

The Society of American Archivists

SAA Newsletter

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NARS Independence Bills Pass House and Senate

A legislative goal actively sought by the Society of American Archivists for a decade is nearing realization. Both the House and the Senate have passed bills to make the National Archives and Records Service an independent federal agency. The Senate bill, S. 905, passed on June 21 (see July 1984 *SAA Newsletter*). The Senate bill would transfer all authority relating to the administration of the National Archives from the Administrator of GSA to the Archivist of the United States. The White House has expressed its support for S. 905.

The House bill, H.R. 3987, which passed the House on August 2, contains several provisions which differ from S. 905. The administration has recommended that "H.R. 3987 be amended to bring it into closer conformity with S. 905." H.R. 3987, which had more than 70 co-sponsors in the House, was passed by a voice vote following statements by key supporters. Reps. Jack Brooks (D-TX) and Frank Horton (R-NY), ranking members of the Government Operations Committee, and Glenn English (D-OK), chairman of the subcommittee with oversight of the Archives, all spoke from the floor. Other statements were given by Reps. William Clinger (R-PA) and Barber Conable (R-NY). Only Rep. Thomas Kindness (R-OH), who introduced a substitute bill to retain NARS within GSA, which was defeated, spoke against the bill.

Differences between the House and Senate versions of the bill include:

S. 905

1. 10-year term for presidentially appointed Archivist.

2. Records management functions, transferred to GSA in 1981, would be returned to the National Archives & Records Administration (NARA), including the Office of Information Systems of the Office of Information Resources (ORIM).

H.R. 3987

1. No fixed term; Archivist may be removed by President with reasons for removal communicated to Congress.

2. Retains and codifies current division of responsibilities.

3. NARA precluded from appraisal of tax returns or return information unless agreed to by agency head or President; no accessioning of returns or return information.

4. No changes in current law

4. Requires Archivist to report to Congress the failure of an agency head or the Attorney General to initiate an action for the recovery on unlawfully removed records.

5. No provision for authority to determine whether a record falls within the definition of records.

5. Archivist authorized to establish detailed criteria under which material shall be examined to determine if it is a record.

House and Senate staff members worked on compromise language in late August. A Conference Committee will be appointed by the Speaker of the House and the Majority Leader of the Senate to reconcile the two versions of the bill. As the *Newsletter* went to press, it was anticipated that the committee would be named and meet by mid-September; the conferees will probably include the members of the Senate and House subcommittee with oversight responsibilities for the Archives and the ranking members of the House Government Operations Committee and the Senate Governmental Affairs Committee. The committee's report must be passed by both houses of Congress; the bill then goes to the President, who has ten days in which to sign it.

Fellows and Award Winners Recognized

The winners of SAA awards and five new Fellows of the Society were honored at the SAA awards luncheon in Washington on September 1.

The Society's new Fellows, selected by the Professional Standards Committee chaired by J. Frank Cook, are George M. Cunha, conservation consultant; Max J. Evans, State Historical Society of Wisconsin; Edie Hedlin, National Archives and Records Service; Patrick M. Quinn, Northwestern University; and Charles R. Schultz, Texas A&M University. (cont. on p. 2)

Fellows and Awards, cont.

Cunha was recognized for his outstanding work in the field of archival conservation, including service as the Director of the New England Document Conservation Center and publication of *Conservation of Library Materials* and *Library and Archives Conservation*. Evans was honored for his work in joining the worlds of archives and computers. He was the first chair of SAA's Committee on Archival Information Exchange, directed the Midwest State Archives Guide Project, which led to a common data base for state archival holdings in three state archives, and currently is directing a project on automated information management systems. Edie Hedlin was recognized for a variety of contributions to the archival profession including authorship of *Business Archives: An Introduction*, service on SAA's Council, directing NHPRC's records program through a time of severe staff and budget cuts, and involvement with the task force to appraise NARS' FBI records.

Patrick Quinn was recognized for his many years of service to SAA and the Midwest Archives Conference. For SAA, Quinn has been active on the Status of Women Committee and the College and University Archives Section, of which he is a former chair. He coordinated production of the most recent edition of the *Archival Forms Manual* and has written over 20 articles and reviews for archival and library journals. He is a founding member and past president of MAC as well. Charles R. Schultz has served as editor of the *American Archivist* for the past two years. He is a past chair of SAA's Acquisition Section and Committee on Collecting Personal Papers and Manuscripts. He was also a founding member of the Society of Southwest Archivists and is a past president of that group.

The Waldo Gifford Leland Prize, awarded to an outstanding published work in the archival field, was presented to Richard Berner for his book, *Archival Theory and Practice in the United States: A Historical Analysis*. The Philip M. Hamer Award for outstanding work by an editor of a documentary publication went to David Wilson of the U.S. Grant Papers.

The first C.F.W. Coker Prize for outstanding achievement in the area of archival description was presented to Roy Turnbaugh, Illinois State Archives for *A Guide to County Records in the Illinois Regional Archives*. Frank G. Burke received the Fellows' Posner Prize for his article "Archival Cooperation" which appeared in volume 46, #3 of the *American Archivist*.

The Oliver Wendell Holmes Award, given to support travel of a foreign archivist already in the United States, was shared by Alan Ives, Riverina College of Advanced Education, Australia, and Samuel Polkah Toe, National Archival Center of Liberia.

The Distinguished Service Award, presented to an archival repository that has made significant contributions to the archival profession, went to the Public Archives of Canada. The Sister M. Claude Lane Award for outstanding work by a religious archivist, was presented to Rev. Norbert Brockman, former director of the Marianist Training Network.

Two Colonial Dames Scholarships to the Modern Archives Institute at the National Archives were awarded in 1984. They went to Gregory Gill, New Jersey State Archives, and Earl M. Hennen, Jr., Mississippi Department of Archives and History.

The 1984 Awards Committee was chaired by Charles Palm, Hoover Institution. Award Committee members were Mary Walton Livingston, Jacqueline Goggin, and Edward L. Galvin (Colonial Dames); Douglas Bakken, Sue E. Holbert, and Dolores Renze (Distinguished Service Award); William Miller, Ed Rider, and Ellen Garrison (Leland Prize); Carolyn Mattern, Judith Schiff, and Charles Lesser (Hamer Award); Mary F. Morgan, James M. O'Toole, and Bro. Michael Grace (Lane Award); Kenneth Duckett, William N. Davis, Jr., and Leonard Rapport (Posner Prize); Mattie Russell, Michael J. Dabirshus, and Marion Matters (Coker Award).

Correction

The July 1984 SAA Newsletter, in the "People & Papers" section, reported that Charles Colson had donated his papers to Wheaton College in Aurora, Illinois. Wheaton is located in Wheaton, Illinois.

SAA Staff

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SAA '84: A Capital Meeting

The Washington, D.C., location, the 50th anniversary celebration for the National Archives, and a program with something for everyone, drew almost 1,200 archivists to SAA's 48th annual meeting, August 30-September 3, making it the largest in the Society's history.

Just as a trip to Washington places tourists in the enviable position of choosing from a wide variety of attractions, so the 1984 annual meeting presented participants with an equally tantalizing array of activities. And from the preconference workshops, attended by nearly 200 people, to the post-meeting tour to Williamsburg, which was filled to capacity, meeting participants made the most of their stay in the capital.

On Thursday, August 30, many of SAA's task forces and committees held their yearly meetings. A complete list of chairs of all Society groups, task forces, committees, and sections, will be published in the November *Newsletter*. Tours of the conservation facilities at the Library of Congress and Smithsonian Institution, automation projects at the National Archives and Library of Congress, the Moorland-Spingarn Center and the National Museum of American History took place on Thursday as well.

Thursday evening, over 100 archivists attended a performance of "Banjo Dancing," featuring storyteller-banjo player Stephen Wade and some tall tales from bygone days. Later in the meeting, Wade appeared on a session on archives and the performing arts.

On Friday, August 31, SAA's sections held their annual meetings, discussing issues of interest to their membership. Later that day, SAA President David B. Gracy II delivered his presidential address, "Our Future Is Now," which will be published in the winter 1985 issue of the *American Archivist*. Friday evening, more than 500 meeting participants gathered in the rotunda of the National Archives for a reception celebrating NARS' 50th anniversary. President Gracy read a statement on behalf of SAA's membership, which said in part: "The archival community recognizes the National Archives as our flagship institution and celebrates its signal contributions to our profession. Through the leadership of its staff and the writings they have published, the archival theory and practice of all archival institutions have been immeasurably enriched." Archivist of the United States Robert M. Warner was presented with the original artwork for the cover of this year's annual meeting program booklet. Gracy awarded Charlene Bickford, Coalition to Save Our Documentary Heritage, and Page Putnam Miller, National Coordinating Committee for the Promotion of History, Council Exemplary Service Citations for their work on behalf of National Archives' independence.

On Saturday, sessions began in earnest. The day was highlighted by the awards luncheon and F. Gerald Ham's plenary address, "Planning for the Profession: An Agenda for American Archivists." Later in the day, at the annual business meeting, Executive Director Ann Morgan Campbell and SAA Treasurer Paul H. McCarthy, Jr., presented their annual reports. Two resolutions also were passed by the membership at the meeting. The first, sponsored by the Status of Women Committee and the Women's Caucus, authorizes that a charge not to exceed \$2.00 be added to the annual meeting registration fee for all members to subsidize costs associated with the provision of child care at annual meetings, beginning with the 1985 annual meeting in Austin. The resolution also states that all costs not covered by this assessment will be the responsibility of parents taking advantage of the service. The second resolution, sponsored by the Religious Archives Section, calls upon the officers and Council of SAA to avoid the practice of scheduling meeting activities on Saturday and Sunday mornings, either by not scheduling annual meetings on weekends, or by leaving Saturday and Sunday mornings free of planned activities, or by exploring other options.

