

The Society of American Archivists

SAA Newsletter

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Fellows and Award Winners Recognized

The winners of SAA awards and two new Fellows of the Society were honored at the SAA awards banquet in Boston on October 21.

The Society's new Fellows, selected by the Professional Standards Committee chaired by Ruth Helmuth, are Lynn A. Bonfield and John Fleckner. Bonfield, Bonfield Archival Consultants, was cited for her archival work at such institutions as Harvard, the Schlesinger Library, and the California Historical Society, her activities as a member of SAA's Council, her involvement with ACT and women's history groups, and her role as a founder of the Society of California Archivists.

Fleckner, State Historical Society of Wisconsin, was honored for a wide-range of activities within the archival profession. He is the author of the SAA basic manual on surveys, one of the five original volumes in the Basic Manual Series. He was the first archivist to serve as a program officer with the Research Resources Program at the National Endowment for the Humanities and is currently participating as an instructor for a series of Tribal Archives Conferences sponsored by the Native American Archives Project.

The Illinois State Archives received the 1982 Distinguished Service Award, presented to an archival institution or organization which has given outstanding service to the public and has made an exemplary contribution to the archival profession. John Daly, Director of the Archives, accepted the award.

The Waldo Gifford Leland Prize, awarded to an outstanding published work in the archival field, went to Edward E. Hill for his *Guide to Records in the National Archives Relating to American Indians*. The Philip M. Hamer Award for outstanding work by an editor of a documentary publication, was shared by Mary Dix, *Papers of Jefferson Davis*, and Sharon Ritenour, *Papers of George C. Marshall*.

Two Colonial Dames Scholarships to the Modern Archives Institute at the National Archives were awarded in 1982. They went to Bruce Laverty, Historical Society of Pennsylvania, and Denise Bernard Gluck, Congregation Shearith Israel. The Sister M. Claude Lane Award, established by the Society of Southwest Archivists for exceptional work in the area of religious archives, went to Barbara Smith for her work with Russian Orthodox Church records in Alaska. (cont. on p. 2)

1982 Salary Survey Results

In the spring of 1982, SAA distributed almost 4,000 copies of a survey instrument to its members and to members of nine regional archival associations in the United States. 1,725 questionnaires were returned, of which 1,717 contained data which could be analyzed. The survey, the largest ever conducted of the archival profession in the United States, was directed by David Bearman, who is preparing an article for the *American Archivist* with a more comprehensive report of the findings. Respondents worked in all fifty states, the District of Columbia, and Puerto Rico.

This year's survey was broader in scope than a similar one conducted by SAA in 1979. Of the respondents, 73.5% were members of SAA and 63% were members of regional organizations (compared with 79% SAA and 81% regional in 1979). 82% of the respondents were employed fulltime, 13% were employed part time, and 1.5% were unemployed.

According to Bearman, the typical archivist responding to the survey was a middle-aged, white female, with a master's degree and archival training provided by a professional workshop, who is employed full time and has 4-15 years of archival experience and works in an organizational unit called an archives with fewer than 3 employees. This typical archivist earns a salary of just over \$21,400. The average salary compiled in 1979 was \$17,136.

Compared to 1979, increasing numbers of women are employed in the profession; three years ago, they accounted for 51.5% of respondents, while today they comprise 54%. Despite an increase over 1979 in the number of blacks (29, up from 17), racial and ethnic minorities still account for less than 3% of the respondents. Minority archivists earn slightly more than their white colleagues, but the difference was not statistically significant. By contrast, women earn, on the average, only 80% of the income earned by men.

While the profession is still young, it has aged substantially since the 1979 survey. Over half the respondents are still under 40, but the percentage has fallen from 60% in 1979 to 52% today. Only 30% are over 50, but only 22% were in that bracket in 1979. Over 60% of the respondents report fewer than seven years of archival experience and barely 10% have been in the profession for over 15 years. While 14% of males have worked in the profession for more than 15 years, only 7.7% of the females have been archivists that long. (p.2)

Salary Survey, cont.

The chart below shows selected comparative data from the 1979 and 1982 surveys. Figures indicate salaries of respondents working full time, but do not include consulting income. Since persons who contribute their services were not included in this table, the number of religious archivists responding to the over-all survey is greatly understated. Over 200 persons reported working for a religious institution and almost 3/4 of that number contributed their services.

Type of employer	#	Mean Salary	Male		Female		Salary ratio female to male
Federal Government	1979	134 \$25,377	88	\$25,807	46	\$23,176	89.8%
	1982	133 29,538	85	31,390	48	26,261	83.7%
State Government	1979	101 17,730	70	18,697	31	15,548	83.1%
	1982	139 21,136	81	23,225	58	18,217	78.4%
Municipal, County Government	1979	34 15,826	21	17,547	13	13,048	74.4%
	1982	82 20,355	37	21,640	45	19,297	89.2%
College, University	1979	403 16,085	211	17,529	192	14,498	82.7%
	1982	428 21,128	223	23,099	205	18,983	82.2%
Religious	1979	60 12,578	31	14,445	29	10,584	73.2%
	1982	52 16,388	28	19,949	24	12,234	61.3%
Business	1979	70 17,775	28	18,284	42	17,436	95.3%
	1982	67 24,540	26	28,998	41	21,713	74.9%

What Council Did

At its October, 1982, meetings in Boston, SAA's Council:

- ★ Authorized an award to the author of an outstanding article in the *American Archivist*. The award will be sponsored by SAA Fellows and called the Posner Prize.
- ★ Approved a proposal for the creation of a standing committee on archival information exchange to maintain and update standards for data elements used in archival and manuscript collections information systems.
- ★ Authorized a task force on Priorities for the Archival Profession to be chaired by Edward Weldon.
- ★ Selected Robert S. Gordon as Council's Executive Committee representative for 1982-83.
- ★ Authorized payments of support to the National Humanities Alliance and the National Coordinating Committee for the Promotion of History.
- ★ Discussed a draft proposal for an American Archival Institute with the co-chairs of the Committee on Education and Professional Development, Francis X. Blouin and Trudy Huskamp Peterson.
- ★ Accepted the advice of the International Archival Affairs Committee that SAA bring the reported seizure of the archives of the Research Center of the PLO to the attention of the International Council on Archives for appropriate action.

