

The Society of American Archivists

SAA Newsletter

March 1986

ISSN 0091-5971

NARA's Budget Cut

The initial impact of the Gramm-Rudman Hollings Act, designed to eliminate the federal budget deficit by 1991, has been defined in Washington. Spending on most domestic programs must be reduced by 4.3% by March 1, 1986.

The automatic spending reductions mean that the National Archives and Records Administration (NARA) must cut \$4,359,000 from its FY86 budget allocation of \$101 million. The impact of the cut, which was computed on an annual basis, will be felt in the remaining seven months of the fiscal year, thereby almost doubling the impact of the slash.

At NARA the following actions are anticipated: an agency-wide hiring freeze, no merit promotions, and no relocation expenses. Overtime, training, and travel will be severely curtailed. All NARA expenditures over \$1000, with the exception of preservation reproductions and fee reproductions, must be specifically reviewed. Funds for the National Historical Publications and Records Commission (NHPRC) in the FY86 period were cut by \$172,000.

NARA's FY86 budget has never been passed by Congress and signed by the President. It is anticipated that the year, which ends 30 September 1986 will probably be completed under a Congressional resolution that permits the agency to operate at its FY85 level. This situation has permitted the grant programs of NHPRC to continue. The NARA operating budget request has been decreased by the amount of the grant dollars.

Acting Archivist of the United States Frank G. Burke, noting that his agency anticipated "a period of heightened activity as NARA prepares to conform to budget limitations," named Claudine Weiher as Acting Deputy Archivist and James Megronigle to act in Weiher's former position, in February.

The Reagan Administration's FY87 budget request for NARA again abolishes the NHPRC grant program and seeks \$101 million in funding for the agency itself.

At the Library of Congress, reading room hours have been cut on all evenings except Wednesday, and on Sundays and federal holidays as well. A hiring freeze has been instituted and the agency expects to lose 300-500 employees by the end of FY86.

SAA Awarded Mellon Grant

In December, the Andrew W. Mellon Foundation announced that a matching grant of \$100,000 had been awarded to SAA to support the establishment of a continuing education program aimed at updating archival skills and knowledge in an age of rapid social and technological change. Earlier last year, a similar amount was voted on by the National Publications and Records Commission (NHPRC) which, because of budgetary constraints, will provide the money in increments, subject to the availability of funds. The combined total of over \$202,000 for the three years represents one of the largest grant-funded projects ever undertaken by the Society.

The need for short-term educational offerings for the profession was made dramatically clear by the results of the NHPRC state assessment projects, which were undertaken between 1982 and 1984. At least two-thirds of those project reports made recommendations involving education, which primarily included workshops for existing repository staffs to improve their skills in managing records already in their care. One consultant, Margaret Child, Smithsonian Institution, went even further, observing that "as is with one voice, everyone spoke out for workshops. These apparently are needed on virtually every aspect of archival management."

As the program begins, SAA will assess the educational needs of the profession by conducting a survey and by analyzing existing information on archival education. A Conference of SAA leaders and representatives of regional archival associations will also be held to help coordinate roles, to produce new ideas, and also to develop plans for specific cooperative actions involving both national and regional organizations.

Using the survey and conference to identify areas in which advanced or specialized courses are needed, SAA will develop and offer at least six such courses during the three-year project. A major accomplishment of the Society in the last few years has been to offer a number of workshops for the beginning archivist. Most of the archival courses offered in colleges and universities are directed at entry level students. However, as the archival field has become more complex, with larger and diverse collections, rapidly changing technologies, greater user demand, and other complicating factors, it has become increasingly (continued on next page)

SAA Grant From Mellon Continued

ingly apparent that archivists need more sophisticated educational opportunities than can be provided by basic workshops. Some of the suggested areas in which advanced training is needed include appraisal strategies for large institutions, design and evaluation of finding aid systems, conservation management and "marketing."

As part of an effort to ensure broad topical coverage and structured development of course offerings, the project will also seek to coordinate its educational offerings with other academic and archival organizations, particularly regional archival organizations; to publish an annual catalog of courses, workshops, institutes, and other opportunities, and; to standardize the curricula, instructional materials, and other aspects of basic workshops for use by regional associations throughout the country.

The education project will be directed by Andrew Raymond, SAA Program Officer. SAA Council member Trudy Huskamp Peterson, National Archives and Records Administration, is chair of its advisory committee.

Expert Systems Study Completed

The Archival Research and Evaluation Staff of the National Archives and Records Administration reported that the Expert Systems Study has come to a successful conclusion. The purpose of this project, which was performed under contract with American Management Systems, was to test and evaluate whether the principles of computer-based artificial intelligence could be applied to archival reference operations. The system was designed to emulate the thought processes and judgmental capabilities of an experienced professional archivist. Renee Jaussaud, an archivist with the Scientific, Economic, and Natural Resources Branch, served as the "domain expert" for the project.

The goals of the project were to answer the following questions: (1) Can an archivist's decision-making process be captured as "rules-of thumb?" (2) Can an expert system, using these rules, make decisions which are consistent with those that an archivist makes? (3) Does an expert system have any applicability to the overall plan for developing information processing systems to support the Office of the National Archives?

The study reported "yes" to all three questions. Once the system was developed, it was tested by asking reference questions and comparing the system's responses to those that Jaussaud would have given. Considering the limited size of the prototype, the results were "extremely promising," according to William Holmes, Director of the Archival Research and Evaluation Staff. The study report suggests that the National Archives should consider the use of expert systems in such roles as an "archivist's assistant," a training system for archives technicians, or as a system for direct use by researchers.

What Council Did

At its February 14-16 meeting in Washington, D.C., SAA Council:

- ★ Selected four candidates to be interviewed for the Executive Director's position and approved plans for the interviews, which are scheduled for March 13-16 in Chicago.
- ★ Elected Edmund Berkeley, Jr., University of Virginia, and John A. Fleckner, Smithsonian Institution, to join the five most recent past presidents on the 1986 Professional Standards Committee.
- ★ Approved the creation of four SAA Roundtables: Congressional Papers, Performing Arts, Archival History, and Labor Records.
- ★ Heard a report from Victoria Irons Walch on the National Association of Government Archives and Records Administrators and the National Historical Publications and Records Commission project to investigate the possibilities for an archival clear-house.

Archivist of the United States Update

As the *SAA Newsletter* went to press, two names were being most prominently mentioned as possible White House nominees for Archivist of the United States. They were Don Wilson, director of the National Archives and Records Administration's Ford Library and Herman Viola, director of the National Anthropological Archives at the Smithsonian Institution.

Sally Forth



SALLY FORTH by Greg Howard
(c) by and permission of News America Syndicate

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>

Commentary

To the Editor:

In the November/December 1985 issue of the *SAA Newsletter* you solicited comments on the archivists' certification issue. Herewith my comments:

I have commented on the certification question before; I am opposed to certification for various reasons. It would appear from some studies that I am in the minority in my opposition. Being in the minority, I stand now confused, chagrined, and insecure. I am tempted to equivocate, even to join those in favour of certification. But, no, I return to my original mind, because, majority in favour or no, the objections I originally raised have not been answered, to wit:

1. No two archival milieux are alike; hardly two archivists perform similar work.
2. There are no educational standards for training archivists; there can be none. No one has ever established with any clarity what an archivist does.
3. Records managers and librarians who have strong, widespread, articulate organizations have preempted much of the territory in which archivists work. The librarians in particular already have educational and professional work standards. I can see no reason why these groups would want to back away from the Society of American Archivists. I recognize a weakness in my argument here: archivists should stand together to hold off the incursions of librarians and records managers--books do not equal manuscripts and records do not equal historical documents; the requirements for an ALA-approved degree have little to do with archives. Nonetheless the American Library Association is pervasive, widely-recognized and heeded. On the other hand, employers and state legislators will say, "What's an archives? What does an archivist do?"

Certification, declamations, hubris, or what have you will not make archivists more prestigious or richer. Education is important, of course. Advanced degrees and, especially, an ALA-approved degree are foremost in qualifications as shown in the Professional Opportunities section in the *SAA Newsletter*. It will take much more than SAA certification to alter prospective employers' attitudes.

Edward J. Boone, Jr.
MacArthur Memorial

To the Editor:

I welcome the opportunity to comment on certification, as requested in the November/December *Newsletter*.

I strongly support certification and endorse the current plan before the Society. Certification sets standards, in this case for individual post-appointment archivists. Professional associations exist for many reasons, but a major purpose is to establish standards for that profession. In our first 50 years we have adopted very few, preferring weaker terms such as "guidelines" or "principles." This reluctance reflects poorly on our profession.

We need standards in many areas, and criteria for archival programs, archival education and entry-level positions are only some other examples besides certification. I support them all. But certification is a place to start, and would allow us to establish requirements in two other sorely needed areas: archival consultants and teachers.

Some opponents argue we need to do something else first--surely an argument that delays doing anything. Or they argue that certification isn't the way to measure the basic competence of individual archivists, but they fail to produce an alternative plan.

I suspect opponents do not want to set standards. After all, the lack of standards means any archival practices, or practicing archivists, can be acceptable because there is no yardstick. Some archivists look at certification and see how they don't measure up. Proponents see a tool they can use. The difference is one of confidence in one's professional competence.