In addition to sessions, workshops, and open houses on Sunday, many meeting participants took advantage of the opportunity provided by SAA for them to attend services at the Washington Cathedral or the National Shrine, where Monsignor John Tracy Ellis, eminent Catholic historian, delivered the homily, which paid tribute to archivists. He said, "If we . . . regard the Bible as one of our most precious possessions, we owe its existence at this distant date from its first coming into being to what I like to think of as the ancient church's first archivists, whose religious faith and sense of history prompted their actions centuries ago."

The meeting concluded on Monday, September 3, with a luncheon featuring remarks by incoming SAA President Andrea Hinding. 1985 Program Committee chair David Klaassen and 1985 Local Arrangements Committee chair David B. Gracy II presented a look ahead to SAA's 1985 meeting in Austin, Texas, October 28-November 1.

The success of the 1984 meeting is the result of hard work by the Program Committee, chaired by David Horn and Anne Van Camp, and the Local Arrangements Committee, chaired by James E. O'Neill. Program Committee members were Roland Baumann, Edwin C. Bridges, Rev. Norbert Brockman, Judith Fortson-Jones, Austin Hoover, Richard Kesner, Eleanor McKay, Nancy Parker, Timothy Walch, Carolyn Wallace, and ex officio members Ann Morgan Campbell, David Klaassen, and Deborah Risteen. Local Arrangements Committee members included Alan Bain, Charles Dollar, Jacqueline Goggin, John Knowlton, Maida Loescher, Clifford Muse, Jon Reynolds, Susan Stein, Frederick Stielow, Barbara Vandegrift, and ex officio members Ann Morgan Campbell and Antonia Pedroza.

GAP Goes Public at SAA Meeting

F. Gerald Ham's luncheon address on "Planning for the Profession: An Agenda for American Archivists" was only one way in which the initial work of the Goals and Priorities (GAP) Task Force was introduced to the archival community during SAA's 1984 annual meeting. Each advance registrant had received a copy of the 64-page draft GAP report some days before the meeting. Also, although few attendees would claim to have read the entire report, it was the subject of discussion in three informal working sessions during the annual meeting, one discussion for each of the three major goals suggested in the GAP draft planning "hierarchy." In these discussions, Task Force members reaffirmed the statements in their draft report that the initial document required vigorous analysis by the profession and that any planning process useful to the archival profession must be participatory involving the whole profession. As stated by Page Miller, a member of one of GAP's working groups: "This is like just getting to the initial congressional hearings. The legislative process is a long one that requires continuing consultation, education, and a lot of patience and goodwill. But a consensus can be built that results in something of value to all of the interested parties."

Members of the GAP Task Force's three working groups also met in Washington to clarify their own timetable and work plan for the months ahead. A separate copy of the GAP draft report has already been sent to the chairs of all SAA sections, task forces, and committees requesting comments. A similar written request will now be sent to regional archival organizations and to other key organizations in the archival community. These organizations will be asked to comment in writing on the GAP draft report by December 1, 1984, and to place particular emphasis on the GAP draft recommendations for an ongoing planning process for the profession. Several of the regionals, including the Midwest Archives Conference, the New England Archivists, the Society of Georgia Archivists, and the Archivists' Roundtable of Metropolitan New York, have already scheduled formal GAP discussions in their fall meeting programs. Summaries of these sessions, and comments from individual members of the profession, both on GAP's initial suggestions for an ongoing planning process and its specific goals-objectives-strategies-activities hierarchy, are also requested by December 1. All comments should be sent to F. Gerald Ham, State Historical Society of Wisconsin, 816 State St., Madison, WI 53706.

The GAP Task Force will meet again in mid-December to revise its recommendations on an ongoing planning process based on comments received from the profession. The Task Force will then present its recommendations on a planning process, first to the SAA Council at its early 1985 meeting. During the spring of 1985, comments received on the draft planning hierarchy itself will be evaluated as a basis for revising that part of the draft GAP report. A revised

initial planning hierarchy will be ready for distribution by June, 1985. By that time, it should also be clear how a planning process will continue, if at all.

The Task Force invites comments from individuals and organizations throughout the archival community. If you do not have a copy of the initial GAP draft report and would like to receive one, please write or call the SAA Chicago office, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140. As indicated above, if you have comments, send them to F. Gerald Ham. If you would like to discuss the work of GAP, feel free to call a member of the Task Force or working groups. The names of these individuals are listed in the GAP draft report.

What Council Did

At its meetings in Washington, D.C., on August 29 and September 2, SAA's Council:

- Extended the term of the Archives and Society Task Force and increased its size.
- Heard that the Society's general fund expenditures for the period July 1983-June 1984 were \$376,405, while income reached \$401,743. In addition, grant expenditures for the period were \$123,794.
- Heard from Vice President Hinding of the following new appointments: Kenneth Duckett as chair of the Editorial Board; Jacqueline Goggin to the Editorial Board; James Fogerty as chair of the Regional Archival Affairs Committee; Lydia Lucas as chair of the Committee on Archival Information Exchange and Frank B. Evans to serve on that committee. A complete SAA leadership list will appear in the November *Newsletter*.
- Began consideration of a comprehensive legislative agenda for the Society.
- Instructed SAA's NHPRC representatives to convey to the Commission the view of the Society's Committee on Education and Professional Development on the Commission's proposed internship program.
- Heard a report from Hackman on reactions to the GAP report at the Washington meeting and a timetable for GAP's remaining activities.
- Selected William L. Joyce as Council's representative to the Executive Committee for 1984-85.
- Named Frank B. Evans as SAA's representative to the ICA meeting in Bonn.

'85 Program Committee Seeks Suggestions

SAA's 1985 Program Committee invites submissions of proposals for the meeting in Austin, Texas, October 28-November 1, 1985. Proposals can range from fully developed session proposals to individual presentations or suggestions for session topics. Proposal forms are available from the SAA office or from Program Committee chair, David Klaassen.

The committee aims to provide a wider range of opportunities for communication by introducing a format new to SAA meetings: the poster session. Presenters prepare a poster for display during the conference and are available for questions and discussion during the designated time bloc. Poster sessions permit a more intimate, individualized exchange among interested persons than do traditional sessions. As such, they are ideal for presenting reports of specific projects or activities. Scientific disciplines have long used poster sessions to report research findings and archivists could do the same.

Traditional sessions, i.e., paper sessions, workshops, panel discussions, will continue to be a significant part of the program. Persons proposing open-enrollment paper sessions should note changes from past practices: 1) two rather than three papers are preferred, in order to permit substantive commentary and audience discussion; 2) proposals should, in addition to a general description of the session, include brief statements of the proposed content of each individual paper. This will permit the program committee to evaluate proposals on their merit with less reliance on personal knowledge of the individuals involved.

The committee welcomes creative suggestions that do not fit any of the existing formats. Ideas that draw on the cultural and archival resources of Texas and the surrounding region are particularly welcome.

Proposals for poster sessions must be postmarked by December 15. All other proposals should be postmarked by October 31. Send all proposals to David Klaassen, 109 Walter Library, University of Minnesota, Minneapolis, MN 55455. For additional information, contact Klaassen (612-373-4420), deputy chair Dallas Lindgren, Minnesota Historical Society (612-296-6980) or other members of the Program Committee. They are Harold Anderson, Wells Fargo Bank; Brenda Banks, Georgia Department of Archives and History; David Bearman, Smithsonian Institution; John Daly, Illinois State Archives; Ellen Garrison, East Tennessee State University; Joan Hoff-Wilson, Organization of American Historians; Michael Lutzker, New York University; Carolyn Majewski, Texas State Archives; Sharon Thibodeau, National Archives; William Wallach, University of Michigan; Ronald Watt; LDS Church; and Thomas Hickerson, Cornell University and 1986 Program Committee chair.

Tribal Archives Production at ICA

A slide/tape production, "Tribal Archives," prepared by SAA's Native American Archives Project, will be shown at the International Congress on Archives, which convenes in Bonn in September.

One of a number of activities to encourage and assist Native Americans with the preservation of their documentary heritage, the audiovisual production has been made available in the United States to numerous Indian, Eskimo, and Aleut tribal and urban groups through the Office of Museum Programs, Smithsonian Institution. The program was produced by Smithsonian staff member Nancy Fuller. Using illustrations from Indian history and examples of Native American organizations, the program is a tool for sharing ideas and generating discussion.

"Tribal Archives" is available for loan or sale through the Office of Museum Program's Audiovisual Loan Program. The loan charge is \$17; the purchase price is \$80. For more information, contact Office of Museum Programs/Audiovisual Loan Program, Smithsonian Institution, A&I 2235, Washington, DC 20560.

"Tribal Archives" is also available for viewing at six institutions throughout the United States: Alaska State Museum, Juneau; Suquamish Tribal Cultural Center, Suquamish, Washington; Buechel Memorial Lakota Museum, St. Francis, South Dakota; Museum of the Cherokee Indian, Cherokee, North Carolina; Seneca-Iroquois National Museum, Salamanca, New York; and Institute of American Indian Arts, Santa Fe, New Mexico. Arrangements for viewing must be made in advance.

