

# SAA Newsletter

Society of American Archivists, 330 S. Wells St.  
Suite 810, Chicago, Illinois 60606

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September 1978

## SAA '78: A CHANCE TO BE HEARD

The 42nd Annual Meeting of the Society of American Archivists will offer meeting participants many opportunities to voice their opinions on matters confronting the profession in the years ahead.

Four open forums are scheduled during the week, all dealing with issues of importance to both the Society and the archival profession in general. On Wednesday, October 4, the 1979 Nominating Committee will hold an open forum from noon to 1:00 p.m. SAA members are encouraged to attend and suggest candidates for the 1979 election.

An open forum with the SAA Officers and Council on Wednesday from 1:00 to 2:00, will provide meeting participants with the opportunity to discuss three major proposals before the Society: certification of individual archivists (see *SAA Newsletter*, July, 1977, p. 10-11); accreditation of archival education programs (see *SAA Newsletter*, January, 1978, p. 10-11); and institutional evaluation (see *SAA Extra*, August, 1978, p. 6-9).

An extended discussion of the procedures by which archival education programs should be approved will take place at an open forum with SAA's Education and Professional Development Committee, Thursday, October 5, 9:30 - noon.

The draft code of ethics prepared by SAA's *ad hoc* Ethics Committee will be discussed at an open forum on Wednesday, from 2:00 - 4:30. Copies of the draft will be available to meeting participants in Nashville. (see *SAA Newsletter*, July, 1978, p. 20, for an outline of the draft.)

Drop-in rooms, an innovation at this year's meeting, will allow meeting participants the opportunity of discussing a wide variety of archival topics with experts in the field. Many of the rooms will be staffed by authors of present or forthcoming SAA manuals, who will be interested in hearing the comments, criticisms and suggestions on their manuals from meeting participants. Drop-in room discussion leaders will also be available to answer questions and discuss problems related to their fields of expertise. Drop-in rooms will be open from 12:30 - 2:00 on both Wednesday and Thursday. Meeting participants should consult their programs for specific topics to be discussed each day.

The annual business meeting on Wednesday, October 4, from 5:00 - 6:30, will feature the annual report of the Society's treasurer (copies of the report will be distributed prior to the meeting); the executive director's report; and the announcement of newly elected officers, Council members, and members of the nominating committee. SAA members are encouraged to attend the meeting and participate in the discussions.

Tuesday will be devoted to meetings of SAA committees. These meetings are open to any interested meeting participants, not just to committee members. It is at the SAA committee level that much work is done to influence the profession's progress in the future. All four of the draft proposals to be discussed in the open forums were the product of work by SAA committees. The pocket program, which will be distributed in registration packets in Nashville, will list the times and locations of all committee meetings.

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# ANNUAL MEETING POTPOURRI

- There will be a SPINDEX Users Network meeting on Wednesday, October 4, from 11:30 - 2:00 in the Tennessee Library and Archives auditorium. All users and interested parties are invited to attend. A box lunch will be provided for \$3.00; those interested should notify Cleo Hughes, Tennessee State Library and Archives, 403 Seventh Ave., North, Nashville, TN 37219 by September 26.
- SAA's Oral History Committee will sponsor a special session, "Getting into Oral History: Access to Collections," on Tuesday, October 3, from 1:30 - 4:00. The session will explore the present state of finding aids and their efficacy in providing access to oral history materials. Those interested in attending this session are encouraged to bring examples of finding aids used at their institutions. Ample time will be provided for individuals' presentations and discussion.
- In its October 3 meeting, the *ad hoc* Committee on Ethnic Archives will focus attention on the writing and publishing of a manual for archivists working with historical source material relating to immigrant groups. A tentative table of contents is available from Francis X. Blouin, Jr., Bentley Historical Library, University of Michigan, Ann Arbor, MI 48109.
- There will be a combined book exhibit in the exhibit area of the Hyatt Regency Hotel. Publications relating to archives and manuscripts will be on display, with order forms provided for those interested in making a purchase. Anyone interested in exhibiting a publication should contact Deborah Risteen at SAA headquarters in Chicago.
- Due to an unprecedented demand for the 2-part seminar on preservation of films and photographs, its format has been changed to allow additional meeting participants to attend. The sessions will feature James W. Moore and Robert MacClaren, NARS; Klaus B. Hendricks, PAC; and Henry Wilhelm, East Street Gallery.
- A new feature in the exhibit area of the Nashville annual meeting will be a booth to promote SAA's Sixth Archives Study Tour to Australia, New Zealand, and Fiji. A

staff member of the travel agency coordinating the tour will be on hand to distribute brochures, answer questions and sign up tour participants. For more information on the study tour, see page 3 of this *Newsletter*.

