

The Society of American Archivists

# SAA Newsletter

July 1984

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## NARS Independence: A Step Closer

The United States Senate passed S.905, a bill providing for the independence of the National Archives from the General Services Administration, on June 21. The vote came after several weeks of active resistance to the legislation by some executive branch agencies, particularly the Treasury and Justice Departments.

A May 31 letter from the Office of Management and Budget to Senator Mark Hatfield had announced the Reagan Administration's support for the Senate bill if some minor changes were made. Since fear of a possible presidential veto has loomed for some while, the letter was seen as an important sign of support.

Senators Hatfield, Mathias, and Eagleton, and their staffs, were active and persuasive in dealing with the various technical objections to the bill and deserve accolades from the archival profession for their leadership.

As the Newsletter went to press, Congressman Jack Brooks, a principal sponsor of NARS independence legislation in the House, made a June 26th appearance before the Rules Committee on behalf of the House bill, H.R. 3987. It is hoped that the bill will come to the House floor in the last week of July or the first week of August, when the legislators have returned from the Independence Day recess.

SAA urges members to be in touch with their representatives when the legislators are in their home districts over the Fourth of July. 1984 is a complicated legislative year. The time for thoughtful consideration and action on NARS independence is short.

SAA's party to celebrate NARS' 50th anniversary, and, hopefully, independence, is slated for August 31. The annual meeting's opening social event will be held in the National Archives Exhibition Hall where the Declaration of Independence is on permanent display.

An elegant repast, featuring prime roast beef, poached salmon, lamb brochettes, sesame chicken, caviar mousse, and full open bar will be served, and a new exhibit tracing U.S. history from 1934-84 through documents will be open for viewing. Register for the reception on the annual meeting registration form.

## 1984 Election Results

Shonnie Finnegan, State University of New York at Buffalo, was elected vice president of SAA in the 1984 elections. She will become president at the 1985 annual meeting in Austin, Texas. Finnegan is an SAA Fellow and former Council member.

Three new Council members were elected: Francis X. Blouin, Jr., University of Michigan; Eva S. Moseley, Radcliffe College; and Trudy Huskamp Peterson, National Archives. Each will serve a three-year term.

Liisa Fagerlund, Utah State Archives, James O'Toole, Archdiocese of Boston, and Anne Van Camp, Chase Manhattan Bank, were elected to the 1985 Nominating Committee. Van Camp has been named to chair the committee. SAA members are invited to suggest candidates for vice president, treasurer, Council, and Nominating Committee in the 1985 elections. Those suggestions should be sent to Anne Van Camp, Chase Manhattan Archives, 23rd Floor, One Chase Manhattan Plaza, New York, NY 10015. The Committee also encourages participants in the 1984 annual meeting to bring names of possible candidates to the Nominating Committee Open House, Sunday, September 2, 11:15 am-12:15 pm.



"Archives... isn't that a chain of islands in the South Pacific?"

(For the answer, see page 5.)

## SAA Seeks AA Editor

Applications from SAA members interested in serving a three-year term as editor of the American Archivist are being sought. The term of the current editor, Charles Schultz, expires with the completion of the fall 1985 issue. Candidates for editor should be:

- widely knowledgeable in matters of professional interest and concern to archivists and manuscript curators,
- well-acquainted with the literature of the profession,
- industrious and imaginative, and
- well-organized and able to meet deadlines.

SAA's Council anticipates that a new editor will be selected about October 1, 1984, and will be responsible for planning and editing the journal beginning with the winter 1986 issue. Work on that issue should begin on or around March 15, 1985.

The editor's duties include the solicitation, selection, and final approval of articles and features, working with authors on revisions, proofing galleys and pages, and appointment of department editors.

An editorial board is regularly appointed to give the editor advice and assistance. A managing editor in the Society's Chicago office performs business and production functions, including handling negotiations with the printer, and a copy editor hired by the Society assists the editor in the preparation of copy for typesetting and in proofreading galleys.

The editor's duties are expected to require between one-fourth and one-third time, and the Society will consider reimbursing the editor (or the editor's employing institution) at an appropriate figure.

Applications in the form of a letter and resume, with the names, addresses, and telephone numbers of three references, should be addressed to Ann Morgan Campbell, Executive Director, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605, and must be received by the close of business on Friday, August 17. It would be helpful if applicants also submitted samples of editorial work they have done. SAA's Publications Management Board will screen applications and make recommendations to Council.

The Publications Management Board consists of SAA Executive Director Ann Morgan Campbell, SAA Treasurer Paul McCarthy, the chair of the Editorial Board, Francis X. Blouin, Jr., and James B. Rhoads, also representing the Editorial Board. In addition to Blouin and Rhoads, Editorial Board members are David Levine, Linda Matthews, Eva S. Moseley, Samuel A. Sizer, Hugh A. Taylor, and Timothy Walch.

## What Council Did

At its May meeting in Chevy Chase, Maryland, SAA Council:

- \*Approved a FY 1985 general fund budget with anticipated revenues of \$425,595 and expenses of \$436,114.
- \*Authorized a new professional position in SAA's Chicago office to coordinate and develop the Society's educational programs and to provide staff support to other on-going activities.
- \*Merged special projects funds to capitalize the Society's Education Endowment Fund to assist in supporting new initiatives in education, and also created an SAA Memorial Fund.
- \*Authorized a research study proposed by the Task Force on Archives and Society on the image of archivists as perceived by resource allocators.
- \*Raised SAA's contribution to the National Coordinating Committee for the Promotion of History to recognize and continue NCC's outstanding representation of archival interests.
- \*Asked the Committee on Education and Professional Development to study and report on a program of certification for individual archivists which would require qualifications in the three major areas of education/other competencies, experience, and written examination, and which would, in addition, include periodic recertification.
- \*Resolved to ask appropriate officials to take steps to preserve the benefits of continued United States participation in UNESCO's archival program.

### SAA Staff

Ann Morgan Campbell	Executive Director
Terry Abraham	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



## Washington Awaits

By now, all SAA members should have received their program packets for the 1984 annual meeting in Washington, D.C., August 30-September 3. Persons who have not yet received a packet may request a duplicate from SAA headquarters in Chicago.

As the program clearly illustrates, it will be a busy meeting for all participants. The days are filled with sessions, workshops, tours, open houses, and special events. What the program does not describe are the many sights and sounds of Washington itself. Following is a list of a few changes, additions, elaborations on the SAA program and then a schedule of some of the activities going on around Washington during the week of SAA's meeting.

**Automation Tour** The description of the automation tour scheduled for August 31 is too broad in the printed program. This tour will deal exclusively with the Library of Congress' optical disk project and will include a slide show and demonstration.

**Finding Aids Fair** SAA's Description Section is once again sponsoring a Finding Aids Fair in Washington. Repositories are urged to send copies of finding aids for exhibit. Of particular interest are finding aids from small and medium-sized repositories and those which use a machine-readable data base. Send exhibit copies to Judith Koucky, Office of Presidential Libraries (NL), National Archives and Records Service, Washington, DC 20408. Questions regarding the Fair should be directed to Michael Kohl, R.M. Cooper Library, Clemson University, Clemson, SC 29631, (803) 656-3031.

**Moorland-Spingarn Research Center Tour** This tour on Thursday also will include a roundtable discussion designed to heighten the awareness of minorities to archives and archival careers. Participants in the program include Thomas C. Battle, John Fleckner, Elsie Freeman, Diana Lachatanere, Philip Mason, Archie Motley, Clifford Muse, and Paula Williams.

**Reference, Access, Outreach Clearing House** At the RAO Section's open house on Monday, September 3 at 8:00 am, a clearing house service will be inaugurated for the purpose of answering questions and solving problems concerning the principles and practices of reference, access and outreach. The Section urges everyone with questions to send them prior to the meeting to Ed Oetting, Arizona Collections, Hayden Library, Arizona State University, Tempe, AZ 85287.

### AROUND WASHINGTON

**National Gallery of Art**--"The Orientalists: Delacroix to Matisse"; "Jean-Antoine Watteau: 1684-1721."

**Freer Gallery**--"James McNeill Whistler at the Freer Gallery of Art," the Freer's entire 300-piece collection of Whistler is on display in observance of his 150th birthday.

**National Museum of African Art**--"African Gameboards."

**National Museum of American Art**--"Advancing American Art: Politics and Aesthetics in the U.S. State Department Exhibition: 1946-48"; "Robert Indiana: Wood Works."

**National Museum of American History**--"M\*A\*S\*H\*: Binding Up the Wounds"; "Pain and its Relief"; "Southeastern Potteries"; "Yesterday's Tomorrows: Past Visions of the American Future."

**National Museum of Natural History**--"Treasures from the Shanghai Museum: 6,000 Years of Chinese Art"; "Roger Tory Peterson: The 50th Anniversary of a Field Guide to the Birds."

**National Portrait Gallery**--"Musicians in Caricature."

**Arena Stage**--"Banjo Dancing" (see your meeting program) and "Happy End" by Bertolt Brecht and Kurt Weill.

**Kennedy Center**--"Quilters," a new musical about American pioneer women.

**National Theater**--"Cats," musical by Andrew Lloyd Webber and T.S. Eliot.

## 1985 Program Committee Seeks Suggestions

SAA's 1985 annual meeting will be held October 28-November 1, in Austin, Texas. The 1985 Program Committee, chaired by David Klaassen, University of Minnesota, is seeking suggestions for program sessions from SAA members. Copies of the forms for submitting suggestions may be obtained from SAA's Chicago office, from Section and Task Force chairs, or from Klaassen, Social Welfare History Archives, University of Minnesota, Minneapolis, MN 55455. Copies of the form will also be available at the 1984 annual meeting in Washington. The '85 Program Committee will hold an open house on Monday, September 3, from 8:00 am-9:00 am in the Capital Hilton Hotel in Washington, for SAA members interested in discussing the 1985 program. Members of the 1985 Program Committee are Dallas Lingren, Minnesota Historical Society, deputy chair; David Bearman, Smithsonian Institution; Joan Hoff-Wilson, Organization of American Historians; John Daly, Illinois State Archives; Carolyn Majewski, Texas State Archives; Ellen Garrison, East Tennessee State University; Harold P. Anderson, Wells Fargo Bank; William Wallach, University of Michigan; Sharon Gibbs Thibodeau, National Archives; Michael Lutzker, New York University; and Shonnie Finnegan, State University of New York at Buffalo.