A second production, which will offer more detailed information on starting an archives, is now being developed by Fuller, with the assistance of several archivists.

Funding for the National American Archives Project has been provided by the National Endowment for the Humanities.

Tribal Archives Workshops Scheduled

As part of its NEH-funded Native American Archives Project, SAA will sponsor two limited enrollment tribal archival workshops. The emphasis of the workshops will be directly on starting and maintaining a tribal archives program. The workshops will be held October 1-2, 1984, in Santa Fe, New Mexico, and November 26-27, 1984, in San Francisco. Instructors for the workshops will be Timothy Ericson, University of Wisconsin-River Falls, Linda Henry, NARS, and Bob Smith, Oneida Nation Museum. For further information, contact Linda Ziemer at SAA headquarters.

NHPRC Awards Records Grants

At its June meeting, the National Historical Publications and Records Commission recommended 29 grants totaling \$762,437 to institutions in 20 states. During the past grant cycle, which had a closing deadline of February 1, the Commission and State Historical Records Advisory Boards received 44 grant requests totaling \$2,342,101. State Boards returned five proposals to applicants for revision and resubmission.

In other actions, the Commission approved a joint proposal of the Records and Publications Programs to begin a special initiative in Native American Tribal Records. The program, which responds to an increasing number of archival proposals from tribal organizations, will provide grant assistance for archival and records management projects, as well as a series of micropublications of historical materials. In approving the special initiative, the Commission stated its intention to respond affirmatively to similar needs and proposals from other ethnic groups.

Repository Processing and Preservation

Alfred P. Sloan, Jr., Museum, Flint, Michigan: \$1,492 for consultation on the arrangement, description, and maintenance of the Genesee County Historical Society Collection, which includes materials relating to Flint's automotive history.

Nantucket Historical Association, Nantucket, Massachusetts: \$20,247 to preserve and make available portions of its manuscript and photograph holdings and to establish an archival program for these holdings.

St. Louis Mercantile Library, St. Louis, Missouri: up to \$76,150 to arrange and describe the Barriger Railroad Papers Collection. Assembled by John W. Barriger III over a 60-year career in railroading, the papers document his work as a railroad security analyst with major Wall Street firms, as Chief of the Railroad Division of the Reconstruction Finance Corporation, and as president of four different railroads.

University of Baltimore, Maryland: Up to \$55,000 to inventory, appraise, and preserve the A.S. Abell collection, consisting of 3,500 hours of local television newsfilm. The collection documents Baltimore and Maryland history from 1949 to 1983.

The University of Louisville, Kentucky: \$10,718 to evaluate, arrange, describe, and selectively microfilm the historical records of the *Louisville Defender*, a black newspaper founded in 1933, and the personal papers of its former editor, Frank L. Stanley, Sr.

Institutional Archives Programs

National Federation of Abstracting and Information

Services (NFAIS), Philadelphia, Pennsylvania: \$1,416 for a consultant to determine which of the organization's records are permanently valuable and to recommend the most feasible approach for their retention, arrangement, and use in an archival setting.

Kiowa, Comanche, and Apache Intertribal Land Use Committee, Lawton, Oklahoma: up to \$3,000 for consultation on the establishment of an archive and manuscript repository for these three tribes.

Cheyney University, Cheyney, Pennsylvania: up to \$3,000 for consultation on the development of a university archives and records management program. Cheyney is the nation's oldest historically black public university.

Mount Saint Joseph Female Ursuline Academy, Maple Mount, Kentucky: \$20,000 for its archival development and training project.

Antioch University, Yellow Springs, Ohio: up to \$2,500 for a consultant to make recommendations for the development of an archival and records management program for the university's holdings on its Yellow Springs campus and at its five centers throughout the United States.

Cumberland College of Tennessee, Lebanon, Tennessee: \$26,084 to develop an archives and records management program for its institutional records.

Oglala Lakota College, Kyle, South Dakota: \$46,835 to establish and administer an archives and records management program for the Oglala Sioux tribe.

Local Government Records

City of Tampa, Florida: up to \$3,000 for consulting services to establish a city archives.

Birmingham Public Library, Birmingham, Alabama: \$74,379 to establish a records management/archives program for the City of Birmingham and to provide a model for other large cities in Alabama, none of which currently has such a program.

Illinois State Archives, Springfield, Illinois: a supplemental grant of \$12,000 for its project to survey and prepare records disposition schedules for local government records of Chicago and Cook County.

Historical Photograph Projects

Montana State University, Bozeman, Montana: \$6,315 to preserve and make available the M.L. Wilson photograph collection. Produced by agricultural economist M.L. Wilson and his assistants, the photos depict agriculture and rural life in

Montana during the 1920s.

Massachusetts Historical Society, Boston, Massachusetts: \$4,139 to preserve and make available glass negatives in the Henry Wheeler, Arthur Shurcliff and Francis Blake collections. Included are negatives of important historical buildings in many Massachusetts towns, and negatives depicting the work of Shurcliff, a prominent landscape architect who worked with Frederick Law Olmsted in designing many Boston parks and public places.

University of Pittsburgh, Pennsylvania: \$36,268 to make preservation copies of cellulose nitrate negatives in the Archives of Industrial Society. The negatives document the urban and industrial history of Pittsburgh in the 1920s and 1930s.

State Agencies and Statewide Projects.

Iowa State Historical Department, Des Moines: \$25,000 to refine and revise draft retention schedules for county records, to publish and distribute these schedules in a one-volume manual, and to provide training workshops in schedule use for public officials.

Connecticut Historical Society, Hartford: a supplemental grant of \$8,587 for its project to establish an archival education network in Connecticut. The additional funds will allow the work of the project to be extended to other New England states.

State of New York, Office of Court Administration, New York, New York: \$197,300 for the New York judicial records disposition and archival development project. During the course of the thirty-month project, the staff will analyze records disposition and archival needs of the Unified Court System, prepare a report with recommendations for a comprehensive archives and records program for the courts, begin scheduling and disposition in high priority areas, and establish a formal administrative relationship between the in-house court program and the New York State Archives.

Georgia Department of Archives and History, Atlanta: \$30,000 to help plan and coordinate a state-based program for local public records.

Regional and National Projects

National Association of State Archives and Records Administrators, Albany, New York: up to \$25,000 for a one-year feasibility study on the establishment of a national archival information clearinghouse; and a supplemental grant of \$1,571 to support the printing of additional copies of *Documenting America*, a summary of the Commission's state records assessment reports.

Rochester Institute of Technology, Rochester, New York: \$39,750 for research into improving the American National Standards Institute (ANSI) test procedures for determining the archival quality of photographic filing enclosures.

State Historical Society of Wisconsin, Madison: \$12,775 for a working conference of representatives of institutions involved in development and implementation of the USMARC Format for Archival and Manuscripts Control. A report outlining institutional practices and discussing areas of conflict and consensus will be issued.

Other Grants

Park-McCullough House, North Bennington, Vermont: up to \$2,000 for a consultant to advise the Southwestern Vermont Regional Archive Committee on the establishment of a regional archives center. The Committee is a consortium of five institutions in Bennington County.

President and Fellows of Harvard College, Cambridge, Massachusetts: a \$14,911 supplement to Harvard's grant for a two-year project to conduct a comprehensive survey of the university's holdings of archives and manuscript material. Supplemental funds will be used to enter survey data into the Research Libraries Information Network (RLIN), the national on-line computer system of the Research Libraries Group.

Webster Groves Historical Society, Webster Groves, Missouri: up to \$3,000 for consulting services to advise on the design of the Society's new meeting room/archives building, to evaluate the collection and acquisition policies, and to assist in planning a local records survey.

Colonial Dames 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 predating 1825.

Resumes, accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications, should be submitted to Jacqueline Goggin, 621 Hamlin St., NE, Washington, DC 20017, by December 1. Goggin is the chair of the awards subcommittee responsible for selecting scholarship winners. Other subcommittee members are Edward L. Galvin, MITRE Corporation, and Roy Tryon, Delaware State Archives.



Washington, D.C. Following the premiere of Leonard Bernstein's new opera "A Quiet Place" at La Scala in Milan, the manuscripts of the opera were shipped to the Kennedy Center in Washington for the American premiere. When the cases containing the manuscripts were opened, it was discovered that they had suffered serious water damage in transit. Also damaged was the score to Bernstein's "Trouble in Tahiti," which is performed as a companion piece. Although photocopies of earlier drafts of the two operas exist, the water-damaged manuscripts are the only copies containing Bernstein's latest revisions.

The manuscripts were rushed to the Library of Congress for emergency conservation treatment. 20 technicians used tweezers and scalpels to separate the pages. Sheets of absorbent silicon were put between the pages to remove the water without interacting with the ink. The manuscripts were then put into a deep freeze to arrest further damage. They spent the weekend at 10 below zero and then were taken out and dried, one page at a time, with hand-held dryers, after which they were delivered to musicians at the Kennedy Center in time for the first rehearsal.

Rochester, New York The board of trustees of the International Museum of Photography at George Eastman House agreed in principle in July to transfer the museum's collection of photographs, cameras, and motion pictures to the Smithsonian Institution's National Museum of American History. The agreement ended weeks of speculation about the fate of the museum, which has been plagued for years by inadequate financing and fractious relations with the Eastman Kodak Company. The boards of regents of both museums will have to approve the transfer. The photography museum's holdings, valued at millions of dollars, contain the collections of George Eastman, J.M. Eder, Gabriel Cromer, the Photo League's collection of Lewis Hine prints, and a large collection of prints by Edward Steichen.

