

NEWSLETTER
OF THE
SOCIETY OF
AMERICAN
ARCHIVISTS



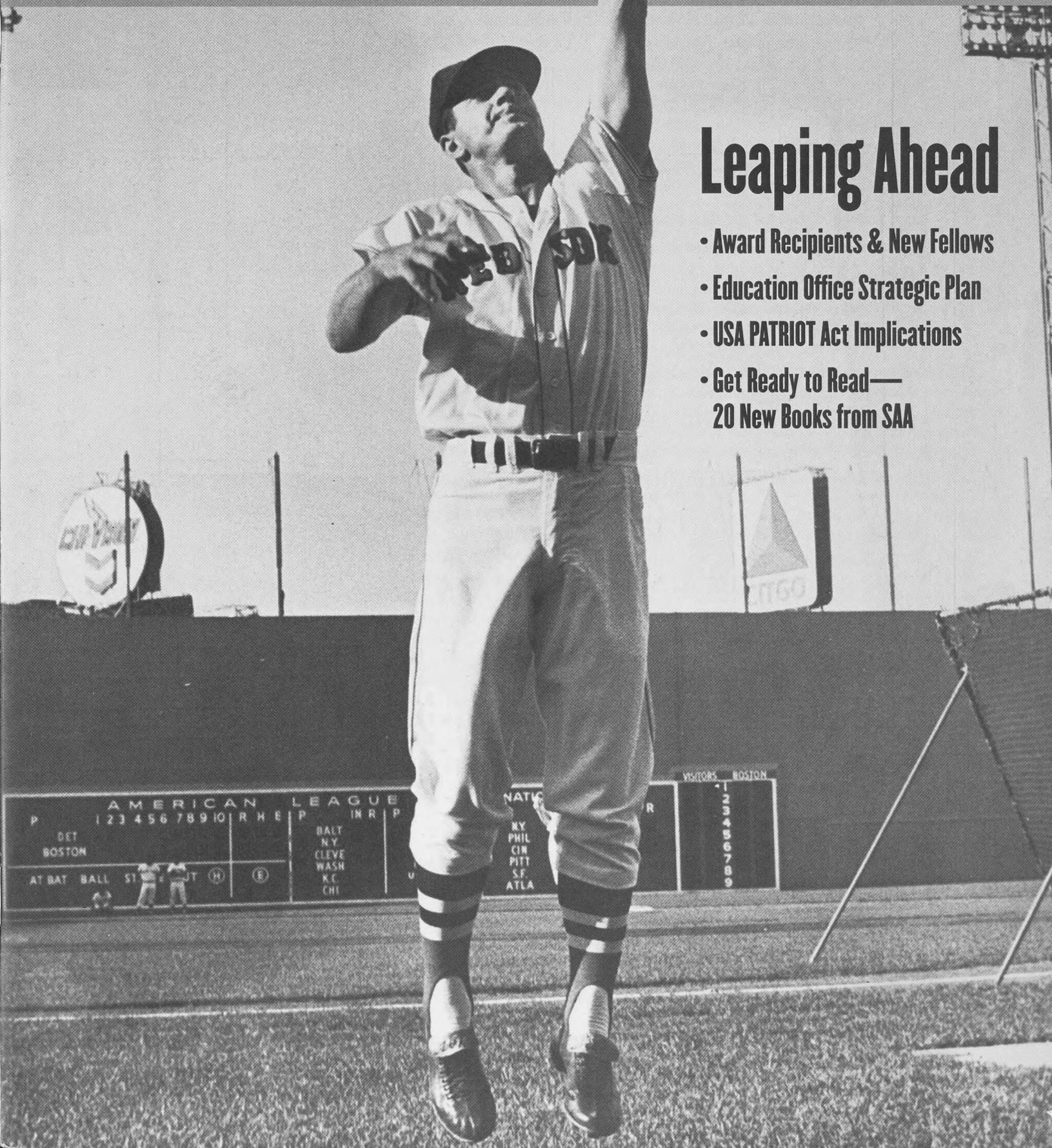
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archival outlook

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- Education Office Strategic Plan
- USA PATRIOT Act Implications
- Get Ready to Read—
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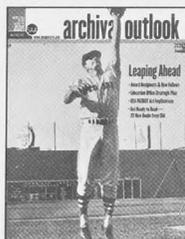
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on the cover

Legendary Boston Red Sox left fielder from 1961–1983, Carl "Yaz" Yastrzemski, leaping to catch a ball during practice. Courtesy of the Boston Public Library, Print Department. Submitted by STEVE DALTON. Check out the Boston sports scene during SAA's 68th annual meeting, Aug. 2–8, 2004. For more details, see article on pp. 18–19.

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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"Weighing In" on Archives

When I was on the SAA Council back in the early 1990s, we were in the process of finalizing and implementing a strategic plan for SAA. One goal was to "exert active leadership on significant archival issues by shaping policies and standards, building effective coalitions, and improving public awareness of the value of archives." I recall a good deal of discussion about how to accomplish this and, in particular, how both to make our voice heard in a timely way and to work more effectively and frequently with allied professional organizations. When I was elected vice president/president-elect of SAA in 2002, it was interesting to observe how this important work had continued and how we had become better with both timeliness and working with other groups.

The past year has seen an abundance of issues and events that called for SAA action. In April, Council

strengthened a longstanding relationship with ARMA International (Association of Records Managers and Administrators) by issuing a "Statement of Joint Purpose and Cooperation" (www.archivists.org/statements/saa-arma.asp). At the same time, we responded to the news of massive budget cuts being forced on state archives by issuing a "Statement on the Importance of Supporting State Archival Programs" (www.archivists.org/statements/statearchives.asp).

Following news reports detailing the destruction of Iraqi archives and other cultural resources, Council issued a statement expressing its concern and urging cooperation with the International Council on Archives and UNESCO in preserving Iraq's documentary heritage (www.archivists.org/statements/iraqi_archives.asp). More recently, we responded to a request by the National Coalition for History for support of an initiative by former SAA President Trudy Peterson to encourage that some of the funds allocated to rebuild Iraq be used to rebuild its archives and other cultural institutions.

In September, SAA wrote a letter to the editor of *U.S. News & World Report* congratulating the publication on an excellent issue highlighting the records in the National Archives. We were pleased that the letter was published—and would have been even *more* pleased had the editor not deleted our paragraph highlighting the irony of such an excellent issue coming out at the same time in which state archives across the country were being savaged by budget cuts!

October was a particularly busy month. We sent a letter to the Senate Appropriations Committee urging support for NARA's Electronic Records Archive initiative and another to Health and Human Services Secretary Tommy Thompson requesting clarification on the Health Insurance Portability and Accountability Act Privacy Rule, which is unclear about the extent to which historical records with "Personal Health Information" must now be restricted from public access. Along with the American Association of Law Librarians, American Library Association, Association of Research Libraries, Digital Futures Coalition, and others, we also signed on to a letter to the House Judiciary and Energy and Commerce Committees opposing the "Database and Collections of Information Misappropriation Act" that would, in our view, unnecessarily stifle the open sharing of information and encourage the "monopolization of the marketplace for information" to "a small number of international publishing houses."

As this newsletter goes to press, we are working in response to an initiative by the SAA Manuscript Repositories Section, the Reference, Access and Outreach Section, and the Privacy and Confidentiality Roundtable, to draft a formal SAA statement on the USA PATRIOT Act. We are working with other SAA members to coordinate with NAGARA (National Association of Government Archives and Records Administrators) on the release of a statement about the unauthorized sale of public records on eBay. We are working on a statement about the proper disposition of papers by public officials who leave office. And we have been asked to investigate whether SAA should take a position on "survivor privacy" that would extend a deceased individual's right to privacy if the release of information would cause grief or harm to survivors.

It seems that we have come a long way since 1993 when I first served on Council. If SAA has improved in its ability to "weigh in" on important professional issues, that improvement is largely due to the help and cooperation of members who alert leadership to pertinent issues and who frequently assist in drafting statements for discussion purposes. All archivists have a professional responsibility to make themselves heard on issues—not only at the national level, but also regionally and as individuals. For my entire career, we archivists have bemoaned our image (or the lack thereof). Expressing ourselves publicly and more frequently on important issues relating to laws and policies affecting records and promoting the importance of archives in American society is an important way to change that image for the better. ❖

All archivists have a professional responsibility to make themselves heard on issues—not only at the national level, but also regionally and as individuals.



from the executive director

Nancy P. Beaumont

The Downs and Ups of PR

There are those who believe there's no such thing as "bad PR." I'm one such believer. Sort of.

The theory is that getting one's name before a chosen public is desirable, even if the message isn't always as good as it could be. Groups that can spend many millions of dollars for paid advertising are better able to control the audience, the message, and the timing. The rest of us must depend on public relations, which is both less expensive and less reliable.

As "Archives I" reopened to the public in September, NARA was everywhere, with superb outreach: from the agency's sponsorship of *US News & World Report's* 70th anniversary issue on "American Milestones: 100 Documents That Define Our Nation" to coverage in news outlets nationwide and such special efforts as the September 2003 issue of *Cobblestone*, a magazine for young readers interested in history. It was a brilliant public awareness campaign, clearly well planned and well executed.

The appearance of that special (Sept. 22) issue of *USN&WR* presented SAA with a wonderful PR and advocacy opportunity. Who better to comment on the content, the context, and the critical need for funding for archival institutions? President Tim Ericson's letter to the editor appeared in the Oct. 20 edition:

On behalf of the Society of American Archivists, I'd like to congratulate you on a superb tribute to our national heritage as well as on your challenge to readers to express their opinions about the relative significance of the documents. You have reminded everyone why we should not take our documentary heritage for granted! The National Archives serves as 'home' for many of our national treasures. But similar treasures exist across the nation in state and municipal archives, in corporate and association headquarters, in state and regional historical soci-

eties, in public and private museums, and in the collections of religious and ethnic organizations. Each has its own list of 'defining documents.'

Here's what was submitted:

On behalf of the Society of American Archivists, I'd like to congratulate you. . . . Archivists know that people frequently forget the many important ways in which archival records affect our lives. You have reminded everyone why we should not take our documentary heritage for granted!

The National Archives serves as 'home' for many of our national treasures. But we must be mindful that similar treasures exist across the nation—in state and municipal archives, in corporate and association headquarters, in state and regional historical societies, in public and private museums, and in the collections of religious and ethnic organizations. We might anticipate that each of the tens of thousands of archives—large and small—that exist throughout our country has its own list of 'defining documents.'

Archivists are acutely aware of an issue that is not addressed in your special articles: the plight of our documentary heritage—and ensuring access to it—in a time of declining resources. It is ironic that your special issue comes at a time when the National Archives and Records Administration's own initiatives in electronic records management are in grave danger of being compromised by Congressional budget cuts, and when many state archives across the country are undergoing draconian budget cuts in response to revenue shortfalls (see www.archivists.org/statements/statearchives.asp). Your special issue should be required reading for both federal and state legislators.

One advocacy attempt on the cutting room floor. But, as Tim indicates in his column (page 3), many more are ongoing. And the good news about Tim's letter is that the more than 2 million readers of *USN&WR* were exposed to the notion of a society of American archivists.

We will continue to take advantage of *reactive* PR opportunities. But we will also integrate more fully into our communication planning the sorts of *proactive* efforts that are likely to enhance key audiences' perceptions of archives and archivists. I hope that SAA and its "sister" organizations will find a unified voice in those efforts. Like many clichés, this one persists because it's true: There is strength in numbers. ♦

IMLS Grant Will Fund Long-Awaited Census

The Institute for Museum and Library Services (IMLS) has awarded a grant to SAA to conduct a nationwide census of archivists in the workforce, identify the knowledge and skills they need to do their jobs and adapt to future demands, and provide graduate and continuing education programs with data to support recruitment and training of new archivists. SAA will lead the \$247,932 project, an unprecedented collaborative effort among five national and seven regional archival associations. Work begins right away on this exciting 18-month project!

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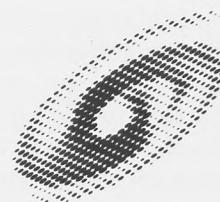
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Philip Bantin and Ian E. Wilson Named SAA Fellows

Philip Bantin and Ian E. Wilson were named Fellows of the Society of American Archivists (SAA) on Aug. 22, 2003, during an awards ceremony at SAA's 67th annual meeting at the Century Plaza Hotel in Los Angeles. Established in 1957 and conferred annually, the distinction of Fellow is the highest honor bestowed on individuals by SAA and is awarded for outstanding contributions to the archival profession. They join 141 current members so honored out of a membership of 3,600.

The Committee for the Selection of SAA Fellows evaluates nominees on the following criteria: appropriate academic education and professional and technical training; a minimum of seven years professional experience in any of the fields encompassed in the archival profession; writing of superior quality and usefulness in advancing SAA objectives; and contributions to the archival profession through work in and for SAA.

As specified by the SAA constitution, election as Fellow is by 75 percent vote of the Committee for the Selection of SAA Fellows. The committee consisted of the five immediate past presidents of SAA—Leon J. Stout (chair), Steven Hensen, H. Thomas Hickerson, Luciana Duranti, William J. Maher—and three Fellows selected by Council—Valerie Gerrard Browne, Megan Desnoyers, and Deborah Skaggs.

Following are citations given by presenters during the awards ceremony.

PHILIP C. BANTIN is university archivist for Indiana University at Bloomington. He has been a leader in tackling the brave new world of electronic records outside of government archives. In 26 years of professional service, he has developed an excellent understanding of the academic environment and its organizational dynamics. His entire career has been spent in universities, first at Marquette in the 1980s, where he was assistant and then associate archivist and conducted a National Endowment for the Humanities grant project to survey Catholic Indian Mission and School Records in the Midwest. At the University of California-Los Angeles he served as university archivist and studied collection development practices in academic archives. At Boston College, he was head of archives and manuscripts, and, for the last decade, he has served Indiana University at Bloomington as university archivist and director of a series of National Historical Publications and Records Commission-funded projects in electronic records.

In each of his posts he has taken on new challenges and educated himself in new fields. His work at Indiana University is the most notable of these efforts. His leadership and knowledge about IT systems design, auditing, and transactional systems have convinced high-level administrators to pay attention to archival issues in systems redesign. The electronic records project is ongoing and built on previous work in other projects in which Bantin has shared widely through his project Web site, award-winning articles in professional journals, and numerous presentations at professional conferences.



Ian E. Wilson and Philip Bantin were named SAA Fellows in August

Bantin has generously served on a variety of advisory committees, including the University Archivists Group of the Big Ten Schools, where he has assisted his colleagues in moving electronic records issues forward on their own campuses. He has taught archival courses at Bloomington and given many guest lectures in other classrooms. He has been an active professional at all levels, serving SAA on steering committees for both the College and University Archives and the Electronic Records sections, on program and local arrangements committees, and in a variety of posts for regional and state associations.

— Leon J. Stout, Pennsylvania State University

IAN E. WILSON is the National Archivist of Canada and vice president of the International Council on Archives. His career is exemplary and his contributions to archival practice and the archival professions in Canada, the United States, and worldwide have been outstanding. Under his leadership, the National Archives of Canada exercises its archival mandate within the unique concept of "total" archives, in which the national repository is charged with acquiring the full range of the documentary record, ranging from public to private and from historical to artistic. The National Archives also operates the national portrait gallery, and current plans will unite the archives and the national library in achieving a common mission in preserving and providing public access to the cultural heritage of the peoples of Canada.

Wilson began his career in 1966 as an assistant archivist in the university archives of Queens University in Kingston, Ontario. During the late 1970s and early 1980s, when he was the Provincial Archivist of Saskatchewan, Wilson chaired the

work of the Consultative Group on Archives of the Canadian Social Sciences and Humanities Research Council. Its report, "Canadian Archives," set forth a strategy for a national archival system. This groundbreaking effort was recognized by SAA in 1981, when it was awarded a Waldo Gifford Leland Certificate of Commendation for writing of superior excellence and usefulness in the field of archival history, theory, or practice. This report, combined with another visionary statement, "Report of the Advisory Committee on Archives," issued by the Social Sciences and Humanities Research Council in 1985, charted the development of the Canadian Archival System, a network of more than 800 Canadian archival programs linked together for common purposes, including public advocacy, fundraising, and sharing knowledge of their combined holding through the use of common descriptive standards. As a principal author of both reports, Wilson sketched out a vision that, in his succeeding professional assignments, he has been able to exercise a prominent role in realizing. After leaving Saskatchewan, he served for thirteen years as Archivist of Ontario, during which he also managed the Ontario public library system for three years and served as an adjunct associate professor on the faculties of Information Studies and of Graduate Studies at the University of Toronto for seven years. He was named National Archivist of Canada in 1999.

Wilson joined SAA in 1967 and has been a continuous member for thirty-five years. He has been a regular speaker at SAA conferences since 1975 and has also spoken at meetings of the National Association of Government Archives and Records Administrators, regional archival associations, and university forums in the United States. He has served on SAA's Techniques for the Control and Description of Archives and Manuscripts Committee, Program Committee, and Task Force on Goals and Priorities, which set a strategic course for SAA during the mid-1980s. His extensive writings have appeared in a broad range of historical, archival, library, and museum publications.

His appointments to Canadian public and professional boards and committees are numerous and his awards include being named a Member of the Order of Canada in 2002; receiving an Honorary Doctorate of Literature from York University in 2001; and, in 1983, receiving the W. Kaye Lamb Prize for the best article published in *Archivaria*, the journal of the Association of Canadian Archivists.

His record of contributions to the work of archivists and archival agencies in North America is remarkable. Wilson has also addressed his attention to archives worldwide. Principally through the International Council on Archives (ICA), he has devoted his abilities and his time to efforts seeking to strengthen archival programs and improve the quality of archival practice globally. In addition to his current service as ICA vice president, he also serves on the executive committee and chairs the International Conference of the Round Table on Archives. In the complexities of the international arena, he exhibits the same organizational and political intelligence that has brought him such success in many other endeavors. Wilson truly is a world leader in the archival profession.

— H. Thomas Hickerson, Cornell University



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?

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See www.archivists.org/recognition for details.

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And the 2003 SAA Awards Go To...

The Society of American Archivists celebrated outstanding archival achievements in public service, advocacy, and writing and provided scholarship assistance to students at an awards ceremony held Aug. 22, 2003, during SAA's 67th annual meeting at the Century Plaza Hotel in Los Angeles. The annual competition recognizes accomplishments of the preceding calendar year.

The Awards Committee, co-chaired by Alexandra Gressitt and Diane Dimkoff, worked with subcommittees in the selection process for each award. SAA heartily congratulates the following award recipients as well as all who participated in the awards competition.

J. Franklin Jameson Archival Advocacy Award

ARIZONA STATE UNIVERSITY (ASU) received SAA's 2003 J. Franklin Jameson Archival Advocacy Award. Established in 1990, this prestigious award, named in honor of a historian and advocate for the archival profession, recognizes an organization that promotes greater public awareness of archival activities and programs. Dean of ASU Libraries Sherrie Schmidt accepted the award on behalf of ASU.