- SAA's Placement Service will again operate at this year's meeting. Employers are urged to bring job announcements and candidates should bring resumes to the placement booth early Tuesday. The Placement Service will assist employers in setting up interviews with candidates during the course of the week.
- Exhibitors already scheduled to have exhibit booths in Nashville are:

University Products, Inc., Holyoke, MA  
 Photofile, Inc., Zion, IL  
 Franklin Distributing Corp, Denville, NJ  
 TALAS, New York, NY  
 Pohlig Bros., Richmond, VA  
 Howard Paper Mills, Dayton, OH  
 National Archives & Records Service, Washington, DC  
 The Hollinger Corp., Arlington, VA  
 Memphis State, Vanderbilt, University of Tennessee Presses  
 United Methodist Publishing House, Nashville, TN  
 American Association for State and Local History, Nashville, TN  
 Sunday School Board and Historical Commission of the Southern Baptist Convention, Nashville, TN  
 Accelerated Indexing Systems, Salt Lake City, UT  
 Gaylord Bros., Inc., Syracuse, NY  
 NHPRC, Washington, DC  
 Inter-University Consortium for Political and Social Research, Ann Arbor, MI.

- A tour of Jack Daniel's Distillery, a Tennessee barbeque complete with square dancing and Blue Grass music, the charming town of Lynchburg with its quaint country store, Andrew Jackson's elegant Hermitage, and an evening of music from the Grand Ole Opry. All this and more for only \$55 on the two-day post-meeting Middle Tennessee tour. Space is still available. Register now!!



# Archives

## ● Study Tour of NEW ZEALAND, AUSTRALIA & FIJI



Rewarding meetings with professional colleagues in Australia, New Zealand and Fiji are expected to highlight an SAA Study Tour scheduled for February 3-25, 1979. The tour itinerary includes Sydney, Canberra, Melbourne, Christchurch, Wellington, Auckland, and Suva. In each location study visits are scheduled to local archival institutions. Time is also provided for historical orientation tours as well as special activities designed to acquaint members with the unique natural wonders down under.

SAA has received the enthusiastic assistance of the Australian Society of Archivists and the Archives and Records Association of New Zealand in making plans for the trip. Tour participants will find striking parallels to American archival concerns during the visit. For example, just as organizations and studies are calling for a change in the organizational status of the National Archives and Records Service, the Australian Archives has been transferred from the Department of Administrative Services to a newly created Department of Home Affairs. This department has responsibility for the Territories of Cocos Islands and of Christmas Island, as well as the national museums, women's affairs, and support for the arts and letters.

In New Zealand, the Alexander Turnbull Library is coordinating the preparation of a National Register of Archives and Manuscripts in a project similar to the National Union Catalog of Manuscript Collections of the Library of Congress. A further similarity between the two countries is the heated controversy over the treatment of the papers of a former public official.

In spring, 1978, Wilfred I. Smith, the Dominion Archivist of Canada and a former SAA president, made a six week tour of New Zealand's archival facilities. This visit, as well as the success of ARANZ, the young but vigorous archival association, is expected to give impetus to archival development in New Zealand.

The tour is available to members of the Society, their families, and other persons interested in archival, library and records management activities. The \$2,100 charge for the 23-day tour includes air transportation from San Francisco, with return to Los Angeles, hotel accommodations, transfers, historical orientation and other special tours, and some scheduled meals.

A representative of Orion Travel of Chicago will be available during the Nashville meeting to answer questions regarding the study tour. A brochure containing complete details will be mailed to SAA members within the next few weeks.

## BUSINESS ARCHIVES EDUCATION

"Business Archives: Procedures and Programs," is the title of the SAA-sponsored workshop for business archivists which will be held December 4-8, 1978 at the Pick-Congress Hotel in Chicago. The five-day workshop will cover both basic and advanced topics in two consecutive courses: "Basic Archival Procedures" and "Advanced Archival Programs." Individuals may register for one or both of the courses. The registration fee is \$200 for the entire five-day workshop; \$150 for the three-day "Basic Archival Procedures" course only; and \$75 for the two-day "Advanced Archival Programs" course only. The workshop is open to all persons involved or interested in the care and preservation of business archives or institutional records. Workshop enrollment will be limited.

