

The Society of American Archivists

SAA Newsletter

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Archivists in Austin View Their Careers

Findings of a random survey of several hundred archivists attending SAA's 49th annual meeting in Austin depict a high level of career satisfaction. The Austin questionnaire duplicated in part a nationwide poll taken in 1984 of 5,000 college and university faculty members. The latter was sponsored by the Carnegie Foundation for the Advancement of Teaching.

Nearly 40 percent of the teachers said they may leave academe within five years. Twenty-nine percent of the archivists in Austin reported they might leave the profession in that same time period.

While about 40 percent of the faculty members were less enthusiastic about their careers than they were when they began, only 7 percent of the archivists put themselves in this category.

Sixty percent of the academics and 29 percent of the archivists said their salaries were fair or poor.

Forty percent of the archivists and 67 percent of the academics rated the administration at their institution fair or poor.

The archivists participating in SAA's poll had worked in archives an average of just over ten years. Admittedly not a random sample of the profession nationwide they were motivated enough in their careers to attend the fall 1985 annual meeting.

Asked "what are the chances you'd leave the archival profession within the next 5 years," 14 percent responded excellent, 13 percent good, 21 percent fair, and 44 percent poor. Some of the respondents checking "excellent" noted that their retirement was slated in the near future.

Asked to cite the "best thing about your career," archivists named the people, the variety, working with records and history, and independence.

Poor resources, bad image, bureaucracy and lack of opportunities for advancement were listed as "the worst thing" about archival careers.

Austin Welcomes SAA

Austin, with its mixture of the old and the new, provided a historic and charming setting, "Texas-style," for the nearly 800 participants at the 49th annual meeting, October 28-November 1.

A highlight of the meeting was the participation of a large contingent of international archivists who stayed on in Texas for the SAA conference after the conclusion of the annual meeting of the International Council on Archives. Among those in attendance were archivists from Italy, Scotland, England, Japan, Sweden, Mexico, the Netherlands, West Germany, Australia, and New Zealand.

The meeting was preceded by four pre-conference workshops--Archives: An Introduction; Automated Techniques in Archives; Basic Archival Conservation; and Indexing and Construction of Thesaurus Archival Systems. Combining business with pleasure, the participants took the chance to see Texas at its finest and filled to capacity the post-meeting tour to the Hill Country and San Antonio.

Monday, October 28, was devoted to meetings of SAA task forces and committees. A completed list of chairs of all Society groups, task forces, committees and sections appears on page 9. Scheduled also on Monday were tours of the Exhibit Section of the Lyndon B. Johnson Library, the Photographic Collections of Austin Texas History Center, and walking tours of University of Texas and historic Austin.

Monday evening an old-fashioned Texas Barbeque gave participants a chance to view the hill country from atop Friday Mountain Ranch. A country-western band, sponsored by the Society of Southwest Archivists, provided the music and those adventuresome enough tried the Texas two-step.

SAA Sections held their annual meetings on Tuesday, October 29. Monday's tours to the Austin Texas History Center and the Lyndon B. Johnson Library were repeated. Additional tours included the Conservation Lab at the Harry Ransom Humanities Research Center, the Texas State Archives and the Archives and Records Division of the Texas General Land Office. Later that evening (cont. on p. 8)

Fellows and Award Winners Recognized

The winners of SAA awards and three new Fellows of the Society were honored at SAA Presidential Address on October 29.

The Society's new Fellows, selected by the Professional Standards Committee, chaired by J. Frank Cook, are David Bearman, Smithsonian Institution; Nicholas C. Burckel, University of Wisconsin; and Lydia Lucas, Minnesota Historical Society.

David Bearman was honored for his pivotal role in bringing together the worlds of automation and archives. His work as SAA's Program Officer of the National Information Systems Task Force (NISTF), resulted in the modifications of the MARC format and the publication of the *Data Elements Dictionary*. As former chair of JCAST, the Joint Committee on Archives of Science and Technology, he led the effort to convince the archival community of the value of scientific and technological records. Bearman is the author of some 40 articles and papers and as a consultant to several state archives he continues to advocate advanced use of automation.

Nicholas C. Burckel was recognized for his many years of service to SAA and to the archival community. Burckel has served as the American Library Association's Representative on the ALA-SAA Joint Committee, President of the Midwest Archives Conference, and has directed several federally and locally funded research projects. In addition, he has written and edited numerous books, articles and over sixty reviews. His services to SAA include guiding SAA through a comprehensive reorganization of its committee structure, chairing the Joint Committee on Historians and Archivists, and directing the work of the former College and University Archives Committee during a very productive period. Burckel is currently the Book Review Editor for the *American Archivist*.

Lydia Lucas was honored for her contributions to archival automation and information exchange. Lucas has helped to develop standard descriptive practices and has worked to promote the exchange of descriptive data to make information widely available to users. She is head of Technical Services at the Minnesota Historical Society, chair of SAA's Standing Committee on Archival Information Exchange and has written and spoken extensively on the technical problems of the archival profession. She also chaired the Editorial Board of the *Midwestern Archivist* for six years.

The Waldo Gifford Leland Prize, awarded to an outstanding published work in the archival field, was presented to John A. Fleckner, Smithsonian Institution, for his book, *Native American Archives: An Introduction*, published by the Society of American Archivists. The Philip M. Hamer Award for out-

(cont. on p. 8)

What Council Did

At its meeting in Austin, Texas, SAA Council:

- * Learned of Vice President Finnegan's appointments for 1985-86 (see p. 9).
- * Received a report on FY 85 performance indicating general fund revenues of \$503,525 and expenses of \$503,928. Dues collections were up 18% and publication sales up 67%. Grant funds and special project funds were reported separately.
- * Heard that plans to automate the Society's headquarters office would be implemented in early 1986.
- * Determined to continue the Austin experiment with childcare at the annual meeting in Chicago in 1986.
- * Endorsed the concept put forward by the Task Force on Goals and Priorities for a National Congress on Historical Records.
- * Heard of SAA's participation in the Department of Education/American Library Association project on accreditation of library/information science education.
- * Elected Larry J. Hackman to the Executive Committee.
- * Received a report from the Screening Committee regarding the search for a new Executive Director.
- * Scheduled two meetings, February 14-16 and March 13-16, for the first quarter of 1986.

SAA Staff

Ann Morgan Campbell	Executive Director
Bernice E. Brack	Membership Assistant
Sylvia Burck	System Administrator
Sue LaFleur	Publications Assistant
Suzanne E. Fulton	Managing Editor
Patricia E. Palmer	Program Coordinator
Toni Pedroza	Administrative Aide
Andrew Raymond	Program Officer
Lisa Weber	Program Officer
Julia M. Young	Editor, <i>The American Archivist</i>

Missing Edison Items Recovered

The Edison National Historic Site in West Orange, New Jersey, has recovered approximately five thousand archival items and over fifty artifacts believed stolen from its collections in the mid-1970s. Officials at the museum, a part of the National Park Service, were contacted in April of 1985 by a concerned collector who had been offered a rare sketch of the phonograph drawn and signed by Thomas A. Edison and his associates in 1878. With the assistance of North Carolina manuscript dealer B.C. West, the Edison Archives staff were able to document ownership of the sketch and of the next item -- a letter from Mexican President Porfirio Diaz to Edison -- offered to West by the original seller, Phillip B. Petersen of Redwood City, California.

At Petersen's invitation, West visited his home in June of 1985, accompanied by an FBI agent posing as a collector. Their reports of seeing thousands of documents, recordings and artifacts led to the issuance of a Federal search warrant, which was served on June 12. Three Edison staff members -- Archivist Mary B. Bowling, Supervisory Curator Edward J. Pershey and Historian Thomas E. Jeffrey -- and eight FBI agents identified and removed the stolen material, which included a rare Edison electric pen (a precursor of the mimeograph); numerous sketches of phonograph and telegraph apparatus from the 1870s, all signed by Edison; and hundreds of letters from Edison and letters to him from such individuals as Franklin Delano Roosevelt and Helen Keller. Many of the items still bore museum catalog numbers.

Petersen, a phonograph history enthusiast and former language instructor, was convicted in 1977 of embezzling more than \$62,000 from Stanford University. He had been suspected in 1986 of removing the missing material on his earlier research visits to the Edison Archives, but until he began to sell important documents, insufficient evidence existed to obtain a search warrant. On July 18 Petersen was indicted by a Federal grand jury in Newark on charges of concealment of stolen property, the statute of limitations on theft having expired. At his August arraignment, he entered a plea of not guilty. As the *SAA Newsletter* went to press, a trial date of Oct. 16 had been postponed, with no official court date having been rescheduled.

Smith Honored

Wilfred I. Smith, former SAA President and Fellow, who retired in October 1984 as Dominion Archivist of Canada, recently has been the recipient of several honors related to his archival career. In 1984 he received honorary life membership in the International Council on Archives, the Canadian Historical Association and the Association of Canadian Archivists. In 1985 he received in presentations by the Governor General two rare honors: the Outstanding Achievement Award of the Government of Canada and appointment as an Officer in the Order of Canada.

