different management strategies and techniques. In August 2002 we issued a "Proposal for a Redesign of Federal Records Management." This proposal outlines possible strategies for NARA and federal agencies to use in order to make records management less burdensome and more effective. In general the comments on the proposal have been favorable, including high praise from some agencies and organizations applauding us for addressing these complicated issues.

As a next step, we are testing the strategies in the records management redesign proposal to be sure they will work. For example, our Mid-Atlantic Region and Lifecycle Management Division tested whether we could prioritize records management assistance to agencies based on three criteria: physical risk to the records; the presence of rights and accountability records; and the presence of permanent records. Other prototypes are examining more flexible approaches to scheduling records such as scheduling groupings of information or categories of records

at the level that meets the agency's business needs. For example, we are looking at the administrative records created by our Rocky Mountain Region to see if there is a less cumbersome and more efficient way to organize, schedule, and manage those records by the function they support. We are also exploring ways to expand the usefulness of general records schedules.

ERA will give us the information technology infrastructure and the technical solutions necessary to implement the results of RMI. ERA also will give us the means to preserve and provide sustained access to federal government electronic records of continuing value; and to provide economical storage and retrieval services for electronic records that remain under the legal control of the originating agencies.

Both of these projects will require the creation of new processes and systems to enable NARA to efficiently and effectively address the challenges presented by changes in the volume and kind of records (in particular electronic records) which it must manage, preserve, and make available. We are working now to address the changes in business processes that are part of both RMI and ERA, and I will keep you informed on our progress.

In addition, we will continue to seek the input of future ERA users. A conference for industry representatives is being planned for early next year, and there are already several more conferences for general users in the works as well.

Meanwhile, as a follow-up to the recent user conference, the presentations, questions, and evaluation results have been put on the ERA Web site at [www.archives.gov/electronic\\_records\\_archives](http://www.archives.gov/electronic_records_archives). Additionally, we are always interested in hearing from other archival and records management professionals, and invite you to submit your comments and questions via e-mail to [ERA.Comments@NARA.gov](mailto:ERA.Comments@NARA.gov). ♦

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**It is clear that today's federal records environment requires different management strategies and techniques.**

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## National Coalition for History Launched

For over 25 years the National Coordinating Committee for the Promotion of History (NCCPH) has served as a voice for the historical and archival professions on Capitol Hill. On Jan. 1, 2003, the NCC formally ceased operations and a successor advocacy organization—the National Coalition for History (NCH)—was born.

The decision to reorganize the NCCPH under Section 501(c)(3) of the Internal Revenue Code and change the organization's name to the National Coalition for History (to be popularly known as "the history coalition") was unanimously adopted by the NCCPH Policy Board during the organization's annual meeting in January 2002. At that time, the Policy Board approved an ambitious three-year strategic plan (<http://www2.h-net.msu.edu/~ncc/>) crafted during the August 2001 Board "advance" conducted during the SAA annual meeting in Washington D.C. The strategic plan seeks to better position the history and archival communities coalition to meet the challenges of the 21st century.

The new Articles of Incorporation provide that NCH is to serve as "a central educational/advocacy outreach office for history and archives." To that end, NCH will continue NCCPH's long-time commitment to history and archives advocacy. Through the weekly electronic posting of the "NCH Washington Update" the organization will provide a clearinghouse function by bringing news of interest to the professional communities NCH serves. In the coming months, NCH will also begin to expand its outreach and education programs by targeting special educational programs to the news media and professional staff on Capitol Hill.

The Policy Board envisions that the fiscal backbone of the history coalition will continue to be the annual contributions by Institutional Supporters—organizations like the SAA that are committed to the history coalition's mission and activities and financially support its programs though an annual contribution. To that end, a recruitment drive inviting history and archival organizations that are not current NCH Institutional Supporters to become Charter Members of the new history coalition has been launched. Readers who belong to a history or archives organization that is not currently an Institutional Supporter of NCH (please refer to the Web page at [www2.h-net.msu.edu/~ncc/](http://www2.h-net.msu.edu/~ncc/) for the current list of supporters) and would like information on how an organization can become a Charter Member of the new history coalition, please contact Bruce Craig at [rbcraig@historycoalition.org](mailto:rbcraig@historycoalition.org) or call 202/544-2422 ext. 116.

## The 107th Congress in Retrospect

How will the 107th Congress be remembered? Some political scientists, historians, and Hill-watchers have already dubbed it "historic." It was a Congress that met under the cloud of a contested Presidential election; it survived the terrorist attack on Sept. 11, 2001, and an anthrax attack shortly thereafter. The Senate witnessed three changes of party control and the House expelled its second member since the Civil War period. Both chambers valiantly tried to stem accounting scandals and a total meltdown of public confidence in corporate America and began preparing a nation for a war abroad. It may have been "historic," but it certainly left a lot of work on the table and earned few kudos for enacting legislation benefiting history or archives.

Unfortunately, when lawmakers adjourned in November 2002, they left literally hundreds of non-controversial bills to die, many of which had passed both the House and Senate in similar but not necessarily identical versions. Three history theme studies—Cold War (H.R. 107); Peopling of America (S.329); and Reconstruction (S. 2388)—dead; dozens of minor boundary adjustment bills for historic national park units—dead; the Museum and Library Service Act of 2002 (H.R. 3784)—dead. Congress also shirked its most important constitutional responsibility when it failed to pass a budget resolution let alone act on eleven pending appropriation measures that allow the executive department agencies to operate at their fully authorized levels. Perhaps it will be remembered as the Congress where "talk beat the clock."

So what legislation of note did pass in the second session of the 107th? On the positive side, Congress did pass the TEACH Act (P.L. 107-273) that rewrites copyright rules for distance-education and the E-Government Act (S. 803) that seeks to improve citizen access to government services and information. On the down side, the USA Patriot Act (P.L. 107-56) includes many controversial provisions relating to privacy and government oversight. Similarly, the Homeland Security Act (P.L. 107- 296) raises new worries about implementation of the FOIA and creates new powers to insure government secrecy.

The good news is that all the positive work of the last session may not be totally lost. At the end of every Congress there usually are a number of bills left in limbo that members want to see enacted. To attend to these measures, Congress will probably move the non-controversial bills individually—probably without benefit of mark-up or hearing—and try to push them through their respective houses as rapidly as possible. This month, the new National Coalition for History together with its history, archives, and preservation partners and various Congressional staff will begin working to see that this happens.

## A Peek at the 108th Congress

When the 108th Congress convenes this month, it will consist of a Senate with 51 Republicans, 48 Democrats and





one Independent—Jim Jeffords, who will caucus with the Democrats. The new House will consist of 228 Republicans, 204 Democrats and 1 Independent—Bernard Sanders, another Vermonter who will caucus with the Democrats.

Republicans have control of the White House, they have narrow control of the House, and have procedural control of the Senate where a majority (needed to end a filibuster and force a vote) is actually 60 votes. The results of the November elections clearly position the President in firm control of his Party and the legislative agenda of Congress.

The new Congress brings major shakeups in Party leadership, especially in the Senate where the Democrats have lost control. Trent Lott (R-MS) and Tom Daschle (D-SD) play musical chairs with Lott becoming Majority Leader and Daschle becoming the Minority Leader. Because the House was under the control of the Republicans throughout the 107th Congress, there are few changes of note. Dennis Hastert (R-IL) continues as Speaker of the House though Tom Delay (R-TX) moves into the Majority Leader position with Roy Blunt (R-MO) becoming Majority Whip. For the Democrats, Richard Gephardt (D-MO) gracefully stepped down as Minority Leader and has been replaced by Nancy Pelosi (D-CA); Steny Hoyer (D-MD) steps into Pelosi's old job as Minority Whip. Both Tom Delay and Nancy Pelosi are strong leaders with ideological bents; both have a reputation for outspokenness, and both have combatant

personalities. Most Hill-watchers expect the new Congress to get off on an acrimonious note as the leadership begins to address President Bush's legislative agenda.

So what can we expect from the new Congress—"Rampaging Republicans" as suggested by *The Nation* magazine? Probably not. In the Senate, Republican moderates will enter the 108th Congress in a strong position and are expected to help keep the President's agenda from shifting too far to the right. For the history and archives communities, having Roy Blunt (R-MO) as Majority Whip and Rep. Steny Hoyer (D-MD), the Democrat's most visible centrist and Maryland's highest ranking member of Congress, as the Democratic Whip in the House may prove beneficial, especially for the National Archives and Records Administration (NARA). Blunt is a current member of the National Historical Publications and Records Commission (NHPRC) and Hoyer whose district hosts Archives II, has long been a staunch supporter of NARA.

Under White House pressure though, Senate Republicans are preparing to slash hundreds of millions of dollars worth of both Republican and Democratic-sponsored earmarks in the still unfinished FY 2003 appropriations bills. After that's done, they will begin to address the FY 2004 budget, which most Hill-watchers expect will be very lean in the domestic spending sphere, especially if the nation goes to war with Iraq.

