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."

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 fundraising 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.


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 Ritzenhauer, 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 a 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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Bernice Brack  Membership Assistant
Sylvia Burck  Bookkeeper
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Antonia Pedroza  Editor, The American Archivist
Andrew Raymond  Administrative Aide
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Elizabeth Trankina  Editor, The American Archivist
Lisa Weber  Publications Assistant

SAA Newsletter
September 1985

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"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.

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 libraries 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 1 1/2-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.
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 mudder 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 near-ward'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

Dimonomology - 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

Cyclop ropy Imethyldimethylepoxydihydrohydroxy-methoxymethylethenomorphinan methanol see Buprenorphine

Nothingness in literature

Feet in the Bible

Diving for men
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.


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, ME: 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: $6,795 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 (1965). 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.
Audiovisu als for Archivists

compiled and annotated by Timothy L. Ericson and Linda J. Ebben © 1985 The Society of American Archivists

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 Audiovisu als 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 instructions 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 62554 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 62554 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 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.

Basic Conservation Procedures: Surface Cleaning (Nebraska Historical Society, 1980)
Type: Synchronized slide tape
Length: 10 1/2 minutes
Contents: Slides, audiocassette, script and instructions 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 62554 Lincoln, Nebraska 68508 (402) 471-4777

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.

Between Attle 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 is an 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.

Between Attle 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.
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 ETW, 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

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, Sizing, 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
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.

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.

This production begins with an introduction to the different types of leather which are used in bookbinding, and the changes in leather manufacturing processes over the years. Several of the major types of leather are shown along with other book cloth coverings. The program discusses реставрация, 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

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.

Cleanng 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

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.

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

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.

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

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"
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)

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

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

This production demonstrates a modification of the millimeter bookbinding technique which was developed by John Hyloft, 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

This fully animated film takes a refreshing 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, audiocassette, supplementary AASLH publications, script and instructions
Equipment Required: Carousel slide projector, cassette tape player
Purchase Price: $44.50 ($40.00 to AASLH members)

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

The Enemies of Books
(Condyne, 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

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 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

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.

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: 55 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 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

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.
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.)*

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<thead>
<tr>
<th>Type:</th>
<th>16mm film</th>
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<tbody>
<tr>
<td>Length:</td>
<td>30 minutes</td>
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<tr>
<td>Contents:</td>
<td>Film only</td>
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<tr>
<td>Equipment Required:</td>
<td>16mm movie projector</td>
</tr>
<tr>
<td>Purchase Price:</td>
<td>Not available for purchase.</td>
</tr>
<tr>
<td>Cost &amp; Terms of Loan:</td>
<td>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.</td>
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A beautiful Japanese film, in English, on the art of paper making.

**Hand Papermaking at Burcham Green**

*(n.d.)*

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<th>Type:</th>
<th>16mm film</th>
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<tr>
<td>Length:</td>
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<tr>
<td>Contents:</td>
<td>Film only</td>
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<td>Equipment Required:</td>
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<tr>
<td>Purchase Price:</td>
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<tr>
<td>Cost &amp; Terms of Loan:</td>
<td>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 directions enclosed.</td>
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</table>

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)*

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<tr>
<th>Type:</th>
<th>Slide tape</th>
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<tr>
<td>Length:</td>
<td>36 minutes</td>
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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)*

<table>
<thead>
<tr>
<th>Type:</th>
<th>Videocassette (from a dual slide tape original; available in 3/4&quot;, Beta and VHS)</th>
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<tbody>
<tr>
<td>Length:</td>
<td>15 minutes</td>
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<tr>
<td>Equipment Required:</td>
<td>Videocassette only</td>
</tr>
<tr>
<td>Purchase Price:</td>
<td>$50</td>
</tr>
<tr>
<td>Cost &amp; Terms of Loan:</td>
<td>Available for one week loan at no cost. Insure program for $50 when returning it.</td>
</tr>
<tr>
<td>Contact:</td>
<td>Director Records Management 301 Centennial Hall South P.O. Box 94921 Lincoln, Nebraska 68509 (402) 471-2559</td>
</tr>
</tbody>
</table>

