

The Society of American Archivists

SAA Newsletter

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The Legacy of Watergate: The Archivists' Perspective

Some would suggest it began over records. In 1971, the original break-in undertaken by the plumbers was at the office of Daniel Ellsberg's psychiatrist, in an effort to obtain information about the man who leaked the Pentagon Papers to the press.

Almost everyone would agree that records--White House tape recordings--provided the "smoking gun" which forced Richard Nixon from office.

The 10th anniversary of the break-in at the Democratic National Committee occasions this brief chronology of those events known under the generic name of Watergate--with an emphasis on the archival component.

1971

June 13 The New York Times begins publishing the Pentagon Papers, an event which reportedly heightens White House anxiety about leaks of classified information. Within a week President Nixon authorizes a White House secret special investigations unit to "stop security leaks and to investigate other sensitive security matters." The group becomes known as the plumbers.

September 3 The plumbers break in to the office of Daniel Ellsberg's psychiatrist seeking information to discredit the antiwar activist.

1972

March 8 Perhaps prompted by the Pentagon Papers affair, President Nixon signs Executive Order 11652 on classification. A progressive measure, the order provides that classified records should be reviewed and declassified after 30 years, and, for the first time, gives the National Archives authority to begin its own major declassification program.

June 17 The plumbers break in to the Watergate headquarters of the Democratic National Committee.

1973

January 8 Watergate break-in criminal trial opens, Judge John Sirica presiding.

February 7 The Senate votes to create a Select Committee to investigate the Watergate break-in and related matters. Senator Sam Ervin will be the chair.

May 11 The Pentagon Papers case against Ellsberg is dismissed on grounds of government misconduct.

July 16 White House Aide Alexander Butterfield reveals in testimony before the Ervin committee that President Nixon has taped conversations and phone calls in his offices, and in some other locations, since 1970.

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1982 Election Results

David B. Gracy II, Texas State Archives, was elected Vice President of SAA in the 1982 elections. He will become President at the 1983 annual meeting in Minneapolis. Gracy is an SAA Fellow, former Council member, and author of the SAA manual, *Archives & Manuscripts: Arrangement and Description*.

Paul H. McCarthy, Jr., University of Alaska, was re-elected to the position of SAA Treasurer. McCarthy will serve a three-year term under changes made in the constitution at the 1981 business meeting.

Larry Hackman, New York State Archives, and Edie Hedlin, National Historical Publications and Records Commission, were elected to four-year terms on the Council. They succeed retiring Council members Shonnie Finnegan and Richard H. Lytle.

H. Thomas Hickerson, Cornell University, Victoria Irons Walch, National Archives, and William Wallach, University of Michigan, were elected to the 1983 Nominating Committee. Walch has been named chair of the Committee.

Legacy of Watergate, cont.

July 18 Special Prosecutor Archibald Cox writes Nixon requesting the tapes--the first of innumerable moves by investigators over the next year to gain access to these records. The White House Daily Diary, compiled by National Archives employees, will become a guide to the tapes for both sides. The compilation records the times of every presidential face-to-face visit and meeting as well as telephone calls, and includes the names of everyone involved.

August 29 Judge Sirica orders Nixon to make the tapes available to him for a decision on their use by a grand jury. The White House issues a statement that Nixon "will not comply with the order."

September 6 Attorneys for Nixon appeal Judge Sirica's decision contending that the judge has no power to compel the president to make his private records available. The president will cite confidentiality, national security, and separation of powers as the reasons for his refusal to release the tapes throughout 1973 and much of 1974, until the tapes, including the June 23, 1972, incriminating conversation with H. R. Haldeman, are released.

1974

February 4 Senator Birch Bayh introduces legislation designed to establish public ownership of documents generated in the course of duties performed by elected federal officials.

August 9 Richard Nixon resigns the presidency. Within two weeks, ca. 12,500 cubic feet of Nixon White House records are packed, ready to be transported to a yet to be designated location.

September 8 President Ford pardons former President Nixon. It is also announced that Nixon and General Services Administrator Arthur Sampson have entered into an agreement dated September 7, 1974, which provides for the disposition of the Nixon presidential materials. This instrument, the so-called Nixon-Sampson Agreement, not only gives Nixon the right to control access to the materials, but also provides, among other things, for the destruction of the White House tapes by 1984, and permits Nixon to withdraw materials of his own choosing from federal custody after three years. The agreement has been reached without consultation with the Archivist of the United States.

October The Nixon-Sampson Agreement arouses great concern in Congress and elsewhere. Capital Hill considers broad legislation that would assert public control over the official papers of all federal officials. SAA's annual meeting, October 1-4, attracts the news media.

A resolution of the annual business meeting endorses the concept of a study commission on the legal and public policy considerations involved in the questions of ownership and disposition of the papers of federal officials. A Council resolution endorses the principle of public ownership of the official records of elected or appointed public officials.

October 7 Congress passes and sends to the President amendments to the Freedom of Information Act designed to facilitate the public's access to information compiled and maintained by the federal government. Among the new provisions are strict time limits for agency responses to requests and federal court review of withheld documents. The legislation will be vetoed by President Ford who characterizes it as "unconstitutional and unworkable." Both chambers subsequently override the veto.

October 21 A district court restraining order, issued at the request of the special prosecutor, precludes any removal of the Nixon materials from the custody of the Ford administration or from the Washington, D.C., area.

December 19 President Ford signs Public Law 93-526, the Presidential Records and Materials Preservation Act, which directs GSA/NARS to take possession of Nixon White House papers and tapes, screen them, return those that are personal and private, and determine the conditions of public access to those that are retained. The act also provides for the establishment of the National Study Commission of Records and Documents of Federal Officials (Public Documents Commission) to consider the control, disposition and preservation of records and documents produced by or on behalf of federal officials, and to make recommendations to Congress and the President. Commission membership will include representatives of the public, the three branches of government, SAA, OAH, and AHA.

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SAA Staff

Ann Morgan Campbell	Executive Director
David Bearman	Program Officer
Bernice Brack	Membership Assistant
Sylvia Burck	Program Assistant
Suzanne Fulton	Publications Assistant
Joyce E. Gianatasio	Director, Admin. Services and Annual Meetings
Andrea Giannattasio	Bookkeeper
Antonia Pedroza	Administrative Aide
Deborah Risteen	Managing Editor
Mary Lynn Riztenthaler	Program Officer
Linda Ziemer	Program Assistant

Legacy of Watergate, cont.

1975

March 19 GSA/NARS proposes procedures for the administration of Nixon presidential records. A staff of 103 persons is slated to spend 3 years in archival processing. Estimated project cost is \$7 million. SAA criticizes the GSA Administrator's stated intention in the project to "avoid embarrassment to the country." Full funding for the project will never be made available.

April 3-5 A meeting conducted by the American Assembly adopts recommendations that the practice of recognizing ownership of presidential records by presidents or their heirs should be ended, that the principle of public ownership of public records should apply equally to the executive, legislative, and judicial officers, and that the National Archives should be reorganized as a new, independent archival and records management agency.

1976

January 7 The constitutionality of the law which placed Nixon's White House papers and tapes in government custody is upheld by a three-judge panel of the U. S. District Court. The opinion of the court affirms the impor-

tance of preserving the basic record of the Nixon presidency, noting that "the temptation to distort or destroy the historical record might be thought by Congress to be less resistable in the event that the materials provided some foundation for allegations that misconduct took place."

The 106-page court opinion states that the review of presidential materials "requires both enormous expertise and enormous manpower," and that there is "adequate justification for the congressional decision to entrust custody of the documents and the responsibility for their screening to GSA rather than Mr. Nixon. Chief executives are not by nature professional archivists, and they lack expertise as to what materials may prove to be of historical value." The panel does not dismiss lightly Nixon's claims of privacy. Instead, the decision points out that the reputation of archivists "for discretion in handling confidential material is unblemished."

March 4 Attorneys representing Richard Nixon file a motion in district court asking that the National Archives' custody and control of the Nixon materials be ended, basing their argument in part on the professional memberships and activities of NARS employees in the Society of American Archivists. The government responds that "membership in such organizations demon-

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Legacy of Watergate, cont.

strates these officials to be more, and not less, qualified to handle the material at issue." The court rules that "Mr. Nixon's wholesale condemnation of professionals, if accepted by the court, would have ominous implications after the Supreme Court reviews this court's decision." Nixon's motions are denied by the court on March 25, 1976.

December 13 Prior to leaving office, President Ford donates his White House materials to the National Archives & Records Service. Access standards adopted by SAA in December, 1973, are appended to the agreement and will govern the administration of the archival materials.

1977

March 31 The final report of the National Study Commission on the Records and Documents of Federal Officials recommends that all documentary materials made or received by federal officials in the discharge of their official duties should be recognized as the property of the United States. Additionally, the Commission recommends that the National Archives should be independent of GSA.

June 28 The Supreme Court upholds as constitutional the 1974 Presidential Recordings and Materials Preservation Act, the law which placed former President Nixon's White House papers and tapes in the custody of the National Archives.

August 9 The National Archives takes official possession of Nixon's special files and tapes which have been in the Executive Office Building since 1974. The materials are moved to the National Archives Building.

1978

January 16 As soon as permitted by Congress, which has the authority to consider processing procedures, NARS begins work on the Nixon White House materials.

October 15 On the last day of the 95th Congress, the House approves the Presidential Records Act which had been passed previously by the Senate. The bill provides that presidential records are the property of the United States when they are created. They are to be turned over to the National Archives when a president leaves office, but for up to twelve years the former president can restrict access to records. SAA played an important role in the drafting of the legislation, from the So-

ciety's active role in the Public Documents Commission to testimony before both houses of Congress in 1978.

The new law becomes effective January 20, 1981.

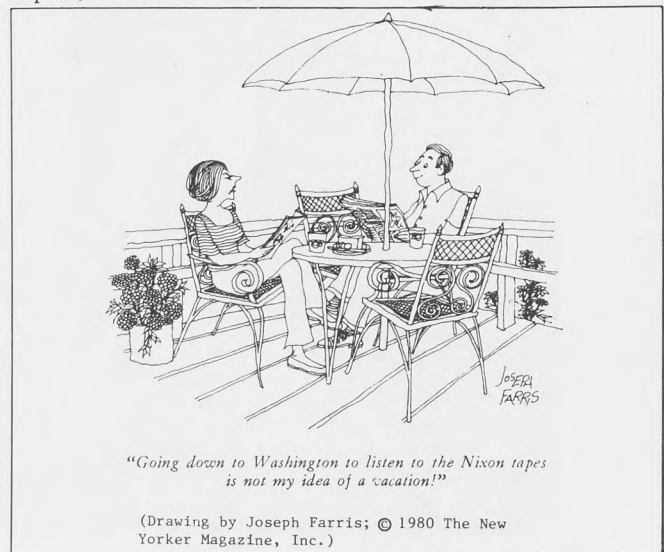
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Due to lack of funding and intermittent litigation, the Nixon Presidential Materials Project never proceeded at the pace proposed in the original submission of GSA/NARS to Congress. Some progress has been made.

The only Nixon White House materials now released to the public are the 300,000 item photograph collection and the tapes which were entered into evidence in the prosecution of Watergate figures. Twelve-and-a-half hours of conversation are available for listening in a National Archives searchroom where over 20,000 persons have put on the earphones in the past two years.

Archivists will complete the processing of the 700 cubic feet of White House special files in 1983. Processing of the tapes is a more lengthy matter. All 4,000 hours of conversation have been reviewed and 20,000 pages of subject matter logs prepared. Archivists must now listen again to the tapes to confirm the correctness of the logs and to make decisions about necessary access restrictions. It is estimated that another 3-5 years work remains to be done to prepare the tapes for release.

Eighteen persons are now processing Nixon White House materials, down from a maximum staff of 40 in early 1981. More staff cuts or additional litigation could further delay the release of the White House special files and/or the tapes.



A Gift to the National Archives

As investigations of the Watergate incident and coverup heated up in 1973, the Internal Revenue Service and a joint congressional committee launched an inquiry into the circumstances of a gift by President Nixon of certain of his congressional and vice presidential papers to the National Archives. The case revolved around the actual date on which a legal donation was effected and charges that documents had been backdated a year in order to qualify the gift for an income tax deduction.

1969

March 26-27 Approximately 1217 cubic feet of Nixon pre-presidential papers are transferred from the Executive Office Building to the National Archives. Archives officials assume the materials are in "courtesy storage," and will later be deeded to the United States in segments for maximum tax benefits.

May 22 An article in the *Wall Street Journal* charges that federal officials are claiming tax deductions for gifts of their official papers to schools and colleges. The article indicates that several dozen lawmakers (both past and present at that time) were "trimming" their taxes through deductions from gifts of their papers.

December 30 A bill becomes law which denies charitable deductions for the fair market value of self-created papers. The effective date of the act is July 25, 1969.

1970

March 27 President Nixon's appraiser, Ralph G. Newman, contacts supervisory archivist Mary Walton Livingston, Office of Presidential Libraries, asking for a rough identification of 500 linear feet of Nixon's pre-presidential papers for permanent transfer by the President.

April 9 A non-committal letter from Livingston to Newman acknowledges the description of the material and notes it was "delivered to the National Archives March 26-27, 1969."

