The Society of American Archivists

SAA Newsletter

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Search For Executive Director

The Society of American Archivists is initiating a search for an executive director to replace Ann Morgan Campbell, who will leave SAA in late 1986 to pursue other interests. The position announcement appears in the employment opportunities section of this *Newsletter*. A screening committee, selected by SAA's Council, will conduct the search and recommend finalists. Council expects to appoint a new director in mid -1986.

In its January,1985 meeting, Council decided that the vice president to be elected in spring 1985 would chair the screening committee. William L. Joyce was the successful candidate and will thus serve as chair. Other committee members are: Edwin Bridges, Alabama Department of Archives and History; Linda Matthews, Emory University; Page Putnam Miller, National Coordinating Committee for the Promotion of History; Nancy Sahli, National Historical Publications and Records Commission; Wilfred I. Smith, retired Dominion Archivist of Canada and former SAA President; and Julie Virgo, vice president of the Carroll Group and former executive director of the Association of College and Research Libraries.

At its June meeting, Council also adopted a timetable and procedures for the search. In addition to applications for the position, due October 1,Council is encouraging members to make nominations of appropriate persons. These nominations are due September 1. Council further decided that any member of Council who applies for the position must withdraw from further Council discussion about the search.

Campbell left the National Archives in 1974 to be SAA's first paid executive director. She was named a Certified Association Executive in 1977 by the American Society of Association Executives and received an MBA at Florida Atlantic University in 1981 in a special program for non-profit managers. She and her husband, a retired Naval aviator, are developers of historic real estate.

SAA's staff and budget have each increased over ten-fold as an active publications program and an extensive schedule of continuing education have developed in her tenure.

1985 Election Results

William L. Joyce, New York Public Library, was elected vice president of SAA in the 1986 elections. He will become president at the 1986 annual meeting in Chicago, Illinois. Joyce is an SAA Fellow and a Council member.

Three new Council members were elected: Paul I. Chestnut, Library of Congress; Anne R. Kenney, University of Missouri; and Victoria I. Walch, consultant, Oakton, VA. Anne P. Diffendal, Nebraska Historical Society, was elected the new treasurer. Each will serve a three-year term.

Valerie G. Browne, Loyola University, Mary E. Janzen, Chicago Historical Society, and Thomas Wilsted, Salvation Army, were elected to the 1986 Nominating Committee.

SAA members are invited to suggest candidates for vice president, council, and nominating committee in the 1986 elections. Suggestions should be sent to Society of American Archivists, Suite 504, 600 S. Federal St., Chicago, IL 60605.

"Tribal Archives" Wins Award

The slide-tape production "Tribal Archives," produced by Smithsonian Institution staff member Nancy Fuller for SAA's Native American Archives Project, was selected to receive the National Association of Government Communicators' Gold Screen Award for slide with an audio format.

The NAGG Gold Screen competition recognizes outstanding audiovisual productions by and for government communicators. Competition is open to those in federal, state and local governments, and audiovisual producers in the private sector who have completed programs for government communicators.

"Tribal Archives"is available for loan or sale through the Office of Museum Programs, Audiovisuals Loan Program, Smithsonian Institution, Arts & Industries Building, Room 2235, Washington, DC 20560. The loan charge is $17; the purchase price $80.

Mormon Letter Stirs Controversy

A letter dated in 1830, discovered recently and donated to the Church of Jesus Christ of Latter-Day Saints, has provoked much discussion and controversy in the Mormon Church. Written by Martin Harris, one of three witnesses to the *Book of Mormon*, it describes a version of the foundations of Mormonism that differs markedly from the official account written in 1838, by Joseph Smith, the religion's founder.

The 637-word document contains one of the earliest accounts of Smith's findings in the 1820s, of the *Book of Mormon*, the text that has equal authority with *The Bible* in the Church. Harris's letter depicts Smith as a man influenced by folk magic and occultism. This appears to contradict the official church position that regards Mormonism as a particlarly pure restoration of Christianity. The Church teaches that God and Jesus Christ directly commissioned Smith to disseminate divine scriptures inscribed on plates of gold that had been buried by ancient Israelites who had migrated to America. Smith's 1838 account of the event describes the angel Moroni showing him the site where the plates were hidden outside Palmyra, New York.

Harris's letter, dated just months after the publication of the *Book of Mormon*, purport,to quote Smith on the discovery of the plates of gold: "I... only just got it because of the enchantment. . . An old spirit" declares Smith, told him to "dig up the gold, but when I take it up the next morning the spirit transfigured himself from a white salamander in the bottom of the hole & struck me 3 times." Harris's letter mentions Smith's using his supposed special powers and a "seer stone" in "money digging," to seek buried treasure and suggests that Smith used a magical stone to find the buried plates.

The Harris letter was part of a hand-stamp collection purchased in New England by Lyn Jacobs, a Mormon collector, in late 1983. It was sold to Steven F. Christensen, an official of a Salt Lake City investment firm, in early 1984. Christensen sent the document to Kenneth Rendell, K.W. Rendell, Inc., and Albert Lyter, Forensic Association, to determine its authenticity. On the basis of the results of various paper, ink and handwriting tests, an official of the Church has acknowledged "that there is no indication that it is a forgery."

Dean C. Jessee, research historian at the Joseph Fielding Smith Institute for the Church History at Brigham Young University, and others have studied and tested the letter extensively for almost a year. Jessee reported on his research at a May meeting of the Mormon History Association and inspired an extremely lively and lengthy discussion. Jessee told the *Newsletter* that a written version of his findings will appear in the July issuse of *BYU Studies*.

The Harris letter has been placed in the archives of the First Presidency, the leadership body of the LDS Church.

What Council Did

In its June 7-9 meetings in Chicago , SAA Council:

- ✶Adopted a schedule for the consideration of a plan to certify individual archivists (see page
- ✶Approved a plan for the selection of a new executive director in 1986 (see page
- ✶Approved a FY86 General Fund Budget that anticipates revenues of $469,260 and disbursements of $476,060.
- ✶Heard that SAA received a $164,184 grant from NEH to conduct a project in automated archival information.
- ✶Directed that comments about the qualifications of some persons interviewed by the White House in connection with the selection of an Archivist of the United States be sent to the President.
- ✶Designated Atlanta as SAA's 1988 annual meeting site on non-Labor Day dates.
- ✶Expressed continued concern about the future of certain archival projects after an NEH reorganization while commending Endowment officals for adding a professional staff member to the archival/access program.

Ruth W. Helmuth Endowment Fund Created

The creation of an endowment fund to support the unversity archivist's position was announced by Case Western Reserve University at retirement festivities for SAA Fellow and former President Ruth W. Helmuth. The Ruth Walter Helmuth Endowment Fund has reached almost $400,000. Helmuth, who has been named University Archivist Emerita, began an archival education program at Case in 1970 which became the first U.S. program to offer a double masters degree five years later. With the June 1985 closing of Case's library school the double degree program will no longer be offered.

SAA Staff

Ann Morgan Campbell	**Executive Director**
Bernice Brack	**Membership Assistant**
Sylvia Burck	**Bookkeeper**
Suzanne E. Fulton	**Editor**
Sue La Fleur	**Publications Assistant**
Antonia Pedroza	**Administrative Aide**
Andrew Raymond	**Program Officer**
Charles Schultz	**Editor, *The American Archivist***
Liz Trankina	**Publications Assistant**
Linda Ziemer	**Program Assistant**

PEOPLE and PAPERS

Washington, DC A fragment of an extremely rare manuscript was recently discovered in the Folgers Shakespeare Library. Staff members, rebinding old volumes in their collection, found the fragment being used as a cover to hold together two sixteenth century English books. The fragment, which consisted of two vellum leaves sewn together, is a copy of a seventh century Latin translation of Eusebius's *Ecclesiastical History* and is written in a rare script known as Irish half-unical. Scholars haven't yet determined how the manuscript pages came to be used as a binding for the two older and entirely unrelated volumes. Sotheby's, a leading auctioner of art, will sell the manuscript fragment for the Folger Library at an auction in London. The library is relinquishing the piece because it is incompatible with its own collection, which consists primarily of material from the sixteenth and seventeenth centuries.