MARC AMC Workshop Announced

A two-day pilot workshop to teach the MARC (Machine-Readable Cataloging) for Archival and Manuscript Control (AMC) will be held Friday, February 28, and Saturday, March 1, 1986 in Chicago. The workshop will provide participants with an understanding of the format and the descriptive standards used in conjunction with the format. Hands-on experience in tagging archival descriptions and forming access points using the *Anglo-American Cataloging Rules*, 2d edition, will be emphasized. Workshop materials will include Nancy Sahli's *MARC for Archives and Manuscripts: The AMC Format* and Max J. Evans and Lisa Weber's *MARC for Archives and Manuscripts: A Compendium of Practice*.

Costs to the participants include travel, room and board, and registration fee of \$75.00. A limited number of rooms are available at the Chicago Marriott Hotel where the workshop will be held. The prices are \$67.00 for single occupancy and \$76.00 for double occupancy. More detailed housing information will be provided at a later date.

Workshop enrollment is limited and selection will be made to ensure the group is composed of diverse backgrounds. Knowledge of archival descriptive practice is, however, mandatory. Experience in automation is not required but the workshop will not teach computer skills. Therefore a minimal understanding of automated capabilities is desirable. Those interested in attending, should send a letter of application which includes name, address, employer business and home telephone, and position or title. The letter should address the following areas:

- 1) Description of responsibilities.
- 2) Plans to use the MARC AMC format (in the near or distant future).
- 3) Description of background in computers including relevant education, training, and experience.
- 4) Description of educational background (e.g. coursework in archives administration, history, library science, other).
- 5) Goals for participating in the workshop including any special concerns or questions.

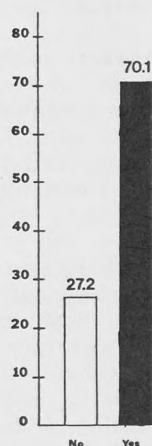
Applications must be postmarked no later than January 10, 1986. Participants will be selected and notified by January 31. The \$75.00 registration fee will be requested after the selections have been made. For additional information, call Lisa Weber, SAA's Program Officer for the Automated Archival Information at (312) 922-0140.

Additional MARC AMC workshops will be slated throughout 1986 and 1987. A schedule for the first half of 1986 will be announced in the next *Newsletter*.

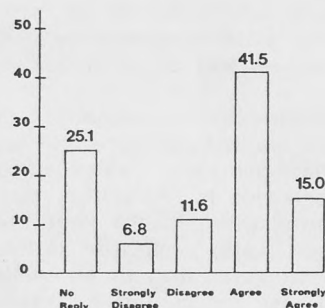
The Certification of Archivists: An Early Opinion Survey

The individual certification issue was discussed at a major session at SAA's Austin conference. The discussion included a report by Frederick J. Stielow, University of Maryland, on a survey he conducted in summer 1985 to elicit the opinions of SAA members. Survey results were largely collected prior to the publication of SAA's draft certification plan in the July 1985 *SAA Newsletter*.

Should Archivists Be Individually Certified?
(cumulative)



As an Employer I Would Be Willing to Use
Certification As a Criterion in Job Selection



According to Stielow, a member of the Society's Committee on Education and Professional Development, the tally was "quite convincing." In response to the central question: "Should archivists be individually certified?" 27.2 percent opposed versus 70.1 percent in favor. When the results were displayed on a Likert scale, the greatest concentration is among those in general agreement.

Special comments for and against certification were highlighted by Stielow. "Those most strongly against certification were often vehement in questioning the need for such a venture and pointing out the field may have a number of more pressing issues. Some suggested that SAA 'should leave well enough alone,' while others wondered if it were possible to administer such a program and whether entry to the field could or should ever be regulated. Still others challenged the very elitist nature of creating this type of distinction."

However, others in the survey "noted certification was a topic whose time had come." They suggested professionalism was necessary for the field to progress, and that archivists were in danger of being replaced by those in other information fields. Several also stated that certification offered the promise of recognition and higher salaries as well as

(cont. on p. 12)

Certification: A Cautionary Note

SAA Vice President William L. Joyce commented on the certification proposal in a paper delivered in Austin. While acknowledging the strong but relatively quiet support elicited by the Grigg working group's proposal and indicated in the findings of the Stielow survey (see preceding article), Joyce went on to raise several theoretical drawbacks of the plan: 1) certification should follow rather than lead the profession by testing for existing practice rather than developing theory through inquiry, which is the strength of training programs; 2) the "improvement of competence" referred to as a goal by the Grigg working group appeared doubtful to Joyce, because there is no program mechanism beyond the test itself to promote that improvement; 3) by focusing the program on post-employment [one year of professional experience is a proposed prerequisite for taking the examination] employers will not be able to establish the credentials of entry-level employees, but only validate existing patterns of recruitment. There is, therefore, Joyce concluded, no incentive for archival employers to require certification.

Joyce's paper went ahead to point to a number of technical and administrative problems with the draft program as it is now presented.

Comments on the certification issue are solicited by SAA's Council and by the *SAA Newsletter*. Comments may be addressed to the Chicago headquarters office.

Levy Report Now Available

Copies of the report, *The Image of Archivists: Resource Allocators' Perceptions*, by Dr. Sidney J. Levy and Albert G. Robles of Social Research, Inc. are now available from the SAA Office. This report presents the findings of a qualitative study aimed at understanding how resource allocators perceive and characterize archivists. Findings are based on interviews with 44 people in five cities affiliated with three kinds of institutions: Government, Educational (University and College), and other (composed mainly of private business and industry, historical societies and museums, and social organizations). These people are those who control and/or influence the funding of archival operations. The cost of the report is \$5 to SAA members and \$8 to others.

Commentary

To the Editor:

I read with interest the Levy Report in the *SAA Extra* for August.

The answers to most of the questions were to be expected. Some I did not expect, but found interesting. They will all serve to help me assess my position in my own organization, and I look forward to seeing a longer version of the survey printed, if it can be done.

One issue, however, is one that I could not let go without comment simply because it bears so heavily on my own personal immediate needs. It is the issue of a certification program for archivists. Our organization is currently developing a job rating and employee evaluation program. Many of the people who have the strongest input into this project are people with business backgrounds who tend to think of archivists, records managers and librarians as rather glorified file clerks with high school degrees and some additional technical training in filing and cataloguing procedures. Therefore, those jobs have been rated for pay at a much lower rate than others within the organization whose duties and responsibilities would be comparable to the archivist's, the records manager's or the librarian's.

While I do believe that respondents to the Levy survey would answer that a certification program for archivists would not be valued by them, it should and must be valued by archivists. The report of the Committee on Education and Professional Development which arrived in the July issue of the *SAA Newsletter* came just in time for me. It was the report of the archivists' national organization, and as such carries some weight. There it was just when I needed it. I could copy it and send it to my organization's administrators who provide me with funds. It has been my strongest and most timely argument that the archives and the archivist should be viewed in the same light with the accountants, the marketing people, the Museum's curators and other professionals in the organization. And in the end, the certification program is the one most important thing that the SAA can do to insure fair compensation for a high level of professionalism.

In addition, while an employer of archivists might say that he or she is not interested in a certification program -- that talent is all that counts -- when it comes down to offering the job to a certified archivist or an uncertified archivist, my bet is the one with the paper is going to have the edge.

Kristine Haglund
Denver Museum of
Natural History

To the Editor:

At the SAA meeting in Austin, there was much attention given to the proposal on certification published in the July 1985 *Newsletter*. At the business meeting there was discussion of the schedule for consideration established by the SAA Council: consideration during the next year, especially by regional archival organizations, and also by comments sent directly to Council's delegated representatives -- Paul McCarthy and Eva Moseley; a major session in Chicago next August, perhaps including a straw vote; and continued consideration by Council with some decision by early 1987.

I hope that SAA members will take advantages of the the opportunities to evaluate the proposal on certification, and I hope that several things will happen during the next year:

I hope that regional groups will devote some time at at sessions or at their business meetings to this topic; I hope that members of Council, of the group that proposed the plan, and of the full Committee on Education and Professional Development will be available to lead such discussions or serve as resource persons.

I hope that many people will write directly to Paul McCarthy or to Eva Moseley. I hope that major problems will be pointed out so they can be considered thoroughly

I hope the schedule for consideration will be published fully and repeatedly in the *Newsletter*.

I hope that consideration will follow a sensible pattern: first, learning about the present proposal and the principal reasons for its major points; then, discussion of the overall question of the advisability of a certification program for our profession at this particular time; last, some review of the details of this plan.

I favor a certification program for archivists and generally favor this particular plan, but those points are not my main consideration in this letter. I am principally concerned that we archivists give the question of certification our fullest and most careful attention. Whatever decision that SAA makes on this particular proposal, we must be certain that we have done the right thing for the right reasons.

