

The Society of American Archivists

SAA Newsletter

MAY 1986

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SAA in Chicago

While the 1986 Program Committee and the SAA staff polish up the finishing touches for the Society's 50th anniversary meeting, scheduled for August 26-30, in Chicago, host committee co-chairs, Archie Motley and Valerie Browne, have planned a full slate of Chicago area activities. Meeting participants will be able to choose from a variety of tours including an all day religious archives tour which will visit four Chicago area institutions; a business archives tour which will feature an ideal archival corporate setting; Newberry Library facilities tours; an automation tour of Northwestern University's library system; and other conservation and photographic collection tours. Other activities will include walking tours which will highlight the city's architecture, an evening at Second City, and more.

For those staying over Saturday night, the afternoon activities will include a Chicago Motor High-lights Tours and, of course, an evening at the ball-park.

A special highlight of this year's annual meeting will be the 50th Anniversary Banquet celebrating the founding of the Society of American Archivists.

American Airlines will serve as the official carrier for SAA's Chicago meeting. By calling 1-800-433-1790 (in Texas, 1-800-792-1160), and mentioning STAR S-11601, members can obtain complete details. Participants can secure a 40% discount off full-day coach fare by purchasing tickets 30 days prior to departure and a 35% discount with an advance purchase of 7 days. Passengers originating in Canada should call the local American Airlines Reservations Office and ask to be transferred to the Meeting Services Desk to secure a 25% discount with an advance purchase of 14 days.

The headquarters hotel for the annual meeting is the Chicago Marriott Hotel Downtown. Rates are \$67 for a single and \$76 for a double. Reservation cards will be sent to all members in the annual meeting program mailing.

Child care services will be available to meeting registrants. Those wishing to use this service should contact SAA at (312) 922-0140 for registration information. The deadline for child care registration is July 14.

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Archivist of the United States Update

By the end of the week of March 23rd, the name of John Agresto, the acting Chair of the National Endowment for the Humanities, had been informally submitted to the Republican leadership in the Senate for their reaction. No formal nomination, however, has been made at this time. As indicated in the *March SAA Newsletter*, the name of Don Wilson, Director of the Gerald R. Ford Library, is still being mentioned. Both Wilson and Agresto have strong supporters among those close to the White House and some feel that the struggle for the nomination is not over.

COUNCIL SELECTS A NEW DIRECTOR

SAA President Shonnie Finnegan announced in April that Donn C. Neal has been selected by the Society's Council to become Executive Director when Ann Morgan Campbell leaves office. Neal, who holds a Ph.D. in history from the University of Michigan, has served as Executive Director of the Pittsburgh Council on Higher Education since 1981.

In Pittsburgh, Neal administers a consortium in which the ten institutions of higher education in Allegheny County create and implement cooperative projects. Previously, Neal taught history courses at Elmira College and the University of Michigan and was the Vice President of the Great Lakes Colleges Association from 1976 through 1981. He was selected after a search that extended over a period of nearly a year. The Executive Director-designate will be introduced to the membership at the Chicago annual meeting.

Details of Neal's appointment and the transition will appear in the July NEWSLETTER.

Bentley Library Fellowships

The Bentley Historical Library of the University of Michigan has announced the award of six fellowships to support research on problems relating to the administration of modern documentation. The fellowship program, now in its fourth year, is funded jointly by the Andrew W. Mellon Foundation and the National Endowment for the Humanities. The recipients are Christopher Baer, Appraisal Archivist, Hagley Museum and Library; David Bearman, Deputy Director, Office of Information Resources Management, Smithsonian Institution; James G. Bradsher, Supervisory Archivist, Planning and Policy Evaluation Branch, National Archives; Judith Endelman, NHPRC Fellow, Bentley Historical Library; Avra Michelson, Data Base Editor, Bentley Historical Library; and J. Peter Sigmond, Director, Riiks Archiefschool, Netherlands. The national fellowship advisory committee designated 1986 as the single year fellowship applications would be considered from individuals affiliated with the Bentley Library. All applicants competed for fellowships on an equal basis.

The range of proposed studies includes an evaluation of the FBI records appraisal project, the role of automation in producing archival finding aids, an analysis of the architecture of archival information systems and the organization of archival networks, the issues raised concerning subject access and the RLIN AMC data base, an evaluation of the role of collection analysis in creating collection development policies, and issues raised in appraising records of large corporations.

Fellows were selected upon the recommendation of an advisory committee composed of Dr. Margaret Child, Assistant Director, Smithsonian Institution Library; Dr. Joan Hoff-Wilson, Executive Secretary, Organization of American Historians; Dr. Philip P. Mason, Director, Walter P. Reuther Library, Wayne State University; and Dr. Robert M. Warner, Dean, School of Library Science, University of Michigan. Project directors for the Research Fellowship Program for Study of Modern Archives are Dr. Francis X. Blouin and William K. Wallach, director and assistant director, respectively, of the Bentley Historical Library.

Further information about the 1986 or 1987 program can be obtained from the project director, Francis X. Blouin, at the Bentley Historical Library, University of Michigan, 1150 Beal Ave., Ann Arbor, MI 48109-2113.

SAA Meeting cont.

The Program Committee has selected a record-high 108 sessions to be presented at the meeting including 26 workshops, 6 poster sessions, and 5 work-in-progress sessions. Members who have not received annual meeting programs by mid-June should contact SAA headquarters.

NHPRC Grants Awarded

The National Historical Publications and Records Commission (NHPRC) met in February and recommended \$448,000 for eleven projects for documentary editions and \$136,000 for sixteen projects for historical records programs. Also recommended were subvention grants totalling \$24,000, to help defray publication costs for three documentary editions. The grant recommendations were made in response to more than \$2,500,000 in requests.

Because of threatened reductions in its grant budget, the Commission was sparing in its recommendations for funding at the meeting. The levels of support for the eleven documentary projects were reduced by an average of nine per cent. And the funding decisions on eighteen potentially fundable records projects were deferred until the Commission's June meeting. The Commission chose to endorse nine of those projects at the February meeting, to help them to raise private funding.

Other Commission actions at the February meeting included: (a) endorsement of a study of State Archives' conservation needs prepared by the National Association of Government Archives and Records Administrators, (b) approval of revisions in the Commission's Native American records initiative, and (c) endorsement of components of a national historical records program, including the recommendations of the Society of American Archivists' Task Force on Goals and Priorities and plans for a clearinghouse for records information. The Commission also endorsed a series of documentary publications to be published by the National Archives and Records Administration. The documentary publications will reproduce a broad selection of documents, primarily from the holdings of the National Archives, that relate to a key theme in American history.

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SAA Staff

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

Grants cont.

Following is a partial list of grants and endorsements recommended at the February 1986 meeting:

GRANTS:

Regional and National Projects

● American Association for State and Local History, Nashville, Tennessee: a grant of \$20,000 to continue the work of NICLOG, the National Information Center for Local Government Records. Under a two-year NHPRC grant starting in 1984, NICLOG created educational materials on the care and use of local government records.

● Minnesota Historical Society, St. Paul, Minnesota: up to \$35,000 to convene a national meeting of the state coordinators for the NHPRC records program. The meeting will discuss steps for a nationwide historical records program and recommend procedures for improving the NHPRC records grants process. In administering the grant, the Minnesota Historical Society is acting on behalf of the NHPRC State Coordinators' Steering Committee.

● Minnesota Historical Society, St. Paul, Minnesota: a supplemental grant of \$4,970 to continue the work of a current project to report on technical standards used by state and local governments in creating archival-quality microfilm.

Statewide Projects

● Michigan State University, East Lansing, Michigan: a supplemental grant of \$5,000 to continue a project to develop microcomputer software; the software will permit manipulation of data conforming to the USMARC AMC format (United States Machine-Readable Cataloging, Archival and Manuscripts Control format). With the software, institutions will be able to use the AMC format fully on their local computer systems, even if they cannot participate in a nationwide, on-line bibliographic network such as the Research Libraries Information Network (RLIN).

The following grants were awarded to NHPRC State Historical Records Advisory Boards to support travel and meeting expenses, in order to plan statewide historical records programs and improve the review process for NHPRC records proposals.

► Colorado State Historical Records Advisory Board, Denver, Colorado: \$7,500 and an additional \$2,499 in matching funds.

► Idaho State Historical Records Advisory Board, Boise, Idaho: \$5,000.

► Iowa State Historical Records Advisory Board, Des Moines, Iowa: \$5,000.

► Minnesota State Historical Records Advisory Board, St. Paul, Minnesota: \$5,000 and an additional \$4,000 in matching funds.

► Montana State Historical Records Advisory Board, Helena, Montana: \$4,921.

► Nevada State Historical Records Advisory Board, Carson City, Nevada: \$7,500.

► North Dakota State Historical Records Advisory Board, Bismarck, North Dakota: \$5,000.

► Oklahoma State Historical Records Advisory Board, Oklahoma City, Oklahoma: \$4,692.

► Oregon State Historical Records Advisory Board, Portland, Oregon: \$4,330.

► Pennsylvania State Historical Records Advisory Board, Harrisburg, Pennsylvania: \$5,907.

► South Carolina State Historical Records Advisory Board, Columbia, South Carolina: \$3,500.

► Washington State Historical Records Advisory Board, Olympia, Washington: \$5,000.

ENDORSEMENTS:

Development of Archival Programs

● American Society for Microbiology Archives, Catonsville, Maryland: Development of an archival and records management program to assure the long-term preservation and availability of the Society's historical records.

● Archdiocese of Detroit Archives, Detroit, Michigan: Activities to supplement the Archdiocese's current archival program, including a survey of central office records, accessioning and description of historically valuable records, and development of records retention schedules.

Collection Works

Textual Materials:

● University of Notre Dame Archives, Notre Dame, Indiana: Preparation of a guide to the University's extensive manuscript collections documenting the activities of the Roman Catholic Church in America since the 18th century.

● Worcester County Library, Snow Hill, Maryland: Arrangement and description of the William D. Pitts surveyors collection, containing land records of this Eastern shore county from 1748 through 1980.

● Peabody Museum of Salem, Salem, Massachusetts: Preparation of collection descriptions and a guide to the Museum's extensive maritime history manuscript collections. The collections document the participation of Salem and New England in the lucrative trade with Africa, Asia, and Oceania from the late 17th through 19th centuries.

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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.

Grants cont.

● State Historical Society of North Dakota, Bismarck, North Dakota: Improved access to 3,700 cubic feet of manuscript collections and state government records, documenting North Dakota history since 1905.

Photographic Materials:

● Los Angeles County Museum of Natural History Foundation, Los Angeles, California: Preservation and improved access to 4,000 glass negatives in the Fred H. Maude collection. The collection provides wide-ranging coverage of the American Southwest at the turn of the century.

● St. Louis Mercantile Library Association, St. Louis, Missouri: Duplication onto safety film of the 8,000 most endangered and valuable nitrate negatives in the John W. Barriger III collection. Barriger took the photographs during a career in American railroading that spanned from 1917 to 1970. The images offer nationwide coverage of subjects such as railroad track, rail yards, passenger stations, coaling stations, and other structures, many of them no longer extant.

● Tampa-Hillsborough County Public Library, Tampa, Florida: Preparation of safety negatives and reference prints for 8,500 nitrate negatives in the Burgert brothers collection of commercial studio photography depicting the Tampa area from 1918 to 1960.

Survey of Fees Charged by State Archives, 1985

In April, 1985, the Washington State Archives sent questionnaires to the other forty-nine state archives to determine their policies on charging patrons for copying and research done by staff. Forty-seven states responded.

