

The Society of American Archivists

SAA Newsletter

November 1980

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SAA Award Winners Announced

Winners of Society awards were announced at the annual meeting in Cincinnati. Linda J. Pike, assistant editor of the *Papers of the Marquis de Lafayette*, received the Philip M. Hamer Award for distinguished work by an editor on a documentary publication. The Waldo Gifford Leland Prize, awarded for an outstanding published work in the archival field, went to Harold C. Syrett, editor of *The Papers of Alexander Hamilton*. A Leland Certificate of Commendation was awarded to Richard H. Lytle, Smithsonian Institution, for his thesis *Subject Retrieval in Archives: A Comparison of the Provenance and Content Indexing Methods*.

The Colonial Dames of America Scholarship to the Modern Archives Institute was awarded to R. Joseph Anderson of Yale University. Sister Evangeline Thomas, Leadership Conference of Women Religious, received the Sister M. Claude Lane Award, funded by the Society of Southwest Archivists, in recognition of outstanding work in religious archives. SAA's Distinguished Service Award, presented to an archival institution or organization which has given outstanding service to the public and has made an exemplary contribution to the archival profession, went to the Minnesota Historical Society. The award was accepted by Sue Holbert, State Archivist, who paid tribute to the contributions of her predecessor, Lucile Kane.

Chair of SAA's 1979-80 Awards Committee was Mary Jane Dowd, NARS. Nelle Bellamy, Episcopal Church, will direct the 1980-81 Committee.

Weldon Named Deputy Archivist

Edward Weldon, SAA Vice President, has been named Deputy Archivist of the United States. Weldon served as State Archivist of New York from 1975 until his appointment to the National Archives in September. Weldon succeeds James E. O'Neill who has become Assistant Archivist for the Office of Presidential Libraries.

Weldon has worked for the National Archives before; he organized the Regional Archives Branch in Atlanta, and served as a senior appraisal archivist and head of the Editorial Branch for NARS in Washington. He is an SAA Fellow and a former editor of *The American Archivist*.

Gordon Elected to Council

Robert Gordon, Archivist and Director of the Manuscript Division of the Public Archives of Canada, was elected to SAA Council in a run-off election completed just prior to the annual meeting in Cincinnati. Gordon joins Virginia C. Purdy, National Archives, as the newest member of the eight-member Council. Other Council members are Edmund Berkeley, Jr., University of Virginia; Lynn A. Bonfield, Bonfield Archival Consultants; Shonnie Finnegan, State University of New York at Buffalo; Meyer Fishbein, NARS; Richard H. Lytle, Smithsonian Institution; and Paul McCarthy, Jr., University of Alaska. The Society's officers are Ruth W. Helmuth, Case Western Reserve University, President; Edward Weldon, NARS, Vice President; and Mary Lynn McCree, University of Illinois at Chicago Circle, Treasurer.

Fellows Named in Cincinnati

Seven new Fellows of the Society of American Archivists were named at the annual meeting in Cincinnati. Honored at the Presidential Banquet were Charles Dollar, Larry J. Hackman, Harold Larson, Richard Leopold, Donald McCoy, Trudy Peterson, and Virginia C. Purdy.

Charles Dollar, National Archives and Records Service, has been instrumental in increasing professional awareness of the significant role machine-readable records will play in the administration of archives in the future. Larry Hackman, National Historical Publications and Records Commission, was cited for his contribution to the profession in developing NHPRC's records program.

Harold Larson, retired from NARS, has worked for many years on a volunteer basis translating the National Archives' Danish records relating to the West Indies. Richard Leopold, Northwestern University, chairs the National Archives Advisory Council, a leader in fostering constructive relationships between archivists and historians. Donald McCoy, University of Kansas, received SAA's Leland Prize in 1979 for *The National Archives: America's Ministry of Documents*.

Trudy Peterson, NARS, has made significant contributions in SAA committee work, most recently as co-chair of the 1980 Program Committee. Virginia Purdy, NARS, is editor of *The American Archivist* and a newly-elected member of SAA's Council.

PAG Chairs for 1981

Following is a complete listing of the chairs of the Society's Professional Affinity Groups.

Functional PAGS

Acquisition

Charles Schultz
Texas A&M University Library
College Station, TX 77843

Aural and Graphic Records

Diane Vogt-O'Connor
Cranbrook Academy of Art Library
PO Box 801
Bloomfield Hills, MI 48013

Theme Collections

Olha Della Cava
131 Sylvan Ave.
Leonia, NJ 07605

Description

Eleanor McKay
Brister Library
Memphis State University
Memphis, TN 38152

Preservation

Howard Lowell
1310 Franklin St. #202
Denver, CO 80218

Reference, Access, and Outreach

Karyl Winn
University of Washington Library, FM-25
Seattle, WA 98195

Institutional PAGs

Business Archives

Linda Edgerly
103 W. 75th St., Apt. 3B
New York, NY 10023

College and University Archives

Helen Slotkin
Institute Archives 14N-118
Massachusetts Institute of Technology
Cambridge, MA 02139

Government Records

Sue E. Holbert
Minnesota Historical Society
1500 Mississippi St.
St. Paul, MN 55101

Manuscript Repositories

Eva Moseley
Schlesinger Library
Radcliffe College
Cambridge, MA 02139

Religious Archives

Sister M. Felicitas Powers
P.O. Box 10490
Baltimore, MD 21209

Ritzenthaler Joins SAA Staff

Mary Lynn Ritzenthaler joined the SAA staff in September to direct the Society's NEH-funded Basic Archival Conservation Program. (See July, 1980 *SAA Newsletter* for details.) She comes to the Society from the University of Illinois at Chicago Circle, where she served as Assistant Manuscript Librarian/Associate Professor from 1971-1980. She received her archival training at Wayne State University and has taken additional coursework in conservation. A hand bookbinder, Ritzenthaler is a member of the Guild of Book Workers, the American Institute for Conservation, and is past president of the Chicago Area Conservation Group.

Instructors, Consultants Sought

Guidelines are presently being written for the selection of conservation workshop instructors and consultants to participate in SAA's Basic Archival Conservation Program. Several instructors will be selected to work with program director Mary Lynn Ritzenthaler to conduct the basic archival conservation workshops scheduled to begin in spring, 1981. Approximately 10 persons will be chosen to take part in the consultant service scheduled for implementation in mid-summer, 1981. All instructors and consultants will be required to attend an orientation meeting prior to participation in the program; potentially, individuals may function in a dual capacity. Workshop sites will be spread geographically throughout the U.S. Persons interested in being considered for these positions--or in hosting a workshop--are encouraged to notify Ritzenthaler at SAA headquarters. The selection process will begin in December.

