

The Society of American Archivists

SAA Newsletter

January 1983

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E.T., Time, Tops with Archivists

An informal poll conducted in the exhibit area of SAA's 1982 annual meeting in Boston produced new, but hardly startling, information about American archivists:

Just over half, 52%, reported contributing to political candidates.

CBS Evening News with Dan Rather was the choice of 43% of those responding, while NBC at 22% and ABC at 16% trailed far behind.

Time was the most frequently read general interest magazine, followed in order by *Newsweek*, *Smithsonian*, *The New Yorker*, *Atlantic*, *National Geographic*, and the *New York Review of Books*.

"E.T." led the list of movies seen most recently, followed by "An Officer and a Gentleman," "Chariots of Fire," "Tron," and "Road Warrior." Respondents attended an average of over nine movies in the previous twelve months.

→ On a more serious note, 53% reported that their institutions had been adversely affected by the economy during the previous year, 31% represented institutions with formal long range plans, 46% reported their institutions offered variable working hours (flextime), and 15% reported that their institution had suffered a breach of security in the previous 12 months.

Respondents reported an almost even balance between time spent in their institution on processing (51%) and time spent on reference (49%). 31% reported that their institution had published a guide to the bulk of its holdings and 49% reported having an in-house preservation program.

Of those respondents who were employed, 42% reported their employer was funding their trip to the meeting, 36% reported receiving partial funding, and 22% reported that they were paying all costs of attending the Boston meeting themselves. 9% of the respondents reported having no employer.

Nominating Committee Selects Candidates

SAA's 1983 Nominating Committee has selected the following candidates for office:

Vice President (becomes President fall 1984)

Edmund Berkeley, Jr., University of Virginia
Andrea Hinding, University of Minnesota

Council (see below)

John Daly, Illinois State Archives
Kenneth W. Duckett, University of Oregon
John A. Fleckner, Smithsonian Institution
Linda Henry, American Psychiatric Association
Charles G. Palm, Hoover Institution
Virginia R. Stewart, Elmhurst Historical Society

Nominating Committee (3 seats, 1-year terms)

Lewis J. Bellardo, Jr., Kentucky Department of
Library and Archives
Anne P. Diffendal, Nebraska State Historical
Society
Connell Gallagher, University of Vermont
R. Scott James, City of Toronto
Diana Lachatanere, New York Public Library
Mary Jo Pugh, University of Michigan

At the 1982 annual meeting, SAA's membership approved a constitutional amendment that changes the composition of the SAA Council from 8 to 9 members serving terms of 3 instead of 4 years.

In order to allow current Council members elected to 4-year terms to complete those terms and still institute the 9-member Council now required by the Constitution, the following election procedures have been instituted for the 1983 election only. 3 Council members will be elected, one for 3 years, one for 2 years, and one for 1 year. From the slate of 6 nominees, the individual receiving the most votes will receive the 3-year seat, the first runner-up will receive the 2-year seat, and the second runner-up the 1-year seat. Candidates for Council and Nominating Committee will not be paired on the ballot. (continued on p. 2)

Washington Watch

• A special task force has been appointed by Robert M. Warner, Archivist of the United States, to undertake a comparative study of the organization and operation of the Smithsonian Institution and the National Archives and Records Service. The eight-person study team includes officials from NARS' parent agency, the General Services Administration, as well as members of NARS' staff. The study was launched at the request of GSA Administrator Gerald P. Carmen, who stated at the fall meeting of the National Archives Advisory Council that "an objective and comparative study would be useful for further discussions of NARS' organization and operations." Carmen further stated that although he does not now support separation for NARS, the study would lead to further dialogue and possible adjustments of his current position. The Society of American Archivists and other professional organizations in the field of libraries and history are on record in favor of separation of the National Archives from GSA.

• James W. Moore, Assistant Archivist for the National Archives, has announced NARS' intention to relocate some 10,000 cubic feet of records from the Washington area to regional archives branches.

In the fall of 1979 the National Archives considered the transfer to regional branches of about 300,000 cubic feet of records, under the direction of then-GSA Administrator Rowland Freeman. Concern about the proposed relocation was expressed by individuals and organizations throughout the country, including SAA. In the fall of 1980, shortly after his appointment as Archivist of the United States, Robert M. Warner halted all proposed transfers. The least controversial proposal made in 1979-80 was to complete the transfer of records that originally had been selected for relocation in 1969 when NARS' regional branches were created, but were never transferred. These records, which are primarily of regional or local origin and/or interest, are now being transferred.

Nominating Committee, cont.

Additional nominees may be placed on the ballot by a petition signed by 50 members of the Society. Anyone who plans to initiate a petition should contact the Society's office by February 4, 1983, in order to assure all candidates of equivalent exposure on the printed ballot. Deadline for receipt of petitions in the executive director's office is February 21, 1982. Ballots will be mailed March 23; members who haven't received them by April 18 should contact SAA. Nominating Committee members for 1983 are Lynn A. Bonfield, Bonfield Archival Consultants; Meyer Fishbein, American University; H. Thomas Hickerson, Cornell University; Victoria Irons Walch, chair, National Archives; and William Wallach, University of Michigan.

• The supplemental appropriations bill which became effective when the Congress overrode the President's veto last September contained \$5.78 million in additional funds for NARS. Of this amount, \$1.68 million covered a FY 82 pay raise. The other \$4.1 million, which was added by Congress after numerous contacts from organizations and individuals interested in NARS' welfare, includes \$600,000 for the preservation of House and Senate records, \$2 million for other NARS' programs and \$1.5 million for grants by the National Historical Publications and Records Commission. These funds were not designated to be spent in FY 82 and are thus available until expended.

• The House of Representatives voted 237-97 to establish an Office for the Bicentennial of the House during the recent lameduck session. This served, in part, to reverse a vote taken in September when the House refused to create the position of House historian. It is the hope of many observers that the new Office, which is authorized for a number of years, will evolve into an undertaking similar to that administered by Senate Historian Richard A. Baker. The fight to create the Office was led by Newt Gingrich (R-GA), a former professor at West Georgia College who holds a Ph.D. in history from Tulane University.

• The House and the Senate approved the FY 83 appropriations of \$130 million for the National Endowment for the Humanities. The budget was reduced by \$500,000 from its FY 82 level, but was still far above the appropriations level requested by the White House. The reduction is in the Endowment's administrative budget and is seen as a reflection of congressional concern over the NEH reprogramming of FY 82 funds from public programs to research. Congressman Sidney Yates (D-IL) and Senator James McClure (R-ID) are credited with providing important leadership in the quest for Endowment funding.