David Horn
The Faxon Company

ARCHIVES GO PUBLIC

● Southern Methodist University's (SMU) DeGolyer Library, Dallas, Texas, has mounted a five-month exhibit exploring the Alamo in fact and fiction, November 16, 1985 - March 14, 1986. The exhibit, entitled "Alamo Images: Changing Perceptions of a Texas Experience," is part of the Texas sesquicentennial celebration and SMU's 75th anniversary. The exhibit will trace the historic fort's mythical and symbolic roles in society, yesterday and today. Previously unpublished views of the Alamo in ruins highlight the exhibit, while drawings and photographs will document the evolution of the Alamo as a shrine. In addition, one of eight known original copies of the Texas Declaration of Independence is displayed, along with Stephen F. Austin's 1836 hand-colored map of Texas.

● The National Archives Exhibition Hall, Washington D.C., hosted a ceremony to mark the 198th anniversary of the signing of the Constitution of the United States on September 17, 1787. The celebration was held on September 17, 1985 with 30 people taking the oath of citizenship in front of the Declaration of Independence, the ceremony was a 1297 version of the Magna Carta, that was lent to the Archives by H. Ross Perot, a Dallas businessman, who also gave the principal address. Constitution Day was also commemorated by the display of all four pages of the Constitution for the only time during the year. A joint honor guard, representing all the military services flanked the historic documents and performed the impressive changing of the guard.

Bibliography Suggested for MARC AMC Users

The 1985 Austin annual meeting confirmed the fact that the archival profession is eager for information about the MARC (Machine-Readable Cataloging) format for Archival and Manuscripts Control (AMC). All sessions relating to the format were well attended. SAA, through its Automated Archival Information Program, is sponsoring a series of workshops to teach archivists the AMC format. These workshops will be held in conjunction with regional archival associations' meetings nationwide and at the 1986 and 1987 SAA annual meetings. (The workshops are presently being scheduled.)

For those interested in learning about the MARC AMC format now, a short bibliography follows. Nancy Sahli's introduction in *MARC for Archives and Manuscripts: The AMC Format* is an excellent place to begin. Sahli offers the novice MARC user answers to many basic questions and also puts the other items mentioned in the bibliography into perspective.

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The Research Libraries Group. *RLIN Bibliographic Field Guide*. 2 vols. Stanford, CA: Research Libraries Group, 1985.

Sahli, Nancy. *MARC for Archives and Manuscripts: The AMC Format*. Chicago: Society of American Archivists, 1985.

Addresses of Publishers and Distributors

American Library Association, 50 East Huron St., Chicago, IL 60611.

Knowledge Industry Publications, Inc., 701 Westchester Ave., White Plains, NY 10604.

Library of Congress, Cataloging Distribution Service, Customer Services Section, Washington, D.C. 20541. Request catalog entitled *Catalogs and Technical Publications*.

OCLC, 6565 Frantz Rd., Dublin, OH 43217-0702.

The Research Libraries Group, Jordon Quadrangle, Stanford, CA 94305.

Society of American Archivists, Suite 504, 600 S. Federal, Chicago, IL 60605.

PEOPLE and PAPERS

Baltimore, Maryland The Archdiocese of Baltimore has announced a new title for Sister Felicitas Powers, RSM, former chair of SAA's Religious Archives Section. Sister Felicitas has been named Assistant Chancellor for Archives, the first woman to hold the title. According to Sister Felicitas, the new title recognizes the importance of the archivist to the Church. She became archivist for the Sisters of Mercy in 1975, and was named archivist for the archdiocese in 1982. She received SAA's Sister M. Claude Lane Award in 1979.

NARA Makes Its Debut

Paradise Island Express (PIE), an innovative theater group in residence at the Lansburgh Cultural Center in Washington, D.C., has created an original dramatic production, "Dear Uncle Sam," based entirely on documents and images at the National Archives.

The theater piece, commissioned by the National Archives and presented in the National Archives theater in November, offered a unique opportunity for Washington theatergoers to view an original, creative production based exclusively on historical records.



At the invitation of the National Archives, PIE's directors spent months researching the records of the Children's Bureau, the Department of Justice, and many other Federal agencies, to uncover poignant personal testimonies of ordinary people.

In the one-hour production, the historical record has been transformed from official documents to a Wyoming ranch wife facing childbirth alone; a black man pleading for protection against night riders; and a confused patriot trapped in a paranoid fantasy of imminent revolution.

Bibliography Now Available

Writings on Archives, Historical Manuscripts, and Current Records: 1979-82, compiled by Patricia A. Andrews and Bettye J. Grier, is now available from SAA.

Requests for the publication should be sent to the SAA headquarters office. A \$2 postage and handling charge should be included with all orders.

Boston, Massachusetts Admiral Richard E. Byrd, aviator and antarctic explorer left much of his material after he died in 1957, but in very odd places. A stash of notes, maps and clothing used by Byrd has been found in Boston basements, warehouses, trunks and trash bags. The collection of papers, now contained in 500 boxes, also includes books from Byrd's personal library, photographs, and personal correspondence with contemporary explorers and family members. "It's going to provide an insight into who Admiral Byrd was and how he did what he did," said Peter Anderson, assistant director of Ohio State University's Institute of Polar Studies, which plans to buy the materials next month for \$155,000. Although there is some controversy over the matter, historians generally credit navigator Byrd and pilot Floyd Bennett with making the first flight over the North Pole on May 9, 1926.

Goals and Priorities

At its organizational meeting in Austin, Texas, the Society's Committee on Goals and Priorities (CGAP) set three major objectives for the year: 1) to publicize the final report of the Task Force (to be printed this winter); 2) to establish a process of assessment, analysis, action and reporting in the priority areas; and 3) to plan for a National Congress on Historical Records as SAA's contribution to the celebration of the bicentennial of the U.S. Constitution.

Funding for CGAP to meet twice during the coming year and to call on small groups of advisors has been recommended by the National Historical Publications and Records Commission, pending a Congressional appropriation for the Commission.

At the SAA annual meeting in Austin, CGAP distributed an initial list of twelve priorities identified in the Task Report. CGAP efforts will now focus on assessing factors working for and against progress in each goal area. CGAP's annual report will identify work underway as well as problems to be addressed. Copies of the list are available from Andy Raymond, SAA Education Director, SAA, 600 S. Federal, #504, Chicago, IL 60605.

The Committee solicits the active participation of archivists and others in its deliberations. Comments in any form may be directed, Committee members or to the SAA executive office.

CGAP's members are: Paul Chestnut, Library of Congress; Liisa Fagerlund, Utah Division of Archives and Records Services; John Fleckner, CGAP chair, National Museum of American History (Smithsonian Institution); Helen Samuel, Massachusetts Institute of Technology; James O'Toole, Archdiocese of Boston; Anne Van Camp, Chase Manhattan Bank; and William Wallach, Bentley Historical Library (University of Michigan).

Annual Meeting in Austin Continued

at the Lyndon B. Johnson Library awards were presented by Charles G. Palm, Hoover Institution, and J. Frank Cook, University of Wisconsin, who introduced the new SAA Fellows (see page 2). SAA President Andrea Hinding delivered her presidential address, "Artifacts or Information? Some Antiquarian Thoughts on the Uses of Historical Records." A reception followed allowing attendees to congratulate the winners and view the exhibits and archives.

On Wednesday, October 30, meeting participants concentrated on attending sessions. Poster sessions, a first at this year's annual meeting, proved to be quite a success. The posters were on display throughout the meeting and provided an opportunity for discussion in greater detail than the traditional paper sessions.

The day was highlighted by the Opening Luncheon, which featured an address by Sidney J. Levy, President of Social Research, Inc., based on his report "The Image of Archivists: Resource Allocators' Perceptions." At the annual business meeting later in the day, Executive Director Ann Morgan Campbell and SAA Treasurer Paul H. McCarthy, Jr., University of Alaska, presented their annual reports. McCarthy also presented a report on certification outlining Council's interest in the issue. Sue Holbert, Minnesota Historical Society, reported that based on the 1984 annual business resolution, child care was successfully provided at the Austin meeting and would be provided again at the Chicago meeting. Later in the evening, meeting participants were then able to relax by sampling a "Taste of Texas."

Sessions and open houses were scheduled throughout Thursday, October 31. In the evening participants were invited to attend a reception at the Barker Texas History Center and the Benson Latin American Collection.

The meeting officially came to a close on Friday, November 1, with incoming President Shonnie Finnegan addressing the Closing Luncheon. Also speaking were H. Thomas Hickerson, Cornell University, 1986 Program Committee chair and Archie Motley, Chicago Historical Society, 1986 Host Committee co-chair.