The results were that all charge copying fees, ranging from ten cents per page in Vermont (with the first ten pages free), to fifty cents in Kentucky for mail-in requests. Some states charge a minimum copying fee for mail-in requests, while others charge a flat handling fee.

It was found that no states charge patrons for access to records when visiting the archives in person, but many either charge for staff time spent on actually researching a request or they limit the amount of staff time which might be spent. In most cases where a charge is made, it is for mail-in requests. In a few cases fees are charged for specific kinds of requests, such as vital records searches for genealogists. The reasons given for charging research fees included reimbursement for staff time and the need to deter "fishing trips." None of the archives responding reported any problems or complaints in regard to their fees. In most cases the receipts go into a non-recoverable general fund.

Following is a list of copying and research fees charged by state archives in 1985.

<u>State</u>	<u>Copying Fee</u>	<u>Research Fee</u>	<u>Comments</u>
Alabama	Yes	No	
Alaska	Yes	No*	*30 minute maximum
Arizona	Yes*	No	*.15 per page
Arkansas	Yes	No	
California	Yes	No*	*1 hour maximum
Colorado	Yes	Yes*	*Out of state only
Connecticut	Yes	Yes*	*\$3.00 Vital Stat. search fee
Delaware	Yes	No*	*15 minute maximum
Georgia	Yes	No	
Hawaii	Yes	No*	*1 hour maximum
Idaho	Yes*	Yes*	** .20/page; \$5 minimum (1-25 copies)
Illinois	Yes*	No	*.50 minimum copy charge
Indiana	Yes	No	
Iowa	Yes	No	
Kansas	Yes	No*	*1 hr. free, \$5 per hr. thereafter
Kentucky	Yes*	No*	** .50 per page; 30 minute maximum
Louisiana	Yes	No	
Maryland	Yes	Yes*	*\$5 flat fee
Massachusetts	Yes	No	
Michigan	Yes	No*	*30 minute maximum
Minnesota	Yes*	No	*\$1 minimum copy fee on mail-ins
Mississippi	Yes*	No	*\$2 minimum copy fee on mail-ins
Missouri	Yes	No	
Montana	Yes	No	
Nebraska	Yes	No*	*limited to reasonable amt. of time
Nevada	Yes*	Yes*	** .20/page; \$5/hr. in-state, \$7.50/hr. out-of-state
New Hampshire	Yes	No*	*limited to reasonable time limit
New Jersey	Yes	Yes*	*\$2 Vital Stat. search fee
New Mexico	Yes	No	
New York	Yes	No	
N. Carolina	Yes	Yes*	*\$5 flat fee
N. Dakota	Yes	No*	*\$1 fee for census search
Ohio	Yes	Yes	
Oklahoma	Yes	No	
Oregon	Yes	Yes	
Pennsylvania	Yes	No	
Rhode Island	Yes	No	
S. Dakota	Yes	No*	*fee for land office plats/notes
Tennessee	Yes	No	
Texas	Yes	No*	*1 hour maximum
Utah	Yes*	No	*fee per hour for copy time
Vermont	Yes*	No	*.10/page, first ten copies free
Virginia	Yes	No	
Washington	Yes	Yes	
W. Virginia	Yes*	Yes*	** .20/page; \$2 minimum on mail-ins
Wisconsin	Yes	No*	*1 hour maximum
Wyoming	Yes	No	

Transitions...

CHARLES T. CULLEN, a senior research historian at Princeton University has been elected President of Chicago's Newberry Library. Cullen, succeeds Lawrence W. Towner, President and Librarian at the Newberry for 24 years who will retire this year. ..MAX J. EVANS, Deputy State Archivist of the State Historical Society of Wisconsin has been named Library Director of that institution...RICHARD J. COX, formerly head of the Archives and Records Division, Alabama Department of Archives and History, has joined the staff of the New York State Archives to carry out a two-year Statewide Historical Records Program Development project, partially supported by the National Historical Publications and Records Commission...GLORIA A. THOMPSON, formerly with the Minnesota Historical Society, has joined the staff of the New York State Archives as Senior Public Records Analyst...JOHN R. PAYNE has concluded a sixteen year career with the Harry Ransom Humanities Research Center at the University of Texas at Austin to concentrate on his library appraisal and consulting service...JOHN H. THWEATT has been promoted from archivist in charge of archives and manuscripts processing to the position of Director of Technical Services at the Tennessee State Library and Archives in Nashville. ..TOM W. DILLARD, formerly director of the Department of Arkansas Heritage in Little Rock, has joined the University of Central Arkansas in Conway, as Director of Archives and Special Collections... LOIS BANNON has left her position as archivist at the Dallas Diocesan Archives to become President of the Ursuline Academy in Dallas, Texas, effective July 1...MICHAEL F. FRY has left his position as archivist at Sul Ross University in Alpine, Texas, to accept the position of Manuscript Librarian at the Fondren Library of Rice University in Houston, TX.

Wanted

Persons currently implementing the MARC-VM format to catalog visual materials who are interested in organizing an informal MARC-VM users group, contact Maureen O'Brien Will, Prints & Photographs Department, Chicago Historical Society, Clark St. at North Ave., Chicago, IL 60614 (312) 642-4600.

Persons having knowledge of historic records of the Order Sons of Italy in America located in archives and historical depositories throughout the U.S. and Canada are asked to contact John Andreozzi, Project Coordinator, Immigration History Research Center, 826 Berry St., St. Paul, MN 55114 (612) 373-5581.

Council to Meet

The next meeting of SAA's Council will be June 13-15, in Washington, D.C. A copy of the agenda can be obtained from the Executive Director after May 30.

Commentary

To the Editor:

There are good and fundamental reasons to oppose certification, and I oppose it. I owe my colleagues, many of whom disagree with this position, the reasons which impel me to oppose.

Archivy and other liberal arts thrive in open inspiration from a variety of disciplines, enriched now by this and now by that in free and exciting debate. To debase so inspirational a college of interests to a code of conduct would be a travesty. To do so with free will and enthusiasm is to betray the profession.

Setting minimum standards may seem attractive as a means to improve the worst in us. Unfortunately, it accepts a minimum level of accomplishment as sufficient. Sufficiency, in turn, breeds complaisance, not inspiration. The ticket to respectability today may become the chains of technocratic licensing that trammel us tomorrow.

Certification may, with the ebb and flow of self interest on the part of certifiers, be a weapon to exclude, and good and creative thought may be excluded for light and transient reasons. In a well-regulated society, only those who regulate are free to enjoy. The rest must seek satisfaction in the security of obedience.

No. If we are to have the elect and the damned of archivy, let me stand outside with the damned. I will continue to profess, but as a free thinker and no slave to a code.

By all means let us have standards. Let them not be standards of exclusion or obedience. Let them be examples of inspiration, challenges to creativity, and models for emulation.

William W. Moss
Smithsonian Institution

Commentary

To the Editor:

What follows is a personal expression of opinion about the certification of archivists. However, it is not a statement without some foundation in the actual experience of certifying professionals in a related field. I am a founding member of the Institute of Certified Records Managers (ICRM), have been on its Board of Regents since its founding in 1975, served as its first President, and remain as its Treasurer. Lest some feel that this may be prejudicial to the certification topic within the archival field (profession ?), I add that I have held the title of Corporate Archivist and established a still functioning major corporate archives, have served on the SAA as a member or chairman of committees, edited the glossary of terminology, and am an SAA Fellow. For the historical record I was also chosen to run against a distinguished former Archivist of the United States for the presidency of the SAA. If you don't remember who the other candidate was, ask an SAA member with grey hair.

That is preamble, establishing where I am coming from with the following declarative sentence: The SAA should establish minimum standards of education and knowledge for archivists. It follows that the most convenient administrative way to do this is through a certification process.

Certification is not a measure of competence. The only real measure of competence is performance and accomplishment on the job. Certification can and does establish that the holder of the certification has met certain pre-established levels of education, experience, and knowledge. For example, the ICRM requires three years of professional level experience, a baccalaureate, and the passing of a six-part thirteen hour examination. The Regents may permit substitution of experience for education on a two for one basis. Are these requirements written in stone? Hardly, they have changed over the years since 1975; but, the essential elements have not changed: education, experience, examination. Should the SAA adopt the same mix of requirements? That is not the issue. The issue is whether the SAA, and those who call themselves "archivists," are willing to establish a minimum standard that must be met if a person is to say, "I am an archivist." (Could JFK had said it better?)

Why should the SAA do this? Because it is the organization that purports to represent "archivists." The ICRM is an independent body with one task, the certification of records managers. No annual conference, no seminars, no courses, just the process of certification. However, it was founded and sponsored by the professional organizations that assume responsibility for the field. ARMA (Association of Records Managers and Administrators) really put the ICRM in business but made it independent so as to insulate it from the politics of any large professional organization and to establish the purity (? - there must be a better word) of its

certification process. The SAA has been a sponsor since the beginning (how many of you know that?). For archivists, the SAA is the national organization, therefore the SAA should do this. I think that's a pretty straightforward piece of logic.

The ICRM did have a "grandfather" clause, for a year and then it was abolished. If you didn't get "grandfathered" in that time, too bad. It was planned that way. Should the SAA have a "grandfather" clause? It proved helpful to the ICRM; I expect it would to an SAA certifying body. But it is a detail to be negotiated, not central to the concept of certification. (By the way, the ICRM clause had the same three elements: education, experience, knowledge.)

The ICRM has eleven years experience in the certification business. There are a number of SAA members (including some Fellows) who have shared in that experience as members of the Board or on examination development. We faced the same problems, and the same arguments. It is doable, it is worthwhile doing. I sense that there is an underlying feeling that the SAA should do this. If so, then let's do it. There are those who oppose it. Their position really boils down to letting the marketplace decide who is and who isn't an archivist. It is a logical position. I disagree with it.

The SAA has a responsibility for establishing standards for archivists. Let us get on with it.

William L. Rofes
IBM

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.

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."

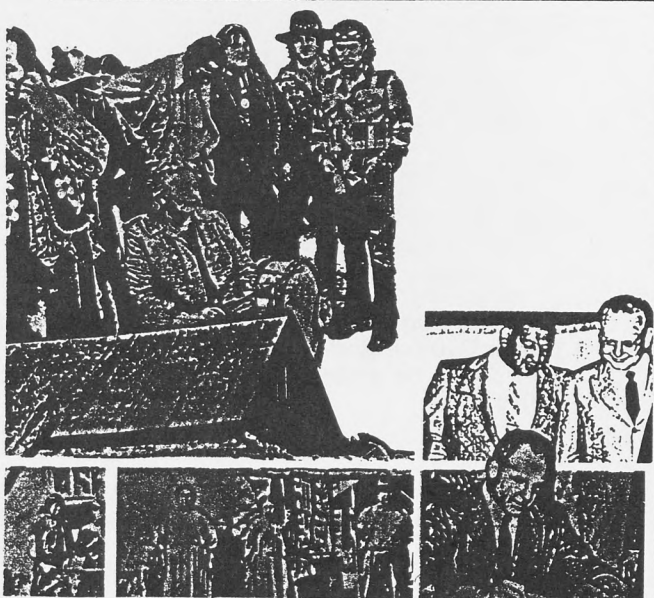
"The style of this manual is an unexpected delight, couching as it does, mundane matters in elegant language."



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.