April 10 On their 1969 tax return, Richard M. and Patricia R. Nixon claim a deduction of \$482,000 for a March 27, 1969, gift of materials to the National Archives.

April 10-22 According to the findings of a congressional committee, a Nixon deed of gift, dated March 27, 1969, is picked up at the White House by a representative of GSA. The deed has been signed for Nixon by Deputy Counsel to the President Edward L. Moyan but the gift is never formally acknowledged on the document by GSA/NARS.

1973

December 8 Nixon makes public his tax returns responding to "questions in the press about my personal finances."

December 12 The Congressional Joint Committee on Internal Revenue Taxation begins an investigation of the Nixons' tax returns for the years 1969-72.

1974

April 3 A report of the Joint Committee on Internal Revenue Taxation charges that the gift of papers for which Nixon claimed a deduction was not completed on or before July 25, 1969. The White House states Nixon will pay \$432,787 in back taxes, plus interest, to IRS.

1975

February 19 Ralph Newman is indicted for preparing a false affidavit filed with the Nixons' 1969 tax return.

November 12 Ralph Newman is convicted. Central to the prosecution's case is the testimony of Mary Walton Livingston who states that Newman could not have seen a sizable portion of the material he claimed to have appraised in spring 1969 until a year after that time.

1979

September 27 The Society of American Archivists presents Mary Walton Livingston with its first Council Citation for Exemplary Service in recognition for outstanding professional courage.

Tax Equity & Donation Act

The U.S. Senate's Finance Committee, chaired by Robert J. Dole of Kansas, is currently considering Senate bill S.2225, the Artist's Tax Equity and Donation Act. The bill would restore a fair market value tax deduction for donations of literary, musical, or artistic compositions by their creators to charitable institutions such as archives and libraries. Papers of public officials would not be eligible.

Since 1969, artists and authors who donate their own works have been able to deduct only the cost of the materials used in creating them. As a result, donations of contemporary manuscripts have declined markedly. SAA members wishing to express an opinion on S.2225 are urged to contact Senator Dole, other members of the Senate Finance Committee, and their own senators. In addition, a similar bill will soon come before the House Ways and Means Committee, so archivists also may wish to contact their representatives.

SAA '82: An Annual Meeting Preview

Participants in SAA's 46th annual meeting, October 18-22, are lucky people: they will be spending four days in Boston, one of this country's most beautiful cities. And they will be there when the fall colors are at their most brilliant. There is something special about autumn in New England.

And there are a lot of special things about Boston and SAA '82. First, there is the program. 85 sessions and workshops, demonstrations, open houses, tours, receptions, and banquets are only some of what this year's program offers meeting participants. Five core sessions will provide a chance for thoughtful examination of the archival profession and the environment in which archivists work. Titles of core sessions are: "Cooperation and Coordination Among Allied Disciplines and Professions;" "Collection Management Strategies;" "Responding to the Technological Age;" "Archives Administration from a User's Point of View;" and "Summary, Analysis, and Beyond." The final session will seek to draw together the implications of the other four. Abstracts of the papers will be included in registration packets.

Several workshops and sessions will focus on the subject of planning. The introductory workshop, "Planning as a Concept and Method," will be offered twice with unlimited enrollment. Two other sessions will build on the subjects covered in the introductory workshop. "Planning Strategies for Institutions" and "Planning Strategies for Projects" will discuss the use of planning techniques with illustrations from specific repositories and projects.

The remainder of the sessions and workshops reflect the diverse interests of SAA's membership. Topics include "Archival Life in Single-Person Repositories;" "Appraising Case Files;" "Archives of Religious Institutions: Internal or External?" "Establishing an In-house Preservation Program;" "Yankee Cities: Aspects of the Personal in Urban New England;" "Automated Access to Visual Materials;" "Uses of Archival Statistics as a Professional Tool;" "Business Archives in Three Nations;" and "Can I Take It Off My Taxes?"

Another special aspect of SAA '82 is Boston itself. Meeting participants will have the opportunity to see the Kennedy Library, Faneuil Hall, and Quincy Market in conjunction with program activities. In addition, the Local Arrangements Committee is making a special effort to introduce convention attendees to the variety of archival and manuscript repositories in the Boston area. A handy reference guide is being prepared that will provide basic information for those hoping to combine their meeting activities with on-site visits to institutions of special interest to them. The guide will direct users to the facility and furnish hours of operation along with a brief description of holdings. Over 70 facilities within the metropolitan Boston area will be listed, the majority easily

accessible by public transportation. Guides will be included in registration packets. A limited number of advance copies will be available upon request after September 15 from Mark Duffy, Episcopal Diocese of Massachusetts, Diocesan Library and Archives, One Joy Street, Boston, MA 02108.

A Boston Highlights Tour will be offered twice during the week of the meeting. This two-hour walking tour will take participants through the Public Garden, Boston Common, and Beacon Hill, and will include sites such as the African Meeting House, the State House, the Granary Burying Ground, and King's Chapel.

For those interested in sampling more of the flavor of Boston, a visit to the theater, a concert in Symphony Hall, or an evening watching Larry Bird and the Celtics work their magic might be in order. Local Arrangements Committee chair James O'Toole has prepared this helpful guide to some of these "extracurricular" activities.

Theater

As a prime locale for pre-Broadway tryouts, Boston has access to some very fine dramatic and musical theater, although the erratic scheduling of such events sometimes leads to a "feast-or-famine" effect. The number of indigenous repertory companies has grown in recent years, however, providing greater continuity. The Park Plaza Hotel, site of the annual meeting, is located on the fringe of Boston's theater district, so spur-of-the-moment theater decisions can be made by meeting participants.

For tickets of all kinds, you can inquire at the Hub Ticket Agency at 204 Tremont Street (two blocks from the hotel) (617) 426-8340. Another good source is the Bostix booth, (617) 723-5181, located in the Faneuil Hall Marketplace. Bostix has complete listings of current activities and features many half-price bargains on the morning of the performance.

Sports

Unless the Red Sox make it to the playoffs and World Series this year, baseball season will be over by meeting time. Basketball and hockey seasons will be just starting, however, and football season will be in full swing. Information on schedules and tickets can be obtained from the offices of the basketball Celtics (617-523-3030), the hockey Bruins (617-227-3200), and the football Patriots (617-262-1776). Both Hub Ticket Agency and Bostix also handle tickets for sporting events.

Concerts

The Boston Symphony Orchestra has just completed

Annual Meeting Preview, cont.

the celebration of its centennial year and is already embarked on its second century. Conducted by Music Director Seiji Ozawa and occupying the acoustically perfect Symphony Hall, the BSO holds regular series concerts during the week. Ticket information, including information about "rush" seats that go on sale shortly before performance time, is available from the Symphony Hall box office, (617) 266-1491. Concert-goers should also check newspaper listings for free concerts given almost nightly by the faculty and students of the New England Conservatory, located across the street from Symphony Hall.

Museums and Exhibits

The Museum of Fine Arts on Huntington Avenue will be featuring an exhibition of the works of Philadelphian Thomas Eakins during the convention week, in addition to its regular holdings. The Museum has just recently opened its new wing, which includes a fine restaurant serving excellent dinners on Wednesday, Thursday, and Friday evenings. Meeting participants who stay in Boston over the weekend can also take advantage of the Museum's Sunday morning "freebie" period, from 10:00 a.m. to 1:00 p.m.

An exhibit of special interest to archivists will be on display in the main lobby of the Widener Library at Harvard in Cambridge during the convention week. The four dozen archives and manuscript repositories connected with Harvard will be mounting a cooperative exhibit designed to highlight their collections. In addition, many of these repositories will also have their own special exhibits prepared at that time.

All SAA individual and institutional members will receive a complete program packet by mid-August. Program packets will also be sent to members of the New England Archivists and non-SAA members participating in the program. Others wishing to receive a program packets should request one from Toni Pedroza at SAA headquarters.

The program packet will include all information on registration fees, fees for workshops and tours, and prices for banquets. For those wishing to start planning their budget for the meeting now, here is the schedule of fees for the main events:

Preregistration fee: SAA members--\$49; non-members--\$64. Must be postmarked on or before September 28.

Preregistration Package (includes tickets to Awards Banquet and Closing Luncheon): SAA members--\$78; non-members--\$93. Must be postmarked on or before September 28.

Registration after 9/28: Add \$10 to the preregistration fee or package described above.

Meal tickets: Awards Banquet--\$23; Closing Luncheon--\$15.

Student registration: Anyone holding a valid student membership in SAA may register for the annual meeting for \$15.

Pre-Conference Workshops (See May 1982 *Newsletter* for description):

Basic Archival Conservation--\$75

Archives: An Introduction--\$110

Introduction to Microform--\$60

Oral History--\$36

Meeting Notes

Transportation Instructions for reaching Boston and the Park Plaza Hotel are included in the program booklet. Persons wanting a more detailed description of how to reach the hotel should contact Megan Sniffin-Marino, Simmons College, Archives, 300 The Fenway, Boston, MA 02115.

Finding Aids Fair SAA's Description PAG is once again sponsoring the popular Finding Aids Fair at the annual meeting in Boston. Last year's fair gave archivists the opportunity to examine more than 300 finding aids from institutions across the country. The PAG hopes to draw an even larger sampling for the Boston exhibit. If you would like to show off one or more of your repository's finding aids--inventories, registers, repository guides, or whatever--please contact Vicki Walch, Publications Development Staff, National Archives Trust Fund (NJ), Room 505, Washington, DC 20408, or call (202) 523-3774.

Resolutions Committee Formed

SAA President Edward Weldon has appointed a committee to receive resolutions for consideration at the annual business meeting in Boston, October 20. The committee is chaired by David Horn, DePauw University. Information on the deadlines for submitting resolutions and the activities of the Resolutions Committee prior to the business meeting will be published in the September *Newsletter*. Persons needing more information on the procedures the committee will follow or having questions on the submission of resolutions may contact Horn at the Roy O. West Library, DePauw University, Greencastle, IN 46135, (317) 658-4800.

Washington Watch

The outlook for legislation of particular interest to the archival profession was unclear as the *Newsletter* went to press in late June. A status report follows:

NHPRC

Informal sources on capitol Hill indicate that OMB will drop NHPRC from a list of agencies proposed for total elimination in an administration-sponsored bill called the "Miscellaneous Federal Instrumentalities Termination Act of 1982." S.2501, a bill to reauthorize NHPRC's grant program, was introduced into the Senate on May 6.

FY82 APPROPRIATIONS--NARS/NHPRC

An emergency supplemental appropriation for NARS and NHPRC is included in legislation now under consideration on Capitol Hill. The measure (HR.5922) would provide funds to augment available resources in the current fiscal year. Senator Thomas Eagleton (D-MO) deserves major credit for this initiative as well as for the introduction of S.2501, mentioned above.

FY83 APPROPRIATIONS--NARS/NHPRC

Although agreement may be reached soon on overall budget targets, actual subcommittee consideration of appropriations for individual agencies is expected to take place after the July 4th recess. The administration's proposed FY83 appropriation for NARS of \$85 million, a figure which would probably lead to further cuts in personnel and services at the National Archives, is not the worst-case possibility for next year's funding level. Some proposals would continue agency funding levels at FY82 figures (currently ca. \$75 million for NARS).

FY83 APPROPRIATIONS--NEH

The administration's \$96 million FY83 budget for NEH would result in serious cuts in the present Endowment program. Witnesses at a May 7th appropriations hearing in the House called for FY83 funding at least at the FY82 level of \$130.56 million. Representative Sidney Yates (D-IL), who chaired the hearing, supported the contention of several witnesses that reducing funds for the humanities is short-sighted, resulting in long-term losses much more serious than the short-term savings. NEH Chairman William Bennett has stated that \$96 million is sufficient to meet the perceived needs of the Endowment in FY83.

NARS INDEPENDENCE

A House companion bill for Senate Bill 1421, the National Archives Independence measure, is expected to be introduced this summer.

Survey of Automated Applications

The Task Force on Automated Records and Techniques is seeking information on the use of automated systems in archival repositories. With this information, the Task Force hopes to serve as a clearinghouse for automated applications and attract commercial vendors to SAA meetings. Please complete the following form and send it to David H. Herschler, Machine-Readable Archives Branch (NNSR), National Archives and Records Service, Washington, DC 20408, no later than August 1, 1982. Persons with questions about the survey may call Herschler at (202) 724-1080.

Please check all the appropriate spaces that apply.

1. Are you considering acquiring
ADP hardware? ☐ yes ☐ no
ADP software? ☐ yes ☐ no
2. Which of the repository's general functions now use automated systems?
☐ administration ☐ records management
☐ reference ☐ description
☐ other (specify) _____
3. Which of the following types of equipment/systems does the repository use?
☐ word processor ☐ microcomputer
☐ mainframe computer ☐ minicomputer
☐ other (specify) _____
4. Which of the following hardware does the repository use?
☐ CRT (screen) ☐ floppy disc drive
☐ tape drive ☐ terminal (to mainframe)
☐ keypunch machine ☐ hard disc drive
☐ printer ☐ other (specify) _____
5. Does your repository use commercial software packages or have access to commercial data bases?
☐ yes ☐ no If yes, specify _____

Name _____

Title _____

Institution _____ Subunit _____

Address _____

Professional Activities from SAA

Basic Archival Conservation Program

Conservation Workshops The following workshops have been scheduled:

September 22-24--Frankfort, Kentucky, Kentucky Department for Libraries and Archives

October 16-18--Boston, Massachusetts, prior to SAA's annual meeting

Each 2½-day workshop will address means of integrating conservation philosophy and practice into archival administration. Lecture/discussion sessions will focus on causes of materials deterioration, environmental and storage conditions, care of non-textual records, preservation planning, disaster preparedness, and related topics. Workshop participants will learn basic hands-on procedures. Conservation supply kits will be provided; limited enrollment.

