

The Society of American Archivists

SAA Newsletter

March 1980

ISSN 0091-5971

EYING THE EIGHTIES

The Society is committed to anticipating the environment which the archival profession will face in the 1980's and to developing its programs accordingly. With a new decade at hand, a poll taken in late December asked SAA members and members of regional archival organizations to list the five most significant problems which archivists and the archival profession will confront in the next five years. The temptation to forecast was great--over half of the sample population returned the questionnaire within two weeks. The ten issues identified most often, as well as a few of the comments received, are compiled below.

1. SCARCE RESOURCES 61% (of respondents cited issue)

Inflation and reluctance to increase taxes will result in cutbacks in funding***In California--due to proposition 13 and other similar measures--a drastic cut in state and local funding! Of course, this means less staff and probably set-backs in building programs, funds for preservation***Enlargement of staffs to handle increasing backlog of unprocessed records***Effective and efficient use of limited national resources devoted to archival activities.

2. TECHNOLOGY 45%

Keeping current with technological change***Impact of computers on archival theory and practice, especially in the area of finding aids***New information formats require retooling of archivists and archival operations.

3. PROFESSIONAL EDUCATION 39%

Education standards/accreditation of archival training***Curriculum development***Expansion of educational opportunities for veteran archivists***Upgrading opportunities for continuing education***Keeping library schools from controlling archival education programs***Establishing training curriculums, formal (classroom) and informal (correspondence courses, primers like the SAA manuals) for varying degrees of competency. (cont. on p. 2)

NOMINATING COMMITTEE SELECTS CANDIDATES

SAA's 1980 Nominating Committee has selected the following candidates for office:

Vice President (becomes President Sept. 1981)
Cleo Hughes, Tennessee State Library and Archives
Edward Weldon, New York State Archives

Treasurer
Jay Haymond, Utah State Historical Society
Mary Lynn McCree, University of Illinois at Chicago Circle

Council (2 seats; 4 year terms)
Robert Gordon, Public Archives of Canada
David Horn, DePauw University
Eleanor McKay, Memphis State University
Sister Felicitas Powers, Sisters of Mercy National Office
Virginia C. Purdy, National Archives and Records Service
Charles O. Schultz, Texas A&M University

Nominating Committee (3 seats, 1 year terms)
Patricia Bartkowski, Wayne State University
Kenneth Duckett, University of Oregon
Dennis East, Ohio Historical Society
Eva Moseley, Schlesinger Library, Radcliffe College
William Price, North Carolina Department of Archives and History
Karyl Winn, University of Washington

Candidates for Council and Nominating Committee will not be paired on the ballot.

Additional nominees may be placed on the ballot by a petition signed by 50 members of the Society. Anyone who plans to initiate a petition should contact the Society's office by April 15, 1980 in order to assure all candidates of equivalent exposure on the written ballot. Deadline for receipt of petitions in the executive director's office is May 25.

Nominating Committee members are Frank Burke, NHPRC; David B. Gracy II, Texas State Archives; Sue Holbert, Minnesota Historical Society; Philip F. Mooney, chairman, Coca-Cola Company; and Patrick Nolan, Wright State University.

EYING THE EIGHTIES (CONT.)

4. CONSERVATION 25%

There will be more and more calls for conservation expertise and not enough archivists willing or able to fill this need***SAA should encourage courses for and by archivists*** Lack of conservation interest by directors*** Lack of education and conservation facilities to which one can turn.

5. FINDING AIDS 24% (tie)

Creation of a truly national data base***Standardization of description to facilitate eventual cooperative automation***A move to depart from archival standards of description for administrative purposes in favor of library access methods to service researchers.

5. PUBLIC EDUCATION/RELATIONS 24% (tie)

Creation of a better image for archivists*** Development of a respected public image for archivists and archives among scholars, related professionals, legislators and the general public***Promotion of archives and their use in the community at large***Reorientation to new users/consumers of historical information.

7. BULK/GLUT OF RECORDS 22%

The flood of paper***Developing new or improved methods of archival practice to cope with the reality of information glut in the 20th century.

8. SECURITY 18% (tie)

Rising theft***Legislation to assist in prosecution***Theft is a problem, but much more is lost to improper handling/storage in archives.

8. NATIONAL ARCHIVES & RECORDS SERVICE 18% (tie)

Direction and leadership seems to be at a crucial point--the organized profession has a large stake in this development***Future of the National Archives and Presidential Libraries. NARS must be open to public scrutiny but not at the mercy of a megalomaniac GSA Administrator.

8. CERTIFICATION 18% (tie)

Bringing issue of certification to a positive point without tearing our unity apart in the process.

Some other problems identified by respondents included: keeping a firm focus on archival matters in the maelstrom of divisive social issues***the need for cooperative structures and programs***the adverse effects of militant feminism in the profession***the development of resources for research in archival theory***clarifying and improving relations between regionals and SAA***a stronger SAA to monitor all archival programs***archival organizations becoming so large that much time will be wasted bickering instead of on education and sharing of knowledge.

One respondent said that "focusing on problems is a legacy of the 1970's. We need more optimism, more creative thinking, more esprit de corps, and an agenda for the 80's!"

Another poll participant suggested one of the problems faced by the profession was maintaining our sense of humor.

SAA ANNUAL MEETING EXPENSES: WHO PAYS?

A random sample of participants in the 1979 Chicago annual meeting provided the executive director's office with the following data regarding how conference expenses were financed. The poll was similar to one made of participants in the 1974 Toronto meeting. A comparison of the results suggests that SAA has been successful in its efforts to convince administrators of the solid educational value of meeting attendance.

% of expenses pd. by employer	1974 Toronto	1979 Chicago
80 - 100%	45%	61%
50 - 80 %	24%	9%
10 - 50 %	12%	9%
under 10%	19%	21%

Attendance in Toronto was approximately 650; Chicago registration reached 1000.

