

NEWSLETTER
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archival outlook



The Spirit of Discovery

- Make Way for Boston
- A Call to Service
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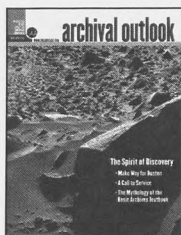
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on the cover



NASA's Mars Exploration Rover Spirit, a robot geologist, landed on the red planet on Jan. 3, 2004. Spirit's panoramic camera has captured stunning images of the planet's surface in search of clues about the history of water on Mars. The image on the cover of the newsletter was taken on the 53rd martian day, or sol, of the rover's mission. Courtesy NASA/JPL/Cornell.

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.

NANCY P. BEAUMONT
Executive Director
nbeaumont@archivists.org

TERESA M. BRINATI
Director of Publishing
tbrinati@archivists.org

SOLVEIG DESUTTER
Education Co-Director
sdesutter@archivists.org

BRIAN P. DOYLE
Graphic Designer & Webmaster
bdoyle@archivists.org

RODNEY FRANKLIN
Publications Department
rfranklin@archivists.org

LEE GONZALEZ
Office Assistant
lgonzalez@archivists.org

KELEYA JEFFERSON
Publications Assistant
kjefferson@archivists.org

PATTI O'HARA
Education Co-Director
pohara@archivists.org

CARLOS SALGADO
Program Coordinator
csalgado@archivists.org

JEANETTE SPEARS
Member Services Coordinator
jspears@archivists.org

JODIE STRICKLAND
Education & A*CENSUS Project Assistant
jstrickland@archivists.org

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

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Rapid Response: Championing the D.C. Archives

It started with a call from a *Washington Post* reporter who was interested in learning more about archives. What are the differences among "appraisal" and "accessioning" and "records management"? What steps do archivists take to ensure that documents are protected from theft or damage due to mishandling? Luckily, the SAA Office had let me know that the call was coming and it didn't take long to get down to the real reason for the reporter's interest: He wanted to know what I thought about an archives that didn't take all of these protective measures. In particular, what did I think about the situation at the Washington, D.C., Municipal Archives and the deplorable conditions that he said existed there?

My response was something to the effect that I thought the D.C. Mayor's Office should be embarrassed that such a valuable resource should be given resources so meager that the very survival of the documents was in question. We agreed that the D.C. Archives not only provides a valuable service as a cultural institution that helps to preserve the city's rich history, but it also has an important civic role to play by protecting the rights of citizens to have access to public records that help them to hold government officials accountable for their actions and decisions. Over the course of the next few days, we had several conversations and email exchanges. The reporter spoke with other archivists, historians, current and former D.C. Archives employees, and city officials.

The published article painted a grim picture of neglect that is all too familiar to archivists. The City Archivist whose responsibility is to safeguard and preserve important records dating back to 1792 was being given only minimal resources. One former employee characterized the situation as "an absolute fiasco." A researcher summed up the archives in three words: "It was horrible."

It was encouraging to see how the archival community responded to the article because the situation in the D.C. Archives needed to be kept in the news if there was to be any hope of using the article as a vehicle for change. After consultation with SAA's Council, I drafted a letter to the editor of the *Washington Post* that was published. SAA Vice President Randall Jimerson, a former D.C. resident, wrote a letter to the Mayor, as did Mid-Atlantic Regional Archives Conference Chair Lisa Mangiafico, Midwest Archives Conference President Steve McShane, and Northwest Archivists, Inc., President Jodi Allison-Bunnell (www.archivists.org/news/dc_archives.asp).

Former SAA President Trudy Peterson arranged a meeting with the District of Columbia Secretary and the City Archivist and was asked to testify on behalf of the archives at a meeting of the Committee on Government Operations of the District of Columbia. There were contacts with the National Archives as well.

At the SAA Council meeting in February we had the chance to meet with D.C. Archivist Clarence Davis, who expressed his gratitude for the attention and especially the responses from the archival community. These had opened doors for him. We decided to continue with another round of letters and other contacts to encourage the D.C. government to make its archives a priority and give it the support it needed.

As this issue of *Archival Outlook* goes to press, the ending of the D.C. Archives story has yet to be written, but we are hopeful that it will be a happy one. The activity by individual archivists and archival organizations brings to mind several points that we would do well to remember.

First, we should do more than simply be interested in learning about archival issues that appear in the news, or stories that involve archives. We should take the time to respond, advocating on behalf of professional issues and values that we all share.

Second, we shouldn't look at stories like the D.C. Archives in geographical terms. The story in the *Washington Post* was about a sadly neglected municipal archives and we have sadly neglected municipal archives all over the country. The neglect of archival programs, in whatever context, is a generic issue with which we all should be concerned. In this case, the responses by MARAC, MAC, and NWA illustrate that archivists everywhere are concerned about the well being of an important national cultural resource.

Third, SAA and other archival organizations should take this kind of action more frequently. Those who belong to archival organizations should view advocacy as a benefit of membership and should ask for help when they think it might be useful. In a sense, we were lucky this time because the reporter called for information in advance so we knew the story was coming. This made it easier to respond in a timely way.

In becoming more active we will improve the visibility that all of us agree archivists now lack. We won't always be successful, but at least we will have tried. And sometimes we will win. ♦



from the executive director

Nancy P. Beaumont

Spring Forward

I think it's almost over. Winter in Chicago, that is. I approached my first winter here with great trepidation, wondering just how I would manage my daily commute of 16 city blocks in the extreme cold and muck. (SAA's employee handbook cuts no slack for weather wimps.) Here, snow and cold don't prompt panic—or even much discussion.

Garrison Keillor of "A Prairie Home Companion" fame sums it up on a favorite coffee mug: "Growing up in a place that has winter, you learn to avoid self-pity. Winter is not a personal experience; everybody is as cold as you, so you shouldn't complain about it too much. You learn this as a kid, coming home crying from the cold, and Mother looks down and says, 'It's only a little frostbite. You're okay.' And thus you learn to be okay. What's done is done. Get over it. Drink your coffee. It's not the best you'll ever get, but it's good enough."



On to spring (I hope!)—and a very full agenda. There's the **A*CENSUS survey of the profession**, which will be fielded on April 15. With more than 12,000 names on the mailing list—representing the "de-duped" memberships of 68 national, regional, state, local, and allied associations, institutes, tribal organizations and conferences, and the National Archives and Records Administration—this truly is an unprecedented collaborative effort to establish baseline data about the profession. Please respond to your survey when you receive it! We'll be rewarding you with interesting tidbits of compiled information as it becomes available, and egging on the competition among organizations to achieve the highest survey-completion rates.



**Watch for Your A*CENSUS Survey
Coming April 15, 2004!**

There are plans for other **dynamic collaborations** with related organizations, such as those stemming from the February joint meeting with COSHRC and NAGARA to discuss common advocacy efforts, and the recent decision by the governing bodies of the three groups to hold a joint conference in Washington, D.C., July 31–August 6, 2006. (See "SAA Council Focuses on Planning, Advocacy," page 14.)

There's an **amicus curiae brief** on Vice President Cheney's National Energy Policy Development Group to be drafted and filed and followed up. There are **strategic plans** to be formulated. A **Code of Ethics for Archivists** to be revised and fielded and commented on. The **Diversity Committee** to begin its ongoing advisory role.

And, of course, there's planning and implementation of the **68th Annual Meeting in Boston**, a process that began months (and years) ago. You may expect to receive your preliminary program for SAA Boston 2004 in early May. Please note that the Early-Bird registration deadline is earlier than usual (June 10), as the meeting begins on August 3.

Spring means budgeting, and that means taking a fresh look at all that we do and questioning which actions and activities are likely to make a positive difference for the profession and the association. What will A*CENSUS reveal to us about the greater archival universe, as well as SAA member needs? What infrastructure do we need to have in place to ensure broad, coordinated grassroots participation when critical issues emerge in Congress, the courts, the statehouses—or the District of Columbia Municipal Archives? How might we enhance fundraising efforts to ensure that the Society's priorities are served?

It's a daunting agenda for spring, to be sure—and one that holds great promise for growth and renewal....



After more than 11 years on staff and as an independent contractor with SAA, **DEBRA MILLS NOLAN**, CAE, has decided to pursue new challenges in her career. Meetings and member services director, deputy executive director, recipient of the Council Exemplary Service Award in 2003 for distinguished service as interim co-executive director, champion of the A*CENSUS project—Debbie has served SAA with great dedication, spirit, and love. She has already joined the Society in order to continue her connection with the archival profession. We look forward to meeting Debbie's needs and expectations, as this is one certified association executive who knows all about "member service"! ♦

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A Call to Service in Your Professional Association

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The *American Archivist* invites applications for the position of book review editor. The book review editor works in conjunction with the editor and is responsible for selecting books for review, assigning books to reviewers, commissioning review essays, and preliminary editing of copy for the reviews section. Candidates should possess good writing and editorial skills and have a knowledge of current research and writing in the archives field. To apply, send a cover letter, resume, and names of three references to:

Philip B. Eppard

Editor, *American Archivist*

School of Information Science and Policy

University at Albany, State University of New York

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Volunteer for a Leadership Position

SAA relies on volunteers to achieve many of its goals and initiatives, through the work of committees, boards, representatives, task forces, and other groups. In addition to contributing to SAA goals, volunteers have an opportunity to learn about the profession and to gain valuable leadership experience. SAA needs you!

SAA Vice President/President-Elect Randall Jimerson has named Alden Monroe, of the Alabama Department of Archives and History, and Waverly Lowell, of the University of California at Berkeley, to serve as co-chairs of the SAA Appointments Committee for 2004-2005. This committee solicits nominees and applications for vacancies on existing committees, boards, and other groups within the SAA governing structure. Students and new members are eligible to serve as interns on many of these committees. Those who are unfamiliar with the appointments process or the governing structure of SAA can find information on the online "Leadership List" at www.archivists.org/governance/leaderlist-index.asp.

Anyone interested in serving on a particular committee or other group, or in nominating a colleague for a position should provide the following information:

1. Your name or the name of your nominee
2. Mailing address
3. Telephone
4. Fax
5. E-mail
6. Current position
7. Name of committee of other group in which you are interested, including relevant background information and an indication of your capacity to serve on the particular group.
8. Previous assignments on committees or other groups in SAA or with another archival organization.

The Appointments Committee has as its goal to have all vacancies filled by August 1 in time for SAA's 2004 Annual Meeting in Boston. In order to foster diversity within SAA leadership, members of minority and underrepresented groups are encouraged to apply.

Please take advantage of this excellent opportunity to become more involved in SAA and to help develop or improve programs important to the archival profession. Volunteer or submit nominations to either of the co-chairs:

Alden Monroe

Alabama Department of Archives and History

P.O. Box 300100

Montgomery, AL 36130-0100

334/242-4152 ext. 261 • fax 334/240-3433

amonroe@archives.state.al.us

Waverly Lowell

Environmental Design Archives

University of California, Berkeley

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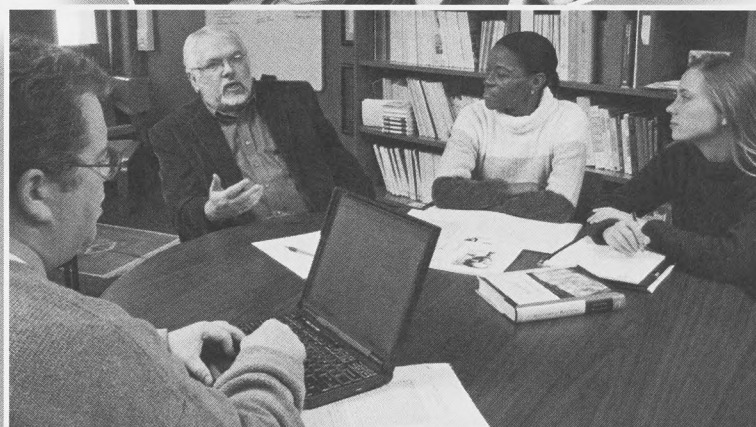
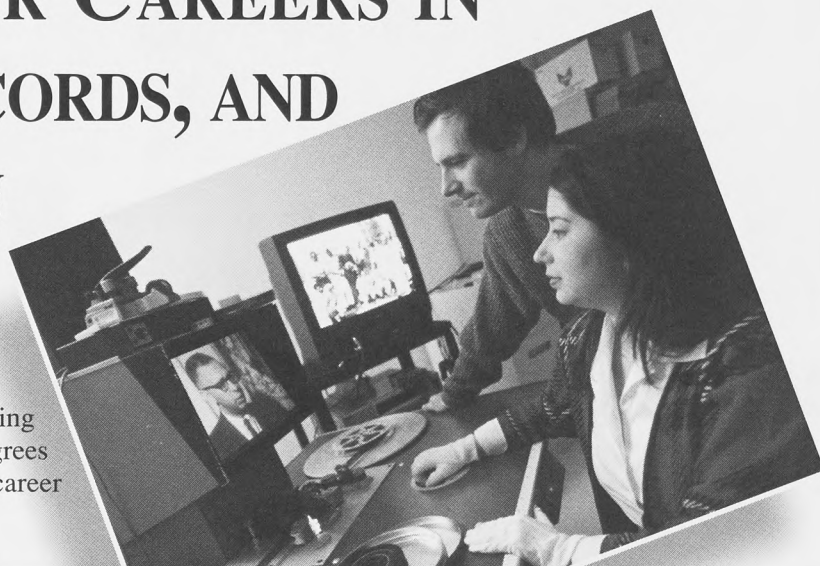
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Our graduates pursue challenging careers in government, higher education, corporations, and cultural organizations across the United States and Canada.

New students begin study in the fall term and competitive financial aid is available.

