

The Society of American Archivists

SAA Newsletter

JULY 1986

ISSN 0091-5971

U.S. Archivist Nominated

On May 7, President Ronald Reagan forwarded the nomination of John Agresto for Archivist of the United States to the Senate Governmental Affairs Committee. The Committee has oversight responsibility for the National Archives and is responsible for holding a confirmation hearing on the nomination. As this NEWSLETTER went to press, a hearing had not yet been scheduled.

Agresto, born in 1946, received a PhD in Government from Cornell University in 1974. He taught political science for six years, 1972-78, at Kenyon College. In 1978 he was a Fellow and later Projects Director at the National Humanities Center in North Carolina. When the Center's Director, William Bennett, came to Washington in 1982 to become Chairman of the National Endowment for the Humanities, Agresto joined the NEH as Assistant Chairman, a position that no longer exists. NEH's Deputy Chairman resigned on February 4, 1985 and three days later, when Bennett left to head the Department of Education, Agresto became Acting Chairman of NEH. He held this position until June 1986 when Lynne Cheney was confirmed by the Senate as NEH chairman and took the position.

A number of professional organizations, including SAA, have announced opposition to the nomination. Others include the American Historical Association, Organization of American Historians, American Association of State and Local History, National Council on Public History, Society for History in the Federal Government, American Studies Association, Midwest Archives Conference, and Federation of Genealogical Societies.

At its June meeting, SAA Council passed a Resolution, without opposition, against Agresto's nomination.

See back cover for the complete text.

SAA Elects Leaders

Sue E. Holbert, Minnesota Historical Society, was elected vice president of SAA in the 1986 elections. She will become president at the 1987 annual meeting in New York. Holbert is an SAA Fellow and a former member of Council.

Three new Council members were elected: Richard Cox, New York State Archives; Linda Edgerly, Consultant; and Joan Warnow, American Institute of Physics. Each will serve a three-year term.

Susan Davis, New York Public Library; David Klaassen, University of Minnesota; and Mary Lynn Ritzenthaler, National Archives, were elected to the 1987 Nominating Committee.

SAA members are invited to suggest candidates for vice president, council, and nominating committee in the 1987 elections. Suggestions should be sent to SAA, Suite 504, 600 S. Federal St., Chicago, IL 60605.

New Executive Director

Donn C. Neal will become Executive Director of the Society of American Archivists in September. He will succeed Ann Morgan Campbell, who has been SAA Director since 1974.

Neal's appointment was announced by SAA President Shonnie Finnegan, who said, "Donn Neal brings to the position a record of extraordinarily successful experience in the management of non-profit organizations, along with strong communication skills and a career commitment to the goals of the Society."

Donn Neal comes to SAA from the Pittsburgh Council on Higher Education, where he has served as Executive Director since 1981. He was also Vice President of the Great Lakes College Association (1976-81) and Assistant Professor of History at Elmira College (1967-76). (cont. on p. 11)

American Archivist Changes Announced

The format of the AMERICAN ARCHIVIST will be restructured, beginning with the winter 1987 issue (volume 50). A new department, Commentaries and Case Studies, will replace Shorter Features and Technical Notes. This new section will be comprised of three or four sharply focused essays on technical or non-technical topics that do not require full-length articles. Essays about the implementation of archival programs and use of particular products and procedures within specific archival settings are encouraged. Articles for Commentaries and Case Studies may be annotated and should not exceed 3500 words. The department will be co-edited, with each editor responsible for two issues per year.

The International Scene, currently comprised primarily of reports submitted by foreign correspondents, will be expanded to include short, substantive articles focusing on significant and innovative programs, projects, and activities in foreign archival institutions. Articles from both foreign archivists and American archivists with experiences abroad will be accepted.

Many of the announcements and notices now published in the News Notes and Technical Notes departments of the journal will be made in the SAA NEWSLETTER, thus affording more timely reporting of such information to SAA members. The Forum, Reviews, and Society of American Archivists departments will continue to appear regularly in the AMERICAN ARCHIVIST.

In conjunction with these changes, SAA invites applications from members interested in serving as department editors. Dean DeBolt, University of West Florida, currently editor of Technical Notes, will be one of the two co-editors of Commentaries and Case Studies. A co-editor of this department and an editor of International Scene, to succeed Ronald Plavchan, National Archives, who edited the department from 1976 to 1986, are needed. The departmental editors are responsible for the solicitation, selection, and editing of all articles in their respective sections. The ability to meet deadlines and institutional support for postage are necessary. These volunteer department editors will be appointed by the Editor in mid-August and will begin work immediately, serving through the Fall 1988 issue. All department editors work under the direction of the Editor, Julia Marks Young, University of Southern Mississippi.

Individuals interested in serving either as co-editor of Commentaries and Case Studies or as editor of International Scene should send a letter of application and a resume showing evidence of editorial experience or aptitude for such work, to Julia Young, Editor, AMERICAN ARCHIVIST, School of Library Service, S.S. Box 5146, University of Southern Mississippi, Hattiesburg, MS 39406-5146.

What Council Did

At its meeting, June 13-15, 1986 in Washington, D.C. Council:

- Created the Margaret Cross Norton Education Fund from the proceeds of the Norton estate.
- Approved the creation of three new roundtables: Museum Archives, RLIN Users, and Archival Educators.
- Voted to apply for membership in the Network Advisory Committee.
- Approved a resolution opposing John Agresto's nomination for Archivist of the United States.
- Approved the Fiscal 1987 general fund budget with receipts at \$488,860 and expenditures at \$501,687.
- Discussed an elaboration of the plan under consideration for individual certification which will be published in a special August Newsletter.
- Selected Monday, August 25, as the date for its next meeting to be held in Chicago, IL.

SAA Staff

Ann Morgan Campbell Executive Director

Bernice Brack	Membership Assistant
Sylvia Burck	System Administrator
Al Correa	Publications Assistant
Diane Mobley	Publications Assistant
Patricia Palmer	Program Coordinator
Toni Pedroza	Administrative Aide
Andrew Raymond	Program Officer
Troy Sturdivant	Publications Assistant
Lisa Weber	Program Officer
Julia M. Young	Editor, The American Archivist

NEW YORK, NEW YORK, a wonderful town for SAA'87

SAA's 51st annual meeting is slated for New York City, Sept. 2-6, 1987. The headquarters hotel is the Grand Hyatt, a world-class luxury property made affordable for archivists because of the meeting's proximity to Labor Day. The hotel rises above Grand Central Terminal, an extraordinary architectural complex in its own right. The imposing main branch of the New York Public Library is only a block away.

New York is like a Rorschach ink blot--it means different things to different people. To some it suggests a metropolis out of control--expensive, big, and hectic. To others it is a city of culture--Broadway, Carnegie Hall, Lincoln Center, the Metropolitan Museum, and the New York Public Library. For archivists it will mean the opportunity to visit one of the world's great cities, to enjoy its rich diversity, and to participate in a wide range of workshops, poster sessions, panels and section meetings at the annual meeting marking the beginning of the Society's second half-century.

With the Chicago meeting about to become a reality, the 1987 Program Committee is beginning to formulate plans for next year in the Big Apple. Registration packets in Chicago will include a set of guidelines for proposals to the 1987 Program Committee as well as a form for program ideas. During its meetings in Chicago, the Program Committee will be considering ideas for a major plenary session speaker, special New York resources that can be utilized in conjunction with the program, and new program ideas and formats. The Committee will also hold an open house in Chicago on Thursday, August 28 from 11:15 to 12:15 to hear what suggestions members have and to answer questions.