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Linda Ziemer	Program Assistant

News from SAA

SAA Workshops: Winter-Spring '83

The following continuing education activities are being sponsored by the Society in the coming months:

Management for Archivists (February 9-10, 1983, Los Angeles, California. These are revised dates).

A two-day seminar exploring basic management principles and their application in an archival setting. Areas of discussion will include planning, human resources management, communications, budgeting, financial management, and strategy and tactics for archival administrators. Instructors are Mary Lynn McCree, University of Illinois at Chicago, and Ann Morgan Campbell, SAA. Tuition is \$75.00. To apply, contact Toni Pedroza at SAA headquarters.

Business Archives: The Basics and Beyond (May 16-20, 1983, Dearborn, Michigan. These are revised dates).

A 4½-day workshop focusing on the basic functions and services performed by a business archives as well as some of the areas of special concern to business archivists. The workshop is open to persons currently responsible for the care of business records but with little previous training, and persons who anticipate that they may have the responsibility for business records in the future. The workshop is divided into two parts: a 3-day section called "Basic Archival Procedures," taught by Douglas A. Bakken, Henry Ford Museum, and Philip Mooney, Coca-Cola Co., and a 1½-day "Selected Topics" segment. The topics to be covered are business history, records management, automation in the archives, and care of photographs. Among the instructors for this portion of the workshop are David L. Lewis, University of Michigan; Margery Long, Wayne State University; Thomas Pardo, Standard Oil of Indiana; and Diane Vogt-O'Connor, Cranbrook Academy of Art. The registration fee for the entire 4½-day workshop is \$350. The fee is \$250 for the 3-day segment and \$150 for the 1½-day section. To receive a complete brochure, contact Deborah Risteen at SAA headquarters.

Starting an Archives (June 9-11, Washington, DC. These dates are tentative).

This 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. Instructors for the workshop are David B. Gracy II, Texas State Archives, and Linda Henry, American Psychiatric Association. The workshop is supported in part by the scholarship fund of the Colonial Dames of America, Chapter III. Tuition is \$115. For further information and an application form, contact Linda Ziemer at SAA headquarters.

Tribal Archives Conferences Slated

The following Tribal Archival 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

June, 1983: Spokane, Washington (tentative)

For further information, contact Linda Ziemer at SAA headquarters.

C&U Guidelines Available

SAA has printed a booklet containing the Guidelines for College and University Archives approved by Council in 1979. Single copies of the 12-page booklet can be purchased for \$2.00; for quantities of 10 or more, the cost is \$1.00 each. In addition, persons ordering *College and University Archives: Selected Readings* (\$9.00 members, \$12.00 others) may purchase a single copy of the Guidelines for \$1.00. Orders for this and all SAA publications should be sent to SAA Publications Service, 330 S. Wells, Suite 810, Chicago, IL 60606.

SAA Women's Caucus

The SAA Women's Caucus is an unofficial group that serves as a forum within the SAA for women and women's issues. Its annual meeting at the SAA convention is open to anyone and provides an opportunity to discuss problems and possible solutions, and to exchange information. Persons with news to contribute to the Caucus newsletter--about conferences, people, grants, and activities relating to women inside and outside the archival profession--should send it to Katherine Kraft, Schlesinger Library, 3 James St., Cambridge, MA 02138. Persons wishing to receive the newsletter should send their name, address, and a contribution (check payable to Women's Caucus) to the same address.

At its October 18 meeting in Boston, the Women's Caucus endorsed a suggestion by Miriam Crawford that women with experience in publication and professional presentations volunteer to advise their female colleagues. Crawford and Elsie Freeman offered to critique papers, help structure program proposals, and suggest appropriate journals for articles. Persons wishing to participate in this effort should contact Katherine Kraft at the address above. A list of volunteers will appear in an upcoming Caucus newsletter.

SAA Council to Meet

The Council of the Society will meet January 21-24, 1983, at the National 4-H Center, Chevy Chase, Maryland. Copies of the agenda are available on request from SAA headquarters.

Perspectives

TO THE EDITOR:

While at the annual meeting in Boston, I attended the October 21 session on standards for internship programs. I would like to comment on some of the statements I believe were made.

First, it was suggested that only those students who have taken courses on archival management and procedures be accepted into internship programs. This is not an entirely practical requirement. Most archives have to get their interns from the local student population, and most schools still do not offer such courses. There are perfectly capable students taking history and library science courses who would make good interns, and we need to know how to judge their qualifications.

Another issue discussed at great length was that of the time it takes to train interns. Even after careful explanations, some interns do such a poor job that enormous amounts of time and energy are needed to correct their mistakes. I agree this is a serious problem. But very little of the positive assistance interns can bring to an archives was pointed out. Besides, if we want to attract qualified, intelligent people into our profession it is best to "weed out" the unqualified people at an early (intern-level) stage. The time we invest in training all students is time invested in the future of our profession.

I am interested in hearing from archival administrators who have had positive experiences with their interns, and in learning what qualities they feel make a good intern. The questions which the session was raising, and which still has not been answered, is how can the standards be quantified and used as a guideline?

Elizabeth Woodger
Matthew G. Norton Co.

TO THE EDITOR:

Ever since committees were disbanded in favor of Professional Affinity Groups (PAGs) in 1979, there has been confusion and consternation over the label we have given our various sub-groups. President J. Frank Cook announced in Boston that some thought will be given to changing the label this year. He mentioned the possibility of calling them Groups. This, I fear, would result in all of us becoming "groupies" of one sort or another.

There are, and always have been, other alternatives. Admittedly, they are not as original as PAGs or Groups, but, nevertheless, they are probably more easily understood by people outside the archival profession. I suggest that the institutional PAGs become Sections and the functional PAGs become Round Tables. Yes, library organizations use these

terms but so do professional engineering and historical organizations. Is our relationship with the library and historical professions so poor that we are reluctant to use their terminology? Is our emphasis upon the uniqueness of one type of holdings so strong that we must also have unique labels for our sub-groups? I certainly hope that the answer to both is a resounding NO!

Charles R. Schultz
Texas A&M University

TO THE EDITOR:

Despite successful European models, increasing concerns, and numerous committees, the American archival community has not reached consensus on formal standards for the education of archivists. This crucial issue is too often clouded by an overly presentist focus, a focus which ignores future needs and the historical framework of professionalization.

