

The Society of American Archivists

# SAA Newsletter

January 1986

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## NARA Appropriations Bill Vetoes

The FY86 appropriation for the National Archives and Records Administration was contained in a \$13 billion spending bill vetoed by President Reagan in mid-November. The bill also contained operating funds for the Treasury Department, the U.S. Postal Service and other agencies. According to the Reagan Administration, the vetoed measure was \$951 million more than had been requested. A spokesperson for House Speaker Thomas P. O'Neill said that the House Appropriations Committee figures showed the bill was \$324 million under the congressional budget resolution ceiling. "The President's people were looking for something to veto this weekend," said the O'Neill spokesperson. "This bill was under budget."

The NARA portion of the bill was not less than the Reagan request. The President's proposed FY86 budget for NARA was \$99.363 million. This included no funding for NHPRC grants but an increase of about \$3 million for preservation activities at the National Archives. The House added \$4 million for NHPRC and passed a total NARA appropriation of \$103.513 million. The Senate approved a figure of \$101.363 with \$4 million earmarked for NHPRC thereby cutting funds available for NARA operations. The White House then voted an across-the-board 2.3 percent cut in its appropriation bill which brought the House figure down to approximately the Senate figure. The NARA amount in the final bill that Reagan vetoed was \$101.4 million.

The NARA figure in the vetoed bill included \$6.6 million for NARA preservation activities, \$4 million for NHPRC grants and \$90.8 million for other NARA operations. Comparable budget figures for FY85 were \$5.6 million for NARA preservation activities, \$4 million for NHPRC grants and \$86.2 million for other NARA operations.

How did Congress add the \$4 million to NARA's budget for NHPRC? The President's budget figure was increased by \$2 million. The other \$2 million was deducted from the President's National Archives operating budget request and would probably come from the newly-requested preservation funds.

(continued on next page)

## Nominating Committee Selects Candidates

SAA's 1986 Nominating Committee has selected the following candidates for office:

### Vice President (becomes President Fall 1987)

Sue E. Holbert, Minnesota Historical Society  
Paul H. McCarthy, Jr., University of Alaska

### Council (3-year terms)

Richard J. Cox, Alabama Department of Archives and History  
Linda Edgerly, consultant  
Charles B. Elston, Marquette Memorial Library  
William J. Maher, National Endowment for the Humanities  
Joan N. Warnow, American Institute of Physics  
Ronald G. Watt, Latter-day Saints Church

### Nominating Committee (1-year terms)

Christine Arden, Art Gallery of Ontario  
Brenda Banks, Georgia Department of Archives and History  
Susan Davis, New York Public Library  
David J. Klaassen, University of Minnesota  
Howard P. Lowell, Oklahoma Department of Libraries  
Mary Lynn Ritzenthaler, National Archives

Three new Council members and three Nominating Committee members will be elected from the groups listed above. Candidates for Council and Nominating Committee will not be paired on the ballot.

Additional nominees may be placed on the ballot by a petition signed by 50 members of the Society. Anyone who plans to initiate a petition should contact the society's office by February 3, 1986, in order to assure all candidates of equivalent exposure on the printed ballot. Deadline for receipt of petitions in the executive director's office is February 17, 1986. Ballots will be mailed in March; members who have not received them by April 20 should contact SAA. Nominating Committee members for 1985 were Mary E. Janzen, chair, Chicago Historical Society; Valerie G. Browne, Loyola University; Edie Hedlin, National Archives; Linda Henry, National Archives; Thomas Wilsted, Salvation Army.

## NEH Nominee Rejected

The defeat of Edward Curran, the White House nominee for the chairmanship of the National Endowment for the Humanities, ended a controversial and stormy campaign that began over a year ago.

The 8-8 vote by the Republican-controlled Senate Labor and Human Resources Committee came after months of opposition and intense lobbying by national associations of scholars and academics who felt Curran a poor choice to fill a post often described as that of the nation's leading humanist.

The deciding vote was cast by Sen Robert Stafford (R-VT), who joined the Democrats in voting against the nomination at the November 19 meeting. Sen. Claiborne Pell (D-RI), who led the fight against Curran's nomination, reiterated his position that Curran was not the right man for the job.

The vote appeared to surprise some of Curran's supporters, including committee Chairman Orrin Hatch (R-Utah), who had known of Stafford's opposition but brought the matter to a vote, hoping that at least one committee Democrat would defect.

Objections over Curran stem from his stormy tenure at the Department of Education. While serving as director of the agency in 1982, Curran wrote to President Reagan criticizing the Institute as a tool of the political "left" and suggested the abolition of the Institute. At the hearing, Curran had described his proposal to abolish the Education Institute as "a stupid move on my part," and promised he would not recommend the same fate for the Humanities. Curran was forced to resign over the letter and is now deputy director of the Peace Corps.

Critics also cited other problems with the White House nomination. Sen. Christopher Dodd (D-Conn.), said Curran's secondary school background, scholarly credentials (a master of arts in teaching, or MAT, from Duke University) and limited experience with scholarly research and writing made him the wrong man for the post.

In addition there were reservations about Curran's tenure at the Peace Corps, where he has clashed with Peace Corps Director Loret M. Ruppe, as well as his description of that relationship.