Certification won't solve the confidence problem. It also may not make any difference with employers, our pay or prestige, and so on. I don't support it because of these possible benefits. I support it because we ought to set standards for individual archivists, and this method is our best currently available option. While I would like a Master's degree in archives as a standard, we lack sufficient Master's programs and graduates to make that requirement a realistic standard for a decade or more. Certification can be done now.

Linda Henry
National Archives and
Records Administration

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.

PEOPLE and PAPERS

Andover, Massachusetts A manuscript in which Rudolph, the red-nosed reindeer was brought to life by Robert L. May in 1939, is currently being restored, reports *The New York Times*. The original 32-page manuscript, handwritten with crayon drawings, is being treated at the Northeast Document Conservation Center in Andover, Massachusetts. May, an advertising copywriter at the Chicago headquarters of Montgomery Ward & Company, had been requested to write a booklet that could be handed out in retail stores around the country at Christmastime. The poem, about a red-nosed reindeer who became Santa's guiding light, sold millions and in 1949 was put to music and sold 12.5 million records, according to Phillip Cronenwett, special collections librarian at Dartmouth College, where the manuscript was received as a gift from May in 1958.

Tripoli, Libya Colonel Moammar Khadafy, self-appointed leader of the 16-year-old revolution in Libya frequently uses the term "Jamahiriya" to describe his revolutionary ambitions. Roughly translated the word "Jamahiriya" means "the state of the masses." Khadafy's revolutionary committees, with their wide-ranging and eccentric powers, have tried to create his "utopian vision" almost overnight. Recently, fires erupted in virtually every town destroying the municipal records and all of the country's real estate deeds. Now that there are no records of property ownership left, the country is one step closer to Khadafy's vision.

Oslo, Norway A large number of musical manuscripts, autographs, and letters by the Norwegian composer Edvard Grieg have been recently purchased by the Government of Norway. The collection, which has been stored at the Chase Manhattan Bank in New York, contains music of 29 Grieg works covering 800 pages of manuscript paper and 375 of Grieg's letters on 1,300 pages. With the return of the music to Norway, many of the "Lyric Pieces" for piano and large segments of "Peer Gynt" and the "Symphonic Dances" included in the collection, will now reside in their composer's homeland.

Austin, Texas One of the world's most important private collections of rare books was bought by H. Ross Perot, the Dallas computer magnate on behalf of the University of Texas at Austin. The 15 million transaction was described as the largest sale of rare books ever. Known as the Carl H. Pforzheimer Library, it consists of more than 1,100 volumes and 250 groups of letters and manuscripts dating from 1475 to 1700. It includes what is believed to be the first book ever printed in English, as well as the first English Bible, 18 Shakespeare quartos and four folios, the first collections of John Donne's poems, first editions of works by Milton, Spenser, and Ben Jonson, first translations into English of Homer, Aristotle, St. Augustine, and Cervantes, and letters written by Britain's Queen Elizabeth I concerning a suitor's marriage negotiations. Perot bought the collection from the Carl H. Lily Pforzheimer Foundation of New York, which had strictly limited scholars' access to the material. Decherd Turner, director of the University's Humanities Research Center, said the collection would be open to "any qualified person who has legitimate reason for using any of the materials. Perot said his role was that of an intermediary, and that the university would, "over time," repay him.

Boston, Massachusetts According to the *Chronicle of Higher Education*, Boston University has again been asked by Coretta Scott King, widow of Martin Luther King, Jr., to relinquish to her the 83,000 documents that her husband donated to the university. Although the request by King has occurred every year since 1968, two days after Dr. King's death, Howard B. Gotlieb, curator of special collections for the university said "The request has received more attention this year because of the federal holiday in honor of him." The agreement by Dr. King to donate the documents to his alma mater was signed in 1964. The collection, if returned to King will be housed at the Martin Luther King, Jr. Center for Nonviolent Social Change in Atlanta. According to Gotlieb, King has not responded to the university's offer to microfilm the entire collection if the center will supply copies of its papers to Boston University.

SALLY FORTH by Greg Howard



SALLY FORTH by Greg Howard
(c) by and permission of News America Syndicate

1986 Nominations for Fellows Solicited

The SAA Committee on Professional Standards urges the Society's membership to nominate persons for election as Fellows in 1986. Fellows are elected by a 75% vote of the Committee, which is made up of the five most recent past presidents of the Society and two Fellows elected to the Committee by Council. The 1985-86 Committee chair is David B. Gracy II. Other past presidents on the Committee are Ruth Helmuth, Andrea Hinding, J. Frank Cook, and Edward Weldon. The two Fellows selected by Council to serve on the Committee are Edmund Berkeley, Jr., and John A. Fleckner.

According to the Society's constitution, the number of Fellows may not exceed 5% of the total membership of the Society. Candidates for Fellow must have been individual members of the Society in good standing for the past seven years. The Committee on Professional Standards is also guided by the following criteria:

A. Appropriate academic education and professional and technical training in any of the fields of the Society's interest.

B. Professional experience in any of the fields of the Society's objectives for a minimum of seven years, which shall include evidence of professional responsibility.

C. Writing of superior quality and usefulness contributing toward the realization of the Society's objectives.

D. Contributions to the archival profession through active participation in the Society of American Archivists and innovative or other outstanding work on behalf of the Society.

Any SAA member is eligible to nominate another member for Fellow of the Society. For a nomination form, write to Antonia Pedroza at SAA headquarters, 600 S. Federal, Suite 504, Chicago, IL 60605. Completed forms must be received by David B. Gracy II, University of Texas at Austin, Graduate School of Library and Information Science, Education Building, Room 564, Austin, Texas 78712, by June 2, 1986.

ALA and DOE Report Issued

The American Library Association (ALA) and the United States Department of Education (DOE) Accreditation Project will soon issue a final report, which could lead to far-reaching changes in the way graduate programs in the field of library and information science are evaluated. Currently, ALA exercises sole responsibility for review and accreditation of all such programs. The report recommends, however, that other interested professional associations be invited to join an Inter-Association Advisory Committee on Accreditation to assist ALA in identifying needs for additional guidelines, and perhaps for eventual replacement of present standards. The report itself proposes a series of guidelines, policies, and procedures that would govern a phased process by which the new committee would achieve these goals.

With funding provided by the U.S. Department of Education, the Project was begun in late 1984 in response to a number of long-standing concerns with the future of library education. Eight related professional organizations were formally invited to participate, seven of which accepted. Other relevant groups, including SAA, were also informed of the project and encouraged to participate as observers. Six working groups were established to identify organizational and substantive issues and to develop draft recommendations for consideration of a Steering Committee in preparing the final report. The report will be formally considered by ALA in the Spring.

Trudy Huskamp Peterson, National Archives and

Records Administration, Ann Morgan Campbell, SAA's Executive Director, and Andrew Raymond, SAA Program Officer, represented the Society at various meetings over the two year period.

The ALA and DOE accreditation project comes at a time when the Society is also considering a formal proposal for the certification of individual archivists and when its Committee on Education and Professional Development is revising its guidelines for graduate archival education.

Many fundamental questions regarding the ALA and DOE accreditation project and the possible participation of SAA in that process remain to be fully answered. For example, how will the expanded accreditation program deal with the fact that degrees other than a Master of Library Science are considered an appropriate means of entry into the archival field? How will the final process deal with a specialization such as archives as part of a larger program? If SAA becomes part of the library and information school program, what impact would that participation have on history department-based archival instruction?

It is anticipated that consideration of the accreditation plan and of SAA's possible participation in it will extend throughout 1986, at the least.

For further information, contact Kate Shockey, Administrative Secretary to the Project, at ALA, 50 E. Huron St., Chicago, IL 60611 or call (312) 944-6780, ext. 313.

ARCHIVES GO PUBLIC...

...IN SEATTLE

The National Archives - Seattle Branch, according to Phillip E. Lothyan, director, is making a concerted effort to establish a close working relationship between the institution and the Seattle community and the surrounding area.

Through volunteer programs, brochures, exhibits, and public advertising the Archives has encouraged the involvement of the general public as well as professionals in archives and records management.

Following is a description of the ongoing work by the National Archives Seattle Branch to bring their Archives and Society closer together.

"I have driven by your building for 20 years without knowing what went on here." "I'm a neighbor up the hill; I see very little traffic in and out of your facility." "The National Archives in Seattle? You've got to be kidding!" "What's an Archives?" These comments are often heard after a new researcher makes his or her first visit to the National Archives-Seattle Branch. In an effort to reach out to the community the Seattle Branch has ...

...recruited volunteers to work with novice researchers using non-record materials on a self-service basis. Fifteen volunteers, some arriving with genealogical research skills and some with none, have been trained to assist 13,500 genealogists using 25,000 rolls of census film 1790-1910, including coded indexes. Volunteers also serve as good-will ambassadors to other community organizations.

...recruited Preservation and Research Volunteers to folder, label, and box court records open to the public without restrictions. In the process, volunteers cite cases containing documents and artifacts for exhibits, facsimile reproduction, color slide reproduction, and other public relation activities. Volunteers serve under the immediate supervision of a professional archivist.

...recruited Public and Academic Relations Volunteers, such as teachers, lawyers, and media professionals or students to help develop press releases, public service announcements, letters to congressional staff in surrounding area. Recruiting of volunteers is being done in distant cities to represent the archives in their local organizations and

newsletters. One of the public service announcements being developed concerns the volunteer program itself. A free ad for Bicentennial Volunteers for the period of 1987-1991 will be developed this year and displayed on the Seattle Metro bus system. Similar free ads on radio, television, and newspapers it is hoped, will encourage more people to volunteer, enabling the Archives to increase evening and weekend operating hours. In addition, the Archives has registered the volunteer program with United Way of King County and Retired Senior Volunteers Program (part of ACTION, a federal agency, sponsored by the Seattle Chapter of the American Red Cross).