Microforms Workshop

October 17-18--Boston, Massachusetts, prior to SAA's annual meeting

This 1½-day workshop will provide an intensive introduction to the technology and use of microforms in archival settings. Instruction will be directed toward persons either administering in-house filming operations or contracting with outside service bureaus. Topics to be discussed include preservation filming, production standards, finding aids, costs, funding sources, and specialized uses of microforms. Limited enrollment.

Consultant Service Conservation consultants will assist institutions in developing plans for phased preservation programs specifically keyed to individual collections, needs, and resources. A number of academic, religious, and public archival institutions have participated in this service to date. Reports indicate that these consultations have been highly satisfactory and productive, and will result in both immediate and long-term conservation benefits. This service is still available for institutions wishing an in-depth evaluation of their archival program from a conservation perspective.

The Basic Archival Conservation Program is funded by the National Endowment for the Humanities. For information regarding the above activities, contact Mary Lynn Ritzenhaller, Program Director, at SAA headquarters.

Photographic Collections

Photographs are among the most intriguing of archival records. They often contain valuable historical data and are also capable of eliciting basic human responses in the viewer. Photographs are highly complex structures, with their own history of technological change and development. Although visual images are pervasive in our culture, archivists, in general, have not been trained to evaluate photographs nor consider them from the perspective of historical content or as historical artifacts.

Under its new program, Administration of Photographic Collections, SAA will begin a series of activities to train archivists to organize and manage photographic holdings. Through a series of regional workshops, such topics as identification, appraisal, collecting policies, arrangement and description, preservation, legal issues, and use will be addressed. A photographic consultant service will assist institutions in developing specific programs to evaluate and administer photographic collections. As an outgrowth of these two phases of the program, a manual on the care and management of archival photographs will be published at the end of the project.

The Administration of Photographic Collections program is a two-year project funded by the National Endowment for the Humanities under the SAA Basic Archival Conservation Program II. For further information, contact Mary Lynn Ritzenhaller, Program Director, at SAA headquarters.

Management Seminar Slated

SAA will sponsor a seminar entitled "Management for Archivists" in cooperation with the North Carolina Division of Archives and History in Raleigh, North Carolina, November 15-16, 1982.

The seminar will offer archival administrators the opportunity to discuss basic management principles and their application in an archival setting. In addition to the traditional lecture format, case studies will be used to explore the complexity of archival management. Major theme areas to be addressed include planning, budgeting and financial management, human resources management, and strategy and tactics for archival administrators.

The seminar will be led by Mary Lynn McCree, University of Illinois at Chicago Circle, and Ann Morgan Campbell, Society of American Archivists. In addition to their experience as archivists, both women hold MBA degrees. Enrollment for the seminar will be limited. To receive an application form, contact Toni Pedroza, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

What Council Did

At its May 22-24 meeting in Airlie, Virginia, SAA's Council:

- * Accepted procedures for the Society's publications program which define the role of the editorial board and create a Publications Management Board.
- * Authorized negotiations with a nominee for editor of the *American Archivist*.
- * Authorized the development and publication of a newsletter for archival managers.
- * Established three Council subcommittees to work with PAGs, task forces, and standing committees.
- * Heard reports of the work of the National Information Systems Task Force and the Consortium on Native American Archives.
- * Approved a FY83 general fund budget for the Society which anticipates revenues of \$382,742 and expenditures of \$376,595.
- * Authorized publication of the draft report of the Standard Reporting Practice Task Force in the *Newsletter* (see p. 11).
- * Reviewed the Society's posture vis-a-vis various coalitions, committees, and alliances established to communicate with government.
- * Gave tentative approval to Austin, Texas, as the site for the 1985 annual meeting, and Chicago, Illinois, as the site for the 1986 meeting.

China Trippers Back Home

Participants in SAA's spring study tour to China returned with reports of the incredible hospitality extended to them by their archival colleagues in China.

Study tour members were guests of ranking Chinese archivists at a welcoming banquet in the Great Hall of the People. Zhang Tien-ming, a Chinese archivist who spoke at SAA's 1981 annual meeting in California, and Shi Ling, of the foreign relations division of the State Archives Bureau, accompanied the tour throughout China.

William W. Moss, Kennedy Library, served as linguistic and cultural advisor to the tour. Tour leaders were SAA Executive Director Ann Morgan Campbell and Claudine Weiher, acting head of the Office of Program Support, National Archives and Records Service.

Professional activities on the tour included visits to the First Historical Archives of China and the Imperial Document Storehouse in Beijing, the records section of the Third Mining Hospital in Xuzhou, the Kong Family Archives in Qufu, the Shandong Provincial Archives, the Second Historical Archives in Nanjing, the Shanghai Municipal Archives, the Guangdong Provincial Archives, and the Public Record Office and the archives of the Hong Kong and Shanghai Banking Corporation in Hong Kong. SAA tour participants were the first foreigners ever admitted to the Kong Family Archives (containing records of the descendants of Confucius) and to the Shandong Provincial Archives.

An evening session at the annual meeting in Boston will feature "show and tell" presentations by several SAA members who participated in the tour.



SAA Study Tour participants and staff members of the Shanghai Municipal Archives view an exhibit especially mounted for the group's visit. Items on display include manuscripts of 20th century revolutionary figures such as Madame Sun Yat-sen and Lu Xun.

Audiovisuals for Archivists

compiled and annotated by Timothy L. Ericson

with the assistance of Linda Ebben and Deborah Risteen

This compilation of audiovisual productions for, about, and/or by archives and archivists is a project of SAA's Basic Archival Workshop Program. It is funded, in part, by the National Endowment for the Humanities. Persons with suggestions for additions to the list are encouraged to contact the compiler: Timothy L. Ericson, Archives, University of Wisconsin-River Falls, River Falls, WI 54022.

Basic Conservation Procedures: Encapsulation (Nebraska Historical Society, 1980)

Type: Synchronized slide tape
Length: 8 Minutes
Contents: Includes slides, audiocassette, script and instructions for manual operation.
Equipment
Required: Synchronized cassette tape player and carousel slide projector.
Purchase Price: \$30
Cost & Terms
of Loan: Available for one week loan at no charge. Insure for \$30.00 when returning.
Contact: Conservation Specialist
Nebraska State Historical Society
1500 R Street
Lincoln, Nebraska 68508
(404) 471-3270

This production is a good introduction to encapsulation. It explains the advantages and disadvantages, some of the techniques and it has several good ideas for innovative use. An excellent illustrated manual accompanies the kit.

Basic Conservation Procedures: Environmental Controls (Nebraska State Historical Society, 1981)

Type: Synchronized slide tape
Length: 18 Minutes 30 Seconds
Contents: Includes slides, audiocassette and an illustrated script with instructions for manual operation.
Equipment
Required: Synchronized cassette tape player and carousel slide projector.
Purchase Price: \$60
Cost & Terms
of Loan: Available for one week loan at no charge. Insure for \$30.00 when returning.
Contact: Conservation Specialist
Nebraska State Historical Society
1500 R Street
Lincoln, Nebraska 68508
(402) 471-3270

This is an excellent presentation dealing with four factors that affect archives and manuscripts: air pollution, temperature, humidity and light. There is information dealing not only with the problem, but also with means of monitoring and with possible solutions.

Basic Conservation Procedures: Storage and Handling (Nebraska State Historical Society, 1981)

Type: Synchronized slide tape
Length: 13 Minutes
Contents: Slides, cassette tape, audiocassette, and an illustrated script with instructions for manual operation.
Equipment
Required: Synchronized cassette tape player and carousel slide projector.
Purchase Price: \$50
Cost & Terms
of Loan: Available for one week loan at no charge. Insure for \$30.00 when returning.
Contact: Conservation Specialist
Nebraska State Historical Society
1500 R Street
Lincoln, Nebraska 68508
(402) 471-3270

This is another excellent presentation that coordinates well with Nebraska's *Environmental Controls* production. The illustrations and narration deal with acidity, shelving, storage boxes, pressure sensitive tape, paper clips and rubber bands, explaining in non-technical terms how each is harmful to paper records, and suggesting possible alternatives when applicable.

Basic Conservation Procedures: Surface Cleaning (Nebraska State Historical Society, 1980)

Type: Synchronized slide tape
Length: 10½ Minutes
Contents: Includes slides, audiocassette and an illustrated script with instructions for manual operation.
Equipment
Required: Synchronized cassette tape player and carousel slide projector.
Purchase Price: \$40
Cost & Terms
of Loan: Available for one week loan at no charge. Insure for \$30.00 when returning.
Contact: Conservation Specialist
Nebraska State Historical Society
1500 R Street
Lincoln, Nebraska 68508
(402) 471-3270

This is a first-rate introduction to surface cleaning, intended for the beginner. It deals at some length with the importance of cleaning, suggests guidelines and illustrates some of the common products and methods that can be used. As with the other Nebraska productions, this comes with an excellent illustrated manual.

Basic Design of Publications (American Association for State & Local History, n.d.)

Type: Slide tape, audible tone, not synchronized
Length: 17 Minutes
Contents: Slides & carousel, audiocassette, supplementary AASLH publications, script and instructions.
Equipment
Required: Carousel slide projector, cassette tape player.
Purchase Price: \$60
Cost & Terms
of Loan: \$7.50 rental for one week loan.
Contact: Education Division
American Association for State and Local History
708 Berry Road
Nashville, Tennessee 37204
(615) 383-5991

The title is a perfect description. This slide tape production would be useful to someone with little or no experience in newsletter design.

Between Attic and Archives: Ohio's Local Government Program (Ohio Historical Society, 1981)

Type: Synchronized slide tape
Length: 20 Minutes
Contents: Script and descriptive list of slides available.
Equipment
Required: Synchronized carousel slide projector and cassette tape player.
Purchase Price: Not available for purchase.
Cost & Terms
of Loan: Available for showing at regional archival meetings, but not on an individual basis. Contact address below for details.
Contact: George W. Bain
Local Records Specialist
Archives & Special Collections
Ohio University Library
Athens, Ohio 45701
(614) 594-5755

This presentation describes how the Ohio Historical Society helps to preserve local government and state records. It also describes the Ohio Network of American History Research Centers and explains some of the uses to which archival records are put. There also is some information concerning conservation and the process by which records are accessioned and processed.

Book Conservation Techniques
(University of Oregon, 1978)

Type: 3/4 inch videocassette
Length: 50 Minutes
Contents: Videocassette only
Equipment
Required: Videocassette player and television monitor.
Purchase Price: Approximately \$60
Cost & Terms
of Loan: Available at no charge through interlibrary loan.
Contact: Interlibrary Loans Department
University of Oregon
Health Sciences Library
P.O. Box 573
Portland, Oregon 97207
(503) 225-8026

This presentation deals with cleaning, treating and dressing leather book bindings. It also shows techniques for removing paper clips and pressure sensitive tape. Techniques are demonstrated by a professional conservator. The program is quite well done and would fit well into a workshop dealing with basic book conservation methods.

The Care and Handling of Books
(Yale University, 1980)

Type: Synchronized slide tape
Length: 28 Minutes
Contents: 79 slides without carousel, audiocassette, script.
Equipment
Required: Synchronized carousel slide projector and cassette tape player.
Purchase Price: \$100
Cost & Terms
of Loan: \$20 rental for two week loan.
Contact: Conservation Department
Yale University Library
New Haven, Connecticut 06520
(203) 436-4509

The presentation is designed as an introduction to the proper handling of library materials. The emphasis is upon the causes of damage and deterioration as well as prevention techniques. There also is information concerning microfilm and safe methods to employ when photocopying bound material.

Central Minnesota Historical Center
(St. Cloud State University, ca. 1979)

Type: Synchronized slide tape
Length: 7 Minutes
Contents: Slides with carousel, audiocassette
Equipment
Required: Synchronized carousel slide projector and cassette tape player.
Purchase Price: Not available for purchase
Cost & Terms
of Loan: Contact address below for details
Contact: Central Minnesota Historical Center
St. Cloud State University
St. Cloud, Minnesota 56301
(612) 255-3254 or 2003

This presentation deals heavily with the Center's holdings, detailing the steps through which a donation becomes a processed manuscript collection. The program also deals with Center services and explains some of the materials it is attempting to collect.

