

The Society of American Archivists

# SAA Newsletter

September 1985

ISSN 0091-5971

## Exhibits in Austin: An Important Opportunity

Archivists and manuscript curators attending SAA's Austin conference will have an opportunity to visit an exhibit area that can offer one of the most productive experiences of their working year. Exhibits will open on Monday, October 28, at 8:00 A.M. and close Wednesday, October 30, at 4:00 P.M.

Exhibitors are investing considerable sums to bring their people and products to Austin to meet conference participants. The whole thing can be a bit confusing, but an annual meeting veteran advises that there are certain groups of exhibitors who should certainly be visited. Our advisor suggests coming to Texas with a plan to:

Visit your current suppliers. . . despite the fact you may be well-acquainted with their products and services. The Austin environment provides an opportunity to discuss pricing, service, and product developments to meet your changing needs.

Visit the competitors of your suppliers. . . if only to reassure yourself that you're dealing with the right people. There's always the possibility that you may find out otherwise. The Austin exhibit area offers you an excellent opportunity to check out alternate sources without upsetting existing relationships.

Visit potential suppliers. . . those companies with whom you may be doing business in the future as your organization changes and grows.

Our exhibit advisor further suggests, "Visit everyone else! That's right - give yourself the opportunity to make unexpected discoveries on the exhibit floor. Once you have planned your coverage of specific exhibits, set aside some time for a relaxed walk through the entire exhibit area. Browse freely. Stop at any booth that happens to catch your eye. There's no better way to get a feel for what's happening (and about to happen) in the profession. . . and you just might discover something that could change the direction of your archives or even your career.

Don't hesitate to ask for a demonstration of anything being shown. Try it, test it. Listen to the questions and comments of other visitors in the booth. Get involved yourself."

(cont'd on next page)

## Pending Legislation: Presidential Libraries

Knowledgeable observers expect legislation to pass this session of Congress requiring private organizations that build presidential libraries to set up an endowment fund as well to help pay for operating cost.

The House voted last year to require the private organizations to establish an endowment, equal to 20% of a library building's cost, to help pay operating expenses. Now, all operating expenses are borne by the National Archives from appropriated funds.

At the request of the Reagan Administration, however, the proposed Reagan Library in Palo Alto was exempted from the House measure. The Senate took no action on the bill in 1984.

This year, the bill's sponsor, Representative Glenn English (D-OK), introduced the measure again and wrote to the president urging him to withdraw his objections to having the Reagan Library covered. According to English, excluding the library from the endowment requirement would add an additional \$750,000 per year in appropriated funds to the federal budget. English charged that it would be "unconscionable to ask future generations to be saddled with the cost of operating [the Reagan] library, when funds for an endowment could easily be raised as an adjunct to the general library fund-raising effort."

A response from then-Budget Director David Stockman indicated that the Reagan Administration still wanted the exemption from an endowment and also from another provision of the bill, one that gives the National Archives veto power over the design of a proposed presidential library. Committee member Rep. Thomas Kindness (R-OH) termed Stockman's proposed amendment "surprising if not offensive."

President Reagan has named a committee to raise funds for his library. A goal of \$60 - \$100 million has been slated. Attorney General Edwin Meese III is chair of the committee. Other members are Meese's predecessor, William French Smith; former Secretary of the Interior William P. Clark; and two former White House aides, Michael K. Deaver and Martin Anderson.

(cont'd on next page)

## Exhibits Continued

Materials exhibited in Austin will include archival storage products including the latest boxes, envelopes, and mylar sleeves. Other items to be displayed will include: filing cards for photographs; nonaqueous deacidification sprays and solutions, and application equipment; high density mobile storage systems; microforms; and archival software.

Also slated is an exhibit prepared by NARA's Fort Worth Archives Branch entitled "See What We're Saving for You," as well as a wide selection of materials produced by NARA-Washington, including books, reference aids and guides, genealogical publications, posters and facsimiles.

At *Newsletter* presstime, exhibitors expected at the SAA Austin meeting included: Wei T'o Associates, Inc., Spacesaver Corporation, Conservation Resources International, Inc., Franklin Distributors Corporation, National Archives and Records Administration, National Archives-Fort Worth Branch, Gaylord Brothers, Process Materials Corporation, Pohlig Brothers, Inc., Chadwyck-Healey, Inc., Light Impressions Corporation, AIRS, Inc., Archives Graphics, Online Computer Library Center, Photofile Inc., and Demco, Inc.

In addition, the SAA Publications Booth will display all publications offered by the Society's extensive publication service, most of which will be available for purchase on-site.

Publications added to SAA's list since the Washington annual meeting in 1984, that will be available for review in Austin include: *MARC for Archives and Manuscripts: The AMC Format*, by Nancy Sahli; *MARC for Archives and Manuscripts: A Compendium of Practice*, by Max J. Evans and Lisa B. Weber; *Archives and Manuscripts: Law*, by Gary M. Peterson and Trudy Huskamp Peterson; *Archives and Manuscripts: Administration of Photographic Collections*, by Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long; *Archives and Manuscripts: Machine-Readable Records*, by Margaret L. Hedstrom; and *Appraising the Records of Modern Science and Technology: A Guide*, by Joan K. Haas, Helen Willa Samuels, and Barbara Trippel Simmons.

## Nominating Committee Seeks Candidates

The Nominating Committee is seeking candidates for Vice President (President Elect), Council, and Nominating Committee for the 1986 election. SAA members are requested to submit names of individuals who have distinguished themselves by their accomplishments and services to the Society of American Archivists and the archival profession. Any specific information which would support the nominations being submitted would also be of help to the Committee. Write or telephone nominations to Mary E. Janzen, Chicago Historical Society, Clark St. at North Ave., Chicago, IL 60614, (312) 642-4600.

## Presidential Libraries Continued

After a protracted controversy and negotiations involving the Stanford faculty and administration, the Hoover Institution and Reagan Library planners, have selected the site for the library facility. It is adjacent to the campus but on land owned by the university. It is anticipated the funds raised by the Meese group will be used to construct a public policy center as well as a library/museum.

Presidential Libraries' costs have become part of a larger controversy over "the imperial former presidency," as one Government Operations Committee report termed it. Other interested parties suggest, however, that it is unfortunate that the Senate has continued to associate library costs with those costs and services devoted directly to former presidents such as office space, staff, travel and so forth.



"And remember, this is the land of opportunity . . . Some day you could be an ex-president."

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## SAA Staff

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# ARCHIVES GO PUBLIC ...RELIGIOUS ARCHIVES

● "Many Southern Baptist churches have weak history programs. But this doesn't have to be true," proclaims The Historical Commission of the Southern Baptist Convention. Their new *Resource Kit for Your Church's History* contains 23 items to assist churches with their history needs. A *Church History Committee Handbook* is a basic kit item. Ten how-to pamphlets focus on: Locating, preserving, and microfilming church records; Tape-recording, photographing, writing, communicating, dramatizing, and celebrating your church's history; and observing Baptist Heritage Month. These and other kit items (brochures, fliers, posters, a bulletin insert, order forms) describe resources, services, and emphases vital to a healthy history program in churches. The *Kit* sells for \$11.95 plus \$3 for postage and handling. To order, contact Historical Commissions, SBC, 901 Commerce St., Nashville, TN 37203.

● Recognizing the fact that personal mementos not only have personal significance but may also be of historical value to the Salvation Army, the Salvation Army Historical Society has introduced a special program to assist Salvationists in passing on their history to future generations. The society is requesting that personal papers and memorabilia potentially valuable to the mission be sent to the society's Archives and Research Center. To aid people in this effort the society has produced a list of potentially valuable items and has designed and distributed stickers that easily identify materials which are to be donated. To insure that materials arrive at the archives, the society also reminds people that their request should be made known in a will. Any questions should be directed to: The Archivist/Administrator, Salvation Army Archives and Research Center, 145 West 15th St., New York, NY 10011, (212) 620-4392

● The Archives of the Archdiocese of Detroit produces a weekly "Historical Minute" for *Compass*, the daily cable television show developed by the Archdiocesan Telecommunications Center. In an attempt to be interesting, informative, and relevant, diverse topics have been covered including Catholic participation in the settlement of Detroit, the history of Black Catholics in the Archdiocese, and the Polish Activities League, a Polish women's group organized in 1915 to train young female immigrants for certain occupations and to provide daycare and aid to indigent families. In producing these historical minutes, the archives has tried to contribute not only to a greater recognition of Detroit's Catholic history, but also to enrich the understanding of Detroit's social history as a whole.

● The Jewish Federation of Nashville and Middle Tennessee has published *A Guide for Teaching the History of the Jews of Nashville Tennessee*, which is suitable for the classroom or for adult education. The *Guide* documents the growth of the Jewish community from five families and eight young men in the 1850s to five thousand Jews of today. Beginning with German immigration in the middle-nineteenth century, the *Guide* follows the East European immigration at the turn of the century, the organizations necessary to the community and their purposes and histories, relocation, and the impact of the Holocaust and the state of Israel. Each chapter is preceded by a set of objectives and is concluded by a set of activities. The Federation has also produced an audiovisual program *The History of the Jewish Community of Nashville* which is available for supplementary use. The *Guide* is available at a discount when ordered in quantity; \$2 each for 1-9 copies, \$1.50 each for 10-30 copies, and \$1 for over 30 copies. To order, contact: Jewish Federation Archives, 801 Percy Warner Blvd., Nashville, TN 37205, (615) 356-7170.



It is my wish that the attached material, which is part of Salvation Army history, be given to:

The Salvation Army  
Archives & Research Center  
145 West 15th Street  
New York, New York 10011

(Signature)

## Ziemer Leaves SAA Staff

Linda Ziemer left the staff of SAA on August 15, 1985. She was responsible for coordinating SAA's Career Placement Service which included producing the bimonthly Employment Bulletin. Since her arrival in 1980, Ziemer served as program assistant for the Basic Archival Conservation Program, coordinating and assisting in the Basic Archival Conservation workshops and the Administration of Photographic Collections workshops. In 1981, she worked extensively on the Native American Archives Project. Ziemer was also responsible for designing and editing the 1985 annual meeting program.

## NHPRC Offers Archival Fellowships

The National Historical Publications and Records Commission (NHPRC) is offering three fellowships in archival administration for the 1986-87 academic year. The fellowships support advanced administrative training for persons who possess both archival work experience and graduate training in a program containing an archival education component. Compensation consists of a stipend of \$15,000 and fringe benefits of up to \$3,000. The fellowship year begins in August or September 1986 and lasts nine to ten months.

### Host Institution Applications

Archival institutions and organizational archives are encouraged to submit applications to act as hosts for fellows. The applications should outline a work schedule providing fellows with a broad range of archival administrative experiences.

A committee of the Commission will evaluate the prospective hosts' applications and, by February 1, 1986, will select three institutions to participate. The full Commission will approve the selections at its February meeting. By late May 1986, each institution will need to nominate a fellow and one or more alternates from the pool of eligible candidates.

Institutions and organizations wishing to participate as hosts should request guidelines and application forms from the Director, Records Program, National Historical Publications and Records Commission (NHPRC), National Archives Building, Washington, DC 20408. Host applications must be returned to the Commission not later than December 31, 1985. For further information, contact the NHPRC Records Program at (202) 523-5386.

### Individual Fellowship Applications

Candidates for the fellowships should have at least three years' archival work experience and have completed the equivalent of two semesters' full-time graduate work in a program containing an archival education component.

Individual fellowship applications will be available from the NHPRC Records Program at the above address after March 1. The deadline for submission of completed applications is May 1, 1986. The subsequent nominations of fellows by the host institutions will be confirmed at the June commission meeting. Names of the successful applicants will be announced shortly thereafter.

The archival fellowships are funded jointly by the NHPRC's records program and by the Andrew W. Mellon Foundation. Information on fellowships is available by contacting the Publications Program (NPPS) at the above NHPRC address or by calling (202) 523-3092.

## Archival Automation Program in Progress

SAA began its Automated Archival Information program in late July with the arrival of Program Officer Lisa Weber. The two-year, National Endowment for the Humanities-funded project is designed to foster the development and implementation of archival information systems within and among repositories. To implement this broadly conceived goal, the program encompasses three parts.

(1) The establishment of a centralized clearinghouse for information about archival automation efforts.

The program will compile information about a variety of topics: specific hardware and software currently in use by archival repositories; archival automation projects; automation-related training opportunities; and recent articles about automation published in library and information science, records management, and computer literature. The information will be maintained on a microcomputer and will be made available directly to archivists through telephone and mail queries as well as through articles appearing regularly in the *SAA Newsletter*.

(2) The development and coordination of workshops on the USMARC Format for Archival and Manuscripts Control (AMC).

A series of 1½-2 day workshops on the AMC format to be held in conjunction with regional archival associations' meetings nationwide and at annual SAA meetings is the second program component. The workshops will provide archivists with a solid foundation of understanding the format and practice in preparing actual descriptions using the AMC format.

(3) The preparation of analyses and position papers about current archival practices related to archival automation.

As part of provided staff support to the Committee on Archival Information Exchange (CAIE) and the Automated Records and Techniques Task Force (ARTTF), the Program Officer will present to the committees reports describing current areas of concern and issues related to archival automation. Examples of possible topics include the preparation of a functional requirements document, a report discussing the advantages and disadvantages of using authority lists and other standards, and the evaluation of specific hardware and software being used for archival applications.

An Advisory Committee composed of archivists knowledgeable in archival automation will provide guidance and continuing direction to the program. Committee members are Max J. Evans, State Historical Society of Wisconsin; Lydia Lucas, Minnesota Historical Society; Glen McAninch, University of Kentucky; Harold Naugler, Public Archives of Canada; Kathleen D. Roe, New York State Archives; and Nancy A. Sahli, National Archives and Records Administration.



# PEOPLE PAPERS

**Boise, Idaho** Boise Cascade Corporation will begin selling a long-awaited and unique kind of paper this month - paper that cannot be photocopied. The formula for the paper has been patented by Norman Gardner, a Toronto advertiser and Michael Voticky, a Montreal furrier. All attempts on their part had proved unsuccessful until an accidental spill produced a red dye that reflected as solid black in every copier tested. The deep burgandy paper is hard to read (and expensive, at five to ten cents a sheet) but offers the complete uncopiability needed for sensitive documents. A more legible "low-security" variety, in hot pink, will produce a muddier copy. Gardner and Voticky have established Nocopi Inc. in Hamilton, Ontario, Canada, hoping to find a \$200 million-a-year market for "sensitive level" documents. Some publishers are a bit skeptical but if the paper actually works they will soon be rejoicing.

**Austin, Texas** Philip Odette, archivist at St. Edward's University, has had the job of gathering and organizing historical documents since his appointment in 1958. One of the most important documents in the archives, however, is of his own making - a journal of events that chronicles a day-by-day account of life on and around the campus. The journal, neatly typed and kept in binders, reads like almost any diary - except that it is the diary of an institution. Events included are the usual ceremonies and other official goings-on of academic life. But not so typical are the other events that are recorded such as the long-awaited arrival of the new university Chevrolet, price increases for lots in the nearby Assumption Cemetery, notable hailstorms, shortages of hot water at a nuns' residence, and an essay on the balance of nature as reflected one summer in the varying populations of cotton rats and snakes. Such events may seem less than historic, but Odette says they have their place in capturing the flavor and atmosphere of the university. Odette retired as university archivist in July, but has continued to keep charge of the chronicle.

**Moscow, Soviet Union** A freight train loaded with crushed rock that failed to arrive at its destination on June 24, 1983, produced a bureaucratic tangle but not much else, reported the Communist newspaper *Pravda*. When officials realized the 28 rail cars were missing, the head of the factory where the train departed from wrote to the management of railways in the Russian republic, where the train was headed, as well as to investigators in Moscow. The Russian railway office turned the problem over to rail officials in the Byelorussian republic, who passed it right back to the Russian railway office. The staff at the central national office of the Soviet rail ministry in Moscow, which was finally given the task of solving the missing train mystery, "concluded that it was impossible to do anything, since all the documents concerning shipments were kept for only one year and then destroyed."

**Vancouver, Canada** British Columbia municipal police departments save more records than their counterparts in other provinces and in the U.S., says DeLloyd Guth, University of British Columbia Faculty of Law's Legal Historian. Guth, who organized a unique workshop to give police and archivists a chance to discuss archival concerns with police records, may have created a new and on-going spirit of cooperative effort between archivists and police. The May workshop brought together 12 B.C. municipal police departmental and Royal Canadian Mounted Police records officers with members of the Association of British Columbia Archivists and several records management consultants. A wide range of topics regarding current practices was discussed: the need for standardized scheduling, concerns about confidentiality and access, the utility of microfilm and computers, and the prospects for creating on-site or centralized archives. The results of the meeting included promises by the provincial officials to redouble efforts to create a formal, uniform set of guidelines that will include specific provisions for archives and protection of the long-term public interest in such records. Plans are now underway to hold a second workshop to help draft the standardized guidelines. The workshop was funded by the B.C. Heritage Trust and the U.B.C. Faculty of Law.

**Washington, D.C.** Over the last few years, the *LCPA Newsletter*, published by the Library of Congress Professional Association, has periodically printed funny and whimsical LC subject headings. Below are some of the entries that have appeared since the competition first began in 1970.

Two hurdy-gurdies with orchestra  
 see Hurdy-gurdies (2) with orchestra  
 Dimonology - Congresses  
 Sewage - Collected works  
 Drug abuse - Programmed instruction  
 Deathbed hallucinations  
 Nothingness in literature  
 Standing on one foot  
 see One-leg resting position  
 Stupidity  
 see Inefficiency, Intellectual  
 Thumbing the nose  
 see Shangai gesture  
 Deathbed marriage  
 Lord's Supper - Admission age  
 Lord's Supper - Reservation  
 Combustion, Spontaneous human  
 Surgery - Nutritional aspects  
 Monotone operators  
 Fishing in book-plates  
 Tulip mania, 17th century  
 Play - party  
 Cyclopropylmethyl dimethylethylepoxydihydrohydroxy-  
 methoxymethylethenomorphinan methanol  
 see Buprenorphine  
 Feet in the Bible  
 Diving for men

## NHPRC Grants Awarded

The National Historical Publications and Records Commission met in June and recommended grants totaling \$908,937 for 30 records projects in 20 states and \$910,812 for 21 publications projects. Approximately \$600,000 of the grant awards is contingent upon the availability of funds in fiscal year 1986

Following is a partial list of grants recommended at the June meeting.