Please contact Professor Richard J. Cox, School of Information Sciences, University of Pittsburgh: rcox@mail.sis.pitt.edu or 412-624-3245. Visit the School's Web site at www.sis.pitt.edu



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Make Way for Boston... and Bring the Family!

by BRIDGET CARR and BRENDA LAWSON, SAA Host Committee

Plan to attend the Society of American Archivists' 68th Annual Meeting in Boston, August 2-8, 2004, and bring your family! Boston offers a variety of things to do with your spouse and children—from toddlers to teenagers—including museums, outdoor activities, and shopping. Boston is known as "The Walking City" and most of the sites are walking distance from the conference headquarters at the Park Plaza Hotel, or else easily accessible via Boston's public transportation system. The Massachusetts Bay Transit Authority, locally known as the "T," has a station directly across the street from the hotel. The Arlington Street stop on the Green Line makes it simple to reach much of what Boston has to offer.

City Sites

Boston's Public Garden is the ideal place to introduce your family to the city. Located across the street from the Park Plaza, it was this nineteenth-century garden's "nice pond" that first drew Mr. and Mrs. Mallard to Boston to raise their young family in Robert McClosky's 1941 classic children's story, *Make Way for Ducklings*. "There are no foxes and no turtles, and the people feed us peanuts," Mrs. Mallard exclaimed! You can ride the sculpted swan paddleboats, which first began operating around 1877 and were later immortalized in McClosky's book. Don't forget to bring some crackers; young children especially love to feed the ducks! (Photo courtesy of the Bostonian Society/Robert Severy Collection.)

Speaking of ducks, how about a guided tour of the city on a renovated World War II amphibious vehicle? **Boston Duck Tours**, led by ConDUCKtors, offers unique 80-minute narrated tours. The tour waddles past Beacon Hill, the Back Bay, Quincy Market, Newbury Street (Boston's version of Rodeo Drive), and

other hot spots, before splashing into the Charles River for a waterside view of the city. Children (and adults, for that matter) enjoy the tradition of quacking at bystanders, and small children are given the opportunity to "drive" on the river (but don't panic, parents, no damage can be done). Tours leave from two locations, the Museum of Science and the Prudential Center.

The **Boston Common**, adjacent to the Public Garden, is also a great place to let your little ones exercise their legs and lungs. One of the oldest public parks in the country, it dates back to 1634 when it was designated a "common" pasture for cattle grazing. In the early years, it was also used for military purposes and public hangings. These days it is used largely for recreational purposes.

Boston Common is also the starting point for one of the city's most popular family attractions—the **Freedom Trail**, a three-mile do-it-yourself walking tour connecting sixteen Revolutionary-era landmarks. And, unlike driving on Boston's confusing streets (which were based on cow paths rather than city planning), following the red-brick path or red-painted line on the sidewalk means you won't get lost! Free maps and guidebooks are available at the Boston Common Visitor's Information Center on Tremont Street. The top five landmarks on the tour are:

- Old State House, where the Declaration of Independence was first read in Boston;
- Faneuil Hall, where angry colonists proclaimed that there should be "no taxation without representation";
- Paul Revere's House, the oldest residence in Boston and the place where the famous patriot silversmith and father of sixteen lived for thirty years;



- Old North Church, where Robert Newman hung the two lanterns signaling Paul Revere to begin his legendary midnight ride; and
- Bunker Hill Monument, where the phrase "Don't fire until you see the whites of their eyes" was coined. The panoramic view from the top is outstanding once you've climbed its 294 steps—a good way to wear out your kids!

The **Charles River Reservation**, commonly known as the Esplanade, is a 17-mile stretch of parkland along the banks of the river. The Hatch Memorial Shell, the site of the Boston Pops annual Fourth of July concert and fireworks, hosts free concerts and movie screenings throughout the summer. Wide open space and paved paths make the Esplanade a haven for inline skaters, bicyclists, joggers, strollers, and picnickers.

If you love water, consider a trip to the Boston Harbor area. The **New England Aquarium** houses a penguin pool, a giant four-story tank with a rich variety of aquatic life (including two new rare tiger sharks), a sea lion show, special exhibits, and an IMAX theater. If a longer daytrip interests you, consider a visit to Harbor Islands or a whale-watching trip. Both leave from Long Wharf (adjacent to the aquarium), which also offers its own whale-watching trip, as do several other commercial companies.

Around the corner from the New England Aquarium is **Faneuil Hall Marketplace**. Built by Peter Faneuil in 1742 and also known as the "Cradle of Liberty," the hall was the site of many fiery meetings in the pre-Revolutionary era. Quincy Market, one of the nation's premier urban marketplaces, is housed nearby in three beautifully renovated nineteenth-century buildings. Numerous shops, vendors, and street performers make it a delightful destination for lunch.

At the **Charlestown Navy Yard**, families with an interest in naval history can tour the World War II destroyer *USS Cassin* and the frigate *USS Constitution*. The *USS Constitution*, first launched from Hartt's shipyard in Boston in 1797, earned its nickname "Old Ironsides" during the War of 1812 and is the oldest commissioned warship afloat in the world. The Navy Yard also features ranger-guided walking tours and refreshing sea breezes!

Boston is home to many museums. The **Museum of Fine Arts** is one of the premier art museums in the country, with collections ranging from Impressionist paintings to American decorative arts and contemporary art. The **Museum of Science** offers more than 600 exhibitions ranging from animals and physical science to technology. It is also home to an IMAX theater and the **Charles Hayden Planetarium**.

The **Children's Museum** is geared for kids under the age of ten and is home to "Arthur's World" (from the PBS series based on Marc Brown's books), an interactive science area, and an art studio.

The **Museum of Afro American History** is located at the base of Beacon Hill and operates two properties open to the public. The African Meeting House is the oldest Black church built by free Black artisans in the country, and the Abiel Smith School is the first public grammar school for African American children. Both buildings are stops along the **Black Heritage Trail**, a self-guided or guided 1.6-mile walking tour.

Sports fans may want to consider a trip to Fenway Park,



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

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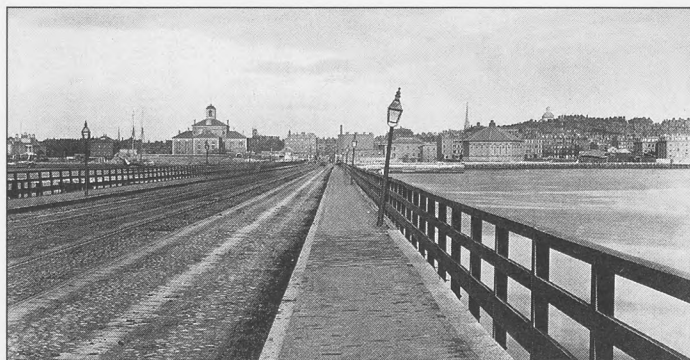
home of the Boston Red Sox and legends of the game Cy Young, Ted Williams, and Carl Yastrzemski. First opened in 1912, it is major league baseball's oldest ballpark. Although the Red Sox will be out of town during the SAA conference, the park does offer daily tours, including a visit to the dugout and, of course, the famous "Green Monster" (the left field fence).

Farther Afield

If you're looking for a day trip within an hour's drive of Boston, there are many options. An hour south of Boston in Plymouth, Mass., is **Plimoth Plantation**, a living history museum that recreates a 1627 Pilgrim village. Jump two centuries ahead and visit an 1830 rural New England village at **Old Sturbridge Village**, another outdoor living history museum in Sturbridge, Mass. Approximately thirty minutes west of Boston are **Lexington and Concord**, the birthplace of American liberty and site of the "shot heard round the world." Tour the route from Lexington Green to Concord's North Bridge, the Minuteman National Historic Park, Orchard House (the home of Louisa May Alcott), and the Concord Museum.

An hour north of Boston is Salem, Mass., home to the infamous Salem witchcraft trials of 1692 and a thriving seaport for more than 300 years. Attractions include a newly expanded and renovated **Peabody Essex Museum**, a showcase for international art and culture, the **Salem Witch Museum**, the **Custom House**, and the **House of Seven Gables**, which was the inspiration for Nathaniel Hawthorne's novel.

If you are bringing along teenagers, consider visiting some of the area's many colleges and universities. Since 1636, when



Boston from Cambridge side of the Charles River, 1868. Courtesy of the Bostonian Society.

Harvard College was chartered by the Massachusetts General Court, Boston and Cambridge have emerged as a world-leading center of higher education. There are dozens of colleges and universities in the greater Boston area, including Harvard, MIT, Tufts, Berklee College of Music, Northeastern University, Emerson College, New England Conservatory of Music, Boston University, Simmons College, and Boston College.

Almost as legendary as Harvard itself is its home, **Harvard Square**, a popular destination for teens. This urban, historical neighborhood is at the center of university life in Boston. The square is filled with an array of ethnic restaurants, coffee houses, theaters, street performers, bookstores, record stores, and great people watching. ♦

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

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Cambridge, Massachusetts: Boston's "Left Bank"

By JOAN D. KRIZACK and ANDRÉ MAYER

Boston is known as a historical Mecca, "America's biggest college town," and one of the world's great intellectual centers, but the city is more than that. Cambridge, its neighbor across the Charles River, is the distilled essence of Boston.

Cambridge was founded by Puritan settlers in 1630 as Newtowne; its name was changed to Cambridge in 1638, when Harvard College opened. Cambridge was the site of the first printing press in the British colonies—set up by Mrs. Glover (her given name has been lost to history)—but her barely literate assistant, Stephen Daye, is usually credited with this achievement. The *Bay Psalm Book*, which they printed, was the first book published in North America.

Cambridge played an important role in the American Revolution. Before the war began, the Massachusetts General Court, driven from Boston by the occupying British army, met at Harvard to coordinate resistance. Many residents were patriots, but a group of wealthy Anglicans lived along Tory Row, now Brattle Street. The Tories' houses and church, Christ Church, still survive. Minuteman William Dawes rode out Massachusetts Avenue on his way to Concord on April 18, 1775. The following afternoon, four Cambridge Patriots died in a skirmish with retreating British regulars at the corner of Massachusetts and Rindge Avenues. With Boston still occupied, George Washington came from Virginia to Cambridge to assume command of the new Continental Army, using the Vassal-Craigie-Longfellow House as his headquarters for nine months in 1775–76. He supervised the construction of three earthen-work forts along the Cambridge side of the Charles River. The remains of one—Fort Washington—can still be seen in Cambridgeport.

For most of the nineteenth and twentieth centuries, Cambridge was above all an industrial center. Furniture, glass, soap, carriages, and confectionary (the Fig Newton was born in Cambridge, as was the Necco Wafer) were manufactured, along with books and telescopes. Boston's stockyards and meat market were located at Porter Square and are commemorated in the "porterhouse steak." A major brick industry developed near the clay pits of North Cambridge. These employment opportunities drew thousands of people from rural New England and Canada, as well as successive waves of immigrants from Ireland, Italy, Poland, Portugal, Russia, and elsewhere.

A small population of African Americans had lived in Cambridge from the earliest Colonial days, and in the early-nineteenth century Cambridge's integrated schools attracted many families from Boston. Harriet Jacobs, born a slave in North Carolina, ran a boarding house in Cambridge in the

1870s. She had lived in hiding for seven years before escaping to the North, and later wrote an account of her years in bondage, *Incidents in the Life of a Slave Girl*. Educator Maria Baldwin, a native Cantabrigian, held home study classes for Harvard's Black students, including W.E.B. DuBois. In 1889, she was appointed headmaster of one of Cambridge's public schools. She was the first African American to hold such a position in the North. Twenty markers commemorating prominent Cambridge African Americans have been erected throughout the city. (See www.cambridgema.gov/~Historic/markers.html.)

Other prominent Cantabrigians of the nineteenth century include writer Margaret Fuller, abolitionist William Lloyd Garrison, and artist Winslow Homer.

Today, the heavy industries of the preceding centuries have been replaced by technology-based sectors, including electronics, software, and biotechnology research. As the home of two of the world's greatest academic institutions, Harvard University and the Massachusetts Institute of Technology—as well as Lesley University and a number of smaller schools—the city constantly churns out new ideas and enterprises.

As a result, Cambridge continues to be a magnet for immigrants. In 2004, it is home to a culturally diverse population of more than 100,000. More than 50 languages can be heard on the city's streets, including Spanish, Creole, Portuguese, Chinese, Amharic, and Korean. Children from 82 different countries of origin attend the public schools, and college students from around the world study at Harvard, MIT, and Lesley.

What to Do

Harvard Square is *the* place to visit in Cambridge. Harvard Yard, the historical center of the university, is right at the Harvard stop on the MBTA subway's Red Line. The Harvard Information Office in Holyoke Center provides information on tours, museums, and events at the university. Formerly funky, "The Square" has become increasingly gentrified over the last 25 years. But change isn't all bad. Two favorite recent additions to The Square are Burdick's Chocolate, a must for chocoholics, and Motto for high end, artsy jewelry. Those wishing to seek out vestiges of The Square's more hip past will want to visit Leavitt and Peirce tobacconists, established in 1883; Mr. and Mrs. Bartley's Burger Cottage, famous for its single cheeseburger for more than 40 years; Club Passim (formerly Club 47), a folk music club where Joan Baez, Tom Rush, and Taj Mahal used to perform; and the Harvard Bookstore, an institution since 1932. And on warm summer evenings, street performers still play music, sing, dance, juggle, and perform magic for all to enjoy. ♦

The Mythology of the Basic Archives Textbook

RICHARD J. COX explores how illuminating new studies provide inspiration and insights on how archivists can approach the documents of the past ...

At one time or another, most archivists have been asked by either a person new to the field, a researcher, or just an interested bystander for a reference for reading a basic, single-volume introduction to what archivists do. The motivations for asking the question likely will vary. Some literally just want to read a single volume, while others seek a general overview of the history, functions, repository types, and other characteristics of what has variously been termed archival science, studies, administration, and management.

Over time, the nature of the question has not changed very much. The answers, however, have varied a lot. Only three decades ago, the answer was relatively easy because so few works even meet the criterion for being a basic textbook. T.R. Schellenberg's two books readily came to mind (*Modern Archives: Principles and Techniques* and *The Management of Archives*), as did Hilary Jenkinson's tome (*A Manual of Archival Administration*). There were a few others directed at particular kinds of archival repositories and their staffs. The options were, however, very limited.