All members of the Committee plan to be in Chicago. They may be contacted directly with ideas. The members include Sylvia Arden, Museum of San Diego History; Thomas C. Battle, Moorland-Spingarn Research Center; Fynette L. Eaton, National Archives; Gregory Hunter, ITT Corporation; C. Lynn Lady, Kentucky Dept. for Libraries and Archives; Lydia Lucas, Minnesota Historical Society; William J. Maher, National Endowment for the Humanities; Charles D. Schultz, Texas A&M University; Barbara T. Simmons, American Antiquarian Society; Elizabeth Yakel, Archdiocese of Detroit; Deputy Chair Kathleen D. Roe, New York State Archives; and Chair Nicholas C. Burckel, Washington University in St. Louis.

The local host committee in New York will be directed by Anne Van Camp, Chase Manhattan Bank, Chair, and Robert Sink, New York Public Library, Deputy Chair.

Nixon Papers Controversy

On April 29, the House Government Information, Justice and Agriculture Subcommittee of the Government Operations Committee held a hearing on providing public access to the presidential materials of former President Richard Nixon.

The hearing was called after an opinion was issued by the Department of Justice that addressed regulations issued by the National Archives for administration of Nixon presidential materials.

The opinion concludes that the Archivist of the United States must accept without challenge any claim of executive privilege asserted by Nixon, even if the Archivist believes that the documents involved are clearly outside the scope of the privilege.

The Chairman of the Subcommittee, Rep. Glenn English (D-OK), said that the purpose of the hearing was to ask "a number of questions about this new policy on executive privilege and about the procedure under which this new policy was developed." The policy, according to English, states that "a setting President should support any executive privilege claim made by his predecessor" and "tells the National Archives to ignore its own official published regulations."

Capitol Hill observers believe that the policy proclaimed in the Department of Justice opinion could apply as well to the papers of more recent presidents that fall under a statute passed in 1978 that declares them to be public property.

A statement submitted for the hearing record by SAA Executive Director Ann Morgan Campbell read in part "In its opinion the Department appears to give no latitude to the Archivist of the United States in making a professional judgment on access to presidential materials; in fact, the Department seems to suggest that, however foolish the request might be (such as requesting the withholding of information already in the public domain), the Archivist could not exercise professional judgment and overrule a current or former President.

(cont. on p. 5)

CHICAGO, CHICAGO, SAA's kind of town for 1986

Carl Sandburg Play

Thanks to the efforts of Valerie Browne and Archie Motley, co-chairs of the Host Committee for 1986, the Society is pleased to announce a special presentation which will take place at the annual meeting -- "The Courtship of Carl Sandburg," a play written by Bob Gibson, the legendary Chicago folksinger. The play has been performed in two Chicago area theatres to excellent reviews as well as for CBS television. Not only is the play based on archival material, but it centers on the early years of Carl Sandburg, a well-known American writer who is closely associated with Chicago and the Midwest. Sandburg comes alive through excerpts from his letters, most memorably to his wife, Lillian Steinchen. His beautiful, moving, often searching and subtly witty prose is complemented by songs from American Songbag, an anthology of American folk music published by Sandburg in 1927, as well as by five original Gibson compositions. The play will be performed in the Marriott Hotel on Friday, August 29, 9:00 pm. There is no admission fee. More information will be available in your registration packet. The presentation is made possible through contributions from the following: Bradford Systems, Conservation Resources International, Inc., Chicago Historical Society, Loyola University of Chicago, University Products Inc., Photofile, Inc. and L.B.S. Archival Products.

Planetarium Visit

The SAA Host Committee has arranged for a visit to the Adler Planetarium to be added to the list of tours available during the annual meeting in Chicago. The tour will include the planetarium's museum and archives. On exhibit are 17th century broadsides concerning Halley's Comet, navigation instruments, timekeeping devices and other unusual items. The archives contain rare books, mostly dealing with astronomy; broadsides; some personal papers; and about 1200 early scientific instruments.

The Adler Planetarium tour is not listed in the printed program for the meeting. However, pre-registration is required. The tour is tentatively scheduled for Tuesday, August 26, at 9:30 am. If there is enough interest, a second tour may be arranged for Wednesday, August 27, in the same time slot. Enrollment is limited to 20 persons per tour. To register or for more information, call or write, by August 1 to Peter Bunce, Director, National Archives-Chicago Branch, 7358 So. Pulaski Road, Chicago, IL 60629 (312) 581-7816.

Special Museum Exhibits

Chicago's rich resource of museums offers a grand array of exhibits to enjoy during your hours away from the annual meeting functions.

Of special interest is the spectacular exhibition from Japan, "The Great Eastern Temples: Treasures of Japanese Buddhist Art from Todai-ji." In its only American showing this exhibit brings to Chicago 149 national treasures and important cultural properties never before shown outside Japan. These ancient sculptures, statues, paintings, calligraphies, and other decorative art pieces have been on exhibition in Japan only once--in Tokyo in 1980--when one million people viewed them in one week.

Another exhibit of note is the newly constructed and just opened Arie Crown Space Center of the Museum of Science and Industry. It contains thousands of square feet of exhibits on space exploration and the OMNIMAX theater. The theater provides a show every hour; its current feature is "The Dream Is Alive," a film on the space shuttle program.

Other exhibits to consider during the week of August 26th are:

Art Institute of Chicago

Mies van der Rohe and His Disciples
of Modernism
Tribute to Edmund Bergmann
Set Apart - Still Life Photograph
American Naturalist Watercolors
Fact and Fancy: Images of Women in
the 18th Century

Chicago Historical Society

Haymarket

Field Museum

Additions to the permanent Egypt and
American Indian exhibits

Museum of Contemporary Art

Art of John Kessler.

Museum of Science and Industry

Bauhaus Exhibit until September 1
(German furniture design)

Peace Museum

Visions: Contemporary Sculptures and
Graphic Design

Information about transportation, fees, and hours will be available at the SAA registration booth.

CHICAGO, CHICAGO

Finding Aids Fair

The Description Section will once again sponsor the Finding Aids Fair at SAA's annual meeting in August. The Fair, a display of finding aids from all types of repositories, is an informal way of exchanging information and ideas about descriptive practices. Many archivists appreciate the opportunity to examine the products of descriptive work from other institutions.

Finding aids for the Fair can be brought to the meeting and delivered to the booth in the exhibit hall or they may be sent, by August 15, to Archie Motley, Chicago Historical Society, Clark Street at North Avenue, Chicago, Illinois 60614. Please make sure that all packages are clearly marked "For Finding Aids Fair." Archivists who wish to have their samples returned should mark them "To Be Returned" and should pick them up at the close of the exhibits on Thursday, August 28 at 4:00 pm.

Any questions regarding the Fair should be directed to Kathy Brennan, 1609 Hyatt Ave., Peekskill, NY 10566, (914) 739-1921.

Historic Archival Outreach

An extra-added attraction at the Chicago meeting will be a retrospective viewing of archival outreach materials sponsored by the Outreach Committee of the Reference, Access, and Outreach Section. Slated for Wednesday, August 17, from 8:00 pm to 9:00 pm, the session will feature vintage outreach efforts from the period 1920 - 1980. For more information and/or to coordinate a contribution to the program contact Dean DeBolt, Pace Library, University of West Florida, Pensacola, FL 32514 (904) 474-2213.