Education Directory

Prepared by the Society of American Archivists' Office of Education in cooperation with the Committee on Education and Professional Development

1986

A Note on Archival Careers

Archives are the noncurrent records of individuals, groups, institutions and governments that contain information of enduring value. Traditionally defined as unpublished manuscripts preserved for their scholarly interest, modern archives embrace a much greater variety of formats such as photographs, films, sound recordings, computer tapes, video and optical digital disks. They are the products of everyday activity and are valued and used largely in that context. In most cases, they will not be used in an archival setting until much later, and then, usually for purposes other than those for which they were created, including, but not limited to, academic research.

Many people know that historians, professional and amateur alike, rely on archival sources to reconstruct past events and to decipher the lessons to be learned from them. And that genealogists search a variety of archival records to reconstruct their family histories. Less well-known are the many instances in which the information contained in archival records is directly applied to the resolution of contemporary problems and conflicts. For example, archives have helped native Americans to establish legal claims to land and privileges once guaranteed by federal and state governments; medical researchers to study patterns of diseases and, in turn, to prolong our life expectancy; authors and playwrights to acquire a feel for the people and times about which they are writing; and businesses to improve their public relations and to promote new products. In short, archives benefit nearly everyone, even those who have never directly used them.

The Work of the Archivist

The primary task of the professional archivist is to establish and maintain control, both physical and intellectual, over records of enduring value in accordance with accepted standards and practices. This process begins with the identification and selection of such records based on their informational and artifactual value which, in turn, requires an understanding of the historical context in which the records were created, the uses for which they were intended, and their relationships to other sources. The archivist then arranges and describes the records, produces inventories, registers and other finding aids, and assists researchers to facilitate their use. Archivists also plan and direct exhibition, publication, education and other outreach programs

to broaden the use of collections and to enlist support for archival programs.

All archivists and especially those with administrative responsibility need to understand and apply the principles of sound management to their work. Like any other manager, the archivist must know how to set goals and establish priorities; use resources wisely and efficiently; motivate and supervise a staff; develop resources and build support for an archival program, both within the parent organization and among society at large. Regardless of the nature or size of the program, these skills are as essential to the overall success of the archival mission as acquiring, arranging, describing and preserving the documents themselves.

The work of the archivist is closely related to, but still distinct from, that of other information professionals. The librarian and the archivist, for example, both collect and preserve materials in order to make them available for use. Despite recent technological changes that have blurred the distinction, there remain significant differences between the library and archival materials and, hence, in the ways they are arranged, described and used. Archival work is also closely related to that of information managers who are concerned with controlling the vast quantities of documentation that are created while conducting daily business, most of which will eventually be destroyed. Archivists, by contrast, are concerned with relatively small quantities of records deemed important enough to be retained permanently and that are generally used for different purposes, usually long after their initial purpose has been served. The archival value of records, nonetheless, is judged partly on the basis of their origin and purpose. Rapid changes in computer technology continue, of course, to create both problems and opportunities for all information-related professionals, archivists included.

Archival Repositories

Archival repositories are as diverse as the institutions and people they serve. They range from large, well-funded operations providing a full range of archival services to limited activities dependent upon a part-time volunteer staff. There is a substantial variation not only in the nature and scope of their holdings, but also in their structure and organizational placement within the parent institution. Archives are located in federal, state and local government; schools, colleges and universities; religious institutions; businesses; hospitals;

museums; labor unions; and historical societies — wherever it is important to retain indefinitely the record of an organization and of the people around it.

Qualifications for Employment

At present, there are a variety of educational programs available to prepare individuals for a career in archives. Most entry-level positions require an undergraduate and a graduate degree, together with archival coursework and a practicum. Although undergraduate majors vary widely, many archivists come to their work with a master's degree in either history or library science or both. Other useful specializations include public administration and political science. For higher-ranking positions in academic institutions, a Ph.D. may be required. Particular knowledge of certain subject areas may be important for work in archives that have specialized topical emphases. Training and experience in conducting research in primary and secondary sources are also helpful.

The number and content of archival education offerings, especially multi-course programs, has continued to expand in recent years. The latter include a variety of courses or seminars in more specialized areas such as conservation management, automation, records management and special collections in addition to the basic theory and functions of archives. Many programs also include internships and practica that offer students extended hands-on experience in dealing with archival programs. There are also a growing number of opportunities to conduct research in archival subjects such as user studies and documentation strategies.

Salaries and Benefits

Salaries, benefits, and working conditions vary greatly, depending on the size and nature of the employing institution. A recent census of the archival profession in the United States and Canada indicates that the average archives was established in the 1970s, has a staff of four or less employees, an annual budget under \$100,000 and assists over 300 researchers every year. Most archivists have civil service standing, and archivists in academic institutions often have faculty status. Some archivists move from one repository to another, especially at the beginning of their careers, but most eventually achieve long-term job stability. Almost universally, archivists express a high degree of professional and personal satisfaction with their work.

Placement

Most archival job openings are advertised in the *SAA Newsletter* and the newsletters of the regional and local archival organizations. In addition, the SAA publishes a bimonthly *Employment Bulletin*, which is available to members for an additional cost of \$12 per year, and maintains a confidential "Candidate Register" listing the qualifications of archivists seeking employment.

Guidelines for Graduate Archival Education Programs

At present, SAA does not accredit archival education and training programs, institutes, or courses, so inclusion in this *Directory* does not imply endorsement or approval by the Society. A decade ago, the SAA Committee on Education and Professional Development (CEPD) prepared guidelines for graduate education programs which have served the profession well. However, there have been many expressions of interest in revising and expanding them to reflect the continuing growth of the profession and the increasing complexity of its mission in the Information Age. With this in mind, the CEPD is currently drafting new guidelines which are scheduled to be submitted to the SAA Council for adoption in late 1986 or early 1987. To obtain copies of the 1977 guidelines or other information, contact SAA, 600 S. Federal Street, Suite 504, Chicago, IL 60605 (312) 922-0140.

Directory of Education Programs

This *Directory* attempts to provide the latest, most complete information about the many and diverse archival training programs currently available. The information provided here is subject to change, and the reader is referred to the *SAA Newsletter* for current supplementary information about training programs and continuing education offerings. The *SAA Newsletter* is mailed to individual and institutional members of the Society. For information on membership in the Society, the SAA Placement Service, publications, and the *SAA Newsletter*, contact: Society of American Archivists, 600 S. Federal Street, Suite 504, Chicago, IL 60605. (312) 922-0140.

The listings which follow were compiled from questionnaires distributed by the Committee on Education and Professional Development of the Society of American Archivists in the winter of 1986. Course offerings in this *Directory* are identified according to the following general categories:

Graduate Study

Multi-course Programs

These programs generally offer students an introduction to the theory and practice of archives as well as additional practical work in an archive or manuscript collection. In addition, courses may be offered pertaining to oral history, preservation and conservation of manuscripts, reprography, audio and visual records, and records in machine-readable form. These programs are usually set within the context of a master's degree program in history or library science; some offer a joint M.A.-M.L.S. degree in history and library science. Two schools now offer a full master's degree program in archival studies. Some programs also offer archives as a field of study for the Ph.D. in either history or library science.

Single Course Offerings

These courses provide a student in a history M.A. program or a library science M.L.S. program with an introduction to the theory and practices of archives. They generally provide an overview and are not sufficient in themselves as preparation for a career in the administration of archives.

Post-appointment Training

Certain very large archival institutions, most notably the National Archives of both the United States and Canada, offer a program designed to train newly hired personnel in the application of archival theory and practice to all phases of large and very complex government practices.

Workshops and Institutes

Basic Workshops or Institutes

These are intended to acquaint newcomers to archival positions with the principles of archival theory and practice. They provide an introduction to archives for the part-time archivist or employees of institutions that cannot afford a professional archivist. They usually last from two days to two weeks and thus do not provide the depth of coverage found in the formal graduate offerings.

Continuing Education for Practicing Archivists

These opportunities are intended to deal with complex applications of accepted archival principles, with new developments in the field, or with special problems related to allied professions.

The *Directory* is arranged alphabetically by state with Canadian entries following those for the United States. Each entry contains the following information: institution name; category of offering (multi-course, single course, or institute); degree program(s) of which archives courses are a part (M.A., M.L.S., Ph.D., or other); courses offered including title, instructor's name and term offered (F = fall, W = winter, Sp = spring, Su = summer, Irreg = irregular). If a practicum is given, it is so noted following the degree sequence. Name and address of contact person concludes the entry. In instances where one or more of these items are missing from an entry, the missing information was not supplied on the questionnaire.

ALABAMA

Auburn University

Multi-course. M.A., PhD. Practicum.

Reading in Archival Procedures (A. Jones) — F, W, Sp, Su; Archival Internship (A. Jones) — F, W, Sp, Su.

Contact: Dr. Allen W. Jones, Department of Archives and Records Management, Auburn University, Auburn, AL 36849.

CALIFORNIA

California State University - Dominguez Hills

Multi-course. Single course. M.A. Practicum. Basic workshops.

Archives and Records Management (D. Thomison) — Sp; Internships (H. Holter) — F, Sp, Su.

Contact: Professor Howard Holter, Department of History, California State University - Dominguez Hills, Carson, CA 90747

COLORADO

Colorado State University

Multi-course. M.A. Practicum.

Archival Methods (J. Hansen) — F; Applications of Archival Procedures (Staff) — F; Record Systems Management (J. Newman) — F.

Contact: James E. Hansen, II, Department of History, Colorado State University, Fort Collins, CO 80523.

University of Colorado at Denver

Multi-course. M.A. Practicum.

Introduction to Archival Management (L. Scamehorn, T. Noel) — F; Training in Archival Management (L. Scamehorn, T. Noel) — Sp; Independent Study in Archival Management (Staff) — F, Sp, Su.

Contact: Professor Thomas Noel, Department of History, University of Colorado at Denver, 1100 Fourteenth Street, Denver, CO 80202.

CONNECTICUT

University of Connecticut

Multi-course. M.A., PhD., Certificate in History and Archival Management.

Administration of Archives and Manuscripts (R. Jimerson) — F; Advanced Practice in Archival Management (R. Jimerson) — Sp; Internship (Staff) — F, Sp, Su.

Contact: Chair, Graduate Admissions Committee, Department of History, Box U-103, University of Connecticut, Storrs, CT 06268.

DISTRICT OF COLUMBIA

Catholic University of America

Multi-course. M.A., M.S.L.S., PhD.

Archives Management (J. Glenn) — F; Research Seminar in the Use of Archival Resources (H. Viola) — Sp; Automation in Archives (J. Reynolds) — Sp; History of the Book (P. Koda, F. Witty) — F, Sp, Su; Rare Book Librarianship (P. Koda) — Sp; Seminar in Photographic Collections (J. Glenn) — Su; Oral History — Su; Analytical and Descriptive Bibliography (P. Koda) — Sp; History of Maps and Map Librarianship (R. Stephenson) — Su; Conservation Management (P. Koda) — Sp; Preservation of Library Collections: A Workshop — Su.

Contact: Paul S. Koda, Associate Professor, The Catholic University of America, School of Library and Information Science, Washington, D.C. 20064.

The George Washington University

Continuing Education Institute.

Records Management (W. Saffady) — Su; Advanced Records Management: Automated Document Control, Storage, and Retrieval Systems (W. Saffady) — Su; Microfilm Information Systems (W. Saffady) — Su; Online Data Bases and Search Services for Library and Business Applications (W. Saffady) — Su; Video Disc Technology with Business and Government Applications (D. Lichy, S. McCandless, J. Turner, D. Constanzo) — Sp.