### Records Grants

#### State Agencies and Statewide Projects:

Nevada State Library, Carson City: \$1,067 for a supplemental grant to assist in the statewide assessment and reporting project.

New Jersey Department of State, Division of Archives and Records Management, Trenton, NJ: \$19,238 for a one-year project to improve the administration of municipal records in the state. A manual will be prepared and 2,500 copies printed and distributed to local officials. In addition, 42 seminars to encourage development of municipal records programs will be held throughout the state.

#### Regional and National Projects:

University of Minnesota, Immigration History Research Center, St. Paul: a partial matching grant of \$25,083 to conduct mail and on-site surveys to locate records of the Order Sons of Italy in America.

National Association of Government Archives and Records Administrators, Albany, NY: \$14,450 to revise and expand the organization's *State Archives and Records Management Terminology, Measurement and Reporting Standards*.

The Academy of Natural Sciences of Philadelphia, PA: \$20,980 for a one-year project to plan for the preservation, management, and cooperation of the archives of the Associated Natural Science Institutions: the Academy of Natural Sciences, the American Museum of Natural History, the California Academy of Sciences, the Field Museum of Natural History, and the Natural History Museum of Los Angeles County.

Research Libraries Group, Inc., Stanford, CA: a partial matching grant of \$293,278 for a two-year project to create a national data base of public records information. The project will involve seven state archives: Alabama, California, Minnesota, New York, Pennsylvania, Utah, and Wisconsin.

National Association of Government Archives and Records Administrators, Albany, New York: \$3,000 supplement to complete the Clearinghouse Study.

Congressional Papers Conference, Harpers Ferry, WV: \$5,000 for a conference on the preservation of congressional papers.

#### College and University Archives:

Aurora University, Aurora, IL: \$2,850 for a consultant to plan for the care of manuscripts and special collections at the university. The collections include information on the Millerite movement and the Adventist movement.

Heidelberg College, Tiffin, OH: \$3,000 for consultation to plan for an archives and records management program for the college. Founded in 1850, the school is affiliated with the United Church of Christ.

University of Tennessee at Martin: up to \$3,000 for consultation to develop an archives and records management program for the school, the major state university in northwest Tennessee.

LeTourneau College, Longview, TX: \$38,075 for a two-year project to arrange and describe the records of LeTourneau College and the personal and business papers of the late R.G. LeTourneau, a leader in the development of industrial equipment.

Vermont Technical College, Randolph Center: up to \$3,000 for consultation on developing an archival and records management program for the college. The school has been Vermont's principal institution for post-secondary vocational training since its founding in 1910.

#### Repository Processing and Preservation:

Colorado School of Mines, Arthur Lakes Library, Golden: up to \$3,000 for a consultant to plan for the care of mining reports, company records, photographs and other materials in the school's possession related to the history of mining.

Grand Rapids Public Library, Grand Rapids, MI: a partial matching grant of \$40,000 for a two-year project to process historical manuscript, photograph and map materials held by the Public Library and Public Museum and to merge the materials into one collection.

Educational Testing Service, Princeton, NJ: \$5,510 to process the papers of prominent professional psychologist and educator Gertrude Hildreth. The project also will evaluate the usefulness of a Massachusetts Institute of Technology publication, *Appraising the Records of Science and Technology: A Guide*, for social science collections.

#### Institutional Archives:

United Society of Shakers, Sabbathday Lake, Poland Spring, MN: up to \$3,000 for consultation to evaluate the historical collections of the Sabbathday Lake community and to recommend preservation and access measures.



## NHPRC Grants Continued

The Johns Hopkins University School of Medicine, Baltimore, MD: \$140,380 for a three-year project, in cooperation with the University's Alan Mason Chesney Medical Archives, to initiate a records management program for the four major Johns Hopkins Medical Institutions: the School of Medicine, the Hospital, the School of Nursing, and the School of Hygiene and Public Health. A records administrator manual and a journal article on the project will be produced.

National Federation of Abstracting and Information Services (NFAIS), Philadelphia, PA: \$8,795 for a cooperative project with the Temple University Libraries Department of Special Collections to process historically valuable NFAIS records and to deposit them at the Department of Special Collections. The project will produce a handbook describing a model cooperative arrangement between a donor institution and an accessioning repository.

### Local Government Records:

City of Mobile, AL: \$33,700 to arrange and describe the 3,000 cubic feet of archival records held in the Mobile Municipal Archives. The records date from 1815 to the present.

City of Rochester, NY: \$55,000 for a six-month project to develop a plan for a public records and archives program for the Rochester-Monroe County area. The project is a joint undertaking of the city, county, and the State University of New York at Rockport.

### Photographs and Film:

University of Missouri, Columbia: a partial matching grant of \$306,640 to preserve, microfilm, and catalog 20,000 photographic prints representing the best of American photo-journalism from 1943 to the present. The photographs are the winners of the pictures-of-the-year competition, co-sponsored annually by the School of Journalism and by the National Press Photographers Association.

Oregon Historical Society, Portland: a partial matching grant of \$20,000 for a two-year project to catalog and properly store documentary films in the Society's Pacific Northwest Film Archives.

University of Wisconsin, Wisconsin Center for Film and Theater Research, Madison: up to \$35,118 to preserve and describe still photographs documenting television, film, and theater productions of historical significance nationwide.

### Native American Proposals:

Office of Hawaiian Affairs, Honolulu: up to \$5,000 for consultation on surveying and accessioning Hawaiian genealogical records.

Reno-Sparks Indian Colony, Reno, NV: a supplemental grant of \$3,860 for a current project to develop a records program for the Colony and to provide

archival consultation to other Indian tribes in Nevada.

Cherokee National Historical Society, Tahlequah, OK: \$33,567 for a two-year project to implement an ongoing records administration program for the Cherokee Nation of Oklahoma.

Chickasaw Nation, Ada, OK: Delaware Tribe of Western Oklahoma, Anadarko; Seminole Nation of Oklahoma, Wewoka: up to \$6,300 for archival and records management consultation for each tribe. The Chickasaw Nation will oversee the project.

Fort Sill Apache Tribe, Apache, OK: up to \$3,500 for consultation on procedures for microfilming Apache tribal records in the litigation files of the law firm Weissbrodt and Weissbrodt in Washington, D.C.

Archival Fellowships: (jointly funded by NHPRC and The Andrew W. Mellon Foundation)

Archives of the Commonwealth of Massachusetts, Boston: \$18,000 for the salary, and fringe benefits of fellow James Ernest Cyphers, who is a librarian at the Brooklyn Public Library.

University of Michigan, Bentley Historical Library, Ann Arbor: \$18,000 for the salary and fringe benefits of archival fellow Judith E. Endelman, who is assistant librarian at the Lilly Library of Indiana University.

Salvation Army Archives and Research Center, New York City (on behalf of itself, the YMCA of Greater New York Archives, and the Friars of the Atonement Archives): \$18,000 for the salary and fringe benefits of archival fellow Claire McCurdy, who is assistant editor of the *Papers of William Livingston*, at New York University.

## Vonnegut on Archives and Record Appraisal

"In the year ten million, according to Koradubian, there would be tremendous house-cleaning. All records relating to the period between the death of Christ and the year one million A.D. would be hauled to the dumps and burned. This would be done, said Koradubian, because museums and archives would be crowding the living right of the earth.

The million-year period to which the burned junk related would be summed up in the history books in one sentence: Following the death of Christ, there was a period of readjustment." *The Sirens of Titan* (1985). Courtesy of F. Gerald Ham.

## Grants Awarded

The Association for Recorded Sound Collections (ARSC) Board announces three modest grants to aid researchers who are documenting the history of recording artists. Recipients are Lawrence Brown of San Antonio, TX, awarded \$200 to aid his work in locating and interviewing veteran jazz and blues artists living in Eastern and South-Central Texas; George Creegan of Stuebenville, OH, awarded \$150 to support his work on the first comprehensive discography of Stephen Foster's music; and John Haufe, of Kettering, OH, awarded \$150 to assist his compilation of an illustrated discography of rock singer/composer Gene Pitney.

ARSC grants are open to both members and non-members of the association, and can be used to support many types of projects in the recording field. Applications for 1986 grants will be accepted beginning in January, 1986, and should be sent to the Executive Director, ARSC, PO Box 75802, Washington, DC 20013.

### NJ Historical Commission Grants Available

A \$100,000 increase in the New Jersey Historical Commission's grant-in-aid funds this year dramatically improves the Commission's ability to assist local historical activities. Total grant funds for the Commission this year will be \$200,000. The Commission is a division of the New Jersey Department of State.

Included in the \$200,000 fund is a grant of up to \$4,000 for nonprofit organizations conserving library, museum and archival collections relating to the history of the state that are accessible to the public.

For information, application forms and program guidelines, contact Grants and Prizes, New Jersey Historical Commission, Department of State, 113 W. State St., CN 305, Trenton, NJ 08625. The deadline for receiving applications is April 15.

### Charles Babbage Fellowship Offered

The Charles Babbage Institute is accepting applications for a Graduate Fellowship to be awarded for the 1986-87 academic year to a graduate student whose dissertation will address some aspect of the history of computers and information processing.

The Institute is also accepting applications for a Professional Internship to be awarded for a period of three to nine months between June 1, 1986 and May 31, 1987. The Internship is available to professional staff interested in an introduction to the history of information processing.

Applicants for the Predoctoral Fellowship and the Professional Internship should contact The Charles Babbage Institute, University of Minnesota, 104 Walter Library, 117 Pleasant St., S.E., Minneapolis, MN 55455. Application deadline: January 15, 1986.

University Archivist Connell Gallagher, Bailey/Howe Library, University of Vermont, is the recipient of a \$60,000 grant from the U.S. Department of Education to complete archival processing of the papers of Senator George D. Aiken and related Canadian / American collections. The grant, under the Title II-C Strengthening Resources Program will begin October 1 and will run for one year. The library hopes to publish a guide to these materials in late 1986.

Northeast Document Conservation Center (NEDCC) of Andover, MA, announces that it has received a grant from the J. Paul Getty Trust to support internships for fourth-year graduate students in paper conservation for a period of three years. The grant to NEDCC is one of the first round of awards by the newly established grant program of the Getty Trust.

The South Dakota Committee on the Humanities, a state program of the National Endowment for the Humanities, has approved a grant proposal for \$9,808 for the Center for Western Studies, a research and archival agency of Augustana College, Sioux Falls, SD, to arrange and describe the Archives of the South Dakota Conference of the United Church of Christ.

## Awards Announced

The New England Archivists awarded its 1985 Richard W. Hale, Jr., Professional Development Award, designed to promote professional development of archivists in New England, to Philip N. Alexander, Massachusetts Institute of Technology, and Elizabeth Pessek, Harvard College Libraries. They will use the \$200 stipend toward completing their study of the archival tradition in the Third World.

Edward C. Papenfuse, Maryland State Archivist and Commissioner of Land Patents was recently honored with the National Governors' Association Distinguished Service Award. Papenfuse was one of five state officials and five private citizens from across the United States who received this award during the National Governors' Association annual meeting in Boise, Idaho. Papenfuse was commended for implementing a well-organized, cost-effective, service-oriented state archival program during his ten years as State Archivist.

November 1, 1985, is the deadline for submissions to NEH's access program, where archival grants, excepting those emphasizing conservation, are considered. For more information contact William Maher, (202) 786-0204.



# Audiovisuals for Archivists

compiled and annotated by Timothy L. Ericson and Linda J. Ebben

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This compilation of audiovisual productions for, about, and/or by archives and archivists is a project of the Society of American Archivists. It is funded, in part, by the National Endowment for the Humanities. Persons with suggestions for additions to the list are encouraged to contact the compiler: Timothy L. Ericson, Archives, State Historical Society of Wisconsin, 816 State Street, Madison, WI 53706.

Since this edition of *Audiovisuals* lists more than 100 different productions, an index has been included to aid in finding programs which focus on specific subjects. Following each of the major subject headings is an alphabetical list of titles which deal, either entirely or in part, with that particular topic. Because of the large number of programs, **Conservation** has been divided into several subcategories. The index is not intended to be comprehensive — it is simply a guide to help the user.

Anyone ordering productions for purchase or loan is encouraged to contact the providing agency by letter or telephone to confirm prices, availability, and ordering procedures.

## **Basic Conservation Procedures: Encapsulation** (Nebraska Historical Society, 1980)

Type: Synchronized slide tape  
Length: 8 minutes  
Contents: Slides, audiocassette, script and instruction for manual operation.

Equipment Required: Synchronized carousel slide projector and cassette tape player

Purchase Price: \$40.00

Cost & Terms of Loan: Available for one week loan at no charge. Insure for purchase price when returning. Also available through the Office of Preservation, Library of Congress. See: *Site Security*

Contact: Conservation Specialist  
Nebraska Historical Society  
P.O. Box 82554  
Lincoln, Nebraska 68508  
(402) 471-4777

This production is a good introduction to encapsulation. It explains the advantages and disadvantages, some of the techniques and suggests several innovative uses. An excellent illustrated script accompanies the kit.

## **Basic Conservation Procedures: Environmental Controls** (Nebraska Historical Society, 1980)

Type: Synchronized Slide Tape  
Length: 18 1/2 minutes  
Contents: Slides, audiocassette, script and instructions for manual operation

Equipment Required: Synchronized cassette tape player and carousel slide projector

Purchase Price: \$70

Cost & Terms of Loan: Available for one week loan at no charge. Insure for purchase price on return. Also available through the Office of Preservation, Library of Congress. See: *Site Security*

Contact: Conservation Specialist  
Nebraska Historical Society  
P.O. Box 82554  
Lincoln, Nebraska 68508  
(402) 471-4777

This is an excellent presentation dealing with four factors that affect archives and manuscripts: air pollution, temperature, humidity and light. There is information dealing not only with the problem, but also with means of monitoring and with possible solutions.

## **Basic Conservation Procedures: Storage & Handling** (Nebraska Historical Society, 1981)

Type: Synchronized slide tape  
Length: 13 minutes  
Contents: Slides, audiocassette, script and instructions for manual operation

Equipment Required: Synchronized cassette tape player and carousel slide projector

Purchase Price: \$60

Cost & Terms of Loan: Available for one week loan at no charge. Insure for purchase price upon return. Also available through the Office of Preservation, Library of Congress. See: *Site Security*

Contact: Conservation Specialist  
Nebraska Historical Society  
P.O. Box 82554  
Lincoln, Nebraska 68508  
(402) 471-4777

This is another excellent presentation that coordinates well with Nebraska's *Environmental Controls* production. The visuals and narration deal with acidity, shelving, storage boxes, pressure sensitive tape, paper clips and rubber binders, explaining in non-technical terms how each is harmful to paper records, and suggesting useful alternatives.

## **Basic Conservation Procedures: Surface Cleaning** (Nebraska Historical Society, 1980)

Type: Synchronized slide tape  
Length: 10 1/2 minutes  
Contents: Slides, audiocassette, script and instruction for manual operation

Equipment Required: Synchronized cassette tape player and carousel slide projector

Purchase Price: \$50

Cost & Terms

of Loan: Available for one week loan at no charge. Insure for purchase price upon return. Also available through the Office of Preservation, Library of Congress. See: *Site Security*

Contact: Conservation Specialist  
Nebraska Historical Society  
P.O. Box 82554  
Lincoln, Nebraska 68508  
(402) 471-4777

This is a first-rate introduction to surface cleaning, intended for beginners. It deals at some length with the importance of surface cleaning, suggests guidelines and illustrates some of the common products which may be used.

## **Between Attic and Archives: Ohio's Local Government Records Program** (Ohio Historical Society, 1984)

Type: Synchronized slide tape  
Length: 23 minutes  
Contents: Slides, audiocassette and instructions for operation

Equipment Required: Synchronized carousel slide projector and cassette tape player

Purchase Price: Not available for purchase.

Cost & Terms

of Loan: Available for one week loan at no charge. Insure for \$50.00 when returning.

Contact: George W. Bain  
Local Records Specialist  
Archives & Special Collections  
Ohio University Library  
Athens, Ohio 45701-2978  
(614) 594-5755

This presentation describes how the Ohio Historical Society helps to preserve local government and state records. It also describes the Ohio Network of American History Research Centers and explains some of the uses to which archival records are put. There also is some information concerning conservation and the process by which records are accessioned and processed.

**Binding the Past for the Future**

(Heckman Bindery, North Manchester, IN, n.d.)

Type: 16mm film  
 Length: 15 minutes  
 Contents: Film only  
 Equipment  
 Required: 16mm movie projector  
 Purchase Price: Not available for purchase  
 Cost & Terms  
 of Loan: Available for two week loan at no charge from the Office of Preservation in the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

Contact: Office of Preservation  
 Library of Congress  
 Washington, D.C. 20540  
 (202) 287-5213

This film demonstrates a commercial bindery in action. It might be of interest to archivists or special collections librarians with large bound collections.

**Book Conservation Series: You Always Hurt the One You Love**

(Arizona Department of Libraries, Archives & Public Records; Glendale Community College, 1983)

Type: Videocassette (available in 3/4" only)  
 Length: Series of 5 programs — see individual listings below  
 Contents: Videocassette only (a copy of an accompanying study guide is available on request)  
 Equipment  
 Required: 3/4" videocassette player and television monitor.  
 Purchase  
 Price: Not available for purchase. Borrower may copy videocassettes. Contact address below.  
 Cost & Terms  
 of Loan: Available for loan at no charge. Borrower pays return postage and \$50.00 insurance for each videocassette.  
 Contact: Michael McColgin  
 Arizona Department of Libraries, Archives & Public Records  
 1700 West Washington  
 Phoenix, Arizona 85007  
 (602) 255-4890

These five programs are designed to be used as a series. Anyone using only one or two should note that the instruction is designed to relate to circulating collections only — a fact which is mentioned only in the first and the last videocassettes. A booklet entitled *Sequences and Reminders* is available upon request and may be copied by the borrower. It contains information relating to the five programs.