## Commentary

The December 1983 letter to the membership from SAA President David B. Gracy II states that ". . .the importance of the archival endeavor has not been made plain to the public." I do not quarrel with this lament, however, archivists must face the fact that the importance of the "archival endeavor," *per se*, never will be appreciated by the public, *per se*. Users only come to an archives when they are after specific information. Administrators, with rare exception, only support archives in relation to utility. Researchers have no more love for archives than patients for medicine. In both cases the interest is directly proportional only to the utility. Therefore, we must avoid wasted time and energy in trying to convince the public about archives' importance. This is especially true when the solution to the problem is more readily at hand.

Our problem is not that the public does not know who we are. Our problem is that many archivists do not know who they are. Archivists are, have always been, in the information business. From ancient times when Sumerian recordkeepers kept vital records for merchants, the *raison d'être* for archives has been the information they store regardless of the medium and in spite of (often) cumbersome access. Until archivists realize the true nature of their calling, they will lag behind a society that is ready for them, as information resource managers. Many archivists remind me of the railroad magnate who failed when trucks became predominate because he thought he was in the railroad business. The reverse of this is the success of Israel during the time the Suez Canal was shut off and Israel controlled the Sinai. By using containers Israel created the "dry Suez," unloading freighters at one end and loading the trucked containers onto ships at the end of the trek. John Naisbitt in *Megatrends* quotes Walter B. Wriston, chairman of Citicorp in 1981, who said, "The philosophy of the divine right of kings died hundreds of years ago, but not, it seems, the divine right of inherited markets. . . history is filled with examples of companies that failed to change with a changing world, and became tombstones in the corporate graveyard." The reason this quotation is applicable to archives is not because archives are businesses but because archives share the same culture.

Once archivists realize they are in the information age, a new scenario unfolds. I dwell on this in more detail in the forthcoming issue of *The American Archivist* (Summer 1984) in an article entitled "Some Thoughts and Designs about Archives and Automation: 1984." In essence, I try to convince readers that, aided by the microcomputer, archivists are ideally situated to develop systems of records control that provide degrees of precision over a wide array of information bearing records on various media. This, in contrast to the typical "narrowway" approach of the selective control and dissemination techniques used in many industrial

and research settings, can give archivists the ability to move into the records control business in a major way. Provenance, time honored and important, can be maintained, while other approaches to access are also developed. The important distinction will not be over inactive and active records, but rather over degrees of control and who has access to what.

Archivists must learn to take their product to market. Catalog publications and, at this point, the dream of electronic networks are steps in this direction. The next few years with further developments in both networking and microprocessing, more dynamic forms of data exchange will evolve. This alone, however, will not exploit the possibilities that await us. We must minimize the image and experience of forcing users to fight their way through locked doors and degrees of bureaucratic anachronism before anything happens. I am not here suggesting that we open repositories to the wolves but I suggest that we do make access to information about our records more available and more comprehensive. There are two ways we may do this. One approach is intellectual and the other, technical.

Intellectually, we must face up to the fact that most finding aids are to 1984 as the Model T is to the Mercedes Benz. The finding aids pay homage to provenance; however, they all but ignore people. The survival question is not only whether archivists will provide better means of intellectual access to records, but also whether or not the public is heard. Once archivists are aware that they must compete with other information sources for attention and support, and once archivists develop and utilize means at their disposal, then they may generate immense amounts of recognition and support because they will not be regarded as keepers of a dead past but as providers of information critical to the future. . . .

The technological possibilities to support archivists, who would become information providers, abound. The problem is to sort out the combinations of hardware and software and systems (HSS). The SAA would do well to appoint a task force to develop appropriate criteria and make recommendations. The HSS environment right now is very dynamic and will change over the next few years. Without the help of such a task force many archives may "buy into" systems and approaches that by the late 1980s will have placed them in the difficult situation of having hardware that is not supported, software that did not grow and expand in utility, and systems that have been bypassed by state-of-the-art.

W. Theodore Durr  
Baltimore Region Institutional Studies Center



## Archives & Society: Reaching Out

When Council created the Task Force on Archives and Society last year, the Task Force was charged with studying and recommending ways and means "that we as a profession in our societies (national, regional, state, and local), in our institutions, and as individuals can increase public awareness, understanding, appreciation, and support of archives and recordkeeping." Since that time, the Task Force has been collecting suggestions

and examples of this type of outreach work. One such example is a pamphlet produced by the Billy Graham Center at Wheaton College, Wheaton, Illinois. The pamphlet, produced under the direction of archivist Robert Shuster, is intended to acquaint students with the work of the archives. The text and the drawings, samples of which are reproduced on this page, were done by graduate students at Wheaton.

### THE ARCHIVES— A PLACE FOR DISCOVERY

**THERE'S  
NOTHING  
ARCHAIC  
ABOUT  
THE  
ARCHIVES!**

What is an archives? No, it's not a chain of islands in the South Pacific. It's not a case of painful itching. And archivists are not people who plot rebellion and bloody insurrection.

What is an archives then? Informally defined, an archives is a collection of unpublished documents and other materials preserved for research use.

An archives is a place where one-of-a-kind materials are kept—the original records of days gone by. It's the place where you can find out right from the "horse's mouth" what really happened and how the people who experienced it felt about it.

In the archives, you can do bottom-line research—going back to the original, unpublished materials, getting the real story as it happened—not pre-digested and regurgitated on the pages of a book. It's the kind of research that pays off in the Eureka! of personal discovery.

Yes, there are frontiers left for modern-day adventurers. So don that pith helmet, saddle that steed—and get ready to explore the frontiers of history!



"Eureka! oops I mean eureka, I found it."

### FROM THE FARTHEST CORNERS OF THE EARTH

Carefully lift the yellowed stationery from the protective folder—and the sights and sounds of the Persia of 100 years ago come clamoring into the quiet room. You're handling letters that were penned by an excited missionary newly arrived in an exotic country far from the sunny windows and well-padded chairs of the archival reading room.

From the far corners of the earth the materials have come—letters, diaries, scrapbooks, reports, maps, posters, inter-office memos, financial ledgers, blueprints, photographs, slides, cassette tapes, video tapes, microforms, and films.

Information on thousands of people, organizations, movements, and cultures are contained in hundreds of collections available to you for use in the archival reading room.

Anyone may use the materials in the archives at no charge. Simply register, sign a form—and you have access to information available nowhere else. There are comfortable desks and chairs for reading, cassette players for listening, and equipment for watching film and video tapes. The reading room at the archives—there's a new world waiting for you!

**SIT BACK,  
OPEN THAT  
FOLDER OR  
TURN ON  
THAT TAPE.  
IT'S TIME  
FOR AD-  
VENTURE!**



"Wow, this is better than T.V."

Drawings by Peter Johnson  
Text by Sharon Mumper

## Committee on Archival Information Exchange

Most of the activities of SAA's Committee on Archival Information Exchange since the 1983 annual meeting have related to maintenance of the MARC format. In late December the Committee recommended that SAA contract with a consultant to:

- Review and report on several MARC documents.
- Review and modify the National Information Systems Task Force's data element dictionary to include MARC format field and subfield codes and to supply MARC format content designators where needed.
- Gather and compile examples from the various projects using the MARC format and describe how these relate to specific format fields and subfields.

The SAA office contracted with Nancy Sahli to carry out these tasks. The first was completed in early February; step two has been approved and will be finished by June 30, 1984. The systematic compilation of examples and field descriptions will soon follow. After all three steps are completed, the Library of Congress will release its official update for the Archives and Manuscripts format. When this appears, probably by the end of the year, SAA should also be ready to release a MARC format user's guide for archivists.

A draft of the amendment procedures for the Archives and Manuscripts MARC format was approved by the Committee, and if approved by the Library of Congress, will be submitted to Council for ratification. The draft appears below.

### PROCEDURE FOR PROPOSING CHANGES TO THE ARCHIVAL AND MANUSCRIPT COLLECTIONS FORMAT

Changes affecting only the USMARC AMC format:

1. A proposed change which is received by the MARC Standards Office at the Library of Congress will be reviewed first by the Office. If deemed appropriate, the proposed change will be submitted to the SAA Committee on Archival Information Exchange for evaluation and approval. The results of the SAA review will be returned to the LC MARC Standards Office. If the Committee concurs, or if some modified version is acceptable to both LC and the Committee, the MARC Standards Office will prepare the joint LC/SAA proposal for submission to the MARBI Committee and Network Liaisons for their review and approval.
2. A proposed change which is received by the SAA committee will be reviewed first by the Committee. If deemed appropriate, it will be submitted to the LC MARC Standards Office for evaluation/approval. The results of the MARC Standards review will be communicated to the SAA Committee. If the MARC Standards Office concurs, or if some modified

version is acceptable to both LC and the Committee, the MARC Standards Office will prepare the joint LC/SAA proposal for submission to the MARBI Committee and Network Liaisons for their review and approval.

Changes affecting multiple USMARC formats:

A proposed change that generally affects all USMARC formats will be evaluated by the LC MARC Standards office. If deemed appropriate, a proposal will be prepared and submitted to the SAA Committee for evaluation at the same time it is submitted to the MARBI Committee/Network Liaisons groups for consideration.