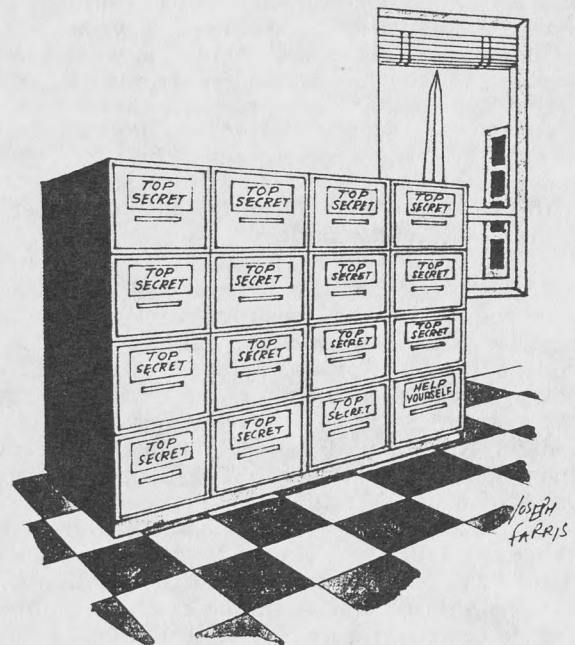
According to the Washington Post, "Their dispute has been described as both ideological and personal, and reached its nadir last year when Ruppe was discovered to have secretly taped a conversation she had with Curran about their continuing problems. Since then, Ruppe reportedly has given Curran few key assignments and excluded him from most meetings."

With the defeat, the nomination is sent back to the White House. Frequently mentioned as new nominees are Robert Hollander, Princeton, and James Billinton, Woodrow Wilson Center of the Smithsonian.

## NARA Appropriations Bill (Continued)

Congress acted on December 12 on a continuing resolution which permitted NARA and other affected government agencies to operate until 6:00 A.M., December 16, the date on which this *Newsletter* went to press. Thus, the FY86 appropriation level for NARA remained to be set, with almost a quarter of the year gone.

The early December passage of the Gramm-Rudman deficit-reduction measure is expected to further complicate the work of NARA's financial administrators, at the least, and may severely affect NARA programs. This bill mandates an analysis in March 1986 of projected income for the federal government. If the figure reached in this analysis falls short of projections used earlier in the budget year, cuts are required in already-approved FY86 spending levels after half of the period is over.



Drawing by Joseph Farris; ©1985  
The New Yorker Magazine, Inc.

## 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>



## SAA Council Approves Archival Roundtables

Many SAA members would like to form into groups less formal and structured than Sections, Task Forces or Committees to address archival topics, some of which may not have broad appeal. SAA Council therefore has created an entity called Roundtables to allow such groups to meet and communicate.

Roundtables are informal groups of SAA members formed to promote discussion and communication, exchange information or engage in similar activities centered around an archival topic. They are not intended to work on specific charges from Council, as do Task Forces, or to be subgroups of Sections, but rather to allow groups with similar interests to get together at the annual meeting and to have some communication between annual meetings.

Council was concerned that creation of more groups would increase the administrative workload of the SAA staff in Chicago, e.g. dealing with still more membership lists, mailing of newsletters, etc. These guidelines therefore provide that most administrative work will be done by the Roundtable itself.

### Structure

Each Roundtable should have a coordinator who serves as a contact for Roundtable members and for the SAA office. Formal officers and additional structural apparatus, such as bylaws are discouraged.

### Membership

Roundtables will require a minimum of 20 members, who must be SAA members, and these names need to be listed on an application form that is available from Toni Pedroza at SAA headquarters.

### Support

SAA will provide money for postage to allow for several mailings a year. SAA will reimburse the coordinator once a year, upon request by the coordinator on the Annual Report form. Since SAA Council members should receive Roundtable mailings, SAA will provide mailing labels to the coordinator for this purpose.

The Roundtable will handle all mailings, membership lists and similar administrative matters, rather than the SAA office.

Roundtables must report activities on the SAA Annual Report form, which SAA will send to coordinators each Spring.

### Meeting at the Annual Meeting

Roundtables will have time (approximately two hours) and space for meeting at the annual meeting. Since time is so tight at annual meetings, the time slot

will be assigned by SAA to avoid conflict with sessions, Sections, etc., and all Roundtables probably will have to meet at the same time. Meetings in addition to this one may be arranged by Roundtable members on an informal basis.

### Application

To form a Roundtable, please complete the application form and send it to SAA. Council will act on the application at its next meeting after receipt of the form, and SAA will notify the coordinator of approval.

## 1985 SAA Program: A Gender Analysis

Analysis of the final printed program for SAA's Austin meeting shows 194 participants. A report compiled by Deputy chair of the 1985 program committee, Dallas Lindgren, indicates that women's participation has increased over 1984.

	1985	1984
84 women participants	43%	30%
110 men participants	57%	62%

By the January 1985 meeting of the committee there were 158 official proposals, for full sessions, poster sessions, limited enrollment sessions and individual, unattached papers. The following figures are for proposals made by individuals and by the representatives of sections and other groups.

72 sessions proposed by women	-- 46%
86 sessions proposed by men	-- 54%

There were 359 individuals proposed as participants for these 158 proposals:

159 women	-- 44%
200 men	-- 56%

30 were proposed by women	-- 42%
41 were proposed by men	-- 58%

What is intriguing to Lindgren is the close correlation between the number of sessions proposed by women, the number of women proposed as participants by both men and women proposers, the number of sessions chosen that were proposed by women, and finally, the number of women appearing in the 1985 SAA program.

