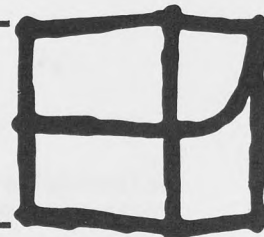


SAA Newsletter



S E P T E M B E R 1 9 7 3

SOCIETY OF AMERICAN ARCHIVISTS
BENTLEY HISTORICAL LIBRARY
UNIVERSITY OF MICHIGAN
ANN ARBOR, MICHIGAN 48105

* * *

SEARCH COMMITTEE TO INTERVIEW APPLICANTS FOR EXECUTIVE DIRECTOR'S POSITION

Philip P. Mason, chairman of the ad hoc committee charged with seeking candidates for the position of executive director, reports as follows:

In April 1973, President Wilfred I. Smith appointed an ad hoc committee to implement some of the recommendations of the Committee for the 1970's. The committee's members are Philip P. Mason, chairman; Howard L. Applegate, Lynn B. Donovan, John M. Kinney, Mary Lynn McCree, and Edward Weldon.

The committee was charged to: locate a sponsoring institution for the the SAA secretariat by July 1974; analyze the financial resources of the SAA to determine the funds available for the salary of an executive director; estimate the additional revenue which must be raised by an increase in dues; locate potential candidates for the position of executive director.

The committee plans to complete its deliberations in the spring of 1974 and to report its findings to the SAA Council in April. The committee's recommendations will be influenced by the action of the membership on the proposed dues increase at the annual meeting in 1973; by anticipated revenue if a new dues structure is approved; and by other funds which the SAA may raise.

The committee has proceeded on the assumption that sufficient funds will

be raised and that an executive director can be hired by the Council in 1974. Although the salary for the executive director cannot be determined at this time, the committee believes that it will be in the range of \$13,000-\$16,000 or \$16,000-\$22,000, including fringe benefits.

The committee has established the following qualifications for the position of executive director: A graduate degree, preferably in history or one of the social sciences; at least five years of successively more responsible experience as a practicing archivist, preferably in a major institution; a demonstrated commitment to the profession; a previously held position that included major administrative responsibilities; and the ability to meet the public in a confident fashion, to be an effective speaker, and to write well.

The committee welcomes applications and recommendations from SAA members. Members of the committee will be available to interview applicants and to discuss the position at the annual meeting in St. Louis, 25-28 September 1973. Please contact the chairman, either by mail or upon arrival at the meeting, for an appointment.

Philip P. Mason, Director
Archives of Labor History
and Urban Affairs
144 General Library
Wayne State University
Detroit, Michigan 48202

EXECUTIVE COMMITTEE OFFERS ALTERNATIVE TO PROPOSED GRADUATED SYSTEM OF DUES

Following is a message from President Wilfred I. Smith to the membership:

You will recall that at the last general business meeting in November 1972, the members present amended the constitution to provide for an executive director for the Society. Recognizing that an increase in dues would be necessary in order to pay the salary of a full-time director, the Council tentatively approved a graduated dues schedule based on the individual member's annual salary. The Council published the proposed schedule in the June, 1973 edition of the SAA Newsletter and asked for comments from the membership. On behalf of the Council, I wish to thank all of you who have expressed an opinion to us on the matter.

One month ago, the Society's Executive Committee met to review your comments on the graduated schedule; to discuss the experiences of other professional organizations which have recently raised their dues; and to estimate the revenue from different types of assessments. The Executive Committee concluded that it might be more advantageous to retain the present schedule, raising the dues in

each membership category by \$5.00, than to establish a graduated dues schedule. The committee calculated that the revenue produced by a flat \$5.00 increase in dues would equal, if not surpass, the income produced by a graduated dues schedule. The present system would be easier to administer than the graduated system, inasmuch as there would be fewer membership categories to deal with. Future revenue could be more precisely determined on the basis of the present membership categories than on the basis of members' annual salaries. Finally, losses in membership resulting from the rise in dues would probably be minimized by the adoption of a general \$5.00 increase.

