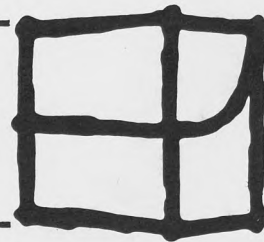


SAA Newsletter



M A R C H, 1 9 7 3

SOCIETY OF AMERICAN ARCHIVISTS
RACKHAM BLDG., UNIVERSITY OF MICHIGAN
ANN ARBOR, MICHIGAN 48104

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A Message from the SAA President

As you know, the Society is committed to making every effort to provide, before the next annual meeting, the financial resources necessary to support a full-time, paid executive director. The Committee for the 1970's gave highest priority to the establishment of the position of executive director, maintaining that it was essential for the improvement of the Society's services to the archival profession. The membership present at the business meeting in Columbus on 1 November 1972 voted in favor of the committee's recommendation to substitute an appointed executive director for the secretary in the constitution. I then directed a special committee to consider ways of raising the funds required to make the position a paid one. The present unsalaried executive director, Robert M. Warner, has submitted his resignation, effective on or before the next annual meeting.

In the months since the Columbus convention, your officers and the special committee have explored all possible sources of additional revenue. Our most difficult task is to find the funds with which to hire an executive director this year. No general increase in membership dues can be effected before the next annual meeting. Moreover, it will take time to solicit foundations. We have proposed a modest increase in the registration fee for the next annual meeting, and another committee is planning to raise revenue by bringing new members into the Society. We are quite certain, however, that more funds will be needed if we are to engage an executive director within the next six months.

For that reason, we are appealing to each of you to upgrade your membership voluntarily to a contributing membership; that is, to raise the amount of your dues from \$15 to \$25. A generous response to this request would allow the Society to honor its commitment and provide the salary for a full-time administrator. Because we believe that you want the Society to improve existing services to members and to develop new programs for the profession, we are confident that you will answer this appeal with your financial support.

Wilfred I. Smith, President

ASSIGNMENTS TO SAA COMMITTEES, 1973 - 1974

Dear Member:

The Society's ability to provide services to members and to the archival profession depends largely upon the effectiveness of its committees. These committees, which carry on a majority of SAA projects, are appointed each year by the incoming president. All members are invited to serve on committees. If you desire to be considered for a committee assignment, and you are able to devote more than a minimal amount of time to committee work, please fill out the form below and return it to me by 30 April 1973. It would be a great help to me in making assignments if, on an attached sheet, you listed your qualifications for a committee position and indicated whether you would be able to attend one or more meetings of the committee. I would also appreciate suggestions for increasing the effectiveness of various committees.

Sincerely,

F. Gerald Ham

F. Gerald Ham, Vice President

APPLICATION FOR SAA COMMITTEE ASSIGNMENT, 1973 - 1974

Please indicate up to three committee preferences (1, 2, and 3):

- | | |
|---|--|
| <input type="checkbox"/> Appraisal of Contemporary Records | <input type="checkbox"/> International Archival Affairs |
| <input type="checkbox"/> Archives-Library Relationships | <input type="checkbox"/> Labor Archives |
| <input type="checkbox"/> Archives of Science | <input type="checkbox"/> Municipal Archives |
| <input type="checkbox"/> Audio-Visual Records | <input type="checkbox"/> Membership Development |
| <input type="checkbox"/> Buildings and Technical Services | <input type="checkbox"/> Oral History |
| <input type="checkbox"/> Business Archives | <input type="checkbox"/> Preservation Methods |
| <input type="checkbox"/> Church Archives | <input type="checkbox"/> Records Management |
| <input type="checkbox"/> Collecting Personal Papers and Manuscripts | <input type="checkbox"/> Reference, Access, and Photoduplication Policies |
| <input type="checkbox"/> College and University Archives | <input type="checkbox"/> State and Local Records |
| <input type="checkbox"/> Data Archives and Machine Readable Records | <input type="checkbox"/> Techniques for the Control and Description of Archives and Mss. |
| | <input type="checkbox"/> Terminology and Uniform Statistics |
| | <input type="checkbox"/> Urban Archives |

Suggestions for other committees: _____

NAME & TITLE: _____

INSTITUTION: _____

MAILING ADDRESS: _____

BUSINESS PHONE NUMBER: _____

RETURN THIS FORM BY 30 APRIL 1973 TO: F. Gerald Ham, SAA Vice President,
c/o State Historical Society of Wisconsin, 816 State St., Madison, Wis. 53706.

SUGGESTED NOMINEES FOR SAA OFFICES, 1973 - 1974

To: Individual Members of the SAA From: Nominating Committee, 1972 - 1973

At the Society's annual meeting in Columbus, Ohio on 1 November 1972, the membership acted on the recommendations of the Committee for the 1970's to change the procedures for nomination and election to SAA offices. The membership approved a new Article 7 of the bylaws which includes the following provisions:

The Nominating Committee is to consist of five members, two of whom are the retiring members of the Council and three of whom will be elected by the membership.