**Introduction**

Length: 15 minutes  
 This program clearly notes that the techniques shown in the series are for circulating collections only. The narration covers 5 factors to consider before taking any steps to repair books: aesthetics, time required, cost of materials, durability and reversibility. The second portion of the program discusses adhesives.

**Repairing Corners**

Length: 11 minutes  
 This program shows how to repair damaged book cover corners using paste as an alternative to using book tape. It makes the point that this method is both more effective and aesthetically pleasing.

**Grains of Paper & Repairing Hinges**

Length: 23 minutes  
 The title is fairly self explanatory. The program shows how to determine the direction of grain in paper by wetting or tearing. The repairing section deals with using mulberry tissue and paste.

**Methods of Tipping-In**

Length: 21 1/2 minutes  
 The program illustrates two methods: the first assuming that the torn page was recovered, and the second assuming that one was forced to use a photocopied replacement page. The method shown uses mulberry tissue and wheat paste. The first example shows the technique used with a tab, and the second uses no tab.

**Re-Backing**

Length: Part I 32 1/2 minutes  
 Part II 39 minutes  
 This program is on two videocassettes. Together they show the complete process of re-backing a bound volume. Part I is concerned with removing the cover from the spine and preparing the book for the new cover. The second part shows attaching the new cover. The program also covers ways to determine the direction of the grain in book cloth. The narrator emphasizes that this is a difficult procedure and one which is intended for circulating collections.

**Book Conservation Techniques**  
(University of Oregon, 1978)

Type: 3/4-inch videocassette  
 Length: 50 minutes  
 Contents: Videocassette only  
 Equipment  
 Required: 3/4" videocassette player and television monitor  
 Purchase  
 Price: Not available for purchase. Contact address below for information concerning reproduction.  
 Cost & Terms  
 of Loan: Available at no charge through interlibrary loan. Also available through the Office of Preservation, Library of Congress. See: *Site Security*  
 Contact: Interlibrary Loans Department  
 University of Oregon  
 Health Sciences Library  
 P.O. Box 573  
 Portland, OR 97207  
 (503) 225-8026

This presentation deals with cleaning, treating and dressing leather book bindings. It also shows techniques for removing paper clips and pressure sensitive tape. Techniques are demonstrated by a professional conservator. The program is quite well done and would fit well into a workshop dealing with basic book conservation methods. Some may question the portion dealing with the treatment of leather.

**Books in a Bind**

(Georgia ETV, Atlanta, GA, 1979)  
 Type: Videocassette (available in 3/4" only)  
 Length: This is a series of eight audiovisual presentations. See listing for individual programs.  
 Contents: Videocassette only  
 Equipment  
 Required: 3/4" videocassette player and television monitor  
 Purchase  
 Price: Not available for purchase  
 Cost & Terms  
 of Loan: Available for two week loan at no charge from the Office of Preservation in the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

Contact: Office of Preservation  
 Library of Congress  
 Washington, D.C. 20540  
 (202) 287-5213

This series is intended to be introductory in nature, demonstrating techniques used for repairing, rebinding and re-covering books. The subject of deacidification is not covered in any of the programs. The titles, listed individually below, are fairly self-explanatory.

**Tools and Materials, Covering a Paperback, Endpaper Techniques**  
Length: 30 minutes**Repair of a Slightly Damaged Book, Hand Lettering, Paste Recipe, Sources of Bookbinding Supplies, Reference Works**  
Length: 29 minutes**15th and 18th Century Binding Styles, Marbling Edges, Pulling, Mending, Pressing**  
Length: 29 minutes**Marking Up, Sawing, Sewing**  
Length: 29 minutes**Rounding and Backing the Spine, Lining Up and Lacing in the Cover Boards**  
Length: 29 minutes**Trimming and Marbling Edges, Sewing Headbands, Lining Up the Cover Boards**  
Length: 29 minutes**Working the Leather Cover: Trimming, Beveling Edges. Attaching to Binding**  
Length: 30 minutes



**Decorative Touches (Smoothing and Polishing, Tooling and Embossing), Gold Leaf Lettering, Attaching End Papers, Preservatives**  
Length: 29 minutes

**The Care of Books**  
(University of London, 1984)

Type: Videocassette (available in 3/4" or VHS)  
Length: 28 minutes  
Contents: Videocassette only  
Equipment Required: Appropriate videocassette player and television monitor.

Purchase Price: £100 plus tax & postage. This production is the first in a series of three (see also: *Minor Book Repairs* and *The Care of Leather Books*). The entire set is available for £250. Educational and public service institutions qualify for a 50% discount.

Cost & Terms of Loan: Not available for loan.  
Contact: University of London  
Library Resources Coordinating Committee  
Senate House  
Malet Street  
London WC1E 7HU  
Phone: 01-636-4514 ext. 5003

The program begins with a visit to a bindery where the viewer sees an overview of the manner in which books are constructed. Correct handling and shelving techniques, routing maintenance and photocopying procedures are also discussed, along with common causes of damage such as pressure sensitive tape, paper clips, poor environmental conditions and other factors.

**The Care of Leather Books**  
(University of London, 1984)

Type: Videocassette (available in 3/4" or VHS)  
Length: 15 minutes  
Contents: Videocassette only  
Equipment Required: Appropriate videocassette player and television monitor.

Purchase Price: £100 plus tax and postage. This production is the third in a series of three (see also: *The Care of Books* and *Minor Book Repairs*). The entire set may be purchased for £250. Educational and public service institutions qualify for a 50% discount.

Cost & Terms of Loan: Not available for loan.  
Contact: University of London  
Library Resources Coordinating Committee  
Senate House  
Malet Street  
London WC1E 7HU  
Phone: 01-636-4514 ext. 5003

This production begins with an introduction to the different types of leather which are used in book binding, and the changes in leather manufacturing processes over the years. Several of the major types of leather are shown along with other grained book coverings. The program discusses red rot, leather dressing and facts which should be considered before dressing is undertaken.

**Care and Handling of Books**  
(Yale University, 1980)

Type: Synchronized slide tape  
Length: 28 minutes  
Contents: 79 slides, audiocassette, script, return shipping label (carousel not included)

Equipment Required: Synchronized carousel slide projector and cassette tape player

Purchase Price: \$100

Cost & Terms of Loan: \$20 rental for two week loan. Program should be carefully packaged and insured for purchase price when it is returned. Also available from the Office of Preservation, Library of Congress. See: *Site Security*

Contact: Conservation Department  
Yale University Library  
New Haven, CT 06520  
(203) 436-4509

The presentation is designed as an introduction to the proper handling of library materials. The emphasis is upon the causes of damage and deterioration as well as prevention techniques. There also is information concerning microfilm, and safe methods to employ when photocopying bound material.

**Central Minnesota Historical Center**  
(St. Cloud State University, ca. 1979)

Type: Synchronized slide tape  
Length: 7 minutes  
Contents: Slides, carousel, audiocassette  
Equipment Required: Synchronized carousel slide projector and cassette tape player

Purchase Price: Not available for purchase  
Cost & Terms of Loan: Contact address below for details

Contact: Central Minnesota Historical Center  
St. Cloud State University  
St. Cloud, MN 56301  
(612) 255-3254 or 4115

This presentation deals heavily with the Center's holdings, detailing the steps through which a donation becomes a processed manuscript collection. The program also deals with Center services and explains some of the materials it is attempting to collect.

**The Chemistry of Paper**  
(Society of Mississippi Archivists, 1982)

Type: Videocassette (available in 3/4" only)  
Length: 30 minutes  
Contents: Videocassette only  
Equipment Required: 3/4" videocassette player and television monitor

Purchase Price: Contact address below  
Cost & Terms of Loan:

Available for loan at \$10.50 (Society of Mississippi Archivists \$3.00) Borrower pays return postage and insurance.

Contact: Chair, Conservation Committee  
Society of Mississippi Archivists  
P.O. Box 1151  
Jackson, Mississippi 39205  
(601) 359-1424

This program deals with the chemical properties of paper, the processes involved in papermaking, the various types of paper degradation and environmental factors which cause paper to deteriorate. The narration is a lecture by a chemistry professor.

**Cleaning of Prints, Drawings & Manuscripts: Dry Methods**  
(Smithsonian Institution, 1977)

Type: Slide tape  
Length: 17 minutes  
Contents: Slides, carousel, audiocassette, booklet containing script, glossary, bibliography and sources of supply

Equipment Required: Carousel slide projector, cassette tape player

Purchase Price: \$80

Cost & Terms of Loan: \$17 for one week loan. Insure for \$100.00 when returning. Also available through the Office of Preservation, Library of Congress. See: *Site Security*

Contact: Audiovisual Loan Program  
Office of Museum Programs  
Smithsonian Institution  
2235 Arts & Industries Building  
Washington, D.C. 20560  
(202) 357-3101

This presentation illustrates several safe methods of removing light soil from paper objects. One of its strengths is the care with which it takes time to note the types of paper that should not be cleaned, or that should be cleaned using only certain methods. As with the other Smithsonian slide tape presentations, extra copies of the supplementary booklet are available at \$1.00 apiece. Borrowers may keep the booklets. This program would be good for a basic conservation workshop, or as a staff training aid.

**Collecting Labor Union History**  
(University of Missouri-St. Louis, 1984)

Type: Synchronized slide tape  
Length: 10 minutes  
Contents: Slides (carousel included), tape and script

Equipment Required: Synchronized carousel projector and cassette tape player

Purchase Price: Not available for purchase  
Cost & Terms of Loan:

Available for one week loan at no charge. Borrower must assume the cost of return postage and insure the program for \$100.

Contact: Western Historical Manuscript Collection  
Thomas Jefferson Library  
University of Missouri-St. Louis  
8001 Natural Bridge Road  
St. Louis, Missouri 63121  
(314) 553-5143

This production was created to highlight UMSL's labor history collection. Much of the narrative is directed at labor union members or representatives, explaining the types of records, publications and ephemera which are important resources for documenting the history of organized labor. The program concludes with a word about the deterioration of records, and explains how UMSL can assist by treating conservation problems and making collections accessible to researchers.

**COM: A Better Way**  
(National Micrographics Association, n.d.)

Type: Synchronized slide tape  
Length: 12 minutes  
Contents: Slides and audiocassette  
Equipment Required: Synchronized carousel slide projector and cassette tape player

Purchase Price: Not available for purchase

Cost & Terms of Loan: Available for two week loan at no charge from the Office of Preservation in the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date when they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

Contact: Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This program outlines the ways that Computer Output Microfilm (COM) can be used in an information storage and retrieval system. The production is promotional in nature, and is intended for general audiences.

**COM and Cents**  
(Nebraska Records Management Division, 1982)

Type: Videocassette (from a dual slide tape original; available in VHS only)  
Length: 10 minutes  
Contents: Videocassette only  
Equipment Required: VHS videocassette player and television monitor

Purchase Price: \$50

Cost & Terms

of Loan: Available for one week loan at no cost. Insure program for \$50 when returning it.

Contact: Director  
Records Management  
301 Centennial Mall South  
P.O. Box 94921  
Lincoln, Nebraska 68509  
(402) 471-2559

This program takes a look at the economics and advantages of computer output microfilm for state government agencies, covering benefits and the applications for which COM can be used. Along with *Raiders of the Lost File*, this production won the National Micrographic Association's Tenth Special Award.

**Commercial Library Binding: The Librarian's View**

(Yale University, 1983)

Type: Synchronized slide tape  
Length: 23 minutes  
Contents: 79 slides (carousel not included), audiocassette, instructions, script, and a return shipping label

Equipment Required: Synchronized cassette tape player and carousel slide projector

Purchase Price: \$100

Cost & Terms

of Loan: \$20 for two week loan. Program should be insured for purchase price when returning and packaged carefully. The rental fee may be applied toward purchase price.

Contact: Conservation Department  
Yale University Library  
P.O. Box 1603A Yale Station  
New Haven, Connecticut 06520  
(203) 436-4509

This program deals with using commercial binding as a means of conserving books. It discusses the structure of a library book, ways of determining which books should be bound commercially, types of commercial bindings available, materials used by commercial binders, evaluating books after binding, and selecting and contracting with a commercial binder. Also included with the program is a short bibliography containing readings on commercial binding.

**Conservation Bookbinding**  
(Smithsonian Institution, n.d.)

Type: Videocassette (available in 3/4", Beta, VHS)  
Length: 57 minutes  
Contents: Videotape only.  
Equipment Required: Appropriate videocassette player and television monitor

Purchase Price: \$110

Cost & Terms

of Loans: \$20 for one week rental  
Contact: Audiovisual Loan Program  
Office of Museum Programs  
Smithsonian Institution  
2235 Arts & Industries Building  
Washington, D.C. 20560  
(202) 357-3101

This production demonstrates a modification of the millimeter bookbinding technique which was developed by John Hyltoft, Chief Conservator, Smithsonian Rare Book Laboratory. The program is intended for conservators and non-conservators "seeking a safe and rational alternative to traditional bookbinding techniques." It is very well done, with excellent information.

**Conquering the Paper Mountain**  
(National Archives, 1977)

Type: 16mm color film; videocassette  
Length: 11 1/2 minutes  
Contents: Film; videocassette (available in 3/4", Beta, VHS)

Equipment Required: 16mm movie projector; videocassette player and television monitor

Purchase Price: Film \$115; Videocassette \$80

Cost & Terms

of Loan: \$30 rental for 3 day loan  
Contact: National Audiovisual Center  
Attn: Order Section  
8700 Edgeworth Drive  
Capitol Heights, MD 20743-3701  
(301) 763-1896

This fully animated film takes a refreshingly honest look at the manner in which the government generates paper. Done with an often light-hearted touch ("What we need is an archives!" "A what?"), the film deals with the establishment of the National Archives and with its current responsibilities. This would be an excellent choice for basic workshops, regional meetings or a variety of other archival outreach activities.

**Curatorial Care: The Environment**  
(American Association for State & Local History, 1977)

Type: Slide tape  
Length: 17 1/2 minutes  
Contents: 80 slides and carousel, audio-cassette, supplementary AASLH publications, script and instructions

Equipment Required: Carousel slide projector, cassette tape player

Purchase Price: \$44.50 (\$40.00 to AASLH members)

Cost & Terms

of Loan: Available for loan through the Office of Preservation, Library of Congress. See: *Site Security*

Contact: Educational Division  
AASLH  
P.O. Box 40983  
Nashville, TN 37204  
(615) 255-2971

Although this presentation deals with environmental controls, its focus is somewhat different than others on the same subject. The program takes time to define terms and outline responsibilities. The resulting format will be familiar to those who have been in the military and stayed awake during classroom instruction or while reading technical manuals. The content is good, although archivists probably will find *Basic Conservation Procedures: Environmental Controls* more to their liking.

**The Curatorial Examination of Paper Objects**  
(Smithsonian Institution, 1976)

Type: Slide tape  
Length: 32 minutes  
Contents: Slides, 2 carousels, audiocassette, script, bibliography, sources of supply and glossary



**Equipment Required:** Carousel slide projector, cassette tape player

**Purchase Price:** \$175

**Cost & Terms of Loan:** \$17 for one week loan. Insure for \$175 when returning. Also available through the Office of Preservation, Library of Congress. See: *Site Security*

**Contact:** Audiovisual Loan Program  
Office of Museum Programs  
Smithsonian Institution  
2235 Arts and Industries Building  
Washington, D.C. 20560  
(202) 357-3101

This production shows in some detail methods for evaluating the condition of paper objects when they are accessioned, exhibited or re-framed. The printed supplementary materials listed above may be kept by the borrower. Additional copies of the printed material may be purchased at \$1.00 per set. This would be very good for a workshop in paper conservation.

**The Enemies of Books**  
(Condylne, Dobbs Ferry, N.Y., 1981)

**Type:** Videocassette (available in 3/4" only)

**Length:** 20 minutes

**Contents:** Videocassette only

**Equipment Required:** 3/4" videocassette player, television monitor

**Purchase Price:** Not available for purchase

**Cost & Terms of Loan:** Available for two week loan at no charge from the Office of Preservation in the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

**Contact:** Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This program recommends methods for preventing damage to library and archival materials.

**Exhibiting Your Community's Heritage**  
(State Historical Society of Wisconsin, 1985)

**Type:** Videocassette (available in 3/4", Beta or VHS)

**Length:** This is a series of five audiovisual presentations. See listing for individual programs.

**Contents:** Videocassettes, reference manual

**Equipment Required:** Appropriate videocassette player and television monitor

**Purchase Price:** \$300 for entire set in 3/4"; \$120 for entire set in Beta or VHS. See address below for purchase of individual programs.

**Cost & Terms of Loan:** Contact address below.

**Contact:** Office of Local History  
State Historical Society of Wisconsin  
816 State Street  
Madison, WI 53706  
(608) 262-2316

This is a series of five programs designed to assist local historical societies to create more effective displays, and to exhibit documents and artifacts using proper techniques. The five programs are intended to be used in conjunction with one another, although each deals with a specific subject, so they could be used individually. The series generally emphasizes research, planning, specific display techniques and conservation of documents or objects used. Each of the programs uses a Wisconsin exhibit as a case study. An excellent manual introducing, explaining and illustrating some of the ideas and techniques covered in the series accompanies the videocassettes. The manual may be purchased separately for \$2.00.

**Case Exhibits**

**Length:** 60 minutes

Covers interpretive planning, exhibit design, producing labels, lettering and installing exhibit materials.

**Changing Exhibits**

**Length:** 83 minutes

Deals with the nature of interpretive exhibits, conducting research, choosing topics, creating a temporary exhibit area, artifact placement, and exhibiting original materials. Included are demonstrations of polyester encapsulation and matting techniques.

**Traveling Exhibits**

**Length:** 105 minutes

Discusses researching exhibits, selecting topics, making labels, constructing panel units, using photo reproductions, mounting, matting and packing exhibits.

**Gallery Exhibits**

**Length:** 105 minutes

Covers the nature of gallery exhibits, research, planning information and space, floor plans, using color, encapsulation, and using acrylic, velcro, tacks and other fasteners.