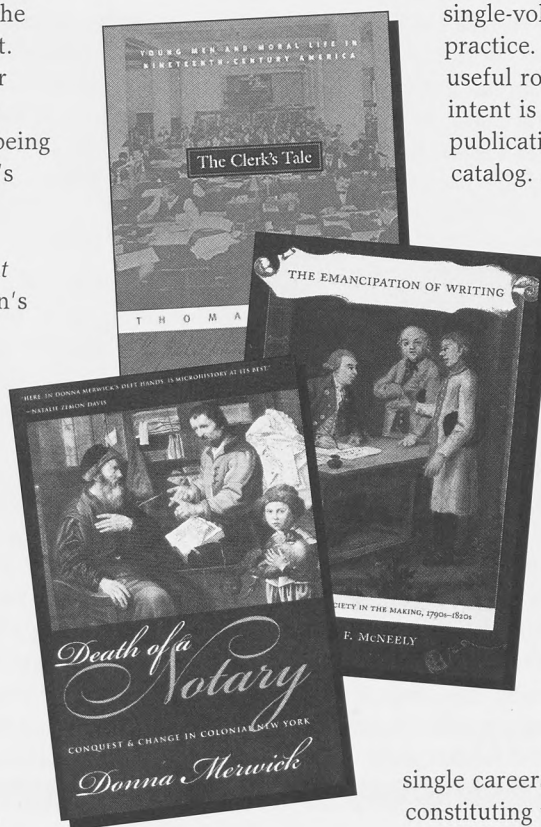
Today, there are many textbooks by many different authors and published by many different presses. The answer to this seemingly innocuous question, as a result, can be more complicated. More questions need to be asked in return before formulating a response. If the seeker is a scholar,

hoping to gain more understanding about how archives and archivists work, the answer might be one volume. If the inquirer is someone just starting to work in a historical manuscripts repository, the suggested text could be quite different. Take a look at the Society of American Archivists publications catalog at www.archivists.org/catalog and you will find a richness of choices.

An examination of the catalog will also begin to suggest another peculiar fact: the insufficiency of the notion of a single, all-encompassing, definitive primer on archival practice. Lest anyone worry, my intent here

is not to comment on the qualities of single-volume introductions to archival practice. Some are very good and play a useful role in the profession. Rather, my intent is to get you to consider the other publications being carried by SAA in its catalog. A quarter century ago, the various volumes in the Basic Manual Series could have been pulled together under one set of covers and represented a book of average length. The Archival Fundamental Series of just a decade ago would have proved more difficult, unless one risked spinal injury in lugging about what would have to be a large book. But, stay tuned. The seven volumes in the forthcoming second edition of the Archival Fundamentals Series (AFS II) are considerable works in their own right. We have moved, within the time of

single careers, to a small bookshelf of works constituting what some wish could be



The idea that all archival knowledge can be summarized neatly in 200 or 300 pages, or 60,000 to 80,000 words, is more mythical than real, more imagined than practical.

published as one book. The new design of AFS II resembles more a monograph than anything else. This is because most of the new additions will extend over two hundred pages. The first volume in the series, *Managing Archival and Manuscript Repositories 2nd ed.*, by Michael Kurtz, will be available this summer.

The publication of multiple volumes, rather than just one, on archival functions is not a ploy to refill SAA's coffers. Rather, this time around, we seem to recognize that the knowledge supporting the practice of functions like representation or reference has expanded; what constitutes archival knowledge, wonderfully interdisciplinary, is too complex to be described in a lengthy essay. In other words, while we should always be thinking what that one volume might be to suggest to the novice or the outsider, we also need to admit that the idea that all archival knowledge can be summarized neatly in 200 or 300 pages, or 60,000 to 80,000 words, is more mythical than real, more imagined than practical.

We can perceive this in other ways as well. If we assume that the key aspect of the knowledge of an archivist is expertise about the nature of records and recordkeeping systems (let's forget for a moment any debate about the difference between archivists and records managers, a relationship too complicated to consider briefly here), then we can find in the publications catalog some illuminating studies on the evolving bureaucratic administration of records.

Three examples suffice to indicate what I mean. Donna Merwick's *Death of a Notary: Conquest and Change in Colonial New York* (Cornell University Press, 1999) shows how a late seventeenth-century notary (essentially the local archivist) struggled to adjust to the change from Dutch to English record-keeping. Ian F. McNeely's *The Emancipation of Writing: German Civil Society in the Making, 1790s-1820s* (Berkeley: University of California Press, 2003) examines German scribes a century later, and considers how writing and records played roles in statecraft and the emergence of modern organizations. The scribes were the town "notary, its archivist, its clerk, its secretary, its accountant, its court reporter, and its legal advisor" (p. 28). Moving a half century forward, Thomas Augst's *The Clerk's Tale: Young Men and Moral Life in Nineteenth-Century America* (Chicago: University of Chicago Press, 2003) enables us to see how corporate and government clerks navigated their way through the world by creating documents, personal and official.

These three books, and these are just examples, are far removed from the production of practice-oriented basic textbooks, describing procedures, summarizing principles, and providing forms. None are, of course, intended to be studies about records or archives (they all have very different purposes), but taken together they provide inspiration and insights on how archivists can approach the documents of the past. These

kinds of books can complement layer after layer of works from anthropology, sociology, political science, and other fields, providing both a deeper and broader scholarship on archival matters than has been available to us before. Enriching this is the work of a new generation of scholars studying archives from inside the field, perhaps best represented by the growing number of dissertations on every imaginable archival subject. All of this makes the single-volume archival textbook both more difficult to do and, maybe, harder to rely on *except* as an introduction to the field (perhaps for use in the classroom or as a convenient summary for some other purpose—as in "you have to start somewhere").

In a manner, you can view the expanding SAA publications catalog as the starting point for your reading, reference, and study needs. For the experienced archivist, the catalog can serve as a sort of massive reference work. For the novice archivist or student, the catalog can serve as a place to seek help on nearly any issue or concern about archival practice or knowledge.

In the next newsletter, I will discuss in more detail the expanding vision of the SAA publications program. ♦

Richard J. Cox is the SAA Publications Editor and a professor of archival studies at the University of Pittsburgh

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SAA Council Focuses on Planning, Advocacy at February 2004 Meeting

With a focus on setting priorities and enhancing advocacy and program initiatives, SAA's Council met for 3½ days in early February to deliberate and take action on a variety of issues.

At a February 5 Planning Session, Council members discussed ideas for strengthening fundraising efforts and evaluated current member benefits in light of current dues levels and structures. Archivist of the United States John Carlin joined the group for a conversation about the National Archives and Records Administration's Electronic Records Archives project and the funding challenges faced by the National Historical Publications and Records Commission (NHPRC).

The Council participated in a full-day joint meeting with the boards of directors of the Council of State Historical Records Coordinators (COSHRC) and the National Association of Government Archives and Records Administrators (NAGARA) on February 6. The three groups identified areas of common interest and agreed to collaborate on several advocacy efforts, including: 1) a goal of obtaining \$10 million in funding for NHPRC in FY2005, and reauthorization of the agency's funding for four years (effective Oct. 1, 2005); 2) development of a state-based funding program for historical records; and 3) creation of a joint advocacy task force whose role will be to develop a sustainable, coordinated program for archives/records advocacy.

At its February 7-8 meeting, the SAA Council:

- Agreed to join with several other organizations in filing an *amici curiae* brief in the U.S. Supreme Court case *Cheney v. U.S. District Court for the District of Columbia*. The case concerns public access to information about the makeup of the National Energy Policy Development Group convened by Vice President Cheney in 2001. The case is important to preserving public access to government information under the Federal Advisory Committee Act (FACA).
- Adopted a joint statement by SAA, COSHRC, and NAGARA on the "Sale of Historical Public Records on eBay." The statement says, in part:

"To protect the integrity of the public record and to ensure continuing public access to necessary historical documents, we respectfully request eBay's assistance in alerting its users to the ramifications of the sale of historical public records. We propose the notices be posted on its site at appropriate locations identifying the legal issues involving public records and directing potential buyers and sellers to a Web site created and maintained by the Council of State Historical

Records Coordinators. This Web site will provide links to definitions of public records, to laws that govern their disposition, and to state and federal agencies that have responsibility for them. It will help eBay customers to distinguish the kinds of records that should not be handled by private parties and will provide them with access to expert advice to answer questions about public documents...."

- Reviewed a draft resolution on the USA PATRIOT Act submitted by the Manuscript Repositories Section, the Reference, Access, and Outreach Section, and the Privacy and Confidentiality Roundtable, as well as several proposed revisions to the resolution. President Timothy Ericson appointed a small working group to re-craft the various drafts into a one-page position statement for Council review and approval via electronic vote.
- Passed unanimously a motion that SAA hold a joint conference with COSHRC and NAGARA in Washington, D.C., in 2006. This meeting will serve as SAA's Annual Meeting.
- Voted to become a founding member of the North American Archival Network of the International Council on Archives (NAANICA), a "virtual roundtable" that is intended to be a central clearinghouse of ICA information and issues to the North American archival and information management communities and to represent North America in the ICA governing structure.
- Reviewed the Committee on Ethics and Professional Conduct's proposed schedule for revising the Code of Ethics. The Committee will meet in April to complete a draft, will present a draft revision to Council in June, will field the proposed revision to the general membership in June and July, and will conduct an open forum for public comment at the SAA Annual Meeting in August.
- Charged the Continuing Education and Professional Development Committee to proceed with development of a new set of Archival Continuing Education (ACE) guidelines, and discussed creation of a broad strategic plan for Education that would incorporate existing documents and that Council would review and adopt.
- Reviewed Journal Editor Philip Eppard's 2003-2004 performance appraisal and objectives, and voted to 1) shift the responsibility for selecting and overseeing the Journal Editor from the SAA office to Council, and

continued on page 25



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New Student Chapters Established at Kentucky and South Carolina

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

In February the Society of American Archivists welcomed aboard two more student chapters—one at the University of Kentucky and the other at the University of South Carolina—bringing the nationwide total of chapters to 19.

SAA Treasurer Fynnette Eaton, who serves as Council liaison to students, worked behind the scenes to assist in the application process for these universities. "The students are clearly the future of our organization," Eaton said. "Student chapters can play key roles in our communities with their outreach activities."

Outreach activities were cited by students at the University of South Carolina as a reason for their drive to establish a chapter. "It allows us to actively educate new students about archival education opportunities here at USC," said Benjamin Peterson, a charter member of the chapter.

This involved bringing together archives students from USC's public history and library school programs, according to Lori Schwartz, also a charter member of the chapter. "The main goal was to start an archival service project in Columbia, SC, to gain experience and receive recognition for the university's graduate programs," Schwartz said. "We began an indexing project at our state archives last summer and have indexed over 650 documents thus far," Schwartz noted.

Peterson added that the USC Student Chapter is "excited about the opportunity to show off our volunteer project at the SAA meeting in Boston [this August]. We will be bringing our poster presentation there."

Joining Schwartz and Peterson as charter members of the USC student chapter are Laura Koser, Jennifer Rainman, and Julie Vaught. The faculty advisor is Constance B. Schulz.

Of course, there are other benefits to belonging to the student chapter. "Our group has also given us a good way to organize social events," Peterson said. "Just last weekend we had a social gathering at the bowling alley. Not only did members attend, but also newly graduated professionals, significant others, spouses, and children. We all had a great time."

Networking is a significant benefit, agreed Christine Wysocki, vice president of the new student chapter at the University of Kentucky. "There is a core group of students at UK who are interested in archives, and we found that we were always consulting with each other and exchanging information about learning opportunities both on and off campus."

By formalizing a collaborative relationship with SAA, Wysocki believes it will help the student chapter have greater visibility in the Northern Kentucky area and hopefully

attract new mentors and new opportunities for internships in the region.

Joining Wysocki as a charter member of the student chapter at the University of Kentucky are Laura Beth Yates, Valerie Edgeworth, Jason E. Flahardy, and Richard Leigh. The faculty advisor is William J. Marshall.

SAA student chapters were first established in 1993 and continue to serve as an important means of introducing new archivists into the profession, as well as providing a forum for students to discuss archival issues and speak to experts in the field. Student Chapter Guidelines encourage student members to invite guest educators from both inside and outside the institution to discuss theoretical perspectives, practical experiences, or research initiatives; organize visits to area repositories; elicit reports from fellow students who have attended regional and national archival conferences; encourage interaction with other student groups; and promote mutual interests of allied professions.

Each chapter must submit a report about its activities at least once every twelve months. Reporting deadlines are December 31 or May 31. Since 2002 these reports have been posted on the SAA Web site (www.archivists.org/students/index.asp) and they have become a valuable resource for all chapters. Among the recent activities of some chapters:

- Answering phones for a local public radio station.
- Hosting an informal discussion with staff and faculty of the special collections department concerning career opportunities in the field of archival studies.
- Holding a very successful bake sale to raise funds for a student chapter-sponsored reception at the SAA Annual Conference.
- A trip to the Renaissance Festival to enjoy some living history!
- Meeting with the archivist/author of *Flowers After the Funeral: The Role of Libraries, Archives, and Museums After 9-11*.

Members of all 19 student chapters can communicate with each other through the SAA Student Listserv, which currently has more than 100 subscribers.

For more information about student chapters, visit www.archivists.org/students/chap_dir.asp. If you are interested in establishing one at your institution, contact SAA Education Co-directors Solveig DeSutter and Patti O'Hara at 312/922-0140 or education@archivists.org. ♦

Coming Soon: Two Issues of *American Archivist*

Two issues of the *American Archivist* are currently in production and will be published this spring. Here are highlights.

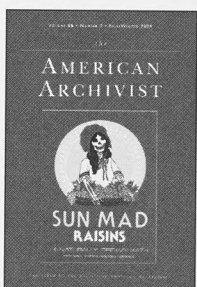
American Archivist, vol. 67, no. 1 (spring/summer 2004)



- SAA Theodore Calvin Pease Award "Trusting Archivists: The Role of Archival Ethics Codes in Establishing Public Faith," by Glenn Dingwall.
- "Jenkinson's Writings on Some Enduring Archival Themes," by Terry Eastwood.
- "The Use of Convent Archival Records in Medical Research: The School Sisters of Notre Dame Archives and the Nun Study," by Gari-Anne Patzwald and Sister Carol Marie Wildt.