Fulton Leaves SAA

Suzanne Fulton, who joined the Society's staff in 1981 as a publications assistant and served as managing editor since 1985, resigned in June 1986.

SAA will publish an August Extra Newsletter prior to the annual meeting. Copy deadline is July 10. The September Newsletter will be issued in September in order to cover events at the meeting. Copy deadline is August 27.

Nixon papers (continued from p. 3)

"The Society believes that archivists are uniquely qualified to balance competing demands for open access and for protection of confidential information. The Congress was acting wisely when it wrote into legislation creating an independent National Archives and Records Administration that the Archivist should be appointed by the President without regard to political affiliation and solely on the basis of professional qualifications. By ensuring that the Archivist is a qualified, non-partisan professional, the President and the Congress jointly ensure that the Archivist can be entrusted with the delicate decisions involved in opening sensitive materials to public review. Having chosen the Archivist wisely, the President and former Presidents should not attempt to entangle themselves in the business of access to documents.

"The opinion of the Department of Justice unnecessarily ties the hands of the Archivist of the United States. It proposes a policy that would not be in the best interest of the country."

At the April 19 House hearing, Assistant Attorney General Charles J. Cooper, who signed the opinion as head of the Office of Legal Council, testified that neither he nor his staff had any contact with Nixon's representatives or former aides. However, the WASHINGTON POST revealed on June 5 that the Justice Department decided to support the former president's claim of executive privilege after Nixon's attorneys met privately with two top aides to Attorney General Edwin Meese III. While the aides were not members of Cooper's personal staff, both men met with Cooper on the issue after their session with Nixon's lawyers.

Handwritten notes made by Meese's aides underscore the sensitivity of the issue. One regards a public interest group planning to sue OMB over the proposed rule governing the Nixon papers "Story planted a few weeks ago--probably by Archives," it said. In February, when the proposed rule was ready for publication in the FEDERAL REGISTER, a Meese aide said that "OMB will not release to Archives 10 days in advance. Will release 2 hours in advance. Don't want leaks to WASHINGTON POST."

After the Watergate scandal, Congress passed a 1974 law mandating that Nixon's presidential papers be made public. Other presidents have been allowed to take their papers with them upon leaving office, but under another statute, passed in 1978, Reagan's materials and those of his successors will become public property.

SAA in China

Between the 6th and 30th of April a delegation of thirty-seven people, SAA members and their guests, visited nine cities in the People's Republic of China, renewing contacts with archival colleagues made during the first SAA trip to China in 1982. They were given briefings and tours of the Shanghai Municipal Archives, the Zhejiang Provincial Archives in Hangzhou, the Jiangsu Provincial Archives and the Second Historical Archives in Nanjing, the Kong Family Archives in Qufu, the First Historical Archives and Huangshicheng in Beijing, and the Number Two Municipal Archives and Wenjiang County Archives in Chengdu. In addition, seminars on archival topics were held with Chinese archivists at Fudan University in Shanghai, Renmin University in Beijing, and at the Jin Niu Guesthouse in Chengdu.

In Beijing the group was formally received by Zhang Wenshou, Deputy Secretary-General of the State Council, whose duties include oversight of Chinese archives at the highest levels of Chinese government. In addition to archives, the group visited museums, temples, tomb excavations, agricultural townships, and other sites to gain first-hand impressions of Chinese history and civilization and to gain understanding of the sweeping changes taking place in modern China today. Cities included in the tour, in addition to those mentioned above, were Xian, Jinan, Guilin, and Guangzhou.

An impressive aspect of the visit was the extent to which archival education is available--in residential courses in universities, correspondence courses from universities and, even, a regular archives course offered on television.

The group, led by Robert M. Warner, University of Michigan, Ann Morgan Campbell, SAA, and William W. Moss, Smithsonian Institution, included three past presidents of the SAA, past and present council members, and several fellows of the Society. The hospitality of the Chinese archivists was reported to be warm and generous; their information on Chinese archival matters was candid and comprehensive. Even the venerable Pei Tong, despite advanced years as chairman of the Chinese Archives Association greeted the tour upon its arrival in Beijing at 5:30 am! The exchanges were rich and rewarding in both human and professional terms.

Participants in the study tour will show slides, discuss their experiences, and report on the tour to the People's Republic of China at the annual meeting.

Transitions...

JOHN J. NEWMAN, Indiana State Archivist, has resigned effective July 11 to become director, Records Management Division, State Court Administration, Indiana Supreme Court...ANNE R. KENNEY, has left her position as associate director of the Western Historical Manuscript Collection in Saint Louis to edit the Dr. Thomas A. Dooley Papers in New York...VALERIE METZLER, has left her position at Kraft Inc. archives to work as a free-lance archivist/historian...LEWIS J. BELLARDO, JR., formerly with the Kentucky Department for Libraries and Archives has accepted a position at the Georgia Historical Society in Savannah...JAMES M. O'TOOLE, former archivist at the Archdiocese of Boston, has accepted a position teaching archives at the University of Massachusetts-Boston. TIMOTHY J. MEAGHER, formerly assistant archivist has been promoted to archivist of the Archdiocese effective July 21...LAYNE WOOLSCHLAGER, formerly manuscripts curator at the Oregon Historical Society, has joined the staff of the Oregon State Archives as Deputy State Archivist...STEVEN L. HENSEN, formerly Senior Manuscript Cataloger, Manuscript Division, Library of Congress, has accepted the position of Assistant Curator for Technical Services at Duke University...MAX J. EVANS is leaving the State Historical Society of Wisconsin to become the director of the Utah State Historical Society...EDWARD HILL and JOHN MENDELSON, National Archives, and HAROLD LARSON, consultant, have died. Hill and Larson were Fellows of the Society.

Gracy Appointment at UT

The Board of Regents of The University of Texas System has appointed Dr. David B. Gracy II as the initial holder of the Governor Bill Daniel Professorship in Archival Enterprise in the Graduate School of Library and Information Science at UT Austin.

Gracy, a past president of SAA, joined the UT faculty in January 1986 after serving as director of the Texas State Archives since 1977.

The Governor Bill Daniel Professorship in Archival Enterprise was established by the Regents in October 1985.

The Institutional Evaluation brochure that comprises the center section of this NEWSLETTER is available from SAA in quantity: 20 copies at \$4, 40 at \$8, etc. A postage & handling charge will be added to orders that are not pre-paid.



PRINCIPLES OF INSTITUTIONAL EVALUATION

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

PRINCIPLES OF INSTITUTIONAL EVALUATION

The Task Force on Institutional Evaluation of the Society of American Archivists has designed a three-part program of institutional evaluation to assist archivists in evaluating archival institutions and enhancing their efforts to preserve and make available the documentary heritage entrusted to their safe-keeping. The program, described in a 1982 SAA publication which is now out-of-print, *Evaluation of Archival Institutions: Services, Principles, and Guide to Self-Study*, is composed of data collection through the Census of Archival Institutions, institutional self-assessment, and peer review.

The ten principles of institutional evaluation reprinted below are the basis for assessment and evaluation. They describe the essential components of any archival program, large or small. Because archival institutions are diverse, they cannot be evaluated by rigid criteria, but rather by general principles, derived from the theoretical elements supporting archival work and incorporating the varied concerns of all archival institutions.