**A Walk Through Beaver Dam**

**Length:** 53 minutes

This final program will still be in the final stages of editing until late 1985. It features a walking tour of a Wisconsin community and uses this as a framework for suggesting ideas that would make effective local history exhibits.

**The Fragile Record: Preserving Our Documentary Heritage**  
(State Historical Society of Wisconsin, 1982)

**Type:** Dual carousel synchronized slide tape; single carousel synchronized slide tape; 3/4", Beta, and VHS videocassette.

**Length:** 30 minutes

**Contents:** Audiovisual program (carousels are included in slide tape versions), illustrated script, and information about the Wisconsin Conservation Service Center.

**Equipment Required:** Dual carousel version requires two carousel slide projectors synchronized with a cassette tape player, and a dissolve control. Single carousel version requires one carousel projector synchronized with a cassette tape player. The script included makes it possible to show the program even if synchronized equipment is not available. The videocassette versions require an appropriate videocassette player and a television monitor.

**Purchase Price:** Contact address below.

**Cost & Terms of Loan:** Wisconsin borrowers may use the program for one week without charge. Others may rent it for one week at \$15. All borrowers should insure the program for \$200 and return it by U.S. Express Mail.

**Contact:** Wisconsin Conservation Service Center  
State Historical Society of Wisconsin  
816 State Street  
Madison, Wisconsin 53706  
(608) 262-8975

This program is exceptionally well done, featuring beautiful images — especially in the dual slide tape version. It deals with the history of papermaking and photography, outlining different methods of manufacture, causes for deterioration, and steps which curators may take to protect documents. The program stresses "phased conservation" ("... keeping the patient alive until a cure for the disease is found"), basic conservation techniques, and services available through the Wisconsin Conservation Service Center.

**From Wood Fiber to Paper**  
(SUNY, College of Forestry, Syracuse, NY, 1959)

**Type:** 16mm film

**Length:** 21 minutes

**Contents:** Film only

**Equipment Required:** 16mm movie projector

**Purchase Price:** Not available for purchase

**Cost & Terms of Loan:** Available for two week loan at no charge from the Office of Preservation of the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

**Contact:** Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

Despite its age, this program is a good introduction to the process of industrial papermaking. It concentrates upon the composition of wood, and shows how it is made into pulp and then into paper. It does not deal with alum or rosin sizes and the way these make the paper deteriorate more quickly.

**Handmade Japanese Papermaking**  
(see note below, n.d.)

Type: 16mm film  
Length: 30 minutes  
Contents: Film only  
Equipment Required: 16mm movie projector  
Purchase Price: Not available for purchase.  
Cost & Terms of Loan: Available for two weeks at no cost from the address below. Borrowers are served on a first-come, first-served basis. Borrowers must complete the brief survey form which accompanies the program, pay return postage and insure the package according to the instructions accompanying the program.  
Contact: Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

A beautiful Japanese film, in English, on the art of paper making.

**Hand Papermaking at Barcham Green**  
(n.d.)

Type: 16mm film  
Length: 14 minutes  
Contents: Film only  
Equipment Required: 16mm movie projector  
Purchase Price: Not available for purchase  
Cost & Terms of Loan: Available for two week loan at no charge from the Office of Preservation of the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.  
Contact: Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This program shows handmade paper making methods used by a British company. (It might be interesting contrast to *From Wood Fiber to Paper* which discusses machine made paper, and which is described elsewhere in this checklist.)

**The Hinging and Mounting of Paper Objects**  
(Smithsonian Institution, 1976)

Type: Slide tape  
Length: 36 minutes

Contents: Slides, two carousels, audiocassette and booklet containing script, bibliography, glossary and sources of supply  
Equipment Required: Carousel slide projector, cassette tape player  
Purchase Price: \$180  
Cost & Terms of Loan: Available for one week loan for \$17 rental. Insure for \$175 when returning. Also available through the Office of Preservation, Library of Congress. See: *Site Security*  
Contact: Audiovisual Loan Program  
Office of Museum Programs  
Smithsonian Institution  
2235 Arts and Industries Building  
Washington, D.C. 20560  
(202) 357-3101

The rather specialized subject matter of this program would make it of interest primarily to curators whose collection includes significant amounts of matted or framed material. The focus of the presentation is the application and removal of four paper hinge types: folded under, hanger (or bar), T-hinge and floating. Extra copies of the booklet listed above are available at \$1.00 apiece.

**Hot Times in the Courthouse**  
(Nebraska Records Management Division, 1983)

Type: Videocassette (from a dual slide tape original; available in 3/4", Beta and VHS)  
Length: 15 minutes  
Contents: Videocassette only  
Equipment Required: Appropriate videocassette player and television monitor  
Purchase Price: \$50  
Cost & Terms of Loan: Available for one week loan at no cost. Insure program for \$50 when returning it.  
Contact: Director  
Records Management  
301 Centennial Hall South  
P.O. Box 94921  
Lincoln, Nebraska 68509  
(402) 471-2559

This is another entertaining Nebraska audiovisual, produced in cooperation with the State Archives. It starts with a classic courthouse fire disaster and proceeds to explain how local government agencies can get the most out of a microfilming program. The program explains different systems, proper documentation, quality control, and proper storage conditions. Also included is information relating to preparing contracts with outside vendors and service bureaus.

**The Hygrothermograph**  
(Smithsonian Institution, n.d.)

Type: Slide Tape  
Length: 16 minutes  
Contents: Slides, carousel, audiocassette, script  
Equipment Required: Carousel slide projector, cassette player  
Purchase Price: \$100

Cost & Terms of Loan: \$17 for one week rental. Also available through the Office of Preservation, Library of Congress. See: *Site Security*  
Contact: Audiovisual Loan Program  
Office of Museum Programs  
Smithsonian Institution  
2235 Arts & Industries Building  
Washington, D.C. 20560  
(202) 357-3101

This program describes how to set up and calibrate a hygrothermograph which is designed to constantly monitor the temperature and humidity level in areas where documents are stored or displayed. It also explains how to use such a device and why it is necessary. A hygrothermograph should be available for use while viewing this program.

**The Immigration History Research Center**  
(Immigration History Research Center, 1981)

Type: Synchronized slide tape  
Length: 15 minutes  
Contents: Slides, audiocassette  
Equipment Required: Synchronized carousel slide projector and cassette tape player  
Purchase Price: Not available for purchase  
Cost & Terms of Loan: Contact address below.  
Contact: Immigration History Research Center  
University of Minnesota  
826 Berry Street  
St. Paul, MN 55114  
(612) 373-5581

This is a straightforward institutional profile that details collection policies, particular outreach projects, and traces what happens to donated materials.

**Inside the National Archives**  
(National Archives, 1977)

Type: Audible pulse slide tape  
Length: 9 minutes 45 seconds  
Contents: Slides only  
Equipment Required: Carousel slide projector, cassette tape player  
Purchase Price: \$40  
Cost & Terms of Loan: Not available for loan  
Contact: National Audiovisual Center  
8700 Edgeworth Drive  
Capitol Heights, MD 20743-3701  
(301) 763-1896

This is a very good presentation, designed to generate interest in the National Archives. It emphasizes some of the archives' most interesting collections and explains how these tell the story of America. The presentation has good visual imagery, and gives an excellent sense of the range of government activities that have influenced American life. It would be a good investment for someone who could use it more than once.



**Interpreting History Through Pictorial Documents**  
(American Association for State & Local History, n.d.)

Type: Videocassette (available in 3/4", Beta and VHS)  
Length: 28 minutes  
Contents: Videocassette only  
Equipment Required: Appropriate videocassette player and television monitor.

Purchase Price: 3/4" \$95 (\$85.50 to AASLH members); Beta & VHS \$75.00 (\$67.50 to AASLH members).

Cost & Terms of Loan: Not available for loan  
Contact: Education Division  
AASLH  
P.O. Box 40983  
Nashville, Tennessee 37204  
(615) 255-2971

This program should be particularly appropriate for archivists who work with exhibits. The emphasis is upon using photographs and other pictorial documents. The discussion focuses upon guidelines for the selection of documents, and exhibit techniques.

**Interpreting Historical Records: To Sell A Dream**  
(University of Wisconsin-Eau Claire, 1982)

Type: Synchronized slide tape  
Slide Tape  
Length: 27 minutes  
Contents: Slides (carousel not included), audiocassette, script

Equipment Required: Synchronized carousel slide projector and cassette tape player (slide tape version has audible pulse for manual operation)

Purchase Price: Not available for purchase  
Cost & Terms

of Loan: Available for one week loan at no charge. Borrower pays return postage and must insure program for \$80.

Contact: Area Research Center  
Special Collections  
W.D. McIntyre Library  
University of Wisconsin  
Eau Claire, Wisconsin 54701  
(715) 836-2739

This production provides an introduction to using archival records. Using the Wisconsin Colonization Company as an example, the program explains the different kinds of archival records available, and suggests ways they may be used and interpreted to trace the history of the company. The program was created to accompany a workshop on interpreting historical records. It includes some very good visuals.

**Interpreting History Through Written Documents**  
(American Association for State & Local History, n.d.)

Type: Videocassette (available in 3/4", Beta or VHS)  
Length: 29 minutes  
Contents: Videocassette only  
Equipment Required: Appropriate videocassette player and television monitor.

Purchase Price: 3/4" \$95 (\$85.50 to AASLH members); Beta & VHS \$75 (\$67.50 to AASLH members).

Cost & Terms of Loan: Not available for loan  
Contact: Education Division  
AASLH  
P.O. Box 40983  
Nashville, Tennessee 37204  
(615) 255-2971

This program discusses interpreting documents for research and for exhibit purposes. The narrator offers guidelines for evaluating specific documents as sources of information and as artifacts for display.

**Interpretive Exhibit Design**  
(American Association for State & Local History, n.d.)

Type: Videocassette (available in 3/4", Beta or VHS)  
Length: 29 minutes  
Contents: Videocassette only

Equipment Required: Appropriate videocassette player and television monitor.

Purchase Price: 3/4" \$95 (\$85.50 to AASLH members); Beta and VHS \$75 (\$67.50 to AASLH members).

Cost & Terms of Loan: Not available for loan  
Contact: Education Division  
AASLH  
P.O. Box 40983  
Nashville, Tennessee 37204  
(615) 255-2971

This program looks at some of the general considerations in planning an exhibit such as lighting, color, line, and dimension. (Archivists who do small exhibits but cannot define all of these terms will find the program useful.) It offers some practical advice that will help in the creation of effective exhibits.

**Introduction to the North Carolina State Archives**  
(Friends of the North Carolina State Archives, 1983)

Type: Synchronized slide tape  
Length: 7 1/2 minutes  
Contents: Slides (including carousel), audiocassette

Equipment Required: Synchronized carousel projector and cassette tape player

Purchase Price: Not available for purchase  
Cost & Terms

of Loan: Contact address below  
Contact: State Archives  
Division of Archives & History  
Department of Cultural Resources  
109 East Jones Street  
Raleigh, NC 27611  
(919) 733-3952

This program is used daily for patrons who first come to the North Carolina State Archives. A copy is located at the entrance to the archives reading room, and explains the rules and regulations for researchers. It also introduces the variety of historical resources which are contained in the state archives.

**The Iron Range Research Center**  
(Iron Range Research Center, 1985)

Type: Dual synchronized slide tape  
Length: 20 minutes  
Contents: Slides, two carousels, audiocassette  
Equipment Required: Two carousel slide projectors synchronized with a cassette tape player, dissolve control

Purchase Price: Not available for purchase  
Cost & Terms

of Loan: Contact the address below for details.

Contact: Iron Range Research Center  
Box 392  
Chisholm, MN 55719  
(218) 254-5733

This is another very well produced presentation with excellent photographic images and a crisp narrative. The program highlights the historical development of Minnesota's Mesabi Iron Range region, and explains the research center's role in preserving this history. Included are some very good visuals and examples of how the IRRC's historical records could be used by a researcher. At this time there is only one copy of the presentation, and the Center is not anxious to loan it. It would be more possible to use it at a regional meeting or workshop than on an individual basis. Contact the IRRC for specific details.

**It's Your Heritage: The Archives of Texas**  
(Archives Division, Texas State Library)

Type: Synchronized slide tape  
Length: 16 minutes (140 slides)  
Contents: Slides with carousel, audiocassette and script for manual operation

Equipment Required: Carousel slide projector with synchronized cassette tape player

Purchase Price: Contact the address below  
Cost & Terms

of Loan: Available at no charge for one week loan. Must be insured for \$100 upon return.

Contact: Slide Presentation  
Archives Division  
Texas State Library  
P.O. Box 12927, Capitol Station  
Austin, TX 78711  
(512) 475-2445

This presentation is designed to acquaint the general public about the activities of the Texas State Archives. The program is very well done; it emphasizes the development of the State Archives, users, and the process by which records come to the State Archives. It deals with the issue of security.

**Japanese Handmade Paper**  
(n.d.)

Type: 16mm film  
Length: 14 minutes  
Contents: Film only  
Equipment Required: 16mm movie projector  
Purchase Price: Not available for purchase

**Cost & Terms  
of Loan:**

Available for two week loan at no charge from the Office of Preservation at the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

**Contact:** Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This program demonstrates hand papermaking techniques, and shows ways that such paper is used. It is intended for general audiences.

**Keeping Harvard's Books**  
(Harvard University, n.d.)

**Type:** Synchronized slide tape  
**Length:** 18 minutes  
**Contents:** Slides, two carousels, audio-cassette, and instructions

**Equipment  
Required:** Synchronized carousel projector and cassette tape player

**Purchase Price:** \$125

**Cost & Terms  
of Loan:** \$40 rental for two week loan. Also available through the Office of Preservation, Library of Congress. See: *Site Security*

**Contact:** Book Conservator  
Harvard University Library  
Andover-Harvard Theological Library  
45 Francis Avenue  
Cambridge, MA 02138  
(617) 495-5770

This presentation is aimed at library workers who handle "large numbers" of books in a circulating collection. The emphasis is upon shelving, proper handling techniques and basic care.

**Labels: Verbal Communication of the Interpretive Message**  
(American Association for State & Local History, n.d.)

**Type:** Videocassette (available in 3/4", Beta and VHS)

**Length:** 27 minutes  
**Contents:** Videocassette only

**Equipment  
Required:** Appropriate videocassette player and television monitor

**Purchase  
Price:** 3/4" \$95 (\$85.50 to AASLH members); Beta & VHS \$75 (\$67.50 to AASLH members).

**Cost & Terms  
of Loan:** Not available for loan.

**Contact:** Education Division  
AASLH  
P.O. Box 40983  
Nashville, Tennessee 37204  
(615) 255-2971

Labels are a very important part of exhibit design. This program provides guidelines for producing effective labels which can be read and understood by people who view the exhibit.

**Learning History with Artifacts**  
(American Association for State & Local History, n.d.)

**Type:** Videocassette (available in 3/4", Beta and VHS)

**Length:** 13 minutes  
**Contents:** Videocassette only

**Equipment  
Required:** Appropriate videocassette player and television monitor.

**Purchase  
Price:** 3/4" \$95 (\$85.50 to AASLH members); Beta & VHS \$75 (\$67.50 to AASLH members).

**Cost & Terms  
of Loan:** Not available for loan.

**Contact:** Education Division  
AASLH  
P.O. Box 40983  
Nashville, Tennessee 37204  
(615) 255-2971

This program would be useful to archivists who administer small collections of artifacts in addition to archives and manuscripts. The speaker stresses that such objects can do more than simply tell us about history and technology — they constitute a significant resource for understanding the thoughts and actions of the people who created them. Included are five questions which may help to make better interpretive use of artifacts in exhibits.

**Librarians Communicate**  
(National Archives, 1977)

**Type:** 3/4-inch videocassette  
**Length:** 51 minutes

**Contents:** Videocassette only

**Equipment  
Required:** 3/4-inch videocassette player and television monitor

**Purchase Price:** \$130

**Cost & Terms**

**of Loan:** Not available for loan

**Contact:** National Audiovisual Center  
8700 Edgeworth Drive  
Capitol Heights, MD 20743-3701  
(301) 763-1896

Do not be deceived by the seemingly bland title — it is meant to be spoken as a command (Librarians Communicate!). This is an interesting presentation, intended to be a three-part workshop. The three portions are: verbal communication, non-verbal communication and the reference interview. It could be used either in one, two or three parts. The narrative deals with a reference librarian's attempts (some successful, some not) to communicate with patrons. Most of the situations could deal as easily with a reference archivist. This program would be quite good for a basic workshop or as a staff training aid since its format is intended to stimulate discussion.

**Limp Vellum Binding**  
(Library of Congress, Office of Preservation, 1972)

**Type:** 16mm film (2 reels)  
**Length:** 52 minutes  
**Contents:** Film only

**Equipment**

**Required:** 16mm movie projector  
**Purchase Price:** Not available for purchase

**Cost & Terms**

**of Loan:** Available for two week loan at no charge from the Office of Preservation of the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

**Contact:** Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This production is not intended for a general audience. It would be appropriate for rare book conservators and librarians who have had some experience with rare books. It goes into great detail describing and illustrating medieval techniques of vellum binding.

**Lockheed-Stanford Book Drying**  
(Stanford University, 1979)

**Type:** Slide tape (audible pulse)

**Length:** 23 minutes  
**Contents:** 87 slides, audiocassette

**Equipment  
Required:** Carousel slide projector, cassette tape player

**Purchase Price:** Not available for purchase

**Cost & Terms  
of Loan:** Available for two week loan at no charge from the Office of Preservation of the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

**Contact:** Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This program shows how books damaged in a flood in the Stanford University Library were vacuum-dried in facilities provided by the Lockheed Corporation.