- "Title Company v. County Recorder: A Case Study in Open Records Litigation, 1874-1918" by Dwayne Cox.
- "Avoiding the Golden Fleece: Licensing Agreements for Archives," by Nancy Loe.
- A review essay by Joan M. Schwartz, "Negotiating the Visual Turn: New Perspectives on Images and Archives."

American Archivist, vol. 66, no. 2 (fall/winter 2003)



- Peter B. Hirtle's presidential address delivered in Los Angeles at SAA's 2003 Annual Meeting, "Archives or Assets?"
- "New Respect for the Old Order: The Context of the Dutch Manual," by Peter Horsman, Eric Ketelaar, and Theo Thomassen.
- "Off the Wall and into a Drawer: Managing a Research Collection of Political Posters," by Susan Tschabrun.
- "Frost on the Walls in Winter: Russian and Ukrainian Archives Since the Great Dislocation (1991-1999)," by George Bolotenko.

2004 Ballot: Cast Your Vote

Individual members of SAA will be receiving the 2004 ballot this month. Please take a moment to vote for a vice president/president-elect, three Council members, and three Nominating Committee members. All ballots must be post-marked by Apr. 5, 2004, to be counted. Election results will be posted in late April on the SAA Web site and published in the May/June issue of *Archival Outlook*. If you are an individual member and have not received a ballot, please contact Lee Gonzalez at lgonzalez@archivists.org or 312/922-0140.

Out-of-Print SAA Publications

The following publications are out of print and no longer available:

- *Archives and Manuscripts: Administration of Photographic Collections* (SAA, 1984)
- *Selecting and Appraising Archives and Manuscripts* (SAA, 1992)

Both publications are currently being revised. New editions will be available in 2005.

Secret Discussions

US News & World Report Publishes Letter from SAA Vice President Randall Jimerson

January 26, 2004

On behalf of the Society of American Archivists, I congratulate you on publishing "Keeping Secrets" [December 22], revealing the administration's efforts to hide records from the public. Open access to government records is the hallmark of democratic government. It is vital to protect the rights and privileges of each citizen. As professionals charged with ensuring adequate documentation of actions by government and other organizations, archivists recognize the necessity of holding leaders accountable. Our democratic institutions depend on accurate records and public access to such information. The rationales presented by Bush administration officials to withhold records from public scrutiny eerily echo the Nixon administration's arguments during the Watergate scandals. Such policies threaten the public interest. The freedom that we claim to represent depends on an informed citizenry. As such, we must demand the overturn of recent administration policies that cloak our public servants' actions in secrecy.

RANDALL C. JIMERSON

Vice President, Society of American Archivists

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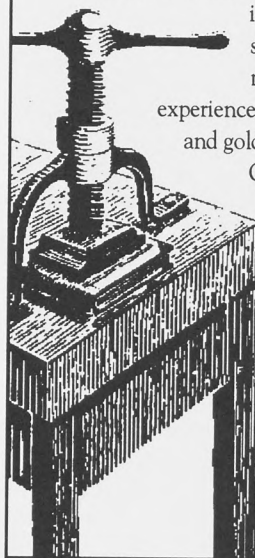
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ALEXANDRA BERNET was appointed project archivist in the Rare Book and Manuscript Library at Columbia University, where she will be processing several collections relating to the School of Journalism. Prior to joining Columbia, Alex was an archivist at the Atlanta University Center.

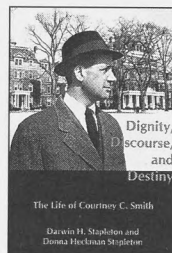
PETER J. BLODGETT, the H. Russell Smith Foundation Curator of Western Historical Manuscripts at the Huntington Library, had the following articles published: "Striking Pay

Dirt: Historical Manuscript Collections at the Huntington Library Concerning Mining in the North American West," *The Mining History Journal*, no. 9 (2002); and "Using Our Faculties: Collecting the Papers of Western Historians at the Huntington Library," *Western Historical Quarterly*, 34:4 (2003).

EVELYN FRANGAKIS has been appointed the Aaron and Clara Greenhut Rabinowitz Chief Librarian for Preservation at the New York Public Library, where she will manage the Barbara Goldsmith Preservation Division and take the lead in planning library-wide preservation initiatives. Frangakis formerly served for seven years as preservation officer at the National Agricultural Library.

BRIDGET LERETTE was appointed project archivist in the Avery Architectural and Fine Arts Library at Columbia University, where she will be processing and cataloging the Uris Brothers Papers. Prior to joining Columbia, Bridget was associate project archivist at the Bronx County Historical Society.

ALLEN J. PODRAZA, director of Records Management and Archives at the American Medical Association, was the project manager for the recently completed CD-ROM series: *The Transactions of the American Medical Association* and the *Digest of Official Actions*. With full text search capability, both are dynamic resources for medical historians, physicians, clinicians, medical societies, ethicists, speechwriters, biographers, environmental historians, sociologists, and scholars.



DARWIN H. STAPLETON and Donna Heckman Stapleton have co-authored the recently published book, *Dignity, Discourse and Destiny: The Life of Courtney C. Smith* (University of Delaware Press, 2004). This biography of a president of Swarthmore College, 1953–69, drew on documents at the Friends Historical Library, Rockefeller Archive Center, Mudd Library of Princeton University, Hagley Museum and Library, John F. Kennedy Presidential Library, and other repositories.



KRISTINE M. WIRTS, assistant professor of history at the University of Texas-Pan American, received the Society of Georgia Archivists David B. Gracy II Award for the best article in *Provenance*. The journal's editorial board selected Wirts's article, "Regional Archives in France and Challenges for the American Researcher," as the best in the combined 2000/2001 issue of the journal. Through Wirts's excellently recounted experiences in French archives, archivists can gain new insights into the scholarly process, learn about European culture and thinking, and engage in some introspection by re-evaluating their own philosophies of service and ethical responsibilities to researchers.

Hello ...



KELEYA JEFFERSON joined the SAA staff in December as a stock clerk in the publications department. Keleya is a biology/pre-med junior at Loyola University and has held clerk positions at the Census Bureau, Veterans Administration Hospital, and the law office of an Appellate Court

Justice. She also spent seven months at the US Postal Service prepping mail flats for distribution.



JODIE STRICKLAND joined the SAA staff in January as the new education assistant and A*CENSUS project assistant. She will be dividing her time between the education department and the A*CENSUS project. Jodie formerly taught English as a foreign language in Germany for four

years and hopes to pursue a master's degree in education now that she is back in the States.

...and Best Wishes



Long-time SAA staffer **DEBRA NOLAN** is resigning this month to pursue other professional opportunities. Debbie has served SAA in a variety of capacities since November 1991: as meetings and member services director, deputy executive director, meetings director, interim co-executive director, and, most recently, as A*CENSUS project manager. In 2003, she received SAA's Council Exemplary Service Award for the invaluable leadership she provided during the ten months she served as interim co-executive director.

"I have had the opportunity to work with a dedicated membership, staff, and Council toward the betterment of the archival profession," Debbie noted. "I can think of no other professional experience that has been as rewarding and challenging as my work with the archival community."

Best wishes for continued success, Debbie! We will miss you.

Obituaries



ROBERT C. MORRIS, 61, director of the National Archives and Records Administration, Northeast Region, passed away Dec. 30, 2003.

Born in Arlington, Virginia, Morris grew up in Los Alamos, New Mexico, and was educated at the University of New Mexico. He received his Ph.D. in American history from the University of Chicago in 1976. At

Chicago, he was a student of the renowned historian John Hope Franklin, who remained his mentor and friend throughout his life. Morris taught American History at the University of Maryland and Rutgers University before embarking on his archival career. He served as Keeper of Manuscripts and Library Director at the New Jersey Historical Society (1972-79); Head of Special Collections, Teachers College, Columbia University (1979-82); Head of Rare Books, Manuscripts, and Archives at the Schomburg Center for Research in Black Culture, New York Public Library (1982-88); and Director of the National Archives and Records Administration, Northeast Region (1988-2003). In all of these positions, Morris developed and managed outstanding research collections and became a leader and valued colleague among archivists and historians throughout the country.

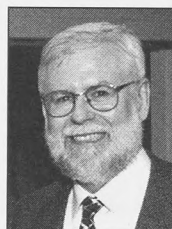
As a senior member of his profession, he served as a friend and mentor to a generation of young archivists and historians. Among his many professional contributions, Morris was active in the Mid-Atlantic Regional Archives Conference and served as its Chair, 1985-87. He served on the board of the Amistad Research Center at Tulane University and numerous other advisory boards and commissions, including the New Jersey State Historical Records Advisory Board; New Jersey State Planning Committee for the White House Conference on Libraries, New Jersey Historical Commission committees; U.S. District Court for the District of New Jersey Historical Society; New York Metropolitan Reference and Research Library Agency; New York State Archives and Records Administration, Regional Advisory Committee; New York State Freedom Trail; and the Alliance for New York City History.

Throughout his career, Morris made numerous scholarly contributions, the most enduring of which is his book *Reading, Riting, and Reconstruction: The Education of Freedmen in the South, 1861-1870*, published by the University of Chicago Press in 1981 and nominated for the Pulitzer Prize in History. He edited the reprint series of *Freedmen's Schools and Textbooks: Black Education in the South, 1861-1870*, published by AMS Press in 1980. Among his many other works are "Educational Reconstruction" in *The Facts of Reconstruction: Essays in Honor of John Hope Franklin*, published by Louisiana State University

Press in 1991, and "Freedman's Education" in *Black Women in America*, published by Indiana University Press in 1993. In addition, SAA members will recall his article, "Then All Hell Broke Out" (*Archival Outlook*, Nov. 2001), a moving personal account of 9/11 in New York City.

Morris is survived by Darlene, his wife of 39 years, and his mother, sister, and brother. Two charities have been designated to accept donations in memory of Robert C. Morris: A gift to further melanoma research to Memorial Sloan-Kettering Cancer Center, P.O. Box 27106, New York, NY 10087-7106; and University of Chicago, Division of Social Sciences, Attn: Ms. Pat Ruch, Associate Director of Development, 1126 East 59th Street, Chicago, IL 60637.

—Submitted by Ronald L. Becker, Rutgers University



DON RICHAN, 55, Queen's University Archivist, Ontario, Canada, passed away Feb. 22, 2004, after a brief battle with cancer.

Richan studied history at the University of Manitoba, received his B.A. from the University of Saskatchewan in 1978, and completed his M.A. at the University of Regina in 1981. While working on his Ph.D.

in history at the University of Toronto, Richan accepted a position with the Saskatchewan Archives Board, which was the beginning of a long and active career in the archival profession. He also served as the City Archivist for Regina, chair of the Association of Canadian Archivists' Municipal Archivists Special Interest Section and 1990 Annual Conference Program, and President of the Saskatchewan Council of Archives.

In 1994, Richan was appointed University Archivist at Queen's University. He was an active promoter of the archives, serving on numerous committees within the university, provincially, nationally, and internationally. He served as co-chair of the Group for the Teaching of History and chair of the International Council on Archives Section on University and Research Institution Archives. He worked closely with the Council of Ontario Universities with relation to Freedom of Information and Protection of Privacy. His dedicated work and expertise in the realm of Freedom of Information and Protection of Privacy matters has placed Queen's University in an excellent position to meet the challenges facing the post-secondary sector in Ontario as it moves to implement both federal and provincial legislation.

Richan is survived by his wife, Beth, and four children.



NARA's 2004 Budget Is Approved; Congress Gets 2005 Request

The budget picture for this year and next year at the National Archives and Records Administration has come into sharper focus in the past few weeks.

As you know, we use the resources the president and Congress provide us to fulfill our primary mission as the nation's recordkeeper. In that role, we offer our customers easy and timely access to the records we hold, whether they are paper or electronic, no matter where they are.

As we face our challenges in the year ahead, I want to thank SAA and many individual members for your support for our budget requests during the debates in Congress last year. As always, that support carries weight with our lawmakers and we are grateful for it.

In late January, Congress cleared and President George W. Bush signed the Consolidated Appropriations Act of 2004, which contained a Fiscal Year 2004 budget for us of \$316.3 million. This is an increase of \$47.5 million from our FY2003 appropriation and includes an additional \$22 million for our Electronic Records Archives (ERA) program.

Of the total of \$316.3 million, the measure gives us \$256.7 million for operating expenses, a reduction of \$1.5 million below the president's request. It also includes \$35.9 million for the ERA program, \$13.7 million for repairs and renovations, and a record \$10 million for the National Historical Publications and Records Commission (NHPRC).

However, the legislation also includes a .59 percent across-the-board cut on all accounts—a reduction being applied government-wide. For us, it amounts to a total of \$1.82 million which will come out of all accounts.

The funding for FY2004 will allow us to continue to make progress toward the goals in our strategic plan, which call for meeting challenges posed by electronic records, addressing storage and preservation needs, and improving our own technological infrastructure—all of which involve the ERA.

Our work on the ERA is important not just for us at NARA, but for the archival community. We will design ERA so it's scalable, so smaller versions or components of it can be developed by institutions other than NARA, such as state and local governments, colleges and universities, libraries, and private companies.

For our appropriations, House and Senate conferees restored \$35.9 million in ERA funds, which had been deleted in the Senate's original bill. This amount includes a \$22 million increase, which will be available to us for the next three years, when we will be designing and building the first increment of the ERA.

Bids for the design phase of the ERA were due in mid-February, and in May we will award one or two design contracts.

The contractors will have roughly a year to come up with a design for the ERA. Then, if we had two design contractors, we'll pick one of them to build the ERA.

We are very pleased that the ERA funding was restored. As I've mentioned many times, the ERA is absolutely essential if we are to preserve and make available to future generations the records being created now that document our rights as citizens, the actions of our government officials, and our national experience.