Denver, Colorado The Sheepskin Pullary building, once a part of Denver's historic stockyards, has been transformed into a computerized storage facility for business records. The 85,000-square foot building has little resemblance to the sheep pullary where wool was separated from the sheep hides when the stockyards were in full swing during the 1940s and 1950s. Now a computer monitors and checks each of the 600 storage units in the facility 256 times per second; a personal access code must be used to enter the facility and disarm the alarm to gain access to stored records; and a twenty-four-hour telephone hookup with smoke and heat detectors is tied into a central monitoring system with a fire station located within 300 yards of the facility. David O'Neil, founder and president of SAA Equities Inc., the Boulder-based firm that spent $1.7 million converting the fifty-two-year old structure, says he thinks he is in the forefront of a new breed of storage facility operators. "I want to give customers a full-service facility that includes records, management, security and location."

Lisa B. Weber Joins SAA Staff

Lisa B. Weber, State Historical Society of Wisconsin, has been named Program Officer for SAA's Automated Archival Information program. As project archivist for SHSW, Weber administered an NHPRC funded project to implement an online archival information management system and served as coordinator for the "Conference on the Use of the MARC Format for Archival and Manuscript Control." She has worked extensively in the Wisconsin Center for Film and Theater Research Collections and administered the NHPRC funded State Historical Records Assessment and Reporting project.

The program, funded by the National Endowment for the Humanities, will establish a centralized clearinghouse and a nationwide series of workhops, and provide guidance and training that will assist archivists in assessing the needs of their instituions and providing realistic programs to take advantage of available information technology.

Hartford, Connecticut State Librarian Clarence R. Walters announced today the transfer of a Massachusets War of 1812 record book to the Massachusetts State Archives. The book contains regimental orders issued between July 12, 1812 and October 18, 1815 by the Massachusetts Adjutant-General to Captain Moses Ames and Ensign Levi Brigham, officers of 1st Regiment, 3rd Brigade, 1st Division of the Massachusets Militia. Walters stated that the book was located in the 24,000 cubic foot state archives by State Archivist Mark Jones while he was looking for items to display in an upcoming exhibit commemorating 350 years of Connecticut history.

London, England The Society of Archivists' April 1985 journal reports that a British firm's first awards for innovative ideas in conservation went to Christopher Clarkson of the Bodleian Library for his exhibition book cradles and James Wayre of Canterbury Cathedral and City Records Office for his rotating map repair drum. The book cradles were cited because they were a practical solution to a common problem and were easy to make. The map repair drum was a "pioneer attempt to meet a problem." As a general policy the award panel rejected items designed for sale, involving considerable outlay or emanating from an institution that was unlikely to allow the prize money to benefit conservation directly. The prize is offered by Archival Aids.

Paris, France A May,1985 auction featured the manuscript of a lecture given by General de Gaulle at Oxford in November 1941. It sold for around $27,000 to the Musee de la Liberation in Paris. The manuscript, entirely in hand, is 18 pages long and containes the General's analysis of the differences and similarities between the French and British peoples and forecast their future union in a great victory. The sale also contained an edited typescript of George Simenon's novel, *Le Goup de Lune*, of 1933 which sold for around $18,000. The manuscript of Francois Mauriac's *Genitrix* of 1923 reached the same price and was pre-empted by the state on behalf of the city library in Bordeaux.

Daniels Named Shorter Features Editor

Maygene Daniels has been named the Shorter Features Editor for the *American Archivist*. Daniels succeeds Christopher Beam and will serve a three-year term beginning with the fall 1985 issue.

The Shorter Features department serves as a forum for sharply focused archival topics which may not require full-length articles. Members of the Society and others knowledgeable in areas of archival interest are encouraged to submit papers for consideration. Shorter Features should range from 500 to 1,000 words in length and contain no annotation. Papers should be sent to Maygene Daniels, Gallery Archives, National Gallery of Art, Washington, DC 20565.

ARCHIVES GO PUBLIC . . . IN NEW YORK

●The New York State Archives, situated in the state's Education Department, is continuing its efforts to promote broad, imaginative uses of historical records as teaching tools. Last year, in commemoration of the Bicentennial of the Board of Regents, governing body of New York's educational system, the archives prepared a special issue of its newsletter, *For the Record*, focusing on the use of historical records in educational settings. New York's Commissioner of Education, Gordon M. Ambach, the current president of the Association of Chief State School Officers, distributed copies of the special issue to his counterparts in the other states as an example of an education-archives connection. "Each of us has reason to support a strong state archives to help us identify and then to soundly preserve and make available state government archival records relating to education," he wrote. "We also need strong state archives to provide leadership and services for the preservation and use, especially for educational purposes, of the documentary heritage throughout our states." Most recently, the archives issued a forty-page booklet entitled *Researching the History of Your School* that explains where to find and how to use school, local government, and other community records to reconstruct community educational history. The archives has also just prepared a historical document teaching kit on life in New York in the 1930s. *Issues and Images: New Yorkers During the Thirties* reprints letters , photographs, news articles, and state documents to provide an overview of economical and social conditions during the Great Depression. An accompanying teachers' manual suggests ways to use the materials in the classroom. The archives plans to issue additional packets on New York State history topics during the coming years.

●The Onondaga County Parks Department Office of Museums and Historic Sites has developed a learning resource packet entitled "Exploring the Salt City." The three-day lesson plan is designed to give the fourth grade student a knowledgeable background of the salt industry that once existed in the Syracuse, New York area. The packet helps develop a sense of identity with the past as well as an understanding of the use of documents as a historical resource. Students are assigned a person who once lived in Syracuse and worked in the salt industry. They learn about the life of their salt worker through nineteenth century Syracuse city directories and census, tax and death records. Slides of nineteenth century Syracuse reproduced from the office's photograph collection accompany the packet, providing "now and then" comparative views of the area.

●The New York State Archives cooperated with the State Court of Appeals on an exhibit of historical court records from the archives, April 22-May 3. The exhibit, entitled "The Courts and the People," included, for example, minutes of the last Court of Chancery held in British-occupied New York City in 1783, lists of attorneys admitted to practice in the 1790's including Alexander Hamilton and John Jay, and a roster of signers of anti-duelling oaths in 1817. Such an oath was required of attorneys and public officials under a law passed after the Hamilton-Aaron Burr duel of 1804. The exhibit was timed to cover "Law Day" ceremonies in New York State, May 1. This recognition of the importance of law in society was attended by the Governor, Attorney General, and other leaders of the judicial and legal community.

●New York's governor Cuomo proclaimed Archives Week in New York State, in conjunction with International Archives Week sponsored by ICA and SAA. In his proclamation, the Governor noted that "All New Yorkers should become aware of the importance of archival records and should support sound programs to preserve our state's documentary heritage... New York's professional archivists play a crucial role in identifying, preserving and making available these records to ensure a usable past." The State Archives did its part for "Archives Week" with an exhibit and public tours. The Archives staff advertised the tours with notices asking "What's An Archives? Come find out at the New York State Archives!"

"I've always maintained a strict policy about my personal notes, Mrs. Figby . . . better shred than dead."

GRIN AND BEAR IT by Fred Wagner
(c) by and permission of News America Syndicate

SAA's Continuing Education Program

In the next few months, the Society of American Archivists will offer several continuing education programs around the country. To receive applications for any of these workshops complete the form below and return it to SAA.