**The Machine Readable Archives Division,  
Public Archives of Canada**  
(Public Archives of Canada, 1984)

**Type:** Synchronized slide tape

**Length:** 12 minutes  
**Contents:** Slides and audiocassette

**Purchase Price:** Not available for purchase

**Cost & Terms  
of Loan:** Contact address below to make individual arrangements.



Contact: Chief  
Documentary & Public Services  
Section  
Machine Readable Archives  
Division  
Public Archives of Canada  
395 Wellington Street  
Ottawa, Ontario  
Canada K1A 0N3  
(613) 993-7772

This program presents an overview of the archives and records management functions performed by the Machine Readable Archives Division of the Public Archives of Canada. It covers scheduling, appraisal, acquisition, conservation, description, processing, public service, and assistance to the archival community. The program is available both in English and in French. It was produced to be used in conjunction with presentations by Machine Readable Archives Division staff members, but may be available for loan to interested professionals on an individual basis.

**The Making of a Manuscript**  
(University of Toronto, 1974)

Type: 3/4-inch videocassette  
Length: 23 minutes  
Contents: Videocassette only  
Equipment  
Required: 3/4-inch videocassette player and television monitor

Purchase Price: \$120

**Cost & Terms**

of Loan: \$40 rental fee for loan. This may be applied to the purchase price if order is placed within four months of rental. Also available through the Office of Preservation, Library of Congress. See: *Site Security*

Contact: University of Toronto Press  
63A St. George Street  
Toronto, Canada M5S 1A6  
(416) 978-2232

This production traces the history of a medieval manuscript book. It deals with the materials from which the volume was made, the process by which it was put together, its use by librarians and researchers over the years and damage that has taken place since it was created.

**The Making of a Renaissance Book**  
(Plantin-Moretus Museum, Lunenburg, Vermont, 1969)

Type: 16mm film  
Length: 20 minutes  
Contents: Film only  
Equipment  
Required: 16mm movie projector  
Purchase Price: Not available for purchase  
**Cost & Terms**

of Loan: Available for two week loan at no charge from the Office of Preservation of the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program,

pay for return postage, and insure the package according to the directions enclosed.

Contact: Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This production focuses upon the process of book printing rather than binding. It shows making a typeface, casting, typesetting, and printing using a period press which is located at the Plantin-Moretus Museum. This would be a good program for general and advanced audiences.

**Managing Your Records to Serve the Public**  
(American Association for State & Local History, 1984)

Type: Synchronized slide tape;  
Audible pulse slide tape;  
3/4" videocassette  
Length: 10 minutes  
Contents: Slides; carousel and cassette tape;  
videocassette

Equipment  
Required: Synchronized carousel slide projector and cassette tape player; projector and cassette player; 3/4" videocassette player and television monitor

Purchase Price: \$50.00

**Cost & Terms**

of Loan: \$10 for one week loan  
Contact: NICLOG/AASLH  
P.O. Box 40983  
Nashville, TN 37204  
(615) 255-2971

This production is aimed at public records custodians. It stresses the historical importance of public records, and addresses the problems of bulk and increasing cost. Using a number of case studies, it illustrates the benefits of a records management program and suggests steps to take in order to begin one. The section beginning "How do you know if you have a records problem?" shows scenes that will be familiar to any archivist who has ventured into the attic or basement of a county courthouse.

**Micrographics: A Medium of the Future**  
(National Micrographics Association, n.d.)

Type: Synchronized slide tape  
Length: 15 minutes  
Contents: 124 slides, audiocassette  
Equipment  
Required: Synchronized carousel slide projector and cassette tape player

Purchase Price: Not available for purchase

**Cost & Terms**

of Loan: Available for two week loan at no charge from the Office of Preservation of the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

Contact: Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This is an introduction to the different uses of micrographics. It would be good for general audiences. Included are some "forecasts" for future uses.

**Minor Book Repairs**  
(University of London, 1984)

Type: Videocassette (available in 3/4" or VHS)  
Length: 30 minutes  
Contents: Videocassette only  
Equipment  
Required: Appropriate videocassette player and television monitor.

**Purchase**

Price: £100 plus tax & postage. This production is the second in a series of three (see also: *The Care of Books* and *The Care of Leather Books*). The entire set of three is available for £250. Educational and public service institutions qualify for a 50% discount.

**Cost & Terms**

of Loan: Not available for loan.  
Contact: University of London  
Library Resources Coordinating  
Committee  
Senate House  
Malet Street  
London WC1E 7HU  
Phone: 01-636-4514 ext. 5003

This program begins by stressing the reasons why it is important to acquire book repair skills. Included are tips for cleaning edges of books, a discussion of tools and equipment needed, preserving original covers, repairing tears with Japanese papers, tipping in pages and other aspects of book repair.

**The New Professionals**  
(Georgia Department of Archives & History, n.d.)

Type: 16mm movie  
Length: 15 minutes  
Contents: Movie only  
Equipment  
Required: 16mm movie projector  
Purchase  
Price: May be purchased at cost (approximately \$150). Contact address listed below for details.

**Cost & Terms**

of Loan: \$15 fee for rental  
Contact: FILMS  
Georgia Dept. of Archives & History  
330 Capitol Avenue, S.E.  
Atlanta, GA 30334  
(404) 656-4221

This is a dated production. It is done with a light, humorous touch, illustrating the records management and preservation activities of the Georgia Department of Archives and History. The presentation stresses the need for records management, and shows how incoming records are processed and made available to researchers.

## A Newspaper Archives

Type: Slide Script  
Length: Approximately 20 minutes  
Contents: Slides, carousel, written script  
Equipment  
Required: Carousel slide projector  
Purchase Price: Not available for purchase  
Cost & Terms  
of Loan: Contact address below for details  
Contact: Librarian/Archivist  
National Press Club Library  
529 14th Street NW  
Washington, D.C. 20045

This program provides a glimpse of the manuscript collection of the National Press Club, and the *Washington Star* newspaper archives. The script discusses automation and the formation of a newspaper archives.

## Oral History (National Archives, 1976)

Type: 3/4" color videocassette  
Length: 20 minutes  
Contents: Videocassette only  
Equipment  
Required: 3/4" videocassette player and television monitor  
Purchase Price: \$80  
Cost & Terms  
of Loan: Not available for loan  
Contact: National Audiovisual Center  
8700 Edgeworth Drive  
Capitol Heights, MD 20743-3701  
(301) 763-1896

This program is meant to be an introduction to oral history for community librarians. It deals with how to start a project, how to ask questions, how to choose interviewees and how to catalog and make available finished interviews. The presentation is fast paced. There are those who would quibble with some of the recommendations made during the course of the program. It probably would provoke a lively discussion at a workshop dealing with oral history.

## Paper: Matting and Framing (AASLH, n.d.)

Type: Slide tape (audible pulse)  
Length: 20 minutes  
Contents: 80 slides, audiocassette  
Equipment  
Required: Carousel slide projector, cassette tape player  
Purchase Price: Not available for purchase  
Cost & Terms  
of Loan: Available for two week loan at no charge from the Office of Preservation of the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

Contact: Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This is a good introduction to the care and use of framed documents. It deals with the issue of paper conservation and suggests methods for removing documents or prints from old frames. It also shows how to re-frame materials, and includes the use of polyester film, Japanese paper and wheat paste.

## Paperwork, Information and the Archives (University of Connecticut, 1984)

Type: Synchronized slide tape  
Length: 10 minutes  
Contents: Slides (carousel included) and tape  
Equipment  
Required: Carousel slide projector synchronized with cassette tape player  
Purchase Price: Not available for purchase  
Cost & Terms  
of Loan: Contact address below  
Contact: Historical Manuscripts/Archives  
Room U-205  
University of Connecticut  
Storrs, Connecticut 06268  
(203) 486-2893

Emphasizes the importance of records management to the University of Connecticut and highlights an NHPRC grant which the archives received in order to survey institutional records. The narrative focuses upon common problems (such as not knowing which records may be destroyed), maintaining tight control over active files, and storing inactive records. The program concludes by explaining how the University Archives can help to solve these problems. The visual images include some entertaining cartoons which were drawn especially for the program.

## Preservation: An Investment for the Future (Office of Preservation, Library of Congress, 1982)

Type: 16mm film;  
3/4" videocassette  
Length: 14 minutes  
Contents: Film/videocassette only  
Equipment  
Required: 16mm movie projector; 3/4" videocassette player and television monitor  
Purchase Price: Not available for purchase  
Cost & Terms  
of Loan: Available for two week loan at no charge from the Office of Preservation of the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.  
Contact: Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This program is a comprehensive overview of the Library of Congress preservation program.

## Preservation of Library Materials (University of Wisconsin-Madison, 1981)

Type: Synchronized slide tape  
Length: 24 minutes  
Contents: Slides, carousel, audiocassette, script, bibliography, "Statement on the Conservation of Library Materials"  
Equipment  
Required: Synchronized carousel slide projector and cassette tape player  
Purchase Price: Not available for purchase  
Cost & Terms  
of Loan: Available at no cost through interlibrary loan  
Contact: Interlibrary Loan Librarian  
Memorial Library  
University of Wisconsin  
728 State Street  
Madison, WI 53706  
(608) 263-5480

This presentation is given from the perspective of a librarian; without the archivist's concern for the unique. It is divided into four major sections: books, non-book materials, processing, and environment. There is one other short section showing four selected references relating to the subject of preservation of library materials. This program might be of interest to archivists who work in libraries or who deal with community libraries.

## Preservation Technology — 1980s (Library of Congress, 1983)

Type: Videocassette (available in 3/4" or VHS)  
Length: 52 minutes  
Contents: Videocassette only  
Equipment  
Required: Appropriate videocassette player and television monitor  
Purchase Price: Not available for purchase  
Cost & Terms  
of Loan: Available for two week loan at no charge from the Office of Preservation of the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.  
Contact: Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This production focuses upon recent technological advances in the field of preservation. Gaseous mass deacidification, optical videodisks and producing catalog cards with optical videodisk equipment are all covered in the program. Portions were taped live at the 1982 Association of Research Libraries annual meeting in Scottsdale, AZ. The emphasis is upon the application of new technology at the Library of Congress.



**Preserving Memories: U.W. Stout Archives**  
(University of Wisconsin-Stout, 1980)

Type: Synchronized slide tape  
Length: 14 minutes  
Contents: Slides, carousel, audiocassette  
Equipment Required: Synchronized carousel slide projector and cassette tape player  
Purchase Price: Not available for purchase  
Cost & Terms of Loan: Contact address below for details  
Contact: Area Research Center  
Robert L. Pierce Library  
University of Wisconsin-Stout  
Menomonie, WI 54751  
(715) 232-2300

This is an exceptionally polished presentation. The emphasis is upon the U.W. Stout holdings, although the program also is good for information concerning Wisconsin's Area Research Center network. The program has excellent visual images and a first rate narrative designed for the general public. Archivists interested in doing their own slide tape show will be interested in this program.

**Preserving the Past; Winthrop College Archives**  
(Winthrop College, Rock Hill, South Carolina, 1980)

Type: Dual synchronized slide-tape  
Length: 11 minutes  
Contents: Slides, two carousels, audiocassette  
Equipment Required: Two carousel slide projectors synchronized with cassette tape player, dissolve control  
Purchase Price: Not available for purchase  
Cost & Terms of Loan: Available for loan at no charge. Borrower pays return postage and insurance.  
Contact: Winthrop Archives  
Dacus Library  
Winthrop College  
Rock Hill, South Carolina 29733  
(803) 323-2131

This is an introduction to the importance of preserving historical records, with an emphasis on the role of the Winthrop College Archives. It is designed to be viewed by the general public. The narrative is very well written and the production features good use of music and excerpts from oral history interviews.

**Prints Off the Ice: The Conservation and Restoration of the Nova Zembla Prints**  
(William P. van Oort & Peter Poldevaart, Rijksmuseum, Amsterdam, Holland, 1980)

Type: 16mm film  
Length: 25 minutes  
Contents: Film only  
Equipment Required: 16mm movie projector  
Purchase Price: Not available for Purchase  
Cost & Terms of Loan: Available for two week loan at no charge from the Office of Preservation of the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to

order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

Contact: Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This program documents the restoration of a collection of 16th century prints which were discovered after having been left by a Dutch expedition. The production shows the use of enzyme paper separation technology.

**Protecting Objects on Exhibit**  
(Smithsonian Institution, n.d.)

Type: Slide tape  
Length: 26 minutes  
Contents: Slides, 2 carousels, and a book containing script, bibliography, sources of supply and glossary  
Equipment Required: Carousel slide projector and cassette player. Script also enables program to be shown using narrator if tape player is not available.  
Purchase Price: \$160  
Cost & Terms of Loan: \$17 for one week rental  
Contact: Audiovisual Loan Program  
Office of Museum Programs  
Smithsonian Institution  
2235 Arts & Industries Building  
Washington, D.C. 20560  
(202) 357-3101

This program examines factors which are potentially dangerous to documents of other objects on exhibit. Specific factors discussed include light, humidity, people, infestation & contaminants, and display techniques.

**Quest for the Lost Ledger**  
(Nebraska Records Management Division, 1983)

Type: Videocassette (from a dual slide tape original; available in 3/4", Beta and VHS)  
Length: 8 1/2 minutes  
Contents: Videocassette only  
Equipment Required: Appropriate videocassette player and television monitor  
Purchase Price: \$50  
Cost & Terms of Loan: Available for one week loan at no cost. Insure program for \$50 when returning it.  
Contact: Director  
Records Management  
301 Centennial Mall South  
P.O. Box 94921  
Lincoln, Nebraska 68509  
(402) 471-2559

This is an entertaining look at how local government agencies can maintain control of office records. The program explains the use of retention and disposition schedules, a low-reference storage area, and source document and computer output microfilm.

**Raiders of the Lost File**  
(Nebraska Records Management Division, 1982)

Type: Videocassette (from a dual slide tape original; available in VHS only)  
Length: 17 1/2 minutes  
Contents: Videocassette only  
Equipment Required: VHS videocassette player and television monitor  
Purchase Price: \$50  
Cost & Terms of Loan: Available for one week loan at no cost. Insure program for \$50 when returning it.  
Contact: Director  
Records Management  
301 Centennial Mall South  
Lincoln, Nebraska 68509  
(402) 471-2559

This program deals with establishing a records management program in a state or local government agency. The use of microfilming, records inventorying, analysis and the use of the state records center are all covered. Along with the other Nebraska production *COM and Cents*, this program was the winner of the National Micrographics Association's Tenth Special Award.

**The Rare Book Box**  
(Smithsonian Institution, n.d.)

Type: Slide Tape  
Length: 30 minutes  
Contents: Slides, 2 carousels, audiocassette and a booklet containing script, sources of supply, instructions for a simple book press and a glossary.  
Equipment Required: Carousel slide projector and cassette tape player.  
Purchase Price: \$175  
Cost & Terms of Loan: \$17 for one week loan  
Contact: Audiovisual Loan Program  
Office of Museum Programs  
Smithsonian Institution  
2235 Arts & Industries Building  
Washington, D.C. 20460  
(202) 357-3101

This is a very good step by step illustration showing how to construct a flexible strip box for the protective storage of a rare book or manuscript. The box was designed by John Hyltoft and is used by the Smithsonian Institution.

**Recording a Restoration**  
(American Association for State & Local History, 1978)

Type: Slide tape, audible tone, not synchronized  
Length: 16 1/2 minutes  
Contents: Slides & carousel, cassette tape, supplementary AASLH publications, script and instructions  
Equipment Required: Carousel slide projector, cassette tape player  
Purchase Price: \$44.50 (\$40.00 to AASLH members)

**Cost & Terms of Loan:** Available through the Office of Preservation, Library of Congress. See: *Site Security*.

**Contact:** Educational Division  
AASLH  
P.O. Box 40983  
Nashville, TN 37204  
(615) 255-2971

This production would be interesting for archivists, such as those in regional centers, who deal with a wide variety of patrons. It shows the types of records that historical preservationists need in their work. It also is a good introduction to the complexity of documenting historical preservation.

**The Removal of Pressure-Sensitive Tape from Flat Paper**  
(Smithsonian Institution, ca. 1977)

**Type:** Black and white videocassette (3/4", Beta or VHS)  
**Length:** 20 minutes  
**Contents:** Videocassette, booklet with script, bibliography, sources of supply, paste recipe, condition report and instructions for watercutting paper

**Equipment Required:** Appropriate videocassette player with television monitor

**Purchase Price:** \$55

**Cost & Terms**

**of Loan:** \$20 for one week loan. Insure for \$50.00 when returning. Also available through the Office of Preservation, Library of Congress. See: *Site Security*.

**Contact:** Audiovisual Loan Program  
Office of Museum Programs  
Smithsonian Institution  
2235 Arts and Industries Building  
Washington, D.C. 20560  
(202) 357-3101

This presentation demonstrates both mechanical and solvent methods of removing pressure sensitive tape from flat paper documents. It also shows how to make simple repairs and how to help remove stains resulting from tape adhesive. The printed materials may be kept by the borrower, and additional copies of the booklet are available for \$1.00 apiece. This would be a good addition to a basic conservation workshop.

**The Restoration of Books: Florence 1968**  
(Royal College of Art, London, 1968)

**Type:** 16mm movie  
**Length:** 45 minutes  
**Contents:** Film only

**Equipment Required:** 16mm movie projector

**Purchase Price:** Not available for purchase.

**Cost & Terms**

**of Loan:** Available for two week loan at no charge from the Office of Preservation in the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program,

pay for return postage, and insure the package according to the directions enclosed.

**Contact:** Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This is a general film showing how to deal with water damage, and with medieval records. It also demonstrates rare book binding techniques. The film's color is fading.

**The St. Louis Collection: Preserving Our Past**  
(Western Historical Manuscript Collection-St. Louis, 1982)

**Type:** Synchronized slide tape  
**Length:** 10 minutes  
**Contents:** Slides, carousel, and script for manual operation

**Equipment Required:** Synchronized cassette tape player and carousel slide projector

**Purchase Price:** Not available for purchase

**Cost & Terms**

**of Loan:** Available for one week loan at no charge. Borrower pays return postage and \$100 insurance.

**Contact:** Western Historical Manuscript Collection-St. Louis  
Thomas Jefferson Library  
University of Missouri-St. Louis  
8001 Natural Bridge Road  
St. Louis, MO 63121  
(314) 553-5143

This presentation gives an overview of the Western Historical Manuscripts-St. Louis Collection and the archives facility. Also included is information concerning archival processing and conservation of historical resources.