These principles or standards identify the essential elements and characteristics of a sound historical records repository and are adaptable to the needs of all agencies and institutions whose work involves caring for documentary materials of enduring value. The principles address manuscript repositories, libraries, museums, and other agencies which collect and preserve the papers of others, as well as archives which preserve the records of their own organizations. Since the principles summarize the fundamental elements of an archival program, they comprise an essential document for institutions establishing an archival program. Likewise, the principles are important standards for older repositories striving to measure and improve their programs and level of service, and may be used to guide planning for the future. The principles may be used to educate administrators of the archives' parent organization and offer support to archivists in dealing with higher administration.

An archives may profit from assessing its program in terms of these principles, as outlined in *Guide to Self-Study*. It may also compare its program with national data on archival programs collected in the 1985 Census of Archival Institutions (see *SAA Newsletter*, March 1986). Self-assessment according to these principles may also be used to prepare for a site visit by outside, expert archival colleagues. Whether for self-assessment, or for peer review, the principles of institutional evaluation are the chief tool of evaluation.

For further information about the 1985 Census of Archival Institutions, self-assessment, site visits, or other aspects of the program of institutional evaluation, contact the Society of American Archivists.

Principles of Institutional Evaluation

Organization and Institutional Setting

1. Legal Authority and Purpose

There must be explicit documentation of an archives' legal status and authority. The archives must have a formal statement of its purpose.

2. Governing Authority and Administration

The governing authority of the archives should adopt statements of basic policy and establish areas of administrative authority. There should be a clear understanding of the difference between governance and administration. Staff should be involved in both the planning and evaluation of specific objectives and priorities established to carry out the statement of purpose. If the archives is part of a larger institution, the administrator of the archives should be involved in the planning and evaluation processes of that institution as they affect the archives.

3. Financial Resources

Financial resources dependably available to the archives must be adequate to carry out its stated purpose. These available resources should be identified in a separate budget for the archives. Staff should have the opportunity to contribute to the budget-making process, and the administrator should be involved at a higher level if the archives' budget is part of a larger budget.

4. Staff

Every archives must include on its staff at least one person who possesses, through training or experience, professional competence in archives management. The archives must also have sufficient staff to supply services commensurate with its volume of holdings, the needs of its researchers, and programs designed to meet goals and objectives.

5. Physical Facilities

The archives should provide adequate and suitable space and facilities for processing, storage, and use of its records and for other programs (such as conservation, education, and microfilming) that are designed to meet stated goals and objectives.

Building Archival and Manuscript Holdings

6. An archives must have authority to receive the records of the institution of which it is a part. If the repository acquires private papers or records from other organizations, it should have a formally adopted written acquisitions policy identifying the types of records the archives will attempt to acquire.

In order to identify records to be retained or destroyed, the archives, in conjunction with the other administrative subdivisions of the parent institution should prepare or approve records disposition schedules. Where appropriate, the repository should devise a manuscripts acquisition strategy that will enable it to obtain the types of materials that are compatible with its acquisition policy.

All acquisitions should be appraised to identify permanently valuable materials. The archives should maintain records to document the acquisitions process and should record wherever possible the provenance of all accessions. The archives may assist donors in obtaining monetary evaluation wherever appropriate, but may not itself evaluate gifts to its own institution for tax purposes. The archives should secure legal title and copyright to all accessions and these agreements should be recorded in a deed or gift or other legal instrument.

Preserving Archival and Manuscript Holdings

7. The archives should maintain environmental conditions at appropriate levels, and suitable techniques should be employed to protect, repair, and restore records. The archives should guard against fire, water, light, adverse temperatures and humidity conditions, acidic pollution of air, dirt, mold and vermin. Trained personnel should use only conservation methods that do not harm records. It is essential that nitrate or other unstable photographic materials be copied on safety film and the unstable originals destroyed.

While making records available to interested users, the archives should also take precautions to protect records from theft, damage, and abuse by the staff and users. The archives should develop policies and procedures to protect against such hazards, and should also develop policies and procedures for dealing with emergencies that may arise.

Making Materials Available for Use

8. Arrangement and Description

Records and papers should be arranged in accordance with basic archival principles, namely the principle of provenance and the principle of original order. That is, records of different offices of origin or from different sources should not be intermingled, and records should be retained, whenever possible, in their original organizational pattern and in their original filing

arrangement in order to preserve all relationships. If the original order has been lost, documents and files of documents should be arranged or grouped in a meaningful relation to one another. Documents should be properly boxed, labeled, and stored so that they are easily maintained and readily retrieved.

The archives should design a system of finding aids that provides essential information about the holdings for users and enables the archivist to retrieve materials. Finding aids should employ first the techniques of group and series description before undertaking item description; a brief description of all records is preferred to a detailed description of some of them. The level of description of records depends on their research value, the anticipated level of demand, and their physical condition. Finding aids may include, as appropriate, guides, inventories or registers, card catalogs, special lists, shelf and box lists, indexes, calendars, and for machine-readable records, software documentation.

9. Access Policies and Reference Services

The archives must provide opportunity for research in the records it holds. The archives should be open for research use on a regular and stated schedule. It should provide adequate space and facilities for research use and should make its records available on equal terms of access to all users who abide by its rules and procedures. Any restrictions on access should be defined in writing and should be carefully observed.

The archives should provide information about its holdings and assist and instruct users in their use. Staff members familiar with the holdings and capable of making informed decisions about legal and ethical considerations affecting reference work should be available to assist readers. The archives should report its holdings to appropriate publications so that potential users may know of their existence. The archives should assist users by providing reproductions of materials in its possession whenever possible.

10. Outreach and Public Programs

The archives should identify its various constituencies in terms of its purpose, plan and implement methods to assess the needs of these groups in relation to the resources of the institution, and devise outreach programs that will fit their needs. These programs may include workshops, conferences, training programs, courses, festivals, exhibits, publications, and similar activities, aimed at such groups as students, faculty members, scholars, administrators, researchers, donors, records creators, or the general community.

MARC

For Archives and Manuscripts

A COMPENDIUM OF PRACTICE

By Max J. Evans and Lisa B. Weber

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

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

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

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

MARC

For Archives and Manuscripts

The AMC Format

By Nancy Sahl

Available from SAA

NEH Grants Announced

The National Endowment for the Humanities (NEH) has awarded a total of \$581,200 for ten projects. They are:

MINNESOTA HISTORICAL SOCIETY, St. Paul, Minnesota: \$58,989 to support the arrangement and description of the papers of Thomas Barlow Walker and his family.

EDISON INSTITUTE, Dearborn, Michigan: \$82,438 to support a visual index to the 300,000 image collection of documentary photographs, most commissioned by Henry Ford.

HOOVER INSTITUTION, Stanford, California: \$25,000 to support the arrangement, description, and preparation of a guide for the Boris I. Nicolaevsky collection of Russian and European pamphlets, journals, newspapers, letters, and manuscripts.

TEACHERS COLLEGE, COLUMBIA UNIVERSITY, New York, New York: \$45,333 to support archival processing of the records of a leading institution in the progressive education movement.

NEVADA STATE DIVISION OF ARCHIVES AND RECORDS, Carson City, Nevada: \$43,596 to support the arrangement and description of Nevada official records and related personal papers documenting the history of territorial Nevada and Utah and the state of Nevada in the period of 1855 to 1945.