Starting an Archives, September 13-15, 1985, Washington, DC: This workshop will provide an understanding of the nature of an archives, the theories and principles of archival administration, and an overview of basic techniques of archival work including collecting, arrangement, description, and reference. Administrative selling of the idea of an archives, and budgeting and staffing will also be discussed. Through the generous support of the Colonial Dames of America, Chapter III, SAA is able to offer a reduced registration fee of $125. Limited enrollment.

Administration of Photographic Collections, September 18-20, 1985, Los Angeles, CA: This workshop will address such topics as the historical development of photography, identification of photographic media, appraisal and collecting policies, arrangement and description, legal issues, and preservation. The use of photographs for research, exhibition, and publication will also be discussed. The workshop will be conducted on an introductory level and is open to individuals currently working with photographic collections. Limited enrollment Fee: $75.

Workshops to be held immediately preceeding the SAA annual meeting, October 26-28, 1985, Austin, TX:

Archives: An Introduction, October 26-28: This workshop is open to those who currently bear responsibility for archives and manuscripts but have little or no previous training. The workshop will focus on the rudiments of archival theory and practice, the nature of archives and manuscripts, appraisal and accessioning, arrangement and description, reference and access, conservation, and management. Megan Desnoyers, Kennedy Library, and Timothy Walch, National Archives and Records Administration, will will be the instructors. Limited enrollment Fee: $90.

Basic Archival Conservation, October 26-28: This 2½-day workshop will address means of integrating conservation philosophy and practice into archival administration. Lecture/discussion sessions will focus on causes of materials deterioration, environmental and storage conditions, care of non-textual records, preservation planning, disaster preparedness, and related topics. Basic hands-on procedures will be taught using conservation supply kits provided to each participant. Instructors will be Judith Fortson-Jones, Stanford University, and Mary Lynn Ritzenthaler, National Archives and Records Administration. Limited enrollment. Fee: $90.

Automated Techniques in Archives, October 27-28: The SAA Task Force on Automated Records and Techniques has developed this two-day workshop out of components offered at previous SAA annual meetings. The first day's sessions will cover considerations in planning and implementing systems, including case studies of microcomputer applications and shared mainframe environments. Sessions on the second day will concentrate on providing hands-on experience in word processing, spreadsheet and data base management systems. The workshop instructors will present information in a straightforward, non-technical manner, but will assume participants understand or have worked with data processing equipment. Instructors will be J. Thomas Converse, Kentucky Department for Libraries and Archives; Glen McAninch, University of Kentucky; Joel Shirley, South Carolina Department of Archives and History; and Leon J. Stout, Pennsylvania State University. Limited enrollment. Fee: $100

Indexing and Thesaurus Construction of Archival Information Systems, October27-28: This is an intermediate-level workshop for experienced archivists and those having substantial archival education, to introduce beyound basics various indexing and abstracting methods and types of indexes, subject access using a standardized vocabularly or thesaurus, and the problems of language control in developing an archival information system. The overall emphasis is on manual applications and procedures, with attention to subsequent automation possibilities. The focus is on principles, procedures and policy formulation, and the efficient use of language and description for maximum reference services. The workshop requires prior reading and includes critique and practice sessions. The workshop leader is Lawrence J. McCrank, Auburn Unversity at Montgomery. Limited Enrollment. Fee: $75.

Please send me an application form for:

_____
workshop name and location

_____
workshop name and location

_____
workshop name and location

Name _____

Address _____

City _____

State _____ Zip Code _____

Detach and return to: Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605

New Publications Available from SAA

Appraising the Records of Modern Science and Technology: A Guide, by Joan K. Haas, Helen Will Samuels, and Barbara Trippel Simmons, encourages archivists to collect more actively in the scientific and technological areas. In order to assist archivists in appraising these records, the authors have structured the *Guide* around descriptions of the scientific and technological activities of scientists and engineers. Each activity, and the records documenting it, is described, followed by discussions of appraisal considerations and examples. In addition, the *Guide* offers recommendations on collecting, arrangement and description, and developing retention guidelines for records in this field. The manual also includes: extended sections on grant and contract records, data, journal articles and technical reports, and patents; a list of scientific and technological discipline history center; a list of selected readings; and an index. The *Guide* is available for $7 to SAA members, and $9 to others.

Manuscripts: The First Twenty Years is a 450-page illustrated anthology consisting of more than fifty articles first published in the Manuscript Society's journal from 1948 to 1968. Editor Priscilla S. Taylor and coeditors Hebert E. Klingelhofer, Kenneth W. Rendell, and John M. Taylor have grouped the articles into five sections: Pointers for the Collector, Areas in Which to Collect, Historical Documents, Penmanship and Writing Systems, and Manuscripts as a Key to Biography and History. The anthology is a useful text for the beginner, offering methods of collecting, suggestions as to how other collectors have pursued the search, basics of pricing, and warnings of the pitfalls of mistaken identities and forgeries. The anthology is available to SAA members for $29, and $35 to others.

Grants Awarded

Jerome Library, Bowling Green State University, Bowling Green, Ohio: $100,000 from the National Endowment for the Humanities to catalog about 15,000 popular long-playing recordings in the Sound Recordings Archives and to share that catalog information with both the OCLC, an on-line computer library database, and the Library of Congress publication, *Music, Books on Music and Sound Recordings*.

Archival Conservation Center, Cincinnati, Ohio: a one-year grant from the State of Ohio (LSCA) for an intern to be trained in book conservation. Charles F. Price is the new intern. He will receive one year of hands-on-training and theoretical background in book conservation under the supervision of ADCC's book conservator, Okey Hatcher.

Transitions...

JULIA EMMONS, will leave her position as an Associate Professor in the Division of Library and Information Management at Emory University at the end of spring semester to become the Executive Director of the Atlantic Track Club. . .GARY L. MORGAN, formerly at the Wyoming State Archives, has rejoined the National Archives and Records Administration as an archivist with the Records Appraisal and Disposition Division. . .NORMA THOMAS has joined the staff of the Archives of Appalachia, East Tennessee State University, as technical services archivist. . .JULIA O'KEEFE has been appointed archivist at the University of Santa Clara, succeeding GERALD MCKEVITT, who was recently named university historian. . .SCOTT CLINE, formerly archivist of the Cleveland Jewish Archives of the Western Reserve Historical Society, has been appointed City Archivist for the newly established Seattle Municipal Archives Program. . .SARA-ANN B. BRIGGS has been appointed the new Corporate Archivist for Domino's Pizza Inc. Prior to this she was the volunteer Manager of Collections at the R.E. Olds Museum in Lansing, Michigan. . .PHILIP BANTIN is leaving Marquette University to accept a position as university archivist at U.C.L.A. . .KATHLEEN F. LEARY, formerly of the Ohio Historical Society, has left to become a Librarian/Archivist at the Southern Oregon Historical Society. . .ANITA K. DELARIES, Curator of Archives and Manuscripts in the Pitts Theology Library at Emory University, has left the position to move to Seattle. . .LYNN A. BONFIELD has been named archivist for the Labor Archive and Research Center at San Fransisco State University. . .FERN MALCOLM WELLES, archivist at St. Luke's Medical Center in Kansas City, has retired. . .BILL HANNA has resigned as Head of Special Collections, Mississippi Department of Archives and History, to work with another state agency. . .DAVID H. SMITH is the new archivist at the Troup County Archives in LaGrange, Georgia.

Award Winners Recognized

The Colonial Dames Scholarship to the June, 1985, Modern Archives Institute at the National Archives administered by SAA's Awards Committee has been awarded to Timothy Meagher, Assistant Archivist of the Archdiocese of Boston.

Stuart S. Shapiro has been awarded the 1985-86 Charles Babbage Fellowship. Shapiro is a graduate student in the Program in Applied History and Social Sciences at Carnegie-Mellon University.

The Association of British Columbia Archivist, Book Prize, awarded annually to the top graduating student of the Master of Archival Studies Program in the School of Librarianship, University of British Columbia, has been awarded to Christopher L. Hives.