Fellows, Awards, cont.

The Oliver W. Holmes Award, given to support supplementary travel by a foreign archivist already in the United States, was shared by Egart Andersson, United Breweries, Ltd., Copenhagen, and Michael Roper, Public Record Office, London.

The 1982 Awards Committee was chaired by V. Nelle Bellamy, Archives of the Episcopal Church. Awards Committee members were: George Stansfield, Richard Cox, Mary Walton Livingston (Colonial Dames); Estelle Rebec, A. Carroll Hart, Charles Schultz (Distinguished Service); William L. Joyce, Karl L. Trever, and Fred Shelley (Leland); C.F.W. Coker, David B. Gracy II, and H.G. Jones (Hamer); and Charles Rehkopf, John Kinney, and Mary F. Morgan (Lane).

SAA Staff

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Mary Lynn Ritzenthaler	Program Officer
Charles Schultz	Editor, <i>The American Archivist</i>
Linda Ziemer	Program Assistant

Looking Back at Boston

A record number of archivists gathered in Boston October 19-22 for SAA's 46th annual meeting. Nearly 1,100 people from across the United States and Canada and from as far away as Copenhagen, London, and Beijing, attended the meeting. In a time when travel budgets are shrinking and attendance at some professional meetings is declining, the attendance at SAA's 1982 meeting is a tribute to the work of the Program and Local Arrangements Committees and the great city of Boston.

The week began with four pre-conference workshops--on conservation, micrographics, archival fundamentals, and oral history--each of which was filled to capacity. On Monday, many people attended meetings of standing committees and task forces, while others joined tours of the Northeast Document Conservation Center and the historic sites of Boston. The climax of the day was dinner and a tour of the John F. Kennedy Library. Over 400 archivists attended, dining in the beautiful pavilion overlooking Boston's harbor.

On Tuesday, the Society's Professional Affinity Groups met to conduct their business. A list of PAG, standing committee, and task force chairs is included in the Leadership List on page 5 of this *Newsletter*. Later Tuesday afternoon, SAA President Edward Weldon delivered his presidential address, "Archives and the Challenges of Change," before a crowd of nearly 600 in historic Faneuil Hall.

On Wednesday, sessions began in earnest. Later that day, the annual business meeting convened and action was taken on three issues. The membership approved a constitutional amendment to shorten Council terms to three years and to increase the size of Council from eight to nine members. The membership also approved a resolution urging the United States and Soviet Union to adopt an agreement for the cessation of testing and production of all nuclear armaments. A third resolution, calling on the government of Israel to preserve intact the records of the P.L.O. Research Center which were removed by Israel from West Beirut in late September, was referred to SAA's International Archival Affairs Committee for further study.

Later Wednesday evening, 25 of 28 participants in SAA's 1982 Archives Study Tour to China, plus five visiting Chinese archivists and many interested meeting participants watched a slide presentation on the trip and participated in a question-and-answer session.

SAA awards were presented at a banquet on Thursday evening and the meeting closed on Friday with a luncheon at which incoming President J. Frank

Cook outlined what he hopes the Society can accomplish in the year ahead. 1983 Program Committee chair Linda Henry and Marion Matters, a member of the 1983 Local Arrangements Committee, offered a look ahead at next year's meeting in Minnesota. And SAA staff member Joyce Gianatasio was recognized for her work as Annual Meeting Director.

The 1982 Program Committee was chaired by Larry J. Hackman, New York State Archives. Bruce Dearstyne, also of the New York State Archives, served as deputy chair. Program Committee members were Francis X. Blouin, Jr., Lawrence Dowler, Max J. Evans, M. Liisa Fagerlund, David B. Gracy II, Linda Henry, Linda M. Matthews, Helen W. Slotkin, and Victoria Irons Walch.

James M. O'Toole, Archdiocese of Boston, chaired the 1982 Local Arrangements Committee, whose members included Mark J. Duffy, Edward Galvin, Harley P. Holden, William A. Koelsch, Elizabeth Mock, Eva S. Moseley, Mary Eleanor Murphy, Andrew Raymond, Helen W. Slotkin, Megan Sniffin-Marinoff, Zephorene L. Stickney, and Albert H. Whitaker, Jr.

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Continuing Education from SAA

Workshop on the Administration of Photographic Collections This workshop, covering all aspects of administering collections of still photographs, will be held December 1-3, 1982, in Norman, Oklahoma. The three-day workshop will address such topics as the historical development of photography, identification of photographic media, appraisal and collecting policies, arrangement and description, legal issues (including copyright), and proper storage and handling. The use of photographs in research, exhibition, and publication will also be discussed. The workshop will be conducted on an introductory level and is open to individuals currently working with photographic collections. The workshop is part of SAA's NEH-funded Basic Archival Conservation Program, and is being offered with the cooperation of the University of Oklahoma Libraries and the Oklahoma Chapter of the Western Conservation Congress. Enrollment is limited; tuition is \$50. For further information, contact Mary Lynn Ritzenthaler at SAA headquarters.

Management for Archivists This two-day seminar, scheduled for February 10-11, 1983, in Los Angeles, will offer archival administrators the opportunity to explore basic management principles and their application in an archival setting. In addition to the traditional lecture format, case studies will be used to analyze the complexity of archival management. Major theme areas to be addressed will include planning, human resources management, communications, budgeting, financial management, and strategy and tactics for archival administrators. The seminar will be led by Mary Lynn McCree and Ann Morgan Campbell. Enrollment is limited; tuition is \$75. To apply, contact Toni Pedroza at SAA headquarters.

Business Archives: The Basics and Beyond SAA will present its sixth workshop for business archivists April 25-29, 1983, in Dearborn, Michigan. The 4½-day workshop will be divided into two parts: the first three days will cover basic archival procedures from a business archives perspective. Douglas Bakken, Henry Ford Museum, Archives and Research Library, and Philip Mooney, Coca-Cola Co., will serve as instructors. The remaining 1½ days will feature discussions of four selected topics of special interest to business archivists, including photographs and records management, with other topics to be announced later. To receive a complete workshop brochure, contact Deborah Risteen at SAA headquarters.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. Copy deadline for the January, 1983, issue is December 15, 1982. Letters submitted for possible inclusion in the "Perspectives" section must be received by December 1.