The very idea of "professions" is a late nineteenth-century concept in which the professions came to be differentiated from other types of labor through some form of university degree program. Acting through their professional associations, advocates in such fields as medicine and law actively pursued the replacement of apprenticeship systems for post-graduate diplomas and certification. It is important to note that such a change only occurred gradually over the course of a number of decades. Significantly also, many of the promulgators lacked their own specialized degrees, but recognized the value of education for the advancement of their fields. In the context of our own rapidly expanding expertise and information technology, such recognition seems doubly important for archivy.

As an educator and former practicing archivist, the general nature of formal archival instruction seems obvious. On one level, potential archivists need advanced training in historical theory and methodology. But they also should have post-graduate work in the specialized techniques of archival management, information science, and librarianship. Moreover, these efforts should be organized in a fully integrated and articulated fashion.

Perhaps a dozen complete programs in archival education currently exist in the United States. They provide broad, theoretical, in-depth, and cost-effective instruction beyond the capacity of in-house training or periodic workshops. Current archivists should act to support federal programs for the professionalization of the field, and act especially through their hiring practices and in pushing the SAA for action.

Frederick J. Stielow
University of Maryland

SAA '83: Minnesota Has Much to Offer

SAA's 1983 annual meeting will take place October 5-8 in Minneapolis. The following paean to Minnesota was prepared by Bruce Bruemmer, Marion Matters, Dennis Meissner, Bonnie Palmquist, Gloria Thompson, staff members of the Minnesota Historical Society, and the chair of the Local Arrangements Committee, James E. Fogerty.

In case you weren't sure, Minnesota is bounded on the east by Wisconsin, on the south by Iowa, on the west by the Dakotas, on the north by Canada--and somewhere in the middle, although you won't find it on a map, is Lake Wobegon, the little town that time forgot, that decades cannot improve; where all the women are strong, all the men are good-looking, and all the children are above average.

Minnesota is a little like that--it's not the biggest state, nor the smallest, nor the oldest, nor even the most northern since Alaska stole that distinction--but it's good-looking and definitely above average. And, it may be the most Scandinavian. Minnesota is the Olson capital of the New World, and a major supplier of Swedish and Norwegian ethnics to the rest of the nation. Three of the last ten governors have been named Anderson. With that kind of cultural dominance you'd think you could find a Nordic restaurant; don't hold your breath.

Any description of Minnesota would probably begin with a few words about the Twin Cities--Minneapolis and St. Paul--and so does this one. Actually, they're not twins. . .they don't really look alike. In fact, sometimes they don't even like each other. Never did. Maybe it's a good thing there's a river between them, more or less. The Twin Cities were so anxiously comparing population statistics that they both rather seriously padded their 1890 census returns. The righteous indignation exploding from both sides was deafening! The rivalry has continued to the present, although it has matured somewhat and taken on a certain civility with age.

It doesn't seem to bother St. Paul much knowing that it can never successfully emulate New York. Minneapolis might be another story. In fact, souvenir vendors are now promoting the "Minneapolis Apple." It's even a federal reserve city--and there are only twelve of them. You might think about stocking up on T-bills while you're in town.

The heart of downtown Minneapolis is the Nicollet Mall, a 7-block automobile-free promenade offering many sights and diversions. Minneapolis also has many old buildings. One of the nicest is City Hall, and don't forget the historic milling district surrounding the falls, just a short walk from downtown. It offers historic sites and some interesting renovations (in other words, eating and shopping places).

Meanwhile, back in St. Paul, the competition has its own downtown projects. The Town Square shopping and hotel development (complete with indoor park) is one of the newest and most attractive architectural offerings. St. Paul also offers some of the finest older architecture in the area. There is the stately white marble capitol building that overlooks the city. Its interior is also quite impressive and merits a tour. And, while you're in the neighborhood, the main building of the Minnesota Historical Society is right across the street. Overlooking downtown from the other side is the ornate Cathedral of St. Paul. And, in the heart of downtown, is the rehabilitated Landmark Center.

Minneapolis is the cultural center of the Upper Midwest--it says so right in the civic information section of the phone book. A few places that work to justify that reputation are the Tyrone Guthrie Theater, the Walker Art Center, the Minneapolis Institute of Arts, Orchestra Hall and the Children's Theatre Company.

St. Paul, not to be left behind, offers several good small theaters, as well as the renowned St. Paul Chamber Orchestra, under the baton of Pinchas Zukerman. St. Paul is also the worldwide headquarters of the "Prairie Home Companion" radio show. No tour will be complete without a pilgrimage to the World Theatre, where it is staged and broadcast.

While Minnesota does have a large Scandinavian population, there are many other ethnic groups living there, too, including the nation's second largest urban Indian population, most of whom are Ojibwe. On Minnesota's northern lakes, the Ojibwe have exclusive rights to harvest wild rice, which is done in the traditional way. Large numbers of immigrants from Vietnam, Laos, and elsewhere in Southeast Asia live in the Twin Cities, bringing with them their culture and cuisine.

Several nationally known enterprises are headquartered in Minnesota, including 3M, Control Data, Honeywell, General Mills, Pillsbury, Land-o-Lakes--and everyone's favorite--Powdermilk Biscuits.

The Twin Cities are also home to the University of Minnesota and a number of private colleges, and to one of the largest state historical societies in the nation, the Minnesota Historical Society. Here are its Research Center and a few of its historic sites--The Alexander Ramsey House, the James J. Hill House, and historic Fort Snelling.

While Minnesota is known for its winters, autumn may be the loveliest season. The Yankees who first settled the state found the air bracing and healthful and the opportunities plentiful. Follow in their footsteps. See Minnesota at its best, October 5-8, at the 47th annual meeting of the Society of American Archivists.

SAA Awards Competition Announced

The Society of American Archivists announces competition for five Society awards to be presented at the 1982 annual meeting in Boston. The awards will recognize accomplishments for calendar year 1982. Winners of each award will be selected by subcommittees of the Awards Committee, chaired by Nelle Bellamy, Archives of the Episcopal Church. Individual and institutional members of SAA are welcome to nominate themselves or others for awards. The Society's awards policy is described in the *American Archivist* 39:415-420. All nominations for SAA awards should be sent to V. Nelle Bellamy, Archives of the Episcopal Church, P.O. Box 2247, Austin, TX 78768, by August 1, 1983.

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

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

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

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

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

Scholarship Winner Selected

Thomas E. Camden, New Hampshire Historical Society, has been awarded the Colonial Dames Scholarship to the January, 1983, Modern Archives Institute at the National Archives. The scholarship is funded by the Colonial Dames of America, Chapter III, and awarded by SAA.

