

NEWSLETTER
OF THE
SOCIETY OF
AMERICAN
ARCHIVISTS



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archival outlook



Unleashed!

- Slate of Candidates for 2004
- Census of the Archival Profession
- Archiving of Avant-Garde Art

table of contents

features

Slate of Candidates for 2004

Elizabeth Adkins and Richard Pearce-Moses Vie for Presidency 6

Be Counted! Census of the Archival Profession To Be Conducted This Spring

Debra Mills Nolan 7

SAA's 68th Annual Meeting, August 2-8 2004

Tour Boston's Neighborhoods Jessica M. Branco 8

4th Annual Student Poster Session. 11

Franklin Furnace: Archiving Avant-Garde Art

Kenneth Schlesinger 12

Donald Peterson Student Scholarship Raffle a Success!

Scott Schwartz 16

SAA's First Web Seminar: A Virtual Success Story

Patti O'Hara and Solveig DeSutter 17

Come to Vienna for the 15th ICA Congress!

Francis X. Blouin and Nancy Bartlett. 25

columns

President's Message:

In the SAA Archives: PAKs, PAGs, and Pubs 3

From the Executive Director: *Communication Planning 101* 4

From the Archivist of the United States:

A Milestone for NARA's Electronic Records Archives. 21

departments

Currents 14

National News Clips. 20

Washington Beat 22

World View 24

Bulletin Board 29

Professional Opportunities 33

on the cover

Avant-garde artist William Wegman reading *War and Peace* to his dog, Man Ray, on Feb. 15, 1977. From Artist Reading Series at Franklin Furnace. Photo by Jacki Apple. The challenges of archiving avant-garde art are investigated in Kenneth Schlesinger's article on Franklin Furnace in New York, page 12.



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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In the SAA Archives: PAKs, PAGs & Pubs

During the past year we have watched with dismay many news features detailing threats to archival programs. These have ranged from uncertain funding at NARA to savage cuts in many state archival programs, from stories about the wartime destruction of Iraqi archival records to reports such as the recent *Washington Post* investigation exposing dreadful conditions in the D.C. Archives, which serves our nation's capital city. To begin the year on a more upbeat note, I thought we might take a look at SAA's own archives, where there is no looming crisis or immediate threat!

The Society's archival records have been administered at the University of Wisconsin-Milwaukee (UWM) for almost three years after being transferred from UW-Madison, where they had been preserved since 1978. The processed and unprocessed portions of the collection now include approximately 300 cubic feet of records. (This does not include the substantial collection of "I would have weeded the records first and weeded out the junk, but I knew you'd want to do that" letters!) As SAA's former archivist, it has been startling to me the number of archivists who are surprised when they learn that SAA has an archives!

The records are used regularly for a variety of purposes—pretty much like any other archival collection. There are administrative questions that relate to the origin of SAA awards or former SAA Council actions. There are also scholarly research questions and inquiries related to professional needs. Although it has not been possible to find an answer to every question, many researchers have expressed surprise at the breadth of information that the SAA Archives contains.

Does SAA have an "Honorary Member" program? Yes—the first Honorary Member of SAA was Franklin D. Roosevelt.

Has SAA ever had an official historian? Yes—in 1957 Ernst Posner was appointed to a five-year term as the first SAA Historian.

What is a PAK? It's a "Problems in Archives Kit," one of the early publication efforts undertaken by SAA. There were 12 PAKs ranging from "appraisal" and "starting an archives" to "records management for religious archivists" and "archival processing costs."

What was the Oral History PAG? ("PAG" stood for "Professional Affinity Group," which we now call a "Section." When PAGs were first established, some suggested that the more logical name would have been "Professional Interest Group," but they didn't like the acronym that would have resulted!)

The SAA Archives was used extensively by one graduate student during her Ph. D. dissertation research and by another researcher looking into the profession's action with respect to the early days of automated records. With the latter request, the archives staff was able to track down a copy of a paper with the intriguing title, "Automation and the Dignity of the Archivist" given at the 1968 SAA Annual Meeting in Ottawa.

One SAA member wanted to see a copy of the long-out-of-print *Religious Archives: An Introduction*, while another sought a copy of a 1976-era membership directory. The SAA Editorial Board needed a clean photocopy of Paul McCarthy's out-of-print *Archives Assessment and Planning Workbook*. Another member was looking for information to help complete a biography of former SAA President Lester Cappon. In preparing for an Annual Meeting presentation, one member wanted to know the names of all SAA sessions and workshops since 1987 that dealt with "data content standards." Several graduate student researchers have been interested in the origins of the Women's Caucus and the "activist archivist" movement from the 1960s and 1970s, especially the *ACT Newsletter* that was published from 1972 to 1978. One researcher was tracing SAA's growth from 1970 (approximately 1,000 members) to 1980 (approximately 2,350 members). Another member, compiling a dossier for accreditation purposes, needed to know the name of an SAA Annual Meeting session in which he had participated several years ago.

Recently, UWM Archives Director (and current SAA Archivist) Michael Doylen completed a preliminary inventory all of the published monographs, newsletters, and directories in the SAA Archives and has grouped these together in the Web-based finding aid to the collection so that information about them is more easily accessible. Plans are underway to add a series of biographies of SAA founding members and prominent archival leaders from the early years of the Society. An inventory of tape recorded sessions from SAA Annual Meetings, no longer available from the vendor, will soon be posted so that this information will be accessible to researchers as well. Eventually, Doylen and his staff hope to make the extensive collection of photographs and information about annual meeting programs available online as well. Those conducting research for an SAA Annual Meeting presentation should remember the SAA Archives as a resource for useful background information.

Check the online finding aid to the SAA Archives at www.uwm.edu/Library/arch/findaids/uwmms172/. ♦



from the executive director

Nancy P. Beaumont

Communication Planning 101

In a previous job, I feuded with the government Affairs director for a few years before we figured out the problem—and a solution. I was the presumptive communications expert (with “communications” in my title, after all) and she was the content expert who believed that communication is a generic skill. We constantly tripped over each other in our zeal to get out the word about our government affairs efforts. She created one-time newsletters, e-mail messages, letters, and magazine columns. I created Web news and magazine articles, blast e-mail messages, and annual reports. But our various audiences—members, prospective members, legislators and regulators, the public—remained confused about where APTA stood on a given issue.

Our failure to collaborate on a communication strategy cost the organization time and money, and compromised our ability to rally the grassroots and develop memorable messages for the profession.

We had fallen into a trap that is common among professional associations: Lack of a systematic way to manage the communication of issues. Too often our “communication strategy” had been to run articles in the magazine or place announcements on the Web site. It was all about the medium(s), with an emphasis on what was most convenient or economical for us and with too little attention given to who was receiving our messages or what those messages were. The solution resulted from getting back to basics. We developed a planning *methodology* that could be applied whenever a program-, project-, or issue-specific communication plan was needed.

We got back to basics by forcing ourselves to sit down with a planning worksheet in front of us and to think through first the “who,” then the “what,” and only then the “how.” Although at times “the medium is the message,” more often communication efforts fall short when thoughtful selection of the target audience(s) and/or careful framing of the key message(s) is neglected.

The planning methodology—which may be applied to SAA, to other organized groups in which you participate, to your own work setting—considers the following.

Who?

The target audience (the “who”) is the group of individuals whose thinking or behavior (or both) one wishes to influence. Targets may be very broad or very specific. Begin this process by identifying all potential audiences, then narrow the list to one or two or three priorities. Be as specific as possible, because this improves the chances of creating a meaningful message that is likely to catch your audience’s attention.

What?

The message (the “what”) is the key information or idea(s) that may influence the target audience’s thinking or behavior. This is the hard part—and it’s all about keeping it simple. A simple message is more likely to be memorable.

Is the message routine or specialized? Routine messages may introduce a new activity, indicate the status of an ongoing one, or educate someone about an important issue. Specialized messages represent higher stakes due to priority or urgency or importance or some other measure. A specialized message may be reactive (as in response to a newspaper article), opportunistic (taking advantage of a news event), or proactive (as in launching, for example, a campaign to educate high school students about becoming an archivist).

How?

The medium (the “how”) is the method used to communicate the message to the target. We think first of publications (newsletters, journals, magazines) or the Web. But mediums may include press releases, paid ads in national or local newspapers, fax or fax-on-demand distribution, blast e-mail, a good old-fashioned letter, a keynote address or session at a professional meeting, even a “planted” question at a business meeting.

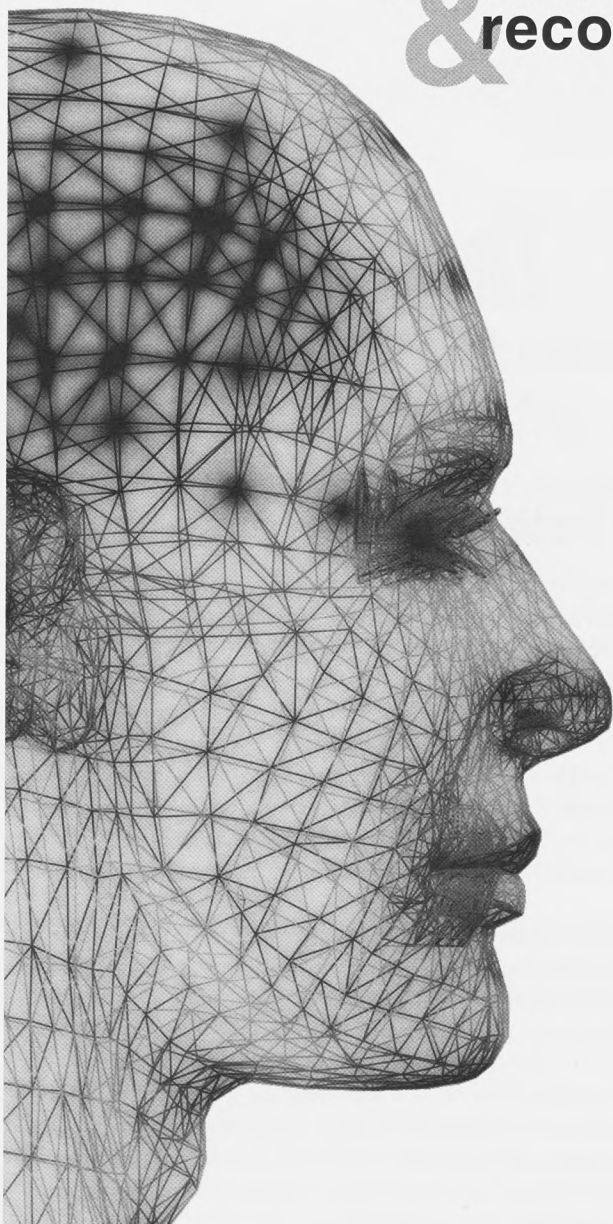
Consider that form follows function. What level of detail is required to communicate your message(s)? If speed is what you need, the Web is a good start. If analysis is important, you may need the space of a newsletter or journal, or you could use e-mail plus analysis on the Web. If personalization is important (and it’s increasingly important today) you may be better served by a letter or phone call. Never assume that one “hit” is sufficient.

The government affairs director and I developed a simple tool that helped us organize our thoughts, identify priorities, and remind each other of tasks. It eased our collaboration.

Collaboration among archival organizations has existed at many levels for many years. With the A*CENSUS project in full swing, cooperation may well achieve a new level as we all learn more about the archival community. Imagine the possibilities if we—individuals, institutions, and organizations—found common ground in identifying key audiences; crafting clear, consistent, memorable messages about the archival enterprise; and combining our resources to tell the profession’s compelling stories.... ♦

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Slate of Candidates for 2004

Elizabeth Adkins and Richard Pearce-Moses Vie for Presidency

The Nominating Committee of the Society of American Archivists has proposed the following slate of candidates for election in 2004.

VICE PRESIDENT/PRESIDENT-ELECT

Elizabeth Adkins, *Ford Motor Company Archives*
Richard Pearce-Moses, *Arizona State Library & Archives*

COUNCIL

Marisa Bourgoin, *Corcoran Gallery of Art*
Mark Duffy, *Archives of the Episcopal Church USA*
Aimee Felker, *National Archives & Records Administration*
Connell Gallagher, *University of Vermont*
Peter Gottlieb, *State Historical Society of Wisconsin*
Geoffrey Huth, *New York State Archives*

NOMINATING COMMITTEE

Laurie Baty, *U.S. Holocaust Memorial Museum*
James Cartwright, *University of Hawaii*
Karen Jean Hunt, *Duke University*
Stephen Novak, *Columbia University*
Scott Schwartz, *University of Illinois, Urbana-Champaign*
Elisabeth Wittman, *Evangelical Lutheran Church in America*

Individual members of SAA will vote for a vice president/president-elect, three Council members, and three Nominating Committee members. The candidate elected vice president will serve a one-year term beginning in August and then will become SAA's 61st president in 2005-06. The candidates elected to Council will serve three-year terms beginning in August and running through the August 2007 annual meeting. Those elected to the Nominating Committee will serve one-year terms.

There will be no election for treasurer this year. The current treasurer, Fynnette Eaton of the National Archives and Records

Administration, is in her first year of the three-year term of office.

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

Vice President/President-Elect: Which issues pertaining to our cultural heritage should the president of SAA respond to and how can the president effectively represent the organization's interests to legislators, the scholarly community, the media, allied professionals, and other constituencies?

Council: SAA will soon learn more about our profession through a major national survey of archivists. How could SAA use this information to strengthen both the profession and its services to members?