...established a Seattle account within the National Archives Gift Fund so that patrons may make tax-deductible contributions for fundraising activities, such as buying a high-magnification lens for a microfilm reader. To collect funds a receptacle placed in the research room explains funds in the purpose of soliciting funds, goals, and progress to date. Curious researchers may then query volunteers, who have an opportunity to explain both volunteering and fundraising.

...recruited private records relating to public records in order to exhibit both to the public during extended operating hours. For example, 102 photographs of life on the Crow Reservation were displayed with photographs of documents from the Crow Indian Agency exhibit held in Seattle and Washington, D.C.

...combined the photographs of archival documents and the matching collection of private photographs to form a local traveling exhibit after the private collection leaves the Archives Branch. Plans being made to introduce the exhibit include: CBS "Sunday Morning" news videotape, slides of Crow artifacts displayed with private collection, Crow flute and drum music, and the exhibit catalog introduced to elementary and secondary school classrooms.

...prepared a brochure explaining the dual missions of the National Archives-Seattle Branch and the Federal Records Center as part of the combined photograph and document exhibition. A volunteer kiosk for greeting cards used in recruiting was placed in the main corridors and lobby area taking advantage of the crowd flow of 15,000 visitors per year.

SAA Continuing Education Program

SAA is accepting applications for all 1986 workshops at this time. Qualified applicants will be admitted on a first come, first served basis. Because enrollments are limited, early registration is advised. For additional information on how to apply, contact Patricia E. Palmer, Program Coordinator, SAA 600 S. Federal, Suite 504, Chicago, Illinois 60605.

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

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 28-29;* co-sponsored with the Society of California Archivists; Pomona College; Claremont, California.

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.

Administration of Machine-Readable Records: August 24-25; pre-conference workshop at SAA annual meeting; Chicago, Illinois.

Archives: An Introduction: August 24-26; pre-conference workshop at SAA annual meeting; Chicago, Illinois.

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.

* Note revised workshop dates.

NAGARA Issues Results of Preservation Study

The National Association of Government Archives and Records Administrators (NAGARA) has issued its report on preservation needs in the nation's state archives. The report results from a year-long study that NAGARA conducted with funds from the National Historical Publications and Records Commission (NHPRC). Howard Lowell, Oklahoma Department of Libraries, conducted the study.

The NAGARA study found that a critical preservation situation exists in state archives. Presently no state program provides adequate preservation care for records entrusted to its custody. Preservation of the more than one million cubic feet of records presently in state archives, and the nearly 45,000 cubic feet added to these holdings each year, offers an immense preservation challenge.

To begin to meet that challenge, NAGARA recommended a ten-year phased program that includes development of a preservation planning and survey methodology that can be easily used in state archives: programs to teach archivists preservation

management and related skills; support for regional conservation centers and; efforts to expand "holdings maintenance" and reprography programs, while eliminating processing backlogs and coming to terms with the government records created in electronic formats. Lowell was to have presented these and other recommendations, together with the study results, at the February 20-21 meeting of the NHPRC.

The NAGARA study also concludes that the problems it identifies are not confined to state archives; virtually every repository faces a similar preservation challenge. Activities that benefit preservation in the fifty-state program, therefore, should also provide benefits to all archival programs.

A program session on the NAGARA study is scheduled for the annual meeting in Chicago.

For further information, contact NAGARA Executive Director Bruce Dearstyne, New York State Archives, Room 10A75, Cultural Education Center, Albany, NY 12230; (518) 473-8037.

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."

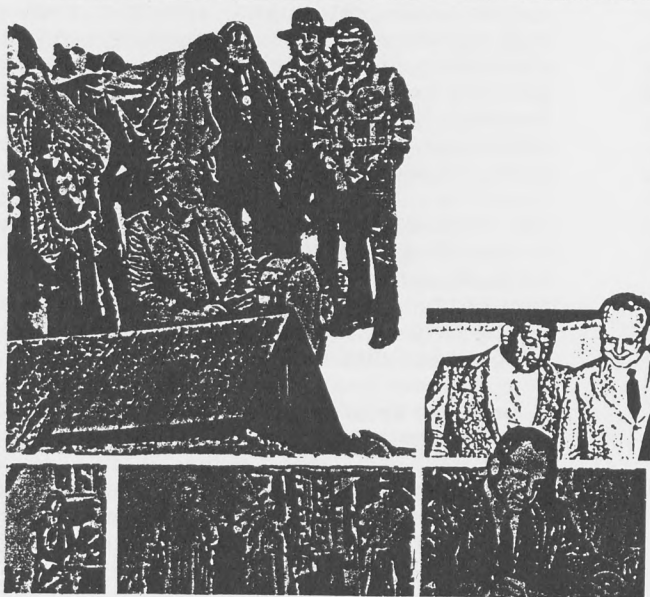
"The style of this manual is an unexpected delight, couching as it does, mundane matters in elegant language."



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 _____

Address _____

City _____ State _____ Zip _____

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

MSU Reports on Computer Project

The Michigan State University (MSU) USMARC AMC Microcomputer project is now in the last quarter of its development period. The system has been in the testing (Alpha) phase at the University Archives and Historical Collections since September 1985. During that time period 250 MARC records have been entered into the system, updates and enhancements have been added, and debugging of the system has taken place. The Alpha testing is continuing and preparations are being made for entering the Beta test phase of the project.

During the Beta phase of the project selected archival and manuscript repositories will use the system, inform people of problems they encountered, and test enhancements to the system as they become available. Once the Beta test phase of the project is completed, final changes and enhancements will be made and the system will be marketed. MSU currently expects to be in a position to do this in late spring of 1986.

If people are interested in further information about the system, they can write to MSU USMARC AMC Microcomputer System, c/o University Archives and Historical Collections, EG-13 Library Building, Michigan State University, E. Lansing, MI 48824-1048. When the information about the system becomes available, probably late spring, it will be sent to the respondents.

"Selecting an Archivist" Brochure

The Archivists Round Table of Metropolitan New York and the Mid-Atlantic Regional Archives Conference have published a brochure, "Selecting an Archivist." The brochure is intended to provide information to organizations, corporations, and individuals seeking guidance in hiring a professional to develop and maintain archival collections.

"Selecting an Archivist" defines what an archivist does, what to consider when hiring an archivist, and how to look for qualified candidates. A separate paragraph briefly examines choosing a consulting archivist. The brochure concludes with lists of suggested readings and archival organizations willing to give additional assistance.

The brochure is available from the Archivists Round Table of Metropolitan New York, c/o Pace University Archives, Pace Plaza - Room T1519, New York, NY 10038; or the Mid-Atlantic Regional Archives Conference, Publications Secretary, Friars of the Atonement Archives, Graymoor, Garrison, NY 10524.

Single copies may be obtained by sending a self-addressed, stamped, #10 envelope. Multiple copies are available at a cost of 10¢ each.

A Dutch Archivist in Texas

A number of archivists from other nations joined the Society in the fall of 1985 for its 49th annual meeting in Austin, Texas, which immediately followed the annual Roundtable of the International Council on Archives. Joan van Albada of the Netherlands was among these visitors. The following excerpts from his report to his ministry vividly record his experience at the SAA meeting.

"The first impressions sweep me off my feet. Everything is great in America, in Texas even greater. After some time I recognize law and order in a harassing chaos and find my way as smoothly as all others. Now I know the meaning of Annual Meeting.

Old friendships are lived, acquaintances renewed, application-interviews given, computer courses held, software tried and bought. Regional associations recruit new members, important people are pointed out. Newcomers are introduced, appointments made. Do you want to meet someone? Why not? Introduce yourself, even at seven a.m., even during breakfast. Five days of meeting, five days of running, listening, talking, eating, and being tired.

Lecturers are friendly, helpful. Selling. Everything is salable, ideas, substance, quality, people and wind. Some people are very impressive. A competitive society forces people to learn survival behavior. . . most lecturers know how to bring their story. The public gets the message.

Five days of diffusion of knowledge, in some rooms five days of professional discussions of heightening the level of the profession. And everything punctually. No leisure time. Fortunately, one or two lecturers don't show up. Some air at last.

In the evening, late time is allowed for informal dinners, but even then, the work must go on; happily not for foreigners. The real Texas Bar-B-Q starts in a line of school buses. Out of town, in a park at sunset, under a rainbow (a double one of course) the archivists are fed and quenched. Under a shed, offshoots of a hurricane disperse the country and western music. Some days later we meet again at Halloween. As in the Circus Maximus tens of thousands of beings whirl in Sixth Street along an ellipse of policemen and railings. A ravishing sight.

A meeting of disturbing and creative experiences. Pandemonic brains. A pressure-cooker for the profession. Analysis at ease shows that program and methods must have positive results. We should use the best parts at home. Let our average level of profession training be higher, at SAA one finds more innovators, people with guts, willing to lose, wanting to gain. The fewer traditions, the more danger of losing one's footing, but the more chances to find new paths to go.

The USA and the SAA Annual Meeting are musts, even though it may be once in your life."

