

The Society of American Archivists

SAA Newsletter

September 1986

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Archivist Nomination Politicized?

Major professional, historical, and library organizations continue to oppose President Reagan's nomination of John T. Agresto as Archivist of the United States. In August and early September, important editorial voices, including the Boston Globe and the Washington Post, were added to the chorus of opposition. In its negative editorial the New York Times noted "This job is not just another political plum. The Archivist should serve not party but posterity -- a distinction the Senate can make plain by rejecting an undistinguished nominee."

Senate confirmation hearings for Agresto, 40, began on August 13, as he defended his record on civil rights at the National Endowment for the Humanities and dismissed the controversy over his nomination as a "silly turf fight that goes on between historians and political scientists." Responding to Senators' questions, Agresto said he failed to get tenure at Kenyon College because of an inadequate record of publications.

The hearings before the Committee on Governmental Affairs resumed on September 9, as opposition witnesses were heard for the first time. Speaking for the Society, Ann Morgan Campbell likened the first appointment of an Archivist after National Archives independence legislation as "similar to a judgeship, in that it may be a lifetime appointment and should be viewed as such. Carrying this analogy one step further, the nominee for this position has been deemed not qualified by the equivalent of the American Bar Association, the Federal Bar Association, the National Trial Lawyers Association, and all other reputable professional organizations. Confirmation of Mr. Agresto would fly in the face of the unanimous judgment of the professional, historical, and user groups, and contradict the language and intent of the National Archives independence legislation."

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Chicago is Golden for SAA's 50th

When the last session was over; when the suitcases had been stuffed with souvenirs, handouts, and new publications; when the credit cards were shoved back into the wallet for the last time with a shudder; and when the planes were finally taxiing on the runways, those who attended SAA's 50th annual meeting in Chicago could look back on one of the most successful meetings ever.

Certainly, nobody was at a loss for things to do. From Roundtables to dinner tables; honorariums to Planetariums; archival theory to architectural query; hullabaloo to comedy revue; in short, plenty of everything for the nearly 1200 participants.

160 people attended the six pre-conference workshops that ran Sunday, August 24 through Tuesday, August 26. Council met on Monday, August 25, and that evening the Chicago Area Archivists sponsored a tour and reception at the Sulzer Regional Library.

Tuesday was devoted to committee and task force meetings (see pp. 11-14 for a complete leadership list). Other meeting participants joined the business archives tour of the Kraft, Inc. Archives, an ideal example of off-site storage, conservation, and office facilities within a corporate setting. The Northwestern University Library automation tour, religious archives tour, Newberry Library tour, and Loop walking tour also proved extremely popular and informative. That evening, over 300 archivists attended an exclusive, side-splitting performance by Chicago's famous improvisational troupe, Second City.

On Wednesday, August 27, the Sections and Roundtables held their meetings. In addition, participants were able to tour any of several local conservation labs -- the photographic conservation lab at the Art

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Chapter Closes at SAA: Campbell Retires

SAA's 1986 annual meeting entered the last page into a long and successful chapter of the Society, a chapter written under the stewardship of Ann Morgan Campbell. She retired on September 5, ending over eleven years of service as SAA's first paid executive director. During her tenure, nearly all facets of the Society experienced unprecedented growth, as is reflected in the following numbers: individual membership up 60%, institutional membership up 600%, publications income up 2,000%, and the operating budget up more than 700% (from \$69,845 in 1974 to \$496,502 in 1986).

Before coming to SAA in 1974, Campbell was Chief of the Archives Branch in the San Francisco region -- the first woman to hold such a post in the entire NARS system. Campbell and her husband, ex-Navy pilot Commander Thomas G. Campbell, have owned and restored historic homes in Key West, Florida, Norfolk and Alexandria, Virginia, San Francisco, California, and Chicago, Illinois. She plans to continue this activity in her retirement. The Society wishes her the best of luck.

Campbell leaves the executive director position in the hands of Donn C. Neal, who took the helm on September 8.



Drawing by H. Martin; © 1986
The New Yorker Magazine, Inc.