## Meeting Highlights

- Crawfish Etoufee
- Streetcars
- Bread Pudding
- Steamboats
- Gumbo
- Voodoo
- French Quarter
- Pralines
- Shrimp Creole
- Jambalaya

## Society of Southwest Archivists Annual Meeting NEW ORLEANS, LOUISIANA

### May 22-24, 2003

#### *Cultural Celebrations and Commemorations: Archives, Memory, and History*

The theme reflects the Louisiana Purchase Bicentennial. Plans thus far include a keynote by **Robert S. Martin**, Director of IMLS, and a pre-session program by **Jane Nokes**, ACA President.

Room rates are for May 21-25 and the hotel is in a wonderful arts, shopping, and museum area next to the French Quarter. Come early, stay late, bring your family or friends, and celebrate the Louisiana Purchase Bicentennial in New Orleans.

*Visit our web site for more information, including the call for papers.*

[specialcollections.tulane.edu/SSA/SSA2003.htm](http://specialcollections.tulane.edu/SSA/SSA2003.htm)



# ARL Task Force Invites Input on the Special Collections Agenda

by JUDITH PANITCH, University of North Carolina at Chapel

The Association of Research Libraries (ARL) Task Force on Special Collections invites input as it moves forward with its ambitious agenda. ARL is a membership organization of 124 of North America's leading research libraries. The Task Force on Special Collections, appointed this year, is charged with developing an ARL action plan to:

1. Enhance access to collections and backlogs, surface "hidden collections." Advocate for and administer funding for projects, and collaborate with RBMS to develop and endorse guidelines for what constitutes adequate access.
2. Coordinate planning for collecting 19th and 20th century materials and those in new formats.
3. Coordinate information sharing regarding digitization efforts.
4. Define core competencies among special collection librarians and create training opportunities.
5. Promote special collections as fundamental to the mission of the research library.
6. Gather data on special collections operations.
7. Incorporate some of these issues into agendas of RBMS, SAA, and other ARL standing committees (especially the Access Committee but also possibly Preservation, Scholarly Communication, Statistics & Measurement, Copyright, and Diversity).

The task force is chaired by Joe Hewitt (University of North Carolina at Chapel Hill) and consists of both directors and special collections librarians from ARL libraries. It will submit recommendations to ARL this spring. Among the many proposals currently being developed are the following:

- Principles Statement on Special Collections—A non-prescriptive statement that reaffirms the commitment of ARL member libraries to special collections and outlines the basic responsibilities of those libraries to develop, preserve, support, disseminate, and otherwise steward primary resources.
- White Paper and Conference on Access Issues—A high-level invitational conference to consider innovative approaches to eliminating arrearages and providing timely access to newly acquired materials. A background paper is being drafted that will outline the scope of the problem and propose meaningful approaches.
- Statement on Training and Recruitment—In response to concern about developing the next generation of special collections librarians, a proposal for an internship or residency program, perhaps in conjunction with "immersion courses," is being developed based on models that have proven successful in other areas of librarianship, including recruitment of individuals with advanced subject degrees.
- Conference on 19th- and 20th-Century Materials—To address the task of systematically collecting the voluminous record from the 19th century onward, a high-level invitational conference of librarians and scholars who could examine and define the issue in greater depth, eventually identifying specific areas for action.
- Collection of Special Collections Data—Building on the interest in and success of a 1998 survey of special collections in ARL libraries, a proposal for ongoing quantitative and qualitative data collection is being developed.

Opinions from the library and scholarly community and the efforts of volunteers are welcome. For more information, see [www.arl.org/collect/spcoll/index.html](http://www.arl.org/collect/spcoll/index.html).

## Scrapbooking and the Future of Archives

Scrapbooking as a hobby has blossomed exponentially according to an article in the *Washington Post*. "You Must Remember This" by Autumn Brewington (Nov. 10, 2002) notes that the 1998 book, *A Lasting Legacy*, "fueled the popularity of archiving and taught readers basic lessons about . . . photo preservation." Creative Memories, a supply company launched in 1987 now has more than 60,000 consultants nationwide who "teach the value of archival quality photo albums and proper methods for preserving family mementos." Even retail giant Target is in on the action. A Target spokesman said that the interest in archival materials has been cyclical but has mushroomed since Sept. 11.

But scrapbooking is about to enter a new dimension with a project dubbed MyLifeBits. Engineers at Microsoft's Media

Presence lab in San Francisco are aiming to build multimedia databases that chronicle people's life events and make them searchable. According to an article in *New Scientist*, "Software Aims to Put Your Life on a Disk" by Ian Sample (Nov. 2, 2002), "engineers are working on software to load every photo you take, every letter you write—in fact your every memory and experience—into a surrogate brain that never forgets anything."

According to the article, one of the developers says, "imagine being able to run a Google-like search on your life." Those working on the project believe that for some people, especially those with memory problems, MyLifeBits will become a surrogate memory that is able to recall past experiences in a way not possible with the familiar but disparate records like photo albums and scrapbooks. For more information, check out [www.newscientist.com/news/news.jsp?id=ns99993084](http://www.newscientist.com/news/news.jsp?id=ns99993084).





## Ohio University Archives Receives \$1 Million Gift

A longtime employee of Ohio University insured that his legacy of devotion to the institution continues well after his retirement. A \$1 million gift from Robert Mahn and his wife, Jean, will support the Ohio University Libraries with the establishment of the Robert E. and Jean. R. Mahn Center for Archives and Special Collections. The Mahns' gift will create an elite archives and special collections department by providing funds to aid in the recruitment and retention of top-notch staff, support acquisition of new material, renovate the facilities and enhance technology to make more of the collections available electronically.

During his 51-year career, Robert Mahn filled a variety of posts at Ohio University while serving under seven presidents. In 1967, he accepted the position as university archivist and records officer, relying on skills he acquired during his former position as a junior archivist with the National Archives. As assistant to the president and secretary to the Board of Trustees, he managed the paper flow in the president's office and was responsible for all official records of the board. To this day, large sections of the archives reflect Robert Mahn's faithful attention and organizational skills.

## First Archives Week Held in Chicago

Chicago Mayor Richard M. Daley declared the week of Oct. 20-26, 2002, to be the first "Archives Week in Chicago." The activities for the week were coordinated by the Chicago Area Archivists (CAA). Numerous events were registered on the Archives Week calendar, including open houses, exhibits, a lecture, a dinner with speakers, a medical history symposium, and a program about handling three-dimensional objects in archival collections. One of the most important outcomes was the creation of the CAA Web site (<http://www.vandercook.edu/archives/CAA>), where members can post news items and links to their repositories. The CAA thanks everyone who participated in these events. For more information or to volunteer for the Archives Week 2003 Committee, contact: Judy Robins, 847/825-5586 or [j.robins@ASAHQ.org](mailto:j.robins@ASAHQ.org).

## Catholic Bishops Conference Finding Aid Online

The American Catholic History Research Center and University Archives of The Catholic University of America has completed a finding aid to the archival records of the Executive Department, otherwise known as the Office of the General Secretary of the former National Catholic Welfare Conference (NCWC), now known as the United States Conference of Catholic Bishops. Formed in 1919, the NCWC represented and acted for the bishops and Catholic Church in America in regard to most of the key issues of the day. This finding aid joins that for the NCWC Social Action Department, completed in 2000, and both are available and searchable online at <http://libraries.cua.edu/archives.html>. For more information, contact William J. Shepherd at [Shepherw@cua.edu](mailto:Shepherw@cua.edu).

## African American Cultural Arts Archive

An extraordinary collection of African American cultural art assembled over the past thirty-five years by artist and filmmaker Camille Billops and theater historian James Hatch has been donated to the Special Collections and Archives of Emory University. For more information, contact Nancy Books at [libnab@emory.edu](mailto:libnab@emory.edu) or 404/727-6898.

## Newark Museum Receives NHPRC Grant

The Newark Museum has secured a one-year NHPRC grant to make available a significant portion of its archival records. Previously inaccessible documents from over ninety-years of the museum's exhibitions and collections, educational programs, and related marketing publications will be made available to researchers. Contact Jeffrey V. Moy at [jmoy@newarkmuseum.org](mailto:jmoy@newarkmuseum.org) or visit the museum's Web site at [www.newarkmuseum.org](http://www.newarkmuseum.org).

## Georgia Archives on the Move

The Georgia Archives is moving to a new facility in the city of Morrow this spring. Please visit [www.GeorgiaArchives.org](http://www.GeorgiaArchives.org) for the move schedule, frequently asked questions, fast facts, and construction photographs. Or contact: Pamela Coleman, Public Programs Coordinator, at 404/651-6474 or [pcoleman@sos.state.ga.us](mailto:pcoleman@sos.state.ga.us).

