

The Society of American Archivists

# SAA Newsletter

March 1984

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## GSA Admits NARS Deficiencies

A report issued in February by the General Services Administration has given new impetus to legislation which would separate the National Archives from GSA and reconstitute it as an independent agency in the Executive Branch.

The General Services Administration, in a critique delivered to Congress, says personnel cuts and tighter budgets over the past three years have prevented GSA from meeting many of its responsibilities. Under the Federal Managers' Financial Integrity Act of 1982, Congress requires all agencies to detail the weaknesses of their internal control systems and specify what improvements are planned. The GSA study blames some of the cited deficiencies on budget and personnel cuts--something that departing administrator Gerald P. Carmen has repeatedly denied is a factor.

At the National Archives & Records Service, the study says, valuable records are disintegrating because the agency doesn't have the money to move quickly to preserve them. "If there is not timely and cost-effective preservation, GSA will fail to meet the statutory requirement of the Federal Records Act to preserve the documentary heritage of the federal government," the report states. The study says GSA has allowed safety problems to continue to plague the Archives building, that it has devoted "insufficient personnel resources" to the declassification of records, and that customers are increasingly dissatisfied with the slow processing of military records. The Archives had more than 1,800 overdue search and copy requests, according to the report.

SAA urges its members to contact their representatives in Congress and seek their support for S.905 and H.R. 3987, NARS independence bills pending on Capitol Hill.

## SAA's GAP Task Force Funded

A February 1984 award of \$30,000 from the National Historical Publications and Records Commission will support the work of SAA's Goals and Priorities Task Force. GAP's draft statement of mission and goals for the archival profession was published in the March 1983 *SAA Newsletter*. The group, under the leadership of F. Gerald Ham, will now work to expand the initial statement into a comprehensive planning document.

## Guidelines Set for Coker Prize

Based on recommendations furnished by Charles G. Palm, chair of the Society's Awards Committee, SAA Council has approved guidelines for the new C.F.W. Coker Prize for Finding Aids. The prize will recognize works or activities of exceptional merit that advance the practice of archival description. To merit serious consideration for the award, nominees must in some significant way set national standards, represent a model for archival description, constitute an innovative approach to archival description, or otherwise have a substantial impact on descriptive practices. The following types of works or activities are eligible:

1. Finding aids, including among others multi-institutional guides, records surveys, repository guides, special subject lists, finding aids to individual collections or record groups, and narrative descriptions of holdings.
2. Finding aid systems, including among others manual or automated indexing systems, computerized data bases, or current awareness systems for notifying users of holdings.
3. Descriptive tools that enable archivists to produce more effective finding aids, including among others subject thesauri, authority files, data element dictionaries, manuals establishing descriptive standards, and reference works, such as atlases and administrative histories.
4. Projects that involve innovative developments in archival description, including among others cooperative ventures that result in the exchange of finding aid information among repositories, efforts at building national information systems, and survey projects.

The Prize is not intended for books or articles on descriptive theory. There are no restrictions on the format in which information is presented. Formats may include printed volumes, card catalogs, computerized files, microforms, or slide presentations. Both published and unpublished works are eligible. Individuals, institutions, or groups of individuals or institutions are eligible. Works and activities must involve holdings located primarily in North America.

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## Nominations for Fellow Solicited

The SAA Committee on Professional Standards urges the Society's membership to nominate persons for election as Fellows in 1984. Fellows are elected by a 75% vote of the Committee, which is made up of the five most recent past presidents of the Society and two Fellows elected to the Committee by Council. The 1983-84 Committee chair is J. Frank Cook. Other past presidents on the Committee are Ruth Helmuth, Maynard Brichford, Hugh Taylor, and Edward Weldon. The two Fellows appointed by Council are Elsie Freeman and Mary Lynn McCree.

According to the Society's constitution, the number of Fellows may not exceed 5% of the total membership of the Society. Candidates for Fellow must have been individual members of the Society in good standing for the past seven years. The Committee on Professional Standards is also guided by the following criteria:

A. Appropriate academic education and professional and technical training in any of the fields of the Society's interest.

B. Professional experience in any of the fields of the Society's objectives for a minimum of seven years, which shall include evidence of professional responsibility.

C. Writing of superior quality and usefulness contributing toward the realization of the Society's objectives.

D. Contributions to the archival profession through active participation in the Society of American Archivists and innovative or other outstanding work on behalf of the Society.

Any SAA member is eligible to nominate another member for Fellow of the Society. For a nomination form, write to Antonia Pedroza at SAA headquarters, 600 S. Federal, Suite 504, Chicago, IL 60605. Completed forms must be received by J. Frank Cook, B134 Memorial Library, University of Wisconsin, Madison, WI 53706 by June 1, 1984.

## Coker Prize, cont.

The first Coker Prize will be presented at SAA's 1984 annual meeting in Washington for works completed in 1983. The winner will be selected by an Awards Committee subcommittee composed of Mattie U. Russell, Duke University, Michael J. Dabrishus, University of Arkansas, and Marion Matters, Minnesota Historical Society.

Nominations should be submitted to Awards Committee chair Charles Palm, Hoover Institution, Stanford University, Stanford, CA 94305, by July 1, 1984. Donations to the Coker Prize Fund should be sent to SAA headquarters.

## What Council Did

At its January 27-30 meeting in Washington, SAA Council:

- Identified program areas that have high priority for increased Society attention. Leading the list was education for the profession, broadly defined, followed by public information and a reconsideration of accreditation and certification. Other areas identified included advocacy, cooperation and coordination with related professional organizations, planning, establishing standards and guidelines, and membership services.
- Authorized the preparation and submission of a grant-funded program to establish an office of education and training in SAA's Chicago headquarters. The office would develop and implement services to meet the continuing education needs of the profession and provide leadership in articulating and addressing issues critical to education and professional development of the profession.
- Approved guidelines for the C.F.W. Coker Prize (see p. 1).
- Received a briefing from Page Putnam Miller on legislative activities.
- Received a briefing from Edwin A. Thompson on declassification.
- Heard a report on the activities of the Committee on the Records of Government from Anna K. Nelson.
- Voted to offer a new contract, expiring in 1986, to Executive Director Ann Morgan Campbell.

## SAA Staff

|                        |                                       |
|------------------------|---------------------------------------|
| Ann Morgan Campbell    | Executive Director                    |
| Terry Abraham          | Special Projects Editor               |
| Bernice Brack          | Membership Assistant                  |
| Sylvia Burck           | Bookkeeper                            |
| Suzanne Fulton         | Publications Assistant                |
| Antonia Pedroza        | Administrative Aide                   |
| Deborah Risteen        | Managing Editor                       |
| Mary Lynn Ritzenthaler | Program Officer                       |
| Charles Schultz        | Editor, <u>The American Archivist</u> |
| Linda Ziemer           | Program Assistant                     |



## Commentary on "Archivist: A Definition"

*"The archivist is the trustee of the present and the past for future generations. . ." So began the definition of an archivist published in the January SAA Newsletter for review by the profession. The definition, drafted by a working group consisting of Trudy Huskamp Peterson, James O'Toole, and John Fleckner, did indeed elicit the comments that SAA President David B. Gracy II had encouraged in his accompanying statement. Excerpts from many of those comments are printed below. All will be made available to various Society groups as consideration of the concepts of certification of archivists and accreditation of educational programs and/or archival institutions continues.*

"This draft might better be called 'Archivist: A Set of Aspirations.' If one is supposed to be able to use this definition to 'determine who is qualified to be a consultant, who is eligible for certification, or what the minimum qualifications for a position called archivist should be,' one will have to work very hard to find anything concrete against which a candidate may be measured. There is much that is useful in this draft, and perhaps it can be combined with a very specific statement of what education, training, membership in professional associations and the like would characterize a person that one might wish to employ as an archivist.

"Further, without such specific requirements in our statement, such clauses in the present draft as 'a sound formal education. . .[by which] the archivist is exposed to the fundamentals of literature, sociology, psychology, philosophy, and the sciences' could be used to support the efforts of some agencies to lower their educational requirements for archival positions."

Edmund Berkeley, Jr.  
University of Virginia

"My primary concern is that the statement seems to be more a description than a definition. Perhaps it is only a matter of style, but I feel uncomfortable with the expansive, almost poetic, quality of the prefatory paragraph. I would prefer something more straightforward and precise. Cannot elected officials, teachers, or even parents say that they also are 'trustees of the present and past for future generations'? In fact, does not every citizen share this responsibility? A statement about the social value of the work archivists perform is a useful point to make, but how does the sentence help to distinguish the contribution of archivists from others? The rush of other equally broad phrases immediately following this opening seems to me to contribute even further to the overall tone of expansiveness and imprecision."

Edwin C. Bridges  
Alabama Department of Archives and History

"Now that we have a draft definition of an archivist, I believe that American archivists still must resolve two basic questions: how to establish a standard body of literature for our profession, and a standard educational method for inculcating that knowledge into those who would be practitioners of the discipline. Until these questions are resolved, we are not an organized profession. . . .

"To begin to answer these questions, I suggest that the SAA appoint a committee to study the concept of professionalism, of a body of professionals, and of a professional organization that serves both its members and the society in which they live. . . . I suggest we study classic professions like law and medicine as well as related professions like history and librarianship. Once we have studied the existing maps of professionalism, then we can better chart our own course."