Archival Census: First Analysis

Last summer many U.S. archival institutions responded to the Census of Archival Repositories carried out by the Society's Task Force on Institutional Evaluation. Paul Conway, Gerald R. Ford Library archivist, is processing the data and has furnished the Newsletter this summary report. Conway will present a longer report at this year's annual meeting in Chicago, including a description of how different types of archives vary from this composite picture. While several Task Force members assisted in data analysis, the opinions expressed below are his and do not necessarily represent the views of the Society. Nevertheless, SAA expects readers will be stimulated by this first view of the census returns. Comments on this article and on the census are encouraged.

SAA is making plans to release the data for use by individuals and archival repositories. More information on obtaining a copy of the data on tape or floppy disk will be in the next Newsletter.

A typical archives in the United States today was founded in the early 1970s and functions with fewer than four employees, half of whom are professional archivists. Staff members in this typical repository, are paid an average of \$21,000 per year, have an annual budget of \$83,000 and have custody of 2,000 cubic feet of archival materials in a building of about 3,000 square feet. Archivists describe 80 percent of their holdings at the collection level but do not publish a guide. About 325 researchers visit the reading room each year, relying more on a card catalog for access than on any other kind of finding aid.

These median figures are just some of the patterns emerging from responses to the Society of American Archivists' first Census of Archival Repositories in the United States. The nine section questionnaire, asking for available information on a wide range of responsibilities and activities, generated over 300 analytical variables from 52 questions. What follows is a summary of certain key measures, arranged into four sections: 1) a general profile, 2) finances and staff, 3) physical facilities and holdings, and 4) description and research use. All but the first two tables exclude the National Archives in Washington, D.C. and any repositories unable to answer the specific questions.

Analysis of census returns is the culmination of a three year effort by the Society's Task Force on Institutional Evaluation, chaired by Mary Jo Pugh. Building on previous, but more limited surveys in the United States and Canada, the Task Force benefited from the work of the Society's Task Force on Standard Reporting Practices and advice from the staff of the Institute for Social Research at the University of Michigan. Census responses form the core of a nationwide database of comparable measures for all types of archival repositories. This project complements and reinforces the Task Force's guidelines on self-evaluation, published in the SAA booklet Evaluation of Archival Institutions.

The census elicited a good response, considering the complexity of the questionnaire. Of 1,252 questionnaires mailed, 549 were returned, for a response rate of almost 44 percent. The mailing list was a combination of SAA's individual and institutional membership rolls. The distribution of responses to the census very nearly matches the distribution of the mailing

list by region and type of repository, allowing for qualified generalizations within the limits of the mailing list. Any conclusions should be tempered by the realization that nothing in this world is absolute, especially survey research.

A Profile of Responses

The basic identification requested from each repository confirms the broad portrait of archival resources of which most of us are aware: archives are concentrated in the Mid-Atlantic and Midwestern states; there was a phenomenal growth in the number of repositories in the 1960s and 1970s, but growth has leveled off in the 1980s; and there is a tremendous variety of types of institutions calling themselves archives.

Archives in every state in the nation responded to the census. Table 1 illustrates the distribution of respondents in six regions of the United States, roughly coinciding with the composition of regional archival organizations. A comparison of the regional distribution of survey respondents with the regional distribution of the full mailing list shows that responses are slightly weighted in favor of the Southern and Mountain states, and slightly against the Mid-Atlantic states.

Table 1. Regional Distribution

New England	11%	(61)
Mid-Atlantic	26%	(140)
South	19%	(103)
Midwest	28%	(154)
Mountain	6%	(34)
Pacific	10%	(54)
Total Responses		549

The first question asked respondents to check the category that best described their type of institution. Answers to this question are summarized in Table 2.

Table 2. Type of Repository

Federal Govt.	5%	(26)
State Govt. & Historical Soc.	12%	(60)
Local Govt. & Historical Soc.	9%	(52)
College & University	37%	(206)
Business	6%	(33)
Religious Organizations	19%	(103)
Special Subjects	9%	(50)
Museum Archives	3%	(19)

Total Responses 549

The census asked respondents to indicate the year their repositories were established and the founding year of parent institutions to which they belong. The overall responses to these questions show a brief spurt in repository development during the depression--probably stemming in part from the WPA records survey--and the phenomenal growth of archives since 1960. Sixty seven percent of responding repositories were founded since 1961. Regionally, the same patterns apply, but there are some differences in the "take-off point" in the last two decades.

The census confirmed that parent institutions are slow to care for their archives. Overall more than half the responding archives were founded more than 60 years after the parent. Even more striking, of those repositories founded since 1961, more than 70 percent belong to institutions founded before 1900. Generally parents view archives as history, not an ongoing administrative service. Only 44 percent reported having any records management responsibilities.

Finances and Staff

Slightly more than half of all respondents have separately identifiable budgets. Program and salary costs for the remaining 42 percent are subsumed into the operating budgets of parent institutions. The average financial resources for all repositories able to report a figure is \$325,000. However, almost 95 percent of the responding institutions have total budgets under \$1 million. By excluding the few big-budget archives (more than \$1.2 million) from the tally, the budget average drops to under \$168,000.

Table 3 is the total budget figure divided into four relatively arbitrary categories designed simply to illustrate the clustering of responses. Half of all repositories able to report a figure have budgets under \$83,000, and nearly a quarter have budgets less than \$25,000.

Table 3. Total Financial Resources

\$100 - \$25,000	22%	(70)
\$25,001 - \$100,000	31%	(101)
\$100,001 - \$million	41%	(134)
\$ 1 million or more	6%	(19)

Total Responses 324

Given the labor-intensive nature of most archival work, staff resources are an important indicator of the wealth of an institution. The questionnaire did not provide definitions for staff categories, but merely requested totals for the repository as a whole and the division by "professional" and "other." A general lack of consensus on just what a "professional" archivist is will prohibit firm conclusions about the structure of archival staffs until related survey questions on training and experience are considered. Nevertheless, the reported total staff averages eight to nine people nationwide, including the director, three to four "professional" archivists, and "other" clerical and technical assistants. Half of all archives reported having total staffs under 3.5, only two of whom are "professional" archivists. Table 4 shows the distribution of the total number of staff in responding repositories.

Table 4. Total Number of Staff

1	17%	(86)
1.5 - 3	33%	(165)
3.5 - 10	31%	(154)
10.5 - 30	13%	(69)
30.5 - 156	6%	(29)

Total Responses 503

The use of volunteer labor is a widespread practice in archives. Overall, 232 archives reported an average of seven volunteer assistants--nearly equal to the reported paid staff averages. Many volunteers may be less than full-time workers and some smaller archives may be fully volunteer organizations. When the analysis is limited to repositories making use of both volunteers and paid staff, the average drops to five people, still a significant figure. Half of the archives have fewer than three volunteer assistants.

Indeed, salary data is about the only information consistently gathered in past SAA surveys. Most recently, David Bearman's 1982 survey placed the average archivist's salary at \$21,419. While the primary goal of this census was not to obtain individual salary differentials, data on the high, low and average salaries at the repository level (including directors) were gathered for comparative purposes. Table 5 shows the distribution of reported average salaries according to SAA membership dues categories.

Table 5. Average Salary

\$1,200 - \$15,000	17%	(48)
\$15,001 - \$22,000	44%	(126)
\$22,501 - \$30,000	31%	(91)
\$30,001 - \$47,553	8%	(24)

Total responses 289

Obviously, explaining salary distribution is a complex matter. One of the more intriguing comparative questions is the relation of salaries to staff size. Are archivists in larger repositories paid more, on the average, than staff in smaller institutions?

The short answer is no! Average salary figures are distributed in almost equal proportions from the smallest to the largest archives. The pattern is the same for reported lowest salary. Archives look much alike on the low end of the salary range. Not so on the high end--which one may fairly assume represents the salary of the director. Over 35 percent (117) of the responding repositories reported that the highest salary exceeded \$30,000; the average high salary being \$27,900. Most significantly, there is a striking correlation between the size of a repository's staff and the director's salary. Archives with more than ten employees have a director paid more than \$30,000 in 72 percent of the cases, whereas only 18 percent of the directors in archives with three or fewer employees make that much.

Facilities and Holdings

Archival buildings are small and packed to the gills. While the nationwide average total floor space available is 19,000 square feet, half of the responding repositories are smaller than 3000 square feet. Table 6 shows the distribution of responses in four basic groups.

Table 6. Total Floor Space (square feet)

40 - 1,000	24%	(105)
1,001 - 10,000	50%	(219)
10,001 - 50,000	20%	(86)
50,001 - 923,102	6%	(25)
Total Responses		<u>435</u>

Only half of all respondents reported having adequate space to carry out the functions specified in their mission statements. Most archival materials are stored on site. Fewer than 20 percent of all respondents reported having access to offsite storage facilities. Of these only half had more than 1000 square feet at their disposal.

Responses to questions on available equipment paint a disturbing picture. Although 72 percent reported having an inhouse fire detection system, less than half have a fire suppression system extending beyond the random extinguisher in the corner. Archival security in a typical building means closed stacks and burglar alarms. But only 60 percent of reporting repositories have a humidity controlled environment.

The survey questionnaire apparently asked for a daunting amount of detail on the nature and quantity of each repository's holdings. One purpose for generating 65 variables in eight questions was to minimize the problems of comparing apples and oranges while

exploring the composition of archival materials. The single most striking conclusion from this avalanche of data is also the most obvious: if archives are anything, they are an incredible melange of documents, books, audiovisual items and all manner of artifacts. Any effort to create a homogeneous picture from the reported holdings is bound to be an ongoing process. Only a summary can be given here.