The award recognized the work of ASU's Electronic College and University Records (ECURE) conference (www.asu.edu/ecure). The university, in hosting and funding four ECURE conferences to date, has significantly increased public awareness and appreciation of archives. More specifically, ECURE conferences have advanced understanding of electronic records management. The conferences have lowered professional boundaries, bringing administrators, archivists, records managers, and information technologists together in a manner revealing the important expertise and potential contribution of each profession to the common objective of developing and implementing sound electronic records management practices. ECURE has facilitated the development of truly interdisciplinary problem-solving teams at universities across the country. ECURE conferences would not have been possible without the generous and sustaining support of ASU.



Rob Spindler, Sherrie Schmidt, and Jeremy Rowe of ASU celebrate the Jameson Award.



Geoffrey Huth
of the New York
State Archives

Philip M. Hamer and Elizabeth Hamer Kegan Award

The Society of American Archivists' 2003 Philip M. Hamer and Elizabeth Hamer Kegan Award for increasing public awareness about manuscripts and archives was presented to the **NEW YORK STATE ARCHIVES PARTNERSHIP TRUST** in recognition of its quarterly publication, *New York Archives*. The award was established in 1973 and is named for two SAA Fellows and former presidents.

Handsomely designed and printed, *New York Archives* offers a visually appealing introduction to the archival world. Its articles are uniformly well written and amply reflect the diversity of peoples and experiences that comprise the history of New York State. Moreover, although under the sponsorship of the state archives program, the magazine taps the resources of many institutions across the state. Through that approach, it promotes awareness not merely of one institution or collection, but of institutions large and small across the state. Regular features, such as "In Their Own Words," "Genealogy," and "Parting Shots," provide the reader with insight into different dimensions of the archival endeavor, including the good stewardship of the documentary record undertaken by the archival profession. *New York Archives* is an excellent vehicle for archival outreach.

Sister M. Claude Lane, O.P., Memorial Award

THERESA "TERRY" THOMPSON of the Anglican Church of Canada Archives of the General Synod is the recipient of the Society of American Archivists' 2003 Sister M. Claude Lane, O.P., Memorial Award for her significant contribution to the field of religious archives. Established in 1974, the award is sponsored in conjunction with and funded by the Society of Southwest Archivists.

Since becoming archivist for the Anglican Church in 1979, Thompson has established an archives and records management program that has become a model for all of the dioceses of the church throughout Canada. She has created networks, training manuals, and workshops for local church archives as well as successfully advocated for making the archives an indispensable part of the operation of the institution.

This was never more important than when the Anglican Church of Canada became a defendant in more than 1,500 lawsuits filed by former students of Indian residential schools, which sent the Church into years of litigation and near bankruptcy. During this period, Thompson provided litigation support, testified to the authentication of historical documentation, and provided research services and interpretation of records that were critical. A working set of 16,000 documents was identi-

fied and each case also required case-specific research. During all of this, she maintained professional archives standards and practices while under intense pressure, scrutiny, and conflict. The settlement for the Church last year is now also serving as a model for other Canadian denominations facing similar suits. The Anglican Church archives collections were also recognized as essential to the ongoing process of healing and reconciliation as the Church works with indigenous partners for justice.

In addition, Thompson's contributions extend beyond her own institution. She has served in multiple capacities for the Association of Canadian Archivists, including as treasurer, vice president, and president. She has been an active member of SAA, the International Council on Archives, and the Canadian Council of Archives. She was a consultant to the World Student Christian Federation Archives and on the board of the Student Christian Movement of Canada, and, more recently, a founding member of the International Working Group on Archives of the Anglican Communion. In 2002, the Archives Association of Ontario recognized the Anglican Church of Canada Archives of the General Synod with a service award.

Fellows' Posner Award

SAA's 2003 Fellows' Ernst Posner Award was presented to **WILLIAM G. ROSENBERG** of the University of Michigan for his article, "Politics in the (Russian) Archives: The Objectivity Question, Trust, and the Limitation of Law," published in volume 64 of *American Archivist*. The award, established in 1982 by the Fellows of SAA and named for former SAA President Ernst Posner, recognizes an outstanding essay dealing with some facet of archival administration, history, theory, and/or methodology published in the latest volume of SAA's semi-annual journal.

Rosenberg is the Alfred G. Meyer Professor of History at the University of Michigan and a noted Russian/Soviet Union historian. In this fascinating and thought-provoking article, he challenges the archival community to make the selection, description, and availability of records as transparent and objective as possible. This challenge is based on the deep understanding of archives, archival practice, and changing archival legislation and procedures he experienced in working in the archival holdings of various Soviet/Russian and American archives over many years. That experience was broadened by membership on the Joint Task Force on Archives sponsored by the American Association for the Advancement of Slavic Studies and the American Historical Association, which produced a landmark report in 1995 on the changes official archives faced after the fall of the Soviet Union. His archival understanding was further refined during the 2000/2001 academic year, when he co-directed the University of Michigan's Sawyer Seminar with Francis X. Blouin, Director of the Bentley Historical Library. The year-long seminar, funded by the Andrew W. Mellon Foundation, focused on "Archives, Documentation, and the Institutions of Social Memory" and featured nearly 100 presentations by U.S. and international archivists on archival issues.

Rosenberg argues that politics are never far removed from "any important question about the role and function of archives." Drawing from his experience in both Soviet/Russian and American archives, he demonstrates that control over and within archives ultimately determines what is collected, when it is available for users, and how it is described. Users are dependent upon the archivist to keep archival politics and the relation of power they reflect as transparent as possible. He articulates the nervousness historians and, by extension, all users feel when using archives and the questions they ask: Does this body of records represent an appropriate memory of the past? Is this body of records authentic? How can these records be verified? Has the archival mantle of objectivity disguised or distorted the picture? Archives, as an institution of social memory, implicitly gain an aura of authenticity and uncontested fact. The challenge to the archival community is to document its activities in such a manner that reassures the user about the archivist, the process, and the resulting archival collections.



Waldo Gifford Leland Award

SAA's 2003 Waldo Gifford Leland Award for writing of superior excellence and usefulness in the field of archival history, theory, or practice was presented to **JOAN ECHTENKAMP KLEIN** of the University of Virginia Health System for the Philip S. Hench Walter Reed Yellow Fever Collection Web site. Established in 1959, the award is named for one of North America's archival pioneers and SAA's second president.

Klein embraced technology to foster an understanding of the historical record as the project director for the Institute of Museum and Library Services grant-funded digitization and World Wide Web project. Her approach exemplifies the positive transformation by archivists and curators from print to electronic media, demonstrating that digital projects can serve a multitude of purposes. In an attractive, easy-to-navigate site—<http://yellowfever.lib.virginia.edu/>—beautifully written text reveals the dramatic story of the conquest of this dreaded disease. The site provides many ways to learn about Yellow Fever and its history, to view interesting images and important letters and documents—more than 5,000—and to search for persons, places, and subjects relating to the disease and the collection. From an access perspective, the site offers several methods of retrieving documents and provides unique features, such as digital images of documents with transcriptions that include encoding schemes to provide rich metadata, corresponding abstracts of digital documents, and the use of controlled vocabulary to enhance subject retrieval.

Klein holds a dual appointment at the University of Virginia, where she serves as assistant director for Historical Collections and Services at the Claude Moore Health Sciences Library and assistant professor for Medical Education at the School of Medicine. Her work demonstrates how archivists and curators who oversee important historical collections can become creative and imaginative, and can perform a public service that reaches beyond the archival repository.

Theodore Calvin Pease Award

SAA's 2003 Theodore Calvin Pease Award was presented to **GLENN DINGWALL** of the University of British Columbia for his student paper, "Trusting Archivists: The Role of Archival Ethics Codes in Establishing Public Faith." Established in 1987, the award is named for the first editor of SAA's semi-annual journal, *American Archivist*, and recognizes superior writing achievement by a student enrolled in archival administration classes or engaged in formal archival internship programs. The award consists of a certificate, cash prize, and forthcoming publication of Dingwall's paper in the *American Archivist*.

Dingwall's award-winning paper was prepared for a directed studies course taught by Professor Heather MacNeil in the Master of Archival Studies Program at the School of Library, Archival and Information Studies, University of British Columbia. The paper provides a concise background on ethical theories and perspectives and examines the issues surrounding ethics and professionalism and the importance of codes of ethics for professions. It also examines existing archival codes of ethics to analyze the ways in which they can be both effective and ineffective in promoting a sense of public faith in archivists as trusted professionals.

Through careful scholarship, clear presentation, and thoughtful analysis, Dingwall's paper strikes new ground in its comparative analysis of existing ethical codes and in the connections it makes between literature from outside the archival field and the ethical challenges that the archival profession faces. It reflects a broad understanding of the thinking behind professional codes of ethics and the challenges that must be met to make them truly effective.

Dingwall is the fourth student from the University of British Columbia to win the award.



Oliver Wendell Holmes Award

SAA's 2003 Oliver Wendell Holmes Award was presented to **JI-HYUN KIM** from Korea. Established in 1979 and named for an SAA Fellow and former president, the award assists overseas archivists already in the United States or Canada for training to travel to and attend SAA's conference. Kim received the award on Aug. 22, 2003, at SAA's 67th annual meeting in Los Angeles.

Kim is enrolled in the doctoral program in the School of Information at the University of Michigan. She is working on several research projects, including an analysis of archival Web sites and a large-scale study of Encoded Archival Description (EAD) implementation. She recently completed a paper examining EAD encoding practices across a wide spectrum of archival repositories.

Kim completed a master's degree at the University of Michigan School of Information with specialization in archives and records management. She has an undergraduate degree and a master's degree in library and information science from Ewha Women's University in Seoul. Kim hopes to return to Korea and teach archives at one of the country's library and information science schools.



Harold T. Pinkett Minority Student Award

MICHELLE BAILDON is the recipient of the Society of American Archivists' 2002 Harold T. Pinkett Minority Student Award. The award, which is coordinated through SAA's Archivists and Archives of Color Roundtable, recognizes minority undergraduate and graduate students of African,

Asian, Hispanic, or Native American descent who, through scholastic achievement, manifest an interest in becoming professional archivists and active members of SAA. Baildon received complimentary registration to SAA's 67th annual meeting in Los Angeles.

Baildon received a B.A. in history and science from Harvard University in 1997; an M.A. in American Studies from Yale University in 2001; and an M.L.I.S. from Simmons College in August 2003. She has received numerous awards and scholarships, including the ALA Spectrum Scholarship in 2002; the LITA/OCLC Minority Student Scholarship in 2002; and the Midwest Archives Conference Archie Motley Scholarship for Minority Students in 2003. Her archives experience includes internships at Massachusetts Historical Society, Tufts University Digital Collections and Archives, and Harvard Medical School Rare Books and Special Collections. She has also worked part-time at Massachusetts Institute of Technology Archives and Special Collections. She recently secured a professional position at the Boston College O'Neil Library, where she will be working in the areas of digital initiatives, scholarly communication, and reference and instruction.

The award, established in 1993, honors the late Dr. Harold T. Pinkett, who served with distinction during his long tenure at the National Archives and Records Administration and was a Fellow of SAA.

Colonial Dames Scholarship Award

Two newcomers to the archival profession, **SISTER FRANCES M. GIMBER, RSCJ**, and **ELI NAEHER**, received SAA's 2003 Colonial Dames Scholarship Award. Established in 1974, the award enables new archivists each year to attend the Modern Archives Institute of the National Archives and Records Administration. Each scholarship covers up to \$1,200 of the total tuition, travel, and housing expenses associated with attending the institute. To be eligible for this scholarship an individual must have been employed less than two years as an archivist and work in an archives or manuscripts collection where a fair percentage of the repository's holdings predate 1825. The award is funded by the Colonial Dames of America, Chapter III, Washington, D.C.

Sister Frances M. Gimber of the Society of the Sacred Heart Provincial Archives in St. Louis, Mo., attended the winter Modern Archives Institute. Eli Naeher, archives assistant at the Lower Cape Fear Historical Society in Wilmington, N.C., attended the summer Modern Archives Institute.

Council Exemplary Service Award

SAA's Council selected the following four individuals to receive the Council Exemplary Service Award in 2003:



BRENDA BANKS, deputy director of the Georgia Archives, was honored for challenging SAA to embrace a diverse membership and for encouraging the protection and preservation of historical records, especially those documenting the African American experience.

While many encourage change, Banks has worked throughout her career to make it happen. Most recently, she has served as consultant for the Cooperative HBCU Archival Survey Project, which surveyed the archival collections at Historically Black Colleges and Universities. This important project assisted HBCU archivists in creating descriptions of their collections and making these descriptions available on the Internet, thereby providing access to some of the richest resource material on African American history.

Banks has coordinated and served as lead instructor for the Historically Black Colleges and Universities Archival Institute, a program to help provide education and training for archivists and librarians who care for archival and manuscript collections at these institutions. As part of the curriculum, institute attendees are encouraged to join SAA and, in 2002, she shepherded 27 of the 47 participants from the first two years of the institute to the SAA conference in Birmingham, Ala. For many, it was their first time at an SAA conference. This year an additional 17 archivists and librarians from HBCUs and other African American archival repositories are participating in the archival institute.

In addition she has helped in the development of the Archival Assistants training program providing formal training for archival assistants working at HBCUs, formal training not often provided to these staff members. She has worked with her alma mater, Spelman College, to obtain grant money to fund these projects and many others to help ensure the preservation of materials that document the activities of HBCUs, including those of her alma mater.

A Fellow and former president of SAA, Banks continues to make SAA a stronger and diverse organization by being a model of activism and excellence through her work and example.



ALEXANDRA S. GRESSITT of Richmond, Va., was honored for her unflinching service during her two consecutive terms as chair of the SAA Awards Committee.

The recognition of one's professional peers is the highest personal or institutional achievement one can reach. At the same time, the SAA awards process helps the

archival profession identify the very best it has to offer and, as a result, helps improve the entire profession. Thus, chairing the SAA Awards Committee is one of the most important tasks in the association and also one of the hardest. The chairperson coordinates the work of thirteen different awards subcommit-



Additional coverage of SAA's 67th annual meeting in Los Angeles available online at:
www.archivists.org/conference/la2003/la2003-highlights.asp

tees as well as the Awards Committee itself, serving on half of those subcommittees. In Gressitt's case, because her first co-chair could not continue to serve, she took on these duties for a second term. She did more than just make sure the awards subcommittee did its work, however; she also organized lists of appropriate nominations to fill vacancies on all the subcommittees. In addition, she compared the description of each of the awards subcommittees to existing committee documentation, ultimately refining and enhancing the end product.



CARROLL DENDLER and **DEBRA NOLAN** were cited for their "yeomen's work as interim executive co-directors of SAA, providing invaluable leadership" throughout the ten-month-long search process. In addition, their extraordinary talents have benefited SAA for many years.

Dendler arrived at SAA in 1992 to serve as the finance and human resources director. She quickly proved her value to the organization with her meticulous attention to financial details. Her reputation for hard work, dedication, attention to detail, and ability to "squeeze every possible dime out of SAA's budget" is well noted. Dendler previously received this award in 2001 for her "extraordinary grasp of SAA's financial minutia and human resources."

Nolan joined SAA in 1991 as meetings/member services director, and within very little time became a standout member of the staff. She was promoted to assistant executive director in 1995, and served in that capacity for two years. In 1997, she moved to Florida and has since served SAA as a meetings consultant. Nolan has an astonishing ability to juggle lots of details, always maintaining a positive relationship with hotel staffs, vendors, presenters, Council members, SAA members, staff members.

When SAA's former executive director departed in September 2002, Dendler and Nolan agreed to divide the responsibilities of the position while continuing to maintain their regular duties. The search for a new executive director took ten months and, throughout that process, Dendler and Nolan maintained a considerable workload. They did an outstanding job maintaining member services, meeting the governing council's information needs, providing guidance and assistance to staff, and moving forward with scheduled events and a new budget. Although their responsibilities as interim executive co-directors officially ended July 15 when the new executive director joined SAA, they continue to play a key role in helping with the transition. ♦

“Restriction of free thought and free speech is the most dangerous of all subversions. It is the one un-American act that could most easily defeat us.”¹

“Those who would give up essential Liberty, to purchase a little temporary Safety, deserve neither Liberty nor Safety.”²

The USA PATRIOT Act: Archival Implications

by GREGOR TRINKAUS-RANDALL, C.A., Massachusetts Board of Library Commissioners

The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (“USA PATRIOT Act”) became law on Oct. 26, 2001, barely six weeks after the events of September 11, 2001. Attorney General John Ashcroft claimed that additional powers were needed to fight terrorism in the wake of September 11. In actuality, much of the Act had already been drafted by the Justice Department prior to September 11 as amendments to existing federal statutes to expand the powers of the government in a wide range of areas. The Act passed Congress with few amendments, little debate, and no hearings or markup by a Congressional committee. In spite of its acronym, however, the Act has little to do specifically with the concept of patriotism unless one construes the protection of civil liberties to be unpatriotic.

For the past two years, the American Library Association (ALA) has been active in developing and collecting information and recommendations that address the USA PATRIOT Act and that apply to libraries across the country. They have mounted much of this information on their Web site at www.ala.org. Many, if not all, of these recommendations and discussions are applicable to archives as well. At the same time, there has been little, if anything, in the archival literature that examines the USA PATRIOT Act and its potential impact on the administration of archival programs. This article attempts to shed some light on those aspects of the Act that could affect archives, and it provides a brief description of some of the steps that archivists can take to be more prepared for a visit by an agent of the Federal Bureau of Investigation (FBI).

Before discussing specifics of how the USA PATRIOT Act can affect archives and how archivists can respond to its provisions, it is important to address some of the potential concerns that archivists might face. The USA PATRIOT Act permits access to “any tangible things” [no matter who holds them] “(including [by implication library or archival records such as

loan records,] books, records, papers, documents, and other items,]” floppy disks, data tapes, computers with hard drives, and registration information stored in any medium.³ This is important to keep in mind especially when considering the nature of organizations and collections housed in archives and libraries. The odds are that in most cases institutions housing humanities, literary, and/or social sciences collections will probably not be the target of a request for access to the institution’s records because the contents of these collections usually do not have national security/terrorist implications. However, if the institutions and/or collections are in the hard sciences, defense industry, or nuclear industry or deal with potential targets such as reservoirs, utility facilities, etc., then there is a greater possibility that the staff could be served with a request for access to user information that might be retained.