It was an informative and successful annual meeting, due in large part to the work of the Program and Local Arrangements Committees. The 1985 Program Committee, chaired by David Klaassen, University of Minnesota, consisted of Dallas R. Lindgren, Minnesota Historical Society; Brenda Banks, Georgia Department of Archives and History; David Bearman, Smithsonian Institution; John Daly, Illinois State Archives; Anne Diffendal, Nebraska State Historical Society; Ellen Garrison, East Tennessee State University; Michael Lutzker, New York

University; Carolyn Majewski, Texas State Archives; Sharon Thibodeau, National Archives and Records Administration; William Wallach, University of Michigan; Ronald Watt, Latter-day Saints Church; and ex officio members H. Thomas Hickerson, Cornell University; and SAA staff Ann Morgan Campbell and Andrew Raymond.

The Local Arrangements Committee was chaired by David B. Gracy II. Committee members included vice-chair Chris LaPlante, Texas State Archives; Alison Beck, University of Texas at Austin; V. Nelle Bellamy, Archives of the Episcopal Church; John Chalmers, University of Texas at Austin; Laura Gutierrez-Witt, University of Texas at Austin; Linda Hanson, Lyndon B. Johnson Library; Michael Q. Hooks, General Land Office; Sister Dolores Kasner, Catholic Archives; Patricia Quarterman, Huston-Tillotson College; Karen Warren, Austin Public Library, Dorman H. Winfrey, Texas State Library and ex officio SAA staff members Ann Morgan Campbell and Toni Pedroza.

Awards Continued

standing work by an editor of a documentary publication went to Claude-Anne Lopez, associate editor of the *Papers of Benjamin Franklin*, Yale University.

The C.F.W. Coker Prize for outstanding achievement in the area of archival description was presented to Debra L. Newman, National Archives and Records Administration (NARA), for her publication, *Black History: A Guide to Civilian Records at the National Archives and Records Administration*, published by the NARA Trust Fund Board. F. Gerald Ham, Wisconsin Historical Society, received the Fellow's Posner Prize for his article "Archival Choices: Managing the Historical Record in an Age of Abundance," which appeared in volume 47, number 1 (1984) of the *American Archivist*.

The Oliver Wendell Holmes Award, given to support travel of a foreign archivist already in the United States, was shared by Luciana Duranti, University of Rome, George Herbert Foulkes, Mexico City Archdiocesan Archives, and three archivists of the National Archives of Mexico: Maria Luisa Acuna, Maricela Mercadillo, and Amanda Rosales.

The Distinguished Service Award, presented to an archival repository that has made significant contributions to the archival profession, was accepted by Joan Warnow on behalf of the American Institute of Physics. The Sister M. Claude Lane Award for outstanding work by a religious archivist, was presented to Charles F. Rehkopf, Episcopal Church, with honorable mention given to Philip C. Bantin, Marquette University.

1985-86 Leadership List

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St. Louis, MO 63121
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(502) 588-6752

Business Archives

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(614) 227-6095

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(802) 656-2138

Description

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Clemson, SC 29631
(803) 656-3031

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936 Loring St. #1D
San Diego, CA 92102
(619) 236-6227

Manuscript Repositories

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024-A Wilson Library
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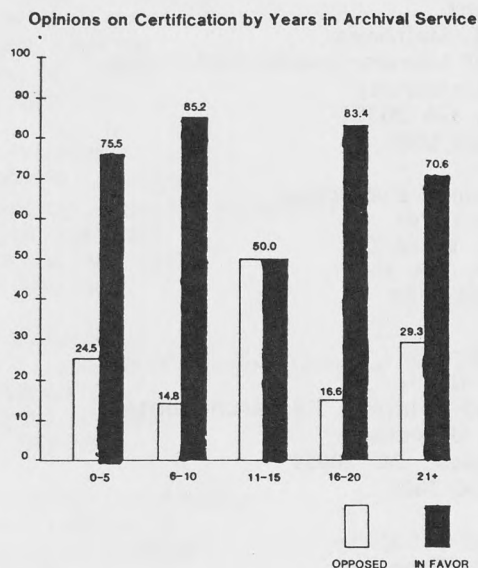
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Certification Opinion Survey Continued

the criteria to aid in job selection and to keep undertrained, nonprofessionals from merely walking into archival appointments.

The survey indicated that a level of support for certification of at least 60 percent exists in all institutional settings -- government, business, academic, religious and museum -- and comes from archivists with various educational backgrounds as well.



According to the Stielow survey, the only exception to this general pattern of approval at the 60 percent or higher level occurred in terms of years in the archival field. "Here support bulged on either side but dropped to 50 percent among those with between 11 and 15 years in the field." The author hypothesized that the explanation for the difference may "lie in a double-bind, with older archivists more secure in their positions, while those less secure in the middle category also lack in the specialized/archival training of the younger members.

Overall, 62 percent of Stielow's sample reported willingness to seek certification themselves and 56 responded affirmatively to the statement "as an employer I would be willing to use certification as a criterion in job selection."

Continued discussion of the possibility of a plan for archival certification is anticipated at meetings of regional archival associations during 1986 and at SAA's 50th annual meeting, scheduled for Chicago in August 1986. The Society's Council anticipates making a decision on the certification proposal in January 1987.

NHPRC Grants Awarded

The National Historical Publications and Records Commission met in October and recommended \$770,000 for 21 publications projects in 18 states and the District of Columbia and \$525,000 for 25 records projects in 20 states, the District of Columbia, and American Samoa. The grants were made in response to more than \$2,000,000 in requests.

The Commission also approved new guidelines for a national historical records program and delineated specific program emphases encouraging records grant projects with a broad, national impact on archival work. In accordance with the emphases, a new set of records grant application deadlines was approved, effective June 1, 1986. These deadlines are listed below.

New Records Program Grant Cycles

October Meeting (Application Deadline: June 1)

National, Regional, and Statewide Projects
Proposals Addressing Program Emphases
State Board Regrant Proposals

February Meeting (Application Deadline: October 1)

National, Regional, and Statewide Projects
Proposals Addressing Program Emphases
Archival Programs: College and Universities
Archival Programs: Local Governments
Proposals Addressing Native Americans Initiative

June Meeting (Application Deadline: February 1)

Proposals Addressing Program Emphases
Archival Programs: Local Governments
Archival Programs: Museums, Service Organizations,
Religious Institutions, and Similar Applicants
Historical Photographs, Motion Pictures, and Sound
Recordings
Collections Projects: Arrangement and Description,
Preservation, etc.

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

Regional and National Projects:

Southwest Oral History Association, Los Angeles, California: \$11,289 to develop an online data base of information for oral history collections in the Southwest and to prepare and publish a guide to the collections.

Smithsonian Institution, Washington, D.C.: \$5,130 to support a meeting to assess needs and recommend actions for improved preservation and availability of Native American records. Attendees will include key Native American leaders from the West and Alaska, as well as archival specialists.

Society of American Archivists (SAA), Chicago, Illinois: \$17,260 to support the work of its Standing Committee on Goals and Priorities, a successor to the SAA's Goals and Priorities Task Force.

Midwest Archives Conference (MAC), St. Paul, Minnesota: \$7,075 for a project to plan, implement, and evaluate a group of special "hands-on" workshops, to be held during MAC's fall 1986 meeting. Topics to be covered include archival automation, slide/tape and video production, basic conservation, and microfilm techniques.

National Association of Government Archives and Records Administrators, Albany, New York: a supplemental grant of \$7,500 to support the state archives preservation needs analysis project.

Society of Photographic Scientists and Engineers (SPSE), Springfield, Virginia: \$5,000 in partial support of a new research institute to be located at the Rochester Institute of Technology (RIT). The new Image Permanence Institute, co-sponsored by the SPSE and RIT, will study the longevity and image quality of photographs and other imaging materials.

Statewide Projects:

American Samoa Government, Pago Pago, American Samoa: \$6,422 in support of an archival assessment and reporting project.

Bureau of Archives and Records Management, Dover Delaware: \$49,562 for a two-year project to develop a comprehensive local public records program for Delaware. Included are plans to survey local records holdings, develop general records schedules, publish a manual, and conduct training workshops.

University of Kansas Libraries, Lawrence, Kansas: \$36,156 for the first year of a proposed three-year project to survey, accession, arrange, and describe materials which document the Black American experience in Kansas.

Massachusetts Supreme Judicial Court, Boston, Massachusetts: \$24,218 to prepare a guide to the archival records of the Courts of the Commonwealth of Massachusetts, 1630 to date.

Area Surveys/Accessions/ Finding Aids:

Central Connecticut State University, New Britain, Connecticut: \$59,640 to support the establishment of the Connecticut Polish-American Archive and Manuscript Collection at the university. Project staff will survey, accession, arrange, and describe records documenting the Polish-American experience.

Consultancies:

Northern Michigan University, Marquette, Michigan: a matching grant of \$2,891 for consulting services to plan for manuscript collection development and to develop short and long-term archival goals for the university.