Nominating Committee: Please explain how you would participate in developing a slate of candidates that is balanced geographically and also reflects the increasingly diverse nature of archival work as represented by SAA's committees, sections, and roundtables.

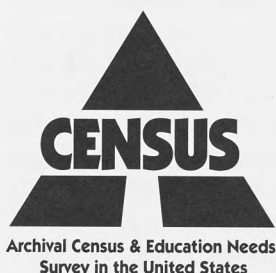
These questions were formulated by this year's Nominating Committee: La Nina Clayton, Taronda Spencer, Jac Treanor, and Council members Danna Bell-Russel and David Haury. Candidates' responses to the questions posed, along with biographical information, will appear in the ballot. An eligible member of SAA may also be placed on the ballot by submission of a petition signed by 50 individual members. Such petitions must be received at the SAA office by February 10, 2004. In addition, voters will have the opportunity to write in candidates on the ballot.

The 2004 ballot will be mailed to all individual members in February. If you have not received a ballot by mid-March, please contact Lee Gonzalez at the SAA office, 312/922-0140 or lgonzalez@archivists.org. *The deadline for returning ballots is April 5, 2004.*

Be Counted!

Census of the Archival Profession To Be Conducted This Spring

by DEBRA MILLS NOLAN, A*CENSUS Project Manager



Thanks to a \$247,932 grant funded by the Institute of Museum and Library Services (IMLS), a comprehensive survey of the archival profession will be mailed to U.S. archivists this spring. Be on the lookout so that you are counted in this unprecedented effort to gather baseline data about the archival profession.

The goal of A*CENSUS (Archival Census and Education Needs Survey in the United States) is to define the universe of archivists currently in the workforce, determine the knowledge and skills they need to do their jobs now and in the future, and provide graduate and continuing education programs with data to support

recruitment and training of new archivists.

The project seeks active participation from all archival associations in the United States, as well as many organizations serving in closely allied fields whose members bear significant responsibility for historical records, including librarians, local historians, records managers, and museum curators.

The working group charged with developing and conducting the census began its deliberations about the scope and nature of this collaborative effort during its first meeting in Chicago, Nov. 14–16. A broad range of archival interests are represented within the working group, including graduate archival education programs, continuing education programs, and the following national and regional organizations: Academy of Certified Archivists, Association of Moving Image Archivists, Conference of Inter-Mountain Archivists, Council of State Historical Records Coordinators, Historically Black Colleges and Universities, Mid-Atlantic Regional Archives Conference, Midwest Archives Conference, National Archives and Records Administration/Modern Archives Institute, National Association of Government Archives and Records Administrators, New England Archivists, Northwest Archivists, Inc., Rare Books and Manuscripts Section of the Association of College and Research Libraries, Society of American Archivists, Society of American Archivists Diversity Committee, Society of California Archivists, and Society of Southwest Archivists.

Archival and allied organizations are encouraged to publicize A*CENSUS in their newsletters, on Web sites, and at conferences because a key goal of the project is to reach all those who identify themselves as an archivist. If you work with archival material but do not receive the survey instrument, please contact the SAA office at acensus@archivists.org.

Preliminary reports of the census findings should be available by the time of the SAA Annual Meeting in Boston in August. A more comprehensive final report will be developed later in the year. The data gathered will be shared broadly with participating organizations and interested individuals in the spring of 2005. For more information, contact acensus@archivists.org or refer to www.archivists.org.

Tour Boston's Neighborhoods at SAA's 68th Annual Meeting

August 2-8, 2004

by JESSICA M. BRANCO, Tufts University

Boston is a city of neighborhoods, each with its own personality and much richer than the "beans and cod" or "Cabots and Lowells" that people often associate with the city. From one end to the other, Boston's neighborhoods offer a variety of perspectives on what makes a good life, while combining to offer anyone who comes to town a fun, fulfilling, and uniquely Boston experience. Come and see for yourself during the 68th Annual Meeting of the Society of American Archivists, Aug. 2-8, 2004, at the Boston Park Plaza Hotel.

The hotel is conveniently located in the **Back Bay**, an area of the city—formerly the actual bay—that was filled in during the earlier part of the nineteenth century to expand the Shawmut Peninsula on which Boston is situated. Once home to such notable Bostonians as Oliver Wendell Holmes (U.S. Supreme Court Justice) and Julia Ward Howe (suffragette and writer of the *Battle Hymn of the Republic*), Back Bay today offers high-fashion shopping and fine sidewalk dining on Newbury Street. Some of the city's most elegant and historic townhouses line Commonwealth Avenue, while the stately Boston Public Library, the nation's first publicly supported library, sits in Copley Square across from the Richardsonian Romanesque Trinity Church, which has been ranked as one of the greatest buildings in the nation's history. Boston's two tallest buildings—the John Hancock Tower and the Prudential Tower—are more modern Back Bay landmarks. The Hancock Building's beacon still signals the weather, while the 50th-floor observation deck and the "Top of the Hub" at the "Pru" offer breathtaking views of the Greater Boston area and Boston Harbor.

The **North End**—Boston's own "Little Italy"—is famous for its Italian restaurants, festivals every summer weekend, and good cannoli, whether it comes from Mike's Pastry, Modern Pastry, or one of the other bakeries that mingle with eateries, small markets, and butcher shops that line Hanover Street. The old North Church and Paul Revere's House offer wonderful insight into life in Revolutionary America.

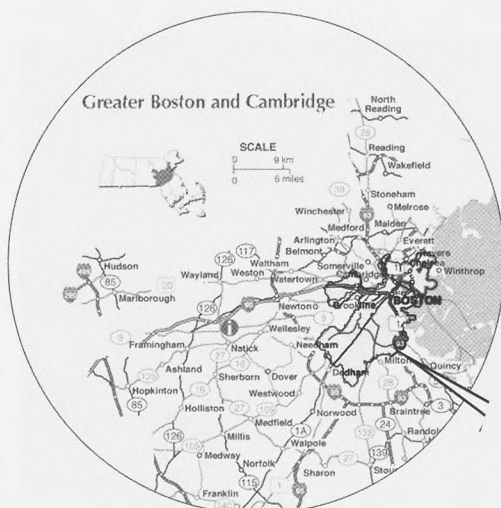
The **South End** is home to a growing number of galleries, trendy restaurants, and gay and lesbian and artistic communities. The **West End**, a target of urban renewal in the mid-twentieth century, is bordered by the Charles River as it flows into the city. This neighborhood offers recreational activities in its waters

and cultural activities along the Esplanade. Concerts, movies, races, and picnics are common events along the river as it winds its way through many of Boston's neighborhoods. Massachusetts General Hospital, Massachusetts Eye and Ear Infirmary, and the Boston Shriners Hospital—West End cornerstones—are a few of the medical and research institutions for which the city is known worldwide.

No place is very far away in Boston, which is also known as "America's Walking City." Nearby, **Beacon Hill's** cobblestones and picturesque brick row houses, with their period boot scrapers still in place, border the gold-domed State House, the Boston Common, and the Public Garden, America's first botanical garden. Charles Street, running from the West End along the base of Beacon Hill to the Common, offers antique shops and specialty boutiques, while the Black Heritage Trail winds its way through the neighborhood. You can be a true Boston tourist and stop in for a drink at Cheers (located downstairs at the Hampshire House) or gawk at the affluent residences in Louisburg Square.

Across the Common discover **Downtown**, stretching from Government Center and Faneuil Hall past Boston's skyscrapers that greet visitors arriving via the "Big Dig" roadways. Filene's Basement is a Boston tradition for great deals, date-determined price breaks, and "bridal gown special" stampedes. The red stripe of the Freedom Trail treks across the sidewalks past historical sites including the old State House (now home to the Bostonian Society), the site of the Boston Massacre, the final resting places of Paul Revere, John Hancock, and Mother Goose in the Old Granary Burial Ground, and the birthplace of Benjamin Franklin. A number of restaurants and nightclubs have recently opened in the **Ladder District** adjacent to Downtown, while nearby **Chinatown** offers a mix of Asian markets, restaurants, and cultural activities.

Heading out again from the Boston Park Plaza Hotel, a short walk through Back Bay leads to **the Fenway**, where one can find Fenway Park, the home of the Boston Red Sox. With the CITGO sign illuminating the sky above Kenmore Square, the Fenway is a densely populated urban neighborhood that college students and professionals of all ages call home. It is graced with the natural beauty of the Fens, just a portion of



Frederick Law Olmsted's "Emerald Necklace," the first urban parkland in America. With the "Green Monster" (the left field fence at Fenway Park) as a backdrop, Lansdowne Street provides post-game entertainment for the grown-up kids. From the pool tables and arcades at Jillian's to Jake Ivory's dueling piano bar, and the many clubs full of music and dancing, Lansdowne stays up late when most other parts of the city are quietly sleeping.

In **Jamaica Plain**, commonly referred to as "JP," every ethnicity and socio-economic stratum is represented by its residents. Arnold Arboretum, a 256-acre home to more than 7,000 accessioned plants from around the globe, is located here. The neighborhood is also home to JP Licks, just one of the many ice cream establishments scattered throughout the city, as New Englanders, per capita, consume more ice cream annually than do residents of any other part of the country.

Dorchester is the largest and oldest neighborhood, pre-dating the founding of Boston itself by a few months. Along with the architecturally interesting Victorian-era homes and the more modest multi-family dwellings of later groups of immigrants, the University of Massachusetts at Boston, the Massachusetts Archives, the Commonwealth Museum, and the John F. Kennedy Library also call Dorchester home. Two other Boston neighborhoods, frequently linked in the minds of Bostonians, are **Allston** and **Brighton**. Both evolved from post-colonial agricultural plots and stockyards into urban residential areas popular with students, young professionals, and families, with Brighton being the quieter of the two. Harvard Avenue in Allston offers trendy restaurants, clubs, pool halls, local dives, and mom-and-pop establishments as it runs through one of the more affordable areas of the city.

If you fly into Boston, you'll land in **East Boston** and



either drive under or sail over the harbor to get into town. Another of the more ethnically diverse neighborhoods in the city, East Boston is always a welcoming home to those new to the United States.

East Boston's current community is made up of people from Eastern Europe, South East Asia, South and Central America, and Haiti, and offers plenty of diverse stores and restaurants reflecting the multicultural flare of its residents. **South Boston**, or "Southie," offers miles of beaches and waterfront parks that lead to Castle Island, site of a Revolutionary War-era fort. A vast array of bars and pubs welcome locals and visitors alike. This traditionally Irish neighborhood is home to Boston's St. Patrick's Day Parade, which brings politicians, marching bands, veterans, fire engines, and tens of thousands of spectators to a proud Southie every March 17th.

Roslindale, Roxbury, West Roxbury, Mattapan, Mission Hill, and Hyde Park are thriving neighborhoods overflowing with political and community activism, parks, churches, historic architecture, and landmarks that fill the pages of the history books. **Charlestown** is home to the USS Constitution (known as "Old Ironsides") at the Navy Yard, a national historic landmark, and the Bunker Hill Monument.

Having grown out of farmland to embrace the street car and urban environment, each of these neighborhoods brings its own unique feel to the Boston experience. Do come and see for yourself next August during SAA's Annual Meeting! ♦

For more information about SAA's Annual Meeting, visit www.archivists.org/conference.

37th Georgia Archives Institute

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SAA 68th Annual Meeting in Boston August 2-8, 2004

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- **Onsite**
Members: \$345; Nonmembers: \$445
- **One-Day** (Thu., Aug. 5)
Members: \$175; Nonmembers: \$225
- **One-Day** (Fri., Aug. 6, or Sat., Aug. 7)
Members: \$145; Nonmembers: \$195
- **Student**
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4th Annual Student Poster Session

SAA Annual Meeting in Boston — August 2–8, 2004

Archival students (master's and Ph.D.) are invited to participate in the fourth annual Student Poster Session at the 2004 SAA Annual Meeting in Boston. The purpose of the Student Poster Session is to showcase the work of individual archival students and SAA Student Chapters.

Individual posters may describe research (applied or theoretical) completed or underway, discuss interesting collections with which students have worked, or report on archival projects in which students have participated (such as the development of finding aids, public outreach, specialized database construction, etc). Student submissions should be centered on research conducted within the previous academic year.

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

If you wish to submit a poster, please send your name, affiliation, contact information, and a brief description of your poster topic (no more than 250 words) to:

- Joy McNally (joy.mcnally@simmons.edu) and
- Aimée Primeaux (aprimeaux@simmons.edu)

A single representative should submit Student Chapter proposals to the above. ***All proposals must be submitted by February 10, 2004.*** Poster abstracts will be printed in the conference program if completed by this date.

Please note that students are responsible for their own poster construction costs and should assemble posters ahead of the session. There will be no poster materials available on site.

Guidelines for participants:

1. Posters should be mounted on a foam core base or a stiff poster board measuring approximately 20 x 30 inches. Encapsulation is also acceptable.
2. Graphical elements should be emphasized when appropriate and possible. Graphs, charts, tables, photographs, and illustrations are particularly eye-catching.
3. Lettering should be simple, bold, and easily legible from a distance of four feet. Use no more than two or three different fonts. Keep the font size between 16 and 48.
4. Headings above each poster section should indicate its contents and identify the appropriate sequence for viewing the poster (if necessary, use clearly visible numbers, letters, or arrows).
5. Poster content should be divided into appropriate sections. For example: title; author; affiliation; abstract; methodology; results or data; and conclusions. Include each of these under a separate and clearly marked heading as noted above.
6. Written material should be concise. Save nonessential but helpful or interesting secondary points for discussion with your viewers, or create a brochure that will expand on your topic.
7. Your printed conclusions should permit viewers to focus on a concise statement of your central findings and should spark informal discussion, if applicable.
8. Please feel free to bring along supplementary material within reason. Also bring along business cards or any other information relevant to your presentation. Laptops are allowed, but keep in mind that no outlets or Internet connections will be available.