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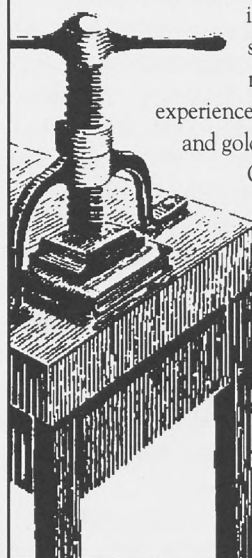
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## The First Negro Classic Ballet

continued from page 9

venues and, by 1949, the company, now known as the First Negro Classic Ballet, was establishing its place in the arts scene in Southern California. Its first professional performance, on Nov. 19 in Santa Barbara's Lobero Theatre, impressed both the audience and the dance reviewer, who praised the company for its "artistry," "showmanship" and "promise."<sup>5</sup>

The Classic Ballet, now a professional troupe represented in turn by booking agents Irwin Parnes and Mary Bran, performed in such Los Angeles theaters as the Assistance League Playhouse and the Philharmonic Auditorium, and toured California, earning the favor of their predominantly white audiences and garnering overwhelmingly enthusiastic reviews. Others, however, viewed black ballet dancers as exotic novelties and repeated ugly racial stereotypes even as they praised the group's artistry. One San Francisco journalist, for example, began his review by stating, "Negro dancers are famous for the exciting cleverness and energy of their taps and boogie-woogie" before going on to praise the performers, and another wrote, "Rhythm is so inherent in the Negro race that it was not surprising to find even the less skilled members of the sextet right on the beat—with hands as well as feet."<sup>6</sup>

Other insults, both deliberate and inadvertent, born of the prejudice of the time, had to be overcome by the dancers. A frequent difficulty for the black troupe when touring was the scarcity of hotels that would admit them. Tellingly, the same issue of the *Santa Barbara News-Press* that carried the publicity announcement about the Classic Ballet's first professional performance also ran an article about the citizens who had offered to open their homes to the members of the company.<sup>7</sup> In another revealing incident, the touring black dancers discovered on arriving in England that, despite their advance dispatch of the ballerinas' toe-shoe measurements to London manufacturers, no shoes were ready for them—British shoemakers simply could not believe that blacks could dance *en pointe*.<sup>8</sup>

Many reviewers, along with most audiences, were free of racial prejudice and responded with genuine pleasure and appreciation to the ballet's exciting dance sequences that were characterized by one critic as "an escape from stereotyped use of form" with "alive and never flagging performances," and by another as "a refreshing and individual treatment of the classical dance . . . balanced with some of the more realistic styles."<sup>9</sup> The company, led by Graham Johnson, Bernice Harrison, James Truitte, Theodore Crum, Donald Stinson, and Yvonne Miller, dazzled audiences with programs that usually included three components: modern conceptions of classics by such composers as Bach, Chopin, and Mendelssohn; contemporary Rickard-Wilson creations like "Cinderella" and "Streetlight;" and African American stories such as "Raisin' Cane" (music by Claudius Wilson, choreography by Graham Johnson), a tale of sugar-cane croppers whose sequences included "Juba," "Speakeasy," and "Pas de jitters."

In 1956, Rickard was approached by Edward Flemyng, who had just formed the New York Negro Ballet, with a proposal to

merge the companies. The idea looked attractive, for Rickard was short of money but had a large experienced troupe of dancers, while Flemyng lacked dancers but had the backing of a wealthy patron. Within a year, however, the patron passed away and the combined company was forced to disband.

During its ten-year life, the First Negro Classic Ballet played a crucial part in advancing the place of African Americans in American ballet. Although Joseph Rickard's troupe was not the first black ballet corps, it built on the accomplishments of its predecessor, the American Negro Ballet, founded in New York in 1937. Both companies set the stage for the Dance Theatre of Harlem, founded in 1968 by Arthur Mitchell. The high level of achievement in all three groups proved the ability and artistry of black dancers and enabled them increasingly to find acceptance in white companies.

The long-forgotten story of Joseph Rickard's contribution to the advancement of black ballet and to the arts in Los Angeles is found in the papers he donated to the Huntington Library shortly before his death in August 1994. The photographs, programs, publicity flyers, set designs, music scores, tape recordings, and clippings afford a rich resource that will preserve and illuminate the history of a talented band of dancers and of the dedicated man in whose hands their dreams took wing and soared.

*This essay is edited from a portion of an article, "Worlds of Leisure, Worlds of Grace: Recreation, Entertainment and the Arts in the California Experience," by Peter J. Blodgett and Sara S. Hodson, California History 75:1 (Spring 1996), 68-83.*

### End Notes

1. James Haskins, *Black Dance in America*, p. 128, and Zita D. Allen, "Blacks and Ballet," *Dance Magazine* (July 1976), p. 66.
2. Zita D. Allen, *op.cit.*, p. 68.
3. "Sentinel Sponsored Ballet Recital Oct. 19," *Los Angeles Sentinel*, Sept. 25, 1947, p. 20; and "'Ballet Americana' Will Be Presented on Sunday Night," *Los Angeles Sentinel*, Oct. 16, 1947, p. 20.
4. "Sentinel-Sponsored Ballet Has History-Making Debut," *Los Angeles Sentinel*, Oct. 23, 1947, p. 20.
5. Ronald D. Scofield, "Ballet Review: Negro Dancers Score With Art, Showmanship," *Santa Barbara News-Press*, Nov. 20, 1947, p. B-3.
6. Alexander Fried, "Novel Ballet Makes Debut," *San Francisco Examiner*, Aug. 16, 1952 (clipping in collection, no page number provided); and Marjory M. Fisher, "Negro Ballet Wins Praise," *San Francisco News*, [Aug. 16, 1952] (clipping in collection, no page number provided).
7. "Negro Ballet Here Tonight," p. A-7, and "City to Open Homes To Negro Ballet," p. B-3, *Santa Barbara News-Press*, Nov. 19, 1949.
8. Interview with Kathy Harmon Ho, San Marino, Calif., Aug., 1994.
9. *Los Angeles Times*, [following Feb. 4, 1956, performance], undated clippings, Rickard Papers, Box 2.



## President's Message

*continued from page 3*

from three, we selected the firm of Morris & Berger of Pasadena, Calif.

A search committee will partner with Morris & Berger to ensure that the candidates we identify are a good fit with SAA's culture and needs. The committee, which I appointed in November, is chaired by Vice President Tim Ericson, and consists of Elizabeth Adkins, treasurer; Tom Battle and Elaine Engst, councilors; Brenda Banks, recent officer; William Maher, member of the previous search committee; and Brian Doyle, elected SAA staff member. So far the search committee has refined a list of qualifications (required and preferred) for the executive director, finalized a position description, and developed information about SAA that Morris & Berger can use to recruit applicants. Within the next few months, they will review all applicants and help identify the finalists to be interviewed by Council.

While no one wanted to see Susan leave, she could not have left SAA better prepared for her departure. We have plenty of time to hire someone before the next annual meeting; she left with the society in the black (in spite of the downturn in the economy); with direction from Council, she has over the past decade built the reserve funds of the Society so that we can pay the costs associated with replacing her; and she left a terrific team in place. We will hire another person to serve as executive director, but it is hard to believe that anyone can serve the archival community better than Susan Fox did. I wish her all the best in her new position. ♦

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# Nominate a Fellow Today!

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The Committee on the Selection of SAA Fellows invites members to nominate colleagues for selection as fellows of the Society of American Archivists. Nominees must be individual members of SAA in good standing for the past seven consecutive years. Other criteria on which the committee evaluates nominees are:

- appropriate academic education, and professional and technical training;
- a minimum of seven years of professional experience in any of the fields encompassed in the archival profession;
- writing of superior quality and usefulness in advancing SAA's objectives; and
- contributions to the profession through work in and for SAA.

The Committee on the Selection of SAA Fellows includes the five most recent past presidents of the Society and three additional members—all Fellows—elected annually by SAA officers and Council during the January Council meeting.

A nomination form is available at [www.archivists.org/recognition/fellows.asp](http://www.archivists.org/recognition/fellows.asp). **Completed forms must be postmarked by Feb. 28, 2003**, and addressed to the chair:

LEON J. STOUT  
Pennsylvania State University  
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University Park, PA 16802  
814/863-3381 • fax 814/863-5318  
[lys2@psu.edu](mailto:lys2@psu.edu)

A nomination submitted in 2002 that did not result in the election of a fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Enhancements or updates may be submitted if desired.

Fellows are elected by a three-quarters vote of the committee. In accordance with SAA's constitution, the total number of fellows may not exceed five percent of the SAA membership as of the previous annual business meeting.

## DISTINGUISHED SAA FELLOWS

\* indicates past president

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# Wanted: Award Winners

## Society of American Archivists 2003 Awards Competition Recognizing Achievements of the Preceding Year

Winners will be selected by subcommittees of the SAA Awards Committee. Awards will be presented next August during SAA's 67th annual meeting in Los Angeles. Brief descriptions of the awards are listed below. Please visit the SAA Web site ([www.archivists.org/recognition](http://www.archivists.org/recognition)) for full awards criteria and policy, lists of past recipients, as well as a nomination form.