What Council Did

At its meeting, August 25 and August 29, 1986, in Chicago, Illinois, SAA Council:

- Learned of Vice President Bill Joyce's appointments for 1986-87 (see pp. XX-XX).
- Approved Vice President Joyce's nomination of Edie Hedlin and Susan Grigg to the Editorial Board, and Helen Samuels as SAA's representative to the National Historical Publication and Records Commission.
- Received a report of FY86 performance indicating general fund revenue of \$561,365 and expenses of \$496,504.
- Learned that SAA has scheduled its 1989 annual meeting at the Clarion Hotel in St. Louis, Missouri.
- Endorsed legislation proposing a White House Conference to focus on the relationship of libraries and information service to democracy, productivity, and literacy.
- Reaffirmed its commitment to assist members with the expense of child care at annual meetings.
- Approved the questionnaire for a membership poll on certification.
- Approved the plan of the Editorial Board for a student paper contest.
- Elected Trudy Peterson to the Executive Committee.
- Selected the dates -- January 30, 31, and February 1 -- for its winter meeting (at a location yet to be determined).



Staff

Donn C. Neal

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Bernice E. Brack
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Sylvia Burck
Al Correa
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Patricia Palmer
Toni Pedroza
Troy Sturdivant
Lisa Weber
Julia M. Young

Membership Assistant
Managing Editor
System Administrator
Publications Assistant
Office Assistant
Program Coordinator
Administrative Aide
Publications Assistant
Program Officer
Editor, The American Archivist

The Society of American Archivists

600 S. Federal, Suite 504, Chicago, Illinois 60605 (312) 922-0140

Archivist Nominating Process May Have Been Politicized

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Representatives of the American Historical Association, the Organization of American Historians, the American Association for State and Local History, the Society for History in the Federal Government, the National Association of Government Archives and Records Administrators, the Federation of Genealogical Societies, the Citizens' Commission on Civil Rights, and the National Association for the Advancement of Colored People joined SAA at the hearings in opposing the nomination.

Speaking for genealogists, Rabbi Malcolm Stern, who sat on the search committee that recommended Robert M. Warner to be the Sixth Archivist of the United States, told the Committee that his panel would have found Agresto not qualified for the post.

Concern of other witnesses also centered on the nominee's relative lack of qualifications for the post, other than the strong sponsorship of Education Secretary William Bennett, whose assistant Agresto was at NEH.

White House insensitivity to the nonpartisan nature of the position required by the recent legislation was highlighted in a statement from Lewis Bellardo entered into the record by Senator Thomas Eagleton (D.

Mo.). In that statement, Bellardo recounted how his White House interview for the Archivist's position included questions about Republican political ties and activities, as well as his willingness to accept political appointments at the National Archives.

Further evidence of White House intent to politicize the Archivist's post can be found in letters sent to those opposing the nomination of Agresto by Director of Presidential Personnel Robert H. Tuttle. Those letters note that "we are doing everything possible to see that only the most highly qualified men and women who reflect and support the President's policies are appointed to positions of public trust in the Reagan Administration." On September 10, the last day of the hearings, Senators Gore, Levin, Eagleton, and Glenn asked that Tuttle be subpoenaed to appear before the Committee.

As the SAA Newsletter went to press, the hearing was technically recessed. Many believe that Tuttle will not appear, but it may be some time before the issue is resolved.

Adjournment of this Congress is scheduled for early October, therefore SAA members have been urged by Campbell to provide their Senators with their views on the Agresto nomination as soon as possible.

Certification Issue Enters Final Phase

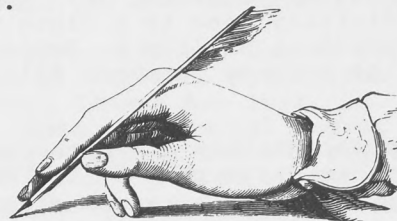
The issue of certification for the archival profession swung into its final phase at the 1986 annual meeting, where the SAA Council approved a questionnaire for a general membership poll on the controversial plan.