Contact: Darold Aldridge, The George Washington University, Continuing Engineering Education Program, Washington, D.C. 20052.

National Archives and Records Administration

Basic Institute.

Modern Archives Institute: Introduction to Modern Archives Administration — W, Su.

Contact: Linda Henry, Modern Archives Institute (NE), National Archives and Records Administration, Washington, D.C. 20408.

Smithsonian Institution

Basic Workshop.

Museum Archives — F.

Contact: Workshop Series, Office of Museum Programs, Smithsonian Institution, Arts and Industries Building, Room 2235, Washington, D.C. 20560.

GEORGIA

Emory University/Georgia Department of Archives and History/ Jimmy Carter Presidential Library

Single course. M.Ln. Basic Institute.

Annual Archives Institute: An Introduction to Archival Administration (Staff) — Su.

Contact: Dr. Venable Lawson, Division of Library and Information Management, Emory University, Atlanta, GA 30322.

ILLINOIS

Loyola University

Multi-course. M.A. Practicum.

Archives and Records Management (R. McCluggage); Oral History: Method and Practice (P. Quinn).

Contact: Theodore J. Karamanski, Director, Public History Program, Loyola University of Chicago, Department of History, Water Tower Campus, 810 N. Michigan Avenue, Chicago, IL 60611.

Rosary College

Single course. PhD. Continuing education workshop.

Early Books and Manuscripts (T. Spahn) — F; Preservation and Conservation (T. Spahn) — F; Archival Administration and Services (P. Quinn) — Sp; Database Management (E. Kent, W. Harenburg) — F, Sp; Special Studies in Librarianship (P. Quinn) — F, Sp.

Contact: Tze-chung Li, Dean, Graduate School of Library and Information Science, Rosary College, River Forest, IL 60305.

Sangamon State University

Multi-course. M.A. Practicum.

Archives and Manuscripts (N. Hunt) — Irreg; Oral History Method (C. Davis) — F; Public History Internship and Project (Staff) — F, Sp, Su.

Contact: Nancy Hunt, University Archivist, Sangamon State University, Shepherd Road, Springfield, IL 62708.

Eastern Illinois University

Single course. M.A.

Archives and Editing (D. Tingley) — Sp.

Contact: Donald F. Tingley, Department of History, Eastern Illinois University, Charleston, IL 61920.

Illinois State Archives

Internship.

Contact: Karl Moore, Information Services/IRAD, Illinois State Archives, Archives Building, Springfield, IL 62756.

Illinois State University

Multi-course. Single course. M.A. Practicum.

Archives and Manuscripts (J. Rayfield) — Sp; Professional Practice: Internship (J. Rayfield) — F, Sp, Su; Oral History Seminar (E. Schapsmeir) — F; Independent Study (J. Rayfield) — Irreg.

Contact: Jo Ann Rayfield, Department of History, Illinois State University, Normal, IL 61761.

University of Chicago

Multi-course. M.A., PhD.

Manuscripts and Archives in a Research Library (R. Rosenthal) — Irreg.

Contact: Robert Rosenthal, Curator, Special Collections, Regenstein Library, University of Chicago, Chicago, IL 60637.

University of Illinois — Urbana-Champaign

Multi-course. M.L.S., PhD. Practicum.

Administration and Use of Archival Material (M. Brichford) — F; Information Management (M. Brichford) — Sp; Records Managements (W. Maher) — Sp; Independent Study (M. Brichford) — Irreg; Practicum (M. Brichford) — Irreg.

Contact: Maynard Brichford, University Archivist, University of Illinois at Urbana-Champaign, Room 19 Library, 1408 W. Gregory Drive, Urbana, IL 61801.

INDIANA

Indiana University

Multi-course. Dual degree M.L.S./M.A. Practicum.

Principles of Archives and Manuscripts Administration; Literature of the Social Sciences; Library Practice; Analytical Bibliography; History of the Book.

Contact: Barbara I. Dewey, Director of Admissions & Placement, School of Library and Information Science, Indiana University, Bloomington, IN 47405.

KANSAS

Emporia State University

Multi-course. M.A., M.L.S., Joint M.A./M.L.S. Practicum.

Archival Principles — Sp; Oral History — F; Archival and Museum Internship — F, Sp, Su.

Contact: Loren E. Pennington, Division of Social Sciences, Box 32, Emporia State University, Emporia, KS 66801.

University of Kansas

Multi-course. M.A. in Historical Administration & Museum Studies, PhD.

Practical Archival Principles — Sp; Introduction to Historical Administration — F; Oral History — Sp; Museum Management — F.

Contact: Donald R. McCoy, Department of History, University of Kansas, Lawrence, KS 66045.

KENTUCKY

Eastern Kentucky University

Single course.

Archival Management (C. Hay) — Irreg.

Contact: Charles Hay, University Archives, Cammack 26, Eastern Kentucky University, Richmond, KY 40475-0937.

University of Louisville

Multi-course. M.A.

Introduction to Archives Administration (W. Morison) — Sp; Seminar in Archives Administration (W. Morison) — F; Oral History (Ryant) — F; Oral History as Research Methodology (Ryant) — Sp.

Contact: William J. Morison, Director, University Archives and Records Center, University of Louisville, Louisville, KY 40292.

MARYLAND

University of Maryland

Multi-course. M.A., M.L.S., PhD., Post-masters Certificate. Practicum. Continuing Education Workshops.

Introduction to Archives and Manuscript Repositories (Staff) — F; Internship in Archives and Manuscript Repositories — Sp; Seminar in Historical Editing (S. Kaufman) — F; Historiography on Methods in Historical Research (Staff) — F; Proseminar in Oral History (M. Ross) — Sp; Curatorship of Historical Collections (F. Stielow) — F; Introduction to Conservation — Sp; Introduction to Reprography — F; History of Books and Printing (F. Stielow) — Sp; Organization of Recorded Knowledge — Sp; Seminar on Manuscript Administration — Sp; Archival Automation (F. Burke) — Su; Historic Preservation (J. Flack) — F; Records Management and Machine Readable Files (F. Stielow) — Sp; Specialized workshops in sound archives and conservation.

Contact: Dr. Frederick Stielow, HiLS Coordinator, Hornbake Building, Room 4105, University of Maryland, College Park, MD 20742.

MASSACHUSETTS

Simmons College

Multi-course. M.L.S.

Archives Management (M. Sniffin-Marionoff); Conservation Management for Libraries and Archives (J. Fang); Photographic Archives and Visual Information (E. Jussim); Records Management; Oral History; Organization of Nonprint Materials (P. Oyler).

Contact: Graduate School of Library and Information Science, 300 The Fenway, Boston, MA 02115.

University of Massachusetts - Amherst

Single course. M.A.

The Historical Record (K. Fones-Wolf, A. Gordon).

Contact: Ken Fones-Wolf, Archives and Manuscripts, University Library, University of Massachusetts, Amherst, MA 01003.

University of Massachusetts - Boston

Multi-course. M.A. Practicum.

Introduction to Archival Methods — F; Management of Public Records — F; Internship in Archival Methods — Sp; Management of Institutional Archives — Sp.

Contact: James M. O'Toole, Department of History, University of Massachusetts-Boston, Harbor Campus, Boston, MA 02125.

MICHIGAN

Wayne State University

Multi-course. M.A., M.L.S., PhD. Practicum.

Administration of Archives I and II (P. Mason) — F, W; Conservation and Administration of Photograph Collections (M. Long) — W; Conservation of Archival and Library Materials (G. Cunha) — Su; Oral History: A Methodology for Research (J.A. Cicala) — Su; Records Management (Staff) — F; Directed Study and Research (P. Mason) — F, W; Practicum (J. Rabins) — W.

Contact: Philip P. Mason, Professor of History, Director, Archives of Labor and Urban Affairs, Reuther Library, 5401 Cass Avenue, Wayne State University, Detroit, MI 48202.

University of Michigan

Multi-course. M.A., M.L.S., PhD. Practicum.

Introduction to Administration of Archives (F. Boles) — F; Seminar: Problems in Administration of Archives (T. Powers, W. Wallach) — W; Introduction to Machine Readable Records (C. Geda, E. Austin) — Irreg; Field Experience, Directed Study (Staff) — F, W.

Contact: Francis X. Blouin, Jr., Bentley Library, University of Michigan, Ann Arbor, MI 48109.

MISSISSIPPI

University of Southern Mississippi

Multi-course. M.L.S., Joint M.A.-M.L.S. degree. Practicum.

Special Collections (Staff) — Irreg; Introduction to Archival Organization (J. Young) — Sp; Archival Practicum (T. Latour) — F, Sp, Su; Preservation of Documentary Materials (J. Young) — F.

Contact: Joseph J. Mika, Assistant Dean, School of Library Service, University of Southern Mississippi, Southern Station, Box 5146, Hattiesburg, MS 39406-5146.

MISSOURI

University of Missouri - Columbia

Multi-course. M.L.S. Practicum.

Introduction to Archives and Manuscripts; Preservation and Restoration; Directed Readings; Practicum; Archives Administration; Seminar in Records and Manuscript Management; Seminar in Library Science: Principles of Records Management; Seminar in Library Science: Oral History — Principles and Techniques; Seminar in Library Science: College and University Archives; Seminar in Library Science/Information Science: Automation and the Control of Archives and Manuscripts.

Contact: School of Library and Information Science, 104 Stewart Hall, University of Missouri-Columbia, Columbia, MO 65211.

NEW JERSEY

Rutgers University

Multi-course. M.L.S. Practicum.

Introduction to Archives and Records Management (R. Simmons) — F; Independent Study (R. Simmons).

Contact: Ruth Simmons, Special Collections-Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903.

Seton Hall University

Single course.

Internship in the Care and Organization of Manuscripts.

Contact: Professor Larry Greene, Chairman, Department of History, Seton Hall University, South Orange, NJ 07079.

NEW YORK

Columbia University

Multi-course. M.L.S., D.L.S. Practicum. Continuing Education Institute.

Management of Archives and Manuscripts Collections (S. Davis, R. Sink) — F; Archives Field Work (S. Davis, R. Sink) — Sp; Problems in Archival Administration (W. Joyce) — Su; Records Management (J. Kish) — Su; Summer Rare Book School — Su.

Contact: Susan E. Davis and Robert Sink, School of Library Service, Columbia University, New York, NY 10027.

New York University

Multi-course. Single-course. M.A., PhD., Certificate in Archival Management, Historical Society Administration, and Historical Editing. Practicum.

Archives, Historical Societies and Historical Editing: Principles and Practicum I (M. Lutzker) — F; Archives, Historical Societies and Historical Editing: Principles and Practicum II (Staff) — Sp; Oral History: Theory and Practice (R. Bernstein) — F; Local and Community History in the United States (C. Groneman) — Sp; Manuscript Conservation and Micrographics (Staff) — alternate Sp; Administrative History and Records Management (Staff) — alternate F; Computers and Archival Administration (F. Burke) — alternate F; Advanced Internship in Archival Management — F, Sp, Su; Research in Archival Administration — F, Sp; Readings in Archival Administration — F, Sp; Historical Editing — Sp.

Contact: Dr. Michael A. Lutzker, Director, Program in Archival Management and Historical Editing, Department of History, New York University, 19 University Place, New York, NY 10003.

St. John's University

Multi-course. M.L.S. Practicum.

Archives and Manuscripts: Basic Functions and Current Issues (G. Hunter) — F; Records Management and Micrographics — Sp; Conservation and Preservation (R. DeCandido) — Sp; File and Database Management Software (J. Benson) — F.