Starting an Archives What is an archival program and what can it do for you? These topics will be the focus of the Society of American Archivists' workshop, "Starting an Archives," tentatively scheduled to take place June 9-11, 1983, in Washington, DC. The workshop is supported in part by the scholarship fund of the Colonial Dames of America, Chapter III. Workshop instructors will be David B. Gracy II, Texas State Archives, and Linda Henry, American Psychiatric Association. The workshop will include presentations on the nature of archival programs, resources necessary to operate an archival program, an overview of the functions of an archives, and planning for the establishment of an archives. The information presented will be at a basic level and will be pertinent to the establishment of any type of archives. Limited enrollment; tuition is \$115. For further information and an application form, contact Linda Ziemer at SAA headquarters.

Conservation Consultant Service

Consultants will be available through June, 1983, to assist archival institutions in evaluating their conservation needs, physical plant, and handling and storage procedures with an eye toward establishing sound programs to enhance the useful life of collections. Conservation programs based upon the principles of preventive maintenance and proper storage and handling will be stressed. Institutions will be assisted in evaluating treatment needs of collections and determining basic procedures which can be safely undertaken in-house and work which should be sent to a conservation lab. The site visit followed by a written report will provide institutions with a blueprint for developing programs of conservation action. The consultant service is offered through SAA's Basic Archival Conservation Program with funding from the National Endowment for the Humanities. For an application or further information, contact Mary Lynn Ritzenthaler at SAA headquarters.

Tribal Archives Conferences

The following Tribal Archives Conferences have been scheduled as part of the NEH-funded Native American Archives Project:

January 26-28, 1983: Washington, D.C.
March 16-18, 1983: Santa Fe, New Mexico

For further information, contact Linda Ziemer at SAA headquarters.

SAA Leadership 1982-1983

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SAA Bookcase

November, 1982

Basic Manuals

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

Archives & Manuscripts: Appraisal and Accessioning, by Maynard Brichford. (1977) 24pp., paper. \$4 members, \$5 others. **3001**

Archives & Manuscripts: Arrangement and Description, by David B. Gracy II. (1977) 49pp., paper. \$4 members, \$5 others. **3002**

Archives & Manuscripts: Reference and Access, by Sue E. Holbert. (1977) 30 pp., paper \$4 members, \$5 others. **3003**

Archives & Manuscripts: Security, Timothy Walch. (1977) 30 pp., paper, \$4 members, \$5 others. **3004**

Archives & Manuscripts: Surveys, John Fleckner. (1977) 28pp., paper. \$4 members, \$5 others. **3005**

Series I, set of 5 manuals: \$16 members, \$20 others. **3006**

Basic Manual Series II goes beyond the basic archival functions discussed in Series I to illustrate the diversity of archival work. These five manuals offer practical explanations, examples, and illustrations that will help archivists involve the public in the activities of the archives, improve access to their collections through computerization and reproduction, and develop basic knowledge of the special needs of a map or architectural records collection.

Archives & Manuscripts: Exhibits, by Gail Farr Casterline. (1980) 72 pp. paper. \$5 members, \$7 others. **3007**

Archives & Manuscripts: An Introduction to Automated Access, by H. Thomas Hickerson. (1981) 60 pp., paper. \$5 members, \$7 others. **3008**

Archives & Manuscripts: Maps and Architectural Drawings, by Ralph E. Ehrenberg. (1982) 64 pp., paper. \$5 members, \$7 others. **3009**

Archives & Manuscripts: Public Programs, by Ann E. Pederson and Gail Farr Casterline. (1982) 96 pp., paper. \$5 members, \$7 others. **3010**

* **Archives & Manuscripts: Reprography**, by Carolyn Hoover Sung. (1982), 68 pp., paper. \$5 members, \$7 others. **3011**

* **Series II, set of 5 manuals:** \$20 members, \$30 others. **3012**

* New!

Sample Forms

* **The Archival Forms Manual**, prepared by SAA's Forms Manual Task Force, contains over 100 forms from all types of archival repositories. The forms are arranged into five major categories: appraisal and disposition, accessioning, arrangement and description, use, and specialized forms. Each category begins with a narrative introduction and short bibliography and is then broken down into subcategories by the specific functions of the forms. A bibliography of archival manuals is also included. (1982) 148pp., paper. \$7 members, \$10 others. **1015**

Inventories and Registers: a Handbook of Techniques and Examples distills the essence of current practice in North American archival repositories. Sample forms are included. (1976) 36 pp., paper. \$4 members, \$5 others. **1017**

Records Retention and Disposition Schedules includes forms used in various state archival and records management programs. (1977) 30 pp., paper. \$4 members, \$5 others. **1023**

Classics

The Management of Archives, by T. R. Schellenberg, is the work of one of America's archival pioneers in arrangement principles and descriptive techniques. Chapters devoted to cartographic and pictorial records are included. An important addition to every archivist's library. (1965) 383 pp., hardcover, \$25 members, \$30 others. **5001**

Modern Archives: Principles and Techniques, by T. R. Schellenberg, outlines tested and proved plans and procedures for the adequate management of public records in all areas of federal, state, and local government. (1956) 248 pp., paper. \$8.50 members, \$9.50 others. **5002**

Norton on Archives: The Writings of Margaret Cross Norton, edited by Thornton W. Mitchell, has been termed "the first American manual for archives administration." One archivist wrote: "Norton is BASIC! Archivists everywhere are indebted to Thornton W. Mitchell for skillfully editing and bringing together these articles and giving all the younger members of the profession the full benefit of her contributions to archival theory and practice . . ." (1975) 288 pp., paper. \$7 members, \$10 others. **1021**

Specialized Interests

Archivists and Machine-Readable Records, edited by Carolyn Geda, Eric W. Austin, and Francis X. Blouin, Jr., contains the proceedings of a 1979 conference on archival management of machine-readable records. Papers address the following topic areas: research opportunities of machine-readable records; archival programs for machine-readable records; management and dissemination of machine-readable data for social research; developments in computer technology; and confidentiality and privacy. (1980) 248pp., paper. \$8 members, \$11 others. 1004

***Audiovisuals for Archivists**, compiled and annotated by Timothy L. Ericson, is a listing of 50 audiovisual programs for, about, and/or by archives and archivists. Each citation includes information on type of program, length, equipment required, purchase price, cost and terms of loan, ordering address, and a brief description of the program. (1982) 8 pp., individual copies \$2 to members and others. Quantity discount if ordered in multiples of 25: \$7 for 25 copies, \$14 for 50, etc.