A subcommittee of CAIE is analyzing the existing MARC format to determine whether any changes are needed. The subcommittee, whose members are Lydia Lucas, John Dojka, Kathy Hudson, Nancy Sahli, and Vicki Walch, should complete its analysis by June 30. The full committee will consider recommended changes and follow standard amendment procedures.

The first formal request for a change to the MARC format was processed during May. The request from the Library of Congress NUCMC office and the LC Manuscripts Division would add codes to the form of Reproduction Code (field 008/23) for handwritten transcripts, photocopies, and typewritten transcripts. Both the CAIE and the LC MARC format office approved the change which will now be considered by the ALA MARBI Committee.

Persons desiring to recommend format changes or to learn more about CAIE's activities should contact Lewis Bellardo, Kentucky Department for Libraries and Archives, P.O. Box 537, Frankfort, KY 40602, (502) 875-7000, ext. 173. There will be a committee meeting at the annual conference on Thursday, August 30, at 1:00. Within the limits of room size, observers are welcome.

### Archives Scholarship Available

Applications are sought for the Colonial Dames Scholarship to the January 1985 Modern Archives Institute at the National Archives. The scholarship is funded by the Colonial Dames of America, Chapter III, and awarded by SAA. To be eligible, an applicant must be an employee of an archival institution or agency, employed less than two years as an archivist or archives trainee, actually working with archives or manuscripts regardless of title, and be employed in an institution or agency with a fair percentage of its holdings in the period pre-dating 1825.

Resumes, accompanied by two letters of recommendation from persons who have a definite knowledge of

(cont. on p. 15)



## NUCMC Celebrates 25th

The 25th anniversary of the National Union Catalog of Manuscript Collections (NUCMC) was celebrated at a reception at the Library of Congress in May. Opening remarks were made by David A. Smith, chief of LC's Special Materials Cataloging Division, who commended the Manuscripts Section for the excellence of its cataloging, indexing, and editing endeavors which result in yearly publication of the catalog.

Other speakers at the reception included Virginia C. Purdy, representing SAA, John C. Broderick, Harriett Ostroff, David C. Mearns, and William J. Welsh. The reception was funded by Chadwyck-Healey, Inc.

In the grand finale of the anniversary reception, the Music Section of the Special Materials Cataloging Division presented "Sweet NUCMC" with lyrics by David Smith, sung to the tune of "Flow Gently, Sweet Afton."

### Sweet Nuckmuck

Flow gently, sweet Nuckmuck, let not your course  
veer.  
We've gathered to honor your twenty-fifth year.  
Your volumes providing a rich data base,  
Collections described with rare brilliance and grace.  
Your indexes cunningly unlock the text,  
Drawing researchers to treasures heretofore  
completely unaccessed.  
Your pages so sturdy, your bindings so blue,  
And your entries now compatible with the rules  
of AACR 2.

So Harriet and Ernest and Cavalier Emily Z,  
Theresa, Deborah, Eleanor, staunch Republican  
Alan V,  
Librarians, sober archivists, historians, too  
Salute your creation of each tasty new Nuckmuck stew.  
May future endeavors in reaches online  
Culminate in a Nuckmuck perfected by time's  
grand design.  
Flow truly, sweet Nuckmuck, toward fifty years' gold.  
Manuscripts do await you in numbers untold.

## Automation and SAA '84

SAA's Automated Records and Techniques Task Force concludes the fifth year of a five-year program in 1984 with a special issue of the American Archivist (Fall 1984) and a major thematic emphasis at the annual meeting. ART's efforts to increase awareness and understanding in the profession are ongoing, but Washington conference participants will have a special opportunity to design an educational experience in new technologies particularly suited to their needs and the needs of their institutions.

A two-day preconference Educational Program for Machine-Readable Records, August 28-30, includes

modules on records management, appraisal, description and documentation, and processing and reference. Meeting participants may register for a full-day automation tour of the National Archives and the Library of Congress on August 30th, or a half-day Library of Congress tour on August 31 which will focus on the optical disk project.

Sessions and workshops related to automated records and techniques during the annual meeting include: Planning for Automated Systems (offered twice); Implementing Automated Systems (offered twice); Basic Computer Concepts; Presidential Libraries' Automation System; The Technological Revolution; The Computer and the Archivist; The Information Explosion and Machine-Readable Records; Case Studies in Planning and Implementing Automated Systems; Automation for the Lone Arranger; Integrated Information Systems; Copyrighting Machine-Readable Data; and The Use of the USMARC Format.

ART Task Force co-chairs Carolyn Geda and Harold Naugler have slated a meeting of the task force on August 30. Interested observers are invited. In addition, task force members will be available at an open house on September 2 during the noon hour.

## The Laws of Archivy

These profound bits of wisdom are variously attributed to F. Gerald Ham, Terry Abraham, John Fleckner, Stephen Balzarini, Judy Combs, and Anne Frantilla.

- I. When in doubt, throw it out.
- II. What is backlog is prologue; or, there are no temporary solutions.
- III. Garbage is garbage, no matter how long you keep it.
- IV. If you've seen one archives, you've seen them all.
- V. If it doesn't fit in the box, fold it; if you can't fold it, toss it.
- VI. The thoroughness of appraisal is inversely proportional to the remaining space.

## Placement Service at Annual Meeting

SAA's placement service will operate at the annual meeting in Washington. Candidates should bring multiple copies of their resumes to the placement booth where job listings will be posted. The placement service will assist in setting up interviews with employers during the week of the meeting. For more information, contact Linda Ziemer at SAA headquarters.

# PEOPLE and PAPERS

Montgomery, Alabama In response to calls from SAA's Archives and Society Task Force for information and ideas about archives and society, Alabama State Archivist Ed Bridges submitted the following: Maria Luisa Ambrosini wrote a book entitled The Secret Archives of the Vatican, published by Little Brown and Company. On page 27, in her discussion of the early days of the Vatican Archives, she tells the story of St. Lawrence, who underwent torture and death to defend the records of the Church, following the Valerian edicts of 257 and 258. His mummified head was preserved and is still in the Vatican Archives, where it is exposed each year on August 10 to show the suffering he endured in order to protect the Church and the archives of the popes. St. Lawrence was canonized for his heroic sacrifice and is said now to be the patron saint of archivists. The ultimate humiliation to archivists, however, is that he is remembered as Saint Lawrence, the Librarian.

Englewood Cliffs, New Jersey A Prentice-Hall survey has found that nine states require employers to provide workers access to personnel files. But most employers say that workers aren't interested. American Motors Corp. says fewer than 50 workers out of some 26,000 seek access yearly. Kellogg Co. reports "no overwhelming interest" and Sun Co. says most employees know what's in the file anyway, "unless you're a problem employee or get lots of fan mail." Aetna Life & Casualty encourages workers to review their file before an annual appraisal where supervisors discuss it with an employee. Pennwalt Corp. allows workers to rebut items on file with a short statement. K-mart Corp. says it gets "a fairly significant number" of requests for worker reviews. Overall, the survey found the law costs little, creates few problems, and doesn't provoke strong reaction either negative or positive.

Aurora, Illinois Charles Colson, a White House aide during the Nixon administration, has donated his personal papers, including those written during the Watergate scandal, to Wheaton College in Aurora. Colson, who served several months in prison for obstruction of justice in connection with Watergate, presented his papers at the opening of Wheaton's Institute for the Ministry to Prisoners. Colson operates the Prison Fellowship, Inc., in a Washington suburb. The new institute will serve as a training center for Colson's organization. Papers in the Colson collection that deal with President Nixon will be sealed until Nixon's death.

New York, New York New York Mayor Edward I. Koch announced in April that 10% of the royalties from his book, Mayor, would be donated to the Municipal Reference and Research Center, a division of New York's Department of Records and Information Services. Commissioner Eugene J. Bockman of the Department said he was pleased that additional funds would now be available for special projects such as book conservation, commissioning of research

and writing projects, and expansion of the Center's collection of historical works on New York City government. The Center, established in 1913, is the depository for all official reports and studies published by New York City government agencies.

London, England A cache of writings by George Orwell thought to have been lost in the London blitz has been discovered. The work, dating from the war period, includes more than 250 letters, radio adaptations of stories by Ignazio Silone, H.G. Wells, and others, and 62 radio scripts for a BBC program called "Through Eastern Eyes," which was designed to counter anti-British propaganda in India. A large part of the missing material was discovered in May by a book collector doing research at the BBC Written Archives on Basic English, the artificial language invented by C.L. Ogden that provided the model for Newspeak, the jargon language in Orwell's 1984. The researcher noticed that a talk on Basic English commissioned by Orwell from Ogden had been filed under the name of the Indian announcer who had read it on the air. A systematic search unearthed script after script written by Orwell and misfiled under the names of the Indian announcers who read them. Further investigation turned up letters by Orwell to such people as Stephen Spender, Herbert Read, and Edmund Blunden, which had been filed under the names of the recipients.

## Mass Deacidification

Following successful completion by the Library of Congress' Preservation Office of a 5,000-book feasibility test in 1982 and eight small-scale tests in 1983 designed to explore processing variables, the Library's gaseous diethyl zinc mass deacidification process is moving toward the plant construction stage.

Working with LC scientists, Northrop Services at NASA's Goddard Space Flight Center has completed engineering plans and design for a deacidification facility that uses two 7,500-book capacity chambers and appropriate support equipment for a minimum production capacity of 500,000 books per year. Important engineering research undertaken in this last year has reduced the treatment time to five days, refined procedures, and decreased the amount of diethyl zinc used. The result is a technically successful process at low unit cost.

The diethyl zinc mass deacidification process offers significant potential for treating archival collections. Although the capital outlay for facilities and equipment precludes the likelihood that many archival institutions will every be able to undertake this process in-house, it holds great promise for regional conservation centers and cooperative conservation programs.