Nominations and requests for additional information should be addressed to the Awards Committee:

ALEXANDRA S. GRESSITT, Co-chair  
behs1971@yahoo.com

DIANE DIMKOFF, Co-chair  
diane.dimkoff@nara.gov

c/o Society of American Archivists  
527 S. Wells St., 5th Floor  
Chicago, IL 60607-3922  
312/922-0140 • fax 312/347-1452

*The deadline for award nominations is Feb. 28, 2003 (except for the Theodore Calvin Pease Award, that deadline is May 31, 2003).* Nominations will not be considered unless all materials, including books and other supporting documentation, are postmarked by that date.

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### Distinguished Service Award

Created in 1964, this award recognizes a North American archival institution, organization, education program, or nonprofit or governmental organization that has given outstanding service to its public and has made an exemplary contribution to the archival profession. Each nominee must be supported by three SAA members, each representing a different institution. A person may not nominate his/her own institution. This award was established through the generosity of three SAA Fellows: Leon de Valinger, Jr., Mary Givens Bryan, and Dolores Renze.

### J. Franklin Jameson Archival Advocacy Award

Established in 1989, this award honors an individual, institution, or organization not directly involved in archival work that promotes greater public awareness, appreciation, or support of archival activities or programs. Contributions should have a direct or indirect national impact. Nominations, which must include three letters of support, will remain eligible for two years, and additional supporting documentation may be submitted the second year. This award honors historian J. Franklin Jameson, who labored for over 25 years to establish the United States National Archives.

### C.F.W. Coker Award

Established in 1983, this award recognizes finding aids, finding aid systems, projects located primarily in North America that involve innovative development in archival description, or descriptive tools that enable archivists to produce more effective finding aids. To merit serious consideration, the nominee must, in some significant way, set national standards, represent a model for archival description, or otherwise have substantial impact on descriptive practices. This award honors SAA Fellow C.F.W. Coker.

### Philip M. Hamer-Elizabeth Hamer Kegan Award

Established in 1973 and subsequently modified by Council, this award recognizes an individual, organization, institution, or group of individuals, organizations, or institutions who have increased public awareness of manuscripts and archives through compilation, transcription, public presentation, exhibition, or publication. The award honors two SAA Fellows and former presidents, Philip M. Hamer and Elizabeth Hamer Kegan.

### Theodore Calvin Pease Award

Created in 1987, this award recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. Eligible manuscripts must be unpublished, 15-20 pages in length, and conform to stylistic guidelines of the *American Archivist*. Papers examining major trends and issues in archival administration are preferred. The award honors Theodore Calvin Pease, first editor of the *American Archivist*. *The deadline for this award is May 31, 2003.*

## 2003 SAA Awards Competition

continued from page 31

### Waldo Gifford Leland Award

Created in 1959, this prize encourages and rewards writing of superior excellence and usefulness in the field of archival history, theory, or practice. Monographs, finding aids, and documentary publications published in North America are eligible. Periodicals are not eligible. The award honors Waldo Gifford Leland, an American archival pioneer and SAA's second president.

### Oliver Wendell Holmes Award

Established in 1979, this award enables overseas archivists already in the United States or Canada for training, to travel to or attend the SAA annual meeting. The award honors SAA Fellow and former president Oliver Wendell Holmes.

### Sister M. Claude Lane Award

Created in 1974, this award recognizes individual archivists who have made a significant contribution to the field of religious archives. The award honors Sister M. Claude Lane and is funded by the Society of Southwest Archivists.

### Preservation Publication Award

Established in 1993, this award recognizes the author(s) or editor(s) of an outstanding work, published in North America, that advances the theory or the practice of preservation in archival institutions. Eligible publications include articles, reports, chapters, and monographs in print, audiovisual, or electronic form.

### Fellows' Posner Prize

Established in 1982, this award recognizes an outstanding essay dealing with some facet of archival administration, history, theory, and/or methodology that was published during the preceding year in the *American Archivist*. There are no nominations for this award. The winner is selected by a subcommittee composed of three SAA fellows. The award honors SAA fellow and former president Ernst Posner.

### Harold T. Pinkett Minority Student Award

Established in 1993, this award encourages minority students to consider careers in the archival profession and promotes minority participation in SAA. The award provides complimentary registration to the SAA annual meeting to a minority student enrolled in a postsecondary institution. Nominees must have a minimum scholastic grade point average of 3.0 (B) while enrolled in the academic year preceding the award. Preference will be given to full-time students. The award honors archival pioneer Harold T. Pinkett.

### Colonial Dames Scholarship Award

Established in 1974, this award, given in conjunction with the Colonial Dames of America (Chapter III, Washington, D.C.), financially assists two archivists each year to attend the National Archives' Modern Archives Institute. The institute is held twice each year: January/February and June. The award covers up to \$1,200 of the total tuition, travel, and housing expenses at the institute (tuition is \$645). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. *A scholarship to the Modern Archives Institute, to be held next summer is now available. The deadline for application is Feb. 28, 2003. (The deadline for the January/ February institute is Nov. 1.)* Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate (original and two photocopies) to: Diane Dimkoff (diane.dimkoff@nara.gov), Co-Chair, SAA Awards Committee, c/o Society of American Archivists, 527 S. Wells St., 5th Floor, Chicago, IL 60607-3922; 312/922-0140; fax 312/347-1452.

### Donna Catt Scholarship to the Modern Archives Institute

Established in 2002, this award, given in conjunction with the Colonial Dames of America (Chapter III, Washington, D.C.), financially assists one archivist each year to attend the National Archives' Modern Archives Institute. The institute is held twice each year: January/February and June. The award covers up to \$1,200 of the total tuition, travel, and housing expenses at the institute. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.






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WORKSHOP #0325  
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## 2003 CALENDAR

### March 27

National Archives at College Park, MD, 18th Annual Preservation Conference, "Preservation Reformatting: Digital Technology vs. Analog Technology." The long-term retention and use of digital and analog audio recordings and moving images will be explored as well as the standards and availability outlook for various media types. Other presentations will cover digital and microfilm images of library and archival materials and how to establish and manage a hybrid digital/film repository. Major collaborative endeavors to preserve and make accessible through digital technology a significant body of primary source material will be covered as well as NARA's goal to preserve and provide access to any kind of electronic record. Also, consideration will be given to the case that some information may not be separated from its carrier and thus should be preserved as an artifact. For more information please see: [www.archives.gov/preservation/conferences/preservation\\_conference2003.html](http://www.archives.gov/preservation/conferences/preservation_conference2003.html).

### May 9

Sixth Annual Community Forum on Historical Records, "Celebrating History: Anniversaries to Educate, Promote and Preserve History," at Merrimack College, North Andover, Mass., Contact: Bill Milhomme, 617/727-2816 x257 or [william.milhomme@sec.state.ma.us](mailto:william.milhomme@sec.state.ma.us).

### June 15-27

The 17th annual Western Archives Institute at San Francisco State University. The intensive, two-week program provides integrated instruction in basic archival practices to individuals with a variety of goals, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those who have expanding responsibility for archival materials, those who are practicing archivists but have not received formal instruction, and those who demonstrate a commitment to an archival career. The principal faculty member will be Randall Jimerson, associate professor of history and director, Graduate Program in Archives and Records Management at Western Washington University. Joining Dr. Jimerson on the faculty will be distinguished working professionals noted for selected fields of archives education. The program will feature site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, and managing archival programs and institutions. Tuition for is \$550 and includes a selection of archival publications. Housing and meal plans are available at additional cost. Admission is by application only and enrollment is limited. The application deadline for is March 15, 2003. For additional information and an application form, contact: Administrator,

### Aug. 18-24

67th annual meeting of the SOCIETY OF AMERICAN ARCHIVISTS in Los Angeles at the Century Plaza Hotel and Tower. Early bird registration fees (postmarked or faxed on or before July 1, 2003): SAA member \$285; nonmember \$335. Registrations postmarked or faxed after July 1, 2003, but received on or before July 22, 2003: SAA member \$315; nonmember \$365. On-Site Registration: SAA member \$335; nonmember \$385. One-day registration: SAA member \$135; nonmember \$140. Student Registration: SAA member \$100; nonmember \$110. Visit [www.archivists.org/conference](http://www.archivists.org/conference).

Western Archives Institute, 1020 O Street, Sacramento, CA 95814; 916/653-7715; fax 916/653-7134; [ArchivesWeb@ss.ca.gov](mailto:ArchivesWeb@ss.ca.gov). The application package is available on the Web site for the Society of California Archivists at [www.calarchivists.org](http://www.calarchivists.org). Click on "Western Archives Institute."

### June 16-27

36th Georgia Archives Institute, "An Introduction to Archival Administration," in Atlanta. Tuition is \$500. Enrollment is limited and the deadline for receipt of application and resume is Apr. 1, 2003. For more information, contact: Anne Salter, 404/894-9626, [anne.salter@library.gatech.edu](mailto:anne.salter@library.gatech.edu).