NAME -----

TITLE -----

COMPANY -----

ADDRESS -----

CITY-----STATE-----ZIP-----

BUSINESS PHONE -----

HOME PHONE -----

Please register me for:

- Complete 5-Day Workshop at \$200 (includes Business Archives Manual, 5-volume Basic Manual Series, and Business Archives Directory)
- 3-Day Basic Course only at \$150 (includes same publications as 5-day workshop)
- 2-Day Advanced Course only at \$75 (includes Business Archives Manual, Business Archives Directory)
- Payment enclosed       Please bill

NOTE: Registration fee does not include price of rooms or meals. Rooms have been reserved at the Pick-Congress; housing information will be sent to all registrants.

Make check payable to The Society of American Archivists. Send check and registration form to SAA, 330 S. Wells Street, Suite 810, Chicago, Illinois 60606.

## PEOPLE PAPERS

Ottawa, Ontario SAA member Michael Swift has been appointed Director of the Archives Branch at the Public Archives of Canada. The Branch is responsible for acquiring, preserving, and making available to the public materials of every kind from any source relating to all aspects of Canadian life and to the development of the country. An additional responsibility involves providing suitable research services and facilities.

Swift succeeds SAA president-elect Hugh A. Taylor, who left the Public Archives to become Provincial Archivist of Nova Scotia.

Bloomington, Indiana The elegant Lincoln Room of the Lilly Library now houses the largest item in a newly-mounted exhibit on travel--a 1930 Austin Bantam. The pastel blue antique automobile measures ten feet in length, less than five feet in width and has a wheel base of about six feet. In other Library locations, the imaginative exhibit features a broad panorama of travel literature from Lilly collections, including the earliest edition of the *Travels of Marco Polo*, dated 1477, and a manuscript copy of the *Travels*, dated 1460. The exhibit, planned by Cecil K. Byrd, also includes guidebooks and promotional brochures from the past--pieces of ephemera which were first saved by fortunate accident and are now preserved on the shelves of the Indiana University institution. However, Lilly's manuscript curator Sandra Taylor has denied reports that she is soliciting bids for acid-free storage facilities for the Austin.

Washington, DC Sara Dunlap Jackson, a member of the NHPRC staff at the National Archives, was presented with the first Employee Achievement Award by the Archives' employees union. Jackson was honored by her peers for over 30 years of service to researchers using the Archives' military records.

Milwaukee, Wisconsin If General George Armstrong Custer had defeated the Sioux at Little Bighorn, he would have had to make another last stand--against the Northwest Telegraph Co. According to records recently discovered in the archives of the Wisconsin Telephone Co., Custer was being dunned for an overdue bill that amounted to more than \$100. "His case is particularly aggravating from the fact that he is utterly lawless in all of his transactions with us," complained the superintendent of the company in a letter to Custer's superior. Was there a follow up letter? A company spokesman reports, "Two months later there was no reason for further correspondence."

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# ARCHIVAL SECURITY NEWSLETTER

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## SUSPECT APPREHENDED IN CONNECTICUT DOCUMENTS THEFT

A Connecticut man with a previous criminal record was arrested August 7 for the theft of \$21,000 worth of historical documents from both the Connecticut Historical Society and the Connecticut State Library. Among the items missing from the two institutions were letters of several presidents including George Washington and Abraham Lincoln.

The suspect was arrested after a three month investigation into the whereabouts of the documents. According to Hartford police, they were able to link the accused man with the thefts by relating his visits to the Historical Society to the days on which items were listed as missing. Hundreds of manuscripts, including thirty documents taken from the Connecticut State Library, were discovered when police searched the suspect's home.

Formal charges against Walter S. Plowman, of Haddam, Connecticut, include three counts of first degree larceny, ten counts of third degree larceny, and three counts of fourth degree larceny.

## PAPERS AND ANTIQUES TAKEN FROM PRIVATE HOME

Police in Cranston, Rhode Island, recently announced the theft of historical papers and antiques from the attic of a private home in that community. The theft, believed to have occurred during the winter, was reported only recently. According to the police, few people knew about the manuscripts or were aware of their importance.

One of the items taken from the home was a Revolutionary War general's written account of the burning in 1772 of the British schooner *Gaspee* in Narragansett Bay. The name of the owner, who had inherited the papers and antiques, has not been disclosed.

## EDITORIAL NOTE

Although the SAA Archival Security Program is supported by a grant from the National Endowment for the Humanities, the opinions expressed in the *Archival Security Newsletter* are those of the program staff and not of NEH.