The 1986 Program Committee, chaired by H. Thomas Hickerson, has established a goal of 50-50 gender balance for program participants in Chicago. The SAA Newsletter went to press as the committee was meeting in Chicago to select the sessions, nearly 100 of them, that will be offered at the 50th anniversary meeting. It appeared that the goal of a 50-50 gender balance would be met.

## SAA's Continuing Education Program

In the coming year, the Society of American Archivists will offer several continuing education programs around the country. Following are descriptions of the workshops, offered through SAA's Automated Archival Information Program and Basic Conservation Program.

### Automated Archival Information Program

Understanding MARC Format for Archival and Manuscripts Control (AMC) will be taught in five workshops offered in 1986. Partially funded by the National Endowment for the Humanities, these workshops 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 is emphasized. Workshop materials 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*.

Workshop enrollment is limited. Qualified applicants are those in responsible positions whose duties involve describing archival materials. Experience in automation is not required. However, the workshops will not teach computer skills, therefore, understanding of automated capabilities is desirable. Participant selection will be made to ensure broad institutional representation.

Costs to participants include travel, room, board, and a registration fee of \$100. SAA will award 1.2 continuing education units for attendance in accordance with the guidelines established by the National University Extension Association.

SAA is offering these workshops in conjunction with regional archival organizations. Five additional MARC AMC workshops will be offered in 1987. For more information contact Lisa B. Weber at SAA headquarters.

### Basic Conservation Program

Two introductory workshops, "Basic Archival Conservation" and the "Administration of Photographic Collections" will be offered nationwide in 1986. Each three-day workshop is open to persons who currently hold positions with non-print collections or documentary photographs, respectively, with preference given to those with little or no training in that area. Qualified applicants will be admitted on a first-come, first serve basis and are assumed to be familiar with basic archival theory and practice. Because enrollments are limited, early registration is advised.

Basic Archival Conservation emphasizes the importance of integrating a conservation perspective and techniques into all archival functions ranging from appraisal, arrangement, boxing and shelving through exhibition and research use. Through lecture and discussion, the workshop will address the nature of archival materials, the causes for deterioration, storage and handling of non-print materials, preservation microfilming and photocopying, and disaster prevention and recovery. Through demonstrations and hands-on practice, participants will learn basic conservation techniques such as simple testing, paper mending, methods of dry cleaning, polyester encapsulation and treatment of bound volumes. Registration fee: \$90.

Administration of Photographic Collections considers the special and complex needs of this medium from an archival perspective. Topics that will be addressed include appraisal and collection development, arrangement and description, access policies, storage and handling, conservation and use of photographic materials for research, exhibition, and publication. Registration fee: \$75.

For more information about the Basic Conservation and Photographic Collections workshops contact Patricia Palmer, Program Coordinator, SAA, 600 Federal, Suite 504, Chicago, IL 60605 or call (312) 922-0140.

Following is a list of names and dates of SAA's workshops:

Administration of Photographic Collections: February 26-28; Arizona State Archives; Phoenix, Arizona.

Understanding the MARC Format for Archival and Manuscripts Control: February 28 - March 1; Pilot workshop; Chicago, Illinois.

Understanding the MARC Format for Archival and Manuscripts Control: March 19-20; co-sponsored with the South Atlantic Archives and Records Conference; Raleigh, North Carolina.

Administration of Photographic Collections: March 24-26; Mississippi Department of Archives and History; co-sponsored with Southeastern Library Network, Inc.; Jackson, Mississippi.

Business Archives: May 19-21; New York, New York.

Understanding the MARC Format for Archival and Manuscripts Control: May 27-28; co-sponsored with the Society of California Archivists; Pomona, California.  
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## SAA's Education Program Continued

Basic Archival Conservation: June 4-6; Historical Society of Pennsylvania; Philadelphia, Pennsylvania.

Basic Archival Conservation: July 17-19; co-sponsored with Southeastern Library Network, Inc.; Atlanta, Georgia.

Understanding the MARC Format for Archival and Manuscripts Control: August 24-25; pre-conference workshop at SAA annual meeting; Chicago, Illinois.

Administration of Photographic Collections: August 24-26; pre-conference workshop at SAA annual meeting; Chicago, Illinois.

Starting an Archives: September 12-14; Washington, D.C.

Basic Archival Conservation: October 8-10; pre-conference workshop at Midwest Archives Conference Fall meeting; Hudson, Wisconsin.

Understanding the MARC Format for Archival and Manuscripts Control: October 28-29; co-sponsored with the Mid-Atlantic Regional Archives Conference; Charlottesville, Virginia.

Administration of Photographic Collections: December 3-5; New York Public Library; New York, New York.

## SAA's Consultant Services Available

Subsidized consultations in the areas of basic conservation and the management of photographic collections will also continue to be available throughout 1986. Site visits, which generally last one day, will address a wide range of problems and recommend solutions based on unique institutional needs and resources. The consultant's report provides invaluable assistance in improving the preservation and management of collections and can be used effectively to increase public awareness and support for institutions as a whole.

To qualify for a consultant visit, institutions must have at least one full-time paid staff member working in an archival capacity, and the director of the institution must be willing to submit a letter in support of the site visit. Requests from institutions having previously sent a staff member to an SAA photographic or basic conservation workshop will be encouraged, since an in-depth survey serves as a particularly valuable follow-up to the workshop experience.

For more information about the consultant services available through SAA's Basic Conservation Program, contact Patricia Palmer, Program Coordinator, SAA 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140.