It is also important to realize that there are certain types of records that archivists should be retaining permanently for security reasons that could present a potential confidentiality problem for the archives and patrons. Two sets of these records are sign-in records that would also include acknowledgement of the archives’ rules and regulations by the patron and the call slips for the materials requested by patrons. Both are particularly important in the event that a theft were to occur, when it would be necessary to check back to see who had used the materials. One potential way to address these issues is to make it clear to the researchers that while it is necessary to retain these records permanently, there is a possibility that these records could be accessed by the FBI. That would then give the users the option of not consulting the materials if they did not wish their personally identifiable information to be there if the records were to be accessed. At the same time, this puts archivists in a quandary because their charge is to make these materials available to researchers whenever there are no donor- or institution-imposed restrictions.

Given this brief background, a discussion of how the USA PATRIOT Act more specifically applies to libraries and archives is necessary. Technically, the Act does not deal specifically with libraries, archives, or their patrons, as Section 215 focuses on "business records."⁴ However, the Act amends over 15 federal statutes. In doing so the new provisions expand the authority of the FBI to gain access to records and include language, particularly in Section 215, that applies to a library or archives context.

Section 215 amended the provisions of other statutes to make it possible "in a foreign intelligence or international terrorism investigation" for the FBI to obtain a Federal Intelligence Surveillance Act (FISA) court [a secret court] order for access to "any tangible item" no matter who holds it,⁵ "(including [by implication library or archival records such as loan records,] books, records, papers, documents,)" floppy disks, data tapes, computers with hard drives, and registration information stored in any medium, "provided that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment to the Constitution."⁶ Furthermore, the USA PATRIOT Act eliminates the need to show probable cause before invading a user's privacy by requesting these data, as the agent must merely demonstrate to the FISA court that the records could be useful in a terrorism probe. This is considered to be a very low legal standard.

The other disturbing aspect of this section is that once a library or archives has been contacted by FBI agents, the staff is forbidden by the law to tell anyone about the records request, including the patron about whom the request was made. As a consequence, it is impossible to learn how many institutions have been contacted about patron records because that information is listed as classified. Recently, however, in response to American Civil Liberties Union and American Library Association activities, Attorney General John Ashcroft has stated that, up until this time, no library/[archives] records have been accessed under the USA PATRIOT Act.⁷ This does not mean, however, that library records have not been requested by law enforcement or the FBI in the past two years. According to a University of Illinois survey, a significant number of libraries were visited in 2002 by law enforcement personnel and the FBI requesting borrowing and computer use records. The number (and percentage) of libraries visited may actually be higher than those reported in the survey because of the gag order imposed through the USA PATRIOT Act.⁸

Privacy and Confidentiality

In many ways, the USA PATRIOT Act's implications for libraries and archives really come down to the fundamental issues of privacy and confidentiality. *Privacy* is the right to open inquiry without having the subject of one's interests being examined or scrutinized by others. *Confidentiality* is the need for libraries and archives to keep from others' view the personally identifiable information gathered from patrons in the course of registration, loan requests, materials requests, etc.⁹ Both concepts are fundamental to the functioning of libraries and archives.

Frequently, staffs and patrons take for granted that patron confidentiality is a privileged status in libraries and archives.

Guidelines for Librarians That Apply to Archivists Dealing with the USA PATRIOT Act*

Before Activity Occurs

Consult with your local legal counsel

It is important that you consult legal experts familiar with your unique situation as well as state and local laws to make sure that your policies and procedures are appropriate and legal.

Review your policies

Make decisions regarding your data, logs, and records of all types—digital and paper—to be discarded or saved.

Train your staff

Anyone on staff could be approached by law enforcement; Technology has made data ubiquitous and access to it effortless;

Knowledgeable staff will assure you that the library is complying with all appropriate laws and protect against any institutional or personal liability.

During an event

Follow your policies

Sound policies can provide order and justification during what may be a chaotic time.

Consult your local legal counsel

Most inquiries made by law enforcement are lawful and in good order, however, it is imperative to call on your own legal counsel when presented with a request.

Document your costs

The USA PATRIOT Act provides for some reimbursement of costs if an entity is asked by law enforcement to perform certain types of assistance in data collection.

After the event

Consult your legal counsel

You will want to consult with your legal counsel to be sure that you and your staff meet any legal requirements to conceal the inquiries of law enforcement or conversely to fulfill any affirmative legal requirement to disclose what records may have been released.

Follow up

Consult with counsel; implement your policies; pursue any appropriate reimbursements.

* American Library Association, Washington Office, "Guidelines for Librarians on the USA PATRIOT Act: What to do before, during, and after a "knock at the door?" Washington: ALA, Jan. 19, 2002.

"Forty-eight states and the District of Columbia have laws protecting the confidentiality of library records." In the other two states, Hawaii and Kentucky, the attorneys general "have ruled that library records are confidential and may not be disclosed under laws governing open records."¹⁰ The concept behind these laws and rulings is that personally identifiable information about patrons is to be kept confidential. As a matter of fact, Article III of the American Library Association's *Code of Ethics* states that "[librarians] protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted."¹¹ Interestingly, there is nothing in the *Code of Ethics for Archivists* that deals with patron confidentiality. As a matter of fact, Article IX addresses only the possibility of "informing users of parallel research by others using the same materials, and, if the individuals concerned agree, supply each name to the other party."¹²

Under these state statutes or rulings, library records are not to be released to a federal agent, law enforcement officer, or other person without a court order in proper form that has been served to the library or archives after showing good cause. Unfortunately, federal law does not recognize these state laws or rulings. Consequently, as a general rule, librarians and archivists must comply with federal grand jury subpoenas, federal search warrants, and other court orders. However, in the past there appears to have been a general acceptance of at least the concept of patron confidentiality at the federal level. With the passage of the USA PATRIOT Act, this has changed. It also means that librarians and archivists need to think much more seriously about security, privacy, confidentiality, and record-keeping issues within their institutions.

Librarians and archivists tend to create and retain records for a myriad of reasons, including finding aids, donor records, potential donor contact information, accession records, sign-in sheets, signed rules and regulations, call slips and, in the case of libraries, circulation records, to name a few. Moreover, many people have not developed the policies and procedures necessary to address potential problems regarding access to these records until it is too late. Potentially, this puts the staff in an awkward position in which they would either not know what to do or would do the wrong thing and create significant problems for the staff and their institution in the future. It is crucial, therefore, that the administration and staff, in conjunction with their legal counsel, develop policies and procedures that are in compliance with statutory requirements to address the privacy and confidentiality of personally identifiable patron information and what to do if these records are requested by law enforcement. The policies should also

state that this information will not be shared with any other agency unless compelled by a court order. Furthermore, it is important that the policies and procedures clearly state the reasons for which this information is collected.

Institutions should also examine the degree to which this information is collected and whether it is necessary. If it is necessary to collect, then decisions should be made as to whether it should be deleted when the original purpose for the collection has been satisfied. This is not an easy decision and must be weighed carefully. In the process, it is important to determine which records are essential to be retained (for what period of time and for what reasons) and which can be destroyed (after what period of time). In doing so, the staff needs to examine and clarify any ambiguity that might exist between greater convenience and greater privacy. For example, is it more convenient to retain certain information on patrons to make sign-in easier in the future and have to deal with confidentiality issues, or have them complete the whole sign-in

process each time they arrive and destroy the forms afterwards? This would result in no records holding patrons' personally identifiable information, but it would also mean no records of collection use for the institution. Some records may not need to be retained, but when making the decision to retain some types (and in some cases it is crucial that this be done), the staff should recognize that they are then taking on a greater responsibility of maintaining the confidentiality of these records as well. In some instances, if this information is gathered electronically, it may be possible to delete the records, including personally identifiable information, while still extracting the statistical data necessary for reports and use statistics.

Security Concerns

The policies and procedures mentioned above "should require that any law enforcement requests for access to records be issued by a court of competent jurisdiction that shows good cause and is in the proper form."¹³ Although the USA PATRIOT ACT does not require the agents to show good cause, it does require the agents to obtain the proper subpoenas, warrants, or other court documents from the FISA court. It is crucial to realize that any requests for information and/or access to records under the USA PATRIOT Act must come from the FBI. Such requests cannot come from state or local agencies. If the documents are not in proper form, then the staff need not produce the records requested until the documents are produced in proper form, from the proper court (FISA), and from the proper agency (FBI). In any case, if the staff is presented with such a document, it is important that they consult with at least the administration, if not their legal counsel, before complying with any such request.

**... This Act infringes upon the
rights of American citizens
as stated in Amendment IV
of the U.S. Constitution:
"The right of the people to be
secure in their persons, houses,
papers, and effects, against
unreasonable searches and seizures,
shall not be violated. . . ."**

To minimize potential breaches of security and patron confidentiality, it is important that the staff retrieve the records requested and that the agents not be allowed to search for the information themselves. It should also be made clear to the staff that they need retrieve only the records requested and not ancillary records that might augment the information being sought. Remember that the institutions are dealing with privacy and confidentiality questions with any of these requests. This is particularly important as "protecting patron privacy and confidentiality is grounded in the profession's ethical commitment to providing an atmosphere conducive to free intellectual inquiry."¹⁴ This atmosphere cannot exist if the professions do not make a concerted effort to protect the privacy and confidentiality of patrons at all times.

Another area that poses potential problems is that of surveillance. Some institutions have or are planning to install CCTV in their reading rooms and potentially elsewhere in the building. Archivists should realize that such surveillance steps may have potentially serious implications for the organization. Again, here it is necessary to have and to enforce strong policies protecting patron privacy and confidentiality. These tapes should not be retained if there is nothing unusual on them. In some instances, they should be retained for a certain period of time by law, but otherwise they should be erased or destroyed as soon as their purpose has been fulfilled. Otherwise, they could be the subject of a request from law enforcement officers or the FBI.

As mentioned above, the development of policies and procedures that address privacy and confidentiality issues is a crucial step for archives in addressing the potential need to produce records under the USA PATRIOT Act. Because the ALA has been actively opposing the Act's provisions that could potentially apply to libraries, it seems appropriate that those components of their guidelines that apply to archivists be made available to archivists.

Implications

The USA PATRIOT Act has the potential to have a major impact on the concept of recordkeeping in American institutions, including archives and libraries. By permitting the FBI to request and obtain search warrants, subpoenas, and other documents from the FISA court in secret without needing to show probable cause and by requiring institutions and staff served by these documents to remain silent about the mere fact that this occurred, let alone inform the targeted person(s) that they were the subject of an investigation, this Act infringes upon the rights of American citizens as stated in Amendment IV of the U.S. Constitution: "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized." Furthermore, by creating a situation in which institutions are unwilling to create and retain records that have long been deemed necessary for the day-to-day functioning of that institution, this Act strikes at the very heart of archival and library activities.

Unfortunately, it does not look as though these provisions will be removed or struck down in the near future, although Congress is examining the Act much more closely at this time. In actuality, in recent months Attorney General Ashcroft has sought to strengthen provisions of the Act. Representative Thomas Feeney (R-FL) filed the "Antiterrorism Tools Enhancement Act of 2003," a more extreme version of the USA PATRIOT Act. At the same time, a number of other bills have been filed to reduce the impact of the USA PATRIOT Act and to protect civil liberties. Representative Bernie Sanders (I-VT) and others filed the "Freedom to Read Protection Act of 2003" to exempt libraries and bookstores (and, by implication, archives) from Section 215. Senator Patrick Leahy (D-VT) and others filed the "Domestic Surveillance Act of 2003" to improve the administration and oversight of foreign intelligence surveillance. Senator Barbara Boxer (D-CA) filed the "Library and Bookseller Protection Act" to exempt bookstores and libraries from Section 215, and Representative Dennis Kucinich (D-OH) and others filed "The Benjamin Franklin True Patriot Act" to provide for an appropriate review of recently enacted legislation relating to terrorism to assure that powers granted in it do not inappropriately undermine civil liberties.

SLA Responds to Ashcroft's Remarks on Librarians

The Special Libraries Association (SLA) has sent a letter to Attorney General John Ashcroft objecting to disparaging remarks he made about librarians during a presentation to the National Restaurant Association. The Attorney General stated that librarians were being misled about the U.S. PATRIOT Act by "breathless reports and baseless hysteria" from groups such as the American Civil Liberties Union (ACLU).

In the letter, SLA Executive Director Janice R. Lachance objects to comments made by the Attorney General in his September 15th presentation. Lachance continues by writing "SLA believes there are good and valid reasons to be concerned about the far-reaching powers of the PATRIOT Act, specifically Section 215, which permits federal agents to obtain library records in connection with terrorism investigations, bypassing the higher standard of 'probable cause' under the Fourth Amendment." The library community has long argued that the government's legislation risks the privacy of library patrons as well as their ability to serve communities.

SLA strongly supports the protection of privacy and patron confidentiality. The USA PATRIOT Act marks one of the most significant pieces of legislation passed in more than half a century. SLA has been working in collaboration with library organizations to keep its members abreast of the USA PATRIOT Act by providing analysis and workshops and updating information. For more information on the USA PATRIOT Act, visit Virtual SLA at www.sla.org.

Conclusion

There are certain steps that archivists can take to prepare themselves and their institutions for unwanted intrusion by federal agents in search of records. First and foremost is the creation of strong and comprehensive policies and procedures addressing all possible aspects of a request for records. These policies and procedures should be drafted in conjunction with legal counsel, the administration, and the staff. Once these policies and procedures have been approved, all staff must become completely familiar with their contents because any one of them could be approached by the FBI or other law enforcement agent. While this will not eliminate the possibility of a subpoena or warrant being served, it will prepare the staff and the institution for that possibility so that they can act in a reasoned and deliberate manner if this were to occur.

Second, archivists should examine the nature of their organizations and the collections under their care. This will give them some indication of the possibility of being visited by the FBI. Then the staff should examine the records that they create and retain. In doing this, they should determine whether they need to create these records. If they retain them, is there a specific retention schedule? Are they destroyed once their function is accomplished? This is not a call not to keep records or to destroy any that are created. There are records that should be retained so that archivists can function on a day-to-day basis, protect their collections, and have a means of recourse if any documents or other items are stolen. However, by examining one's procedures, archivists have a better chance of not being caught off guard if one day an FBI agent shows up at the desk with a request to see records.

Finally, the heart of archival security is the policies and procedures that have been developed in each institution to govern how the archives is operated, how researchers are introduced to the archives and register, how researchers operate in the reading room while conducting research, and how staff function while assisting researchers and while monitoring the reading room. Physical security such as motion detectors, lighting, locks, and surveillance cameras are important, but the crux of an archival security program is its policies and procedures. Therefore, revisiting or creating strong and comprehensive policies and procedures that encompass the requirements necessitated by the USA PATRIOT Act will enhance archival security and prepare archivists for the eventuality that we will be the target of a subpoena or warrant by the FBI. ❖

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Advocacy and Collaboration Are Focus of COSHRC's Strategic Plan

The Council of State Historical Records Coordinators (COSHRC) approved a new mission statement and strategic plan at its July 2003 annual meeting. The plan emphasizes the importance of advocacy and collaboration in ensuring that our nation's historical records are valued, preserved, and widely used.

COSHRC represents the chief archival officials for the states, territories, and the District of Columbia, focusing on their responsibilities as chairs of the State Historical Records Advisory Boards (SHRABs). Since 1975, federal regulations have required each state and territory to have a SHRAB to review grant proposals submitted to the National Historical Publications and Records Commission (NHPRC). Over the years, many SHRABs have expanded their roles beyond their NHPRC-related duties and now provide active statewide leadership on historical records issues and promote cooperative activities to improve conditions and practices in historical records repositories of all kinds—public and private, large and small.

Collectively, through COSHRC, the State Coordinators and SHRABs work actively with other associations and organizations—including SAA, NAGARA, and AASLH—to improve the appreciation and management of historical records nationwide. COSHRC's recently adopted strategic plan calls for developing a case statement on the value of our nation's historical records, conducting periodic broad-scale surveys of archival programs and repositories, facilitating access to information and tools needed by archival professionals, and training archivists in effective advocacy and media relations techniques.

The new mission and goals are available on the COSHRC Web site at www.coshrc.org/admin/plan.htm or by contacting Vicki Walch, COSHRC Program Director, 65 N. Westminster St, Iowa City, IA 52245; 319/338-6650; vwalch@coshrc.org.

Utah State Archivist Named

A former reference archivist with extensive experience in records collection management has been named to lead the Utah State Archives Division. **PATRICIA SMITH-MANSFIELD**, who has worked for the state for 23 years, replaced Bob Woodhead in mid-September. Woodhead left last summer to serve a mission for The Church of Jesus Christ of Latter-day Saints. Smith-Mansfield had been program manager at the Division of State History and has a master's degree in American history from the University of Utah. She is the former curator of This Is the Place Heritage Park, where she managed daily operations of a living history museum and was the public relations officer. More recently, at the request of Gov. Mike Leavitt, she directed the implementation of statewide online databases, such as the research library's collection catalog. During her tenure for State Archives in the late 1980s, she identified relevant record series and researched and answered reference requests. She assumed her post on Sept. 15.

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Babe Ruth pitching for the Boston Red Sox. Courtesy of The Sports Museum.

An old (pre-reconstruction) photo of Fenway Park. Courtesy of The Sports Museum.



Boston: A City in Love with Sports

by STEVE DALTON, Northeast Document Conservation Center

Be forewarned! Visiting Boston next August for the Society of American Archivists 2004 annual meeting will render one keenly susceptible to "Red Sox Fever," an infectious summer malady afflicting millions of otherwise normal people throughout New England. Symptoms of this condition include mood swings, chronic lip biting, periodic mumbling of the words "Bucky Dent" angrily to oneself, and a propensity to hate—irrationally, but passionately—the New York Yankees.

Ground zero for this annual outbreak is a charming little place called Fenway Park. Originally built in 1912 and reconstructed twenty-two years later, it has become the stomping ground for some of the true giants of baseball history. Even Babe Ruth himself, before turning to the dark side (as you can plainly see, I, too, am infected), began his career in a Red Sox uniform at Fenway Park. Later generations have watched Hall-of-Famers like Ted Williams and Carl Yastrzemski, and future Hall-of-Famers like Pedro Martinez and Nomar Garciaparra, ply their trade within the confines of friendly Fenway.

Despite its rich past, Fenway Park is not lacking in controversy. Many in New England believe that the "lyrical bandbox of a ballpark," as John Updike once referred to it, is outdated and should be replaced by a more modern facility. This idea prompted strong resistance by Save Fenway, Inc., a non-profit organization founded to advocate renovation, rather than replacement, of the historic ballpark.

Regardless of one's position on this contentious matter, few would deny the enchanting allure of Fenway Park. Writing in "History in Brilliant Brushstrokes," which originally appeared in the *Boston Globe* (Nov. 30, 1999), art historian Simon Schama had this to say:

"I'm helplessly and permanently a Red Sox fan. It was like first love . . . you never forget. It's special. It's the first time I

saw a ballpark. I'd thought nothing would ever replace cricket. Wow! Fenway Park at seven o'clock in the evening. Oh, just magic beyond magic: never got over that."