Cleaning of Prints, Drawings, & Manuscripts: Dry Methods
(Smithsonian Institution, 1977)

Type: Slide tape
Length: 17 Minutes
Contents: Slides & carousel, audiocassette, booklet containing script, glossary, bibliography and sources of supply.
Equipment
Required: Carousel slide projector, cassette tape player.
Purchase Price: \$80
Cost & Terms
of Loan: Available for one week for \$17 rental (\$30 Canada).
Contact: Audiovisual Loan Program
Office of Museum Programs
Smithsonian Institution
2235 Arts & Industries Building
Washington, D. C. 20560
(202) 357-3101

This presentation illustrates several safe methods of removing light soil from paper objects. One of its strengths is the care with which it takes time to note the types of paper that should not be cleaned, or that should be cleaned using only certain methods. As with the other Smithsonian slide tape presentations, extra copies of the supplementary booklet are available at \$1.00 apiece. Borrowers may keep the booklets. This program would be good for a basic conservation workshop, or as a staff training aid.

Commercial Bindery Film
(see note below, n.d.)

Type: 16 mm film
Length: 15 Minutes
Contents: Film only
Equipment
Required: 16 mm movie projector
Purchase Price: Not available for purchase.
Cost & Terms
of Loan: Available at no cost from the address below. The borrower must return the film via United States Postal Service Express Mail, double wrapped, and insured for \$800. The insurance is essential!
Contact: Office of Preservation
Library of Congress
Washington, D. C. 20540
(202) 287-5213

This film demonstrates a large commercial bindery in action. It might be of interest to archivists with significant bound collections.

Conquering the Paper Mountain
(National Archives, 1977)

Type: 16 mm color film
Length: 11½ Minutes
Contents: Film only
Equipment
Required: 16 mm movie projector
Purchase Price: \$95
Cost & Terms
of Loan: \$25 rental for loan
Contact: National Audiovisual Center
National Archives and Records Service, GSA
Order Section/RO
Washington, D.C. 20409
(301) 763-1896

This fully animated film takes a refreshingly honest look at the manner in which the government generates paper. Done with an often lighthearted touch ("What we need is an archives!" "A what?"), the film deals with the establishment of the National Archives and with its current responsibilities. This would be an excellent choice for basic workshops, regional meetings or a variety of other archival outreach activities.

Conservation Orientation for Museum Personnel
(Smithsonian Institution, 1973-1974. Eighty technical lectures for those interested in the theory and practice of museum conservation)

Type: Black & white videocassettes
Length: 35 - 60 Minutes
Contents: Videocassette only
Equipment
Required: Videocassette player and television monitor.
Purchase Price: Not available for purchase.
Cost & Terms
of Loan: See note below.
Contact: Office of Museum Programs
Smithsonian Institution
2235 Arts and Industries Building
Washington, D. C. 20560
(202) 357-3101

These eighty lectures are divided into several categories: 1-24 deal with inorganic chemistry, 25-28 deal with electrochemistry, 29-40 deal with organic chemistry, 41-49 deal with the storage & treatment of wooden artifacts, 50-60 deal with the storage and treatment of paper artifacts, 61-76 deal with the storage and treatment of metals, 77-80 deal with the storage and treatment of stone and ceramics. The lectures dealing with paper artifacts might be of interest to archivists. The eleven videotapes in this section deal with the following: the nature of paper, the effects of environment, the prevention of deterioration through environmental controls, storage in transparent covers, proper mounting and display, types of deterioration in paper, washing techniques, drying wet paper, bleaching, reinforcement of fragile paper and deacidification.

The video cassettes are scheduled to be updated and revised during 1982, and until this is accomplished, we would not recommend borrowing the existing lectures. Contact the Smithsonian Institution, Office of Museum Programs for additional details.

Curatorial Care: The Environment
(American Association for State & Local History, 1977)

Type: Slide tape
Length: 17½ Minutes
Contents: Slides and carousel, audiocassette, supplementary AASLH publications, script and instructions.
Equipment
Required: Carousel slide projector, cassette tape player.
Purchase Price: \$60
Cost & Terms
of Loan: \$7.50 rental for one week loan
Contact: Educational Division
American Association for State & Local History
708 Berry Road
Nashville, Tennessee 37204
(615) 383-5991

Although this presentation deals with environmental controls, its focus is somewhat different than others on the same subject. The program takes time to define terms and outline responsibilities. The resulting format will be familiar to those who have been in the military and remember classroom instruction or reading technical manuals. The content is good, although archivists probably will find *Basic Conservation Procedures: Environmental Controls* more to their liking.

The Curatorial Examination of Paper Objects
(Smithsonian Institution, 1976)

Type: Slide tape
Length: 32 Minutes
Contents: Slides with carousels (2), audio-cassette, script, bibliography, sources of supply and glossary.

Equipment
Required: Carousel slide projector, cassette tape player.

Purchase Price: \$175

Cost & Terms

of Loan: Available on one week loan for \$17 rental.

Contact: Audiovisual Loan Program
Office of Museum Programs
Smithsonian Institution
2235 Arts and Industries Building
Washington, D. C. 20560
(202) 357-3101

This production shows in some detail methods for evaluating the condition of paper objects when they are accessioned, exhibited or re-framed. The printed supplementary materials listed above may be kept by the borrower. Additional copies of the printed material may be purchased at \$1.00 per set. This would be very good for a workshop in paper conservation.

Eyewitnesses of the Past: The Manuscript Collection of the Missouri Historical Society
(Missouri Historical Society, 1981)

Type: slide script
Length: 20 Minutes or 40 Minutes
Contents: Slides and carousel only

Equipment
Required: Carousel projector
Purchase Price: Not available for purchase.

Cost & Terms

of Loan: This presentation requires a narrator and would be appropriate at a regional archival or historical meeting. Contact the address below for details.

Contact: Beverly D. Bishop
Missouri Historical Society
Jefferson Memorial Building
Forest Park
St. Louis, Missouri 63112
(314) 361-1424

This presentation shows the development of the Missouri Historical Society and describes its holdings and operation. There are two standard versions of the production, the longer of which goes into much greater detail.

The Hinging and Mounting of Paper Objects
(Smithsonian Institution, 1976)

Type: Slide tape
Length: 36 Minutes
Contents: Two carousels with slides, audio-cassette and booklet containing script, bibliography, glossary and sources of supply.

Equipment
Required: Carousel slide projector, cassette tape player.

Purchase Price: \$180

Cost & Terms

of Loan: Available for one week loan for \$17 rental (\$30 Canada).

Contact: Audiovisual Loan Program
Office of Museum Programs
Smithsonian Institution
2235 Arts and Industries Building
Washington, D. C. 20560
(202) 357-3101

The rather specialized subject matter of this program would make it of interest primarily to curators whose collection includes significant amounts of matted or framed material. The focus of the presentation is the application and removal of four paper hinge types: folded under, hanger (or bar), T-hinge and floating. Extra copies of the booklet listed above are available at \$1.00 apiece.

How to Make Handmade Japanese Paper
(see note below, n. d.)

Type: 16 mm film
Length: 30 Minutes
Contents: Film only
Equipment
Required: 16 mm movie projector
Purchase Price: Not available for purchase.

Cost & Terms

of Loan: Available at no cost from the address below. The borrower must return the film via United States Postal Service Express Mail, double wrapped and insured for \$800. The insurance is essential!

Contact: Office of Preservation
Library of Congress
Washington, D. C. 20540
(202) 287-5213

A beautiful Japanese film, in English, on the art of paper making.

The Immigration History Research Center
(Immigration History Research Center, 1981)

Type: Synchronized slide tape
Length: 6½ Minutes
Contents: Slides and audiocassette only
Equipment
Required: Synchronized carousel slide projector and cassette tape player.

Purchase Price: Not available for purchase.

Cost & Terms

of Loan: Contact address below.

Contact: Immigration History Research Center
University of Minnesota
826 Berry Street
St. Paul, Minnesota 55114
(612) 373-5581

This is a straightforward institutional profile that details collection policies, particular outreach projects, and traces what happens to donated materials.

Inside the National Archives
(National Archives, 1977)

Type: Audible pulse slide tape
Length: 9 Minutes 45 Seconds
Contents: Slides only
Equipment
Required: Carousel slide projector, cassette tape player.

Purchase Price: \$36

Cost & Terms

of Loan: Not available for loan.

Contact: National Audiovisual Center
National Archives and Records Service
General Services Administration
Order Section/RO
Washington, D. C. 20409
(301) 763-1896

This is a very good presentation, designed to generate interest in the National Archives. It emphasizes some of the archives' most interesting collections and explains how these tell the story of America. The presentation has good visual imagery, and gives an excellent sense of the range of government activities that have influenced American life. It would be a good investment for someone who could use it more than once.

The Iron Range Research Center
(Iron Range Research Center, 1982)

Type: Dual synchronized slide tape
Length: 10 Minutes
Contents: Two carousels with slides, audio-cassette.

Equipment
Required: Two carousel slide projectors synchronized with a cassette tape player, dissolve control.

Purchase Price: Not available for purchase.

Cost & Terms

of Loan: Contact the address given below
Contact: Iron Range Research Center
Box 392
Chisholm, Minnesota 55719
(218) 254-5733

This is another very well produced presentation with excellent photographic images and a crisp narrative. The program stresses the importance of preserving local heritage and illustrates the Iron Range Research Center's role in this work. The Center's holdings and the process of preserving archival materials are also described. The dual slide format adds a nice dimension, and the program is worth viewing if only to see a very well planned and equipped archival operation in northern Minnesota. At this time there is only one copy of the presentation, and the Center is not anxious to loan it. It would be more possible to use it at a regional meeting or workshop than on an individual basis. Contact the IRRC for specific details.

It's Your Heritage: The Archives of Texas
(Archives Division, Texas State Library)

Type: Synchronized slide tape
Length: 16 Minutes (140 slides)
Contents: Slides with carousel, audiocassette and script for manual operation.
Equipment
Required: Carousel slide projector with synchronized cassette tape player.
Purchase Price: Contact Texas State Archivist at the address below.
Cost & Terms of Loan: Available at no charge for one week loan. Must be insured for \$100 upon return.
Contact: Slide Presentation
Archives Division
Texas State Library
P. O. Box 12927, Capitol Station
Austin, Texas 78711
(512) 475-2445

This presentation is designed to acquaint the general public about the activities of the Texas State Archives. The program is very well done; it emphasizes the development of the State Archives, users, and the process by which records come to the State Archives. It deals with the issue of security.

Keeping Harvard's Books
(Harvard University, n. d.)

Type: Synchronized slide tape
Length:
Contents: Two carousels with slides, audio-cassette and instructions.
Equipment
Required: Synchronized carousel projector and cassette tape player.
Purchase Price: \$125
Cost & Terms of Loan: Available for two week loan with \$40 rental fee.
Contact: Book Conservator
Harvard University Library
Andover-Harvard Theological Library
45 Francis Avenue
Cambridge, Massachusetts 12138
(617) 495-5770

This presentation is aimed at library workers who handle "large numbers" of books. Emphasis is placed upon shelving, proper handling techniques and basic care.

Librarians Communicate
(National Archives, 1977)

Type: 3/4 inch videocassette
Length: 51 Minutes
Contents: Videocassette only.
Equipment
Required: 3/4 inch videocassette player.
Purchase Price: \$150
Cost & Terms of Loan: Not available for loan.
Contact: National Audiovisual Center
National Archives and Records Service
General Services Administration
Order Section/RO
Washington, D. C. 20409
(301) 763-1896

Do not be deceived by the seemingly bland title — it is meant to be spoken as a command (Librarians Communicate!). This is a very interesting presentation, intended to be a three-part workshop. The three portions are: verbal communication, non-verbal communication and the reference interview. It could be used either in one, two or three parts. The narrative deals with a reference librarian's attempts (some successful, some not) to communicate with patrons. Most of the situations could deal as easily with a reference archivist. This program would be quite good for a basic workshop or as a staff training aid since its format is intended to stimulate discussion.

The Making of a Manuscript
(University of Toronto, n. d.)

Type: 3/4 inch videocassette
Length: 23 Minutes
Contents: Videocassette only
Equipment
Required: 3/4 inch videocassette player.
Purchase Price: \$120
Cost & Terms of Loan: \$40 rental fee for loan. This may be applied to the purchase price if order is placed within four months of rental.
Contact: University of Toronto Press
63A St. George Street
Toronto, Canada M5S 1A6
(416) 978-2232

This production traces the history of a medieval manuscript book. It deals with the materials from which the volume was made, the process by which it was put together, its use by librarians and researchers over the years and damage that has taken place since it was created.

The New Professionals
(Georgia Department of Archives & History, n. d.)

Type: 16 mm movie
Length: 15 Minutes
Contents: Movie only.
Equipment
Required: 16 mm movie projector.
Purchase Price: May be purchased at cost (approximately \$150). Contact address listed below for details.
Cost & Terms of Loan: \$15 fee for rental.
Contact: FILMS
Georgia Department of Archives & History
330 Capitol Avenue, S.E.
Atlanta, Georgia 30334
(404) 656-4221

Often done with a light, humorous touch, this film illustrates the records management and preservation activities of the Georgia Department of Archives and History. The presentation stresses the need for records management, and shows how incoming records are processed and made available to researchers.

Newsletter Techniques
(American Association for State & Local History, n. d.)