The topic also dominated the Open Forum with SAA Officers and Council on August 28. Archivists representing a cross-section of the profession thronged the meeting to exchange views ranging from vigorous opposition to strong support. SAA Officers and Council members did not participate in the discussion, moderated by Paul I. Chestnut, because the open forum is designed to be a sounding board for Society opinion on important issues before Council.

The general membership poll, mailed to members in mid-September, takes that process one step further by allowing every member of the Society to voice his or her opinion on the matter. The Council en-

courages everyone to respond to the poll for two reasons: 1) it wants the response to be as representative of the Society as possible, and 2) the poll's results will influence Council's decision on certification. The results of the regional discussions and open forum will also figure into that decision.

The SAA Council is expected to resolve the issue of certification at its winter 1987 meeting, scheduled for the end of January. Members who wish to write letters to Society president William L. Joyce or to Council will find the appropriate addresses in the leadership list included in this newsletter.



SAA's 50th Strikes Gold In Chicago

(continued from page 1)

Institute, the Newberry Library's paper conservation lab and bindery, and a commercial lab at Graphics Conservation Company. Later in the day, outgoing SAA executive director Ann Morgan Campbell presided at the Opening Session and Awards Presentation, where she introduced her successor, Donn C. Neal, to the Society. Afterwards, all meeting participants were invited to a reception sponsored by Kraft, Inc. through the efforts of Kraft archivist Laurie Cadigan. Buses shuttled people from the Marriott Hotel to the Chicago Public Library's Cultural Center, where, under a magnificent Tiffany-glass rotunda, archivists enjoyed wine, hors d'oeuvres and, of course, Kraft cheese.

The annual meeting shifted into full gear on Thursday, August 28, as sessions and open houses began in earnest. In the afternoon, Campbell and SAA Treasurer Anne Diffendal gave their reports at the annual business meeting. The membership passed a resolution at the meeting endorsing the Council resolution, published in the July 1986 SAA Newsletter, opposing the nomination of John Agresto as Archivist of the United States.

In the evening came the event everyone had been waiting for -- the 50th anniversary banquet. A cocktail hour string quartet provided lush harmony outside of the ballroom, and then people took their seats as the festivities began with a delicious meal of prime rib. When the dishes were cleared, the lights dimmed and a collective "Ah" of appreciation was heard as a column of waiters paraded through the hall, each holding aloft a birthday cake with 50 burning candles. The celebration continued with a special recognition of SAA leaders throughout the past five decades. Octogenarian Robert H. Bahmer, a founding member of the Society, charmed the audience as he spoke of his more than fifty years in the profession. President Shonnie Finnegan provided the finishing touches with her address (published in the fall 1986 American Archivist). And then it was over. Another fifty years of SAA history had begun.

Sessions and open houses were scheduled throughout Friday, August 29, and the morning of Saturday, August 30. The meeting officially came to a close when incoming President William L. Joyce addressed the closing luncheon Saturday afternoon.

The 1986 annual meeting's tremendous success was due in large part to the work of the Program and Local Arrangement Committees. The 1986 Program Committee, chaired



by H. Thomas Hickerson (Cornell University), consisted of Anne R. Kenney (University of Missouri-St. Louis), Liisa Fagerlund (Utah State Archives), Connell Gallagher (University of Vermont), Diana Lachatanere (New York Public Library), Gerald J. Munoff (University of Chicago), Roxanne Nilan (Stanford University), Charles Palm (Hoover Institution), Virginia C. Purdy (National Archives and Records Administration), Peter Schinkel (Georgia Department of Archives and History), Joan Warnow (American Institute of Physics), Elizabeth S. Wittman (Lutheran Church Archives), Nicholas C. Burckel, ex officio, 1987 Program Committee, Chair (Washington University), and ex officio SAA staff members Ann Morgan Campbell and Antonia Pedroza.