Eleanor McKay  
Library of Congress

". . . I strongly believe that the definition needs to be broadened to include both records management and archives administration. There are a number of references to this manner of thinking in the statement--in the introductory paragraph, II 4 and III 1--but there does not seem to be a clear or precise commitment to it. Are we, indeed, acknowledging that records management and archives administration will remain separate professions? Is it not true that the prospects of preserving historical records are better ensured in the combined administration of all records?"

Richard J. Cox  
Alabama Department of Archives and History

"I would like to see added an historical, etymological component. Moreover, if the definition aims at distinguishing an archivist from other breeds of information and documentation professionals, one can define by contrast and comparison as further illustration of the role, position, etc., of an archivist. Finally, the definers have a real problem (as does the society and individual archivists) in balancing the professional vs. learned components of the make-up either of an archivist in real life or this theoretical definition. While I like the broad perspective of where an archivist's knowledge comes from (which is really idealistic!), I would like to see a third component added which relates these traditional concerns to technical skills and expertise."

Lawrence J. McCrank  
Indiana State University

"The definition of 'Archivist'. . . is an excellent document. I hope it will be well-received and that it will eventually become the standard definition, with perhaps some changes.

"One word that struck me as unfortunate was

## Commentary, cont.

the word client . . . Perhaps I just do not like the word because of certain overtones. (I think I would say users or researchers.)

Vernon H. Nelson  
The Moravian Archives

"There are a couple of negative things in the first paragraph [of the definition] which I question. I feel that those phrases should be deleted because I question the accuracy of them. If an archivist does not seek the truth, how can that person possibly be sure that he or she is preserving the records in which the truth may be found, short of preserving everything? The archivist must seek and know the truth in order to know what to save and what to destroy. Unless an archivist collects and saves everything, he or she is certainly an interpreter. By what he or she decides to collect and save, an archivist certainly does interpret the past and present for the future."

Charles R. Schultz  
Texas A&M University

"I think the essay should be commended as a manifesto and a working document for archivists. However, it could hardly be called a definition and one still is clearly needed. The 'definition' points up the former criticism that I communicated, believe me in good faith, that the Society of American Archivists has been working for itself, and for the profession as a small group, but not for wider understanding or appreciation. It seems to me that a non-archivist would have a difficult time explaining what an archivist is after reading the definition. In fact, I believe that most archivists would find it difficult. It is apparent that the committee that drafted it found it so."

L.D. Geller  
Hadassah

## Perspectives

"I would like to recommend the following actions by archivists and archival organizations in response to the charge given the Task Force on Archives and Society:

1. That we, especially the paid executive staff of the SAA, use the occasion of the 50th anniversary of the National Archives to mount a major campaign to publicize the work, role, and value of archives to the American people.
2. That we become more actively involved with archival matters of major social concern, such as the Freedom of Information Act and the fate of the National Archives, so that our expertise in such matters will be sought and heard as much as that of our colleagues in the history and related professions.
3. That we work with those archivists in archives with poor holdings and insensitive reference service, to improve their services to scholars and the general public and to enhance the image of all archivists.
4. That we attempt to define the parameters of our work and the educational and experiential qualifications for archival hiring rather than allowing other professional organizations and disciplines to set these standards for us as they now do too often."

Archie Motley  
Chicago Historical Society

*The Newsletter welcomes letters of professional interest for publication in the "Perspectives" section. Guidelines for letters are printed below.*

The SAA Newsletter is a bimonthly publication of the Society of American Archivists. Copy deadline for the May issue is April 15. We encourage 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 (April 1 for the May 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 warrant 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, 600 S. Federal, Suite 504, Chicago, IL 60605.



## A Labor Day Meeting: Boon or Bust?

In scheduling its 1984 meeting over the Labor Day weekend, SAA responded to several persistent concerns of its members and to a plan of Council to experiment with various meeting formats and dates.

Membership polling indicates the willingness of most SAA members to "trade-off" weekends and holidays for more reasonable meeting costs. Slating the 1984 meeting over Labor Day weekend permitted the Society to negotiate hotel rates which are approximately one-half of those which members would have faced at another period in Washington--a savings to the typical meeting participant or that person's sponsoring institution, of around \$200.

Experience gained in 1981, when SAA's annual meeting in Northern California extended up to the Labor Day weekend, indicated a general approval of that timing. Attendance at the 1981 meeting exceeded all advance projections.

In one-person and other small archives, the institutional setting of a substantial portion of members, it is difficult to "close down" for attendance at professional meetings. Scheduling an annual meeting to take advantage of a non-work period responds to this problem.

Additionally, administrators of archival institutions, faced with increased demands and depleted staffs, have expressed concern about the absence of large numbers of professional personnel over the 3-5 day period that the typical person devoted to annual meeting participation.

SAA is not sailing an uncharted course in its experiment with holiday periods for professional meetings. The National Council for the Social Studies has met over the Thanksgiving holiday for many years. Two of the largest professional organizations in the humanities, the American Historical Association and the Modern Language Association, meet annually between Christmas and New Year's. The Medical Library Association holds its annual meeting over the Memorial Day weekend and, traditionally, so does the American Institute for Conservation. The American Association of Law Libraries will be meeting on July 4 in 1984 and the National Education Association always meets over the Fourth of July, with around 14,000 persons in attendance. The American Society of Association Executives met over Labor Day in 1983 and reported record attendance.

As part of the Society's continuing plan to offer various approaches to annual meeting timing, the 1986 meeting in Chicago and the 1987 gathering in New York City have been scheduled near, but not over, Labor Day weekend. Significant savings on hotel accommodations have been realized. The

1985 meeting in Austin, Texas, is slated for late October.

Few, if any, professional associations have as high a percentage of their members attending annual meetings as does SAA. In an effort to ensure that the maximum number of people continue to participate in this important professional activity, SAA Council and staff will continue to seek members' guidance regarding the scheduling and format of annual meetings.

### SAA '84: Williamsburg Tour Planned

SAA's 1984 post-meeting tour will visit Colonial Williamsburg. The town looks today much as it did nearly three centuries ago, when it was the social, cultural, as well as political capital of England's largest and most populous colony in the New World. In Williamsburg during the decade prior to the American Revolution, George Washington, Thomas Jefferson, Patrick Henry, Peyton Randolph, Richard Henry Lee and their contemporaries did much to shape the course of America.

Williamsburg's appeal today lies in its history, gardens, architecture, collections of furniture and furnishings, working crafts, and preservation research in all forms. Of particular interest to SAA members will be the archives of Colonial Williamsburg and the archives and manuscripts departments of the College of William and Mary.

The tour immediately follows SAA's 1984 annual meeting in Washington, D.C., August 30-September 3. The program packet which SAA members will receive in June will contain complete information on the Williamsburg tour and all other annual meeting activities.

### SAA '84: Outreach Fair

The Outreach Committee of SAA's Reference, Access, and Outreach Section is gathering materials used in outreach activities to distribute to annual meeting participants in Washington. Meeting participants are asked to send sample copies of flyers, brochures, newsletters, etc. to George Bain, 110 Columbus Ave., Athens, OH 45701, by May 1, and to bring 300 copies of the same items to distribute at the annual meeting.

### European Study Tour Planned

SAA is completing plans for a European archival study tour, which will take place between SAA's annual meeting, August 30-September 3 in Washington, and the ICA meeting in Bonn, which begins September 17. Members will receive full details soon.

## Stamp Commemorates NARS' Anniversary

In honor of the 50th anniversary of the National Archives in 1984, the post office has issued a commemorative stamp, which will be available in post offices on April 16. The brown, black, and red stamp features profiles of George Washington and Abraham Lincoln and the National Archives' motto, "What is past is prologue." Designed by Michael David Brown of Rockville, Maryland, the stamp "captures the spirit of the nation's heritage as preserved by the Archives," according to the United States Postal Service. In unveiling the design for the stamp, Assistant Postmaster General Mary J. Layton said the stamp "will serve as a fitting tribute to the nation's archivists for their work in preserving the proud heritage of the citizens of this great land."



## 1984 Bentley Fellows Named

The Bentley Historical Library of the University of Michigan announces the award of seven fellowships to support research on appraisal problems of modern historical documentation. The fellowship program, now in its second year, is funded by the Andrew W. Mellon Foundation. The recipients are Paul Anderson, Washington University School of Medicine; John F. Bluth, Archives of Recorded Sound, Brigham Young University; Meyer Fishbein, The American University; Jacqueline Goggin, Manuscript Division, Library of Congress; Terry S. Latour, University of Southern Mississippi; Gerald J. Munoff, Kentucky Department for Libraries and Archives; and Roy Turnbaugh, Illinois State Archives.

The range of proposed studies includes analyses of the appraisal process for particular types of documentation (e.g., biomedical records, photographs, sound recordings, and faculty papers), examinations of structural relationships which affect appraisal decisions (e.g., the relationship between state archivists and records managers), and an investigation of use studies as a factor in the formulation of appraisal policies. The seven Fellows will be in residence in Ann Arbor for one to three months beginning in early June, 1984.

Fellows were selected upon the recommendation of an advisory committee composed of Margaret Child, assistant director, Smithsonian Institution Libraries; Joan Hoff-Wilson, executive secretary, Organization of American Historians; Philip P. Mason, director, Walter P. Reuther Library, Wayne State University; and Robert M. Warner, Archivist of the United States, National Archives and Records Service. Project directors for the Research Seminar on Modern Documentation are Francis X. Blouin, director, and William K. Wallach, assistant director of the Bentley Library.