The Nominating Committee is to present a dual slate of nominees for the offices of vice president and treasurer, for the vacant Council positions, and for the three seats on the Nominating Committee. In selecting candidates, the Nominating Committee is to consider such factors as area of archival interest, age, sex, geographical location, national origin, citizenship, and race.

Having chosen the nominees, the Nominating Committee is to mail a ballot to all individual members of the Society two months prior to the annual meeting. The ballots are to be returned to the Nominating Committee no later than one month before the annual meeting.

THE CHANGES IN THE NOMINATION AND ELECTION PROCEDURES, INCLUDING THE MAIL BALLOT, WERE DESIGNED TO MAKE THE SOCIETY AND ITS OFFICERS AND GOVERNING COUNCIL MORE RESPONSIVE TO THE NEEDS OF THE MEMBERSHIP. IF THE NOMINATING COMMITTEE IS TO ACHIEVE THAT OBJECTIVE, HOWEVER, IT MUST HAVE THE ADVICE AND COUNSEL OF A BROAD BASE OF THE MEMBERSHIP. WE ARE, THEREFORE, URGING EACH MEMBER TO SEND US SUGGESTIONS FOR NOMINEES BY 20 MARCH 1973. YOU MAY USE THE FORM ON THE REVERSE OF THIS PAGE FOR YOUR SUGGESTIONS, OR YOU MAY RESPOND IN MORE DETAIL BY LETTER.

Although your recommendations are not binding upon the Nominating Committee, they will greatly assist the committee in preparing a slate representative of the entire membership.

* * *

The Society will elect a vice president, a treasurer, two Council members, and three members of the Nominating Committee.

President: The present vice president, F. Gerald Ham, will succeed to the presidency at the annual meeting in St. Louis in September, 1973.

Vice President: The candidate elected will succeed to the presidency at the annual meeting in October, 1974.

Secretary: At the business meeting on 1 November 1972, the membership approved a constitutional amendment changing the elective office of secretary into the appointive office of executive director. The executive director is to be appointed by the Council.

Council: The outgoing Council members are C. Herbert Finch of Cornell University and Elizabeth Hamer Kegan of the Library of Congress. They are not eligible for reelection to the Council.

SUGGESTED NOMINEES FOR SAA OFFICES, 1973 - 1974, continued:

The continuing Council members are:

Mary Lynn McCree (1974), University of Illinois, Chicago Circle
James B. Rhoads (1974), National Archives and Records Service
Edward N. Johnson (1975), Florida Bureau of Archives & Records Mgmt.
Walter Rundell, Jr. (1975), University of Maryland
Richard C. Berner (1976), University of Washington, Seattle
Elsie F. Freivogel (1976), Archives of American Art, Smithsonian Inst.

Nominating Committee, 1973 - 1974:

As outgoing Council members, Mary Lynn McCree and James B. Rhoads will automatically become members of the Nominating Committee. The membership will elect the remaining three members of the committee.

Nominating Committee, 1972 - 1973:

Philip P. Mason, Wayne State U., Chmn.
Elizabeth Hamer Kegan, Library of Congress
C. Herbert Finch, Cornell University
Michael D. Swift, Provincial Archives
of New Brunswick
J. Karyl Winn, Univ. of Washington, Seattle

MY SUGGESTED NOMINEES FOR SAA OFFICES FOR 1973 - 1974 ARE:

Vice President: _____

Treasurer: _____

Council (2 vacancies): _____

Nominating Committee (3 vacancies): _____

SEND THIS FORM, BY 20 MARCH 1973, TO:

Philip P. Mason, Chmn., SAA Nominating Committee, Archives, Wayne State University,
144 General Library, Detroit, Michigan 48202.

JOB PLACEMENT - OPENING

SPECIAL COLLECTION LIBRARIAN. Open 1 July 1973. To develop the largest special collection in New Mexico, now consisting of a New Mexicana collection, an archive collection, a map collection, a rare book collection, a western Americana collection. Qualifications: M.L.S., M.A. in subject field, knowledge of rare books, reading knowledge of Spanish, training in archives, administrative abilities, public relations ability, good health, ability to work with multi-cultured groups. Faculty status, fringe benefits, starting salary \$10,000 up. Reply directly to: G. Martin Ruoss, Chmn., Search Comm. for Special Collection Librn., Univ. of New Mexico, Zimmerman Library, Albuquerque, New Mex. 87106.