SAA to Participate in NCAC

SAA has accepted the invitation of the National Conservation Advisory Council (NCAC) to participate in its deliberations as an observer. The NCAC is charged to identify national conservation needs and problems and to recommend programs that would result in a national policy and plan for the conservation of cultural property in the U.S. The particular conservation needs of archival and documentary collections will now be heard in this national forum. SAA President Ruth W. Helmuth has appointed Mary Lynn Ritzenthaler as the Society's representative to NCAC.

SAA Staff

Ann Morgan Campbell	Executive Director
Bernice Brack	Membership Assistant
Joyce E. Gianatasio	Director, Administrative Services
Andrea Giannattasio	Bookkeeper
Kathleen Kelly Hajek	Publications Assistant
Thomas C. Pardo	Program Officer
Deborah Risteen	Newsletter Editor and Program Officer
Mary Lynn Ritzenthaler	Program Officer
Linda Ziemer	Program Assistant

Annual Meeting Wrap-up

Cincinnati was the host city for more than 900 archivists who attended SAA's 45th annual meeting, September 30-October 3.

For those attending the two pre-conference workshops, Archives: An Introduction and Basic Archival Conservation, the meeting actually began on Sunday, September 28, with lectures and discussions of basic archival functions and demonstrations of conservation techniques.

The archival film festival, made up of films and slide presentations prepared by and/or about various archival agencies, was well-attended and received good reviews. Standing committees and task forces met on Monday and Professional Affinity Groups convened on Tuesday. A complete list of PAG chairs is provided in this issue of the *Newsletter* on page 2. Committee and task force chairs will be listed in an upcoming issue of *The American Archivist*.

There was a standing-room-only crowd for the plenary session on Wednesday, where F. Gerald Ham, State Historical Society of Wisconsin, and Philip P. Mason, Wayne State University, examined the directions taken by the archival profession in the 1970s and looked ahead at archival strategies for the 1980s.

Following the plenary session, the pace of meeting activity increased, with sessions, seminars, workshops, open houses, demonstrations, and exhibits on the agenda for meeting participants. At the annual business meeting on Wednesday, the membership voted to raise Society dues after an extensive consideration of the Society's resources and its services to members which was led by SAA Treasurer Mary Lynn McCree and Council member Paul McCarthy, Jr.

The new dues schedule, effective January 1, 1981, will be:

Salary	Dues
\$0-\$14,999	\$45
\$14,999-\$29,999	\$60
\$30,000 and up	\$75
Students	\$30 with a 2-year limit
Associate	\$40
Institutional	\$50

(See the July 1980 *SAA Newsletter*, pp. 5-6, and the September 1980 *SAA Newsletter*, p. 5, for background on the dues increase.)

Council's extensive presentation regarding the Society's finances was presented initially at the Council Open Forum. Portions of the analysis were repeated again during the business meeting itself. The plan approved by the membership had been put forward by the Council. A revision lowered students' fees from \$35 to \$30.

Outgoing SAA President Maynard Brichford delivered his address, "Academic Archives: Überlieferungs-bildung," at the Presidential Banquet on Thursday. At the closing luncheon on Friday, the Society's presidency passed to Ruth W. Helmuth who spoke of her goals for the Society in the coming year. The 1981 Local Arrangements Committee presented a light-hearted look ahead to the 45th annual meeting in Berkeley, California. (See p. 5.)

Two post-meeting tours provided meeting participants with the chance to see Cincinnati's historical neighborhoods and to tour Shakertown at Pleasant Hill, Kentucky.

Alice Vestal, University of Cincinnati, chaired the 1980 Local Arrangements Committee. Also on the Committee were Lee Bennis, S.J., Laura L. Chase, James W. Clasper, and Charles A. Isetts. Joyce Gianatasio of the SAA staff was annual meeting director.

The SAA '80 Program Committee was chaired by Kenneth Duckett and Trudy Peterson. Program Committee members were Kent Carter, Carolyn Geda, Jeraldine Cloud, Philip F. Mooney, Sister Felicitas Powers, Patrick M. Quinn, Brenda S. Reger, Wendy Clauson Schlereth, Helen W. Slotkin, Seymour J. Pomrenze, Lydia Lucas, Evert Volkersz, Chuck Wilson, and Paul D. Yon.

SAA '80 Box Scores

Regional softball stars took to the field at the 1980 annual meeting, and when the dust cleared, the scoreboard read:

Motley's MACaroons (MAC)	9
Vestal's Virgins (SOA)	23
MARAC	13
Soc. of Southwest Archivists	17

California, Here We Come!

What SAA Council Did

At its meetings in Cincinnati September 28-October 3, SAA Council:

- ✓ Authorized the appointment of a task force to comment on the present position descriptions and qualifications statements for archivists and archives technicians working for the federal government. The Office of Personnel Management requested these comments from the Society.
- ✓ Authorized a task force, chaired by Patrick Quinn, Northwestern University, to prepare a proposal for a new SAA *Forms Manual*.
- ✓ Authorized the publication of a *Business Archives Bibliography*, compiled by Karen Benedict, Nationwide Insurance Company.
- ✓ Approved, with revisions, a proposal submitted by the Committee on Education and Professional Development, to test a plan for approval of archival education programs.
- ✓ Heard that Larry J. Hackman, NIPRC, will chair the 1982 Program Committee and that James O'Toole, Archdiocese of Boston, will direct local arrangements for the 1982 meeting.
- ✓ Approved a resolution addressed to the Chief Officers of State Library Agencies protesting the assumption contained in the proposed "Guidelines for Library Functions at the State Level" that state archives functions should necessarily be part of the state library.
- ✓ Authorized the Business Archives Professional Affinity Group to explore the possibility of sponsoring a U.S. meeting of the ICA Business Archives Committee.
- ✓ Discussed GSA's investigation of the support provided by the National Archives to *The American Archivist*.

Complete minutes of the Council's meetings in Cincinnati will be published in an upcoming issue of *The American Archivist*.