The Local Arrangements Committee was co-chaired by Archie Motley (Chicago Historical Society) and Valerie Gerrard Brown (Loyola University of Chicago). Committee members included Mary Ann Bamberger (University of Illinois at Chicago), Peter W. Bunce (National Archives and Records Administration), Laurie A. Cadigan (Kraft, Inc.), Kimberly J. Chelos (Northwestern Memorial Hospital), Linda J. Evans (Chicago Historical Society), Brother Michael J. Grace, S.J. (Loyola University of Chicago), Becky Haglund (Chicago Public Library), Mary E. Janzen (Chicago Historical Society), Richard J. Kaplan (Chicago Public Library), Kevin B. Leonard (Northwestern University), Stephen G. McShane (Indiana University Northwest), Terrence S. Norwood (Cook County Hospital), Patrick M. Quinn (Northwestern University), Susan M. Sacharski (Northwestern Memorial Hospital), Robert D. Shuster (Billy Graham Center), Virginia R. Stewart (Elmhurst Historical Museum), Lenore Swoiskin (Sears, Roebuck, and Co.), Maureen O'Brien Will (Chicago Historical Society), and ex officio SAA staff members Ann Morgan Campbell and Antonia Pedroza.

Fellows and Award Winners Recognized

SAA honored the 1986 award winners and three new Fellows at the opening session and awards presentation on August 27.

David B. Gracy II, chair of the Professional Standards Committee, announced the new Fellows -- Lewis J. Bellardo, Francis X. Blouin, Jr., and Nancy A. Sahli.

Lewis J. Bellardo was honored particularly for his achievements in the field of state archives. As State Archivist and Records Administrator of Kentucky, his leadership helped produce one of the most comprehensive finding aids for state government records. He has shared his knowledge and insight with colleagues both in print and through presentations at professional meetings. He has chaired the Committee on Archival Information Exchange and the Government Records Section for SAA, as well as served on two program committees and the Automation Committee. He has also contributed to the archival profession as president of the National Association of Government Archives and Records Administrators, president of the Kentucky Council on Archives, and as a board member of statewide micrographics, records management, and historical organizations.

Francis X. Blouin, Jr., was recognized for his efforts to cultivate research in the archival profession. He participated in putting on the 1979 Conference on Machine-Readable Records, and has followed that by obtaining substantial grant funding to establish the Research Section on Modern Historical Documentation. He has served on numerous SAA bodies, including Council, and has chaired the Committee on Ethnic Archives, the Editorial Board, the Committee on Education and Professional Development, the Theme Archives Professional Affinity Group, and the Publications Management Board. He also serves on the Committee on Education and Professional Development of the International Council of Archives.

Nancy Sahli was honored for her positive influence on the archival profession in the areas of automation, teaching, and as Archives Specialist for Technological Evaluation at the NHPRC. She has taught and spoken widely, and has written or edited more than a dozen books, pamphlets, and articles, including most recently MARC for Archives and Manuscripts: The AMC Format. As Coordinator of the NHPRC's data base, she oversaw production of the invaluable Directory of Archives and Manuscript Repositories in the United States. Among her many services to SAA she has chaired the Committee on the Status of Women in the Archival Profession, served as an elected member of the Nominating

Committee, and sits on the Editorial Board.

The Waldo Gifford Leland Prize, awarded to an outstanding published work in the field of archival history, theory, or practice was presented to John Barton (Archives of Ontario) and Johanna Wellheiser (Metropolitan Toronto Library Board) for their book, An Ounce of Prevention, published by the Toronto Area Archivists Group.

The C.F.W. Coker Prize for outstanding achievement in the area of archival description was shared by Nancy A. Sahli (NHPRC) for her publication, MARC for Archives and Manuscripts: The AMC Format; and by Max J. Evans (State Historical Society of Wisconsin) and Lisa B. Weber (SAA) for their publication, MARC for Archives and Manuscripts: A Compendium of Practice.

The Fellow's Posner Award went to Joanne Yates (MIT) for her article, "Internal Communications Systems in American Business Structures: A Framework to Aid Appraisal," which appeared in volume 48, number 2, (1985) of the American Archivist. The Sister M. Claude Lane Award for outstanding work by a religious archivist was presented to James M. O'Toole (University of Massachusetts).