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# SECTION REPORTS

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SAA Sections perform a critical mission by providing opportunities for every member to be involved in the activities of the Society. 1983-84 annual reports for each Section are printed here to insure that all members know of work underway.

Each SAA member may belong to one institutional Section and one functional Section. Section membership, as of January 1983, is listed in the last section of the 1983 Directory of Individual Members. Members desiring to change their Section affiliation may do so by communicating in writing with SAA's Chicago office. Members are encouraged to contact Section chairs, whose names and addresses appear at the end of this section, for additional information on specific undertakings mentioned in the reports below.

The mission of SAA's Sections, as adopted by Council is: to integrate new members, to provide forums for discussion and work on matters of mutual concern, to encourage and provide communication, to serve as advocates for interests around which the group is formed, and to develop leadership for the profession.

## ★Acquisitions--functional

1983 Annual Meeting New officers and a steering committee were elected. Officers have one year terms, steering committee members have 3-year rotating terms. Ann Campbell came to speak to the group about pending tax bills pertaining to donors of self-created papers. Other business items included discussions on Section goals and objectives, updating the list of appraisers, and replevin. The second hour was given over to presentations on acquisition policies. Richard Cameron, Minnesota Historical Society, described a study of MHS's policy and the policy's subsequent refinement. Bruce Turner, University of Southwestern Louisiana, discussed the problems that arise when a repository has no written or well-defined policy.

Goals and Objectives The steering committee met frequently during the annual meeting to begin formulating goals and objectives for the Section. Subsequently the chair drafted a statement and sent it out by letter to the steering committee and by newsletter to the section members, seeking their comments. No additions or corrections have been received and a final draft will be presented at the Section's meeting in Washington, D.C.

1984 Annual Meeting Program Proposals The Section sponsored two program proposals for 1984, one of which will be presented: Literary Manuscripts: Conflict and Resolution.

1984 Section Meeting Three of the Section's objectives will be met at the program portion of the Section meeting in Washington: providing practical help in acquisition techniques to both veteran and new archivists; maintaining the interest and enthusiasm of section members from different types of institutional archives; and developing the future leadership of the Section. Speakers from business, religious, and motion picture archives will describe techniques that have been successful in securing

collections.

Newsletter One newsletter was sent to Section members and another is planned.

## ★Aural and Graphic Records--functional

The Aural and Graphics Section works through committees established to deal with a particular area of interest or problem as identified by the membership.

Programs The program committee held planning meetings at the 1983 annual meeting. A wide range of program sessions was developed and submitted for the 1984 annual meeting. A session at the 1984 section meeting will discuss the lack of success in having specialized program sessions accepted by SAA program committees.

Standards This committee is assembling a working list of standards and terms for graphic collections which they plan to circulate to members to encourage more similarity in use of terms and standards.

Information The results of a survey on the information needs of the Section were analyzed. Project development will emphasize current awareness and cooperation with existing means of dissemination, particularly Picturescope, published by the Special Libraries Association's Picture Division.

Goals and Objectives The vice chair of the Section is developing a draft for distribution to the membership and discussion at the 1984 annual meeting.

Forms The Section is gathering various forms used in graphic collections. These will be compiled and duplicated for distribution to section members and perhaps a wider audience.

## ★Business Archives--institutional

1984 Program Suggestions The Section members developed program suggestions for SAA's 1984 annual meeting. A rewarding number of these suggestions will be utilized in the program in either their original form or in a modified form.

Questionnaires Several of the members finalized and mailed the business archives survey questionnaire. The returns have produced usable data on over 100 business, association, and fraternal organization archives. That data currently is being tabulated; it will be available at the Washington meeting.

The results of the audiovisual materials questionnaire prepared and distributed to those in the Section were summarized and made available to members. The list subsequently was requested by others in SAA to assist in the continual collecting of information on such materials and their availability for educational purposes.

Consultant Guidelines Through a designated representative and through letters to Council, the Section membership continued to present its views on the consultant guidelines. The need for a clear, concise set of guidelines that is comprehensible to people inside and outside SAA remains unanswered from the point of view of Business Archives Section members.

New Business Archives Active members of the Section have promoted the founding, development, and expansion of business archives, by giving, without compensation, information and guidance in the form of letters, telephone calls, sharing of printed materials and audiovisual tools, and other resources. Several business archives have been established during the past 12 months including those at Kraft, Blue Cross/Blue Shield of Greater New York, AT&T, and Texas Instruments.

Publicity The press has called on Section members on numerous occasions in the last year for information on business archives. This has resulted in articles in such publications as the Christian Science Monitor, Planning Review, USA Today, and the Wall Street Journal.

## ★College and University Archives--institutional

Newsletter One of the most significant developments in the C&U Archives Section was the transformation of the Section's mailings into a newsletter. The Academic Archivist is still evolving, but editorial procedures have been established to ensure that it serves both as the Section's journal of record and as a forum for exchange of ideas and information about college and university archives.

Study-Discussion Groups At SAA's 1983 meeting, the Section held study-discussion groups on academic archives and the history of higher education,

records management, and automation in academic archives.

Guidelines The Section arranged for the SAA office to publish the Guidelines for College and University Archives, which had been prepared by the C&U Archives Committee in 1977-79.

Section Self-Study At the Minneapolis meeting, the Section approved the establishment of a committee to examine the Section's purpose, operations, and structure. This Self-Study Committee will present a set of recommendations to the membership at the 1984 meeting. If adopted, these recommendations will facilitate the Section's work in five areas: statement of goals and objectives, governance, newsletter editorship and content, study-discussion groups, and goal-oriented projects.

College and University Archives Manual At its 1983 meeting, the Section approved the formation of a committee to investigate content and procedures for publication of an SAA manual on college and university archives. The Committee has focused on several questions left unresolved in previous discussions of this issue. To help move the project forward, it will present a set of recommendations to the Section and SAA's Publications Management Board at the Washington meeting.

Program Sessions Section members and officers have been disappointed by the limited number of SAA annual meeting sessions focused on college and university archives in the past few years. The Section is therefore gathering information and studying ways of developing high-quality program proposals, which address problems unique to college and university archives, that will contribute to SAA meetings.

Adopt an Archives To help raise the quality of archival programs, an "Adopt an Archives" project was established to match experienced C&U archivists with others (especially those in new or small programs) needing assistance and advice.

## ★Conservation--functional

Information Committee This group is compiling an annotated bibliography of conservation-related items. According to Patricia Painter, chair of the group, many appropriate articles appear in publications unfamiliar to most archivists. The completed bibliography will be sent to the SAA Newsletter for publication.

Program Committee Session proposals were submitted to the 1984 Program Committee; seven conservation sessions are scheduled for the Washington meeting.

Legislative Committee Through the diligence of Ann Russell, chair of this group, members were kept aware of the various budgetary machinations involving archives conservation at the national level.



Technical Committee This group, chaired by Richard Strassberg, proposed compiling and publishing, in cooperation with ALA, an annotated bibliography of conservation standards. However, SAA Council did not fund the project.

Conservation Workshops The Basic Archival Conservation Program is in its final year. Since the Program started in 1980, Mary Lynn Ritzenthaler and other workshop leaders have conducted 17 conservation workshops and 10 workshops on the administration of photographic collections. One of each type of workshop remains.

Goals and Objectives A small committee of the Section is working on a revision of the goals and objectives.

ConSect News The first issue of the Section's newsletter appeared in early 1984, to positive reviews from Section members.

Archives Boxes Michael McColgin, chair of the Section, is investigating to see if testing of archives boxes is now done, and if so, how to obtain access to test results.

#### ★Description--functional

Mission and goals statements were prepared as requested by Council. The Section encourages members to report on description activities in their institutions and to keep informed on SAA and other organizations' activities that may affect description.

Monitors Various Section members have volunteered to keep the Section informed of activities of other organizations relating to description. Reports are circulated in the Section newsletter.

Finding Aids Fair The Section sponsored a finding aids fair at the 1983 annual meeting in Minneapolis and will do so again at the 1984 meeting in Washington. The Finding Aids Fair is coordinated by Kathy Brennan.

#### ★Government Records--institutional

NARS Independence This issue has been a high priority for the section. The chair, on behalf of the Steering Committee, sent numerous mailgrams, made phone calls to Congressional offices, and worked closely with the National Coordinating Committee for the Promotion of History to secure favorable committee and floor action.

Consultants Members of Council asked the Steering Committee to comment on various matters, including a statement on archival consultants. The section favored a caveat that consultants and hiring authorities should consult with the appropriate official archives/records management agency before initiating any project involving government records.

Government Records Archivists The Section was active in promoting the interests of government records archivists. A committee headed by Roland Baumann recommended a number of sessions for the 1984 annual meeting. About 15 of the sessions selected for the program relate directly to government records archivists. Steering Committee members also monitored the AASLH local records project and the activities of the Committee on the Records of Government.

Grants This was an important year for grants to government records archives, and the Steering Committee kept up with the progress of several projects. These included a major local records grant to the Pennsylvania State Archives, an important management automation project at the State Historical Society of Wisconsin, and a large local records project carried out by the Kentucky Department for Libraries and Archives and Kentucky's Historical Records Advisory Board.

#### ★Manuscript Repositories--institutional

1983 Annual Meeting At its meeting in Minneapolis, the Section heard reports from Charles Chadwyck-Healey on the National Inventory of Documentary Sources, L. Terry Oggel on the American Literary Manuscripts project, Lisa Browar and Ann Morgan Campbell on tax legislation, and Linda Matthews on copyright. After these reports were heard, discussion groups met on the following topics: tax legislation, use of microcomputers, public relations and outreach, and use of volunteers.

Mailings In mail balloting during December the Section approved new bylaws and a statement of goals and objectives. In three other mailings to Section members in the past year, NHPRC state assessment and reporting grants, the RLG automated bibliographic system, ACRL guidelines, and tax legislation were reported on.