Our FY2004 appropriation also includes \$13.7 million for repairs and renovations, including two items not in the president's request. It provides \$5 million for repairs to the leaking plaza at the Johnson Library in Austin, Texas, and \$2.25 million to complete land acquisition for a regional archives and records center in Anchorage, Alaska.

NHPRC receives a record \$10 million in FY2004. This would fund NHPRC, our grant-making affiliate, to its authorized level for the first time. The legislation also extends for one year the Nazi War Crimes and Japanese Imperial Government Records Interagency Working Group.

The FY2004 appropriations measure includes a requirement for a 4.1 percent pay raise for our employees, but the 2.1 percent beyond the president's request will have to come out of our operating budget, an expense of about \$1.648 million.

The compromise measure also contains provisions affecting the papers and audio recordings of President Richard M. Nixon, which are now with the Nixon Presidential Materials Staff at College Park, Maryland. The provisions would clear the way for moving the Nixon records to the private Nixon library in Yorba Linda, California, and NARA's operating the library as part of our system of Presidential Libraries.

However, the measure also makes clear that the move shall not adversely affect the processing of or access to the Nixon records. Processing will continue in College Park and a move is not imminent.

For FY2005, however, the president is proposing a tighter budget for NARA.

In his proposal submitted to Congress on Feb. 2, 2004, the president requested \$312.041 million for NARA. That included \$266.945 million for our operating expenses, \$35.914 million for the ERA program, \$6.182 million for repairs and restorations, and \$3 million for the National Historical Publications and Records Commission.

For the ERA, this proposed budget includes \$22 million plus base funding for initial development of the first increment of

**With SAA's support, we have
accomplished a great
deal here at NARA . . .**

continued on page 24



The Bush Budget for Archives in FY 2005—More Winners Than Losers

On Feb. 2, 2004, President Bush submitted to Congress a \$2.4 trillion budget proposal for funding the federal government in FY 2005. The proposal reflects significant increases in spending on the military and homeland security while domestic spending is generally down (the Department of Education being a notable exception). The budget blueprint does not include additional spending in Iraq and Afghanistan; nevertheless, it is still \$521 billion in the red. To help silence objections from fiscal conservatives, the president proposes to trim spending by eliminating over 60 federal programs and he pledged to reduce the deficit by half within five years.

So how do archives and related humanities line items fair in the proposed budget? In general, funding is up for history and humanities programs while "level funding" or less monies are being proposed for archives and historic preservation-related programs.

For the National Endowment for the Humanities (NEH), the president is requesting \$162 million (about \$27 million over the FY 2004 approved budget of \$135.3 million), thus adhering to his May 2003 promise to request \$100 million over three years to support the "We the People" history-centered program; to this end this year he is asking for \$33 million for the initiative. NEH watchers also believe that an overall increase in operational funds for NEH may trickle down to archives-related projects that are supported through other NEH grant-making programs. NEH funding levels for various programmatic initiatives of particular interest to archivists and humanities scholars are as follows: Federal/State Partnership at \$31.829 million; Education Programs at \$12.624 million; Preservation and Access at \$18.905 million; Public Programs at \$13.114 million; Research Programs at \$13.063 million; and Challenge Grants Program at \$10.436 million.

The Institute of Museum and Library Services (IMLS) would see a 14 percent increase in funding to \$262 million (FY 2004 appropriation was \$229.6 million). This includes a \$10 million increase for the museum programs and a \$12 million increase to \$220 million (an 11 percent increase) for the library segments.

On the other hand, for the National Archives and Records Administration (NARA), the president is essentially asking for "level-funding" (when anticipated increases in operational expenses are taken into consideration) for core program activities. The total budget request of \$312.041 million for NARA includes \$266.945 million for operating expenses, a total of \$35.914 million for the Electronic Records Archives program, and \$6.182 million for repairs and restorations to NARA facilities.

As is all too often the case within the NARA budget, the National Historical Publications and Records Commission (NHPRC) is slotted for a paltry \$3 million. Supporters of the NHPRC (which last year for the first time in its history was

"fully funded" to its authorized level of \$10 million), again have their work cut out for them. To that end, the National Coalition for History plans to organize yet another "strike force" comprising volunteers who would make Congressional office visits to advocate on behalf of NARA programs and especially for higher levels of funding for NHPRC. *Persons interested in assisting in that effort later on this year are invited to contact the NCH director at: bcraig@historycoalition.org.*

The budget calls for roughly a 2 percent increase to \$10.6 billion for the Department of the Interior. There is a modest increase of about \$100 million in the National Park Service's \$2.4 billion budget, which funds several history, preservation, and archives-related programs. Because there is an archival component to it, archivists should be pleased to see that once again there is \$30 million (\$3 million less than Congress appropriated in FY 2004) recommended for the "Save America's Treasures" grants. Archival institutions whose collections include battlefield-related materials may also want to explore funding possibilities from the NPS's American Battlefield Preservation Program. This year, the White House proposes to more than double last fiscal year's request of \$2 million to \$5 million in FY 2005 for battlefield-related preservation activities. ♦

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Secret Police Files and Declassification in Slovakia, Argentina, and China

Slovakia, Argentina, and China have made previously classified information available to its citizens in the past year.

A National Memory Institute, created within the Slovak Ministry of Justice last May, will administer the files of the StB, the secret police agency that operated in Czechoslovakia during the period of communist rule. Slovak citizens can now request access to their files; the institute is required to respond to all requests within 90 days. In its heyday, the StB produced about 70,000 files, of which about one-third were destroyed in the late 1980s and early 1990s. Other StB files are held by the Czech Republic. The National Memory Institute has requested access to these files so that gaps in the Slovak record may be filled.

Last October Argentinian authorities opened a decades-old archive of secret police files gathered during the years of dictatorship in Argentina. More than 3.5 million pages of information on the social and political activities of individuals, labor unions, political parties, and other groups are contained in the archive. The files were discovered in 1998 behind a wall in a building that houses the Argentinian Commission for Memory, a human rights group that is now overseeing the preservation of these files.

The Chinese Ministry of Foreign Affairs has declassified about 10,000 diplomatic documents dating from 1949 to 1955. These include records dealing with the establishment of diplomatic ties with other nations, particularly the Soviet Union, and political, economic, and cultural exchanges with other countries. The declassified files are maintained in the Open Archives Center at the Ministry of Foreign Affairs in Beijing. They are open to citizens of the Peoples' Republic of China, Hong Kong, Macao, and Taiwan as well as to overseas Chinese and foreign organizations and individuals. Applications for access need to be submitted 20 working days prior to expected date of research.

Archives and Human Rights Addressed at Recent ICA Meeting

The 27th annual International Conference of the Round Table on Archives (CITRA) was held October 21-25, 2003, in Cape Town, South Africa. With the theme of "Archives and Human Rights," the conference attracted 168 participants, including directors of 70 national archives agencies and chairpersons of national and international professional archival organizations. Papers covered such topics as "'Archives of Suffering' in Latin America," "Human Rights, Oral History, and Indigenous Peoples' Memory," and "Security Services Archives of Former Repressive Regimes." Among the resolutions passed by the conference was one recommending that U.S.-led forces in Iraq should facilitate the protection of archives there, permit an assessment of damage to archives and the establishment of an action plan for their recovery, and ensure that the necessary funds are available to reconstruct, equip, and reconstitute the Iraqi national archives system, in

close cooperation with Iraqi professionals. Ministers responsible for archives in governments of nine countries in southern Africa met at the Conference and issued a common "Declaration on Archives in Africa," which emphasized the importance of the archival heritage of Africa and the need for Africa to develop the necessary capacity for the preservation and management of electronic records.

Hindu Archives Destroyed in India

In early January 2004, some 200 armed militants of a Hindu nationalist group known as the Sambhaji Brigade attacked the Bhandakar Oriental Research Institute (BORI) in Pune, India. During the attack the mob destroyed thousands of Hindu manuscripts, books, and artifacts. The militants were protesting a derogatory reference to legendary king Chhatrapati Shivaji in a book by an American writer. The writer, James W. Laine, acknowledged assistance from BORI in his work of preparing *Shivaji: The Hindu King in Islamic India*. Shivaji, a Maratha, set up a Hindu kingdom against the muslim Moghul empire in the seventeenth century. Marathas were largely peasant caste members whom members of the Brahmin caste believed were unworthy to rule. Shivaji is held in high regard by the Maratha Mahasangh, a Maratha nationalist organization; the Sambhaji Brigade is a sub-group of the Maratha Mahasangh. Those who have publicly deplored the attack have commented on the senselessness of destroying items held sacred to the Maratha cause itself.

New Publications

- The Liverpool University Centre for Archive Studies (LUCAS) has published *Essays in Honour of Michael Cook*. Dr. Cook has been a major figure in archives and records management in Britain and beyond for nearly 50 years. Edited by Margaret Procter and Caroline Williams, the book contains ten essays on aspects of archival education, automation, descriptive standards, international archival affairs and other topics relating to areas to which Cook's contributions are noteworthy. (SAA members, Francis X. Blouin and Marcel Caya, have written two of the articles included in this volume.) *Essays in Honour of Michael Cook* will soon be available from SAA. Check SAA's online catalog for details at www.archivists.org.
- *Modernisation of the Croatian Public Administration*, edited by Ivan Koprić (Faculty of Law University of Zagreb & Konrad Adenauer Stiftung, 2003), includes 20 papers from an international conference held in Zagreb in April 2002. To order a copy of the book, contact Ivan Koprić at ikopric@inet.hr.
- *A Matter of Record: A History of Public Record Office Victoria*, by E.W. Russell, original archival research by Charlie Farrugia (State of Victoria, Australia, 2003) celebrates the passage of the historic Public Records Act 30 years ago, recording the epic struggles that preceeded it and the achievements that followed. To obtain a copy, visit www.prov.vic.gov.au.



Come to Vienna!

**Register online at www.wien2004.ica.org
for the 15th International Congress on Archives
in Vienna, August 23–29, 2004**

by THORSTEN HARMS, Congress Officer, ICA

Plan on attending the 15th International Congress on Archives in Vienna, Austria, on August 23–29, 2004. The theme is "Archives, Memory and Knowledge" and more than 2,000 archivists from around the world are expected to attend the congress, which takes place once every four years. Archives the world over are facing tough challenges in the first decade of the twenty-first century. Come to Vienna and learn about exciting new developments as well as to reflect on all matters archival.

To preview the rich professional program that is taking shape, visit www.wien2004.ica.org. The congress will provide multiple streams of concurrent sessions, roundtables, discussion sections, and workshops—very much in the style of SAA meetings. A major portion of the concurrent sessions will be conducted in English. Plenary sessions will be translated into five languages. The Austrian State Archives together with the International Council on Archives will welcome participants from 174 countries. Speakers are already confirmed from Australia and Fiji, Japan and Malaysia, Algeria and Cameroon, Brazil and Barbados, France and Russia, Canada and the United States. More than 40 archivists from North America will be among the speakers, including SAA President Timothy Ericson, Elizabeth Adkins, Maygene Daniels, Francis X. Blouin, Nancy Bartlett, Candace Loewen, Frank Boles, William Maher, Richard Szary, Christine Weideman, Elena Danielson, Alfred Lemmon, Jac Treanor, Anne Van Camp, Michael Fox, and International Archival Affairs Roundtable chair Valerie Komor.

To bring to life this new, more interactive format, ICA has organized sessions that reflect the multiple facets of the profession. The ICA Committee on Descriptive Standards will present multiple sessions on international descriptive standards and real-life implementation in different countries. There will be presentations on best practice for records and archives management at the

Getty Center, the International Atomic Energy Agency, the Zurich State Archives, and many others. International issues to be discussed include archives displaced by war, series separated across institutions and borders, interoperability of electronic networks and multi-national corporations' records, with new accords proposed for agreement in several areas. In addition, participants will be able to find out how to become involved in assisting archivists in other countries, and how to cooperate in ICA's projects and activities.

Vienna, Austria's elegant capital, not only has a long and influential history, but with its many archives and libraries it promises to be the ideal setting for the congress. Professional visits will enable participants to peek behind the scenes at the Austrian State Archives, the Vienna City Archives, and other eminent Austrian heritage collections. The Congress Centre is just around the corner from Vienna's famous amusement park, the Prater, where you can follow in the steps of Orson Welles on the ferris wheel featured in the movie, *The Third Man*.

During the congress you can also be assured of Austrian hospitality. Every participant and registered accompanying person is invited to a grand ball in the splendid surroundings of the Viennese Town Hall, a magnificent late-nineteenth-century, neo-Gothic ensemble. If your skills in waltzing feel a little rusty, you are bound to feel at home at a traditional wine tavern, or "Heurigen," among the vineyards outside the city, where you can sample some of Austria's new season wines and country cooking. Throughout the congress, sumptuous buffet lunches will be offered to participants.

So come to Vienna, participate in the rich array of professional offerings featured at the 15th International Congress on Archives. You will see that not only the congress itself, but the whole experience, will be unforgettable. ♦



Archivist Action Figure Debuts!

Archives are part of the plot line in Lego company's Bionicle comics and toys. According to the story line, "In the time before time, Metru Nui, city of legends, faces danger unlike any it has known before. A mysterious and powerful menace threatens the city. Six Matoran hold the keys to its defeat, but they have disappeared! Worse, one of them has been touched by darkness and plots against all of Metru Nui. Tehutti has worked in the Onu-Metru Archives for years, and dreams of finding a treasure that will bring him fame and fortune. But will his dream bring danger to the city of Metru Nui?" Archivist as hero or villain? Stay tuned for details at www.lego.com/eng/bionicle/default.asp.

Irish Literary Archives

Two of the most important repositories of Irish literary archives in the United States have completed a two-year grant from The Gladys Krieble Delmas Foundation to digitize collection descriptions and develop a searching interface that allows scholars to explore the collections and quickly find materials relevant to their research. The Irish Literary Collections Portal (<http://irishliterature.library.emory.edu>) provides access to a fully searchable array of finding aids for the Irish literary manuscript collections held by Emory University's Robert W. Woodruff Library Special Collections and Boston College's John J. Burns Library of Rare Books and Special Collections..