1987 Program Committee Seeks Proposals

Following the closing luncheon at the annual meeting the 1987 Program Committee met for several hours to discuss next year's program, committing itself to a goal of gender and geographic balance as well as increased involvement of minorities on the New York program. The committee strongly urges that program proposals from the membership include such balance to the degree possible.

The committee is actively pursuing one or more outside speakers of national prominence for the meeting, and is considering a number of suggestions for "tracks." Each track would be thematically linked and would explore a given topic in more depth than could be done in a single session. Proposed tracks deal with archival education, a research agenda, aspects of documentation, and management initiatives.

Program proposals are due by October 10 to Nicholas C. Burckel, Washington University Libraries, Campus Box 1061, St. Louis, MO 63130. Both the special August issue of the SAA Newsletter and all registration packets include copies of the program proposal guidelines and form for submitting suggestions.

Tide of Disaster Subsides After Chicago Historical Society Flood

Nearly 95% of the collections damaged in the Chicago Historical Society's July 11 basement flood will apparently be salvaged thanks to the timely efforts of society employees, disaster experts, and a host of volunteer conservators.

The flood began at 4:36 p.m. on a Friday afternoon when an exposed water main in a construction site behind the society broke, sending a 30-foot geyser of water shooting up into the air. Society officials could only watch helplessly as the water filled a 30-foot-deep, 100-foot-wide hole and then welled up through the society's basement floor. By the time city workers located the shut-off valve nearly three hours later, four feet of water stood in some areas of the basement. Fortunately most of the collections normally stored there had been removed due to renovation. What remained were approximately 200 volumes of 19th- and 20th-century newspapers, 175 paintings, 30 watercolors, 800 folders of architectural drawings, and over 3,000 photo negatives, transparencies and slides. In addition, the building's air conditioning was knocked out, and steam caused by water striking a basement boiler endangered collections throughout the society.

That weekend over 100 workers labored to save and protect the society's collections. Soaked architectural drawings were interleaved with blank newsprint while wet newspapers were wrapped with heavy acid-free paper to prevent them from expanding. All of these were loaded onto refrigerated trucks, transported to the Kitchens of Sara Lee in Deerfield and frozen at 10 degrees below zero. The water-soaked photographic materials were sent to AGS&R Communications in downtown Chicago, where they were sealed and cooled in plastic bags, then individually hand washed and treated. The Chicago Conservation Center restored some 175 mud-soaked paintings by peering through microscopes to remove the mud with cotton swabs and sable brushes, then starching Japanese tissue paper over the paint to prevent it from flaking while the wet canvas contracted during drying.

Experts from Blackmon-Mooring-Steamatic Catastrophe of Fort Worth Texas handled recovery of the building. They removed the water, scoured the walls, fumigated, blew out the moist air, and provided the expertise and equipment to keep the humidity down while the society's air conditioning was repaired. After remaining closed for over a month, the society resumed normal operations in late August.

As the SAA Newsletter went to press, the frozen materials were in the process of being freeze dried, a costly and time-consuming process. Some had been handled by the Chicago firm Graphic Conservators, while the rest were shipped to Rochester, NY, for processing by Document Reprocessors. Freeze drying draws off ice molecules by sublimating them -- changing them directly from ice to vapor -- thus avoiding the further water damage that occurs during melting.

AN OUNCE OF PREVENTION IS WORTH. . .

The Society of American Archivists is proud to announce that it is distributing this year's Waldo G. Leland Award winner, An Ounce of Prevention. Quoting the Leland Award Committee, this "comprehensive, unpretentious and superbly organized [manual] clearly describes every step necessary to prevent (if possible), plan for, and if necessary recover from any conceivable type of disaster, whether natural or man-made." In light of the stories on this page, need we say more? An Ounce of Prevention is published by the Toronto Area Archivists Group (1985) and available through SAA at a cost of \$14 to members and \$16 to nonmembers.