***Basic Archival Workshops: A Handbook for the Workshop Organizer**, by Thomas C. Pardo, is designed for archival organizations and institutions that are considering conducting basic archival workshops. It covers all aspects of an archival workshop from needs assessment and scheduling through development of curricular materials and workshop evaluations. (1982) 72 pp., paper. \$8 members, \$11 others. 1028

***Basic Archival Workshop Exercises**, by Trudy Huskamp Peterson, contains exercises on appraisal and acquisition, arrangement and description, and reference and access. Each exercise is designed to illustrate a particular archival point and a specific workshop technique. Included are the student's copy of each exercise, which may be duplicated for distribution, and a teacher's guide. (1982) 88 pp., paper. \$8 members, \$11 others. 1029

***Workshop and Exercises package**: \$13 members, \$20 others. 1030

Basic Bibliography for Conservation Administration is a brief list of books, articles, and newsletters which will provide useful information for planning and administering a program for the conservation of archival and library materials. Over 100 sources cited. (1981) Available in multiples of 50. \$10 for 50, \$20 for 100, etc. 1006

Business Archives: An Introduction, by Edie Hedlin, covers all aspects of establishing a business archives, from physical requirements and staffing to such procedures as appraisal standards, arrangement and description and conservation techniques. Unique to this publication are more than eighty business archives forms reproduced on microfiche. (1978) 28 pp., paper. \$4 members, \$6 others. 1008

College and University Archives: Selected Readings is a collection of 17 articles by archivists, records managers and historians. Topics addressed include establishing a college archives, records management programs, reference use, and administration. Appendices include a sample records retention and disposition schedule and university filing system. (1979) 234 pp., paper. \$9 members, \$12 others. 1010

A Donor's Guide to the Preservation of Personal and Family Papers and the Records of Organizations was prepared by SAA's Committee on Collecting Personal Papers and Manuscripts to help archival repos-

itories in their relationships with prospective donors. The brochure covers access to donated papers; the distinction between gifts and loans; copyright of donated papers; and financial aspects of donations. Space is provided for the imprinting of a repository's name and address. (1980) Available only in multiples of 50. \$7.50 for 50; \$15.00 for 100, \$22.50 for 150, etc. 1013

***Evaluation of Archival Institutions: Services, Principles, and Guide to Self-Study** was developed by SAA's Task Force on Institutional Evaluation to assist archivists' efforts to better serve the public by defining standards and articulating measurable performance criteria. The process of self-assessment and peer review outlined in this publication allows archives to be evaluated in terms of goals they set for themselves. This booklet includes the principles of institutional evaluation (organized under four broad categories: organization and institutional setting, building archival and manuscript holdings, preserving archival and manuscript holdings, and making materials available for use), an explanation of the purposes of and the procedures for conducting a self-study, and a systematic guide to the self-study of an archival institution. (1982) 48 pp., paper. \$4 members, \$5 others. 1031

Intellectual Access to Archives: I. Provenance and Content Indexing Methods of Subject Retrieval and II. Report of an Experiment Comparing Provenance and Content Indexing Methods of Subject Retrieval, by Richard H. Lytle (offprints from the *American Archivist* Vol. 43 # 1 and # 2). The first article describes two methods of gaining subject access to archives; the second reports the results of an experiment using those two methods. (1980) 29 pp., \$2 members, \$3 others. 1016

Management of Archives and Manuscript Collections for Librarians, edited by Richard Lytle, is directed toward librarians who have archival responsibilities but little archival training or experience. Chapters cover such topics as defining collections and collecting; aural and graphic archives; arrangement and description of manuscripts; and the law and the manuscripts curator. (Reprinted from the *Drexel Library Quarterly*, Vol. 11, # 1.) 124 pp., paper. \$6 members, \$8 others. 1018

Photographs as Historical Evidence: Early Texas Oil, by Walter Rundell, Jr., (offprint from the *American Archivist*, Volume 41 #4) is based on the author's experiences in researching his book *Early Texas Oil: A Photographic History, 1866-1936*. (1978) 25 pp., paper. \$2 members, \$3 others. 1022

Written by August Suelflow, a distinguished pioneer in North American religious archives, **Religious Archives: An Introduction** provides needed guidance in this period of unprecedented growth in the field. Topics addressed include the history and nature of religious archives, the place of the archives in religious organizations, collections policies, basic requirements for an archival program, acquisition and processing, reference services, exhibits, publications, photoduplication, and microfilming. (1980) 56 pp., paper. \$5 members, \$7 others. 1024

Reference

Automation, Machine Readable-Records, and Administration: A Select Bibliography, by Richard M. Kesner, provides archivists with detailed information on specific aspects of computers as records producers, as research tools, and as administrative aids. Almost 300 annotated entries; author, journal, and subject indexes. (1980) 65pp., paper. \$4 members, \$6 others. 1005

* New!

Developed by SAA's Committee on Terminology, the **Basic Glossary for Archivists, Manuscript Curators, and Records Managers** contains terms regarded as basic to the disciplines of these professions. Definitions are drawn from the basic literature and the policies and practices of leading North American institutions. (1974). 19 pp., paper. \$2 members. \$2 others (\$1 each for quantities of 10 or more delivered to one address) **1007**

The Directory of College and University Archives in the United States and Canada contains nearly 1,000 listings compiled by SAA's College and University Archives Committee. Each listing gives the name of the institution, the type of records (archives, manuscripts, or both), the address and telephone number, and the names and responsibilities of staff members. Indexes to individuals and repositories are included. (1980) 80 pp., paper. \$6 members, \$10 others. **1011**

Directory of State Archives in the United States lists the chief archival and records management officials for each state; staff members; name, address, and telephone number for each agency; research facilities provided; and a brief summary of each agency's archival holdings. A compendia of comparative information on programs, staffs, budgets, and salaries is also included. (1980) 66 pp., paper. \$4 members, \$8 others. **1012**