The Executive Committee has asked the Council to consider a flat \$5.00 increase in dues as an alternative to the graduated scale. The Council will make its decision at a meeting on 25 September 1973 and will present its proposal to the membership at the general business meeting in St. Louis on 27 September 1973. In the meantime, I hope that you will continue to send your comments to the SAA administrative office, so that the action finally taken may reflect as accurately as possible the view of our members at large.

SAA ADMINISTRATIVE OFFICE CHANGES LOCATION AND PERSONNEL

The Society's administrative office will move at the end of this month to the Bentley Historical Library of the University of Michigan. In the process of completion at a cost of \$1.2 million, the library will hold the 14.5 million manuscript items, 30,000 books, and 200,000 photographs of the Michigan Historical Collections. It is named in honor of the late U.S. Congressman Alvin M. Bentley, who combined a career in public service from 1942 to 1969 with an abiding interest in the preservation of documents for historical research. A gift of Mr. Bentley's widow, Arvella D. Bentley, together with other substantial donations, made

construction of the library possible.

Robert M. Warner, director of the Michigan Historical Collections, will resign at the end of this month as executive director of the SAA after two years of voluntary service in that capacity. The Council has appointed his assistant, Judith A. Koucky, as acting secretary. She will manage the Society's daily business until mid-1974, when the Council expects to have engaged a full-time, salaried executive director.

All communications to the administrative office should henceforth be addressed to: Judith A. Koucky, SAA Acting Secretary, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 48105.

JOB PLACEMENT - OPENINGS

ARCHIVIST, FORD FOUNDATION. To be responsible for the development and administration of an archival program. Qualifications: M.A. in history, library science, or one of the social sciences (e.g., political science or economics). Prefer M.A. in modern U.S. history with course work in library science, or M.L.S. with graduate work in modern U.S. history. Two years' experience, with supervisory responsibilities as an archivist. Experience must include analysis of archival records, preparation of finding aids, preservation techniques (e.g., micro-filming). Prefer some experience in assisting researchers in use of archival materials. Position available immediately. Ford Foundation is an Equal Opportunity Employer. Send credentials to: Ernestine Thrash, Ford Foundation, 320 E. 43rd St., New York, N. Y. 10017.

UNIVERSITY ARCHIVIST, IOWA STATE UNIV. LIBRARY. Responsibilities: Under general supervision of Head, Dept. of Special Collections, to organize and expand Archives; to consult with University agencies in identifying significant records for transfer to Archives; to interview prominent members of faculty; to prepare formal presentations on history of University. Qualifications: M.S., one year of experience or formal training in archival work. Salary: \$9,544 up, depending on experience. Faculty status. Benefits: TIAA, excellent group medical and disability insurance. Iowa State University is an Equal Opportunity, Affirmative Action Employer. Send resume and three professional references to: Warren B. Kuhn, Dean of Library Services, Iowa State Univ. Library, Ames, Iowa 50010.

POSITION IN ARCHIVES AND HISTORICAL COLLECTIONS, MICHIGAN STATE UNIVERSITY. Open 1 September 1973 or later. To serve as field representative for MSU Historical Collections and to assist in the work in University Archives. Qualifications: Ph.D. in American history, with training and experience in archival administration; successful experience

JOB PLACEMENT - OPENINGS

as a collector of historical materials; public relations skills and ability to visit with individuals in various economic groups and professions, as well as multi-cultured groups. Salary negotiable; fringe benefits. MSU is an Equal Opportunity Employer. Reply directly to William H. Combs, Director of University Archives & Historical Collections, Michigan State University, East Lansing, Mich. 48823.