### June 20-21

Fifth annual Museum and Library Archives Institute, sponsored by Monson Free Library and Reading Room Association, Massachusetts Board of Library Commissioners, the New England Archivists, the New England Museum Association, and the Worcester Historical Museum, at the Wilbraham & Monson Academy, Wilbraham, Mass. This Institute consists of two parallel programs: the Introductory and the Special Topic. The Introductory program is designed for those who have responsibility for museum and library records and special collections, but limited experience in archival methods and procedures. This year's curriculum includes such topics as collecting accessioning, appraising, arrangement and description, reference and access, oral history and copyright. Instead of the Introductory Program, participants may choose the Special Topic Program. This track provides an opportunity to go beyond the introductory level and focus on a particular archival topic or issue in a comprehensive, in-depth manner. The 2003 topic will address the issue of creating and renovating archives facilities to maximize storage and access potential. For information, contact: Theresa Rini Percy, Director, Monson Free Library, 2 High St., Monson, MA 01057; 413/267-3866; fax 413/267-5496; [tpercy@cwmmars.org](mailto:tpercy@cwmmars.org).

### July 9-12

The National Association of Government Archives and Records Administrators 2003 annual meeting in Providence, RI, at the Providence Biltmore. Sessions will focus on archives and records,



and will be perfect for all types of government employees, whether they work at the local, state or federal level. For more information, visit [www.nagara.org](http://www.nagara.org) or contact 518/463-8644 or [nagara@caphill.com](mailto:nagara@caphill.com).

### September 15-18

"Symposium 2003—Preservation of Electronic Records: New Knowledge and Decision-Making," hosted by the Canadian Conservation Institute, the National Archives of Canada, and the National Library of Canada, and to be held in Ottawa, Canada. Visit [www.cci-icc.gc.ca/symposium2003/index\\_e.shtml](http://www.cci-icc.gc.ca/symposium2003/index_e.shtml).

### December 10-12

"World Summit on the Information Society 2003" in Geneva, Switzerland. Visit [www.geneva2003.org](http://www.geneva2003.org).

## FUNDING

### AIP Center for History of Physics

The Center for History of Physics of the American Institute of Physics has a program of grants-in-aid for research in the history of modern physics and allied sciences (such as astronomy, geophysics, and optics) and their social interactions. Grants can be up to \$2,500 each. They can be used only to reimburse direct expenses connected with the work. Preference will be given to those who need funds for travel and subsistence to use the resources of the Center's Niels Bohr Library (near Washington, DC), or to microfilm papers or to tape-record oral history interviews with a copy deposited in the Library. Applicants should name the persons they would interview or papers they would microfilm, or the collections at the Library they need to see; you can consult the online catalog at <http://www.aip.org/history>.

Applicants should either be working toward a graduate degree in the history of science (in which case they should include a letter of reference from their thesis adviser), or show a record of publication in the field. To apply, send a vitae, a letter of no more than two pages describing your research project, and a brief budget showing the expenses for which support is requested to: Spencer Weart, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740; phone 301/209-3174; fax 301/209-0882; e-mail [sweart@aip.org](mailto:sweart@aip.org). **Deadlines for receipt of applications are June 30 and Dec. 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](mailto: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 Jan. 1, Apr. 1, July 1, and Oct. 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/](http://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 Mar. 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/](http://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](mailto:kosmerick@ou.edu).

### CLIR/DLF Fellowship

The Council on Library and Information Resources (CLIR) and the Digital Library Federation (DLF) are pleased to announce a new opportunity for librarians, archivists, information technologists, and scholars to pursue their





professional development and research interests as Distinguished Fellows. The program is open to individuals who have achieved a high level of professional distinction in their fields and who are working in areas of interest to CLIR or DLF. For more information, visit [www.clir.org](http://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.

### Documentary Heritage Grant Program

The Massachusetts Documentary Heritage grant program has available \$100,000 to fund projects that promote and result in the documentation, preservation, and use of historical records in Massachusetts. Applicants may request up to a maximum of \$10,000 for their projects. Certain expenses are subject to funding limits. The program is funded by the Secretary of the Commonwealth and by a grant from the National Historical Publications and Records Commission. Eligible applicants are non-profit, public or private organizations, such as repositories, community organizations, professional associations, or local or state government agencies. Priority will be given to local organizations and collaborative community projects. A series of grant application workshops is scheduled. To register for a workshop or for further information contact: Bill Milhomme, Field Archivist, 617/727-257 x257 or [william.milhomme@sec.state.ma.us](mailto:william.milhomme@sec.state.ma.us) or visit [www.state.ma.us/sec/arc/arcaac/aacintro.htm](http://www.state.ma.us/sec/arc/arcaac/aacintro.htm).

### NHPRC Archival Research Fellowship Program

*Mar. 1, 2003, is the deadline for applications* for the NHPRC Archival Research Fellowships. The National Historical Publications and Records Commission Archival Research Fellowship is a three-year program established to manage non-residential archival research fellowships. Now in its second year, the program's purpose is to advance both basic and applied research and to encourage broad participation in the research process, enabling archivists, curators, and information specialists who work full-time under a 12-month contract the flexibility to participate. Up to five projects of \$10,000 each will be awarded in April 2003 to enable a group of fellows to conduct research and write about a topic of importance to the archival profession. Proposals concerning electronic records will be given highest priority. Collaborative research projects will be considered for funding. Successful applicants will present their findings in Boston in June 2004 at a symposium which will be open to all who are interested in attending and will engage a broad spectrum of individuals from related disciplines in lively discussion. Application materials are available at [www.masshist.org](http://www.masshist.org) or by contacting Brenda Lawson at the Massachusetts Historical Society, 1154 Boylston Street, Boston, MA 02215 (617/646-0502 or [blawson@masshist.org](mailto:blawson@masshist.org)). The project Executive Board consists of Brenda Lawson (Massachusetts Historical Society), Elizabeth Andrews (Massachusetts Institute of Technology), Joan Krizack (Northeastern University), Megan Sniffin-Marino (Schlesinger Library/Radcliffe Institute), and Mary Ide (WGBH Educational Foundation).

### 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; [mlaughli@mailers.fsu.edu](mailto:mlaughli@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.

### Society of Southwest Archivists

The Society of Southwest Archivists is accepting applications for the A. Otis Hebert Jr. Continuing Education Scholarship. The Society will provide \$1000 to be used in 2003 for a working archivist in the southwest region (Louisiana, Arkansas, Oklahoma, New Mexico, and Texas) to attend a professional development workshop or class. *The application deadline is Feb. 1, 2003.* Applications can be downloaded at <http://lib-04.lib.uh.edu/ssa/awards.htm> or requested in writing from Daphne Arnaiz-DeLeon, Hebert Scholarship Committee Chair, New Mexico State Records Center and Archives, 1205 Camino Carlos Rey, Santa Fe, New Mexico, 87507.

### South Carolina Bar Foundation

The South Carolina Bar Foundation offers financial support to graduate and post-graduate scholars researching issues pertaining to legal history and South Carolina. Research Awards are available to academic and non-academic researchers seeking to study issues pertaining to legal history in South Carolina. Awards from \$250 to \$3,000 are available to underwrite expenses for travel, lodging, photocopying, and other research expenses. Each proposal will be evaluated on its merits. Primary consideration will be given to projects involving the substantive study of issues of general interest and doctoral and post-doctoral studies by academicians in law, legal history, history and political science. Each proposal should be aimed at a discrete end product such as a book, dissertation, thesis, article, documentary film, or exhibit. Budgets will be examined and may be approved in whole or in part. In return for accepting support, each award recipient is required to acknowledge the Foundation's support in any resulting published work, donate a copy of that work to the Foundation in a timely fashion, and account for the expenditure of the award. The Foundation may also require the recipient to submit a brief article summarizing their findings and research experience for publication in the Foundation newsletter. No standard form is needed for application but each application must include: a) Applicant's full name, address, telephone and fax numbers, and e-mail address; b) A description of the research project in five hundred to one thousand words; c) A personal vitae; d) An overall project budget clearly stating the amount of the award sought and the use to which the award will be put. e) At least one but not more than three letters of reference attesting to the applicant's scholarly ability and the significance of their research project. *Applications will be accepted up to May 1.* Awards will be announced by June 1. For more information or to apply, contact: Herbert J. Hartsook [Historian, South Carolina Bar Foundation], 112 Silver Lake Circle, Columbia, S.C. 29212; 803/732-7270; [Herb@sc.edu](mailto:Herb@sc.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



## CALL FOR PAPERS

### Special Issue of *Comma*: Archives, Memory, and Knowledge in Central Europe

In 2004, an issue of *Comma*, journal of the International Council on Archives, will be devoted to the theme of "Archives, Memory, and Knowledge in Central Europe." This issue will appear mid-2004, in anticipation of the ICA's quadrennial congress to be held in Vienna, from August 23-27, 2004. With the congress theme of "Archives, Memory, and Knowledge," the journal's thematic issue will help set the stage for discussion, debate, and reflection in Vienna and beyond. Content of the journal and the congress will be complimentary, not identical. The journal will focus thematically upon the area referred to as "Central Europe" while the congress focus is global.