## Archives and Society Task Force Moves Forward

The SAA Task Force on Archives and Society is involved in a number of major activities, and has produced a number of items that are available through the SAA office. Its activities in summary:

- 1) Production of a generic brochure on archives for general distribution. Entitled "Who Is the 'I' in Archives," the brochure is available from SAA and promises to be a best seller.
- 2) Investigation of the feasibility of producing a guide to marketing courses in the United States that would be useful to archivists.
- 3) Production of a workshop on marketing that is slated to be demonstrated in Chicago in early 1986, and offered to regional archival organizations by summer, 1986.
- 4) Production of a document suggesting implementation strategies for the Levy Report on resource allocators' perceptions of archives. The Task Force met with Levy in Chicago, December 5-6, to complete this document.
- 5) Production of a slate of program sessions on archives and society for the 1986 SAA annual meeting.

- 6) Production of a report and a long range plan for the Task Force to submit to SAA Council.

The Task Force met five times in Austin during the SAA annual meeting, and has embarked on several other projects now in the planning stages. David E. Horn, Faxon Company, has been added to the Task Force, bringing it to full strength for a busy year in 1986. Other Task Force members are: James E. Fogerty, chair, Minnesota Historical Society; Audray Bateman, Austin Public Library; Karen Benedict, Nationwide Insurance; Susan Chapdelaine, Office of Court Administration, New York; Bruce Dearstyne, New York State Archives; Kevin Flood, National Audiovisual Center; Elsie T. Freeman, National Archives and Records Administration; David B. Gracy II, Texas State Archives; Frank H. Mackaman, Dirksen Congressional Research Center; James P. Nelson, Kentucky Department for Libraries and Archives; Faye Phillips, Senator Russell B. Long.

For more information contact Andrew Raymond, Program Officer, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

# Winner of the Waldo Gifford Leland Prize

## Native American Archives : AN INTRODUCTION

JOHN A. FLECKNER

This booklet is one product of the Native American Archives Project, a cooperative effort by seven organizations and institutions with major funding from the National Endowment for the Humanities. The Project's other activities included a series of conferences on Native American Archives and two slide-tape programs. The purpose of all project activities is to promote the establishment and development of archives programs by Native American groups.

In the preface to *Native American Archives* author John A. Fleckner states the booklet's purposes: "[It] discusses how archives can contribute to long-range goals of Indian cultural self-determination as well as to more immediate administrative, educational, and cultural needs. It is also an introduction to some basic ideas about what an archives is and how it operates. Finally, it offers suggestions for assistance in areas such as technical training and resource development. Like the project of which it is a part, this booklet focuses on education about archives, not on in-depth training in becoming an archivist. Information about such training may be found in the text and appendices."

*"It describes the requirements for establishing a new archives so clearly that it could well become the bible for any would-be archivist at the the Genesis of such a project."*

*"It is the best introduction to archives I have ever seen."*

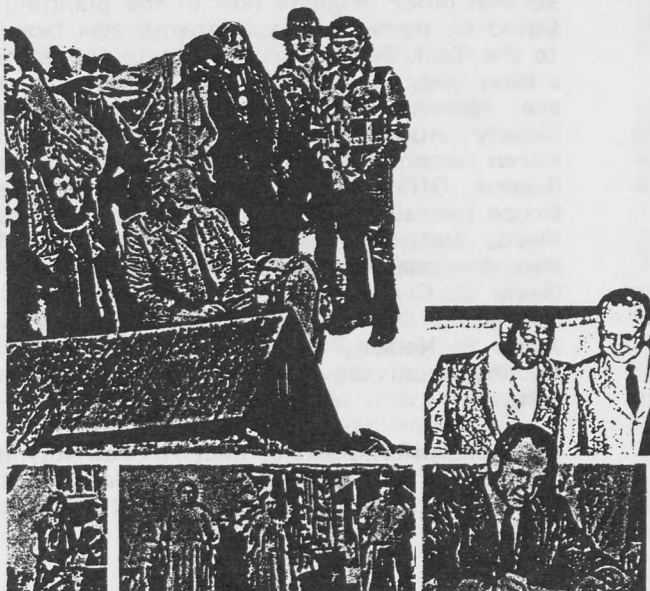
*"The style of this manual is an unexpected delight, couching as it does, mundane matters in elegant language."*



### Native American Archives

AN INTRODUCTION

JOHN A. FLECKNER  
FOR THE SOCIETY OF AMERICAN ARCHIVISTS



### ORDER FORM

Please send me \_\_\_\_\_ copies of *Native American Archives: An Introduction*. (\$5.00 to SAA members, \$7.00 to others)

☐ check enclosed

☐ bill me (a postage and handling charge will be added to non-prepaid orders.)

Name \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Detach this form and mail it to the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.



## SAA Awards Competition Announced

The Society of American Archivists announces competition for Society awards to be presented at the 1986 annual meeting in Chicago, IL, August 26-30. The awards will recognize accomplishments for calendar year 1985. Winners of each award will be selected by subcommittees of the Awards Committee, chaired by Virginia Purdy, National Archives and Records Administration. Individual and institutional members of SAA are welcome to nominate themselves or others for awards. The Society's awards policy is described in the *American Archivist* 39: 415-420. All nominations for SAA awards should be sent to Virginia Purdy, 509 S. Irving St., Arlington VA 22204 by June 1, 1986.

The Distinguished Service Award was established in 1964 by three Fellows of the Society: Leon deValinger, Jr., Mary Givens Bryan, and Dolores Renze. The award, a trophy, is presented annually to an archival institution or organization that has made an exemplary contribution to the profession. Nomination forms for the award are available from Virginia Purdy.