For a related project also funded by the Mellon Foundation, the Bentley Library has invited Julia Young, School of Library Service, University of Southern Mississippi, and Frank Boles, Bentley Library (now on leave with the National Endowment for the Humanities) to continue their study, begun last summer, of the appraisal of university administrative records. Marjorie Barritt of the Bentley staff also will join the 1984 research seminar to explore the appraisal process for personally identifiable records found in a university setting. Student records will be her primary focus in this multi-phase study.

Further information on the 1984 program can be obtained from Francis X. Blouin, Jr. or William K. Wallach, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 48109.



## NEH and NHPRC Records Grants

### NEH SEEKS GRANT APPLICATIONS

The National Endowment for the Humanities' Research Resources Program, whose deadline for applications is June 1, 1984, welcomes proposals that make significant research materials in the humanities available to scholars. The Program supports a variety of projects on behalf of archival, printed, and non-textual materials. The Program makes awards to both institutions and individuals for projects addressing national problems in the library and archival fields; it funds projects to catalog or archivally process research collections, as well as for bibliographies, record surveys, use-copy microfilming, foreign microfilming, and oral history documentation. Model conservation and preservation proposals are funded through a separate budget line; those applications are also due June 1, 1984. In addition, the Program supports the U.S. Newspaper Project, whose deadline is August 15, 1984.

In FY 1983 the Program made over 70 grants. Typical examples of grants to archives include awards to the Orthodox Church in America to arrange and describe the organization's own historical records; to the University of Louisville to microfilm records about the history of folk medicine recorded in the field notes of the WPA's Kentucky Writers' Project; to Cornell University to survey the archival material held by repositories in New York City; to Yale University to support oral history interviews with major figures in contemporary American music.

For further information and application instructions, contact the Research Resources Program at (202) 786-0204, or write NEH, Mail Stop 350, Old Post Office, 1100 Pennsylvania Ave., NW, Washington, DC 20506.

### NHPRC AWARDS RECORDS GRANTS

At its meeting on October 13-14, the National Historical Publications and Records Commission recommended records grants in the amount of \$1,321,702 to the following groups:

Wayne State University, Detroit, Michigan: a matching grant of \$23,533 for a two-year project to arrange and describe the records of the Merrill-Palmer Institute, as well as other papers collected by the Institute.

Mississippi Department of Archives and History, Jackson: \$29,251 for a fifteen-month project to arrange and describe its Channel 3 newsfilm collection, including development of a computer-based descriptive system.

McFarland Historical State Park Advisory Committee, Tempe, Arizona: a matching grant of \$8,500 to process the papers of former U.S. Senator (1941-53) Ernest W. McFarland.

University of Kansas, Lawrence: \$8,000 in supplemental funds to complete the microfilming of a selected portion of the J.B. Watkins land mortgage company records.

Gustavus Adolphus College, St. Peter, Minnesota: a conditional matching grant of \$5,525 for a two-year project to arrange and describe Swedish-American archival materials in the college archives and in the archives of the Minnesota Synod-Lutheran Church in America.

Paulist Fathers Archives, New York City: up to \$1,500 for a consultant to review the overall functions of the Archives, giving particular attention to the adequacy of finding aids, conservation measures, and physical facilities.

Episcopal Diocese of Pittsburgh, Pennsylvania: up to \$2,000 for a consultant to review systems and procedures for the diocesan archives, and outline the continuing obligations of the diocese in the support and development of its archival program.

Blackfeet Tribal Archives, Browning, Montana: up to \$2,000 for a consultant to prepare a written report outlining the elements of a sound archives/records management program, the steps involved in establishing the Blackfeet tribal archives, and the continuing obligations of the tribe in supporting the archival program.

Museum of Fine Arts, Houston, Texas: a conditional grant of \$93,963 for a three-year project to develop an archives program for its institutional records.

County of Orange, Santa Ana, California: a conditional grant of up to \$80,000 for a two-year project to establish an archival component in its county government records management system.

Iron Range Research Center, Chisholm, Minnesota: \$22,971 to survey, appraise, and, when appropriate, transfer to the center the records of 20 municipalities in the Mesabi Iron Range area of Minnesota.

Smith College, Northampton, Massachusetts: \$2,150 for a photograph consultant to advise on preservation, arrangement, description, and future accessions for 4,000 photographs in the Sophia Smith Collection and 8,000 photographs in the Smith College Archives.

Oregon Historical Society, Portland: \$27,000 for a two-year project to complete the preparation of a computer based cataloging system for its historical photograph collection.

St. Louis County Historical Society, Duluth, Minnesota: up to \$3,082 for two photograph consultants to advise on improved preservation and availability of the Society's collection of 40,000 photographs.

## Grants, cont.

Wright State University, Dayton, Ohio: \$9,836 to preserve and make available photographs dated 1898 to 1935, depicting the Miami Conservancy District.

District of Columbia Government: \$32,652 to establish an archival program for the District.

State Historical Society of Wisconsin, Madison: conditional grant of up to \$70,000 for a one-year project to develop and implement an integrated on-line information management system for the administration of its archives and manuscript holdings.

Pennsylvania Historical and Museum Commission, Harrisburg: \$213,539 for an 18-month project to conduct a statewide county records survey, create a machine-readable data base of the information gathered, and prepare a series of reports, including a report on microfilm generated by county government.

Washington State Archives, Olympia: \$110,500 for a two-year project to bring under intellectual and physical control originals or microfilm copies of all civil, criminal, and probate case files created during the Territorial period of the state's history, 1853-1889.

Eleutherian Mills-Hagley Foundation, Greenville, Delaware: a conditional grant of \$168,792 to support a major appraisal effort that will result in the identification and preservation of the historical records of the Pennsylvania Railroad.

Appalachian Consortium, Boone, North Carolina: \$25,599 to survey the repositories in south central Appalachia for information on their needs, programs, and manuscript holdings; prepare and distribute a directory of manuscript sources for Appalachian studies; and conduct a two-day workshop in basic archival techniques for manuscript custodians.

Swenson Swedish Immigration Research Center, Rock Island, Illinois: a matching grant of \$25,100 to collect and/or microfilm materials relating to Swedish/American immigration, history and culture.

Presidents and Fellows of Harvard College, Cambridge, Massachusetts: a partial matching grant of \$188,402 to conduct a comprehensive survey of the University's holdings of archives and manuscript materials.

New York University Libraries, New York City: \$114,671 for a two-year project to conduct on-site surveys of the records of approximately 500 New York City labor organizations.

National Association of State Archives and Records Administrators, Harrisburg, Pennsylvania: \$23,100 to the State Coordinators' Steering Com-

mittee to fund the travel and per diem costs of six meetings over a two-year period; and a \$5,636 supplementary grant to publish the Assessment and Reporting projects. The proceedings include consultant reports for each of the four assessment areas.

Rhode Island State Archives, Providence: \$24,400 for a state board assessment and reporting grant.

At its meeting February 9-10, the National Historical Publications and Records Commission recommended \$478,160 for records grants to the following groups:

Kansas City Museum Association, Kansas City, Missouri: \$60,695 to develop a coherent program and access system for its archives and manuscript holdings.

Fundacion Luis Munoz Marin, Rio Piedras, Puerto Rico: up to \$2,500 for a consultant to make recommendations for the development of the Luis Munoz Marin Archives.

Buffalo Fine Arts Academy, Buffalo, New York: \$34,691 to develop an archives and records management program for the Academy's own records and those of the Albright-Knox Art Gallery.

Art Institute of Chicago: a matching grant of \$35,743 to develop an archives and records management program for its institutional records.

Yolo County Library, Woodland, California: \$33,350 (partial match) to develop the Yolo County Archives, a local public records facility.

George Mason University, Fairfax, Virginia: a matching grant of \$15,425 to produce preservation and reference microforms of nitrate negatives in the Federal Theatre Project collection.

Montana Historical Society, Helena, Montana: \$38,427 to initiate a local public records program in the state.

State Historical Society of Wisconsin, Madison: \$55,502 to develop and test a comprehensive, coordinated archives and manuscripts collecting program for the Society and its Area Research Center network.

Gallaudet College, Washington, D.C.: up to \$72,000 for a two-year project to survey the non-current records of schools for the deaf in the United States.

University of Pennsylvania Museum, Philadelphia: \$19,700 to produce a manual for anthropologists and archaeologists on the creation, care, and storage of field records to ensure archival permanence.

Society of American Archivists, Chicago, Illinois: \$30,000 for the Society's Task Force on Goals and Priorities for the Archival Profession to develop an initial planning document that will make recommendations for a continuing planning process.

(cont. on p. 10)



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## SAA Basic Archival Conservation Program

# Preservation of Photographic Materials

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Photographs pose a number of specialized preservation concerns that must be addressed by archival repositories. Photographs are highly complex chemical and physical structures. Historically, a great many substances and materials have been used to create photographic images. If any one of the component parts or elements suffers damage or alteration, this could lead to the eventual loss of the image. A photograph may be defined very simply as a support upon which an emulsion or image-bearing layer is coated. Subbing and adhesive layers adhere the emulsion to the support base. As photography has evolved, different materials have been used in varying combinations to compose the layers of a photograph. For example, the photographic emulsion in most common use today consists of a suspension of light sensitive silver salts, known as silver halides, in gelatin. However, other image-forming substances have been used, such as platinum, pigments, and dyes; and carriers besides gelatin, such as collodion and albumen, have been used as well. A wide number of support materials also have been used, including metal, glass, paper, and plastic film, as well as less common materials, such as leather and oil cloth.

With such a diversity of materials and substances, it is no wonder that photographs are subject to damage and deterioration. Metals can corrode or rust, glass can break, paper can tear, and film can shrink. Photographs are also subject to damage through careless handling or well-intentioned but hazardous attempts at cleaning or mending. Chemical instability is also a factor in the loss of some photographic materials.