We look forward to your participation. Questions regarding these guidelines or your poster proposal should be sent to Joy McNally and Aimée Primeaux. ♦

Franklin Furnace

Archiving Avant-Garde Art

by KENNETH SCHLESINGER, City University of New York

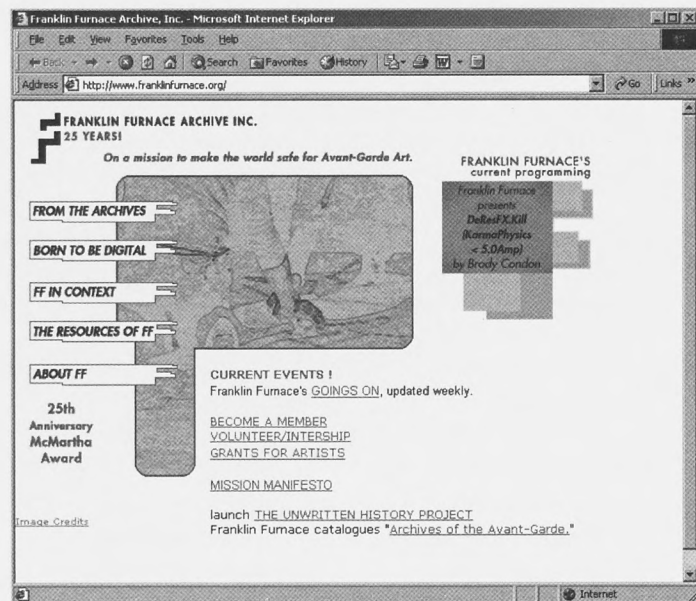
Safety is a relative concept. On my way to visit downtown arts and cultural organization Franklin Furnace Archive, my subway was diverted to the World Trade Center stop, which I had not seen since 2001. At the nondescript office building two blocks west housing the Furnace's world headquarters, the guard said he needed to take my photograph for a temporary building ID. When I asked him why, he said, "It makes people feel safer." Appropriately documented, I went up to the 6th floor.

Ironically, Franklin Furnace's mission statement is to "make the world safe for Avant-Garde Art." Founded in 1976, this relatively modest and gutsy organization has played a significant role in documenting and defining the lower Manhattan arts scene. Chameleon-like, it has reinvented itself on at least three occasions, reflecting changes in artistic practice, technological innovation, as well as real estate and economic vicissitudes—a prime motivator of downtown arts.

Founding Director Martha Wilson started the organization because there was no outlet for what became known as "artists' books"—galleries didn't want them, and publishers didn't know what to do with them. In fact, no term even existed for artists' books. Franklin Furnace's purpose was to collect, exhibit, and preserve them (which became the hardest task of all). Wilson initially knew that she was dealing with unique artifacts—"books" that were not necessarily text-based, but more a visual medium unto themselves.

Because cataloging terms were not available to describe them, over the years Franklin Furnace developed and contributed numerous terms to the *Getty Art and Architecture Thesaurus*. Some terms now in the vernacular include "mail art" and "Xerox books," facilitated by artists' adoption of photocopiers and offset printing. Seeking a secure, permanent home for this collection, the Museum of Modern Art/Franklin Furnace/Artist Book Collection was initiated in 1993 as an accessible resource at one of the world's leading art institutions. Franklin Furnace still accepts donations for this repository.

The Furnace never anticipated becoming a performance venue, but when an artist showed up in costume with a lamp and stool to give her reading, they realized this threshold had been crossed. Soon William Wegman was offering readings from *War and Peace* to his photogenic Weimaraner, Man Ray. (The performance ended when the dog walked away.) Many prominent downtown artists—Vito Acconci, Eric Bogosian, David Cale, Karen Finley, Robert Wilson—honed their early craft at the Furnace. The modest storefront on Franklin Street was often completely redesigned for installations. One artist converted it into a travel agency—passersby came in and tried



www.franklinfurnace.org

to purchase tickets to Aruba!

With its penchant for experimentation, skewed entertainment, and pushing the envelope on "taste," Franklin Furnace has never been successful in staying out of trouble. The Giuliani-era Fire Department closed down its performance space for not being up to code—vindictively, it was perceived—coinciding with a controversial exhibition by Karen Finley. During the summer of 1990, Franklin Furnace was subjected to no fewer than three aggressive audits from the IRS, General Accounting Office, and the New York State Comptroller.

Ever the crusader, Wilson retaliated by embarking on a campaign to purchase and renovate the Furnace's historic building with its resident artists. Part way into her \$500,000 fund-raising campaign, she had an epiphany when she realized she was trying to raise half a million dollars for a *shell*. Her work was about artistic content, after all. Doing an abrupt about face, she proposed to the Furnace's Board in 1997 the radical concept of Franklin Furnace becoming a *virtual* organization, with no tangible physical location. Placing the bulk of organizational records in storage, it relocated to 500 square feet on John Street—it's most extreme reinvention to date.

At first, Wilson conceived of the Furnace operating as a netcasting facility. But relationships with sponsoring dot.coms proved problematic: prohibitive studio time and lack of flexibility for artistic needs. Artists also required adequate "ramp up" preparation to maximize their studio time. Fortunately, with

the development of Web-based art, she discovered that resources could be reallocated to an active commissioning program for "net art."

Through its "Future of the Present" program, Franklin Furnace currently funds both online works and public performances, which have a documentation component and may be webcast in various locations. As an example, this season a credentialed robot will conduct online psychoanalytic sessions. As a virtual organization, the Furnace has managed to attract an international roster of artists, as well as an international audience. Paradoxically, by downsizing to an arts institution primarily accessible through its Web site portal, it effectively has extended its reach globally, with 60,000 individual visitors last year alone.

Since its early days as a collecting entity, Franklin Furnace has paid particular attention to documenting its work. Growing up in a Quaker family, Wilson was accustomed to saving everything. Installations and performances were described (artists were asked to submit explanatory statements). The archive contains more than 50,000 slides recording its output. It transferred original, open reel tapes to VHS, then recently to mini DV—not a preservation format, but at least rendering work in an accessible digital form. They are seeking funding to transfer hundreds of VHS videotapes to higher quality digital counterparts.

The Furnace recently has created *The Unwritten History Project*, an ambitious undertaking to make its retroactive catalog available online. So far, 26 artists and theme shows have been posted, providing visual documentation from scanned slides with accompanying description. Plans call for the integration of streaming video as well. The interface on FileMaker Pro software is intuitive and user-friendly. Simultaneously, they are building the complex backbone of the system, containing metadata linked to press articles and publications, still and moving images, in conjunction with artists' contact information, image rights, and permission releases. Obviously, according to Senior Archivist Michael Katchen, negotiating the rights and releases has been problematic. Some artists understandably may be reluctant to have images of their work displayed on the free Web, while others favor making it available to all.

The ultimate challenge, however, will be providing subject indexing to aptly describe this unique and frequently unclassifiable *oeuvre*. When employing a controlled vocabulary, how would you characterize Karen Finley's performances as the "nude, chocolate-smeared young woman"? Will assigning existing terms *sex role* and *gender issues* be adequate? When completed, this will be a rich and dynamic resource combining visual documentation and performance description, culled from the organization's extensive press files. Moreover, the database software is Web-enabled, conforms to existing cataloging standards, and is highly adaptable to migration in the future.

Thinking about the future is unavoidable in this era of diminished resources and funding, as well as the largely unknown preservation issues surrounding ephemeral media art, particularly those that are born digital. To mitigate these threats and gain access to a network of sophisticated research and

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information exchange, Franklin Furnace is an active partner in both Conceptual and Intermedia Arts Online (CIAO) and the Arts Space Archives Project (ASAP). CIAO, an innovative consortium composed of arts organizations, museums, and universities (Berkeley Art Museum/Pacific Film Archive, Cleveland Performance Art Festival, Getty Research Institute, Guggenheim Museum, University of Iowa, Walker Art Center,

etc.), sponsors research on software emulation programs, develops standards and best practices for image formats and file maintenance, proposes new terms for describing this variable media, as well as advocates for funding and public education on these issues. ASAP—consisting of affiliates such as College Art Association and *Bomb* magazine—is an online information network that attempts to locate materials from defunct Downtown arts organizations, and also advises on conservation and cataloging issues. As a smaller group, Franklin Furnace realizes the future of its output is dependent on sharing knowledge, pooling resources, and lobbying on a larger scale with the cultural heritage community to achieve visibility and support. Safety in numbers, as it were.

Leaving the office, I remarked, "Given Franklin Furnace's history, I'm afraid that the world will, thankfully, never be safe for the avant garde." Martha Wilson responded, "You're right! We're going to have to rethink our motto." The only constant with this organization is change.

As I left the building, I surrendered my ID badge. The guard let me keep my photo. "Get home safe," he said. ♦

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MICHAEL H. BRANDT of Columbus, Ohio, co-authored his first novel, *Rumpelstiltskin vs. Miller: The Child Custody Battle That Turned a Kingdom Upside Down* (Dorrance Publishing, 2003), an imaginative and sophisticated extension of the popular fairy tale.

MARCEL CAYA, professor of history at the University of Quebec at Montreal, was conferred 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 for his work in promoting French language and culture in Canada. The French government established this award in 1957 to recognize those who have distinguished themselves in their contributions to furthering arts and letters in France and abroad. Caya is also deputy secretary general of the International Council on Archives.



LA NINA M. CLAYTON has been appointed head of Public Services for Special Collections at Princeton University Library. Clayton had served as Public Services/Collection Development Librarian for Special Collections at George Washington University for five years and as co-team leader of Special Collections during two of those years. She is also the newly appointed chair of SAA's Diversity Committee and most recently served as the chair of SAA's Nominating Committee.



CHARLES L. EGLESTON has been appointed the senior manuscripts cataloger at the Gilder Lehrman Collection at the New-York Historical Society. In addition, "The House of Boni & Liveright, 1917-1933," an archival history of the first trade publisher of Eugene O'Neill, William Faulkner, and Ernest Hemingway, among others, was written by Eggleston and recently published as volume 288 in the *Dictionary of Literary Biography* series by Gale Research.



ALEXANDRA S. GRESSITT is the new director of the Thomas Balch Library in Leesburg, Va., a resource for local and regional history and genealogy. She formerly served as the Archives Research Services director of the Library of Virginia.

JANICE KRAHN received an Award of Commendation in November from the Concordia Historical Institute for her outstanding contribution to American Lutheran history. As the corporate archivist for the Aid Association of Lutherans (AAL), she contributed to the publication *Promises Kept*, an impressive volume about AAL that offers a wealth of American Lutheran social history.



SUSAN (SUZY) SZASZ PALMER has been promoted to team leader of Collection Development for the University of Louisville (Kentucky) Libraries. She joined the university last January as librarian for Public Outreach in Rare Books and Photographic Archives. Prior to that she served Cornell University for more than twenty-three years, as reference and instruction librarian, reference collections coordinator, Uris Library bibliographer, and lastly as head of Public Services in the Division of Rare and Manuscript Collections.

SUSAN K. SOY is the new archivist at the Austin History Center in Austin, Texas, and was also recently appointed to a three-year term on the TexShare Texas Collections Working Group. Formerly assistant manager, she replaces **BIRUTA CELMINS KEARL**, who retired in June. The center, a Division of the Austin Public Library, provides the community with information about Austin and Travis County.



ROSE ROBERTO, co-chair of the Archives & Archivists of Color Roundtable and formerly at the Jet Propulsion Laboratory, recently moved to England with her husband. She is currently doing reference work and manuscript cataloging for the Earth Sciences Library at the Natural History Museum, London.

CHRISTINE W. WARD was appointed State Archivist of New York in November. Ward, a Fellow of SAA, will lead a premier state archives with programs that offer services to New York's 4,300 local governments and 3,000 community organizations and that cares for more than 140 million records which are among the oldest in the country. Since 2002, Ward had been serving as Acting State Archivist. She received a B.A. in history from Russell Sage College in Troy, New York, in 1971 and a master's in library science from the State University of New York at Albany in 1975. She began her professional career as a Manuscripts Librarian with the Albany Institute of History and Art, joining the New York State Archives as a Senior Archivist in 1981. There, she has held several positions of increasing responsibility.

Corrections

Please note the following corrections to the Nov./Dec. 2003 issue of *Archival Outlook*:

- On page 8, in the "Harold T. Pinkett Minority Student Award" article, there is a reference to the Boston College "O'Neil" Library. The correct spelling is O'Neill.
- On page 37, under "Diversity Committee Appointments," La Nina Clayton is with Princeton University, not Howard University.