This is another entertaining Nebraska audio-visual, 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.)*

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<th>Type:</th>
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<tbody>
<tr>
<td>Length:</td>
<td>16 minutes</td>
</tr>
<tr>
<td>Contents:</td>
<td>Slides, carousel, audiocassette, script</td>
</tr>
<tr>
<td>Equipment Required:</td>
<td>Carousel slide projector, cassette player</td>
</tr>
<tr>
<td>Purchase Price:</td>
<td>$100</td>
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</table>

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)*

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<thead>
<tr>
<th>Type:</th>
<th>Synchronized slide tape</th>
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<tr>
<td>Length:</td>
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</tr>
<tr>
<td>Contents:</td>
<td>Slides, audiocassette</td>
</tr>
<tr>
<td>Equipment Required:</td>
<td>Carousel slide projector, cassette tape, player</td>
</tr>
<tr>
<td>Purchase Price:</td>
<td>$40</td>
</tr>
<tr>
<td>Cost &amp; Terms of Loan:</td>
<td>Contact address below.</td>
</tr>
<tr>
<td>Contact:</td>
<td>Immigration History Research Center University of Minnesota 826 Berry Street St. Paul, MN 55114 (612) 373-5581</td>
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</table>

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)*

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<thead>
<tr>
<th>Type:</th>
<th>Audible pulse slide tape</th>
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<tr>
<td>Length:</td>
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<tr>
<td>Contents:</td>
<td>Slides only</td>
</tr>
<tr>
<td>Equipment Required:</td>
<td>Carousel slide projector, cassette tape, player</td>
</tr>
<tr>
<td>Purchase Price:</td>
<td>$40</td>
</tr>
<tr>
<td>Cost &amp; Terms of Loan:</td>
<td>Not available for loan</td>
</tr>
<tr>
<td>Contact:</td>
<td>National Audiovisual Center 8700 Edgeworth Drive Capitol Heights, MD 20743-3701 (301) 763-1896</td>
</tr>
</tbody>
</table>

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 Historical Records: To Sell A Dream
(American Association for State & Local History, n.d.)

Type: Synchronized 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 and 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).

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: Carousal 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
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: Video cassette (available in 3/4", Beta and VHS)
Length: 27 minutes
Contents: Video cassette only
Equipment Required: Appropriate video cassette player and television monitor
Purchase Price: 3/4" $59 ($85.50 to AASLH members); Beta & VHS $75 ($67.50 to AASLH members).
Cost & Terms of Loan: Not available for loan.
Contact: Education Division
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 video cassette
Length: 51 minutes
Contents: Video cassette only
Equipment Required: 3/4-inch video cassette 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

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.
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 program 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.


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 in-sure 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 a scene that any archivist will recognize as familiar to any archivist who has ventured into the attic or basement of a county courthouse.


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 in-sure 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 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. 20004

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) 763-18%
Capitol Heights, MD 20743-3701

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 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
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, audiostream cassette
Required: Synchronized carousel slide projector and cassette tape player
Purchase Price: Not available for purchase

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, audiostream cassette
Equipment Required: Two carousel slide projectors synchronized with cassette tape player, dissolve control
Purchase Price: Not available for purchase

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, 1980)

Type: 16mm film
Length: 25 minutes
Contents: Film only
Equipment Required: 16mm movie projector
Purchase Price: Not available for purchase

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

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, audiostream cassette and a booklet containing script, sources of supply and glossary

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)
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
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 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 carousel slide projector and carousel slide tape player
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) 535-5143

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 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 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.
Program #1: This production was done to help establish 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

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.

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 (CLENE)
620 Madison Avenue, N.E.
Washington, D.C. 20064
(202) 635-5825

Cost & Terms of Loan: There are several institutions that will rent the program for the cost of postage and handling. See listing below.