This and other thoughtful reflections on the grand old ballpark appear on the "Save Fenway Park" Web site at www.savefenwaypark.com/reflections.cfm.

Like their ballpark, the Red Sox themselves are not without controversy. While fervent support for the team is undeniable, fans also readily admit that the local nine has quite a checkered past. Historically speaking, the team started strong by winning five of the first fifteen World Series championships ever played, including the very first World Series in 1903. Since that auspicious start, however, the Red Sox have been perennial also-rans who have not hung a World Series Champions banner in Fenway Park since 1918.

The beginning of the 85-year World Series drought currently plaguing the Red Sox curiously coincides with one of the most infamous incidents in Red Sox history, the sale of Babe Ruth's contract to the New York Yankees after the 1919 baseball season. This strange coincidence has led some superstitious folks to conclude that the sale of Ruth put a curse on the team.

In 1988, Boston sportswriter Dan Shaughnessey published a popular book on this theme titled, *Curse of the Bambino*, which chronicled the team's many "near misses" since Ruth's departure. Later, a theatrical musical of the same name was written by David Kruh (book and lyrics) and Steven Bergman (music and lyrics). If you're interested, an assortment of resources about the alleged curse can also be found at www.bambinoscurse.com/sources/.

While the notion of a curse seems quite ridiculous, it is not uncommon to see Red Sox fans holding up "Reverse the Curse" signs in Fenway Park. The practice will end, of course,

when the Red Sox (finally) bring home a World Series title. This year? Absolutely! If not, then next year for sure.

The Red Sox are an integral part of the Boston scene each summer. Even for non-fans, a visit to Fenway Park—for a game, a tour, or both—is a must while in the city. If the Red Sox are playing at home during the SAA annual meeting (Aug. 2-8, 2004), tickets will be available by phone at 877/733-7699 or 617/482-4769. Tickets can also be purchased online at www.redsox.com. A 2004 game schedule should be available to the public by late November or early December.

Whether or not the Red Sox are playing at home, tours of Fenway Park are offered on a regular basis. Tour information can be found on the Web at http://boston.redsox.mlb.com/NASApp/mlb/bos/ballpark/bos_ballpark_tour.jsp.

The Minor(s) Option

A true baseball aficionado visiting Boston may also wish to sample the wares of minor league teams in proximity to the city. Minor league baseball offers an excellent caliber of play at a far more reasonable price than its major league counterpart. Fortunately, there are three exceptional minor league options within a reasonable travel distance from Boston.

The Pawtucket Red Sox, Triple-A affiliate of the parent club in Boston, play their games at beautiful McCoy Stadium in Pawtucket, Rhode Island. Located about an hour's drive south of Boston (approximately 45 miles), McCoy boasts a seating capacity just over 10,000. Although ticket prices may increase slightly in 2004, PawSox tickets will likely remain an extraordinary bargain. Information about the Pawtucket Red Sox is available at www.pawsox.com.

North of Boston, there are two minor league options for people to consider. The Portland Sea Dogs, Double-A affiliate of the Boston Red Sox, call Hadlock Field in Portland, Maine, home. Hadlock Field is about a two-hour drive north of Boston (approximately 110 miles). It has a seating capacity of 6,975 and offers a variety of ticketing options, including box seats, reserved seats, and general admission seats. Discounts are available in all ticket classes for senior citizens and for children age 16 and under. Tickets for the 2004 season are now available. Consult www.portlandseadogs.com/index.html.

Also north of the city, but a bit closer to Boston, one can take in a Lowell Spinners game. The Spinners, Single-A affiliates of the Boston Red Sox, play their home games at Edward A. LeLachur Park in Lowell, Mass., which is about a 50-minute drive from Boston (approximately 35 miles, but traffic can be unpredictable). LeLachur Park has a seating capacity of 5,000. Further information can be found at www.lowellspinners.com.

Pre-Season Football

While the baseball season is entering its home stretch by August, the appetites of football fans are just being whetted as gridiron teams enter into pre-season play.

Just two short seasons ago, the New England Patriots shocked the world—and sent their fans into delirium—with a stunning Super Bowl victory over the heavily favored St. Louis Rams. Hopes of a repeat performance gain significant momentum in late July and early August.

The Patriots play in a new state-of-the-art facility called

Gillette Stadium, which is located in Foxborough, Mass., about 30 miles south of Boston. With seating for 68,000 people, one might imagine that tickets—especially for pre-season games—would be readily available. Unfortunately, such is not the case. The Patriots annually cap the number of season tickets sold to ensure that non-season ticket holders will have an opportunity to purchase single-game tickets. On a late spring/early summer date, usually in June, single-game tickets go on sale. In a matter of hours, however, they are often sold out.

The Patriots' pre-season schedule for 2004 is not yet determined. If the team is playing at home during the SAA meeting, securing tickets will be difficult, but not impossible. Information about the single-game ticket sale date should be posted at www.patriots.com by mid- to late May.

Major League Soccer

The Patriots are not the only professional team making its home in Gillette Stadium. The New England Revolution, now in its eighth year as a Major League Soccer (MLS) team, plays its home games at Gillette from April into October. In 2002, the Revolution finished in second place in the MLS Cup, quite an achievement for such a young franchise.

The Revolution typically draw between 16,000 and 17,000 fans per game. Thus, good seats are virtually always available. Though prices may change in 2004, the current range (from \$16 to \$65) is quite reasonable by Major League standards. The 2004 game schedule should be posted on www.revolutionsoccer.net by late December or early January.

Basketball, Hockey, and More

Two other storied sports teams, the Boston Celtics (basketball) and the Boston Bruins (hockey), also call Beantown their home. Unfortunately, both will be idle during early August since they are in the midst of their off-season(s). Information about these teams is available at www.celtics.com and www.bostonbruins.com.

By the way, if basketball is your passion, you might consider traveling approximately 90 miles west of Boston to Springfield, Mass., home of the Naismith Memorial Basketball Hall of Fame. See www.hoophall.com.

Another sports-themed institution, located inside the FleetCenter in Boston's Downtown North section, is the Sports Museum www.sportsmuseum.org. The Sports Museum is reasonably priced and offers a nice collection of artifacts, multi-media materials, works of art, and interactive exhibits all about New England sports.

Come to Boston

"Boston is a huge professional sports town," according to Dale Arnold, midday radio talk show host on Sports Radio WEEI (850 AM) in Boston. He further contends that sports fans here are the "most fervent and avid in the country." While fans in larger cities (e.g., New York or Philadelphia) might dispute Arnold's claim, it is worth noting that Arbitron rates WEEI as the top sports radio station in the country.

Boston loves its sports. And sports fans can't help loving Boston. ❖

Draft Strategic Plan for the SAA Education Office

Vision for Continuing Education, June 2004–June 2007

The SAA Education Office:

- Acts in a leadership role in archival continuing education in the United States and internationally;
- Provides premier continuing education programs in a variety of venues for the archival and allied professions; and
- Ensures that archivists and allied professionals have knowledge of and access to continuing education opportunities that will enhance their ability to perform their professional responsibilities.

To accomplish the continuing education goal, the functions of the Education Office are to:

- Lead and serve as a catalyst for other archival and allied organizations in creating opportunities for continuing education;
- Assess educational needs and evaluate all aspects of educational offerings;

- Identify new curricular areas and innovative means for instruction and delivery of information;
- Partner with other archival continuing education providers;
- Serve as a clearinghouse for continuing education resources;
- Ensure that continuing education programs are accessible and sustainable;
- Promote archival and professional standards through its continuing education programs;
- Broaden participation in SAA's educational offerings through targeted marketing; and
- Support innovation and sustainability of SAA's educational program through resource development.

1. Interaction with Other Continuing Education Providers

Scope. The Education Office works with other archival organizations to ensure that the continuing education needs of archivists are met—either by creating educational opportunities to meet identifiable needs or functioning as a clearinghouse of educational opportunities.

Goal: Increase communication between SAA and other archival education providers.

Activities:

- Identify other key archival education providers.
- Exploit opportunities to use SAA's annual meeting for face-to-face interaction.
- Develop links to other education providers' educational offerings.
- Phase in the development a clearinghouse of archival education offerings.

2. Content Development

Scope. Content development refers to the introduction of new offerings and curricular areas, as well as the evaluation, revision, and retirement of existing offerings.

Goal 1: Emphasize curriculum development.

Activities:

- Assess relationships among existing courses.
- Situate newly developed offerings in existing curricular framework.

Goal 2: Develop a variety of mechanisms for regular/periodic assessment of educational needs of SAA members.

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Activities:

- Conduct an all-member survey (education focus).
- Make better use of annual meeting feedback.
- Conduct surveys of non-member past participants.
- Utilize existing assessment information from SAA units.

Goal 3: Develop more formal mechanisms for content development.

Activities:

- Revise CEPD charge to better support SAA Education Office.
- Articulate formal structure for course development.
- Revise proposal form.
- Create a Web site to support development.

Goal 4: Identify emerging areas/topics for content development.

Activities:

- Utilize needs assessment data.
- Ensure diversity of offerings across topical areas.

3. Content Delivery

Scope. The Education Office researches, creates, implements, and supports a range of content delivery methods and technologies in order to best align instructional delivery methods to learning objectives, content, and audiences of the Society's continuing education programs.

Goal 1: Introduce mechanisms for instructor development and support.

Activities:

- Create a Web page for SAA instructors.
- "Train the Trainers" course.
- Formalize instructor evaluation.
- *Archival Outlook* article on being an instructor.

Goal 2: Explore and implement more forms of content delivery.

Activities:

- Develop and offer 1-2 online/distance offerings.
- Seek alternative funding for the development of distance education offerings.
- Evaluate selection methods for appropriate delivery.

4. Evaluation

Scope. Ongoing evaluation of SAA's multi-faceted continuing education program, as well as the effectiveness of individual offerings, is critical to the continued success and improvement of SAA's mission to the archival profession. Evaluation of the educational needs of SAA members is also an important responsibility for the Education Office. The goal of evaluation is to analyze and incorporate proactive surveys of educational needs and feedback on all aspects of the continuing education program in order to ensure high-quality offerings that meet the needs and challenge the professional development of SAA members and others in the cultural heritage preservation community. SAA should continually explore creative and effective ways to

Your Input Needed on SAA Education Office Strategic Plan

The Education Office Task Force wants your comments on a strategic plan for the continuing education activities of the SAA Education Office. Send comments by Jan. 1, 2004, to: saa.continuing.ed@worktools.si.umich.edu.

Background

In January 2003, SAA Council approved the establishment of a Task Force on the SAA Education Office. The task force members are Elizabeth Yakel (chair), Gordon Daines, Bill Landis, Lee Miller, Kathleen Roe, Michelle Sweetser, Nancy Zimmelman, and Solveig DeSutter and Patti O'Hara (staff). The task force was charged with developing guidelines and a strategic plan. Draft guidelines were published on the SAA Web site in August. Also in August, a forum was held during the 2003 SAA meeting in Los Angeles. As a result of the forum and subsequent work by the Education Office Task Force, the following strategic plan for the Education Office was developed. This plan will cover a three-year period, June 2004-June 2007, and form the basis for decision-making and resource allocation in the Education Office.

Process

We are now seeking comments from SAA members on the strategic plan. All members are asked to review the plan and make comments on (but not limited to) the following issues:

- Are there additional goals that the Education Office should pursue at this time?
- Are all of the major areas of activity covered?
- What activities should be prioritized for immediate action?
- Rank the top three activities that you would like to see the Education Office accomplish.

Comments are due Jan. 1, 2004. The Education Office Task Force will then compile the comments and finalize the strategic plan for submission to the Committee on Education and Professional Development and the SAA Council in February 2004. We anticipate that Council will consider approval of the strategic plan and the guidelines at its May 2004 meeting.

solicit evaluative data and to approach the topic of continuing education from a broad, organization-wide perspective.

Goal 1: Improve evaluation of offerings.

Activity:

Experiment with other forms of content and mastery evaluation in programs (e.g., longitudinal evaluation, formative evaluation).

Goal 2: Create a mechanism to separate "one-time" and sustainable/adoptable offerings.

Activity:

Define criteria for inclusion in SAA education catalog.

Goal 3: Create experimental testing grounds for new SAA offerings.

Activities:

- Use pre-conference offerings as incubators for new workshops.
- Use regional archival association conferences as incubators for new workshops.

5. Marketing

Scope. The Education Office employs all available resources and methods to market its programs to SAA members and others responsible for records in any format. Education marketing efforts are designed to reach a maximum number of potential education program participants at least three times prior to an event. Market analysis is used to target a specific audience that results in matching topics to a group's needs. The message is delivered in different formats that ensure that the largest possible audience is contacted. Monitoring strategies and methods for return on investment are ongoing processes.

Goal: Enhance processes to articulate costs/benefits to partnering organizations.

Activities:

- Explore more possibilities in partnering to offer educational offerings.
- Create more precise metrics that better articulate the costs/benefits to partnering organizations.
- Examine ways to maximize existing and new underwriters for SAA (share resources, increase the number of underwriters).

6. Resources

Scope. In order to create a sustainable program of continuing education offerings, the Education Office will pursue a variety of funding models. These include direct monies from SAA general funds, use of the dedicated educational endowment, and seeking outside funding to support the development and revision of new and current offerings as well as underwriters to defray the costs of offerings.

Goal 1: Identify educational underwriters.

Activities:

- Generate lists of potential underwriters.
- Develop/adapt SAA policies regarding underwriting workshops.
- Select/solicit underwriters for appropriate products.

Goal 2: Identify alternative sources of revenue for content development.

Activities:

- Identify people in the organization with grant writing skills who can assist in developing proposals in specific content areas.
- Write one grant for a high-priority educational area and submit it to an appropriate funding agency.

7. SAA Structure

Scope. Structural mechanisms can hinder or facilitate the ability of the Education Office to carry out its responsibilities.

Goal: Create better mechanisms to facilitate the work of the Education Office.

Activity:

- Evaluate and assess communication patterns and data flow within SAA that support the Education Office.

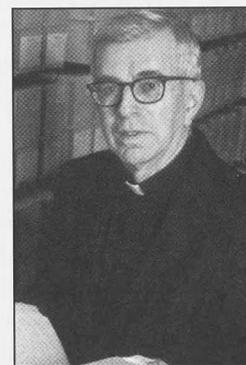
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www.marquette.edu/library/information/news/2003/prucha.html



Marquette University Dean of Libraries Nicholas Burckel and actor Martin Sheen examine a display of items from the Dorothy Day-Catholic Worker Collection with archivist Phil Runkel during the university's dedication of the new John P. Raynor, S.J., Library in September.

The Drawing Power of Special Collections and Archives

Actor Martin Sheen Participates in Library Dedication at Marquette University

by MATT BLESSING, Marquette University Libraries

On Sept. 19, 2003, Marquette University formally dedicated the new John P. Raynor, S.J., Library. The \$55 million facility was the most expensive building project in Marquette's history. The dedication offered a high-profile opportunity to emphasize the importance of libraries in the new century. Organizers of the dedication recognized that scheduling an engaging speaker who would attract a large audience and media attention were essential to the event's overall success.

Planners also sought a speaker who could draw attention to Marquette's rich archival collections. Since its founding in the 1960s, the Marquette archives has documented Catholic social action movements, one of several manuscript acquisition programs with a national collecting scope. Working with staff in the university president's office, Marquette Librarians invited actor and social activist Martin Sheen to receive an honorary doctor of letters. He graciously accepted with a personal letter, taking time off from "The West Wing" television series to visit Milwaukee.

Mr. Sheen began his acting career in New York in the late 1950s. Struggling financially, the young actor often relied upon the Catholic Worker house of hospitality for meals and spiritual nourishment. The vast archives of Dorothy Day and the Catholic Worker movement form one of the core collections within Marquette's Catholic social action program.

Visiting the Marquette archives, the Emmy award-winning

actor described the profound influence that pacifists associated with the Catholic Worker movement had on him. Decades later Sheen portrayed Peter Maurin, the itinerant philosopher and mentor of radical journalist Dorothy Day, in the 1996 film "Entertaining Angels." In accepting his honorary degree, he encouraged Marquette students to engage themselves in social activism. He even encouraged students to enroll in a course on the history of the Catholic Worker movement—a course in which undergraduates conduct original research with the Dorothy Day-Catholic Worker Collection.

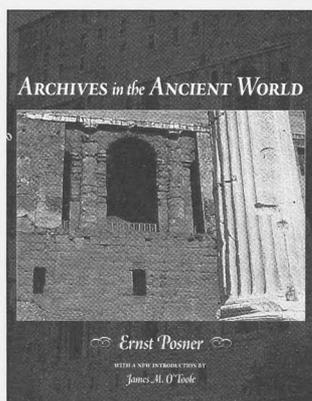
Meeting with members of the Milwaukee press corps, Sheen emphasized that he had accepted Marquette's offer because of his respect and long affiliation with the Catholic Worker movement. More than 1,500 visitors attended the dedication, double the number planned. It also generated a considerable amount of positive publicity for the university, the library, and the archives.