SAA STAFF	
Ann Morgan Campbell	Executive Director
Bernice Brack	Membership Assistant
Joyce E. Gianatasio	Director, Administrative Services
Andrea Giannattasio	Bookkeeper
Kathleen Kelly Hajek	Publications Ass't.
Thomas C. Pardo	Program Officer
Deborah Risteen	Newsletter Editor & Program Officer
Linda Ziemer	Clerk-Typist

WHAT SAA COUNCIL DID

In its January 28-29 meeting in Williamsburg, Virginia, SAA Council:

- √ Approved the Code of Ethics for the profession proposed by a task force chaired by David Horn and ordered its publication in the *American Archivist*.
- √ Authorized the following SAA task forces: National Information Systems, chaired by Richard Lytle; Institutional Evaluation, chaired by William Joyce; Automated Records and Techniques, chaired by Carolyn Geda and Harold Naugler; and Replevin, chaired by Philip Mason.
- √ Drafted a resolution regarding the National Archives (published in the *SAA Extra Newsletter*, February 1980)
- √ Heard that J. Frank Cook had been appointed by President Maynard J. Brichtford to chair the task force on the revision of the SAA Constitution.
- √ Authorized the creation of a joint committee with the American Association of Library Schools.
- √ Adopted the proposed program standard for the practicum in archival education (published in the *SAA Newsletter*, July 1979)
- √ Learned that dues revenue continued to be insufficient to support the Society's current level of services to members.
- √ Set May 29-30 for its next meeting.

WEST VIRGINIA ARCHIVES UPDATE

As reported in the May 1979 *SAA Newsletter*, the Archives and History Division of West Virginia's Department of Culture and History was slated for termination under a sunset law passed by the state legislature in February 1979.

After an extensive study, however, the legislature gave the Division new life, so that the threat of termination no longer exists.

STUDY TOUR OF GREAT BRITAIN

SAA has put together an exciting one-week study tour of Great Britain prior to the International Congress on Archives meeting in London in September. The dates for the tour are September 6-14; the dates for the ICA meeting are September 15-19.

Several archival repositories will be visited: the Scottish Record Office in Edinburgh; the Borthwick Institute in York; the Worcester Record Office in Worcester; the Gloucester County Record Office in Gloucester; and Shakespeare's Birthplace Trust in Stratford-on-Avon.

Non-archival highlights scheduled are a performance of the Royal Shakespeare Theatre and a visit to Stonehenge.

Several options will be made available to interested archivists: the tour plus a week in London for the Congress; the tour alone; or the week in London alone. Airline flights will be arranged from several U.S. airports.

A travel agency is preparing a final itinerary as of press time; a complete brochure will be available for distribution in about three weeks.

Persons interested in the trip, the Congress, or both should request a copy of the brochure from Debbie Risteen at SAA headquarters. At the same time, it would be helpful to know which airport you wish to depart from and which tour option you are most interested in.

AWARDS DEADLINES APPROACHING

Mary Jane Dowd, chair of SAA's Awards Committee, wants to remind all SAA members that the deadlines for nominations for SAA awards are rapidly approaching. The awards are described on pp. 2-3 of the January 1980 *SAA Newsletter*.

The application deadline for the Colonial Dames Scholarship to the Modern Archives Institute is March 31, 1980. Application should be made to Sister Bridget M. Engelmeyer, College of Notre Dame, 4701 N. Charles St., Baltimore, MD 21210. See the January *Newsletter* for eligibility information.

The deadline to apply for all other SAA awards is May 1, 1980. Applications should be sent to Mary Jane Dowd, Industrial and Social Branch, (NNFS), National Archives and Records Service, Washington, DC 20408.

NOMINATIONS FOR SAA FELLOWS SOLICITED

The SAA Committee on Professional Standards urges the Society's membership to nominate persons for election as Fellows in 1980.

Election of Fellows is by majority vote of the Committee on Professional Standards, composed of the five most recent past presidents of the Society. The 1979-80 Committee will be chaired by Hugh Taylor, Public Archives of Nova Scotia.

According to the constitution, candidates for Fellow must have been individual members of the Society in good standing for the past five years. The Committee on Professional Standards is also guided by the following criteria:

- A. Appropriate academic education and professional and technical training in any of the fields of the Society's interest.
- B. Professional experience in any of the fields of the Society's objectives, of a minimum of five years, which shall include evidence of

professional responsibility. Contributions to the profession which demonstrate the possession of initiative, resourcefulness, and professional morale.

- C. Writing of superior quality and usefulness in contributing toward the realization of the Society's objectives.
- D. Contributions to the archival profession through active participation in the Society of American Archivists and innovative or other outstanding work on behalf of the Society.

Any SAA member is eligible to nominate another member for Fellow of the Society. For a nomination form, write to Joyce Gianatasio at SAA headquarters.

Completed forms must be received by Hugh Taylor, Public Archives of Nova Scotia, Coburg Road, Halifax, Nova Scotia, by May 1.

4TH BUSINESS ARCHIVES WORKSHOP

SAA's fourth workshop for business archivists has been scheduled for August 18-22, 1980, in Dearborn, Michigan, at the historic Dearborn Inn. (This is a change from the dates announced in the November 1979 *Newsletter*.)

The agenda for the workshop will be similar to those of the previous three workshops, held in 1978 and 1979. The first three days will be devoted to basic archival procedures as they apply to business archivists. Topics to be covered include establishing a business archives, appraisal, acquisition, arrangement, description, and budgeting. Tours of local repositories, including the Ford Archives, will be scheduled.

The final two days of the workshop will be devoted to selected topics in business archives. The tentative list of topics to be covered includes marketing a business archives, access to business archives, photographs in the business archives, records management and business archives, and writing a corporate history.

The faculty for the final two days has not yet been set. The basic portion will be taught by Douglas A. Bakken, Ford Archives, and Edie Hedlin, NHPRC.

A complete brochure, including registration form, is being prepared. Persons wishing to receive it should contact Deborah Risteen at SAA headquarters.

COURT RULES IN FBI CASE

In a January order, Judge Harold H. Greene of the United States District Court for the District of Columbia, halted the disposal of field files of the Federal Bureau of Investigation. (*SAA Newsletter*, November 1979, p. 16)

A suit was brought against the FBI and NARS by journalists, historians, subjects of FBI investigations, and groups seeking to disseminate information about the bureau. Among the individuals involved were Angela Davis, Jessica Mitford, Paul Robeson Jr., and several persons connected with the espionage case of Julius and Ethel Rosenberg.

Greene's opinion challenged the adequacy of NARS' appraisal of the FBI records in question. NARS had granted the FBI's request for authority to destroy all closed field office files, the theory being that these files were largely duplicates of the records being maintained at FBI Washington headquarters.