SAA Prepares Membership Directory

SAA is in the process of collecting information for a 1981 directory of individual members. Computer-generated forms were mailed to all individual members in August, asking for correct address information, telephone number, and choice of Professional Affinity Group. Persons who have not yet returned the forms should do so as soon as possible. Any individual member who did not receive a copy of the form should contact SAA headquarters and one will be sent immediately.

Faulkner Materials Exhibited



The Archives of the University of Mississippi recently presented an exhibit entitled "William Faulkner's Gifts of Friendship: Presentation and Inscribed Copies from the Faulkner Collection of Louis Daniel Brodsky." The Brodsky Collection is the largest privately-owned Faulkner collection in the world; items from the collection were lent to the University for the exhibit. Designed to present a progressive ordering of Faulkner's creative output, the exhibit centers around presentation copies, books inscribed by the author and presented to close friends, associates, and family members.

Collector Brodsky sums up the importance of these presentation copies with these words taken from the introduction to the exhibit catalogue: "Once given to a select few, preserved now for all of us to admire who venerate his consummate literary talent, these presentation copies might be considered palpable embodiments of William Faulkner himself."

The catalogue, prepared by Brodsky and University Archivist Thomas Verich, is illustrated with pen and ink drawings which Faulkner drew for the University of Mississippi yearbooks between 1918 and 1922. The catalogue can be purchased for \$4.00 from the Department of Archives and Special Collections, John Davis Williams Library, University of Mississippi, University, MS 38677.

Study Tour Returns from U.K.

A group of archivists recently returned from an SAA-sponsored study tour to Scotland and England. The group toured archival repositories in the two countries during the week immediately prior to the meeting of the International Congress on Archives in London.

Their first stop was Edinburgh, where John Imrie, Keeper of the Records of Scotland, took them on a tour of the West Register House and the General Register House. They next visited the Borthwick Institute of Historical Research in York, where the staff had arranged special tours for the group.

Upon their arrival in Worcester, tour members found that A.M. Wherry, County Archivist, and his staff had made special arrangements for the group to tour their facilities after regular hours. They received a packet of materials describing the archives and a reproduction of a Shakespeare document. The next day, they toured the Records Office in St. Helens Church, also in Worcester, where they saw the original Shakespeare marriage document.

The next stop was the Shakespeare Center in Stratford-on-Avon, where Senior Archivist Robert Bearman conducted a tour of the facilities, which included a special exhibit prepared just for the study tour. Among the documents on view were the playbills for all the Shakespeare plays presented at Stratford. Appropriately enough, the group was able to see a performance of *Hamlet* while in Stratford.

They next visited the Records Office in Gloucester and then travelled on to Bath, Stonehenge, Salisbury, and eventually London, where some tour members stayed on for the Congress.

Hawaii Study Tour Planned

SAA is in the process of planning an archives study tour to Hawaii following the 1981 annual meeting in Berkeley, California, September 1-4. Current airfares are such that persons flying into San Francisco for the meeting can continue on to Honolulu following the meeting at a relatively modest cost. The trip is still in the preliminary planning stages, but will probably be about 5 days long and include visits to the State Archives, the University of Hawaii Archives, and the Bishop Museum. Persons interested in receiving more information on the tour as it becomes available should contact Deborah Risteen at SAA headquarters. Further details will also appear in the January *SAA Newsletter*.

Go Back to School with SAA

SAA's 45th annual meeting will give meeting participants the opportunity to become familiar with one of the United States' most prestigious universities, the University of California at Berkeley. In a move dictated by the economic realities of rising hotel prices and falling travel budgets, SAA's membership overwhelmingly recommended that the 1981 annual meeting be moved from a hotel in San Francisco to facilities at the University of California. (See September 1980 *SAA Newsletter*, p. 1.)

The meeting is scheduled for September 1-4, 1981, and the Program Committee, co-chaired by John Fleckner, State Historical Society of Wisconsin, and William Joyce, American Antiquarian Society, is already hard at work on innovative program plans. Most sessions will be held in meeting rooms right in the attractive residence hall complex where most participants will be housed.

The university setting also will offer participants immediate access to the Bancroft Library, the Lowie Museum of Anthropology, the UC Art Museum, the Lawrence Hall of Science, and the Pacific Film Archive.

The 1981 Local Arrangements Committee, chaired by Helene Whitson, San Francisco State University, is hoping to have a reception for meeting participants in San Francisco. Post-meeting tour possibilities include a trip to Sacramento to visit the California State Archives and Old Sacramento, with a tour through Napa Valley vineyards on the return trip to the Bay Area.

Meeting participants will be able to use inexpensive campus housing to extend their visit in California. It will be possible to arrive several days early and/or stay late to enjoy a Bay Area vacation at bargain rates. Meeting registrants accompanied by spouses and children over 15 are eligible to use UC housing. Families with young children are encouraged to make other housing arrangements.

A listing of other Berkeley and San Francisco housing options, ranging from luxurious to economy, will appear in the January *SAA Newsletter*.



Chinese Delegation Visits NARS

Three high-ranking archivists from the People's Republic of China visited the National Archives in August to study its operations and confer with its staff. This was the first visit by a Chinese archival delegation since the National Archives was established in the mid-1930s.

Han Yuhu, deputy director of the State Archives Bureau, Zhang Tienming, head of the foreign affairs section of the bureau, and Huang Xiaozeng, director of the First Historical Archives of China, comprised the Chinese delegation. The First Historical Archives, in Peking, documents Chinese history through 1911. The Second Historical Archives, in Nanking, holds records on Chinese history from 1912 to the present.

At the National Archives, the visitors viewed historic U.S. documents such as the Declaration of Independence and the Constitution, received a briefing on National Archives operations, and toured the document preservation laboratory, microfilm reading room, and other facilities.

As another highlight of their visit, the Chinese delegation viewed important U.S.-Chinese documents, among them the first treaty of amity between the two nations, dated 1841. Also on view were the ceremonial letter of credence presented by the Chinese ambassador to President Roosevelt in 1908 and colorful wall posters from the Boxer Rebellion.

SAA has been working for some time to arrange an archives study tour to the People's Republic of China and is making continued progress in that effort. R. Michael McReynolds of the National Archives is working out the logistics of the tour, now scheduled for 1982.