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

Resumes, accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications, should be submitted to Richard J. Cox, Baltimore City Archives, 211 E. Pleasant St., Baltimore, MD 21202, by April 1, 1983.

Fellows' Posner Prize Created

For the past several years, the Society has had but one award for writing, the Waldo Gifford Leland Prize, given for the outstanding separate publication of the preceding year. Article-length contributions to archival scholarship, however outstanding, received no special recognition or incentive. Consequently, the Fellows of the Society have offered, and the Council has accepted, the establishment of a new award: The Fellows' Posner Prize. Honoring one of the most outstanding archival scholars of the 20th century--Ernst Posner--it will reward the best article published in the preceding year's volume of the *American Archivist*. The winning article will be selected by a subcommittee of SAA's Awards Committee. The cash prize will be awarded at the annual meeting. The first award, for an article published in volume 45, will be presented at the annual meeting in Minnesota in October.

NHPRC Application Deadline

The National Historical Publications and Records Commission has grant funds available in 1983. The next deadline for records program applications is May 1 for consideration by the Commission in September 1983. Contact Edie Hedlin of the Records Program staff for details. Address inquiries to NHPRC, National Archives Building, Washington, DC 20408, or call (202) 724-1616.

Managing Archival Institutions



January 1983

A periodical publication of the Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606

Managing the Scarcest Resource: Your Time

As a continuing feature, this publication will report approaches to time management in archival institutions. This issue contains pointers on handling of incoming mail.

There is widespread support for the general rule articulated by James E. Fogerty, Minnesota Historical Society: "I try very hard never to handle the same piece of paper twice." Fogerty's technique for keeping track of the considerable number of details he must attend to on a daily basis, his "1-31 file," will be described in a future issue. Three archival administrators reported their personal systems to streamline the handling of incoming mail.

Ian E. Wilson, Saskatchewan Archives Board, has his institution's voluminous incoming mail sorted into four categories:

- PRIORITY: requiring an early response from Wilson himself.
- INFORMATION: items, brochures, etc. which have no urgency and can be dealt with at leisure.
- REFERENCE INQUIRIES: routed directly to the appropriate archivists
- PUBLICATIONS OR MATERIAL FOR PERMANENT COLLECTION: routed to appropriate accessions archivist to accession and draft acknowledgement for Wilson's signature.

Helen Slotkin, Massachusetts Institute of Technology, recommends "don't dwell on organizing work, but rather set up your work so that it is automatically organized and planned into a pattern that assures its rapid execution." For instance, Slotkin's incoming mail is sorted into three boxes so that "when I pick up a pile I know how much attention and time it needs."

- First class mail, letters needing immediate attention.
- Internal MIT and Library memos, journals
- Junk mail.

Larry J. Hackman, New York State Archives, has also devised a system to cope with the heavy volume and wide variety of written material which comes to his office. He reports "I keep a number of separate folders in a metal divider on my desk. These are labeled as follows: For Signature, For Immediate Action, Other Items Needing Action, External Materials Reading File and Internal Materials Reading File. This allows me several times during the day to tell at a glance whether items have arrived that need my immediate attention in the sense of some decision or consultation. Other items that need action of this sort go into the "other item" folder and at least once a day I shuffle through this to pull out other items for night work or assignments to others, etc. Several times during the day I simply grab the signature folder and sign letters that have been typed, travel requests, and other items that need only my signature as opposed to other action. The internal and external reading files receive newsletters, new regulations, circulars from within the Education Department, new publications and so forth. Sometimes these folders receive my attention no more than once a week, at which time I sort through to toss those items that are not worth retaining, to pull out those that I personally wish to examine, and to route others to our staff library, to appropriate staff members, or to appropriate files. Although at times this system is a bit difficult on my secretary in terms of knowing which materials go into which folder, by and large it works very well, brings to me those items needing immediate attention, and keeps me from having to sort through and distribute incoming materials once or twice a day.

John Lee, a Florida time management specialist, recommends categorizing things that come to your desk into one of four piles: drop it, delay it, delegate it, do it. The delay it or procrastination file must be reviewed weekly, according to Lee.

Ratio Analysis: Non-Traditional Indicators

Archival institutions are not expected to show a profit, but they are expected to show results.

The measurement of those results is a challenge being addressed on a number of fronts by the profession. The work of Katherine Emerson's Standard Reporting Practice Task Force was reported in the July 1982 SAA NEWSLETTER. Other groups addressing the problems of measurement include SAA's Institutional Evaluation Task Force, chaired by Mary Jo Pugh, and the National Association of State Archivists and Records Administrators.

Following is one approach to analysis of performance in archival institutions which borrows heavily from analysis employed in the profit sector of the economy.

Ratios show how one number is related to another. The technique of ratio analysis is exceptionally useful in finance where a number of different ratios are used to highlight important relationships. Archival managers may find it useful to identify a series of ratios relevant to their own institutional operations and to plot them over time. The profession would benefit from the development of information on ratio ranges and averages for various kinds of institutions.

For the purpose of this article, we developed a totally fictional set of statistics for SAA's mythical Cupcake Corners Manuscript Collection. Not addressed in this piece is the technique employed to present budgets in various ways--as demonstrated below. That's a topic for a future issue.

CUPCAKE CORNERS MANUSCRIPT COLLECTION

Annual Report Excerpts

BUDGET by object		BUDGET by function*		BUDGET by collection	
Personnel	\$100,800	Processing	\$29,800	Political	\$48,500
Equip/Supplies	15,300	Reference	85,100	Women's History	19,600
Space/Utilities	12,400	Preservation	10,000	Literary	54,100
Other	7,700	Acquisitions	9,200	Other	14,000
		Outreach/Educa	2,100		
	<u>\$136,200</u>		<u>\$136,200</u>		<u>\$136,200</u>

Selected Statistics

<u>Reference Uses</u>	3,900		
<u>Total Holdings</u>	8,400 cubic feet		
Processed	2,300		
Non-processed	6,100		
<u>Acquisitions</u>	600		
<u>Personnel Use</u>	16,900 available hours in year*		
Processing	4,500	Professional	6,200
Reference	9,800	Non-Professional	10,700
Preservation	1,400		<u>16,900</u> Hours
Acquisition	500		
Education/ Outreach	<u>700</u>		
	16,900 hours		

*Administration, leave, etc, spread back over program areas.