#### ★Oral History--functional

Oral History Workshops Programs and publications by members of the Section throughout the past year have made available continuing education opportunities for archivists interested in oral history and have served to increase the public image of archivists engaged in oral history. James E. Fogerty organized a four-session program on oral history for the Midwest Archives Conference. A preconference workshop on oral history was held at SAA's 1983 annual meeting and another will take place at the 1984 meeting. Fogerty and William J. Marshall will be the primary instructors for the workshop in Washington. Marjorie Fletcher will teach a segment on videotaping.

Oral History Forms The Section is continuing to assemble a collection of oral history interview agreement forms and legal agreement forms in preparation for producing a manual in the future.

Open House in Washington At the Section open house on August 31 a panel will lead a discussion of problems of interest to oral historians.

★Reference, Access, and Outreach--functional

1983 Meeting A study of users and perceptions was compiled and presented by Edward Oetting.

Outreach Fair George Bain, chair of the Section's outreach group, has organized an outreach fair showing examples of different types of outreach activities for the 1984 SAA meeting in Washington. The outreach group also has formed a committee to define "outreach."

Access The access group, chaired by Florence Bartoshesky, is organizing a survey of access policies and procedures.

Open House The Section will sponsor an open house at the Washington meeting on September 2. The main function of the open house will be to initiate a "clearing House service" for questions and answers on reference, access, and outreach issues.

★Religious Archives--institutional

Bibliography Under the leadership of Sr. Mary Ellen Gleason, the bibliography has been proofread and sent to SAA's Publications Management Board. Publication is expected in fall 1984.

Glossary The glossary committee, chaired by Fred Heuser, will present a final draft of the glossary to Section members in Washington. At that time, the Section will decide on how to proceed with distribution.

Confidentiality and Access to Religious Archives Chaired by Christine Ardern, this committee devised and circulated a questionnaire on the confidentiality of records in December 1983. 70 responses were received; a full report on the results will be presented in Washington.

Newsletter In December 1983, the Section published the first issue of its newsletter, The Archival Spirit. Edited by Sharon Laist, the newsletter will appear three times each year carrying news about section activities and information about religious archives programs, meetings, and publications.

Program Sessions Joel Alvis chaired a committee which submitted a number of session proposals for the 1984 annual meeting. Proposals for 1985 are now being developed.

Missionary Archives Under chair Ron Watt, this committee has investigated the possibility of holding a conference on this subject. Sources of funding were investigated. It does not appear that this project is viable and it will be discussed at the Washington meeting of the Section.

★Theme Collections--institutional

At SAA's 1983 annual meeting in Minneapolis, the Section adopted a mission statement and structure and then divided into its constituent subsections for separate meetings.

Science/Technology/Health Science In 1983, this group met at the Babbage Institute for the History of Information Processing. A variety of topics were discussed, including access to patient information, scientists as donors, and the treatment of field records. Since its 1983 meeting, this subsection has been working to expand its membership by contacting unaffiliated archivists in the science and technology fields. At SAA's 1984 meeting, the Section will meet at the Museum of American History.

Labor/Urban/Ethnic Archives This group met at the University of Minnesota's Social Welfare and Immigration Archives in 1983. Discussion centered on the exchange of information about grants, acquisition strategies, and special projects. The subsection will meet at the AFL-CIO Archives in Washington in 1984.

Performing Arts This subsection has been working to develop an expanded mailing list of archivists working for performing arts organizations who are not members of SAA. A mailing will go out to this list prior to the 1984 meeting. This subsection will meet at the Kennedy Center in Washington.

Section Directory A survey of the membership of the Section is currently underway. It is hoped that the survey will result in a Section directory broken down by theme.

All Sections will meet during SAA's 1984 annual meeting in Washington. Functional Sections will meet on Friday, August 31, from 9:00-11:00; institutional Sections will meet on the same day from 1:00-3:00. Several Sections also have scheduled open houses during the week:

Friday, August 31, 11:15-12:15

Religious Archives  
Description  
Oral History

Sunday, September 2, 11:15-12:15

Business Archives  
College and University Archives  
Conservation

Monday, September 3, 8:00-9:00

Reference, Access, Outreach  
Aural and Graphic Records



## Section Chairs

Marion Hanscom (Acquisitions)  
38 Crestmont Rd.  
Binghamton, NY 13905

Gerald J. Munoff (Aural and Graphic Records)  
Kentucky Department for Libraries & Archives  
P.O. Box 537  
Frankfort, KY 40602

Linda Edgerly (Business)  
370 Central Park West #104  
New York, NY 10025

Michael McColgin (Conservation)  
Arizona State Archives  
1700 W. Washington  
Phoenix, AZ 85007

William J. Maher (College & University Archives)  
408 E. Washington  
Urbana, IL 61801

Marion Matters (Description)  
Minnesota Historical Society  
1500 Mississippi Street  
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Lewis Bellardo (Government Records)  
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Robert Byrd (Manuscript Repositories)  
Perkins Library  
Duke University  
Durham, NC 27706

Marjorie Fletcher (Oral History)  
Archives & Oral History Center  
The American College  
270 Bryn Mawr Ave.  
Bryn Mawr, PA 19010

Edward C. Oetting (Reference, Access, Outreach)  
Arizona State University  
Library  
Tempe, AZ 85281

Thomas Wilsted (Religious)  
Salvation Army Archives  
145 W. 15th St.  
New York, NY 10011

Fredric Miller (Theme Collections)  
Temple University  
Paley Library  
Philadelphia, PA 19122

The SAA Newsletter is a bimonthly publication of the Society of American Archivists. Because of the 1984 annual meeting, publication of the September Newsletter will be delayed by two weeks. Copy deadline for the September issue is August 31.

## New Publications from SAA

A new publication by Richard Kesner, Automation for Archivists and Records Managers: Planning and Implementation Strategies, is now available through SAA's publication service. The book, published by the American Library Association, provides general recommendations and specific methods to assist records managers and archivists in utilizing the new information technologies. It focuses on needs assessment, system analysis, planning strategies, and implementation patterns. The book is available for \$20.00 to SAA members, \$27.50 to others.

Access to the Papers of Recent Public Figures: The New Harmony Conference is a collection of papers presented at a conference in New Harmony, Indiana, in October, 1976. The conference was cosponsored by SAA, the Organization of American Historians, and the American Historical Association. Included in this book, published by OAH in 1977, are papers on access and the law by James E. O'Neill, Edward Weldon, Richard Hewlett, and Allen Weinstein, and papers on donor restrictions and access by Regina C. McGranery, Edmund Berkeley, Jr., John C. Broderick, Daniel J. Reed, Ellis W. Hawley, Blanche Wiesen Cook, and Barton J. Bernstein. Introductory articles by Alonzo L. Hamby and Philip P. Mason are also included. The volume was edited by Hamby and Weldon. It can be purchased from SAA for \$2.00 to both members and non-members.

To order either of these titles, contact SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

## SAA Workshop Calendar

Washington, D.C., prior to SAA annual meeting

August 28-30, Administration of Photographic Collections

August 28-30, Archives: An Introduction

August 28-30, Educational Program for Machine-Readable Records

August 29-30, Indexing and Thesaurus Construction

August 29-30, Oral History in the Archives

Huntington Library, San Marino, California

October 1-3, Basic Archival Conservation

For more information and application forms for these workshops, contact SAA headquarters, 600 S. Federal, Suite 504, Chicago, IL 60605.

## NEH Awards Grants to Archives Projects

In the first half of 1984, the National Endowment for the Humanities has awarded a number of grants to archives projects throughout the United States. Information on applying for NEH grants can be obtained by contacting the Research Resources Program, National Endowment for the Humanities, 1100 Pennsylvania Ave., NW, Rm. 319R, Washington, DC 20506, (202) 786-0204.

Delaware Division of Historical and Cultural Affairs, Dover, Delaware: \$46,414 to support arrangement and description of 25,000 photographs documenting Delaware history.

Bethel College, North Newton, Kansas: \$148,456 to support the cataloging of a collection of Dutch, Prussian, and Russian Mennonite research materials.

Massachusetts Institute of Technology, Cambridge, Massachusetts: \$56,797 to support processing of the papers of Roman Jacobson, founder of modern structural linguistics.

Mississippi Department of Archives and History, Jackson, Mississippi: \$20,000 to support compilation of a study file composed of photographs, descriptive cataloging, and related documentation on extant furniture made in Mississippi between 1790 and 1865.

Patricia Grimsted, Cambridge, Massachusetts: \$12,389 to provide supplementary support for the preparation of a guide to manuscript and archival repositories in the Ukraine and Moldavia, part of a multi-volume series of guides to archives in the USSR.

Bund Archives of the Jewish Labor Movement, New York, New York: \$88,214 to support archival processing of manuscripts relating to Jewish-American Labor history; cataloging of 2,000 posters, pamphlets and broadsides; and preparation of a printed guide to the European and American collections of the Archives.

University of California, Los Angeles, California: \$127,867 to support the cataloging of commercial and field sound recordings held by the UCLA ethnomusicology archives.

Aldrich Public Library, Barre, Vermont: \$18,529 to support the arrangement and description of historical records held by the Library.

Swedish Pioneer Historical Society, Chicago, Illinois: \$44,551 to support the organization of the Archives, a collection of material relating to Swedish immigrants and their descendents.

Oakland Museum Association, Oakland, California: \$28,577 to support the cataloging and the creation of study prints and safety negatives for a collection of photographs documenting Bay Area architecture, 1925-1972.

Arizona Department of Library, Archives, and Public Records, Phoenix, Arizona: \$65,611 to support compilation of a guide to collections of architectural records in Arizona.