The Sister M. Claude Lane Award was established in 1974 by the Society of Southwest Archivists in memory of Sister M. Claude Lane. The cash award is funded by SSA and is presented to an individual who has made significant contributions in the field of religious archives.

The Philip M. Hamer and Elizabeth Hamer Kegan Award, first given in 1973, was established with an initial gift from Elizabeth Hamer Kegan. The award recognizes high quality work in documentary publication by an associate or assistant editor on a publication project sponsored or endorsed by the National Historical Publications and Records Commission.

The Oliver Wendell Holmes Award, established to facilitate the supplementary travel of foreign archivists already in the United States or Canada for training, was first presented in 1979. Information on eligibility and application rules is available from Maygene Daniels, chair of the International Archival Affairs Committee, Gallery Archives (GA), National Gallery of Art, Washington, DC 20565.

The Waldo Gifford Leland Prize, first awarded in 1959, is a cash award funded by income from the Waldo Gifford Leland Prize Fund. The prize is awarded to the author of an outstanding contribution in the field of archival history, theory, or practice. Periodicals are not eligible.

The C.F.W. Coker Prize for finding aids was established by SAA Council in 1983. The prize recognizes works or activities of exceptional merit that advance the practice of archival description. More details on this prize are published in the March 1984 SAA *Newsletter*. Nominations should be submitted to the chair of the Awards Committee.

## Colonial Dames Scholarship Available

A scholarship to the National Archives' Modern Archives Institute, to be held June 16-27, is available from SAA. The award is funded by the Colonial Dames of America, Chapter III. To be eligible, an applicant must be an employee of an archival institution or agency, employed less than two years as an archivist or archives trainee, actually working with archives or manuscripts regardless of title, and be employed in an institution or agency with a fair percentage of its holdings in the period predating 1825.

Resumes, accompanied by two letters or recommendations from persons who have a definite knowledge of the applicant's qualifications, should be submitted to Edward L. Galvin, New York State Archives, Cultural Education Center, Albany, NY 12230 by April 1, 1986.

## Audubon Prints Auctioned in NY

A full set of John James Audubon's "Birds of America," auctioned in New York City in October, sold for more than \$1.4 million. The 435 engravings, which were sold individually, were from the holdings of the City's archives.

The hand-colored engravings were purchased by the New York City Common Council in 1850 for \$1000 as a "humanitarian" gesture toward an ailing John Audubon, who died a year later at the age of 66.

Commissioner Eugene Bockman of the New York City Department of Records and Information Services said the decision to sell the collection was based on the fact that six other complete sets are held by metropolitan area libraries and museums, and "it served no purpose locked up in a closet." The collection had been stored in various libraries and municipal offices up until 1920, when it was borrowed by New York City College, until being returned in 1975.

The proceeds from the auction will be used by the Department of Records and Information Services to provide for conservation work and outreach programs.

The two-day auction was handled by Sotheby's, who dropped their normal 10 percent fee.

## Council To Meet

The next meeting of SAA's Council will be February 14-16, 1986 in Washington, D.C. Copies of the agenda will be available February 3, from the executive director's office, 600 S. Federal, Suite 504, Chicago, IL 60605.

## Transitions...

NICHOLAS C. BURCKEL has left the University of Wisconsin, Parkside, to become Director of Public Services and Collection Development for the Washington University Libraries in St. Louis, Missouri. . . RICHARD H. LINDEMANN, formerly of Emory University, has joined the staff at the University of Virginia Library. . . MATTHEW BORMAN has resigned his position as assistant archivist at the Salvation Army Archives to attend law school at New York University. . . SUSAN CHASE was named in November to head the Congressional Relations Office at the National Archives & Records Administration. Chase worked in President Reagan's 1980 campaign and in the Congressional Relations Office of the Civil Aeronautics Board from 1983-84.

### Joyce Accepts Princeton Position

William L. Joyce, SAA's president for 1986/1987, has been named Associate University Librarian for Rare Books and Special Collections at Princeton University. Joyce left his position at the New York Public Library to accept the appointment on January 6, 1986.

## Archivists' Calendar

The Art Libraries of Society of North America is sponsoring a one-day Symposium on Authority Control, to be held in conjunction with its Annual Conference, on February 10, 1986. The site of the conference and the symposium is the Roosevelt Hotel, 45th Street and Madison Avenue in New York City. This symposium has been designed for library administrators, art researchers, catalogers and indexers, reference librarians, and others who are planning online catalogs or computer database searching or who currently use tools in their work. For registration, contact Pamela J. Parry, Executive Director, Art Libraries Society of North America, 3775 Bear Creek Circle, Tucson, AZ 85749, or call (602) 749-9112.

### Upcoming SAA Annual Meeting Dates

Chicago, Illinois -- August 26-30, 1986  
New York, New York -- September 2-6, 1987  
Atlanta, Georgia -- September 29 - October 2, 1983

### Education Directory Update Planned

The Committee on Education and Professional Development, chaired by James B. Rhoads, Western Washington University, and SAA's Office of Education are planning to update the directory of archival education opportunities, last published in 1983. Colleges and universities offering formal coursework in archives are urged to provide brief details of their courses to Andrew Raymond at SAA Chicago office no later than 1 February 1986. Follow-up contacts will be made if necessary to complete directory listings. The name and telephone number of an appropriate contact person should be provided to Andrew Raymond, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

### Correction

It was erroneously stated in the *September Newsletter* that the deadline for submissions to NEH's access program was November 1, 1985. The correct date is November 1, 1986.