Only two-thirds of all archives were able to respond to the most basic question on total volume. Of those who did, the overall average is just over 11,000 cubic feet. Yet half of all archives providing total figures have holdings under 2000 cubic feet; only 10 percent have more than 9,000 cubic feet in custody. Table 7 is the distribution of this figure into four categories.

Table 7. Total Volume of Holdings (cubic feet)

6 - 500	22%	(81)
501 - 5,000	46%	(168)
5,001 - 50,000	27%	(99)
50,001 - 137,000	5%	(17)
Total Responses		<u>365</u>

Description and Research Use

A major purpose of the census was to gather raw data on the percentage of holdings described at various levels (collection, series, file) and in various formats (guides, catalogues, inventories) and to link this information with research use. Archivists had as much difficulty completing this section as in any part of the questionnaire. Only half of the respondents were able to give a figure on the percentage of holdings described at the collection level. Table 8 divides this total response into five parts. Overall, these archivists have described an average of 80 percent of their holdings at the collection level; 60 percent at the series level; and 45 percent at the file level.

Table 8. Total Percent of Collections Described

1% - 20%	6%	(18)
21% - 40%	4%	(12)
41% - 60%	12%	(34)
61% - 80%	14%	(40)
81% - 100%	64%	(185)
Total Responses		<u>286</u>

The repository guide has traditionally been viewed as an essential component of a mature archival program. Recently, the value of the guide to organize holdings internally and to develop research use has come under increased scrutiny. The census returns show that, nationwide, only 20 percent all respondents have published a guide. Ten archives reported publishing their guides more than fifteen years

ago. Fifty-nine percent of all respondents have neither a formally published guide nor an informally compiled inhouse guide. Instead, most archives rely on a card catalog for access to holdings. Sixty-two percent of all respondents make use of a card catalog to describe at least some of their holdings. Closer comparison of the responses to several questions on description will be necessary to sort out how archives balance the strenghts and limitations of different formats.

Table 9. Total Number of Researchers

2 - 50	22%	(76)
51 - 350	30%	(107)
351 - 1,000	20%	(71)
1,001 - 37, 434	28%	(100)
Total Responses		<u>354</u>

However, the adequacy of archival description is not keeping people from the reading rooms. Nationwide, each archives provides reference services to over 1,400 researchers per year. Beneath this average figure, however, is the wild variance in research use summed up in Table 9. Only 64 percent of all respondents were able to provide a total figure for the number of uses. Half of these archives have

fewer than 325 researchers visit each year. Nearly one quarter of the archives can barely keep dust off the reference tables--having under 50 researchers. At the other end of the spectrum, 28 percent of those responding provide some level of reference service to more than 1,000 people each year. A clearer understanding of this diversity must await the comparison of types of researchers and types of archival institutions.

Response patterns from SAA's first nationwide archival census add meat to the skeleton of images developed by the task forces on Archives and Society, and Goals and Priorities, and the commentary of many concerned archivists. As a whole, archives have too little money, staff and space and are taxed with too much material and too many researchers for the resources available. Beneath average impoverishment, however, is a rich variance that needs to be explained.

Census data will soon be available in a machine-readable format. One strength of the dataset is the flexibility it provides in linking information on archival functions and activities with the resources available to carry them out. It will allow comparisons by type of repository, size of staff or holdings, total financial resources, and many other important measures. The analyses that emerge over the next few years should be the products of many archivists with many concerns and points of view.

SAA Annual Meeting Update

SAA's 50th annual meeting is scheduled for Chicago in late August 1986. Many predict it will be the best-attended conference in the Society's history. Pre-conference workshops will begin as early as August 24. SAA committees will meet on August 26. Sections and roundtables will convene on August 27. Sessions are slated for August 28-30.

The program committee, under the direction of H. Thomas Hickerson and Anne Kenney, has planned a schedule of over 100 sessions. Well over 300 persons will participate in an elaborate program of panel discussions, formal papers, workshops, poster sessions and reports of work in progress.

The local host committee, chaired by Valerie Gerrard Browne and Archie Motley, is designing a wealth of opportunities for archivists to use their visit to Chicago to best advantage.

Complete details will be found in the annual meeting program which will be received by SAA members by the end of June. There follows the first in a series of reports on possible extra-curricular activities.



August 23-24 Cincinnati Reds at Wrigley Field to play the Chicago Cubs (312 878-CUBS for ticket information)



August 25-27 Kansas City Royals at the nation's oldest baseball facility, Comiskey Park, to play the Chicago White Sox

SAA has obtained a bloc of tickets for the White Sox-Rangers game on Saturday, August 30. It begins at 6PM and will be followed by fireworks.

28-31 Texas Rangers/Chicago White Sox (312 559-1212 for ticket information)

New Publications Available from SAA

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

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

The manual, organized in field number order, summarizes the MARC AMC format for each field and follows with a narrative description of the users' local practice, emphasizing variations and offering examples. Appendices include standard terminology for specific fields as well as examples of fully-tagged records. (1985) \$15 members, \$20 others. 3016

MARC for Archives and Manuscripts: The AMC Format, by Nancy Sahli, is a multi-part users manual for archivists, manuscripts curators, librarians, researchers, and others seeking information about the structure and use of the USMARC Archival and Manuscripts Control format. The core of the volume, the format itself, contains all of the relevant definitions, examples, and other information pertaining to the AMC format. An introduction provides information about the formal history, structure, and implementation, and is accompanied by examples of a data entry form and AMC format records, as well as a bibliography and glossary. In addition, the manual includes the Society of American Archivists' **Data Element Dictionary**. (1985) \$20 members, \$30 others. 3017

MARC for Archives and Manuscripts package. When ordered together, the cost of both publications is \$32 to members and \$45 to others. 3018

Audiovisuals for Archivists, compiled and annotated by Timothy L. Ericson, is an updated listing of more than 100 audiovisual programs for, about, and/or by archives and archivists. Each citation includes information on type of program, length, equipment required, purchase price, cost and terms of loan, ordering address, and a brief description of the program. (1985) \$2 members and others. Quantity discount if ordered in multiples of 25: \$7 for 25 copies, \$14 for 50, etc. 3022

Appraising the Records of Modern Science and Technology: A Guide, by Joan K. Haas, Helen Will Samuels, and Barbara Trippel Simmons, encourages archivists to collect more actively in the scientific and technological areas. In order to assist archivists and historians in appraising these records, the authors have structured the **Guide** around descriptions of the scientific and technological activities of scientists and engineers. Each activity, and the records documenting it, is described, followed by discussions of appraisal considerations and examples. In addition, the **Guide** offers recommendations on collecting, arrangement and description, and developing retention guidelines for records in this field. The manual also includes: extended sections on grant and contract records, data journal articles and technical reports, and patents; a list of scientific and technological discipline history centers; a list of selected readings; and an index. (1984) 96 pp., paper. \$7 members, \$9 others. 3019

Manuscripts: The First Twenty Years is a 450-page illustrated anthology consisting of more than fifty articles first published in the Manuscript Society's journal from 1948 to 1968. Editor Priscilla S. Taylor and coeditors Herbert E. Klingelhofer, Kenneth W. Rendell, and John M. Taylor have grouped the articles into five sections: Pointers for the Collector, Areas in Which to Collect, Historical Documents, Penmanship and Writing Systems, and Manuscripts as a Key to Biography and History. The anthology is a useful text for the beginner, offering methods of collecting, suggestions as to how other collectors have pursued the search, basics of pricing, and warnings of the pitfalls of mistaken identities and forgeries. (1985) 429 pp., hardbound. \$29 members, \$35 others. 3020

Archives & Manuscripts: Law, by Gary M. Peterson and Trudy Huskamp Peterson, focuses on basic legal issues in archives. In presenting the legal questions that confront archivists, the authors describe major types of laws governing archives and discuss reasonable means of analyzing and resolving legal issues. The first five chapters focus on the legal aspect of common archival functions: the accession, donation, and receipt of materials; the concepts and administration of access policy; and the legal implications of reference service. The last three chapters deal with special topics including a discussion of copyright law, a review of the legal standards for admissibility of documents in evidence, a discussion of the problems of replevin, advice on working with a lawyer, and a description of the process of litigation. A glossary of selected legal terms and a bibliographical essay is also included. (1985) \$9 members, \$13 others. 3021

Order Now



Order Form
Name _____ Date _____
Address _____
City _____ State _____ Zip _____
SAA Member Yes _____ No _____

Quantity	Pub. No.	Title	Unit Price	Total Price

*Postage and handling charges below added to domestic non-prepaid orders only. Orders are shipped book rate. Books will be shipped first class only at customer's request and expense. Allow three weeks for delivery. Postage and handling charges on foreign orders will be assessed according to weight.

Orders under \$20	\$2.00
\$ 21 - \$ 50	\$3.00
\$ 51 - \$100	\$4.00
\$101 - \$150	\$5.00
\$151 - \$200	\$6.00
\$201 - \$250	\$7.00
\$251 - \$300	\$8.00
\$301 +	\$9.00

Clip and return to:

Society of American Archivists
800 S. Federal, Suite 804
Chicago, IL 60605

Subtotal _____
Postage & Handling _____
Total _____

All payments must be in U.S. currency.