Moscow, U.S.S.R. A Soviet archivist accused of possessing books considered hostile to the state has been convicted of anti-Soviet activity and sentenced to three years in a labor camp. The books cited in the charges against Alexander Bogoslovsky include an annotated school exercise book and a 19th century French account of a journey through Russia.

London, England A London judge has ruled that Sotheby's may not auction the diaries of slain guerilla leader Ernesto (Che) Guevara, but it has yet to be decided whether they should be returned to the anonymous seller or to the Bolivian government, which once held them. The ruling prevents the auction house from returning the diaries to the seller until a court decides their ownership.

New York, New York A recent editorial in the *New York Times* concerning Pope John Paul II's decision to reevaluate the trial and condemnation of Galileo 350 years ago, states: "And there's still another kind of time, historical time, the particular preserve of a species of immortal squirrel. Through wars, plagues, floods, and fires, the squirrels remain to pick up and put away the evidence of our passage through the centuries. Without them we wouldn't have our history, which means we wouldn't have our selves."

Dramatic Drop in History Majors

The number of history majors graduating from four-year institutions in the United States dropped 58% between 1970 and 1980-81, according to a study released in the *Digest of Education Statistics*, 1983-84, published by the Department of Education. In 1970, 43,386 history majors were awarded the BA degree. In 1980-81, the number had fallen to 18,301. Declines can also be noted in the same period for English and literature graduates of 60% and foreign language majors of 47%. PhD output in history has dropped by more than half since 1970.

In the reporting the statistics, the October 1984 *Perspectives*, published by the American Historical Association, will note that "the implications of this trend for the state of history are rather ominous." The publication observes that the size of history departments (in terms of faculty) has remained relatively constant in the last ten years or so, but that the decline in majors does not necessarily suggest a proportional decline in history enrollment.

International Archives Week in Canada

October 1-7 has been designated as the time for International Archives Week in Windsor, Ontario. A display with exhibits from three Windsor archives, three Detroit archives, and the Toronto Area Archivists Group will be open to the public for the whole month of October at the Windsor Public Library. Titled, "Celebrating the Border Cities," the display will include materials on the cultural, religious, artistic, commercial, and labor heritage of the two cities. The participating archives are: Archives of American Art (Smithsonian, Detroit Institute of Arts), Assumption University Archives, Burton Historical Collection (Detroit Institute of Arts), Municipal Archives (Windsor Public Library), University of Windsor Archives, and Wayne State University Archives of Labor and Urban Affairs. For further information, contact Mark Walsh, Windsor Public Library, 850 Ouellette Ave., Windsor, (519) 255-6770.

SAA Bookcase

September 1984

Basic Manuals

- * **Archives & Manuscripts: Administration of Photographic Collections**, by Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long, addresses all aspects of managing photographic materials, from appraisal and accessioning through research use. The emphasis is on means of administering historical photographs from an archival perspective, stressing the development of systems to organize, access, and preserve entire collections, rather than an item-by-item approach to single images. Chapter titles include: History of Photographic Processes; Appraisal and Collecting Policies; Arrangement and Description; Preservation; Legal Issues; and Managing a Photographic Copy Service. Illustrated with nearly 100 color and black-and-white photographs, plus numerous drawings, charts, and forms. Also includes a bibliography, glossary, supply list, and an index. (1984) 176 pp., paper. \$14 members, \$18 others. 3014

Archives & Manuscripts: Conservation, by Mary Lynn Ritzenthaler, addresses problems and issues in archival conservation and proposes solutions to assist archivists in caring for their collections from a sound conservation perspective. The manual emphasizes that conservation should be considered not as a new program element, but as an integral part of existing archival and curatorial functions. The manual is illustrated extensively with photographs and drawings. An index has been added to the manual, now in its second printing. A glossary and bibliography are also included. (1983) 152 pp., paper. \$10 members, \$14 others. 3013

- * **Archives & Manuscripts: Machine-Readable Records**, by Margaret L. Hedstrom, encourages archivists to confront the challenges of machine-readable records. It outlines the steps required to locate, appraise, accession, process, and preserve machine-readable records, and provides techniques and guidelines for implementing machine-readable records programs incrementally. Subjects treated in the manual include: overview of computer hardware, software, and machine-readable data; arrangement and storage of machine-readable records; preservation and access; and the impact of information technology on archival records. The manual will assist archivists in adapting traditional archival procedures and practices to machine-readable records. A glossary and a bibliography are included. (1984) Paper. \$6 members, \$8 others. 3015

Basic Manual Series I provides a wealth of introductory and advanced "how to do it" information for anyone interested in the theory and practice of administering archives and manuscripts.

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

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

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

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

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

Series I, set of 5 manuals: \$18 members, \$22 others. 3006

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

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

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

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

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

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

Series II, set of 5 manuals: \$22 members, \$32 others. 3012

Specialized Interests

- * **Access to the Papers of Recent Public Figures: The New Harmony Conference** is a collection of papers presented at a conference in Indiana in 1976, cosponsored by SAA, the Organization of American Historians, and the American Historical Association. Included in this book, published by OAH in 1977, are four papers on access and law and seven on donor restrictions and access. Among the authors represented are James E. O'Neill, Edward Weldon, Edmund Berkeley, Jr., and Daniel J. Reed. Introductory papers by Philip P. Mason and Alonzo Hamby are also included. \$2 members, \$2 others. 5006

- * **Automation for Archivists and Records Managers: Planning and Implementation Strategies**, written by Richard Kesner and published by the American Library Association, is now available through SAA's publication service. The book 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. (1984) \$20 members, \$27.50 others. 5005

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

Basic Archival Workshop Exercises, by Trudy Huskamp Peterson, contains exercises on appraisal and acquisition, arrangement and description, and reference and access. Each exercise is designed to illustrate a particular archival point and a specific workshop technique. Included are the student's copy of each exercise, which may be duplicated for distribution, and a teacher's guide. (1982) 88 pp., paper. \$14 members, \$19 others. 1029

Workshop and Exercises package: \$19 members, \$25 others. 1030

* New!

Business Archives: An Introduction, by Edie Hedlin, covers all aspects of establishing a business archives, from physical requirements and staffing to such procedures as appraisal standards, arrangement and description and conservation techniques. Unique to this publication are more than eighty business archives forms reproduced on microfiche. (1978) 28 pp., paper. \$5 members, \$7 others. 1008

College and University Archives Guidelines is a booklet containing the guidelines approved by SAA's Council in 1979. The guidelines cover administration, personnel, facilities and equipment, supporting services, and records management. 12 pp., paper. \$2 for single copies. \$1 each when ordered in quantities of 10 or more. 1032

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

College and University Archives: Selected Readings and College and University Archives Guidelines. When ordered together, the cost of both publications is \$10 to SAA members, \$13 to others.

A Donor's Guide to the Preservation of Personal and Family Papers and the Records of Organizations was prepared by SAA's Committee on Collecting Personal Papers and Manuscripts to help archival repositories in their relationships with prospective donors. The brochure covers access to donated papers; the distinction between gifts and loans; copyright of donated papers; and financial aspects of donations. Space is provided for the imprinting of a repository's name and address. (1980) Available only in multiples of 50. \$7.50 for 50; \$15.00 for 100, \$22.50 for 150, etc. 1013

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

J. Franklin Jameson and the Birth of the National Archives, 1906-1926, by Victor Gondos, Jr., traces Jameson's efforts to obtain proper housing for the irreplaceable records of the U.S. government. Jameson transformed the idea of a central records warehouse into a more appealing concept — the National Archives, a great research institution. (1971) 232 pp., hardbound. \$10 members, \$20 others. 5004

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

* **A Modern Archives Reader: Basic Readings on Archival Theory and Practice**, edited by Maygene F. Daniels and Timothy Walch and published by the National Archives Trust Fund Board, brings together for the first time in a single volume classic essays of archival literature that outline and define the basic theories of archives administration plus more recent articles that reexamine basic concepts and demonstrate the practical application of archival principles. The nine chapters focus on the European tradition, pre-archival functions, records appraisal, archival acquisition, arrangement, description, reference, public programs, and establishing priorities. A glossary and suggestions for further reading are also included. (1984) 360 pp., paper. \$10 members, \$12 others. 5007

Museum Archives: An Introduction, by William A. Deiss, is intended to encourage museums to preserve their historically valuable records and to offer guidelines for the establishment of museum archives. The manual addresses such topics as why a museum should have an archives, planning a museum archives, how to start an archives program, and basic archival procedures. A brief bibliography and some sample forms are also included. (1983) Paper, \$4 members, \$6 others. 1037

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

Understanding Progress as Process, edited by Clark A. Elliott, is the final report of the Joint Committee on Archives of Science and Technology, established in 1979 to explore problems concerning scientific and technological records. The report contains the following chapters: "Science and Technology in the United States: Its Organization and Documentation;" "Science and Technology Studies: Documentary Requirements;" "Characteristics of Scientific and Technological Activity Implications for Archivists;" "Unique Documentation of Science and Technology;" "Documenting Science and Technology: Actions for Reconstruction;" and "Research in Documentation: Needs and Opportunities." A brief bibliography is also included. (1983) 64 pp., paper. \$1.50 to members and others. 1036

Reference

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

Information Management, Machine-Readable Records, and Administration: An Annotated Bibliography, by Richard M. Kesner, is a completely revised version of Kesner's 1979 bibliography. The 1983 version contains three times as many citations (nearly 900) as the earlier one, mainly because Kesner selects more broadly from the information management literature to include writing in such areas as office automation, videodisc technology, and data transmission networking. 168 pp., paper. \$8 members, \$11 others. 1034

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

* **Religious Archives in the United States: A Bibliography**, compiled by SAA's Religious Archives Section, contains 140 citations to books and articles dealing with various topics of concern to religious archivists.