Certification

A report made in June,1985 by a working group preparing a plan for the certification of individual archivists to the Committee on Education and Professional Development and to SAA Council is reproduced below.

The prospect of a certification program will be discussed at a program session and at Council's open forum during SAA's annual meeting in Austin.

At its June meeting, SAA Council adopted a schedule that provides for careful consideration of the individual certification issue. Regional archival organizations will be asked to slate the matter for discussion during 1986 meetings. A straw poll or ballot seeking membership views is also anticipated.

A full discussion of the proposal will be held at the 1986 Chicago annual meeting with a final Council debate and vote now slated for the initial proposal below.

Council has selected Eva Moseley, Schlesinger Library, Radcliffe College, Cambridge, MA 02138, and Paul H. McCarthy, University of Alaska, Box 80687 College Station, Fairbanks, AK 99708, as Council liaisons for this issue. Members are encouraged to provide Moseley and McCarthy with their comments on the initial proposal below.

The various weights assigned to recertification categories are provided to indicate the form this phase of the plan might take. It is anticipated that this would undergo review and revision by the eventual Academy of Certified Archivists if a plan similar to that presented is adopted. Firm recertification plans would probably be completed after the original certification effort was underway.

I. PREAMBLE

Introduction

At its May 1984 meeting, Council asked the Committee on Education and Professional Development to report within a year on individual certification of archivists according to certain specifications. At the annual meeting, President Andrea Hinding, University of Minnesota, appointed a working group/subcommittee consisting of Maygene Daniels, National Gallery of Art, Kenneth W. Duckett, University of Oregon, Susan Grigg (chair), Smith College, and Ruth W. Helmuth, Case Western Reserve University, to concentrate on this assignment.

The work consisted of gathering information and then devising a credible program within Council's specifications. The research emphasized SAA's earlier efforts to develop a certification plan and the experience of other professions in developing plans of their own. Appeals for advice and comment in the November and March *SAA Newsletter*s were supplemented with calls or mailings to heads of selected task forces and sections and others known to be interested in certification.

This final report is based on a presentation to Council at its January meeting and has been revised in response to Council's requests for elaboration. It will also appear in the July *SAA Newsletter*. The working group hopes that it will stimulate discussion throughout the profession in advance of a decision on the program.

Specifications by Council

1. The purpose of the program is to create standards for archivists and provide for individuals to maintain and improve their competence.

2. The program will develop over several years. Instant perfection is not required.

3. The program should be financially self-sustaining.

4. Persons with specified education and experience will be eligible for grandfathering.

5. Certification will be based on three factors: education and other competencies, experience, and examination.

6. Certification will be post-employment.

7. There will be provision for recertification.

Terminology

Certification is "the process by which a non-government . . . association grants recognition to an individual who has met certain predetermined requirements." For this and other definitions of means of granting credentials, see Julie A. Virgo, "Degree or License," *Wilson Library Bulletin*, 1976, pp. 341 - 45.

In this report, "certification" is the general term for all certifying procedures. It is divided into "initial certification" and "recertification." "Initial certification" is divided into "certification by petition" (grandfathering) and "certification by examination."

Format

The heart of each section of the plan is a statement of principles. There are explanations of major choices by the working group, but Council's specifications are taken as given. Where there are numerical specifications, they are generally tentative or incomplete and are offered mainly to give a better approximation of the requirements. If Council approves some version of the plan, the governing body should accept the principles but enjoy some leeway in their application.

Objectives

The program is meant not as a form of regulation but only as a service to the profession. It will provide individual archivists and their employers with a new means of gauging basic competence and its improvement through experience, continuing education, and professional activity. It will provide the profession with a new means of stimulating developmental activity for the common good. It is not intended to control entry into any professional position or force archivists to meet the requirements if they wish to retain the respect of their peers. The working group believes that the program should be implemented only if a substantial minority of career archivists are likely to participate but does not anticipate that certification will become the routine credential of professional archivists in the near future.

II. THE PLAN

Initial Certification

Applicants for initial certification must offer a combination of education and experience. More of one requires less of the other, and more experience is required for certification by petition than certification by exam. For certification by petition, the combination of education and experience is all that is required; for certification by exam, the combination is needed to qualify for the exam.

Certification by petition will be available only for the first two years because it is intended only as a means of starting the program easily and acknowledging the special situation of those for whom certification will not have been available early in their careers. Certification by exam will be available as soon as the governing board is able to administer it.

For certification by petition, these combinations of education and experience are proposed:

Five years' professional experience plus a master's degree plus or including graduate study in archives administration, or

Six years' professional experience plus a master's degree, or

Seven years' professional experience plus a bachelor's degree.

The requirement of experience is substantially higher than in the certification plan considered by SAA in 1977.

The formula is the same for certification by exam, but only one, two, or three years' experience is required.

"Professional experience" is to be identified as such whenever possible by the personnel classification system of the employing institution because the governing board cannot audit job descriptions in hundreds of institutions. When this is not possible, the applicant should submit job descriptions and letters from supervisors. To assist in such cases and further the standard-setting purpose of the program, the governing board should provide a definition of "professional experience" in terms of discretion and responsibility and with reference to the practices of respected archival institutions (using SAA's new *Position Description PAK*s as a source of information).

Examination

The exam will have these characteristics:

1. It will take one full day (for thoroughness).

2. It will have separate parts for separate aspects of archives administration, and a person who passes only some parts may retake the others for a proportional fee (for fairness and reduction of cost).

3. It will include essay questions (to provide a more convincing determination of competence).

4. It will test each candidate's basic knowledge of all aspects of archives administration (to assert the unity of the profession and the relatedness of its functions).

5. There may be some opportunity to choose from among more difficult questions in areas of special knowledge (to give credit for advanced competence).

Recertification

Recertification is required every five years to maintain certified status except that a certified archivist may be granted up to two additional years to meet the requirements because of circumstances such as parental leave or full-time schooling. Certification will be suspended but not lost in this interval.

A certified archivist ordinarily qualifies for recertification by earning points for specified activities since the last certification. The scoring system should have these characteristics:

1. Points can be earned for virtually all activities that are widely recognized as improving individual competence and advancing the profession as a whole.

2. Each applicant must earn points in several areas because different activities are valuable in different ways.

3. Each applicant must offer a certain number of points in continuing education because these activities make a special contribution to professional development.

4. Points may be earned for continuing archival experience, but it is possible to be recertified despite having been employed in another field since certification.

5. Points may be earned in any field of continuing education that the applicant can defend as relevant to professional development because much of the most valuable training is in related fields such as management, history, and information science. All other points must be earned in the field of archives administration.

6. At least half the points should be earned through activities that involve more than doing one's job and paying one's dues.

7. It should be difficult but not impossible to be recertified without any activities that require the favorable evaluation of one's peers. As a pre-requisite to participation (e.g. appointment to a committee, presentation of a paper at a conference).

8. No points should be given for any routine job product (such as a finding aid or a grant proposal) because some jobs offer more opportunities of this kind than others and because points are already given for job experience as such.

9. The point requirement should be high enough to make substantial and rewarding demands and yet low enough to be within reach of persons with low salaries and no released time for professional activity.

The following is an outline of a point system that reflects these specifications, based on a requirement of 80 or 100 points for recertification:

Range of Points	Category, Description, and Sample Scoring
0 - 30	Experience (same definition as before)--6 per year
30 - 40 or 60	Continuing education--covers a wide range of instructional and other learning experiences, from graduate coursework through attendance at professional meetings e.g., 15 points per graduate course 2 points per full day of workshop 1 point per full day of professional meeting
0 - 40 or 60	Publication, conference presentations e.g., 40 or 50 points for fully written book 10 points for article 5 points for conference paper 2 points for book review
0 - 40 or 60	Leadership--1 point per 8 hours' assigned effort in elected or appointed positions in a professional organization
0 - 10	Membership--1 point per year per membership in a professional organization

In the absence of any specification from Council, the working group chose this method of recertification only after comparing it with several familiar alternatives. Recertification by additional years' experience was rejected on the ground that continued employment is not sufficient evidence of competence. Recertification by testing of advanced competence was rejected on the grounds that a repeated testing would be too costly and that the profession does not have a sufficently distinct body of advanced knowledge. Recertification by continuing education alone was rejected on the grounds that this is not actually the principal means of development available to the profession. The recertification program should, however, acknowledge that competence can in principle be maintained without engaging in any point-earning activities. This can be done by recertifying anyone who passes the current version of the exam.