The emulsion is the most critical layer in the photograph for it is here that the image is captured and held. The emulsion is also the most susceptible to damage or loss due to adverse environmental conditions, breakage, degradation of the support, or mishandling or abuse. Perhaps the most important thing to remember about photographs is the fact that they consist of unlike materials, each of which is going to react somewhat differently--and perhaps in opposition to one another--in response to changes in the environmental conditions. This can result in stress and dimensional instability, and possibly the loss of the image. Further, each structural element in a photograph is susceptible to different kinds of mechanical or physical damage; the whole artifact is thus very dependent upon the structural integrity of its parts. Archivists and curators must be able to respond to the preservation needs of the entire assemblage in order to assure the preservation of the photographic image.

A primary archival concern is the preservation of original photographs. Equally important, however, is preservation of mounts, cases, albums, and similar artifacts that help to identify and define the photographic record. When devising preservation systems, the archivist must consider the image, structural materials, and artifacts that are integral to a complete understanding of the history of photography.

In the context of administering photographic collections, examination and preservation are important functions. Examination includes those actions undertaken to determine original structures and materials, and the extent of deterioration or loss. Preservation activities are those designed to stabilize existing conditions and prevent deterioration by controlling the environment, providing suitable housing and storage, and monitoring use and handling. It is mandatory that archivists and curators be able to identify at least the most common types of photographic processes in order to devise appropriate storage systems and use policies. Certain categories of photographic materials are known to be very unstable because of their chemical make-up; other types of photographs have very specific storage requirements. Following examination and identification, appropriate preservation steps may be taken to enhance the useful life of photographic materials. Archivists must be able to recognize fugitive or sensitive images in order to impose the correct storage, initiate necessary copying procedures, or limit handling and use. Archival institutions should focus their energies on examination and preventive maintenance and avoid restoration in most instances. In addition to the fact that there are very few qualified photographic conservators, is the problem faced by most institutions of large masses of photographic materials requiring identification and storage. In such situations, especially where resources are limited, it is best to concentrate on means of preserving the majority

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of the collection rather than the expensive individual treatment of a few images. Some situations, however, require that technically demanding work be carried out on valuable materials. It is the responsibility of the archivist to recognize these instances, and see to it that the work is set aside until it can be referred to fully-trained and qualified photographic conservators. Treatment and darkroom procedures carried out on original photographs require careful controls and monitoring, as well as properly trained staff who are knowledgeable regarding conservation and archival concerns and the special requirements of historical materials and processes.

## Causes of Deterioration

A number of factors affect the preservation of photographic materials. Environmental conditions are among the most important and include temperature, relative humidity, light, airborne pollution, and biological agents.

Temperature and relative humidity are interdependent; as the temperature decreases, relative humidity increases if it is not controlled. High temperature (above 80°F) and high relative humidity (above 60%) will accelerate harmful chemical reactions. A high moisture level also will promote softening of gelatin emulsions, causing them to stick to other surfaces, and also will encourage mold growth. Since many chemical reactions are both temperature and water dependent, the deteriorative effect of residual processing chemicals will be greater under conditions of high temperature and relative humidity. Under conditions of low or fluctuating humidity, emulsion layers can crack or peel and become embrittled. Daily or weekly swings or fluctuations in the temperature and relative humidity are most damaging, as emulsion and base materials expand and contract at different rates in response to changes in the environmental conditions; such fluctuations result in instability and separation of the base and emulsion layers.

Atmospheric pollutants, including acidic fumes, hydrogen sulfide, ammonia, nitrogen oxides, ozone, peroxide, and sulfur dioxide affect the stability and permanence of photographic materials. Such contaminants are especially prevalent in industrial areas or regions with high concentrations of automobile exhaust. They initiate deteriorative chemical reactions that can stain and degrade the base materials and accelerate fading, staining, or loss of images. Ozone, a combustion by-product that initiates oxidation-reduction reactions, is also emitted by electrostatic filtering systems and some photocopy machines, and is thus created internally within some archives and libraries. Paint fumes, which are another source of oxidizing contaminants, are also damaging, as are the gasses that are emitted as cellulose nitrate film decomposes. Photographs also must be protected from airborne solid particles, such as dirt and dust, which can abrade the surfaces of images and also deposit acidic compounds.

Exposure to all light is potentially damaging to photographic materials, but visible light and ultraviolet radiation at the short end of the light spectrum are most active and thus most damaging. Ultraviolet radiation is most prevalent in sunlight and fluorescent light. Light does not affect the metallic silver image if it has been properly fixed, but does speed up the detrimental effects of oxidation and other deteriorative chemical reactions, especially to paper or film bases. Light also has a fading effect, which is especially damaging to color prints and other light sensitive images. Damage caused by light is cumulative; it depends upon intensity and length of exposure. Further, harmful chemical reactions that are initiated during exposure to light will continue even after photographs are placed in dark storage.

Biological agents that are attracted to photographic materials include mold, fungi, insects, rodents, and similar pests. Under warm, humid environmental conditions (usually temperature above 75°F and relative humidity above 60%), mold spores in the air will begin to grow on surfaces that provide nutrients. Paper and gelatin emulsions serve as perfect hosts, with the result that images can be obliterated or lost. Insects (including silverfish, cockroaches, and beetles) and rodents (such as mice, rats, and squirrels) are also attracted to gelatin emulsions and paper. Damage caused by such pests is irreversible, and their droppings are corrosive and leave permanent stains.

Another major cause of deterioration of photographs is the presence of residual processing chemicals. These chemical compounds react with the silver in the emulsion to form silver sulfide, which turns the image a brownish-yellow. Yellowish stains on prints and negatives are usually caused by the decomposition of residual silver compounds, which also form silver sulfide. The deteriorative effects of residual processing chemicals are intensified by high temperature and relative humidity.

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Contact with harmful materials and fumes also hastens the deterioration of photographs. Many materials--from enclosures to adhesives and mounting or backing boards--even though they may be advertised as archivally safe, are in fact very damaging because they are chemically unstable and/or have mechanical properties that may prove damaging over time to photographs. For example, many commercially available paper folders and envelopes are acidic and contain groundwood and alum-rosin sizing. Depending upon the format and construction, photographs also can be damaged as they are put into and removed from enclosures. Any adhesives that are present also pose a potential threat, since adhesives are often acidic and leave permanent stains. Plastic enclosures may have harmful coatings and also may emit plasticizers and decomposition by-products that will accelerate the aging of photographic materials. Fumes from cleaning supplies, solvents, and paint may contain ammonia, peroxide, or other oxidizing agents, and should be stored away from photographs.

Abuse and mismanagement caused by carelessness or neglect by uninformed archivists and curators pose additional threats to photographic materials. Improper storage and handling, destructive exhibition techniques, mending tears with pressure-sensitive tape, writing on the backs of prints with felt-tip or ballpoint pens, and similar activities all may be grouped under the heading mismanagement. Lack of preservation, security, and disaster preparedness programs are equally threatening examples of mismanagement that endanger entire photographic collections.

## Environmental Controls

It is recommended that photographic materials be stored and used under the following conditions of temperature and relative humidity:

*Temperature:  $66^{\circ}\text{F} \pm 2^{\circ}\text{F}$*

*Relative Humidity:  $35\% \pm 2\%$*

These are compromise figures, based on the fact that repositories are likely to have a diverse group of photographic processes represented in their holdings, each of which--under optimum conditions--would be maintained within slightly different ranges of temperature and relative humidity. The recommended fluctuation of  $\pm 2$  is intentionally narrow, since engineers offered broader ranges will certainly take advantage of them when maintaining building conditions. At all times, the temperature should be kept below  $68^{\circ}\text{F}$ . Since the recommended relative humidity is somewhat lower than that advised for the storage of paper-based records, it is recommended that photographic materials be given storage separate from other archival and manuscript material, if at all possible. Temperature and relative humidity must be kept within the recommended ranges, with a minimum of cycling, 24 hours a day, 365 days a year. Thus, air conditioning systems must be kept operational after office hours and over weekends and holidays. Fluctuating temperature and relative humidity can result in much structural damage to photographic materials as the various layers respond to changes in environmental conditions. If air conditioning is not feasible, photographic collections should be stored in a cool part of the repository. Room-sized air conditioners, humidifiers, and dehumidifiers often can be used effectively within moderately sized storage areas, although all sources of water must be monitored carefully.

Sources of ultraviolet radiation also must be controlled. Ultraviolet filtering sleeves may be placed over fluorescent tubes, or low-UV emission fluorescent tubes may be used. Ultraviolet filters are available in rigid sheet form (such as Plexiglas® UF3) as well as in thin sheets, which may be placed directly on windows as glazing. Such filters also can be used in glass exhibit cases and as a glazing for framed items. It is recommended that UV filters be changed every seven to ten years; they will not retain their UV inhibiting or absorbing capabilities indefinitely. Incandescent lights emit negligible amounts of ultraviolet radiation and are thus the preferable light source in archival storage areas. Most institutions are illuminated to the point of excess; when possible, ranges of lights should be shut off when they are not in use, and timed shut-off switches should be installed as well. Lights in stack or storage areas should be on only when there is need to access material. An inexpensive means of controlling light is to close window curtains and shades in archives' storage, processing, reading, and exhibition areas. In some instances, sunlight should be eliminated entirely by boarding up or blocking windows.