**Shelving and Handling of Books**  
(Newberry Library, 1975)

**Type:** Slide tape  
**Length:** 22 minutes  
**Contents:** 80 slides, audiocassette, script for manual operation

**Equipment Required:** Carousel slide projector, cassette tape player

**Purchase Price:** Not available for purchase

**Cost & Terms**

**of Loan:** Available for two week loan at no charge from the Office of Preservation in the Library of Congress (see address below). Requests are filled on a first-come, first-served basis, and borrowers are encouraged to order well in advance of the date they hope to show the audiovisual. Borrowers must complete the short survey which is included with the program, pay for return postage, and insure the package according to the directions enclosed.

**Contact:** Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This program is intended for library staff members who work in the stacks or handle large numbers of books. It focuses upon proper handling techniques and conservation measures used by the Newberry Library.

**Simple Repairs for Library Materials**  
(Yale University, 1981)

**Type:** Synchronized slide tape  
**Length:** 17 minutes  
**Contents:** Slides, audiocassette, script and 5 instructional pamphlets dealing with wrap-arounds, tip-ins, pockets, paper treatment, pamphlet binding and the small bindery, and a return shipping label

**Equipment Required:** Synchronized carousel slide projector and cassette tape player

**Purchase Price:** \$120

**Cost & Terms**

**of Loan:** \$20.00 for 2 week loan. Program should be packaged carefully and insured for the purchase price when it is returned. Also available from the Office of Preservation, Library of Congress. See: *Site Security*.

**Contact:** Conservation Department  
Yale University Library  
New Haven, CT 06520  
(203) 436-4509

This package is designed to provide basic education concerning how to keep an existing library collection in good order. It demonstrates safe repair techniques and emphasizes what can be done with little money and a minimum of formal training. It would be an excellent introduction for archives staff members and useful in regional outreach programs.

**Site Security**  
(American Association for State & Local History, 1973)

**Type:** Audible pulse slide tape (not synchronized)  
**Length:** 20 minutes  
**Contents:** Slides, audiocassette

**Equipment Required:** Carousel slide projector and cassette tape player

**Purchase Price:** Not available for purchase

**Cost & Terms**

**of Loan:** Available for two week loan from the Office of Preservation at the Library of Congress. Borrowers are served on a first-come, first-served basis. The program should be ordered well in advance of the date when it is to be shown. Borrower must complete enclosed survey form, insure the program when it is returned, and pay return postage.

**Contact:** Office of Preservation  
Library of Congress  
Washington, D.C. 20540  
(202) 287-5213

This dated program is no longer available for purchase or loan from the AASLH; however, it is still available from the Library of Congress. It focuses upon museum security, but some of the philosophy, goals and objectives will be useful for archivists. It is the only audiovisual we found which deals with the subject of security.



**State University Archives Development Project**  
(Minnesota Historical Society, 1983)

Type: Synchronized slide tape  
Length: Two programs—see individual listings below  
Contents: Slides, audiocassette, script  
Equipment Required: Synchronized carousel projector and cassette tape player. Script permits manual operation.  
Purchase Price: Not available for sale  
Cost & Terms of Loan: Available for loan at no cost. Borrower pays return postage and insurance.  
Contact: Minnesota Historical Society  
1500 Mississippi Street  
St. Paul, Minnesota 55101  
(612) 296-6980  
Program #1: This production was done to help introduce state university participants to the goals and intent of an 18-month NHPRC project to provide the framework for establishing a state university system records management program. It defines records management, tells why it is important and describes records that should be saved.  
Length: 8 minutes

Program #2: This program was completed to give an overview of the accomplishments of the State University Archives Development Project. It outlines steps which were taken, accomplishments and needs which still demanded attention.  
Length: 9 minutes

**Storage & Care of Films, Filmstrips, Filmloops, Transparencies and Slides**  
(State University of New York at Buffalo, 1980)

Type: Synchronized slide tape  
Length: 9 minutes  
Contents: 79 slides with audiocassette  
Equipment Required: Synchronized carousel slide projector, cassette tape player  
Purchase Price: \$40  
Cost & Terms of Loan: There are several institutions that will rent the program for the cost of postage and handling. See listing below.

Contact for Purchase: National Audiovisual Center  
Attn: Order Section  
8700 Edgeworth Drive  
Capitol Heights, MD 20743-3701  
(301) 763-1896

Contact for Loan: Krasker Memorial Film Library  
Boston University  
765 Commonwealth Avenue  
Boston, Massachusetts 02215  
(617) 353-5272

Regional Film Library  
Instructional Support Center  
The Florida State University  
Tallahassee, Florida 32306  
(904) 644-2820

Audio Visual Center  
University of Iowa  
C-215 East Hall  
Iowa City, IA 52242  
(319) 353-3724

Audio Visual Services  
Merrill Library & Learning  
Resources Program  
Utah State University  
Logan, Utah 84322  
(801) 752-4100 Ext. 7954

Film Library  
The General Libraries  
University of Texas-Austin  
Drawer W, University Station  
Austin, TX 78712  
(512) 471-3573

Continuing Library Education  
Network & Exchange (CLEN)  
620 Madison Avenue, N.E.  
Washington, D.C. 20064  
(202) 635-5825

This production is one of a set of six that have been produced by the State University of New York at Buffalo, under the sponsorship of the United States Office of Education. The remaining five titles are: *Storage and Care of Magnetic Tape*, *Storage and Care of Maps*, *Storage and Care of Microforms*, *Storage and Care of Phonorecords* and *Storage and Care of Photographs and Negatives*. Each of the above are available individually at the price listed, or they can be purchased as a set for \$210 under the title *Storage and Care of Non-Book Items*. Each of the productions is synchronized, but also has an audible pulse for manual operation.

This production emphasizes temperature and humidity controls, storage procedures and handling techniques. It makes specific recommendations for each. The narration is aimed at a library audience, and the material covered is basic. The program addresses "active collections" rather than long term storage.

Each of these six programs uses virtually the same introduction and approximately fifteen common slides, a fact which makes them monotonous when used in conjunction with one another. None of the productions are particularly well done.

**Storage and Care of Magnetic Tape**  
(State University of New York at Buffalo, 1980)

Type: Synchronized slide tape  
Length: 9 minutes  
Contents: 77 slides, audiocassette  
Equipment Required: Synchronized carousel slide projector and tape player  
Purchase Price: \$40  
Cost & Terms of Loan: See *Storage and Care of Films...*  
Contact: See *Storage and Care of Films...*

This presentation has an emphasis similar to that dealing with films and filmstrips (see note). There is an audible pulse for manual operation.

**Storage and Care of Maps**  
(New York State University at Buffalo, 1980)

Type: Synchronized slide tape  
Length: 8 minutes  
Contents: 69 slides, audiocassette

Equipment Required: Synchronized carousel projector and tape player  
Purchase Price: \$35  
Cost & Terms of Loan: See *Storage and Care of Films...*  
Contact: See *Storage and Care of Films...*

This presentation follows the format of the others in the series, although for some reason it seemed better than the rest. The program contains specific, useful information. There is an audible pulse for manual operation.

**Storage and Care of Microforms**  
(New York State University at Buffalo, 1980)

Type: Synchronized slide tape  
Length: 7 minutes  
Contents: 66 slides, audiocassette  
Equipment Required: Synchronized carousel slide projector and tape player  
Purchase Price: \$35  
Cost & Terms of Loan: See *Storage and Care of Films...*  
Contact: See *Storage and Care of Films...*

This presentation has an emphasis similar to that dealing with the *Storage and Care of Films...* (see note). There is an audible pulse for manual operation.

**Storage and Care of Phonorecords**  
(New York State University at Buffalo, 1980)

Type: Synchronized slide tape  
Length: 7 minutes  
Contents: 68 slides, audiocassette  
Equipment Required: Synchronized carousel slide projector and tape player  
Purchase Price: \$35  
Cost & Terms of Loan: See *Storage and Care of Films...*  
Contact: See *Storage and Care of Films...*

This presentation will tell most people more than they ever thought they could know about caring for phonorecords. Like the presentation dealing with maps, there is some useful information, clearly presented (although not dynamically). Archivists on college campuses might remember this program the next time they think about making an archives appear relevant to college students. There is an audible pulse for manual operation.

**Storage and Care of Photographs and Negatives**  
(New York State University at Buffalo, 1980)

Type: Synchronized slide tape  
Length: 7 minutes  
Contents: 65 slides, audiocassette  
Equipment Required: Synchronized carousel slide projector and tape player  
Purchase Price: \$35  
Cost & Terms of Loan: See *Storage and Care of Films...*  
Contact: See *Storage and Care of Films...*

This production outlines several preservation problems associated with photographic collections. The emphasis is upon temperature and humidity controls, storage procedures and handling techniques. There is an audible pulse for manual operation.

**The Timekeepers**

(Minnesota Historical Society, n.d.)

Type: 16mm film  
 Length: 14 minutes  
 Contents: Film only  
 Equipment Required: 16mm movie projector  
 Purchase Price: \$200  
 Cost & Terms  
 of Loan: Contact address below for details  
 Contact: MHS Education Division  
 James J. Hill House  
 240 Summit Avenue  
 St. Paul, MN 55102  
 (612) 296-3984

This film deals with all aspects of the Minnesota Historical Society's work, including local history, archives & manuscripts, oral history, architectural history, museums and artifacts. It is very well done, and its perspective showing an archival program within the context of a larger institution is interesting.

**Tribal Archives**

(Smithsonian Institution, 1983)

Type: Synchronized slide tape  
 Length: 13 1/2 minutes  
 Contents: Slides & carousel, audiocassette, booklet containing script, bibliography, glossary and sources of supply. (Borrower may keep booklet.)  
 Equipment Required: Synchronized carousel projector and cassette tape player  
 Purchase Price: \$80  
 Cost & Terms  
 of Loan: \$17 for one week loan  
 Contact: Audiovisual Loan Program  
 Office of Museum Programs  
 Smithsonian Institution  
 2235 Arts & Industries Building  
 Washington, D.C. 20560  
 (202) 357-3101

This program was produced as an introduction to tribal archives by the Smithsonian Institution for the Native American Archives Project. It explains the nature of archival material, why historical resources are important, and how they can be used. It is meant to encourage the establishment of tribal archives, and outlines steps necessary to do this. The presentation features some very good visual images, music and excerpts from oral interviews.

**A Very Fragile Resource: Our Documentary Heritage**

(Society of Georgia Archivists, n.d.)

Type: Synchronized slide tape available either in single or dual projector format  
 Length: 18 minutes  
 Contents: Single projector show provides 122 slides in one carousel, audiocassette and a script for manual operation. The dual projector version provides slides in two carousels, audiocassette and script.

**Equipment Required:**

Single show requires a synchronized carousel slide projector and cassette tape player. The dual projector version requires two synchronized carousel slide projectors, a dissolve control and one cassette tape player.

**Purchase Price:**

\$78 for single projector program;  
 \$104 for the two projector version

**Cost & Terms**

of Loan: Single projector program rents for \$8; dual version rents for \$9  
 Contact: Society of Georgia Archivists  
 P.O. Box 261  
 Georgia State University  
 Atlanta, GA 30303  
 (404) 658-2476

This production is designed to acquaint the general public with the activities of archival institutions in Georgia. It emphasizes the importance of historical records and deals with the archivist's role in preserving them. Much of the narration encourages historical preservation rather than dealing with the actual work of accessioning and processing.

**What is Local History?**

(American Association for State &amp; Local History, n.d.)

Type: Videocassette (available in 3/4", Beta and VHS)  
 Length: 11 minutes  
 Contents: Videocassette only  
 Equipment Required: Appropriate videocassette player and television monitor.  
 Purchase Price: 3/4" \$95 (\$85.50 to AASLH members)  
 Cost & Terms  
 of Loan: Not available for loan.  
 Contact: Education Division  
 AASLH  
 P.O. Box 40983  
 Nashville, Tennessee 37204  
 (615) 255-2971

The program discusses the current trend toward understanding the American past by examining events and people on the local level. It looks at the field of local history and suggests new directions for scholarly studies and public programs.

**Where Would You Go? Documenting American Labor**

(Southern Labor Archives, n.d.)

Type: Synchronized slide tape  
 Length: 16 minutes  
 Contents: Slides, carousel, audiocassette  
 Equipment Required: Synchronized carousel slide projector and cassette tape player  
 Purchase Price: Not available for purchase  
 Cost & Terms  
 of Loan: Available for loan at no charge  
 Contact: Southern Labor Archives  
 1028 Urban Life Building  
 Georgia State University  
 Atlanta, GA 30303  
 (404) 658-2476

This program has been designed primarily for potential donors to the Southern Labor Archives. It stresses the importance of historical records, and details how an archivist helps to preserve and make records available to researchers.

**The Winter Count Keepers: An Introduction to the Oglala Lakota Curriculum & Historical Resource Center**

(Oglala Lakota College, Kyle, SD, 1985)

Type: Synchronized slide tape;  
 3/4" Videocassette  
 Length: 7 minutes  
 Contents: Slides (including carousel) and audiocassette  
 Equipment Required: Synchronized carousel slide projector and cassette tape player; 3/4" videocassette player and television monitor  
 Purchase Price: Not available for purchase  
 Cost & Terms  
 of Loan: Contact address below  
 Contact: Curriculum & Historical Resource Center  
 Oglala Lakota College  
 P.O. Box 490  
 Kyle, SD 57752  
 (605) 455-2321

This audiovisual is modeled after the Smithsonian Institution's production *Tribal Archives* (see also the listing under this title). The sequence and narration are similar, although this program features visuals, music and examples from the Pine Ridge Reservation in South Dakota.

**The Winthrop Years**

(Winthrop College, Rock Hill, SC, 1984)

Type: Synchronized slide tape  
 Length: 20 minutes  
 Contents: 96 slides, carousel, audiocassette  
 Equipment Required: Synchronized carousel projector and cassette tape player  
 Purchase Price: Not available for purchase  
 Cost & Terms  
 of Loan: Available on loan at no charge. Borrower pays return postage and \$50 insurance on program.

Contact for Loan: Winthrop Archives  
 Dacus Library  
 Winthrop College  
 Rock Hill, SC 29733  
 (803) 323-2131

This program traces the historical development of Winthrop College and highlights the tenure of its presidents. It was produced using materials from the college archives.

**Windows on the Past**

(Illinois State Archives, n.d.)

Type: Synchronized slide tape  
 Length: 10 minutes  
 Contents: Slides, carousel and two cassette tapes: one with silent pulse for synchronized operation, the second with audible pulse for manual operation



Equipment  
Required: Synchronized cassette tape player  
and carousel slide projector  
Purchase Price: Not available for purchase  
Cost & Terms  
of Loan: Available for short term loan  
from the Illinois State Archives  
Contact: Information Services  
Illinois State Archives  
Springfield, IL 62756  
(217) 785-1266

This is a very good presentation, highlighting not only the range of records available through the IRAD system, but also illustrating how accessions are cleaned, repaired and processed. Archivists who have spent any time in the basements of courthouses will appreciate some of the slides showing the conditions in which records are often kept. Very good visual images, including some excellent courthouse exteriors. Several of the techniques shown are dated.

**Women Leaders in South Carolina: An Oral History**  
(Winthrop College, Rock Hill, SC, 1984)

Type: Videocassette  
Length: This is a series of 12 videocassettes. Each program is 30 minutes in length.  
Contents: Videocassettes only. Transcripts of individual interviews are available for \$2 each. An edited transcript of the entire series is available also for \$2.  
Equipment  
Required: Videocassette player, television monitor  
Purchase Price: A duplicate copy of each program is available for \$20.  
Cost & Terms  
of Loan: Available on loan at no charge. Borrower pays return postage and insurance on program.

Contact: Winthrop Archives  
Dacus Library  
Winthrop College  
Rock Hill, SC 29733  
(803) 323-2131

This series of oral history interviews was conducted in 1981 by the Winthrop College Archives and South Carolina Educational Television. The project was described in an article by Ann Y. Evans which appeared in the Winter 1985 edition of the *American Archivist*.

**"You Make Us Free": The Amistad Adventure**  
(Amistad Research Center, New Orleans, LA, 1983)

Type: Videocassette (available in 3/4", Beta or VHS)  
Length: This is a series of 5 audiovisuals. See individual listings below.  
Contents: Videocassette only. A copy of a study guide is available upon request. (See description below.)

Equipment  
Required: Appropriate videocassette player and television monitor  
Purchase Price: Contact address below.  
Cost & Terms  
of Loan: Available for one week loan at no charge. A \$25 refundable deposit is required.  
Contact: ARC Light  
The Amistad Research Center  
Old United States Mint  
400 Esplanade Avenue  
New Orleans, LA 70116  
(504) 522-0432

**"You Make Us Free...": The Amistad Adventure**  
Length: 15 minutes  
This program profiles the Amistad Research Center. It begins by showing a rebellion which

took place aboard the schooner *La Amistad* in 1839 and traces the development of churches and schools for ex-slaves after the Civil War. It concludes by showing establishment and growth of the Amistad Research Center which today "houses the nation's largest collection of original documents and other sources about Afro-Americans, other ethnic groups, civil rights, and U.S. relations with the Caribbean and Africa."

**The Caribbean Connection**

Length: 15 minutes  
This program traces the ethnic history of Louisiana Blacks and shows the strong influence of the West Indies up to the time of the Louisiana Purchase.

**Survival and Success: People of Color in Antebellum Louisiana**

Length: 12 minutes  
This program "tells stories of slaves, free Blacks, and race relations in antebellum Louisiana."

**Broken Promises: Louisiana Race Relations 1862-1898**

Length: 12 minutes  
This program deals with the decades following the Civil War which were a period of intense racial conflict and strife in Louisiana history.

**Set on Freedom: Afro-Americans in Twentieth Century Louisiana**

Length: 12 minutes  
This program is an overview of 20th century Louisiana history with an emphasis upon "Afro-Louisianians," race relations, civil rights, and historic preservation.

