

The Society of American Archivists

SAA Newsletter

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WHITE HOUSE CONFERENCE MEETS

The White House Conference on Library and Information Services was held in Washington in November. During the 4-day meeting, delegates examined library and information needs and made recommendations for improving services in five broad theme areas: meeting personal needs, enhancing lifelong learning, improving organizations and the professions, effectively governing our society and increasing international understanding and cooperation.

Governor's conferences in the states had preceded the national meeting. Since archivists had not been represented in many state conferences (where national delegates were chosen), and since 2/3 of the delegates were from the general public, representation from the profession at the Washington meeting was limited.

SAA was represented, however, by two members. Edward Weldon, New York State Archives, served as an at-large delegate, and Victoria Irons Walch, NARS, was SAA's official observer. Under Weldon's leadership, and with the help of state delegates Agnes Conrad of Hawaii and Frank Mevers of New Hampshire, the meeting adopted a resolution recognizing the importance of additional funding being made available to identify, collect, describe, preserve, and make available archives and historical manuscript collections, and recognizing the crucial role played by NHPRC and NEH.

This is a troubling time for everyone interested in the welfare of our national archival agency. At the request of the Society, SAA Fellows at NARS recently prepared a statement, which has been furnished to President Carter, addressing several major areas of concern. Copies are available on request.

ARCHIVIST OF THE UNITED STATES: SEARCH EXTENDED

Reacting to the concerns of professional societies and others regarding the timing of the search for a new Archivist of the United States, GSA extended the open period indefinitely in November 1979. (See *SAA Newsletter*, November 1979, p.1). It is expected, however, that the search will end by mid-January.

A qualifications review panel composed of archivists, historians and others met on December 19 to establish criteria for their evaluation of individual candidates for the position. The weighted criteria which the group identified are:

SCHOLARLY ATTRIBUTES-15% (formal education-4%, publications-3%, professional recognition-8%); PROFESSIONAL EXPERIENCE-30% (archival administration-8%, records and information management-7%, information technology management-6%, public education and service programs-5%, scholarly publications and activities-4%); MANAGEMENT EXPERIENCE-40% (fiscal and budgetary-11%, management and motivation of people-14%, advocacy-14%, equal employment opportunity-1%); and EXECUTIVE TRAITS-15% (meeting and dealing with people-4%, ability to assert leadership-4%, planning and setting priorities-4%, adaptability-3%).

GSA's top management has assured those interested that the search is still very active and that additional applications are welcome. The review panel will be called together again on January 15 to evaluate applicants and place each in one of three categories: highly qualified, qualified, or not qualified. The panel's recommendations will then be reviewed by an Executive Selection Panel made up of government officials. The final selection of the next Archivist will be made by GSA Administrator Rowland Freeman, apparently based on the reports of the two preliminary panels.

ON PRESIDENTIAL LIBRARIES

Testifying before Senator Lawton Chiles (D-FL) in November, GSA Administrator Rowland G. Freeman suggested that a central presidential library be constructed to handle the records of the next several presidents, thereby saving the taxpayers millions of dollars. Chiles' hearings addressed the broad question of the cost of former presidents--including Secret Service protection, staff salaries, etc. Washington observers suggested that Freeman, who has been in his position only a few months, had probably neglected to touch base with his employer prior to his Congressional appearance. Jimmy Carter's people are planning a presidential library, and apparently not on the 80 acres of government-owned land near Washington which Freeman has in mind for a consolidated facility.



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In the first four weeks of operation after its dedication October 20, 1979, the Kennedy Library's museum counted 71,000 visitors. The exhibit area demonstrates the benefits of close cooperation between archivists and museum designers in its effective use of archival documents. I.M. Pei's design for the JFK facility has been acclaimed as the most architecturally distinguished of the presidential library system. There is space for future expansion of up to 20,000 square feet. The added space could be used for a restaurant and seminar rooms and then, again, it could be used for. . .

SCHOLARSHIP WINNER ANNOUNCED

Patricia J. Albright, Archives Assistant at the Rhode Island Historical Society, has been awarded the Colonial Dames Scholarship to the January Modern Archives Institute at the National Archives. The scholarship is funded by the Colonial Dames of America and awarded by the Society of American Archivists.

A scholarship to attend the June session of the Institute, June 2-13, 1980, is now available. To be eligible, an applicant must be an employee of an archival institution or agency, employed less than two years as an archivist or archives trainee, actually working with archives or manuscripts regardless of title, and be employed by an institution or agency with a fair percentage of its holdings in the period predating 1825.

Resumes, accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications, should be submitted to Sister Bridget M. Engelmeyer, College of Notre Dame, 4701 N. Charles St., Baltimore, MD 21210, by March 31, 1980.

SAA STAFF

Ann Morgan Campbell	Executive Director
Bernice Brack	Membership Assistant
Joyce Gianatasio	Director, Administrative Services
Andrea Giannattasio	Bookkeeper
Mary Alice Henry	Publications Ass't.
Thomas C. Pardo	Program Officer
Deborah Risteen	Newsletter Editor & Program Officer

SAA AWARDS COMPETITION ANNOUNCED

The Society of American Archivists announces competition for five Society awards to be presented at the 1980 annual meeting in Cincinnati. The awards will recognize accomplishments for calendar year 1979. Winners of each award will be selected by subcommittees of the Awards Committee, chaired by Mary Jane Dowd. Individual and institutional members of SAA are welcome to nominate themselves or others for awards. The Society's awards policy is described in the *American Archivist* 39: 415-420. All nominations for SAA awards should be sent to Mary Jane Dowd, Industrial and Social Branch (NNFS), National Archives, Washington, DC 20408, by May 1, 1980.

The Distinguished Service Award was established in 1964 by three Fellows of the Society: Leon deValinger, Jr., the late Mary Givens Bryan, and Dolores Renze. The award, a trophy, is presented annually to an archival institution or organization that has made an exemplary contribution to the profession. Nomination forms for the award are available from Mary Jane Dowd.

The M. Claude Lane Award was established in 1974 by the Society of Southwest Archivists in memory of Sister M. Claude Lane. The cash award is funded by SSA and is presented to an individual who has made significant contributions in the field of religious archives.

The Philip M. Hamer Award, first given in 1973, was established through a gift from the late Elizabeth Hamer Kegan. The award recognizes high quality work in documentary publication by an associate or assisting editor on publication projects sponsored or endorsed by the National Historical Publications and Records Commission.

The Oliver Wendell Holmes Award, established to facilitate the supplementary travel of foreign archivists while in the United States or Canada for training, was first given in 1979. Information on eligibility and application rules is available from the Awards Committee chairman.

The Waldo Gifford Leland Prize, first awarded in 1959, is a cash award funded by income from the Waldo Gifford Leland Prize Fund. The prize is awarded to the author of an outstanding contribution in the field of archival history, theory, or practice. Finding aids, monographs, and documentary publications are all eligible. Published entries may be letterpress, offset, microform, audio-visual, or other media. Periodicals are not eligible for the award.