Air filtration is necessary to remove gasses and particulate pollution from the incoming air. Repositories should be outfitted with mechanical filters employing cellulose or fiberglass to remove particulate matter, as well as adsorption systems using charcoal to filter out gaseous contaminants. To be effective, filters must be monitored and changed on a regular basis. Electrostatic filtering systems, which produce ozone, should be avoided.

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## Storage

Photographic collections should be stored in a cool, dry area within the repository, away from overhead steam or water pipes, washrooms, or other sources of water. The storage environment should be secure, with access allowed only by specifically designated staff. Distribution of keys and vault combinations should be monitored and very limited.

Storage furniture should be constructed of noncombustible and noncorrosive materials, such as anodized aluminum, stainless steel, or steel with a baked-on enamel finish. Surfaces should be smooth, non-abrasive, and durable. Cabinets or drawers should have no mechanical features, such as spring clamps, that could damage or place undue pressure on their contents. Wooden shelves, cabinets, or drawers should be avoided because of the presence of lignin (naturally occurring organic acid), peroxide, and formic acid, which can leach out and initiate deteriorative chemical reactions in photographic materials. If wooden storage furniture must be used, it should at least be sealed with several coats of polyurethane varnish. Before sealing the wood, photographs should be removed from the area, and the freshly sealed surfaces allowed to air for several weeks before refiling the material. Wooden boxes and filing cabinets are especially dangerous because the interiors of such containers are often raw wood; when closed, the decomposition by-products are concentrated within the enclosed space rather than dispersed in the surrounding air. Photographs should never be stored in such environments.

Mary Lynn Ritzenthaler

March, 1984

### Recommended Readings:

Albright, Gary. "Photographs," Conservation in the Library: A Handbook of Use and Care of Traditional and Nontraditional Materials. Edited by Susan G. Swartzburg. Westport, CT: Greenwood Press, 1983.

American National Standards Institute. Practice for Storage of Black and White Photographic Paper Prints. New York: ANSI, 1982 (PH1.48-1982).

American National Standards Institute. Practice for Storage of Processed Safety Photographic Film. New York: ANSI, 1981 (PH1.43-1981).

Eastman Kodak Company. Preservation of Photographs. Kodak Publication #F-30. Rochester, NY: Eastman Kodak Company, 1979.

Gill, Arthur T. Photographic Processes: A Glossary and a Chart for Recognition. Museums Association Information Sheet No. 21. London: Museums Association, 1978.

Hendriks, Klaus B. "The Preservation of Photographic Records," Archivaria 5 (1977-78): 92-100.

Swan, Alice. "Conservation of Photographic Print Collections," Library Trends 30 (Fall, 1981): 267-296.

The next leaflet in this series will discuss acceptable paper and inert plastic enclosures for photographic materials, as well as specific storage requirements of various photographic processes.

For information regarding the Administration of Photographic Collections workshops and consultant service, contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605; 312-922-0140. The Basic Archival Conservation Program is funded in part by the National Endowment for the Humanities.

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Beirut, Lebanon The archives of the Palestine Research Center, which were captured by the Israelis during the invasion of Lebanon in 1982, have been returned to Palestinian leaders as part of a prisoner exchange agreement between Israel and the PLO. The collection includes thousands of books, newspapers, magazines, and other documents and is considered to be among the largest collections on Palestinian affairs in the world. The documents were included in the exchange agreement after universities in Israel, fearing that they would be accused of "cultural theft," refused to accept them.

New York, New York The Actors Studio, which has trained performers such as Eva Marie Saint, Marlon Brando, Paul Newman, Sidney Poitier, and Robert DeNiro, and Anna Strasberg, widow of the studio's artistic director Lee Strasberg, are involved in a court fight over 1,000 sound tapes recorded during critique sessions at the school. Mrs. Strasberg contends that the tapes belong to the estate and should be treated like a professor's personal lecture notes. The Actors Studio says that the tapes were made in group sessions and serve not as individual notes but as the school's "textbook" property, an "integral and crucial part" of the studio's education process. Until a court ruling is issued, the tapes are locked in a Manhattan warehouse.

Moose Jaw, Saskatchewan A crate full of papers, including three award certificates apparently signed by Adolf Hitler and hundreds of photographs of the Nazi leader, were found among the belongings of a World War II military specialist. The papers belonged to Fred Schiesser, who lived as a semi-recluse, never showing the contents of the crate to anyone, until he died last year. The authenticity of the documents has not been established. The family is seeking advice on the disposal of the documents and has contacted an auction house in London. The documents record many facets of daily life in wartime Germany and include a calling card apparently signed by Eva Braun and photographs of Hitler with high-ranking officials of the Third Reich.

Dayton, Ohio The archives at Wright State University was featured in a segment of NBC's "Today Show" on December 16. To mark the 80th anniversary of the Wright Brothers' successful flight at Kitty Hawk, "Today Show" cameras traveled to Wright State, which has one of the largest collections of Wright materials in the country. Archivist Patrick Nolan was interviewed, as was Ivonette Wright Miller, the Wright Brothers elderly niece, who donated many of the family papers to Wright State. Archival photographs and a 1908 motion picture from the archives were used to illustrate the interviews. The "Today Show" segment sparked increased interest in the Wright State collection on the part of researchers and the local media.

San Marin County, California "Star Wars" creator George Lucas has received the go-ahead from county planners to reorganize his 1,735-acre Skywalker ranch. Approved were plans to relocate a special effects building, change roads, put up an electric fence, and, yes, add an archives building.

London, England A campaign inspired by American practices is being waged in Britain to reduce secrecy surrounding government records. The campaign is being headed by James Cornford, director of the Nuffield Foundation, one of Britain's major grant-giving bodies.

At this time, most government information is classified secret or confidential and kept from public inspection for at least 30 years. British historians have been campaigning for several years to see records on right-wing and left-wing extremist groups of the 1930s that still have not been released. The government made a partial concession last fall by releasing some paper relating to Sir Oswald Mosley, the British fascist leader. According to Cornford, the campaign's first goal is to have a freedom of information bill introduced in Parliament to establish "a statutory right of access to official information."

Seattle, Washington Phillip E. Lothyan, director of the Federal Archives and Records Center, has announced a new genealogical computing tool--a public domain program for SOUNDEX coding of surnames. The program has been distributed to all branches of the National Archives and to several genealogical associations. Steve Graham, a programmer for the Center for the Study of Demography and Ecology at the University of Washington, converted a program for encoding surnames for census research to the SOUNDEX application which uses a pocket computer with a hardware cost of around \$150. The Seattle FARC provides staff assistance to more than 12,000 census microfilm users each year and anticipates an early recovery of its investment.

## Publications Coming from SAA

Several new titles will be added to the Society's list of publications in 1984. Watch the *SAA Newsletter* for announcements of their availability.

*Basics of Archival Law*, by Gary Peterson and Trudy Huskamp Peterson

*Archives & Manuscripts: Machine-Readable Records*, by Margaret Hedstrom

*Archives & Manuscripts: Photographs*, by Mary Lynn Ritzenthaler, Gerald Munoff, and Margery Long

*Archives & Manuscripts: Buildings and Facilities* by Timothy Ericson and Richard Cameron

*Religious Archives Bibliography*, edited by Sr. Mary Ellen Gleason

*Tribal Archives: An Introduction*, by John A. Fleckner

## Archives Legislation in New York

Two major archival initiatives are under consideration by the legislature in New York, based on proposals submitted by the State Education Department, parent agency for the State Archives.

The Regional Assistance Program would authorize the Commissioner of Education to contract with regional sponsors throughout the state to employ a professional archivist to provide advice and assistance to local governments and to non-governmental historical records repositories in the region, to foster cooperation among such programs, and to increase public awareness of the importance of historical records and the need to support historical records programs.

Legislation is also being considered to fund a statewide historical records survey, a continuation of the survey that already has been completed by forty upstate New York counties. For more information on these programs, contact Larry J. Hackman, New York State Archives, Cultural Education Center, Albany, NY 12230, (518) 474-1195.

## CAIE Reports Progress on MARC Format

The Standing Committee on Archival Information Exchange (CAIE) is progressing toward its goal of publishing a final version of the MARC format for archival and manuscript materials. SAA Council approved a draft format prepared by the National Information Systems Task Force (NISTF) in October, 1982. The format was subsequently approved, with some modifications, by ALA MARBI, the group responsible for approving all MARC format revisions. In June 1983, the Library of Congress issued "USMARC Archival and Manuscript Control Content Designators."

One of CAIE's earliest goals was to publish a "user's manual" for the MARC format for archives and manuscripts. The committee realized, however, that it would have to resolve the discrepancies among the three versions of the format named above before such a manual could be prepared or even a final version of the format published. The Library of Congress MARC office also needed clarifications of the format before it could incorporate it into LC's standard MARC issuances. SAA engaged Nancy Sahli to undertake this comparison and reconciliation. Her report has been submitted and she is now proceeding with additional steps toward the publication of a full user's manual. These steps include: 1) review and modification of the NISTF data element dictionary to include for each data element the appropriate MARC format field and subfield codes, supplying the MARC format content designators where needed, and 2) gathering examples of usage from various projects now using the MARC format and compiling these together with detailed descriptions of how the examples relate to specific format fields and subfields.

## 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. Ads must be submitted in writing and paid for in advance. Ad copy and payment should be sent to Deborah Risteen at SAA headquarters.

Archivist/historian wishes to purchase pre-1920 western documents, autographs, stock certificates, checks. Send photocopies for my offer. Warren Anderson, Box 1475, Orem, UT 84057.