## MISSISSIPPI ENACTS LAW

Mississippi recently joined a growing number of states enacting new legislation to protect libraries, museums, and archives from theft and vandalism.

On July 1, 1978, it became a misdemeanor to "mutilate or unlawfully remove" any materials in the custody of public or private depositories. The new law also permits an employee of such an institution to detain and question a suspect if the staff member acts in good faith and in a reasonable manner.

The legislation, drafted by the Mississippi House of Representatives' Judiciary Committee and the State Attorney General's Office, was sponsored by Senator Herman DeCell. Several staff members of the Mississippi Department of Archives and History gave testimony and advice on the measure, including Elbert R. Hilliard, Departmental Director; Robert J. Bailey, Director of the Archives and Library Division; Patti Carr Black, Director of the State Historical Museum; Ronald E. Tomlin, Chief of the Archives Section; Caroline Killens, Head Librarian; and Hank Homes, Oral Historian.

Similar legislation has been enacted in Alabama, Georgia, North Carolina, Ohio, and Virginia. Iowa has a security measure before a House subcommittee; a similar bill was passed by the California state legislature and requires the governor's signature.

## STUDY EVALUATES ELECTRONIC SECURITY SYSTEM

A new study entitled "Evaluating the Effectiveness of an Electronic Security System" was published in the July issue of *College and University Libraries*. The article, by James Michalko and Toby Heidtmann, updates a 1971 study which recommended the installation of an ESS in the Van Pett Library at the University of Pennsylvania. The authors conclude that rate of loss of the most recently acquired items was reduced by 55 percent and the overall collection loss rate was reduced by 39 percent. For every dollar the ESS cost, approximately \$1.73 in benefits was returned. At that rate the system would be paid for in thirty-eight months.

# NEWS FROM NHPRC

## *NHPRC Records Program Statistics*

The National Historical Publications and Records Commission recently compiled the following summary figures relating to records program grants from the inception of the program in late 1975 through the June 1978 Commission meeting. During this period, the NHPRC formally considered 316 records grant proposals, of which 155 have been recommended for funding in whole or in part. Applications totaling \$8,194,427 have been considered by the Commission, with total funds recommended of \$3,127,970. The average proposal has requested \$26,000; the average grant recommended by the Commission has been \$20,200.

Among the 316 proposals received to date, 267 have been for "State" projects where project activities have taken place within the boundaries of a single state and where the proposal has, therefore, been considered by a State Historical Records Advisory Board. The Commission has also received requests for 28 national and 21 regional records projects. The Commission has funded slightly over 25% of the funding requested for national projects, slightly over 33% for regional projects, and nearly 40% of state funding requests. Projects have been funded in 37 of the 43 states from which proposals have been considered. Grant funds in excess of \$90,000 have been recommended in eight states and for amounts from \$50,000-\$90,000 in 11 additional states. The number of proposals considered by the Commission during the two most recent Commission meetings (February and June) is nearly 200% of the number received at the same time one year ago.

## *NHPRC State Historical Records Advisory Boards*

During its June meeting, the National Historical Publications and Records Commission approved appointees to a Wyoming Historical Records Advisory Board, the forty-eighth State Board to be appointed. The Commission also agreed to accept, for the time being, records grant proposals from applicants in Maine and Mississippi where Advisory Boards have not been appointed.

Appointments of some current members of Historical Records Advisory Boards expire during July-December, 1978 in states listed below. Approximately one-third of the membership of each of these boards is due for re-

placement or reappointment each year. Archivists, historians, librarians, records managers, and others interested in the selection of Board members should contact the office of their Governor and their State Historical Records Coordinator. State Historical Records Advisory Boards, in accordance with the procedures of the National Historical Publications and Records Commission, establish priorities, evaluate records grant proposals, make recommendations to the NHPRC, and engage in other activities relating to historical records programs in their state.

<u>State</u>	<u>Anticipated Expiration Date</u>
Alabama	September
Arkansas	October
California	October
Colorado	September
Hawaii	December
Idaho	December
Maryland	December
Missouri	December
Montana	September
Minnesota	November
Ohio	December
Pennsylvania	August
South Carolina	November
Virgin Islands	November

## *"Suggestions for Applicants" Available*

The records grant program has recently prepared a much-expanded booklet, "Suggestions for Applicants." The pamphlet includes a discussion of records program application review procedures, advice for preparation of the main sections of records grant proposals, a sample budget and cover sheet, a reference bibliography, and other information frequently requested by applicants. To obtain a copy, write Director, NHPRC, National Archives and Records Service, Washington, DC 20408.