"Central Europe" is a particularly complex and fascinating site of archives and memory, creativity and constraint, empire building and dissolving states, with shared and dramatically contested cultural heritages and orientations. Loosely identified by its politically and intellectually fluid boundaries, the region offers stimulating and edifying case studies, essays, and overviews on such issues and dimensions as the following:

- archives and the contested nature of a national collective identity;
- archives and developments after 1990;
- contemporary issues of cultural and property rights vis-à-vis the archives;
- creativity in context: the archives of Central European composers, artists, architects, and authors at home and abroad;
- risks of the river: natural disasters and archives of Central Europe;
- the art and science of memory: the archives of psychology, the psychology of archives;
- twentieth-century alienations and rapprochements of common heritages in bureaucratic administration, archival education, and archival practice;
- privatization, globalization, and repatriation challenges and opportunities for the archives of Central Europe; and
- access, accountability and the archivist.

The editorial board of *Comma* is seeking contributions from authors with expertise in the areas outlined above, in particular from archivists, historians, political analysts, cultural anthropologists, teachers of archival studies, state administrators, and other observers of Central Europe. In addition to full-length scholarly essays, the editorial board welcomes shorter pieces. Contributors are encouraged to include non-textual materials. Recommended languages for submission are German and English. Interested authors should contact:

**Lothar Saupe**

c/o Generaldirektion der Staatliche Archive Bayerns  
Postfach 22 11 52  
80501  
Muenchen, Germany  
e-mail: poststelle@gda.bayern.de

and

**Dr. Joerg Ludwig**

c/o Saechsisches Staatsministerium des Innern  
Refereat Archivwesen  
01095 Dresden, Germany  
e-mail: Joerg.Ludwig@smi.sachsen.de

Each proposed submission will be reviewed by the editorial board of *Comma* and a final decision for publication will be based on this review.

**Deadline for expressions of interest:**

February 28, 2003

**Deadline for contributions:**

June 30, 2003

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: Roger Myers, University of Arizona Library Special Collections, P.O. Box 210055, Tucson, Arizona 85721-0055, myersr@u.library.arizona.edu.

#### Virginia Historical Society Research Fellowship Program

To promote the interpretation of Virginia history and access to its collections, the Virginia Historical Society offers fellowships of up to four weeks a year. Awards include the Andrew W. Mellon Research Fellowships, the Betty Sams Christian Fellowships in business history, the Frances Lewis Fellowships in women's studies, and the Reese Fellowships in American Bibliography and the History of the Book in the Americas. We make awards on the basis of the applicants' scholarly qualifications, the merits of their proposals, and the appropriateness of their topics, as demonstrated by citation to specific sources in our collections. We award a few grants (\$150 per week) for mileage to commuting researchers. However, the majority of awards (\$500 per week)

go to those who live farther away. We expect recipients to work on a regular basis in our reading room during the period of their award. We welcome applications from doctoral candidates. Undergraduates, master's students, and graduate students not yet admitted to Ph.D. candidacy are not eligible. Applicants should send an original and three copies of the following: a cover letter, c.v., two letters of recommendation (sent separately), and a description of their research project not longer than two double-spaced pages that also states the length of the award requested. **The deadline for applications is Feb. 1, 2003;** awards will be announced by March 15, 2003. The committee will make partial awards and will consider reapplications in following years up to these limits: for doctoral candidates, a maximum of three weeks in a five-year period; for faculty or independent scholars, a maximum of six weeks in a five-year period. Send applications to: Dr. Nelson D. Lankford, Chairman, Research Fellowship Committee, Virginia Historical Society, 428 N. Boulevard, Richmond, VA 23220; 804/342-9672; fax 804/355-2399; nblankford@vahistorical.org or visit [www.vahistorical.org](http://www.vahistorical.org).

#### U.S. Capitol Historical Society Fellowship

Applications are invited for the 18th year of the United States Capitol Historical Society Fellowship. The fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars

may apply for periods ranging from one month to one year; the stipend is \$1,500 per month. **Applications must be postmarked by Mar. 15, 2003.** For further information contact: Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, DC 20515; 202/228-1222.

## CALL FOR PAPERS

The Midwest Archives Conference (MAC) invites submissions of proposals for papers or panels for its fall conference to be held at Dearborn, MI, Oct. 23-25, 2003. The Program Committee is interested in proposals on all aspects of archives and archival work. The committee will consider papers and sessions on all topics, and encourages submissions that will provoke constructive discussion on the important issues facing archivists today. Graduate students are encouraged to participate. To submit a proposal for a paper and/or session, send a one page proposal for each presentation. Panel proposals should include a one page proposal outlining the topic of discussion of each panel participant. Submit proposals and questions to: Daardi Sizemore at [daardi.sizemore@mnsu.edu](mailto:daardi.sizemore@mnsu.edu) or 507/389-1029; Stephen E. Towne at [setowne@iupui.edu](mailto:setowne@iupui.edu) or 317/278-3445. **The deadline for submitting paper/session proposals is Mar. 3, 2003.** E-mail submissions are encouraged and will be accepted until the deadline. Visit the MAC Web site at <http://midwestarchives.org>.





## ARCHIVIST

Georgetown Law Library  
Washington, DC

Responsible for processing all archival materials and manuscript collections, identifying items for retention, creating retention and disposition schedules, maintaining Archives Web site, and supporting historical research. Archives contain over 3,000 linear feet in all formats, including interesting manuscript collections. **Required:** Bachelor's; M.L.S. with archives concentration, or Certificate of Archival Science or equivalent, or M.A. in American history with concentration on archival science; also eligible if within 1 year of graduation. **Further information:** See [www.ll.georgetown.edu/lib/openjobs.html](http://www.ll.georgetown.edu/lib/openjobs.html). EOE/AA.

## HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

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Announcements are posted weekly on SAA's Web site in the *Online Employment Bulletin* ([www.archivists.org/employment](http://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](mailto:jobs@archivists.org)

It is assumed that all employers  
comply with Equal-Opportunity/

Affirmative-Action regulations.

## ARCHIVIST

John Nicholas Brown Center  
for the Study of American Civilization  
Brown University  
Providence, RI

Responsible for the arrangement, description, and cataloguing of archival collections relating to the Brown family of Providence, Rhode Island. Requires B.A. in American history or related field, M.A. or M.L.S. with concentration in archives preferred; 3-5 years experience processing multi-format archival collections; knowledge of established cataloguing standards and practices; excellent organizational and writing skills; 1 year appointment with possibility of extension. Send cover letter and resume; refer to PVA#H00141. Brown University is an EEO/AA employer. **To apply, contact:** Human Resources, Brown University, Box 1879/H00141, Providence, RI 02912.

## ARCHIVIST

Lewis and Clark Trail Heritage Foundation, Inc.  
Great Falls, MT

The Lewis and Clark Trail Heritage Foundation, Inc. is seeking an archivist/librarian to supervise its research archive and library collection in Great Falls, Montana. Master's degree from an ALA-accredited program is preferred, as is a background in history, work experience involving library services, and a proven ability to work with library technology. **Salary Range:** \$25,000-\$30,000 per annum. See [www.lewisandclark.org/new.phtml](http://www.lewisandclark.org/new.phtml) for a complete job description and application details or contact: Carol A. Bronson, Executive Director, Lewis and Clark Trail Heritage Foundation, Inc., P.O. Box 3434, Great Falls, MT 59403; 406/454-1234; [cbronson@lewisandclark.org](mailto:cbronson@lewisandclark.org); [www.lewisandclark.org](http://www.lewisandclark.org).

## ARCHIVIST

Wright State University Libraries  
Dayton, OH

**Responsibilities:** Provide research and reference service for Special Collections and Archives patrons. Process manuscript collections. Enter data in online systems and databases. Participate in a variety of outreach activities. **Required:** M.A. Degree in public history, history, or related field from accredited university, or ALA-accredited M.L.S. with American history background. Coursework or training in archival procedures and practices as part of a graduate level program in archival administration. Familiarity with word processing software, databases, and online systems for bibliographic control of manuscript collections (MARC, EAD, HTML). Familiarity with digital imaging standards and procedures. Knowledge of basic archival preservation skills (cleaning and flattening of documents, encapsulation, and housing of a variety of formats). Strong interpersonal skills and the desire to work as part of a team. Excellent oral and written communication skills. Ability to work in a culturally diverse environment. Flexibility and ability to thrive in a dynamic and active department. **To apply, contact:** Chris Watson, Wright State University, 3640 Col. Glenn Hwy, 126 Dunbar Library, Dayton, OH 45435; 937/775-2608; fax 937/775-4109; [chris.watson@wright.edu](mailto:chris.watson@wright.edu).

## ARCHIVIST

Oregon Historical Society  
Portland, OR

The Oregon Historical Society invites applications for the position of Archivist to analyze a variety of archival collections and determine their intellectual content, organization and description needs. A master's degree in Library Science or archives management with a BA in history or humanities is required. For a complete job description and application information please visit [www.ohs.org](http://www.ohs.org). To apply, contact: Joni Marie Johnson, Oregon Historical Society, 1200 SW Park Avenue, Portland, OR 97210; 503/306-5228; [jonij@ohs.org](mailto:jonij@ohs.org).