The Raynor Library opened in August. The facility's "information commons" merges traditional library reference services with IT, instructional media, and Marquette's writing lab. The Department of Special Collections and University Archives is located on the third floor of the new library. It features the Francis Paul Prucha, S.J., Archives Reading Room, exhibit spaces, two seminar rooms, staff offices, and a 6,500-square-foot, climate-controlled collection storage facility. ❖

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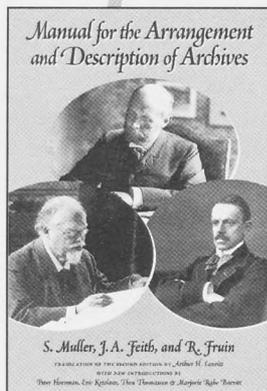
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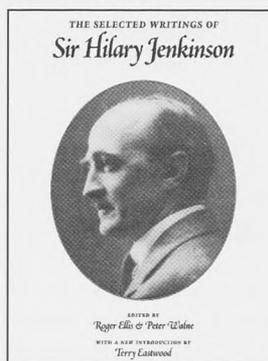
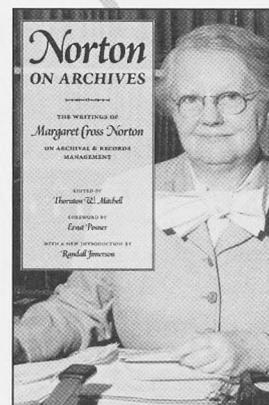
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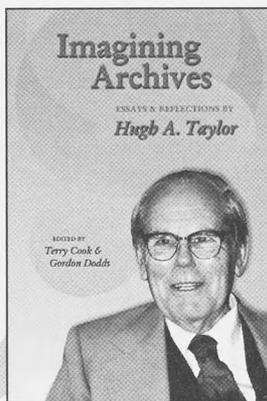
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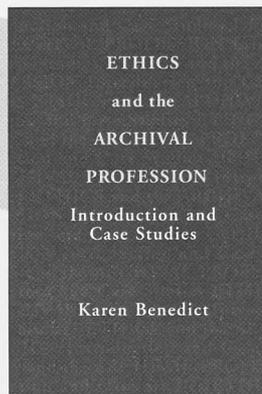
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Stanford University Press (2001)
Nonmembers \$30 / SAA members \$22 / PC 421

Judging the Past in Unified Germany

BY JAMES MCADAMS
Cambridge University Press (2001)
Nonmembers \$20 / SAA members \$15 / PC 422

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by Diane Ravitch
Alfred A. Knopf (2003)
Nonmembers \$24 / SAA members \$18 / PC 430

The Lost Boys: Letters from the Sons in Two Acts 1914-1923

BY R. H. THOMSON
Playwrights Canada Press (2001)
Nonmembers \$20 / SAA members 15 / PC 425

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EDITED ROBERT K. O'NEILL
Haworth Press (1998)
Nonmembers \$64 / SAA members \$50 / PC 420

Owning Memory: How a Caribbean Community Lost Its Archives and Found Its History

BY JEANNETTE BASTIAN
Greenwood (2003)
Nonmembers \$59 / SAA members \$50 / PC 424

The Promise of Cultural Institutions

BY DAVID CARR
Altamira Press (2003)
Nonmembers \$28 / SAA members \$22 / PC 426

The Passport: The History of Man's Most Traveled Document

BY MARTIN LLOYD
Sutton Publishing Limited (2003)
Nonmembers \$20 / SAA members \$12 / PC 423

Reading in Alice Munro's Archives

BY JOANN MCCAIG
Wilfrid Laurier University Press (2002)
Nonmembers \$30 / SAA members \$25 / PC 428

The Stasi Files: East Germany's Secret Operations Against Britain

BY ANTHONY GLEES
Free Press (June 2003)
PC 432

Thirty Years of Electronic Records

EDITED BY BRUCE I. AMBACHER
Scarecrow Press (2003)
Nonmembers \$42 / SAA members \$36 / PC 427

Time Capsules: A Cultural History

BY WILLIAM E. JARVIS
McFarland and Co. (2003)
Nonmembers \$39.95 / SAA members \$34.95 / PC 429

The War on Our Freedoms: Civil Liberties in an Age of Terrorism

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Public Affairs (2003)
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STEPHEN ENNISS has been appointed director of Special Collections and Archives for the General Libraries of Emory University. Enniss has served as curator of Literary Collections and adjunct professor of English at Emory for six years and before that as manuscripts librarian and literature bibliographer at Emory for five years. He received his Ph.D. and M.A. in English from the University of Georgia, a M. Ln. in library science from Emory, and A.B. in English from Davidson College.

MARÍA R. ESTORINO has been appointed archivist and digital resources librarian of the Cuban Heritage Collection (CHC) of the University of Miami's Otto G. Richter Library. She will help manage the CHC's archival collections and materials as well as assist in the development, implementation, and management of initiatives related to the Richter Library's digital collections. Estorino was formerly the project director of the CHC's grant-funded digitization project, CHC Digital (<http://digital.library.miami.edu/chcdigital>). She holds a B.A. in history from Loyola University in New Orleans, an M.A. in history from Northeastern University, and an M.S. in library science from Simmons College.



LEE C. FOSBURGH was promoted to manager, Corporate Archives/Heritage Hall, at The Pampered Chef, Ltd., in Addison, Ill. Lee now manages the archives collection and staff, the records management program, and the company's new corporate museum. The Pampered Chef is the premier direct seller of essential kitchen tools.

Obituary

CHRISTINE MARIE RAMIREZ, archivist for the Pascua-Yaqui Tribe in Tucson, Ariz., passed away on Nov. 3, 2003. She had been seriously injured in a car accident in September and never regained consciousness. Ramirez was a major force in establishing the First Archivists Circle, an organization for tribal archivists. She was the project director for the NHPRC grant that funded the initiation of the organization. She played an important role in the creation and administration of the Western Archives Institute-Institute for Native American and Tribal Archivists and participated in the program held in July 2003. Her cheerful spirit, enthusiasm, hard work, passion, and commitment to preserving Native culture by protecting tribal archives will be missed by those who worked with and loved her. Her passing is a loss to the profession.

—Richard Pearce-Moses, *Arizona State Library*

MORNA GERRARD has been appointed archivist of the Women's Collections in Special Collections, Georgia State University. Gerrard recently received her M.L.I.S. from Clark Atlanta University, as well as her ACA certification. She joined the staff in Special Collections in 2002. Previously, Gerrard served as a curator for the National Archives in Scotland.

LAUREN KATA is the new Labor Archivist for the Southern Labor Archives at Georgia State University. Previously, Kata was the Archivist for the Society of Women Engineers at the Walter Reuther Library at Wayne State University.

JONATHAN LILL was appointed project archivist/surveyor in the Rare Book and Manuscript Library of the Columbia University Libraries. Lill recently received his M.L.S. from Simmons College Graduate School of Library and Information Science.



HELEN TIBBO, a faculty member at University of North Carolina-Chapel Hill's School of Information and Library Science (SILS) since 1989, has been promoted to full professor. She served as associate dean from 1996 to 2000 and recently completed a term as Frances Carroll McColl Professor. She teaches in the areas of archival studies,

records management, digital preservation and access, online information retrieval, and reference. Tibbo has explored the question of how archives and other cultural heritage information repositories, such as manuscript repositories and museums, can best provide access to their voluminous holdings. As a foundation for understanding how such access can best be facilitated, she is conducting an international user study of historians, the Primarily History Project, with Ian Anderson from the University of Glasgow.

ANNE TURKOS, university archivist and associate curator of Archives and Manuscripts at the University of Maryland, College Park, was inducted into the university's M Club as an honorary member on October 3. The M Club, composed of all athletic letter winners at the university, is one of the oldest such organizations in the United States, having been founded in 1923. Turkos, a long-time advocate for preserving and publicizing the University of Maryland's athletic heritage, was inducted for fostering the strong linkage between the University Archives and sports throughout the history of the campus.



National Archivist of Canada **IAN E. WILSON** was conferred with the medal of Commander of the French Order of Arts and Letters in a ceremony on Sept. 25, 2003, at the French Embassy in Ottawa. The Order of Arts and Letters was established by the French Government in 1957 to recognize those who have distinguished themselves in their contributions to furthering arts and literature in France and abroad. This distinction is awarded twice annually to a limited number of recipients worldwide.

African American Advertising donated to Library of Congress by Coca-Cola

Advertising chronicling the past three decades of African American traditions, trends, and styles is being donated to the Library of Congress by The Coca-Cola Company as part of the Library's Gifts to the Nation program. The collection, representing the work of Chicago-based Burrell Communications Group—the largest African American advertising agency in the U.S.—includes digitally archived ads, storyboards, production notes, and scripts for spots featuring both traditional family scenes and well-known entertainers and athletes of the past 30 years. B. B. King, Gladys Knight and the Pips, Bill Cosby, Michael Jordan and Dr. J. are among the famous faces in the ads, which also document changing hairstyles, fashions, and musical genres.

"This is a very special honor for Burrell to have our 30 years of Coca-Cola advertising entered into the archives of the Library of Congress," said Tom Burrell, founder, chairman, and chief executive officer of Burrell, during a ceremony at the Library in September. Coca-Cola's gift to the Library is expected to be continual, with additions being made to the collection on a regular basis as new advertising is produced.



Burrell Communications Group founder Tom Burrell and **PHILIP MOONEY**, director of the Archives Department at Coca-Cola.



Social Climbers!

"Roughing It In Yosemite National Park," a three-day tour immediately preceding the SAA annual conference in L.A. was organized by William Landis. It afforded participants spectacular views of the central Sierra Nevada Mountains. After hiking up the Four Mile Trail, **MOTT LINN**, **HAL KEINER**, and **BEN and MICHELLE SWEETSER** marvel at the beauty of Glacier Point with Half Dome in the background.



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*
- *Selecting and Appraising Archives and Manuscripts*
- *Providing Reference Services for Archives and Manuscripts*
- *Managing Archival and Manuscript Repositories*
- *Preserving Archives and Manuscripts*
- *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 or 412/244-7075.

First International Conference on History of Archives

by PHILIP EPPARD, University at Albany, SUNY

The first International Conference on the History of Records and Archives (I-CHORA) was held at the Faculty of Information Studies at the University of Toronto in October. Approximately one hundred archivists, archival educators, historians, graduate students, and researchers from other disciplines attended the conference.

This was the first time a scholarly conference focusing specifically on the history of archives, records, and record-keeping has been held. Conference attendees heard twenty-six papers presented by researchers from Australia, Canada, Italy, the Netherlands, Spain, the United Kingdom, and the United States. The conference was organized by Barbara Craig (University of Toronto), Philip Eppard (University at Albany, SUNY), and Heather MacNeil (University of British Columbia). In addition to support from the University of Toronto's Faculty of Information Studies, the conference received generous support from the Archives of Ontario and the Gladys Kriebel Delmas Foundation.

In his welcoming remarks, Eppard traced the idea for such a conference to the strong attendance and lively discussion at the Society of American Archivists' Archival History Roundtable's meeting in 2001 in Washington, D.C. He noted that the time seemed right to bring together researchers in this area for a special conference.

In her opening remarks, MacNeil identified three goals for I-CHORA:

1. To provide a public forum in which to share knowledge about the work being done in the area of the history of records and archives;
2. To raise the profile of historical studies of records and recordkeeping practices, with a view to promoting more research and scholarship in this area; and
3. To begin to understand what the needs are for advancing research into the theoretical and methodological issues associated with the history of records and archives.

Terry Cook, University of Manitoba, delivered the opening keynote address, "The Archive Is a Foreign Country: Rediscovering Records in History," which argued that the lack of appreciation of the history of archives has contributed to a misunderstanding of archives and records. Other keynote speakers were Peter Horsman, Archiefschool in Amsterdam, and Tom Nesmith, University of Manitoba.

The program was organized around three broad themes: the nature of records and documents; the nature of recordkeeping;

and sources, methods, theories, and philosophies for research in the nature of records and recordkeeping. A few sample paper titles will suggest the diversity of topics addressed:

- "Merchants, Lovers and Spies: How Private Archives Came into Daily Life in Modern Europe" (Diego Navarro Bonilla);
- "Documenting Heroes: Records Creation in the US Army during the Great War" (Eliot Wilczek);
- "Towards a History of the Australian Diary" (Michael Piggott);
- "Inscribed Lives: Epitaphs in Tang China (618-906)" (Ping Yao);
- "Evidence of Sanctity: The Development of Record-keeping in Canonization Proceedings at the Turn of the 13th Century" (Michelle Light);
- "Documents and Archives in Early America" (Rand Jimerson)

The full program is accessible at the I-CHORA Web site www.fis.utoronto.ca/research/i-chora/home.html.

Papers were presented in panels of three or four speakers, followed by discussion. All the sessions at the conference were plenary, rather than concurrent, which allowed all the conference participants to hear all the papers. This approach helped stimulate more discussion as connections were made between papers presented by different panels.

The conference closed with a panel discussion reflecting on the themes that had emerged over the two and a half days and considering what the next steps might be to advance the cause of research and publication in the history of records and archives. If the response of conference attendees is any gauge, the future for the field seems bright. Positive comments abounded, and there was speculation that the history of records and archives may one day establish itself as a significant interdisciplinary field of study, as the history of the book has done over the past two decades.

Prospects for a follow-up event seem bright as well. Peter Horsman and Eric Ketelaar have proposed hosting I-CHORA 2 in Amsterdam in September 2005.

The organizers of I-CHORA are planning a volume of refereed papers from the conference itself, as well as other papers on the history of records and archives that may be submitted. Interested authors can check the I-CHORA Web page (www.fis.utoronto.ca/research/i-chora/home.html) for more details. ❖



Archives Canada Launched

The Canadian Council of Archives hosted a reception in Ottawa on Oct. 17, 2003, to celebrate the launch of Archives Canada, an Internet portal that allows Canadians and others to explore that country's heritage. Led by the Canadian Council of Archives, Archives Canada is a collaborative effort to provide online access to the holdings of more than 800 participating institutions across Canada. The portal replaced the Canadian Archival Information Network (CAIN), which was launched in 2001. Major advances in technology and the rapid expansion of content led to the re-launch of the portal under a new name.

U.K. National Records and Archives Legislation

The National Archives of the U.K. launched in August a public consultation on possible changes to national records and archives legislation. The last major piece of public records legislation was the Public Records Act of 1958. The significant changes in the creation and use of records since that date are prompting this consultation. The consultation paper in its entirety can be reviewed at www.nationalarchives.gov.uk/news/consultation_intro.htm. The closing date for comments is Nov. 21, 2003.

New Zealand Recordkeeping Program

Archives New Zealand has launched a new program called "Continuum—Create & Maintain." This is a whole government approach to recordkeeping designed to provide the most effective tools and services to government agencies to enable them to meet best practice recordkeeping standards. The program will assist government agencies to develop their own programs to fulfill business and accountability requirements and promote good records management. To learn more about this program, visit www.archives.govt.nz/continuum/.

PARBICA 10th Biennial Conference

The Pacific Regional Branch of the International Council on Archives (PARBICA) held its tenth biennial conference at Wellington, New Zealand, July 21-26, 2003. The meeting's theme was "Remembering, Recording and Reclaiming" and included a panel discussion by country representatives of issues raised in institutional and country reports on Pacific archives, a discussion of good governance and records and archives, and a summary of the results of the Pacific Archival Survey 2001-2003. Workshops on automation, education and training, conservation, government recordkeeping, and legislation were also offered.

Freedom of Information Legislation in South Africa

The South African History Archive (SAHA) and the Public Service Accountability Monitor (PSAM) submitted in September a joint report to South Africa's Parliamentary Portfolio Committee for Justice recommending fifteen amend-

ments to the Promotion of Access to Information Act. The Act, similar to the U.S. Freedom of Information Act, has been in operation in South Africa since March 2001. The main recommendation deals with establishing a new independent review mechanism because the current mechanisms—the Human Rights Commission and the Public Protector—are believed to have inadequate power to deal properly with the many requests for information being filed. Other recommendations deal with response turnaround, failure to respond, and declassification issues. SAHA is an independent archive dedicated to documenting and supporting the struggles for justice in South Africa. PSAM is an independent monitoring unit dedicated to strengthening democracy in South Africa. For more information on the work of SAHA, visit www.wits.ac.za/saha/.

Digitized Documents on Nouvelle France

The National Archives of Canada, the Archives de France, and the Canadian Embassy in France welcomed the online arrival in May of more than 22,000 digitized documents pertaining to the administration of Nouvelle France. The documents are part of the Colonies fonds held at the Centre des archives d'outre-mer at Aix-en-Provence, France. The partnership with the Archives de France is part of the Canada-France 2004 Program to celebrate 400 years of dialogue and exploration between Canada and France. To see the 22,000 documents and their descriptions, visit the National Archives of Canada Web site at www.archives.ca. Click on ArchiviaNet, then on "Alphabetical List of Research Tools" and select "Colonial Archives." A virtual exhibit of some of these documents is planned for the end of 2003.

Cultural Emergency Aid Fund Launched

In September the Prince Claus Fund launched a cultural emergency aid fund. The aim of the Cultural Emergency Response is to provide emergency aid to international cultural heritage that is damaged and threatened by war or natural disasters so as to prevent further loss. Each disaster will be assessed in terms of immediate needs; this will involve both local and international expertise and networks. The fund's co-founder is the International Committee of the Blue Shield (ICBS), the cultural equivalent of the Red Cross. ICBS is composed of International Council on Archives, International Council of Museums, International Council of Monuments and Sites, and International Federation of Library Associations and Institutions. The Prince Claus Fund is a platform for intercultural exchange. In cooperation with individuals and organizations in Africa, Asia, Latin America and the Caribbean, the Fund undertakes contemporary activities and publications in the field of culture and development.

Send news and information about international activities to Thomas Connors at tc65@umail.umd.edu.



Congressional Committees Act on NARA Budget—Senate Zeroes Out ERA

Not very good news to report on the Senate appropriations subcommittee mark for the FY 2004 budget for the National Archives and Records Administration (NARA). As readers may recall, the president's FY 2004 request included \$35.9 million for Electronic Records Archive (ERA) for project management, research, and development. However, on Sep. 3, 2003, the Subcommittee on Transportation, Treasury and General Government of the Senate Appropriations Committee approved the president's budget request for NARA's basic operations, but zeroed out all funding for the ERA and allocated only \$5 million for the National Historical Publications and Records Commission (NHPRC). [The Senate approved the subcommittee's version on Oct. 23 by a vote of 91-3.]

The ERA is the National Archives' strategic response to the challenge of preserving, managing, and providing access to the government's electronic records; the NHPRC is a small underfunded agency that works to preserve the nation's documentary heritage. The committee did approve funding to purchase land for the new NARA facility in Anchorage, Alaska, and allocated some monies for a rehabilitation of the LBJ Plaza in Texas. Overall, the Senate mark represents a 12 percent cut in funding from the president's request for NARA.

In a related development, the House of Representatives Committee on Appropriations recommended NARA's operating budget be set at \$255.191 million which is only about \$3 million short of the president's request. The ERA account was recommended for funding at \$35.914 million and there was report language earmarking \$600,000 for the "preservation of the records of the Freedmen's Bureau." For the NHPRC grants program, for the first time in recent memory, the committee recommended full-funding—\$10 million "to remain available until expended"—

thus doubling the president's request of only \$5 million.

The action in the Senate took some NARA supporters by surprise though some Hill insiders had predicted that NARA was vulnerable to a congressional offset owing to the recent shuffling of appropriations and oversight committees after the Department of Homeland Security was created. At that time, when the Senate reassigned committee responsibilities, the crafting of NARA's budget was transferred to the appropriations committee that funds the Department of Transportation. When the subcommittee was looking for an offset to give additional funds needed by AMTRAK, lawmakers who are more concerned with funding transportation projects than NARA initiatives zeroed in on the ERA as well as some programs associated with the Internal Revenue Service (IRS). While Hill insiders are generally reluctant to predict what will happen with the ERA funding crisis, with the Senate figure of \$5 million for the NHPRC, it seems likely that when the conferees meet—probably in November—they may well split the difference between the two budget recommendations, meaning that the NHPRC may see \$7 million in FY 2004.

Hill insiders are counting on NARA's congressional supporters, particularly those in the House, to play a crucial role in restoring the funding to the ERA and NHPRC when the bills (S. 1589/HR 2989) go to conference. To assist in the education of Senate committee staff, on Oct. 14, the National Coalition for History (NCH) in partnership with several supporting history/archival-related organizations, including the Society of American Archivists organized a series of meetings with key congressional aides in the Senate and House and advocated on behalf of the ERA and the NHPRC. Former SAA president Steven Hensen and former Council member Susan Davis represented SAA.