Outstanding in Their Field



CHARLES R. SCHULTZ, the William P. Clements, Jr., Professor at Texas A&M University Libraries and archivist for the Governor Clements Papers, was awarded the Association of Former Students' Distinguished Achievement Award in Librarianship in November. The award is made to a faculty librarian for outstanding service to the university libraries and

to the profession. As the first full-time university archivist, he established the University Archives out of a disparate collection of filing cabinets and boxes filled with unprocessed and unexamined records. He processed and made available 35 archives collections, including the papers of Governor Clements. Schultz, a Fellow of SAA, has authored seven books; his most recent book, *Forty-Niners 'Round the Horn*, was awarded the John Lyman Book Award from the North American Society of Oceanic History.



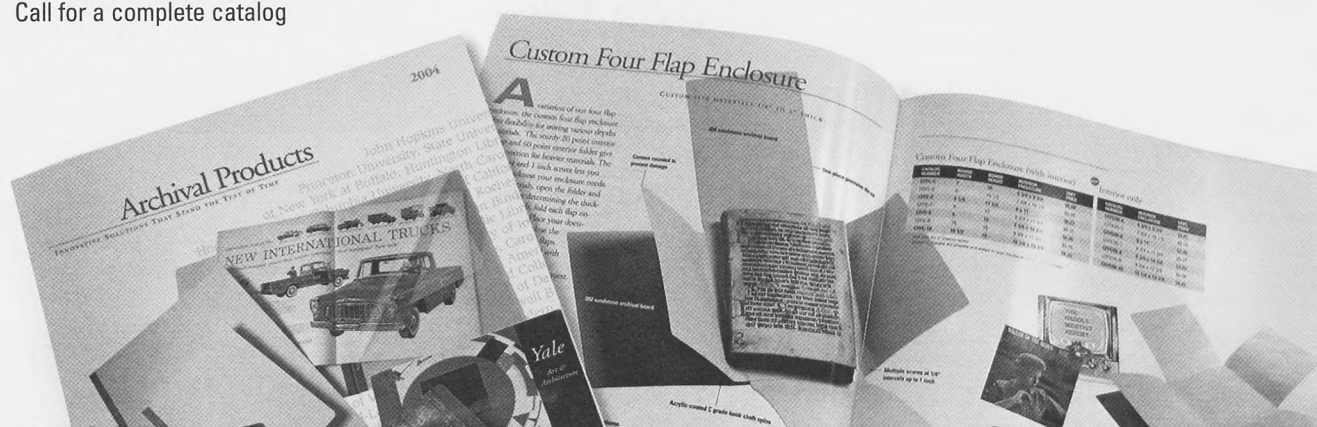
NICHOLAS C. BURCKEL, Dean of Libraries at Marquette University, has been named 2003 Librarian of the Year by the Wisconsin Library Association. Burckel, a Fellow and former president of SAA, was selected for his nationally recognized contributions to libraries and archives and his leadership in these fields.

Nomination papers described how

he has been deeply involved in promoting the value of libraries by building relationships with other Wisconsin libraries and developing a variety of professional organizations at the state, regional, and national levels since the 1970s. Burckel also supported the successful fund-raising campaign for Marquette's new John P. Raynor, S.J., Library, which opened in 2003 [see *Archival Outlook*, Nov./Dec. 2003., p. 23].

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Donald Peterson Student Scholarship Raffle a Success!

by SCOTT SCHWARTZ, SAA Membership Committee Chair

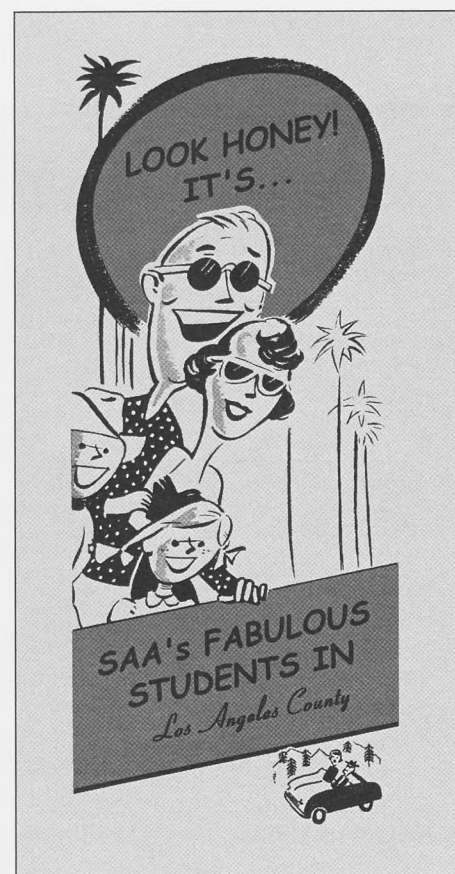
Blue skies were the order of the day for those archivists enticed by westerly breezes and the beach refrain, "Ev'rybody's gone surfin,' Surfin' U.S.A." SAA's 67th annual meeting in Los Angeles last August was filled with sights and sounds found only in California.

"Got your raffle tickets yet? Every ticket's a winner! One for two dollars, three for five. It's a bargain even at twice the price. I've already got miiiiiiine, Scott, but I'll buy a couple more from you. It's for a good cause!"

These sentiments were echoed time and time again. For the third year in a row the student scholarship raffle drawing proved a highlight of the SAA business meeting. The variety of prizes was astounding. The sight of three tables laden with treasures was part bar mitzvah and part wedding shower. As the room fell eerily silent in anticipation of the announcement of the amount raised, one could sense the audience's excitement. This year's raffle goal was \$2,000. Thunderous applause shattered the silence when it was announced that SAA had raised \$2,251, bringing the total for the Donald Peterson Student Scholarship fund to \$11,372. This amount exceeded previous years' proceeds and pushed the endowment to more than half of the total of \$20,000 needed to fully endow—and disburse an annual award from—this scholarship.

The Donald Peterson Student Scholarship, created with an anonymous donation of \$2,000 in 2001, was established to support annual meeting attendance by students and recent graduates of archival programs within North America. SAA Executive Director Nancy Beaumont remarked recently, "A profession's vitality depends on the ongoing infusion of new talent, knowledge, and perspectives that its students bring. As the archival profession 'grays,' it is especially important that SAA nurtures student members. Continued support of the Peterson Scholarship represents a critical investment in a healthy SAA well into the future."

Special thanks goes out to all who helped with this year's raffle. Of particular note are the following organizations, archives, and individuals: Society of American Archivists, Yale University Archives, Kellogg Archive, Syracuse University Archives, Conoco Phillips Archive, National Museum of American History's Archives Center, Ohio University Archives, United Archives, Kraft Archive, Random House Archives, Bank of America Archives, Doris Duke Charitable Foundation Archive, Ford Motor Company Archives, John Wright, Susan McGlothlin, Gerri Schaad, Susan von Sallis, Diane Kaplan, Debbie Nolan, Teresa Brinati, Roiann Baird, and, most of all, Sara Croft of Light Impressions.



Donations Are Welcome

SAA needs your help. Please consider a donation to the Donald Peterson Student Scholarship. If each member donated just \$10, SAA would more than achieve its fundraising goal and have the ability to award this vital scholarship in 2004. I can think of no better gift or legacy to leave our profession than the full endowment of this scholarship for tomorrow's leaders of the archival profession. Please join me in supporting SAA student members and recent graduates. Every donation is a winner! ♦

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SAA's First Web Seminar

A Virtual Success Story

by PATTI O'HARA and SOLVEIG DESUTTER, SAA Education Co-Directors

Click, listen, and learn. That's what 78 participants from 16 locations throughout the U.S. and Canada did on Nov. 5, 2003, as SAA premiered its first Web seminar, "Ethical Problem Solving: When Institutions Compete for Collections."

Web seminars, also known as virtual seminars or "Webinars," are a form of distance education in which an instructor uses the Internet and a telephone connection to teach and interact with the learners at various locations. The advantage is that both the instructor and the learners participate from the comfort, convenience, and, of course, economy of their own offices or homes.

"Ethical Problem Solving," which was presented by Karen Benedict, a consultant in archives and information services, dealt with the application of ethical principles, standards of professional conduct, and institutional best practice in the workplace, and focused on a specific problem—"competing for collections." The 90-minute Web seminar format proved ideal for teaching this specific topic within a broader subject area—at times, a necessary alternative to covering an entire subject in a traditional classroom setting.

The outcome of this Web seminar was very gratifying to everyone involved for several reasons.

First, it made education accessible. SAA was pleased that the roster included Hawaiian and Canadian sites, in addition to registered sites in Montana, Washington, D.C., Florida, Illinois, California, Iowa, Virginia, Massachusetts, Utah, and Indiana. Time zones were also taken into account. Although Eastern states were dialing in at 2:00 p.m., it was 9:00 a.m. for participants in Hawaii.

Access to education also means recognizing different learning styles. The Web seminar provided options for both auditory and visual learners. For the "kinesthetically" inclined, participants were able to print out the readings and slides in advance or request a copy in the mail. During the Web seminar presentation, learners were encouraged to respond to polls by calling or submitting questions via email. The participation rate for "Ethics" included 9 phone-in and 23 write-in questions, which far exceeded the industry average for a 90-minute seminar.

Second, the format provided a cost-effective education experience for the participants by eliminating the usual costs of attending a face-to-face workshop, such as travel, lodging,

and time. Because online registration fees are charged to the site rather than the individual, fees are further reduced when multiple attendees attend at any paid site. For "Ethical Problem Solving," an average of 4.8 people attended at each site, which translated to an average cost of less than \$24 per person.

Upon completion of the seminar, participants were asked to evaluate and comment on all aspects, including the overall program, ease of registration, content, and instructor. All categories received a mean score equivalent to "very good." In addition, 82 percent felt the Web component added to the value of the virtual seminar, and 94 percent responded "yes" when asked if they would take another virtual seminar.

Other comments included:

- "Very worthwhile to hear commentary of other institutions as well as that of the presenter"—*Ramona Rose*
- "The case study approach and the discussion made for an excellent program. Well done!"
—*Karen Peacock*
- "Excellent! It started a discussion here that we will continue at a scheduled time."
—*anonymous*

**"This was a wonderful
educational way to spend
my late lunch hour."**

—**ANKE VOSS-HUBBARD**

Special thanks to Karen Benedict, SAA's first Web seminar instructor. She presented as though she had been teaching in this format forever and kept the audience engaged with

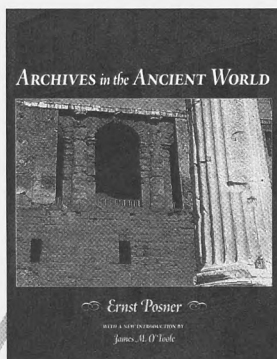
incredible panache throughout 90 minutes. Based on her experience, Karen passes on the following advice to her successors in virtual education: "First, make sure that you practice enough to be really comfortable with the equipment. Second, it is disconcerting to not be able to accurately gauge the reaction of your audience since you cannot see them. However, the amount of feedback via questions and comments from the audience is a good way to assess if they are connecting to the content. Third, remember that the first time you teach in this format is a learning experience for you as the instructor. You will find that there are things that you will want to change and improve on in future sessions; but that does not mean that the first venture is not a success—only that there is always room for improvement."

SAA is in the process of planning other Web seminars. The topics under consideration include "EAD: Tips & Tricks," "Copyright Issues," and "Management Issues." We'll keep you posted—on the Web, of course! ♦

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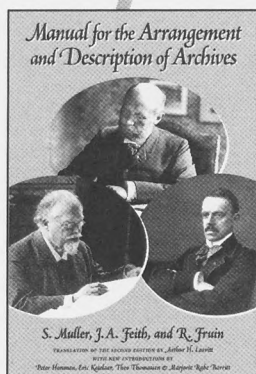
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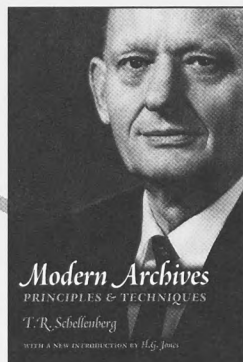
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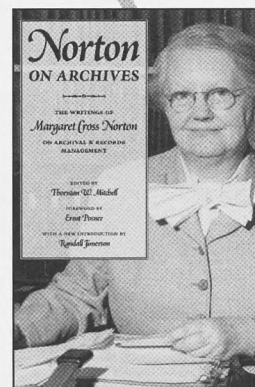
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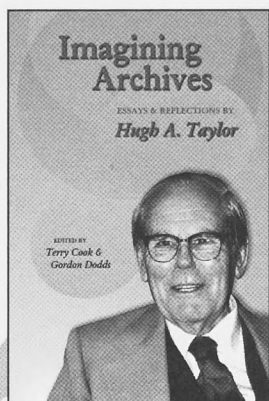


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Digital Archiving Report Published

The National Digital Information Infrastructure and Preservation Program (NDIIPP) at the Library of Congress has published *It's About Time: Research Challenges in Digital Archiving and Long-term Preservation*. The report presents findings from a Library of Congress and National Science Foundation joint workshop on research challenges in digital preservation. Margaret Hedstrom of the University of Michigan chaired the workshop, which was attended by experts from government, academia, professional organizations, and the private sector. The workshop identified a number of priority areas for research into new models, methodologies, and tools for long-term preservation of digital material. The report is available at www.digitalpreservation.gov/index.php?nav=3&subnav=11.