### SAA STAFF

Ann Morgan Campbell, *Executive Director*

#### Administrative Services

Joyce Gianatasio, *Director*

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Timothy Walch, *Director*

Karen Hawker

Deborah Risteen

#### Historical Records Survey Project

Loretta Hefner, *Program Officer*

# MEETINGS

## *SPINDEX III Training*

A SPINDEX III user training course, co-sponsored by the National Historical Publications and Records Commission and the Planning and Analysis Division of the National Archives and Records Service, is planned for this fall in Madison, Wisconsin. The week-long seminar will be designed to give both veteran users and newcomers to the system an overview of automation in general and the SPINDEX programs in particular. Individuals interested in receiving more information about SPINDEX training should contact NHPRC or the Planning and Analysis Division, National Archives, Washington, DC 20408.

## *Long Island Archives Conference*

The Long Island Archives Conference will hold its fall meeting November 4, 1978 on the campus of Hofstra University, Hempstead, Long Island. For further information, contact Evert Volkersz, SUNY Library, Stony Brook, NY 11794 or Agnes K. Packard, Huntington Historical Society, Huntington, NY 11743.

## *Rhode Island Historical Society*

The New England Document Conservation Center will conduct a three day seminar November 15-17 in Providence, Rhode Island, covering records conservation management and preventive conservation techniques. Designed both for those with no previous conservation instruction as well as those with some familiarity with the subject, the seminar is open to archivists, librarians, manuscript curators, records managers, and town clerks in Rhode Island and southeastern Massachusetts. Funded by a grant from the National Historical Publications and Records Commission, the seminar costs \$10 per person, with registration limited to 50 people. The deadline for registration is October 20. For further information, contact Nancy F. Chudacoff, Librarian, Rhode Island Historical Society, 121 Hope Street, Providence, RI 02906 (401) 331-0448.

## *University of Alberta*

The Faculty of Library Science, University of Alberta, will be holding its third Archives and Records Management Institute for six weeks in July and August, 1979. The institute

consists of two sections--dealing with archives administration and records management respectively--and each section carries three credits. Students may enroll for one or both of the three week sections. The cost of the entire six week institute is projected at \$250 plus accommodations, meals, and travel expenses. Registration is limited to 20 persons. Those interested in attending should contact Gloria M. Strathern, Faculty of Library Science, University of Alberta, Edmonton, Alberta T6G 2J4.

## *Practical Approaches to Records Preservation*

This symposium, sponsored by Drake University, Kansas City Federal Archives and Records Center, Iowa Historical Materials Preservation Society, and Iowa Local Historical and Museum Association, will take place October 20-21, 1978 at the Olmstead Center of Drake University, Des Moines, Iowa. Session topics will include "The Law and Public Records: The Iowa Context," "Collecting and Appraising," "Preservation of Black and White Photographs," "Stability and Preservation of Color Photographs," and more. For further information, contact Toby Fishbein, University Archivist, Iowa State University, Ames, Iowa 50011 (515) 294-6672 or Alan F. Perry, Archives Branch, Federal Archives & Records Center, 2306 East Bannister Rd., Kansas City, MO 64131 (816) 926-7271.

## *Mid-Atlantic Regional Archives Conference*

MARAC's fall meeting will be held October 20-21 at the Lord Baltimore Hotel, Baltimore, Maryland. Program sessions will include "Starting an Archives," "Appraisal of Manuscripts," "Identification of Facsimiles," "Ethnic Studies," and "Access to Records." Two workshops will be offered, one on paper conservation and the other on bookbinding. Exhibits, tours, a wine and cheese reception, and a breakfast buffet will highlight the meeting. For further information, contact Adele Newberger, BRISC, University of Baltimore, 847 Howard Street, Baltimore, MD 21201.

## *Midwest Archives Conference*

MAC will meet November 9-11 in Indianapolis. Program information, not available at press time, can be obtained from Nancy Prewitt, University of Missouri-Columbia. Contact Helen Davidson, Eli Lilly Co. Archives, Indianapolis, for local arrangements information.

## LEGAL CLINIC: DEEDS OF GIFT

*Alex Ladenson, SAA's Legal Counsel, recently responded to a letter from an archivist faced with an all too common problem--collections in his custody not covered by deed of gift or deposit agreements. The archivist had recently assumed direction of an institution which had collected large quantities of organizational records with little concern for legal requirements. Ladenson's response to the archivist follows:*

By way of background, I would like to begin with a brief legal analysis of what constitutes a valid gift. In general, the courts have declared that there are three essential elements of a valid gift: (1) donative intent on the part of the donor; (2) delivery of the property; (3) acceptance on the part of the donee.