The volume is divided into a section of citations to works of a general nature, and sections on works dealing with archives of particular denominations. Those represented include Baptist, Church of the Brethren, Church of Christ, Scientist, Jewish, Latter Day Saints, Lutheran, Mennonite, Methodist, Moravian, Presbyterian, Roman Catholic, and United Church of Canada. (1984) 24 pp., paper. \$4 members, \$6 others. 1038

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

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

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

Sample Forms

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

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

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

Classics

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

* New!

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

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

PAKs

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

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

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

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

The Lone Arranger. Focuses on the problems of one-person archival repositories and contains a cassette tape of presentations from a workshop of the same title held during the 1982 annual meeting of the Society, many sample forms, processing guidelines, policies and procedures, and a sample index. (1983) \$9 members, \$12 others. 4012

Long-Range Planning for Academic Archives. Includes a cassette tape of a workshop at SAA's 1982 annual meeting, plus sample statements of goals and objectives, a projected timetable for program development, a job description for a university archivist, and a list of readings. (1983) \$7 members, \$9 others. 4011

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

American Archivist

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

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

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

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

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

Special Items

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

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

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

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Improving Public Understanding of Archives: Suggested Reading

Collins, Zipporah, eds. *Museums, Adults and the Humanities: A Guide for Educational Programming*. Washington, D.C.: American Association of Museums, 1981.

Communications Briefings: A Monthly Idea Source for Decision Makers. Encoders, Inc.: Blackwood, New Jersey.

Fox, Karen F.A., and Kotler, Philip. "The Marketing of Social Causes: The First Ten Years." *Journal of Marketing* (Fall 1980).

Gaedeke, Ralph. *Marketing in Private and Public Nonprofit Organizations*. Santa Monica, California: Goodyear Publishing Co., 1977.

Harwood, J.A. "Marketing and the University Library." *Illinois Libraries* (March 1983).

Hood, Marilyn G. "Staying Away: Why People Choose Not to Visit Museums." *Museum News* (April 1983).

Hooper, Helen. "The Greening of the Grassroots: Lobbying for Museums." *Museum News* (April 1984).

Kotler, Philip. *Marketing for Nonprofit Organizations*. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1975.

Kotler, Philip, and Levy, Sidney J. "Broadening the Concept of Marketing." *Journal of Marketing* (January 1969).

Kotler, Philip. "Social Marketing: An Approach to Planned Social Change." *Journal of Marketing* (July 1971).

Lord, James Gregory. "Marketing and the Nonprofit Organization." *History News* (October 1981).

Lovelock, Christopher H., and Weinberg, Charles, eds. *Readings in Public and Nonprofit Marketing*. Palo Alto, California: Scientific Press, 1978.

McKnight, John. "Professional Service Business." *Social Policy* (November-December 1977).

Nelson, James. "Marketing State Library Agencies." *Illinois Libraries* (March 1983).

Pitman-Gelles, Bonnie. "Beyond Outreach: Museums and Community Organizations." *Museum News* (August 1982).

Rados, David. *Marketing for Nonprofit Organizations*. Boston: Auburn House Publishing Company, 1981.

Rathmell, John. *Marketing in the Service Sector*. Cambridge, Mass.: Winthrop Publishers, 1974.

Robbins, J.E., and Robbins, S.S. "Museum Marketing: Identification of High, Moderate, and Low

Attendee Segments." *Journal of the Academy of Marketing Science* (Winter 1981).

Shapiro, B.P. "Marketing for Nonprofit Organizations." *Harvard Business Review* (September-October 1973).

Sparks, D. Martin, and George, William R. "Marketing for Volunteer Service Organizations: A Case Study." *Nonprofit World Report* (March-April 1984).

Weinberg, Charles, and Lovelock, Christopher. *Marketing for Public and Nonprofit Managers*. John Wiley & Sons, 1984.

AA Seeks Technical Notes Editor

After several years of service to SAA as technical notes editor of the *American Archivist*, Ben DeWhitt has stepped down. Consequently, SAA is inviting applications from members interested in serving as technical notes editor for a three-year term. This is a part-time, volunteer position. The technical notes editor is responsible for soliciting items for the section, editing them for consistency of style and format, and submitting them to Editor Charles Schultz in a timely fashion. The ability to work within a fairly rigid time schedule is necessary, as is institutional support for postage. It is anticipated that the selection of the technical notes editor will be made in late November and that the individual selected will begin work soon thereafter. Applications, in the form of a letter and resume, should be submitted to Deborah Risteen Managing Editor, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605, no later than November 1.

GOOD NEWS, BAD NEWS



"If elected, I promise not to write an autobiography, not to build a library and not to collect papers, gifts and memorabilia pertaining to my presidency."

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New Publications from SAA

Four new publications are now available through SAA's publications service. To order these and all SAA publications, use the order form in the enclosed "SAA Bookcase."

Archives & Manuscripts: Administration of Photographic Collections, by Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long. This is one of two new additions to SAA's Basic Manual Series. An outgrowth of the workshop series of the same title, and prepared with support from the National Endowment for the Humanities, the manual addresses all aspects of managing photographic collections from archival perspectives. Specific topics covered include: appraisal and collecting policies, identification of photographic processes, arrangement and description, preservation, storage and handling, legal issues, and managing a photographic copy service. The manual is profusely illustrated with black and white and color photographs, drawings, and sample forms. It contains a complete index and appendices which provide information on supplies, funding sources, and further readings. (1984) 176 pages, paper. \$14 to SAA members, \$18 to others.

Archives & Manuscripts: Machine-Readable Records, by Margaret L. Hedstrom. This manual encourages archivists to confront the challenges of machine-readable records. It outlines the steps required to locate, appraise, accession, process, and preserve machine-readable records, and provides techniques and guidelines for implementing a machine-readable records program incrementally. Subjects treated in the manual include: overview of computer hardware, software, and machine-readable data; arrangement and storage of machine-readable records; preservation and access; and the impact of information technology on archival records. The manual will assist archivists in adapting traditional archival procedures and practices to machine-readable records. A glossary and bibliography are included. (1984) approx. 80 pages, paper. \$6 to SAA members, \$8 to others.

A Modern Archives Reader: Basic Readings on Archival Theory and Practice, edited by Maygene F. Daniels and Timothy Walch and published by the National Archives Trust Fund Board, brings together for the first time in a single volume classic essays of archival literature that outline and define the basic theories of archives administration plus more recent articles that reexamine basic concepts and demonstrate the practical application of archival principles. The nine chapters deal with the following areas: the European tradition, pre-archival functions, records appraisal, archival acquisition, arrangement, description, reference, public programs, and establishing priorities. A glossary and list of suggested readings are also included. (1984)

360 pages, paper. \$10 to SAA members, \$12 to others.

Religious Archives in the United States: A Bibliography, compiled by SAA's Religious Archives Section. This reference work contains 140 citations to books and articles dealing with various topics of concern to religious archivists. The volume is divided into a section of citations to works of a general nature, and sections on works dealing with archives of particular denominations. Those represented include Baptist, Church of the Brethren, Church of Christ, Scientist, Jewish, Latter Day Saints, Lutheran, Mennonite, Methodist, Moravian, Presbyterian, Roman Catholic, and United Church of Canada. (1984) 24 pages, paper. \$4 to SAA members, \$6 to others.

Documenting America

Documenting America: Assessing the Condition of Historical Records in the States was excerpted in the May 1984 SAA Newsletter with a note stating that the complete report was available from the National Association of State Archives and Records Administrators. The report is currently being reprinted and those who ordered it will be receiving it shortly. Additional copies may be requested from Bruce Dearstyne, Executive Director, NASARA, New York State Archives, Room 10A75, Cultural Education Center, Albany, NY 12230.

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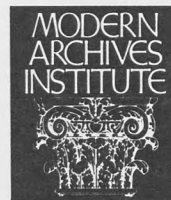
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Archivists' Calendar

The Association for Documentary Editing will hold its sixth annual meeting in Providence, Rhode Island, from October 18-20. For further information, contact John P. Kaminski, History Department, 455 N. Park Street, University of Wisconsin, Madison, WI 53706.

A workshop on oral history for librarians and archivists will be held October 26-27 at the International Graduate School, St. Louis, Missouri. For more information contact the school at 55 Maryland Plaza, St. Louis, MO 63108.

"Brave New Management Strategies: 1984 and Beyond," the fall workshop and annual meeting of the Society of Georgia Archivists is planned for November 15 and 16 at the Atlanta Historical Society. 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.

The British Columbia Provincial Museum will host a training seminar entitled "Emergency Planning for Museums, Galleries, and Archives," October 16-19 in Victoria, B.C. For more information, contact Training Office, British Columbia Provincial Museum, 609 Superior Street, Victoria, B.C. V8V 1X4.

The fall 1984 meeting of the Midwest Archives Conference will take place at the Americana Hotel, Kansas City, Missouri, November 1-3. For more information, contact Sharron Uhler, University of Missouri Archives, General Library, Room 203, Kansas City, MO 64110, (816) 276-1539.