JOB PLACEMENT - APPLICANTS

HISTORICAL RESEARCH or ARCHIVAL position sought by the Research Historian at one of the larger university archival programs in the nation. Qualifications include M.A. in history, 3 yrs.' archival experience, and an editorial and administrative background. Current position has involved collecting (esp. in the area of conservation history), ms. processing advice, public relations, ms. and archival displays, and ms. file control. Also, some experience in information storage and retrieval systems and computer uses. Resume available from executive director. A-251.

M.S.L.S. (May 1973) AND A.B. IN HISTORY seeks responsible archives/mss. or library position. Would enjoy responsibility for developing and promoting collections research, editing, and publication. Experience in museum, historical society, and university special collections. Three articles, two unpublished ms. guides. Workshop on College and University Archives, 1972. Interest in early U.S.; 19th and 20th

JOB PLACEMENT - APPLICANTS

cent. political history; urban and minorities. Indexing, cataloging, bibliographic skills. Resume available from executive director. A-250.

Ph.D. (European history with a strong background in American history; languages) desires position with a state, local, or university mss./archives facility. Has supervisory experience in a university archives and a published guide to its collections. Please phone 304-233-4648. Resume available from executive director. A-249.

POSITION WANTED: SPEC. COLLECTIONS/MSS./RARE BOOKS. Male, 35, seeks responsible administrative position in forward-looking college/university, or other repository, where the need for enlightened and modern preservation measures and managerial techniques has been recognized, and the commitment made to implement them. B.A., M.A., English; A.M., library science, Univ. of Chicago. Law school. Continuing education in conservation of research library materials. 7 yrs.' experience. Currently employed by major Eastern small university. Resume available from executive director. A-248.

ARCHIVE, MS., or RESEARCH position desired. B.A. in history, 1969; M.A. in U.S. history with a concentration in recent America, 1971; M.L.S. expected. Experience doing research in archive and manuscript collections. Academic research in archive and manuscript management. Will relocate. Available now. Salary open. Resume available from executive director. A-247.

ARCHIVES/MANUSCRIPTS position desired. M.A.+ in history; 18 credit hours in library science, including three courses in archives/mss. administration at the University of Wisconsin - Madison. Resume available from executive director. A-246.

JOB PLACEMENT - APPLICANTS

ARCHIVES/MSS./RECORDS MANAGEMENT.

M.A. in library science with minor in Arabic studies. Experience includes 4 years of library or related employment. Currently serving 2nd year of Peace Corps assignment in North Africa as special librarian. Spent 1st year as professor/consultant on archives for country's government. Seeking responsible position that will enable skills to be developed. Read and speak French. Willing to travel. Resume available from executive dir. A-245.

B.S.+ in HISTORY EDUCATION. One year's experience in a midwestern regional and university archives. Plan to attend Natl. Archives - American Univ. Summer Archives Institute, 1973.

Would like a job suitable for beginning a career in archives. Resume available from executive director. A-243.

B.A. and M.A. in American history desires archives or manuscripts position. Nine credits in archives administration at the University of Wisconsin - Madison included a closely supervised semester's internship at the Archives-Manuscripts Division of the Wisconsin State Historical Society. Available immediately. Resume available from executive director. A-242.

ARCHIVES/MS. or RESEARCH position desired. M.A.+ in American history, with emphasis on recent U.S. and labor history. M.A. research in coal mining industry. Have extensive experience doing research in ms. collections and experience as a processing assistant in university archives. Also have general library work experience. Have one unpublished register and finding aid. Available now. Resume available from executive director. A-240.

DEADLINE for copy for the June, 1973 issue of the newsletter is Wed., 16 May 1973. Send copy to SAA, Rackham Bldg., U. of Mich., Ann Arbor 48104.

JOB PLACEMENT - APPLICANTS

M.A. in U.S. and LATIN AMERICAN HISTORY interested in archival or mss. employment. Main area of study U.S. social and cultural history. Experience in university archives. Resume available from executive director. A-238.

FIVE YEARS' EXPERIENCE in archival work. One year as head archivist for a University-Regional institute, with administrative experience. Ph.D. in American history, publications. Desires archival position in an urban environment with less teaching and administrative duties. Some experience in teaching archival theory and methods. Certificate from Denver, Colorado Summer Institute, 1971. Resume available from executive director. A-236.

CHALLENGING AND RESPONSIBLE POSITION in archives/mss. desired. Experience includes 4 1/2 years with large archives/mss. agency, including two years preparing collections for NHPC microfilm project; and two years on professional staff of major library, currently as historical reference librarian. Education: M.A. (American history) and M.S.L.S. from major university. Course work in information storage and retrieval systems and computer techniques. Resume available from executive dir. A-176.

EXPERIENCED ARCHIVIST. Over five years' experience, including field work, directing county and municipal records program, state archives, university archives, and supervision of mss. collections in major historical agency. Undergraduate degree in English, graduate major history. Certificate in archival administration from Natl. Archives - American University. Salary negotiable. Resume available from executive dir. A-115.