SAA Newsletter  
January 1986

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## Professional Opportunities

**CURATOR, Western History Collection.** The Western History Collection is the largest, most diversified, and heavily used of the special research collections at the University of Oklahoma Libraries. The collection contains more than 82,000 volumes, 25 million pieces of manuscript, 500,000 photographs, 48 collections of congressional papers, 12,000 microforms, 1,000 serial titles and 237 current serial subscriptions. **Duties:** Under direction of the Dean of University Libraries, the Curator of the Western History Collection has administrative responsibility for the overall operation of the Collections which includes the Library Division, the Historical Manuscripts Division, the Archives of the Carl Albert Congressional Research and Studies Center, the Photographic Archives, Oral History Division, Map Division and the University Archives. The Curator is responsible for providing leadership in the planning, implementation, and evaluation of programs; coordination of operations; articulation of services and programs; development of gift programs and interaction with potential donors; close coordination with technical and public services of the University Libraries; development of resources and services for faculty and students; and representation of the University Libraries in cooperative activities. **Qualifications:** Required: Doctorate in American History or equivalent, minimum of three years of professional experience in a medium to large research library/archive or equivalent; experience in the management of medium to large library or archival operations; effective communication skills. Desirable: Knowledge of preservation techniques and activities; record of active involvement in professional associations; record of research and publication; experience with donor relations and gift acquisitions. **Deadline for applications:** February 15, 1986. Available July 1, 1986. **Salary:** Commensurate with experience. **Benefits:** TIAA CREF; State Retirement System; comprehensive medical protection; 21 days vacation; University holidays; generous sick leave. **Employment:** Librarians have faculty status, rank, privileges, responsibilities, and are eligible for tenure. Send letter of application with resume and names of three references including current supervisor to Professor Robert E. Shalhope, Chair, Curator Search Committee, Department of History University of Oklahoma, Norman OK 73019.

**MANUSCRIPT LIBRARIAN (Reopened),** John Hopkins University Milton S. Eisenhower Library. The Manuscript Librarian administers and develops a collection of approximately one million manuscript pieces. **Duties** include formulating policies and implementing procedures for processing and cataloguing with the use of a data based system; preparing finding aids; and providing reference services. Also participates

in the solicitation of manuscripts and in the creation of collection development policies. Reports to Associate Director for Special Collections. **Qualifications:** Strong academic background with graduate degree. MLS from ALA accredited library school or equivalent experience in a research library. Knowledge of and experience in standard archival procedures; excellent communication skills, both oral and written; excellent interpersonal skills; supervisory experience; minimum two years experience in manuscript or archival department of a research library; familiarity with AMC/RLIN, MARC format and AACR II desirable. **Excellent Benefits:** Salary commensurate with education and experience. Minimum \$22,000. Please submit letter of application, resume, and 3 letters of reference by February 15, 1986, to Edward S. Warfield, Johns Hopkins University, Office of Personnel Service, Room 146 Garland Hall, Baltimore MD 21218.

**HEAD, Popular Culture Library,** Bowling Green State University, Ohio. **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.

**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 his-

tory. Supervisory experience and knowledge of microcomputer applications strongly preferred. **Salary:** \$22,600 - \$27,700. Send resume and list of references to: Bernard Murphy, Director, Dept. of Legislative Reference, Rm 626 City Hall, Baltimore MD 21202. Application deadline: January 17, 1986.

**EXECUTIVE DIRECTOR,** The Georgia Historical Society, Savannah, GA. **Responsibilities:** Report to Director, Georgia Dept. 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 practice; 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 St., Savannah, Georgia 31499-2001.

**RECORDS MANAGEMENT OFFICER,** World Health Organization, Geneva, Switzerland. **Duties:** to supervise and direct the registry and archives services and the general records control functions at its Headquarters in Geneva. **Qualifications required:** A minimum of five years administrative and supervisory experience in the field of modern archives and records management techniques including the use of data processing; university degree; excellent knowledge of English or French with a good working knowledge of the other language. **Salary scale** ranges from US\$ 37,166 (single) and from US\$39,821 (with dependents) net of tax per annum. Interested candidates who have the required qualifications should write as soon as possible enclosing a detailed curriculum vitae and quoting reference "COS/REM to: Personnel (MPR). World Health Organization, CH - 1211 Geneva 27. Only those candidates under serious consideration will be contacted.

## Professional Opportunities

**REFERENCE ARCHIVIST**, Robert W. Woodruff Library, Emory University, Atlanta, Georgia. 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 relation 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.

**ARCHIVIST I**, Manuscript and Archives, Yale University Library. Under the supervision of the archivist for technical services responsible for the arrangement and description of manuscript collections. Duties include: appraisal, organization, and preservation of collections; preparation of finding aids and of RLIN/AMC records for manuscript collections and microforms; supervision of assistant archivists; occasional reference assistance for researchers; preparation of subject guides to the collection. Requires: M.A. in American history or related field and/or ALA accredited M.L.S.; formal archival training or education; one to two years' archival processing experience desirable; familiarity with automated systems, particularly the RLIN/AMC file, and with the US MARC Archives and Manuscripts Control Format desirable; ability to read foreign language(s) desirable; Salary from \$21,000. Send letter of application, resume, and names of three references by March 15, 1986 to: Maureen Sullivan, Head, Library Personnel Office, Yale University Library, Box 1350A Yale Station, New Haven CT 06520.