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The Society of Georgia Archivists announces that back issues of *Georgia Archive*, their semi-annual journal, are available for purchase. Copies of most issues from 1974-1982 (volumes 2-10) are available. Cost is \$2.50 per issue or \$4.00 for two. Please add \$1.00 postage and handling. Send requests with payment to Troup County Archives, P.O. Box 1051, LaGrange, GA 30241. Make checks payable to the Society of Georgia Archivists.

## Wanted

Information on a Pennsylvania German Fraktur, stolen from Northampton County Historical Society in Easton, Pennsylvania, is sought by the curator, Mrs. Hilton Rahn. The stolen item was a birth and baptismal certificate of Joseph Messenger, born in 1808. The hand-drawn fraktur is attributed to Martin Brechall. Persons with information should contact Mrs. Rahn at the Historical Society, Fourth Street, Easton, PA 18042, (215) 253-1222.

## Grants, cont.

Northeast Document Conservation Center, Andover, Massachusetts: a matching grant of \$27,220 to produce an administrator's guide to preservation micro-filming.

Michigan State University, East Lansing, Michigan: \$52,907 to develop computer software for the manipulation of data in the MARC Format for Archival and Manuscript Control. The software will be designed to run on microcomputers using the MS/DOC operating system.

## MacArthur Foundation Grant

A \$300,000 MacArthur Foundation grant was made in February to Paul Kristeller, a professor emeritus of philosophy at Columbia University, to support his work on a six-volume listing of Renaissance manuscripts.



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## Transitions...

PAUL CHESTNUT has been named head of the Reference and Reader Service Section, Manuscript Division, Library of Congress. He was formerly assistant state archivist for archives at the Virginia State Library. . . ROBERT WILLIAMS, former director of the Florida Division of Archives, History, and Records Management and an SAA Fellow, died in November. . . SANDRA McCOY LARSON has joined the manuscripts department of the California Historical Society as an archivist. She previously was archivist/librarian for the San Francisco Presidio Army Museum. . . DIANE L. VOGT has accepted a position with the Smithsonian Institution Archives. She was formerly head librarian at the Cranbrook Academy of Art in Michigan. . . GREGORY S. HUNTER, formerly archivist with the United Negro College Fund, has been named manager of micrographics and records retention for ITT in New York. . . WILLIAM G. LEFURGY has been named city archivist and records management officer at the Baltimore City Archives. . . WILLIAM E. BAXTER has been appointed archivist for the American Psychiatric Association. . . HERBERT J. HARTSOOK has left the South Carolina Department of Archives and History to accept a position as curator of manuscripts at the South Caroliniana Library of the University of South Carolina. . . ELEANOR McKAY has left her position at Memphis State University to join the NUCMC staff at the Library of Congress. . . R. SCOTT JAMES, Toronto City Archivist, has been named managing director of the Toronto Historical Board, which is responsible for the management of four major historic sites in and around Toronto. . . GEORGE L. VOGT has been named director of the records program of the National Historical Publications and Records Commission. . . PETER PARKER has been appointed acting director of the Pennsylvania Historical Society.

## Archivists' Calendar

The Society of Florida Archivists is sponsoring a workshop on basic archives management, May 2-3, in Fort Myers, Florida. The deadline for preregistration is April 11. For more information, contact SFA, c/o Florida State Archives, Department of State, Tallahassee, FL 32301.

Going to the Source: An Introduction to Research in Archives, the National Archives' four-day course in the research uses of primary sources, will be given May 15-18, 1984, in the National Archives Building, Washington, D.C. Enrollment is limited to 30 people. The cost, including all materials is \$75. To register or receive further information, write or call Elsie Freeman, Education Division, National Archives, Washington, DC 20408, (202) 523-3298.

The Tennessee Archivists' spring meeting will be held in Clarksville on June 7-8, 1984. For further information, contact John Thweatt, Tennessee State Library and Archives, 403 7th Ave. North, Nashville, TN 37219.

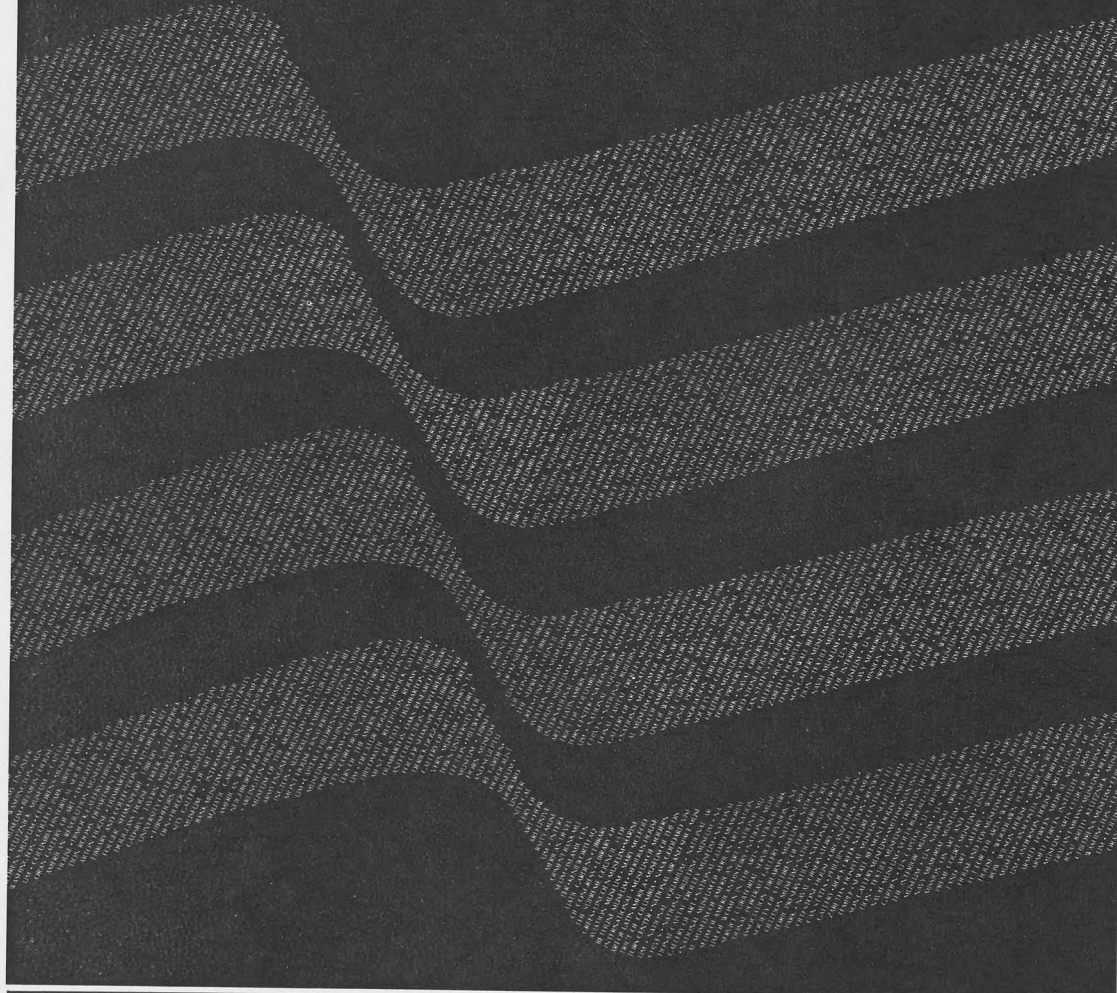
A 10-day course entitled "Archives Management and Administration" will be offered in The Hague, Netherlands, October 1-12 following the meeting of the International Council on Archives in Bonn, West Germany. The course is designed for senior practicing archivist, working in smaller institutions. The \$400 fee includes full board and lodging and all papers for the course. The application deadline is March 31, 1984. For further information, contact Mr. E. van Raalte, Ministry of Welfare, Health, and Cultural Affairs, Central Directorate of International Relations, P.O. Box 5406, 2280 HK, RIJSDWIJK, The Netherlands.

The 1984 German Script Seminar, sponsored by the Moravian Archives, will be held June 11-22 in Bethlehem, Pennsylvania. The seminar consists of intensive training in reading German script as used in Germany and in German areas of America. Tuition is \$250. For further information, contact Vernon H. Nelson, The Moravian Archives, 41 West Locust Street, Bethlehem, PA 18018, (215) 866-3255.

The spring meeting of the Midwest Archives Conference will take place in Chicago, May 3-5, 1984. A variety of sessions and limited enrollment workshops are scheduled as is an opening reception at the Newberry Library. For more information, contact Susan Sacharski, Northwestern Memorial Hospital, 516 W. 36th St., Chicago, IL 60609, (312) 649-3090.

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## Professional Opportunities

**ARCHIVIST**, Kansas City Museum (pending funding). Collections include manuscripts, ephemera, and graphics with emphasis on photographs. Responsibilities include development of a uniform processing and finding aid system; inventory and registration of archival collections; preservation and conservation; solicitation and acquisition; assistance and supervision of researchers; development and promotion of archive usage. Qualifications: M.A. in archival studies or related field; training in archival processing, conservation and preservation; and two years' experience in archival work. Send resume and cover letter to Personnel, The Kansas City Museum, 3218 Gladstone Blvd., Kansas City, MO 64123. No closing date provided.