Indicators from Traditional Archival Statistics

Following are some ratios which may be useful for archival administration:

	Purpose	Formula	Calculation for CCMC
1) Rate of reference	Measures the extent to which holdings are used	$\frac{\text{Number of reference uses}}{\text{volume of holdings}}$.46 uses p/cubic ft
2) Processing	Measures percentage of backlog processed	$\frac{\text{volume of processed holdings}}{\text{total volume of holdings}}$	27%
3) Processing/ Reference	Shows relationship between these activities	$\frac{\text{hours devoted to processing}}{\text{hours devoted to reference}}$	46%
4) Cost of Reference	Shows cost of reference (assuming that it is the reason institution exists)	$\frac{\text{total budget}}{\text{Number of reference uses}}$	\$34.92 p/use
5) Cost by Holdings	Shows cost of doing business per cubic foot of holdings	$\frac{\text{total budget}}{\text{total holdings}}$	\$16.21 p/cubic ft
6) Acquisitions	Shows rate of growth	$\frac{\text{annual acquisitions}}{\text{total holdings}}$	7%
7) Personnel	Measures the extent to which work is performed by professionals	$\frac{\text{professional hours}}{\text{total hours}}$	37%

Ratio analysis has limitations, but used with care and judgement it can be a most helpful tool. It is often difficult to generalize about whether a particular ratio is "good" or "bad." For example, a high processing ratio may show adequate resources devoted to that function, which is good, or no active acquisitions program to challenge the processing function, which may be bad.

If SAA does develop and disseminate institutional averages, these indicators can provide useful insights into archival operations, but they should not be employed in a mechanical, unanalytical manner in our diverse field.

Seven ratios are demonstrated here. Using only the statistics provided for CCMC in this example, 10 times that number could be calculated and a substantial number of them might provide useful management information.

After preparing hypothetical statistics for CCMC, we developed a REAL LIFE findings for the first two ratios for four archival institutions:

	1) Rate of Reference	2) Processing.
University of Illinois, Urbana	.39	84%
Massachusetts Institute of Tech	.96	64%
Minnesota Historical Society	.17	99%
Smithsonian Institution	.15	74%

SUGGESTED READING

- On long range planning. . .

Planning is the first element of what many term "the management process." It is, simply, the process of determining what an organization is, where it wants to go, and what alternatives exist toward that end. Planning was a major thematic element of the Society's 1982 annual meeting. Goals and priorities for the archival profession are being studied by an SAA task force chaired by Edward Weldon, Georgia Department of Archives and History.

Hicks, George. "Thinking Ahead: Long-Range Planning for the Nonprofit Organization," HISTORY NEWS (March 1982).

Howlett, Michael J. "Strategic Planning in State Government," MANAGERIAL PLANNING (November/December 1975).

Jimerson, Randall C. "Long-Range Planning for Academic Archives," SAA PROBLEMS IN ARCHIVES KIT, 1983.

McClure, Charles R. "The Planning Process: Strategies for Action," COLLEGE AND RESEARCH LIBRARIES (November 1978).

McHugh, Alice. "Strategic Planning for Museums," MUSEUM NEWS (July/August 1980).

Simerly, Robert. "Strategic Long-Range Planning," MUSEUM NEWS (July/August 1982).

●On fund-raising. . .

If your institution is contemplating a fund-raising campaign, you will want to obtain a copy of "Tax Considerations in Charitable Giving." The 47-page pamphlet, which provides a nontechnical explanation of the income and estate tax consequences of charitable giving, covers such topics as why, how and what people give to charitable organizations. For a free copy, write to Arthur Andersen, Distribution Clerk, Communications Services, 69 W. Washington Street, Chicago, Illinois 60602. Those who are interested in a more comprehensive treatment of the subject may request a copy of the 141-page book, "Tax Economics of Charitable Giving," from any office of Arthur Andersen or from the Chicago address above.

- On marketing an archival program. . .

"Present Value of Corporate History," by George David Smith and Laurence E. Stedman, HARVARD BUSINESS REVIEW, November/December 1981. In an analysis with relevance for the campus and government, the authors argue that history is "an important though generally unexploited corporate resource." A useful chart depicts corporate applications of institutional history in areas such as planning, management development, marketing, legal support and public relations.

"Managing Archival Institutions:" What Is It? Why Are We Doing It? How To Keep It Coming.

The concept for this periodical developed as a response to repeated requests from SAA members for a source of information on archival management. It is our hope that the publication will prove useful to the vast majority of archival managers who have no educational background in management and limited time to pursue the vast literature of the field for relevant material. A trial issue of this publication was distributed to 100 archivists in mid-1982. SAA Council analyzed a compilation of the 64 evaluations that were returned and authorized this undertaking.

The publication will provide its readers with information on various techniques and management tools now being employed in a variety of archival settings and suggest fruitful additional reading. It will supplement the other ways in which the Society addresses administration/management topics: occasional articles in THE AMERICAN ARCHIVIST, sessions at annual meetings and periodic management seminars.

Since all SAA members do not share a high interest in the topics to be addressed in this periodical, it will be self-supporting and a forum for information exchange for those persons who are interested in and/or challenged by management concepts. It will be published 6 times yearly and the annual subscription fee is \$12. Use the coupon on p. 7 to subscribe.

"Managing Archival Institutions": Subscription Coupon

I want to subscribe to "Managing Archival Institutions," SAA's new periodical which will appear six times a year. I understand that the cost of one year's subscription is \$12 and that I will be billed for that amount at a later date. I am an SAA member.

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Clip this coupon and send it to "Managing Archival Institutions", Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606.

PEOPLE PAPERS

New York, NY For more than a decade, New York City has been digging tunnels for the Second Avenue subway, but by last August had only two tunnels barely a mile long. Due to lack of money, the project has been deferred, so the Metropolitan Transportation Authority has announced that the tunnels are for rent. One prospective renter is Vital Records, Inc., of Raritan, NJ. They propose using the tunnels as "the world's longest filing cabinet." Paul Catalano, executive vice president of the company said that computer-controlled conveyor belts would be used to store and retrieve the vital records and precious metals kept in the tunnels. "Records in New York that are a year old are about 98% inactive," Catalano says. "They're sitting in real estate that costs \$40 to \$50 a cubic foot. They can sit for \$1 a cubic foot underground."