Gay Men as Keepers of Culture

This May the University of Wisconsin Press will publish *A Passion to Preserve: Gay Men as Keepers of Culture*, by Will Fellows, which profiles early and contemporary American preservationists, highlighting contributions to the larger culture that gays are making. For more information, visit www.wisc.edu/wisconsinpress/books/2457.htm.



Army Archive Nears Completion

The Army Heritage and Education Center (AHEC) at Carlisle Barracks, Penn., is building a state-of-the-art archive facility to house the U.S. Army Military History Institute (MHI) collections and an Army Heritage Museum. The new \$18 million, 66,000-square-foot facility will house more than 11 million items documenting the Army's history and selected aspects of general military history.

MHI, founded in 1967, is the Army's central repository for Army historical materials, and its mission is to acquire, organize, catalog, preserve, and ensure access to historical research materials. The collection includes some 300,000 books on military history, 245,000 military publications, 60,000 periodicals, 1.2 million photographs, plus manuscripts, diaries, letters, memoirs, maps, and oral histories. MHI also maintains over 1.2 million classified documents. Its collection of Civil War manuscripts, diaries, and photographs is the best in the country and an oft-cited source for books, articles, and movies.

The new MHI is the first of a five-building complex that will also include a museum storage building (2004), a visitors and education center (2005), a museum conservation facility (2006), and the Army Heritage Museum (2007).

For more information, visit carlisle-www.army.mil/usamhi/NewFacilityUpdate.html.

—Submitted by Michael E. Lynch

From the Archivist of the United States

continued from page 20

the system, scheduled to be operational in 2007, with four more increments in each of the following years scheduled.

The FY2005 budget request also includes an additional \$200,000 to help the Office of the Inspector General audit the ERA program.

To allow us to comply with the Accountability of Tax Dollars Act of 2002, the request also includes an increase of \$1.035 million and five new positions. The act requires agencies to produce a comprehensive performance and accountability report along with audited financial statements within 45 days of the end of the fiscal year. The funding will also cover a contract audit of our financial systems and reporting.

Finally, the president's FY2005 budget request provides \$9.019 million for increases to our base operating expenses, including funding for a 1.5 percent employee pay raise, facility rate charges, rent charges, additional records storage needs, increased security costs, and increased systems costs for payroll, personnel, and accounting services.

I am pleased by the president's continued commitment to addressing the challenges of electronic records and supporting our overall mission as the nation's recordkeeper. That mission, providing "ready access to essential evidence," is vital to the functioning of our government and our democracy.

With SAA's support, we have accomplished a great deal here at NARA, but we have many more challenges to meet. We look forward to working with you in the future to help us meet those challenges and reach our goals. ♦

- 2) offer a one-year extension to Eppard's current contract, extending it to Dec. 31, 2005.
- Reviewed reports from the Electronic Publishing Working Group, the Membership Development Task Force of the Membership Committee, and the Task Force on Education Office. Council approved the Membership Development Task Force's action plan for 2004, which emphasizes enhanced communication with one- to three-year members, students in library/archives programs, and lapsed members.
 - Upon the recommendation of the Science, Technology, and Health Care Roundtable, voted to support publication, by the Division of the History of Science of the International Union of History and Philosophy of Science, of the *Online Dictionary of National History of Science Bibliographies and Archival Sources*, which will link existing online national sources and help to computerize non-digital national sources.
 - At the recommendation of the Archivists and Archives of Color Roundtable, voted to convert the Harold Pinkett Minority Scholarship Fund into a "quasi-endowed" fund and to publicize the purpose of the fund more broadly.
 - Reviewed and discussed the Treasurer's Report on the Society's current financial status as well as staff reports in the areas of Staffing and Operations, Membership, Advocacy and Public Relations, Grants, Education, Annual Meeting, Publications, and Web Site.
 - Agreed to several actions to clarify the intent of and requirements for section and roundtable annual reports to Council.
 - Approved changes governing student chapter communications as reflected in the Council Handbook, including:
 - 1) enhancement of the annual reporting requirements to ensure that SAA receives updated contact information for each chapter every year; 2) strengthening of the deadline requirement for reports; and 3) mandatory subscription to the student listserve by, at minimum, the chief officer(s) and faculty advisor of each chapter in order to facilitate communication.
 - Voted to approve the establishment of two new student chapters: the University of Kentucky and the University of South Carolina (see page 16).
 - Voted to remove the word "interim" from the SAA Privacy Statement on the Web site.
 - At the request of the chair of the MicroMARC Roundtable, voted to disband the roundtable.

Minutes of the August 2003 Council meetings are available at www.archivists.org/governance/minutes/index.asp. Minutes of the February 2004 meetings will be posted upon adoption by Council at its June 2004 meeting.



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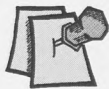
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CALENDAR

April 29–May 1, 2004

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

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). Price: \$800. Full information, course details, and an online registration form can be found 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 24–26, 2004

The Joint Technical Symposium (JTS), first held in 1983, is the international gathering of organizations and individuals involved in the preservation and restoration of original image and sound materials. This year's symposium, "Preserving the AudioVisual Heritage—Transition and Access," is organized by the Association of Moving Image Archivists, in collaboration with the Coordinating Council of Audiovisual Archives Associations and will be held at the Isabel Bader Theatre in Toronto. Those interested in presenting at the symposium are urged to submit

their abstracts. For more information, visit www.jts2004.org.

July 12–15, 2004

Professional Development Opportunity: After five years in Los Angeles, the Summer Institute for Knowledge Sharing is coming to Boston's Simmons College. The Graduate School of Library and Information Science will present an intensive four days of instruction for professionals involved in creating, sharing, and preserving electronic information in museums, libraries, archives, and other cultural heritage institutions. Invited are information specialists, registrars, librarians, archivists, curators, researchers, and educators with responsibility for digital collections. Experienced and knowledgeable instructors from across the country lead attendees from around the United States and abroad. Through lectures, group discussions, and exercises, participants will be immersed in the issues and decision points that institutions face in the acquisition, management, dissemination and preservation of digital collections. Special attention will be paid to the increasing convergence between museum, library, and archive practices and perspectives in the digital environment. In addition to course work, participants will take part in a number of events designed to complement their instruction including luncheons, receptions, and visits to sites off campus. Early enrollment is encouraged. Course fees: \$850 (by May 1, 2004), \$900 (after May 1, 2004). For registration information and more see: <http://ksi.simmons.edu>.

Fall 2004

The next cycle of the Preservation Management Institute will begin in fall 2004. Participants will spend a week at Rutgers University in central New Jersey during the week of October 25, then a second week in mid-April 2005, and a final week the following September. Class sessions will cover the range of preservation management issues, including environmental controls and monitoring, pest control, preservation surveying, microfilming, the nature of paper, preservation issues of photographic materials, care and handling, collection conservation, exhibiting valuable material, selection for preservation, commercial library binding, holdings maintenance, disaster preparedness and recovery, digital imaging and preservation, preservation policies and planning, resource allocation and funding, and grant-writing.

The fifteen days of classes include instruction by Evelyn Frangakis, Preservation Officer at the National Agricultural Library and former head of preservation at the University of Maryland Libraries and



Preservation Program Director for the Society of American Archivists. On about half of the days there are presentations by guest speakers who are experts in their fields, including William Lull of Garrison/Lull, Inc. (environmental issues), Anne R. Kenney from Cornell University (digital issues), and Christine Ward of the New York State Archives (management and planning). There is also one field trip each week so participants can see a microfilming and digitizing lab in action, a regional conservation lab, and a large-scale library preservation program.

The program offers staff and their institutions help with building their own preservation program. After the first week of class, which includes instruction on preservation surveys, participants return home and have three months to conduct a preservation survey of their institutions. They submit the surveys to the head instructor who gives them specific, individual feedback. After the second week of class, participants draft or update their institution's disaster plan, which they will submit and get feedback on so that the plan can be implemented. Participants will also have the opportunity to consider their institution's resources and operations to begin setting priorities for a preservation program. At the end of the year, each participant will have done the equivalent of two graduate courses in preservation management and taken concrete steps in developing a preservation program for their institutions. Participants who complete all the work for the program will earn a certificate in preservation management from Rutgers University's School of Communication, Information and Library Studies (SCILS).

Due to the nature of the program, the Institute is limited to about 20 participants in each year. The cost of registration for 2004-05 is \$4,075. Travel and overnight room reservations are not included in the registration fee. Recognizing the importance of making this unique program available to small and mid-size institutions, Rutgers has secured funding for two types of scholarships to the Institute. The National Endowment for the Humanities has funded a number of scholarships for individuals who work in institutions with historically valuable humanities collections; these scholarships cover the entire registration fee and a portion of the travel. The New Jersey Historical Commission has funded scholarships for registration for individuals who work in institutions with New Jersey history materials. For details about the Institute and the scholarships, visit <http://scils.rutgers.edu/pds/pmi.jsp>.

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SAA Members \$305 / Nonmembers \$385 [After 3/21/04: \$330/\$410]

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]

ADVANCED ELECTRONIC RECORDS: DESIGN, IMPLEMENTATION, AND EVALUATION

Cambridge, MA • May 3-4, 2004

SAA Members \$285 / Nonmembers \$365 [After 4/2/04: \$310/\$390]

STYLE SHEETS FOR EAD—DELIVERING YOUR FINDING AIDS ON THE WEB

Olympia, WA • May 5-6, 2004

SAA Members \$305 / Nonmembers \$385 [After 4/5/04: \$330/\$410]

ADVANCED ELECTRONIC RECORDS: DESIGN, IMPLEMENTATION, AND EVALUATION

Laramie, WY • May 17-18, 2004

SAA Members \$285 / Nonmembers \$365 [After 4/17/04: \$310/\$390]

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Los Angeles, CA • June 7-8, 2004

SAA Members \$285 / Nonmembers \$365 [After 5/8/04: \$310/\$390]

ENCODED ARCHIVAL DESCRIPTION

New Orleans, LA • June 10-11, 2004

SAA Members \$305 / Nonmembers \$385 [After 5/11/04: \$330/\$410]

ORAL HISTORY: FROM PLANNING TO PRESERVATION

Park Ridge, IL • June 19, 2004

SAA Members \$185 / Nonmembers \$235 [After 5/20/04: \$210/\$260]

UNDERSTANDING ARCHIVES: AN INTRODUCTION TO PRINCIPLES AND PRACTICES

Louisville, KY • September 29-30, 2004

SAA Members \$285 / Nonmembers \$365 [After 8/30/04: \$310/\$390]

THE ADMINISTRATION OF PHOTOGRAPHIC COLLECTIONS

Tucson, AZ • October 1-2, 2004

SAA Members \$285 / Nonmembers \$365 [After 9/1/04: \$310/\$390]

BUSINESS ARCHIVES...ESTABLISHING AND MANAGING AN ARCHIVES

Atlanta, GA • October 6-8, 2004

SAA Members \$475 / Nonmembers \$545 [After 9/6/04: \$500/\$570]

For details or to register, visit

www.archivists.org/prof-education/seasonal_schedule.asp.



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.

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.

Louisiana State University Libraries' Special Collections Research Fellowship

A Research Fellowship on the "History of West Florida, 1810-1812" utilizing the LSU Libraries collections will be awarded August 1, 2004. Graduate students, instructors, or assistant professors may apply. The application should consist of (1) a statement detailing the applicant's research interests; (2) a curriculum vita; and

NHPRC

National Historical Publications and Records Commission

durable digital archiving

PDF

metadata

JPEG

digital libraries

appraisal

do not fold, spindle, or mutilate

authenticity

ERMS

Electronic Records Fellowships

School of Information and Library Science and University Libraries, University of North Carolina, Chapel Hill
Duke University Libraries

\$15,000 AVAILABLE!

The NHPRC Electronic Records Research Program, housed at the School of Information and Library Science and the University Libraries at UNC-Chapel Hill and Duke University Libraries, is offering four \$15,000 non-residential fellowships to archival professionals wishing to study issues surrounding electronic records. These fellowships are open to U.S. citizens who are practicing archivists or records managers, or to teams of practitioners and academics; at least one member of the research team must be a practicing archivist or records professional.

Applicants need not submit a fully-fledged research project; the program has a mentoring component for those new to research and proposal writing. Recipients will attend a research-related symposium November 18-20, 2004 in Chapel Hill, and present their results at a symposium in the fall of 2005 at Duke University.

The deadline for application is June 15, 2004. For further information and application materials, please visit our Web site at <http://ils.unc.edu/nhprcfellows>, or e-mail tibbo@ils.unc.edu.

**UNC**SCHOOL OF INFORMATION
AND LIBRARY SCIENCE



(3) two letters of reference. Mail to: Fellowship Program, LSU Libraries Special Collections, Hill Memorial Library, Baton Rouge, LA 70803. Or e-mail to Faye Phillips, Associate Dean of Libraries for Special Collections, LSU Libraries, fphilli@LSU.EDU. **Deadline is May 30, 2004.** The Fellowship carries a stipend of \$2,700.00, to be used as needed by the award recipient. Half will be awarded at the beginning of the research period and the remainder will be awarded upon the completion of a manuscript on the topic deemed satisfactory by the selection committee. The research period may be at anytime during the dates Aug. 15, 2004, and Sep. 30, 2005.

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 procedures. 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@cwmmars.org.

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; mلاغلي@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 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.

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.



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/

Affirmative-Action regulations.

ACADEMIC ARCHIVIST I

UW-Milwaukee
UWM Libraries
Milwaukee, WI

Responsibilities: The Academic Archivist is mainly responsible for appraising, accessioning, processing, and preserving the UWM Manuscript Collection, which documents the history of the metropolitan Milwaukee region. The position also has primary responsibility for coordinating the Department's onsite and remote reference services; and managing the daily operations of the Area Research Center and other cooperative, inter-institutional loan programs. The position assists in providing access to all departmental holdings; conducting outreach to students, faculty, campus offices, community researchers and organizations; and training, supervising, and evaluating the performance of several student employees. The Academic Archivist reports to the Head of the Archives Department.