WORKSHOPS IN JACKSON AND CHICAGO

The Society of American Archivists will conduct basic archival workshops in Jackson, Mississippi, and Chicago, Illinois, in early 1980. The Jackson workshop will be held at the Mississippi Department of Archives and History, March 24-26, and will be co-sponsored by the Mississippi Department of Archives and History and the Society of Mississippi Archivists. The Chicago workshop will be held at the Bismarck Hotel, April 30-May 1, and will be co-sponsored by the Midwest Archives Conference. These workshops are part of an SAA program to support and give direction to short-term archival education. Both workshops are supported in part by a grant from the National Endowment for the Humanities.

The workshops are open to those who currently bear full-time or part-time responsibility for archives and manuscripts but have little or no previous training in archival administration. The workshops will focus on the rudiments of archival theory and practice: the nature and terminology of archives and manuscripts; accessioning and appraisal; arrangement and description; reference and access; conservation; repository management; and professional problems. At the completion of the workshop, SAA will award participants continuing education units, in accordance with guidelines established by the National University Extension Association.

The faculty for these workshops will include Anne P. Diffendal, Nebraska State Historical Society; James E. Fogerty, Minnesota Historical Society; William L. Joyce, American Antiquarian Society; Patrick B. Nolan, Wright State University; and Trudy Huskamp Peterson, National Archives and Records Service.

The charges for the workshops have been kept to a minimum. The registration fee is \$40 for the Jackson workshop and \$35 for the Chicago workshop. This fee covers the cost of facilities, instructional materials, and related expenses. Information concerning lodging and meals will be sent to all those who are admitted to the workshops.

For further information and an application, contact Tom Pardo, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606. Enrollment in these workshops is limited, so please note the following application deadlines: Jackson--February 29; Chicago--March 31.

NEH GRANTS AWARDED

At its August 1979 meeting, the National Endowment for the Humanities awarded the following grants in its Research Collections Program:

Massachusetts Institute of Technology: \$9,480 for a manuscript processing project.

American Music Center: \$52,052 for the American Music Center/New York Public Library Cataloging Project.

Yale University: \$55,481 for the American Music Archival Collections.

California State University-Long Beach: \$80,628 for an oral history of women and the World War II experience.

92nd Street Young Men's/Young Women's Hebrew Association: \$50,000 for the development of the archives.

Historical Society of Pennsylvania: \$80,660 for a manuscript processing project.

College of St. Thomas: \$22,794 for a Celtic Library cataloging project.

Pennsylvania Historical and Museum Commission: \$72,308 for work on the Harmony Society records and the John Duss papers.

University of Pittsburgh: \$58,679 for the survey and acquisition of source materials on immigrant and ethnic life in southwest Pennsylvania.

Rhode Island Historical Society: \$47,917 for work on the Providence Custom House records.

Bund Archives of the Jewish Labor Movement: \$93,381 for the establishment of finding aids.

Chicago Historical Society: \$25,000 for the appraisal of contemporary architectural records.

Bucks County Historical Society: \$29,851 for processing manuscripts of Henry C. Mercer.

St. Bernard Parish Police Jury: \$890 for a consultant for the St. Bernard Archives.

New York State Archives, State Education Department: \$63,265 for a film documentation project.

Radcliffe College: \$99,945 for a project on women's issues in health and education.

Indiana University: \$100,000 for organizing literary collections.

University of Maryland: \$11,682 for the Greenbelt Homes, Inc., microfilming guide project.

University of Michigan: \$35,812 for cataloging machine-readable data files.

Birmingham Public Library: \$30,072 for documenting the history of Gee's Bend, Alabama.

Tulane University: \$61,179 for source materials for Latin American history.

Cornell University: \$86,293 to prepare a guide to manuscript holdings of the Labor-Management Documentation Center.

St. John's University: \$200,000 for the Hill Monastic Manuscript Library.

Pacific Northwest Conservation Laboratory: \$1,500 for a consultant for the Harry Ward photographic collection.

Ithaca College: \$86,728 for a survey of sources on early religious life of central New York.

International Museum of Photography: \$45,000 to produce a union catalog of motion picture, television and radio manuscripts and special collections in New York state.

California State University-Northridge: \$100,000 for archival collecting and processing at the Urban Archives Center.

Association of Research Libraries: \$50,000 as a planning grant to establish bibliographic control of materials in microform.

Carolina Charter Corporation: \$48,000 for the British records program of the North Carolina colonial records project.

Hispanic Society of America: \$19,678 for work on medieval Spanish letters and documents.

American Antiquarian Society: \$100,000 for conversion to MARC of pre-1801 North American imprints.

GRANTS, CONT.

University of Tulsa: \$100,000 for processing and access to the Indian collection.

Association of Research Libraries: \$151,924 for a proposal to design and test a self-study procedure to identify and address preservation problems.

City University of New York: \$50,000 for a catalog of the musical iconography collection.

Rutgers University: \$50,000 for the computerized catalog of the Institute of Jazz Studies, continued.

Northwest Archivists, Inc. \$7,705 for disaster action team development.

University of California: \$15,539 for a resource for the history of medical physics.

Burlington County Historical Society: \$635 for a consultant for the archives.

University of Chicago: \$25,129 for the Mt. Athos manuscripts cataloging project.

RESEARCH COLLECTIONS PROGRAM EXPANDS

The Research Collections Program of the National Endowment for the Humanities has assumed responsibility for all finding aids (bibliographies, indexes, guides, etc.) projects and has a new name. The program, administered by Margaret Child, is now called the Research Resources Program and revised guidelines reflecting its new responsibilities are available. The next deadline for proposals to the Research Resources Program is June 1, 1980. At that time, the Program will move to an annual deadline every June. This extended cycle is necessitated by the extra applications that the newly expanded Program will receive and by the fact that staff size has remained the same.

Applicants for grants to the Research Resources Program should be aware that if they miss the June 1, 1980 deadline they will have to wait until June, 1981 for the next deadline. For more information, write Research Resources Program, National Endowment for the Humanities, NFAH Mail Stop 350, Washington, DC 20506.

NHPRC OFFERS CONSULTANT GRANTS

At its October 25-26 meeting, the National Historical Publications and Records Commission approved guidelines for the employment of consultants on NHPRC records projects. Institutions specifically interested in obtaining funds for archival consultant services are encouraged to write the Commission for a copy of its "Suggestions for Consultant Grant Applicants."

In an effort to assist grantees in the selection of appropriate consultants, and to assist the NHPRC in the selection of proposal reviewers, the Commission is presently compiling a file of the names and credentials of individuals interested in service as project consultants and/or proposed reviewers. In addition to individuals with basic archival skills, the Commission is also seeking consultants and reviewers in technical areas such as photo and paper conservation, data archives, microphotography, building design and environment, and records management. The Commission is also seeking individuals who have worked extensively with special record types such as cartographic records, foreign language materials, machine-readable records, and motion pictures and sound recordings.

Archivists and other technical experts interested in serving as project consultants and/or reviewers are urged to complete and return a copy of the NHPRC biographical information sheet available from the Commission. For copies of the form or additional information, write NHPRC, National Archives, Washington, DC 20408 or call (202) 724-1616.

FILM FESTIVAL PLANNED

The Program Committee for SAA's 1980 annual meeting, September 30-October 3 in Cincinnati, is seeking entrants for a film and audio-visual festival as part of the Cincinnati agenda. The committee, co-chaired by Kenneth Duckett and Trudy Peterson, met in December. Films in three categories will be shown at the festival: introduction to archival institutions; researcher orientation program; and training in archival practices and procedures. Information about films, slide-tape shows or filmstrips should be forwarded, along with a brief description of length and content, to either Philip Mooney, Archives Department, The Coca-Cola Company, PO Drawer 1734, Atlanta, GA 30301; or Jerri Cloud, Georgia Archives, 330 Capitol Ave., SE, Atlanta, GA 30334.