Type: Slide tape, audible tone, not synchronized
Length: 20 Minutes
Contents: Slide & carousel, cassette tape, supplementary AASLH publications, script and instructions.
Equipment
Required: Carousel slide projector, cassette tape player.
Purchase Price: \$60
Cost & Terms of Loan: \$7.50 rental for one week loan.
Contact: Educational Division
American Association for State & Local History
708 Berry Road
Nashville, Tennessee 37204
(615) 383-5991

This is an elementary production dealing with printing a newsletter. It is somewhat dated technologically (there is no mention of xerographic printing methods), but it still would be useful for someone who has had little experience producing a newsletter. See also: *Basic Design of Publications*.

Oral History
(National Archives, 1976)

Type: 3/4 inch U-matic color videocassette
Length: 20 Minutes
Contents: Videocassette only.
Equipment
Required: 3/4 inch videocassette player.
Purchase Price: \$85
Cost & Terms of Loan: Not available for loan.
Contact: National Audiovisual Center
National Archives and Records Service
General Services Administration
Order Section/RO
Washington, D. C. 20409
(301) 763-1896

This program is meant to be an introduction to oral history for community librarians. It deals with how to start a project, how to ask questions, how to choose interviewees and how to catalog and make available finished interviews. The presentation is fast paced. There are those who would quibble with some of the recommendations made during the course of the program. It probably would provoke a lively discussion at a workshop dealing with oral history.

Paper: Matting and Framing
(American Association for State & Local History, n. d.)

Type: Slide tape, audible tone, not synchronized
Length: 20 Minutes
Contents: Slides & carousel, cassette tape, supplementary AASLH publications, script and instructions.
Equipment
Required: Carousel slide projector, cassette tape player.

Purchase Price: \$60
 Cost & Terms
 of Loan: \$7.50 rental for one week loan.
 Contact: Educational Division
 American Association for State
 & Local History
 708 Berry Road
 Nashville, Tennessee 37204
 (615) 383-5991

This is a good introduction to the care of framed documents. It deals with some of the basic problems with paper conservation and suggests methods for removing documents or prints from old frames. It also shows how to re-frame materials, and includes the use of Japanese paper, wheat paste and mylar.

Preservation of Library Materials
 (University of Wisconsin-Madison, 1981)

Type: Synchronized slide tape
 Length: 24 Minutes
 Contents: Slides with carousel, audiocassette, script, bibliography, "Statement on the Conservation of Library Materials".

Equipment
 Required: Synchronized carousel slide projector and cassette tape player.

Purchase Price: Not available for purchase.
 Cost & Terms

of Loan: Available at no cost through interlibrary loan.

Contact: Interlibrary Loan Librarian
 Memorial Library
 University of Wisconsin
 728 State Street
 Madison, Wisconsin 53706
 (608) 263-5480

This presentation is given from the perspective of a librarian; therefore, there is not the archivist's concern for the unique. The program is divided into four major sections: books, non-book materials (microfilm, slides, photographs, etc.), processing and environment. There is one other short section showing four selected references relating to the subject of preservation of library materials. This program might be of interest to archivists who work in libraries or who deal with community libraries. The illustrations are good, and the presentation comes from an interesting perspective.

Preserving Memories: U. W. Stout Archives
 (University of Wisconsin-Stout, 1980)

Type: Synchronized slide tape
 Length: 14 Minutes
 Contents: Slides with carousel, audiocassette.

Equipment
 Required: Synchronized carousel slide projector and cassette tape player.

Purchase Price: Not available for purchase.
 Cost & Terms

of Loan: Contact address below for details
 Contact: Area Research Center
 Robert L. Pierce Library
 University of Wisconsin-Stout
 Menomonie, Wisconsin 54751
 (715) 232-2300

This is an exceptionally polished presentation. The emphasis is upon the U. W. Stout holdings, although the program also is good for information concerning Wisconsin's Area Research Center network. The program has excellent visual images and a first rate narrative designed for the general public. Archivists interested in doing their own slide tape show will be interested in this program.

Preserving the Past; Winthrop College Archives
 (Winthrop College, Rock Hill, South Carolina, 1980)

Type: Double carousel synchronized slide-tape
 Length: 11 Minutes
 Contents: Two carousels with slides, silent pulse cassette tape.

Equipment
 Required: Synchronized cassette tape players, dissolve control and two carousel slide projectors.

Purchase Price: Not available for purchase.
 Cost & Terms

of Loan: Will loan to SAA members at no charge.

Contact: Winthrop Archives
 Dacus Library
 Winthrop College
 Rock Hill, South Carolina 29733
 (803) 323-2131

This is an introduction to the importance of preserving historical records, with an emphasis on the role of the Winthrop College Archives. It is designed to be viewed by the general public. The narrative is very well written and the production features good use of music and excerpts from oral history interviews.

Recording a Restoration
 (American Association for State & Local History, 1978)

Type: Slide tape, audible tone, not synchronized
 Length: 16½ Minutes
 Contents: Slides & cassette, cassette tape, supplementary AASLH publications, script and instructions.

Equipment
 Required: Carousel slide projector, cassette tape player.

Purchase Price: \$24

Cost & Terms

of Loan: \$10 rental for one week loan.
 Contact: Educational Division
 American Association for State & Local History
 708 Berry Road
 Nashville, Tennessee 37204
 (615) 383-5991

This production would be interesting for archivists, such as those in regional centers, who deal with a wide variety of patrons. It shows the types of records that a historical preservationist might need in his or her work. It also is a good introduction to the complexity of historical preservation.

The Removal of Pressure-Sensitive Tape from Flat Paper

(Smithsonian Institution, ca. 1977)

Type: Black and white videocassette
 (3/4 inch U-matic, 1/2 inch Beta or 1/2 inch VHS).

Length: 20 Minutes

Contents: Videotape, booklet containing script, bibliography, sources of supply, paste recipe, condition report and instructions for water-cutting paper.

Equipment

Required: Videocassette player with television monitor.

Purchase Price: \$55

Cost & Terms

of Loan: Available on one week loan for \$20 rental (\$28 Canada).

Contact: Audiovisual Loan Program
 Office of Museum Programs
 Smithsonian Institution
 2235 Arts & Industries Building
 Washington, D. C. 20560
 (202) 357-3101

This presentation demonstrates both mechanical and solvent methods of removing pressure sensitive tape from flat paper documents. It also shows how to make simple repairs and how to help remove stains resulting from tape adhesive. The printed materials may be kept by the borrower, and additional copies of the booklet are available for \$1.00 apiece. This would be a good addition to a basic conservation workshop.

The Restoration of Books: Florence 1968
 (Library of Congress, 1968)

Type: 16 mm movie

Length: 45 Minutes

Contents: Film only

Equipment

Required: 16 mm movie projector.

Purchase Price: Not available for purchase.

Cost & Terms

of Loan: The film is available free from the Library of Congress. The borrower must return the movie via United States Postal Service Express Mail. The package must be double wrapped before it is mailed, and it must be insured for \$800. The insurance is essential!

Contact: Office of Preservation
 Library of Congress
 Washington, D. C. 20540
 (202) 287-5213

This is a general, not detailed, film showing how to deal with water damage, and with medieval records. It also demonstrates rare book binding techniques. The film's color is fading.

The St. Louis Collection: Preserving Our Past
 (Western Historical Manuscript Collection - St. Louis, 1982)

Type: Synchronized slide tape

Length: 10 Minutes

Contents: Slides and script for manual operation.

Equipment

Required: Synchronized cassette tape player and carousel slide projector.

Purchase Price: Not available for purchase.

Cost & Terms

of Loan: Available for one week loan at no charge. Borrower must assume cost of mailing and insure for \$100.

Contact: Anne R. Kenney, Associate Director
Western Historical Manuscript
Collection - St. Louis
Thomas Jefferson Library
University of Missouri - St. Louis
8001 Natural Bridge Road
St. Louis, Missouri 63121
(314) 553-5143

This presentation describes the St. Louis collection, and the archives facility (including the ideally temperature and humidity controlled caves where a substantial portion of the St. Louis Collection is housed.) Also included is information concerning archival processing and conservation of historical resources.

Simple Repairs for Library Materials (Yale University, 1981)

Type: Synchronized slide tape

Length: 17 Minutes

Contents: Slides without carousel, audio-cassette, script and 5 instructional pamphlets dealing with wrap-arounds, tip-ins, and pockets, paper treatment, pamphlet binding and the small bindery.

Equipment

Required: Synchronized carousel slide projector and cassette tape player.

Contact: Conservation Department
Yale University Library
New Haven, Connecticut 06520
(203) 436-4509

This package is designed to provide basic education concerning how to keep an existing library collection in good order. It demonstrates safe repair techniques and emphasizes what can be done with little money and a minimum of formal training. It would be an excellent introduction for archives staff members and useful in regional outreach programs.

Site Security

(American Association for State & Local History, 1973)

Type: Slide tape, audible tone, not synchronized

Length: 20 Minutes

Contents: Slides & carousel, cassette tape, supplementary AASLH publications, script and instructions.

Equipment

Required: Carousel slide projector, cassette tape player.

Purchase Price: \$60

Cost & Terms

of Loan: \$7.50 rental for one week loan.

Contact: Education Division
American Association for State &
Local History
708 Berry Road
Nashville, Tennessee 37204
(615) 383-5991

The focus of this production is upon museum site security; however, archivists will find some of the philosophy, goals and methods applicable to their own situation and concerns.

Storage & Care of Films, Filmstrips, Filmloops, Transparencies and Slides

(State University of New York at Buffalo, 1980)

Type: Synchronized slide tape

Length: 9 Minutes

Contents: 79 slides with audiocassette.

Equipment

Required: Synchronized carousel slide projector, cassette tape player.

Purchase Price: \$33

Cost & Terms

of Loan: There are several institutions that will rent the program for the cost of postage and handling. See listing below.

Contact for

Purchase: National Audiovisual Center
National Archives Trust Fund Board
General Services Administration
Reference Section LS
Washington, D. C. 20409
(301) 763-1896

Contact for

Loan: Krasker Memorial Film Library
Boston University
765 Commonwealth Avenue
Boston, Massachusetts 02215
(617) 353-5272

Regional Film Library
Instructional Support Center
The Florida State University
Tallahassee, Florida 32306
(904) 644-2820

Audio Visual Center
University of Iowa
C-215 East Hall
Iowa City, Iowa 52242
(319) 353-3724

Audio Visual Services
Merrill Library & Learning
Resources Program
Utah State University
Logan, Utah 84322
(801) 752-4100 ext. 7954

Film Library
The General Libraries
University of Texas - Austin
Drawer W, University Station
Austin, Texas 78712
(512) 471-3573

Continuing Library Education
Network & Exchange (CLENEX)
620 Madison Avenue, N.E.
Washington, D. C. 20064
(202) 635-5825

This production is one of a set of six that have been produced by the State University of New York at Buffalo, under the sponsorship of the United States Office of Education. The remaining five titles are: *Storage and Care of Magnetic Tape*, *Storage and Care of Maps*, *Storage and Care of Microforms*, *Storage and Care of Phonorecords* and *Storage and Care of*

Photographs and Negatives. Each of the above are available individually at the price listed, or they can be purchased as a set for \$180. Each of the productions is synchronized, but also has an audible pulse for manual operation.

This production emphasizes temperature and humidity controls, storage procedures and handling techniques. It makes specific recommendations for each. The narration is aimed at a library audience, and the material covered is basic. The program addresses "active collections" rather than long term storage.

It is worth noting that each of these six programs uses virtually the same introduction and approximately fifteen common slides. This fact is distracting when the presentations are used in conjunction with one another.

Storage and Care of Magnetic Tape

(State University of New York at Buffalo, 1980)

Type: Synchronized slide tape

Length: 9 Minutes

Contents: 77 slides with audiocassette.

Equipment

Required: Synchronized carousel slide projector and tape player.

Purchase Price: \$33

Cost & Terms

of Loan: See *Storage and Care of Films, Filmstrips, Filmloops, Transparencies and Slides*.

Contact: See *Storage and Care of Films*...

This presentation has an emphasis similar to that dealing with films and filmstrips. There is an audible pulse for manual operation.

Storage and Care of Maps

(New York State University at Buffalo, 1980)

Type: Synchronized Slide tape

Length: 8 Minutes

Contents: 69 slides with audiocassette.

Equipment

Required: Synchronized carousel projector and tape player.

Purchase Price: \$31

Cost & Terms

of Loan: See *Storage and Care of Films, Filmstrips, Filmloops, Transparencies and Slides*

Contact: See *Storage and Care of Films*...

This presentation follows the format of the others in the series, although for some reason it seems the best of the six. The program contains specific, useful information that would be valuable for an archivist beginning to wrestle with the complexities of map storage. There is an audible pulse for manual operation.

Storage and Care of Microforms

(New York State University at Buffalo, 1980)

Type: Synchronized Slide tape

Length: 7 Minutes

Contents: 66 slides and audiocassette

Equipment

Required: Synchronized carousel slide projector and tape player.

Purchase Price: \$32

Cost & Terms

of Loan: See *Storage and Care of Films, Filmstrips, Filmloops, Transparencies and Slides*.

Contact: See *Storage and Care of Films*...

This presentation has an emphasis similar to that dealing with films and filmstrips. There is an audible pulse for manual operation.

Storage and Care of Phonorecords

(New York State University at Buffalo, 1980)

Type: Synchronized slide tape

Length: 7 Minutes

Contents: 68 slides and audiocassette only

Equipment

Required: Synchronized carousel slide projector and tape player.