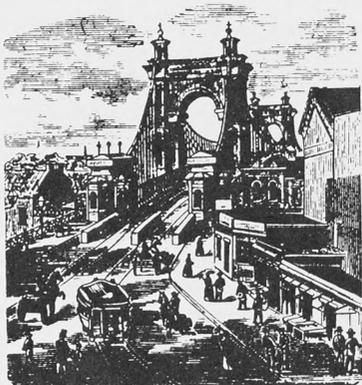
Plans are now being formulated by NARS for an extensive review and reappraisal of the bureau's field files--a project which is expected to involve an eight member team working for a year--an unprecedented level of attention to one series of records. NARS' entire professional appraisal staff numbers about a dozen archivists, whose responsibilities now encompass the whole federal government. A copy of Greene's decision is available to members for a \$2.00 *prepaid* copying charge.

44TH ANNUAL MEETING: AGENDA FOR THE 80'S

The 44th annual meeting of the Society of American Archivists will be held September 30-October 3, 1980 at the Netherland Hilton in Cincinnati. The Local Arrangements Committee, under the direction of Alice Vestal, University of Cincinnati, is planning a variety of activities. Plans include an opening reception at the Banker's Club of Cincinnati, entertainment by blue grass and country singer Katie Laur, and a tour of famous Cincinnati restaurants.

Two pre-conference workshops are being scheduled in conjunction with the Cincinnati meeting. A workshop on Basic Archival Conservation will be held September 28-29. A workshop on Basic Archival Theory and Techniques will be conducted September 29-October 1. Details on the pre-conference workshops are available from the SAA headquarters office.

SAA program chairs Kenneth Duckett, University of Oregon, and Trudy Huskamp Peterson, National Archives and Records Service, have announced "Agenda for the '80s" as the theme of the 1980 annual meeting. The theme will be the focus of the plenary session, as well as sessions conducted by institutional Professional Affinity Groups addressing their particular archival concerns during the coming decade.



Conservation will be the focus of numerous sessions including Conservation of Oversize and Cartographic Materials, Conservation of Visual Images, Cooperative Conservation, and Lamination: Pros and Cons. Other sessions scheduled by the Program Committee include Systems in Information Management, Editing and Production of Archival Publications, Municipal Archives in the '80s, and Records Management for Religious Archives. Over 70 sessions, workshops, seminars, demonstrations, and a film festival have been planned.

Following the meeting, archivists will have the opportunity to participate in an architectural and historical bus tour of Cincinnati. The Local Arrangements Committee is also arranging a post-meeting tour of the Shaker village of Pleasant Hill, Kentucky, a carefully restored rural Shaker community. Participants in the overnight tour will be housed in one of the original buildings of the village. Rooms are furnished in reproduction Shaker furniture and hand woven rugs and curtains. The group will hear presentations on the history of the community and the restoration of the village.

PROCEDURE FOR THE ESTABLISHMENT OF SAA TASK FORCES

Paul McCarthy, chair of SAA Council's Program Committee, coordinates requests from the membership for the formation of task forces.

In order to insure that the Council has all the appropriate and needed information for the consideration of the establishment of a task force he requests that each individual member of SAA requesting the establishment of a task force prepare an outline of the function and operation of the proposed task force on one to two pages for submission to the Council. While other materials may be submitted which will largely duplicate this effort the Program Committee would like to standardize the process to insure that the needed information is received in regard to each task force. Members may wish to submit additional materials besides this outline and are certainly invited to do so.

The Committee would like to have the following points covered in the outline of the proposal:

1. Purpose
2. Expected outcome or product
3. Project duration
4. Budget estimate
5. Outline of how the project will be accomplished or executed (by stages, if appropriate; also please attach example of survey instruments, etc., if appropriate)
6. Membership suggestions, if appropriate

Requests for establishing a task force should be sent to Paul McCarthy, Jr., Box 80687, College Station, Fairbanks, AK 99708.

PEOPLE PAPERS

Peking In a letter to former U.S. Archivist James B. Rhoads, Zhang Zong, Director-General of the State Archives Bureau of the People's Republic of China, outlined his country's activities during International Archives Weeks. During the period October 22-November 30, 1979, the State Archives Bureau sponsored a week of films about Chinese history; issued a special set of three commemorative stamps; held a symposium on archives at Chinese People's University; and prepared for the establishment of the China Archives Society. *American Archivist* "International Scene" Editor Ronald Plavchan also received a letter from Zhang appointing a correspondent from the State Archives Bureau to the *American Archivist*.

Detroit, Michigan Former General Motors executive John De Lorean, in a new book entitled *On a Clear Day You Can See General Motors*, gives an insider's look at the behavior of GM officials during Ralph Nader's attack on the Corvair.

"The corporation became almost paranoid about the leaking of inside information on the car. In April 1971, 19 boxes of microfilmed Corvair owner complaints, which had been ordered destroyed by upper management, turned up in the possession of two suburban Detroit junk dealers. When The Fourteenth Floor found this out, it went into panic. We at Chevrolet were ordered to buy the microfilm back and have it destroyed.

"I refused, saying that a public company had no right to destroy documents of its business and that GM's furtive purchase would certainly surface. Besides, the \$20,000 asking price was outright blackmail.

"When some consumer groups showed an interest in getting the film, the customer relations department was ordered to buy the film, which it did. To prevent similar slip-ups in the future, the corporation tightened its scrapping procedures."

(This excerpt was taken from an adapted version of one chapter of De Lorean's book, published in the January 1980 *Washington Monthly*.)

Antichak, India Archeologists excavating a site that was once a Buddhist monastery have uncovered what is believed to have been an eighth century air conditioning device.

A rectangular building to one side of the main monastery complex contains a water reservoir. Sloping channels lead from the reservoir to the other side of the main building. These channels carried air which was cooled after its contact with the cold water in the reservoir. It is believed that the channels led to cells where fragile manuscripts were kept, and that the cooling was for their protection.

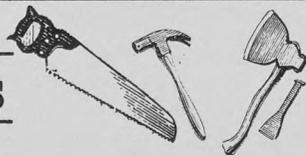
Transitions...