Contact: Dr. Mildred Lowe, Director, St. John's University, Division of Library and Information Science, Jamaica, NY 11439.

State University of New York - Albany

Multi-course. M.L.S. Practicum.

Archives and Manuscripts (L. Whalen) — F, Sp; Archival Internship (Staff) — F, Sp, Su; Records Management (L. Whalen) — Sp; Seminar in Archival Administration (Staff) — F, Sp, Su; Independent Study (L. Whalen) — F, Sp, Su.

Contact: Lucille Whalen, Associate Dean, School of Library and Information Science, SUNY-Albany, 135 Western Avenue, DR 113, Albany, NY 12222.

Syracuse University

Single course. M.L.S., M.S.

Archives and Manuscript Management — Sp.

Contact: Barbara Settel, Syracuse University, School of Information Studies, 200 Huntington Hall, Syracuse, NY 13244.

NORTH CAROLINA

East Carolina State University

Single course.

Introduction to the Administration of Archives and Historical Manuscripts — Sp.

Contact: Donald R. Lennon, Department of History, East Carolina State University, Greenville, NC 27834.

North Carolina State University - Raleigh

Multi-course. M.A. in Archival Management. Practicum.

Principles and Practices of Applied History (J.D. Smith) — F; History and Principles of the Administration of Archives and Manuscripts (D. Olson) — F; Application of the Principles of the Administration of Archives and Manuscripts (D. Olson) — Sp; Conservation of Iconographic and Other Archival Materials (J. Mulholland) — F; Conservation of Archival Materials (J.D. Smith, J.R. Lankford, R. Hocutt) — Sp; Documentary Editing (J.D. Smith) — F; Field Practicum in Archival Management (J.D. Smith) — F, Sp, Su.

Contact: Dr. John David Smith, Department of History, North Carolina State University, Raleigh, NC 27695-8108.

University of North Carolina - Chapel Hill

Multi-course. M.S.L.S., PhD. Practicum.

Administration of Archival Manuscript Collections (C. Wallace) — Sp.

Contact: Dr. Evelyn Daniel, Dean, School of Library Science, 100 Manning Hall 026A, University of North Carolina-Chapel Hill, Chapel Hill, NC 27514.

NORTH DAKOTA

North Dakota State University

Single course. Undergraduate.

Introduction to Public History (D. Reedy) — F; Introduction to Museum Studies (D. Reedy) — W; Archival Photography (M. Strand) — Sp.

Contact: Michael Lyons, Chair, North Dakota State University, Department of History, Minard Hall, Fargo, ND 58105.

North Dakota State University

Single course. M.A., M.S. Practicum.

Internship: Public History.

Contact: Michael Lyons, Chair, North Dakota State University, Department of History, Minard Hall, Fargo, ND 58105.

OHIO

Bowling Green State University

Multi-course. M.A. Practicum.

The Administration of Archives (P. Yon) — Sp; Independent Study: Problems of Records Administration.

Contact: Paul Yon, Center for Archival Collections, Jerome Library, Bowling Green State University, Bowling Green, OH 43403.

Case Western Reserve University

Multi-course. M.A., PhD., Practicum.

Graduate Seminar: Introduction to Historical Agencies (D. Van Tassel, C. Ubbelohde) — F; Archival Administration (D. Harrison) — Sp; Supervised Practicum in Archival Administration (Staff) — F, Sp, Su; Directed Reading Archival Literature (D. Harrison) — F, Sp.

Contact: Professor David C. Hammack, Department of History, Mather House, Case Western Reserve University, Cleveland, OH 44106.

Kent State University

Single course. M.L.S. Practicum.

Foundations and Administration of Archives.

Contact: Mary K. Biagini, Acting Dean, School of Library Science, Kent State University, Kent, OH 44242.

Wright State University

Multi-course. M.A. Practicum. Continuing Education Workshop.

Introduction to Archives and Manuscripts (P. Nolan) — W; Advanced Problems in Archival Work (P. Nolan) — Sp; Archival Management Internship (Staff) — Su; Management of Historical Institutions (P. Foltz) — W; Advanced Problems in Historical Administration (P. Foltz) — Sp; Historic Preservation (M. Brown) — F; Practicum in Document Conservation (B. Smith) — F; Practicum in Microfilming (B. Smith) — F; Practicum in Oral History (C. Berry) — W.

Contact: Dr. Patrick B. Nolan, Department of History, Wright State University, Dayton, OH 45435.

OREGON**University of Oregon - Eugene**

Multi-course. Certificate. Practicum.

Introductory Practice in Archives I, II, III (K. Richard) — F.

Contact: Keith Richard, University Archivist, c/o The Library, University of Oregon, Eugene, OR 97403-1299.

PENNSYLVANIA**Duquesne University**

Multi-course. M.A., Certificate. Practicum. Continuing Education Workshops.

Historical Editing — F, W, Sp, Su; Archival Studies — F, W, Sp, Su; Museum Studies — F, W, Sp, Su; Editing Internship — F, W, Sp, Su; Archival Internship — F, W, Sp, Su; Museum Internship — F, W, Sp, Su.

Contact: Dr. Steven B. Vardy, Chairman, Department of History, Duquesne University, Pittsburgh, PA 15282.

Temple University

Multi-course. M.A., M.L.S. Practicum.

Administration of Archives and Historical Manuscripts (F. Miller) — F; Practicum in Archives and Historical Manuscripts (F. Miller) — Sp; Independent Research.

Contact: Dr. Frederic Miller, Department of History, Gladfelter Hall, Temple University, Philadelphia, PA 19122.

RHODE ISLAND**University of Rhode Island**

Multi-course. M.L.S. Practicum.

Administration of Special Collections: Archives and Manuscripts (D. Maslyn) — Sp.

Contact: Dr. Elizabeth Futas, Director, Graduate School of Library and Information Studies, Rodman Hall, University of Rhode Island, Kingston, RI 02881.

SOUTH CAROLINA**University of South Carolina**

Multi-course. M.A., M.L.S., PhD. Practicum.

Information and Records Management; Conservation of Library and Manuscript Materials; Computers in Library and Information Services (Staff); Historical Research Methods (M. Scardaville, C. Schulz); History of History Writing (Staff); Archival Administration and Techniques (C. Schulz); Historical Editing (D. Chestnutt); Oral History (McFadden); Information Systems and Public Administration (Staff); State and Local History (Staff); Special Topics in Manuscript Administration (Staff); Special Topics in Archival Administration (Staff).

Contact: Constance B. Schulz, Department of History, University of South Carolina, Columbia, SC 29208.

TENNESSEE**East Tennessee State University**

Single course. M.A. Practicum.

Basic Principles of Archival Administration (E. Garrison) — F.

Contact: Dr. Ellen Garrison, Archives of Appalachia, East Tennessee State University, Johnson City, TN 37614.

University of Tennessee

Multi-course. M.L.S.

Special Collections: Archives and Manuscripts (J.M. Pemberton) — W; Records Management for Information Professionals (J.M. Pemberton) — F, Sp.

Contact: Dr. J. Michael Pemberton, Graduate School of Library and Information Science, University of Tennessee, Knoxville, TN 37923.

TEXAS**Texas Tech University**

Single course. M.A. Practicum.

Administration of Archival and Manuscript Collections (D. Murrah) — alternate Sp.

Contact: David Murrah, Southwest Collection, Texas Tech University, Box 4090, Lubbock, TX 79409.

University of Texas at Arlington

Multi-course. Certificate. Practicum.

Principles of Archives and Museums — F, W, Sp, Su; Archival Certification Program (Independent Study) — F, W, Sp, Su.

Contact: Dawn Letson, Department of History, University of Texas at Arlington, P.O. Box 19529, Arlington, TX 76019.

University of Texas at Austin

Multi-course. M.L.S. Practicum.

Archives and Historical Manuscripts (D. Gracy) — Sp, Su; Records Management (D. Gracy) — F.

Contact: David B. Gracy II, University of Texas, Graduate School of Library and Information Science, EDB 564, Austin, TX 78712.

UTAH**Brigham Young University**

Single course. M.A., M.L.S., Other. Practicum.

Archives and Manuscripts (D. Rowley) — F, W; Directed Readings; Independent Readings.

Contact: Dennis Rowley, 5030 HBLL, Brigham Young University, Provo, UT 84602.

University of Utah

Multi-course. M.A., PhD.

Oral History (F.A. O'Neill); Archives and Historical Manuscripts (G.C. Thompson).

Contact: Dr. Gregory C. Thompson, Special Collections, Marriott Library, University of Utah, Salt Lake City, UT 84112.

VERMONT**University of Vermont**

Single course. M.A. Practicum.

Archives Practicum (C. Gallagher) — F, Sp, Su.

Contact: Connell B. Gallagher, Bailey/Howe Library, University of Vermont, Burlington, VT 05405.

VIRGINIA**Virginia Commonwealth University**

Single course. Undergraduate.

Archival and Historical Administration — two-semester course offered alternate years.

Contact: James T. Moore, Chairman, Department of History and Geography, Box 2001, Virginia Commonwealth University, Richmond, VA 23284-0001.

George Mason University

Multi-course. M.A. Practicum.

Administration of Archives and Manuscripts (B. Ambacher) — Sp; Museum Studies — Su; Historical Editing (R. Sheldon) — Su; Historic Preservation — Su; Law, Society and Historical Resources — Su; Internship in Applied History — F, W, Sp, Su.

Contact: Dr. Jack R. Censer, History Department, George Mason University, Fairfax, VA 22030.

WASHINGTON

University of Washington

Single course. M.L.A. Continuing Education Workshops.

Archival and Manuscript Services (J. Eulenberg) — Sp.

Contact: Margaret Chisholm, Director, Graduate School of Library and Information Science, FM-30, University of Washington, Seattle, WA 98195.

Western Washington University

Multi-course. M.A. Practicum.

History and Principles of Archives Administration and Records Management (J. Rhoads) — F; Problems in Archives Administration (J. Rhoads) — W; Problems in Records Management (J. Rhoads) — W; Internship I, II (Staff) — Sp, Su.

Contact: James B. Rhoads, Director, Graduate Program in Archives and Records Management, History Department, Western Washington University, Bellingham, WA 98225.

WEST VIRGINIA

West Virginia University

Multi-course. M.A. Practicum.

Archival Management (G. Parkinson) — F; Archival Internship (G. Parkinson).

Contact: Dr. Barbara Howe, Director of Public History Option, Department of History, West Virginia University, Morgantown, VA 26506.

WISCONSIN

University of Wisconsin - Madison

Multi-course. M.A., PhD., Certificate. Practicum.

Fundamentals of Archival Administration (F. Ham) — Su; Archives Practicum (J. Hohler) — F, Sp; Seminar: Contemporary Problems in the Collection and Management of Archives (F. Ham) — F; Records Management: Theory and Practice (M. Evans) — Sp; Independent Study (F. Ham) — F, Sp, Su.

Contact: Barbara J. Arnold, University of Wisconsin-Madison, School of Library and Information Studies, H.C. White Hall, Room 4217, 600 N. Park Street, Madison, WI 53706.

University of Wisconsin - Milwaukee

Single course. M.A., M.L.S. Practicum.

Modern Archives Administration (A. Kovan) — F.

Contact: Allan Kovan, University Archivist, Golda Meir Library, University of Wisconsin-Milwaukee, Milwaukee, WI 53201.

ALBERTA

University of Alberta

Single course. Ph.D.