NHPRC Grants Continued

Cleveland State University, Cleveland, Ohio: \$2,300 for consultation on processing and preserving three existing collections and for developing an expanded collection program.

Development of Institutional Archives:

San Joaquin County Historical Museum, Lodi, California: \$3,000 for consultation to assist the museum in planning an archives and manuscripts program.

Alpine County Historical Records Commission, Markleeville, California: \$27,000 to establish an archives program for the county's public records.

Kentucky State University, Frankfort, Kentucky: \$59,610 for a two-year project to develop archives and records management programs for the university and to begin collecting historical materials documenting the education of Blacks in the upper south region.

Benedict College, Columbia, South Carolina: \$44,068 to establish an archives for the college's permanently valuable records.

Collection Works:

Arrangement, Description, Preservation:

University of Arkansas at Little Rock, Little Rock, Arkansas: \$19,789 to arrange, describe and make available the personal papers of J.N. Heiskell, publisher, editor, and owner of the *Arkansas Gazette* between 1902 and 1972. The grant will also support preservation of a nineteenth-century Arkansas history collection of manuscripts, maps, and photographs.

Chester County Historical Society, West Chester, Pennsylvania: \$36,700 for a two-year project to arrange, describe, and preserve the records of the Chester County Court of Quarter Sessions, 1681-1969.

Microfilm:

Historic St. Mary's City, St. Mary's City, Maryland: \$10,959 to provide security and reference copies of 45,000 textual records, drawings, and photographs created during archaeological excavations of St. Mary's City.

Nantucket Historical Association, Nantucket, Massachusetts: a supplemental grant of \$2,989 for inventorying, identifying, and properly storing 200 reels of microfilm discovered during the current grant project. The project is preserving and describing documentation of Nantucket Island's history since the early 18th century.

New Mexico State Records Center and Archives, Santa Fe, New Mexico: \$16,000 to re-microfilm the Surveyor General Court of Private Land Claims records, 1854-1912, for preservation purposes.

MacArthur Memorial (City of Norfolk), Norfolk, Virginia: \$3,000 for consultation to develop a preservation plan for the papers of General Douglas MacArthur and related materials.

Photographic materials:

San Francisco State University, San Francisco, California: \$55,012 to preserve and make available 1.8 million feet of newsfilm produced by local television station KQED from 1967 to 1980.

University of South Alabama, Mobile, Alabama: \$10,840 to preserve and make available 3,600 photographic negatives in the S. Blake McNeely Collection.

Preservation Microfilming Institute

The Society of American Archivists and the Resources and Technical Services Division/Reproduction of Library Materials Sections of the American Library Association will co-sponsor a Preservation Microfilming Institute March 6-7, 1986 at the Library of Congress in Washington, D.C. This institute is the first of a two-part series designed to provide information and guidance to librarians and archivists who are involved with or planning a microfilming program.

The institute will describe the role of preservation microfilming in a comprehensive preservation program; discuss relevant issues in the development of microfilming programs; and suggest strategies for planning, funding and implementing various stages of a project. Sessions will include case studies, decision-making factors, preservation and collection development, staffing and budgetary requirements, organizational models, standards and bibliographic control, selection for preservation, and integration of emerging technologies, among other topics. Tours will also be conducted through the Library of Congress preservation facilities and the Optical Disk Pilot Program on Friday, November 7, 1985.

Registration fees are \$175 for ALA/RTSD and SAA Individual Members, \$200 for ALA Personal Members, and \$225 for non-members. SAA and ALA members will receive additional information by mail; non-members should contact Ann Menendez at ALA; 50 E. Huron St., Chicago, IL 60611, telephone (312) 944-6780, ext. 319. Enrollment is limited to 100 persons.

Abstracts from Annual Meeting Available

Registrants at SAA's 49th annual meeting received a publication containing abstracts of 95 papers presented at the conference. The publication is available from SAA headquarters for \$5 to members and \$8 to others.

Transitions...

JOEL WURL, formerly of the University of Toledo, has become Curator of the Immigration History Research Center, University of Minnesota. . . WILDA WILLIS has left the Moorland-Spangarn Research Center, Howard University, to join the staff of the National Archives and Records Administration. . . JANE H. ODOM has resigned from her position at the Southern Historical Collection, University of North Carolina, to accept an archival position at the Archives Center of the National Museum of American History. . . CYNTHIA M. CROUCH, formerly of the University of Oregon, has been appointed Curator of Archives and Manuscripts for the Pitts Theology Library, Emory University. . . GERALD J. MUNOFF has left the Kentucky Department for Libraries and Archives to accept a position as the Assistant Director for Administrative Services and Personnel at the University of Chicago. . . KATHLEEN MCINTYRE CONWAY, formerly of the Western Historical Manuscript Collection, University of Missouri, has joined the staff of the Ohio Historical Society. . . JOAN K. HAAS has left her position at the Massachusetts Institute of Technology to become archivist and curator of the Massachusetts Eye and Ear Infirmary. . . ARTHUR F. SNIFFEN formerly of the New York Telephone Co., has been appointed archivist for the William Butler Yeats Microfilmed Manuscripts Collection in the Department of Special Collections in the Frank Melville Jr. Memorial Library at the State University of New York at Stony Brook. . .

Archivists' Calendar

The Campbell Center for Historic Preservation Studies has planned a winter mini-series of conservation training workshops to be held in cooperation with the University of Arizona Architecture Department and the Arizona Historical Society. Tucson, Arizona will be the site for this series of workshops scheduled for February 3-14, 1986. Nine workshops, two to five days in length, will be offered on the areas of Museum Objects, Furniture and Fine Arts and Architectural Conservation. A workshop news bulletin detailing workshop contents and dates, registration fee, and lodging information is available by contacting Margery Douglass, Registrar, Campbell Center, PO Box 66, Mount Carroll, IL 61053, (815) 244-1173.

"Diversity and Unity: The Archival Profession" will be the theme for the Spring 1986 meeting of the Mid-Atlantic Regional Archives Conference to be held in Princeton, New Jersey, May 15-17. For more information contact Karl J. Niederer, c/o New Jersey State Archives, 185 W. State St., CN 307, Trenton, NJ 08625, (609) 292-6260.

The Seventh Annual North American Labor History Conference will take place at the McGregor Conference Center on the Wayne State Campus, Detroit, Michigan, October 24-26. The conference is sponsored jointly by the Archives of Labor and Urban Affairs and the Wayne State Department of History. For program and registration information contact Philip P. Mason, Director, Archives of Labor and Urban Affairs, Wayne State University, Detroit, MI 48202, (313) 577-4003.

"Archives and Society," the 1986 meeting and conference of the New England Archivists will be held in Durham, New Hampshire, April 26, 1986. A one-day workshop entitled "Conservation Methods for Archivists" will be held on Friday, April 25. For more information contact Stuart W. Campbell, Clark University Archives, 950 Main St., Worcester, MA 01610, (617) 793-7206.

A complete listing of the 1985-86 On-site Workshop Program, administered by the Smithsonian's Office of Museum Programs to provide training services to museum professionals, is now available by contacting Patricia Barrows, On-site Coordinator, Office of Museum Programs, Smithsonian Institution, Washington, D.C. 20506, or call Mary Lynn Perry, (202) 357-3101.

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Professional Opportunities

that involved the use of historical research methods; (2) providing professional advice on research, presentation, publication, or other major activities of important research programs that involved the use of historical research methods; (3) performing professional historical research and writing; or (4) performing responsible curatorial work in museum collections involving the use of historical research methods. Appropriate education may be substituted for all or part of the required experience. Selective Factors: (1) Knowledge of history of the physical sciences or American sciences; (2) Experience in using manuscripts for research. Quality Ranking Factors: (1) Knowledge of history of the physical sciences or American sciences; (2) Experience in using manuscripts for research. Applicants need a SF-171, Personal Qualifications Statement, and a SI-662 form, Background Survey Questionnaire 79-2, obtainable from Smithsonian Institution. In addition, applicants should submit a supplemental sheet giving specific examples of experience and training which apply to each of the selective/quality ranking factors listed above. Please note: All Smithsonian positions require fingerprinting of employees hired and may include some additional background checks before employment. In addition to submitting a current SF-171, each applicant should submit a copy of the latest of any performance appraisals received. Smithsonian Institution employees are asked to submit a copy of their latest completed performance plan SI-778 and a Merit Promotion Interest Statement SI-1426.

Submit all forms to: Smithsonian Institution, Office of Personnel Administration, 900 Jefferson Drive SW, Arts & Industries Building, Room 1410, Washington DC 20560.

Two positions for Massachusetts Institute of Technology-The Libraries.