London, England An exhibit related to the Tudor ship *Mary Rose*, which was raised October 11, 1982, as the Prince of Wales looked on, has been mounted by the British Library. Documents displayed include a March 1513 report to Henry VIII which includes a discussion of the ship's sea trials, a payroll, a report of a court martial in which the culprit was sentenced to lose his ear for negligence, period maps showing birds' eye views of coasts and harbors, and other materials related to the history of King Henry's navy. The documentary resources survived the centuries in far better shape than the vessel itself, but it was interest in her raising that prompted throngs of people to crowd into the small exhibition gallery to view these documents. The Library's major galleries are highlighting even more ancient materials: the Magna Carta, illuminated manuscripts, an exhibition commemorating the 2000th anniversary of Virgil's death, and an oracle bone from the Shang period (1766 B.C.).

Philadelphia, Pennsylvania James R. Shinn was sentenced to 20 years in federal prison for the theft of more than \$100,000 worth of rare books from college libraries around the country. (See November 1981 *SAA Newsletter*, p. 13.) Shinn had pleaded guilty to one count each of shipping and receiving stolen goods across state lines. Librarians have characterized Shinn as a professional rare book thief and suspect him in losses of valuable volumes from California to Massachusetts. Shinn had been under arrest after investigators found 20 foot lockers filled with rare books in a Bethlehem, Pa., apartment building. Evidence showed that Shinn had shipped the books from Urbana, Ill., to Pennsylvania. Books in the lockers came from the University of Illinois at Urbana, Oberlin College, Reed College in Oregon, UCLA, the University of Michigan, Stanford University, Princeton University and the University of Pennsylvania. Charges against Shinn are pending in Ohio, where police found \$30,000 worth of rare books in his motel room. Shinn skipped bail in Ohio in June of 1981 and disappeared until his December 1981 arrest in Pennsylvania.

Los Angeles, California The University of California at Los Angeles has dropped its \$1.5 million bid to win possession of the papers of Igor Stravinsky. (See *SAA Newsletter*, January, 1982, p. 8 and July, 1982, p. 15.) The papers have been the subject of a complex legal battle between UCLA and the University of Texas, which offered the composer's heirs \$2 million for the collection. A judge in New York ruled that UCLA was the more appropriate site for the papers, even though Texas had offered more money. A spokesman for the Humanities Research Center at the University of Texas said that when the uncertainties surrounding the will of Stravinsky's late wife are settled, the University will make another offer for the collection.

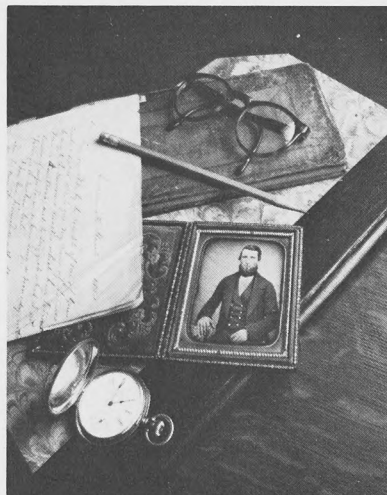
The National Archives Announces Its New

Guide to Genealogical Research in the National Archives

Interest in genealogy and local history is growing rapidly. More than 20,000,000 individuals in the United States are now conducting research into the histories of their families and communities. In response, the National Archives—official keeper of more than 1.3 million cubic feet of federal records—has revised and substantially expanded its GUIDE TO GENEALOGICAL RESEARCH IN THE NATIONAL ARCHIVES. Genealogists everywhere have been waiting eagerly for this edition, which expands and updates the 1964 GUIDE.

The 320-page GUIDE is an indispensable tool for both sophisticated and beginning researchers. It can help them make a systematic review and selection among the wide range of federal records important to genealogists and local historians:

- Census records
- Military service and pension files
- Ship passenger arrival lists
- Federal land records and many more...



The GUIDE includes references to more than 550 microfilm publications available from the National Archives. Numerous citations to secondary sources will also prove valuable to reference librarians in assisting their patrons to locate relevant materials. In addition, the GUIDE makes clear what records are not in the National Archives and frequently indicates where they might be found.

An essential addition to any genealogy or local history reference library.

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Washington, DC 20408

THE NATIONAL ARCHIVES: KEEPER OF THE AMERICAN HERITAGE

Archival Grants and Fellowships

Publication of the papers of Albert Einstein was given a boost recently by a \$120,749 grant from the National Science Foundation. The joint project of the Princeton University Press and the Hebrew University of Jerusalem was delayed for several years by a legal dispute between the press and the Einstein estate. That case is now settled and the first volume is expected in 1983. It will take several decades to publish the 43,000 documents in the collection; the NSF is currently considering a proposal for long-term support of the project.

The Jessie Ball DuPont Religious, Charitable, and Educational Fund has awarded a grant of \$100,000 to Drew University for the United Methodist Archives and Historical Center.

The fellowship program of the National Historical Publications and Records Commission has not been funded beyond 1982. Private sources have supported it in the past, and the Commission is actively seeking funds to continue the program. The Commission is tentatively offering up to three fellowships in historical editing for 1983-84 and will begin accepting applications immediately. If the necessary funds become available, successful candidates will receive a stipend, tentatively set at \$16,000, and spend 12 months in training at a documentary editing project. Participating

projects are Documentary Relations of the Southwest (University of Arizona), The Papers of William Penn (Historical Society of Pennsylvania), and The Papers of Andrew Jackson (University of Tennessee). Applicants should hold a Ph.D. or have completed all requirements for the doctorate except the dissertation. A reading knowledge of Spanish is required for the Southwest fellowship. Further information and application forms are available from the NHPRC, National Archives, Washington, DC 20408. Application deadline is April 15, 1983.

The American Association for State and Local History has announced the availability of research grants for individuals and organizations working in state and local history. A grant to AASLH from the National Endowment for the Humanities enables the Association to administer a competitive program of small grants-in-aid for research focusing on or making use of materials about a locality, community, state, or region. Fifty such grants of up to \$3,000 each will be available in 1983 and again in 1984. Criteria for selection will include the need for the project, the capacities of the applicants and the potential value of the research results. The first application deadline is July 15, 1983. For more information, contact James B. Gardner, Staff Historian, AASLH, 708 Berry Road, Nashville, TN 37204, (615) 383-5991.

Archival Grants and Fellowships

The Massachusetts Institute of Technology has received a \$100,000 grant from the Andrew W. Mellon Foundation of New York City for a pioneering project to develop appraisal guidelines for archival records in science and technology. Under the grant, the Institute Archives will draw up appraisal guidelines and test their use in several research settings. The project will make use of archival and technical advice from Case Western Reserve University, the University of Illinois at Urbana-Champaign, the University of Wisconsin in Madison, Yale University, Bell Telephone Laboratories, Digital Equipment Corporation, the MITRE Corporation, the Ohio Historical Society and the State Historical Society of Wisconsin. Helen Slotkin of M.I.T. will be the principal investigator on the project.