ASSISTANT ARCHIVIST, LABOR-MANAGEMENT DOCUMENTATION CENTER, CORNELL UNIVERSITY. A one-year appointment, beginning September 1973, which may be extended subject to grant renewal. Duties: The asst. archivist will be the staff member primarily responsible for the organization, description, preservation, and servicing of the Railroad Industrial Relations Project records. The asst. archivist will be expected to aid in the continued collection of documentation for the RIRP; the creation of oral histories; the planning for the development of the collections; and the editing of guides and other descriptive materials related to the records. Administrative duties will include the supervision of student assistants and other employees, as well as the creation of accession documentation relative to the collections. Qualifications: A graduate degree in American history, or a graduate degree in industrial and labor relations with concentration in labor history; training or experience to qualify for a beginning position. Salary: \$8,850 and liberal fringe benefits. Send resume, with request for application, to: Richard Strassberg, Associate Archivist, Labor-Management Documentation Center, Catherwood Library, N. Y. State School of Industrial and Labor Relations, Cornell University, Ithaca, N. Y. 14850.

POSITION AVAILABLE AT OHIO HISTORICAL SOCIETY FOR PH.D. WITH STRONG BACKGROUND IN JEWISH STUDIES. Project includes researching and writing a full-length book on the Jewish community of Columbus, Ohio. This three-year project, scheduled to begin in the fall of 1973, is jointly sponsored by the Ohio Historical Society,

JOB PLACEMENT - OPENINGS

the United Jewish Fund and Council, and The Ohio State University Department of Jewish Studies. Duties: Assist the Ohio Historical Society in collecting program of research materials on Jews in Columbus; conduct oral history interview series on contemporary Jewish history in Columbus; research and write a monographic history of the Jewish community in Columbus from the 1850's to the present. Qualifications: Ph.D. in modern history with a strong background in Jewish studies; reading knowledge of German, Yiddish, and Hebrew. Salary: \$9,000 per year. Send full vita and credentials to: David J. Rosenblatt, Oral History Specialist, Ohio Historical Society, 1-71 & 17th Ave., Columbus, Ohio 43211.

THE RHODE ISLAND HISTORICAL SOCIETY is exploring the possibility of engaging an archivist in mid-1974 to arrange and describe its collections of 19th century business and industrial records. The bulk of the materials are from textile companies, although other businesses are also represented. The R. I. Historical Society is interested in receiving applications from persons experienced in organizing business records. Ph.D. or M.L.S. not necessary. The position, if it becomes available, is expected to last from two to four years. Annual salary will range from \$7,500 to \$9,000, depending upon experience. The R. I. Historical Society pays Blue Cross-Blue Shield and TIAA-CREF. Contact: Miss Nancy E. Peace, Librarian, R. I. Historical Society, 52 Power St., Providence, R. I. 02906.

JOB PLACEMENT - APPLICANTS

M.A. IN HISTORY, including course work in administration of archives and historical manuscripts, desires archives/mss. position suitable for beginning career. Mss. processing training and experience obtained as recipient of archival fellowship. Resume available from acting secy. A-258.

JOB PLACEMENT - APPLICANTS

EXPERIENCED ARCHIVIST. Over seven years' experience in various capacities, including training, supervision, arrangement, description, research, reference, and field work, in several major university ms./archives collections. Two graduate degrees in social and intellectual history. Publications. Wide range of interests, including audiovisual records. Seeks challenging and responsible position in Midwest or West. Resume available from acting secy. A-257.

THREE YEARS' EXPERIENCE IN ARCHIVAL WORK. Assistant archivist in a large archival institution. Primary responsibility involved appraisal, accessioning, and processing public records. Experience with ms. collections included. Seeks a position in archives. B.A. in history and political science, M.S. in American history. Certificate in archival administration from Natl. Archives - American Univ. Salary negotiable. Resume available from acting secy. A-253.