PROJECT ARCHIVIST (Two year position funded by grant from Andrew W. Mellon Foundation)--Formulates and tests appraisal and collection strategy guidelines for records of colleges and universities by undertaking research, surveying collections, recommending collecting strategies, and communicating with Advisory Group Members as appropriate. Analyzes and describes activities (administrative, teaching, and research) that take place at colleges and universities, analyzes records documenting those activities, and formulates strategies to affect creation and retention of records of long-term value. Qualifications: Graduate degree plus substantive archival training and experience required. Experience with research techniques and ability to communicate clearly in writing required, as is ability to work systematically and carefully and to respect confidentiality of records. Experience in college or uni-

versity archival setting desirable. Final candidates must demonstrate ability to communicate effectively with faculty, staff, and peers. Hiring range: \$19,000 to \$21,000.

ARCHIVAL ASSISTANT (Two year position funded by grant from Andrew W. Mellon Foundation)--Assists with accessioning, arranging, preserving, boxing, and describing archival and manuscript materials; performs historical research to appraise, organize, and describe collections; prepares finding aids for collections; answers reference letters; serves on reference desk; helps researchers with use of book, archives and manuscript collections. Qualifications: Graduate degree and archival training and experience required (undergraduate or graduate degree in engineering, computer science, physical sciences preferred). Experience with bibliographic and research techniques required, as are ability to communicate clearly in writing, to work systematically and carefully and to respect confidentiality of records. Final candidates must demonstrate ability to communicate effectively in groups and with faculty, students, and peers. Hiring range: \$18,000-\$19,000.

To ensure full consideration send resume and names and addresses of three current references, by January 15, 1986 to: Search Committee for Project Archivist/Search Committee for Archival Assistant, The Libraries, Room 14S-216, Massachusetts Institute of Technology, Cambridge MA 02139. An equal opportunity employer with an affirmative action plan and welcomes applications from qualified women and minority candidates.

SUPERVISING ARCHIVIST, New Jersey Department of State, Division of Archives & Records Management. Salary: minimum \$27534, maximum \$38552, 3% increase due Jan., 1986. All civil service benefits. Trenton location. Requirements: bachelor's degree supplemented with a master's degree in American history with four years experience in full-time paid archival or conservation related work, two years of which include supervisory or administrative duties. Duties: reporting to the Director as charged of the work programs and staff of the division's document conservation/records disaster planning and assistance section. Send resume to Fred M. Cahill, New Jersey Dept. of State, Division of Archives & Records Management, 2300 Stuyvesant Ave., CN 307, Trenton NJ 08625. (609) 633-7357.

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

CONSERVATOR, New Zealand National Archives, Wellington NZ. The National Archives of New Zealand seeks a conservator to organize and manage the preservation of its holdings. The material held dates from the annexation of New Zealand by the British Crown, through the colonial period up to the present. 19,000 linear metres of conventional paper records make up the bulk of the holding but it also includes maps, plans, photographs, film, tapes, and the official collection of war art in several media. National Archives is a government agency and constitutes a small division of the Department of Internal Affairs. It is centred in Wellington but has branches in Auckland and Christchurch and operates through other repositories elsewhere in New Zealand. The appointee will be a member of the New Zealand public service and classed and paid as a scientist. For further information please contact the Director, National Archives, PO BOX 6148, Te Aro, Wellington, New Zealand.

UNIVERSITY ARCHIVIST (Search Extended) Responsible for developing and administering a newly established Archives for the records of the University of Houston. Drafts policies and procedures, advises other University of Houston campuses, provides access and research service, prepares exhibits and promotes use of the Collection. Teaches Historical Archives course in Public History. Reports to Head of Special Collections. Requires an ALA accredited MLS master's degree or advanced degree in History or related discipline; three years experience working with archival material; and excellent communication skills. Prefer SAA certification, supervisory, and teaching experience. Salary in mid-\$20's depending on qualifications. Excellent benefits including choice of retirement programs. The University of Houston-University Park Libraries have 1.4 million volumes, a materials budget of \$2.6 million, and a staff of 57 professionals and 200 support staff. To ensure consideration, applications must be received by January 3, 1986. Send letter of application, names of three references, and resume to Dana Rooks, Assistant Director for Administration, University of Houston Libraries, 4800 Calhoun, Houston, TX 77004. Equal opportunity employer.

Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA individual members only. Members interested in subscribing to the "Employment Bulletin" may do so at the time of their annual dues renewal. There is no charge to employers for listing positions. SAA members wishing to register with the placement service should contact Linda Ziemer at SAA headquarters.

Professional Opportunities

quired. Historical writing experience is preferred. MA in American History or related field is preferred; BA required. ALA accredited MLS preferred, preferably with archives concentration at that level. Compensation and duration of project will be discussed with applicant. Responses, with resume, should be sent to Hon. John W. Bissell, United States District Court, Federal Post Office Building, Newark NJ 07102.

HEAD, Popular Culture Library, Bowling Green State University. Responsibilities: acquisition, organization, description, security, and preservation of materials; provides reference service; prepares grant proposals; trains and supervises classified, clerical, and student staff; active in acquisitions; maintains fiscal integrity; develops excellent donor relations; prepares reports; serves as liaison to Dept. of Popular Culture; serves on Library/University committees as needed. Qualifications: Minimum of Master's degree in Library Science, American Popular Culture, American Studies/History, Archives Administration, or related discipline; five years experience directing a special collection/research library with collection development experience; the ability to communicate clearly in writing and orally; knowledge of computer applications. Salary range \$30,000-\$35,000 plus state retirement and fringe benefits. Send application letter, resume, and names of three references by January 31, 1986 to Paul Yon, Chair, Search Committee, Dean's Office-Jerome Library, Bowling Green State University, Bowling Green OH 43403. Starting date: July, 1986.

MUSEUM LIBRARY-ARCHIVES, Haggin Museum, Stockton CA. Museum in California's Central Valley seeks versatile, multitasking individual, whose primary background is experience &/or degree in Library Science. Responsible for the library-archives, processing photo orders, mailing of press releases and assisting the administrative and curatorial staff with a variety of tasks, including typing. A big plus will be the ability to creatively write text for the museum's activities Calendar and press releases, as well as editing and polishing up various printed material. Work hours are 8-12 & 1-5, Tuesday through Saturday. Paid vacation after one year; museum provides group health insurance. Beginning salary range \$12,000-\$15,000 depending on experience and abilities. For further information or to arrange for an interview, contact Keith Dennison, Director, The Haggin Museum, Stockton CA 95203-1699; phone (209) 462-1566..

LIBRARIAN III/SPECIALIST III (ARCHIVIST) Temporary through June, 1988., New York Public Library-Special Collections/Rare Books and Manuscripts Division/Annex Section. Available immediately. Hours: Monday-Friday 9 am-5 pm. Schedule subject to change. Salary:

\$25,685 per year. Requirements: Bachelor's degree plus a Master's degree in Library Science, Liberal Arts or Humanities. Archival training plus substantial relevant professional experience; including some supervisory experience in archives or manuscript collections. An interest in and demonstrated knowledge of the Division's subject area. Other skills and abilities pertinent to the position include the demonstrated ability to write clearly and concisely, and a reading knowledge of at least one western European language, preferably French, German or Spanish. Duties: Under the direct supervision of the Curator of Manuscripts, is responsible for directing an accessioning project, funded by the National Endowment for the Humanities, of the archival collections of the Rare Books & Manuscripts Division. Working with the Curator of Manuscripts, plans work for and supervises a project staff of three, accessions collections, reviews and corrects accessions records produced by the project staff and passes those records on to the Curator for further checking, authority work, etc. Performs related duties as required. Interested individuals should submit a resume to: Ms. Francine Feuerman, The New York Public Library, Personnel Office-2nd Floor, 8 W. 40th St., New York, NY 10018. Deadline for applications is December 16, 1985.

ARCHIVIST, University of New Mexico. Qualifications: ALA/MLS or an MA in an appropriate academic discipline, formal coursework in archives administration and records management satisfying the SAA guidelines; a minimum of three years experience working with university records and archival materials required. Responsibilities: Develop/administer a university archive; provide research services; establish a conservation program; an oral history program; develop policies; prepare budget requests in coordination with the Dean of Library Services. \$22,000-\$36,000, 12 months. To ensure consideration submit letter of application, resume, and names & addresses of three references by January 15, 1986 to: Claudia Dean, Personnel Specialist, General Library, The University of New Mexico, Albuquerque, NM 87131. An appointment will be made as soon as possible, but the position will remain open until filled. An EO/AA employer.

DIRECTOR, Daniel Library, The Citadel. The Director is responsible for the coordination and management of all activities associated with the information resources which support the teaching and research requirements of the college. The Citadel is the Military College of South Carolina, a state-supported, liberal arts college with an all male student body, an evening college, and a graduate program offering master's degrees. The library contains about 200,000 volumes, has a staff of 20 and has an operating budget of \$500,000. The Citadel is a member of SOLINET/

OCLC and uses DIALOG and BRS. Applicants must have MLS degree from ALA accredited school as minimum; preference will be given to those with PhD or additional graduate work. Experience as head of department in large university library or as director of smaller library is required. Familiarity with planning, organizing and coordinating computer applications and other forms of automation in library science and experience with academic research needs is essential. Salary is competitive. Application letter, curriculum vitae, transcripts of all college work, and three letters of reference to: Dr. Michael B. Barrett, Dean of Graduate Studies, The Citadel, Charleston SC 29409. Application deadline is January 1, 1986. An AA/EO employer.