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- The Immigration History Research Center
- Inside the National Archives
- Introduction to the North Carolina State Archives
- The Iron Range Research Center
- It's Your Heritage: The Archives of Texas
- The Machine Readable Archives Division, Public Archives of Canada
- The New Professionals
- State University Archives Development Project
- Tribal Archives
- Where Would You Go? Documenting American Labor
- Windows on the Past
- The Winter Count Keepers: An Introduction to the Oglala Lakota Curriculum & Historical Resource Center
- You Make Us Free: The Amistad Adventure

## MICROFILM

- COM: A Better Way
- COM and Cents
- Hot Times in the Courthouse
- Micrographics: The Medium of the Future
- Storage & Care of Microforms

## ORAL HISTORY

- Oral History
- Storage & Care of Magnetic Tape
- Women Leaders of South Carolina: An Oral History

## OUTREACH

- Learning History with Artifacts
- Interpreting Historical Records: To Sell a Dream
- What is Local History?
- The Winthrop Years
- Women Leaders in South Carolina: An Oral History
- You Make Us Free: The Amistad Adventure

## RECORDS MANAGEMENT

- The Machine Readable Archives Division, Public Archives of Canada
- Managing Your Records to Serve the Public
- Paperwork, Information and the Archives
- Quest for the Lost Ledger
- Raiders of the Lost File
- State University Archives Development Project

## REFERENCE

- Librarians Communicate
- Recording a Restoration

## SECURITY

- It's Your Heritage: The Archives of Texas
- Site Security

## CONSERVATION

### Books/Bookbinding/Care

- Binding the Past for the Future
- Book Conservation Series: You Always Hurt the One You Love
- Book Conservation Techniques
- Books in a Bind
- The Care of Books
- The Care of Leather Books
- Care & Handling of Books
- Commercial Library Binding: The Librarian's View
- Conservation Bookbinding
- The Enemies of Books
- Keeping Harvard's Books
- Limp Vellum Binding
- Lockheed-Stanford Book Drying
- The Making of a Manuscript
- The Making of a Renaissance Book
- Minor Book Repairs
- Paperwork, Information and the Archives
- Preservation of Library Materials
- The Rare Book Box
- The Restoration of Books: Florence 1968
- Shelving & Handling of Books
- Simple Repairs for Library Materials

## Encapsulation

- Basic Conservation Procedures: Encapsulation
- Exhibiting Your Community's Heritage

## Environment

- Basic Conservation Procedures: Environmental Controls
- Curatorial Care: The Environment
- The Hygrothermograph

## General

- The Fragile Record: Preserving Our Documentary Heritage
- Preservation: An Investment for the Future
- Preservation Technology—1980s
- Prints Off the Ice: The Conservation and Restoration of the Nova Zembla Prints

## Paper/Papermaking

- The Chemistry of Paper
- The Curatorial Examination of Paper Objects
- The Fragile Record: Preserving Our Documentary Heritage
- From Wood Fiber to Paper
- Handmade Japanese Papermaking
- Hand Papermaking at Barcham Green
- The Hinging and Mounting of Paper Objects
- Japanese Handmade Paper
- Paper: Matting and Framing
- Removal of Pressure Sensitive Tape from Flat Paper

## Storage & Handling

- Basic Conservation Procedures: Storage & Handling
- Shelving and Handling Books
- Storage & Care of Films, Filmstrips, Filmloops, Transparencies & Slides
- Storage & Care of Magnetic Tape
- Storage & Care of Maps
- Storage & Care of Phonorecords
- Storage & Care of Photographs & Negatives

## Surface Cleaning

- Basic Conservation Procedures: Surface Cleaning
- Cleaning of Prints, Drawings & Manuscripts: Dry Methods



## New Publications Available from SAA

*MARC for Archives and Manuscripts: A Compendium of Practice*, by Max J. Evans and Lisa B. Weber, is the product of a conference held in Madison, WI, in 1984 to discuss and compare individual practice and documents the procedures of institutions using the MARC format for Archival and Manuscripts Control. The format provides a technical structure for exchanging data and a framework for organizing data about archival materials.

Institutions and organizations represented in the manual are: Online Computer Library Center (OCLC); The Research Libraries Group (RLG); the first repositories using RLG's Research Libraries Information Network for Archival and Manuscript Control; Cornell, Yale, Stanford universities and the Hoover Institution; Chicago Historical Society; Historical Department of the Church of Jesus Christ of Latter-day Saints (LDS); New York State Archives; Smithsonian Institution; and the State Historical Society of Wisconsin.

The manual, organized in field number order, summarizes the MARC AMC format for each field and follows with a narrative description of the users' local practices, emphasizing variations and offering examples of fully-tagged records. (1985) \$15 members, \$20 others.

*MARC for Archives and Manuscripts: The AMC Format*, by Nancy Sahli, is a multi-part users manual for archivists, manuscripts curators, librarians, researchers, and others seeking information about the structure and use of the USMARC Archival and Manuscripts Control format. The core of the volume, the format itself, contains all of the relevant definitions, examples, and other information pertaining to the AMC format. An introduction provides information about the format history, structure, and implementation, and is accompanied by examples of a data

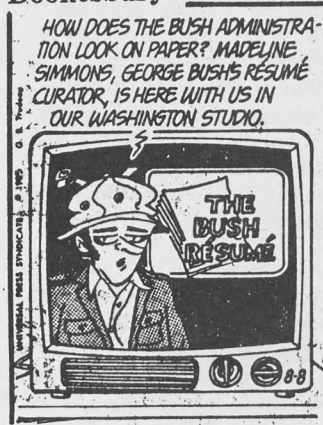
entry form and AMC format records, as well as a bibliography and glossary. In addition, the manual includes the SAA's *Data Element Dictionary*. (1985) \$20 members, \$30 others.

*MARC for Archives and Manuscripts Package*: When ordered together, the cost of both publications is \$32 to members and \$45 to others.

*Archives and Manuscripts: Law*, by Gary M. Peterson and Trudy Huskamp Peterson, focuses on basic legal issues in archives. In presenting the legal questions that confront archivists, the authors describe major types of laws governing archives and discuss reasonable means of analyzing and resolving legal issues. The first five chapters focus on the legal aspect of common archival functions: the accession, donation, and receipt of materials; the concepts and administration of access policy; and the legal implications of reference service. The last three chapters deal with special topics including a discussion of copyright law, a review of the legal standards for admissibility of documents in evidence, a discussion of the problems of replevin, advice on working with a lawyer, and a description of the process of litigation. A glossary of selected legal terms and a bibliographical essay is also included. (1985) \$9 members, \$13 others.

*Audiovisuals for Archivists*, compiled and annotated by Timothy L. Ericson, and included in this issue of the *Newsletter*, is an updated listing of more than 100 audiovisual programs for, about, and/or by archives and archivists. Each citation includes information on type of program, length, equipment required, purchase price, cost and terms of loan, ordering address, and a brief description of the program. (1985) \$2 members and others. Quantity discount if ordered in multiples of 25: \$7 for 25 copies, \$14 for 50, etc.

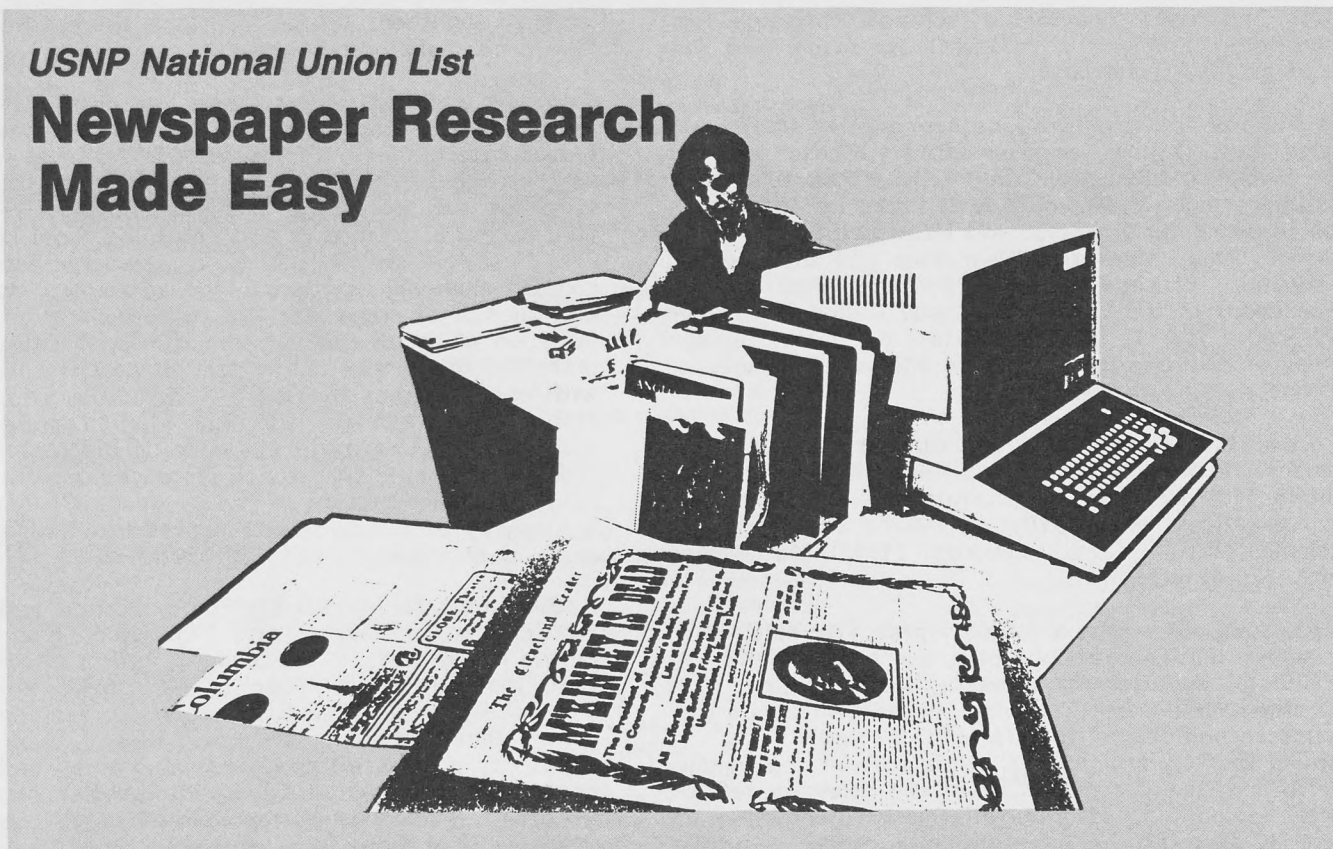
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## Fashion in Archives

From Bill Blass to Levi Strauss & Co., fashion designers and apparel businesses are developing archives to record and preserve their history-making styles for posterity.

The Fashion Group, a 6,000-member international forum started in 1930 by a handful of fashion industry women, has organized the numerous fashion photographs, films, tapes and other memorabilia accumulated over the past 55 years. The group is now seeking funds and more space to develop a working fashion archives for the use of members and students.

To help accomplish this immense task, the group called in archival consultant, Linda Edgerly, a former archivist with the Chase Manhattan Bank. According to Edgerly, American business as a whole has been slow to recognize the value of preserving and marketing the story of its own beginnings. Edgerly, has also acted as consultant to Bill Blass, designer for Rachel Welch, Nancy Reagan, and other famous well-dressed celebrities.

One of the world's most extensive fashion archives, the Metropolitan Museum of Art's Costume Institute, includes in its collection, clothes not only from the 16th century but many of today's top designers. The museum recently requested a donation from Geoffrey Beene, known as the "dean of Seventh Avenue." Beene responded by donating 25 of his most elegant designs.

Beene, along with other designers and companies - Bill Blass, Perry Ellis, Levi Strauss & Co., the Arrow Shirt Co., and the Butterick Pattern Co. - have realized the need to record and preserve their fashions and have already begun developing their own archives.

The Fashion Institute of Technology, another extensive archives, encourages lesser-known designers as well as the "big names" to donate from each of their collections to the school's archives - or to start their own. "We'll teach them how to preserve the clothes," says Laura Sinderbrand, who heads the design lab.

The Levi Strauss & Co. is one business that has profited from looking back to the company's history. Although the company lost most of its early records in the San Francisco earthquake and fire of 1906, it treasures the remaining old advertising bills. Discovered among the remaining memorabilia was a pair of tattered jeans found in an abandoned gold mine. Old-fashioned button-fly, shrink-to-fit 501 jeans, made to resemble the jeans Strauss stitched up and sold to the miners in the California gold rush days, are now the hottest selling pair of jeans on the market. A similar pair of 501s reposes in the Smithsonian Institution in Washington, D.C.

For other companies, the archives are a means of reaffirming original intent and purpose. Leon Gorman, the president of L.L. Bean catalog, a mail-order house for outdoor-wear, often "reaches back in mind" by reading old catalogs.

J.C. Penney and Sears, both of which have working archives, are committed to providing a resource for the ever increasing number of students of the mail-order catalog phenomenon. Sears mail-order catalogs, dating back to the original R.W. Sears Watch Co. of 1888 and the A.C. Roebuck catalog of 1892, are available in microfilm in libraries and museums around the country.

Manager of the Arrow Shirt Co. Archives, Jim Morske also sees the archives as providing an important look back to our social past. "What the archives show is a portrait of the workplace as a social center." Unlike these days, when people go jogging on their lunch hour, workers then would gather in a special lounge to dance to the Victrola, Morske said. It was the fashion.

*This article is based on a feature story that appeared in the August 4, issue of Newsday.*

## Austin Annual Meeting Update

By now, all SAA members should have received their program packet for the 1985 annual meeting in Austin, TX, October 28 - November 1. Persons who have not yet received a packet may request a duplicate from SAA headquarters in Chicago.

SAA's placement service will operate at the annual meeting in Austin. Candidates should bring multiple copies of their resumes to the placement booth where job listings will be posted. The placement service will assist in setting up interviews with employers during the week of the meeting. Employers who will not be attending the meeting but who have a job announcement to be posted should send the announcement to SAA headquarters before October 20.

The Description Section is once again sponsoring the popular Finding Aids Fair at the SAA annual meeting in Austin. People interested in displaying one or more of their repository's finding aids -- inventories, guides, repository guides, or other items -- should send them to David B. Gracy II Texas State Archives, Capitol Station, Box 12927, Austin, TX 78711. Packages should be clearly marked "For Finding Aids Fair." Any questions regarding the Fair should be directed to Kathy Brennan, 1609 Hyatt Avenue, Peekskill, NY 10566.

## Archivists' Calendar

The Society of North Carolina Archivists will hold its fall meeting at the Stagville Preservation Center in Durham, NC, Friday, 11 October 1985. The morning workshop will introduce records management techniques and theory applicable to all archival repositories. Archives and outreach will be the topic of an afternoon panel discussion. The registration fee is \$15 and includes lunch. For further information, contact the Society of North Carolina Archivists, PO Box 20448, Raleigh, NC 27619; or call Michelle Francis, Secretary/Treasurer, SNCA, at (919) 787-6313.

An archives workshop sponsored jointly by the Local Assistance Program of the Colorado Historical Society and the Colorado-Wyoming Association of Museums will be held November 15-16. The Workshop will explore the methods involved in establishing museum archives and will focus on the long-term benefits of preserving these unique institutional records. This workshop is the first of two on museum archives. A second session, to be held in 1986, will concern manuscript collections. Attendance will be limited to the first 50 registrants with priority given to applicants from Wyoming and Colorado museums. Registration information may be obtained by writing the Local Assistance Program, Colorado Historical Society, 1300 Broadway, Denver, CO 80203, or by calling (303) 866-3682. Completed registration forms must be returned to the Local Assistance Program postmarked no later than October 25.

The National Archives and Records Administration (NARA) will present its first annual one-day preservation conference in Washington, DC, December 10. Topics to be discussed include Indoor Air-Pollution Control, Film as a Preservation Medium, Evaluating Conservation Treatment Proposals, and Research and Development. Pre-registration is required. Approximately 50 places will be reserved for NARA employees. Others should send a registration fee of \$25 to Alan Calmes, Preservation Officer (NSZ), National Archives, Washington, DC 20408.

The Dupont Plaza Hotel in Washington, DC will be the site for the 1985 annual conference of the Association of Public Data Users (APDU) to be held October 24-25. The conference will provide producers, distributors, and users of public data with an opportunity to discuss current and proposed data products and services. Sessions scheduled for the 24 will focus on federal government information policy, data expansion techniques, economic data issues, and the uses of microcomputers for analyzing public data. The second day will offer sessions on preparing data estimates, distribution systems for public data, planning for the 1990 Census, and statistics on the aging population. For more information on APDU and its annual conference, contact Susan Anderson, APDU Secretariat, Princeton University Computer Center, 87 Prospect Avenue, Princeton, NJ 08544, (609) 452-6025/6052.

The Society of Georgia Archivists will hold its 1985 fall workshop in Aumni Hall at Georgia State University, November 21-22. Sessions on automation, the certification of archivists, disaster planning and copyright of problematic materials are scheduled. An "Information Fair" displaying public relations and public information materials from various archival institutions is also planned. Institutions interested in participating in the fair should contact Don Schewe, Carter Presidential Materials Project, 77 Forsyth St., Atlanta, GA 30303 (404) 221-3942.

### SAA Plans Study Tour to Mexico

The Society of American Archivists is organizing a study tour to Mexico City immediately following the 1985 annual meeting in Austin, Texas. Travelers will arrive in Mexico City on November 1 and return to the United States on November 8. Tour leader is Virginia Newton, Alaska State Archives, an expert in Mexican archives. For additional information see the annual meeting program packet or contact Toni Pedroza, SAA, Chicago.

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## Institutional Archives Package Available

The American Institute of Physics (AIP) Center for History of Physics has now completed a set of booklets to assist archivists in setting up or improving archival programs. "Although originally designed for the Department of Energy (DOE) National Laboratories," says project director Joan Warnow, "their usefulness at other research institutions has already been demonstrated. These booklets may well have application beyond science and technology: they focus as much on management and policy records as they do on scientific materials, and they are the products of extensive research with over eight man-years devoted to field work alone."

The booklets, available as a set from the Society of American Archivists are:

*A Study of Preservation of Documents at DOE Laboratories*, by Joan N. Warnow et al. The final report to the DOE, covering the elements of the AIP study, includes its findings and its recommendations.