H. THOMAS HICKERSON has been named chairman of the Cornell Libraries' Department of Manuscripts and University Archives. . . HYNDA RUDD has been appointed archivist for the City of Los Angeles. . . DAVID ALEXANDER has been named Archivist/Curator of the University of Colorado, Denver. He was formerly Archivist of the Northern Illinois Regional History Center, DeKalb, Illinois. . . RICHARD A. CAMERON has been appointed Field Director, Division of Archives and Manuscripts, a position that includes administration of the Minnesota Regional Research Centers network. Cameron was the director of the Area Research Center and University Archives at the University of Wisconsin-Eau Claire. . . DUANE P. SWANSON has been appointed Assistant Archivist for Public Records in the Division of Archives and Manuscripts. Swanson was Field Representative in the Division. . . KATHERINE MARAS KOVACS has been named Archivist at the Corcoran Gallery and School of Art in Washington, DC. . . JOHN BOVEY, Provincial Archivist of Manitoba, has been appointed Archivist for the Province of British Columbia. . . The appointment of DAVID J. DAVIS as Provincial Archivist of Newfoundland and Labrador has been announced; Davis succeeds F. BURNHAM GILL who has retired. . . DAVID LEVINE has been appointed Assistant Archivist in the Archives-Manuscripts Division, Ohio Historical Society. . . TRUDY PETERSON has been named Chief, Legislative and Natural Resources Branch, National Archives and Records Service. . . DON CARLETON has been appointed Archivist-Librarian at the Barker Texas History Center, University of Texas. . . Steven Siegel is now Archivist for the 92nd St. Young Men's and Young Women's Hebrew Association in New York. . . ANTHONY CUCCHIARA has been named archivist for The Bryant Library, Roslyn, New York.

SAA Bookcase

MARCH 1980

Basic Tools



SAA's *Basic Manual Series* provides a wealth of introductory and advanced "how to do it" information for anyone interested in the theory and practice of administering archives and manuscripts. Professional archivists and manuscripts curators, part-time and paraprofessional staff, and librarians will find these manuals invaluable for acquiring knowledge of the rudiments and substance of most basic archival functions.

Archives & Manuscripts: Appraisal and Accessioning, by Maynard Brichford. (1977) 24 pp., paper. \$4 members, \$5 others.

Archives & Manuscripts: Arrangement & Description, by David B. Gracy II. (1977) 49 pp., paper. \$4 members, \$5 others.

Archives & Manuscripts: Reference & Access, by Sue E. Holbert. (1977) 30 pp., paper. \$4 members, \$5 others.

Archives & Manuscripts: Security, by Timothy Walch. (1977) 30 pp., paper. \$4 members, \$5 others.

Archives & Manuscripts: Surveys, by John Fleckner. (1977) 28 pp., paper. \$4 members, \$5 others.

Set of 5 Manuals: \$16 members, \$20 others.

A report of SAA's Finding Aids Committee, *Inventories and Registers: A Handbook of Techniques and Examples* distills the essence of current practice in North American archival repositories. Sample forms are included.

Inventories and Registers, (1976) 36 pp., paper. \$3 members, \$4 others.

The *Forms Manual* contains over 300 representative forms from college and university archives used in records management, appraisal, description, accessioning, arrangement, and oral history.

Forms Manual, (1973) 236 pp., paper. \$8 members, \$11 others.

* *New in 1980!*

* *Archives & Manuscripts: Exhibits* is a practical, how-to manual for persons planning exhibits of archival materials. The manual contains chapters on planning and development, conservation, design and technique, program coordination, and administrative considerations. Over 30 drawings and photographs illustrate the text. The appendices include sample forms and a list of suppliers of exhibit equipment.

Archives & Manuscripts: Exhibits, by Gail Farr Casterline. (1980) 72 pp., paper. \$5 members, \$7 others.

Developed by SAA's Committee on Terminology, the *Basic Glossary for Archivists, Manuscript Curators, and Records Managers* contains terms regarded as basic to the disciplines of these professions. Definitions are drawn from the basic literature and the policies and practices of leading North American institutions.

Basic Glossary, (1974) 19 pp., paper. \$2 members, \$2 others (\$1 each for quantities of 10 or more delivered to one address)

Records Retention and Disposition Schedules, a survey report of SAA's State and Local Records Committee, includes forms now in use in various state archival and records management programs.

Records Retention and Disposition Schedules, (1977) 30 pp., paper. \$3 members, \$4 others.

The American Archivist is the voice of the archival profession in the United States. Its articles on archival theory and practice, its book reviews, bibliographies, and news and technical notes have made the journal a major source of information on the archival field.

The American Archivist, 35mm microfilm. Set of 11 rolls (1938-77): \$200 members, \$280 others. Individual rolls: \$22 members, \$280 others.

The American Archivist

Index to Volumes 1-20 (1938-57): \$8 members, \$11 others.

Index to Volumes 21-30 (1958-67): \$8 members, \$11 others.

Remove for easy reference.

Specialized Interests

Photographs as Historical Evidence: Early Texas Oil (offprint from *The American Archivist*, Volume 41 #4) is based on the author's experiences in researching his book *Early Texas Oil: A Photographic History, 1866-1936*.

Photographs as Historical Evidence, by Walter Rundell. (1978) 25 pp., paper. \$2 members, \$3 others.

Fakes and Facsimiles: Problems of Identification (offprint from *The American Archivist*, Vol. 42 #1) provides the reader with clues needed to distinguish original documents from copies. 36 of the most commonly reproduced historical documents are discussed.

Fakes and Facsimiles, by Leonard Rapport. (1979) 46 pp., paper. \$2 members, \$3 others.

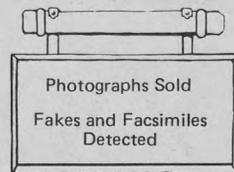
Autographs and Manuscripts: A Collector's Manual is divided into three sections: "Fundamentals" contains articles on the history of autograph collecting; "Rudiments of Autograph Collecting" covers such topics as the language of autograph collecting and acquiring autographs and manuscripts; and "Some Areas in Which to Collect" offers articles on autographs of American Presidents, American literary autographs and many others.

Autographs and Manuscripts: A Collector's Manual, edited by Edmund Berkeley, Jr., et al. (1978) 565 pp., hardcover. \$22 members, \$25 others.

* *Problems in Archives Kits* (PAKs) are a new publications service in a flexible format which may include reports, manuals, forms, sound tapes, and other materials chosen for their usefulness. Each kit will address a specific archival problem area.

PAK I: Appraisal. 5 papers presented at SAA's 1979 Advanced Seminar on Appraisal plus two 90-minute cassette tapes of the discussions of appraisal at that 1½ day seminar. \$17 members, \$20 others.

PAK II: Security. 5 papers presented at SAA's 1979 Advanced Seminar on Archival Security are included, along with two 90-minute cassette tapes of the discussions by seminar participants. \$17 members, \$20 others.



College and University Archives: Selected Readings is a collection of 17 articles by archivists, records managers and historians. Topics addressed include establishing a college archives, records management programs, reference use, and administration. Appendices include a sample records retention and disposition schedule and university filing system.