PEOPLE and PAPERS

Clovis, New Mexico Authorities arrested a special education counselor and seized historical items valued at about \$250,000, including a first printing of the Constitution, an anecdote in Lincoln's handwriting and copies of the 1787 Federalist Papers.

The items were found in the Clovis and Hobbs, NM, homes of Ronald V. Whittington; some of the items had been reported stolen from homes in Texas. Whittington was charged with possession of stolen property and fraud. The Constitution, The Federalist Papers, and the Lincoln item were identified by rare books dealer John Jenkins as belonging to him.

New York, New York Employees of the New York Historical Society went on strike on December 3. The 22 striking employees, members of the Distributive Workers of America, cited salaries as the major grievance. They were also seeking more job security, better promotion opportunities and improved working conditions.

The employees said that the salaries of clerical workers begin at \$6,500 per year and those of supervisors at \$9,700. The director of the museum, James J. Heslin, said the historical society could not afford the salary increases being sought. "We're caught in a squeeze between the demands of inflation and what they've asked for, and we just don't have the money." The strikers contend that the trustees have been lax in seeking new sources of money. As the *Newsletter* went to press, employees of the library, the print room and part of the education division were still on strike.

New Brunswick, New Jersey The "People & Papers" section of the January 1979 *SAA Newsletter* (page 22) reported on a controversy between Rutgers University and the founder of the *Partisan Review* over the ownership of documents associated with the magazine. Among those documents are manuscripts and letters of such writers as Jean-Paul Sartre, Saul Bellow, W.H. Auden, and George Orwell. *Partisan Review* founder and editor William Phillips tried to take the manuscripts with him when the magazine moved to new quarters at Boston University. Phillips said that the documents had been only deposited temporarily in the Rutgers library. Officials at Rutgers contended that Phillips agreed to surrender ownership

of the documents completely, in exchange for the university housing and subsidizing the magazine and providing Phillips with faculty status.

The tug-of-war was settled recently out of court. Both parties agreed to a settlement in which Rutgers relinquished all claims to the original documents now stored in the university library, but retained free access to copies of the papers. None of the papers is to be removed from the Rutgers archives until copies are made.

New York, New York A struggle between an 86-year-old dentist and The New York Public Library over a collection of manuscripts of the late W.H. Auden has gone to court.

The Library contends that the collection, valued at \$340,000, was a gift from Chester S. Kallman, a poet who lived with Auden for over 30 years and who inherited the manuscripts when Auden died in 1973. Kallman died two years later.

The 86-year-old dentist is Kallman's father, Edward, who, as administrator of his son's estate, contends that the Auden papers were merely sent to the Library for "safekeeping." Edward Kallman's attorney takes the position that there is no proof that the papers were a gift to the Library. Lawyers for the Library concede that no deed of gift or other writing was obtained from Kallman concerning the collection. Friends of Kallman are expected to testify that they heard him say he wanted to give the papers to the Library.

SAA headquarters has become aware of unauthorized use of the 1978 Membership Directory as a mailing list by a company named Cohasco, Inc., in New York City. The Membership Directory is not intended to be used as a mailing list. SAA's mailing list, on pressure sensitive or cheshire labels, is available for purchase from headquarters.

In addition to the misuse of the Directory, the literature mailed by Cohasco contains a "Guarantee of Satisfaction" for members of SAA. The Society in no way endorses this company or its products and was totally unaware that its name was being used in Cohasco's advertising literature.

REPORT OF THE TASK FORCE ON INSTITUTIONAL EVALUATION

Introduction

In August, 1977, then SAA President Robert M. Warner appointed an *ad hoc* committee to explore the related questions of establishing standards for archives and establishing an accreditation program. The committee consisted of William L. Joyce, American Antiquarian Society, Chairman; Judith Austin, Idaho State Historical Society; W.N. Davis, Jr., California State Archives; Mary Jo Pugh, Michigan Historical Collections; Charles Schultz, Texas A & M University Archives.

The committee decided to initiate its activity by examining the formulation of standards and accreditation procedures in various professions in order to understand current issues and to determine if existing practices could be adapted to the purposes and needs of the archival profession. After reviewing a substantial amount of pertinent literature, the committee recommended that SAA adopt a program for evaluation of archives.

In the SAA *Extra Newsletter* for August, 1978, the committee issued its first report. That report outlined the committee's reasoning in arriving at its recommendation and advanced some preliminary procedural guidelines and basic evaluation criteria so that the SAA membership might be apprised of what such a program would entail.

In October, 1978, the SAA Council authorized the *ad hoc* committee to continue its work to formulate a program of institutional evaluation. In September, 1979, the Council accepted the initial draft written by the committee and authorized the committee to circulate the document to the membership for discussion and revision. The Council also instructed the committee to initiate steps toward implementing the program.

This report to the membership reviews reasons for such a program and proposes a means to implement it. The report then presents several statements of principle derived from the theoretical elements that support archival work and a questionnaire that elucidates the statements of principle. The statements and questionnaire are designed to facilitate both the self-assessment and evaluation stages of this proposal. Not all questions will apply to all archives since archival agencies vary widely in their goals and needs.

The committee remains mindful of the limited resources available to SAA and to most archival repositories. The primary goal of the program is to help repositories improve their services, not to force on archives an unrealistic set of criteria. The program must be gradually applied to allow SAA and concerned archivists time to gauge the utility and flexibility of the program, as well as to obtain funding for the modest costs the program will require.

The committee welcomes comments on this report. Comments may be sent to William Joyce, American Antiquarian Society, 185 Salisbury Street, Worcester, Massachusetts 01609.

A. Reasons for Implementing a Program of Institutional Evaluation

There are a number of advantages to the archival profession in regulating itself through a program of institutional evaluation:

1. A program of institutional evaluation assists archivists' efforts to serve

the public better by emphasizing accountable performance standards.

2. It guides existing archival repositories in maintaining and improving their operation by encouraging identification of their needs and priorities.
3. It promotes long-range planning,

educates administrators of the archives' parent institutions, and offers support to archivists attempting to upgrade their programs.

4. It encourages staff awareness and participation in the self-study and peer review process; the recognition provided by such a program can augment staff morale.
5. It guides funding agencies and donors in judging the ability of institutions to make effective use of funds granted, allocated, appropriated, or donated to archives.
6. It permits the appropriate professional association, the Society of American Archivists, to influence the development of the profession, rather than abdicating responsibility to outside groups whose priorities may or may not be the improvement of archival services. It may forestall the experience of our colleagues in Canada where the government established criteria for designating repositories as custodians of cultural property without consultation with the archival profession.
7. It permits the archival profession to guide the recommendation of the National Study Commission on the Records and Documents of Federal Officials that grants be made available to repositories to assist them in processing the personal papers of public officials.
8. It enhances prospects for institutional cooperation and coordination, especially since the peer review process encourages awareness of programs at other repositories.
9. It suggests to institutions considering the organization of an archives that a substantial commitment of financial, material, and personnel resources is necessary to operate an archives.
10. It provides a means of assessing the needs of the entire archival profession by emphasizing institutional services rather than the training or credentials of individual archivists.