## ARCHIVIST/LIBRARIAN

Robert A.M. Stern Architects  
New York, NY

Robert A.M. Stern Architects, an internationally prominent architectural firm in New York City has an opening for an Archivist/Librarian. Over the past 33 years we have accumulated a substantial collection of drawings, project and business records, 3D models, books, periodicals, 35mm slides and a growing quantity of digitized images. We are seeking a Librarian/Archivist to lead the organization of these diverse materials into a library of resources, identified and catalogued, searchable and retrievable by methods appropriate to their form, content and use. The ideal candidate will have an ALA-accredited M.L.S. with emphasis on archival management. A minimum of seven years experience working in archival management with a background in architecture, architecture history or architectural preservation is required. Strong project management skills, initiative are important to the success of the applicant as well as thorough knowledge of the technical resources, especially computer software appropriate to the project. We offer an excellent benefit package and salary is commensurate upon experience. Please submit curriculum vita with references and requested salary. No telephone inquiries please. **To apply, contact:** Human Resources, Robert A.M. Stern Architects, 460 W. 34th Street, New York, NY 10001; [jobs@ramsa.com](mailto:jobs@ramsa.com); [www.ramsa.com](http://www.ramsa.com).

## ARCHIVIST-PART TIME

Longwood Gardens  
Kennett Square, PA

Longwood Gardens, Inc., the world's premier horticultural display garden, located in Kennett Square, PA, is seeking an experienced part-time Archivist. This individual will be responsible for managing the daily operations of Longwood's archives which will include all aspects of collections cataloging, management, and preservation (including electronic records). In addition they will provide an archival reference service, perform simple conservation treatments and implement an Archives and Records Management Program. Preferred candidates will have an ALA-accredited degree with emphasis on archival management or graduate level certificate in archives management, and at least 3 years of relevant experience working in archives. This individual must be detail oriented and have excellent organization, communication, interpersonal and research skills. Also must be proficient in MS Word, Excel, and Access, and have knowledge of infor-



mation technology as it relates to archives and records management. In addition this individual must have experience with archival coding and cataloging, electronic records, and basic records management. Must also be able to lift and carry 50lbs. Please mail your resume with salary requirements to: Longwood Gardens, Inc., Attn: Human Resources, P.O. Box 501, Kennett Square, PA 19348; fax 610/388-2079 or e-mail [jobs@longwoodgardens.org](mailto:jobs@longwoodgardens.org). To find out more about job opportunities at Longwood Gardens please visit our Web site, [www.longwoodgardens.org](http://www.longwoodgardens.org). EOE. **To apply, contact:** Julie Landgrebe, Longwood Gardens, PO Box 501, Kennett Square, PA 19348; 610/388-1000 ext 529; fax 610/388-2079; [jobs@longwoodgardens.org](mailto:jobs@longwoodgardens.org).

## ARCHIVISTS—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](http://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. **To apply, e-mail resume and salary requirements to:** Debbie Waller, The History Factory, 14140 Parke Long Court, Chantilly, VA 20151; fax 706/631-1124; [dwaller@historyfactory.com](mailto:dwaller@historyfactory.com); [www.historyfactory.com](http://www.historyfactory.com). Please specify position. No phone calls please.

## ASSISTANT ARCHIVIST FOR TECHNICAL SERVICES

*Seeley G. Mudd Manuscript Library  
Princeton University  
Princeton, NJ*

Princeton University Library seeks an assistant archivist to work at the Princeton University

Library's Seeley G. Mudd Manuscript Library, a unit of the Department of Rare Books and Special Collections. The primary responsibility of this person is to manage technical services operations at the Mudd Manuscript Library.

**Required Qualifications:** M.L.S. with significant historical coursework in American history or graduate degree, preferably in 20th century American history. Experience appraising and processing large archival collections and producing finding aids and other collection management tools. Advanced computer skills, including database literacy and HTML and Web-related knowledge. Strong organizational abilities and excellent writing and editing skills. Supervisory experience and knowledge of 20th century American history. Five years of progressively responsible archival experience. **For further details about this vacancy please go to our Web site at:** <http://libweb5.princeton.edu/hrjobASSTARCHTECHSERV.html>. **Nominations and Applications:** Review of applications will begin immediately and will continue until the position is filled. Nominations and applications (resume and the names, titles, addresses and phone numbers of three references) should be sent as an MSWord attachment via e-mail to [libhpro@princeton.edu](mailto:libhpro@princeton.edu) or by fax to 609/258-0454. **To apply, contact:** Search Committee for Assistant Archivist for Technical Services, c/o Lila Fredenburg, Human Resources Librarian, Princeton University Library, One Washington Road, Princeton, NJ 08544-2098; [libhpro@princeton.edu](mailto:libhpro@princeton.edu); <http://libweb.princeton.edu>.

## ASSISTANT PROFESSOR

*Queens College  
Flushing, NY*

Queens College GSLIS seeks tenure-track assistant professor in archives/records management/preservation. Secondary fields of interest: organization of information, digitization, history of books/printing. **Responsibilities:** graduate teaching, active research agenda, service to institution/profession. Doctorate in library/information science, history/related discipline at time of appointment required. **Salary:** \$35,031-\$61,111, commensurate with qualifications/achievement; excellent benefits. **Submit letter/vita, names, addresses, phone numbers, email addresses of 3 references to:** Dr. Marianne Cooper, GSLIS, Queens College, 65-30 Kissena Blvd., Flushing, NY, 11367-1597. Review of applications begins immediately, continues until position filled. AA/EOE/IRCA/ADA.

## ASSISTANT, WOMEN'S HISTORY & RESOURCE CENTER

*General Federation of Women's Clubs  
Washington, DC*

The Women's History & Resource Center of the General Federation of Women's Clubs is currently searching for an assistant to the director. The assistant will handle routine accessioning and processing of archival records. Performs cataloging of both archival records and library books. Coordinates the processing of donations. Performs reference service functions for archives and library. Assists the director in the coordination of tours and acts as a docent for tours. **Qualifications:** B.A. in history or related field, some library science or archival coursework helpful. Some archives or library science experi-

ence helpful. Knowledge of Foxpro and Access databases, OCLC and Inmagic skills helpful. Good oral/written communication skills. **Salary:** \$20s plus excellent benefits. **To apply, contact:** WHRC Assistant Job Search, General Federation of Women's Clubs, 1734 N Street, NW, Washington, DC 20036; 202/347.3168; fax 202/835.0246; [whrc@gfwc.org](mailto:whrc@gfwc.org).

## COUNTY ARCHIVIST

*Orange County Clerk-Recorder  
Santa Ana, CA*

If you are an archivist who: has great organizational skills; enjoys using your public relations and communication skills to develop relationships within the organization and community; possesses a passion for history; is searching for an exciting and challenging career.... Then the County of Orange, Archives Program, is looking for you. Salary—up to \$48,755 annually. For further information, please visit: [http://ocjobs.ocgov.com/Virtualjobapp/JobListing.asp?Job\\_Id\\_ = 1362&Action = DisplayBulletin](http://ocjobs.ocgov.com/Virtualjobapp/JobListing.asp?Job_Id_ = 1362&Action = DisplayBulletin). **To apply, contact:** Judy Martineau, Orange County Clerk-Recorder's Office, 630 N. Broadway, Rm. 101, P.O. Box 238, Santa Ana, CA 92702; 714/834-2248; fax 714/834-2675; [judy.martineau@ocgov.com](mailto:judy.martineau@ocgov.com); [ocjobs.ocgov.com](http://ocjobs.ocgov.com).

## DOCUMENT MANAGEMENT SPECIALIST

*International Truck and Engine  
Warrenville, IL*

Suburban Chicago manufacturer of diesel engines, trucks and school buses seeks individual to facilitate the document management policies and procedures throughout the company by working closely with records coordinators, preparing various records management reports, ensuring that company records storage facilities are operating smoothly and maintaining the document management database and Web site. Candidates must have a broad understanding of all aspects of records management, detailed knowledge of legal requirements for records retention, attention to detail, proficiency in Access, Word and Excel, effective management of projects and ability to work autonomously. Ideal candidates will have at least 2 years experience in the records management profession, maintaining databases and knowledge of International Truck and the industry. **Salary:** DOE/DOQ. **Start date:** Negotiable. **To apply, contact:** Greg Lennes, 4201 Winfield Rd, P.O. Box 1488, Warrenville, IL 60555; 630-753-2149; fax 630-753-2807; [greg.lennes@nav-international.com](mailto:greg.lennes@nav-international.com).