Advertising Suggestions Solicited

SAA is preparing a campaign to promote display advertising in *The American Archivist* and the *SAA Newsletter*. Manufacturers and publishers with products of interest to archivists will receive a letter explaining the advantages of advertising in Society publications and detailing ad specifications and rates. Members who have suggestions of manufacturers, publishers, or other organizations who should be included in the mailing should send them to Deborah Risteen at SAA headquarters.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. Copy deadline for the January 1981 issue is December 15. For information on display advertising in the *Newsletter*, contact Deborah Risteen at SAA headquarters.

NARS Reorganization Announced

Robert M. Warner, Archivist of the United States, announced a reorganization in October designed to meet several challenges facing the National Archives and Records Service.

Citing the need for improved central policy direction in such fundamental archival processes as appraisal, acquisition, arrangement, description, preservation, and public access, as well as a need to apply modern technology to a greater extent in all those areas, Warner has established an Office of Program Development, to be headed by Forest Williams. The Office consists of three divisions: Preservation Services, directed by James Gear; Technology Assessment, to be headed by Charles Dollar; and Process Improvement, the director of which has not yet been chosen.

The Office of Educational Programs has been redesignated as the Office of Public Programs and Exhibits to more properly reflect its larger role in making available to the public the cultural heritage contained in the holdings of the Archives. This Office is directed by Albert Meisel.

In order to meet the need of increased attention to internal administrative processes, the Office of Executive Director was abolished and its functions redistributed. The functions of budget and finance will be administered by a new Office of Program Support, to be headed by Richard Jacobs. John Landers, presently Executive Director, has been selected as Assistant Archivist for Records and Information Management.

Transitions...

LOUISA BOWEN has been named Curator of Manuscripts at Southern Illinois University in Carbondale. She formerly worked for the Mississippi Valley Collection at Memphis State University. . . DIANE VOGT-O'CONNOR, formerly the archivist for Corning, is now Library Director for the Cranbrook Academy of Art in Bloomfield Hills, Michigan. . . BRUCE BRUEMMER has been named coordinator of the Minnesota Regional Research Network, Minnesota Historical Society. . . GLORIA A. THOMPSON was recently named Field Representative in the Minnesota Historical Society's Division of Archives and Manuscripts. . . HOWARD T. GOODPASTER has been named Principal Assistant to the State Librarian for Management of Information, Commonwealth of Kentucky. . . LEWIS J. BELLARDO is the new State Archivist and Records Administrator for Kentucky. . . LOUIS J. MARCHIAFAVA has been named Archivist for the Houston Public Library. . . HAROLD K. SKRAMSTAD has been appointed president of the Edison Institute, Dearborn, Michigan. He had served as Director of the Chicago Historical Society since 1974.

SAA Bookcase

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.

**Archives & Manuscripts: Exhibits*, by Gail Farr Casterline, 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. (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. (1974) 19 pp., paper. \$2 members, \$2 others (\$1 each for quantities of 10 or more delivered to one address)

* New in 1980!

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

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. (1977) 30 pp., paper. \$3 members, \$4 others.

American Archivist

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, \$28 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.

Special Items

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. \$4 members, \$6 others.

**A Code of Ethics for Archivists* provides standards for archivists in the areas of acquisition, access, appraisal, arrangement, preservation, reference, and interaction with other archivists. 8½ x 14, parchment-like paper, suitable for framing. (1980) \$1.00 each.

Specialized Interests

- * *Archivists and Machine-Readable Records*, edited by Carolyn Geda, Eric W. Austin, and Francis X. Blouin, Jr., contains the proceedings of the Conference on Archival Management of Machine-Readable Records held in 1979. Papers address the following topic areas: Research Opportunities of Machine-Readable Records; Archival Programs for Machine-Readable Records; Management and Dissemination of Machine-Readable Data for Social Research; Developments in Computer Technology; and Confidentiality and Privacy. (1980) 248 pp., paper. \$7 members, \$10 others.

Autographs and Manuscripts: A Collector's Manual, edited by Edmund Berkeley, Jr., is divided into three sections: "Fundamentals" contains articles on the history of autograph collecting; "Rudiments of Autograph Collections" 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. (1978) 565 pp., hardcover. \$22 members, \$25 others.

Business Archives: An Introduction, by Edie Hedlin, 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. (1978) 28 pp., paper. \$4 members, \$6 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. (1979) 234 pp., paper. \$8 members, \$11 others.

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- * *A Donor's Guide to the Preservation of Personal and Family Papers and the Records of Organizations* was prepared by SAA's Committee on Collecting Personal Papers and Manuscripts to help archival repositories in their relationships with prospective donors. The brochure covers access to donated papers; the distinction between gifts and loans; copyright of donated papers; and financial aspects of donations. Space is provided for the imprinting of a repository's name and address. (1980) Available only in multiples of 50. \$7.50 for 50; \$15.00 for 100, \$22.50 for 150, etc.

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

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

Photographs as Historical Evidence: Early Texas Oil, by Walter Rundell, Jr., (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*. (1978) 25 pp., paper. \$2 members, \$3 others.

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- * *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.

PAK III: Starting an Archives. Materials developed for a session at the 1980 meeting of the Mid-Atlantic Regional Archives Conference, plus a cassette tape of the discussion by session participants. Also included are articles, pamphlets, and brochures dealing with various aspects of starting an archives. (1980) \$11 members, \$14 others.

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- * Written by August Suelflow, a distinguished pioneer in North American religious archives, *Religious Archives: An Introduction* provides needed guidance in this period of unprecedented growth in the field. Topics addressed include the history and nature of religious archives, the place of the archives in religious organizations, collections policies, basic requirements for an archival program, acquisitions and processing, reference services, exhibits, publications, photoduplication, and microfilming. (1980) 56 pp., paper. \$5 members, \$7 others.

* New in 1980!

Reference



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

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

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- * 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. (1980) 56 pp., paper. \$3 members, \$6 others.

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- * 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. (1980) 80 pp., paper. \$6 members, \$10 others.

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- * *Directory of State Archives in the United States* lists the chief archival and records management officials for each state; staff members; name, address, and telephone number for each agency; research facilities provided; and a brief summary of each agency's archival holdings. A compendia of comparative information on programs, staffs, budgets, and salaries is also included. (1980) 66 pp., paper. \$4 members, \$8 others.

- * New in 1980!

As the outgrowth of introductory courses in the administration of modern archives, *Modern Archives and Manuscripts: A Select Bibliography*, by Frank B. Evans, 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. (1975) 209 pp., paper. \$8 members, \$11 others.