B. Administering a Program of Institutional Evaluation

The proposed program of institutional evaluation will be voluntary and offered by SAA as a service to participating institutions.

The first step in an institutional evaluation is a self-assessment study undertaken by each interested repository. A professional peer review process is the second step and it is appropriate that the professional organization of archivists, the Society of American Archivists, conduct it.

Recognizing the limited resources of the SAA, the committee believes this program should be adopted gradually, and only after thorough review by SAA Council members. SAA should seek funding to initiate the program, to reduce the strain of start-up costs, and to promote widespread participation in the program by subsidizing initially the involvement of those archives that choose to participate.

The following steps should be taken to organize a program of institutional evaluation:

1. The report is circulated, discussed and revised by SAA membership.
2. Council approves the amended report.
3. The committee and the Executive Director's office prepare a proposal for funding a pilot evaluation program as directed by Council at its September meeting.
 - a. The document is used for self-assessment by interested repositories and the SAA begins training a regionally balanced and professionally representative group of evaluators.
 - b. Advisory evaluations of a limited number of repositories will be conducted for institutions that choose to apply for the service. This phase will allow interested institutions to obtain consultations to improve their programs and will allow SAA to test and refine the administrative aspects of the project.
 - c. Council assesses the results of these initial phases.
4. If Council decides to continue, funding will be sought for a period of subsidized evaluations of repositories to be conducted on a first-come, first-served basis. Council will appoint a Committee on Institutional Evaluation to assess the results of the institutional self-study and peer review to decide whether to approve an institution. SAA will hire a staff member to

supervise and coordinate the program. This project will call for a minimum of outside funding of \$75,000 for a two-year period.

5. At the conclusion of the project period, SAA will continue to administer the program of evaluating and approving archives which apply for the service. A staff member will be hired to administer the program.
6. After the grant project, archives would pay to SAA an evaluation application fee set by the SAA Council and the expenses of the evaluators assigned by SAA. These fees would help offset the program's annual cost of approximately \$30,000 per year.
7. Because of the diversity of archival institutions, archives cannot be evaluated in terms of a set of specific criteria inflexibly applied. Rather, archives are evaluated in terms of the goals they set for themselves, interpreted in the context of minimum program standards derived from the theoretical elements that support archival work.
8. Since the program attempts to evaluate institutions in terms of goals they set for themselves, there would be no classes or categories of archival institutions for purposes of evaluation.
9. The program would apply only to the archival component of an institution and only archives separately identified in an institutional setting would be eligible.
10. The evaluation *process* of self-study and peer review is a service to the profession by SAA and would be *voluntary* and *confidential*, since the primary purpose is to improve archival service.
11. Only institutions successfully completing the self-study and peer review would be publicized through a list of evaluated and approved repositories. The SAA Council will determine policy regarding reevaluation of approved repositories.

C. Statement of Principles and Questionnaire

1. Legal Authority

There must be explicit documentation of an archives' legal status and authority.

- a. Is there documentary evidence of the archives' legal existence (e.g., charter,

articles of incorporation, legislative act)?

- b. Does the archives comply with any legal requirements to maintain its authority and status?

2. Purpose

The archives must have a formal statement of its goals and priorities.

- a. Is there a formal statement of the goals and priorities of the archives?
- b. If the archives is part of a larger institution, is the archives' statement of purpose consonant with the purposes of that institution?

3. Governing Authority

The governing authority of the archives should adopt statements of basic policy and establish areas of administrative authority. These policies and administrative procedures are designed to meet the goals and priorities set by the archives.

- a. Does the governing authority (e.g., board of trustees) act as a policy-making body only?
- b. Does the governing authority delegate administrative functions (e.g., budget making and personnel management) to the administrator of the archives?
- c. Is the administrator responsible for reporting to the governing authority on behalf of the staff?

4. Planning and Evaluation

Staff should be involved in both planning and evaluation of the specific goals and priorities of the archives. If the archives is part of a larger institution, the administrator of the archives should be involved in the planning and evaluation processes of that institution as they affect the archives.

- a. Have specific goals and priorities been established within the framework of the archives' statement of purpose?
- b. Does the archives carry out planning and program evaluation?
- c. Is there a formal annual report, supported by records-keeping procedures on acquisitions, processing and use of holdings?

5. Budget and Finance

The financial resources dependably available to the archives must be adequate to carry out its stated purpose. These available resources must be contained in a separate budget for the archives. Staff should have the opportunity to contribute to the budget-making process, and the administrator should be involved at a higher level if the archives' budget is part of a larger budget.

- a. Are the financial resources dependably available to the archives sufficient to carry out its stated purposes?

- b. Does the archives have its own budget?

6. Staff

Every archives must include on its staff at least one person who possesses, through training or experience, professional competence in archives management. The archives must also have sufficient staff to supply services commensurate with its volume of holdings and the needs of its researchers.

- a. Does the archives staff include at least one member who possesses, through training or experience, professional competence in archives management?
- b. Are the number and training of the staff sufficient to carry out the stated purpose and operational goals of the archives?
- c. Is the proportion of unprocessed collections decreasing?
- d. Are personnel policies such as promotion and dismissal procedures, annual job performance reviews, and grievance procedures clearly delineated?
- e. Is there a manual of procedures used in daily operations of acquisition, processing and reference so that staff members may readily understand procedures in use?
- f. Are salaries and fringe benefits adequate to insure a qualified and effective staff?
- g. If volunteers and other non-regular workers are used in the archives, is their use determined by staff and administrator together to achieve optimum ratio of such workers to supervisory personnel?

- h. Do archives personnel policies encourage the professional development of the staff through continuing education, involvement in professional organizations, and scholarly research?

- i. Are staff prohibited from personal collecting, buying or selling of material in areas that might result in conflict of interest with the repository?

- j. Are adequate support services, such as microfilming, audio-visual duplicating services, legal services available as needed?

7. Physical Facilities

The archives should provide adequate and suitable space and facilities for processing, storage, and use of its records.

- a. Does the archives have adequate space for receiving, arranging and describing records and collections?
- b. Does the archives maintain secure storage areas that permit the efficient retrieval of records?
- c. Does the archives have sufficient and appropriate space to house both the volume and the variety of its current holdings?
- d. Have adequate plans been made to insure storage for anticipated growth in holdings?
- e. Does the archives maintain sufficient space for readers in a clean, well-lighted and quiet environment free from distraction?
- f. Does the archives have provisions for handicapped users?
- g. Does the archives have space for readers with special needs (e.g., typewriters, tape recorders, cameras), and equipment or access to equipment for using all the record forms among its holdings (e.g., projectors, lightboxes, microfilm readers, tape decks, computer facilities)?

8. Legal Authority to Receive Records and Acquisitions Policy

- a. Does the archives have the authority to receive the record of the parent institution of which it is a part?
- b. If the archives acquires private papers or records from other organizations,

does it have a written acquisitions policy for such materials?

- c. Is the authority to receive records and/or the acquisitions policy reviewed periodically to determine whether they enable the archives to fulfill its obligations to the parent institution or meet the research needs of its patrons?
- d. Do the holdings of the archives fit logically into the areas identified in the policy statements?
- e. Does the archives have a written plan for improving the documentation in the areas of weakness by targeting persons and groups for collection emphasis and establishing priorities in the acquisition of new holdings?