UNIVERSITY RECORDS MANAGER AND ARCHIVIST, Office of Records Management and University Archives, Appalachian State University. To administer state-mandated records management program for the university and operating institutional archives. Inventories, schedules, and supervises disposition of university records and operates a sizeable records center and archives facility. Appraises, arranges, describes, and supervises the processing of archival records. Promotes utilization of program, educates department record coordinators, and acts as liaison with state records management. Supervises staff of 1.5 full-time employees. Qualifications: graduation from four-year college or university; two years successful experience in archival & records management work; supervisory experience; and sophisticated verbal and written communication skills required or an equivalent combination of training and experience. MA in history, archival administration/records management, CRM or ALA/MLS, and familiarity with automated systems and microcomputers preferred. Salary: \$18,852 to \$23,616 per annum depending on qualifications and experience. Send letter of application, resume, official transcripts, and name/phone numbers of three references to: Dr. Judith Pulley, Associate Vice Chancellor for Academic Affairs, Appalachian State University, Boone NC 28608. Application deadline: January 15, 1986.

DEPT. HEAD & UNIVERSITY LIBRARIAN, Florida State University-Library/Special Collections. MLS degree from ALA-accredited institution and nine years experience as professional librarian after receiving the MLS; PhD degree in humanities or related studies preferred; special collections and supervisory experience preferred; public service orientation required. Salary range: \$21,110-\$38,000 per annum. Application deadline: January 10, 1986. If qualified and interested, contact: Ms. Lola Dart, Employment & Recruitment Manager, Personnel Relations, 216 Johnson Building, Florida State University, Tallahassee, FL 32306.

Professional Opportunities

EDITOR, Iowa State Historical Department, Iowa City. To participate in publishing magazines, books, brochures, and other instructional materials. Major responsibility is editing manuscripts and production of academic journal including book review section. Qualifications: demonstrated ability in historical research and writing, MA in related field, PhD or several years publishing experience preferred. Salary: \$20,000 plus. Starting date: April 1, 1986. Application deadline: January 10, 1986. Send letter of application and resume to Director of Publications, Iowa State Historical Dept., 402 Iowa Ave., Iowa City, IA 52240. Position will be filled through Iowa Merit Employment Department procedures—an equal opportunity/affirmative action employer.

ARCHIVIST, University Museum, University of Pennsylvania. Responsible for administration of established archival program at a major, academically-oriented museum of anthropology/archaeology. Duties include planning and policy formulation, directing processing and referencing operations, and supervising staff and volunteers. Minimum qualifications include an MA in history, American studies, or anthropology/archaeology and three to five years' previous archives experience. Send resume and references to Gloria Swift, University Museum, 33rd and Spruce Streets, Philadelphia, PA 19104. AA/EOE.

DIRECTOR OF HISTORICAL RECORDS, The Sporting News. Based in St. Louis, The Sporting News is the nation's oldest sports newsweekly providing comprehensive information and statistical summaries on sports, in addition to publishing directories and other books. This position will be responsible for preserving and maintaining sports collection, documents and reports, designing and implementing retrieval and storage systems and assisting sales and marketing staffs with historical presentations. Qualifications: Master's degree in history, archives administration, or related field preferred. Three to five years experience in archives, (preferably in business) or newspaper library, with at least two years of administrative responsibility. Direct experience/knowledge in the following areas highly desired: automation, preservation, program planning, sports history, record retention, appraisal, copyright and commercial law. Salary commensurate with qualifications. Excellent benefit package. Send letter of application and resume to: Char Strahinic, Director of Human Resources, The Sporting News, 1212 N. Lindbergh, St. Louis, MO 63132.

REFERENCE ARCHIVIST, Robert W. Woodruff Library, Emory University. Responsibilities: plan, supervise, and participate in reference services for manuscripts, university archives, and rare books; promote use of collections through written communications and oral presentations. Provide assistance in Special Collections

and general library collection development, and in manuscript processing as assigned. Specific duties include implementing and monitoring reference policies and procedures, supervising reading room, training and supervising reference assistants, overseeing departmental preservation activities, and disseminating information about collections. Minimum qualifications: archival training required; strong background in history or literature, preferably American required; MLS degree from ALA accredited program desirable; appropriate public service experience in an archives or manuscript repository desirable; or an equivalent combination of education and experience. Demonstrated strong communications and public relations skills required, as well as ability to work effectively with all segments of the academic community and general public. Salary and rank dependent upon qualifications and experience: Librarian I, \$17,000-\$20,000; Librarian II, \$20,000-\$27,500. Letter of application resume, and names of three references to: Herbert F. Johnson, Director of Libraries, Robert W. Woodruff Library, Emory University, Atlanta GA 30322. Application deadline: January 31, 1986. Position available: after February 1, 1986. Emory University is an Equal Opportunity/Affirmative Action Employer.

UNIVERSITY ARCHIVIST, Clemson University. NHPRC grant-funded position for one year, becoming permanent. Tenure-track with faculty status in the library. Responsibilities include the development of the university archives, reference work, and preparation of exhibits. Qualifications: ALA accredited MLS required; training in archives and records management highly desirable; an advanced degree in history desirable. Entry level position, available Feb. 1, 1986. Salary: \$18,750 plus benefits. Send letter of application with resume and three references to: Chair, University Archivist Search Committee, R.M. Cooper Library, Clemson University, Clemson SC 29634-3001. Application deadline: December 31, 1985. An EEO/AA employer.

SLIDE LIBRARIAN, Ryerson Library, Art Institute of Chicago. Responsibilities: direction and administration of a large art history slide collection (300,000+) serving curatorial, education departments and art school faculty, supervision and training of personnel (4 full-time, 4 FTE part-time), collection development and maintenance, development of cataloging system. Qualifications: MA in art history and/or MLS, four years administrative experience in visual resources collection, appropriate foreign languages, experience in computer applications. Salary \$25,000. Available January 1, 1986. Applications, with resume and names of three references, to: Carol S. Terry, Chair, Slide Library Search Committee, Ryerson Library, The Art Institute of Chicago, Michigan at Adams, Chicago, IL 60603.

ASSISTANT CURATOR FOR TECHNICAL SERVICES, Manuscript Dept., Duke University. Under general supervision of Curator of Manuscripts, directs technical services of department and supervises department's processors and catalogers (3.5 FTE librarians, 1 support staff member). Coordinates processing and cataloging and provides leadership in enhancement of technical services through computer applications. Departmental holdings include 7,500,000 items relating primarily to the U.S., especially the South. Requires an ALA-accredited MLS or advanced degree in American history (both strongly desired), 3-5 years professional experience in processing and cataloging manuscript collections; supervisory experience; experience in implementing and in training others for automated procedures in a manuscript repository; familiarity with AACR2, AMC format, and OCLC or RLIN; and strong analytical, communication, and interpersonal skills. Knowledge of preservation procedures desirable. Benefits: academic ranks, TIAA/CREF and other retirement options, excellent health care programs, and assistance with relocation costs. Expected starting salary: \$19,000-\$28,000. Send letter of application, resume, and names, addresses and telephone numbers of three references by January 15, 1986, to Ann F. Stone, Personnel Librarian, Duke University Library, Durham NC 27706. Equal opportunity, affirmative action employer.

ASSISTANT ARCHIVIST, The Ford Foundation (Two Positions Available). Under the direction of the Archivist, coordinates reference activities; directs the Archives' micrographics projects; supervises 1-2 Archives Assistants; and, as required, assists the Archivist with arrangement, description, and circulation in the Foundation's Archives & Records Center. Required Qualifications: Graduate degree in History/Archives, History or American Studies; or bachelor's degree plus at least two years' experience in an archives or records center. Excellent communications skills. Preferred Qualifications: Courses in archives practice and administration; experience in archival reference and/or micrographics; supervisory experience. Send detailed resume to: Ms. Nora Jimenez, Assistant Manager, Employment, The Ford Foundation, 320 E. 43rd St., New York, NY 10017. Full salary range: \$20,000 to \$32,000.