**DIRECTOR**, John Fitzgerald Kennedy Library, Boston, MA. The National Archives & Records Administration invites applications for the position of Director of the John Fitzgerald Kennedy Library. The Library is a Federal Government institution which holds and administers the archival materials of President John Fitzgerald Kennedy, operates an historical museum containing exhibits illustrating the life and times of President Kennedy, and conducts educational, scholarly, and general public programs centered on the Library's holdings and related issues of public policy.

Applicants should have a master's degree in American history or a related field, or equivalent educational experience, and experience in managing an archives, historical museum, or similar cultural program.

Applicants will be judged on their knowledge and abilities in the following areas: knowledge of United States history and government; knowledge of the requirements of scholarly research; knowledge of administrative procedures; ability to manage archival, educational, or cultural organization. Applicants must have demonstrated judgment; leadership; and the ability to express ideas clearly, orally and in writing.

The position of Director, Kennedy Library, is a Civil Service position classified as Supervising Archivist, GM-1420-15. The salary range is \$52,262 - \$67,940. The position is a Merit Pay position.

How to Apply: Interested persons should obtain a copy of the Vacancy Notice from Mr. Herbert Robinson, Boston Area Manager, Office of Personnel Management, John W. McCormack Post Office & Courthouse, Boston, MA 02109 (617:223-6240). The forms required in the Vacancy Notice, together with a resume of education and experience, should be submitted to the above office by February 28, 1986.

The position requires completion of a satisfactory security investigation prior to entry on duty.

**ARCHIVIST**, U.S. Citizen Advisor to Archives Program Manager, State of Bahrain. Preferred qualifications: Master's in archives management, bachelor's in history, plus two years specialized experience in archives and records management, documentation, librarianship, or related profession. Preference will be given to applicants who speak and write Arabic. Salary: \$40-45K per annum (tax free), transportation and housing paid, 2-year renewable contract. Send application to: Executive Director, Civil Service Bureau (Arabian Gulf). Additional information in U.S.: Call collect after 5 pm, EST (703)521-1105.

**CONSERVATOR SENIOR**, Document Preservation Laboratory, Kentucky Dept. for Libraries and Archives. (two positions available). Performs highly skilled professional conservation tasks to preserve and protect historically significant documentary resources; and performs other duties as required. Examples of duties: Examines historical documents and books and makes assessments as to their conservation needs. Analyzes the document medium and base (paper, parchment, vellum, etc.) and selects appropriate techniques, materials, and procedures for treatment of documents. Performs a variety of conservation tasks including, but not limited to surface cleaning, humidification, flattening, repair with Japanese tissue and heat-set tissue, removal of pressure sensitive tapes, reduction of stains, solubility testing, media stabilization, washing, deacidification and alkalization, compensation for losses, lining, encapsulation, fumigation, and limited treatment on nonpaper and/or bound materials. Assists in the development of standards for permanency and durability of paper, inks, and other supplies used in records creation. Conducts training sessions in the proper handling, storage, and use of archival/library material and in the determination of conservation problems for archival and library staffs throughout the state. Trains laboratory personnel and may supervise employees engaged in special projects. Participates in conservation research and development activities and tests and evaluates new conservation products and procedures. Minimum requirements: Graduate of a college or university with a bachelor's degree supplemented by one year of document conservation experience. Additional document conservation experience will substitute for the required education on a year-for-year basis. Specialized training in document conservation will substitute for the required experience on a year-for-year basis. Starting salary approximately \$1,240 per month, plus 18.3 per cent in fringe benefits. For further details contact: Mary B. Samples, Supervisor, Document Preservation Laboratory, Public Records Division, Kentucky Dept. for Libraries and Archives, 300 Coffee Tree Rd., P.O. Box 537, Frankfort KY 40602-0537; telephone (502)875-7000, extension 145.

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



## Professional Opportunities

**ARCHIVAL SPECIALIST**, The Chicago Public Library. Archival Specialist for the Neighborhood History Research Collection. A one year position, funded by the Dr. Scholl Foundation, in a small unit combining archives, antiquarian books, photographs, special research collections, manuscript collections, and museum artifacts. Primary responsibility for accessioning, appraising, organizing and describing local historical collections consisting of manuscript materials and photographs. Some field work in Chicago neighborhoods will be required. Successful candidates must be able to work under their own initiative. The Archival Specialist is responsible to the Curator of Special Collections and the Senior Archival Specialist. Qualifications: M.A. in history/archives or M.L.S. with formal course work or experience in archival procedures required. Experience working with manuscript and photographic collections desirable. Knowledge of Chicago history helpful. An applicant must be an actual resident of the City of Chicago. Proof of residency will be required at the time of application. Salary: \$17,412 plus liberal benefits package. Application deadline February 14, 1986. Position scheduled to begin on March 1, 1986. For additional information, applications are available at: Department of Personnel, Chicago Public Library, 425 N. Michigan, Chicago, IL 60611. (312) 269-3033.