College and University Archives: Selected Readings. (1979) 234 pp., paper. \$8 members, \$11 others.

Business Archives: An Introduction covers all aspects of establishing a business archives, from physical requirements and staffing to such procedures as appraisal standards, arrangement and description and conservation techniques. Unique to this publication are more than eighty business archives forms reproduced on microfiche.

Business Archives: An Introduction, by Edie Hedlin. (1978) 28 pp., paper. \$4 members, \$6 others.

* *Management of Archives and Manuscript Collections for Librarians* is directed toward librarians who have archival responsibilities but little archival training or experience. Chapters cover such topics as defining collections and collecting; aural and graphic archives; arrangement and description of manuscripts; and the law and the manuscripts curator.

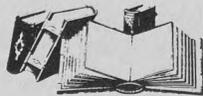
Management of Archives and Manuscript Collections for Librarians, edited by Richard Lytle. (Reprinted from the *Drexel Library Quarterly*, Vol. 11, #1 in 1980.) 124 pp., paper. \$5 members, \$7 others.

SAA Binder

Preserve and protect copies of SAA publications in the *SAA Binder*. 2" vinyl, three-ring binder perfect for holding the *SAA Newsletter*, the *Membership Directory*, the basic manuals, and many other SAA publications.

SAA Binder. \$4 members, \$6 others.

Reference



The National Historical Publications and Records Commission's *Directory of Archives and Manuscript Repositories, 1978* is a listing of 3,025 repositories in the United States. For each institution, information in all or some of the following categories is listed: name of institution; address and telephone number; days and hours of service; user fees; general restrictions on access; availability of copy facilities; acquisitions policy; volume of total holdings; inclusive dates; description of holdings; and bibliographic references to holdings.

NHPRC Directory. (1978) 905 pp., hardcover. \$22 members, \$25 others.

As the outgrowth of introductory courses in the administration of modern archives, *Modern Archives and Manuscripts: A Select Bibliography* is a useful working tool for every practicing archivist. An effort was made to include all writings that have contributed to or which illustrate the development of archival principles and practices in the United States.

Modern Archives and Manuscripts: A Select Bibliography, by Frank B. Evans. (1975) 209 pp., paper. \$8 members, \$11 others.

- * *Automation, Machine-Readable Records, and Administration: A Select Bibliography* provides archivists with detailed information on specific aspects of computers as records producers, as research tools, and as administrative aids. Almost 300 annotated entries; author, journal, and subject indexes.

Automation, Machine-Readable Records, and Administration, by Richard M. Kesner. (1980) 65 pp., paper. \$4 members, \$6 others.

- * The *Directory of College and University Archives in the United States and Canada* contains nearly 1,000 listings compiled by SAA's College and University Archives Committee. Each listing gives the name of the institution, the type of records (archives, manuscripts, or both), the address and telephone number, and the names and responsibilities of staff members. Indexes to individuals and repositories are included.

Directory of College and University Archives, (1980) 80 pp., paper. \$6 members, \$10 others.

- * The *Directory of Business Archives in The United States and Canada* is an updated version of the 1975 Directory of the same name. Compiled by SAA's Business Archives Committee, the Directory provides names and addresses of companies, names of individuals in charge of records, brief descriptions of holdings, and information on access.

Directory of Business Archives. (1980) 56 pp., paper. \$3 members, \$6 others.

Classics



The Management of Archives is the work of one of America's archival pioneers in arrangement principles and descriptive techniques. Chapters devoted to cartographic and pictorial records are included. An important addition for every archivist's library.

The Management of Archives, by T. R. Schellenberg. (1965) 383 pp., hardcover. \$17 members, \$20 others.

Modern Archives: Principles and Techniques outlines tested and proved plans and procedures for the adequate management of public records in all areas of federal, state, and local government.

Modern Archives: Principles and Techniques, by T. R. Schellenberg. (1956) 248 pp., paper. \$8 members, \$8.50 others.

Norton on Archives: The Writings of Margaret Cross Norton has been termed "the first American manual for archives administration." One archivist wrote: "Norton is BASIC! Archivists everywhere are indebted to Thornton W. Mitchell for skillfully editing and bringing together these articles and giving all the younger members of the profession the full benefit of her contributions to archival theory and practice . . ."

Norton on Archives, edited by Thornton W. Mitchell (1975) 288 pp., paper. \$7 members, \$10 others.

The National Archives: America's Ministry of Documents analyzes the evolution of the Archives, beginning in 1934 with the New Deal legislation that created it. The author provides an analysis of the objectives, the accomplishments, and the difficulties of the institution which has been characterized as the world's most influential archival organization.

The National Archives: America's Ministry of Documents, by Donald R. McCoy (1978) 437 pp., hardcover. \$18 members, \$22 others.

ADDITIONAL SAA PUBLICATIONS IN PREPARATION

Basic Manual Series:

- Archives & Manuscripts: Administration*
- Archives & Manuscripts: Automation*
- Archives & Manuscripts: Cartographic Records and Architectural Drawings*
- Archives & Manuscripts: External Funding*
- Archives & Manuscripts: Public Programs*
- Archives & Manuscripts: Reprography*

Religious Archives: An Introduction

Archival Management of Machine-Readable Records: Conference Proceedings

ORDER FORM

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Regional Spring Meetings

The NORTHWEST ARCHIVISTS will be meeting jointly with the ASSOCIATION OF BRITISH COLUMBIA ARCHIVISTS at the University of British Columbia, Vancouver, B.C., May 9-10. For further information, contact K. Keith Richards, Archivist, University of Oregon Library, Eugene, OR 97403.

The spring meeting of the SOCIETY OF GEORGIA ARCHIVISTS will be held in Columbus, Georgia, on March 27-28. Formal sessions will focus on archival and historic preservation activity in and around southwestern Georgia and new developments in grant opportunities for archival agencies. For further information, contact Peter Schinkel, Georgia Department of Archives and History, Atlanta, GA 30334.

The TENNESSEE ARCHIVISTS will hold their spring meeting in Nashville, March 27-28 at the State Library and Archives. The program will feature sessions on SPINDEX and paper conservation. For further information, contact Marice Wolfe, Special Collections, Vanderbilt University Libraries, 21st Avenue South, Nashville, Tennessee, 37203.

The SOCIETY OF SOUTHWEST ARCHIVISTS will meet in Austin, Texas on May 8-9 at the Lyndon B. Johnson Library. Sessions will deal with institutional evaluation, automation, historical editing, collecting popular culture, handling legal and court records, and visual archives. For further information, contact Charles R. Schultz, Texas A&M University Library, College Station, Texas 77843.