New Bush Executive Order Now in Effect

On Sep. 22, 2003, President Bush's Executive Order (EO) 13292 on national security classification and declassification, which was issued last March, came into force. The EO was framed as an amendment to President Bill Clinton's 1995 Executive Order 12958 rather than a wholesale replacement of it. Most national security records analysts maintain the new EO preserves the basic structure of its predecessor order.

The new Bush EO continues the principle of automatic declassification, while on a practical basis defers its effective date for full federal agency compliance by a few years. According to the implementing directive published today, "No later than Dec. 31, 2006, all classified records that are more than 25 years old and have been determined to have permanent historical value will be automatically declassified whether or not the records have been reviewed."

Despite the stated goals of the EO, there remain serious questions whether any federal government agency will ever declassify documents automatically without careful scrutiny. NARA, the Department of Energy, and the Department of State, as examples, have all instituted policies implementing various congressionally directed mandatory review and/or re-review procedures (i.e., Kyl/Lott legislation) of which the net effect has been to slow the rate of declassification. The Department of Energy, for example, has implemented internal review procedures designed to "double-check" the work of declassification contractors. Inside sources report that "a lack of trust of the government trained and supervised declassification contractors" continues to impede declassification efforts.

The ISOO Directive No. 1 on classified national security information may be found at: www.fas.org/sgp/isoo/directive1.html.



Bill Introduced to Revoke the Bush Order on Presidential Records

On Jul. 31, Senators Jeff Bingaman (D-NM) and Bob Graham (D-FL) introduced legislation (S. 1517) designed to revoke President Bush's November 2001 Executive Order 13233 that imposed new restrictions on public access to presidential records from past administrations.

According to Bingaman, "The Bush order greatly restricts access to Presidential papers by forcing all requests for documents, no matter how innocuous, to be approved by both the former President and current White House. In this way the order goes against the letter and the spirit of the Presidential Records Act."

The new bill, though not identical, corresponds to similar legislation (H.R. 1493) introduced Mar. 27, 2003, by Rep. Doug Ose in the House, that also would rescind the Bush order and restore the procedures established by President Reagan in 1989 in his Executive Order 12667. For a copy of the Bingaman/Graham measure, tap into www.fas.org/sgp/congress/2003/s1517.html.

A lawsuit brought by historians and others challenging the order is still pending in federal court. Oral arguments are expected to be heard before next year.

Subscribe to NCH Weekly Electronic Newsletter

The National Coalition for History issues a weekly electronic newsletter—*NCH Washington Update*—that highlights news and developments of interest to historians and archivists. It is available free to members of the Society of American Archivists. To subscribe send an e-mail message to listserv@h-net.msu.edu according to the following model: SUBSCRIBE H-NCH firstname lastname, institution. You can accomplish the same tasks by tapping into the Web interface at www2.h-net.msu.edu/lists/subscribe.cgi and at the "network" prompt, scroll down and select H-NCH; enter your name and affiliation and "submit."

Briefly Noted

- **Annual FOIA Report Issued.** According to the "Summary of Annual FOIA Reports for Fiscal Year 2002" issued by the Department of Justice Office of Information and Privacy, the number of Freedom of Information Act and Privacy Act requests to federal government agencies reached a record high in 2002. Among the report's findings is that the total number of requests increased by seven percent over the previous year to a new high of 2,402,938. The Department of Veterans Affairs received the most requests. Personal privacy was the most frequently cited single exemption. More than \$300 million in FOIA-related costs were reported by agencies in 2002. For the report, see www.usdoj.gov/oip/foiapost/2003foiapost31.htm.
- **Annual State of Declassification Report.** On Jul. 23, 2003, the Information Security Oversight Office (ISOO) released its annual report to the president on the status of the security classification program. The annual number of

classification decisions made by classifiers in the executive branch increased by 14 percent in fiscal year 2002 to more than 23 million individual classification actions, while declassification activity declined to the lowest level in seven years. However, almost 45 million pages of information were declassified by various government agencies. A copy of the report may be found at www.archives.gov/isoo/annual_reports/2002_annual_report.pdf.

- **NCH Congressional Directory Available.** National Coalition for History (NCH) member organizations (including NCH organizational representatives and Board contacts) and others that would like copies of the NCH Congressional Directory for the 108th Congress are encouraged to drop a note to that effect to the director at rbCraig@historycoalition.org. A limited number of directories are available for non-NCH members who advocate for the cause of history and archives. The directory is a joint publication effort by NCH and the National Humanities Alliance (NHA). It is an invaluable "who's who" guide to members of Congress, committees, and key members of the Executive department. A limited number of copies are available free to member organizations. Any organization that contacts members of Congress, administration, or other governmental officials will probably find the directory useful.

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Where's the Archivist Action Figure?

Seattle-based kitsch purveyor Accoutrements Company recently debuted a 5" tall, hard plastic Librarian Action Figure, modeled after Nancy Pearl, a real-life librarian in the Seattle area. She is an unabashed booster of her profession: "The role of a librarian is to make sense of the world of information. If that's not a qualification for superhero-dom, what is?" The figure has become somewhat controversial because when you press the button on the doll's back, "her arm will move with amazing 'shushing action!'" Pearl "likes to believe that today's librarians are secure enough in their work that they won't take offense at the old cliché."

Corporate Librarian Is Hot Job

The position of corporate librarian is one of the top three hot jobs for 2003-2004, with an average salary of \$60,000-\$65,000 per year, according to a study conducted by Challenger, Gray & Christmas, Inc., an outplacement firm. Challenger identified jobs that have some of the greatest demand for qualified workers, and found that librarians are needed far beyond the school and public library systems. Corporations, government agencies, law firms, advertising agencies, museums, professional associations, medical centers, and research laboratories were among the sectors Challenger noted that have a need for those with library science degrees.

Archival Resources Online

- *Salvage Operations for Water Damaged Archival Collections: A Second Glance* by Betty Walsh (Canadian Council on Archives Preservation Committee), in both French and English in PDF format at www.cdncouncilarchives.ca/presinfo.html.
- *Bibliography of Books, Journal Articles, Conference Papers and Other Printed Sources Relating to Archival Buildings and Equipment*, by Arnold den Teuling and Ted Ling (International Council on Archives Committee on Archival Building in Temperate Climates, June 2003), www.ica.org/biblio/cbte/ICA_Bibliography_2_Buildings_Equipment.pdf.
- *Using Shipping Containers for Record Storage: Specification and Description*, by Ted Ling (Pacific Regional Branch of ICA, November 2002) www.ica.org/biblio/parbica/Shipping_Container_Specification_4-2003_full.pdf.

The Metropolitan Archivist

The Metropolitan Archivist, the semi-annual newsletter of the Archivists Round Table of Metropolitan New York, Inc. (ART), has been reformatted and expanded. In addition to feature articles and ART news, it now includes book reviews. For more information about ART or its newsletter, visit www.nyarchivists.org.

Descriptions of Collections in Northwest Wanted

Pacific Northwest Quarterly continues to seek submissions for its Archivists' Page feature. Archivists and historians are encouraged to submit descriptions of manuscript or photograph collections that they believe would be of interest or benefit to others with an interest in the region's history. For additional information or editorial guidelines, please feel free to contact the editors at pnq@u.washington.edu or call 206/543-2992.

Home Economics Archive

The study of home economics forms an important part of 19th- and 20th-century women's history in North America. Home Economics Archive: Research Tradition History (HEARTH) (<http://hearth.library.cornell.edu/>) is designed to provide free Internet access to the full text of more than 1,500 popular and scholarly books and nearly a dozen journal runs. Subject areas include applied arts and design; food and nutrition; child care and development; housing and furnishings; hygiene; home management; clothing and textiles; institutional management; and retail and consumer studies. This archive, containing materials published between 1850 and 1950, is searchable by author, title, and keyword.

Hershey Archives to Expand

The Hershey Community Archives in Pennsylvania will move in December to larger quarters within downtown Hershey's historic M.S. Hershey Consolidated School building. The new location, with 6,300 square feet, will more than double the size of the current temporary space. The newly renovated facility will accommodate the archives' extensive collections of 2,000 cubic feet of records and manuscript materials, 13,000 photographs, 7,000 maps and plans, and 300 oral history interviews. For more information, contact Pamela Whitenack, archives director, pwhitenack@hersheyarchives.com.

Grant Backs Carnegie Preservation Efforts

Efforts to preserve the records of 100 years of scientific discovery at the Carnegie Institution have received a major boost in the form of a \$240,741 grant from the National Historical Publications and Records Commission (NHPRC). The institution houses an irreplaceable archive documenting the progress of American science in the 20th century. Funding for the two-year initiative, dubbed "Carnegie Legacy," will set the institution's archives on a firm footing. Archivists will comb through 1,700 feet of records and more than 37,000 historic photographs at Carnegie's administrative headquarters and its Earth and space science research campus in northwest Washington, D.C. Valuable materials will be transferred to state-of-the-art storage facilities. Records will be organized and finding aids posted on a project Web site for researchers to access worldwide. Online exhibits will introduce viewers to the institution's archival treasures. For more information, visit www.CarnegieInstitution.org.



NARA's Strategic Plan Is Updated

I am pleased to report to you that the 2003 update of our strategic plan, which describes our goals and objectives as an agency over the next several years, has been released to the public. In 1997, we embarked on our first ten-year strategic plan. It provided a blueprint to help align priorities, direct funding, and deploy human resources. Three years later, in 2000, we updated that plan to reflect progress we had made and the changing realities of our long-term goals.

NARA's strategic plan has been a sound guide for us for six years, and I firmly believe we are on the right course toward achieving our goals and taking on the challenges that lie ahead. Credit for the progress we've made starts with the exceptional commitment and work of the NARA staff, the essential support of Congress and the White House, and the assistance of new partners, key stakeholders, and, of course, our colleagues in the archival community.

To update the plan, we made use of lessons we learned in the first six years of our plan's implementation. And we also incorporated guidance and suggestions on ways to better measure the results of our efforts and the benefits our customers want to realize.

This updated strategic plan does several things. It identifies things that are now achievements rather than objectives, such as launching the Archival Research Catalog, our new Internet-accessible catalog describing our holdings; opening the 1930 census records; and re-opening the newly renovated Rotunda and re-encased Charters of Freedom. It identifies efforts underway to meet objectives, such as our progress toward creating a viable Electronic Records Archives, implementing initiatives to redesign federal records management, and making increasingly more of our records and services available to our customers through the Internet. The updated plan also accounts for the different world in which we find ourselves after September 11, 2001, with efforts identified for working closely with federal agencies that create classified records, and ensuring the security of our nation's records by making improvements in the infrastructure of NARA's information technology systems and facilities. Finally, we have removed from the plan references no longer relevant and have updated statistics and examples.

Today one of our greatest records management challenges lies in the fact that many more records are being electronically created and maintained than ever before, and we anticipate exponential growth in their numbers in coming years. The updated strategic plan acknowledges the significance of electronic records by creating a new goal for electronic records, allowing us to highlight the crucial importance of our work in this area and to share the significant progress we've made toward creating the Electronic Records Archives (ERA). We appreciate the help the archival community has given us in developing the requirements for ERA—this is especially important as the systems used in ERA will be scalable for use by other archives.

Our revised plan also highlights initiatives already underway to redesign federal records management that are being led by Deputy Archivist Lew Bellardo. Building on our own experience and discussions with professional archival organizations, federal agencies, and public stakeholders, we have defined a set of strategies we are pursuing to improve federal records management. Through surveys and benchmarking with other government agencies, state archives, the archives of foreign countries, and private industry, and through pilot activities with federal agencies, we continue to look for better ways to meet our shared goals.

Federal agencies must be able to economically and effectively create and manage records necessary to meet business needs, records must be kept long enough to protect rights and assure accountability, and records of archival value must be preserved and made available for future generations. We recognize that we must protect records from the time of their very creation to ensure their accessibility for as long as they are needed to meet the needs of government agencies and the public. Moreover, better front-end records management and effective recordkeeping systems will support government business operations (particularly electronic government activities), help agencies meet legal responsibilities, and result in more efficient and responsive delivery of public services, which will improve performance and save money for the agencies themselves and the federal government as a whole.

The revised plan also recasts many of our objectives to emphasize benefits not just to us as an agency, but, more importantly, to our customers, who increasingly are demanding immediate access to our information through the Internet. Each of these objectives links to the Federal Enterprise Architecture's Performance Reference Model, which helps establish a line of sight to our long-range outcomes.

You can read the updated strategic plan at www.archives.gov/about_us/strategic_planning_and_reporting/2003_strategic_plan.html or request a copy from the Policy and Communications Staff by writing to vision@nara.gov.

NARA's strategic plan now identifies what we must do during the next several years to keep faith with the trust that a democratic nation has placed in us. Our strategic goals are important because we serve not just today's citizens, but all who are yet to come. We must preserve past documents already in our care, but also prepare to manage tomorrow's records in new and challenging forms. If Americans are to have faith in their public institutions, the records of those institutions must be secure, open, and accessible. Ensuring that they are is what NARA does every day, and I appreciate the support of SAA members in achieving the goals that are so vital to our profession and to our nation. ❖

Nominate a Fellow Today!

www.archivists.org/recognition/fellows.asp

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. **Completed forms must be postmarked by Feb. 28, 2004**, and addressed to the chair:

STEVEN L. HENSEN
Duke University
Rare Book Manuscript & Special Collections Library
P.O. Box 90185
Durham, NC 27708-0185
919/660-5826 • fax 919/660-5934 • hensen@duke.edu

A nomination submitted in 2003 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

Elizabeth Adkins	Paul Conway	Meyer H. Fishbein	Lucile Kane	James B. Rhoads*
Bruce Ambacher	J. Frank Cook*	John A. Fleckner*	Anne R. Kenney*	Mary Lynn Ritzenthaler
Howard L. Applegate	Terry Cook	James E. Fogerty	Kris Kiesling	Kathleen Roe
Douglas A. Bakken	Richard J. Cox	Michael J. Fox	John M. Kinney	Nancy A. Sahli
Brenda Banks*	Miriam Crawford	Thomas J. Frusciano	Philip D. Lagerquist	Helen W. Samuels
Philip C. Bantin	John Daly	James Richard Fuchs	Charles E. Lee*	Charles R. Schultz
Roland Baumann	Maygene Daniels*	Ellen Garrison	Richard W. Leopold	Robert Sink
David Bearman	Josephine Harper Darling	Carolyn L. Geda	Waverly Lowell	Deborah Skaggs
V. Nelle Bellamy	Lewis J. Darter, Jr.	Anne Gilliland-Swetland	Lydia Lucas	Jane F. Smith
Lewis J. Bellardo, Jr.	Susan E. Davis	Susan Grigg	Richard H. Lytle	Leon J. Stout*
Karen Benedict	William N. Davis, Jr.	David B. Grace II*	Paul H. McCarthy, Jr.	Richard Szary
William Benedon	Bruce W. Dearstyn	Mark Greene	Lawrence McCrank	Hugh A. Taylor*
Edmund Berkeley, Jr.	Megan Desnoyers	Larry J. Hackman	William Lewis McDowell, Jr.	Kenneth Thibodeau
William E. Bigglestone	Anne Polk Diffendal	F. Gerald Ham*	William Maher*	Anne Van Camp
Francis X. Blouin, Jr.	Charles M. Dollar	Bruce C. Harding	Philip P. Mason*	Victoria Irons Walch
Frank Boles	Jackie M. Dooley	Edie Hedlin*	Linda M. Matthews	Carolyn A. Wallace
Lynn A. Bonfield	Lawrence Dowler	Margaret L. Hedstrom	Philip Mooney	William Wallach
Maynard J. Brichford*	Kenneth W. Duckett	Linda Henry	Eva Moseley	Christine Ward
Edwin C. Bridges	Luciana Duranti*	Steven L. Hensen*	James O'Toole	Robert M. Warner*
Thomas Elton Brown	Terrence Eastwood	H. Thomas Hickerson*	Charles G. Palm	Joan Warnow-Blewett
Valerie Gerrard Browne	Fynnette Eaton	Robert W. Hill	Edward C. Papenfuse	Lisa Weber
Bruce Bruemmer	Linda Edgerly	Andrea A. Hinding*	Ann Pederson	Edward Weldon*
Mary Lynn McCree Bryan	Elaine Engst	Peter Hirtle*	Trudy Huskamp Peterson*	Daniel T. Williams
Nicholas C. Burckel*	Timothy L. Ericson	Sue E. Holbert*	Seymour J. Pomrenze	Ian E. Wilson
Frank G. Burke*	Frank B. Evans*	Richard A. Jacobs	Jean F. Preston	Dorman H. Winfrey
Richard Cameron	Max J. Evans	Mary Janzen	Mary Jo Pugh	Peter Wosh
Ann Morgan Campbell	C. Herbert Finch	Randall Jimerson	Virginia C. Purdy	Elizabeth Yakel
Paul Chestnut	Elsie Freeman Finch	H. G. Jones*	Patrick M. Quinn	
Agnes C. Conrad	Shonnie Finnegan*	William L. Joyce*	Leonard Rapport	

Wanted: Award Winners

Society of American Archivists 2004 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 68th annual meeting in Boston. Brief descriptions of the awards are listed below. Please visit the SAA Web site (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:

DARIA D'ARIENZO, Co-Chair
ddariento@amherst.edu

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, 2004 (except for the Theodore Calvin Pease Award, that deadline is May 31, 2004). Nominations will not be considered unless all materials, including books and other supporting documentation, are postmarked by that date.

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, 2004.*

2004 SAA Awards Competition

continued

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 of America Scholarships to the Modern Archives Institute

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, 2004. (The deadline for the January/February institute is Nov. 1.)* In the application, please submit in triplicate (original and two photocopies) a resume accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications.

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. *A scholarship to the Modern Archives Institute, to be held next summer, is now available. The deadline for application is Feb. 28, 2004.* In the application, please submit in triplicate (original and two photocopies) a resume accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications.



Is There a Patron Saint for Archives?

by PASCHAL BAUMSTEIN, C.A., Belmont Abbey, North Carolina

Various candidates have been suggested as a patron saint for archivists. In 1994, I even recommended one myself ("A Patron Saint for Archives," *Archival Outlook* [July 1994], p. 23). There is one, however, who perhaps should have special eminence in the search: a martyr for the cause, so to speak. I propose Saint Anterus.

Relatively few details of his life are known today, but the archival connection is undoubted. The story of Anterus is included in the *Liber Pontificalis* and he is mentioned in Eusebius' *Ecclesiastical History*. Apparently he was a native of Greece and the son of a man named Romulus. That is all that is known of his early years. By the 230s C.E., he had taken up residence in Rome, though, and when Pope Pontianus was condemned to penal servitude in the Sardinian mines, Anterus succeeded to the bishopric of Rome. His accession is dated Nov. 21, 235.