**PHOTOGRAPH CATALOGERS**, Oregon Historical Society (two positions). To catalog historical photographs for two-year NHPRC-funded project. Represents final phase of Photograph Computerization Project, to achieve automated access to core collection of 100,000 photographs, using 5"x8" visual access cards for manual retrieval. Catalogers work under Project Director and with cataloging procedures detailed in project guide. **HEAD CATALOGER** to additionally oversee all project cataloging, authority file and listings. **PROJECT CATALOGER** to prepare project reprint orders in addition to cataloging. Qualifications: M.L.S. or B.A. in history, art history or related field. Experience desirable, preferably with a visual collection; organizational abilities essential. Salary range: \$11,000-\$13,000, plus benefits. Send resume and statement of interest to Photographs Librarian, Oregon Historical Society, 1230 S.W. Park Avenue, Portland, OR 97205. No closing date provided.

**CO-DIRECTOR**, Archives of Black Women in the Middle West Project, Purdue University. This NEH-funded project will collect, catalog, and preserve documents from black women throughout Illinois and Indiana from January 1984-June 1985. Duties include training volunteers at local workshops, preparing instructional materials, coordinating volunteers with cooperating historical societies, compiling a resource guide, making site visits, overseeing legal matters, and drafting a final archival report for NEH. Qualifications: M.A. in archival studies with an academic concentration in black and/or women's history and several years of experience, especially field experience. Must be adept at working with non-professionals and sensitive to the feelings of minorities and women. Salary range: \$17,000-\$20,000 plus benefits. Send application letter, resume, and names of references to: Darlene Clark Hine, Project Director, Black Women in the Middle West, Department of History, Purdue University, West Lafayette, IN 47907. Final selection is subject to NEH approval. Starting date: April 1984. No closing date provided.

**DIRECTOR**, Sophia Smith Collection and the College Archives, Smith College. The Sophia Smith Collection is one of the country's two distinguished repositories for research material documenting the social and intellectual history of women from 1875 to the present. Principal responsibilities: Formulation, implementation, and evaluation of policies and procedures relating to the acquisition, processing, housing, and staffing of the two collections; budget preparation; staff evaluation; development of outreach programs; participation in seminar on techniques of research for undergraduates interested in the study of women (adjunct appointment in Department of History; reports to the Dean of the Faculty on academic functions). Qualifications: Advanced degree in archival management from either graduate history program or library school; advanced degree in U.S. history or American studies, Ph.D. required. Concentration on women preferred. Minimum of five years' recent professional experience as an archivist and administrator in a significant research experience; ease in oral and written communication; experience in financial management and planning; experience in writing grant proposals; scholarly research and publication experience; experience in planning, implementing, and evaluating programs. Salary commensurate with experience and qualifications. Position to be filled by January 1985. Submit applications and nominations by May 1, 1984 to: Office of Personnel Services, Smith College, 30 Belmont Ave., Northampton, MA 01063.

**ARCHIVAL SPECIALIST** For Local Historical Collections, Chicago Public Library. One-year position, funded by Dr. Scholl Foundation grant, in small unit combining archives, special research collections, antiquarian books, manuscripts, museum collection and active exhibition program. Primary responsibility for appraisal, organization, processing and writing descriptive finding guides for local historical collections located in five CPL branch libraries. Supervises branch staff and volunteers assisting on project; consults with staff at other branch locations. Assists in planning and presentation of general staff training workshop. Must be able to work at own initiative under general supervision of Curator of Special Collections and Senior Archival Specialist. Qualifications: M.L.S. or M.A. in history or related field with formal archival training or equivalent experience. Knowledge of Chicago history helpful. Residency in City of Chicago required at time of hiring. Salary: \$15,072 plus benefits. Send resume and names of three references to: Laura Linard, Curator, Special Collections Division, The Chicago Public Library/Cultural Center, 78 E. Washington, Chicago, IL 60602. No closing date provided.

**ASSISTANT RECORDS MANAGER**, Troup County Historical Society (pending funding). For 12-month NHPRC-funded project beginning August 1, 1984, to implement a records management and vital records microfilming program for the local governments of the City of LaGrange and Troup County. Duties include records appraisal, scheduling records, microfilming, developing procedures and forms, and planning records management training workshops. Qualifications: Master's degree in appropriate field with records management training or experience or B.A. with records management experience. Salary: \$17,500. Send resume to: Faye Phillips, Director, Troup County Historical Society-Archives, P.O. Box 1051, LaGrange, GA 30241. (404) 884-1828. Application deadline: May 31, 1984.

**ARCHIVIST**, Amherst College. Responsible for the operation of the college archives within the Department of Special Collections and Archives in the Amherst College library. Supervises support staff; is responsible for all aspects of the deposit of administrative and academic records (including some records management functions); cares for all historical, bibliographical, and manuscript collections housed in the archives; provides public services; is responsible for the Department in the absence of its head. Serves on the Archives Committee, which reports to the President of the College on matters of archival policy. Qualifications: At least two years' experience in professional archival work, preferably in an academic institution; knowledge of historical research methods and archival techniques required; graduate degree or formal archival education, knowledge of conservation administration, and knowledge of computer applications highly desirable. Salary range: \$18,000-\$20,000. Send resumes and names of three references (not placement office files) to: Willis E. Bridegam, Librarian, Amherst College, Amherst, MA 01002. Application deadline: March 30, 1984.

**ARCHIVIST**, County of Orange, California. One-year, NHPRC-funded position. Responsible for planning and initiating a county archives program. Qualifications: Two years' experience in evaluating, processing and/or preserving archival collections, and possession of Master's degree in library science or related field; OR experience which demonstrates required knowledge and abilities which may include appraising records for historical value, processing collections of governmental records, preserving archival records and/or conducting research in a government setting. Contact: Len Nissenson, Records Management Program, County of Orange, 1119 E. Chestnut St., Santa Ana, CA 92701. (714) 834-5730. Application deadline: March 30, 1984.

## Professional Opportunities

**HEAD, Spécial Collections, Area Research Center (ARC), and University Archives, University of Wisconsin-Green Bay.** Responsibilities include organization and supervision of collections and staff; provision of reference services to all users of the collections; direct liaison with university faculty, staff, students; and commitment to community outreach in northeastern Wisconsin to encourage use of the collections. The ARC is one of a network of 13 ARCs in Wisconsin that makes available collections of the State Historical Society of Wisconsin to library users. Qualifications include: M.L.S. from an accredited institution; preference given to candidates with an undergraduate degree and/or graduate degree in the social sciences, especially history or geography; two or more years of work experience in specialized collections or archives 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; course preparation in the organization and processing of archival materials required. Salary range: \$16,200-\$20,500. 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: March 30, 1984.

**LOCAL GOVERNMENT RECORDS SPECIALIST, Montana Historical Society.** One-year NHPRC-funded grant to implement Montana historical records assessment project recommendation for producing statewide local government records retention schedule. Will design and coordinate a series of workshops, devise a basic manual, conduct research, oversee computer search of Montana statutes, and confer with consultants and state and local government officials. Extensive travel throughout the state is required. Qualifications: M.A. in American history, political science, or related field; one year experience in local government records management; demonstrated ability to work with local government officials; proven writing and speaking skills; and a valid driver's license. Experience can be substituted for postgraduate degree. Preference will be given to candidates with course work in business law and experience in computer applications and systems conceptualization. Salary: \$17,574 plus benefits. Send resume, three references, and request for application materials to: Sue Jackson, Project Coordinator, Montana Historical Society, 225 N. Roberts, Helena, MT 59620; (406) 444-4775. Application deadline: April 30, 1984; project is to begin June 1.

**CURATOR, Bakhmeteff Archive of Russian and East Central European History and Culture, Columbia University** (search extended). Responsible for administering the operations of the Archive, including providing general and in-depth reference service for the Archive and the Rare Book and Manuscript Library Reference Center; processing, describing, and cataloging manuscript collections and archives for the Archive and the Manuscript Department; inputting data into the RLIN data base; maintaining records for the Archive's use; maintaining and developing the collections by gift and purchase; supervising clerical and student assistants; and assisting on projects of the Rare Book and Manuscript Library. Qualifications: Accredited M.L.S.; knowledge of manuscript and archival management techniques and skills, and cataloging skills as demonstrated through formal training and/or previous relevant experience; a knowledge of the Russian language and pre-1917 handwriting; and a background in Russian and East European culture and history. An advanced degree in Russian studies and a knowledge of the Russian emigre community are highly desirable. Salary ranges: Librarian I: \$18,000-\$23,400; Librarian II: \$20,000-\$26,000. Excellent benefits, including free tuition and assistance with university housing. Submit resume, listing three references and salary requirements, to: Box 35, Butler Library, Columbia University Libraries, 535 W. 114th St., New York, NY 10027. Application deadline: April 28, 1984.

**PROJECT ARCHIVIST, Art Institute of Chicago.** Six-month position to organize and process the newly-acquired Ludwig Karl Hilberseimer Archives, consisting of architectural drawings and plans, correspondence, manuscripts, typescripts, teaching notes, projects, photographs and memorabilia. Responsibilities include arrangement and description of the archive, preparation of the inventory and guides, preservation, supervision of part-time support staff. Qualifications: M.L.S. from an ALA-accredited school or an M.A. in an appropriate academic discipline, either of which includes formal course work in archives administration. Previous experience in archives desirable. Demonstrated oral and written skills. Reading knowledge of German. Salary: \$10,000 for six month period. Send application, resume, and references to: Susan Glover Godlewski, Head of Reader Services and Special Collections, Ryerson and Burnham Libraries, Art Institute of Chicago, Michigan Avenue at Adams Street, Chicago, IL 60603. No closing date provided.