*Guidelines for Records Appraisal at Major Research Facilities*, by Joan N. Warnow and the AIP Advisory Committee on the Documentation of Postwar Science. The booklet focuses on the methodology for reviewing information content of management and policy files and for identifying records of archival values from research and development files.

*Files Maintenance and Records Disposition: A Handbook for Secretaries at DOE Laboratories*, by Jane Wolff. A prototype handbook on the importance of records, setting up and using a filing system, and proper records disposition.

The cost for the complete set is \$3 for SAA members, and \$5 for others. To order contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

## Wanted

Persons interested in proposed ten-day archives study tour to Cuba in January or May 1986, contact Claudia Hommel by October 12, at 38 Verandah Pl., Brooklyn, NY 11201, (718) 237-0028.

Anyone having knowledge of repositories, which hold personal papers of American women artists, is asked to contact Katherine M. Kovacs, 10703 Schindel Court, Great Falls, VA 22066.

A 50 year collection of the *American Archivists* is available for purchase from SAA member, Nelson M. Blake. Anyone interested should contact Maurine Blake Gangloff, 13304 Old Forge Rd., MD 20904, (301) 384 4068.

## Transitions...

ROBERT G. MARSHALL, formerly archivist of the Chicago Public Library, has become archivist at the California State University in Northridge. . . DANIEL FENN has announced his resignation as Director of the John F. Kennedy Library in Boston, Massachusetts. . . EDWARD GALVIN, formerly archivist for the Mitre Corporation in Bedford, Massachusetts, has been named the new director of the Local Records Program of the New York State Archives in Albany. . . PATRICIA L. ADAMS, Senior Manuscript Specialist at the Western Historical Manuscript Collection in St. Louis, Missouri, has left to become the archivist of the St. Louis Art Museum. . . MARGARET HEDSTROM, formerly of the State Historical Society of Wisconsin, will direct the Special Media Records Project at the New York State Archives. . . MARY F. BELL has been appointed the director of library and archives of the Buffalo and Erie County Historical Society in Buffalo, New York. . . R. MICHAEL MCREYNOLDS has been appointed the Director of the newly established Legislative Archives Division at the National Archives and Records Administration in Washington. . . ALMA BURNER CREEK, University of Rochester in New York, died in February. . . MANESSA J. PIALA, formerly the Andrew W. Mellon Preservation Administration Intern at the New York Public Library has become the Preservation Administrator for the New York Academy of Medicine. . . LINDA SOMMER, formerly Deputy Director of the New York Municipal Archives has accepted a position as State Archivist of South Dakota. . . DORIS C. STURZENBERGER will be leaving her position as archivist of the St. Louis Art Museum in St. Louis, Missouri, in order to enter the data processing field. . . NANCY KAUFFER, Records Management Officer at Massachusetts Institute of Technology in Cambridge, will be leaving her position in July to attend Boston University full-time to pursue an MBA. . . MELODEE LOEBRICK FRENCH, a former graduate student in Auburn's Archival Training Program in Alabama, has accepted a position with the Carter Presidential Materials Project in Atlanta. . . ELEANOR MCKAY has been appointed Director of Administration of the Historic Annapolis, Inc. in Maryland. . . SAA Fellow and former Council member, MEYER H. FISHBEIN, consultant for Information Systems in Bethesda, Maryland, has been elected an honorary member of the International Council on Archives. . . JEFFREY M. KINTOP has been appointed Curator, Manuscripts/Archives at the Nevada State Library and Archives, Division of Archives and Records in Carson City.

The SAA Newsletter is a bimonthly publication of the Society of American Archivists. Because the 1985 SAA annual meeting will be held October 28 - November 1, the final issue of the SAA Newsletter will be published in December. Copy deadline for the December issue is November 15.

## Professional Opportunities

**SPECIAL COLLECTIONS LIBRARIAN**, Washington and Lee University. Manage and develop the manuscript, archives, and rare book collections; process and catalog manuscript and archival materials; assist researchers in use of special collections materials; plan and develop records management program for the University. In addition, provide service at general reference desk; teach bibliographical resources courses; assist in database searching; and select materials in one or more subjects for the general collection. Qualifications: ALA-accredited M.L.S. required. Academic library experience, archival or special collections training, advanced degree in American history or literature, proficiency in one or more foreign languages desirable. Salary commensurate with experience and qualifications. Send letter of application, resume, and names of three references with phone numbers to: Barbara J. Brown, University Librarian, Washington and Lee University, Lexington, VA 24450. Application deadline: October 4, 1985.

**DEAN**, Libraries and Learning Resources, Bowling Green State University. Responsible for overall administration of the Libraries, Center for Archival Collections, Institute of Great Lakes Research, and the Instructional Media Center. Supervises a staff of 110. Qualifications: M.L.S. as well as an earned doctorate or equivalent experience, possess a distinguished scholarly record meriting appointment as full professor, and have experience in university academic administration. Salary, up to \$65,000, commensurate with qualifications and experience. Submit a letter of application, a current resume, and the names, addresses, and telephone numbers of three current professional references. To apply or request a complete description of the position, contact: Norma J. Stickler, Secretary to the Library Dean Search Committee, Office of the Vice President for Academic Affairs, Bowling Green State University, Bowling Green, OH 43403; (419) 372-2915. Application deadline: October 4, 1985.

*Two positions, Washington State University:*

**MANUSCRIPTS LIBRARIAN**. Under the direction of the Head of Manuscripts, Archives, and Special Collections, supervises the operations of the manuscripts program within the unit. Responsibilities include analyzing and maintaining the collections; selecting, training, and supervising support staff; appraising, processing, arranging, and cataloging collections; applying computer-based techniques to the control of and access to collections; reference; preparing exhibits; writing grant proposals; development and public contact. Qualifications: ALA-accredited M.L.S. required; manuscript/archival experience; communications skills. Supervisory experience, familiarity with computer applications to

manuscript/archival processing, knowledge of Pacific Northwest history, master's degree in the social sciences or humanities, knowledge of historical research methods, visual archives experience preferred. Salary commensurate with qualifications and experience.

**ARCHIVES LIBRARIAN**. Supervises the operations of the university archives program within the unit. Responsibilities include analyzing and maintaining the collections; selecting, training, and supervising support staff; appraising, processing, arranging, cataloging collections; applying computer-based techniques to the control of and access to collections; reference; exhibits; writing grants; physical maintenance and preservation of collections. Qualifications: ALA-accredited M.L.S. required; manuscript/archival experience preferably with institutional records; communications skills. Supervisory experience, familiarity with computer applications, training in archival management and historical research methods, master's degree in the social sciences or humanities, knowledge of records management, preferred. Salary commensurate with qualifications and experience.

Send letter of application, resume, and names and addresses of three references to: Donna L. McCool, Assistant Director for Administrative Services, Washington State University Libraries, Pullman, WA 99164-5610. Application review begins November 15, 1985.

*Two positions, Indiana University Archives of Traditional Music:*

**ASSOCIATE DIRECTOR AND ARCHIVIST**. Tenure-track position in library or academic unit, depending on funding approval and qualifications. Seeking highly-qualified, experienced scholar and/or archivist. Candidates should have terminal degree (Ph.D., M.L.S., or both), experience with sound or video recording, knowledge, training, or experience in Ethnomusicology or a related discipline.

**ASSISTANT CATALOG/REFERENCE LIBRARIAN**. Responsibilities include cataloging, field and commercial recordings, reference service, supervision of student assistants, and general supervision of listening library. Qualifications: M.L.S. from ALA-accredited school, and cataloging experience with sound recordings on OCLC using AACRII, the MARC Music format and LCSH; supervisory experience, and a respect for and interest in all cultures. Background in music, and a foreign language preferred. Ability to communicate well both orally and in writing, and to work well with a wide variety of people. Ability to meet responsibilities and requirements of a tenure-track position. Salary dependent on qualifications and experience. Salary floors will be observed: Affiliate Li-

brarian, \$15,330; Assistant Librarian, \$16,480.

Interested persons should send letter of application, curriculum vita, and the names of four references to: Anthony Seeger, Director, Archives of Traditional Music, Maxwell Hall 057, Indiana University, Bloomington, IN 47405. Positions available July 1986. Applications received before November 15, 1985 will be assured of consideration.

**ARCHIVIST**, LeTourneau College. Two-year NHPRC funded-position. Archivist will be responsible for the development of an archives program, including planning for appraisal, arrangement and description, and preservation of records. Qualifications: M.A. in American history or M.L.S., archives training, and at least one year of archival experience, preferably in an academic environment. Must have training and experience in micro-computers. Salaried position with good fringe benefits. To apply, contact: Paul Gray, Director of Library Services, Margaret Estes Library, Longview, TX 75067.

**PROJECT ARCHIVIST**, Grand Rapids Public Library. NHPRC-funded position to merge manuscript collections of Grand Rapids Public Library and Grand Rapids Public Museum. Archivist will be responsible for developing policies and procedures for merging collections and for subsequent processing of collections. Two year contract position, \$25,000 per year, with second year contingent upon funds available to NHPRC. Send resume and letter describing pertinent training and experience to: Archives Project, Public Library, 60 Library Plaza NE, Grand Rapids, MI 49503. Application deadline: October 30, 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 Sylvia Burck at SAA headquarters.*

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



## Professional Opportunities

**ASSISTANT ARCHIVIST**, Department of Special Collections and University Archives, Marquette University. Under the general direction of the Head of the department, administers the Catholic Indian Mission records program with responsibility for the acquisition, appraisal, arrangement, description, and use of Indian mission materials. Completes the processing of Bureau of Catholic Indian Missions (BCIM) records and other mission collections, directs microfilming, and edits guide to BCIM records. After these projects are completed (2-3 years) devotes at least half time to processing Catholic social action collections. Qualifications: Advanced degree in history and/or related field; formal training in archival theory and practice and knowledge of historical research methodology; one or more years' experience as a professional archivist, particularly processing experience; initiative, flexibility, and ability to work effectively with others; and oral and written communications skills. Preferred: Knowledge of Catholic Indian mission and/or Catholic social action history; micrographics experience; and experience or familiarity with archival automation. Salary: \$18,000 minimum. Send letter of application, resume, and the names of three references to: Susan H. Hopwood, Chair, Committee on Appointments and Promotions, Marquette Memorial Library, 1415 W. Wisconsin Ave., Milwaukee, WI 53233 or write for further information. Application deadline: October 4, 1985.

**ARCHIVES/RESEARCH ASSISTANT**, National Society, Daughters of the American Revolution. Immediate opening to assist Archivist/Researcher primarily by helping to maintain archival, manuscript, and rare book collections. Qualifications: B.A. in history, M.A. preferred; knowledge of American history; prior archival, manuscript, or research experience; some typing (35 wpm). Salary: \$13,000-\$14,000, plus benefits; 7-hour work day. Permanent, full-time position. Please send resume in confidence, as soon as possible, to: Personnel Division, National Society, Daughters of the American Revolution, 1776 D Street, N.W., Washington, DC 20006. No closing date provided.

**ARCHIVIST I**, California State Archives. Opening is for permanent full time position to begin January 1986. Examination for the position is expected to take place three to four months prior to the starting date. All interviews will be conducted in Sacramento, CA. Salary: \$22,600 annually. To obtain further information on the examination process and scheduling, send resume and inquiry to: California State Archives, 1020 "O" St., Room 130, Sacramento, CA 95814.

**ASSOCIATE CURATOR OF SPECIAL COLLECTIONS**, Kent State University. Will administer the University's archival program, including the May 4th collection. Duties include acquisitions, processing, public relations, supervision of civil service and student personnel. Reports to Head of Special Collections. Qualifications: M.L.S. with two years' experience in an archival repository and/or graduate degree in American history with substantial archival experience; experience in records management, knowledge of Ohio history and student unrest movement. Minimum salary: \$22,000. Send letter of application, resume, and three letters of reference to: Harry Kamens, Budget and Personnel Officer, Kent State University Library, Kent, OH 44242. Application deadline: November 1, 1985.

**MANUSCRIPT LIBRARIAN**, Johns Hopkins University. To manage and organize a collection of approximately one million manuscripts. Includes accessioning, processing, arranging, and cataloging with use of a computer-based system; prepare finding aids; provide reference service; assist division head with development activities and preparation of grant proposals. Qualifications: Strong academic background with graduate degree in history or English; M.L.S. from ALA-accredited school or equivalent in library experience. Minimum of two years' experience with manuscripts and/or archives in a repository. Knowledge of standard archival procedures, LC authority control, AACRII and MARC format highly desirable; one language other than English, preferably German. Salary commensurate with education and experience; minimum \$22,000. Submit letter of application, resume, and three letters of reference from individuals familiar with your professional qualifications to: Edward S. Warfield, Johns Hopkins University, Office of Personnel Services, Room 146, Garland Hall, Baltimore, MD 21218. Application deadline: September 24, 1985.

**RECORDS MANAGEMENT OFFICER**, Massachusetts Institute of Technology. To direct records management program and plan for its continuing development. Promotes MIT records management program, develops services and publications, surveys and records retention schedules, manages records center. Works with individuals in designing systems, programs and policies that have records management implications/applications, and with Institute administrative, legal and financial officers to establish retention guidelines for records, both traditional and automated. Participates in activities in the Institute and Archives as appropriate. Qualifications: Graduate degree and formal training in records management and/or archives required. Two years'

increasingly responsible experience in records management work required, preferably in a college or university. Archival experience and familiarity with machine-readable records highly desirable. Candidates must demonstrate good communications skills. Starting salary range: \$22,100-\$25,000. To ensure full consideration, send resume and names and addresses of three current references to: Search Committee for Records Management Officer, The Libraries, Room 14S-216, Massachusetts Institute of Technology, Cambridge, MA 02139. Application deadline: September 30, 1985.

**SENIOR MANUSCRIPT SPECIALIST**, Western Historical Manuscript Collection, University of Missouri-St. Louis. Supervisory and/or actual responsibility for the following: accessioning, arranging, and describing manuscript collections; providing reference service; processing inter-campus loan requests; preparing collections for microfilming; assisting in campus and community outreach; and developing and maintaining automated finding aids. Assumes office responsibilities of Associate Director in her absence. Qualifications: Master's degree in history or related field highly desired (bachelor's degree and one year of experience may be substituted). One year of archival experience is required. Preference will be given to candidates with experience in microcomputers and those with a background in St. Louis history. Salary: \$16,500. Send letter of application, resume, and the names of three references to: Anne R. Kenney, Western Historical Manuscript Collection, Thomas Jefferson Library, UMSL, 8001 Natural Bridge, St. Louis, MO 63121. Application deadline: September 30, 1985. Interviews of qualified candidates will be held at the Midwest Archives Conference in Columbus, Ohio, October 3-5.

**UNIVERSITY ARCHIVIST**, University of Houston. Responsible for developing and administering a newly established archives for the records of the University. Drafts policies and procedures, advises other University of Houston campuses, provides access and research service, prepares exhibits and promotes use of collection. Teaches historical archives course in public history. Reports to head of special collections. Qualifications: ALA-accredited master's degree; advanced degree in history or related discipline; three years' experience working with archival material; and excellent communication skills. Prefer supervisory and teaching experience. Salary: mid-20s or higher depending on qualifications. Send letter of application, resume, and names of three references to: Dana Rooks, Assistant Director for Administration, University of Houston Libraries, 4800 Calhoun, Houston, TX 77004. Application deadline: September 30, 1985.

# 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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## Job Opportunities Continued

ARCHIVES/LIBRARIAN, Madison Square Station. Company seeks an Archivist with knowledge and ability to evaluate records for their long-term impact. The highly articulate individual selected will interact with all levels of personnel and the public, and must be able to exercise discretion in working with sensitive and confidential materials. Successful experience in the field of archival management essential. Knowledge of oral history techniques helpful. Position provides a starting salary in the low \$20s, outstanding benefits and a convenient Manhattan headquarters location. To apply, send resume and salary history to: P.O. Box 861, Madison Square Station, New York, NY 10159.

PROJECT ARCHIVIST, Johns Hopkins University. Under the direction of the Archivist, will process the records of the Peabody Institute and prepare finding aids. This is a two-year project funded by NHPRC. Qualifications: Formal training in archives, and at least one year of experience in a small institutional archives and familiarity with RLIN. The candidate will be requested to furnish samples of previous work. For more information or to submit resume, contact B. Carter, Personnel, The Peabody Institute of the Johns Hopkins University, 21 E. Mt. Vernon Place, Baltimore, MD 21201. No closing date provided.

ASSISTANT ARCHIVIST, Texas State Archives, Local Records Division. Trainee position, located in Austin, Texas. Advises, assists, and cooperates with county, municipal, and other local government officials and with staff of regional depositories in academic and other libraries in development and implementation of records and archives programs. Frequent and extensive travel required. Frequent overtime required. Subject to relocation. Promotion and possible reassignment upon satisfactory completion of training. Qualifications: Master's degree from accredited school in history, government,

public administration, business, library science, or related discipline; course work in archival administration or records management; ability to exercise initiative, work independently under minimal supervision. Experience in local public records strongly preferred, knowledge of or experience in micrographics and/or MRRs desirable. Salary: \$17,208. Send resume to: Mary Jo Donovan, Texas State Library, P.O. Box 12927, Capitol Station, Austin, TX 78711; (512) 475-6729. Application deadline: October 31, 1985.

### MAC Seeks Workshop Instructors

The Midwest Archives Conference is looking for instructors to develop and lead a series of one-day workshops, which will be offered during its Fall 1986 meeting period.

The following is a tentative list of subjects to be offered: (1) Archival applications for commercial software; (2) Introduction to word processing and data base management for archivists; (3) Introduction to microfilming; (4) Creating archival displays; (5) Producing archival audiovisuals; (6) Deacidifying paper documents; and (7) Planning a modest in-house conservation program for documents and photographs.

Instructors selected will have use of a wide range of university facilities including computer education science labs, display area and materials, and audiovisual production facilities. Possible honoraria and reimbursement for expenses. For further information contact Timothy L. Ericson, Archives Division, State Historical Society of Wisconsin, 816 State St., Madison, WI 53706.