An \$82,857 grant to the Woodson Research Center, Rice University Library, from the Office of Education under the Higher Education Act, Title II-C will permit the processing of the 1,000-linear-foot Johnson Space Center History Archive and the 405-cubic-foot collection of the Papers of Sir Julian Huxley. The processing of the JSC History Archive will be achieved through the use of a computerized data base, which will allow CRT access and which will be capable of printing out a hard-copy inventory. More traditional methods will be used in processing the Huxley papers.

The University of Washington Libraries have received a grant for \$250,000 under the Higher Education Act Title II-C which will enable them to preserve and more completely catalogue their extensive collection of Pacific Northwest newspapers and maps. The project will involve building a microfilm catalog of the newspapers; cataloging the papers and indexing articles of regional importance; creating a bibliography of the newspaper holdings; and deacidification, mending and microfilming of 2,500 maps in the Pacific Northwest Collection.

The Research Fellowship funded by the History of Psychology Foundation, a private foundation affiliated with the University of Akron, promotes research in the history of psychology through the granting of stipends of up to \$750 to aid scholars wishing to utilize the primary resources in the Archives of the History of American Psychology, University of Akron. Candidates should submit a prospectus of the projected work, publication plans, time projections, a vita, and two letters of recommendation. Application deadline is March 1, 1983. For more information, contact John V. Miller, Jr., Director of Archival Services, University of Akron, Akron, OH 44325.

The U.S. Office of Education has awarded a Title II-C grant of \$400,000 to Yale University to undertake a joint project with Cornell and Stanford University libraries, the Hoover Institution, and the Research Libraries Groups, Inc. The purpose of the project is to design and implement enhancement to the Research Libraries Information Network (RLIN) which will facilitate the accessioning, cataloging, and management of manuscript and archival materials. The development of a standard bibliographic exchange format will enable Cornell, Stanford, and Yale to integrate their manuscript and archival holdings into RLIN, thereby forming the foundation of a national data base. Project activities in 1983 will include determining cataloging standards; establishing guidelines for authority control; entering records into the RLIN data base; and producing user documentation for dissemination to other RLG institutions. These activities build upon previous work done with Title II-C funding at Yale which involved the development of functional specifications for enhancements to the RLIN bibliographic system.

The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. Copy deadline for the March issue is February 15. We encourage *Newsletter* readers to send in clippings, cartoons, and other items which they feel are appropriate for publication in the *Newsletter*.

Letters of professional interest to SAA members will be considered for publication in *Perspectives*. They 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 (February 1 for the March 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.

The *Newsletter* also accepts both display and classified advertising. Information on rates and specifications is available from SAA headquarters.

All correspondence regarding the *Newsletter* should be sent to Deborah Risteen, Managing Editor, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

Wanted

Information is sought on the correspondence, missing from the library of Keble College, Oxford, of Dr. Thomas Wilson (died 1784). The correspondence is bound in four volumes, three containing letters to Dr. Wilson, and one of letters from him. Information about the whereabouts of any of these items should be sent to Richard Miller, Berrywood House, Donhead St. Andrew, Shaftesbury, Dorset, England, or the Librarian, Keble College, Oxford.

The American Physical Therapy Association will be publishing an 1984 calendar dealing with the history of physical therapy. The calendar will publicize the opening of the APTA Archives. Anyone who has published a calendar with a similar theme is encouraged to provide feedback to APTA on how effective the calendar has been in their public relations efforts. Copies of other calendars and ordering information would also be helpful. Send all information to Phyllis Quinn, Coordinator, Information Central, American Physical Therapy Association, 1156 15th St., NW, Washington, DC 20005.

Transitions...

PATRICIA HUDSON has been appointed archival specialist in the Michigan State University Archives and Historical Collections. She was formerly an archivist with the Monroe County Historical Commission, Monroe, Michigan. . . KATHRYN C.

CULBERTSON resigned from her position as state librarian and archivist of Tennessee to enter full-time law practice. She is succeeded by OLIVIA K. YOUNG, formerly director of Library Development and Extension Services for the State Library. . . SUSAN P. HUDGINS has been named curator of the Mary Ball Washington Museum and Library, Inc., Lancaster, Virginia. . . JULI HALLER has been appointed assistant archivist with the Rosenberg Library, Galveston, Texas. He was formerly an archivist at the University of Washington, Seattle. . . SAA Fellow JOHN FLECKNER, formerly an archivist with the State Historical Society of Wisconsin, has been named archivist for the Archives Center, National Museum of American History, Smithsonian Institution. . . DAVID BEARMAN, former project director of SAA's National Information Systems Task Force, became the assistant to the director, Office of Information Resource Management, Smithsonian Institution, in December. . . JOHN FAWCETT has been named executive director of the Herbert Hoover Library Association. He was formerly a supervisory archivist in the Office of Presidential Libraries, National Archives and Records Service. . . PHILLIP LOTHYAN has been promoted from Chief of the Archives Branch to Director, Federal Archives and Records Center, Seattle. . . MARY BOCCACCIO, formerly an archivist at the University of Maryland, has been named senior archivist for the Jacob Javits Papers, SUNY-Stony Brook.

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 March, 1983, SAA Newsletter is February 15. Ad copy and payment should be sent to Deborah Risteen, Managing Editor, SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

ARCHIVISTS' SUMMER HOLIDAY 1983. Spend up to six weeks developing a local government archives in the British West Indies. Archival experience desirable but not required. Willingness to work and ability to get along with eleven other volunteers is essential. Students, professionals, retirees, and others interested in an adventure on a relatively remote and tourist-free island are welcome to apply. Write James Neal, Department of History, Middle Tennessee State University, Murfreesboro, TN 37132.

Opportunities

ARCHIVIST, Salvation Army Archives and Research Center. Primary responsibility for appraisal, arrangement and description of archives and manuscripts collections. Some reference work. Qualifications include: humanities degree, archival training and at least one year's experience in processing archives. Starting salary: \$13,500-\$15,000 plus benefits, depending upon training and experience. Send application and resume to: Thomas Wilsted, Archivist/Administrator, Salvation Army Archives and Research Center, 145 W. 15th St., New York, NY 10011. Application deadline: February 10, 1982.