Cost & Terms

of Loan: See *Storage and Care of Films, Filmstrips, Filmloops, Transparencies and Slides*.

Contact: See *Storage and Care of Films*...

This is a very good presentation that will tell most people more than they every know about caring for phonorecords. Like the presentation dealing with maps, there is an exceptional amount of useful information, clearly presented. Archivists on college campuses might remember this program the next time they think about making an archives appear relevant to college students. There is an audible pulse for manual operation.

Storage and Care of Photographs and Negatives

(New York State University at Buffalo, 1980)

Type: Synchronized slide tape

Length: 7 Minutes

Contents: 65 slides and audiocassette only.

Equipment

Required: Synchronized carousel slide projector and tape player.

Cost & Terms

of Loan: See *Storage and care of Films, Filmstrips, Filmloops, Transparencies and Slides*.

Contact: See *Storage and Care of Films*...

This production outlines several of the preservation problems associated with photographic collections. The emphasis is upon temperature and humidity controls, storage procedures and handling techniques. There is an audible pulse for manual operation.

The Timekeepers

(Minnesota Historical Society, n.d.)

Type: 16 mm film

Length: 14 Minutes

Contents: Film only

Equipment

Required: 16 mm movie projector.

Purchase Price: \$200

Cost & Terms

of Loan: Contact address below for details

Contact: MHS Education Division
James J. Hill House
240 Summit Avenue
St. Paul, Minnesota 55102
(612) 296-3984

This film deals with all aspects of the Minnesota Historical Society's work, including local history, archives & manuscripts, oral history, architectural history, museums and artifacts. It is very well done, and its perspective showing an archival program within the context of a larger institution is interesting.

Tracing the Snows of Yesteryear

(Illinois Regional Archives Depository System, 1981)

Type: Slide script

Length: 30-45 Minutes

Contents: Slides only.

Equipment

Required: Carousel Projector

Purchase Price: Not available for purchase.

Cost & Terms

of Loan: This presentation requires a narrator from the IRAD system. It would be suitable for viewing at professional archival meetings. Arrangements for this should be made on an individual basis.

Contact: Karl Moore
Illinois State Archives
Office of the Secretary of State
State Archives Building
Springfield, Illinois 62756
(217) 785-1266

This presentation is designed to introduce the general public, especially genealogists, to the research possibilities of several Illinois Regional Archives series. Included are tax records, election records, school records, naturalization papers, Civil War records and miscellaneous registers (e.g. prisoner, professional, almshouse).

A Very Fragile Resource: Our Documentary Heritage

(Society of Georgia Archivists, n. d.)

Type: Synchronized slide tape available either in single or dual projector format.

Length: 18 Minutes

Contents: Single projector show provides 122 slides in one carousel, audiocassette and a script for manual operation. The dual projector version provides slides in two carousels, audiocassette and script.

Equipment

Required: Single show requires a synchronized carousel slide projector and cassette tape player. The dual show requires two synchronized carousel slide projectors, a dissolve control and one cassette tape player.

Purchase Price: \$78 for the single projector program; \$104 for the two projector version.

Cost & Terms

of Loan: Single projector program rents for \$8; dual version rents for \$9.

Contact: Society of Georgia Archivists
P. O. Box 261
Georgia State University
Atlanta, Georgia 30303
(404) 658-2476

This production is designed to acquaint the general public with the activities of archival institutions in Georgia. It emphasizes the importance of historical records and deals with the archivist's role in preserving them. Much of the text encourages historical preservation rather than dealing with the actual work of accessioning and processing.

Where Would You Go? Documenting American Labor

(Southern Labor Archives, n. d.)

Type: Synchronized slide tape

Length: 16 Minutes

Contents: Slides and carousel slide tray, audiocassette.

Equipment

Required: Synchronized carousel slide projector and cassette tape player.

Purchase Price: Not available for purchase.

Cost & Terms

of Loan: Available free of charge.

Contact: Southern Labor Archives
1028 Urban Life Building
Georgia State University
Atlanta, Georgia 30303
(404) 658-2476

This program has been designed primarily for potential donors to the Southern Labor Archives. It stresses the importance of historical records, and details how an archivist helps to preserve and make records available to researchers.

Windows on the Past

(Illinois State Archives, n. d.)

Type: Synchronized Slide tape

Length: 10 Minutes

Contents: Slides, carousel and two cassette tapes (one with silent pulse) for synchronized operation, the second with audible pulse for manual operation).

Equipment

Required: Synchronized cassette tape player and carousel slide projector.

Purchase Price: Not available for purchase.

Cost & Terms

of Loan: Available for short term loan from the Illinois State Archives.

Contact: Information Services
Illinois State Archives
Springfield, Illinois 62756

This is a very good presentation, highlighting not only the range of records available through the IRAD system, but also illustrating how accessions are cleaned, repaired and processed. Archivists who have spent any time in the basements of courthouses will appreciate some of the slides showing the conditions in which records are often kept. Very good visual images, including some excellent courthouse exteriors.

Women's Studies Archives Project

(Bowling Green State University Archives, 1982)

Type: Slide script

Length: approximately 1 hour.

Contents: Includes slides, carousel and two optional cassette tapes that illustrate two past presentations of this program.

Equipment

Required: Carousel slide projector and cassette player if tapes are desired.

Purchase Price: Not available for purchase.

Cost & Terms

of Loan: Contact address below.

Contact: Paul D. Yon, Associate Director
Center for Archival Collections
5th Floor, University Library
Bowling Green, Ohio 43403
(419) 372-2411

This slide presentation has been designed to acquaint people with the Center's Women's Studies Archives Project. It is meant to be presented with a narrator and would be appropriate for a regional meeting. Its thrust is to acquaint the audience with the types of materials sought by the Project, and there is an emphasis upon the changing role of women over the years. The program contains some very interesting slides.

Wright State University Archives: An**Introduction**

(Wright State University, ca. 1979)

Type: Slide script

Length: Approximately 30 minutes

Contents: Descriptive list of slides and outline available upon request.

Equipment

Required: Carousel slide projector.

Purchase Price: Not available for purchase.

Cost & Terms

of Loan: See note below.

Contact: Archives & Special Collections
University Library
Wright State University
Dayton, Ohio 45435
(513) 873-2094

This presentation does not have a recorded narrative, although it might be appropriate for showing with a narrator at a regional meeting. Archivists who have spent much time in basements and attics will enjoy some of the slides showing these scenes in the Dayton, Ohio, region. There also are some good slides of fire and tornado damaged records that the Wright State University Archives assisted in saving.

Wright State University: Book Preservation and Care

(Wright State University, 1981)

Type: Slide script

Length: Approximately 30 minutes

Contents: Descriptive list of slides available upon request.

Equipment

Required: Carousel slide projector.

Purchase Price: Not available for purchase.

Cost & Terms

of Loan: See note below.

Contact: Archives & Special Collections
University Library
Wright State University
Dayton, Ohio 45435
(513) 873-2094

This presentation, like the other Wright State production, has no recorded text and requires a narrator. Its emphasis is upon treating leather bindings, surface cleaning and repairing torn pages with Japanese paper. It might fit well into a basic conservation workshop.

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Draft Recommendations for Reporting on Archives and Manuscript Collections

submitted by the
SAA Task Force on Standard Reporting Practice

The Task Force on Standard Reporting Practice was established in 1980 by SAA President Maynard Brichford with a charge to recommend, and provide units of measure for, the small number of statistical data items that would be most valuable for archives and manuscript repositories to collect. The Task Force has met at the annual meetings of 1980 and 1981 and held a "table topics" open discussion at the Berkeley meeting. There is still very active discussion going on within the Task Force and with other Task Forces and PAGs, and the draft below is not viewed as a final one. But at this point it is appropriate that the SAA membership at large be given the opportunity to comment on the recommendations. That can be done by correspondence with the chair or any member of the Task Force. There will also be a program at the 1982 annual meeting of the Society in Boston, at which the draft will be discussed. The Task Force looks forward to these discussions, and would issue only one admonition: that the goal here is a standard practice, that is, one that can be adopted very widely by repositories of all types so that their holdings and activities can be expressed in mutually compatible terms. The Task Force looks forward to your help in working toward that goal.

Nicholas Burckel; Katherine Emerson, chair; David Klaassen; Sidney McAlpin; Arthur Murdoch; Adele Newberger; Charles Schultz; Carolyn Sung; Richard Szary; JoAnn Williamson; Penelope Krosch, C&U PAG liaison; Sister Felicitas Powers, on leave 1981/82.

Draft Recommendations for Reporting--May, 1982

A. Purpose and Scope

These recommendations have been prepared to assist archivists and manuscript curators in collecting and reporting useful statistical data common to archives and manuscript collections by indicating and defining appropriate measures for obtaining quantifiable information. They are intended to provide a body of comparable and valid data on the status of archives and manuscript repositories. They are not intended to represent the full range of activities of any repository, but to recommend the most valuable measures.

It is recommended that, wherever applicable and feasible, information be recorded and reported separately and identified as: (1) archives of the parent institution or government; (2) manuscripts; and (3) total of archives and manuscripts. Where resources, staff, or activities are shared between archives and manuscripts, or with other types of materials (such as rare books), estimates should be provided (by proration as appropriate) and indicated as such [by listing in brackets].

B. Holdings

1. Basic Report

Every effort should be made to convert all of a repository's holdings to linear or cubic feet or their estimated equivalent. If this is not possible, the report in B.2 should indicate which materials are not included in the Basic Report in B.1.

a. Materials stored on shelving, or in drawers that are suitable for letter-size or legal-

size paper files, should be reported in linear feet of shelving and drawer space occupied.

b. Materials stored in units of other dimensions, such as microform cabinets and map cases, should be reported in cubic feet for the Basic Report.

c. Total feet of holdings. For the Basic Report, cubic feet may be added to linear feet at a 1:1 ratio.

2. Report by Format

In addition, some repositories may find individual counts useful for various types of materials. In such cases the units of measure below should be used. Any such itemization should be understood to represent a subset, or breakdown for special purposes, of the total feet of materials reported in B.1 above. Please indicate any unavoidable exceptions as specified in B.1.

a. Textual materials, typically on letter-size or legal-size paper, that are legible without magnification or machine interpretation: linear feet of shelving and drawer space occupied. A count of items may be added at the option of the repository, in addition to, but not instead of, the report of footage.

b. Microfilm: number of reels. Include all copies, whether for use, security, reproduction, or other purposes.

c. Flat microforms: number of separate pieces of microfiche, ultrafiche, micro-opaque sheets, micro-opaque cards, and aperture cards. Include all copies as for b. If microforms have not been previously counted, the total number of each format can be derived from the average

Reporting, cont.

number of pieces per sample foot of each.

d. Photographs and other graphic materials, except cartographic: (1) ordinarily, by linear or cubic feet occupied, as specified in B.1.a and b; or alternatively, (2) by number of separate pieces, such as number of photographs, prints, architectural plans.

e. Cartographic materials: number of sheets of maps plus items of other formats.

f. Audio materials: number of cartridges, cassettes, discs, reels, etc.

g. Motion pictures: number of cartridges, cassettes, loops, reels, etc.

h. Video materials: number of cartridges, cassettes, discs (non-digital), reels, etc.

i. Machine-readable materials: (1) number of programs, and (2) number of data files.

C. Changes in Holdings

Totals accessioned and removed from holdings during the year.

1. Accessions, including accretions: number of receipt transactions.
2. Physical size of accessions including accretions, in units used to report holdings in B.
3. Physical size of materials removed from holdings, in units used to report holdings in B.

D. Processing; Arrangement and Description

1. Total work accomplished during the year, as in Table 1. It is possible for a collection to be listed as described at one level of detail in one year and listed again if processed in more detail in a later year.

2. Processing status of holdings at end of year, by level of access.

a. Percentage of total footage of holdings covered at end of year by finding aids, or self-indexed, at the series or manuscript-collection level.

b. Percentage of total footage of holdings covered at end of year at series or manuscript-collection level and also by more detailed finding aids, or self-indexed (a subset of D.2.a.).

E. Reference Service

Totals during the year.

1. Daily visits.
2. Requests received by telephone.
3. Requests received by mail.
4. Number of discrete individuals doing research during the year.
5. Materials consulted by or for users, in container units, i.e., number of folders, boxes, reels, discs, or other units separately delivered and/or reshelfed (a workload figure, rather than a collection use figure).

Table 1
Processing: Arrangement and Description

Units	Arranged	Described
1) Number of records series or manuscript collections		
2) Accretions to existing series and collections		
3) Physical size of materials in (1) and (2), in units used in B. for holdings		

Reporting, cont.

6. Number of reproductions supplied to users.
 - a. Reel-to-reel duplication of complete microfilm reels: number of reels.
 - b. Electrostatic, photostatic, and scattered-frame microform reproduction: number of exposures.

F. Staff, in Full-Time Equivalents (Include in 1, 2, and 4 staff paid by grants)

1. Professional
2. Clerical and technical, including paid students.
3. Volunteer, including unpaid students working for credit or experience.
4. Total.