ALA President Named a Woman of the Year by *Ms. Magazine*

American Library Association President Carla D. Hayden was named a *Ms. Magazine* "Woman of the Year" along with nine other honorees who made a difference in 2003. Hayden, who is the executive director of the Enoch Pratt Free Library, in Baltimore, Maryland, has been an outspoken critic of the USA PATRIOT Act. "Libraries are the cornerstone of democracy—where information is free and equally available to everyone. People tend to take that for granted . . . and they don't realize what is at stake when that is put at risk," Hayden noted in an interview with *Ms.* In stating why libraries are against the Act or against mandatory filters, she said, "We're fighting for the public. . . . Most of the people who use public libraries don't have the opportunity to buy books at a bookstore or on Amazon.com. What the library does is protect the rights of ALL people to fully and freely access information and to pursue knowledge, without fear of repercussion." See www.ms magazine.com.

NEA Finding Aid Online

The records finding aid for the New England Archivists, Inc., is now available online at www.lib.uconn.edu/online/research/specilib/ASC/findaids/NEA/MSS19920012.html. It was prepared by the Archives & Special Collections staff of the Thomas J. Dodd Center at the University of Connecticut and encoded by NEA archivist Betsy Pittman. The collection, which contains 25 linear feet of records dating from 1969 to present, provides a broad overview of the history of the organization, as well as information about its activities and programs.

Historical Photos of Seattle Online

After two years of work, twelve heritage organizations around Seattle, led by the Museum of History & Industry (MOHAI) and the University of Washington Libraries, have launched a new Web site that provides unparalleled access to 12,000 historical images of people, places, and events in King County, Washington. The project weaves together photo

collections from 12 distinct organizations from across King County into one comprehensive, searchable database. Each group maintains its own digital collection, yet all are virtually combined at www.kcsnapshots.org. The Institute of Museum and Library Services provided funding for this project. Groups taking part in the project include: Black Heritage Society of Washington State, Inc.; Eastside Heritage Center; Maple Valley Historical Society; Northwest Railway Museum; Puget Sound Maritime Historical Society; Rainier Valley Historical Society; Renton Historical Museum; Shoreline Historical Museum; White River Valley Museum; and Wing Luke Asian Museum.

Footnotes

- SAA President Timothy Ericson had a letter to the editor published in the *Washington Post* (Dec. 18, 2003). In "Preserving Public Records," Ericson writes: "Sewell Chan's excellent article on the deplorable conditions at the Washington Archives ['Endangered Archives,' District Extra, Dec. 4] describes a condition that is all too frequently the norm in archival programs across the country. Lack of support for the facility represents a false economy. . . . There are many options available to assist the District government in the work of maintaining an archives facility that serves its citizens, including applying for grant funding. Ultimately the mayor and other District government officials must take responsibility for one of their most important and fundamental obligations: preserving, and providing access to, public records that document the rights and privileges of the people who live in our nation's capital." To view the letter, see www.washingtonpost.com/wp-dyn/articles/A8537-2003Dec17.html?referrer=emailarticle.
- "Americana: The Incredible Value of Everyday Things," by Kevin Markey, in *USA Today* (Nov. 23, 2003), examines how, from soda to soap flakes, even mundane objects have blue-chip appeal. SAA members Philip Mooney and Ed Rider figure prominently in the article, which notes that Mooney landed "perhaps the ultimate corporate gig in 1990," when he helped develop the World of Coca-Cola, the company's Americana-filled museum in Atlanta. "It's an archivist's dream to have people come to see what a company like Coca-Cola is all about," Mooney says in the article. Rider of Procter & Gamble adds, "For any archives to be successful in a company, it has to utilize the material. . . . It's not enough to collect antiques and create historic displays." To view the article, see www.usaweekend.com/03_issues/031123/031123historians.html.



A Milestone for NARA's Electronic Records Archives

After years of research and planning among our staff and with our partners in and out of government, we at the National Archives and Records Administration have reached a milestone in our effort to build a permanent archives for the federal government's electronic records. We have issued a formal Request for Proposal (RFP) to private companies for the design of the Electronic Records Archives (ERA).

The ERA, as I have described before in this space, will preserve and make accessible the records of our digital government to anyone, anywhere, anytime—well into the future. And it will do so long after the hardware and software used to create the records has been replaced.

The ERA is a top priority for us, and it is a major goal in our strategic plan. Without an ERA, the electronic records of government could be lost forever.

This watershed event for our ERA comes after years of study and research among our own staff and with our partners in government and at universities, archives, and research facilities all across the country and around the world.

How did we get here?

It's been five years since we started talking about an ERA with experts at the Supercomputer Center at the University of California at San Diego. By August 2000, we realized that an ERA was possible—and that the market for many of the products we would need to build an ERA would be there when we needed them.

At the same time, another research partner at Georgia Institute of Technology was looking at specifics. There, they looked at unusual and difficult problems that arise with electronic records and whether technology would help us. The answer was yes, technology could help.

In the meantime, we took on additional research partners, including the National Center for Supercomputer Applications at the University of Illinois, the Institute for Advanced Computer Studies at the University of Maryland, the Stanford Linear Accelerator Center at Stanford University, and the Information Technology Laboratory at the National Institute of Science and Technology.

We learned a lot from the research, but the most important thing was: The ERA has to be immune from obsolescence, and it can be. The experts in San Diego showed us how a system can evolve over time and how pieces of the system—hardware and software—can be replaced without affecting the accessibility to or the integrity of the electronic records within.

Two years ago, we realized we didn't have the experts on staff to manage this huge project, so we hired an outside contractor experienced in managing large-scale information technology systems for the government. The contractor works hand-in-hand with our staff on the project.

During the past year, we held a number of information sessions with prospective vendors for the ERA, and we've learned as much about the market—what is available now and what is

coming in hardware and software—as the vendors have about our plans for the ERA. We also sent teams around the country to meet with prospective users of the ERA to learn about their desires and concerns.

Most major information technology companies in the federal marketplace are interested in this contract, and they've already made major investments in preparing to compete for it. We have solicited written comments and had three rounds of one-on-one, confidential meetings with these companies.

They have helped us to make sure we clearly communicate what we are looking for in the RFP and to develop a contractual approach that will work for both the government and industry. And they have revealed that they have already devoted a lot of effort to learn about archival principles and practices. For example, some companies sent staff to the SAA Annual Meeting in Los Angeles, some have created advisory boards that include archivists and records managers, and some have formed reading groups where employees discuss archival literature. They have also started work to figure out how to build an ERA. In fact, we estimate that, in the aggregate, IT firms have spent from \$28 million to \$40 million just preparing to bid.

Where do we go from here?

With the issuance of the RFP, potential vendors will have 45 days to prepare their bids. We will have another information conference, where these firms can ask questions and get clarifications about anything they don't understand about our RFP.

In the meantime, we will be testing various hardware and software that's on the market in our Virtual Lab at our College Park, Maryland, facility. This lab is a test bed for technology that may be used as components in the ERA.

In the end, we will award two design contracts and give those two companies, or teams of companies, 11 months to come up with a design for the ERA. Then, we will pick one company to build the ERA. The first increment of the operational ERA is scheduled to be on line in 2007, with four more increments in each of the following years.

Because we are building something that has never been built, and is so desperately needed, ERA will have ripple effects throughout the IT industry and archives throughout the world.

The technology we develop for the ERA will be scalable. That means it can be adapted for smaller archives, such as those in state governments, universities, and private companies. Even other federal agencies will be able to use it since a number of them keep records for many years, even decades, before transferring them to NARA for permanent preservation.

As the nation's recordkeeper, we know only too well that we are in a new era—no longer are records kept primarily on paper.

As we prepare for the ERA, we are changing the way records are managed at the federal level, and laying the groundwork to continue our primary job of providing "ready access to essential evidence" for generations to come. ♦



NARA FY-04 Budget Finalized: \$10 Million for NHPRC and ERA Restored

In the previous issue of *Archival Outlook* ("Congressional Committee Acts on NARA Budget—Senate Zeros Out ERA," p. 30, Nov./Dec. 2003), it was reported that things looked pretty bleak regarding NARA's FY-2004 budget. But in the end, conferees of the Transportation, Treasury, and Independent Agencies Appropriations subcommittee passed a conference report (H. Rept. 108-401) that recommends restoration of funding for the Electronic Archives Project (\$35.9 million) and full funding—\$10 million—for the National Historical Publications and Records Commission (NHPRC). This figure represents the highest unrestricted figure in the history of the commission. The agreed-to measure also pegs NARA's general operating budget at \$256.7 million. This figure is about \$1.5 million less than the president's request, but some \$8.4 million over the FY 2003 enacted level.

The restoration of the NARA budget was accomplished largely through the quick and decisive action of representatives of prominent history, archives, and library organizations, including the Society of American Archivists. Representatives of these organizations met with congressional staff in over a dozen offices on October 14 to advocate for restoration of funding for the Electronic Records Archives (ERA) initiative and for full funding for the NHPRC.

The event, coordinated by the National Coalition for History, put vital information regarding the threatened programs into the hands of key staff responsible for formulating and deciding the NARA budget for FY 2004. Our collective efforts proved successful, underscoring the necessity for all professions with a stake in our nation's heritage to continue to work together to accomplish common goals.

The National Coalition for History wishes to express its gratitude to SAA *Archival Outlook* readers, who, through their letters and calls, contacted members of Congress on this issue. For those of you who did contact your member of Congress, undoubtedly your member would appreciate hearing a word of thanks from you for their efforts on behalf of the NARA budget.

Private Nixon Library Takes Action to Earn NARA Affiliation

The Nixon Library and Birthplace Foundation, with the concurrence of the Nixon family, has begun exploring the possibility of bringing the privately funded library into the presidential library system. The goal is to consolidate all the records of the Nixon administration at the Yorba Linda, California-based facility.

The Nixon Library and Birthplace Foundation retains the former president's pre- and post-White House records but not the seized records (tapes and papers) for which the government paid \$18 million to the Nixon family in 2000 after 20 years of litigation following the Watergate scandal. The balance of the Nixon collection that is currently retained by the National Archives and Records Administration (NARA) includes some 46 million pages, 4,000 video tapes, more than 4,469 official White

House sound recordings, and 950 "surreptitiously recorded" tapes.

For more than 20 years following President Richard Nixon's resignation, a host of legal battles focused on resolving controversial issues pertaining to the ownership and possession of Nixon's presidential records. With Nixon's death in 1994, the government's purchase of the Nixon collection for \$18 million, and the enactment of the Presidential Records Act in 1974, the former president's and the government's right to possession of these collections was deemed settled. Once again, though, the ultimate disposition of the government records emerged as an issue of concern to historians, archivists, and presidential scholars.

Tucked away in the conference version of the Transportation/Treasury appropriations bill (H.Rept. 108-401) that funds NARA is a provision focusing on the Nixon presidential records. The language was added to the bill with the mutual consent of Republican and Democratic Congressional negotiators. The Nixon Library Foundation considers enactment of this measure an important first step in a long-term initiative to eventually have the Yorba Linda facility become a full-fledged NARA facility. Should this occur, the anomaly of President Nixon being the only president between Herbert Hoover and Bill Clinton not to have a government-operated presidential library would be abolished.

Negotiators agreed to amend a part of the Presidential Recordings and Materials Act of 1974 (P.L. 93-526) that prevents the government-owned Nixon tapes and papers from leaving Washington D.C., thus advancing the Nixon library's ultimate goal of records consolidation. The language was sponsored by Rep. Thomas M. Davis (R-VA) and advanced on behalf of the Nixon library with lobbying assistance provided by the firm Cassidy and Associates, Nixon daughter Julie Nixon Eisenhower, and former President Gerald Ford.

The inclusion of the language in the conference report is procedurally unusual, though not unprecedented. Legislative rules and procedures provide that, ordinarily, only those items raised in the House or Senate bill that remain unresolved may be addressed in conference. The Nixon provision broke that rule as it was a "new" item for discussion. It was not mentioned in either the House- or Senate-passed versions of the appropriations bill. Incorporation of the language in the appropriations bill addressed in conference means that it will become law without opportunity for public hearing or a full airing of related issues, several of which remain unaddressed or unresolved.

NARA and Nixon library officials assert that the change in the law was necessary to clear the way for the Nixon Foundation and NARA officials to begin formal negotiations that ultimately may lead to the establishment of a new NARA-operated presidential library. Nixon Library and Birthplace director John Taylor has indicated to the National Coalition for History that scholars will be included in discussions that are to take place in the future between NARA and the foundation officials.



After hearing that a bill was being crafted, scholars expressed concern about language involving continued access to the records. To this end, the measure insures that: "Nothing in section 103 of the Presidential Recordings and Materials Preservation Act . . . as amended by this subsection may be construed as affecting public access to the recordings and materials referred to in that section. . . ."

At present NARA's Washington D.C.-based Nixon records project office holds a total of 46 million documents, of which 37 million have yet to be processed. By best estimates there are still three to five additional years of work needed to complete the processing of the White House tapes. In all likelihood, by the time the Nixon Library Foundation raises the needed funds and constructs a facility to house the presidential materials, the processing of the tapes would be finished. The processing of other Nixon records would still be ongoing.

Public Interest Declassification Board—An Update

Informed sources on Capitol Hill report that the White House is finally considering making appointments to the Public Interest Declassification Board (PIDB). The so-called "Moynihan Board" was established by law in Title VII of the 2001 Intelligence Authorization Act (www.fas.org/irp/congress/2000_rpt/hr5630e.html#pida), but members have never been named. The viability of the move to make the appointments apparently depends on action by the Congressional leadership.