Transitions...

KATHLEEN F. LEARY has left the Southern Oregon Historical Society to become the archivist at the Oregon Shakespearean Festival in Ashland. . . GLORIA THOMPSON, formerly of the Minnesota Historical Society, has joined the staff of the Local Government Records Program at the New York State Archives in Albany. . . ELIZABETH W. ADKINS has left the Laird Norton Company to accept a position as an archivist specialist at Kraft Inc. in Morton Grove, Illinois. . . MARK G. THIEL has left his position as archivist at Oglala Lakota College in South Dakota to become the assistant archivist at Marquette University in Milwaukee, Wisconsin. . . BRUCE CHEESEMAM, formerly with the Division of Archives and History, North Carolina Department of Cultural Resources, has accepted the position of associate archivist for the CIGNA Corporation in Bloomfield, Connecticut. . . G. ROLLIE ADAMS former Director of the Buffalo and Erie County Historical Society in Buffalo, New York has been appointed the Director of the Louisiana State Museum in New Orleans.

Gracy Accepts Position at U. of Texas

David B. Gracy II, SAA Fellow and past president, has left his position as Texas State Archivist to join the faculty of the University of Texas Graduate School of Library and Information Science. As professor of Archives and Special Libraries, Gracy will develop a curriculum in archives, records management and conservation.

Christopher LaPlante has been named to replace Gracy at the State Archives in Austin.

Wanted

Institutions that have prepared "suggestions for donors" or have developed a list in order that potential donors may find the appropriate repository for their archival materials, are asked to send a copy to Cynthia Swank, J. Walter Thompson Company, 466 Lexington Ave., New York, NY 10017.

Correction

In the *September Newsletter*, it was stated incorrectly that the NHPRC partial matching grant recommended to the University of Missouri in Columbia was \$306,640. The correct amount is \$30,604.

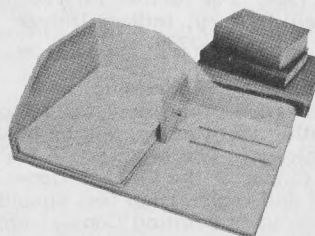
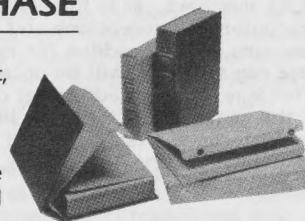
Council To Meet

The next meeting of SAA's Council will be March 13-16 in Chicago, Illinois.

SAVE THAT BOOK

NEW! CONSERPHASETM

CONSERPHASETM is a cost efficient, custom sized storage box for volumes printed on paper which has become too brittle to rebind and those which have bindings that must be preserved rather than replaced.



MEASUREPHASETM

Book Measuring Device

- Provides quick, easy and accurate measurements
- Designed specifically for CONSERPHASETM
- Satisfaction Guaranteed

Write or call for further details and brochure.

we've taken some good conservation ideas, and made them GREAT!

**BRIDGEPORT NATIONAL
BINDERY INC.**

"Bound to Last"



P.O. BOX 289 • 104 RAMAH CIRCLE SOUTH • AGAWAM, MA. 01001 • (413) 789-1981

SAA Tour To China

The 1986 SAA study tour to the People's Republic of China departs from San Francisco on April 6. Three weeks will be devoted to extensive travel highlighted by archival seminars in a number of Chinese cities, historical orientation tours, and traditional sight-seeing activities.

Leaders of the tour include former Archivist of the United States and SAA President Robert M. Warner, University of Michigan; SAA's Executive Director Ann Morgan Campbell; William W. Moss, Smithsonian Institution, the tour's cultural and linguistic advisor; and former SAA presidents Edward Weldon and J. Frank Cook. The following members of SAA Council will make the trip: Larry Hackman, Trudy Huskamp Peterson, Linda Henry and Eva Moseley. The traveling party also includes SAA Fellows Frank B. Evans, Jean Preston, and Virginia C. Purdy.

A report on the trip will be made as part of the Society's 50th annual meeting in Chicago in August 1986.

Archivists' Calendar

"Fine & Lively: The Arts in Special Collections" is the theme of the Twenty-Seventh ACRL Rare Books and Manuscripts (RBMS) Preconference, to be held in New York City, June 24-27, 1986, at the Waldorf-Astoria. Registration is limited to the first 150 applicants. The registration fee of \$90 for ACRL members, \$130 for non-members, includes entry to the preconference receptions and to all preconference papers and seminars. The deadline for registration is May 26, 1986. Late registrations will be accepted on a space-available basis after May 26 at an additional cost of \$15 per person. Copies of the registration form can be obtained by writing to RBMS Preconference, Association of College and Research Libraries, American Library Association, 50 East Huron St., Chicago, IL 60611.

The Archives-Libraries Committee (African Studies Association) will hold its Spring Meeting at the University of Indiana in Bloomington, April 3-5, 1986. For further information contact Nancy Schmidt, E660 Main Library, Indiana University, Washington, D.C. 20059, (202) 639-7239.

A one-day Symposium, "Grant Writing, Fundraising and Management Strategy for Conservation Programs," featuring representatives of several granting institutions, will be held May 9 at the Art Institute of Chicago. The registration fee is \$75 and includes an evening dinner at the Chicago Conservation Center. All inquiries and registration fees should be directed to Barry Bauman, Director-Painting Conservator, Chicago Conservation Center, 730, N. Franklin Street., Suite 701, Chicago, IL 60610, (312) 944-5401.

"Going to the Source: An Introduction to Research in Archives," the National Archives and Records Administration's four-day course in the research uses of primary sources, will be held in the National Archives Building in Washington D.C., May 27-30. Enrollment is limited to 30 persons. The cost, including all materials, is \$75. To register or for general information, write or call Elsie Freeman, Chief, Education Branch, National Archives, Washington, D.C. 20408, (202) 523-3298.

Oral History in the Mid-Atlantic Region in conjunction with Morgan State University, the Banneker-Douglass Museum, and University of Maryland's African American Studies Program will sponsor a conference, March 22, focusing on Oral History and the Afro-American Experience. For more information call during the day (202) 357-3270 or evenings (301) 747-1257.

The Midwest Archives Conference will hold its Spring Meeting, May 1-3, in Chicago, Illinois. For further information contact Kimberly Chelos, Northwestern Memorial Hospital Archives, 516 W. 36th Chicago, IL 60609, (312) 908-3090.

The New England Archivists 1986 Annual Meeting, "Archives and Society," and Celebration of New England Archives Week will be held April 25-26, in Durham, NH. A workshop, "Conservation Methods for Archivists, Librarians and Manuscripts Curators," is also scheduled for April 25. For more information registration and fees contact Edouard Desrochers, New England Archivists Registrar, The Library, The Phillips, Exeter Academy, Exeter, NH 03833.

The Northeastern Document Conservation Center of Andover, Massachusetts will present a two-day workshop entitled "Preservation Options for Non-Rare and Rare Materials in Library Collections." The workshop will take place May 1-2, at the Connecticut Historical Society, in Hartford, Connecticut. For registration information contact Ursula Korzenik, Connecticut Historical Society, One Elizabeth St., Hartford, CT 06105, (203) 236-5621.

PAIGE. FILES

work everywhere



Selected by successful companies and institutions for over 20 years.

They say: "Economy is definitely a factor"

Paige Files are unique.

The only storage/transfer file boxes protected by existing patents! AVAILABLE ACID FREE.

Only Paige Files are manufactured and shipped direct from 6 factories: Los Angeles, Chicago, Dallas, Kansas City, New York and Newark.

Paige Files are made of ICC-tested 200# corrugated fiberboard for last-forever strength.

Write or call for Case Histories, brochures and prices. Tel: (212) 679-6626



The Paige Company
275 Madison Avenue, New York, NY 10016

Professional Opportunities

RECORDS CONSULTANT TRAINEE, Texas State Library Local Records Division. Trainee position located in Austin, TX. Under supervision, consults with, advises, assists, and cooperates with officials and employees of county, municipal, and local district governments throughout state on cost-effective and efficient programs and procedures for filing, storing, transferring, microfilming, destroying, and permanently preserving paper, micrographic, and machine-readable records of government in compliance with applicable statutes, ANSI requirements, and recommended policies; performs systems analyses; makes presentations to city councils, county commissioners courts, and other governing bodies regarding financing, staffing, and other aspects of records management programs; prepares written reports on results of studies and provides technical information; develops and implements records management programs, seminars, workshops; supervises inventorying of, and develops retention and disposal schedules for, local government records. Also performs limited or occasional appraisal, accessioning, processing, reference, and other archival duties in regional historical resource depositories for permanently valuable local records. Frequent and extensive travel, occasionally overnight; frequent overtime required. Subject to relocation, with assignment to regional responsibilities, promotion in grade, and salary increase to \$24,336, upon successful completion of 12-months training. Qualifications: bachelor's degree in government, history, public administration, business or related field supplemented by course/seminars in records management; familiarity with records inventorying, appraisal, scheduling; experience or training in one or more specific records management fields, including records center operation, micrographic systems and applications, records automation, training programs, others; ability to speak and write clearly and convincingly, to deal effectively with government officials, to apply standard policies and procedures to non-routine situations, to sustain initiative and work performance levels with minimum supervision. Preferred: experience with local government records at professional or administrative level; CRM; master's degree in applicable field; archival training; experience in designing or implementing micrographics operations and/or programs for managing MRRs. Starting salary \$18,180. For complete job description/qualifications write to: Mary Jo Donovan, Texas State Library, PO Box 12927, Capitol Station, Austin, TX 78711; (512) 463-5474. Application deadline: April 15, 1986.