Arson Strikes Twice at Los Angeles Central Library

First in April and again in September arson has ravaged the Los Angeles Central Library, and investigators are attempting to determine whether one person set both fires. The April 29 fire was the worst in American library history, raging for nearly eight hours and injuring 22 firefighters before its \$22 million spree of damage was ended. Over 100 firefighters contained the September 3 fire to the 20-by 80-foot art and music room, but at least 25,000 volumes were burned.

"The possibility exists that the same person who started the first fire also started the second one," claims Capt. Stephen D. Cohee, a Fire Department arson investigator. "They both were started with an open flame, and no ignition device or accelerant, such as gas, was used." Both of the fires began in the evening.

On September 3, security staff had already cleared the building, and a patrol had in fact examined the art and music room only 15 minutes before, when the fire broke

(continued next page)



Library Arson (Continued)

out. Investigators are interviewing all library employees, who have been signing in and out of the building since the first fire. Suspicion that an employee might be responsible for one or both of the fires has taken its toll on the staff. "Now people are looking at each other," said Betty Gay, library manager, "It's very hard on the morale."

In the midst of all this uncertainty, library employees labored to recover as much of the damaged collections as possible. Even as book specialists were helping to determine which burned books from the second fire could be rebound, over 700,000 water-damaged books from the first fire sat frozen in storage waiting to be freeze-dried.

Recovering from the first and far more damaging of the two fires back in April, was a task undertaken by over 1,500 volunteers from all walks of life. By working in six-hour shifts around the clock for three days, they were able to pack the water-soaked books into corrugated boxes, assemble them onto pallets, shrink wrap them, then load them onto trucks for delivery to cold-storage facilities.

Although this Herculean effort kept development of mold and mildew to a minimum, at times lack of organization compounded the problems encountered. "The library did not have a disaster plan for a catastrophe of this scale," writes Randall Butler, associate archivist and conservation officer at Loma Linda Libraries, in his report on the fire. "Consequently, there were problems managing the work force and resources required for the evacuation effort. . . . The need for preparation and training is perhaps the most important lesson to be learned. . . . [I]t is now more timely than ever for librarians, archivists, and related professionals to focus their attention on the potential disaster that exists within their own stacks."

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Law Limits Presidential Libraries

On May 27th, President Reagan signed into law a bill designed to reduce Presidential library operating costs. Public Law 99-323 requires that every new Presidential library covered by the bill have an endowment equal to 20% of the library's building costs, which will be used to run and maintain the facility. The law also limits a new library's size to 70,000 square feet. These sections of the law will take effect on libraries established for Presidents elected after the present Chief Executive. Another section of the law, which takes effect immediately, allows the Archivist of the United States "to promulgate architectural and design standards applicable to Presidential libraries."



PEOPLE

Eugene, Oregon As University of Oregon archivist Keith Richard rummaged through the archives to prepare a World War II display, little did he know he was about to trigger a happy event that drew television coverage from as far away as Japan. He discovered Wartime Civil Control Administration letters denying Michi Yasui Ando the right to attend her 1942 graduation. At that time there had been a curfew in effect against all people of Japanese ancestry, and the university's commencement ceremony took place after the curfew. Richard located Ando in Denver and arranged for her to take part in this year's ceremony, where she was the star of the occasion. Diploma in hand, Ando addressed the crowd, telling them, "The university's invitation to come back has overwhelmed me. Euphoria engulfs me." Many things, even euphoria, lie sleeping in old files.

Johannesberg, South Africa Swedish-born archivist and human rights worker Annica van Gylswyk, 55, has become yet another victim of South Africa's apartheid government. Van Gylswyk, who worked in the Africa studies library at the University of South Africa, was thrown in jail in July, spent nearly a month in solitary confinement, and then was led to an interrogation that began with the words "This country doesn't need you." At no point was she told of any specific accusations against her. During her interrogation she was given the choice of either leaving South Africa, where she has lived for the