The PIDB was the brainchild of the late Senator Patrick D. Moynihan (D-NY), who during his years in the Senate spearheaded efforts for greater government openness. PIDB is charged to "advise the President . . . and other executive branch officials . . . on the systematic [declassification] . . . of records of archival value . . . including records and materials of extraordinary public interest." According to Steven Aftergood of the Federation of American Scientists' Project on Government Secrecy, the PIDB "is practically the only surviving remnant of the secrecy reform agenda proposed by his 1997 Commission on Protecting and Reducing Government Secrecy." The law provides for the appointment of a nine-member board. Five members are to be appointed by the president, with the remaining four named by the majority and minority leaders of the House and Senate.

According to Aftergood, the PIDB concept did not generate great enthusiasm among declassification advocates because it was to be purely advisory and without independent authority to compel declassification. However, supporters, including several members of the National Coalition for History (NCH), contend that it still could provide a valuable official venue for debate and deliberation on declassification policy.

The NCH and representatives of several other organizations that have been meeting with White House officials on a periodic basis for over a year have been urging officials to move forward with the appointments. Letters urging the appointment have also been sent to Administration officials from the State Department's Advisory Committee on Historical Diplomatic Documentation. Intensive behind-the-scene negotiations are ongoing.

NHPRC Recommends 39 Grants Totaling \$3.4 Million

At its meeting in November, the National Historical Publications and Records Commission (NHPRC) recommended that the Archivist of the United States make grants totaling \$3,463,840 for 39 projects. NHPRC recommended 8 grants for Founding-Era documentary editing projects totaling \$1,425,056; 3 Founding-Era subvention grants totaling \$30,000; 1 non-Founding-Era subvention grant totaling \$10,000; 10 State Board administrative support grants totaling \$147,285; 8 State Board planning, implementation, and regrant proposals and collaborative projects totaling up to \$957,157; 4 grants for electronic records and technologies projects totaling up to \$653,373; and 5 grants for education projects totaling \$248,719. NHPRC also recommended the release of previously approved grant funds for the third year of a three-year electronic records and technologies project, providing an additional \$2,250 for a regrant project approved at its November 2002 meeting, and the release of \$46,864 for an earlier directed grant. The complete list of funded projects is available at www.archives.gov/grants. Lee Stout of the Penn State Archives represented the Society of American Archivists at the meeting.

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Library of Congress Team Assesses Damage in Baghdad

Specialists from the Library of Congress undertook a mission to Baghdad from Oct. 27 to Nov. 3, 2003, to assess the extent of damage to books, archives, and manuscript materials held by the National Library of Iraq in the aftermath of the recent war. The team consisted of Dr. Mary-Jane Deeb, Arab World Area Specialist; Michael Albin, Chief of Anglo-American Acquisitions; and Alan Haley, Senior Preservation Specialist. The team found that:

- The physical structure of the National Library, due to severe damage to the exterior, was unusable. Further, interior walls, floors, doors, staircases, and ceilings were charred and the communications and HVAC infrastructure are non-existent.
- Private collections of books stored in vaults behind sealed metal doors had been spared; a collection of religious books had been removed for safekeeping.
- Archival materials from the republication era (1977 to the present) had been reduced to ashes, probably by an incendiary device, whereas older archival materials (1920 to 1977) were unharmed.
- Microfilm reels of newspapers and archival documents were also burned.
- Soot from the burning archives had filtered throughout the stack areas and was deposited on the surface of the books.

- Thousands of catalog cards had been scattered about during the looting but were being refiled by library staff.
- Removed items, including religious books, haphazardly collected archives and library equipment, were slowly being returned to the library.

The team also visited the House of Manuscripts, a special depository of 50,000 historical manuscripts, which were found to have been stored in aluminum trunks in a bomb shelter within the building. The team discovered severely water-damaged Ottoman documents, rare and "forbidden" books, and British colonial materials stored at the Board of Tourism building. The mold on these materials was extensive. The team's recommendations included:

- Renovating the former Officers' Club as the new site for the National Library.
- Separating the archives from the library, i.e., establishing a National Archives as distinct from the National Library and the House of Manuscripts. The report specifically states that "archivists will have to be trained and the process of organizing these archival records will take many years. Librarians are not the people to do this work."
- Begin the work of cleaning the dust- and soot-covered books and preparing them for transfer to the new library.
- Transfer water-damaged books to freezer storage for "future intervention in the form of conservation treatment, re-housing and/or reformatting."

The Report on Library of Congress Mission to Baghdad is available at www-oi.uchicago.edu/OI/IRAQ/mela/LCIraqReport.html.

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Digital Exhibit Marks 400th Anniversary of French Presence in North America

To mark the 400th anniversary of the French presence in North America in 2004, France and Canada are partnering to digitally reproduce as a database and exhibit more than one million documents relating to Nouvelle France. Specific partners in this project are Library and Archives Canada, Direction des Archives de France, and the Canadian Embassy in Paris. "New France/New Horizons: On French Soil in America" can be accessed at www.archivescanadafrance.org.

Should Franco-Era Papers Be Replevined?

The 69th annual conference of the Anglo-Catalan Association, held in November at the University of London, featured a presentation by Henry Ettinghausen on the Salamanca Papers, political documentary materials that were removed from their places of origin by Francoist police agents following the defeat of the Spanish Republicans in 1939. In

"The Salamanca Papers—The State of the Game of a State Affair," Ettinghausen, a professor emeritus at Southampton University, reported on the campaign to return the documents of political groups, trade unions, and anti-fascist individuals to their places of origin, mainly Catalonia.

Officially known as the Archivo General de la Guerra Civil and housed in the Monastery of St. Ambrose in Salamanca, the papers were used during the Franco era to identify and persecute opponents of the Franco regime. In spring 2002, the Comissio de la Dignitat (Dignity Commission) was constituted to raise awareness of the issue in Catalonia and other parts of Spain and beyond. A government-sponsored committee set up to look into the matter ruled last July that the unity of the Salamanca archive must be preserved, and therefore nothing should be replevined. For more information on the Dignity Commission (in the Catalan language) visit www.partial.com/dignitat. Ettinghausen's report (in English) is available at www.fitz.cam.ac.uk/jocs/6/articles/ettinghausen.

Quebec Archives Journal Online

Selected volumes of *Archives*, the journal of the Association des archivistes du Quebec, are now available online. The full text of articles from volume 26, number 4 (1994-95) to volume 31, number 3 (1998-99), are available on the AAQ Web site at www.archivistes.qc.ca. Summaries for volumes 32 to 34 (2000-03) are also available. *Archives* has been published since 1969.

Increasing Accessibility of BBC Archives

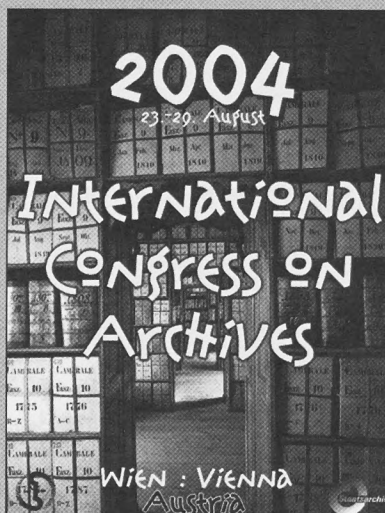
Last September, the BBC appointed a new head of Media Asset Management with responsibility for the BBC's Information and Archives Department. Sarah Hayes, the former chief executive of Globecast, will work toward increasing the accessibility of the BBC's audio and video archives to both BBC constituents and others. As part of this she will lead a drive to extend the use of new technology in the work of the Information and Archives Department, based on digital production. Before working for Globecast, a global communications provider broadcasting via satellite, Hayes was UK and Eire Area Manager for European Television Networks.

England's Access to Archives Is Updated

The National Archives of England's Access to Archives (A2A) database was updated in November. The database now contains 5.7 million catalogue entries describing archives held in 335 record offices, libraries, and other repositories throughout England. A2A allows users to search and browse for information about archives in England, dating from the 900s to the present day. These archives are cared for in local record offices and libraries, universities, museums, and national and specialist institutions across England, where they are made available to the public. Visit A2A at www.a2a.org.uk.

Come to Vienna for the 15th ICA Congress!

by FRANCIS X. BLOUIN and NANCY BARTLETT
for the ICA Congress Program Committee



The world of archives comes together in Vienna next August for the fifteenth quadrennial congress of the International Council on Archives (ICA). Mark your calendars for August 23-29, 2004. In collaboration with ICA, the Austrian State Archives is organizing this meeting that will focus on "Archives, Memory and Knowledge." Embedded in this theme are issues that range

from cross-cultural perspectives on the use of archives to technological considerations of global information needs. Leading thinkers from outside the profession as well as established archival professionals from around the world will offer papers and commentary.

The format of the congress will be a bit different from those of the past that emphasized plenary sessions in large halls. This congress will provide multiple streams of concurrent sessions, round tables, discussion sections, and workshops—very much in the style of the SAA meetings. The single plenary session each day will be translated into five languages. A major portion of the concurrent sessions will be conducted in English. More than 40 archivists from North America will be among the speakers.

A distinct feature of the congress will be the "Salon." A section of the exhibition hall will be transformed into the atmosphere of a Viennese café, where conference participants can stop by for informal presentations and discussion of international issues.

Then there is the setting—Vienna is a city of great history, art, architecture, and activity. The historic center is a walker's delight. The congress hall is connected to the city center by a rapid-tram connection that takes less than 15 minutes. The social program of the congress will feature a grand ball in the gothic hall of Vienna's famous city hall. Special hotel rates will be available. For more information, see www.wien2004.ica.org.

Attending the congress is a once-in-four-year opportunity to learn about the variety of issues faced by archives around the world. Plan to come to Vienna this summer! ♦

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:

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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.

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* indicates past president

| | | | | |
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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
ddarienzo@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, whose 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 more than 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 and Donna Cutt Scholarship to the Modern Archives Institute

Since 1974 SAA has awarded the Colonial Dames Scholarships, which enable two archivists each year to attend the Modern Archives Institute of the National Archives and Records Administration. One scholarship supports attendance at the Winter Institute, held in January/February, and the other supports attendance at the Summer Institute, held in June. In 2002 the Colonial Dames added a third scholarship, the Donna Cutt Scholarship, to support attendance at the Summer Institute. Candidates must 1) be an employee of an archival institution or agency with a fair percentage of holdings predating 1825; 2) have been employed for less than two years as an archivist or archives trainee; and 3) be working with archives or manuscripts, regardless of title. Each award funds up to \$1,200 in support of tuition, travel, and living expenses. ***The deadline for applications to the Summer Institute is Feb. 28. The deadline for the Winter 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.



CALENDAR

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.

April 29-May 1, 2004

Midwest Archives Conference Annual Meeting in Milwaukee, Wisconsin. For more information, visit www.midwestarchives.org.

SAA EDUCATION OFFERINGS Spring 2004

BASIC ELECTRONIC RECORDS

Tucson, AZ • February 26, 2004
SAA Members \$185 / Nonmembers \$235
[After 1/24/04: \$210/\$260]

REAL WORLD REFERENCE

Edwardsville, IL • March 26, 2004
SAA Members \$185 / Nonmembers \$235
[After 2/26/04: \$210/\$260]

ARCHIVAL PERSPECTIVES IN DIGITAL PRESERVATION

New York, NY • April 15-16, 2004
SAA Members \$225 / Nonmembers \$295
[After 03/15/04: \$250/\$320]

GRANT PROPOSAL WRITING

Milwaukee, WI • April 28, 2004
SAA Members \$145 / Nonmembers \$215
[After 03/28/04: \$210/\$260]

BASIC ELECTRONIC RECORDS

Richmond, KY • April 29, 2004
SAA Members \$185 / Nonmembers \$235
[After 03/29/04: \$210/\$260]

For details or to register, visit
[www.archivists.org/prof-education/
seasonal_schedule.asp](http://www.archivists.org/prof-education/seasonal_schedule.asp).

IN THE PIPELINE FOR SPRING AND FALL 2004:

- Copyright: The Archivist and the Law
- Understanding Archives
- Encoded Archival Description
- Business Archives
- Photographic Collections
- And another Web seminar!

May 6-8, 2004

Northwest Archivists Annual Meeting at the Red Lion Hotel in Olympia, Washington. For more information, visit www.lib.washington.edu/nwa.

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

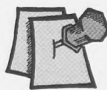
The Paper, Archives and Book Specialty Group (Fachgruppe Grafik, Archiv-und Bibliotheksgut) of the Verband der Restauratoren e.V. (VDR) in Germany is planning a conference in Dresden: "Beyond Paper—Combination of Materials in Art Technology and Conservation." Apart from their classical fields of activities, 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 7-18, 2004

Designed for beginning archivists, manuscript curators, and librarians, the 37th Georgia Archives Institute will offer general instruction in basic concepts and practices of archival administration and management of traditional and modern documentary materials. The Institute is sponsored by the Georgia Archives, the Society of Georgia Archivists, and the Atlanta Regional Consortium for Higher Education. Dr. Gregory Hunter, Associate Professor in the Palmer School of Library and Information Science at Long Island University, will be the instructor during the first week. Topics will include acquisition, appraisal, arrangement, description, reference, and legal and administrative issues. The second week of instruction will begin with training on preservation by Christine Wiseman, Preservation Manager at the Georgia Archives. To link archival theory with real world application, students will also participate in individualized, three-day practicums at local archival repositories. Tuition is \$500. Enrollment is limited and the deadline for receipt of application, resume, and \$75 application fee (refunded if not admitted to Institute) is April 1, 2004. Tuition does not cover transportation, housing, or meals. Housing information is available upon request. (The Society of Georgia Archivists awards one scholarship for the Institute consisting of full payment of tuition.) For an application to the Institute or information, please contact: Anne A. Salter, Director, Weltner Library, Oglethorpe University, 4484 Peachtree Road, Atlanta, Georgia 30319; 404/364-8514; fax 404/364-8517; asalter@oglethorpe.edu.