There should be some provision of retaining older members of the profession in the body of certified archivists without requiring regular recertification. Two good methods are to reduce the point requirement for previously recertified archivists over a certain age and to create an emeritus status for retired archivists.

Administration

Certification will be administered by the Academy of Certified Archivists (ACA), a non-profit corporation separate from any existing organization and made up of all archivist who have been certified by the academy. ACA will be governed by a board consisting initially of a president; vice presidents for drafting exam, grading exam, and administering recertification; a secretary-treasurer; and two regular members. The board will determine the specifications of the program, including the general content of the exam and the points for recertification. The vice presidents will chair committees for their respective functions, and there will be separate boards to hear appeals of grading and certification decisions. All board and committee members will be appointed from the SAA Fellows by the SAA President and Council until ACA has 200 members, after which time the members will fill these positions from their own ranks.

The governing board will been once each year at the annual meeting of SAA and once in the spring. The vice presidents will convene their committees as necessary. Members of boards and committees will serve without compensation, but ACA will pay their expenses for meetings that do not coincide with the annual meeting of SAA.

ACA will be self-supporting after an initial period in which it will require a grant for professional assistance in preparing the exam and limited assistance with start-up costs from SAA and other professional organizations. Dues and other payments will be collected by the secretary-treasurer. Requests for information, membership records, and other specified administrative matters will be handled by the SAA office in return for payments by ACA.

Archivists' Calendar

The fall 1985 meeting of the Mid-Atlantic Regional Archives Conference will be held in Harrisburg, PA, October 3-5. Pre-conference archival workshops and local area tours are scheduled. For information contact Diane Smith Wallace, Division of Archives and Manuscripts, PO Box 1026, Harrisburg, PA 17108-1026, (717)783-9874.

"Archival Education," will be the theme of the New England Archivists fall meeting to be held at the Connecticut Historical Society in Hartford, CT, October 4-5. Two workshops will also be held. For more information contact Stuart Campbell, NEA Public Relations, Clark University Archives, 950 Main St., Worcester, MA, 01610, (617)793-7206.

The Archives-Libraries Committee of the African Studies Association in conjunction with the Middle East Studies Association, will hold its fall meeting at the Hyatt-Regency, New Orleans, November 22-26. In addition to the business meeting, there will be a meeting of the Cooperative Africana Microform Project. For more information contact Joseph J. Lauer, University Research Library, UCLA, Los Angeles, CA 90024.

History Corner at Stanford University, California, will be the site for eleven preservation workshops to be held August 26-30. The hands-on workshops and conference, sponsored by the Resources and Technical Services Division of the American Library Association (ALA/RSTD), with the cooperation of the Library of Congress' National Preservation Program, are designed for people who are responsible for repair of non-rare library items, but who have had no formal training. Registration fees are $190 for ALA/RTSD members, $125 for ALA members, and $240 for non-members. Registration deadline is July 22; enrollment is limited. To apply contact Ann Menendez, ALA/RTSD, 50 East Huron, Chicago, IL 60611, (312)944-6780, ext. 319.

The Association for Documentary Editing will hold its seventh annual meeting in Nashville, Tennessee, October 3-5. For information contact John P. Kaminski, History Department, 455 North Park St., University of Wisconsin, Madison, WI 53706.

The Midwest Archives Conference will hold its fall meeting at the Holiday Inn, Columbus, Ohio, October 3-5. For information contact Robert Viol, Ohio Historical Society, 1985 Velma Ave., Columbus, OH 43211, (614) 466-1500.

A workshop in "Archives and Nursing History Research" will be held October 25-26 at Teachers College, Columbia University. The workshop will stress the nature and function of archives and how to write and do research in nursing history. The workshop is directed by Larry Klein and is designed for historians, archivists, nurses, and individuals in the Health Sciences. The fee is $65 and $285 for indiduals desiring academic credit. For more information and registration forms contact Office of Continuing Education, Box 132, Teachers College, Columbia University, New York, NY 10027.

Coming Up for SAA: Austin & Mexico City

October 28-November 1 — 49th annual meeting of the Society of American Archivists. Annual meeting packets will be mailed to all SAA members by the end of July. Members not receiving a packet by August 20 are asked to notify SAA immediately.

November 1-8 — Mexico City Study Tour. For details see May NEWSLETTER, p. 5. An exciting opportunity for more professional education and good fellowship at real bargain prices. Contact Toni Pedroza, SAA, Chicago, for further information.

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Professional Opportunities

EXECUTIVE DIRECTOR, SOCIETY OF AMERICAN ARCHIVISTS

The Society of American Archivists is a financially stable national professional association of archivists, manuscript curators , librarians, and others who work to insure the identification, preservation, and use of historical records. With headquarters in Chicago, the Society has a budget of nearly one million dollars and a staff of 12 FTEs. The Society 's Executive Director works with elected officers and a Council of nine members who provide overall policy direction, but the Executive Director has latitude in undertaking initiatives to develop the Society's programs and resources.

Major responsibilities: The Executive Director is responsible for the effective operation of the Society, overseeing the direction and coordination of all programs, projects, and major activities of the staff. In cooperation with appropriate Society officers the Executive Director also oversees budget development and financial management, develops personnel and fiscal resources, administers grant-funded projects and substantial publications program, and represents the Society to its diverse constituents and various public and private agencies. (A more detailed position description will be furnished to applicants.)

Qualifications: Applicants must have a graduate degree in an appropriate field, demonstrated administrative ability and organizational skills, demonstrated appreciation of cultural values and involvement in cultural institutions, and experience working with a diverse constituency. Knowledge of archival activities and the needs of the profession is preferred. In addition, the successful applicant should be flexible, energetic, and self-motivated, have excellent communication skills, and be ready to accept the challenge of managing the Society and further developing its programs and resources.

Compensation is commensurate with qualifications and is competitive with professional associations with comparable budgets and programs. The minimum salary is $45,000.

To apply, send a letter, a vita, and the names of three references to: William L. Joyce, Chair, Screening Committee, Room 324, New York Public Library, 476 Fifth Ave., New York, NY 10018, Telephone: (212) 930-0801.

Applications must be postmarked no later than October 1, 1985. Nominations are welcome and must be received by September 1, 1985.

Selection of an Executive Director is expected to be completed by June 1, 1986. The Executive Director will assume responsibilities during the last quarter of 1986 but no later than December 31.

ARCHIVES CONSERVATION SPECIALIST, New York State Archives. Under the general direction of an Associate Archivist (Conservation), has responsibility for operation of the State Archives conservation laboratory, including the facility design, equipment, and staffing. Performs highly skilled professional conservation tasks to preserve and protect historical significant documentary resources; works within broad policy guidelines to determine appropriate techniques, materials, and procedures for preservation treatment; trains and supervises conservation technicians and interns assisting in conservation procedures; and participates in workshops, demonstrations, and field services related to statewide conservation programs. Minimum qualifications: Bachelor's degree and three years of professional experience in conservation of archives material including one year as a conservator specializing in paper. A master's degree in conservation of historical materials with specialization in paper can be substituted for two years of general experience. Salary: $23,903 with incremental increases to $28,334 during first three years. Send resume describing training and experience and providing the names of three references to: Larry J. Hackman, State Archivist, New York State Archives, Cultural Education Center, Albany, NY 12230; (518) 474-1195. Application deadline: July 30, 1985.