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- * *The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts* lists repositories in the United States which hold HRS materials. The guide contains summaries of HRS activity in each state, separate entries for repositories in which HRS materials have been located, and lists of specific holdings in each repository. Detailed lists of counties, municipalities, and denominations that are covered by inventory forms in specific project areas are included on microfiche. (1980) 42 pp., paper. \$4 members, \$6 others.

Classics



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

Modern Archives: Principles and Techniques, by T. R. Schellenberg, outlines tested and proved plans and procedures for the adequate management of public records in all areas of federal, state, and local government. (1956) 248 pp., paper. \$8 members, \$8.50 others.

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

Norton on Archives: The Writings of Margaret Cross Norton, edited by Thornton W. Mitchell, 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 . . ." (1975) 288 pp., paper. \$7 members, \$10 others.

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ARCHIVAL SECURITY NEWSLETTER

Book of Records Recovered in New York

The oldest book of Albany County (NY) records, containing Indian treaties and documents dating from 1652 was recovered after having been stolen from the Albany County Courthouse. The volume, valued at hundreds of thousands of dollars, was only missing a few days.

The 450-page "Fort Orange Proceeding" dating from January 1652 to November 1660 and written in Dutch is one of the oldest manuscript volumes in the state of New York. County Clerk Guy Paquin said he intended to show the volume to a visiting official but noticed that it was missing from the locked vault in which it was kept.

The book was recovered intact by police after being found in an Albany post office mail bin. It was wrapped in a brown paper bag with "The City of Albany" written on the outside. An anonymous phone call led police to David R. Blodgett and Bryan E. Berard, who were arrested and charged with third-degree burglary and second-degree grand larceny.

Paquin said his staff had been able to determine that Blodgett and Berard had been in the vault "on three or four occasions" to examine various records, but they have been unable to find out whether either man ever worked for the state or the county.

The book had been kept in a gray, acid-free box in a small, walk-in vault that is locked at all times. However, Paquin admitted that "you could probably pick the lock with a hair pin." It has since been moved to a special locked cabinet with chains through the handles on the door.

Bruce Dearstyne of the New York State Archives informed the *SAA Newsletter* of several aspects of this case of special interest to archivists:

- Immediate and widespread publicity of the theft probably aided in the recovery of the record.
- This record along with others in the Albany County Clerk's Office had been microfilmed under a program sponsored by the State Bicentennial Commission and administered by the State Archives. The Archives was able to provide print-outs of initial pages in the book for use by police investigators.
- Albany County's historical records had recently been arranged and described under a project funded by the National Historical Publications and Records Commission. This project had focused attention on the early County records. The fact that the record had been well arranged and described under this project probably led to a quick discovery of the missing volume from its storage place.

--Albany County and City officials are discussing with the State Archives the possibility of establishing a joint City-County archives to protect this and other historically valuable records. The City and County officials plan to apply for a grant under the Local Government Archives Program, a statewide effort funded by NHPRC to underwrite the establishment of model municipal archives across New York State.

Stolen Manuscript Found at Yale

A rare 15th century Jewish manuscript stolen from the Rothschild family by the Nazis during World War II has been found in Yale University's Beinecke rare book library. The manuscript is a Haggadah, or Passover prayer book, valued at \$150,000.

The manuscript was bequeathed to Yale by Fred Townsley Murphy, a physician and financier, and was in Yale's collection for 22 years. It is not known how the manuscript got from Germany into Murphy's possession.

A graduate student and a professor of art history at Yale noticed a "92" penciled on the back cover; in an unofficial catalog of possessions made after Baron Rothschild died in 1934, the notation after the number 92 reads "Haggadah." The manuscript will be sent to Hebrew University in Israel, according to the late Baron's wishes.

Documents Missing in Ontario

It was recently discovered that a large number of documents have been stolen from the Archives of Ontario mainly because of the philatelic value of their stampless covers. An arrest has been made and a conviction obtained but only a few of the stolen items have been recovered. A list of the stolen documents is available from the Archivist of Ontario, Archives of Ontario, 77 Grenville St., Toronto, Ontario, Canada M7A 2R9.

Masterson Letters Stolen

The Federal Bureau of Investigation has informed SAA that sometime prior to August 1, 1980, seven original letters were stolen from the Samuel Colt Collection at the Connecticut State Library in Hartford. Known as the "Bat Masterson Letters," they were written by W.B. Masterson to the Colt Firearms Company in Hartford between 1881 and 1885. All are orders for pistols by Masterson. Persons with information on these items should contact Richard A. Foster, Jr., Special Agent, FBI, 150 Court St., PO Box 2058, New Haven, CT 06521. (203) 522-1201.

News from NHPRC & NEH

National Endowment for the Humanities

The Oral History Association has recently been awarded a planning grant by the National Endowment for the Humanities to conduct a national survey of existing activities in the field of oral history, with special attention to educational efforts. The purpose of the survey is to learn the number, location, and types of oral history training services and to determine where services are (or are not) being provided, which models can be replicated, and where and how the Oral History Association can help. For more information, contact Nancy Whistler, Oral History, Western History Dept. Denver Public Library, 1357 Broadway, Denver, CO 80203.

The United Negro College Fund has received a grant of \$25,520 from NEH to tape-record the reminiscences of several UNCF founders, black college presidents, volunteers, and staff. The UNCF Oral History Project will be directed by UNCF Archivist Gregory S. Hunter in conjunction with Columbia University's Oral History Research Office. Upon completion, the UNCF Oral History Collection will be stored in Columbia's specialized facilities and copies of interviews will be maintained at the UNCF Archives for future use.

NEH has granted \$9,973 to support a National Conference on Regional Archival Networks. Co-sponsors of the conference are the Midwest Archives Conference, the University of Wisconsin System Archives Council, and the State Historical Society of Wisconsin. This will be the first national meeting for regional network center directors, network coordinators, historical agency administrators, and others operating or planning network programs. The conference will be held July 15-17, 1981 in Madison, Wisconsin. For further information contact John Fleckner, Archives Division, State Historical Society of Wisconsin, 816 State St., Madison, WI 53706.

Columbia University's Bakhmeteff Archive of Russian and East European History and Culture has received a \$158,085 grant from NEH to fund the completion of the organization and description of the Archive's collections. Stephen Corssin is the Curator of the Bakhmeteff Archive.