The Tennessee Archivists and the Society of Alabama Archivists are cosponsoring a fall meeting to be held in Pigeon Forge, Tennessee, November 1-2. For further information contact Sally Ripatti, 500 W. Church Ave., Knoxville, TN 37902.

The State Historical Society of Wisconsin, with a grant from the NHPRC, will sponsor a two-day conference in Madison, Wisconsin, on the use of the MARC format for archives and manuscript control, October 17-19. A limited number of "observer" positions are available for archivists willing to pay their own expenses. For further information, contact Max J. Evans or Lisa Weber at the Historical Society, 816 State St., Madison, WI 53706, or call Evans at (608) 262-9600, or Weber at (608) 262-9558.

A symposium entitled "Clio and the Courts: Tapping the Historical Resources of the Southern Federal Judiciary, 1789-Present" will be held at Emory University Law School in Atlanta, October 12-13. For further information contact Charles Reeves, Archives Branch, FARC, 1557 St. Joseph Ave., East Point, GA 30334, (404) 763-7477.

The Archives-Libraries Committee of the African Studies Association will hold its fall meeting in Los Angeles, October 25-28. For further information, contact Gretchen Walsh, African Studies Library, Boston University Library, 771 Commonwealth Ave., Boston, MA 02146.

The Appalachian Consortium, with the help of a grant from NHPRC, has begun a survey of manuscript repositories in south central Appalachia. In conjunction with the project, a complimentary workshop will be held November 15-16 at Mars Hill College, Mars Hill, North Carolina. The workshop is aimed at people within the region who are not trained archivists. For further information, contact Kathy Wheelock, East Tennessee State University, The Sherrod Library, Johnson City, TN 37614, (615) 929-4338.

The Canadian Oral History Association will hold its 1984 conference on October 11-12 at the Hotel Fort Garry in Winnipeg. For further information, contact COHA, c/o Jocelyn McKillop, Provincial Archives of Manitoba, 200 Vaughan St., Winnipeg, Manitoba, R3C 1T5, (204) 945-3971.

The Campbell Center for Historic Preservation Studies will offer an art and text workshop, October 22-26, at the Center in Mt. Carroll, Illinois. For further information, contact the Center at PO Box 66, Mount Carroll, IL 61053, (815) 244-1173.

Transitions...

RICHARD ERNEY is resigning as director of the State Historical Society of Wisconsin to become director of development for the same institution. . . JAMES MORTON SMITH has retired as director of the Winterthur Museum and Gardens. . . SAA Fellow MORRIS RIEGER, retired from the National Archives, died in June at the age of 65. . . MAYGENE F. DANIELS has left the National Archives and Records Service to become chief of the archives at the National Gallery of Art. . . CHARLES PALM has been named archivist of the Hoover Institution, Stanford, California. . . TERRY ABRAHAM has left the archives at Washington State University, Pullman, to become head of special collections at the University of Idaho, Moscow. . . LYNN ROUNDTREE, formerly of the Southern Historical Collection, University of North Carolina at Chapel Hill, has been named curator, Russell Long Collection, Louisiana State University. . . RUTH M. REYNOLDS has retired as archivist for the New York Psychoanalytic Institute. . . LOFTON ABRAMS has been named project coordinator for the Harvard-Radcliffe Manuscripts and Archives Survey and Guide Project. . . NICHOLAS OLSBERG has accepted the position of archivist at the John Paul Getty Museum in Santa Monica, California. . . KENNETH FONES-WOLF, formerly with the Urban Archives at Temple University, has been appointed head of archives and manuscripts at the University of Massachusetts, Amherst. . . REV. NORBERT BROCKMAN, former director of the Marianist Training Network, has accepted a three-year assignment in Nairobi, Kenya. . . SHARON LAIST, archivist of the New England Synod of the Lutheran Church in America, has received the New England Archivists' Richard W. Hale, Jr., Professional Development Award for 1984. . . EVELYN M. CHERPAK has been named head/curator of the Naval War College Naval Historical Collection. . . LYDIA McDONALD is the new assistant archivist at the Lutheran Church in American Archives in Chicago. . . BECKY HAGLUND and RICHARD KAPLAN have been named archival specialists in the Chicago Public Library's Neighborhood History Collections. . . DARIA D'ARIENZO has been appointed archivist at Amherst College.

Wanted

Anyone having knowledge of records pertaining to any of the German Turner groups in the United States, please contact Jeannette M. Matthew, archivist, Indiana University-Purdue University at Indianapolis, 815 W. Michigan St., Indianapolis, IN 46202, (317) 264-8278, ext. 2. She is attempting to discover where these documents are located.

The Classifieds

All ads in the "Classified" section must involve archives-related items or services. SAA reserves the right to refuse inappropriate ads. The minimum charge for a classified ad is \$5.00 for 25 words or less. Beyond 25 words, the charge is 20¢ per word. Ads must be submitted in writing and paid for in advance. Ad copy and payment should be sent to Deborah Risteen at SAA headquarters.

ARCHIVAL CONSULTANTS--Offering a consultancy service to archives or organizations planning to start an archives. Specializing in religious archives, one-person archives, organizing archival and library materials, records management, photographs, basic conservation, and exhibitions. Both consultants have experience in starting archives. For information, contact Douglas Wright at (414) 476-3414 or Duane Hand at (414) 224-9787, or write Duane Hand, 1838 N. Oakland Ave., #2, Milwaukee, WI 53202.

Opportunities

PROGRAM OFFICER, Society of American Archivists. Permanent position to begin January 1985. Under direction of the SAA Executive Director, works with appropriate SAA bodies and others in the archival community to advance work in the activity areas described below: 1) To serve as the Society's education officer (50% time), planning and coordinating initiatives in professional education at all levels; 2) To serve as the Society's Program Development Officer in other high priority areas. These consist initially of the following three areas (50% time): repository evaluation and development; public awareness/public information; plans and priorities. Qualifications: Full professional competence in basic archival functions; experience in the creation, planning, implementation and evaluation of a range of archival projects and continuing programs; demonstrated ability to work with a wide range of people to coordinate their efforts, enlist their support, and otherwise carry out the development of assigned projects and programs; initiative and the ability to work independently but with regular review and revision by others; sound professional judgment; excellent writing and oral communications skills; ability to work productively on several complex tasks at the same time; familiarity with recent major developments within the archival professional and active participation in the activities of professional archival associations. Send letter of application and resume, including three professional references to the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Application deadline: October 20, 1984.

HEAD, Special Collections, College of Charleston. Primary responsibilities include organizing and cataloging manuscript and archival material; acquiring rare books in accordance with approved collection development policies; developing rare book cataloging priorities (cataloging is carried out by the Cataloging Department); supervising the work of the Library Archivist; overseeing in-house restoration; performing reference duties in special collections and at the general reference desk. Qualifications: M.L.S. from ALA-accredited school (or its equivalent) or an M.A. in U.S. history, American literature or other field relevant to Library collecting interests; three years' experience in a library or archives; demonstrated experience in the preparation of finding aids. Salary: \$21,166 minimum, plus benefits; 12-month appointment with faculty status and responsibilities; rank commensurate with experience. Apply with resume and name of three references to David Cohen, Director of Libraries, Robert Scott Small Library, College of Charleston, Charleston, SC 29424. Application deadline: November 5, 1984.

LIBRARIAN/ARCHIVIST, Southern Oregon Historical Society. Administration of large county historical society library covering local history, historic preservation, museum management and all official county records. Qualifications: M.L.S. and training in archival theory required. Training and experience desired in manuscript and archival materials, photographs, oral history recordings, maps, ephemera, etc. Salary range: \$16,000-\$22,000 plus benefits. Send application letter, resume, and three references to: Search Committee, Southern Oregon Historical Society, P.O. Box 480, Jacksonville, OR 97530. Application deadline: November 30, 1984.

SEARCH EXTENDED FOR AMERICAN ARCHIVIST EDITOR. Due to technical problems with delivery of the July 1984 SAA Newsletter, in which the original announcement appeared, the deadline for the receipt of applications for the position of editor of the American Archivist has been extended until October 10, 1984. See page 2 of the July Newsletter for details.

The SAA Newsletter is a bimonthly publication of the Society of American Archivists. Copy deadline for the November issue is October 15.

Professional Opportunities

ARCHIVIST I, Ohio Historical Society. 12-month grant-funded position. Position entails research, inventorying, acquiring, and arranging and describing architectural manuscript and institutional records and representing the project to the public, the architectural community, and the Columbus Architecture Foundation. Qualifications: Master's degree in American history or library science, architectural history or related discipline plus one year of direct archives-manuscripts experience or a bachelor's degree in the above named fields with two years of direct archives-manuscripts experience. Salary: \$7.41 per hour; \$15,413 per annum; plus benefits. Send resume and three letters of recommendation to: Personnel Office, Ohio Historical Society, 1985 Velma Ave., Columbus, OH 43211. No closing date provided.

FIELDWORKER (Assistant Archivist), Historical Documents Inventory, New York Historical Resources Center (5 vacancies). To survey archives and manuscripts in repositories in New York City and to write descriptions of these materials for inclusion in the state-wide Historical Documents Inventory. Qualifications: M.A. in humanities, social science, or related field; M.L.S.; or equivalent experience required. Excellent writing skills required. Travel within New York City and some travel outside the City required. Experience with archives, manuscripts, and/or local historical societies and public libraries desirable. Formal archival training desirable. Must be able to work with staff in wide variety of repositories. Specialized training will be provided. Salary: \$18,500/year through June 30, 1985. Cornell University benefits. Position may be extended if funding is available. Send current resume listing three references to: Carolyn A. Pyhtila, Personnel Officer, 201 Olin Library, Cornell University, Ithaca, NY 14853. Application deadline: September 21, 1984.