APPRENTICESHIP or EMPLOYMENT in archives/mss., editorial writing, or records management desired. B.A. and M.A. in American history, some library service

JOB PLACEMENT - APPLICANTS

course work; also experience in editing facts from documents and periodicals. Available now. Has completed Natl. Archives - American University Summer Institute, 1970. Resume available from executive dir. A-108.

EDUCATION AND TRAINING

Grad. School of Library Science
Rosary College, River Forest, Ill.

ARCHIVAL ADMINISTRATION & SERVICES (L.S. 652). 26 June through 2 Aug 1973, T. & Th., 3:15 - 5:15 p.m. 3 credits. Open to candidates for M.A.L.S. degree; also open, with Dean's permission, to non-candidates employed by an archival institution. Subjects: development and current status of archival institutions in U.S.; fundamentals of an archival program; relationships between archives, mss., libraries, records mgmt.; career opportunities in archives. Also being planned: tours of archival institutions in Chicago; visits to a state archives, a university archives, the Hoover Presidential Library. Instructor: Bruce C. Harding, Chief, Archives Branch, Fed. Archives & Records Center, Chicago. For further info., contact: Sr. Lauretta McCuster, Dean, Grad. School of Lib. Sci., Rosary College, River Forest, Ill. 60305. (If interested, inquire about L.S. 509, EARLY BOOKS & MSS., to be given during same term as L.S. 652.)

U. of Wisconsin - Madison
State Hist. Society of Wis.

ACQUISITION & ADMINISTRATION OF NON-TEXT ARCHIVAL MATERIALS (999-6). Spring term, 1973. 3 credits. Introductory course in the collection, preservation, technology, and organization of such non-text archival materials as prints, photographs, film, videotape, and magnetic tape and disc sound recording. (contd. next column)

EDUCATION AND TRAINING

ARCHIVES-MSS. ADMINISTRATION (544-734). 12 June through 6 July 1973. 3 credits. Basic theory, principles, and techniques of administering public archives and private papers. Class size limited to 20.

For additional info. on both courses, contact the instructor: Dr. F. Gerald Ham, State Hist. Soc. of Wisconsin, 816 State St., Madison, Wis. 53706.

Smithsonian Institution
Washington, D. C.

The Smithsonian has begun a series of workshops on museum techniques designed for those already in the museum profession. Workshops for March and April are: 12-16 Mar: Graphic Techniques for Exhibits; 19-23 Mar: Exhibit Design; 2- 6 Apr: Museum Lighting; 9-13 Apr: Model Making & Production; 23-27 Apr: Freeze-Dry Techniques. Each class is limited to 12. No charge for the workshops or for materials used in class, but participants must defray their own travel and lodging expenses. Anyone interested should write to: Frederick Schmid, Smithsonian & Natl. Museum Programs, Smithsonian Institution, Washington, D. C. 20560. Applicant should also mention previous museum and educational experience; describe current museum position; and state how the workshop will benefit him/her and his/her museum.

NEWS NOTES

Agencies and institutions affiliated with the SAA which are interested in exhibiting at the Society's 37th Annual Meeting or in placing an advertisement in the printed program should contact as soon as possible the ads and exhibits manager: Douglas A. Bakken, Anheuser-Busch, Inc., 2800 South Ninth St., St. Louis, Mo. 63118. The annual meeting will take place at the Chase-Park Plaza in St. Louis, 25-28 Sept. Exhibit space has been set aside at the Chase-Park, with each booth measuring

NEWS NOTES

8' x 10'. Any institution which would like to combine its exhibit with that of another institution should also get in touch with Mr. Bakken. The printed program, currently in preparation, will feature the official schedule of events, as well as items and ads of interest to members of the archival profession.

As the result of a recent decision by the SAA Council, the SAA Newsletter will be sent to all individual and institutional members. Any member may place an item in the newsletter at no charge. Non-members may advertise their availability for a job for \$5, and they will receive the newsletter so long as their ad appears in it.

NEWS NOTES

The newsletter will be issued five times each year, in Jan., Mar., June, Sept., and Nov. It will carry job placement information, announcements of professional meetings, and announcements of archival courses and workshops. SAA officers, Council members, and committee chairmen will use the newsletter for any notices which they wish to bring to the attention of the general membership.

Any actions which are matters of record, such as minutes of Council meetings, minutes of the annual business meeting, and approved amendments to the constitution and bylaws, will be published in The American Archivist, as they have been in the past.

The placement service will continue to be available to members and non-members alike. Contact the executive director.

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Society of American Archivists
Robert M. Warner, Executive Director
Rackham Bldg., Univ. of Michigan
Ann Arbor, Mich.



Dale C. Mayer
Greenview Estates
West Branch, Iowa 52358