From the facts stated in your letter, one of the essential elements of a valid gift is lacking and that is the intent of the donor. As a result, it may be difficult for you to assert your right of ownership to these records in the event you are challenged.

What needs to be done now is to make a thorough search of the records in question to determine whether it is possible to ascertain the names of the donors. The nature of the document or its content may give you a clue as to who may have been the donor. Every correspondence file in your institution should be scrupulously examined. It may reveal some of the desired information. Perhaps some of the other operating officials can supply the names of some of the donors.

If this procedure should uncover the names of donors, then the next step is to communicate with them and request them to confirm the gifts in writing. In this instance, it would be highly desirable for you to prepare a deed of gift for each donor with a description of the material. Having discovered the names of the donors, the question of whether they intended to make a gift of the material or merely place it on deposit can be determined. It will also be possible to learn whether any special restrictions on use were intended by the donor.

A final question remains; namely, how to treat the records whose donors have not been identified. Since you are in possession of the records, and since they were not obtained through fraud or any other unlawful manner, I would recommend that you treat such records

as gifts belonging to your institution. They may be available to the public for research. However, I believe the following precautions should be observed. It would be prudent to withhold from use, for a period of time, those records that are of a highly personal nature in which the names of individuals are linked with the events recorded, particularly if they are in any way libelous or incriminating. I would also recommend that the institution abstain, also for a period of time, from publishing records that are of a "sensitive" nature.

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### SAA COUNCIL AGENDA

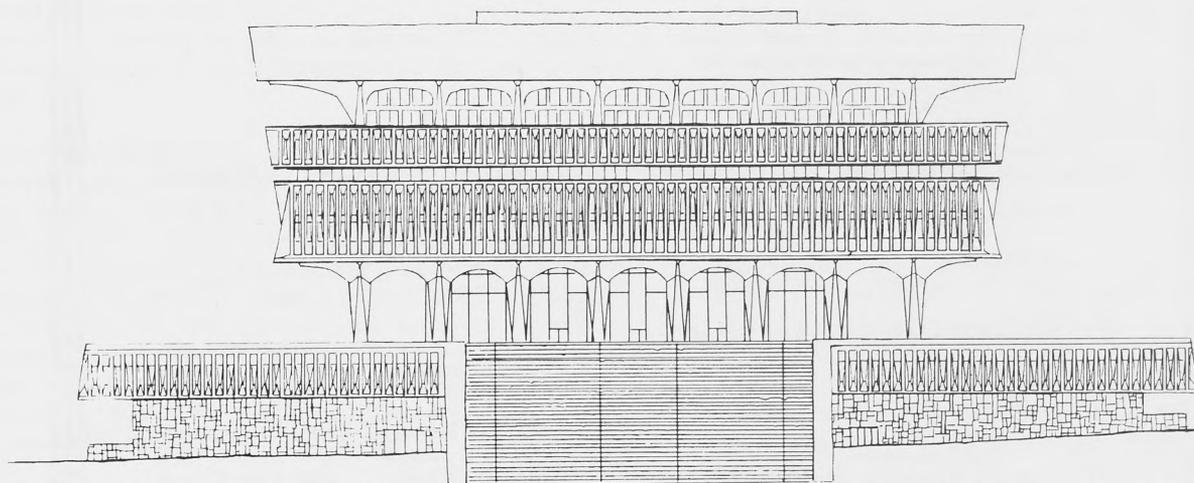
9:00 a.m. October 2, 1978  
Hyatt Regency Hotel  
Nashville, Tennessee

- I. Adoption of Agenda
- II. President's Report
- III. Vice President's Report
- IV. Treasurer's Report
- V. Executive Director's Report
- VI. Editor's Report
- VII. Unfinished Business
  - A. Committee on Committee recommendations
  - B. Plans for individual certification, institutional evaluation and accreditation of archival education
  - C. Archives of SAA
- VIII. New Business
  - A. Committee on Reference and Access--revised access statement
  - B. Committee on the Status of Women--request for support of extension of time for ratification of ERA amendment
  - C. NCAC: proposed SAA involvement
  - D. Foreign exchange opportunities for archivists
  - E. Standardization of description of archives and manuscripts

The *SAA Newsletter* is published bi-monthly by the Society of American Archivists. Copy deadline for the November issue of the *Newsletter* is October 15.