Rutgers University, Newark, New Jersey: \$133,807 to support preservation of the research files, archival preservation of selected recorded jazz performances on unstable recording media, and entry of cataloging data on the preserved recordings into RLIN.

University of Florida, Gainesville, Florida: \$53,681 to support the preparation of a guide to the collected letters of Ismael Boulliau, 17th-century astronomer.

University of California, Berkeley, California: \$36,433 to support the preservation retaping of Native American songs and narratives and cataloging of these ethnographic field recordings and related documentation.

University of Minnesota, Minneapolis, Minnesota: \$52,466 to support organization of several manuscript collections on Polish-Americans dealing with the immigrant press as well as cultural and social organizations.

Hadassah, New York, New York: \$71,760 to support the surveying, arrangement, description, and microfilming of records of Hadassah.

Grail Movement, Loveland, Ohio: \$20,502 to support the arrangement and description of the papers of the Grail Movement, a Catholic organization for lay women.

Renaissance Society of America, New York, New York: \$27,750 to provide continuing support for the microfilming of unpublished inventories of early Latin manuscript collections in European repositories.

Cincinnati Historical Society, Cincinnati, Ohio: \$23,241 to support the printing of a microfiche study copy from photographic negatives documenting neighborhoods in Cincinnati, 1934-1981.

Chester County Historical Society, West Chester, Pennsylvania: \$29,597 to support organization of the Chester County Court of Common Pleas records, 1714-1820.

New York University, New York, New York: \$41,689 to support the arrangement and description of the papers of Elizabeth Robins (1862-1952) and her husband Raymond.

Brigham Young University, Provo, Utah: \$90,463 plus a matching grant of \$100,000 to support the microfilming and cataloging of Coptic and Arabic manuscripts held by the Coptic Orthodox Church in Egypt. The manuscripts document many aspects of Egyptian civilization from the Greco-Roman era to the present.



## Grants, cont.

Musical Arts Association, Cleveland, Ohio: \$17,740 plus a matching grant of \$10,000 to support the organization of the records of the Association, the parent body of the Cleveland Symphony Orchestra.

Pomona Public Library, Pomona, California: \$50,291 to support reproduction and indexing of selected nitrate negatives depicting Southwestern towns, 1914-1955.

Harvard University, Cambridge, Massachusetts: \$58,856 to support the organization and preservation of the Paul Tillich manuscript collection, a source for research on 20th-century religion.

Academy Foundation, Los Angeles, California: \$90,677 to support the preservation micro-reproduction of 3,000 files of historical material documenting the history of motion pictures.

University of California, Los Angeles, California: \$50,434 to support the preservation of the Hearst-Metrotone Newsreel Collection, news footage dating from the 1920s.

University of Oregon, Eugene, Oregon: \$46,892 plus a matching grant of \$10,000 to support the arrangement and description of mid-twentieth century personal and organizational records that form the core of the Research Collection for Conservative or Libertarian Studies.

Harvard University, Cambridge, Massachusetts: \$150,000 plus a matching grant of \$150,000 to support oral history interviews of approximately 150 individuals who either participated in or observed at close range cultural and political events in Iran during the past 40 years.

University of Texas, Austin, Texas: \$37,465 to support the processing of the papers of U.S. Supreme Court Justice Tom C. Clark, who served on the court from 1949-1967.

Berea College, Berea, Kentucky: \$69,515 plus a matching grant of \$28,307 to support the appraisal, arrangement, and description of the photographic heritage of the settlement institutions in southern Appalachia and to create central photographic archives at Berea College.

University of Michigan, Ann Arbor, Michigan: \$57,715 to support cataloging of a major collection in Thai studies that documents virtually every aspect of 19th- and 20th-century (Siamese) civilization.

Patricia Grimsted, Cambridge, Massachusetts: \$170,000 plus a matching grant of \$20,000 to provide support for the preparation of the Ukrainian volumes in a series of guides to archives and manuscript repositories in the USSR.

YIVO Institute for Jewish Research, New York, New York: \$71,901 to support improved access to Hebrew/Yiddish Research materials through the completion of a Yiddish authority file and participation in the development of Hebraic capacity on the Research Libraries Information Network.

New York Public Library, New York, New York: a matching grant of up to \$2,127,000 to provide continuing support for preservation and acquisition activities of the research services of the New York Public Library.

## NEH Thanks Survey Participants

Approximately 550 SAA members responded to the recent Archival Specialists survey conducted by NEH's Research Resources Program. The survey achieved its goal of greatly increasing the Program's information about reviewers for archival projects, and NEH thanks all those who participated. NEH thinks it is only fair to warn, however, that individuals who responded to the question regarding foreign expertise with statements like, "Am free to travel anytime, anywhere" should not obtain a complete set of immunizations solely on behalf of NEH.

## Archival Research Fellowships Available

Through funds received from the Andrew W. Mellon Foundation, the Bentley Historical Library, University of Michigan, will offer fellowships for research on problems associated with modern documentation. In 1985, the program will not be limited to projects focused on appraisal; rather, the program seeks proposals engaging critical issues in the administration of modern historical records. Fellowships for the 1985 summer program in Ann Arbor will be awarded for periods of one, two, three, or four months. Professional archivists, historians, and other scholars at any stage of their professional careers are eligible for fellowships. U.S. citizenship is not a requirement. Applications for the summer 1985 fellowship program must be postmarked by December 15, 1984. For application forms and further information, contact Francis X. Blouin, Director, Bentley Historical Library, University of Michigan, 1150 Beal Ave., Ann Arbor, MI 48109 (313)764-3482.

## Scholarship, cont.

the applicant's qualifications, should be submitted to Jacqueline Goggin, 621 Hamlin St., NE, Washington, DC 20003, by September 1.

Gregory Gill, New Jersey State Archives, received the Colonial Dames Scholarship to the June Modern Archives Institute. Scholarship winners are selected by a subcommittee of SAA's Awards Committee. The subcommittee for 1983-84 was composed of Mary Walton Livingston, chair, Jacqueline Goggin, and Edward L. Galvin.

## Transitions...

SAA Fellow FRANK B. EVANS has left his position at UNESCO to rejoin the staff of the National Archives. . . JANE BRITTON, formerly of the Historical Foundation of the Presbyterian and Reformed Churches, and ALDEN MONROE, formerly of the Cincinnati Historical Society, have joined the staff of the Alabama Department of Archives and History. . . REAR ADMIRAL JOHN W. McELROY, regional director of federal records in New England in the 1920s, died recently at the age of 84. . . SAMUEL A. SIZER, has left his position at the Oklahoma Department of Libraries to become assistant director for field operations at the Texas State Library in Austin. . . SAA Fellow and founding member MARGARET CROSS NORTON died recently at the age of 92. . . SAA Fellow and former president Maynard Brichford has accepted a Fulbright research grant for study in Marburg, West Germany from January to July 1985. . . SAA Fellow Dorman Winfrey, Director and Librarian of the Texas State Library, was honored as outstanding Public Administrator of the Year by the Austin Society of Public Administrators in May. . . EDITH JAMES has been named head of the NARS Education Division in the Office of Public Programs and Exhibits. . . ROBERT COHEN has resigned from his position as Assistant Archivist for Public Programs and Exhibits at NARS. SAA Fellow RICHARD JACOBS is serving as Acting Assistant Archivist. . . KENNETH FONES-WOLF, formerly manuscript curator at Temple University, has been named archivist for the University of Massachusetts, Amherst. . . Former Archivist of the U.S. JAMES B. Rhoads, an SAA Fellow and former Society president, is joining the faculty at Western Washington University, Bellingham.

## Archivists' Calendar

"Brave New Management Strategies: 1984 and Beyond," the Fall Workshop and Annual Meeting of the Society of Georgia Archivists, is planned for November 15-16 at the Atlanta Historical Society. The keynote address will be delivered by SAA Executive Director Ann Morgan Campbell. For more information, contact Virginia Cain, Chair, 1984 SGA Fall Workshop Program Committee, Special Collections Department, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322.

Museums Collaborative, Inc. will sponsor three workshops of interest in the coming year: Marketing for Audience and Income Development will help participants define the marketing research needs of their institutions (September 21-23, Los Angeles, application deadline, July 27); Principles of Management for Cultural Institutions provides an overview of management principles and skills (February 17-22, 1985, New York, New York, application deadline, December 4, 1984); Managing Human Resources for Organizational Effectiveness is designed to strengthen abilities in diagnosing and dealing with individual, group, and organizational problems (March 15-17, 1985, San Antonio, Texas, application deadline, January 18, 1985). For more information, contact Andrea E. Glanz, Continuing Professional Education, Museums Collaborative, Inc., 15 Gramercy Park South, New York, New York 10003.

The National Association of State Archives and Records Administrators (NASARA) will hold its annual meeting in Washington, DC July 26-28. For more information, contact Bruce W. Dearstyne, New York State Archives, Room 10A75, Cultural Education Center, Albany, NY 12230.

## Wanted

Position descriptions for jobs in archives and manuscripts. SAA is assembling a representative collection for distribution on request. Send samples to SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

## The Classifieds

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

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## Professional Opportunities

### *Two positions, Forest History Society:*

The Forest History Society is recruiting for two senior staff positions. One will be assigned to the *Journal of Forest History* and the other will focus on the Society's research program. There will also be assignments to the Archival Collecting Program and Service Program, which includes the possibility of teaching an occasional course at Duke University. Qualifications: Ph.D. in history or related field. Applicants must have a strong commitment to scholarship and an ability to meet deadlines. Will be representing a national organization in a variety of forums; some travel will be required. Salaries are competitive and commensurate with experience. Those interested in applying should send resumes, examples of their publications, and letters of reference to: Harold K. Steen, 109 Coral St., Santa Cruz, CA 95060. No closing date provided.