CORPORATE ARCHIVIST, MITRE Corporation. Located in Bedford, Massachusetts. To oversee all aspects of administering the corporate archives. Qualifications: M.A. in history or relevant field, supplemented by archival training and 3-5 years' archival experience. Must demonstrated human relations skills with good written and oral communications skills; have some knowledge of microform preparation and be conversant with records and information management disciplines. Salary commensurate. Send resumes to: Louise M. Sullivan, Records Supervisor, K-450, The MITRE Corporation, Burlington Road, Bedford, MA 01730. Application deadline: July 22, 1985.

ARCHIVIST, The Brooklyn Museum. To establish a basic archival program under the auspices of the museum library. Will appraise, arrange and describe the archives and will develop an archival program working with the library staff, aid researchers using the archives and supervise archives staff. Qualifications: Master's degree in history with specialization in archival administration. 3-5 years of archival experience. Demonstrated oral and written skills. Working knowledge of two or more foreign languages. Salary is negotiable. Send letter of application and resume to: Deirdre Lawrence, Principal Librarian, The Brooklyn Museum, 200 Eastern Parkway, Brooklyn, NY 11238. No closing date provided.

HEAD, McClung Historical Collection, Knox County Public Library. Minimum qualifications: ALA-accredited M.L.S. and Master's degree in American history; six years of satisfactory professional experience; ability to plan and coordinate the work of others; ability to speak in public; ability to write in a clear and concise manner; ability to evaluate situations and people quickly and accurately; initiative. If interested, apply to: R. Paul Bartolini, Director, Knox County Public Library, System, 500 W. Church Ave., Knoxville, TN 37901-2505; (615) 523-0781. No closing date provided.

ARCHIVIST, Philadelphia Jewish Archives Center, Balch Institute. Responsible for managing the Center's collection, including processing manuscript/archives collections, collection development and community outreach, and publicizing the Center and its activities. Qualifications: M.L.S. (ALA-accredited) or M.A. in history with archival training, three years' archival experience, extensive knowledge of American Jewish history, interpersonal skills, and effectiveness in written and verbal communications. Reading competency in Yiddish and Hebrew preferred. Salary: $19,000-$23,000 depending on qualifications and experience, plus benefits. Send resume and names of three references to: R. Joseph Anderson, Balch Institute for Ethnic Studies, 18 S. 7th St., Philadelphia, PA 19106. No closing date provided.

Professional Opportunities

Archivist

The World Bank, a leading international institution in the field of economic development with headquarters in Washington, D.C., invites applications from qualified men and women for the vacancy of Archivist in its Records Management Divisions.

The Records Management Division is responsible for developing and implementing policies and procedures for records management and document services throughout the Bank and its related organizations.

Within this context, the successful candidate would be required to conduct the Archives Program of the institution: i.e., appraising, accessioning, arranging, preserving, describing, and researching permanently the valuable records of the Bank and its related organizations. The incumbent would also be responsible for the Vital Records and Oral History programs of the Bank, as well as the management of its records center for the storage of less active records.

Requirements:

1) *Graduate degree in history, information science, library science, public administration, archives administration, or equivalent experience;*
2) *Thorough grasp of records management and archival techniques and processes;*
3) *At least five years' experience in the archives of an existing institution with supervisory responsibilities during at least part of that time;*
4) *Reading knowledge of French and Spanish;*
5) *Knowledge of development economics and modern economic history desirable;*

The World Bank offers a competitive salary and benefits package. Please send a detailed curriculum vitae to the following address, quoting reference no. 54-USA-2501.

The World Bank
Staffing Division
Personnel Management Department
1818 H Street, N.W.
Washington, D.C. 20433

PRESERVATION INTERN, New York Public Library. 12-month temporary position, funded by the Mellon Foundation. Under the general direction of the Chief of the Conservation Division, will undergo a general orientation in the administration of collection management and preservation programs of the Research Libraries. Upon completion of this orientation, will help plan and carry out a specific preservation project(s), attend meetings, and participate in workshops and staff training programs. Upon completion of the 11-month training period, will submit a written report evaluating the training experience. Qualifications: Graduation from an accredited library school, supplemental training in preservation administration and/or expertise in the execution of conservation procedures/ techniques as demonstrated by previous relevant work experience or successful completion of a formal program in the conservation of research library materials. Familiarity with foreign languages, statistical analysis, sampling techniques/systems analysis, and experience in a research library or archives desirable. Must possess initiative, interest in the area of library administration, ability to work independently under general guidelines, and excellent communications skills. Salary: $22,000, paid on an hourly basis. Send letter of application and resume to: Francine Feuerman, Personnel Representative, New York Public Library, 12 E. 41st St., 5th Floor, New York, NY 10017. Application deadline: September 1, 1985.

ARCHIVAL ASSISTANT, Auburn University. To direct day-to-day operations of University Archives. In charge of acquisitions, arrangement and description, reference, security, conservation program, exhibits, and public programs. Directs work of graduate assistants, work-study students, and clerical employees. Also responsible for grant applications and programs. Qualifications: M.A. in American history; formal archival training in university archival program; 2-3 years' archival experience. Knowledge of US MARC Archives and Manuscripts Control Format and computer application for archives and records management programs desired. Salary: $18,000-$21,000, negotiable based on qualifications. Academic appointment. Send resume and names of three references to: Allen W. Jones, University Archivist, Auburn University Archives, R.B.D. Library, Auburn University, AL, 36849; (205) 826-4465. Application deadline: August 30, 1985.

CURATOR OF MANUSCRIPTS, The Historic New Orleans Collection. Responsible for overseeing the daily operations of the Manuscripts Division, including the supervision of the processing program, researcher services, registration, and extensive microfilm collections. Additionally, the curator is responsible for providing the Director with personnel and budget recommendations. The primary responsibility of the curator is the administration and development of the manuscripts collections, including the identification of and research concerning potential acquisitions. Qualifications: Experience in archival methods and theory; proven administrative ability; a good knowledge of Louisiana and American history; a thorough understanding of historical research practices; and a familiarity with the market in historical manuscripts are essential to continuing an active acquisition program. Advanced degrees desirable. Salary commensurate with experience. Send resume and references to: Personnel Director, The Historic New Orleans Collection, 533 Royal St., New Orleans, LA 70130. No closing date provided.

Three positions, Mississippi Department of Archives and History:

ARCHIVIST II (two positions). One position will be responsible for the administration of audio-visual archives, including audio tape, video tape, and 16mm motion picture film. The second position will be responsible for the administration of historical photographs and architectural drawings. Minimum qualifications: Master's degree and one year of experience in the archival field, or bachelor's degree and two years of experience. Starting salary: $1,268/month.

ARCHIVIST III. Will be responsible for the administration of the private records holdings. Minimum qualifications: Master's degree and two years of archival experience or bachelor's degree and three years of archival experience. Starting salary: $1,404/month.

To apply, or for more information, contact: H.T. Holmes, Mississippi Department of Archives and History, P.O. Box 571, Jackson, MS 39205; (601) 359-1424. No closing date provided.

PROJECT ARCHIVIST, University of Vermont. Under the general direction of the Assistant Director for Special Collections, will supervise a one-year project to describe and index manuscript materials relating to Canada in the Special Collections Department. Principal duties include processing manuscripts, supervision of staff, preparation of materials for microfilming, and the publication of a guide to Canadian holdings. Qualifications: ALA-accredited M.L.S. and/or M.A. in history, political science, or related field; academic library and archival experience essential; knowledge of Canadian studies desirable. Salary range: $17,500-$22,000. Appointment: October 1, 1985-September 30, 1986. Send letter of application, resume, names of three references, graduate school transcripts, to: Nancy L. Eaton, Director of Libraries, Bailey/Howe Library, University of Vermont, Burlington, VT 05405. Application deadline: August 1, 1985.