# Archival Architecture

*Archives buildings and their contents are rapidly expanding, the result of increased awareness of the importance of papers brought about by the Bicentennial, the phenomenon of Roots, and the controversy over the Nixon papers, among other factors. This is the first in a series of articles discussing new and planned archives buildings.*



*Cultural Education Center, Albany, New York. Architects: Harrison and Abramowitz, New York City.*

Last spring, three small rooms in the State Education Building Annex housed the fledgling New York State Archives. Its few thousand feet of accessioned records were located in an old warehouse and several other storage areas in Albany.

Today, the State Archives shares spacious quarters with the State Museum and the State Library in the Cultural Education Center of the Empire State Plaza, a new billion-dollar complex. Fifteen thousand cubic feet of records have already been moved into a stack area with a capacity of 50,000 cubic feet, and another 10,000 feet will be transferred in the next few months. Adjoining the stack area are administrative offices, a public research room, and space planned for microfilm and conservation facilities.

In 1975, Edward Weldon was appointed as State Archivist, and the next year a program became operational when a small staff paid by various federal funds began analyzing the results of an agency records survey to locate and identify potential archival materials.

In 1977, the state finally appropriated limited funds, only \$14,000, and the archives continued to operate primarily on federal funds and reassigned positions. This past April, however, the legislature appropriated \$363,000 and mandated the State Education Department to "expand the activities of the State Archivist."

*The Newsletter staff invites descriptions, complete with line drawing and technical information, of new or planned archives buildings for inclusion in future issues. Send descriptions to Deborah Risteen, SAA, 330 S. Wells Street, Suite 810, Chicago, Illinois 60606.*



## PROFESSIONAL OPPORTUNITIES

ARCHIVIST/LIBRARIAN, the Walter P. Reuther Library of Labor and Urban Affairs, Wayne State University. Responsibilities include maintaining reference library; developing and coordinating acquisitions; preparing bibliographies and finding aids; servicing archival collections; working with donors, labor unions, urban and minority groups; assisting researchers, staff, and students; and other related duties. *Qualifications:* MLS degree, and five years of library-archives or related experience. Foreign language desirable. *Salary:* From \$15,720, negotiable. Position available immediately. Apply to: Philip P. Mason, Director, Walter P. Reuther Library, Wayne State University, Detroit, MI 48202.

LIBRARIAN/ARCHIVIST, The Mariners Museum, Newport News, Virginia. New position available January 1, 1979, in major collection of maritime and naval history. Research collection contains over 60,000 volumes, 150,000 photographs, ships' logs, plans, charts, etc. *Qualifications:* MS in library science, plus two to three years experience in archival work. History background desirable. Send resume to Ardie L. Kelly, Librarian, The Mariners Museum, Newport News, VA 23606.

TECHNICAL SERVICES ARCHIVIST, University of Virginia Library. Under the supervision of the Curator of Manuscripts, will supervise the technical services section of the Manuscripts Department. Duties include scheduling and supervising processing work; preparing student employee budgets and paperwork; processing collections and writing registers; assisting in public service and reference work; and carrying on general professional archival duties as required. *Qualifications:* MA in American history, or in library science, with an archival concentration and American history background. One years experience as a manuscripts processor; supervisory experience highly desirable. *Salary:* \$11,040 or higher depending on experience, for 12-month appointment; benefits of the General Faculty of the University. Position available January 1, 1979. Send resume by November 1, 1978 to Kendon L. Stubbs, Associate University Librarian, University of Virginia Library, Charlottesville, Virginia 22901.

MANUSCRIPT PROCESSOR, Cincinnati Historical Society, to arrange, describe, and catalog the papers of five members of the Charter Party of Cincinnati instrumental in establishing a city manager form of government.

One year, NHPRC funded project beginning October 15, 1978. *Qualifications:* MA in American history, with course work in 20th century political and urban history; archival training and/or experience. *Salary:* \$9,000 plus benefits. Apply by September 30th to Dr. Gale Peterson, Director, Cincinnati Historical Society, Eden Park, Cincinnati, OH 45202.

ASSISTANT ARCHIVIST, Salvation Army Archives and Research Center. Responsibilities include the supervision of processing and reference room; preparing finding aids. *Qualifications:* Advanced degree with archival training and at least one years experience; MLS desirable. *Salary:* \$12,000 plus benefits. Available immediately; send resume to Thomas Wilsted, Archivist Administrator, Salvation Army Archives and Research Center, 145 W. 15th St., New York, NY 10011.