UNIVERSITY OF MINNESOTA, Minneapolis, Minnesota: \$86,691 to support the second and third years of a project to arrange and describe the archives of the YMCA of the USA. The project will include basic preservation and produce a guide and entries in national bibliographic tools and database.

ARCHIVES OF THE LUTHERAN CHURCH IN AMERICA Chicago, Illinois: \$28,710 to support the arrangement and description of records and papers of individuals who formed new churches/institutions during the 1970s schism in the Lutheran Church-Missouri Synod.

HARVARD UNIVERSITY, Cambridge, Massachusetts: \$14,550 to support completion of a work on a guide to Ch'ing Dynasty (1644-1911) archives in Taiwan and Peking. By explaining the Chinese imperial bureaucratic system, the guide will facilitate access to nearly 10 million documents.

PATRICIA K. GRIMSTED, Cambridge Massachusetts: \$125,000 to support the preparation of a Ukrainian volume in a series of guides to archives and manuscript repositories in the USSR.

UNIVERSITY OF ILLINOIS, Urbana, Illinois: \$70,893 to support organizing, indexing, and microfilming two million advertisements dating from 1890 to 1970. A hard-copy guide will be issued and microform copy will be available on loan.

The deadline for grants for Access Projects is November 1, 1986 for projects beginning July 1, 1987 or later. The program supports a range of activities that will make available resources for advanced research in the humanities. Applicants are encouraged to contact the program at Access Projects, Reference Materials Program Division of Research Programs, NEH, Washington, D.C. 20506 (202) 786-0358 before submission.

NEH Report Available

The National Endowment for the Humanities announces that its 20th Annual Report is now available. The Report contains brief descriptions of Endowment programs as well as a complete listing of all Endowment grants, entered by division and program in which they were funded, for fiscal year 1985 (October 1, 1984 through September 30, 1985). The report is free while the supply lasts. Single copy requests may be sent to: NEH 1985 Annual Report, Room 409, 1100 Pennsylvania Avenue, N.W., Washington DC 20506.

Neal appointed (continued from p. 1)

Neal earned a PhD from the University of Michigan in history; he holds an MA in history, also from the University of Michigan.

Neal was selected by SAA Council from a group of finalists for the position that was identified by a screening committee headed by Vice President William L. Joyce. Committee members included Edwin Bridges, Alabama Department of Archives & History, Linda Matthews, Emory University; Page Putnam Miller, National Coordinating Committee for the Promotion of History; Nancy Sahli, National Historical Publications and Records Commission; Wilfred Smith, retired (formerly with the Public Archives of Canada); and Julie Virgo, The Carroll Group.

The carefully designed search process extended over a year. It was initiated in 1985 when Campbell announced her intention to leave the SAA post to devote more time to private business commitments in the field of historic preservation.

PROFESSIONAL OPPORTUNITIES

Two positions for the Getty Center for the History of Art and the Humanities.

ASSISTANT ARCHIVIST-REFERENCE & INVENTORY, Department of Archives & History of the Arts. The archives is manuscripts collections of personal and institutional papers related to the history of European art and architecture. There are three senior archivists with curatorial responsibility for the acquisition, analysis, and management of materials. The assistant archivist will assist researchers in the use of collections, and maintain or supervise the reference and retrieval of materials, handle initial reference inquiries, coordinate all archive catalog procedures on the RLIN system (from accessioning to final description); assist in the inventory, arrangement, and further analysis of specific collections, and in preparation of published guides and exhibitions, as required. He/she will present the collections and identify their scope through exhibitions and other public programs. **Qualifications:** Advanced degree or graduate work in archives administration with at least two years experience in cataloging and arrangement of manuscript collections. Wide knowledge of European art history and art historical research methods, reading knowledge of at least two modern European languages (French, Italian, German, Spanish preferred). Candidates with prior experience in MARC Format cataloging of manuscripts, archives, or special collections may be preferred. Position available September 1, 1986. Salary \$22,850 per annum plus excellent benefits. Send curriculum vita and a finding aid to: The Archives of the History of Art, Getty Center, 401 Wilshire Blvd., Suite 400, Santa Monica, CA 90401-1455.

INTERNSHIP, Archives of the History of Art. The archives seeks applications from those completing or having recently completed a graduate degree preferably in archival administration or library science for an internship in the arrangement, inventory, and description of papers of 19th and 20th century British and European artists. The intern will also be introduced to reference procedures and to MARC Format cataloging on RLIN. The intern may elect to work for any period from 8-10 months (not to commence before August 15, 1986) and to work from 28-40 hours per week. A stipend up to \$15,000 will be offered, depending upon the length and terms of tenure chosen and qualifications of applicant. Applications should include curriculum vita, academic transcripts, a finding aid or other sample of recent written work, and a letter of intent. Applicants with good reading knowledge of German, Italian, or French and with knowledge of art history may be preferred. Send application to: Archives of the History of Art, Getty Center, 401 Wilshire Blvd., Suite 400, Santa Monica, CA 90401-1455.

ASSISTANT ARCHIVIST, Roman Catholic Archdiocese of Boston. Principal responsibilities include processing archival collections, reference duties, and supervision of part-time staff and interns. Will assume increasing responsibility for records management and acquisition of new collections. Will also be involved in educational programs with local schools and other outreach activities. **Qualifications:** master's degree in history or library science with concentration in archives; 1-3 years archival experience. Send resume and salary history to: Timothy J. Meagher, Archivist, Archdiocese of Boston, 2121 Commonwealth Ave., Brighton, MA 02135.

REFERENCE ARCHIVIST (Search Reopened), Robert W. Woodruff Library, Emory University, Atlanta, Georgia. **Responsibilities:** plan, supervise, and participate in reference services for manuscripts, university archives, and rare books; promote use of collections through written communications and oral presentations. Provide assistance in Special Collections and general library collection development, and in manuscript processing as assigned. **Specific duties include** implementing and monitoring reference policies and procedures, supervising reading room, training and supervising reference assistants, overseeing departmental preservation activities, and disseminating information about collections. **Minimum qualifications:** archival training required; strong background in history or literature, preferably American required;

MLS degree from ALA accredited program desirable; appropriate public service experience in an archives or manuscript repository desirable; or an equivalent combination of education and experience. Demonstrated strong communications and public relations skills required, as well as ability to work effectively with all segments of the academic community and general public. **Salary and rank dependent upon qualifications and experience:** Librarian I, \$17,000-\$20,000, Librarian II, \$20,000-\$27,500. Letter of application, resume, and names of three references to: Herbert F. Johnson, Director of Libraries, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322. Application deadline: September 15, 1986.

DIRECTOR, RECORDS & MICROFILM SERVICES, Tarrant County Government, Ft. Worth, TX. Permanent position. **Duties to include:** Managing staff of twelve (12) employees, identifying materials in need of physical protection, preservation microfilming and carrying out such tasks or organizing them for others, developing and maintaining effective procedures for managing county records efficiently and economically, and preparation of annual departmental budget. **Qualifications:** BA or MA with specific training in archival procedures, records management, and micrographics. CRM certification is highly desirable. Four to six years experience with Records Management or related field (two to three years in a supervisory capacity). Self starter with strong organizational and planning skills. Strong management and supervisory skills required. Good oral and written communications a must. Good working knowledge of current microfilm technology, records management and archival procedures. Annual starting salary range: \$34,952-\$40,194. Good benefits. Send resume and references to: Tarrant County Personnel Office, Tarrant County Administration Building, 100 Weatherford, Ft. Worth, TX 76196-0105. All applications for employment must be received by July 31, 1986.