June 20-July 2, 2004

The 18th annual Western Archives Institute will be held at the University of California, Davis in Davis, California, June 20-July 2, 2004. The intensive, two-week program provides integrated instruction in basic archival practices to individuals with a variety of goals, including those who jobs require a fundamental understanding of archival skills but have little or no previous archives education, those who have expanding responsibility for archival materials, those who are practicing archivists but have not received formal instruction, and those who demonstrate a commitment to an archival career. Tuition for the program is \$650 and includes a selection of archival publications. Housing and meal plans are available at additional cost. Admission is by application only and enrollment is limited. **The application deadline is March 15, 2004.** For additional information and an application form, call the Western Archives Institute at 916/653-7715, email ArchivesWeb@ss.ca.gov, or visit the Society of California Archivists' Web site at www.calarchivists.org.

**June 24–26, 2004**

2004 Joint Technical Symposium, "Preserving the AudioVisual Heritage—Transition and Access," in Toronto, Canada, at the Isabel Bader Theater. 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 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.**

Archie K. Davis Fellowships

More than 200 Archie K. Davis Fellowships have been awarded in the past 14 years to assist scholars in gaining access to original sources contributing to an understanding of North Carolina's history and culture. The deadline for proposals for grants in 2004 is March 1. Further information is available at www.ncsociety.org or by mail to Dr. H.G. Jones, North Caroliniana Society, UNC Campus Box 3930, Chapel Hill, NC 27514-8890.

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 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.*

Ian Maclean Research Grant

The National Archives of Australia has established a new award open to archivists from all countries who are interested in conducting research that will benefit the archival profession and promote the important contribution that archives make to society. To encourage innovation in research, partnerships between archivists and allied/other professionals are eligible. Joint applications from archivists residing in different countries are also encouraged. Stipend will be to AUS\$15,000 (approximately US\$11,000) at the discretion of the judging panel. Additional funding will be available to overseas applicants for travel to Australia if necessary. It is hoped that the award will provide the impetus for talented archivists to step forward to pioneer new and innovative projects. The research may be in the area of strategic analysis of current issues or in the development of historical narratives that provide additional context to the present. The research may involve major surveys and comparative analysis. The award commemorates the memory of the distinguished archivist Ian Maclean (1919–2003), whose career at the Australian Archives spanned 50 years. Prospective applicants should contact Derina McLaughlin at (+61 2) 6212 3986 or derina.mclaughlin@naa.gov.au before applying to discuss the scope of their research project. Further information about the award may be found at www.naa.gov.au.

Manuscript Society Maass Research Grant

The Manuscript Society, an international organization of persons and institutions devoted to the collection, preservation, use, and enjoyment of autographs and manuscripts, announces the availability of a research grant to be awarded to an individual interested in doing scholarly research using manuscripts as primary source material. The grant is named in memory of humanitarian, benefactor, and legendary collector Richard Maass, one of the founders of the Manuscript Society. Applicants must be pursuing a graduate degree at an accredited college or university that holds institutional membership in The Manuscript Society and be formally sponsored by that institutional member. The grant is to be used for expenses related directly to research using original manuscripts. Purpose: The Manuscript Society was founded in 1948 to promote the collection, preservation, and use of manuscripts. To this end, the Society has annually awarded up to two scholarships to institutions in cities hosting its annual meeting. This

grant program, however, was established to broaden the Society's efforts to encourage research using original manuscripts. This grant is open to any individual pursuing graduate studies who will need to use original manuscripts extensively in his/her research. Requirements: Applicants must hold the bachelor's degree and be formally enrolled in an accredited college or university in an advanced degree program, with preference given to doctoral students. Applicants must demonstrate that their research involves considerable work with original manuscript material. The grant is to be used solely for research purposes, e.g., travel to manuscript repositories, photocopy expenses, or user fees, and may not be used for tuition expenses. Application Procedures: Applicants must send a letter of application, a résumé, and a précis of their research proposal with a proposed budget to: Dr. Robert K. O'Neill, MS Scholarship Committee, c/o John J. Burns Library, Boston College, Chestnut Hill, MA 02467-3801. The précis should not exceed three typed pages, double-spaced. In addition, applicants should arrange to have at least two but not more than three letters of recommendation sent to the Scholarship Committee. One of these reference letters should be from the applicant's thesis or dissertation advisor. *Applications received after May 15, 2004, cannot be assured of consideration.* All applicants will be notified of the Committee's decision shortly after June 1, 2004. The Grant: \$5,000 for academic year 2004-2005 and is not renewable. The grant is made to the recipient's sponsoring institution to be disbursed by that institution to the recipient on condition that the full grant is made available to the recipient for the purpose stated. At the conclusion of the research project the recipient of the grant agrees to submit a detailed report to the Scholarship Committee on the research undertaken with the assistance of the grant and to recognize the Manuscript Society's support in any publication that results from this research. For more information, see www.manuscript.org/maassgrant.html.

Museum and Library Archives Institute

The 6th annual Museum and Library Archives Institute, sponsored by Monson Free Library and Reading Room Association, Museum of Fine Arts Boston Archives, Massachusetts Board of Library Commissioners, the New England Archivists, and the New England Museum Association, will be held at the Wilbraham & Monson Academy, Wilbraham, Mass., June 25–26, 2004. The institute consists of two parallel programs: "Introductory" and "Special Topic." The Introductory program is designed for those who have responsibility for museum and library records and special collections, but limited experience in archival methods and proce-

dures. This year's curriculum includes such topics as collecting, accessioning, appraising, arrangement and description, reference and access, oral history, copyright, and photography. The Special Topic track provides an opportunity to go beyond the introductory level and focus on a particular archival topic or issue in a comprehensive, in-depth manner. This year the topic of preservation will be addressed. For more information, contact Hope Bodwell at 413/267-3866 or hbodwell@cwmar.org.

NHPRC Fellowship in Archival Administration

The National Historical Publications and Records Commission (NHPRC) is now accepting applications for the 2004-2005 academic year from archival professionals interested in applying for the NHPRC Fellowship in Archival Administration. The Commission views the fellowship as an opportunity for professional archivists to gain new or additional experience with archival administrative procedures and problems. The fellow will participate in a variety of administrative responsibilities, as well as formal management or supervisory training, during the nine to twelve months the fellow will be associated with the program. The fellow's stipend is \$40,000, with a benefit payment of \$10,000. Host institutions are awarded \$1,500 to interview prospective applicants and to use for the fellow's professional travel during the fellowship year. The Commission approved two fellowships for 2004-2005: 1) The Massachusetts Historical Society will have the fellow participate in a project to document the environmental history of New England. The fellow will develop a documentation strategy and be involved in collection development, documentation planning, and external affairs of the society. The fellow will conduct research and work with an advisory board, create a data base of individuals and organizations important to the environmental history of New England, and survey institutions having the custody of the region's environmental records. The fellow will coordinate and supervise the processing of three collections of environmental records in the custody of the society. The society plans a twelve-month fellowship. The Massachusetts Historical Society is located at 1154 Boylston Street, Boston, MA; 2) The George Meany Memorial Archives plans to have the fellow assist in the re-design of its records management program, with revisions of deposit agreements and retention and disposition schedules being central to the fellow's responsibilities. The fellow will participate fully in staff meetings and planning sessions and contribute to GMMMA's goals and objectives. Under the director's supervision, the fellow will draft one grant proposal and participate in fundraising. The George Meany Memorial Archives is part of a forty-seven acre campus of the George Meany Center



for Labor Studies in Silver Spring, Maryland, *Applications from potential fellows are due by Mar. 1, 2004.* The Commission encourages those interested to contact the Commission staff to discuss their applications. Application forms are available from: National Historical Publications and Records Commission, National Archives and Records Administration, Room 111, 7th and Pennsylvania Ave. NW Washington, D.C. 20408. The forms are also available on the Commission's Web site: www.archives.gov/grants/about_nhprc/grant_programs.html. If you prefer, applications will be mailed to you by contacting Michael T. Meier of the Commission staff at 202/501-5610, ext. 252 or e-mail at: michael.meier@nara.gov

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; m1aughli@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 implementation projects related to music teaching methodology in early childhood and the impact of music study on early childhood development; and 3) medical and occupational well being of music professionals. Priority is given to projects of national significance that achieve a broad reach and whose final results are accessible to the general public. Grant amounts generally range from \$10,000-\$20,000. For projects of particularly broad scope or importance applicants may request support in excess of the standard guidelines. The Recording

Academy reserves the right to award each grant on a case-by-case basis. Grant requests may span a time period from twelve to twenty-four months. The grant application is available online at <http://www.GRAMMY.com/grantprogram>. Applicants must use the current grant application only.

Rockefeller Archive Center 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.

CALL FOR PAPERS

Second International Conference on the History of Records and Archives

The University of Amsterdam and the Archiefschool, the Netherlands Institute for Archival Education and Research, are jointly organizing the Second International Conference on the History of Records and Archives (I-CHORA 2), to be held Sept. 1-3, 2005, in Amsterdam. The first I-CHORA took place in Toronto last October (see www.fis.utoronto.ca/research/i-chora/home.html). The theme of the conference is "Archival Affinities. Adapting and Adopting Archival Cultures." The conference will focus on intercultural and cross-national influences on record-keeping and archival theory, the dissemination and reception of theories and ideas on archives and record-keeping etc. Topics within this framework include: recordkeeping by colonizers and colonized, occupants and occupiers, etc.; post-colonial and post-communist recordkeeping in relation to former recordkeeping regimes; merging of indigenous and foreign theories, methodologies and practices; national influences on recordkeeping of international and multinational governmental and non-governmental organizations; records professionals and recordkeeping systems immigrating into other countries and cultures; and cross-national networks of records professionals and archivistics scholars and their impact on globalization of archival systems, theories and cultures. We invite proposals for papers for I-CHORA to explore work in progress, and present completed research on the history of record-keeping, archives management, and the development of archival theory and methods, in any time frame in any geographical area within the scope of the conference theme. We encourage cooperation between researchers from different countries to carry out original research within the conference theme. Proposals for papers and projects should be made in the form of an abstract of 750 words. The working language of the conference is English. Proposals in Dutch, French, German, Spanish, and Italian are accepted, but the final paper should be in English. Selected papers from the conference will be submitted for peer review, to be published in a special issue of *Archival Science*. Please submit proposals as an e-mail attachment to Peter Horsman, Archiefschool, p.j.horsman@archiefschool.nl. *The deadline for submission of proposals is Apr. 1, 2004.* The organising committee, consisting of Eric Ketelaar, Agnes Jonker, and Peter Horsman, will meet in April to finalise the draft programme. Proposers may expect to hear from them no later than May 1, 2004. The conference will include one poster-session, where work in progress in the field of the history of records and archives, but not fitting the conference theme, can be presented.



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.

Rate: 92¢ per word

INSTITUTIONAL MEMBERS OF SAA
RECEIVE A 50% DISCOUNT.

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/

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ARCHIVIST

C. Berger Group, Inc
Chicago, IL

C. Berger Group, Inc. is now hiring an archivist for a special project at a company in downtown Chicago. **Duties include:** review documents, records, photos, and artifacts; establish retention criteria; prepare summary report outlining recommendations for storing, organizing, and indexing the collection. **Qualifications:** ALA/M.L.S.; demonstrated knowledge of archival principles and practices; demonstrated report writing ability; 3 years' experience in archival work. **To apply, contact:** John Strzynski, C. Berger Group, Inc., 327 E. Gundersen Drive, Carol Stream, IL 60188; 800/382-4222; fax 630/653-1691; jstrzynski@cberger.com; www.cberger.com.

ARCHIVIST FOR RECORDS AND INFORMATION RESOURCE MANAGEMENT

Archives of the Episcopal Church
New York City, NY

NYC HQ of mainline denomination has opening for professional who works at headquarters as representative of a national archives program. Position is responsible for life-cycle program utilizing both traditional knowledge resources and emerging communications technology.

Required: minimum of 3 years experience; M.A. or equivalent in information studies field; advanced computer skills. Full position description at www.episcopalarchives.org/archives.html. Salary starts at \$61,500, DOE, excellent benefits. EOE. Submit resume, letter, and contact information for three references. **To apply, contact:** Jennifer Voss, Archives of the Episcopal Church, P.O. Box 2247; Austin, TX 78768; fax 512/480-0437; research@episcopalarchives.org.