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 subscribing to the "Employment Bulletin" may do so at the time of their annual dues renewal. There is no charge to employers for listing positions. SAA members wishing to register with the placement service should contact Linda Ziemer at SAA headquarters.

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

Professional Opportunities

Two positions, New York State Archives:

For two-year NHPRC-funded project to strengthen historical records programs throughout the state. The project will develop a publication to guide historical records program development; test advisory services to encourage repositories to develop coordinated documentation strategies, collections statements, and cooperative ventures; issue publications on fundraising from private sources; prepare an assessment update on the state's historical records program; and carry out research and program planning in several key areas. Two year project, October 1, 1985-September 30, 1987.

PROJECT ARCHIVIST. Will work under the direction of the State Archivist, who is the project director, and the Principal Archivist for External Programs, who is assistant project director. Will consult with and advise historical records repositories in the development and testing of advisory services, prepare publications, draft status report, and carry out investigation and analysis in several problem areas. This is a two-year position. Qualifications: Master's degree in history, government, economics, public administration, library science, or a closely related field and at least three years experience in administering, selecting, preserving, or making available archival records, of which two must have been in archival program administration or supervision of professional archival staff. Within state civil service guidelines, preference will be given to candidates with substantial experience in program planning development and in project administration beyond a single repository. Salary: $31,704-$36,440.

PROJECT ASSISTANT. For the first year of project only, will work with the project archivist, assist in advising repositories, investigate private funding sources; develop background information for long-range planning; and prepare reports and drafts of publications as needed. Qualifications: Same educational requirements as for project archivist, with one year of experience. Salary: $19,110-$22,886.

For more information, or to submit a resume, contact: Larry J. Hackman, or Bruce Dearstyne, New York State Archives, Room 10A46, Cultural Education Center, Albany, NY 72230; (518) 474-1195. Application deadline: August 15, 1985.

DIRECTOR, Popular Music Archive and Research Center, Middle Tennessee State University. The Music Archive will include collections of phonograph records, tapes, printed materials, and video material dealing with all aspects of American popular music. The Director, working with the commercial music industry and university faculty, will supervise collection development and use, create a five-year growth plan, oversee a support staff and, occasionally, instruct students. Qualifications: Ph.D. or M.A. with experience in archival administration, popular music history, or popular culture. Knowledge of and experience with discography and music industry. Three years' relevant research and professional archival experience. Salary commensurate with qualifications. Application should include full dossier with three letters of recommendation, to: John N. McDaniel, Dean of Liberal Arts, Box 97, Middle Tennessee State University, Murfreesboro, TN 37132. Application deadline: August 1, 1985.

CURATOR, Printed Material, The Edison Institute. The collection includes large varied group of historical printed materials, with emphasis on advertising and marketing literature. Collection areas consist of broadsides, almanacs, trade catalogs, newspapers, maps, rare books, manuscripts, and periodicals. Curatorial duties consist of analyzing and rationalizing current collections according to institutional goals and objectives; active collection agenda according to same criteria; on-going processing and reference responsibilities relative to use of collections. Qualifications: Appropriate educational background in social and commercial history (particularly marketing and advertising history) and must have record of previous experience dealing with collections of a similar nature. Salary commensurate with experience; excellent benefits. Send resume and letter of intent to: Director of Personnel, The Edison Institute, P.O. Box 1970, Dearborn, MI 48121. Application deadline: September 15, 1985.

DIRECTOR, State Historical Society of Missouri and the Joint Collection of the Society Manuscripts and the University of Missouri Western Historical Manuscripts Collection. Administers the operational, financial, and development activities of the Society and the Manuscripts Collection under policies established by the Society's Executive Committee and the Vice President for Academic Affairs of the University of Missouri. Supervises a staff of 10,5 professional, 18 academic, and 11 clerical staff, and provides editorial oversight for the Missouri Historical Review and other publications. The State Historical Society Library is one of the largest historical society libraries in the U.S. Qualifications: Ph.D. in history or related field is required, along with an established record of scholarly achievement. Candidates should possess leadership, vision, and the capacity to work effectively with Society trustees, University administrators, students, scholars, and the general public in assessing and shaping policies and programs. Ability to direct a staff organization, administer budgets, oversee the development and management of the Society's reference and research resources and the manuscript collection, and design, fund, and implement creative and effective programs of research, publication, and service linking the historical resources of the Society, University, and State to their various constituencies. In addition, at least two years' experience in a historical society or archival organization is required. An interest in Missouri history is desired. Salary will be commensurate with responsibilities and experience. Send application letter, resume, and the names and addresses of at least three references to: Thomas W. Shaughnessy, Secretary, Search Committee, 104 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201. Application deadline: October 1, 1985.

DIRECTOR OF MANUSCRIPT COLLECTION AND ARCHIVES, University of Arkansas. Organizes and oversees daily work of the University archives; also collects and works with manuscripts. Qualifications: M.A. or Ph.D., preferably in American history, with additional training in archival practices and a minimum of one year experience in an archives or records center; ability to work amicably with potential donors and publicize the goals of the manuscript and archives collection. Demonstrated competence in Arkansas history, familiarity with historical resources of the state and the network of organizations concerned with historical and preservation activities in the state preferred. Salary: $30,000, depending on qualifications. Send resume, graduate transcripts, and names of three references to: Robert M. McChesney, University of Central Arkansas, Conway, AR 72032. Application deadline: August 12, 1985.

ASSISTANT SPECIAL COLLECTIONS LIBRARIAN FOR MANUSCRIPTS, SUNY at Stony Brook. General duties are to assist department head in the management of the department; to participate in acquisitions, processing, preservation, stack and card catalog maintenance, reading room supervision, assisting researchers, and other departmental activities and programs. Major responsibility for processing manuscripts collections. Qualifications: ALA-accredited M.L.S. required, additional Master's degree helpful. Training or experience in a university library special collections or manuscripts/archives section desirable. Ability to communicate clearly, both orally and in writing; ability to work effectively with researchers, library, and university staff, members of the community, and donors; interest in computer applications in special collections; physical ability to lift and carry books and manuscript boxes. Faculty status. Salary: $18,000 minimum depending on qualifications. Send resume with names and telephone numbers of three references to: Florence Landon, Library, SUNY Stony Brook, Stony Brook, NY 11794. Will review resumes starting August 15, 1985 and continue until position is filled.

Professional Opportunities

ASSISTANT ARCHIVIST, Salvation Army Archives and Research Center. Imaginative, industrious individual wanted! If you have good communications skills and a sense of humor we would like you to join our archives team headquartered in the head of Greenwich Village, New York City. Approximately 60% of time will be spend on appraisal, and arrangement and description of archives and manuscripts. 20% of time will be spent providing reference servce and remaining time will involve work on projects such as indexing and exhibits. Qualifications: Graduate degree in the humanities and archival training. At least one year of experience arranging and describing archives and/or manuscripts. Salary: $17,500. Send letter of application and resume to: Thomas Wilsted, Archivist/Administrator, Salvation Army Archives and Research Center, 145 W. 15th St., New York, NY 10011. Application deadline: August 15, 1985.

CURATOR OF ARCHIVES AND MANUSCRIPTS, Pitts Theology Library, Emory University. Responsible for accessioning and arranging manuscript and archives collections; preparing finding aids; taking appropriate measures in preserving materials; preparing occasional exhibits; assisting researchers; and representing the library on university library committees concerning preservation and related matters. Qualifications: M.L.S. from ALA-accredited school; formal training in archives administration; and an ability to exercise initiative and work independently under minimal supervision are required. An advanced degree in a humane discipline and familiarity with computer applications are preferred but not required. Salary: $15,500-$17,500 plus benefits depending on qualifications and experience. Send letter of application and resume with names of three references to: Channing R. Jeschke, Librarian, Pitts Theology Library, Emory University, Atlanta, GA 30322. Application deadline: August 20, 1985.