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

Contact: See listings below.

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

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 chronologically).

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

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  
The 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 & Local History, n.d.)

Type: Videocassette (available in 3/4", Beta and VHS)  
Length: 11 minutes  
Contents: Videocassette only  
Equipment Required: Videocassette player and television monitor.

Purchase Price: 3/4" $95 ($85.50 to AASLH members)  
Cost & Terms of Loan: Not available for loan.  
Contact: Curriculum & Historical Resource Center  
Oglala Lakota College  
P.O. Box 490  
Kyle, SD 57752  
(605) 455-2232

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) 455-2232

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

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*.

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

- **Type:** Videocassette
- **Length:** This is a series of 12 video-cassettes. 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 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.

**"You Make Us Free": The Amistad Adventure**
(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 1862-1938**
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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Copies available from the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.
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.
Newspapers are one of the best sources for contemporary accounts of America's people, places, and events. But newspapers have been one of the least accessible research tools...until now.

As part of a cooperative role in the United States Newspaper Program, OCLC offers a comprehensive compilation of information about U.S. newspapers. The United States Newspaper Program National Union List provides bibliographic and holdings data for approximately 25,000 titles held by libraries, archives, and historical societies in 15 states and territories, and the District of Columbia. Listings range from Publick Occurrences (1690), widely considered to be the first genuine American newspaper, to current holdings for the Washington Post.

The USNP National Union List is available in two easy-to-use formats: 8½" x 11" bound volumes, and computer-output microfiche. Listings in both formats are arranged alphabetically by title, and indexed by place of publication, publication date, language, and intended audience. Whether you choose a paper or microfiche version, the USNP National Union List is a cost-effective source for newspaper-related information that is sure to become one of your most valued research tools.

For additional information about the USNP National Union List, please call us at one of the toll-free numbers below:
(800) 848-5800
(800) 282-7306 (Ohio)
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 companies 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 repose 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 catologs, dating back to the original R.W. Sears Watch Co. of 1888 and the A.C. Roebuch 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 to 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 20008.

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, and 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.

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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 as 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.


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. May provide services at a 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 references to: Barbara 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 of public contact. Qualifications: ALA-accredited M.L.S. required; manuscript/archival experience; communication skills. Supervisory experience, familiarity with computer applications to manuscript/archival processing, knowledge of the history of the Northwest and the roles of the university in the Northwest. Salary, $15,330; Assistant Librarian, $14,800. Interested persons should send letter of application, curriculum vita, and the names of four references to: Anthony Seeger, Director, Libraries, University of Washington, Seattle, WA 98195. Application deadline: October 30, 1985.

ASSOCIATE DIRECTOR AND ARCHIVIST, Tenure-track position in library or academic unit, depending on funding approval. Seeking a 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 of archives, and experience in Ethnomusicology or a related discipline. 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 a 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 of archives, and experience in Ethnomusicology or a related discipline. Salary, $15,330; Assistant Librarian, $14,800. Interested persons should send letter of application, curriculum vita, and the names of four references to: Anthony Seeger, Director, Libraries, University of Washington, Seattle, WA 98195. Application deadline: October 30, 1985.
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 communication skills. Preferred: Knowledge of Catholic Indian mission and/or Catholic social action histories; 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 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 $16,000 annually. To obtain further information on the examination process and scheduling, send resume and inquiry to: California State Archives, 1020 10th 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 collections, special events, 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 archival processing 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. Contact mail: Saralyn Rooks, Assistant Director for Administration, Special Collections, 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 micro-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 145-26, Massachusetts Institute of Technology, Cambridge, MA 02139. Application deadline: September 30, 1985.

SENIOR MANUSCRIPT SPECIALIST, Western Historical Manuscript Collection, University of Missouri-St. Louis. Supervisor 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 filing and searching capabilities. 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 in research 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 Archives, University of Houston, 4800 Calhoun, Houston, TX 77004. Application deadline: September 30, 1985.
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