The SOCIETY OF INDIANA ARCHIVISTS will hold its spring meeting on Friday, April 25 at the Indiana State Library and Historical Building, 315 W. Ohio St., Indianapolis. The subject of the meeting will be "Information and Privacy in Public Records." For further information, contact Mark E. Neely, Jr., The Louis A. Warren Lincoln Library and Museum, 1300 S. Clinton St., Fort Wayne, IN 46801.

The MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE (MARAC) will hold its spring 1980 meeting May 16-17 at the Crystal City Marriott Hotel in Arlington, Virginia. The program features more than twenty sessions, workshops and state caucus meetings. For further information, contact Richard Noble, NHPRC, National Archives, Washington, DC 20408.

The CONFERENCE OF INTERMOUNTAIN ARCHIVISTS will meet May 15-16 in Salt Lake City, Utah. For further information, contact Jay M. Haymond,

Utah State Historical Society, 307 West Second South, Suite 1000, Salt Lake City, UT 84101.

The spring meeting of the ARKANSAS ARCHIVISTS AND RECORDS MANAGERS (AARM) will be held March 21-22 at Eureka Springs. The headquarters hotel will be the Inn of the Ozarks. The registration fee for the meeting is \$5.00 for members and \$7.50 for non-members. For further information, contact R.P. Baker, 322 Laurel St., Mablevale, AR 72103.

The LAKE ONTARIO ARCHIVES CONFERENCE will meet at Cornell University in Ithaca, New York on June 20-21, 1980. For further information, contact David Blumberg, Cornell University Library, Ithaca, NY 14853.

The KENTUCKY COUNCIL ON ARCHIVES will hold its spring meeting at Transylvania University in Lexington, Kentucky, on April 4. The registration fee is \$8.00. For further information, contact Gerald Roberts, Berea College Library, Berea, KY 40404.

The second annual meeting of the SOCIETY OF MISSISSIPPI ARCHIVISTS will begin on April 15 at the Downtowner Motor Inn in Jackson with a workshop on disaster preparedness. The meeting continues on April 16 with session topics including the NEH records grant program and archives from a scholar's point of view. For further information, contact Ronald E. Tomlin, Executive Director, Society of Mississippi Archivists, PO Box 571, Jackson, MS 39205.

The MICHIGAN ARCHIVAL ASSOCIATION spring meeting is scheduled for May 22, 1980 at the Burton Historical Collection, Detroit Public Library. The theme of the meeting is Political Records, with sessions covering such topics as "Politics and the Historical Records," "Labor and Politics," and "Collection and Appraisal of Political Records." For further information, contact Martin McLaughlin, Michigan History Division, 3423 N. Logan St., Lansing, MI 48918.

The spring meeting of the IOWA HISTORICAL MATERIALS PRESERVATION SOCIETY will be held May 10 in Des Moines. For further information, contact Anne Kintner, Burling Library, Grinnell College, Grinnell, IA 50112.

The MIDWEST ARCHIVES CONFERENCE will hold its spring meeting May 1-3 at the Bismarck Hotel in Chicago. For further information, contact Nicholas Burckel, Archives, University of Wisconsin-Parkside, Kenosha, WI 53141.

Archivists' Calendar

Going to the Source: An Introduction to Research in Archives, the National Archives' four-day course in the use of primary sources, will be given May 27-30, 1980, in the National Archives Building, Washington, DC. Enrollment is limited to 25 persons. The registration fee is \$60. For further information, contact Elsie Freivogel, Education Division, National Archives and Records Service, Washington, DC 20408. (202) 523-3298.

The Moravian Archives annual *German Script Seminar* will be held June 16-27 in Bethlehem, Pennsylvania. A reading knowledge of German is required. The cost is \$150 for tuition and \$25 for materials; room and board are extra. For further information, contact Vernon Nelson, Archivist, The Moravian Archives, 41 W. Locust St., Bethlehem, PA 18018.

The 14th annual *Archives Institute*, sponsored by the Georgia Department of Archives and History and the Emory University Division of Librarianship, will be held August 4-22 in Atlanta. Enrollment is limited to 15 persons. Tuition is \$225 for non-credit status and \$570 for five quarter hours of graduate credit from Emory University. For further information, contact Institute Coordinator, Georgia Archives, 330 Capitol Ave., SE, Atlanta, GA 30334. (404) 656-2390. APPLICATION DEADLINE: May 1

The Association for Recorded Sound Collections (ARSC) has announced that its *14th Annual Convention* will be held in Ottawa, Ontario, May 8-10. The meeting is being hosted by the National Library and Public Archives of Canada and will be held at their facility. For further information, contact Les Wafflen, Executive Secretary, ARSC, PO Box 1643, Manassas, VA 22110. (202) 523-3267.

The College of Library and Information Services of the University of Maryland and the Potomac Valley Chapter of the American Society of Information Science has announced a symposium entitled *Archival Automation: Future Access to the Past*. The dates for the symposium, to be held on the University of Maryland campus, are April 25-26. The cost is \$40 for two days, and \$25 for one day. For further information, contact Lawrence J. McCrank, College of Library and Information Services, University of Maryland, College Park, MD 20742.

The Winthrop College Archives in Rock Hill, South Carolina, will hold a conference entitled *Local History and the Community: Preserving the Past for the Future*. The conference, funded by a grant from the South Carolina Committee for the Humanities, will be held March 24-27. For further information, contact Ronald J. Chepesiuk, Head, Archives and Special Collections, Dacus Library, Winthrop College, Rock Hill, SC 29733.

A *Colloquium on the Preservation of Print and Non-Print Library Materials* will be presented at the University of Oklahoma, April 17-19. Topics will include the importance of disaster planning, setting up preservation programs, and the paperless information systems of the future. For further information, contact Marcia Goodman, chair, Colloquium on Preservation, History of Science Collection, University of Oklahoma Libraries, Norman, OK 73019. (405) 325-2741.

Stanford Libraries will hold a conference May 21-22 entitled *Disasters: Prevention and Coping*. The conference will feature speakers, slides and "hands-on" experience. For further information, contact Sally Buchanan, Conservation Office, Green Library, Stanford, CA 94305.

The University of Denver announces its 19th *Summer Institute for Advanced Archival Studies*, to be held June 16-July 18. Participants receive up to five hours credit. Tuition is \$535. For details, write Dolores C. Renze, Institute for Archival Studies, Department of History, 424 MRB, University of Denver, Denver, CO 80208.

