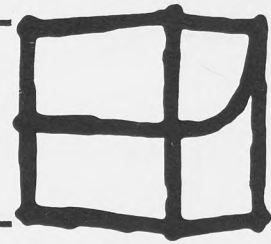


SAA Newsletter



J A N U A R Y 1 9 7 4

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

* * * * *

The Search Committee for the executive director has submitted the following job description:

The executive director shall carry out the broad policy decisions of the Council of the Society of American Archivists; supervise the day-by-day administration and operation of the director's office; coordinate the activities of the Society's various committees and affiliated regional organizations; develop new Society programs; and assist in locating the necessary resources to carry out these programs.

Specific responsibilities:

1. Administration: Maintain membership records, including dues billings, etc.; answer correspondence; supervise staff of director's office; plan and coordinate meetings; administer placement register; prepare SAA Newsletter; direct publications, awards, and other Society projects; and assist the Executive Committee in preparation of annual budget.
2. Council liaison: Plan meetings of Council and Executive Committee; keep and distribute minutes of such meetings; implement policy directives of Council.
3. Professional and program development: Coordinate membership development campaign; coordinate existing programs and develop new ones, with special emphasis upon education and training; seek financial and other resources for expanded programs; coordinate committee activities; and maintain relationships with other professional organizations.

Qualifications:

1. Education: A graduate degree, preferably in one of the social sciences.
2. Experience: Experience in an archival establishment with administrative responsibilities preferred; and speaking, writing, and fund-raising experience desirable.
3. Salary: Minimum of \$15,000 per year, including fringe benefits; length of contract negotiable; position open 1 July 1974.

Apply to: Philip P. Mason, SAA Search Committee, c/o Archives of Labor History and Urban Affairs, Wayne State University, Detroit, Mich. 48202.

STATEMENT ON USER FEES AND ACCESS

The Joint AHA-OAH-SAA Committee on Historians and Archives approved the following statement on 15 Sept 1973:

One of the unfortunate effects of the current financial crisis is pressure to restrict the availability of manuscripts and archives for research purposes. The severe budget stringencies which

now prevail in most agencies has led administrators to seek new sources of income and new methods of reducing expenditures. In such cases manuscript and archive operations have been under strong pressures to introduce practices which can only be regarded as far more harmful than any of the alleged benefits they would confer. [contd. on p. 8]

GENERAL ELECTION, 1974

The Nominating Committee for the 1974 general election will meet next April to select candidates for office. According to article 7 of the bylaws, the committee must choose at least two nominees for each vacancy. It must consider such factors as area of archival interest, age, sex, geographical location, national origin, citizenship, and race in order to ensure a broadly based governing body.

The Nominating Committee seeks the advice of the membership at large before it selects candidates. It therefore urges all members to send suggestions for nominees to Carolyn Sung, chairwoman of the committee, by 15 March 1974. Members may use the form on the next page for their recommendations or they may respond in more detail by letter.

In 1974, the Society will elect a vice president, a treasurer, two Council representatives, and three members of the 1975 Nominating Committee.

President: The present vice president, James B. Rhoads, will succeed to the presidency at the annual meeting in Toronto in October 1974.

Vice President: The candidate elected will succeed to the presidency at the annual meeting in Philadelphia in October 1975.

Council: The outgoing Council representatives are Mary Lynn McCree and Ann M. Campbell. Article 13 of the constitution states that they are not eligible for immediate reelection to the Council. The continuing Council members are:
Allie Carroll Hart (1975), Georgia Dept. of Archives & History;
Walter Rundell, Jr. (1975), University of Maryland;
Richard C. Berner (1976), University of Washington;
Elsie F. Freivogel (1976), National Archives & Records Service;
Ruth W. Helmuth (1977), Case Western Reserve University;
Hugh A. Taylor (1977), Public Archives of Canada.

1975 Nominating Committee: As outgoing Council representatives in 1975, Allie Carroll Hart and Walter Rundell, Jr. will automatically serve on the Nominating Committee. The remaining three members of the committee will be elected by the membership at large.

Following is a tentative schedule for the conduct of the 1974 election:

22 April 1974:	Nominating Committee meets to select candidates.
late May 1974:	Nominees are announced in the <u>SAA Newsletter</u> .
15 June 1974:	Ballots and campaign statements are mailed to voters.
26 August 1974:	Ballots are to be returned to the Nominating Committee.
September 1974:	Nominating Committee tallies votes.
4 October 1974:	New officers assume their duties on the last day of the Toronto convention.