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

ARCHIVIST, Alpine County, CA. Contract position; one year; NHPRC-funded; begins July 1, 1986. Responsible for establishing a county archives program, appraising records for historical value, processing collection of governmental records, training staff as necessary, preparation of indexes and finding aids. Unique opportunity to organize the county's complete historical records collection from 1864 and, in one year, to finalize the processing and establish a functioning archives. Qualifications: Two years' experience in appraising, evaluating and processing local government and archival collections, and possession of a degree in Library Science or related field; OR experience which demonstrates required knowledge and abilities. Must be highly self-directed and flexible about working conditions. Salary: \$23,000 (no fringe benefits). Send resume and letter of application to Alpine County Historical Records Commission, c/o Mrs. Nancy C. Thornburg, P.O. Box 156, Markleville, CA 96120. May telephone (916) 694-2102 after 5 pm for more information. Application deadline: April 30, 1986.

ARCHIVIST-HISTORIAN, Wyoming State Archives, Museums & Historical Department. Permanent position. Primary duties include accessioning, arranging, describing and preparing finding aids for state, county, and local governmental records. Qualifications: B.A. in history, political science, or other closely related field, plus one year of experience in a governmental archives. Salary range: \$1,591.17-\$1,845.96 per month, plus benefits. Official application forms must be obtained from and submitted to: State of Wyoming DAFC Personnel, Emerson Building, Cheyenne WY 82002.

ARCHIVAL ASSISTANT, Auburn University, Alabama. (*Search reopened with no specific closing date.*) 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.

MANAGER, RECORDS CENTER, University of Pennsylvania. Duties: Responsible for the implementation of University-wide records management program and for planning its continuing development. Promote records management program, develop services and publications, survey and schedule records, manage Records Center. Work with individuals in designing systems, programs, and policies that have records management implications/applications, and with University administrative, legal, and financial officers to establish retention guidelines for records, both traditional and automated. Qualifications: Bachelor's degree, preferably with concentration in business subjects. Three to five years' experience, preferably in a supervisory capacity in a records center operation. Formal training in records management and/or archives required, CRM (Certified Records Manager) preferred. Good communication skills with promotional ability highly desirable. Deadline for applications is April 1, 1986. Responses should be addressed to: Mark Frazier Lloyd, University Archivist, University of Pennsylvania, North Arcade, Franklin Field, Philadelphia PA 19104-6320.

CONSERVATION/PRESERVATION SPECIALIST, New Jersey State Library. Two year project to design, implement, coordinate, and monitor a statewide program for the preservation of library materials. Work with libraries, archival agencies, and preservation groups within context of multitype state library network. ALA-accredited MLS or graduate degree in appropriate academic field. Two years experience in preservation of materials, archival administration or a conservation program. Completion of advanced training in preservation or conservation may be substituted for one year of required experience. Starting salary is \$25,700. Send resume to Donna Dziedzic, Assistant State Librarian, New Jersey State Library, 185 W. State St., Trenton NJ 08625.

LOCAL GOVERNMENT RECORDS SPECIALIST, Ohio Historical Society. Responsibilities: Inventory, appraisal, accessioning, arrangement and description of county, city, and other local government records. Major area of responsibility will be in eleven central Ohio counties but assignments may be made throughout the state. Qualifications: Master's degree in American history, library science, or related discipline and one year of archival experience, or bachelor's degree in American history, library science, or related discipline and two years of archival experience. Familiarity with local government records and records management desirable. Apply by March 31, 1986 to: Personnel Officer, Ohio Historical Society, 1985 Velma Avenue, Columbus, OH 43211

Professional Opportunities

Two positions available at the Polish Studies Program, Central Connecticut State University.

The Polish Studies Program at Central Connecticut State University has been awarded a one-year grant by the National Historical Publications and Records Commission to support the establishment of the Connecticut Polish American Archive and Manuscript Collection at the University. The Project will survey, accession, arrange, and describe records documenting the Polish-American experience in Connecticut and the Connecticut River Valley. The Project Director is Professor Stanislaus A. Blejwas, Professor of History and Coordinator of Polish Studies at CSU. The grant, which will begin on June 1, 1986, will fund the following two full-time positions:

Field Director: will implement all phases of acquisitions and processing of the collection, conduct on-site visits to survey and evaluate new acquisitions, and prepare a handbook documenting the CPAAMC and its processing procedures. Qualifications: a bachelor's degree, three years of relevant archival experience, and a strong reading and speaking knowledge of Polish. An MLS or an MA in history, as well as a familiarity with Polish and Polish American history, American immigration history, and with the Polish ethnic community, are highly desirable. Salary: \$21,000.

Archival Assistant: will provide archival and clerical support for the Project and Field Directors; process acquisitions and assist in the preparation of finding aids; promote the project at community functions; and survey, under the direction of the Project and Field Directors, potential donations. Qualifications: some library and archival training, as well as excellent clerical and organizational skills (knowledge of office procedures and the ability to set up a new office). Also desirable, a knowledge of Polish and a general familiarity with Polish American, ethnic, and immigration history. Salary: \$17,500. Letters of application for either or both positions must be sent together with a resume and names, addresses, and the telephone numbers of three references to: Professor Stanislaus A. Blejwas, Department of History, Central Connecticut State University, New Britain CT 06050 by March 15, 1986.

Three positions available at the University of Florida, Gainesville.

ASSOCIATE UNIVERSITY LIBRARIAN, J. Hillis Miller Health Center-Library. MLS from ALA accredited library school; professional experience as a Health Sciences librarian preferred; science background and/or health science librarianship coursework and medline training desirable. Twelve-month contract period. Salary: \$18,000 negotiable. Application deadline: March 15, 1986. Position number 86949.

ASSISTANT UNIVERSITY LIBRARIAN, Health Science Center-Library. Position number 87486. MLS from ALA accredited library school; science background; MLA certification desirable. Salary: \$18,000 negotiable. Twelve-month contract period.

ASSISTANT UNIVERSITY LIBRARIAN, Health Science Center-Library. MLS from ALA accredited library school; background in on-line cataloging, NLM classifications and MESH desirable. Salary: \$18,000 negotiable. Twelve-month contract period. Position number 87487.

If qualified and interested in one of the above vacancies, contact and/or apply to: Mr. Thomas W. Cole, Sr., Dean of Academic Affairs and University Ombudsman, Tigert Hall, Gainesville FL 32611.

APPLICANT SUPPLY FILE, Smithsonian Institution. The Smithsonian Institution is accepting applications from all qualified candidates for an Applicant Supply File. This file is a central system which will be used to fill temporary positions which are not expected to extend beyond one year, and may also be used to supplement the search process to fill selected positions throughout the Institution. The Applicant Supply File is not a substitute for the merit promotion program. Equivalent non-Federal positions may be also filled from this listing. Some of the occupations and grades for which applications are being accepted are listed below. A separate and complete application must be submitted for each occupation and/or specialization listed. Applications will be retained for a period of four months after which applications of persons not selected will be placed in an inactive file. Applications will not be returned. Applicants interested in further consideration after four months will need to submit an updated SF-171 under the announcement that is current at that time.

Research Positions (all GS-100/400(5-12) specializations) GS-100/400-5 thr 12
Library & Archives
Group GS-1400-4 thru 12
Misc Information & Arts
Group GS-1000-4 thru 12

All temporary Wage Grade positions not covered under a separate announcement may also be filled from this file.

Qualifications: Basic qualification requirements for each occupational group are outlined in the Office of Personnel Management Handbook X-118 or X-118C. These handbooks are available for review in the Office of Personnel Administration. Some occupations may require that selectee take and pass a civil service written examination.

How to Apply: Send a current Personal Qualifications Statement (SF-171), a recent performance appraisal and a college transcript or list of successfully completed college courses to: Smithsonian Institution, Employment Office, Washington DC 20560, Attention: ASF-

86-1. Be sure to indicate on each application the occupation and lowest grade level for which you wish to be considered.

Please note: All Smithsonian positions require fingerprinting of employees hired and may include some additional background checks before employment. Smithsonian employees should submit a copy of their latest completed performance plan SI-778 (SI-777 is optional) and a Merit Promotion Interest Statement SI-1426.

CURATOR OF RARE BOOKS, University of Iowa Libraries. Under the direction of the Head of the Special Collections Department, the curator is responsible for initiating purchasing requests for rare books, accessioning of books, answering mail inquiries, teaching the use of rare books, supervising student assistants and practicum students, helping to supervise the reading room, assisting patrons and visitors, preparing occasional exhibitions, assisting with special projects and outreach activities, analyzing and developing the book collections, providing maintenance and preservation of the collections, helping with planning and general operations of the Department, developing scholarly articles about collection strengths, relating to students, staff, faculty, donors, dealers, and members of the Friends of the Libraries. Required: Advanced degrees in the humanities and/or a master's degree in library science with specialized rare book training; strong interpersonal and effective communication skills; familiarity with the antiquarian book trade; knowledge of printing history, descriptive bibliography, and conservation and preservation techniques; considerable experience with rare books, and some working knowledge of European languages. Salary will be competitive and commensurate with qualifications and experience. The position is to be filled beginning July 1, 1986. Screening of applicants will begin as soon as possible. Applications and nominations should be sent to: University Librarian, The University of Iowa, Iowa City, IA 52242.