A project to develop cataloging manuals for graphics, manuscripts, and motion pictures/video-recordings has been undertaken cooperatively by the Library of Congress and the Joint Committee on Specialized Cataloging of the Council of National Library and Information Associations. The project, funded by NEH, has arisen out of a feeling among concerned librarians that the special format materials involved are not adequately covered by the new edition of the *Anglo-American Cataloging Rules* (AACR2).

Those interested in the project should contact Elisabeth W. Betz, Picture Cataloging Specialist, Prints and Photographs Division, Library of Congress, Washington, DC 20540.

The New York Public Library received a grant of \$56,530 to identify and document the Library's major holdings of original photographic prints.

The New England Document Conservation Center received a grant of \$125,000 to support a field services program for library and archival materials. The project will provide short-term, on-site consultation, a manual, and a conference on conservation problems and methods.

A grant of \$617,000 (gifts and matching) went to the Research Libraries Group, Inc. to support the development of the capacity to include East Asian research collections in the computerized Research Libraries Information Network.

National Historical Publications and Records Commission

The General Services Administration has forwarded to the Office of Management and Budget draft authorization legislation for the National Historical Publications and Records Commission. The draft legislation was one of the first documents submitted to GSA by the new Archivist, Robert M. Warner. SAA representatives serving on the Commission indicate that the draft legislation contains a number of provisions that would bring the language up to date, in accord with the responsibilities of the Commission for the records program; would permit the Commission to have increased budgetary autonomy from NARS; and would provide for an increased authorization level of \$12, \$14, and \$16 million for the years 1982, 1983, and 1984. The draft legislation must still be approved by OMB and forwarded to Congress, which should act on it by next spring. Should it go through unscathed, Congress would still have to be convinced to actually appropriate funds up to the authorized limit.

Society members may wish to monitor the development of post-FY1981 reauthorization and appropriation requests for NHPRC. If the Administration is to integrate reauthorization legislation with its FY1982 budget submission, legislation should go to Congress in January 1981. This would allow Congress to consider NHPRC reauthorization very early in 1981 before considering FY1982 appropriations. Once legislation is submitted, archivists and other interested parties can express their views in letters and testimony before Congress.

Valley Forge, Pennsylvania The General Electric Space Center has developed a promising method for deacidifying books, using diethyl-zinc gas that could reduce the per-book cost from about \$200 to about \$3. Commercial-scale deacidification could begin next year, but the project may be delayed. The chemical company that provided the gas is refusing to ship any more, contending that it's too dangerous to transport.

London A 14th-century illustrated Persian manuscript described as the first general history of the world was sold in London for the equivalent of \$2.02 million. This amount is said to be a world auction record for any manuscript. The manuscript is dated 714 according to the Hegira calendar of the Moslem religion, or 1314 A.D. The text was written in Arabic by Rashid al-Din on order of the Mongol ruler Uljaytu, the great-great-grandson of Genghis Khan.

Kew, Richmond, England Budget cutbacks are not only a problem for American archivists but for their English colleagues as well. Staff at the Public Record Office claim they are being forced to stand by and watch historic documents disintegrate because government cuts have meant a drastic reduction in repair specialists. The union which represents staff members at the Public Record Office has informed government officials that the requested cuts--from a staff of 466 in 1979 to 390 in 1982--would do "permanent damage to the records." Historians, academics, and amateur researchers are alarmed that the national archives are threatened with irrevocable harm. A group calling themselves the Record Users Group has been lobbying members of Parliament to stop the cutbacks.

Newark, New Jersey The Smithsonian Institution has transferred transcripts and tapes of interviews with over 90 jazz artists to the Institute of Jazz Studies at Rutgers University. The transfer was made because the Smithsonian does not have the facilities to make the taped interviews available to serious students and researchers. The Institute already has more than 50,000 recordings, as well as jazz publications, manuscripts, and memorabilia, in its collection. The list of those interviewed on the recently transferred tapes includes Count Basie, Woody Herman, Charlie Barnett, and Horace Henderson, brother of the late Fletcher Henderson.

New York, New York David W. Palmquist, Head of Historical Collections at the Bridgeport Public Library, has called an important anniversary to the attention of the archival profession. September 8, 1980 marked the 50th anniversary of "Scotch" tape, the source of unceasing aggravation to archivists. The tape was invented by Richard Drew, a technician with Minnesota Mining and Manufacturing and was first marketed in 1930. As legend has it, an ethnic slur back in 1925 put the Scotch in the tape's trademark. Apparently Drew had given

some samples of his invention to an auto painter and when the tape didn't stick, the painter said, "Take this back to your stingy Scotch bosses and tell them to put more adhesive on it."

Los Angeles, California Twentieth Century-Fox plans to give the University of South Carolina 60 million feet of newsreel film, and it wants Congress to raise the lid on its charitable deduction. (See *SAA Newsletter*, May 1980, p. 8.) The legal limit is 5% of taxable income; any excess may be carried ahead for five years. Fox netted \$100.5 million in 1979. The value of the newsreel film is yet to be determined by an appraiser, but another company's old film was valued at \$1 a foot a few years ago. Fox has approached California Representative Corman, the Treasury, and the Joint Taxation Committee to propose a special bill to raise its 5% limit and extend the carry-forward. Fox worries it will lose most of the potential tax benefit of the donation without the legislation.

Paris An important part of the film collection of the Cinematheque Francaise, founded by the late Henri Langlois, was destroyed by fire in a warehouse near Versailles. Film specialists have not estimated the value of the loss because much of the footage had not been catalogued. The films had been stored in the warehouse by Langlois for as long as 15 years to keep them out of government archives. Langlois was suspicious of government intervention in his work. Many of the films destroyed in the fire were thought to be prints and originals from the early days of the American cinema.

Crews of film specialists were sifting through the debris of the fire and found many films only partly damaged. They hope to be able to determine from these films what the now-lost films might have contained. Investigators said that the fire was probably caused by a short circuit.

New York, New York Maurice Freedman, a professional document examiner, is convinced that the Declaration of Independence is in effect a forgery. He insists that members of the Continental Congress did not sign it, but rather, that it was solely the work of Benjamin Franklin. Based on what he says is a curious pattern of handwriting similarities among the signatures, Freedman concludes that the members of the Continental Congress feared for their lives if they signed the Declaration, and consequently instructed Franklin to secretly forge the names. Archivists at the National Archives admit that there are some discrepancies in the signatures on the Declaration. But they point out that no photo printing was available 200 years ago, therefore the reproduction was naturally subject to the habits of the engraver. "Mr. Freedman," they maintain, "is absolutely wrong."