ARCHIVIST, United States District Court of New Jersey. The U.S. District Court for the District of New Jersey is planning to issue one or more publications on the 200 years of its history when celebrating the bicentennial of the Judiciary Act of 1789. There are numerous records of important events in the Court's history, both in its own files and elsewhere. The Court seeks to hire a professional archivist to work with these records. Previous archival experience and training is re-

Professional Opportunities

DIRECTOR OF TECHNICAL SERVICES, Columbia University Libraries. A senior administrative position reporting directly to the VP and University Librarian, incumbent has responsibility for centralized technical services activities, including Bibliographic Control, Acquisitions, and Gifts & Exchange operations. Responsibilities include the development of innovative bibliographic and technical support services, participation in planning and policy development for the University Libraries and external cooperative programs, including those of RLG; and coordination of relevant activities with other senior staff (35 professionals, 96 support staff, and FTE of 18 student assistants). Qualifications: MLS from an accredited library school and at least 5 years of substantial experience in a large academic and/or research library, including responsibility for a major technical services area. In-depth understanding of automated library processing and demonstrated administrative and leadership abilities essential. Minimum salary of \$50,000, depending on qualifications and experience. Excellent fringe benefits including assistance with University housing and tuition exemption for self and family. Submit resume, listing three references and salary requirements to: Technical Services Search Committee, Box 35, Butler Library, Columbia University Libraries, 535 W. 114th St, New York NY 10027. Application deadline is December 31, 1985. Position available on or about April 1, 1986. An Equal Opportunity, Affirmative Action Employer.

RECORDS MANAGEMENT COORDINATOR City of Oceanside, CA (pop. 93,000). Salary range \$2135-\$2669 per month plus excellent management benefits. Oceanside, a progressive and diverse coastal community dedicated to quality leadership and public service, is seeking a highly qualified professional to serve as the Records Management Coordinator. This position is responsible for planning, coordinating and directing a comprehensive city records management program. The position requires demonstrated professional experience in the design, implementation, or administration of a comprehensive records management program and a B.A. or higher in Records Management, Business, Public Administration or related. CRM certification and municipal experience are highly desirable. Qualified candidates should submit a City of Oceanside application, supplemental form, and resume by Friday 12/20/85 to: City of Oceanside, Personnel Dept., 350 N. Ditmar, Oceanside, CA 92054. (619) 439-7203.

MUSEUM PHOTOGRAPHER, Chicago Historical Society. Immediate opening. Duties include supervision of assistant, darkroom production, copy work, and studio photography. Salary negotiable. Resume and references to Evelyn Wilbanks, Chicago Historical Society, Clark at North Ave., Chicago IL 60614.

CITY ARCHIVIST & RECORDS MANAGEMENT OFFICER, Baltimore City Archives. Administers archives and records management program for municipality. Responsibilities include program planning and implementation; promotion of services among city officials and the general public; preparation of records appraisal and retention guidelines; budgeting and fiscal management; and supervision of five full-time employees. Qualifications: thorough knowledge of archival and records management practice. Three to five years experience, preferably with local government records. Graduate training in archival administration, library science, or history. Supervisory experience and knowledge of microcomputer applications strongly preferred. Salary: \$22,600-\$27,700. Send resume and list of references to: Bernard Murphy, Director, Department of Legislative Reference, Rm. 626 City Hall, Baltimore, MD 21202. Application deadline: January 17, 1986.

HEAD LIBRARIAN, The Brooklyn Historical Society. Responsible for overall management of 125,000 volume library plus manuscript, photo, map, newspaper collections. Reports to Executive Director. Supervises two professionals, two clerks, volunteers. Provides reference assistance to readers, and directs acquisitions and preservation programs. Responsible for policy, planning, and budget preparation. MLS required with minimum two years' supervisory experience in comparable institution, plus experience writing grant proposals. Salary: \$20,000-\$25,000, depending on qualifications. Excellent benefits. Letter and resume to Executive Director, Brooklyn Historical Society, 128 Pierrepont St., Brooklyn NY 11201.

EXECUTIVE DIRECTOR, The Georgia Historical Society, Savannah. Responsibilities: Report to Director, Georgia Department of Archives & History, and to Board of Curators; manage Society's Savannah headquarters; supervise professional staff and volunteers; prepare and monitor annual budget and grant proposals; administer Board's policies and programs; perform public relations responsibilities through professional and civic programs, speeches, statewide promotion. Possibility for part-time college teaching. Qualifications: Advanced degree in appropriate field; knowledge of Georgia or Southern history; four years progressively responsible supervisory or management experience in historical organization, archival center, library or museum; demonstrated administrative skills; experience in archival or library practices; long-range planning experience in such areas as financial development, marketing, public relations, computer utilization, and archival or library practices; mandatory good written and oral communication skills and some knowledge of the publications field. Salary: Commensurate

with qualifications; attractive fringe benefits. Deadline for application, February 1, 1986. Direct applications, including resume and references, to Chairman, Search Committee, Georgia Historical Society, 501 Whitaker Street, Savannah, GA 31499-2001.

PSYCHOLOGY/SOCIAL WORK BIBLIOGRAPHER, Boston University. Provides full range of reference services, selects new material for the psychology and social work collections for the circulating and reference collections. Responsible for the administration of subject book funds. Conducts library instruction sessions for various user groups. Performs on-line document retrieval searches. Qualifications: ALA/MLS degree required. Degree in Psychology, one year's professional experience in an academic library and experience in computer searching preferred. Rank of Librarian I or II, depends on qualifications. Salary: Librarian I, \$17,000-\$21,250; Librarian II, \$18,600-\$27,900. Send resume and cover letter by January 15, 1986 to Marilyn Hayden, Office of Personnel, Boston University, 25 Buick St., Boston, MA 02215. An Equal Opportunity Employer.

HISTORIAN, Joseph Henry Papers, Smithsonian Institution. GS-170-11 (\$26,381 per year). Duties: Incumbent participates in the long-range preparation of a selective letterpress edition of the unpublished writings of Joseph Henry, a microform edition, and other possible publications. Searches for Henry material at various depositories. Develops plans, and carries out research efforts for the Joseph Henry Papers project. Identifies relevant documentary items appropriate for publication. Interprets and evaluates historical data within the framework of social customs, historical events of the period, and prior historiography, and establishes the most valid historical explanation. Clarifies the relationship of data to the objectives of the project and prepares editorial commentary for letterpress volumes. Edits text for clarity and accuracy and participates in the preparation of introductory essays. Answers public inquiries concerning historical events related to area of specialization. Participates in the educational and scholarly activities of the Smithsonian and conducts historical research of own choosing. Qualifications: This position requires three years of general experience which provided administrative, investigative, or technical work in history, political science, international law or international relations or similar fields which has required the ability to deal effectively with individuals or groups of persons; to collect, assemble and analyze pertinent facts; and to prepare clear concise written reports. In addition, three years of specialized experience which included (1) planning, coordinating, or directing all or major parts of research projects

Newsletter

The Society of American Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605
Ann Morgan Campbell, Executive Director (312) 922-0140

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AND MORE!!

TIME VALUE MAIL

Professional Opportunities

HEAD OF BOOKS & MANUSCRIPTS COLLECTION, Valentine Museum, Richmond, VA. To collect, preserve, and interpret a book and manuscript collection in accordance with the Museum's collecting policy and to supervise others who work in this area toward the same goals. Major Duties: To define an optimum collection, to assess present collection against that standard, and to prepare and execute a collecting plan to create the optimum collection; to preserve the collection by the creation of intellectual and physical controls through the organization and documentation of it; to interpret the collection to the general public through a variety of media; to supervise paid and volunteer staff in the achievement of goals by definition of long-term and day-to-day objectives. Qualifications: Candidates must demonstrate through experience or education a knowledge of library and archival procedures. Level of experience will determine title. Permanent and full-time, reporting to assistant director, collections. Benefits of vacation, sick leave, holidays, health insurance. Salary Range: \$11,000 to \$18,000. Send letter of application, resume, and five references to: Ms. Eryl J. Platzer, Assistant Director, Collections, Valentine Museum, 1015 E. Clay St, Richmond, VA 23219.

Art and Architecture Thesaurus Update

The Art and Architecture Thesaurus (AAT) of the J. Paul Getty Art History Information Program is developing controlled-language hierarchies for indexing bibliographic, archival, and art collections. AAT hierarchies that are in a final testing stage are: *Document Types, Drawings, Single Built Works and Open Spaces, Built Complexes and Areas, Settlements, Systems and Landscapes, Architectural Components, Visual Genre, and Styles and Periods.*

The AAT has distributed drafts of its hierarchies to selected collections and indexing services that are participating in preliminary application and testing of the hierarchies. These participants suggest new terms and comment on existing terms. They receive regular notices from the AAT staff of changes in the hierarchies.

The AAT staff cautions that anyone using AAT hierarchies without participating in the preliminary user program described above will not receive revised and updated hierarchies. Because the AAT hierarchies are still being tested and revised, the AAT would like to establish communication with anyone using copies of hierarchy drafts and to establish a relationship which would benefit both the user and the AAT. Anyone who has been using copies of AAT drafts and who would like to participate in the AAT's current and future testing of the hierarchies should contact either Toni Petersen, Director, or Marguerite D'Aprile-Smith, Liaison Editor, Art and Architecture Thesaurus, 203 South St., Bennington, VT 05201, Telephone (802) 442-8521.