9. Field Work and Records Management

In order to identify records to be retained or destroyed, the archives should prepare records disposition schedules in conjunction with the other administration subdivisions of the parent institution. Where appropriate, the archives should devise a manuscripts acquisition strategy that will enable it to obtain the types of materials that are compatible with its acquisitions policy.

- a. Has the archives surveyed the extant records of the parent institution and prepared suitable records disposition schedules?
- b. Does the archives maintain a contact file of information regarding negotiations with individuals, groups, or the several subdivisions of the parent institution?
- c. Does the archives inform donors of their rights and responsibilities as well as those of the archives?

10. Appraisal and Accessioning

All acquisitions should be appraised to identify permanently valuable materials. The archives should maintain adequate records to document the acquisitions process and should record wherever possible the provenance of all accessions. The archives may assist donors in obtaining monetary evaluation whenever appropriate, but may not themselves evaluate gifts to their own institutions for tax purposes. The archives should also attempt to secure legal title and copyright to all accessions and these agreements should be recorded in a deed of gift or other instrument.

- a. Does the archives maintain a record of accession that records the date of the transaction, the title of the accession,

the donor or office of origin, the volume of the accession, any restrictions concerning access to or use of the materials, and procedures regarding the disposition of unwanted materials?

- b. Does the archives maintain records that adequately record the transfer or destruction of all records from the several subdivisions of the parent institution?
- c. Does the repository conclude a written gift agreement with each donor specifying provisions regarding property rights, copyright, disposition, and access to the collection?
- d. Does the archives avoid restrictions on access that appear difficult or impossible to administer?
- e. Does the archives appraise all materials offered or received to ascertain whether they should be retained permanently?
- f. Does the repository have procedures for weeding collections at the series, file folder, and item levels?
- g. Does the archives assist donors in obtaining financial evaluations of their gifts for tax purposes?

11. Arrangement

Records and collections should be arranged in accordance with basic archival principles, namely the principle of provenance and the principle of original order. That is, records of different offices of origin or from different sources should not be intermingled, and records should be retained, wherever possible, in their original organizational pattern and in their original filing arrangement in order to preserve all relationships. If the original order has been lost, documents and files of documents should be arranged or grouped in a meaningful relation to one another. Documents should be properly boxed and labeled, and stored so that they are easily maintained and readily retrieved.

- a. Wherever possible, does the archives arrange records according to the principles of provenance and original order?
- b. If the original order has been lost, are records grouped in a meaningful relation to one another at as many as necessary of the following levels: record group of comparable control unit, subgroup, series, file unit, and document?
- c. Does the detail of labeling of acid-free folders and boxes conform to the level of

arrangement and description?

- d. In arranging records, does the archives staff remove extraneous objects, flatten folded records, and note documents requiring repair?
- e. Have the photographic and other non-textual records been evaluated and separated from textual records and filed separately, if such separation is desirable?

12. Description

The archives should design a system of finding aids to provide essential information about the holdings for records users, and to enable the archivist to retrieve records. Finding aids should employ the techniques of group and series description rather than item description, and a brief description of all records is preferred to a detailed description of some. The level of description of records depends on their research value, the anticipated level of demand, and their physical condition. Finding aids may include, as appropriate, guides, inventories or registers, card catalogs, special lists, shelf and box lists, indexes, calendars, and, for machine-readable records, software documentation.

- a. Does the archives maintain a system of finding aids that provides general control of all its holdings as well as providing for detailed control as necessary?
- b. Does the level of descriptive control conform to the research value and appropriate level of arrangement of the records group or collection?
- c. Does the archives provide software documentation for machine-readable records?
- d. Does the archives record the physical location of records so that staff can readily locate them?

13. Conservation

The archives should maintain environmental conditions at appropriate levels and techniques should be employed to protect, repair, and restore records. The archives should guard against fire, water, light, adverse temperature and humidity conditions, acidic pollution of air, dirt, mold, and vermin. Trained personnel should use only conservation methods that do no harm to records. It is essential that nitrate or other unstable photographic materials be copied on safety film and the unstable originals destroyed.

- a. Does the archives maintain temperature and humidity conditions within acceptable ranges?
- b. Does the archives maintain an environment free of dirt, mold, and vermin?
- c. Does the archives protect records from sunlight and other sources of ultra-violet light?
- d. Does the archives avoid storing records directly beneath overhead pipes or roof air-conditioning units, or in areas subject to seepage or flooding?
- e. Is the building and all storage equipment, except for records containers, made of steel or other fire resistant material?
- f. Does the archives have access to a facility for the repair and restoration of documents?
- g. Does the archives allow only those conservation treatments that are reversible and can do no harm to records?
- h. Does the archives permit conservation services to be performed only by trained personnel?
- i. Does the archives appropriately provide for the deacidification of records before they are repaired?
- j. Does the archives provide for copying on safety film of nitrate base photographic materials?

14. Access

The archives must provide opportunity for research into the records it holds. The archives should be open for research use on a regular and stated schedule. It should provide adequate space and facilities for research use and should make its records available on equal terms of access to all readers who abide by its rules and procedures. Any restrictions to access should be defined in writing and carefully observed.

- a. Is the archives open for research use on a regular and stated schedule?
- b. Does the archives have a written statement of its access policies?
- c. Does the archives maintain a written record of restrictions on access to or use of its materials?

- d. Does the archives administer restrictions equitably for all researchers?
- e. Does the archives observe conditions of access or use that it has agreed to or is bound to enforce?
- f. Does the archives have a policy for evaluating whether an unprocessed collection should be made available to patrons?
- g. Does the archives have a written policy outlining circumstances under which records will be [REDACTED]
- h. Does the archives show [REDACTED] and conformity with applicable laws regarding freedom of information and privacy?

15. Reference Services

The archives should provide information about its holdings and assist and instruct patrons in the use of those holdings. Staff members familiar with the collections and capable of making informed decisions about legal and ethical considerations affecting reference work should be available to assist readers. The archives should report its holdings to appropriate publications so that potential users may know of their existence. The archives should assist users by providing photocopies of materials in its possession whenever possible.

- a. Does the archives systematically provide guidance to sources appropriate to the reader's interest?
- b. Does the archives provide for readers written guidelines containing information about policies affecting research use, such as access policies, rules for use of materials, security rules, sample citations, photocopy policies, copyright provisions, and other specific information?
- c. Does the archives make finding aids available to readers?
- d. Does the archives attempt to inform readers of parallel research?
- e. Does the archives have a written policy outlining the amount and kind of information that will be provided from the records for patrons unable to search the records themselves?
- f. Does the archives report its holdings

to the *National Union Catalog of Manuscript Collections*, the *National Historical Publications and Records Commission Directory*, and other appropriate publications to inform researchers of its holdings?