**UNIVERSITY ARCHIVIST**, Sam Houston State University, Huntsville, TX. Responsible to Director of Libraries for supervision of major Manuscripts and Archives Collections with strength in criminal justice and Texas history. Duties include establishing priorities for the Division; supervision of staff; appraising, arranging, and processing the collections; writing grant proposals; physical maintenance and preservation of the collections; and facility planning. The incumbent will be expected to maintain liaison with campus offices regarding University records and with the College of Criminal Justice concerning CJ collections; solicit gifts; and to publicize collections through professional publications. Tenure track position at Assistant or Associate Professor with nine month appointment. Required: PhD in history or related discipline; training in archival management and historical research methods; record of scholarly publications; and MLS desirable. Preferred: Supervisory experience; familiarity with computer applications to manuscript/archival processing. Salary commensurate with qualifications and experience. Excellent fringe benefits. Position available February 1, 1986. Send letter of application, resume and names, addresses, and telephone numbers of three professional references by January 20 to Dr. Rush G. Miller, Director of Libraries, P.O. Box 2281, Sam Houston University, Huntsville TX 77341-2281.

**ARCHIVIST FOR RECORDS**, College Archives and Sophia Smith Collection, Smith College. The Archivist for Records will design and administer programs for the acquisition, maintenance, and use of the archives of the College and organizations whose records are in the Sophia Smith Collection (Women's History archive). First major assignment will be to survey the College's records and establish a modern archives program. Continuing responsibilities in both units will be: appraising records and arranging for their regular transfer; processing and cataloging records and official publications; assisting general reference service; recommending access policies; and participating in institution wide records management. Qualifications Required: M.A. in History or American Studies or Women's Studies, or M.L.S.; two graduate courses in Archives Administration; three years' professional archives experience including experience with institutional records. Qualifications Desired: Participation in professional activities; experience in cataloging or knowledge of RLIN or OCLC archives and manuscript format. Application deadline is March 1, 1986. Position available July 1, 1986. Direct letter of application and resume to: Director of Personnel Services, Smith College, 30 Belmont Ave, Northampton, MA 01063.

**ARCHIVAL ASSISTANT**, Auburn University, Alabama. To direct day-to-day operations of University Archives. In charge of acquisitions, arrangement and description, reference, security, conservation program, exhibits, and public programs. Directs work of graduate assistants, work-study students, and clerical employees. Also responsible for grant applications and programs. Qualifications: M.A. in American history; formal archival training in university archival program; 2-3 years' archival experience. Knowledge of US MARC Archives and Manuscripts Control Format and computer application for archive and records management programs desired. Salary: \$20,000-\$21,400, negotiable based on qualifications. Academic appointment. Send resume and names of three references to: Allen W. Jones, University Archivist, Auburn University Archives, R.B.D Library, Auburn University AL 36849; (205) 826-4465.

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

**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 M.A. 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.

*Three positions available at the New York Public Library*

**ASSISTANT DIRECTOR**. The New York Public Library seeks individual to be responsible for staffing, budget preparation, acquisition of materials, processing of collections and services for its Rare Books & Manuscripts Division and Arents Collection. Qualifications: MLS and/or Doctorate in Humanities, History or Literature and substantial experience in the management of rare book collections, selection and processing of manuscripts, and archival management; substantial organizational and administrative experience including a thorough knowledge of antiquarian books/manuscripts markets and experience negotiating with donors; recognized scholarly attainment and working knowledge of two modern foreign languages. Reading knowledge of Latin desirable. Minimum salary: \$37,605. To apply, please send resume, letter of interest and salary history to: Francine Feuerman, Human Resources Department, The New York Public Library, Fifth Avenue at 42nd Street, New York, NY 10018.

**PROJECT ARCHIVIST/SPECIALIST**. The Schomburg Center for Research in Black Culture/Rare Books, Manuscripts and Archives Section. Qualifications: Position requires an MLS or Master's degree in the Social Sciences or Humanities and archival experience that includes arrangement, description, and public service. Additional graduate degree or formal training in the archives field desirable. Substantial knowledge of black history and culture. Experience in the acquisition of manuscripts and knowledge of French and one or more European or African language highly desirable. Starting salary: \$20,593, excellent benefits. Closing date: January 17, 1986. For consideration, send resume to Francine Feuerman, Human Resources Department, The New York Public Library, Fifth Avenue at 42nd Street, New York NY 10018.



# 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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## INSIDE . . .

Archival Roundtables . . . . .	3
Continuing Education Programs . . . . .	4
Archives & Society Task Force . . . . .	5
Professional Opportunities . . . . .	9

AND MORE!!!!

TIME VALUE MAIL

## Professional Opportunities Continued

ARCHIVIST/SPECIALIST, The Schomburg Center for Research in Black Culture/Rare Books, Manuscripts and Archives Section. Qualifications: MLS or Master's degree in the Social Sciences or Humanities and archival experience that includes arrangement, description, and public service. Additional graduate degree or formal training in the archives field desirable. Substantial knowledge of black history and culture. Knowledge of Spanish or Portuguese and one other European or African language desirable. Starting salary: \$20,593, excellent benefits. Closing date: January 17, 1986. For consideration, send resume to Francine Feuerman, Human Resources Department, The New York Public Library, Fifth Avenue at 42nd Street, New York, NY 10018.

## LATE NEWS. . .LATE NEWS. . .

### BERMAN MAY BE NEXT U.S. ARCHIVIST

Ronald S. Berman, chair of the National Endowment for the Humanities in the Nixon and Ford Administrations, may be nominated to be Archivist of the United States by President Reagan.

Berman, 55, holds a BA from Harvard and a Ph.D. from Yale. He has been on the faculty of the University of California, San Diego, since 1968, with the exception of the term of his appointment at NEH, 1971-77.

He is professor of renaissance literature at UCSD and his publications include *A Reader's Guide to Shakespeare's Plays*. He is a native of New York City and has also taught at Columbia University and Kenyon College.

## MOVING?

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