As the outgrowth of introductory courses in the administration of modern archives, **Modern Archives and Manuscripts: A Select Bibliography**, by Frank B. Evans, is a useful working tool for every practicing archivist. An effort was made to include all writings that have contributed to or which illustrate the development of archival principles and practices in the United States. (1975) 209pp., paper. \$8 members, \$11 others. **1020**

A Select Bibliography on Business Archives and Records Management is an annotated listing of over 400 articles and books dealing with aspects of business archives. The bibliography was compiled by Karen M. Benedict, Nationwide Insurance Company, and publication was funded, in part, by a gift from Nationwide. The 144-page volume also contains author, title, and classified subject indexes. (1981) \$6.00 members, \$9.00 others. **1026**

A Selective Bibliography on the Conservation of Research Library Materials, by Paul N. Banks, contains over 150 pages of sources that the compiler felt would be most useful to librarians and archivists concerned with conservation. Entries are arranged by subject within such broad categories as "Protection and Care of Books and Manuscripts," "Materials, Structure, and Technology of the Book," and "Physical Treatment of Books and Other Materials." (1981) \$8.50 members, \$10.00 others. **5003**

The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts lists repositories in the United States which hold HRS materials. The guide contains summaries of HRS activity in each state, separate entries for repositories in which HRS materials have been located, and lists of specific holdings in each repository. Detailed lists of counties, municipalities, and denominations that are covered by inventory forms in specific project areas are included on microfiche. (1980) 42pp., paper. \$5 members, \$7 others. **1027**

PAKs

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

Developing a Brochure. Provides practical assistance to the institution which needs to develop or revise a basic information brochure, in the form of a graphic arts production handbook, articles illustrating simple design techniques, and a sample transfer lettering sheet. Sample brochures for a number of repositories are also included. (1981) \$9 members, \$12 others. **4006**

Disaster Prevention and Preparedness contains materials especially relevant to institutions and/or geographic regions formulating disaster plans or actually attempting to cope with a disaster. The kit includes Margery S. Long's 1982 *Disaster Prevention and Preparedness Bibliography*, The Michigan Archival Association's *Program for Disaster Response in Michigan*, Peter Waters' *Procedures for Salvage of Water-Damaged Library Materials*, and disaster plans from several archival institutions which may be used as models. (1982) \$12 members, \$15 others. **4010**

Finding an Archival Position: Resumes, Application, Letters, and Interviews. Includes a tape recording of a roundtable discussion among veteran archival administrators at the spring 1981 meeting of the Midwest Archives Conference. The useful dialogue includes tips on application, letters, resumes, and preparing a skills inventory. The discussion discloses what administrators seek in prospective entry-level employees and what candidates should expect in the interview process. A role-playing exercise demonstrates interviewing for an entry-level position. A *Resume Writing Guide* is also included. (1981) \$9 members, \$12 others. **4009**

Local Government Records. Includes *Local Government Records: An Introduction to Their Management, Preservation and Use*, by H.G. Jones; *Wisconsin Municipal Records Manual*, by Michael J. Fox and Kathleen A. McDonough; *Guidelines for the Preservation of Local Government Records*, prepared by Laren W. Metzger of the California Historical Records Education and Consultant Service; and brief information sheets on local records from the Minnesota Historical Society and the New York State Archives. (1981) \$11 members, \$14 others. **4008**

Starting an Archives. Materials developed for a session at the 1980 meeting of the Mid-Atlantic Regional Archives Conference, plus a cassette tape of the discussion by session participants. Also included are articles, pamphlets, and brochures dealing with various aspects of starting an archives. (1980) \$12 members, \$15 others. **4003**

American Archivist

The American Archivist, 35mm microfilm, Set of 12 rolls (1938-1979): \$250 members, \$325 others. Individual rolls: \$25 members, \$32 others. 1001

The American Archivist: Index to Volumes 1-20 (1938-57): \$8 members, \$11 others. 1002

The American Archivist: Index to Volumes 21-30 (1958-67): \$8 members, \$11 others. 1003

Both Indexes will be supplied free of charge with the purchase of a complete set of microfilm.

The American Archivist: Back issues — SAA's publications service has copies of many back issues of the journal, particularly those published between 1962 and 1982. \$8 members, \$9 others.

Special Items

* **SAA note pads** are cube-shaped (3½ x 3½ x 3) scratch pads with the phrase "Archives are Primary" printed on three sides in the three primary colors, and the SAA logo, address, and telephone number printed on the back. A must for every archivist's desk. \$ 5 members, \$7 others.

Preserve and protect copies of SAA publications in the **SAA Binder**. 2" vinyl, three-ring binder perfect for holding the *SAA Newsletter*, the *Membership Directory*, the basic manuals, and many other SAA publications. \$6 members, \$8 others. 1025

A Code of Ethics for Archivists provides standards for archivists in the areas of acquisition, access, appraisal, arrangement, preservation, reference, and interaction with other archivists. 8½ x 14, parchment-like paper, suitable for framing. (1980) \$1.00 each. 1009

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Archivists' Calendar

The Catholic Library Association's 62nd annual convention will be held in Washington DC, April 4-7, 1983. For further information, contact John T. Corrigan, C.F.X., 461 W. Lancaster Ave., Haverford, PA 19041. (215) 649-5251.

The Division of Library and Information Science of St. John's University announces the next Congress for Librarians, entitled "Micro-Expo: Speeches and Exhibits on Current Uses of Micro-computers in Libraries," February 21, 1983, St. John's University, Jamaica, NY. For further information, contact Emmett Corry, Division of Library and Information Science, St. John's University, Jamaica, NY 11439. (212) 990-6161, ext. 6200.

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 in an ad, dates, numbers such as zip codes and street addresses, and abbreviations should be counted as separate words. Ads must be submitted in writing and paid for in advance. Ads cannot be accepted over the telephone. Only SAA individual and institutional members may submit ads.

The copy deadline for ads appearing in the January, 1983, SAA Newsletter is December 15. Ad copy and payment should be sent to Deborah Risteen, Managing Editor, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

Publications

A limited number of the newly-revised "Directory of Regional Archival Organizations" are available free of charge from SAA headquarters. The directory was compiled by SAA's Regional Archival Activities Committee. To request a copy, write SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

The American Association for the Advancement of Science, with support from NHPRC, has recently completed a project to survey its records and to plan for the future. The project was led by Richard Lytle, whose plan for the AAAS archives has recently been published. Copies may be obtained by writing M. Aldrich, AAAS, 1176 Massachusetts Ave., NW, Washington, DC 20036.