Article 7 of the bylaws also provides for the nomination of candidates by petition. A nominee may be placed on the ballot by the submission of a petition which three percent of the total individual membership has signed. Since the

total individual membership reported at the last annual meeting was 1,498, a petition for the 1974 election would have to carry the names of 45 members. Article 7 of the bylaws does not mention a deadline for the receipt of petitions. The Council realizes that a deadline must be set in order to allow time for the executive director's staff to get the nominees by petition onto the ballot, and the matter will be dealt with at the Council meeting in late December 1973. An announcement on the deadline for the receipt of petitions will appear in the March 1974 edition of the SAA Newsletter.

1974 Nominating Committee

Carolyn H. Sung, Library of Congress, Chairwoman
Edmund Berkeley, Jr., University of Virginia
Stanton F. Biddle, Howard University
Ann M. Campbell, National Archives Branch,
San Bruno, California
Mary Lynn McCree, University of Illinois at
Chicago Circle

MY SUGGESTED NOMINEES FOR SAA OFFICES FOR 1974 ARE:

Vice President: _____

Treasurer: _____

Council (2 vacancies): _____

1975 Nominating Committee (3 vacancies): _____

MAIL THIS FORM BY 15 MARCH 1974 TO:
Carolyn H. Sung, 6004 Roosevelt St., Bethesda, Md. 20034.

COMMUNICATIONS
FROM
COMMITTEES

The Committee on Collecting Personal Papers and Manuscripts wishes to maintain a list of appraisers who have been used by institutions and their donors, and whose work has been satisfactory. Without recommending any particular appraisers, the committee will furnish the list to anyone asking for it. The committee would appreciate the assistance of any SAA member who could send it the name of an appraiser who has been used by his institution, or by donors to his institution, and whose work has been satisfactory. The committee will be glad to send copies of the list to anyone requesting it as soon as it is ready. Please send information, or requests for the list, to: Edmund Berkeley, Jr., Chmn., SAA Committee on Collecting Mss., c/o Mss. Dept., Univ. of Va. Library, Charlottesville, Va. 22901.

The 1974 Program Committee will meet in Toronto on 11 and 12 January in order to coordinate its plans with those of the Local Arrangements Committee. Suggestions for the program which reach the chairwoman by the beginning of February may still be considered for inclusion in the program. Send recommendations to: Shonnie H. Finnegan, Univ. Archives, State Univ. of N. Y. at Buffalo, 123 Jewett Parkway, Buffalo, N. Y. 14214. Other committee members who will take suggestions are Stanton F. Biddle, Ann M. Campbell, Gould P. Colman, Sara J. Fuller, Andrea Hinding, Peggy Ann Kusnerz, Edward C. Papenfuse, Bonnie F. Svoboda, Michael D. Swift, Edwin Welch, and Edward Weldon.

The Committee on International Archival Affairs has announced its second archives study tour: Archives of South America, to be conducted between 4 and 24 August 1974. The tour will feature visits to public and private archival agencies, manuscript reposi-

COMMUNICATIONS
FROM
COMMITTEES

tories, and libraries in Lima, Santiago, Buenos Aires, Sao Paulo, Rio de Janeiro, and Caracas. Also included are tours of museums and historic sites, and visits to such attractions as Iguassu Falls. An optional extension to Cuzco and Machu Picchu has been scheduled. Sanders World Travel of Washington, D. C. has organized the tour. It is available to members of the Society, their families, and other persons interested in archives, manuscripts, libraries, and records management activities. For further information, write to: Frank B. Evans, Chmn., SAA Committee on International Archival Affairs, Rm. 5E National Archives Bldg., Washington, D. C. 20408.

M E E T I N G S

22 Jan 1974: Vancouver Chapter, American Records Management Assn., Sheraton-Landmark Hotel, Vancouver, B. C. One-day seminar: "Records Retention: Dollar Drain or Data Bank?" Includes sessions on retention schedules; archival value; legal view; automation; costs; public records; records disposal. Registration: \$25.00, includes lunch. For further info., contact: ARMA, Vancouver Chapter, P. O. Box 5023, Vancouver 3, B. C., Canada.