G. Definitions

Most terms used in the "Recommendations" are defined in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," by Frank B. Evans et al, *American Archivist* 37: 415-433 (1974); also available in pamphlet form from the Society of American Archivists, Chicago. Additional terms not adequately defined for this purpose in a standard dictionary are

defined below.

daily visits. The sum of daily counts of users who spend all or part of any day in the repository. A user is counted only once on any day, and is reported again on each subsequent day in the repository.

full-time equivalent (FTE). The number of staff working full-time as defined by the reporting repository, plus the FTE of part-time staff. To calculate the latter, add the total number of hours worked per week by all part-time staff and divide by the number of hours considered by the repository to be a full-time work week.

reference request. A request made by a user for a repository to supply information about or from archives, manuscripts, or records, or for use or copies of them. A request is counted only once, at the time the response is made.

self-indexed. Arranged in such an order, usually alphabetical or numerical, that the materials can be located without a separate finding aid.



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Minnesota Access Legislation Passes

The Minnesota state legislature amended the statutes relating to the state archives function in the Minnesota Historical Society. The amendments were the result of five years of work on the part of the archives staff and the MHS administration to pass an "archives bill." The new law alleviates the serious problems arising for the archives from the Minnesota Government Data Practices Act. Within certain limits, the new legislation allows the state archives to determine access policies to archives holdings without regard for the classification of the data in the records under the MGDPA. That act places government data into one of five access categories: public, private, confidential, nonpublic, and protected nonpublic.

Pennsylvania Archives Security Law

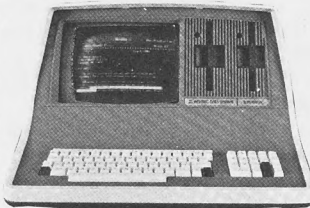
On April 27, Pennsylvania Governor Dick Thornburgh signed into law a bill which amends the criminal code in Pennsylvania by setting new penalties for persons convicted of stealing archival materials or books from public record repositories, historical societies, libraries, and museums. The criminal penalties are very similar to those currently in use for retail theft, and the law exempts employees from civil liability if they detain a suspect when there is reasonable cause to believe a crime is being committed.

Under the legislation, for example, "theft" is made a criminal offense by those who "willfully conceal" archival or library materials "on their person or among their belongings while on the premises" and by those who "willfully remove [them] from the premises without permission, with the intent of keeping the material for their own uses." Convicted offenders face criminal charges ranging from a summary offense to a third-degree felony depending on the value of the stolen material and any previous offenses.

This legislation, which was initiated by the Pennsylvania State Archives in cooperation with the State Library of Pennsylvania, is based on the model library theft law developed by SAA's Archival Security Program. Pennsylvania is the eighth state to enact statutory protection for archives, libraries, and museums.

Attention Business Archivists!

SAA's Business Archives Professional Affinity Group, in conjunction with the Automated Records and Techniques Task Force, has recently issued a survey form pertaining to machine-readable records and computer applications in archives/records management programs. If you have received a survey form, please complete and return it to Richard M. Kesner, F.W. Faxon Co., Inc., 15 Southwest Park, Westwood, MA 02090, as soon as possible. If you have not received a survey form but would like to participate, contact Kesner immediately. The survey is seeking information on future trends as well as current activities.



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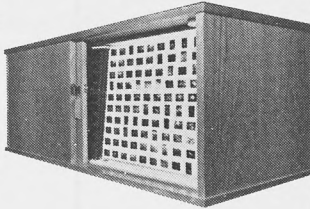
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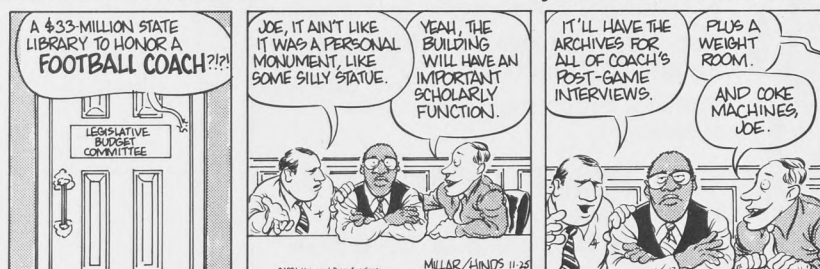
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by Jeff Millar & Bill Hinds



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PEOPLE *and* PAPERS

New York, NY In May, a Manhattan judge ordered that the papers of Igor Stravinsky be sold to the University of California--Los Angeles despite a purchase offer from the Humanities Research Center, University of Texas, which was 25% higher than the sum offered by UCLA. In what appears to be an unprecedented decision, and one that left the composer's children bitter, New York County Surrogate Millard L. Midonick held that, in this instance, scholarship and art--and the preservation thereof--had higher standing in court than financial matters. A careful reading of the decision, however, indicates that the judge was acting more in his capacity as a referee between heirs than passing judgment on the relative merits of the institutions involved. Vera Stravinsky, the composer's widow, said through her attorney that she was "overjoyed" about the UCLA decision. By many accounts the collection is now deteriorating in her Fifth Avenue apartment.

Reacting to the court's decision, the Library of Congress issued a statement pointing to Stravinsky's long association with LC. He had given some of his manuscripts to the Library when such donations qualified for tax deductions prior to mid-1969. "Without the operation of the 1969 act, the papers would surely be at the Library of Congress," the statement charged.

The sale to UCLA is not concluded and a spokesman had noted prior to the court's decision that his institution would not be interested in accepting the documents "if all of the family and heirs are not in agreement." In the meantime, the Humanities Research Center has made an offer to take temporary custody of the documents and immediately institute preservation procedures, with the assurance that whatever institution finally purchases them would receive the collection without being charged for the work done in Austin.

Portsmouth, NH Two historically significant George Washington documents, discovered incidentally during a building remodeling of the Indian Head Bank and Trust Company, were given by the Bank to the Portsmouth Athenaeum. The papers include the text of remarks delivered by Washington in 1789, during his first visit to Portsmouth as president, and the original appointment by Washington in 1795 of John Pickering, a prominent New Hampshire jurist, as a federal judge.

Leavenworth, KS This eastern Kansas town has joined the growing list of municipalities bidding to be the site for the Richard M. Nixon Presidential Library. Durham, North Carolina, and Independence, Missouri, have already expressed interest. Clyde Graeber, one of the city's commissioners, thought up the idea as a way to draw law-abiding visitors to Leavenworth, home to a maximum-security federal penitentiary and three other prisons. The former president has not commented on the offer, but the Chicago

Sun Times editorialized: "You know, we had a feeling he'd make it there some day."

Rotterdam, NY: IBM is currently storing billions of documents in 1,254,924 storage boxes in Rotterdam and another 700,000 boxes overseas. This mountain of paper is the legacy of the Justice Department's antitrust suit against the company, a suit that was dropped last January. In 1972, federal Judge David Edelstein ordered IBM and the government to preserve everything that related to "electronic data processing" or to any "electronic data processing product or service." Both have been doing so ever since. A request to the judge for permission to discontinue the storage activity was denied.

The government says it has stored so many records that it is too expensive to even tally what it has. At least 160 government agencies have filled warehouses with records while complying with the judge's order.

IBM recently moved in court to go over Judge Edelstein's head. The company asked a federal court of appeals to issue a writ of mandamus which, among other things, would nullify the judge's decade-old directive to hoard the documents.

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Grants Awarded for Archival Projects

The National Endowment for the Humanities recently awarded the following grants for archives-related projects:

University of California--Los Angeles: \$45,541 for indexing of taped interviews collected by the Asian American Studies Center.

Corcoran Gallery of Art: \$41,000 to complete the organization of the archives.

Cornell University: \$52,767 for a descriptive guide to labor-history materials.

Dropsie University: up to \$24,663 for organization and preservation of fragments on vellum, parchment, and paper from the Cairo synagogue, 11th to 15th centuries.

Harvard University: up to \$32,565 for translation and commentary on Byzantine monastic documents.

University of Illinois--Urbana-Champaign: up to \$150,000 for a descriptive catalogue of manuscript sources of Renaissance polyphonic music.

University of Kansas: up to \$160,882 for organization of a collection of manuscripts of the 16th through 19th centuries and for a subject catalogue of the university's collection of books on the history of economics.

University of Massachusetts--Amherst: up to \$26,500 for duplication of a microfilm collection of Renaissance diplomatic documents.

University of Michigan: up to \$27,400 for microfilming the *Detroitter Abend Post*.

University of Minnesota: up to \$20,044 for organization of the papers of a Minneapolis architectural firm.

New York University: up to \$65,431 for an oral history project on American radicalism.

University of North Carolina--Chapel Hill: \$19,965 for cataloguing and rehousing a collection of 20,000 photographs in the Southern Historical Collection.

Princeton University: up to \$172,104 for arrangement and description of unprocessed manuscripts in the Firestone Library.

Seton Hall University: up to \$63,385 for a survey of Roman Catholic parish and institutional records in New Jersey's seven northern counties.

Syracuse University: \$26,614 for indexing microfilms of Kenyan government records.

University of Texas--Arlington: \$47,869 to

microfilm, catalogue, and prepare a guide to government archives in Honduras.

University of Texas--Austin: up to \$35,000 for microfilming a collection of Cuban-American materials.

Vanderbilt University: up to \$109,169 for processing a collection of materials by and about Baudelaire.

Between December, 1981, and April, 1982, the National Historical Publications and Records Commission awarded the following grants for archival projects:

Minnesota Historical Society: \$32,526 to establish a university archives/records management program for the seven Minnesota state universities in conjunction with MHS and regional research centers.

Birmingham (Ala.) Public Library: \$20,154 to arrange, describe, and make available the records of the Birmingham Water Works Co., 1880-1955.

University of Kansas: \$20,988 to arrange, describe, and microfilm portions of the J.B. Watkins Papers, relating to land mortgages, banking, railroads, sugar refineries, and newspapers in the midwest.

Northeast Document Conservation Center: \$12,945 to provide practical training in conservation planning for records custodians in the northeastern United States.

Northeast Document Conservation Center: \$5,000 for consultation and meetings to plan a national study and develop guidelines on methods of duplicating historical photo negatives.

Archdiocese of Hartford (Conn.): \$2,500 to employ an archival consultant to assist in the planning and development of an archival program for the Archdiocese.

University of Oklahoma: \$27,097 to arrange, describe, and preserve on microfiche Cherokee Nation Records, 1816-1908; to prepare a guide to the collection; and to prepare a procedural manual describing steps involved in processing the collection for filming.

Brooklyn Public Library: \$15,500 to make prints of glass plate negatives from the Library's photo collections. The photos document the social history of Brooklyn, Long Island, and environs, 1870-1930.

American Association for the Advancement of Science: \$3,632 for an archival consultant to recommend a course of action in regard to the Association's records.

Grants, cont.

City of San German, Puerto Rico: a supplemental grant of \$4,350 to continue its municipal archives project.

National Conservation Advisory Council: \$7,750 to draft a formal standard for protective environmental conditions for storage of paper-based library and archival holdings.

University of Wisconsin--Stevens Point: \$20,419 for its pilot project to train Native American archivists.

City of Hattiesburg, Mississippi: \$7,452 to preserve, arrange, describe, and make available the city's non-current records.

Academy of Natural Sciences of Philadelphia: \$4,650 for consultation services on the establishment of an institutional archives/records management program.

At its April 30, 1982, meeting, NHPRC awarded the following grant for archival projects:

Grand Rapids (Mich.) Public Library: \$20,000 to continue its project to survey and appraise the public records of the city.

Cornell University: \$50,000 to continue its comprehensive survey of archives and manuscript repositories in the state of New York.

The Swenson Swedish Immigration Research Center at Augustana College, Rock Island, Illinois, has received a grant of \$10,000 from Lutheran Brotherhood in Minneapolis. The grant is in support of a project to microfilm archival materials related to Swedish immigration to America.

Funds Available for Congressional Archives

The Everett McKinley Dirksen Congressional Leadership Research Center is sponsoring the Congressional Documentary Heritage Program to preserve archival materials pertaining to Congress. The Center will provide matching funds to selected institutions for activities connected with the acquisition, conservation, arrangement, description, and use of congressional archives. The Center will develop funding priorities based upon applications for support. Interested institutions will be invited to submit requests to the Center. Proposals will be assessed by volunteer reviewers with appropriate expertise. The Center will consider these peer evaluations in making decisions about which projects to fund. The address for the Center is Broadway and Fourth Streets, Pekin, IL 61554. The phone number is (309) 347-7113.

Annual Meeting Programs for Women

SAA's Standing Committee on the Status of Women in the Archival Profession will sponsor an informal roundtable discussion, "Women Archivists in Management," on October 19, during the annual meeting in Boston. The four panelists, all experienced administrators, will be Ann Morgan Campbell, executive director of SAA; Andrea Hinding, director of the Walter Library, University of Minnesota; Eleanor McKay, head of the Mississippi Valley Collection, Memphis State University; and Eva S. Moseley, curator of manuscripts, Schlesinger Library, Radcliffe College. Leading the questioning will be Marjorie J. Myers of the Ohio Historical Society. Some of the issues which may be discussed include breaking into top management, mutual support networks, and balancing personal and professional roles and commitments. The location of the meeting will be listed in the pocket program. All meeting participants are invited to attend.