Case Western Reserve University Archives is preparing for its *11th Annual Workshops on College and University Archives*, June 15-21, 1980. The Introductory Workshop is planned for individuals new to the archival field; it offers a survey of archival theory and techniques. The Advanced Workshop offers intensive consideration of selected topics as continuing education for working archivists. For further information, contact Ruth Helmuth, University Archivist, Case Western Reserve University, Cleveland, OH 44106.

The *SAA Newsletter* is a bi-monthly publication of the Society of American Archivists. Copy deadline for the May issue is April 15.

PROFESSIONAL OPPORTUNITIES

Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA members at a cost of \$10 per year. The "Employment Bulletin" is issued in the months when the Newsletter isn't published. Any SAA member may place his or her resume on file at SAA headquarters and be added to the "Candidate Register" free of charge. For any questions regarding the placement service, contact Debbie Risteen at SAA headquarters. Persons interested in being added to the "Candidate Register" should request a Qualification Summary Sheet.

SALES AND MARKETING REPRESENTATIVE for a supplier and manufacturer of archival storage materials. Duties will include advertising, dealing with distributors and end users, exhibitions, and new product ideas. Must be free to travel. Qualifications: a degree in library science or art history helpful. Salary open. Please send resume and salary history to T. E. Graves, Photofile, P. O. Box 123, Zion, IL 60099. No closing date provided.

Three positions, New York State Archives

ARCHIVIST I (Examination #27-999) Will review, analyze and evaluate state government records; develop guides and finding aids; answer reference inquiries; assist researchers and provide advice on the care, preservation, and use of archival records. May supervise one or more support staff. Qualifications: Master's degree in history, government, economics, public administration, American studies, library science, archives administration, selecting, preserving or making available for use archives or historical records. Beginning salary: \$13,125.

ARCHIVIST II (Examination #28-000) Will plan and organize the appraisal and accessioning of records into the Archives; insure the legal transfer of records into the State Archives and coordinate the assignment of space for these records; supervise the development of finding aids; develop outreach and educational programs for custo-

dians of historical records. May supervise a staff of Archivist I's and support staff. Qualifications: MA in history, government, economics, public administration, American studies, library science, archives administration or related field. Two years experience in administering, selecting, preserving or making available for use archives or historical records. Beginning salary: \$16,420.

ARCHIVIST III (Examination #28-001) Will assume the administrative supervision of a major program area within the State Archives; budget preparation, planning, preparation and submission of reports and the supervision of archivists, other professionals and support staff all responsibilities of Archivist III. Qualifications: MA degree in history, government, economics, public administration, American studies, library science, archives administration or a closely related field. Three years of experience in administering, selecting, preserving or making available for use archives or historical records, of which two of these years must have been in the administration of an archives or manuscript collection(s) or supervision of professional archival staff. Beginning salary: \$21,345.

Application forms may be obtained at the New York State Department of Civil Service, State Office Building Campus, Albany, NY 12239. DO NOT SEND RESUMES. Application must be made on form XD-10. A fee of \$5.00 is required for each examination for which you apply. Check should accompany application and be made payable to NYS Dept. of Civil Service. Social Security number and examination number(s) should be written on the check. APPLICATION DEADLINE: March 31, 1980.

LIBRARIAN, The Rhode Island Historical Society, to direct a staff of ten professionals and non-professionals, administer a departmental budget, and a major historical research collection comprised of printed materials, manuscripts, and graphics. Qualifications: MLS degree with an MA degree in history, preferred. Salary: \$13,000-\$14,000. Direct inquiries to Search Committee, 52 Power St., Providence, RI 02906. No closing date provided.

PROFESSIONAL OPPORTUNITIES

DIRECTOR OF CULTURAL PRESERVATION, South Dakota Department of Education and Cultural Affairs, to supervise a statewide program of historic preservation. The director is responsible for supervision of four state museums and of programs in archives, archaeology, historic preservation, historic library and oral history. Qualifications: MA in either archaeology, anthropology, historic archives, museology, or in a related field. Three years of administrative experience in programs of cultural preservation, preferably as a state historic preservation officer, is required. Ability to organize, communicate effectively, to meet with government officials, interest groups and the public, to supervise employees is preferred. Salary: between \$17,000 and \$21,000 and is negotiable. Applications, resume and three letters of reference should be sent to Harris J. Wollman, Dept. of Education and Cultural Affairs, Kneip Office Building, Pierre, SD 57501. APPLICATION DEADLINE: April 1, 1980.

Two positions, Minnesota Historical Society

RECORDS ANALYST, HUBERT H. HUMPHREY PAPERS. One year position, full-time. Funded by the Hubert H. Humphrey Institute. Responsible for reorganizing about 1068 cubic feet of post-Vice Presidential papers, identifying and consolidating related files, and preparing a preliminary inventory of files or file series. Will not include detailed file analysis. May include supervision of a part-time assistant. Prior experience in organizing and inventorying large manuscripts collections is required; experience with political papers is preferred. Salary: \$12,750. APPLICATION DEADLINE: April 1, 1980.

PROJECT ARCHIVIST, MIDWEST STATE ARCHIVES GUIDE PROJECT. One year position, full-time. May include an additional NHPRC-funded six months. To write agency histories and record group and series descriptions, prepare data input forms, code and index record descriptions, and assist in other project activities. Approximately six months may be spent processing public records. Archival training and processing experience, including demonstrated accuracy and consistency in recording data, are required; additional relevant experience is preferred. Salary: \$12,750. APPLICATION DEADLINE: April 1, 1980.

For both positions, apply to Lydia Lucas, Head of Technical Services, Minnesota Historical Society, 1500 Mississippi St., St. Paul, MN 55101. (612) 296-6980

FIELD ARCHIVIST, 1 year appointment, NHPRC-funded position, to accession and process the records of the Milwaukee Area Polish-American community, administered by the Golda Meir Library of the University of Wisconsin-Milwaukee. Duties: Collect documents, records and other material related to the history and organization of the Milwaukee area Polish-American community; develop leads to archival resources; establish contacts with donors; facilitate the transfer of collections; and conduct appropriate public relations activities. Qualifications: Master's degree, with archival training and/or experience, effective written and oral communication skills; knowledge of Polish language and Milwaukee area history is desirable. Salary: \$12,600. Send resume and three letters of reference to Wilbur Stolt, Project Director, Golda Meir Library, University of Wisconsin-Milwaukee, P.O. Box 604, Milwaukee, Wisconsin 53201. APPLICATION DEADLINE: April 1, 1980.