Qualifications: Required: ALA-accredited M.L.S./M.L.I.S. degree that includes a minimum of six semester credits of formal archival education. Two years of relevant professional experience in archives, records management, or a related area. Record of professional involvement. Familiarity with emerging technologies and their impact on archives, records management, and special collections services. Demonstrated experience with MARC, Web editors, graphic editors, and database software. Supervisory and interpersonal communication skills.

Desired: Second advanced degree in a relevant field. **To apply, contact:** Maureen Powless, UW-Milwaukee, UWM Libraries, PO Box 604, Milwaukee, WI 53201; 414/229-6201; fax 414/229-6766; mpowless@uwm.edu; <http://www.uwm.edu/Libraries/Personnel>.

ARCHIVAL ASSISTANT

International Mission Board
Richmond, VA

Identify records for archival value. Analyze archival records for transfer to inactive record center and Southern Baptist Historical Library and Archives. Assist in archival research projects as assigned. Retrieve and reference research requests per approved records access policy. Assist archivist in inventorying and cataloging the International Mission Board museum/artifacts collection. Prepare and index records for the Archives and Records Management computer system. Compile statistics on projects for inclusion in monthly reports. Assist in the microfilming of archival records when needed. Minimum of 2 years archival experience. Ability to assemble and appraise archival acquisitions. Ability to work independently and accept responsibility. Good oral and written communication skills. Basic PC skills including word processing and spreadsheet. Bachelor's degree in history and knowledge of IMB history preferred. Apply on-line at link listed below. **To apply, contact:** Kristy Edwards, International Mission Board, P.O. Box 6767, 3806 Monument

Ave., Richmond, VA 23230-0767; 804/219-1616; fax 804/254-8969; kedwards@imb.org; <https://secure.imb.org/shr/default.asp>.

ARCHIVIST

New York University
Tamiment Library
Robert F. Wagner Labor Archives
New York, NY

New York University's Tamiment Library/Robert F. Wagner Labor Archives is seeking a qualified archivist for its Communications Workers of America (CWA) collection. This is a large and growing archive that at present measures more than 1,000 linear feet. Working under the supervision of the Associate Director for Archival Collections, the CWA archivist will be responsible for appraisal; arrangement; description, using an EAD compatible format; basic preservation; and reference work. The Archivist will be responsible for working with the CWA to identify records of permanent value, publicizing the collection, and promoting its use within the union. This will from time-to-time require traveling to union headquarters in Washington D.C or to the CWA's annual convention. The CWA began as an industrial union of telephone workers in 1947 and is now, with more than 600,000 members, one of the largest unions in the United States. In 1987 it merged with the International Typographical Workers Union and in 1992 absorbed the Newspaper Guild and the National Association of Broadcast Employees. In recent years it has been actively organizing public employees. Tamiment/Wagner, a special collections unit of NYU Libraries, specializing in the history of labor and progressive politics, has been the repository for the CWA archive since 1996. This is a two-year grant funded position with a possibility of renewal.

Qualifications: An M.A. in American history or related field; or a master's degree in library science. One year of archival experience or formal training in an archival graduate program. EAD and MARC cataloging experience highly desirable. To apply, please go to www.nyu.edu/hr/jobs/apply and use requisition number 2024BR and referral source code N2. New York University is an EO/AA employer.

ARCHIVISTS

The Library of Virginia
Richmond, VA

The Library of Virginia is seeking two experienced archivists with outstanding patron-services skills to assist state and local government officials, specialized researchers and correspondents, and the general public by interpreting, evaluating, and analyzing their research needs. The successful candidate will have a master's degree in U.S. history, American studies, or library science. Please see the Library of Virginia Web site for additional qualifications and application requirements at: www.lva.lib.va.us/. Job position numbers are 130 & 143. Applicants who apply for either position will be considered for both.



ARCHIVIST FOR RECORDS AND INFORMATION RESOURCE MANAGEMENT

*The Archives of the Episcopal Church
New York, NY*

NYC HQ of mainline denomination has opening at headquarters office for representative of a national archives program. Position is responsible for life-cycle records and archives management utilizing both traditional knowledge resources and emerging communications technology. Required: 3 years experience; M.A. or equivalent in information studies field; advanced computer skills. Full position description available at <http://www.episcopalarchives.org/archives.html>. Minimum salary \$61,500, DOE, excellent benefits. EOE. Send resume, letter, and names of three references (by e-mail, fax, or mail) to Ms. Jennifer Voss. Position open until filled. **To apply, contact:** Jennifer Voss, The Archives of the Episcopal Church, P.O. Box 2247; Austin, TX 78768; fax 512-480-0437; research@episcopalarchives.org; www.episcopalarchives.org.

ARCHIVIST MANAGER

*Vigo County Public Library
Terre Haute, IN*

Full-time salaried. Responsible for the overall management of the Archives department which includes establishing policy standards for the acquisition, processing, arrangement, description, and accessibility of archival materials with emphasis on Vigo County and Indiana, coordination of workflow for reduction of collection backlogs, pursuit of grants in support of archival digitization and access initiatives, planning and coordination of community programs, and supervision of Archives staff. **To apply, contact:** Libby Walker, Vigo County Public Library, 1 Library Square, Terre Haute, IN 47807; 812/232-1113; fax 812/235-1439; lwalker@vigo.lib.in.us; www.vigo.lib.in.us/administration/vacancy.htm.

ASSOCIATE LIBRARIAN

*American Congregational Association
Congregational Library
Boston, MA*

The American Congregational Association seeks skilled, versatile professional to assist in overseeing and managing its research, lending library. **To apply, contact:** American Congregational Association, 40 Taylor Crossway, Brookline, MA 02445; 617/738-5168; fax 617/523-0491; revjwc@aol.com; www.14beacon.org/jobad.htm.

CHIEF, CALIFORNIA STATE ARCHIVES AND MUSEUM

*Secretary of State
Sacramento, CA*

The Secretary of State is recruiting for an executive to direct the State Archives and archival portion of the California State History

Museum. Civil service exam via the Internet 3/01/04-4/16/04—<https://exams.ss.ca.gov>.

To apply, contact: Secretary of State's Office, 1500 11th Street, Suite 475, Sacramento, CA 95814; 916/653-6974; fax 916/653-8024; mgreen@ss.ca.gov; <https://exams.ss.ca.gov>.

FACULTY POSITIONS

*Dominican University
Graduate School of Library
and Information Science
River Forest, IL*

The Graduate School of Library and Information Science at Dominican University invites applications for tenure track and visiting appointment positions in the areas of archives and special collections beginning in Fall 2004. Applicants should possess expertise in one or more of the following areas: archives administration and services; special collections administration and services; design and management of digitization projects for archival materials and special collections; preservation and conservation; legal and ethical issues. Successful candidates for a tenure track position will hold a doctoral degree in library and information science or cognate area. Applicants for the visiting appointment should possess a master's degree in library and information science or related discipline; preference will be given to applicants who possess a doctoral degree or who are engaged in doctoral study. Term of a visiting appointment is one-year, with potential for renewal. Candidates should be committed to and capable of excellent teaching and relevant scholarship in a collegial and interdisciplinary environment. Dominican University is a comprehensive Catholic University of over 2,800 students, located in suburban River Forest, ten miles west of culturally rich Chicago. Dominican University is an Equal Employment Opportunity Employer, seeking applicants from underrepresented groups. Submit application letter, cv, three letters of recommendation and teaching evaluations. **To apply, contact:** Dianne Zimmermann, Executive Director of Human Resources, Dominican University, 7900 W. Division Street, River Forest, IL 60305; dzimmer@dom.edu

HEAD, RARE BOOKS AND SPECIAL COLLECTIONS

*MU Libraries
University of Missouri-Columbia
Columbia, MO*

The MU Libraries invites applications from individuals for the position of Head, Rare Books and Special Collections. Responsibilities include development and preservation of the collections; reference; outreach to faculty, students, donors and friends; and participation in digital library development. This position reports to the Director of Libraries. **Qualifications:** Master's degree from an ALA-accredited pro-

gram or equivalent, or a graduate degree in a relevant subject area. Five years of progressively more responsible and successful experience in a relevant area of academic library management. Additional details about the position can be accessed at <http://mulibraries.missouri.edu/admin/employopp.htm>. Review of applications will begin on March 1, 2004 and continues until the position is filled. You may send your resume by e-mail to AgnewL@missouri.edu. Position available June 1, 2004. The University of Missouri-Columbia is an AA/EEO employer. For ADA accommodations, please contact our ADA coordinator at 573/884-7278 (V/TTY). **To apply, contact:** Leo Agnew, MU Libraries, 104 Ellis Library, Columbia, MO 65201-5149; 573/882-9166; fax 573/882-8044; AgnewL@missouri.edu; <http://mulibraries.missouri.edu/admin/employopp.htm>.

HEAD, SPECIAL COLLECTIONS TECHNICAL SERVICES

*University of Washington Libraries
Seattle, Washington*

For information on the position and instructions on how to apply, see the Notice of Vacancy at: www.washington.edu/admin/libjobs. AA/EOE.

LIBRARIAN: ARCHIVIST, SPECIAL COLLECTIONS

*Texas State University-San Marcos
San Marcos, TX*

Arranges and describes literary papers and other materials in various formats for the Southwestern Writers Collection. Prepares and posts finding aids according to archival standards. Manages the accessioning process. Implements and updates collection management policies for preservation, access, and security. Performs preservation duties. Assists in identifying appropriate grant sources for archival projects and writing grant applications. Manages archive-related grant workflow including budget oversight and report preparation. **To apply, contact:** Human Resources-Job #157, Texas State University-San Marcos, 601 University Drive, San Marcos, TX 78666; 512/245-2557; www.humanresources.txstate.edu.

LOCAL RECORDS ARCHIVIST

*The Library of Virginia
Richmond, VA*

The Library of Virginia is seeking an experienced local records archivist. This position will be responsible for collecting, analyzing, describing, cataloging, and preserving archival and manuscript collections in order to promote universal patron access to the documentary heritage of the Commonwealth and its citizens. The successful candidate will have a master's degree in U.S. history, library science, or related field and formal training in archives administration preferred. Please see the Library of Virginia Web site for additional qualifications and application requirements at: <http://www.lva.lib.va.us/>.



PACIFIC NORTHWEST CURATOR

University of Washington Libraries
Seattle, Washington

For information on the position and instructions on how to apply, see the Notice of Vacancy at: www.washington.edu/admin/libjobs. AA/EOE.

PROCESSING ARCHIVIST FOR UNIVERSITY ARCHIVES

New Mexico State University Library
Las Cruces, NM

Responsibilities: Reporting directly to the Department Head for Archives and Special Collections, the archivist is responsible for organizing and processing archival materials in the New Mexico State University Library's Hobson-Huntsinger University Archives. Ensures the integrity and preservation of records essential to documenting the development and functions of the University. Promotes their use on campus and within the scholarly community. Provides reference and research services as pertains to the collection. Participates in library-wide collection development activities. May supervise staff as assigned. Provides reports as requested. As a member of the library faculty, is responsible for achieving in the following areas: librarianship; professional knowledge; research, publication, and creative activity; and service. **Qualifications: Required:** M.L.S., in hand by hire date, from an ALA-accredited program. At least 3 years experience working with institutional records and archives. Familiarity with electronic databases; knowledge of appropriate microcomputer applications; and working knowledge of EAD. Ability to multi task and meet project goals and deadlines. Must have very strong organizational, communication and interpersonal skills.

Preferred: Understanding of current arrangement and description standards. Demonstrated evidence of archival competencies. Evidence of ability to do collection analysis and assessment, and retention scheduling. Knowledge of legal issues and university policies impacting on archives. Evidence of ability to work in a team environment within a diverse academic community. **Position Information:** This is a 9-month appointment, tenure-track position at rank of assistant professor. Salary: \$34,500 minimum, depending on qualifications. For benefits see Web page at www.nmsu.edu/~personel/benefits.html. Qualified applicants should submit a cover letter stating qualifications, a resume, and names, addresses (including e-mail), and telephone numbers of three references. Review of applications will begin March 29, 2004, and will continue until position is filled. For additional information, visit our Web site: <http://lib.nmsu.edu>. **To apply, contact:** Marti Torres, Administrative Assistant, NMSU Library, Box 30006, MSC 3475, Las Cruces, NM 88003; fax 505-646-6940; mjtorres@lib.nmsu.edu; <http://lib.nmsu.edu>.

PROJECT ARCHIVIST

Presbyterian Historical Society
Presbyterian Church (USA)
Montreat, NC

Responsibilities: Performs appraisal, description, and processing projects involving all collections at the Montreat regional office, including archival records, personal papers, monographs and serials, and artifacts. Uses DB/TextWorks databases, OCLC, and other bibliographic utilities to assess holdings and create bibliographic records as needed. Supervises part-time staff. Reports to the Technical Services Archivist. **Minimum Qualifications:** Masters in library science or history with an emphasis in archival administration or Masters in archival management. Certified Archivist preferred. One to three years of archival experience, including work with organization records, or equivalent combination of education and experience. Ability to shift 40 lb boxes. **Desired Qualifications:** Knowledge of computer applications in archives, including word processing, databases, MARC cataloging, OCLC or RLIN, EAD. Skill in communication (both written and verbal) and creative problem solving. **Salary:** Starting salary range \$34,000 to \$36,000. This is a two-year position with full benefits. Send letter of application, resume, and names, addresses, phone numbers, and e-mail addresses of three references. **Review of applications will begin on March 31, 2004, and continue until the position is filled.** AA/EOE. **To apply, contact:** PA Search Committee, Presbyterian Historical Society, 425 Lombard St., Philadelphia, PA 19147-1516; 215/627-1852; fax 215/627-0115; msly@history.pcusa.org; www.history.pcusa.org.