ARCHIVIST, Houston Academy of Medicine. Newly-created position to arrange and describe the 20th-century collections from physicians, biomedical researchers, and health care organizations. Job also includes contacting potential donors, performing reference duties, and supervising a part-time manuscript processor. Qualifications: Master's degree in library science, history, or related field; good oral and written communications skills; a minimum of one year of relevant, post-master's experience. Familiarity with the history of science would be preferred. Minimum salary: \$18,500 plus benefits. Send letter of application, resume, and names of three references to: Janis Apted, Director of Organization Development, Houston Academy of Medicine-Texas Medical Center Library, 1133 M.D. Anderson Blvd., Houston, TX 77030. Application deadline: September 30, 1984.

MANUSCRIPTS CURATOR, New Hampshire Historical Society. To head its manuscripts department. Will work with interns, part-time help, and volunteers. Salary: \$15,000-\$17,000. Send resume, cover letter, and list of references to: R. Stuart Wallace, New Hampshire Historical Society, 30 Park St., Concord, NH 03301. Application deadline: September 30, 1984.

ARCHIVIST, Archdiocese of St. Paul and Minneapolis. Duties include organizing collections, records management, guide preparation, research assistance, parish outreach, budget preparation. Qualifications: M.A. in archives, records management, or history; two years' experience; familiarity with Roman Catholic Church; practicing Catholic. Please send resumes and references to: Most. Rev. Robert Carlson, D.D., Chancellor, 225 Summit Ave., St. Paul, MN 55102. No closing date provided.

### *Two positions, University of Illinois at Chicago:*

UNIVERSITY ARCHIVIST. Will be responsible for the organization and direction of the archival program. The campus was formed in 1982 upon the consolidation of the Chicago Circle and Medical Center campuses of the University of Illinois. The archive emphasizes professional education in the health sciences and undergraduate and graduate education in the arts and sciences. Responsibilities include supervision of archives staff and the operation of the unit; analysis of archives activities and needs; liaison with other library departments. Qualifications: ALA-accredited master's degree; competence in organizing and directing staff, to be evidenced by increasing responsibility and experience in an archive or equivalent appropriate experience; demonstrated ability to work effectively with faculty, students, and staff, evidence of the ability to meet University standards in research, publication, and professional service commensurate with tenure; familiarity recognized conservation and preservation practices; experience in exhibit planning. Salary and rank dependent upon qualifications and experience; faculty status; 12-month appointment.

CURATOR OF JANE ADDAMS HULL HOUSE. To oversee and administer the Hull House Collections. These collections consist of materials that relate to Jane Addams and to Hull House and its residents and programs, including printed materials, manuscripts, photographs, art work, furniture and other artifacts. Qualifications: Master's degree in library science from ALA-accredited school; significant experience in a research library with demonstrated skills in book selection, including knowledge of the antiquarian book trade; ability to seek outside funding; evidence of ability to meet University standards in research, publication, and professional service commensurate with tenure. Graduate degree in humanities or social sciences desirable. Salary and rank dependent upon qualifications and experience; faculty status; 12-month appointment.

Apply, with supporting resume and names of at least three references to: Edith D. Balbach, Executive Assistant to the University Librarian, University of Illinois at Chicago, Box 8198, Chicago, IL 60680. Application deadline: September 1, 1984.

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

DIRECTOR OF RECORDS MANAGEMENT SERVICES, Maine State Archives. To direct statewide records management programs for the state, county, and municipal governments. Qualifications: Successful candidate must have 8 years of specialized professional and technical work experience at the administrative level with responsibility for the direction or management of an organization, staffing budgeting; education in the areas of business or public administration or related area which provided an in-depth knowledge of management and systems analysis principles. Application and Supplemental Qualification Sheet for this position are available at the Department of Personnel, State House Station #4, Augusta, ME 04333. No closing date provided.

ASSISTANT PHOTO ARCHIVIST, Berea College. Planned two-year NEH-funded project to establish physical and intellectual control over 40,000 photographs of the SIA, and to copy approximately half for the Berea Appalachian archives. Position is to assist in organizing and copying photographs of the Settlement Institution of Appalachia. Qualifications: M.A. with training in archives. Salary: \$12,500 for ten months. Position available beginning January 1, 1985, second year likely but contingent upon funding. Send application and resume, and have three letters of reference sent to: Gerald Roberts, Special Collections, Berea College Library, Berea, KY 40404. Application deadline: October 1, 1984.

### *Two positions, Northwestern University:*

PROJECT INDEXER, Northwestern University Library. One-year position starting October 1. Will supervise the creation of a computer index to vertical file material in the Africana Library. Qualifications: M.L.S. and knowledge of MARC monographic and serials formats required. Two years' professional cataloging experience and knowledge of French preferred. Salary: \$19,000-\$21,500. Send letter of application, including names of three references, to: Lance Query, Director of Library Research, Analysis, and Personnel, Northwestern University Library, Evanston, IL 60201. Application deadline: August 15, 1984.

PROJECT ARCHIVIST. One-year position starting November 1. Will process archivally published material in the Africana Library's vertical file. Will create archival records in RLIN using the AMC format. Familiarity with RLIN and knowledge of French preferred. Salary: \$16,000-\$19,000. Send letter of application, including names of three references to: Lance Query, Director of Library Research, Analysis, and Personnel, Northwestern University Library, Evanston, IL 60201. Application deadline: September 1, 1984.

# Professional Opportunities

Two positions are available, beginning about November 1, 1984, State of New York Unified Court System (Office of Court Administration) to carry out a 2½-year project funded by NHPRC to develop and implement comprehensive records disposition and archives program for New York's courts. Contingent on legislative approval, these positions will be transitioned to permanent state funding at the end of the grant period. The project will be carried out in close cooperation with the New York State Archives located in Albany.

**RECORDS ADMINISTRATOR/ARCHIVIST.** Starting salary approximately \$33,000. Responsibilities include defining project strategies and work plan; preparing reports and recommendations, including recommended disposition schedules, for review by policy level and advisory committee; preparing plans and strategies including use of automation and micrographic technologies for archival preservation of court records; preparing plans including budget requests for phased implementation of programs; and providing advice and assistance to court records officials through written and oral presentations. Minimum qualifications: M.A. in history, government, public administration, library science, or a closely related field, and three years' experience in a formal archives/records administration setting including at least two years of program management or supervision of professional staff and at least two years of experience with government or organizational archives.

**ARCHIVIST.** Starting salary approximately \$19,000. Responsibilities include assisting the records administrator/archivist in all phases of the project especially the survey of records and the collection and analysis of information. Minimum qualifications: M.A. in history, government, public administration, library science, or a closely related field, and one year of experience in a formal archival work setting. Preference to work in governmental or organizational archives.

Send letter of application and resume including the names of three references, to: Ronald Stout, Director of Research and Special Projects, Office of Court Administration, 80 Centre St., Room 598, New York, NY 10013. No closing date provided.

Three positions, Utah State Archives:

**BUREAU ARCHIVIST FOR TECHNICAL SERVICES.** Manages and directs programs and preservation of records in archives storage facilities, central micrographics processing laboratory, and for archival microfilming; provides training for all state agencies and political subdivisions in establishing local micrographics systems; provides technical

support and training for the archives staff and operation and maintenance of the archives information system, word processing equipment, and data processing system. Serves as a member of the management team for the division of archives, participating in planning, budgeting, resolving questions of policy, priority, and procedures within the division; develops staffing plan; selects, trains, and supervises 10-20 professional and technical staff. Qualifications: Master's degree in library science, history, social sciences, public or business administration or related fields, plus four years' professional employment in archives administration; qualification as a Certified Records Manager or two additional years of professional employment may be substituted for the required master's degree. Salary range: \$25,863-\$30,705.

**ARCHIVIST II** (anticipated opening). Qualifications: Bachelor's degree in library science, history, the social sciences, public or business administration or related fields, plus a master's degree in information science or in one of the above related fields, plus two years of full-time professional employment in archives and/or records management. Salary range: \$20,128-\$27,436.

**ARCHIVIST I** (anticipated opening). Qualifications: Bachelor's degree in library science, history, the social sciences, public or business administration or related fields, plus a master's degree in information science or in one of the above related fields, plus one year of full-time professional employment in archives and/or records management. Salary range: \$17,810-\$24,325.

**ASSISTANT SPECIAL COLLECTIONS LIBRARIAN FOR MANUSCRIPTS,** SUNY at Stony Brook. General duties include work with rare books and special collections, as well as with manuscripts and university archives. Participates in departmental activities and programs, including assisting researchers. Specific assignments will include cataloging manuscripts collections and university archives. Initial appointment for one year, may be renewable. Qualifications: M.L.S. from ALA-accredited program required, additional master's degree desirable. Training or experience in a university library special collections or manuscripts/archives section helpful. Faculty status, 12 month appointment. Minimum salary: \$17,000 depending on qualifications. Send resume with names of three references to: Florence Landon, Library, SUNY at Stony Brook, Stony Brook, NY 11794. Application deadline: August 15, 1984.

**SURVEY ARCHIVIST,** Gallaudet College. For two-year NHPRC-funded project to survey historical materials at state schools for the deaf; travel to state schools, complete survey forms, enter survey data into existing on-campus data base, and publish guide to the collections; and establish contacts between state repositories and schools for transfer of records. Qualifications: Requires a master's degree in library science or related field, and experience with archival materials. Salary: \$17,592 plus benefits. Send resume to: Gallaudet College, Personnel Office, 800 Florida Avenue, N.E., College Hall, Room 7, Washington, DC 20002. Application deadline: August 15, 1984.