The Status of Women Committee will also sponsor two limited enrollment workshops at the annual meeting. The workshops, on public speaking and publication, are designed to encourage more women members of SAA to participate in the basic professional activities of publishing in archival journals and speaking at meetings. The Public Speaking Workshop, scheduled for Monday, October 18, from 9:00 a.m.-10:00 a.m., will be led by Anne R. Kenney. Persons interested in participating should contact Kenney at the University of Missouri-St. Louis, Western Historical Manuscript Collection, 8001 Natural Bridge Rd., St. Louis, MO 63121. The Publication Workshop, scheduled from 10:00 a.m. to 11:00 a.m. on Monday, October 18, will be led by Nancy Sahli. Those interested in attending this workshop should contact Sahli at 9 Indian Spring Dr., Silver Spring, MD 20901. Since participants will be required to do some advance preparation, preregistration with the workshop leaders is mandatory. Enrollment will be on a first-come, first-served basis.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. It is mailed to individual and institutional members of SAA in January, March, May, July, September, and November. The *Newsletter* staff encourages the membership to submit items for possible inclusion in the *Newsletter*. The copy deadline for the September issue is August 15.

Transitions...

SAA Fellow AGNES C. CONRAD is retiring from her position as State Archivist of Hawaii. . . SUSAN E. DAVIS has been named curator of manuscripts at The New York Public Library. Also at NYPL, FRANCIS O. MATTSON has been appointed curator of rare books and BERNARD McTIGUE has been named curator of the Arents Collections. . . SAA Fellow A. CARROLL HART has retired as director of the Georgia Department of Archives and History. . . Several changes were announced recently at the National Archives and Records Service. CHARLES DOLLAR, an SAA Fellow, is now director of the Special Archives Division. Another SAA Fellow, TRUDY PETERSON, has been named chief of the Machine-Readable Archives Branch. BEN DEWHITT is now supervisory archivist in the Cartographic and Architectural Records Branch. GERALDINE PHILIPS is chief of the Military Service Branch. And TIMOTHY J. VITALE has been named chief of the Documentary Conservation Branch. . . ELLEN GARRISON has been appointed director of the Archives of Appalachia, East Tennessee State University. . . ROBERT D. BUSH has been hired as director of the Wyoming State Archives, Museums and Historical Department. He previously served as assistant director of the Historic New Orleans Collection. . . SISTER FELICITAS POWERS has been named archivist for the Archdiocese of Baltimore. . . MARILYN VON KOHL has been appointed head of the Regional Historical Resources Depositories and Local Records Division, Texas State Library. . . DAVID L. PETREE has been named director of the National Personnel Records Center in St. Louis. . . EDWIN C. BRIDGES, formerly with

the Georgia Department of Archives and History, has been appointed director of the Alabama Department of Archives and History. . . GREGOR TRINKAUS-RANDALL has accepted a position as archivist at the Digital Computer Museum in Marlborough, Massachusetts. . . LESLIE HANSEN KOPP has been appointed archivist of the Dance Notation Bureau. . . RONALD J. GRELE has been named to head Columbia University's Oral History Research Office.

Archivists' Calendar

A symposium sponsored by the Society of Photographic Scientists and Engineers and entitled "The Stability and Preservation of Photographic Images," will be held August 29-September 1 at the Public Archives of Canada in Ottawa. For further information, contact SPSE, 7003 Kilworth Lane, Springfield, VA 22151, (703) 642-9090.

The fall meeting of the Society of Ohio Archivists will be held September 30-October 1 at the Deer Creek State Park Lodge. The conference will focus on disaster preparedness and conservation. For further information, contact Robert Smith, Archives and Special Collections, Wright State University, Dayton, OH 45435, (513) 873-2011.

The Classifieds

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 telephone numbers, 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.

The copy deadline for ads appearing in the September 1982 SAA Newsletter is August 15. Ad copy and payment should be sent to Deborah Risteen, 330 S. Wells, Suite 810, Chicago, IL 60606.

Training

A basic religious archives workshop will be offered in St. Louis, July 21-25. For information, brochure: Marianist Training Network, Rev. Norbert Brockman, 655 Spadina Ave., Toronto, Ontario M5S 2H9 (416) 593-1710.

For Sale

New and slightly used Hollinger document cases:

- #15510 legal size (15½"x10¼"x5")
- #12510 letter size (12½"x10¼"x5")

Please contact Sue Shoemaker, (312) 751-8000 for information on price and quantity available.

Professional Opportunities

Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA individual members only at a cost of \$10 per year. Members interested in receiving the "Employment Bulletin" may subscribe at the time of their annual dues renewal. There is no charge to employers listing positions in either the Newsletter or the "Employment Bulletin." SAA members wishing to register with the placement service must fill out a "Qualification Summary Sheet" and return it with 15 copies of their resume to SAA headquarters. To receive a Qualification Summary Sheet or for further information about the placement service, please contact Linda Ziemer at SAA headquarters.

CURATOR OF PHOTOGRAPHS, Archives and Special Collections on Women in Medicine, Medical College of Pennsylvania. Permanent part-time position involves working with and advising donors and potential donors; processing non-print items and providing reference service from

the collection; writing articles and copy for--and working with printers on--publications produced by the archives (newsletter, brochures, and guides); and preparing exhibits as well as advising outside persons and organizations regarding exhibit productions. Qualifications: demonstrated speaking and writing ability; familiarity with archival procedures; familiarity with the history of the women's movement (19th and 20th centuries) and the history of medicine; exhibit and publication experience; and a familiarity with cataloging, indexing, and microfilming of non-print materials. Curator will supervise and work on a grant-funded project to catalog, preserve, and make available 6,000 photographs which are part of the American Women's Hospitals Service Collection. Curator will also be involved in a major re-cataloging of all archives materials (including 4000+ photographs) which is scheduled to begin this summer. Salary: \$7,147/year (for 20 hours/week). Send resume and letter which addresses the above skill requirements to: Director, Archives and Special Collections, The Medical College of Pennsylvania, 3300 Henry Avenue, Philadelphia, PA 19129. No closing date provided.

ASSISTANT DIRECTOR FOR SPECIAL COLLECTIONS, University of Utah. Responsible to the Director for administering, directing, budgeting, and coordinating four divisions: Archives and Records Management, Manuscripts, Western Americana and Rare Books, and the Middle East Library. As Archivist, recommends policy and directs its implementation for all operations within the University Archives. Has primary responsibility for the acquisition of manuscripts and rare books through contacts with groups, organizations, and individuals. Qualifications required: In-depth knowledge of Mormon and Utah history. Ph.D. in history with an emphasis in history of the West and/or M.L.S. from an ALA-accredited school and a second master's in history, western emphasis. At least five years' progressively responsible administrative experience; must have demonstrated management ability and strong leadership qualities. Experience in publishing. Archival training and experience. Salary commensurate with qualifications, minimum \$27,000. Send resume and a cover letter to: Winnifred Margetts, Personnel Officer, Marriott Library, University of Utah, Salt Lake City, UT 84112. Application deadline: September 15, 1982.

Professional Opportunities

CURATOR, Archives Department, Louisiana State University. Responsible for development, administration, and curatorial duties associated with a large political archives collection. Qualifications: ALA-accredited M.L.S. and/or graduate degree in recent U.S. history and/or related field required. Four years' working experience in an archives with two years' experience processing archival collections highly desirable. Evidence of having processed at least one large 20th century collection necessary. Salary dependent upon rank and qualifications (Assistant Librarian, \$15,400 minimum; Associate Librarian, \$19,000 minimum). This is a new, tenure-track position. Apply to: George J. Guidry, Jr., Director of Library, Louisiana State University, Baton Rouge, LA 70803. Application deadline: September 1, 1982.

UNIVERSITY ARCHIVIST, Kansas State University. Responsibilities: Establish an archival program for the university; plan, supervise, and participate in processing the general archival collection; establish procedures and priorities, review and evaluate materials, develop and maintain a processing manual; provide assistance in reference service. Qualifications: ALA-accredited degree in library science, and training and/or experience in archival management and techniques. Skills in interpersonal relations and ability to work with academic community are essential. An advanced degree in history or literature preferred. Salary: \$14,040-\$18,600. 12-month tenure track appointment. Salary and rank dependent upon qualifications and experience. Applications, together with resume, transcripts, and placement file (if placement file is not current, submit three letters of reference) should be submitted to: Meredith Litchfield, Assistant Director, Kansas State University Library, Manhattan, KS 66506. Application deadline: August 5, 1982.

ARCHIVIST, South Carolina Department of Archives and History. Responsibilities include: working on the document level database and the SPINDEX software system; edit computer printouts; prepare input sheets, edit the database; research and write reports on selected series; arrange, file, and label archival documents; and maintain the location thesaurus. Qualifications: B.A. in history or related field with one year archival or manuscript repository experience. Formal courses in archival theory preferred. Courses in computer technology and South Carolina history helpful. Salary range: \$13,293-\$18,842. Apply to: Harold W. Perry, Assistant Director for Administration, South Carolina Department of Archives and History, P.O. Box 11,669, Columbia, SC 29211. Application deadline: July 30, 1982

ASSOCIATE ARCHIVIST (2 positions), Department of Records and Information Services, City of New York. Records Analyst Supervisors experienced in the management of public records and in information systems surveys are needed. Good grounding in records inventorying and scheduling, supplemented by knowledge of paperwork simplification, forms control and forms flow, micrographics, file systems evaluation, and automated systems literacy preferred. Will supervise a staff of five+. Qualifications: Graduate degree in archival management or library science, American history, political science, public administration, management or records management; two years' full-time paid experience in a governmental archives or records center, preferably at a supervisory or administrative level or bachelor's degree in one of the concentrations mentioned above and two years' full-time experience as described above. Salary range: \$18,473-\$25,973. Send resumes to: Devra L. Zetlan, Executive Assistant to Commissioner, Department of Records and Information Services, 31 Chambers St., New York, NY 10007. Application deadline: July 20, 1982.

DIRECTOR, Oral History Program, University of Southern Mississippi. Ph.D in history with a specialty in new South and modern Mississippi history. Experience in oral history programs. Must be able to meet and gain the confidence of people from a wide range of social, political, and economic backgrounds. Send resume to: Claude E. Fike, University Archivist, University of Southern Mississippi, Southern Station, Box 5148, Hattiesburg, MS 39406. No closing date provided.

CURATOR OF ARCHIVES/SPECIAL COLLECTIONS, University of Southwestern Louisiana. Responsible for the development, processing, and administration of a large archival collection, an historical photograph collection, a rapidly developing folklore/oral history archive, and reference services for all collections of the Louisiana Room. Qualifications: ALA-accredited M.L.S. plus completion of an archives training or internship program and a minimum two years' experience in archives processing/patron services. Some supervisory experience is essential. An additional graduate degree in an appropriate academic discipline, a sound working knowledge of French and Spanish, and a demonstrated knowledge of the history and cultural development of South Louisiana are strongly preferred. Position is a 12-month appointment with faculty rank. Minimum starting salary \$18,000, negotiable, depending upon qualifications. Send letter of application, resume, and names of three references to: D.L. Saporito, Director of Libraries, University Libraries, University of Southwestern Louisiana, 302 E. St. Mary Blvd., Lafayette, LA 70504. Application deadline: July 30, 1982.

ARCHIVIST, State of Connecticut. Directly responsible for all activities relating to the acquisition and organization of and accessibility to archival and manuscript materials of the State Archives of Connecticut. Major accountabilities include: Surveying, appraising, and accessioning records and other material of archival value from Connecticut state agencies; consulting with the State Library administration in matters concerning the scheduling, preserving, and disposing of government records; providing advice and assistance on archival and historical records matters to private individuals, public libraries, and non-government organizations; supervising a small staff; participating in selection of published materials relating to the State Archives plus related duties. Qualifications: A graduate degree in American history, archives administration, government, library science or a related field and two years' employment, one of which must have been in a supervisory capacity, in professional archival work or professional library work including work with archival materials and including experience in historical research. Starting annual salary: \$22,281. Submit resume to David Peck, Personnel Officer, 231 Capitol Ave., Hartford, CT 06115. Application deadline: August 15, 1982.

ARCHIVIST/CURATOR, Special Collections Division, University of Arkansas. Responsibilities: Management of regional history repository with holdings of library materials as well as historical manuscript collections and archives; supervision of full-time staff including a professional librarian; collections development. Accountable to Director of Libraries for divisions policies, procedures, and operations, including acquisitions, purchase and use of supplies and equipment, security procedures, and reference service to over 3,000 researchers per year. Qualifications: M.A. in history, or ALA-accredited M.L.S., with archival specialization, including minimum of six hours' graduate coursework in archival administration combined with minimum of six months' supervised training internship or practicum; or M.A. in history, archival institute certificate, and minimum of twelve months' supervised archival training internship or apprenticeship; or M.A. in history and minimum of seven years' full-time experience in archival administration. Salary: \$20,000 minimum depending upon qualifications and experience. Tenure-track, faculty position, 12-month annual contract. Submit letter of application, with resume and letters of recommendation from recognized professional archivists, to: Royal V. Pope, Director of Libraries, University of Arkansas, Fayetteville, AR 72701. No closing date provided.

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

Newsletter

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

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To order contact the Society of American Archivists, 330 S. Wells St., Suite 810, Chicago, IL 60606. Ask to receive a complete list of the over 45 titles published or distributed by SAA.