PROJECT COORDINATOR

Washington, DC

Successful candidate will provide administrative assistance to the AAAS History and Archives Web Site Project, funded by the National Science Foundation. Identifies library metadata and records standards that should be included in design of database system for AAAS archives; assist in development and maintenance of AAAS Archives Web site database and user interface; conducts research to gather historical information on AAAS and enter this into Archives database system; develops Electronic Archival Description finding aids of archival material and post to Archives Web site; interacts, through meetings and listserv; works with archivists, librarians, and historians from other scientific societies; writes, edits, and proofs correspondence, reports, and other related documents; performs other administrative tasks as necessary. This is a part-time (approx. 20 hours/week) regular position anticipated to extend for a period of one year. Position requires extensive university or college level training leading to a bachelor's degree; 1 to 2 years related work experience; knowledge of

library and archival metadata standards, such as Electronic Archival Description desired; strong research and writing skills; good verbal, written, and interpersonal skills; computer skills (word processing, database, and desktop publishing skills helpful); knowledge of PHP, SQL, HTML, and XML preferred. **To apply, contact:** Beth Miertschin, CityStaff, 1701 K Street NW, Suite 500, Washington, DC 20006; 202/861-4200; beth@citystaffdc.com; www.citystaffdc.com.

RECORDS & INFORMATION MANAGEMENT ANALYSTS

The Library of Virginia
Richmond, VA

The Library of Virginia is seeking two Records & Information Management Analysts. Please see the LVA Web site for further details at: <http://www.lva.lib.va.us>.

REFERENCE AND PUBLIC SERVICES ARCHIVIST

MU Libraries
Columbia, MO

General Overview: The University of Missouri-Columbia (MU) is seeking qualified applicants for the position of Reference and Public Services Archivist in University Archives, a division of the MU Libraries. Responsible for providing public access and reference service to holdings of the University Archives. Responsible for providing reference assistance for course papers, dissertations and theses, speeches, publications, and administrative projects of the university and scholarly communities. Provides public relations materials and photographs for exhibits, historical information for publication, and advice to units and faculty concerning the records to be sent for archival preservation. Provides promotion, out-reach and instructional services to members of the university community. Is primarily responsible for arranging duplication of Archives materials at public request, i.e. photocopying, photo-duplication, digitizing, and etc. Arranges for office pick-up, registration and storage of materials. Arranges for maintenance of the holdings database. Under the direction of the Director, University Archives, the position is responsible for coordinating and overseeing student workers in responding to reference requests and maintenance operations. Exercises secondary responsibility for records processing and creating, editing and maintaining archival finding-aids and inventories. **Requirements:** Requires a graduate degree in history, library science, information science or other relevant discipline and work experience in an archives or formal course work in archives administration. Requires excellent oral, written, and interpersonal skills; ability to communicate with a diverse university community; ability to work cooperatively and productively in groups and on individual projects; refined editing and proof reading skills; and the

ability to deal with physical work, such as lifting boxes, climbing ladders and tolerating dirt, dust, and mold. Preferred is one to two years experience in providing archives reference services and archival user instruction. Also preferred is experience in working with donors and records creators as well as records analysis and appraisal. Experience with HTML and Internet applications as applied to finding aids or descriptive tools is strongly preferred.

Compensation: *Archivist I:* \$29,600; *Archivist II:* \$40,630 for twelve months commensurate with education and experience. Benefits include vested retirement after five years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver. **Setting:** MU was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with over 250 degree programs. The MU Libraries belong to ARL, serve a student body of 22,000+ and a faculty of 1,800 with a collection of 3+ million volumes and 6.45+ million microforms. Columbia is in the middle of the state on I-70, only 2 hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. MU and two other colleges provide superb cultural events. According to the American Chamber of Commerce Researchers Association (ACCRA) composite index, the cost of living in Columbia is very reasonable when compared with other university communities. Columbia has been named in the top 20 cities in the US by *Money* magazine in recent years. For more information on the MU Libraries and University Archives, click on the following URLs: MULibraries: <http://mulibraries.missouri.edu/>; University Archives: <http://system.missouri.edu/archives/>. For information on the University of Missouri-Columbia, visit <http://web.missouri.edu/index.cfm>. For information on the city of Columbia, visit <http://www.ci.columbia.mo.us/>. **Review of applications begins April 15, 2004 and continues until the position is filled.**

Position available July 1, 2004. The University of Missouri-Columbia is an AA/EEO employer. For ADA accommodations, please contact our ADA coordinator at 573/884-7278 (V/TTY). Send letter of application, resume, and the names and addresses of three references to: Leo Agnew, MU Libraries-University of Missouri-Columbia, 104 Ellis Library, Columbia, MO 65201-5149; 573/881-9166; fax 573/882-8044; AgnewL@missouri.edu.

RESEARCH SERVICES ARCHIVIST

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

Emory University invites applications for the position of Research Services Archivist for the Special Collections and Archives Division of the General Libraries. The special collections and archives division has special strengths in the literary, southern historical, and African-American

collections and encompasses rare books, manuscripts, and university archives. A staff of ten FTE provides cataloging, arrangement and description, research services, instruction and outreach, basic preservation services, and special projects and events. For more information about the division please visit <http://web.library.emory.edu/libraries/speccolls/index.html>. **Responsibilities:** Oversees digital reproduction services for researchers, exhibitions, instruction, and promotional activities. In collaboration with the Library Systems division and the Preservation Office, develops and maintains the Division's digital repository; including metadata, file specifications, and authentication and persistence requirements. Supervises student assistants who create digital surrogates and documents Division's work in this area. Maintains and enhances the Division's web presence. Provides reference services both on the reference desk and in response to remote queries. Promotes the use of collections by students, faculty, and scholars through instruction, exhibits, publications, and other means. Participates in special projects related to access.

Qualifications: Graduate archival education acquired either through an ALA-accredited M.L.S. degree or other relevant graduate degree program. Experience in reference services in a research environment, including experience supervising students. Demonstrated knowledge of uses of technology to promote access and use, including digital capture, metadata schema, and reproduction processes. Experience instructing students on the use of primary source materials. Demonstrated organizational ability, communication and interpersonal skills, and ability to work in a team-based environment. Record of active participation in professional organizations. Subject expertise in literature, African American history, or Southern history desirable. **Salary and Benefits:** Salary and rank dependent upon qualifications and experience.

Comprehensive benefits package, including tuition benefits. Several retirement plan options, including TIAA/CREF. Attractive moving allowance. For information about the Emory University libraries please see <http://www.emory.edu/LIBRARIES/>. Emory University is an Equal Opportunity/Affirmative Action Employer and encourages women and minority candidates. **To apply, contact:** Dianne M. Smith, Emory University, Robert W. Woodruff Library, 540 Asbury Circle, Atlanta, GA 30322-2870; fax 404/727-0805; calbrig@emory.edu

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 design 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. Send resume with cover letter to: AKC-Archives, The Cutting Corporation, 4940 Hampden Lane, Suite 300, Bethesda, MD 20814; fax 301/654-3271; cuttingarchives@aol.com; www.cuttingarchives.com

SPECIAL COLLECTIONS DEPARTMENT HEAD

The George Washington University
The Gelman Library
Washington, DC

Responsibilities: Leads development of outreach activities and public services supporting the research and teaching of GW students and faculty, and unaffiliated researchers. Provides leadership in the acquisition, processing and preservation of all formats of printed, manuscript, graphic and other special collections materials. Responsible for budgeting, long and short term planning, and the development of strategic and operational goals and objectives for the Special Collections Department, including the University Archives, the Africana Research Center and the I. Edward Kiev Judaica Collection. Prepares grant requests and assists in fundraising for the Department and the Gelman Library System. Organizes events in

conjunction with exhibits and for donor recognition. Oversees the activities of 6.5 FTE permanent staff members, a varying number of students, and an active volunteer program. Serves on Library, University, and consortium committees as appropriate. The position reports to the Associate University Librarian for Collections Services. **Qualifications Required:** ALA-accredited MLS; minimum 7 years increasingly responsible post-MLS experience in a special collections/archives setting; experience soliciting and acquiring collections; current awareness of special collections and archives practices, issues, and trends; strong commitment to quality customer service; excellent problem solving and analytical skills; excellent oral and written communication skills; ability to work in a team environment; ability to work independently and collegially in a culturally diverse, rapidly changing, and technologically complex environment; a record of professional activities and/or professional publication. **Qualifications Preferred:** Management and supervisory experience; experience planning, researching and preparing exhibits; budgeting experience; a record of successful fundraising and donor cultivation; experience employing digital technologies for access to and preservation of collections; knowledge of standards for preservation of paper, photographs and other formats, including digital; a record of grant writing and grant administration; ability to apply systems thinking and use teamwork in problem-solving and decision-making; experience planning large, complex projects. **Appointment Rank and Salary:** Rank and salary depend on qualifications and experience. Appointment at the rank of Librarian III (Salary Minimum: \$45,000)/ Librarian IV (Salary Minimum: \$51,000). Application review begins on April 5, 2004 and continues until the position is filled. Please send a letter of application, a current resume and the names, addresses (paper and email) and telephone numbers of three references to: Emma Mosby, The George Washington University, The Gelman Library, 2130 H Street NW, Room 201; Washington, DC 20052; 202/994-1316; fax 202/463-6205; emosby@gwu.edu.

SUPERVISORY ARCHIVIST, GS-1420-12/13

*National Archives and Records Administration
Office of Regional Records Services
Northeast Region
New York, NY*

NARA seeks an individual to serve as Director of Archival Operations with responsibility for leading the Archives program operations, which includes planning and executing program work goals, achievement of strategic goals, managing performance and development of subordinates and effectively communicating with program leaders and community and Federal partners. Provide leadership and direction to subordinates to accomplish work in Archival Operations, especially in the area of public programs.

Program functions include: collections, conservation, arrangement and description via NARA's online catalog, reference services, publications, exhibitions, archives Web content maintenance and development and on and off sight programs. This position will be filled at the GS-12 (salary range between (\$61,550 and \$80,019) or the GS-13 grade level between (\$73,193 and \$95,147). New employees generally start at the minimum salary level. For full qualification requirements and application procedures, see Public Notice announcement number N 04-118B at USAJOBS www.usajobs.opm.gov or www.archives.gov/careers/employment/how_to_apply.html or contact Mike Abramczyk at 1/800-827-4898. **Complete packages must be postmarked by April 26, 2004.** NARA, an agency of the Federal Government, is an equal opportunity employer. **To apply, contact:** Mike Abramczyk, National Archives & Records Administration, 9700 Page Avenue, Room 399, St. Louis, MO 63132; 1/800-827-4898; www.archives.gov/careers/employment/how_to_apply.html.

SUPERVISORY MUSEUM CURATOR

*The Clinton Presidential Materials Project
Little Rock, AR*

The Clinton Presidential Materials Project, Little Rock, AR, is recruiting for a Supervisory Museum Curator, GS-1015-13. Responsibilities include: planning, supervising, and executing the programs and activities of the museum, including design and construction of exhibits; evaluation, registration, and cataloging of objects; preservation; special activities; and public relations. Requires museum administration and collections management experience and excellent communication skills. To obtain a copy of the vacancy announcement, visit the National Archives Web site at www.archives.gov/careers/employment/employment.html. Starting salary is \$68,443. EOE.

TECHNICAL SERVICES ARCHIVIST

*Presbyterian Historical Society
Presbyterian Church (USA)
Montreat, NC*

Responsibilities: Accessions and acknowledges incoming transfers and donations of church records and personal papers; plans and implements appraisal and description and other special projects designed to improve access to the Montreat regional office holdings; manages records center; provides reference service in the collections of the Presbyterian Historical Society. Supervises Project Archivist and part-time staff. Reports to the Records Archivist. **Minimum Qualifications:** Master's in library science or history with an emphasis in archival administration or Masters in archival management. Certified Archivist preferred. Three to five years of archival experience, including work with organization records,

or equivalent combination of education and experience. Ability to shift 40 lb boxes. **Desired Qualifications:** Supervisory experience. Knowledge of computer applications in archives, including word processing, databases, MARC cataloging, EAD. Skill in communication (both written and verbal) and creative problem solving. Salary: Starting salary range \$36,000 to \$38,000. This is a two-year position with full benefits. To apply, send letter of application, resume, and names, addresses, phone numbers, and e-mail addresses of three references. **Review of applications will begin on March 31, 2004, and continue until the position is filled.** AA/EOE. **To apply, contact:** TSA Search Committee, Presbyterian Historical Society, 425 Lombard St., Philadelphia, PA 19147-1516; 215/627-1852; fax 215/627-0115; msly@history.pcusa.org; www.history.pcusa.org.

TEAM LEADER, SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVIST

*American University Library
Washington, DC*

American University Library invites applications for the position of Team Leader, Special Collections and University Archivist. The successful candidate will provide vision and leadership for the library unit which houses the university archives, special collections, and rare books. Develop and implement policies and procedures for collection development, access, public service, processing, preservation, and security. Provide reference and research service, create bibliographic records and finding aids, expanding digitization program, and maintain all collections. Hire, train, evaluate and supervise 3 FTE staff. **Position Requirements:** M.L.S. or related advanced degree or extensive knowledge, certification, and experience in management of special collections and archives; supervisory experience; ability to work collaboratively in a team environment; strong interpersonal and communications skills; analytical, organizational, and problem-solving ability; knowledge of uses of digital technologies and computer applications relevant to special collections; commitment to promoting use of special collection materials in research and teaching; demonstrated knowledge of records management principles, archival policies, and procedures; ability to process, arrange, and describe personal papers, organizational records, and other archival collections; and a record of scholarly and professional contributions. **Preferred Qualifications:** Experience in teaching, fundraising, and grant writing. American University is an EEO/AA. **To apply, contact:** Human Resources at American University; 202/885-2591; fax 202/885-2558; careers@american.edu; Please visit AU Job Listings under the employment section at <https://my.american.edu>.



society of american archivists

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AN INTRODUCTION

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DEBORAH WYTHE, EDITOR

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DEBORAH WYTHE, EDITOR

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National Museum of American History

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