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

HEAD OF THE CONSERVATION DEPARTMENT, Minnesota Historical Society, St. Paul, MN. This position will head one of five departments in the Society's Division of Library and Archives. The collections of that division include around 250,000 volumes, 25,000 microfilm rolls, 150,000 photographs, 3,000 works of art, and 70,000 cu. ft. of manuscripts and archives. This is a new position created upon a merger of two divisions and several departments. It is an administrative position responsible for the Minnesota Historical Society's conservation laboratories, including the library book conservation lab (1 FTE), the photo lab (3 FTEs), and the microfilm lab (12 FTEs).

Description: Under the direction of the Assistant Director for Library and Archives, this position will plan and coordinate a comprehensive conservation/preservation program for the Minnesota Historical Society. Specifically, it will: 1) organize, plan and direct the work of the conservation, photo and microfilm labs (20 FTE); 2) make recommendations for the environment and security for the collections; 3) develop an institutional disaster plan; 4) work with other divisions and departments within the MHS on conservation-related issues such as exhibit standards and the conservation work on the art, three-dimensional, and archaeology collections; 5) develop training and education programs; 6) develop funding proposals; and 7) implement special projects. **Qualifications:** Advanced preservation training or significant preservation experience required. Advanced degree in a related area such as library science, museums, history, preservation, or conservation preferred. Minimum three years professional experience in a library, archives, museum, or other conservation laboratory facility, and two years administrative experience required. Successful candidates must be able to demonstrate well-developed interpersonal skills, competence in physical treatment of historical materials, knowledge of current preservation issues and concerns, and an understanding of the relationship between bibliographic control and preservation in a research facility. Salary: \$31,500 (min.) plus full benefit package. Available immediately. Send resume by August 15, 1986 to: Lila J. Goff, Assistant Director, Minnesota Historical Society, 690 Cedar Street, St. Paul, MN 55101.

Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA individual members only at a cost of \$12 per year. Members interested in receiving the "Employment Bulletin" may subscribe at the time of their annual dues renewal. There is no charge to employers listing position in either the Newsletter or the "Employment Bulletin." SAA members wishing to register with the Placement Service must fill out a "Qualification Summary Sheet" and return it with 15 copies of their resume to SAA headquarters. For further information regarding the Placement Service, please contact Sylvia Burck at SAA headquarters.

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

PROFESSIONAL OPPORTUNITIES

CONSERVATION RESOURCE MANAGER, Georgia Department of Archives & History. Responsibilities: To develop, implement and manage a comprehensive conservation program which focuses on collection assessment, and maintenance through document preservation and micrographics, environment control, disaster planning, training, and staff supervision. Minimum Qualifications: Completion of an undergraduate major. Three years of proven experience in a supervisory or administrative position in an archival institution, library or document preservation program; documented advanced training in conservation administration; good oral and written communication skills. Salary and Benefits: \$24,084-\$28,512 depending on qualifications; state merit position; annual and sick leave; paid holidays; health insurance; retirement plan. Direct inquiries by July 25 to Lorraine Lee, Georgia Department of Archives and History, 330 Capitol Ave., SE, Atlanta, Georgia 30334; 404-656-2362.

STATE ARCHIVIST/DEPUTY DIRECTOR, Indiana Commission on Public Records, Indianapolis, IN. The commission is seeking qualified applicants to manage its state archival program with supervisory responsibility over its records management, records center, and micrographic units. This is a senior management position, reporting directly to the executive director of the commission. This position emphasizes management employing professional archival principles. Requires a master's degree, preferably in history, library science, or social sciences, and four years of professional archival experience and management. Experience in state archival programs desired. Salary range, \$29,536 - \$45,552. Submit inquiry, letter of application, and resume to Edwin J. Howell, Executive Director, Commission on Public Records, 501 State Office Building, 100 N. Senate Ave, Indianapolis, IN 46204. Application deadline September 15, 1986.

COLLEGE ARCHIVIST. Oberlin College seeks an experienced professional archivist to assume responsibility for the integrity and protection of the essential records of the college in order to assure the documentation of the development of a unique liberal arts college--the nation's first coeducational institution of higher learning and the first to admit blacks. The Archivist administers the institution's entire archival program, recommending, establishing and implementing policies for acquisitions, arrangement, description, preservation, and use. The Archivist directly supports the work of scholars within and without the college, and provide appropriate reference service for the local community. Requirements: Advanced degree in American history or related field; formal archival training; Ph.D. desirable. Three years experience, preferably with college or university records. Knowledge of or ability to learn US MARC AMC Format. A successful experience preparing grant applications. Acquaintance with computer applications for archival purposes and experience with operation of microfilm projects highly desirable. Compensation: a twelve month appointment; salary commensurate with experience and abilities; TIAA/CREF optional; sick leave; health and life insurance; generous vacation. Position open September 1, 1986. Applications received by August 20 given preference to permit interviews at SAA's Chicago annual meeting. Send application, along with resume, transcripts, and three letters of recommendation to William A. Moffett, Chairperson, Archivist Search Committee, Oberlin College, Oberlin, OH 44074.

HEAD OF THE PROCESSING DEPARTMENT, Minnesota Historical Society, St. Paul. This position will head one of five departments in the Society's Division of Library and Archives. The collections of that division include approximately 250,000 volumes 25,000 microfilm rolls, 150,000 photographs, 3,000 works of art, and 70,000 cu. ft. of manuscripts and archives. This is a new administrative position responsible for the technical services, processing, and cataloging of the library and archives holdings of the Society. The department has 14 professional staff members. Description: Under the direction of the Assistant Director for Library and Archives, this position will manage and coordinate the processing and cataloging activities for library, archives, and manuscripts, audio-visual, and special collections. A major initial responsibility will be to merge library and archival processing systems. Specifically it will: 1) establish plans, policies and priorities for processing and cataloging work; 2) plan and implement automated systems; 3) plan and implement a comprehensive access system for the collections of the division; 4) work with the heads of the State Archives, Acquisitions and Curatorial, and Reference departments; 5) develop funding proposals; and 6) implement special projects. Qualifications: Advanced degree in library, archives, or related field required. Minimum five years professional experience and three years administrative experience required. Experience with an automated cataloging database such as OCLC or RLIN required. Successful candidates must be able to demonstrate well-developed interpersonal skills, competence in cataloging and processing of library or archival material, and a working knowledge of current automation systems. Salary: \$31,000 (min.) plus full benefit package. Available immediately. Send resume by Aug. 15, 1986 to: Lila J. Goff, Assistant Director, Minnesota Historical Society, 690 Cedar St., St. Paul, MN 55101.

MANUSCRIPT SPECIALIST, State Historical Society of Missouri, Columbia, MO. Entry level position, available 1 September 1986. Primary duty is processing collections - arrangement and preparation of finding aids. May prepare collections for microfilming and assist with microfilm program. May assist with reference service. Qualifications: M.A. with concentration in archival studies. Processing experience desirable. Salary: \$13,766 plus University of Missouri benefits. Position carries University of Missouri academic (non-regular) status. Annual leave, 26 days; sick leave, 24 days per year. Send letter of application, resume, and names, addresses, and telephone numbers of three references to: Nancy Lankford, Associate Director, Western Historical Manuscript Collections - Columbia, 23 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201. Application deadline: 1 August 1986.