Wanted

Letters to and from Sister Mary Teresa Austin Carroll, known as Mother Austin Carroll (1835-1909) and letters about her written by contemporaries. Contact Sister Mary H. Muldrey, Box 19024, New Orleans, LA 70179

Documents for a selected letterpress edition of the papers of William Henry Harrison, 1800-1815. Contact Douglas E. Clanin, Editor, Indiana Historical Society, 315 W. Ohio St., Indianapolis, IN 46202.

Information on the construction, renovations, and furnishings of the Alabama State Capitol, built in 1851. Contact Robert Gamble, Alabama Historical Commission, 725 Monroe St., Montgomery, AL 36130. (205) 832-6621.

Copies of lecture outlines, curricula, and syllabi as well as comments about a study of education and training in automatic data processing for archivists, librarians, and documentalists. The study is sponsored by the International Council on Archives and is being conducted by Meyer Fishbein. Information should be sent to Fishbein at 5005 Elsmere Ave., Bethesda, MD 20814.

Transitions...

WALTER RUNDELL, JR., SAA Fellow and past president, died at home on October 25 at the age of 53. He was a history professor at the University of Maryland and had just begun a term as president of the Western History Association. . . GEOFFREY P. MAWN, past curator of the Arizona Collections and Arizona Historical Foundation at Arizona State University, died in late August. . . MARGARET S. CHILD has been appointed assistant director of the Smithsonian Institution Libraries. She was formerly assistant director for the Division of Research Programs of the National Endowment for the Humanities. . . ROGER THOMAS CREW, JR., has been named archivist at the Mariners' Museum. He previously worked as curator at the Syms-Eaton Museum. . . LAURA O'KEEFE has accepted the position of project archivist with the Southern Historical Collections at the University of North Carolina, Chapel Hill. . . SALOMEA SWAIM has been named public television archives assistant for the Public Broadcasting Service. She comes to PBS from the National Center for a Barrier-Free Environment. . . MARY JANZEN has been named special assistant to the director of the Chicago Historical Society. She had been working for the Society for the past year as the senior project archivist for an NEH manuscript processing grant. . . LAWRENCE DOWLER has been named associate librarian at Harvard College. He was formerly associate librarian at Yale. . .

Professional Opportunities

ARCHIVIST, University of Tulsa. Reporting to the Director of Rare Books and Special Collections, will head a newly created archival unit. Will be responsible for planning, managing, and participating in the processing of archival collections, and assisting in provision of public access to the collections. Qualifications: B.A. or B.S. degree plus an advanced degree in library science, history, or other research discipline. Experience should include academic experience in an archives or records management, 3-5 years' professional experience in archival positions, at least two of which must involve managerial responsibilities. Candidates must present documents which reflect demonstrated planning and supervisory skills, with a knowledge of the principles and tenets of archival administration. Salary: \$18,000 minimum, depending upon qualifications and experience. Letter of application and three letters of recommendation must be submitted to: David Farmer, Director of Rare Books and Special Collections, University of Tulsa Libraries, Tulsa, OK 74104. Application deadline: December 15, 1982.

DIRECTOR, Smithsonian Institution Archives. Responsible for planning and executing agency's archival program including determination of staff and resource needs; space and special environmental needs; planning and development of information systems; and planning for lawful execution of records management program. Qualifications: B.A. or equivalent experience including or supplemented by 18 semester hours in American history or closely related and 12 semester hours in other related fields, plus at least 3 years' professional experience in archival science or directly related fields requiring similar skills, of which one year is equivalent to the GS-13 or GS-14 level in the federal service. Graduate education in archival science or related field may substitute for part of the experience. Must have demonstrated administrative skill, demonstrated knowledge of professional archival principles and programs, and ability to communicate well orally and in writing. Demonstrated familiarity with information systems desirable. Salary: \$39,689-\$46,685. Send SF-171 (Federal Personal Qualifications Statement) to: Smithsonian Institution, Office of Personnel Administration, Attn: ML, 900 Jefferson Drive, S.W., Washington, DC 20560. Application deadline: November 30, 1982.

Professional Opportunities

ARCHIVES/LIBRARY CONSERVATOR, Ohio Historical Society. Basic experience in the broad range of library and archival materials is desired. Strong emphasis in general paper conservation is required. Additional skills with related areas such as bindings or photographic materials extremely useful. Requirements: Master's degree in library science, history, or related sciences from an accredited college or university, plus one year of conservation work experience; or bachelor's degree in these subjects, plus two years' conservation experience. Conservation training course work, internship, or certificate may be substituted for one year's work experience. Salary: \$14,372-\$17,992. Experience or specialized training beyond the aforementioned requirements may qualify applicants at higher range of \$15,350-\$19,780. Send resume and references to: Personnel Office, Ohio Historical Society, 1982 Velma Avenue, Columbus, OH 43211; (614) 466-1500. No closing date provided.

DEPUTY COMMISSIONER, Department of Records and Information Services, City of New York. Under direction of the Commissioner, is responsible for the planning, organizing, supervising, coordinating, overseeing, reviewing and budgeting of the operational and/or administrative functions of the Agency. Qualifications: A graduate degree from an accredited college or university in library science, archival science, American history, or political science, plus six years of full-time paid experience in records management or governmental archives, four years of which must have been in a managerial capacity. Salary: \$35,000-\$40,000 depending upon experience. Contact: Eugene J. Bockman, Commissioner, City of New York, Department of Records and Information Services, 31 Chambers St., Room 111, New York, NY 10007. No closing date provided.

HEAD OF SPECIAL COLLECTIONS, University of Arkansas (Search Reopened). Coordinates and manages holdings in manuscripts, rare books, maps, and photographs. Responsibilities include locating and acquiring papers and records important to the history of Arkansas and surrounding region, establishing and maintaining relationships with donors, handling the transfer of collections, and facilitating their use. Qualifications: an advanced degree in history, a related field, or library science; training and significant experience in archive and manuscript work and in field work and acquisition; significant experience in special collections area or department in an academic or research library. Salary competitive and negotiable, faculty status and tenure track possible depending on qualifications. Send letter of application, resume, and names, addresses, and phone numbers of three references to: Juana R. Young, Interim Director of Libraries, University of Arkansas, Fayetteville, AR 72701. Review of resumes will begin on January 5, 1983.