ARCHIVIST, California State University, Northridge, Libraries, to help plan an urban archives center under NHPRC grant. Responsibilities include assisting the director to survey potential collections, creating operational procedures and a publication program, and assessing financial and space needs for a permanent facility. *Qualifications:* advanced degree in library science, history, or related discipline. Graduate training and experience in archival administration preferred; reading knowledge of Spanish desirable. Requires ability to work with community organizations and potential donors. Nine-month appointment, beginning October 1, 1978, at Lecturer status. Possibility of permanent employment as Archivist after academic year 1978-79. *Salary:* \$1,188-1,428 per month, depending on qualifications. Send resume to Professor Leonard Pitt, Department of History, California State University, Northridge, 18111 Nordhoff Street, Northridge, CA 91330.

LIBRARIAN/ARCHIVIST, Special Collections, Rice University Library to process manuscript collections and university archives; to be responsible for repair and conservation of manuscripts, archives, rare books and maps; to prepare articles and bibliographies and assist in educational activities. *Qualifications:* Accredited MLS. Degree in American history desirable. Archival training or experience required. *Salary:* \$10,000+ depending on qualifications. Reply to Nancy Parker, Director, Woodson Research Center, Rice University Library, Houston, TX 77001.

(See back page for more job listings.)

# SAA Newsletter

Ann Morgan Campbell, Executive Director (312) 922-0140  
Society of American Archivists, 330 S. Wells St.  
Suite 810, Chicago, Illinois 60606

NON-PROFIT ORG.  
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INSIDE. . .

Nashville '78. . . . .	1-2
Study Tour . . . . .	3
Legal Clinic . . . . .	8
Archival Architecture. . . . .	9
Placement. . . . .	11-12

AND MORE!

TIME VALUE MAIL

## PROFESSIONAL OPPORTUNITIES

*Three vacancies, University of Baltimore, Baltimore Region Institutional Studies Center. Single Year Project Funding.*

PROJECT ARCHIVIST, to establish archival controls for the records of the Maryland Council of Churches. *Qualifications:* degree in American history or American studies with major concern for post-1950 social history; certificate in archives work; three years archival experience; strong background in appraisal and conservation; interest in church history valuable.

PROJECT COORDINATOR, to establish and conduct field survey and perform other duties related to survey of local nonpublic records in the Baltimore region. Graduate degree in American history or American studies; experience in local and regional history; appropriate archives certificate or experience.

FIELD ARCHIVIST, to participate in survey of local records, working collegially with Project Coordinator; to perform bulk of field contracts and assist in preparation of summaries, reports, etc. This is a half time position.

For above positions, send application by October 15 to Adele Newburger, Associate Director, University of Baltimore, Baltimore Region Institutional Studies Center, 847 North Howard Street, Baltimore, MD 21201. Candidates may interview for these positions at the annual meeting.

CURATOR/REFERENCE LIBRARIAN, Ball State University to, acquire, organize, and offer reference service for local archives and historical collection. Work in general reference and other divisional activities as needed. *Qualifications:* accredited MLS with advanced de-

gree in history or American studies required. Archival training or demonstrated competence in archival training given preference. *Salary:* commensurate with educational background and archival experience. Nine month appointment with appropriate academic rank, summer employment available, tenure-track position. Send resume to Dr. Ray R. Suput, University Librarian, Ball State University, Muncie, IN 47306. Application deadline is October 15, 1978.

ARCHIVIST, the Center for History of Physics of the American Institute of Physics, to be employed at the Lawrence Berkeley Laboratory in Berkeley, California. Responsibilities include researching and documenting the history of post-war physics at government contract laboratories. *Qualifications:* At least two years experience (not necessarily with scientific records), background in science or the history of science valuable. *Salary:* dependent on qualifications. Send vita and brief letter of application to Joan N. Warnow, Associate Director, Center for History of Physics, American Institute of Physics, 335 E. 45th Street, New York, NY 10017. Applicants attending the SAA annual meeting should indicate interest in an interview at that time.

*It is assumed that all employers listing vacancies with the Society of American Archivists are in compliance with Equal Opportunity/Affirmative Action Regulations.*

The placement service will again operate at this year's annual meeting in Nashville. Employers are urged to bring job descriptions and candidates should bring resumes to the placement booth in the exhibit area. Temporary resume and job description forms will also be provided. The placement service staff will assist employers in setting up interviews throughout the course of the meeting.