CHICAGO, CHICAGO

The SAA Placement Service will operate at the Chicago annual meeting. Employers wishing to interview should bring copies of job listings; prospective candidates should bring at least 10 resumes. Contact Sylvia Burck, SAA, Chicago, for more information.

DIRECTOR, OFFICE OF LIBRARY SYSTEMS, University of Louisville, KY. The University of Louisville consists of 19,000 students and is located in a city rich in history and culture. A \$40 million fund raising campaign targets the libraries as a prime recipient. The library system consists of six libraries, contains approximately one million volumes, supports an acquisitions budget of \$1.7 million, adds 30,000 volume annually and belongs to SOLINET. The libraries are implementing the NOTIS system and are constantly expanding microcomputer use. The Director, Office of Library Systems, reports to the University Librarian and serves on the University Librarian's system-wide Administrative Advisory Council. The Director will oversee the maintenance of the current automated circulation system and manage the implementation of and recommend policy on the NOTIS system. The Director will communicate with all units of the libraries regarding automation, analyze automation, make cost analyses for automation, serve as a liaison with the University's computer center, develop and implement training programs, provide assistance with microcomputers, and maintain effective relationships with vendors of library systems. Qualifications: A master's degree from an ALA-accredited library school is required as a minimum of 5 years library experience with at least three of those years in a responsible position working with computer based integrated library systems. Other requirements: academic course work or equivalent experience in the application of automated systems to library operations; demonstrated proficiency with computer-based library systems in an academic library or library in which research collections are supported, extensive experience with a MARC-based bibliographic utility; strong oral and written communication skills; tact and sensitivity to others; and the ability to communicate technical information to non-technical staff and users. Preference is for applicants with supervisory or administrative experience and with experience in both technical and public service. Rank and Salary: Dependent upon experience; minimum salary, \$31,000. Review of applications will begin July 21, 1986. Please submit cover letter, resume, and the names of three references to: Gail Gilbert, Chair, Search Committee for Director, Office of Library Systems, Schneider Hall, University of Louisville, Louisville, KY 40292.

PROJECT ARCHIVIST, Benedict College, Columbia, SC. For 15-month NHPRC funded project to establish a formal college archives repository in coordination with existing records management program. Duties include working with project director and other administrative unit heads to develop policies and procedures, complete formal layout of space, acquire needed materials and supplies, implement the necessary functions--survey, accession, processing, preservation, prepare formal brochure of services available, conduct periodic evaluations of project, supervise and train staff. Candidate with M.A. in History preferred with 3-5 years experience in archival administration, preferably in a college environment. Training or experience in surveying, accessioning, archival processing to include audio/video tapes and photograph records. Knowledge of microform technology and computer application desirable. Salary \$25,250 for 15 month period. Send letter of application and resume with three references to Director of Personnel, Benedict College, Harden and Blanding Streets, Columbia, SC 29204; application deadline: July 31, 1986.

PROFESSIONAL OPPORTUNITIES

ARCHIVAL SPECIALIST, Michigan State University, Archives & Historical Collections. Principal responsibilities include reference service and supervising the processing of University records, historical manuscripts, and photographs. The specialist must also be prepared to assist with other functions of the Archives, including records management, preparation of reports, etc. Salary: \$18,000 minimum depending on qualifications plus benefits. Minimum Qualifications: Master's degree in history or related field; Completion of a graduate archival education program that meets standards established by the Society of the American Archivists and/or one year, full-time, professional staff experience in an archival or manuscript repository. Desirable Qualifications: Additional graduate degree(s), publications, familiarity with automated systems, knowledge of the MARC AMC Format. Send letter of application, resume, and names of three references to Dr. Frederick L. Honhart, Director, University Archives and Historical Collections, EG-13 Library Building, Michigan State University, East Lansing, MI 48824-1048. Applications received prior to September 1, 1986, will receive preference; applications will be accepted until position is filled.

CONSERVATOR, University Libraries, Arizona State University, Tempe, AZ. Qualifications: Required: Knowledge of current conservation/preservation principles, practices and techniques; demonstrated communication, planning and management skills; experience in a research library conservation program; advanced training in library conservation/preservation; advanced training in library degree or foreign equivalent; extensive experience in a research university's library conservation program; grantmanship experience; management and supervisory experience. General Information: One of ten or more new professional positions being added to the staff of the Libraries on July 1, 1986. The person hired to fill this position will report directly to the University Librarian and will have the opportunity to design and implement a comprehensive library-wide conservation program that will become the model for a statewide program, also to be developed by the Conservator. Responsibilities will include assessment of conservation needs, preparation of a multi-year plan, and development of specifications for staffing and equipment. The successful candidate will administer the Conservation Center, space for which has already been set aside in the main library, and will be responsible for all conservation/preservation activities for all collections in all formats. The ASU Libraries are generously supported, becoming fully automated, and undergoing an \$11.5 million building expansion. The collections exceed two million volumes; the book budget is an excess of \$3.5 million; and the various special collections are growing at a rapid rate. Application deadline: Recruitment will remain open until the position is filled. To ensure consideration, applications should be received by July 15, 1986, when review will begin. Application procedure: Please send letter of application which addresses all of the qualifications listed above, a current resume, and the names, addresses, and telephone numbers of four recent references to: Constance Corey, Assistant University Librarian, Hayden Library, Arizona State University, Tempe, AZ 85287; (602)965-3417

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PROFESSIONAL OPPORTUNITIES

ARCHIVIST, North Carolina School of the Arts, Winston-Salem, NC. Temporary position for one year while permanent archivist is on leave of absence, August 11, 1986 - July 31, 1987. Minimum Qualifications: BA in history or related social science, one year experience in archival work, computer experience. Duties include implementation of school records schedule, cataloging, preservation of materials, maintaining school chronology, aiding researchers, and related duties. Good communication skills required and ability to work well with arts oriented people. 40-hour work week. Send resume, 3 references to: William D. Van Hoven, Head Librarian, North Carolina School of the Arts, PO Box 12189, Winston-Salem, NC 27107.

CURATOR OF COLLECTIONS, Omaha History Museum/Western Heritage Museum seeks a curator for a varied collection of local and regional history housed in a landmark building. Must have experience in collections management, including policy development, registration, storage, environmental control, insurance and conservation. Experience also necessary in development and coordination of exhibits. This position will be immediately responsible for planning and implementing a \$900,000 foundation-funded project involving storage renovation and the installation of a permanent exhibit of the Byron Reed Collection of coins, documents, and memorabilia. Salary competitive. Send resume and references to Michael L. Kinsel, Director, Omaha History Museum, Western Heritage Museum, 801 S. 10th St., Omaha, Nebraska 68108-3299.

ARCHIVIST, Office of Court Administration, New York City. New York state agency seeks individual to work on records disposition and archives program. BA and one year formal experience or MA in archives required. Must be able to travel. Salary: \$26,197. Excellent benefits. Send resume by July 30, 1986 to: Ms. Barrie Silver, Office of Court Administration, 80 Centre St., New York City, NY, 10013.

ARCHIVIST (two positions) University of Southern Mississippi, Hattiesburg, MS. The McCain Library and Archives maintains the primary research collections of the University and has been selected as a host institution for the NHRPC Archival Fellowship program.

(1) **CITY ARCHIVIST/ASSISTANT ARCHIVIST** will be responsible for the City of Hattiesburg Archives and Records Management Program (approx. 50% of the time) as well as assisting with the University Archives. Qualifications: Accredited M.L.S. (or equivalent) with archival training, one to two years experience with micrographics, records management and institutional archives. Experience with local government records desirable.