RECORDS ANALYST, New York City Department of Records and Information Services. Position consists largely of inventorying records and producing records retention schedules for city agencies. Applicants should be able to effectively communicate with personnel at various levels of city government. Qualifications: Graduate degree in records management, archives, library science, or a related information field; and at least one year of experience in a similar position. Salary: \$18,832 annually, plus benefits. Send resume to: Tyrone G. Butler, Chief, Records Management Unit, Department of Records and Information Services, 31 Chambers St., New York, NY 10007. No closing date provided.

RECORDS ANALYST, Mississippi Department of Archives and History. Responsible for assisting state agencies with records inventorying and the writing of records control schedules; and advising agencies in proper information and records systems including filing, micrographic and COM systems. Qualifications: M.A. in records management, business or public administration, or a related field; or a B.A. in one of these fields and at least one year of related experience. Salary range: \$13,500-\$20,200 plus benefits. This is an entry-level time-limited position which formally ends June 30, 1985, however, chances are excellent of continuation of the position into subsequent fiscal years based on the availability of funds and job performance. Send letter of application and resume with references to: Ronald E. Tomlin, Director, Division of Records Management, Mississippi Department of Archives and History, 929 High St., Jackson, MS 39202; (601) 354-7688. No closing date provided.

SPECIAL COLLECTIONS DIRECTOR, Ward M. Canaday Center, University of Toledo. Duties: general administration, collection development, manuscripts processing, reference, preservation, public relations. Qualifications: M.L.S. from ALA-accredited school and/or 3-5 years' experience in an academic special collections department. Second graduate degree (preferably Ph.D.) in humanities and working knowledge of American/English literature also required. Proven administrative abilities, strong oral and written communication skills, and public relations talents very important. Faculty status in the University Libraries; 12-month contract; salary up to \$27,000 depending on qualifications. Send resume and names of three references to: Leslie W. Sheridan, Chair, Search Committee, Carlson Library, University of Toledo, 2801 W. Bancroft St., Toledo, OH 43606. Application deadline: November 1, 1984.

ARCHIVIST, Tennessee Tech University. Accession, classify, and house a major congressional papers collection (Joe L. Evins, 1910-1984) and develop a comprehensive university archives and special collections policy. Qualifications: B.A. in history or political science with course work in archival and records management. Master's in history, political science, or library science helpful. Experience in manuscript collections and knowledge of accepted archival standards. Interest in Tennessee history preferred. One year appointment, with possible extension to two years. Salary: \$16,000 plus benefits. Send resume and names and telephone numbers of four references to: Christine Jones, Tennessee Librarian, Tennessee Tech University Libraries, Cookeville, TN 38505. Application deadline: September 30, 1984.

STATE ARCHIVIST, State of Oregon. The State Archivist is the Chief Records Officer and Custodian for the State and reports directly to the Secretary of State or the Deputy Secretary of State. The major responsibility of the State Archivist is to regulate the retention, conservation, and disposal of the public records of the State of Oregon and its sub-divisions. In addition, serves as consultant to public officials seeking advice on archival and records problems. Does budget preparation and presents legislative testimony as authorized. Qualifications: Five years of professional archival experience and a Master's degree (or an equivalency in education and experience in American history, public administration, political science or a directly-related academic field; strong leadership and management skills; a knowledge of and strong interest in American history; ability to relate well and develop a good rapport with other historians, legislators, and other interested parties; skill in records management; analytical ability; and a broad knowledge of state and local government organizations and operations. For application information, contact Joan Maguren, Selection Analyst, Personnel Division, 155 Cottage St., N.E., Salem, OR 97310; (503) 378-8344. No closing date provided.

MANUSCRIPTS CURATOR, Nebraska State Historical Society. Entry-level position may include field work, appraisal of manuscripts and institutional records, accessioning, arrangement and description, preparation of finding aids. Some reference work involved. Research, writing, or public speaking as required. Minimum qualifications: Bachelor's degree in history or related field plus one year of experience as an archivist or manuscripts curator. Applicants should have knowledge of standard archival practices, skills in verbal and written communication, and ability to work with the public. Salary: \$18,322. Applications available from: Nebraska Department of Personnel, State Office Bldg., 301 Centennial Mall South, Box 94905, Lincoln, NE 68509-4905. Application deadline: October 31, 1984.

DIRECTOR, Vermont Historical Society. To oversee its museums and reference library and be responsible for the Society's quarterly, *Vermont History*, its bimonthly *Vermont History News*, and other publications. Additional areas of responsibility include program and membership development, budgeting and operational management, fund raising, legislative liaison, and cooperation with local historical societies. Position open July 1, 1985. For further information, write Search Committee, Vermont Historical Society, 109 State St., Montpelier, VT 05602. Application deadline: February 1, 1985.

Professional Opportunities

SPECIAL COLLECTIONS LIBRARIAN
Mandeville Department of Special Collections, University of California, San Diego. The Mandeville Department of Special Collections houses a non-circulating collection of books, manuscripts, maps, newspapers, recordings, art, ephemera, and other materials; the University Archives are also located in the department. Under the direction of the Head of Special Collections, will have both public services and technical services responsibilities within the department. Applicants should demonstrate awareness of national and international trends in user services, online information retrieval services, and cataloging and bibliographic control in special collections librarianship. M.L.S. from ALA-accredited school; familiarity with AACR2, Library of Congress Subject Headings, Library of Congress classification system, and MARC formats. Desirable qualifications include academic background in Hispanic or Latin American studies or Pacific area studies; reading knowledge of Spanish, rare book/special collections curatorial experience, supervisory experience. Salary: Assistant Librarian: \$20,316-\$25,992; Associate Librarian: \$24,828-\$35,748. Submit a letter of application, with resume and a list of references to: Jacqueline Coolman, Personnel Librarian, Library, C-075-H, University of California, San Diego, La Jolla, CA 92093. Application deadline: October 15, 1984.

ASSISTANT DIRECTOR/ARCHIVIST
Responsibilities include acquisition, processing, maintenance of archival collections; program development and grant proposal writing; exhibits; outreach programs with independent funding. MA in history or related field, archives experience, grant writing and community development. \$16,000, grant funded. Send cover letter and resume to Richard K. Lieberman, Director of Archives, LaGuardia Community College, 31-10 Thompson Avenue, Long Island City, NY 11101. No closing date provided.

Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA individual members only. 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.

ARCHIVES SPECIALIST, Kraft, Inc. Responsible for prioritizing and processing a large collection of 20th century historical records of Kraft, Inc. and its antecedent companies. Other duties include preparing accession and shelf records and inputting them on archives' computerized data base; supervising student interns and other part-time personnel; assisting in the preparation of publications, brochures, and exhibits; answering reference and research requests from both inside and outside the company; and assisting in the appraisal and transfer of archival materials. Must work with minimum supervision and be willing to take on other responsibilities as necessary. Qualifications: M.A. or M.S. in history, library science, or closely related field. Formal training in archival administration required. Previous experience (1-2 years) in archives desirable. Demonstrated ability to arrange and describe a large collection of records is preferred. Good oral and written communication skills are necessary. Must be able to handle contact with all levels of management and others outside the company. Contact Laurie Cadigan, Archives Manager, Kraft, Inc., Kraft Court, Glenview, IL 60025. Application deadline: November 1, 1984.

PROJECT ARCHIVIST, Weyerhaeuser Company. Two-year appointment to assist in processing a backlog of corporate records. Primary responsibilities will be appraising, weeding, arranging and preparing a finding aid for the records. Will involve some reference and research work. Qualifications: M.A. in American or business history preferred, plus formal archival training, and/or significant experience in archival processing. Salary: \$15,500-\$16,500 depending on experience, plus benefits. Send resume to Donnie Crespo, Archivist, Weyerhaeuser Company Archives, Tacoma, WA 98477. Application deadline: November 1, 1984.

ARCHIVIST, New York Philharmonic. To manage its large collection of business and performance records; documents; autograph letters and music manuscripts; rare photographs; and objects associated with the history of the Orchestra. Responsibilities include organizing, indexing, and preserving these materials; preparing grant proposals to fund archival activities; supervising staff working on special projects; and helping users of the archives to locate materials. Qualifications: A master's degree in archival management is strongly preferred, as is some knowledge of music. A reading knowledge of German and one other modern European language is desirable. Salary: Negotiable, commensurate with experience. Please submit resume in writing to: Albert K. Webster, Managing Director, New York Philharmonic, 132 W. 65th St., New York, NY 10023. Application deadline: September 30, 1984.

ASSISTANT ARCHIVIST (Assistant Professor), University of Alaska, Fairbanks. Reports to the Archivist and Head of the Alaska and Polar Regions Collection. Responsible for the day-to-day operational responsibility of the archives, including supervision of the search room staff and the arrangement and description of a significant archival and manuscript collection. Qualifications: Required: Master's degree in history or library science with an emphasis on archival administration/management. Three years of archival/manuscript experience (with reference and arrangement/description responsibilities); two years of administrative and supervisory experience. Preferred: Additional Master's in subject field or Ph.D. in history or library science. Experience with micro/mini/or mainframe computers and software with archival applications. Background in the administration of photograph collections. An additional two years' experience. Salary: \$40,996 minimum, depending on qualifications. Send resume, three letters of recommendation, and transcripts, postmarked by October 15, 1984 to: Paul H. McCarthy, Head, Alaska and Polar Regions Dept., University of Alaska, Fairbanks, AK 99701.