Records Management — Su; Archives Administration (J. Parker) — alternate W.

Contact: James M. Parker, University Archivist, Rutherford (South), The University of Alberta, Edmonton, Alberta, T6G 2J4, Canada.

BRITISH COLUMBIA

University of British Columbia

Multi-course. M.A. in Archival Studies. Practicum.

Introduction to Archives (T. Eastwood) — W; Records Management (H. Chapin) — F; Automation and Archives (P. Simmons) — Sp; Canadian Historiography and Historical Methodology (D. Breen) — W; Oral History and Genealogy (R. Barman) — Irreg.; Advanced Archives (T. Eastwood) — W; Conservation of Archival Materials (M. Clavir) — F; Advanced Seminar (Staff) — S; Thesis (Staff).

Contact: Professor T.M. Eastwood, School of Library, Archival and Information Studies, University of British Columbia, Vancouver, B.C. V6T 1Y3, Canada.

NOVA SCOTIA

Dalhousie University

Single course. M.L.S.

Archives (C. Armour) — F.

Contact: Dr. Norman Horrocks, Director, School of Library Service, Dalhousie University, Halifax, Nova Scotia, B3H 4H8, Canada.

ONTARIO

Public Archives of Canada

Single course.

General Archives Administration (offered in English and French) — F, Sp.

Contact: Michèle M. LaRose, Archives Branch, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario K1A 0N3, Canada.

University of Toronto

Multi-course. M.L.S., PhD. Continuing Education Workshops.

Records Management (N.J. Williamson) — F, Sp; Historical Manuscripts and Archival Collections (H. Bowsfield) — F, Sp.

Contact: Pamela Reeves, Admissions Officer, Faculty of Library and Information Science, University of Toronto, 140 St. George St., Toronto, Ontario, M5S 1A1, Canada.

University of Western Ontario

Single course. M.L.I.S.

Introduction to Archives Administration (J.H. Fyfe) — F, Sp, Su; Conservation and Preservation in Archives and Special Collections (B. McCamus) — F, W; Records Management (A.E. Altmann) — F, Sp, Su.

Contact: J.M. Tague, Dean, School of Library and Information Science, University of Western Ontario, Elborn College, London, Ontario, N6G 1H1, Canada.

QUÉBEC

McGill University

Single course. M.L.I.S.

Archival Science (M. Caya) — W.

Contact: Professor Helen Howard, Director, Graduate School of Library and Information Studies, McGill University, 3459 McTavish Street, Montreal, Quebec PQ H3A 1Y1, Canada.

Université de Montreal

Multi-course. M.L.S. Practicum.

Introduction à l'archivistique (C. Couture) — F, W, Sp, Su; Archives et Administration (C. Couture) — F; Archives et Recherche (D. Chouinard) — F; Recherche en Archivistique (C. Couture) — W; Stage en Archivistique (F. Ares) — F, W, Su.

Contact: Carol Couture, Ecole de Bibliothéconomie, Case Postale 6128, Succursale A, Montreal, Quebec H3C 3JY, Canada.

Université de Montreal

Multi-course. Undergraduate study. Certificate en Archivistique. Practicum.

Introduction à l'archivistique (R. Francoeur) — F, W; Ressources Technologiques (J.J. Chailloux) — F, W; Calendrier de Conservation (J.Y. Rousseau) — F; Stage (F. Ares) — F, W, Sp, Su; Traitement des Documents I (S. Provost, A. Gagnon) — F, W; Traitement des Documents II (J.Y. Rousseau) — F, W; Acquisition, Evaluation et Selection (N. Gouger) — F, W; Classement et Instruments de Recherche (J. Ducharme) — F, W; Diffusion, Conservation et Restauration (D. Pelissier, J. Turner) — F, W; Étude du Milieu (L. Gagnon-Arguin) — W; Methodologie: Archivistique (M. Cardin) — W.

Contact: Carol Couture, Ecole de Bibliothéconomie, Case Postale 6128, Succursale A, Montreal, Quebec H3C 3JY, Canada.

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NHPRC Fellowship Program

At its February meeting, the National Historical Publications and Records Commission (NHPRC) designated two universities and a state archives to receive and train fellows in archival administration during the 1986/87 academic year. The fellowships are jointly funded by the Commission and the Andrew W. Mellon Foundation.

The fellowships provide advanced administrative training for mid-career archivists. They carry a \$15,000 stipend and up to \$3,000 for fringe benefits, for a nine- to ten-month period beginning in August or September 1986.

The host institutions and their fellowship training programs are as follows:

- Arizona State University, Hayden Library, Tempe Arizona. Four administrative units are located at the Library: The Arizona Collection, the Arizona Historical Foundation, Special Collections, and the University Archives. The holdings include papers of prominent Arizona politicians, as well as photographs and manuscripts on Arizona's social and economic history since the territorial period. Among other activities, the archival fellow will plan for the automation of finding aids, for the preservation and processing of a large photographic accession, and for a combined new facility and reference system for the four units.

- California State Archives, Sacramento, California. The State Archives cares for 55,000 cubic feet of California State government records dating from 1850 to the present. Its programs also include exhibits, microfilming, records management, and document preservation. The archival fellow will assist in this work by undertaking records appraisal and scheduling, planning a new archival facility, planning for transfer of archival materials into temporary new storage space, and establishing procedures for the Archive's participation in the Research Libraries Information Network (RLIN). The fellow also will devote considerable time to developing a documentation strategy for California legislative records, which currently are under-represented in the State Archives's holdings.

- University of Southern Mississippi, McCain Library and Archives, Hattiesburg, Mississippi. The Library's holdings include 250 major collections oriented toward the history of Mississippi and the South, as well as the Grummond Collection of Children's Literature, the University Archives, and the Hattiesburg Municipal Archives. The Library will offer the archival fellow the chance to work with a small professional staff on a variety of activities. Among them are lectures, exhibits, and other outreach functions, records management for the City of Hattiesburg, and establishment of appraisal and descriptive guidelines for case files recently donated by a prominent Mississippi civil rights lawyer.

The Ohio Historical Society was designated by the Commission to serve as the alternate host institution.

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

Fellowship application forms should be requested from the NHPRC, National Archives Building, Washington, D.C. 20408, and must be completed and returned to the Commission by May 15, 1986. The Commission then will provide the completed applications to the host institutions, which will select the fellows by June 1986. During this period, applicants are asked not to communicate directly with the host institutions unless the host institution initiates the correspondence.

Awards Competition

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

The awards are: The Distinguished Service Award; The Sister M. Claude Lane Award; The Philip M. Hamer and Elizabeth Hamer Kegan Award, The Oliver Wendell Holmes Award; The Waldo Gifford Leland Prize; and the C.F.W. Coker Prize.

Information on the Colonial Dames Scholarship can be obtained by writing to the chair of the subcommittee Edward L. Galvin, New York State Archives, Cultural Education Center, Albany, NY 12230.

New Publications Available from SAA

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

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

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

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

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

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

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

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

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Professional Opportunities

HISTORIAN, Anacostia Museum, Smithsonian Institution. Duties: The incumbent of this position will serve as Director of Research for the Anacostia Museum. In this capacity the incumbent formulates and administers basic policy and long-range plans for the department as the future direction of research projects oriented to focus on the cultural history of Afro-Americans. Such research encompasses the cultural, social and technological aspects of Afro-Americans and may result in the publication of findings. The incumbent develops and maintains standards and criteria for research program development and management; reviews and evaluates research projects on Afro-American history and studies, with other Smithsonian bureaus, with the academic community, archival repositories, and other institutions as well as develops relationships with these organizations. In addition, serves as resource to other scholars in locating and developing new sources in the research of Afro-American history and establishes and maintains contacts with scholars and researchers in the field of Afro-American history. Lectures to professional associations, civic groups, clubs and other organizations, and participates in panels and symposia. Directs the work of staff historians, interns and research fellows assigned to the Anacostia Museum. Performs a variety of administrative functions including developing and monitoring the Department's budget, performing personnel management functions such as assigning duties, coordinating work schedules, conducting performance evaluations, recommending promotions, new positions, and other personnel actions. **Qualifications:** This position has a basic requirement of completion of a full four year course of study in an accredited college or university leading to a bachelor's degree in American history or three years of experience or equivalent experience and education that provide knowledge and ability comparable to that normally acquired through successful completion of a four year course of study. In addition, a minimum of three years of professional experience in the field of Afro-American history, which includes planning, coordinating, or directing all or major parts of a research project that involve the use of historical research methods, providing professional advice on research, publications, or other major activities of important research program. This experience must have equipped the candidates with the knowledge and ability to perform fully the work of the position. At least one year of the required professional experience must have been at the level of difficulty comparable to the next lower grade in the Federal Service. Appropriate graduate education may be substituted for part of the required professional

experience at the next lower grade level. **Selective Factors:** Knowledge of principles, processes, and traditions of American social history and culture; Professional knowledge of Afro-American history as demonstrated by research and publication through books, manuscripts, and articles, Administrative and managerial skills. **Quality Ranking Factors:** Scholarly attainment in the field of Afro-American history. Skill in conducting research as evidenced by publications. Rate and quality of publications. Experience in managing a research project that resulted in publication of the findings. Ability to supervise a research staff. **To apply:** Complete a Personal Qualifications Statement (SF-171). Submit a supplemental sheet giving specific examples of experience and training which apply to each of the selective and/or quality ranking factors. This experience and training must also be included in the SF-171. Candidates who are not currently Smithsonian Institution employees must complete a SI-662 form. This form is to be used for gathering statistical data and will not be a part of the application. **Please note:** All Smithsonian positions require fingerprinting of employees hired and may include some additional background checks before employment. In addition to submitting a current SF-171, submit a copy of the latest performance appraisals you received. Submit all of the above to Smithsonian Institution, Office of Personnel Administration, Arts and Industries Building - Room 1410, 900 Jefferson Drive SW, Washington DC 20560 by 4 pm of June 13, 1986. **Historian, Anacostia Museum, GM-170-14, Announcement Number 86-148-F Salary Range: \$44,430 - \$57,759 per year.** This position is covered by the performance management and recognition system (PMRS). **Please note:** The person selected for this position may be subject to an 18 month probationary period for supervisors and managers.