**ASSOCIATE CURATOR,** Special Library Collections, Colonial Williamsburg. Requires in-depth knowledge of Colonial biographical and bibliographical reference sources with specialization in American Colonial history; ability to research, analyze, determine origination, cross-reference and condense source materials; previous supervisory experience; abilities usually acquired through an advanced degree in American/European history; one year experience or training in manuscript or archives processing. Minimum starting salary: \$13,500 plus benefits. Send resume to: Director of Employment, Colonial Williamsburg Foundation, Box C, Williamsburg, VA 23187. Application deadline: August 15, 1984.

**ASSISTANT ARCHIVIST,** Texas State Library. Position located in Fort Worth, Texas. Perform basic archival processing and reference activities. Transfer records and manuscripts to depositories. Considerable travel required. Subject to relocation. Qualifications: Master's degree from accredited school with major in history, government, library science, business, or related discipline, and course work in archival administration or records management. Salary: September 1, 1984--\$16,536. Send resume to: Mary Jo Donovan, Texas State Library, P.O. Box 12927, Capital Station, Austin, TX 78711; (512) 475-6729. Application deadline: August 31, 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 the "Employment Bulletin." SAA members wishing to register with the placement service must fill out a Qualification Summary Sheet and return it with 15 copies of their resume to SAA headquarters. To receive a Qualification Summary Sheet or for further information about the placement service, please contact Linda Ziemer at SAA headquarters.*



# Professional Opportunities

**ASSOCIATE LIBRARIAN II/ASSISTANT CURATOR**, University of Maryland. Staff position and second professional position in department; accessions arranges and describes, provides reference service to the holdings of the department (including UMCP Archives), assumes responsibility for the department in absence of department head. **Qualifications:** Required: M.L.S. from ALA-accredited program; one year minimum professional experience in academic library including processing manuscripts and archives, or other comparable professional experience. Demonstrated ability and initiative in processing and reference service. **Preferred:** Graduate study in history highly desirable. **Salary:** \$19,071, minimum, plus benefits. For full consideration, submit resume and names of three references to: Virginia Sojdehei, Personnel Librarian, McKeldin Library, University of Maryland, College Park, MD 20742. Application deadline: July 31, 1984.

**PRESERVATION OFFICER**, Oklahoma Department of Libraries. Responsibilities include evaluating and monitoring the physical condition of collections and initiating procedures to provide for ODL collections preservation; performing conservation laboratory treatments; supervising the micrographics unit and insuring conformity with preservation microfilming standards; providing preservation information and training to ODL staff and librarians, archivists, and manuscript curators throughout Oklahoma; and coordinating the Oklahoma Disaster Recovery Assistance TEAM (O-DRAT). **Qualifications:** Applicants must have "hands-on" training and/or experience in basic conservation treatment procedures for books, flat paper, and photographs. Civil service position. **Salary** negotiable depending on qualifications. Requires advanced degree in history, library science or related field. For further information, contact Howard P. Lowell, Oklahoma Department of Libraries, 200 N.E. 18th, Oklahoma City, OK 73105; (405) 521-2502, before July 20, 1984.

**UNIVERSITY ARCHIVIST**, University of New Mexico. Develop and administer a university archive; in cooperation with the Records Management Office collect and manage official archives of the university and appropriate papers donated by university faculty, administration, and alumni; provide access and research service to the collections; establish a conservation relations program; plan and execute a public relations program which will establish and maintain effective relationships with the campus and community; hire, supervise, and evaluate staff; prepare guides to the collections; develop policies; and prepare budget requests in coordination with the Dean of Library Services.

**Qualifications:** M.L.S. from ALA-accredited program or an M.A. in an appropriate academic discipline. Formal course work in archives administration or records management satisfying the SAA guidelines for archival education. Minimum of three years experience working with official university records and archival materials. Demonstrated oral and written communication skills. Preference will be given to those holding both the M.L.S. and M.A. or similar combination of graduate degrees, or a Ph.D. in an appropriate academic discipline, and who also have substantial archival and records management experience with both historical and current records. **Salary range:** \$22,000-\$28,000; permanent, 12 months, full-time. Submit letter of application, resume and names and addresses of three references to: Sandra Carter, Administrative Coordinator, General Library, The University of New Mexico, Albuquerque, NM 87131. Application deadline: August 15, 1984.

**HEAD**, State and Field Services, Tennessee State Archives. Under the general direction of the Director of the Tennessee State Archives, manages and directs the program which has responsibility for appraisal of state records, legislative recording, local records assistance, and private records acquisition. Participates in planning, budgeting, establishing work priorities and procedures for the unit; serves as liaison to records management in working with state agencies for development of effective records programs, valid records retention schedules and orderly transfer of records to the archives. Recommends selection, trains, and supervises 4-10 professional, paraprofessional, and technical staff. **Qualifications:** Master's degree in American history, library science, or political science, plus five years of professional employment in archives administration. Preference is given to candidates with work toward certified records management certification; training or demonstrated ability in management/supervision, editorial writing, work with government records, public speaking; and courses, workshops, or seminars related to archives, records management, or public administration. Knowledge of Southern and/or Tennessee history is desirable. **Salary:** under reclassification at press time. To apply, submit a state application form and attach a statement of 2-4 pages describing how your experience and education prepared you for the position. Transcripts should be submitted prior to interview. Applications may be secured from and directed to: Jean Waggener, Director, Tennessee State Archives, 7th Avenue North, Nashville, TN 37219. For further information call Ms. Waggener at (615) 741-2561. No closing date provided.

**TECHNICAL SERVICES ARCHIVIST**, East Tennessee State University. Direct processing for multi-media collection documenting the political, social, economic, and cultural history of south central Appalachia. Develop and implement automated indexing system for manuscript, audio-visual, photographic, and vertical file collections. Supervise one paraprofessional, one graduate assistant, and 7-10 student assistants. Assist with public service and acquisitions. **Qualifications:** Master's degree in history, sociology, library science, or other appropriate field. Experience/course work in archival administration. Experience in automated indexing systems preferred. **Salary:** \$16,000 plus standard fringe benefit package. One year appointment; may be renewed for up to four years. Send letter of application, resume, and names of three references to: Office of Personnel, Box 24,070A, East Tennessee State University, Johnson City, TN 37614. Application deadline: August 1, 1984. ETSU is an equal opportunity employer.

**PRESERVATION INTERN**, Conservation Division, New York Public Library. This position, funded by a grant from the Andrew W. Mellon Foundation, is temporary for 12 months (including four weeks paid vacation). Under the general direction of the Chief of the Conservation Division and working with other administrative staff with the Library, will undergo a period of general orientation in the administration of the collection management and preservation programs of the research libraries. Upon completion of the orientation period, the intern will help plan and carry out a specific preservation project or projects. Upon completion of the 11-month training period the intern will submit a written report evaluating the training experience. **Qualifications:** Graduation from an accredited library school. Supplemental training in preservation administration and/or expertise in executing conservation procedures and techniques, as demonstrated by previous relevant work experience or successful completion of a formal program in the conservation of research library materials. Familiarity with one or more foreign languages desirable. Familiarity with statistical analysis, sampling techniques, and systems analysis desirable. Work experience in a research library or an archives desirable. Applicants should have demonstrated leadership potential, initiative, promise and interest in the area of library administration, and the ability to work independently under general guidelines. Demonstrated communication skills required. **Salary:** \$22,630, paid on an hourly basis. Send letter of application and resume to: Francine Feuerman, Personnel Representative, The New York Public Library, Personnel Office, 12 E. 41st St., 5th Floor, New York, NY 10017. Application deadline: August 31, 1984.

# 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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. . . AND MORE!!!

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## Professional Opportunities

**ARCHIVAL SPECIALIST**, Michigan State University. Principal responsibilities include supervising the processing of university records, historical manuscripts, and photographs, and providing reference service. Must also be prepared to assist with other functions of the archives, including records management, preparation of reports, and office-related tasks when necessary. Salary: \$17-\$18,000 range (depending on qualifications) plus benefits. Minimum Qualification: Master's degree in history or related field; completion of a graduate archival education program that meets guidelines established by the Society of American Archivists and/or one year, full-time, professional staff experience in an archival or manuscript repository. Familiarity with automated systems and the MARC format highly desirable. Send letter of application, resume, and names of three references to Frederick L. Honhart, Director, University Archives and Historical Collections, EG-13 Library Building, Michigan State University, East Lansing, MI 48824-1048. Application deadline: August 1, 1984.

**CURATOR OF GRAPHIC ARTS**, Toledo Museum of Art. To be in charge of major collections of over 6,000 prints, rare books, modern illustrated books, manuscripts, photographs, and some drawings. Responsibilities include research, collection development, interpretation and maintenance; organization and presentation of exhibitions in graphic arts galleries; supervision of a part-time technical assistant; working with the university and general community; and management of a significant acquisitions budget. M.A. or Ph.D. in

art history. Candidate should be highly motivated and able to work effectively within a small curatorial department. Salary commensurate with qualifications and experience. Send resume to Roger Mandle, Director, Toledo Museum of Art, P.O. Box 1013, Toledo, OH 43697. No closing date provided.

**PROJECT FIELD ARCHIVIST**, State Historical Society of Wisconsin. 21-month appointment, beginning September 15, for NHPRC-funded project to develop a comprehensive, coordinated archives and manuscripts collecting program for the State Historical Society of Wisconsin and its 13-member Area Research Center (ARC) network. Field archivist will have day-to-day responsibility for much of the project and for coordinating work with the ARCs. Specific responsibilities will include data collection and assistance with analysis of the holdings of the State Historical Society and the Centers; assistance with the preparation of the ARC collecting policy statement; and assistance to the four ARC archivists who will participate in the implementation of the collecting program. Qualifications: Strong background in American history; training and/or experience in archives work; previous public contact work essential; strong skills in verbal and written communication. Salary: \$19,571, plus benefits. Send letter of application, including resume, academic credentials, and names of three references to F. Gerald Ham, State Historical Society of Wisconsin, 816 State Street, Madison, WI 53706. Application deadline: July 31, 1984.