Two positions, Illinois State Historical Library:

EXECUTIVE DIRECTOR. Responsibilities include managing a modern research facility and extensive publishing program, overseeing the acquisition and maintenance functions of the Illinois historical collection, acting as agency liaison to other state governmental bodies, and coordinating a wide variety of extension activities. Also serves as Executive Director of the Illinois State Historical Society. Qualifications: Should possess an advanced degree with proven administrative and legislative experience. A strong background or interest in history is preferred.

RESEARCH HISTORIAN. To perform historical research activities. Duties include conducting research related to Illinois, the Civil War, Abraham Lincoln, and the Mississippi Valley; writing and editing books, articles, and monographs from this research; seeking out and obtaining grants for research related projects; and disseminating information from library collections. Qualifications: An advanced degree in history or a similar discipline, excellent oral and written communication skills, and a knowledge of grantsmanship are required for the successful completion of this position.

For further details, send resume immediately to Kim Wulf, CMS Executive Recruitment, 502 Stratton Building, Springfield, IL 62706. No closing date provided.

Professional Opportunities

LOCAL GOVERNMENT RECORDS SPECIALIST, Montana Historical Society. Project modified: this announcement supersedes earlier notices. One-year (likely to be extended for a second year) NHPRC-funded grant to implement Montana Historical Records Assessment Project recommendations for producing statewide local government records retention schedules. Will conduct research, oversee computer search of Montana statutes, confer with state and local government officials and consultants, and draft retention schedules. Extensive travel throughout the state is required; state vehicle provided. Qualifications: M.A. in American history, political science, business, or related field; one year experience in government records management; demonstrated ability to work with local government officials; proven writing and speaking skills; and a valid driver's license. Experience can be substituted for postgraduate degree. Salary: \$27,000 contract. Send resume and three references to: Sue Jackson, Project Coordinator, Montana Historical Society, 225 N. Roberts, Helena, MT 59620; (406) 444-4775. Application deadline: October 31, 1984.

STATE ARCHIVIST, Montana Historical Society. Manages program with responsibility for acquiring, preserving, processing, and assisting patrons in use of unpublished materials including 10,000+ linear feet of private manuscripts and state government records. Serves on state records review committee. Works closely with potential donors and personnel from state agencies to ensure the identification and orderly transfer of records. Assists division head in developing program budget and policies, and monitors program expenditures. Some processing duties. Will be overseeing expansion into new building addition. Qualifications: M.A. in American history or studies; formal archival training; five years' experience with manuscripts and government records with at least two years in supervisory capacity including fiscal management. Preference given to those with graduate work in Western U.S. history, additional M.A. in library science, or library experience. Salary: \$20,973 advancing to \$22,567 after six months, plus benefits. Send resume and names of three references to Robert M. Clark, Head, Division of Archives and Library, 225 N. Roberts, Helena, MT 59620.

Further information may be requested after initial screening. Application deadline: October 31, 1984.

FOREST ARCHIVIST, Sequoia National Forest. Temporary appointment potentially will extend for three phases (approximately 22 months total). Phase I duties (6 months) include: survey Forest records, establish Sequoia National Forest Archival Management Policy, pre-

pare array of cost estimates and work plans for processing, determine organizational scheme for records and physically arrange archives room. Phase II duties (12 months) include actual processing of records and storage of records in archives room. Phase III duties (4 months) include writing of users guide to archives as well as presenting training course on how to implement Archives Management Policy. Qualifications: Required: M.L.S. or M.A. in history; one year minimum professional experience involving the following skills: thorough knowledge of records and archival management; knowledge of how to arrange records for efficient storage and retrieval; strong organizational skills necessary to establish a comprehensive Forest-wide records program, standardize records practices in separated offices, and combine decentralized records systems; effective writing and speaking skills. Preferred: Government archives experience, and knowledge of basic conservation techniques. Occasional overnight travel required (1 night per week). Daily long drive to District Offices from the central Supervisor's office frequently may be necessary. Salary: \$1,747 per month. For more information, contact Stephen Fosberg, Forest Archeologist, Sequoia National Forest, 900 W. Grand, Porterville, CA 93257. Telephone: (209) 784-1500. Approximate starting date is November 15, 1984. No closing date provided.

DIRECTOR, The Museum and Library of Maryland History, The Maryland Historical Society. Must be an excellent administrator responsible for fund raising, supervision of the gallery, library, maritime collection, educational and volunteer programs, and publications. Will supervise financial management, property administration, and coordinate relations with trustees and volunteer committees, as well as state and local officials. Compensation negotiable. Send resume to J. Fife Symington, Jr., Board Chairman-Search Committee, Maryland Historical Society, 201 W. Monument St., Baltimore, MD 21201. No closing date provided.

ARCHIVIST, Center for History of Physics, American Institute of Physics. To head its Niels Bohr Library and work with manuscript and published collections, provide references services to historians and other users, and supervise a small staff of library assistants. Qualifications: M.L.S.; archival training or experience required; science background not required, but an interest in the history of science is desirable. Salary range: \$17,000-\$19,000 depending on experience. Send resume to Joan N. Warnow, American Institute of Physics, 335 E. 45th St., New York, NY 10017. Application deadline: October 1, 1984.

ARCHIVIST, Labor Archives and Research Center, San Francisco State University. Will plan, supervise and participate in the inventorying, acquiring, and processing of archival collections. In consultation with the Labor History Research Center and Archives Advisory Board, will establish priorities and procedures for the Center's activities. Will cooperate with and assist the S.F. Bay Area Labor Foundation in fund raising activities in support of the archives. Will review and evaluate materials and develop and maintain processing manuals. May be asked to teach archival management courses. Qualifications: ALA-accredited M.L.S.; substantial formal archival training, considerable professional experience in an archival setting; knowledge of labor history. Must demonstrate the ability to work independently, and to work effectively with both labor unions and the academic community. Considerable local travel will be involved. This position is temporary until June 30, 1985 and may be renewed, subject to available funding. Salary: \$1,740-\$2,704/month plus benefits. Send current resume and names and addresses of three references to: Eloise McQuown, Assistant Director for Administrative Services, J. Paul Leonard Library, San Francisco State University, 1630 Holloway Ave., San Francisco, CA 94132. Application deadline: October 15, 1984.

MANUSCRIPT CURATOR, University of North Carolina at Charlotte. Responsible for all aspects of processing and servicing fast-growing collection which documents the social, political, and architectural history of the Metrolina area of North Carolina. Primary duties involve appraisal, arrangement, and description of manuscripts, photographs, and related material. Major project will be to continue development and implementation of automated indexing systems. Other responsibilities include training and supervision of student assistants, service to researchers, occasional work with donors, and preparation of exhibits. Qualifications: Bachelor's degree, evidence of good communication skills, and demonstrated ability to conduct historical research using primary sources. Ideal candidate will have 1-2 years of archival experience, knowledge of modern American history, familiarity with microcomputers and indexing methodology, and certificate in archival administration. Salary: \$14,484 with increase to \$15,132 in six months. Write for application to: Robin Brabham, Special Collections Librarian, J. Murrey Atkins Library, University of North Carolina, Charlotte, NC 28223. Application deadline: November 1, 1984.

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

Newsletter

The Society of American Archivists

600 S. Federal, Suite 504

Chicago, Illinois 60605

Ann Morgan Campbell, Executive Director (312) 922-0140

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. . . AND MORE!!

TIME VALUE MAIL



Lawrence the Librarian

In response to an item in the "People and Papers" section of the July *SAA Newsletter* concerning Lawrence the Librarian, Albin Wagner, Records Manager for the Fort Collins, Colorado, police department reports that while he was on the staff of the Department of Manuscripts and University Archives at Cornell University, they instituted the tradition of an annual celebration of the feast day of St. Lawrence, August 10. Wagner also published an article on St. Lawrence in the *Cornell Libraries Bulletin*, excerpts of which follow:

St. Lawrence the Librarian was an archives official during the persecutions that followed the Valerian edicts of 257 and 258. On August 10, 258, the imperial guard appeared at the door of the archives to confiscate them in the name of the emperor. The old pope, Sixtus, had already been arrested. The guards searched in vain for the administrative records, and for the gold and silver that should have been in the safe. Lawrence had sent the Church's documents, with their incriminating lists of names, into hiding and had distributed its treasury to the

poor. Lawrence was strung out on a grid iron over a good charcoal fire--the traditional method for extracting information from librarians. While he was being barbecued, he is said to have addressed the judge ironically with the words: *Assum est, versu et manduca* ("I am roasted enough on this side, turn me over and eat.") It is this quip and not his office, that gave rise to the phrase "lazy as Lawrence." While the punishment and the speech of the martyr have a modern ring to them, they were already recorded by St. Ambrose in the fourth century, and are probably a reminiscence of the Phrygian martyrs, as related by Socrates and Sorzomen. But the fact remains, the librarian died to defend the archives in his care.

. . . [A] tradition had been established for those of his profession and the cult of St. Lawrence the Librarian has spread throughout Christendom. The basilica reared over his tomb in Rome is still visited by Pilgrims. Numerous churches were dedicated to him. 228 were counted in England alone--and artistic representations of him have been created by Ribera, Rubens, Titian, and Fra Angelico.