- g. Does the archives maintain adequate records of its reference services (e.g., the number and types of users, their topics, the collections used, the number and nature of telephone and mail requests, and the number of photocopy orders filled) to permit analysis of reference needs, to provide protection in cases of theft or abuse, and to permit planning and evaluation of reference services?
- h. Does the archives maintain or have access to a collection of general reference tools, manuals, standard monographs, and other reference materials likely to be needed by both staff and patrons?
- i. Does the archives have a written policy outlining its photocopying policies?
- j. Does the archives maintain or have access to facilities to make electrostatic, microfilm, or photographic copies, as well as copies of any non-textual records the archives may hold?
- k. Does the archives refuse to provide copies when the copy process risks damage to the original?
- l. Does the archives conform to the requirements of copyright legislation when providing patrons with copies of records?

16. Security

While making records available to interested patrons, the archives should also take precautions to protect records from theft, damage, and abuse from staff or readers. The archives should develop appropriate policies and procedures to protect against such hazards, and should also develop policies and procedures for dealing with emergencies that may arise.

- a. Does the archives have protection against unauthorized entry, fire, flood, and loss of heat to prevent frozen pipes?
- b. Does the archives have a written policy for handling possible theft or abuse of records, disorderly persons, medical emergencies, or other emergencies

threatening staff, readers, or records?

c. Does the archives have a written disaster plan?

d. Has the archives been advised by local crime prevention and fire prevention units?

e. Does the archives require readers to register, to identify themselves and to sign an agreement to abide by the rules and regulations of the institution?

f. Does the archives require readers to leave coats, briefcases, packages and other belongings outside the reading area in a secure place provided for them?

g. Does the archives control access to and from the reading area?

h. Does the archives close stacks and processing areas to readers?

i. Does the archives provide supervision of the reading area at all times?

17. Outreach Activities

The archives should seek to inform and educate its various constituencies (scholars, students, donors, records creators, and the general public) about its goals, programs, and holdings through exhibits, publications, and educational programs. The archives should seek to stimulate use of archival holdings to augment the public's awareness of its heritage and to assist policy makers. The archives may also serve as an educational laboratory for students at various educational levels.

a. Does the archives organize exhibits to attract and inform one or more of the archives' constituencies?

b. Does the archives insure that exhibited documents are protected from harmful light and heat, theft, and other damages?

c. Does the archives offer, in conjunction with academic departments and other interested groups, cooperative programs that increase and improve the use of archival resources while providing instructional guidance for readers?

d. Does the archives conduct programs such as conferences and fellowships to encourage scholarly use of holdings?

e. Does the archives have a publications program to advance the interests of various programs and to serve at least part of the archives' constituency?

f. Does the archives publicize its activities by reporting to appropriate news media significant accessions, openings, exhibits, staff achievements, fellowship awards, conferences, and other activities?

Information on research and source material in the field of modern medical history, for inclusion in a register of collections relevant to that subject. Contact Lesley A. Hall, Assistant Archivist, Contemporary Medical Archives Centre, The Wellcome Institute for the History of Medicine, 183 Euston Rd., London NW1 2BP, England.

Information on the literary papers of Jessie Laidlay Weston, medievalist and Arthurian scholar. Contact Janet Grayson, English Department, Keene State College, Keene, NH 03431.

Information on collections of old photographs bearing upon the history of American medicine. Contact James S. Terry, Center for Photographic Images of Medicine and Health Care, Health Sciences Center, SUNY-Stony Brook, Stony Brook, NY 11794.

Information on the whereabouts of a manuscript by Swiss botanist Laurent Garcin, offered for sale in 1945, by Messrs. Francis Edwards, London, catalogue number 675, p. 27. Contact Frank Lequin, 4e Binnenvestgracht 36, 2311NV Leiden, The Netherlands.

The Senate Historical Office is seeking donations of old Senate-related photographs. Of particular interest are pre-1950 photographs of individual Senators and pre-1970 pictures of committee meetings and other events associated with the Senate's past. Contact Senate Historical Office, Office of the Secretary, United States Senate, Washington, DC 20510.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. The copy deadline for the March 1980 issue is February 15.

Archivists' Calendar

ARKANSAS ARCHIVISTS AND RECORDS MANAGERS (AARM) will hold its annual spring workshop at Eureka Springs, AR, March 21-22, 1980. Featured will be a number of different workshops, discussions and demonstrations of archival and records management topics. Contact R.P. Baker, 322 Laurel St., Mabelvale, AR 72103 for more information.

THE NEW ENGLAND CONSERVATION ASSOCIATION will hold six meetings in the coming year. They will cover such topics as paper, photographic textile, and book restoration. For further information, contact Robert Hauser, Museum Conservator, Merrimack Valley Textile Museum, 800 Massachusetts Ave., North Andover, MA 01845.

The preservation of rare books, manuscripts, microforms, photographs, and other non-print materials will be the topic of a colloquium to be offered in April at THE UNIVERSITY OF OKLAHOMA, April 17-19. The colloquium will be sponsored by University of Oklahoma Libraries, the OU School of Library Science, and the Oklahoma Department of Libraries.

THE AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY has announced a four-day seminar on the administration of photographic collections, to be held March 16-20 at the Oakland Museum, Oakland, CA. Enrollment is limited to 25 advanced professionals actively involved in administering photographic collections. Registration fee is \$40.00. For further information, write AASLH Seminars, 1400 Eighth Ave. South, Nashville, TN 37203.

THE COLLEGE OF LIBRARY AND INFORMATION SERVICES, UNIVERSITY OF MARYLAND is sponsoring an Archival Automation Symposium, April 25-26. For further information, contact Jean Diepenbrock, Director of Admissions, College of Library and Information Services, University of Maryland, College Park, MD 20742 (301) 454-3016.

The ninth annual INSTITUTE FOR HISTORICAL EDITING will take place June 22-July 3, 1980 in Madison, Wisconsin. Applicants should hold a master's degree in history or American civilization. A limited number of full and partial grants are available. For information, write to the National Historical Publications and Records Commission, National Archives, Washington, DC 20408. Application deadline is March 1.

Transitions...

TERESA HICKEY has been appointed archivist for the Bank of America in San Francisco. . . JULIAN L. MIMS is leaving the South Carolina Department of Archives and History to do archival consulting full time. . . WILLIAM WALLACH, University of Minnesota, is currently working for the Research Resources Program of the National Endowment for the Humanities as an Inter-governmental Personnel Act appointee. . . Two SAA Fellows, JANE SMITH and HAROLD PINKETT, both announced their retirement from the National Archives in late 1979. . . PHILIP C. BROOKS, JR. has been named acting director of the Education Division of the Office of Educational Programs at the National Archives. He replaces BARBARA NOSANOW, who became curator of education at the National Collection of Fine Arts. . . JAMES E. FOGERTY has been appointed Deputy State Archivist in the Division of Archives and Manuscripts, Minnesota Historical Society. . . GLORIA L. ATKINSON has been appointed Archivist-Curator for Mississippi University for Women. . . FAYE GAMEL has assumed the position of Technical Services Archivist for the Southern Historical Collection of the University of North Carolina. . . SHERYL VOGT is serving as acting head of the Russell Library at the University of Georgia in Athens. MAX GILSTRAP has left the Russell Library to accept a position in the Main University Library.

INSURANCE PLAN FOR SAA MEMBERS

SAA announced an important new membership service in a mailing to all members in November: a group insurance plan. Over 10% of those questioned in a membership poll conducted by the headquarters office in 1978 indicated that they would be interested in such a plan.