ARCHIVIST/RECORDS MANAGER

The County of Riverside
Riverside, CA

The County of Riverside in Southern California is seeking archives and records management professionals. These positions perform a broad range of professional duties in archives and records management with increasing administrative responsibility at higher levels of the series. Incumbents perform administrative work in planning, coordinating, and directing archives and records management activities; appraise, accession, arrange, describe, catalog, make available, and perform research in records of indefinite term value; establish and periodi-

cally review and update records retention schedules to ensure county records are retained and disposed of in conformance with legal requirements and the business needs of agencies; assist in the establishment of efficient, cost effective and responsible recordkeeping county-wide by providing advice and training to county agencies; promote professional and public awareness of the archives and records management program by making oral presentations, writing articles for publication, and participating in professional organizations; and do other work as required. Depending on the assignment, incumbents may supervise professional, technical, and clerical staff. We seek to appoint one or more at the following levels, commensurate with experience: Archivist/Records Manager (\$55,295.34-\$73,927.57 annually); Archivist/Records Analyst II; (\$47,958.98-\$60,879.52 annually); Archivist/Records Analyst I (\$36,417.47-\$46,198.05 annually); The County offers excellent benefits packages. These positions will remain open until filled. You are invited to submit your resume and cover letter to: Joan L. Diehl, Riverside County Human Resources Department, P.O. Box 1569, 4080 Lemon Street, Riverside, CA 92502-1569; 909/955-3559; jdiehl@co.riverside.ca.us; www.co.riverside.ca.us/depts/hr.

ARCHIVIST/MANUSCRIPTS PROCESSOR

UCLA Chicano Studies Research Center
Los Angeles, CA

Archivist/Manuscripts Processor. For complete ad, please see: www.library.ucla.edu/employment/chicano2.htm. To apply, contact: Yolanda Retter, UCLA Chicano Studies Research Center, 193 Haines Hall, Box 951544; Los Angeles, CA 90095-1544; 310/206-6052; yretter@chicano.ucla.edu.

ASSISTANT ARCHIVIST II

Daughters of Charity Archives
St. Louis, Missouri

Responsibilities: Appraising and processing acquisitions, computer cataloging, developing and enhancing reference systems, providing reference service, writing, preparing displays, and digital scanning. **Requirements:** M.A. in archival studies (or in history or information services with archives concentration); minimum of three years professional archives experience; facility in the use of Microsoft Access, Microsoft Word and digital imaging and scanning procedures; effective interpersonal, communication, and organizational skills; attentiveness to detail,



flexibility and ability to work independently; ability to lift and carry 40# boxes; ability to write and print clearly, correctly and concisely. For more detailed position description send request to archives@dcwcp.org. **Application:** Please send letter of introduction, resume and names, addresses and telephone numbers of three 3 current references before March 1, 2004. **To apply, contact:** Sr. Genevieve Keusenkothen, Daughters of Charity, 4330 Olive Street, St. Louis, MO 63108-2622; 314-533-4770 x116; archives@dcwcp.org

ASSISTANT PROFESSOR, ARCHIVAL STUDIES

*The University of British Columbia
Vancouver, BC*

The School of Library, Archival and Information Studies at the University of British Columbia invites applications for a full-time, tenure-track Assistant Professor position in its Master of Archival Studies program, to begin July 1, 2004, subject to final budgetary approval. Candidates should demonstrate achievement of, or potential for, excellence in teaching, research, and service in an interdisciplinary environment. The successful candidate will be expected to teach and conduct research on the design and application of digital technology in such areas as the intellectual control, retrieval, and access of archival material; management of current records in electronic systems; business process re-engineering; and archival work processes such as appraisal, preservation, and reference service. In addition, the successful candidate will teach an introductory course on archives and information technology. Applicants must hold a Ph.D. or equivalent degree in a field related to the teaching and research areas of the position, or anticipate early completion, with continuation of appointment conditional on completion of the doctorate within six months. Applicants must provide strong evidence of their teaching ability or potential for excellence in teaching and continued professional growth; of their ability to conduct research and engage in scholarly activity; and of a publication record commensurate with their experience. The School offers a Master of Archival Studies (M.A.S.), a Master of Library and Information Studies (M.L.I.S.), a joint M.A.S./M.L.I.S., a multidisciplinary Master of Arts in Children's Literature, a joint Master of Education in teacher-librarianship and doctorate in library, archival and information studies leading to the awarding of a Ph.D. Further information about the School can be found on its Web site at www.slais.ubc.ca.

The deadline date for receipt of applications is January 30, 2004. Preliminary interviews with interested candidates will be held at the ALISE conference in San Diego in January 2004. Application materials should include a cover letter stating the candidate's qualifications for the position, projected research agenda, and teaching philosophy; a complete curriculum vitae; and the names and contact information of a minimum of three referees. Address enquiries and applications to: Dr. Luciana Duranti, Co-Chair, Faculty Search Committee, School of Library, Archival and Information Studies, The University of British Columbia, #301, 6190 Agronomy Road, Vancouver, B.C. V6T 1Z3 Canada; luciana@interchange.ubc.ca. The University of British Columbia hires on the basis of merit, and is committed to employment equity. We encourage all qualified persons to apply, however Canadian citizens and permanent residents of Canada will be given priority.

ASSOCIATE ARCHIVIST

*New York Transit Museum
New York, NY*

Celebrate the 2004 NYC Subway Centennial at the New York Transit Museum! Join our team as Associate Archivist. You will help us process a one-of-a-kind collection of material relating to the evolution of the NYC subway system. Sort, arrange, re-house, annotate, catalogue, shelve and describe material; assist in converting data to new collections management system. Provide research services for museum exhibits, publications and product development. Provide research service to external users such as television and film producers, authors, scholars, educators, students, journalists, and MTA employees. Recommend and oversee conservation work. Supervise student interns; coordinate donations and interdepartmental transfer of historic materials. Bachelor's degree in museum, library or archival studies or related field; or HS diploma plus min 5 years experience in museum, library or other research support work required. Excellent communication and teamwork skills essential. Job No. 03106. **To apply, contact:** Christina Esteves, Metropolitan Transportation Authority, 347 Madison Avenue, New York, NY 10017; fax 212/878-7227.

FACULTY POSITIONS IN INFORMATION

*The School of Information
University of Michigan
Ann Arbor, MI*

The School of Information at the University of Michigan invites applications for one or more

tenure track positions at the Assistant, Associate, or Full Professor level. We seek faculty to join us in developing a comprehensive vision of the emerging field of information studies. We especially encourage applications from individuals whose primary research interests include: Developing models to sustain libraries, archives, and other cultural heritage repositories as public goods; user-centered design of systems and services for libraries and archives; applying strengths in digital libraries and digital assets management, to a focus on access systems, and delivery services of electronic records and born-digital content; understanding of the social and organizational contexts in which information is created and used, and understanding of special needs of diverse communities such as scholars, youth and K-12 users, and under-served communities in urban and rural areas; designing information flows across communities, organizational boundaries and time; identifying, organizing, structuring, maintaining and retrieving information for repurposing and reuse by new user communities and/or over extended periods of time; investigating the design, development, and evaluation of information systems, policies, technologies, and tools that support reuse of information. The School of Information was created around a shared belief that information is fundamental in society, that advances in information technology make it even more important now than it was in the past, and that a more comprehensive approach to research and instruction is needed to address the challenges raised by the information revolution. Faculty and students are engaged in numerous large-scale projects that focus on the dynamic interplay among information, technology, and people. The faculty come from diverse fields, including library and information science, history, computer science, engineering, psychology, economics, education, political science, and public policy. MSI and Ph.D. students come from an even wider variety of fields. The School of Information offers a Master of Science in Information degree and a doctoral degree. The entire master's degree program is accredited by the American Library Association and includes professional area specializations in Library and Information Services; Archives and Records Management; Human-Computer Interaction; Information Economics, Management and Policy; and a tailored master's degree option. Approximately 275 students are pursuing a Master of Science in Information and 30 students are enrolled in the doctoral program. The School currently has



more than 30 faculty. Detailed information about the School, its mission, and its activities can be found at si.umich.edu. Candidates for these positions must have a Ph.D. in hand by September 1, 2004 and must possess a commitment to working in an interdisciplinary environment. Applicants should submit electronically the following materials by January 19, 2004: a curriculum vita; a statement of research and teaching interests; representative samples of research output; a cover letter that explains how you think you would fit into the School's new directions. Please ask three people to send reference letters to the Search Committee and include names and addresses of recommenders in your application packets. **How to Apply:** Application materials should be sent electronically by January 19, 2004 to: Deborah Apsley (apsley@umich.edu) and Shirley Culliton (cully@umich.edu). Reference letters should be sent directly to: Faculty Search, Office of the Dean, School of Information, The University of Michigan, 550 East University Avenue, Ann Arbor, Michigan 48109-1092. The University of Michigan is an equal opportunity/affirmative action educator and employer.

LIBRARIAN FOR SPECIAL COLLECTIONS & ARCHIVES

*Connecticut College
New London, CT*

Connecticut College, a highly selective private liberal arts college, invites applications for the position of Librarian for Special Collections and Archives. Working under the supervision of the Director of Special Collections and Archives, this experienced, self-motivated and forward-looking person will collaborate actively in the management and operations of special collections and will be responsible for the operational management of the college archives. The successful candidate will demonstrate a high level of writing, editing and verbal skills; a thorough knowledge of archival theory and accepted practices, records management principles, and preservation theory/practice; excellent interpersonal skills and ability to work in a team environment. Required education, skills and experience: M.L.S. from ALA-accredited institution and professional archival training or apprenticeship. Technical skills must include knowledge of word processing, database management programs, WWW-based technologies, HTML and/or EAD, digitizing equipment and integrated library systems. Preferred experiences include three years working in an academic or museum setting; appraising and processing manuscript

collections; supervisory, public services, project management experience; and successful collaboration with others. Please send cover letter, resume and list of three references to: Office of Human Resources, Connecticut College, 270 Mohegan Avenue, Strickland House, New London, CT 06320; 860/439-2085; fax 860/439-5065; bscro@conncoll.edu

LRC ARCHIVAL ASSISTANT

*Henry M. Jackson Foundation
Rockville, MD*

The Henry M. Jackson Foundation is seeking a LRC Archival Assistant for its Maryland location. The employee in this position performs highly detailed information activities that require specialized knowledge of information management procedures, archival principles, techniques, and/or methods as well as specialized computer and other equipment skills. Essential job duties include but are not limited to: creates MARC (MACHine Readable Code) records for archival collections and assists in EAD (Encoded Archival Description) markup; inputs, retrieves, verifies and revises data using personal computers equipped with database software; provides reference service for USUHS Faculty, administrators and researchers desiring access to the collections; evaluates and monitors condition and preservation needs of the Rare Book Collection; arranges documents according to the archival guidelines of provenance and original order; maintains database of metadata for the collections. **Minimum Education/Training Requirements:** Master's of library science from an accredited American Library Association (ALA) school; college degree or equivalent combination of education or experience preferred. Must have knowledge of Military Medicine/Medical History; understanding of archival/preservation concepts; experience with scanning methods and software; experience in handling of archival materials; dependability and punctuality to assure proper staffing for the archives; demonstrated analytical/problem solving and conceptual skills; fluent command of spoken and written English; demonstrated ability to communicate effectively with a diverse group of people; experience with the customer information interview process to extract all of the relevant information related to the problem for which help is being sought, etc. **Minimum Experience:** 2 to 4 years' library experience. **Please apply online at:** www.hjf.org/careers. Req. #001698. The Henry M. Jackson Foundation is a nonprofit medical research organization providing support services to the military medical

community and offer a competitive salary and generous benefits package. AA/EEO. To apply, contact: Henry M. Jackson Foundation; careers@hjff.org; www.hjff.org/careers.

SOUND LAB ARCHIVES PROJECTS MANAGER/ARCHIVIST

*The Cutting Corporation
Bethesda, MD*

Duties: Responsible for project management of all sound collections preservation projects for the Sound Preservation Laboratory at The Cutting Corporation. Responsible for closely working with preservation recording engineers on databases, concordances and administrative work related to collection projects. Collections often consist of sound recordings in various formats and oral histories such as radio broadcasts or oral interviews in various formats. Clients range from institutions to individuals and projects can last from a few days to several years. Responsible for scheduling all preservation projects, coordinating pick-up and delivery of all projects and maintaining contact with clients. Responsible for ordering supplies and coordinating maintenance of equipment with the Technical Engineering Department. Responsible for working closely with the Marketing Department on research and development projects as it relates to the field of sound preservation and informational pamphlets and brochures as well as papers.

Requirements: *Minimum qualifications:* B.A. in history, library science, music or related field. M.L.S. a plus. At least two or three years of work experience in a related industry. The individual should be comfortable working with minimal supervision, have good interpersonal skills, have good oral and written skills, and be an effective contributor to preservation projects. Must have experience with MS Access. Must be task oriented and highly organized. Experience in audio engineering a plus. The sound archivist will be required to familiarize themselves with all recording formats and new technologies and all current clients. sound archivist will be required to travel to meet with clients and assess, pick-up and deliver collections and preservation masters and copies. Must have transportation for visiting clients. **Minimum salary:** \$32,000, negotiable depending upon qualifications and experience. Company benefits. Walking distance from Bethesda Metro Station. No phone calls please. **To apply, contact:** AKC-Archives, The Cutting Corporation, 4940 Hampden Lane, Suite 300, Bethesda, MD 20814; fax 301-654-3271; cuttingarchives@aol.com; www.cuttingarchives.com.



society of american archivists

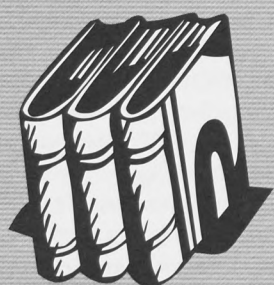
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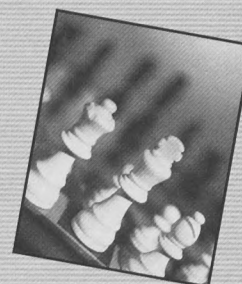


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