(2) **ASSISTANT ARCHIVIST** will assist with both the University Archives and Historical Manuscripts Programs. Qualifications: Accredited M.L.S. (or equivalent) with archival training, one to three years experience administering historical manuscripts collections and institutional archives. Knowledge of Southern history desirable. Salaries: Dependent on qualifications. Academic Appointments, position 2 is presently a one year appointment with possibility for renewal. Submit resume and names of three references to: Terry S. Latour, McCain Library and Archives, University of Southern Mississippi, Southern Station Box 5148, Hattiesburg, MS 39406; 601-266-4348. Review of applications will begin July 15, 1986 and continue until positions are filled.

PROJECT ARCHIVIST, Princeton University Library. The Archivist will arrange and describe the Delafield Family Papers according to standard archival practice and Princeton University Library procedure; will accession the papers, undertake a preliminary sorting of the collection, organize the collection, and draft a description of the collection. The Archivist will provide reference service for this and related collections as necessary, and will perform related duties as required. Qualifications: Advanced degree in relevant subject field. Background in American history desirable. Knowledge of French and Spanish helpful. Salary and rank dependent upon qualifications and experience. Send resume and the names, titles, addresses and phone numbers of three references, postmarked by July 31, 1986 to: Project Archivist Search Committee, c/o Personnel Librarian, Princeton University Library, Princeton, NJ 08544.

RECORDS ANALYST, Office of the District Attorney, New York County. The New York County District Attorney's Office is accepting applications for the position of Records Analyst. The position consists of inventorying records, producing records retention schedules, conducting systems studies, implementing Records Management Policies and Procedures and supervising a Records Room of eight to ten people. Applicants should be able to effectively communicate with personnel at various levels of government. Requirements: Graduate Degree in Records Management, Archives, Library Science or a related information field; and at least one year experience in a similar position. Salary: Up to \$25,000 annually. Excellent fringe benefits. Send resume to: Director of Personnel, Office of the District Attorney - New York County, 1 Hogan Place, New York, NY 10013.

LOCAL GOVERNMENT RECORDS ARCHIVIST, Ohio Historical Society, Columbus, Ohio. Responsibilities: inventory, appraise, accession, arrange, and describe county, city, and other local government records. This archivist will be located at Bowling Green State University in Bowling Green. Qualifications: masters degree in American history, library science, or related discipline and one year of archival experience, OR bachelor's degree in American history, library science, or related discipline and two years of archival experience. Familiarity with local government records and records management desirable. Minimum salary is \$16,036. Apply by August 15 to Personnel Officer, Ohio Historical Society, 1985 Velma Avenue, Columbus, OH 43211.

ASSISTANT ARCHIVIST, American Institute of Physics, New York City. Assistant Archivist sought for discipline history center. Responsibilities include arrangement and description of archives and manuscript collections as well as handling some reference and general library operations. Will participate in Center projects, particularly the conversion of its manuscript catalog to RLIN. Formal archival training with some processing experience required; MLS and computer experience preferred; science background not required. Generous benefits and competitive salary. Position may begin summer or fall 1986. Send resume and letters of application to Jean Hrichus, Librarian/Archivist, AIP-Center for History of Physics, 335 East 45th St., New York, NY 10017. Will be interviewing at SAA's annual meeting in Chicago in late August.

DIVISION DIRECTOR. The Kentucky Department for Libraries and Archives is seeking qualified applicants to head its Public Records Program. This is a senior management position reporting directly to the Commissioner's Office and it carries the title of State Archivist. Administratively responsible for a budget of over \$2 million and a staff of 65, this is an integrated life cycle program with elements targeted at state and local records, document preservation, micrographics, state publications, records systems control, public access, and public programming. Requires a bachelor's degree supplemented by eight years of professional records management and/or archival experience, at least four years of which must have been in management. Graduate study in a related field will substitute for up to two years of the non-management experience. Minimum salary: \$32,916. Submit letter of application and resume to John Moreland, Personnel Officer, Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, KY 40602. This position will be listed at the American Library Association New York Conference. Application deadline: August 1, 1986.

MANUSCRIPTS LIBRARIAN, Library, University of Delaware. Under the direction of the Head of Special Collections. Primary responsibilities include arranging and describing manuscript collections; preparation of finding aids; applying computer-based techniques to the control of and access to manuscript collections; physical maintenance and preservation of the collections. Other responsibilities: Special Collections reference and preparation of exhibits, participation in collection development for Special Collections. Collection development for non-Special Collections subject areas may be assigned. Special Collections include over 100,000 volumes and approximately 500,000 literary and historical manuscripts. Areas include American, English, and Irish literature, American history, exploration and travel, fine arts, the history of chemistry and early science, horticulture, landscape architecture, Delawareana, and numerous other specialized collections. In May 1986 Special Collections moved into a spacious, well appointed new area in library building still under construction, to be completed summer 1986. NOTIS integrated library system presently being implemented. Qualifications: ALA accredited MLS. Strong background in American history, literature, or civilization preferred. Appropriate experience in an archives, rare book or manuscript repository including knowledge of MARC formats desirable. Rank and salary dependent upon experience and qualification. Vacation of 22 working days. Liberal sick leave. Employees' basic Blue Cross/Blue Shield, dental, major medical, and group life insurance all paid by the University. TIAA-CREF. Tuition remission. To apply send letter of application, current resume, and the names and telephone numbers of three references to Maida Cason, Personnel Officer, Office of the Director, University of Delaware Library, Newark, DE 19717-5267. To ensure consideration application must be received by August 15, 1986.

Newsletter

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

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Council Resolution

WHEREAS Public Law 98-497, adopted by the Congress and signed by the President, states that the Archivist would be appointed by the President. . . without regard to political affiliations and solely on the basis of professional qualifications," and

WHEREAS The Conference Report on the same law states "the conferees intend that he be an officer performing professional archival and records management functions insulated from the political orientation of a particular administration," and

WHEREAS This is one of only two senior presidential appointments for which professional qualifications are legislated, and

WHEREAS This is the first appointment under the new law and thus establishes a precedent for future appointments,

THEREFORE, The Council of the Society of American Archivists registers its opposition to the nomination of John Agresto as Archivist of the United States on the grounds that the nomination appears inconsistent with the legislation and the intent of the Conference Report.

Approved by the SAA Council
June 15, 1986

CGAP Meets in Boston

The Committee on Goals and Priorities met in Boston, May 30-31, to continue its work of implementing the activities outlined in the recently-published report, Planning for the Archival Profession. The committee discussed the 12 priority areas identified in the report and began to identify potential "principal parties" who could work toward progress in these areas. CGAP will encourage new or continued action by at least 20 different groups, including SAA-related entities -- such as officers and council, the executive office staff, and committees, task forces, and roundtables -- and other individuals and groups such as the National Archives and Records Administration and the National Historical Publications and Records Commission.

The committee also received a report of the working group that is preparing a proposal for a national congress on historical records, to be held in conjunction with the bicentennial of the Constitution. More detailed plans for this event will be forthcoming.

CGAP, which is chaired by John Fleckner, Smithsonian Institution, made a number of plans in connection with the upcoming annual meeting in Chicago, including ways of spreading awareness of its work to related and interested groups. It is also making plans to propose program sessions and workshops for future meetings of SAA and of regional archival associations.