ADMINISTRATIVE ARCHIVIST, American Heritage Center, University of Wyoming. Responsibilities include: supervising, maintaining and cataloging large and diverse holdings of archival material, art, artifacts, and rare books; establishing and implementing processing and accessioning policies and programs; developing and administering processing budgets. Qualifications: At least five years' experience in the administration of a large research archives, including familiarity with catalog development, current archival practices, and preservation; terminal degree in librarianship, archival management, museology, or an appropriate discipline; and experience in working closely with faculty, students, and other users. Salary dependent upon experience and training, academic rank in library or other appropriate academic department. Please direct inquiries, nominations, and applications to: Deborah Hardy, Chair, Search and Advisory Committee, American Heritage Center, Box 3334, University Station, Laramie, WY 82071. Application deadline: December 1, 1982.

LOCAL HISTORY LIBRARIAN, Fresno County Library. To serve as the library's specialist in the Central Reference Department for information on local resources and archives. Responsible for planning services in the field of local history, including local documents, oral history, local biography, general historical resources, and genealogy. Qualifications: ALA-accredited M.L.S. and three years of full-time professional librarian experience. Salary: \$1,709-\$2,075 monthly. Apply to: Fresno County Personnel, 2220 Tulare Street, 3rd Floor Del Webb Bldg., Fresno, CA 93721; (209) 488-3364. Application deadline: December 17, 1982.

ARCHIVIST, American Samoa Government. Applicant must have Master's degree with at least 18 hours in American history, political science, or government, and 12 semester hours in any one or any combination of the following: history, American civilization, economics, political science or public administration, with five years of progressively responsible professional experience in archival science or in a directly related field that involved the collection, appraisal, analysis or synthesis of information having historical or archival value. At least one year of this experience must have been at a level immediately below the position to be filled. Salary range: \$20,885-\$25,435. Free transportation, 26 days annual leave and other benefits. Non-Federal, two-year employment agreement. Address complete Civil Service form SF-171, including family size and ages to: Director, Office of Manpower Resources, American Samoa Government, Pago Pago, American Samoa 96799. No closing date provided.

REFERENCE ARCHIVIST, Emory University. Plan, supervise, and participate in reference services for manuscripts, university archives, and rare books; promote use of collections; provide assistance in manuscript processing and collections development, as assigned. Qualifications: ALA-accredited degree; archival training; strong background in history or literature, preferably American; some appropriate public service experience in an archives or manuscript repository desirable; or an equivalent combination of education and experience. Demonstrated strong communications and public relations skills required, as well as ability to work effectively with all segments of academic community and general public. Salary and rank dependent upon qualifications and experience: Librarian I, \$13,500-\$17,500; Librarian II, \$16,500-\$23,000. Send letter of application, resume, and names of three references to: Herbert F. Johnson, Director of Libraries, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322. Application deadline: postmark December 27, 1982. Position available January 1, 1983.

UNIVERSITY ARCHIVIST, University of Wisconsin-Milwaukee. Will appraise, collect and maintain the official records of the University; will administer the Area Research Collection (ARC), providing patrons with assistance in the use of the collection and the ARC network; will assist with the maintenance of and will provide reference assistance to other special collections housed in the UWM library. Qualifications: Must have master's degree in history or related field. An ALA-accredited M.L.S. is desirable. A minimum of two years' experience working in an archives collection, written and oral communication skills, and ability to interact effectively with campus community is also desirable. Salary: starting salary range \$14,784-\$21,671 depending upon experience and qualifications. Send requests for applications along with resume, placement credentials, and transcripts to: University of Wisconsin-Milwaukee, Golda Meir Library, Search Committee, P.O. Box 604, Milwaukee, WI 53201. Application deadline: November 30, 1982.

PROJECT ARCHIVIST, Auburn University. Responsible for directing two-year NEH-funded project on Alabama agriculture and rural life. Specific duties include acquisition of material, supervision of processing manuscript collections, and supervision of graduate assistants and students. Qualifications: M.A. in history and formal training in archival administration. Prefer applicant with knowledge of Alabama and agricultural history. Salary: \$14,880 first year; \$16,320 second year; plus benefits. Send resume and letter of application, with addresses and telephone numbers of three professional references to: Allen W. Jones, University Archivist, Auburn University Archives, R.B.D. Library, Auburn University, AL 36849; (205) 826-4465. Application deadline: December 1, 1982.

Professional Opportunities

ARCHIVIST, Video Archive for Holocaust Testimonies, Yale University. Under general direction of Head, Manuscripts and Archives, is in charge of organization, preparation, and readers' services functions. Prepares descriptions of each videotape. Prepares registers, guides, catalog records, and other finding aids. Participates in formulation of policies and procedures, personnel selection, space utilization, etc. Trains and supervises small staff. Qualifications: M.L.S. or M.A. in modern European history, Judaica, or related field or equivalent background; one year cataloging, indexing, or archival experience; working knowledge of Yiddish or German, evidence of interest and/or experience in working with oral history, videotaped materials, or Holocaust survivors. Salary: \$16,500. Position available January 3, 1983. Send resume listing three references to: Bella Berson, Yale University Library, Box 1603A Yale Station, New Haven, CT 06520. No closing date provided.

SENIOR ASSISTANT ARCHIVIST, Cornell University. 1 year position, beginning January 1, 1983 (possible 1 year extension). For Department of Education Title II-C funded position to develop an integrated bibliographic system for the management of archives and manuscripts at Cornell, through the use of the RLIN format for manuscripts and archives currently being developed by RLG. Responsibilities will include compiling data, preparing bibliographic records, and editing records for collections, working with staff to design guidelines for compiling bibliographic information using the RLG Functional Requirements Document and the revised MARC format for archives and manuscripts. Qualifications: M.A. or M.L.S. and substantial experience in an archives or manuscript repository. Experience in the use of automated cataloging and authority control is also desirable. Salary: \$17,000-\$18,000. Direct applications to: Carolyn Pyhtila, Personnel Director, 235 Olin Library, Cornell University, Ithaca, NY 14853. Application deadline: December 1, 1982.