The SAA and the Society of Southwest Archivists will sponsor a luncheon at the annual convention of the Organization of American Historians in Denver on 18 April 1974. Dr. E. Berkeley Tompkins, director of the National Historical Publications Commission, will speak on, "New Directions in Four Documentary Publications." Cost of the luncheon is \$8.00. SAA members who belong to the OAH will receive a pre-registration form with their convention program; they may reserve places for the luncheon by filling out the appro-

MEETINGS

priate line on the form. SAA members who do not belong to the OAH may make their luncheon reservations with the SAA acting secretary, including a check for \$8.00. Tickets are to be picked up at the OAH registration desk at the Denver Hilton.

The Mid-Atlantic Regional Archives Conference will hold its spring meeting on 26 and 27 April 1974 in Charlottesville, Virginia. For further info., contact: Michael Plunkett, Mss. Dept., Univ. of Va. Library, Charlottesville, Va. 22901.

EDUCATION

Thirtieth Institute: Introduction to Modern Archives Administration, 22 April - 3 May 1974 at the National Archives, Washington, D. C. While emphasizing public records and archives, the institute features a faculty experienced in all phases of work with archives and manuscripts. It is offered by the National Archives as a professional service. Dr. Frank B. Evans, assistant to the archivist of the U. S., is the institute's director. The institute is offered for three semester credits by the Dept. of History of The American University, and it is cosponsored by the Library of Congress and the Maryland Hall of Records. Address inquiries to: 30th Archives Institute, Dept. of History, The American University, Washington, D. C. 20016; or telephone (202) 686-2401.

A new directory of archival education is now available from the SAA acting secretary's office. The Education Directory includes an essay on careers in archives and descriptions of courses in archival administration offered at American and Canadian institutions. Frank B. Evans, assistant to the archivist of the U. S., and Maynard J.

EDUCATION

Brichford, archivist of the University of Illinois at Urbana-Champaign, compiled the directory. For a free copy of the directory, write to: SAA Acting Secretary, Bentley Historical Library, University of Michigan, Ann Arbor, Mich. 48105.

JOB PLACEMENT - OPENINGS

ARCHIVIST, Dept. of Archives and Manuscripts, Catholic University of America. Experience in university archives desirable. Qualifications should include an academic background in church history, labor, or economics, with appropriate degrees. Salary range to \$10,500 in accord with qualifications and experience. Position open now. Catholic University of America is an Equal Opportunity Employer. Apply to: Mr. Belanger, Adm. Asst., 108 Mullen Library, Catholic Univ. of America, Washington, D. C. 20017.

ASSISTANT LIBRARIAN, Historical Manuscripts and Archives, Yale University Library. Assists with planning, coordination, and supervision of all functions and operations of collections, including archival processing, cataloging, and research and reference service. Has immediate and primary responsibility for all professional work. Participates in budgetary planning, planning utilization of space, and related long-range planning. Assists in conducting negotiations for donations and purchases, and in maintaining liaison with faculty, other library units, and other libraries and depositories of archival materials. Qualifications: M.A. in American history or M.L.S. with strong history background. Additional graduate work toward the Ph.D. in history. Minimum of four years' experience in several aspects of archival work, including administrative experience. Demonstrated ability to write clearly and concisely

JOB PLACEMENT - OPENINGS

and to edit the writing of others. Ability to train new staff and to supervise effectively the work of a scattered group engaged in a variety of archival processing projects. Position available immediately. Salary in the area of \$14,000, depending upon qualifications. Fringe benefits include TIAA and group medical insurance. Yale University is an Equal Opportunity, Affirmative Action Employer. Send resume to: Pamela M. Dempsey, Asst. Librn. for Personnel, Yale University Library, Box 1603A Yale Stn., New Haven, Conn. 06520.

ASSISTANT DIRECTOR of university-related historical manuscript library and archives. Principal duties: general administration, including unit and foundation budgeting and personnel; public relations; editing. Qualifications: Ph.D. (or near) in history, American studies, or related discipline; and a substantial archival or administrative experience. TIAA-CREF retirement system; salary dependent upon qualifications and experience. University is an Equal Opportunity Employer. Send resume to: SAA Acting Sec., Bentley Historical Library, University of Michigan, Ann Arbor, Mich. 48105.