ARCHIVIST, RECORDS MGR., AND LIBRARIAN seeks position in archives, historical society, or library. Has experience in university archives and in libraries. Interested in all aspects of archives work. Has M.A. (history) and M.L.S., will travel. Currently employed as archivist (including records management) and reference librarian at small university. Desires position with more responsibility or in larger institution. Resume available from acting secy. A-252.

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 acting secy. A-249.

The deadline for copy for the November 1973 edition of the SAA Newsletter is Monday, 15 October 1973. Send items to acting secy.

JOB PLACEMENT - APPLICANTS

POSITION WANTED: SPEC. COLLECTIONS/MSS./RARE BOOKS. 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. in English; A.M. in library science, Univ. of Chicago. Law school. Continuing education in conservation of research library materials. Seven years' experience. Currently employed by major eastern small university. Resume available from acting secy. A-248.

ARCHIVES/MSS./RECORDS MANAGEMENT.

M.A. in library science with minor in Arabic studies. Experience includes four years of library or related employment. Currently serving second year of Peace Corps assignment in North Africa as special librarian. Spent first 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 acting secy. A-245.

B.S.+ IN HISTORY EDUCATION. Eighteen months' experience in a midwestern university and regional archives. Attended Natl. Archives Institute in March 1973. Would like a job suitable for beginning a career in archival work. Resume available from acting secy. A-243.

ARCHIVES/MS. OR RESEARCH POSITION desired. Ph.D. candidate in American history, with emphasis on southern 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 acting secy. A-240.

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 acting secy. A-238.

APPRENTICESHIP OR EMPLOYMENT IN ARCHIVES/MSS., editorial writing, or records management desired. B.A. and M.A. in American history, some library service course work; also experience editing facts from documents and periodicals. Available now. Has completed Natl. Archives - American Univ. Summer Institute, 1970. Resume available from acting secy. A-108.

MEETINGS, WORKSHOPS, INSTITUTES

September 1973

GSA-National Archives/SAA

20-21 Sept: "Marketplace of Ideas," a symposium on business records and history, at the Salem Public Library, Salem, Oregon. 20 Sept: Workshop on establishing provenance of business records, led by David Duniway, recently retired Ore. State Archivist. Afternoon tours of historic sites in Salem. Dinner, with featured speaker Frank B. Evans, Asst. to the Archivist of the U.S. 21 Sept: Papers and discussions on the imaginative uses of business records for research; a proposal for business records centers fostering archives; archival sources for the business history of the Pacific Northwest. Registration: \$3.00; registration plus two luncheons and one dinner: \$11.75. Contact: Phillip E. Lothyan, GSA-Natl. Archives & Records Service, Federal Archives & Records Center, 6125 Sand Point Way N. E., Seattle, Wash. 98115.

NorthWest Archivists Group

20 Sept, noon: Luncheon and business meeting in conjunction with the above symposium, Holiday Inn, Salem, Ore. For additional information, contact: Caroline Gallacci, Wash. State Historical

MEETINGS, WORKSHOPS, INSTITUTES

Society, Tacoma, Wash. 98403.

October 1973

New England Document Conservation Center

1-5 Oct: Seminar in the application of chemical and physical methods to the conservation of library and archival material, at Boston Univ. Conference Center, N. Andover, Mass.

1-3 Oct: Theoretical aspects of conservation, stressing examination of and prescriptions for treatment of damaged materials; latest research on causes of deterioration; newest restoration techniques. 4-5 Oct: Planning for total conservation; training of conservation personnel; staff and budget; disaster control. Registration: \$100 for both segments of seminar, \$50 for one segment. Apply to: New England Document Conservation Center, Box 355, Topsfield, Mass. 01983.

American Records Management Assn., New York Chapter

4 Oct: Seminar, "Challenge to Change," at N. Y. State Electric & Gas Corp. in Ithaca. Program is designed to heighten awareness of records mgmt. as an essential administrative function. Speakers include Jose Coronas, Kodak Office, Industrial Engineering Group; Jaime Hecht, N. Y. State Electric & Gas Corp.; Wm. L. Rofes, IBM; and Olive M. Surgen, records mgmt. consultant. For further information, contact: Richard Strassberg, 144 Ives Hall, Cornell Univ., Ithaca, N. Y. 14850.