Wanted

Help in locating papers (letters to and from) Charles E. Bessey, botanist. Contact Joseph G. Svoboda, University Archivist, 303 Love Library, University of Nebraska, Lincoln, NE 68688.

Information on oral history projects and collections in Illinois. Contact Kitty Wrigley, Illinois Oral History Clearinghouse, Sangamon State University, Shepherd Road, Springfield, IL 62708.

Information about manuscripts in private or institutional hands that relate to the U.S. Geological Survey and its predecessor agencies. Contact Harold L. Burstyn, Historian, 950 National Center, U.S. Geological Survey, Reston, VA 22092.

All ads in the "Classified" section must involve archives-related items or services. SAA reserves the right to refuse inappropriate ads. The minimum charge for a classified ad is \$5.00 for 25 words or less. Beyond 25 words, the charge is 20¢ per word. In calculating the number of words, dates, numbers such as zip codes and street addresses, abbreviations and titles should be counted as separate words. Ads must be submitted in writing and paid for in advance. Ads cannot be accepted over the telephone. Only SAA individual and institutional members may submit ads.

The copy deadline for ads appearing in the January SAA Newsletter is December 15. Ad copy and payment should be sent to Deborah Risteen, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

FULL-TIME CONSULTANT, exclusively in archival administration and records management. Julian L. Mims, Box 11212, Columbia, SC 29211.

Publications

Archival Management: Forms for the Eighties. Still available, and each pre-paid order will also receive our LITTLE WONDER MIRACLE PROVENANCE TESTER. Send \$3.00 to Pyramidion Press, Box 2863-C, Pullman, WA 99163.

Scientific Source Materials: A Note on Their Preservation. Pamphlet prepared by the American Institute of Physics, Center for the History of Physics. Single copies available free of charge from SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

Archivists' Calendar

A joint meeting of the Kentucky Council on Archives and the Tennessee Archivists will be held on November 18, 1980, at Western Kentucky University, Bowling Green, Kentucky. Contact Elaine M. Harrison, Manuscript Division, Kentucky Library, Western Kentucky University, Bowling Green, KY 42121.

A workshop entitled "Disaster Preparedness and Care of Bound Material" will be held November 21, 1980 at Rutgers University. Cost: \$6.25. Contact Jana Varlejs, Rutgers GSLIS, 4 Huntington St., New Brunswick, NJ 08903.

George Washington University's Division of Continuing Engineering Education will offer a short course in records management, January 21-23, 1981. Cost: \$520. Contact Continuing Engineering Education, George Washington University, Washington, DC 20052.

Reprints of two articles by Richard Lytle which appeared in recent issues of *The American Archivist* are available for purchase from SAA. The articles, "Intellectual Access to Archives: Provenance and Content Indexing Methods to Subject Retrieval" and "Intellectual Access to Archives: Report of an Experiment Comparing Provenance and Content Indexing Methods of Subject Retrieval," will be sold together at a cost of \$2.00 to SAA members and \$3.00 to others. The articles appeared in the Winter and Spring 1980 issues of the journal, respectively.

ARCHIVIST/SENIOR RECORDS OFFICER, Museum of Modern Art. Duties include establishing and maintaining museum archives and records center and compiling a guide to archival resources of the museum. Qualifications: Grad. training in archives administration; graduate level work in art history or equivalent related experience. Two years experience in a comprehensive archival program, at least one in an administrative capacity. Salary: approx. \$18,000. Send resumes to Nicholas Olsberg, Nicholas Olsberg Archival Services, 206 E. 13th St., New York, NY 10003. No closing date provided.

ARCHIVIST, Center for the History of Electrical Engineering. Primary responsibility for managing an international survey of sources for the history of electrical engineering. Qualifications: Two years of archival experience, preferably with records of an organization-technical nature; some background in history of technology or science ideal. Inquiries should be directed to Robert Friedel, Director, Center for the History of Electrical Engineering, 345 E. 47th St., New York, NY 10017. No closing date provided.

LIBRARIAN, Archives-Library Division, Ohio Historical Society. Duties include supervision of staff, development of policies and practices, and budget preparation, as well as collection development and cataloging oversight. Qualifications: MLS, 3-5 years of academic-special library experience including identifiable supervisory experience and a background in Amer. history. Salary: \$15,500-\$17,900. Send applications as soon as possible to Dennis East, Chief, Archives-Library Division, Ohio Historical

Society, 1982 Velma Ave., Columbus, OH 43211. No closing date provided.

ARCHIVIST/DIRECTOR OF MUSEUM ARCHIVES, Detroit Institute of Arts. Duties include records management and archival preservation in the Archives, research and oral history for upcoming Centennial, fieldwork with past staff members and trustees. Qualifications: Master's degree, 3 years archival experience in supervision and financial management. Preferred: experience in history, art history. Planning and finding aids experience essential. Liberal salary with fringe benefits. Apply by December 1 to Claudia Hommel, Director of the Museum Archives, The Detroit Institute of Arts, 5200 Woodward, Detroit, MI 48202. Only applications by mail accepted.

ARCHIVIST, Scripps Institute of Oceanography and University Library, University of California-San Diego. Available January 1981. Salary: \$16,392-\$21,024. Responsible for planning and execution of archives program for Scripps; works closely with University library staff. Primary duties include records appraisal, records arrangement and description, records management, archival preservation, and reference and information retrieval. Maintains professional contacts, conducts research and publishes in archives administration, library science or in an appropriate subject field. Qualifications: Master's in relevant subject or library science, formal training in archival management, work experience in a quality institutional archival program, preferably in charge of some segment of that program. Background in science and history of science desirable. Apply by January 31, 1981. Submit letter, resume and list of references to Martha Bovee, Assoc. Univ. Librarian, Univ. of Cal-San Diego, C-075-G, La Jolla, CA 92093.

Professional Opportunities

MANUSCRIPT ASSISTANT, Duke University. Responsible for reader services; assists researchers; answers correspondence; catalogs manuscripts whenever time permits. ALA accredited MLS, academic background in U.S. history required (graduate degree highly desirable with emphasis in Southern history preferred); experience in manuscript repository desired. Salary from \$12,500-\$14,500. Send letter of application, resume, and three references to Ann F. Stone, Duke Library, Durham, NC 27706. Deadline: November 30, 1980.