Anterus set as a priority of his pontificate the collection of documentation of the early martyrs, storing these materials in his Roman archives. This brought him into immediate disrepute with the civil authorities, since the preservation of such records was regarded as subversive and disrespectful of the state. In consequence, Anterus was himself martyred on Jan. 3, 236. He had reigned just forty-four days.

Followers of Anterus buried him in the bishops' crypt of Rome's Cemetery of Callistus. He was the first pope to lie there, although his episcopal predecessor, Pontianus, was interred there subsequently. The exact site of Anterus' sepulcher was lost for several centuries, but was rediscovered in 1854.

Although he was immediately accounted a martyr, the cult and liturgical feast of Saint Anterus did not spread to the "universal Church" until the ninth century. Presumably, he is the first saint martyred for conscientious archivism, status that seems to recommend him as an apt heavenly patron for us. ♦

Diversity Committee Appointments

At its August meeting, SAA Council established a Committee on Diversity to advance the work of the 1998 Diversity Task Force and the recent Diversity Working Group. The following members will serve on the committee:

- La Nina Clayton, Howard University, chair (2003-2005)
- Marnie Atkins, Table Bluff Reservation, Wiyot Tribe (2003-2006)
- Michael Doyle, University of Wisconsin-Milwaukee (2003-2006)
- John Fleckner, Smithsonian Institution (2003-2004)
- Amelia Flores, Colorado River Indian Tribes (2003-2005)
- Wilda Logan, National Archives and Records Administration (2003-2004)
- Cheryl Beredo, Radcliffe College (intern) (2003-2004)



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CALENDAR

December 10-12, 2003

"World Summit on the Information Society 2003" in Geneva, Switzerland. Visit www.geneva2003.org.

December 15-17, 2003

ERPANET and CODATA are pleased to announce a joint International Archiving Workshop on the "Selection, Appraisal, and Retention of Scientific Data," co-hosted by the Biblioteca Nacional, in Lisbon, Portugal. For more information, visit www.erpanet.org.

March 1-3, 2004

"ECURE 2004: Preservation and Access for Electronic College and University Records," at Arizona State University. Learn more about ECURE at www.asu.edu/ecure.

May 16-21, 2004

The School of Information and Library Science at the University of North Carolina, Chapel Hill in conjunction with the Humanities Advanced Technology and Information Institute, University of Glasgow, Rice University's Fondren Library, and Duke University Libraries, is pleased to announce the fifth "Digitization for Cultural and Heritage Professionals" course. With a new curriculum for 2004, this one-week intensive course will consist of lectures; seminars; lab-based

practicals (offering both guided tuition, as well as an opportunity for individual practice) and visits to the UNC and Duke University libraries. The teaching team includes Drs. Seamus Ross and Ian Anderson from Glasgow, Dr. Helen Tibbo from UNC-CH, and Dr. Paul Conway from Duke University. Enrollment is limited, so please register early to confirm a place. **Costs, registration, and deadlines:** Course Fees (including study materials, mid-morning coffee, lunch, afternoon coffee breaks, and two dinners. Accommodations are not included):

- **Advanced booking price:** \$700 (if a place is booked and the course fees are paid by Feb. 15th, 2004).
- **Normal price:** \$800 (if a place is booked and the course fees are paid after Feb. 15, 2004).

Full information, course details, and an online registration form can be found on the SILS Web pages at: www.ils.unc.edu/DCHP/. Please direct registration questions to Ms. Lara Bailey at 919/963-8366 or ljbailey@email.unc.edu.

May 27-29, 2004

Association of Canadian Archivists 2004 annual conference in Montréal, Québec, will explore how accountability and ethics in the archival sphere have a direct impact on the lives of citizens and democratic societies. For more information, visit <http://archivists.ca/conference/>.

June 4-7, 2004

The Paper, Archives and Book Specialty Group (Fachgruppe Grafik, Archiv-und Bibliotheksgut) of the Verband der Restauratoren e.V. (VDR) in Germany is planning a conference in Dresden: "Beyond Paper—Combination of Materials in Art Technology and Conservation." Apart from their classical fields of activities, conservators for paper, archives, and books are frequently confronted by a broad spectrum of tasks. This symposium addresses conservation-restoration issues in which different technical and material areas overlap thus requiring collaboration between paper conservation and other conservation disciplines. For more information, contact Birgit Geller, b.geller@lwl.org.

June 24-26, 2004

2004 Joint Technical Symposium, "Preserving the AudioVisual Heritage—Transition and Access," in Toronto, Canada, at the Isabel Bader Theater. Held every three years, the symposium provides an opportunity for colleagues around the world and those interested in the field to meet and share information about original image and sound preservation. Panel discussions, technical presentations and sessions, and special screenings will focus on preservation and restoration of the world's moving image and recorded sound heritage. Attendees traditionally include film/video/audio archivists, laboratory technicians and engineers, and film/video/audio preservation specialists drawn from a broad cross-section of institutions responsible for feature films, television (national, regional, and local), independent productions, news film, and amateur productions. Under the auspices of UNESCO (United Nations Educational, Scientific and Cultural Organization) Information Society Division, participating organizations include: the Association of Moving Image Archivists (AMIA), the International

Federation of Film Archives (FIAP), the International Federation of Television Archives/Fédération Internationale des Archives de Télévision (FIAT/IFTA), the International Association of Sound and Audiovisual Archives (IASA), the International Council on Archives (ICA), the International Federation of Library Associations and Institutions (IFLA), and the Southeast Asia-Pacific Audiovisual Archive Association (SEAPAVAA). For more information, visit www.jts2004.org or contact AMIA at 323/463-1500 or info@jts2004.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. **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 \$2,500 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: Nov. 1 for residence between January and June; Apr. 15 for residence between July and December.** To request an application, please contact: Joyce M. Botelho, Director, The John

Register now for the following SAA education offerings:

BASIC ELECTRONIC RECORDS

Tucson, AZ • February 26, 2004

GRANT PROPOSAL WRITING

Milwaukee, WI • April 28, 2004

For details or to register, visit www.archivists.org/prof-education/course_catalog.asp.

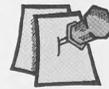


IN THE WORKS:

Several other offerings are in the works and include:

- Real World Reference
- The Administration of Photographic Collections
- Business Archives . . . Establishing and Managing an Archives
- Archival Perspectives in Digital Preservation
- Copyright and the Law
- and, of course, a new Web seminar!

For the latest information, be sure to visit the SAA Web site at www.archivists.org/prof-education/seasonal_schedule.asp



Nicholas Brown Center, Box 1880, Brown University, Providence, RI 02912. 401/272-0357; fax 401/272-1930; Joyce_Botelho@Brown.edu.

California Institute of Technology Biot and Archives Research Funds

The Maurice A. Biot Archives Fund and other funds provided by the archives offer research assistance up to \$1,500 to use the collections of the archives of the California Institute of Technology. Applications will be accepted from students working towards a graduate degree or from established scholars. Graduate students must have completed one year of study prior to receiving a grant-in-aid. For the Biot award, preference will be given to those working in the history of technology, especially in the fields of aeronautics, applied mechanics, and geophysics. The grant-in-aid may be used for travel and living expenses, for photocopy or other photo-reproduction costs related to the research project, and for miscellaneous research expenses. Funds may not be used for the purchase of computer software or hardware. For further information on holdings and online resources, please consult <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, Jul. 1, and Oct. 1 of each year.*

Carl Albert Congressional Research and Studies Center Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program, which provides financial assistance to researchers working at the Center's archives. Awards of \$500-\$1,000 are normally granted as reimbursement for travel and lodging. The Center's holdings include the papers of many former members of Congress, such as Robert S. Kerr, Fred Harris, and Speaker Carl Albert of Oklahoma; Helen Gahagan Douglas and Jeffery Cohelan of California; Sidney Clarke of Kansas; and Neil Gallagher of New Jersey. Besides the history of Congress, congressional leadership, national and Oklahoma politics, and election campaigns, the collections also document government policy affecting agriculture, Native Americans, energy, foreign affairs, the environment, the economy, and other areas. Topics that can be studied include the Great Depression, flood control, soil conservation, and tribal affairs. At least one collection provides insight on women in American politics. Most materials date from the 1920s to the 1970s, although there is one nineteenth century collection. The Center's collections are described online at www.ou.edu/special/albertctr/archives/. The Visiting Scholars Program is open to any applicant. Emphasis is given to those pursuing postdoctoral research in history, political science, and other fields. Graduate students involved in research for publication, thesis, or dissertation are encouraged to apply. Interested undergraduates and lay researchers are also invited to apply. The Center evaluates each research proposal based upon its merits, and funding for a variety of topics is expected. No standardized form is needed for application. Instead, a series of documents should be sent to the Center, including: (1) a description of the research proposal in fewer

than 1000 words; (2) a personal vita; (3) an explanation of how the Center's resources will assist the researcher; (4) a budget proposal; and (5) a letter of reference from an established scholar in the discipline attesting to the significance of the research. *Applications are accepted at any time.* For more information, please contact: Archivist, Carl Albert Center, 630 Parrington Oval, Room 101, University of Oklahoma, Norman, OK 73019; 405/325-5401; fax 405/325-6419; kosmerick@ou.edu.

CLIR/DLF Fellowship

The Council on Library and Information Resources (CLIR) and the Digital Library Federation (DLF) are pleased to announce a new opportunity for librarians, archivists, information technologists, and scholars to pursue their professional development and research interests as Distinguished Fellows. The program is open to individuals who have achieved a high level of professional distinction in their fields and who are working in areas of interest to CLIR or DLF. For more information, visit www.clir.org. The fellowships are available for periods of between three to twelve months and are ideal for senior professionals with a well-developed personal research agenda.

Georgia Historical Records Grants

The Georgia Historical Records Advisory Board's (GHRAB) Historical Records Grant Program is designed to promote preservation of and access to historical documents and advance the use of technology in Georgia's repositories and local government offices. Grant application guidelines and the application form are available at www.GeorgiaArchives.org. *The application deadline is Jan. 2, 2004.*

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 Apr. 15 and Oct. 15.* 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@mailier.fsu.edu; <http://pepper.cpb.fsu.edu/library>.

Recording Academy Grants

The National Academy of Recording Arts & Sciences, Inc., also known as the Recording Academy, awards grants to organizations and individuals to support efforts that advance: 1) archiving and preserving of the musical and recorded sound heritage of the Americas; 2) research and research implemen-

tation projects related to music teaching methodology in early childhood and the impact of music study on early childhood development; and 3) medical and occupational well being of music professionals. Priority is given to projects of national significance that achieve a broad reach and whose final results are accessible to the general public. Grant amounts generally range from \$10,000-\$20,000. For projects of particularly broad scope or importance applicants may request support in excess of the standard guidelines. The Recording Academy reserves the right to award each grant on a case-by-case basis. Grant requests may span a time period from twelve to twenty-four months. The grant application is available online at <http://www.GRAMMY.com/grantprogram>. Applicants must use the current grant application only.

Rockefeller Archive Center Visiting Archivist Fellowship

The Rockefeller Archive Center has established a Visiting Archivist Fellowship geared to professional archivists from the developing world. The Visiting Archivist will be in residence at the Center for up to one month for the purpose of enhancing professional development and expanding his/her knowledge of the Center's holdings relating to the fellow's country or region. The Visiting Archivist will receive a \$5,000 stipend for a four-week period. The stipend is intended to cover the costs of housing, food and local transportation. Inquiries about the program and requests for application materials should be sent to Darwin H. Stapleton, Executive Director, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, New York 10591 USA.

Morris K. Udall Archives Visiting Scholars Program

The University of Arizona Library Special Collections houses the papers of Morris K. Udall, Stewart L. Udall, David K. Udall, Levi Udall and Jesse Udall. The library's holdings also include related papers of noted politicians Lewis Douglas, Henry Ashurst and George Hunt. To encourage faculty, independent researchers, and students to use these materials, the Morris K. Udall Archives Visiting Scholars Program will award up to three \$1,000 research travel grants and four \$250 research assistance grants in the current year. Preference will be given to projects relating to issues addressed by Morris K. Udall and Stewart L. Udall during their long careers of public service on environment, natural resources, Native American policy, conservation, nuclear energy, public policy theory and environmental conflict resolution. **Eligibility:** The grants are open to scholars, students, and independent researchers. **Awards:** The \$1,000 research travel grants will be awarded as reimbursement for travel to and lodging expenses in Tucson, Arizona. These grants do not support travel to locations other than Tucson. The \$250 research assistance grants will be awarded to assist local researchers. **Application Procedures:** *Applications will be accepted and reviewed throughout the year.* Please mail a completed application form with three sets of the following materials: 1) a brief 2-4 page essay describing your research interests and specific goals of your proposed project; and 2) a 2-3 page brief vita. To request an application, contact: Roger Myers, University of Arizona Library Special Collections, P.O. Box 210055, Tucson, Arizona 85721-0055, myersr@u.library.arizona.edu.



APPRAISAL ARCHIVIST (CONTRACTUAL)

Maryland State Archives
Hall of Records
Annapolis, MD

The State Archives, Maryland's historical agency and permanent records repository is seeking an appraisal archivist. This position is responsible for the evaluation of government records in order to ascertain content, indexing, completeness and relationship to other documents and in order to appraise their legal, administrative, financial or historical values. The position will review state, county and local government agency retention schedules and make recommendations to the

program director on the disposition of records. This is a full-time contractual state position. The position includes an hourly wage but no fringe benefits. To learn more about the work of the Archives and view the complete job announcement, visit our Web site at: mdsa.net. State applications available by calling 410/260-6407 or by email: richardr@mdsa.net. TTY uses call MD Relay Service 1-800-735-2258. The State Archives is an EEO/AA/ADA employer. **To apply:** Richard H. Richardson, Maryland State Archives, Hall of Records, 350 Rowe Blvd., Annapolis, MD 21401; 410/260-6407; fax 410/974-3895.

ARCHIVIST

Center for the Study of Political Graphics
Los Angeles, CA

Center for the Study of Political Graphics (CSPG), a rapidly growing archive in Los Angeles with approximately 50,000 posters from progressive movements for social change, seeks experienced archivist. Minimum 3 years experience in the museum or library field. Competitive salary and benefits. For complete information: www.politicalgraphics.org. **To apply, contact:** Carol Wells, Center for the Study of Political Graphics, 8124 West Third Street, Los Angeles, CA 90048; 323/653-4662; fax 323/653-6991; cspg@politicalgraphics.org; www.politicalgraphics.org.

ARCHIVIST

Herbert Hoover Presidential Library/Museum
West Branch, IA

The Herbert Hoover Presidential Library is seeking an archivist to process collections, provide reference services, oversee work of technicians, volunteers, or interns; work with NARA units in developing formats for electronic finding aids and Web pages; plus design, direct, lead preservation projects. **Starting salary:** \$47,110. **Qualifications:** B.A. or higher that included 18 semester hours in U.S. history and/or in American political science or government, and 12 semester hours in any one or combination of: history, American civilization, economics, political science, public administration, or government. In addition to the above basic requirement, applicants must possess one year of professional experience equivalent to the GS-9 level in archival science, or a directly related field that involved the collection, appraisal, analysis, or synthesis of information having historical or archival values. **To apply, contact:** www.archives.gov/careers/employment/all_candidates/n03-220b.txt.

ARCHIVIST

Marquette University
Milwaukee, WI

Marquette University Libraries seeks a collection management archivist with strong technical skills. Reporting to the head of the Department of Special Collections and Archives, this position assumes broad collection management responsi-

bilities for university records. Appraises, accesses, and processes university records and faculty papers. Trains and supervises several part-time student assistants. Works with various university offices in outreach activities involving the archives, and with instructors and students utilizing the archives. **Required Qualifications:** At least one of the following required: (1) ALA-accredited MLIS degree, including archival coursework, (2) a subject-masters with ACA certification, (3) a subject-masters degree with nine graduate credits in archives administration. Demonstrated experience with MARC, html, graphic editors, and Microsoft Access. Strong communication and interpersonal skills; excellent analytical, problem-solving, and organizational skills. **Preferred:** Two years post-graduate experience in archival management; one year supervisory experience in an archival setting.

Institutional Context: Marquette University is an independent, Catholic, Jesuit institution located on an 80-acre campus near downtown Milwaukee. The Department of Special Collections is located in the beautiful new 120,000 sq. ft. John P. Raynor, S.J., Library, opened in August 2003. Four archivists, one support staff, and 12-15 student assistants staff the service-oriented department. Marquette offers competitive salaries, excellent benefits, a generous vacation plan, and tuition assistance programs for employees and dependents. Salary commensurate with experience and qualifications. \$35,000 minimum. Letters of application addressing qualifications, and including a resume and names of three references should be sent to: Matt Blessing, Marquette University Libraries, 1355 W. Wisconsin Avenue, Milwaukee, WI 53201. Review of applications will begin December 12, 2004, but will be accepted until the position is filled. Marquette University is committed to diversity and equality in education and employment. At the same time, Marquette cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Jesuit, Catholic tradition.

ARCHIVIST

Mary Couets Burnett Library
Texas Christian University
Fort Worth, TX

Texas Christian University invites applications for the position of archivist. This experienced and highly self-motivated individual will manage the Mary Couets Burnett Library's archival collections, which include the Speaker Jim Wright Collection and the Amon Carter, Jr. Collection. The archivist, working under the direction of the special collections librarian, will be responsible for developing policies and procedures for processing, preserving and accessing the collections; organizing and creating finding aids for the collections, and contributing to department and library-wide operations and projects. The archivist recommends and implements software

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) and remain posted for up to two months. As a value added, announcements may also be published in *Archival Outlook* or the print version of the *SAA Employment Bulletin*.

Deadlines for all issues of *Archival Outlook* and *SAA Employment Bulletin* are the 15th of the month preceding publication. Job ads will not be posted unless accompanied by a purchase order for the applicable amount; ads will be edited to conform to the style illustrated in this issue. Job ads submitted via fax must be double-spaced. Ads may be submitted via fax, e-mail, on diskette, or regular mail.

The *SAA Employment Bulletin* is available to individual members at a cost of \$50 per year only at the time of membership renewal. The bulletin is published in February, April, June, August, October, and December. *Archival Outlook* is published in January, March, May, July, September, and November and is sent to all SAA members.