JOB PLACEMENT - APPLICANTS

Ph.D. (English history with research experience in American religious history) seeking position in state or university archives, editing and/or historical research. Some editorial experience. Have worked in university archives and in library. Reading knowledge of German. Research experience in manuscripts and public documents. Also experience with American colonial and western history. Resume available from acting sec. A-261.

JOB PLACEMENT - APPLICANTS

INDIVIDUAL with B.A. & M.A. in HISTORY, with publications, seeks archival position with historical or archival agency. Prefers western U. S. location. Recently completed three-month archival internship at State Historical Society of Wisconsin. Available immediately. Resume avail. from acting sec. A-260.

M.A. in AMERICAN HISTORY. Initial two years' experience with military records, including work with photo collections. Desire to further develop skills through responsible position. Automated systems analysis training and experience. Colonial and military specialties. Midwest preference. Resume avail. from acting sec. A-259.

M.A. in HISTORY, including coursework in administration of archives/mss. Manuscript processing training and experience obtained as recipient of archival fellowship. Desires archival/manuscript position suitable for beginning career. Resume avail. from acting sec. A-258.

M.A. in U. S. HISTORY, M.L.S., Certificate from Univ. of Denver Archives Institute. Desires position in archives, mss., or historical research. Experience in small college archives. Resume avail. from acting sec. A-255.

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 avail. from acting sec. A-254.

ARCHIVES/MANUSCRIPTS position sought. M.A.+ in American social and religious history. Have completed accredited

JOB PLACEMENT - APPLICANTS

program in archival administration, including processing experience at a manuscript repository. Experienced in researching mss. collections. Knowledge of Latin, French. Available immediately. No geographic preference. Resume avail. from acting sec. 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 avail. from acting sec. 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 avail. from acting sec. A-249.

POSITION WANTED in special collections, manuscripts, 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., English; A.M., library science, U. of Chicago. Law school. Continuing education in conservation of research library materials. Seven years' experience. Currently employed by major eastern small university. Resume avail. from acting sec. A-248.

JOB PLACEMENT - APPLICANTS

ARCHIVES/MSS/RECORDS MANAGEMENT. M.A. in library science with minor in Arabic studies. Experience includes six years of library administrative employment. Currently employed overseas as consultant on libraries and archives for foreign government. Seeking responsible position that will enable skills to be developed. Read and speak French fluently. Willing to travel or be located overseas. Resume avail. from acting sec. A-245.

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 avail. from acting sec. A-240.

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 avail. from acting sec. 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 avail. from acting sec. A-108.

Deadline for copy for the March 1974 issue of the SAA Newsletter is Wednesday, 13 February 1974. Send items to SAA Acting Sec., Bentley Historical Library, University of Michigan, Ann Arbor, Mich. 48105.

Statement on Users Fees and Access [contd. from p. 1]

There have been many suggestions by administrative officers that fees be imposed on persons not affiliated with an institution who wish to make research use of that institution's rare and unique manuscripts collections. The requirement that fees be collected from persons wishing to make scholarly research use of manuscripts and archives runs counter to the whole cultural tradition of this country. It would impose a kind of means test on scholars which would shut out impecunious or poverty-stricken young persons, no matter what their promise or ability, while giving special privileges to those who, in effect, are able to purchase access to material which is denied to others on grounds which have no relationship to their potential scholarly contributions.

Similarly, proposals that access be limited to students and faculty of the institution where the materials are housed, thus turning the university's

manuscript collection into a kind of private hunting preserve for its own students and faculty, are out of harmony with those traditions of scholarship which have always opposed erecting walls around libraries and scholarly resources. There should be no privileges in the world of scholarship except those based on demonstrated merit and ability. Privilege based on income or place of residence can in the long run only be harmful to the professional goals of both the historian and the archivist.

The vigor of scholarship in our country owes a great deal to a tradition of openness and immediate helpfulness to the outside inquirer. Hence the committee urges custodians of manuscripts and archives to resist such suggestions of user fees and access restrictions, and to call them to the attention of this committee and other responsible professional organizations in the historical and archival fields, so that appropriate countervailing measures may be taken.

-8-

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

return address requested

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

I +72
DALE C MAYER

GREENVIEW ESTATES
WEST BRANCH

IA 52358