ARCHIVIST, National Press Club. One-year, NEH-funded position. Desired qualifications include: advanced degree in history, coursework in archives, minimum of 3 years experience in archival methods and procedures, experience with bulk institutional records, and ability to initiate and structure ongoing archival program. Salary: \$16,500. Write Don Larrabee, National Press Foundation, Room 5, National Press Bldg., Washington, DC 20045. No closing date provided.

COORDINATOR OF SPECIAL COLLECTIONS, Louisiana State University. Responsible to the Director for the administration and development of the Middleton Library's Special Collections. Requires an ALA accredited MLS, progressive academic or research library experience, knowledge of the antiquarian book market and book preservation. Working knowledge of foreign languages and advanced degree are highly desirable. Salary dependent on qualification and experience (\$19,000 minimum). Apply by January 1, 1981, to George J. Guidry, Jr., Director, Middleton Library, LSU, Baton Rouge, LA 70803. Position available March 1, 1981.

ARCHIVIST, Historical Foundation of the Presbyterian and Reformed Churches. Responsible for accessioning, initial processing, repair and conservation of all archival and manuscript material in the collection including papers, slides, film, magnetic and video tape. Position includes the possibility of some supervisory and teaching responsibilities. MA in American history/MLS with archives concentration desirable. Salary range: \$11,000-\$13,000 plus complete benefits. Contact: Jerrold Brooks, Executive Director, The Historical Foundation of the Presbyterian and Reformed Churches, Inc., Montreat, NC 28757. (704) 669-7061. Deadline: November 30, 1980.

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

ASSISTANT UNIVERSITY ARCHIVIST, Southern Illinois University at Carbondale. Assists in administering University Archives, including reference service. Prepares and edits finding aids, and provides professional and instructional support services to the University and community. Also serves as On-Campus Supervisor of Illinois Regional Archives Depository. Faculty position on continuing appointment, subject to tenure review at the fifth year. Qualifications: MA in humanities/social studies, or library science with specialization in archival administration; supervisory experience. Familiarity with local government records and university archives preferred. Salary: \$15,000 for Assistant Professor, \$13,500 for Instructor, plus benefits. Send resume and references by December 1, 1980 to Ms. Louisa Bowen, Search Committee, Special Collections, Morris Library, Southern Illinois University at Carbondale, Carbondale, IL 62901. (618) 453-2516.

HEAD, Special Collections, University of Washington Library. Responsible for the management and operation of the Special Collections Division; training, supervising, and evaluating staff; supervising overall procurement of materials. Qualifications: MLS from ALA accredited school, academic training in US history and literature with emphasis on Western Americana preferred. Minimum of 5 years public services experience with at least 3 years experience in a regional history collection. Public service orientation and ability to contribute to the development of Library system-wide service programs. Experience in preservation, knowledge of antiquarian book trade, and cataloging and description of rare books desirable. Salary: \$22,000-\$26,000, plus benefits. Applications should be received by November 24, 1980. Send resume, 3 references, current salary and salary requirements to: Sharon A. Hammer, Acting Library Personnel Officer, University of Washington Libraries, FM-25, Seattle, WA 98195.

SPECIALIST in Southern history (pref. North Carolina) with archival training and/or experience. Responsible for developing an archive specializing in (but not limited to) the papers of women involved in the public life of North Carolina and the South, and training graduate students in the collection, processing, and use of this material. Position also involves teaching part-time in a special field. Tenure track position, requiring Ph.D. Rank and salary dependent on qualifications. Send vita and credentials by December 1, 1980 to Professor Allen W. Trelease,

Department of History, University of North Carolina, Greensboro, NC 27412.

DIRECTOR, Indiana University's Archives of Traditional Music. Qualifications: administrative skills in dealing with staff and student assistants, budgets, and archival materials; leadership in expanding scholarly research facilities; broad background in humanities, social science, and ethnomusicology with advanced degree in relevant field; archival and library experience. Send vita, names of 3 references, and support materials before December 1, 1980 to: Dr. Portia K. Maultsby, Department of Afro-American Studies, Memorial Hall East M37, Bloomington, IN 47405.

ARCHIVAL INTERN, Church of the Brethren. Beginning March 1, 1981 for 1 year minimum. Opportunity for library science, history, or religious studies student to gain experience in archival processing, reference services, and library technical services. Interns receive room, board, medical expenses and a monthly allowance of \$35. Qualifications: Minimum of 2 years college (prefer graduate students), interest in history, organization, and structure of the Peach Church/Believers Church movements, accurate typing. No closing date provided. Contact: Mervin A. Keeney, Recruitment, Office of Personnel Administration, Church of the Brethren, 1451 Dundee Avenue, Elgin, IL 60120. (312) 742-5100.

ARCHIVIST, Archives Branch, Virginia State Library. As head of the State Records Unit of the Processing Section, will be responsible for appraisal, arrangement, and description of state records, and supervision of staff performing similar functions. Assist in the preparation of retention and disposition schedules, and transfer of records from state agencies. Assist reference archivists as needed. Qualifications: MA in history, library science, or related subject field; minimum of 4 years progressive experience in archival work; at least 2 years experience at supervisory level preferred. Salary: \$13,420. Apply to: Personnel Manager, Virginia State Library, Richmond, VA 23219. No closing date provided.

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 is not 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 information regarding the placement service, contact Linda Ziemer at SAA headquarters. Persons interested in being added to the "Candidate Register" should request a Qualification Summary Sheet.

SAA Newsletter

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

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AND MORE!!!

The Candidates' Papers

The *SAA Newsletter* contacted the major presidential candidates to learn what arrangements they have made for the preservation of materials which document their careers in public life. President Carter's gubernatorial papers are in the Georgia Department of Archives and History in Atlanta. Plans for a presidential library in Georgia have been discussed. Ronald Reagan's staff telephoned SAA to report that his gubernatorial papers are in the Hoover Institution, Stanford University. John Anderson replied that he has not yet made a decision regarding the disposition of his papers.

Federal legislation passed in 1978 dictates the treatment of presidential records created after January 1981.



'I gather the senator's not optimistic about being re-elected in November.'

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