The American University/National Archives & Records Service

15-26 Oct: 29th Institute, Introduction to Modern Archives Administration.

[Note that dates of the institute, as given in the June 1973 SAA Newsletter, have been changed.] Co-sponsored by Library of Congress and Maryland Hall of Records. Conducted at the National Archives Bldg., Washington, D. C. Director: Frank B. Evans, Asst. to the Archivist of the U.S.; Asst. Dir.: Edward Weldon, Records Appraisal Div. of

MEETINGS, WORKSHOPS, INSTITUTES

NARS and editor, The American Archivist. Lectures and discussions by specialists of all phases of modern archives administration. Tours of NARS, Md. Hall of Records, Ms. Div. of Lib. of Congress. Certificate given; graduate credit may be earned. Tuition: \$200.00. For details, write to: 29th Archives Institute, Dept. of History, The American Univ., Washington, D. C. 20016. Telephone: (202) 686-2401.

Mid-Atlantic Regional Archives Conference

12-13 Oct: Fall meeting, Philadelphia. For details, contact: Peter Silverman, Urban Archives, Paley Library, Temple University, Philadelphia, Pa. 19122.

Society of Georgia Archivists

18 Oct: Fall meeting. Scheduled speaker is Dr. James B. Rhoads, Archivist of the U.S. For more information, contact: David B. Gracy II, Pres., Soc. of Ga. Archivists, Box 261, Ga. State University, Atlanta, Ga. 30303.

American Records Management Assn.

21-25 Oct: 18th Annual Conference, Bellevue Stratford Hotel, Philadelphia. Over 70 speakers will participate in sessions of general and special interest. For details, write to: ARMA, Suite 823, 24 N. Wabash, Chicago, Ill. 60602.

November 1973

Oral History Association

1-4 Nov: Workshop and Colloquium on Oral History, Hotel Thayer, West Point, N. Y.

1-2 Nov: Introductory workshop for persons interested in starting an oral history program or beginning work with an already established program. Registration for workshop only: \$30.00; deadline 5 Oct.

2-4 Nov: Colloquium. Includes sessions on new developments in the production and use of recorded interviews; evaluation of oral history interviews; interviewing to document combat operations in Southeast Asia; use of interviews in the study of political campaigns; oral history programs outside of the U.S. Also a tour

MEETINGS, WORKSHOPS, INSTITUTES

of the Roosevelt Library, Hyde Park. Registration for colloquium only: \$100.00; deadline 5 Oct. For more information, contact: Chmn., Local Arrangements, Oral History Assn., P. O. Box 325, Abilene, Kans. 67410.

GSA-National Archives/SAA

2 Nov: Archival Symposium, "Historical Business and Commercial Records of New England," at Boston Public Library, Boston, Mass. For additional information, contact: James K. Owens, Chief, Archives Branch, Federal Archives & Records Center, 380 Trapelo Rd., Waltham, Mass. 02154.

Society of Georgia Archivists

16-17 Nov: Workshop on archives and records management. Attendance open to non-members as well as to members. Workshop will cover both basic principles and advanced techniques in archives and records management. Registration: \$15.00, covers basic registration and two meals, one of which is a dinner in Underground Atlanta. For details, contact: David B. Gracy II, Pres., Soc. of Ga. Archivists, Box 261, Ga. State University, Atlanta, Ga. 30303.

* * * *

Texas Library Association

26-28 March 1974: 61st Annual Conference, Convention Center, San Antonio. Details are forthcoming from Joe F. and Ruth Dahlstrom, Publicity Co-Chmn., San Antonio Public Library, San Antonio 78205.