PROJECT ARCHIVIST: Immigration History Research Center, University of Minnesota, Fifteen month appointment, beginning summer of 1986. Responsibilities: Arrangement and description of the Center's Greek American manuscript collections; preliminary processing of Greek American published materials; production of a guide to the Center's Greek holdings; and assistance in promotion of Greek materials for research use. **Qualifications:** MLS or MA in History or related discipline; coursework and/or practicum in archives administration, reading knowledge of Greek, one year professional archival experience desired. **Salary:** \$20,000/year (\$25,000 for project term) - **Application Deadline:** May 30, 1986, Send letter of application, resume, and names of three references: Joel Wurl, Curator, IHRC, University of Minnesota, 826 Berry Street, St. Paul, MN 55114

ASSISTANT MANUSCRIPTS LIBRARIAN. American Philosophical Society. Responsibilities: To assist with processing and cataloguing of manuscripts and archives, assisting researchers, and providing reference service. **Qualifications:** B.A. or M.A. in history or history of science, and M.L.S. degree from an ALA accredited program with concentration in administration of archives and manuscripts. Two to three years experience working in an archival or manuscript repository desirable. Knowledge of RLIN/AMC, also desirable. The American Philosophical Society is the oldest learned society in the United States; its distinguished holdings in the history of science and American culture include over 5 million manuscripts. Position available immediately. Please send resume and names, addresses, and telephone numbers of three references to: Dr. Edward C. Carter II, Librarian, American Philosophical Society, 105 South Fifth Street, Philadelphia, Pennsylvania 19106-3386 (215-627-0706)

EDITORIAL ASSISTANT - The Emma Goldman Papers invites applications for a full time editorial assistant. The incumbent will, under the supervision of project's microfilm editor, help to index and to prepare photocopies of nearly 60,000 documents for the microfilm edition of the Goldman Papers scheduled for publication in 1988. The position, which is pending funding, will be an academic research staff appointment at the University of California, Berkeley. Minimum qualifications include an M.A. in late nineteenth or early twentieth century social history with at least two years experience with a documentary editing project historical archives, or other related, non-teaching historical project. Preference will be given to holders of doctorates in American history, American studies or women studies. Salary for the first year will be \$22,367. Send letter of application, curriculum vitae, three recommendations or dossier by July 1, to Dr. Ronald J. Zboray, Microfilm Editor, The Emma Goldman Papers, P. O. Box 40470, Berkeley CA. 94704-4470

ARCHIVIST, Bethune Museum & Archives, Inc. National Historic Site, Washington, D.C. Black Women's Archives seeks professional Archivist. M. A. History, 2 years professional experience, archival training certificate preferred. Submit resume to Bethune Museum-Archives National Historic Site, 1318 Vermont Avenue, N.W. Washington, D.C. 20005

Professional Opportunities

PROJECT ARCHIVIST - Archives and Manuscripts Division, Minnesota Historical Society. A two-year position, funded by the National Endowment for the Humanities, to organize, analyze, and describe the personal and family papers of pioneer lumberman T.B. Walker and the records of the companies he controlled. Project work will include extensive reorganization, appraisal, and analysis of disassembled file series; identifying materials in need of physical protection, restoration, or preservation micro-filming, and carrying out such tasks or organizing them for others, as appropriate; doing background research on the Walker interest and the Minnesota and California lumber industries; compiling a detailed finding aid in accordance with the Division's standard practices; and writing the text for a published guide. Qualifications: M.A. or substantial graduate coursework in history or American studies; two years archival processing experience or an equivalent combination of archival education and experience; demonstrated skill in narrative writing and ability to exercise independent judgment and to maintain a high level of accuracy and consistency in recording information. In addition, preference will be given to applicants with experience in processing business and organizational records. Salary: \$18,000 - \$19,000, plus benefits allowance. Send resume, sample of narrative writing and names of three references to: Lydia Lucas, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, Minnesota 55101. Application Deadline: 30 May 1986

BLACK HISTORY PROGRAM ARCHIVIST Coordinates the Indiana Historical Society Library's Black History Program. Responsible for acquiring, arranging and describing archival collections relating to the history of Afro-Americans in Indiana; editing a newsletter on Indiana black history; preparing black history programs and exhibits; and assisting with the Library's general manuscripts and references work. The Black History Program Archivist is a permanent position in the Library. Qualifications: Masters in History, Afro American Studies, or related field; and/or MLS with background in history. Archival and editorial training and experience desirable. Ownership of a car and a willingness to travel in Indiana are essential. Salary Range: \$16,500-\$23,000, plus liberal benefits. Deadline for applications: July 1, 1986. Apply to: Eric Pumroy, Head, Manuscripts Department, Indiana Historical Society, 315 W. Ohio St., Indianapolis, IN 46202

MEDICAL CENTER ARCHIVIST - Exciting opportunity to develop and organize medical center archives at major metropolitan area health care institution. The Mount Sinai Medical Center offers an excellent salary and benefits and a pleasant work environment. The archivist will work closely with the library staff, report to the Library Director and catalog the archival collection using the LS 2000 library system. Responsibilities include preparing an inventory and registration, accessioning, arranging, organizing, describing and preserving the archival collection, developing and implementing institutional archival policy in conjunction with the Library Director and institutional administration, providing reference and other services to users, preparing finding aids and assisting in exhibit preparation. Requirements for the position include a Master's Degree in History, Library Science or Education with formal training and/or coursework in archives administration, a minimum of two years of archives experience, ability to work effectively with researchers, library and medical staff and excellent verbal written communication skills. Experience with computer systems and good typing skills a plus. Send letter of application, resume and names of three references to Lynn Kasner Morgan, Director, Gustave L. and Janet W. Levy Library, Mount Sinai Medical Center, New York, NY 10029

UNIVERSITY ARCHIVIST - Reports to University Librarian. Directs archives and records management program; collects and preserves private historical material including manuscripts, photographs and oral histories; supervises staff and graduate student interns; secures grants; and provides reference service. History M.A., five years experience in archives, training or experience in records management, ability to work with groups required. History or American studies doctorate and study of manuscripts and archives desirable. Salary range approximately \$28,000 to \$36,000, depending upon qualifications and experience. Twelve-month academic appointment; state teachers retirement mandatory; TIAA optional; sick leave, health and life insurance; twenty working days vacation. Position open October 1, 1986. Review process begins May 15, 1986. Applications should include resume, transcripts, and three current letters of reference specific to the position. Apply to Robert C. Gibbs, Chairperson, University Archivist Search Committee, Ralph Brown Draughon Library, Auburn University, AL 36849.

BIBLIOGRAPHIC INSTRUCTION LIBRARIAN - Major Responsibilities: New position, department head level, reporting to Associate Director of Libraries. Assesses graduate/undergraduate instructional needs. Plans, develops, and coordinates the Libraries bibliographic instructions and orientation programs involving the subject departments of Public Service Division; organizes group sessions, coordinates librarians involved in instructional activities, assists in providing reference and information services; performs other duties as assigned. Rotating weekend and evening work is required. Required Qualifications: An MLS from an ALA-accredited program; minimum of two years professional experience in library bibliographic instruction and reference. Position Available: September 2, 1986. Salary and Benefits: Dependent on qualifications and experience, \$21,504.00 minimum. Benefits include state contribution to health insurance premiums, payment of 88 percent of Social Security premiums for the first \$16,500 of annual salary, and 8.5 percent of annual salary contributed by the State for optional retirement programs. Location: The University of Texas at Arlington is located centrally in the Dallas/Fort Worth metroplex, has a current enrollment of approximately 23,000, and offers 97 degrees, 18 at the PhD level. The present holdings of the University Libraries are approximately 1,076,500 items, with a staff of 97. Application: Applications should include a resume, transcripts at the graduate and undergraduate levels, and the names and addresses of three references. Considerations for the position will begin May 1, 1986, and applications should be sent to: Lila Hedrick, Head, Reader Services and Interlibrary Loan, The University of Texas at Arlington, P.O. Box 19497, Arlington, Texas 76019. **CURATOR OF COLLECTIONS** Omaha History Museum -- Western Heritage Museum - Applicant must have training and experience preferably in numismatic collections management, conservation practices, cataloging, interpretation, record keeping, special exhibition preparation. Must have demonstrated specialization in conservation of coins and paper specimens. MA or Ph.D. preferred. Salary and benefits commensurate with experience. Send full resume, letter of expression of interest, work history, four professional references and salary history to: Michael L. Kinsel, Director, Omaha History Museum -- Western Heritage Museum, 801 South 10th Street, Omaha, Nebraska 68108-3299.

Professional Opportunities

MUSEUM CURATOR - GM 1015-14 (\$44,430 per year) - National Museum of African Art (NMAfA), Washington, DC. This position is covered by the performance management and recognition system (PMRS). The person selected for this position may be subject to an 18-month probationary period for supervisors. The incumbent of this position will serve as Chief Curator of the NM AfA and will assist the Director and Associate Director in the supervision and coordination of all curatorial functions of the curatorial department, including research activities. **Curatorial Duties:** (a) **Acquisitions** - The incumbent is expected to recommend and to supervise the entire curatorial staff in the recommendation to the Director/Associate Director of works of art for acquisition through gift or purchase and by so doing maintain a well-balanced collection of sub-Saharan African art; (b) **Collections** - Incumbent regularly inspects NMAfA collection to assure proper care of collection, works closely with the Conservation Department which will be responsible for conservation treatment and records, and with Registrar's Office which will maintain a complete and accurate record of the collection; and in conjunction with both the Registrar and Conservator, determines the suitability and feasibility of loan requests; (c) **Exhibitions** - Proposes exhibitions to the Director for the internal commitment of funds and space, drawing upon the permanent collection and on loans from private collectors and other institutions; and (d) **Public Service** - The incumbent, is expected to serve as an expert advisor on professional matters to other government agencies and the general public, as well as to colleagues, educational and research institutions in the U.S. and abroad. **Research Duties:** As Chief Curator the incumbent is expected to maintain his/her standing as an active scholar in the field of African art studies and to keep abreast of developments in scholarship and museum practice; will be expected to devote a substantial amount of official working time, consistent with the performance of his/her other duties, conducting research, traveling, in attendance at professional meetings, lecturing and writing for publication; and propose and coordinate the progress of research, topics and associated publications undertaken by members of the curatorial department, visiting curatorial fellows, external scholars and specialists who wish to conduct research relating to the Museum's collection or whose work is published under the auspices of the Museum. **Supervisory Duties:** The incumbent will supervise the work and provide technical guidance to all members of the curatorial department including work assignments, schedules and priorities; and perform personnel management tasks for the curatorial

department. **Qualifications:** The position has a basic requirement of a full-four year course of study in an accredited college or university leading to a bachelor's degree in an appropriate subject-matter field, or four years of experience, or education and experience, that provided knowledge and ability comparable to that normally acquired through successful completion of a four year course of study. In addition, a minimum of three years of progressional experience is required. This experience must have equipped the candidate with the knowledge and ability to perform fully the work of the position. At least one year of the required experience must have been at a level of difficulty comparable to that of the next lower grade. **Selective Factors:** 1. Prior curatorial experience. 2. Demonstrated skill in program management and administration. 3. Evidence of recognized standing in the area of African art history. 4. Language proficiency of French or German. **Quality Ranking Factors:** 1. Knowledge of an African language. 2. Ability to perform research for publication in the field of African art. 3. Knowledge of a clearly-defined area of specialization within field of African art. 4. Scholarly attainment in field of African art as demonstrated by publications in the field. Open until filled. In addition to a Personal Qualifications Statement (SF-171), applicants should submit a supplemental sheet giving specific examples of experience and training which apply to each of the selective and/or quality ranking factors. This experience and training must also be included in the SF-171. **Please Note:** All Smithsonian positions require fingerprinting of employees hired and may include some additional background checks before employment. In addition to submitting a current SF-171, each applicant should submit a copy of the latest of any performance appraisals received. Smithsonian institution employees are asked to submit a copy of their latest completed performance plan SI-778 (SI-777 is optional) and a Merit Promotion Interest Statement (SI-1426 (Rev. 3-31-81)). Applications must be submitted to: Smithsonian Careers, Office of Personnel Administration, Arts & Industries Building - Rm. 1410, 900 Jefferson Dr., SW, Washington, DC 20560

ARCHIVIST I. Professional position available in the Reference Bureau of the Utah State Archives with specialization in arrangement and description. Duties will include some of the following: develop processing plan for accessioned records; process records series; write series descriptions; assign subject headings to record descriptions; convert manual finding aids to automated RLIN system; maintain subject name thesaurus; de-

velop personal name and government entity name authority file; keep abreast of new material on Utah history and appropriate professional literature. Knowledge of principles and practices of modern archival arrangement and description; patron service and references techniques; word processing technologies and ability to communicate effectively both orally and in writing will be necessary. Will need to work cooperatively with all other areas of the Archives as well as other state agencies. Will also need to help create a successful team culture; seek group participation and consensus; communicate openly and emphasize professional development.