CURATOR OF ARCHITECTURAL COLLECTIONS, Chicago Historical Society. Responsibilities include collecting, processing, and interpreting materials documenting the history of architects and architecture in Chicago. Activities include the research and production of exhibits; research and writing of articles, catalogs, and monographs; development of budgets and supervision of staff; participation in the Chicago community of architectural historians and preservationists. Qualifications: Ph.D. is required. Experience in teaching in ar-

chitectural history or related fields, or work within the field in a museum or historical society is preferred. A broad knowledge of architectural history is required; specific knowledge of Chicago architectural history is preferred but not mandatory. Send resumes and letter of application to Ellsworth Brown, Director, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614. No closing date provided.

HEAD OF SPECIAL COLLECTIONS, AREA RESEARCH CENTER AND UNIVERSITY ARCHIVES, University of Wisconsin-Green Bay. Organization and supervision of Special Collections, including the Area Research Center, University Archives, staff, and liaison with community and faculty to encourage usage of materials. Qualifications: M.L.S. from an accredited institution; preference given to candidates with an undergraduate degree in social sciences, especially history or geography; two or more years of work experience in specialized collections desired; proven ability and commitment to work with a wide variety of people and demonstrated leadership ability along with strong oral and written communications skills required; at least one course in the organization and administration of archival materials preferred. Salary range: \$16,200-\$20,500, appointment will be made at the beginning of this range. Send letter of application including resume, academic credentials, and three letters of recommendation to: Kurt B. Rothe, Director of Libraries, University of Wisconsin-Green Bay, Green Bay, WI 54302. Application deadline: December 15, 1982.

ARCHIVIST, Center for History of Chemistry. To locate, preserve, catalog, and make known the records of modern chemistry, chemical engineering, and chemical industry. Will formulate appraisal guidelines, encourage and assist in the initiation of archival programs and improved records management programs at chemistry-based institutions; conduct searches; work with donors and archivists to place papers in appropriate repositories; and will maintain catalog on the location and content of source materials for the history of chemistry. Qualifications: Training in science or technology is not required; experience with large collections of papers and records is desired. This is not an entry-level position, the archivist must be capable of playing a leadership role in addressing the problems of documenting 20th century issues with an appreciation of the impact of modern science and technology. Beginning salary: \$20,000-\$25,000. Applications, naming two references, should be sent to: American Chemical Society, Center for History of Chemistry, University of Pennsylvania, 215 South 34th St., D6, Philadelphia, PA 19104. Application deadline: December 1, 1982.

Two positions, New Jersey State Library, Bureau of Law, Archives and Reference Services:

ACCESSIONS ARCHIVIST. Responsible for managing the accessions program for archival records of state government. Qualifications: M.A. in American history with formal archival training; two years' professional experience in an archival or historical agency or historical library; specialization in accessioning and processing of records; proven supervisory ability and writing skills. Starting salary: \$22,206.

ARCHIVIST. Responsible for accessioning official papers of New Jersey governors under supervision of Accessions Archivist. Qualifications: M.A. in American history with formal archival training; one years' professional experience in an archival or historical agency or historical library; proven ability in accessions-related work preferred. Starting salary: \$18,268. Send resume and three references to: Karl J. Niederer, Supervising Archivist, Bureau of Law, Archives and Reference Services, New Jersey State Library, CN 520, Trenton, NJ 08625. Application deadline: November 30, 1982.

ASSISTANT ARCHIVIST, Rosenberg Library. Three-person department houses oldest and one of the most extensive local and state historical collections in Texas. Holdings include manuscripts, photographs, maps, books, newspapers, and architectural drawings. Responsibilities shared are reference, processing, exhibits, oral history. Qualifications: M.L.S. with archival training and strong interest in local history. Salary: \$14,244-\$17,328. Apply to: Jane Kenamore, Archivist, Rosenberg Library, 2310 Sealy, Galveston, TX 77550. Application deadline: December 1, 1982.

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 "Employment Bulletin." SAA members wishing to register with the placement service must fill out a "Qualification Summary Sheet" and return with 15 copies of their resume. To receive a "Qualification Summary Sheet" or for further information about the placement service, contact Linda Ziemer at SAA headquarters.

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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TIME VALUE MAIL

Perspectives

A new feature, called "Perspectives," will be inaugurated in the January, 1983, *SAA Newsletter*. "Perspectives" will contain letters of professional interest to SAA members. (Letters commenting on articles published in the *American Archivist* will continue to be published in the journal's "Forum" section.)

The editorial guidelines for "Perspectives" follow:

Letters for "Perspectives" should not exceed 250 words and should be signed. Letters must be received by the first of the month preceding the month in which a *Newsletter* is published (December 1 for the January issue). Letters received after the first of the month will be held for possible publication in a subsequent issue.

The *Newsletter* editor will solicit responses (to appear in the same issue) to letters that seem to call for them. It may not be possible to print all letters received. The Editorial Board may be called upon to arbitrate occasionally and to make decisions about the pertinence and/or appropriateness of a particular letter.

Letters for "Perspectives" should be sent to Deborah Risteen, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

Minnesota Hosts 1983 SAA Meeting

SAA's 47th annual meeting will take place amid the beautiful lakes and forests of Minnesota, October 5-8, 1983. Both the 1983 Program Committee, chaired by Linda Henry, and the 1983 Local Arrangements Committee, chaired by James Fogerty, are hard at work planning for the meeting. The program will include a wide range of sessions and workshops designed to appeal to all interests. During the week, meeting participants will have the opportunity to visit the Minnesota Historical Society, the Immigration History Research Center, the Social Welfare History Archives, and other repositories in the Twin Cities.

The Local Arrangements Committee will give meeting participants the chance to see many of the historically significant sites in and around Minneapolis/St. Paul. And SAA President J. Frank Cook, an enthusiastic rail traveler, has arranged a train trip that will take meeting participants from Chicago to Minneapolis, through some of the Midwest's most beautiful countryside, on the Monday before the meeting. Persons interested in more details on the train trip should contact Cook at University Archives, B134 Memorial Library, University of Wisconsin-Madison, Madison, WI 53706.

For other information on the Minnesota meeting, contact SAA headquarters.