For more information contact SAA at
312/922-0140, fax 312/347-1452,
jobs@archivists.org

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

Affirmative-Action regulations.



for organizing and providing access to the archival collections in areas such as EAD, the Library's ILS and its add-ons, and relational databases. Requirements include: a minimum of 3 years archival experience; an ALA-accredited master's degree or advanced degree in an applicable subject field with extensive archival training and/or experience; successful supervisory experience; knowledge of technology as it relates to the archival enterprise and to libraries; understanding of intellectual property issues as they relate to archives and manuscripts; knowledge of preservation and conservation issues as they relate to archives and libraries; demonstrated verbal and written communication skills; experience appraising and processing large archival collections and producing finding aids and other collection management tools. **Preferred qualifications include:** Academy of Certified Archivists certification; second advanced degree; experience with a congressional collection; successful grant seeking experience; experience using AACR2, MARC, OCLC, and national authority files; experience with EAD; experience with archival applications of ILS, and proficiency with MS Word, Excel, Access, and PowerPoint. Fort Worth is an attractive and affordable place to live in the heart of the vibrant DFW Metroplex. **Salary:** \$36,000-\$38,000 plus excellent benefits, 22 days vacation annually, and training opportunities. Further information about the university may be found on its Web site at <http://www.tcu.edu>. Review of applications begins 15 November 2003. TCU is an EEO/AA employer. **To apply:** Dr. June Koelker, Mary Coats Burnett Library Texas Christian University, TCU Box 298400, Fort Worth, TX 76129; 817/257-7696; fax 817/257-7282; j.koelker@tcu.edu; www.lib.tcu.edu.

ASSISTANT/ASSOCIATE/FULL PROFESSOR

*School of Library and Information Studies
University of Wisconsin-Madison
Madison, WI*

UW-Madison SLIS seeks an exceptional candidate with a demonstrated commitment to excellence in research, teaching, and service to join our rapidly changing and dynamic learning community as Assistant, Associate, or Full Professor beginning August 2004. For specific information on desired areas of expertise and position requirements, including deadlines, please go to www.slis.wisc.edu/events/facultyposition.html. To apply, contact: Louise S. Robbins, University of Wisconsin-Madison School of Library and Information Studies, 600 North Park Street, Madison, WI 53706; 608/263-2908; fax 608/263-4849; lrobbin@wisc.edu; www.slis.wisc.edu.

COORDINATOR OF ARCHIVING SERVICES

*The University of Mississippi
The National Food Service Management Institute
Oxford, MS*

Responsibilities: Establish the Child Nutrition Archives at the National Food Service Management Institute (www.nfsmi.org); oversee

all archival functions, including acquisition, description, arrangement, indexing, registration, cataloging, use, and preservation of collections; supervise archival support staff; and train other staff as needed. **Required qualifications:** Master's degree in library science, archival administration, history, or related field AND a minimum of two years experience related to the above described responsibilities; excellent interpersonal and organizational skills; and demonstrated experience in ability to use computer applications. Proposed minimum salary: \$36,289 (actual salary will depend on experience, qualifications, and departmental budget). **To apply:** Submit electronic application, cover letter, and resume to our online employment service at jobs.olemiss.edu. This is a new position that is currently funded through December 31, 2004. It is anticipated that an extension will be requested and approved. The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer.

COORDINATOR, RESEARCH SERVICES

*Emory University, General Libraries
Special Collections & Archives Division
Atlanta, GA*

Emory University invites applications for the position of Coordinator, Research Services for the Special Collections and Archives Division of the General Libraries. The special collections and archives division has special strengths in the literary, southern historical and African-American collections and encompasses rare books, manuscripts, and university archives. A staff of ten FTE provides cataloging, arrangement and description, research services, instruction and outreach, basic preservation services, and special projects and events. For more information about the division please visit <http://web.library.emory.edu/libraries/speccolls/index.html>. **Responsibilities:** Plans and administers public service operations for the special collections and archives division. Develops, implements, and coordinates policies and procedures for delivery of all research and reference services. Coordinates an active instruction program and promotes the use of collections by students, faculty, and scholars through presentations, writings, and technology tools. Coordinates instruction and research services with other areas of the library. Assists in developing and designing internet-based services to promote access to the division's holdings. Coordinates reprographic and audio visual reproduction services for the division. Supervises staff and students with public service duties in the department, and participates in department management, including establishment of policies and priorities, staff development, special projects, and planning. May have collection development responsibilities for the division. **Qualifications:** Master's degree with focus in archives administration or related field. Subject expertise in history, literature, or African American studies desirable. Experience in reference services in a

research environment including supervisory experience. Evidence of expertise in the use of online bibliographic search strategies and other access tools in a digital environment. Demonstrated commitment to access and preservation for archival and rare book collections. Demonstrated knowledge of research issues in archives, including copyright, preservation, and uses of technology. Demonstrated organizational ability, communication and interpersonal skills, and ability to work in a team-based environment. Record of active participation in professional organizations. **Salary and Benefits:** Salary and rank dependent upon qualifications and experience. Comprehensive benefits package, including tuition benefits. Several retirement plan options, including TIAA/CREF. Attractive moving allowance. For information about the Emory University libraries please see <http://web.library.emory.edu>. Emory University is an Equal Opportunity/Affirmative Action Employer and encourages women and minority candidates. **To apply:** Dianne M. Smith, Emory University, Robert W. Woodruff Library, 540 Asbury Circle, Atlanta, GA 30322-2870; 404/727-0133; fax 404/727-0805; calbrig@emory.edu.

CORPORATE ARCHIVIST

*Library Associates
Torrance, CA*

Library Associates seeks a Corporate Archivist to Manage Physical and Electronic Corporate Archives at our client's site in Torrance, CA. This is a contract position through Library Associates with benefits. **Salary:** \$50-\$55 K with benefits/DOE. If interested, please see the job posting for Corporate Archivist on our Web site, www.libraryassociates.com. **To apply:** Hal Brown or Joanne Schwarz, Library Associates, 8383 Wilshire Blvd., Ste. 355, Beverly Hills, CA 90211. Please email resume as Word attachment to: hbrown@libraryassociates.com or jschwarz@libraryassociates.com; www.libraryassociates.com.

DIRECTOR OF RECORDS MANAGEMENT

*Office of Missouri Secretary of State
Records Services Division
Jefferson City, MO*

The Office of the Secretary of State is now accepting applications for the Director of Records Management position within the Records Services Division. The director is responsible for the State Records Management Program. While retaining responsibility for traditional records management systems and practices, the director guides the development of policies and practices relating to emerging technologies. The director represents the Secretary of State's Office in its relations with state agencies and the general public by developing, planning, coordinating, implementing, and documenting all aspects of the records management program. This program includes: development of policies and guidelines; outreach, training, and public relations activities;



surveys, scheduling, and consultations; management of the records analysis, imaging services, and record center units. A master's degree in business or public administration with an emphasis in information systems, or library science with emphasis in information systems, or other related field is required. Certified Records Manager designation, or the commitment to obtain such is also required. Please respond with a letter of intent, resume, and completed application. Applications will be accepted until the position is filled. EOE. **To apply:** Director of Records Management, Office of the Secretary of State, PO Box 1767, Jefferson City, MO 65102; 573/522-3246; www.sos.state.mo.us/jobs.asp.

DIRECTOR OF REFERENCE SERVICES

Maryland State Archives
Hall of Records
Annapolis, MD

The State Archives, Maryland's historical agency and permanent records repository seeks customer-oriented archivist to direct and manage the reference services program. The reference services program provides the general public and public officials with access to the records maintained at the Archives. To learn more about the work of the archives and to view the complete job announcement, visit our Web site at: mdsa.net. This is a full-time, permanent position with full state benefits. State employment applications available by calling 410/260-6407 or by email: richardr@mdsa.net. Application forms can be downloaded from the State Personnel Web site: www.dbm.state.md.us. The State Archives is an EEO/AA/ADA employer. **To apply:** Richard H. Richardson, Maryland State Archives, Hall of Records, 350 Rowe Blvd., Annapolis, MD 21401; 410/260-6407; fax 410/974-3895.

HEAD, SPECIAL COLLECTIONS & ARCHIVES

Utah State University Libraries
Logan, UT

Utah State University Libraries seeks an innovative, experienced individual to provide leadership and administration for departmental units (Art, Book Arts and Rare Books; Fife Folklore Archives; Manuscripts; Photographs; Conservation/Preservation; University Archives; and Western and Mormon Americana) including managing fiscal resources and budgetary expenditures; establishing goals and priorities for collection development; fostering public service and collegial interaction with faculty researchers, staff, and students; setting procedures and policies for acquiring, processing, cataloging, preserving and digitizing collections; promoting services and collections; and preparing grant requests for supplementary funding. Requires minimum of master's degree in library and information science or closely related field; five years progressively responsible experience in a special collections/archives setting; and supervisory and management experience in an academic or

research organization. See <http://personnel.usu.edu> (job 1-102-03) for full description and how to apply. **To apply, contact:** John Elsweller, Committee Chair, Utah State University Libraries, 3000 Old Main Hill, Logan, UT 84322-3000; 435/797-2636; fax 435/797-2880; johels@cc.usu.edu.

LIBRARIANS/TECHNICAL ASSISTANT

The New York Public Library
New York, NY

The New York Public Library for the Performing Arts/Theatre on Film and Tape Archive is embarking on a two year project to process, preserve and catalog the newly acquired avant-garde theater collection of Robert M. Wilson. The Librarian III will oversee the project and provide hands-on cataloging assistance. The Librarian II (or Librarian I on a training basis) will create original catalog records. The Library Technical Assistant II will provide administrative support to meet the aggressive project goals. For full job descriptions, visit www.nypl.org. **To apply, contact:** HR Dept Job Code: LSS-TOFT, The New York Public Library, 188 Madison Ave 5th Floor, New York, NY 10016; 212/592-7300, fax 212/592-7327; lsresumes@nypl.org; www.nypl.org.

MANUSCRIPT PROCESSING ARCHIVIST

Emory University, General Libraries
Special Collections & Archives Division
Atlanta, GA

Emory University invites applications for the position of Manuscript Processing Archivist for the Special Collections and Archives Division of the General Libraries. The special collections and archives division has special strengths in the literary, southern historical, and African-American collections and encompasses rare books, manuscripts, and university archives. A staff of ten FTE provides cataloging, arrangement and description, research services, instruction and outreach, basic preservation services, and special projects and events. For more information about the division please visit <http://web.library.emory.edu/libraries/speccolls/index.html>. **Responsibilities:** The archivist's principal duties include accessioning, arranging, describing, cataloging, and providing access to, manuscript collections. Responsibilities include: appraising and accessioning materials in a variety of formats; preparing inventories and other descriptive tools; preparing/maintaining EAD encoded finding aids (XML) and MARC format cataloging records; providing reference assistance; working with conservation unit to provide proper housing and preservation of materials; and participating in professional activities. Planning, directing, and reviewing the work of student assistants. May also assist with selection of material and planning for Special Collection's exhibitions. Special projects as assigned. The position works closely with other staff in the Special Collections and Archives Division,

members of the university community, and researchers as needed and reports the Head of Technical Services. **Qualifications:** Requires graduate archival education acquired either through and ALA-accredited M.L.S. degree or other relevant graduate degree program, and experience in appraisal, accessioning, arrangement, and description of manuscript collections, or equivalent combination of education and experience; familiarity with the MARC format and related LC/archival cataloging standards; familiarity with EAD and automated library information management systems; knowledge of the conservation and preservation needs of archival collections; experience providing reference assistance; knowledge of issues related to archives and manuscript collections; ability to communicate effectively, orally and in writing; excellent organizational skills, accuracy, attention to detail; ability to work independently and collaboratively in a team environment; supervisor skills; and demonstrated interest in professional activities. Subject expertise in literature, African American history, or Southern history preferred. **Salary and Benefits:** Salary and rank dependent upon qualifications and experience. Comprehensive benefits package, including tuition benefits. Several retirement plan options, including TIAA/CREF. Attractive moving allowance. For information about the Emory University libraries please see <http://web.library.emory.edu>. Emory University is an Equal Opportunity/Affirmative Action Employer and encourages women and minority candidates. **To apply:** Dianne M. Smith, Emory University, Robert W. Woodruff Library, 540 Asbury Circle, Atlanta, GA 30322-2870; fax 404/727-0805; calbrig@emory.edu.

PROCESSING ARCHIVIST/CATALOGER

Avery Library
New York, NY

The Department of Drawings and Archives, Avery Architectural and Fine Arts Library, is searching for an experienced archivist to process the papers of New York real-estate developers Harold and Percy Uris. Working under the supervision of the Curator of Drawings and Archives, the project archivist will be responsible for sorting, arranging, describing, and creating an online finding aid for research use. The collection covers post-1950 management and leasing records of several significant Manhattan office buildings (300 Park and 580 Madison Avenues) as well as personal papers. The position will last one year. **Requirements are:** ALA-accredited M.L.S., with emphasis on archival management, or an M.A. in archival management and at least one year of experience in the field of archival management; knowledge of and competence in manuscript and archival management and processing techniques; experience with computers, networks, electronic access techniques (including HTML, SGML, and EAD), and Web site design; knowledge of PC-based



word processing programs; ability to work efficiently and meet project goals and deadlines; excellent communication and interpersonal skills. Preferred qualifications include knowledge of late 20th-century architecture and New York City real estate. Salary for this PC I position is commensurate with experience. We offer excellent benefits including tuition exemption for self and family and assistance with university housing. One of the world's leading research universities, Columbia provides outstanding opportunities to work and grow in a unique intellectual community. Set in the Morningside Heights academic village, Columbia also presents the unmatched dynamism, diversity and cultural richness of New York City. The University Libraries, grounded in collections of remarkable depth and breadth, are also building extensive electronic resources and services. The Libraries at Columbia are committed to collegiality, professionalism, innovation and leadership. For immediate consideration, please e-mail your resume to cul-recruiter@columbia.edu and list the names, addresses and phone numbers of three references. You may also mail your resume to: Human Resources Office, Box 18, Butler Library, MC 1104, Columbia University, 535 West 114th Street, New York, NY 10027; Your cover letter must specify Job Search # UL 70104005 and include your e-mail address. Applications will be accepted immediately and until the position is filled. Columbia University is An Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply.

PROJECT ARCHIVIST

*Colorado State University Libraries
Archives and Special Collections
Fort Collins, CO*

Six-months, part-time position. Responsibilities include processing archival collections, including writing finding aids using EAD tagging.

Qualifications: Archival training with M.L.S. or M.A. in history, experience in processing collections, and strong oral and written communication skills are required; experience with EAD standard preferred. The position includes an hourly wage commensurate with experience, but no fringe benefits. Applicants should mail cover letter, curriculum vitae, and three references by November 19, 2003. CSU is an AA/EEO employer. To apply, contact: Sande Slack, CSU Libraries, 110 Morgan Library, Colorado State University, Fort Collins, CO 80523; 970/491-1838; fax 970/491-1195; sslack@manta.colostate.edu; <http://lib.colostate.edu>.

PROJECT ARCHIVIST

*National Sporting Library
Middleburg, VA*

The National Sporting Library invites applications for the position of Project Archivist, a 12-month position. Working under the direction of the

librarian, this individual will be responsible for arranging, cataloging and creating online finding aids for the NSL's manuscript and archive collection, as well as developing policies and procedures for processing, preserving and accessing the collections. Founded in 1954, the National Sporting Library is a non-profit research center for turf and field sports and is open to the public. **Requirements:** ALA-accredited master's degree with focus in archives management, or advanced degree in related subject field with archival training and/or experience. Experience arranging collections and producing finding aids; experience using AACR2, MARC, and OCLC; experience with EAD; understanding of intellectual property issues; knowledge of preservation and conservation issues and practices; demonstrated verbal and written communication skills. Applications will be accepted until the position is filled. **Salary:** \$30,000. **To apply:** Send letter of interest, resume, names and contact information of three references to: Robert Weber, National Sporting Library, PO Box 1335, Middleburg, VA 20118, nsi@nsl.org.

SENIOR DIRECTOR, COLLECTIONS

*Indiana Historical Society
Indianapolis, IN*

Founded in 1830, the Indiana Historical Society is a private, independent, nonprofit membership organization dedicated to collecting, preserving and promoting Indiana's history. The IHS library, the William Henry Smith Memorial Library, actively collects materials on the history of Indiana and the Old Northwest. We seek a Senior Director, Collections to supervise the activities and staff of Collections, which includes Manuscript & Visual Collections, Printed Collections & Artifacts, and Reference Services. The position reports to the Vice President, Collections, Conservation, and Public Programs, and serves as liaison between Collections and the division Vice President as well as working collaboratively with other Senior Directors of the division. Responsibilities include budget preparation and monitoring; overseeing collection development, including coordination and facilitation of the collections review committee; direct supervision of five professional staff members; and active promotion of Collections through articles, talks, tours, etc. Complete job description is available upon request. The position requires knowledge of American and Midwestern history (Indiana history preferred) and broad knowledge of trends in fields represented by Collections areas as well as working knowledge of care and processing of special materials. Candidates must have proven leadership abilities, good communication skills, including ability to conduct a public program; excellent organizational and project management skills. The position requires the following: 1) a master's degree in archival administration, library science, or other similar

qualifying advanced education, with an emphasis on manuscripts and/or archives; 2) proven scholarly abilities and interests as evidenced by publications and participation in professional organizations; and 3) seven to ten years experience in administration of a special collections library with a background in rare books, manuscripts, visual collections, including experience in providing reference services for collections; at least three to five years team leading supervisory experience of professional staff. Salary offered will be commensurate with experience and skills. The IHS offers an excellent benefits package, including health, dental, life and long-term disability coverage; pension plan and TDA with TIAA-CREF, employee assistance program (EAP), flexible benefits, and generous vacation and sick leave. Please send a cover letter, resume, and the names, current addresses and telephone numbers of three professional references. Applications will be accepted until position is filled. EOE. **To apply, contact:** Susan P. Brown, Indiana Historical Society, 450 W. Ohio Street, Indianapolis, IN 46202; 317/233-3902; fax 317/234-0076; sbrown@indianahistory.org; www.indianahistory.org.

STATE ARCHIVIST

*Ohio Historical Society
Columbus, OH*

Ohio Historical Society is seeking a full time state archivist. Oversees State Archives of Ohio, government records program and maintains active role in the state and national archival communities. Graduate degree in history, library science or archival studies. Formal archival training required. Five years professional experience in archives/library with supervisory responsibilities. Extensive computer/electronic records and management experience preferred. For a complete position description visit our Web site, www.ohiohistory.org. EOE. **To apply, contact:** Debbi Huff, Ohio Historical Society, 1982 Velma Ave., Columbus, OH 43211; 614-297-2390; dhuff@ohiohistory.org; www.ohiohistory.org.

WEB MANAGER

*Ohio Historical Society
Columbus, OH*

The Ohio Historical Society seeks a full time Web manager to develop and maintain the Society's Web site. Bachelor's degree in history, computer science, or a related field required. Graduate degree in library or information science preferred. Three or more years' professional experience required, preferably in a library, museum or related not-for-profit environment. For a complete position description visit our Web site, www.ohiohistory.org. EOE. **To apply, contact:** Debbi Huff, Ohio Historical Society, 1982 Velma Ave., Columbus, OH 43211; 614/297-2390; dhuff@ohiohistory.org; www.ohiohistory.org.



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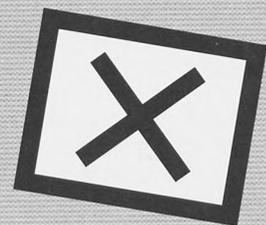


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