SAA CONVENTION ITEMS

37th Annual Meeting: Chase-Park Plaza Hotel, St. Louis, Mo., 25-28 Sept 1973. For last-minute information, contact either the SAA administrative office in Ann Arbor, Mich. (telephone (313) 764-2184) or Holly Hall, Olin Library, Washington Univ., St. Louis 63130 (telephone (314) 863-0100, extension 4335).

Two months ago, an unfortunate and disastrous fire raged through the huge National Personnel Records Center in

SAA CONVENTION ITEMS

St. Louis. Many of those planning to attend the annual meeting have indicated an interest in seeing the building and in having a session on the restoration activities now under way at the NPRC.

A tour of the NPRC is scheduled to leave the Chase-Park Plaza at 2:00 p.m. on Tuesday, 25 Sept 1973. Members will be escorted through the building--within safety regulations, of course--and will then return to the hotel. Please sign up for the tour at the SAA registration desk at the hotel and pay a small transportation fee.

The tour of the NPRC and the concurrent workshop originally slated for Thursday, 26 Sept, has been changed to a session on restoration at the NPRC. It will be held at the Chase-Park Plaza between 9:00 and 11:30 a.m. on Thursday, 26 Sept. Warren B. Griffin of the NPRC and Frank B. Evans of the National Archives will lead the discussion.

--Douglas Bakken

1973 Loc. Arrangements Comm.

The Program Committee for the 1974 convention in Toronto welcomes suggestions, preferably in advance of its first meeting during the St. Louis convention. Please communicate your ideas to the chairman of the 1974 Program Committee: Shonnie Finnegan, Univ. Archives, State Univ. of N. Y. at Buffalo, 123 Jewett Parkway, Buffalo, N. Y. 14214.

PUBLICATIONS

The 1973/74 catalog describing special manuscript and rare book collections available from the Microfilming Corporation of America is just off the press. If any Society member has not received a copy and would like to obtain one, he or she should request the catalog from: Mrs. Jean Reid, Microfilming Corp. of America, 21 Harristown Rd., Glen Rock, N. J. 07452.

The Society of Georgia Archivists wishes to inform SAA members that it publishes a scholarly journal, Georgia Archives, devoted entirely to archives. The

PUBLICATIONS

journal includes articles on archival theory and practice, and on Georgia resource material housed both within and without the state. The Society of Georgia Archivists invites individual memberships and institutional subscriptions, both \$5.00 per year. It also welcomes the submission of manuscripts for possible publication in the journal. For more information, write to:

David B. Gracy II, Pres., Soc. of Ga. Archivists, Box 261, Ga. State Univ., Atlanta, Ga. 30303.

Paper Conservation News is a new bi-monthly publication of H. Wayne Eley Associates, Inc. of New Haven, Conn. Each issue features an article on some aspect of conservation, such as lamination and the matting and framing of paper artifacts. The September 1973 edition will carry an evaluation of

PUBLICATIONS

pressure-sensitive and water-activated tapes. Although the editors do not endorse particular products, they do list the names and addresses of companies which manufacture products of use to conservators. Cost of an annual subscription is \$8.00. Write to: Paper Conservation News, 15 Broadway, New Haven, Conn. 06511.

SAA ELECTION INFORMATION

The 1973 Nominating Committee has tallied the votes in the recent general election and is in the process of notifying the candidates of the results. Any SAA member may obtain the vote count from the administrative office in Ann Arbor. The names of the newly-elected officers, Council members, and members of the 1974 Nominating Committee will be announced at the annual meeting in St. Louis.

-8-

Society of American Archivists
Bentley Historical Library
University of Michigan
Ann Arbor, Mich. 48105

NON-PROFIT ORG. U. S. POSTAGE PAID ANN ARBOR, MICH PERMIT NO. 200

DALE C. MAYER GREENVIEW ESTATES WEST BRANCH, IOWA 52358