SAA Council approved the concept, and a specific plan was drawn up. Both the group term life insurance plan and the hospital income protection plan will be underwritten by the Insurance Company of North America and administered by International Administrators, Inc., consultants to membership organizations. This new program is offered at no cost or monetary benefit to SAA. For more information on the program, contact International Administrators, Inc. 330 S. Wells, Suite 1110, Chicago, IL 60606, or call them collect at (312) 922-5253.

ARCHIVES STUDY TOUR PLANNED

SAA is planning an archives study tour to Scotland and England immediately prior to the Ninth International Congress on Archives to be held in London, September 15-19, 1980.

The tour will begin in Edinburgh on September 7 and conclude in London on September 14. The tentative itinerary includes visits to the Scottish Record Office in Edinburgh; the Borthwick Institute of Historical Research in York; the Worcester Record Office; the Gloucester Record Office; and Shakespeare's Birthplace Trust in Stratford-on-Avon.

The price of the tour will include accommodations in London for the duration of the ICA meeting. An upcoming issue of the *SAA Newsletter* will carry information on tour costs and sign-up procedures, and a more detailed itinerary.

COUNCIL MEETS

The SAA Council will meet in Williamsburg, Virginia, January 28-29, in the Cascades meeting facilities. The agenda was not available at press time, but will be furnished to SAA members on request after January 15th.

Meeting concurrently with the Council in Williamsburg will be SAA's Education and Professional Development Committee, chaired by F. Gerald Ham; the Basic Workshop Advisory Committee, chaired by Patrick Nolan; and the 1980 Nominating Committee, chaired by Philip Mooney.

MANUSCRIPT REPOSITORIES PAG

The Manuscript Repositories Professional Affinity Group was set up in September 1979 when several SAA members expressed concern to the Committee on Committees that none of the newly-created PAGs encompassed the interests of manuscripts curators. The Manuscript Repositories PAG is composed of curators and other employees of repositories that voluntarily collect, rather than accession by law or mandate, and administer holdings not generated by the organization of institution of which the repository is a part. These holdings may include personal or family papers, historical documents, and archives of other institutions or organizations. Persons interested in joining this PAG should send their name, title, institution, address, and phone number to PAG chair Eva Moseley, Schlesinger Library, 3 James St., Cambridge, MA 02138, and include a few words about their professional responsibilities and the issues they would like the PAG to consider.

ARKANSAS ARCHIVISTS ORGANIZE

Arkansas Archivist and Records Managers (AARM) was organized at a workshop in November at the University of Arkansas, Little Rock. Edwina Walls, University of Arkansas Medical Sciences Campus, was elected president; Russell Baker, Arkansas History Commission, was chosen vice-president; and Lynn Ewbank, Arkansas History Commission, was appointed newsletter editor. Over 75 persons attended the organizational meeting. For more information, contact Edwina Walls, UAMS Library, Slot 586, Little Rock, AR 72201.

PROFESSIONAL OPPORTUNITIES

ARCHIVIST, University of Chicago Library. Responsibilities include surveying and identifying outstanding records and papers; insuring preservation and integrity of those materials; evaluating incoming materials with a view to retention or disposal; analyzing and processing this material; interpreting the historical record and establishing inter-relationships between the material through guides, finding aids, exhibits, and scholarly publications; and providing reference services. Qualifications: PhD in American history with emphasis on 20th century social and intellectual history. Formal training in archives and librarianship is desirable. Some teaching experience and scholarly publication preferred. Salary: open, depending on qualifications.

Applications, including curriculum vita, credentials, and names, addresses and phone numbers of three references should be submitted by March 1, 1980, to Jane E. Marshall, Personnel Officer, University of Chicago Library, 1100 E. 57th St., Chicago, IL 60637.

ASSISTANT ARCHIVIST, Young Men's and Young Women's Hebrew Association. Qualifications: Master's degree, preferably in history. 1 year of archival experience or internship, demonstrated knowledge of appraisal techniques, arrangement, description and preparation of finding aids. Salary: \$12,000 plus benefits. Send resumes by February 15 to Rebecca Rosow, Funding Officer, 92nd St. Young Men's and Young Women's Hebrew Association, 1395 Lexington Ave., New York, NY 10028.

PROFESSIONAL OPPORTUNITIES

MANUSCRIPT CURATOR, SPECIAL COLLECTIONS, Southern Methodist University. Responsibility for administering an expanding manuscript collection; will handle and supervise the processing of manuscripts and will assist in the acquisition of manuscripts. Qualifications: MLS or MA in an appropriate subject field required. Archival training required, experience preferred. Reading ability in Spanish desirable. Salary range: \$10,500-11,000. Appointment after March 15, 1980. Apply by February 18, 1980 to Robert W. Oram, Director, Central University Libraries, SMU, Dallas, TX 75275.

EXECUTIVE DIRECTOR, Adams County Historical Society. Small-town county historical society which concentrates on archives, publishing, and public programs, needs a strong administrator. Qualifications: MA minimum, with ability to work with the public, handle volunteers, direct small staff. Archival background desirable, grantsmanship ability absolutely necessary. No museum involved. Salary open. Send resume to Search Committee, Adams County Historical Society, Box 102, Hastings, NE 68901. No closing date provided.

CATALOGUER, Montana Historical Society Archives, Helena. 1-year position, funded by a grant from the Montana Committee for the Humanities, to begin March 31, 1980. Responsibilities include cataloging and historical photograph collection and preparing a guide to this collection. Position demands knowledge of practices and techniques of cataloging pictorial materials. Qualifications: Master's degree in library science required, experience in cataloging preferred. Candidate should have background in Western history and familiarity with historical research methods. Contract salary: \$12,941. Send resume, including two references, to Delores J. Morrow, Montana Historical Society, 225 N. Roberts, Helena, MT 59601. Deadline: February 29, 1980.

Two positions, Schomburg Center for Research in Black Culture, The New York Public Library

PHOTOGRAPHIC SPECIALIST, responsible for the acquisition, organization, maintenance, preservation and research use of an extensive documentary photograph collection. Qualifications: College degree supplemented by heavy concentration of course work and/or training in the history of photography and photographic techniques, and the organization, storage and handling of photographs for the purpose of preservation and research. Knowledge of black culture and familiarity with a variety of cameras and camera equipment.

Minimum salary: \$10,866.

PROJECT ARCHIVIST, 18-month position. Responsible for the accessioning, processing, description and preparation for filming of the records of the Phelps-Stokes Fund. Qualifications: BA plus Master's degree in library science. Background in American or African history preferred. Successfully demonstrated knowledge of archival management required. Salary in a range dependent on qualifications (\$12,651 for Librarian I; \$13,676 for Librarian II).

Send resume and list of references (indicate which position you are applying for) to Mr. Leslie Fries, Personnel Office, The New York Public Library, 5th Ave. and 42nd St., New York, NY 10018. No closing date provided.

ASSISTANT ARCHIVIST, United Negro College Fund, Inc., to accession, arrange, and describe materials; handle reference requests; supervise researchers; and perform other activities relating to the daily operation of the archives of a not-for-profit organization. Qualifications: at least 1 year of experience in archives work or library science; graduate course work in black or social history desirable. Salary: \$12,000 plus benefits. Send resumes to Cynthia Davis, Assistant for Employment Services, United Negro College Fund, Inc., 500 E. 62nd St., New York, NY 10021. No closing date provided.