ARCHIVIST & SPECIAL COLLECTIONS LIBRARIAN, Auburn University at Montgomery, to develop programs and assist with legal reference and government information services. Search reopened for full-time, tenure-track faculty line, requiring an MLS from ALA accredited program plus a combination of experience and additional academic credentials. Advanced degrees, quality experience, and publications preferred. Salary commensurate with credentials, \$19,000 minimum. Apply with letter, resume, and names of three references to Barbara W. Dekle, Public Services, AUM Library, Auburn University at Montgomery, Montgomery AL 35193-0401; Phone (205) 244-9202. Deadline March 30, 1986.

Professional Opportunities

DIRECTOR, Commission on Afro-American History and Culture, Annapolis MD. Centering its activities in Annapolis at the Banneker-Douglas Museum of Afro-American Life and History, the Commission exists to research, preserve, exhibit, and disseminate the history and culture of Afro-Americans throughout Maryland. The Director shall provide leadership and be responsible for overall management of Commission business including planning and budgeting, fiscal management and personnel; review and evaluation of historical research, education programs and museum activities. Minimum Qualifications: Possession of a bachelor's degree from an accredited four-year college or university. Six years of full-time employment in administrative or professional work, three of which must have involved supervision of other employees or exercising responsibility for program development. Preference will be given those with demonstrable writing skills and experience in Afro-American specialization and museum work. Experience desirable in public speaking, fund raising, grantsmanship, and with state or federal government administration. Position entails dealing with government officials, volunteers, scholars, and the visiting public. Annual Salary: \$25,227-\$33,135. Maximum reached in six years. Send resume, with cover letter by March 31, 1986 to Mary Johnson, Chairman, Search Committee, Commission on Afro-American History and Culture, c/o Department of Economic and Community Development, 45 Calvert St., Annapolis, MD 21401.

MANUSCRIPTS LIBRARIAN/UNIVERSITY ARCHIVIST, Mandeville Department of Special Collections, Central University Library, University of California, San Diego. Starting date: Available immediately. Rank: Assistant Librarian, \$22,872-\$29,256 or Associate Librarian, \$27,948-\$40,248. The Mandeville Department of Special Collections houses a noncirculating collections of books, manuscripts, maps, newspapers, recordings, art, ephemera, and other materials supporting selected research and instructional programs of UCSD. Under the general guidance of the Head of Special Collections, has responsibility for the accessioning, arrangement, description, and processing of all manuscript and archival materials. Assists department head with manuscript collection development activities and preparation of grant proposals to support the manuscript collections. Works with appropriate campus offices to develop archival program; gathers and organizes non-current records of the University. Participates in departmental reference services. Supervises support staff. Participates in the development of automated processes for the organization and retrieval of archival and automated holdings; responsible for the development of effective guides and other means

of access to the collections. Participates in the development of security and preservation procedures for non-book materials in the department. A major portion of the appointee's first year will be dedicated to supervising the organization and arrangement of the papers of one of the world's most eminent biologists. Qualifications: M.L.S. from ALA accredited program. Candidates should have thorough knowledge of archival theory and practice and knowledge of methods of historical research. Good communication skills are essential, as is manuscript/archival processing experience. Familiarity with AMC and other computer-based applications to processing are desirable. Supervisory experience as an archivist or manuscripts curator/librarian is highly desirable. Appointment at the Associate level requires extensive archival or curatorial experience. UCSD librarians are expected to participate in librarywide planning and to be active professionally. Applications received by March 31, 1986 will be assured of consideration. Submit a letter of application, enclosing a resume and list of references to: Lee Ann Swingle, Administrative Assistant for Academic Personnel, Library, C-075-H3, University of California-San Diego, La Jolla, California 92093.

CURATOR, Lawrence & Lee Theatre Research Institute Library, Ohio State University. Administers all operations of this newly established special collection of extensive historical materials related to the theater. Holdings include existing collections (e.g., Eileen Heckert papers) and newly acquired collections (e.g., Jerome Lawrence and Robert E. Lee papers). Initial duties include rehousing and organizing the collection in newly refurbished quarters; ongoing responsibilities include collection development, public service, exhibits, supervising staff, and working closely with library development staff. Reports to assistant director, main library public services, but maintains close liaison with director of the Theatre Research Institute. Librarians have full faculty status and responsibilities, including research, publication, and service. Required: MLS from ALA-accredited program; experience with special collections in an academic or research setting; ability to communicate effectively and to work productively with diverse groups. Highly desirable: degree in theater or theater history; demonstrated effectiveness in donor relations and development work. Salary: \$22,080-\$34,920. Apply by April 1 to: Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Ave. Mall, Columbus OH 43210. Include names, addresses, and telephone numbers of three references. Qualified women, minorities, and handicapped persons are encouraged to apply.

RECORDS MANAGER, University of Alabama Libraries. Responsible under the direction of Curator of Special Collections for records management program at the University of Alabama. The Records Manager directs the program and plans for its continuing development. Primary responsibilities include the surveying and scheduling of records, maintaining records holding areas, planning future services, and promoting the records management program at the University of Alabama. Includes some archival responsibilities. Qualifications: at least 3 years' experience in records management work, preferably in a college or university. M.A. in American history or American studies plus formal training in records management or archives. Certified Records Manager preferred. The ability to organize, supervise, and deal effectively with administrators, faculty, staff, and students is desirable. Administrative/Professional "Hay" position. Non-tenure appointment. Fringe benefits: vacation---22 working days per year, sick leave, Blue Cross/Blue Shield Major Medical, annuity plans. Send letter of application, resume, and names and addresses of three references to: Dr. Douglas E. Jones, Interim Dean of Libraries, The University of Alabama, PO Box S, University AL 35486. Salary \$24,500. Deadline for applying, March 31, 1986. Projected starting date: June 1, 1986.

ARCHIVAL PROCESSOR, The University of Arkansas at Little Rock, Library Archives announces the opening of a one-year position funded by the NHPRC to process the personal papers of John Nederland Heiskell, under direction of the Archivist of the project. Position to begin May 1, 1986. Responsibilities include processing manuscripts, preparation of finding aids and research related to collection processing. Qualifications: B.A. in American History/related field, two years archival experience (additional education may be substituted for experience), knowledge of Southern and/or Arkansas history, basic library skills desirable. Salary: \$14,000. Send letter of application and resume to: Dr. Bobby Roberts, Director, Library Archives, UALR, 33rd and University, Little Rock, AR 72204..

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.

Newsletter

The Society of American Archivists

600 S. Federal, Suite 504

Chicago, Illinois 60605

Ann Morgan Campbell, Executive Director (312) 922-0140

NON-PROFIT ORG.
U.S. POSTAGE
PAID
CHICAGO, IL.
PERMIT NO. 885

0002332 INDIV 0183
DALE C MAYER

18 GREENVIEW DR
WEST BRANCH IA 52358

Archives Go Public6
Continuing Education Program	7
Archival Census	10
Professional Opportunities	17

TIME VALUE MAIL

Professional Opportunities Continued

ARCHIVAL SPECIALIST, Archives of the Lutheran Church in America. Sixteen-month position on NEH-funded project, to arrange and describe the records and papers of the Association of Evangelical Lutheran Churches, Christ Seminary/Seminex, and Evangelical Lutherans in Mission, three related organizations formed in the early 1970s as the result of a controversy in the Lutheran Church-Missouri Synod. Records include both organizational records as well as personal paper collections. Qualifications: previous experience in archival arrangement and description required; advanced degree (M.A.) in library science or history preferred, with course work in archives administration highly desirable; subject knowledge in church history a plus; and good writing/communication skills. Salary: \$17,500 plus full benefits. Starting date: May 15, 1986. Send resume and three letters of reference and a sample of writing (preferably a descriptive inventory of other finding aids) to: Elisabeth Wittman, Associate Archivist, LCA Archives, 1100 E. 55th Street, Chicago, IL 60615-5199. Application deadline: April 15, 1986.

ASSISTANT ARCHIVIST, Salvation Army Archives and Research Center. Imaginative, industrious individual wanted! If you have good communication skills and a sense of humor we would like you to join our archives team headquartered in the heart

of Greenwich Village, New York City. Approximately 60% of the time will be spent on appraisal, and arrangement and description of archives and manuscripts; 20% of the time will be spent providing reference service and the remaining time will involve work on projects such as indexing and exhibits. Qualifications: Graduate degree in the humanities and archival training. At least one year of experience arranging and describing archives and/or manuscripts. Starting salary: \$19,000. Send letter of application and resume to: Thomas Wilsted, Archivist/Administrator, Salvation Army Archives and Research Center, 145 W. 15th Street, New York, NY 1011. Application deadline: April 10, 1986.

ASSISTANT MANUSCRIPTS LIBRARIAN, Maryland Historical Society. Duties include supervising the manuscripts reading room and assisting the Manuscripts Librarian in acquisitions, cataloging, and conservation of collections; one-quarter time position as Assistant Editor of Maryland Historical Magazine. Qualification: M.A. in American History or related field; completion of formal archival training or two years experience; excellent writing skills. Position available July 1986. Send letter of application with resume and names of three references to Karen Stuart, Head Librarian, Maryland Historical Society, 201 West Monument St., Baltimore, MD 21201.