## HEAD OF PUBLIC SERVICES, NORTH CAROLINA COLLECTION

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

The North Carolina Collection of the University of North Carolina at Chapel Hill's University Library seeks an energetic and resourceful librarian to coordinate the Collection's public services. The Head of Public Services has primary responsibilities for planning and directing reference services; coordinating access to and use of materials; scheduling reference desk coverage; and maintaining reading room security. The position coordinates staff responses to off-site inquiries, including interlibrary loan, correspondence, telephone, fax, and email requests. The





Head of Public Services also promotes use of the Collection by assisting researchers directly at the desk, by responding to outside inquiries, and through presentations to classes, professional organizations, and other groups. The Head of Public Services also develops reference guides for in-house use and for inclusion on the Collection's website. The librarian directly supervises two full-time assistants, undergraduate student workers, and occasional graduate assistants. The librarian coordinates services with other library special collection departments and public service points. For required and preferred qualifications, please see the full announcement at the Library's website:

<http://www.lib.unc.edu/jobs/epa/index.html>. **To apply, contact:** Mari E. Marsh, UNC Chapel Hill, 206 Davis Library, CB #3900, Chapel Hill, NC 27514-8890; 919/962-1301; fax 919/843-8936; [marim@email.unc.edu](mailto:marim@email.unc.edu); <http://www.lib.unc.edu/>.

### **METADATA ARCHIVIST/LIBRARIAN & DIGITAL LIBRARY PROJECT MANAGER**

*Cornell University Library  
Ithaca, NY*

Cornell University Library's Division of Rare and Manuscript Collections seeks an Assistant Archivist/Librarian to assist in the creation of a metadata standard for the performing arts and to manage library digitization projects. Analyze and evaluate the current prototype metadata schema of the Global Performing Arts Database and map this schema to existing standards. Participate in workshops devoted to evaluation and refinement of the revised prototype metadata schema and implement proposed changes. Manage digitization projects, oversee and coordinate production elements to ensure timely completion, and see that appropriate standards are followed. Facilitate communication among project team members, prepare project reports, and post communications to project Web site. Required: Graduate degree in library/information/computer science, humanities or social sciences, with coursework or professional experience in archives, museums, or libraries. Demonstrated understanding of metadata standards and their application. Knowledge of digitization production processes and standards. Excellent written and oral communication skills, organizational skills, and analytical ability. Meticulous attention to detail and ability to work well with others as part of a team environment. To apply, send cover letter and resume to contact below. Review of candidates will begin immediately and will continue until position is filled. **To apply, contact:** Susan Markowitz, Library Human Resources, 201 Olin Library, Cornell University, Ithaca, NY 14853; [libhr@cornell.edu](mailto:libhr@cornell.edu); [http://www.library.cornell.edu/Adminops/libhumres/lib\\_employment\\_opps.htm](http://www.library.cornell.edu/Adminops/libhumres/lib_employment_opps.htm).

### **NYPL PERFORMING ARTS PROCESSING PROJECT**

*The New York Public Library  
New York, NY*

Exciting opportunities are available with the NYPL Performing Arts Processing Project. We are looking for creative and talented individuals with expert knowledge of dance, music, sound recordings or theatre. We will catalog archival collections that include such varied formats as personal papers, correspondence, photographs,

musical scores, scripts, film and video. Subject master's degree or master's in library science required. Please see our Web site at [www.nypl.org](http://www.nypl.org) or e-mail [hrd@nypl.org](mailto:hrd@nypl.org) for more information on this dynamic project. NYPL is an equal opportunity employer.

### **PLANNING COORDINATOR (RASMUSON ARCHIVIST)**

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

**REQ#:** FF92434502; **Grade:** 78, \$1,481.60, bi-weekly, term funded, full time, exempt, PCN 924345; **Opening Date:** Dec. 11, 2002; **Closing Date:** Feb. 14, 2003 at 4:30 p.m. **Typical Duties:** The Rasmuson Archivist will be responsible for arrangement, description, and preservation of 850 cubic ft. (est.) of the papers of Elmer E. Rasmuson (1909-2000), CEO of the National Bank of Alaska, community leader and philanthropist. The Rasmuson Archivist will establish an overall organizational scheme for the collection, determine preservation needs, and supervise or perform arrangement, description, and preservation according to current professional standards and on the basis of historical research. Support will include a staff assistant, student assistants, and help from specialists throughout the department. **Minimum Qualifications:** Graduate concentration in archival studies as part of either: master's degree in discipline relevant to U.S. historical or cultural studies, or: ALA-accredited M.L.S. or equivalent. Substantial experience in arrangement and description of large manuscript or archival collections. Demonstrated ability to write accurately and clearly. **Preferred Qualifications:** Certification by the Academy of Certified Archivists. Formal training or accomplishment in at least two: donor relations, public service for historical research, records management, preservation of historical materials, Encoded Archival Description. Graduate studies in 20th-century U.S. history. For a full job description, visit [http://www.uaf.edu/uafhr/Emp\\_Opp.html](http://www.uaf.edu/uafhr/Emp_Opp.html).

**Application:** A UA Applicant Form MUST be completed and submitted for considerations of employment. Please submit a complete UAF application form, letter of interest, vita, three references, and two archival work samples to: Susan Grigg, Chair of Search Committee, c/o UAF Human Resources, P.O. Box 757860, Fairbanks, Alaska 99775-7860; fax 907/474-5859. All materials must be received by 4:30 p.m. on or before the closing date. If you have questions regarding this specific vacancy announcement, please contact Bonnie Schertenleib, phone 907/474-7050. The UA Applicant Form is available on the Web at [http://www.alaska.edu/hr/forms/PDF\\_ent/applicant\\_form\\_ent.pdf](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.

### **SENIOR LIBRARIAN/LIBRARIAN (ARCHIVES)**

*Department of Library Services  
University of Botswana  
Botswana*

**Duties:** The successful candidate will be responsible for teaching in the area of archives administration, records management, conservation and reprographics at undergraduate level, as

well as undertake teaching and supervision of students' projects in the Master's in Library and Information Studies Programme. The candidate will also be expected to contribute to the academic standing and good reputation of the department by engaging in serious research, publications and external activities. **Requirements:** The candidate should also have a proven portfolio or achievements in teaching, research and publications. Possession of extensive professional practice, a doctoral degree in archival and/or records management studies and strong ties with the international archives and records management community manifest in active participation in conferences, professional associations, and projects will be an added advantage. In addition, computer literacy is an essential skill required for work in the department. The ideal candidate will have proven abilities in this area.

**Applicants:** Submit full and up-to-date CVs (including telephone, telefax, and e-mail), certified true copies of educational certificates and certified transcripts, names and addresses of three references including that of the current employer or immediate supervisor. **To apply, contact:** Manager, Appointments and Administration (Academic), University of Botswana, Private Bag 0022, Gaborone, Botswana N/A, Botswana; +267 3552027; fax +267 3974796; [vacancies@mopipi.ub.bw](mailto:vacancies@mopipi.ub.bw); [www.ub.bw](http://www.ub.bw).

### **VISUAL COLLECTIONS ARCHIVIST**

*Indiana Historical Society  
Indianapolis, IN*

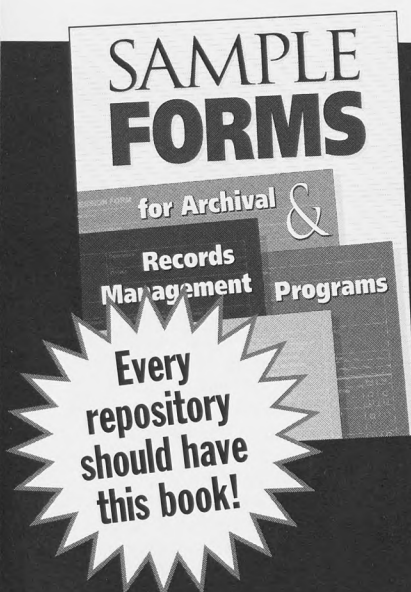
The Visual Collections Archivist is responsible for assisting the Director, Manuscript & Visual Collections in the acquisition, arrangement, description, and preservation of visual material. The IHS Library's visual collections number more than 1.6 million items, including photographs, postcards, prints, posters, paintings, films and videotapes. Duties include arranging visual collections and writing collection guides, preparing collection guides for the IHS Web site, assisting in the creation of item-level records for scanned images, and performing general reference work. Complete position description available on request. Prospective applicants should have knowledge of archival theories and their practical applications, the history of photography and historical photographic processes, and American history. Preferred candidates will have a familiarity with Indiana and Midwestern history. Prospective candidates should have also have excellent communication skills, including the ability to write clearly, concisely, and accurately; ability to handle fragile collection materials with care, and a working knowledge of Microsoft Word and FrontPage. **Required:** Master's degree in archival administration; or a master's degree in library science, museum studies, history, or another related humanities field with an emphasis on archival administration or training in archives and visual materials. Three to five years experience working with visual material in an archival (provenance-based) manner in an archives, library, or museum. Salary range starts at \$33,880; salary offered commensurate with experience and skills. Generous benefits package. **To apply, contact:** Susan Brown, Indiana Historical Society, 450 W. Ohio Street, Indianapolis, IN 46202; 317/233-3902; fax 317/234-0076; [sbrown@indianahistory.org](mailto:sbrown@indianahistory.org); [www.indianahistory.org](http://www.indianahistory.org).



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## 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

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