RELIGIOUS ARCHIVIST, Lutheran Church of America. Reports to the National Secretary of the Lutheran Church of America, New York City. Depository located in the library of the Lutheran School of Theology, Hyde Park, Chicago. Responsible for collecting, preserving, and making accessible the records of the LCA and its predecessors, as well as those of that churches' Illinois, Iowa, and Indiana-Kentucky synods. Membership in the Lutheran congregation, some knowledge of American Lutheran church history, and basic facility with German and Scandinavian languages desirable. Salary and perquisites negotiable. Position available September 1, 1983. Full job description available. Address inquiries and applications to: Office of Secretary, Lutheran Church of America, 231 Madison Ave., New York, NY 10016. No closing date provided.

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Professional Opportunities

CURATOR, Louisiana State University (Search Reopened). Responsible to Head of Archives/Manuscripts Department 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 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: March 1, 1983.

ARCHIVIST, New York School for the Deaf. Survey and accessing records in storage from School's founding in 1817. Consult with administration concerning preserving, computerizing, or microfilming as indicated of historical materials. Qualifications: Graduate with degree in history and master of library science, professional work with archival materials and historical research. Consideration given to applicant interested in doctoral dissertation program with publication of material of scientific value. Salary negotiable. Submit resume to Kendall D. Litchfield, Superintendent, New York School for the Deaf, 555 Knollwood Road, White Plains, NY 10603. Application deadline: February 1, 1983.

ARCHIVIST (SPECIAL COLLECTIONS LIBRARIAN), Moody Medical Library, University of Texas, Medical Branch. Responsible for overall development of the biomedical archives and manuscripts program within the History of Medicine and Archives Department. Major responsibilities will include collection development, donor relations, arrangement, and description of archives and manuscript collections. Other duties will include assisting department staff in providing reference service for rare books, prints and portraits, and medical memorabilia collections; preparation of exhibits; production of department publications, and developing funding proposals. Qualifications: M.A. in history and/or accredited library science; 3-5 years' relevant experience; and archival training are essential. Minimum salary: \$18,000 plus benefits. Send applications to: Larry J. Wygant, Associate Director for Public Services, Moody Medical Library, The University of Texas Medical Branch, Galveston, TX 77550. Position available February 1, 1983. No closing date provided.

Two positions, Spertus College of Judaica, for an NHPRC-funded records survey project:

COORDINATOR/SURVEYOR. 10-month position to coordinate efforts of project staff and volunteers in surveying Jewish communal records of Chicago neighborhood. Will also conduct on-site surveys, and help in assessing the data at the project's conclusion. Will report directly to the project director. Qualifications: M.A. in history or in the process of obtaining one, experience in archives, especially survey work, knowledge of Hebrew and/or Yiddish desirable, managerial skills and ability to work with people. Salary: \$11,670 plus benefits.

SURVEYOR. 10-month position to survey Jewish communal records and help assemble data at conclusion of project. Qualifications: M.A. in history or in progress, experience in archives highly desirable particularly survey work, reading knowledge of Hebrew and/or Yiddish desirable. Salary: \$10,832 plus benefits.

To apply for either position, send resume and references to: Richard Marcus, Asher Library, Spertus College of Judaica, 618 S. Michigan Ave., Chicago, IL 60605. No closing date provided.

ASSISTANT ARCHIVIST, University of Notre Dame. Permanent position, flexible responsibilities to cover manuscript processing and reference duties with the opportunity for growth in specialized programs. Qualifications: strong academic background in history and American Christianity preferred, coupled with essential archival skills. Master's degree entry level. Salary: minimum \$13,500 plus benefits. Starting date: July 1, 1983. Send letter of application, resume, and references to: Wendy Clauson Schlereth, University Archivist, University of Notre Dame, 607 Memorial Library, Notre Dame, IN 46556. Application deadline: February 15, 1983.

ADMINISTRATIVE ASSISTANT, Information Services, The Ford Foundation. Under the direction of the Archivist, will oversee, coordinate and participate in the arrangement, description, and retrieval of records, reports, and publications in the Foundation's archives. Prepare finding aids. Inspect and accession microfilm. Inventory record groups. Provide reference assistance to Foundation staff and external researchers. When required, assist in the work of the Records Storage Center. Required qualifications: ability to understand and organize material in the Foundation's files; ability to communicate effectively; moderate typing skills; experience in archives, records center, or library manuscript collections. Preferred qualifications: Supervisory experience; knowledge of microfilm techniques and applications. Salary range: \$14,250-\$17,050. Contact: Carol Arnold, The Ford Foundation, 320 E. 43rd St., New York, NY 10017. No closing date provided.

Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA 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 receive a Qualification Summary Sheet or for further information regarding the placement service, please contact Linda Ziemer at SAA headquarters.

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



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Newsletter

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AND MORE!!

TIME VALUE MAIL

Archivists and Academics: Economic Comparisons

A recent report on the economic status of faculty in higher education permits a comparative analysis with data from SAA's 1982 salary survey of the archival profession.

Published in the July-August 1982 issue of *Academe*, the annual report released by the American Association of University Professors was titled "Surprises and Uncertainties."

The average faculty salary for all academic ranks in the period 1980-81 was \$23,650, while the average archivist's salary reported in the SAA survey was \$21,400. (See November 1982 *SAA Newsletter*, p. 1-2.) In the AAUP study, new assistant professors in the social sciences had an average salary of \$18,730, up 34% since 1976-77. Full professors reported an average salary of \$35,140, up 42% in the same 5-year period. The SAA average salary figure of \$21,400 was up 25% in the three-year period since the last study of the archival profession.

SAA's 1982 survey indicated that female archivists earn, on the average, 80% of the income earned by

men in the profession. The AAUP study indicates that women faculty members earn around 75% of the average male's salary.

Additional data obtained by the American Historical Association from AAUP was analyzed by Jamil S. Zainaldin in the December 1982 *AHA Perspectives*. It indicated that the newly employed assistant professor of history in 1981-82 earned an average annual salary of \$17,390 (trailed only by the foreign language discipline), and that this salary had the lowest percentage of positive change over the past five years. At the full professor level, historians achieved an annual salary of \$33,840, a 30% improvement over 1976-77.

According to Zainaldin's article, Ph.D. production in history has declined by almost one-half since 1973. In 1981, 691 Ph.D.s were awarded in history. A report by the president of Princeton University, however, suggests that there will still be more Ph.D.s than available jobs through the 1980s.