ARCHIVAL/MANUSCRIPT SPECIALISTS, Massachusetts Institute of Technology. Two 12-month grant-funded positions, with possibility of extension for second year. To process manuscript collections which involves arranging, preserving, boxing, and describing a wide variety of materials, performing historical research necessary to appraise, organize, and describe collections, and preparing complete finding aids for each collection. Will also assist researchers with the use of manuscripts, and will participate in activities of the Institute archives as required. Qualifications: A related graduate degree plus archival training and processing experience required. Experience plus bibliographic and research techniques and ability to communicate and write clearly are required, as is the ability to work systematically and carefully and to respect the confidentiality of records. B.S. or M.S. in engineering, computer science, physical sciences or related fields, or equivalent training, is highly desirable. Starting salary: $18,000. Send resumes, including the names of three current references to: Search Committee for Archival Positions, The Libraries, 14S-216, Massachusetts Institute of Technology, Cambridge, MA 02139. Application deadline: July 31, 1985.

HEAD, Special Collections/Archives, Montana State University. Responsible for the acquisition, organization, description, security, and preservation of materials in Special Collections and the University Archives (a quarter-time records management operation); provides reference service; prepares grant proposals; trains and supervises clerical and student staff; is active in acquisitions; participates in library and university committees. Qualifications: M.L.S. from ALA-accredited school required. Graduate degree in American history, history of science, Native American studies or other related area of study desired and eventually required for promotion. Three years' experience in special collections work in an academic library (including processing, cataloging, and indexing and servicing special collections) required. Training or experience in archival organization and records management desired. Experience in computer applications in libraries desired. Must demonstrated ability to work effectively with colleagues, administrators, patrons, and donors in an academic environment, and to communicate effectively, both orally and in writing. Salary: $22,000 minimum; tenure-track, 12-month position, at assistant professor level. Send letter of application, resume, and the names of three references to: Special Collections Search Committee, c/o Dean of Libraries, Roland R. Renne Library, Montana State University, Bozeman, MT 59717-0022. Application deadline: August 31, 1985.

ARCHIVIST, Archives of Appalachia, East Tennessee State University. Has responsibility for processing and servicing all materials in a multi-media manuscripts collection documenting the political, social, cultural, and economic history of south central Appalachia. Duties include technical services, public service, and selecting and training student assistants. Also assists director with acquisitions and departmental administration including budget preparation and serving on library committees. Qualifications: Master's degree in history, English, sociology, library science or other appropriate discipline including course work in archival administration. 1-2 years' experience in archival administration including both public and technical services. Must be able to lift and carry records center cartons. Preference for familiarity with micro and other computers and MARC AMC format and interest in computer applications for manuscripts and archives. Salary: $17,000. 12-month, tenure-track position. Send letter of application, resume, sample finding aid, and names of three references to: Personnel Office, Box 24070A, East Tennessee State University, Johnson City, TN 37614. Review of applications will begin August 1 and continue until position is filled.

ARCHIVIST II, Reference and Research Division, South Carolina Department of Archives and History. Either search room supervisor, day staff (Monday-Friday, 8:30 am-5:00 pm) or search room supervisor, evening and weekend staff (Wednesday-Friday, 12:30-9:00 pm, Saturday, 9:00 am-6:00 pm, Sunday, 1:00-9:00 pm). General responsibilities: supervise search room staff, insure accessibility of records, assist and advise researchers, maintain security, research historical and other queries, promote use of records. Qualifications: Master's degree in history, archives administration, or related field preferred. Bachelor's degree in history with three years' experience as an Archivist I may in some circumstances be substituted. Minimum of two years experience in an archival or manuscript repository, supervisory experience helpful. Ability to organize projects and supervise others, to research and analyze records, to think logically and prepare literate summaries of research projects preferred. Salary: $17,641-$25,400 with full state benefits. Send resume, preferred working hours, and a sample research report with letter of inquiry to: South Carolina Department of Archives and History, P.O. Box 11669, Columbia, SC 29211. Application deadline: July 20, 1985.

ASSISTANT CURATOR, Architectural Collection, Chicago Historical Society. Will have responsibilities in all aspects of the collection, which consists of more than two million drawings, models photographs, and letters pertaining to the work of architects in Chicago and environs. The principal responsibility will be collection management, in particular cataloging and preparing inventories, but also includes supervision of students and volunteers, handling reference duties, and publication of inventories of selected archives in the collection. Qualifications: M.A. or relevant experience in architecture, architectural history, or archival work. Prefer experience in computer cataloging techniques and knowledge of architectural history, particularly of Chicago. Salary range: $13,000-$19,500 plus benefits. Send resume and letter of application, including names and addresses of two references, to: Wim de Wit, Curator, Architectural Collection, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614. Application deadline: September 15, 1985.

SAA 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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Professional Opportunities

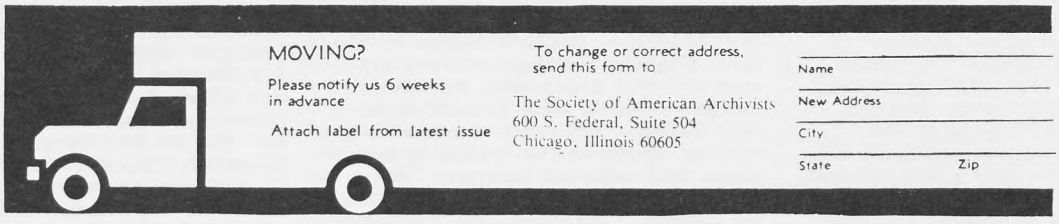
ASSISTANT ARCHIVIST/RECORDS MANAGER, Presbyterian Historical Society. Responsibilities include implementing and coordinating existing records management program; coordinating basic records management training sessions for church personnel; all phases of archives work, including arrangement and description, and referencing of archival holdings. Qualifications: Knowledge of archival and records management principles and practices. Knowledge of computer applications for archives and records management and microform technology desirable. 1-3 years experience working in an archives or records center, preferably non-profit in nature. Undergraduate training in American history, American sutdies, or Church history. ALA-accredited M.L.S. with formal archival and records management training/experience. Second subject master's degree highly desirable. Excellent verbal and written skills. Salary commensurate with experience. Send application letter, resume, financial history/requirements to: Frederick J. Hesuer, Jr., Archivist, Presbyterian Historical Society, 425 Lombard St., Philadelphia, PA, 19147. No closing date provided.

CATALOGER, Music Archives, Adelphi University. Part-time, temporary faculty position, Fall 1985 semester. To organize, catalog, and conserve special music collection. Qualifications: M.L.S.; background in music cataloging or archives strongly preferred. Familiarity with preservation procedures desirable. Send resumes to: Gary E. Cantrell, Swirbul Library, Adelphi University, Garden City, NY 11530. No closing date provided.

Computer-Generated Finding Aids Exhibit

The Automated Records and Techniques Task Force is sponsoring a display of computer-generated finding aids to be compiled by Donald Harrison of the National Archives and Elaine Engst of Cornell University for the annual meeting of SAA in Austin. The display is intended to give a sense of the range and scope of archival automation in 1985. Selections will be chosen to present a representative picture of current practices and should include samples from several repositories using a variety of computer systems and software.

If your repository is currently using an automated system for producing finding aids, samples of printed products are requested. Guides, sample pages from guides, or printouts of screen displays would all be welcomed. Please include a brief description of the type of finding aid and note the kind of computer and software used, as well as the name of a contact person in your repository.

The state of archival automation has changed dramatically over the past ten years. This exhibit will give archivists the chance to see what has been happening from the national bibliographic utilities to off-the-shelf or locally-written microcomputer systems. Your participation will help to make this possible.

Materials should be sent to Elaine Engst, Department of Manuscripts and University Archives, 101 Olin Library, Cornell University, Ithaca, NY 14853-5301.