CURATOR, ARCHIVES DEPARTMENT, Louisiana State University. Responsible for development and administration of large senatorial collection and direction of related oral history program. Qualifications: ALA-accredited MLS and/or graduate degree in recent U.S. history and/or appropriate experience. Library or curatorial experience and work with oral history highly desirable. Salary: negotiable. Apply to George J. Guidry, Jr., Director of Library, Louisiana State University, Baton Rouge, LA 70803. Phone: (504) 388-2217. Deadline: January 15, 1980.

ARCHIVIST, Office of City Clerk, City of Los Angeles. An 8-month, grant-funded position beginning January 1, 1980. Permanent placement potential. Archivist will develop and implement a City Historical Records Program. Qualifications: degree in history or related field and 2 years of full time professional experience in identifying, analyzing, classifying, indexing, and preserving historical records. Contact Edgar B. Allen, City Records Management Officer, Office

PROFESSIONAL OPPORTUNITIES

of the City Clerk, 316 Commercial St., Los Angeles, CA 90012. The January 1 date is the beginning of the grant period, not the employment period. However, the City Clerk's Office is anxious to hire as soon as possible and urges interested persons to call (213)485-3512.

PROJECT ARCHIVIST, Baltimore Historical Records Survey. Nine-month, NHPRC-funded position. Duties include conducting on-site survey of private organizational records in the Baltimore region and assisting in an outreach program of seminars and consultations to advise private organizations regarding the preservation, arrangement, and description of their records. Qualifications: Master's degree, with archival training and/or experience. Ability to deal effectively with a broad range of organizations and individuals. Salary: \$9,430. Apply by February 1 to John T. Guertler, Project Coordinator, Baltimore Historical Records Survey, 847 N. Howard St., Baltimore, MD 21201.

DIRECTOR, Holt-Atherton Pacific Center for Western Studies, University of the Pacific. Director plans and coordinates the archival and educational program of the Center and edits the *Pacific Historian* and occasional monographs. Qualifications: PhD in Western American history, literature, or studies; teaching experience and publications appropriate to a faculty appointment; experience in a historical society, museum or library; managerial ability as indicated by experience in administration and grant management. Applications for the appointment, effective August 1, 1980, must be received by March 1, 1980, and must include curriculum vita and names and addresses of three references. Submit application to Clifford J. Hand, Academic Vice President, University of the Pacific, Stockton, CA 95211.

ARCHIVIST, McCain Library, University of Southern Mississippi. Two year, NHPRC-funded position to process, arrange, and describe records of the Association of American Railroads and the Gulf, Mobil, and Ohio Railroad Company. Qualifications: Masters in library science, archival management training and preferred experience with larger collections. Salary: \$14,000. Position begins March 1, 1980. Send resume, transcripts, and three letters of recommendation to Claude E. Fike, Director, McCain Library, University of Southern Mississippi, Box 5148 Southern Station, Hattiesburg, MS 39401. (601) 266-4171. Deadline: January 30, 1980.

SPECIAL COLLECTIONS LIBRARIAN (MANUSCRIPTS), John Hay Library, Brown University. Duties include acquisition, organization, processing, and preservation of historical and literary manuscripts collection; preparation of inventories and finding aids; supervision of one full-time non-professional and student aids. Qualifications: Required--MLS from accredited library school; completion of archival/manuscripts training program and/or two years experience with diverse manuscripts collections; good writing skills. Preferred: MA in history, preferably U.S., knowledge of records management and grant proposal writing. Salary range: \$11,800-\$14,700. Available immediately. Send resume with names of three references to Samuel Allen Streit, Assistant University Librarian for Special Collections, Box A, Brown University, Providence, RI 02912. Application deadline: February 8, 1980.

Two positions, Florida State Archives.

PROJECT ARCHIVIST. Two-year, NHPRC-funded position. Responsible for directing project involving pre-20th century public records of the state of Florida. Duties include project coordination and assistance with arrangement, description and conservation of materials covering the formative years of political and economic development of the state of Florida. Qualifications: advanced degree in American history or related social science, archival training and experience desired. Background in public records and interest in Southern history helpful, but more importantly, candidate should possess aptitude to deal efficiently with large collection. Salary: \$13,020.

ARCHIVIST. Two-year, NHPRC-funded position. Duties include arrangement and description of early public records. Qualifications: Advanced degree in American history or related social science field or experience in archival processing. Salary: \$11,337

Send resume (indicate which position you are applying for) to State Archivist, Florida State Archives, Department of State, The Capitol, Tallahassee, FL 32301. Application deadline: February 1, 1980.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action Regulations.

SAA'S PLACEMENT SERVICE: HOW IT WORKS

SAA's placement service has a number of components which work together to effectively serve both employers and candidates.

SAA members may place copies of their resumes on file at SAA headquarters. At the same time, a brief summary of their qualifications will be added to the Candidate Register, a confidential listing which is sent to employers listing vacancies with the Society. The employer reviews all the candidates on the Register and requests resumes of those who appear to be most qualified for the vacant position.

Candidates are identified on the Register by means of a number assigned by SAA. When an employer requests additional information regarding certain candidates, resumes filed with the placement service are forwarded. The employer then contacts the candidates directly. Candidates will remain on the Register for one year from the time their qualification summary is submitted, unless otherwise requested. There is no charge to SAA members who wish to be listed on the Candidate Register and have their resumes on files at SAA headquarters. Non-members must pay a fee of \$20 per year.

Announcements of professional opportunities appear in two places--the bimonthly *SAA Newsletter*, which is published every other month

beginning in January and mailed to all SAA individual and institutional members, and the *Employment Bulletin*, issued in the months the *Newsletter* doesn't appear. The charge to SAA members for six issues of the *Employment Bulletin* is \$10. The *Newsletter* is mailed bulk rate to save on postage costs and delivery can take 2-3 weeks. For those who wish to speed up delivery of the *Newsletter*, SAA will mail it first class to members paying a \$6.00 per year first class mailing fee.

There is no charge to employers listing positions in either the *Newsletter* or the *Employment Bulletin*. The deadline for receipt of vacancy announcements for the *Newsletter* is the 15th of the month preceding the month of issue. That is, the deadline for the March *Newsletter* is February 15. Copy deadline for the *Employment Bulletin* is the last week of the month preceding the month of issue. For example, copy for the February *Bulletin* should be received during the last week of January.

All correspondence concerning the placement service should be directed to Deborah Risteen at SAA headquarters. Persons wishing to be added to the Candidate Register should request a Qualification Summary Sheet.

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INSIDE. . .

SAA Awards.	3
SAA Workshops	3, 20
Grants.	4-5
Institutional Evaluation.	7-14
Placement	16-19

TIME VALUE MAIL

SAA PLANS CONSERVATION WORKSHOP

The Society of American Archivists has scheduled a pilot workshop in basic archival conservation for May 8-9, 1980, in Chicago.

The workshop will be led by Mary Lynn Ritzenthaler, chair of SAA's Conservation Professional Affinity Group, and Howard Lowell, co-chair of the Conservation PAG.

To be placed on a mailing list for further details of the workshop, including cost and specific meeting location, contact Joyce Gianatasio at SAA headquarters.

NEW PUBLICATIONS FROM SAA

(See order form on reverse.)

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Archives and
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Machine-Readable Records,
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An Annotated Bibliography

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