**ARCHIVIST, Hoover Institution.** Responsible for the administration of archival programs, including acquisitions, arrangement and description of materials, reference and access, public programs and publications, security, preservation. Qualifications include: Six years' administrative experience at major archival repository; M.L.S. and graduate degree in modern U.S., European, or Russian history, or their equivalent in training and experience; demonstrated effective management skills; thorough knowledge of archival theory and practices; familiarity with archival automation; and established professional record. Salary negotiable. Complete vacancy listing available upon request. Send letter of application, resume, and names of three references to: Dennis L. Bark, Associate Director, Hoover Institution, Stanford, CA 94305. Application deadline: April 30, 1984.

**ASSISTANT ARCHIVIST, Senator Javits Collection, SUNY-Stony Brook.** Qualifications: Appropriate education and training. One year experience desirable. Appointment for one year, renewal for additional term subject to funding. Salary: \$16,500 minimum, depending upon qualifications and experience. Send letter of application and resume, including names and telephone numbers of three references, to: Florence Landon, Main Library, SUNY at Stony Brook, Stony Brook, NY 11794. Application deadline: March 30, 1984.

*Two positions, Smithsonian Institution Archives:*

**SURVEY TECHNICIAN.** Responsible for assisting project archivist in conducting a survey of photographic collections created, maintained, or collected by Smithsonian bureaus and offices. Duties include collecting information about collections, investigating existing finding aids, inspecting collections, preparing collected information for entry into photographic information system and assisting in editing on-line information for inclusion in a published guide. Salary: \$20,965.

**CLERK-TYPIST.** Provides data entry, word processing, typing and general clerical support to two staff members engaged in an on-line survey of the photographic collections of the Smithsonian Institution. Salary: \$12,367.

For further information: Please write directly to the following address. Applications should include a completed Personal Qualifications Statement Form OMB No. 3206-0012. Smithsonian Institution Archives, Arts & Industries Bldg., Room 2135, 900 Jefferson Drive, S.W., Washington, DC 20560. Attn: Diane L. Vogt-O'Connor.



## Professional Opportunities

**ARCHIVIST**, Montana Historical Society. To process the extensive records of the Holter Research Foundation. The collection reflects the broad spectrum of the Foundation's scientific interests and includes correspondence, minutes, financial records, lab notes, research reports, reusable data, published materials, etc. Qualifications: M.A. in history, library science, or other related field; formal archival training; and at least two years of professional archival experience. Also required is the ability to produce an inventory of the collection suitable for publication. A demonstrated ability to arrange and describe a large collection of scientific records is preferred. The position is funded for 24 months. Beginning annual salary is \$17,475 with benefits. Send resume, three references, and request for application materials to: Brian Cockhill, State Archivist, Montana Historical Society, 225 N. Roberts, Helena, MT 59620; (406) 444-2694. Application deadline: March 31, 1984.

**SPECIAL COLLECTIONS TECHNICAL SERVICES COORDINATOR**, University of Georgia. The Special Collections Division comprises Rare Books and Manuscripts, Georgia Collection, Richard B. Russell Memorial Library, and Records Management/University Archives. The Division services the Libraries' collections of primary research materials including general rare books, Confederate imprints, Georgiana, historical and literary manuscripts, 20th-century political collections, and University archives. Duties include: supervision of Rare Books cataloger and one support staff member; coordinating the work of other staff members in processing materials and maintaining catalogs and finding aids for the Rare Books and Manuscripts and Georgia collections; participate in providing reference service for the collections, including some weekend and evening duty. Qualifications: ALA-accredited M.L.S., advanced subject degree preferred; experience with processing, cataloging, and indexing manuscripts, archives, rare books, and ephemera; experience with various policies and procedures of special collections librarianship, preferably in a large research library; knowledge of automated cataloging and indexing techniques; knowledge of basic research and reference techniques; demonstrated supervisory ability; effective communication skills; ability to establish and maintain effective working relationships with co-workers and patrons; knowledge of basic conservation techniques. Salary: minimum \$18,000. Send letter of application, including resume and names of three references, to: Bonnie Clemens, Assistant Director for Administrative Services, University of Georgia Libraries, Athens, GA 30602. Application deadline: April 20, 1984. This position will be filled only if suitable applicants are found.

**COORDINATOR OF ARCHIVAL AND SPECIAL SERVICES**, DePauw University. To manage the Archives of DePauw University and Indiana United Methodism and to coordinate an emerging program of special services within the library. These services will include a visual image library, an audio-visual collection, and a limited special collections and preservation program. Will serve as a subject liaison to several academic departments and will supervise two assistants, an audio-visual specialist and student assistants. Active outreach to the Methodist church to promote use of the archives will be a major activity. Qualifications: An ALA-accredited M.L.S., familiarity with archival techniques and slide or visual image libraries, and highly developed communication and interpersonal skills. Experience in an archives, specialized archival education, and familiarity and/or willingness to become familiar with United Methodism are highly desirable. The successful applicant will also have an enthusiasm and an aptitude for forging innovative programs from non-traditional combinations of services and responsibilities. Salary: \$18,000; faculty rank and fringe benefits. Apply to: Jana Bradley, Director of Libraries, Box 137, DePauw University, Greencastle, IN 46135. Application deadline: April 15, 1984.

**PROJECT ADMINISTRATOR**, Washington State Archives. Two-year NHPRC project to catalog and index the court records of Washington Territory, 1853-1889. Responsibilities will include coordination of records inventory on-site in county courthouses and from microfilm, making arrangements for accessioning, data base design, supervision of data entry staff, and final publication design. Qualifications: B.A. in history or political science (M.A. preferred), supervisory experience and archival training. Knowledge of territorial courts, Washington Territorial history and micro-computer operations would be useful. Salary: \$16,276-\$17,928 per year, plus 15% additional to cover benefits. Send resume to: Sid McAlpin, Washington State Archives, P.O. Box 9000, Olympia, WA 98504. Application deadline: March 15, 1984.

*Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA individual members only. 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 it with 15 copies of their resume to SAA headquarters. To receive a Qualification Summary Sheet or for further information regarding the placement service, contact Linda Ziemer at SAA headquarters.*

*Two positions, Indiana Commission on Public Records:*

**ARCHIVIST**. Manages procedural operations of state archives, including day-to-day operation of division and directs activities of full-time employees. Works under direct supervision of Indiana State Archivist. Qualifications: Master's degree in history, library science or related field and formal training in archives, either as part of degree work or in addition to degree work, and at least two years' experience in an institutional archives; government archives experience is preferred. Preference will be given to candidate with training/experience in the fields of archival automation, administration, and/or records management. Salary: \$588 bi-weekly plus benefits. Position available immediately.

**APPRAISAL ARCHIVIST**. Responsible for operational level evaluation of government agency records for archival retention. Qualifications: One year full-time experience, Certification by the Indiana Library Certification Board as a Librarian IV or Librarian/Specialist IV. In addition, successful candidates should possess a master's degree in library science and/or history and formal training in archives with experience in an institutional archives; government archives experience is preferred. Duties include development and use of administrative histories, physical examination and evaluation of records, sampling and weeding of records, development of record appraisal criteria, reappraisal of records and creation of finding aids. Salary: \$15,288 plus benefits. Position available immediately.

Send letter of application and resume to John J. Newman, State Archivist, Indiana Commission on Public Records, 117 Indiana State Library and Historical Building, 140 N. Senate, Indianapolis, IN 46204. No closing date provided.

**PROJECT CATALOGER**, Chicago Historical Society (8-month replacement position through October 1984). Will work with two Project Archivists on an NHPRC-funded project to process the Society's small manuscript collections. Responsible for coding cataloging data in MARC format, keying this data into a computer file, producing and filing catalog cards, refolding and relabeling small collections, and various clerical tasks. Qualifications: M.A. in American history and archival experience and training preferred; good typing skills required. Salary: \$1,250 per month plus benefits. To apply, send letter and resume to: Archie Motley, Curator of Manuscripts, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614. No closing date provided.

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

# Newsletter

The Society of American Archivists  
600 S. Federal, Suite 504  
Chicago, Illinois 60605  
Ann Morgan Campbell, Executive Director (312) 922-0140

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## SAA Workshop Calendar

### Administration of Photographic Collections

April 30-May 2, 1984, Chicago, in cooperation with the Midwest Archives Conference.

May 21-23, 1984, Hoover Institution, Stanford University, Palo Alto, California.

June 11-13, 1984, University of Alaska, Fairbanks.

August 28-30, 1984, Washington, D.C. prior to SAA's annual meeting.

### Basic Archival Conservation

March 26-28, 1984, Mississippi Department of Archives and History, Jackson.

Contact Linda Ziemer at SAA headquarters for application forms or additional information about any of these workshops, which are funded in part by the National Endowment for the Humanities.

### Business Archives: The Basics and Beyond

April 30-May 3, 1984, Los Angeles, California.

For a detailed brochure and registration form, contact Deborah Risteen at SAA headquarters.

## Museum Archives Manual Available

SAA has added another title to its list of publications: *Museum Archives: An Introduction*, by William Deiss, assistant archivist for the Smithsonian Institution. The manual is directed at museum administrators and discusses why a museum should have an archives, how to start an archives program, and basic procedures involved in the operation of a museum archives. A glossary and bibliography are also included. To order, return the coupon below to SAA headquarters. The manual is \$4.00 to SAA members, \$6.00 to nonmembers.

Please send me \_\_\_\_\_ copy(ies) of *Museum Archives: An Introduction* by William Deiss.

Total amount enclosed: \$ \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Return coupon with payment to SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.