ARCHIVIST, Salvation Army Archives and Research Center - One-year, NHPRC funded position. To assist with the on-site survey of Salvation Army records throughout the United States. Duties include the recording of information on extant records, and assisting with the development of a records manual. Qualifications: MA in history or another of the social sciences, archival training or at least six months of related archival or records management experience. Ability to relate to people in a variety of situations. Experience in survey work is highly desirable. Considerable travel involved. Salary: \$13,000 plus benefits. Position available in July, 1980. Send application to: Thomas Wilsted, Archivist/Administrator, the Salvation Army Archives and Research Center, 145 W. 15th St., New York, NY 10011. No closing date provided.

ASSISTANT CURATOR. The Kansas Collection, University of Kansas Libraries. The Kansas Collection consists of a variety of research material relating to Kansas, the Great Plains, and the Trans-Mississippi West. Duties: responsible for the cataloging of materials in the collection, supervises two full-time support staff and several student assistants in cataloging, processing, and preservation

PROFESSIONAL OPPORTUNITIES

activities. Also assists in public service and preparation of exhibits. Qualifications: ALA-accredited MLS, or a related degree in archives or historical records management; a strong background in the social sciences and some training or experience with archival materials; organizational and supervisory ability; and ability to work effectively with library users. Strongly prefer experience in cataloging and processing a variety of historical materials. Also prefer experience with photographic and manuscript conservation, and experience and coursework relating to Kansas and Trans-Mississippi Western history. Salary \$11,000-\$14,000 dependent upon qualifications. Submit letter of application, resume, transcripts, and references to Mary Hawkins, Assistant Dean, University of Kansas Libraries, Lawrence, KS 66045. Applications must be received by April 7, 1980, with appointment as soon as possible thereafter.

ARCHIVIST, 18 month appointment, begin April 1, 1980. Organize the archives of the Episcopal Church in South Dakota in Sioux Falls, S.D. Apply basic preservation and repairs, prepare descriptive inventory and guide. Qualifications: MA in history or related, formal archival administration training. One year work experience in archives or manuscripts. Salary: \$11,000. Send resume to Historiographer, Episcopal Diocese, P.O. Box 517, Sioux Falls, SD 57101. No closing date provided.

ASSISTANT ARCHIVIST, University of Notre Dame, to process manuscripts and archival records, some reference duties. Qualifications: MLS with archival training; or Masters in history with archival work experience, Ph.D in field relevant to American religious history preferred. Permanent position to begin July 1, 1980. Salary: \$11,700 plus benefits, minimum. Send letter of application and resume to Wendy Clauson Schlereth, University Archivist, 607 Memorial Library, Notre Dame, IN 46556. No closing date provided.

ARCHIVIST, William D. McIntyre Library, University of Wisconsin-Eau Claire. To administer, develop, and organize the consolidated University Archives and Area Research Center, a manuscript collection of regional history. Duties include appraisal, collection, preservation, organization, and description of the official records of historical value of the University; assisting in the preservation of papers, records and materials relating to the

history of the University; assist in the development of the oral history program; publicize the holdings and services available in and through the Area Research Center. Qualifications: BA degree from an accredited college or university. Formal training in archives management or extensive experience required. Preference given to candidates who have an MA in history or a closely related discipline. Experience with oral history programs desirable. Salary dependent upon qualifications and experience. Application period: Applications will be considered beginning immediately. Final deadline for receipt will be March 20, 1980. Official educational transcripts, recommendations, and other supporting data should be submitted along with a personal resume. Apply to Robert O. Fetvedt, Director of Libraries, University of Wisconsin-Eau Claire, Eau Claire, WI 54701. (715) 836-3715.

ASSISTANT ARCHIVIST, 92nd St. Young Men's and Young Women's Hebrew Association. One year, NEH-funded position. Qualifications: Master's degree, preferably in history. 1 year of archival experience or internship, demonstrated knowledge of appraisal techniques, arrangement, description and preparation finding aids. Salary: \$12,000 plus benefits. Send resumes to Rebecca Rosow, Funding Officer, 92nd St. Young Men's and Young Women's Hebrew Association, 1395 Lexington Ave., New York, NY 10028. (212) 427-6000. DEADLINE: March 24, 1980.

ARCHIVIST, Reynolds Electrical and Engineering Company, to be in charge of development of a new central repository and library facility for all obtainable documents and records dealing with radioactive fallout from nuclear testing. Opportunity for individual to design document reference and retrieval system. Qualifications: minimum of three years of experience in archival retention and retrieval of scientific or technical-type reports, data and correspondence. Experience with computer and microfilm systems for indexing, filing, and referencing required. Send resume to Trudie L. Rainey, M/S 567, Reynolds Electrical and Engineering Co., PO Box 14400, Las Vegas, NV 89114. No closing date provided.

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

Newsletter

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TIME VALUE MAIL

SAA Pilot Workshop in Basic Archival Conservation

The Society of American Archivists will conduct a pilot workshop in Basic Archival Conservation May 8-9 in Chicago. The workshop will provide training and guidance which will enable archivists to assess the preservation needs of their institutions, and to establish realistic programs and procedures to address those needs; technical information to enable archivists to communicate with administrators, staff, users, and professional conservators; and a source of information which will assist archival institutions in the establishment and maintenance of realistic conservation programs and procedures.

Workshop instructors are Howard Lowell, a specialist in conservation administration, and Mary Lynn Ritzenthaler, chair of SAA's Conservation Professional Affinity Group.

The workshop will have two basic components: instruction in priority content areas in a classroom setting; and demonstrations/hands-on training in basic conservation techniques which can be incorporated as an integral part of archival processing procedures.

Applicants should be persons who currently hold positions of responsibility for the care of archives and manuscripts. Preference will be given to persons with little or no previous training in conservation. Qualified applicants will be admitted on a first-come, first-served basis.

The fee for the workshop is \$50.00 which covers registration, and purchase of a basic kit of conservation supplies. Use of the supplies will be demonstrated during Day #2 of the workshop. Meals and accommodations are not included in the fee.

Enrollment in the workshop will be limited. Unless special circumstances prevail, no more than one representative from any repository will be admitted to the workshop.

The workshop will be held at Spertus College of Judaica, 618 South Michigan Avenue, Chicago, Illinois.

To apply, write to Joyce Gianatasio, Society of American Archivists, 330 S. Wells St., Suite 810, Chicago, Illinois 60606.