A bachelor's degree with a major study in history, the social sciences, or related fields, plus a master's degree in information sciences, library science or one of the above or related fields, plus one year of full-time professional employment in archival work.

Beginning salary is \$19,084. The State of Utah provides a 26% employee benefits package which includes comprehensive medical and dental insurance, retirement, as well as other important features. Special effort will be made to assist employees to relocate and establish a new residence in the Salt Lake City area. Position will remain open until suitable person is found. Contact: Jeff Johnson, Utah State Archives, State Capitol, Salt Lake City, Utah 84114 (801) 533-5250

DIRECTOR OF LIBRARY and ARCHIVES

The Iowa State Historical Department seeks an experienced professional to direct a reorganized division of Library and Archives, which integrates three previously independent sections and has a staff of 25. Library/Archives patrons include government officials, academia, genealogist, and the general public. The Library/Archives operates in facilities in Des Moines and Iowa City. An M.L.S. and five years professional experience (two in management) are required, with an advanced degree in a related subject area desirable. Must be able to work within an interdependent (matrix) management structure. We seek a person who can contribute to the social and professional diversity of the state and institution. Women, minorities, and impaired individuals encouraged to apply. Salary is competitive. The position will be available 1, August, 1986, subject to merit classification and budget approval. Send letter of application, resume, and professional references no later than 15, June, 1986 to Box E, 12th and Grand Avenue, Des Moines, IA 50319

Professional Opportunities

LIBRARIAN - GS-1410-9 (\$21,804 per year), Smithsonian Institution, Libraries, Bibliographic Systems Division 86-202-F, Washington, DC. This position is located in Original Indexing. The purpose of this position is to perform original and modified cataloging of library materials in all formats and languages, coded to contribute to an international data base. Duties: Performs descriptive cataloging and recataloging of library materials in all formats, following the policies prescribed in AACR2. Assign or modifies classification numbers, according to the Library of Congress classification scheme, reflecting in this classification the fine subject breakdowns of interest to scientists and historians engaged in research. Provides for intellectual access to materials cataloged by assigning appropriate subject headings based on Library of Congress Subject Headings. Makes appropriate cross-references. Determines proper form of heading to conform to those presently in use. Recommends expansion of subject headings to meet the changing needs of the highly specialized users of the Libraries. Codes in all information for input into an online international data base. Maintains professional competence through the SI and the SIL at meetings as required. Performs other duties as assigned. **Qualifications:** Candidates must meet the qualification requirements for the GS-7 level listed below plus have possession of 1 year of professional experience in work in which the candidate performed, administered, or supervised in one or more of the major functional areas of librarianship such as acquisitions, cataloging, readers advisory services, etc. or a master's degree or successful completion of two full years in library science from an accredited college or university. Requirements for the GS-7 level. 1. Master's degree in Library Science (MLS) from an accredited college or university; or, 2. Successful completion of 30 semester - or 45 quarter-hours of graduate study in library science, or 3. A fifth-year bachelor's degree in library science plus 1 year of professional librarian experience; or 4. A combination of college-level education in library science and librarian experience totaling at least five years. One year of such experience must have involved responsible professional or technical library duties which were equivalent in difficulty and responsibility to the GS-5 level in the Federal service. Clerical experience is not qualifying. For the purpose of this provision, 30 semester or 45 quarter-hours equal 1 year of college education. (Applicants who qualify under this provision must pass a written subject matter test); or 5. A total of 5 years of library experience. At least 2 years of such experience must have involved responsible

professional or technical librarianship duties equivalent to the GS-5 level in the Federal service. (Applicants who qualify under this provision must pass a written subject matter test). **Selective and Quality Ranking Factors:** 1. Experience with OCLC. 2. Language knowledge. 3. Cataloging experience. In addition to a Personal Qualifications Statement (SF-171), applicants should submit a supplemental sheet giving specific examples of experience and training which apply to each of the selective and/or quality ranking factors. This experience and training must also be included in the SF-171. **Please Note:** All Smithsonian positions require fingerprinting of employees hired and may include some additional background checks before employment. In addition to submitting a current SF-171, each applicant should submit a copy of the latest of any performance appraisals received. Smithsonian Institution employees are asked to submit a copy of their latest completed performance plan SI-778 (SI-777 is optional) and a Merit Promotion Interest Statement (SI-1426 (Rev. 3-31-81)). Applications must be submitted to: Smithsonian Careers, Office of Personnel Administration, Arts & Industries Building - Rm. 1410, 900 Jefferson Dr. SW, Washington, DC 20560

CHIEF OF RECORDS AND ARCHIVES UNIT

The Food and Agriculture Organization of the United Nations, Rome, Italy - To be responsible for the development and operation of the Organization's Records and Archives Programme. **Qualifications:** University degree- training in modern archives and records administration. Professional experience in an archives and records management establishment. Demonstrated ability to write descriptive material in English. Familiarity with microfilming and automatic data processing techniques. Supervisory ability. Some knowledge of French/Spanish/Italian and familiarity with general subject matter in the fields of agriculture, fisheries and forestry helpful. Good salary, plus cost of living allowance, home leave, education grant and other benefits. Please send detailed curriculum vitae by 5 June 1986 quoting VA 202-AFS to: Central Recruitment, F.A.O. Via delle Terme Caracalla, 00100 Rome, Italy.

RECORDS MANAGER - The New York City Department of Records and Information Services is accepting applications for the position of Chief of the Records Management Unit. The position consists largely of supervising the day to day operations of 10 records analysis and additional support staff. Duties include reviewing Records Retention Schedules and disposal lists, selecting work assignments, monitoring work projects, conducting records management seminars, training new staff, and assisting the Deputy Director on special projects. Applicants

should be able to effectively communicate with personnel at all levels of city government. **Requirements:** Graduate Degree in Records Management, Archives, Library Science or a related informational field; and at least 5 years of progressively more responsible experience in a similar position. Salary: mid to upper 20's per annum. Excellent fringe benefits. Send resume to: Tyrone Butler, Deputy Director, Municipal Records Center, Department of Records & Information Services, 31 Chambers Street, Rm. 107, New York, NY 10007

ARCHIVES PROCESSORS- (More than one position may be available) With Title II-C funding the University Library of the University of Illinois at Chicago is involved in a project to provide automated access to the corporate archives of the Chicago Board of Trade. We seek processors to work with the Project Director in completing the project through December 31, 1986.

The positions offer experience in records management and organization, automated processing of a large archival collection, use of controlled vocabularies, and preservation and storage of archival materials.

Minimum Qualifications: Master's from a program accredited by the American Library Association or a background in history or business, Organizational skills.

Salary/Rank/Contract - Salary and rank dependent upon qualifications and experience; fulltime or half-time appointment until December 31, 1986; benefits include; participation in the State Universities Retirement System compulsory (8% of salary is withheld and is tax exempt until withdrawal); no Social Security coverage; physical examination at University Health Service is required upon appointment. Positions available immediately. Apply by calling: Darlene M. Ziolkowski, Personnel Librarian, University of Illinois at Chicago, University Library, (312) 996-7353

LIBRARIAN/ARCHIVIST - The Erie County Historical Society seeks a flexible person to expand and operate its library and archives. Responsibilities include planning new facility, developing collection, cataloguing supervising volunteers, operating reading room and assisting researchers. An ALA-accredited MSL or advanced degree in Archive Administration required. American history background and special collection or public service archives experience preferred. Starting salary, \$16,000 - \$20,000. Send resume and names of three references by June 1, 1986 to: Donald Muller, Executive Director, Erie County Historical Society, 417 State Street, Erie, PA 16501

Professional Opportunities continued

RECORDS MANAGEMENT ADMINISTRATOR/Alabama Department of Archives and History - This position is responsible for the administration of the records management program of the Alabama Department of Archives and History. Duties include the development of policies and procedures for state and local records management programs and management of the Department's staff in carrying out those programs. The Department of Archives and History is an independent state agency operating under a board of trustees. The Department serves as the support arm of state and local government records commissions --- the official bodies authorized to review records disposition requests. Qualifications are a bachelor's degree with a major in public administration, general business administration or management, records management, archival administration, systems analysis, information sciences, or a closely related field preferably supplemented by a Master's Degree in one management or records systems analysis program in a state or local agency including one year of administrative or supervisory experience in records management. The salary range is from \$25,168 to \$38,142. For further information, contact Edwin Bridges, or Zelda Murphy, Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, Alabama, 36130 (205) 261-4361.

ARCHIVAL SPECIALIST - University Archives and Historical Collections, Michigan State University. Full-time full-year position. Principal responsibilities are day-to-day management of the university records program including assisting university departments in the transfer of records and establishing records schedules. Additional responsibilities include accessioning records, providing reference service, preparing reports and otherwise performing other professional tasks as needed. The person will be involved with the use of automated systems for the management description and control of records. Position requires personal vehicle for on-campus delivery and pick-up of records. Minimum qualification: M.S. in History or related field; two to five years professional staff experience in archival and/or manuscript repository. Ph.D., familiarity with automated systems, USMARC AMC format publications, are desirable. Salary negotiable depending on qualifications, plus benefits. Application deadline May 31, 1986. Send letter, application, resume and names of three references to Frederick L. Honhart, Director, University Archives and Historical Collections, EG-13 Library Building, Michigan State University, East Lansing, MI 48824-1048.

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

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.

SAA Newsletter
May 1986

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Professional Opportunities continued

DIRECTOR - SOUTH CAROLINA DEPARTMENT OF ARCHIVES AND HISTORY - The Department of Archives and History of the state of South Carolina is a nationally respected tax-supported state agency with an annual budget of 4 million dollars and a staff of 120 persons, including a deputy director and five assistant directors, each in charge of a specialized section: administration, archives and publications, records management, computer services and historical programs.

Major responsibilities: The Director appointed by and under the general oversight of the South Carolina Archives and History Commission, administers the Department of Archives and History. Responsibilities include development of major policies for Carolina Archives and History Commission approval, budget preparation and defense before the South Carolina legislature, personnel management of the agency, direction of scholarly letterpress and microfilm publications and continued processing of 12,000 cu. ft. of records dating from 1671, management of a separate 75,000 cu. ft. capacity records center, scheduling and disposition of state and local government records, and representation on related state boards and commissions. The Director now serves as State Historic Preservation Officer with an

appointment from the Governor. In this capacity, the Director administers the National Historic Preservation Program for the state of South Carolina. The Director also acts as State Historical Records Advisory Board in the planning of policies for records used in the state of South Carolina and reviewing grant applications to the NHPRC. Desired Qualifications: A Ph.D. in History and professional training in archival management. Actual experience in archival administration, records management, historic preservation, documentary publication, or computer applications, and ability to work with political bodies and professional associations also preferred. Compensation is commensurate with qualifications and experience and is competitive with state agencies of similar budgets and programs. The salary range is \$41,963 - \$56,744, with additional fringe benefits equal to 20% of salary.

To apply, send a letter, vita, and the names of three references to: Search Committee, S.C. Department of Archives & History, Box 11669, Columbia, S.C. 29211. Applications must be postmarked no later than July 1, 1986. Nominations are welcome and must be received by June 1, 1986. Selection of the Director of the South Carolina Department of Archives and History is expected to be completed by February 1, 1987. The Director will assume responsibilities July 1, 1987.