Roundtable Announces Goals

The Science-Technology Health Care Roundtable held its first meeting at the SAA 1986 annual meeting in Chicago. The Roundtable will be a vehicle for promoting the common interests of archivists whose programs emphasize records of science, technology, and health care. Goals for 1986-1987 include creating a Roundtable membership list and preparing session proposals for the 1987 annual meeting. Proposals will include such topics as science and technology records in China, issues concerning business and military "high tech" records, and the relationship between archives and data centers. For further information about Roundtable activities, contact the Steering Committee: Adele Lerner, Roxanne Nilan, Joan Haas, Rue Moore, Anne Millbrooke, and Nancy Gauss. A Roundtable newsletter will be published in the spring; to receive one contact Ann Millbrooke, United Technologies, 203-565-5401.

and PAPERS

past 30 years, or spending six more months in detention and then facing unspecified charges. She chose the former and flew to Stockholm, where her husband will join her after he works out notice at his job and sells the family home in Pretoria. Van Gylswyk is a member of the Black Sash, a group of women working to ease the hardships suffered by blacks in South Africa.

Seattle, Washington Madame Deng Xianfu, Commissioner of the Chinese People's Republic Consultative Conference, visited NARA's Federal Records Center and Archives Branch in Seattle on June 9. Mme. Deng is the sister of leader of the People's Republic, Deng Xiaoping, and wife of the head of the Sichuan Provincial Archives, Zhang Zhongren. Mme. Deng met with members of SAA's study tour to China in April and, with her husband, was an honored guest at a banquet given by the traveling Americans. Tour leaders Robert M. Warner, Ann Morgan Campbell, and William Moss were guests in her home in Chengdu.

Ottawa, Canada Retired archivist Alan D. Ridge was called to Ottawa earlier this year and presented the Order of Canada, that country's only honor for civilians. The Governor General presented the award and singled out Ridge's invaluable work on the Alberta Archives since 1968. Ridge contributed 36 years of service to the archival profession in Canada and Great Britain before retiring in 1984, one year after he became a Fellow of the Society.

Commentary

To the Editor:

I spent much of the recent SAA meeting listening carefully to my good friends and learned colleagues argue the case for certification. They have labored long and hard over the plan. I admire and praise the craftsmanship and dedication of their effort. Yet, I remain convinced that certification is not only wrong but wrong-headed.

A desire for standards is an admirable and irrefutable preoccupation, even a noble aspiration for a professional society. Who, indeed, could call himself a professional while confessing to mediocrity? So I am not surprised that some people are beguiled by the idea of certification. However, there is another side to the argument that has not been thoroughly aired in the debate.

Certification brings with it an unfortunate tendency to substitute vocational education for liberal education as the foundation of a profession. It is inevitably particularistic and inward looking rather than generalistic and outward looking. Moreover, certification has no value unless it is enforceable. Enforcement requires manageable simplification, reducing definition of the profession to a set of predictable and examinable procedures, to a packageable curriculum. That is a vocational focus and not a professional focus. It is a preemptive limitation of professional aspirations to an approved consensus of common and manageable procedures, not a creative inquiry pressing to expand the limits of knowledge and understanding.

If the SAA adopts certification, no matter how well-crafted the plan, it faces a future of technocratic functionalism. That is a poor foundation for leadership. It is a path to mediocrity. It says to SAA members that attainment of minimum standards is more important to professional esteem than is professional vision. I disagree with that direction, profoundly and fundamentally. If the SAA adopts certification, I believe my colleagues will come to regret it. I would rather tolerate a certain amount of ineptitude and even charlatanism (neither of which would be eradicated by certification) than to reduce the preoccupation of our profession and the expenditure of its time, energy, and resources to vocational procedures.

I believe we should rather spend ourselves in pursuit of a vision that integrates our thesis with that of other great intellectual disciplines. I believe we should

look outward rather than inward. If we value our future we should say no to certification.

William W. Moss
Smithsonian Archivist

Transitions...

LIISA FAGERLUND, Utah State Archivist since 1983, will join the World Health Organization in Geneva, Switzerland as records management officer January 1, 1987 . . . STEVEN WHEELER has become archivist of the New York Stock Exchange, replacing DEBORAH S. GARDNER, who is now director of the new Center for the Study of Women in Business at Baruch College, CUNY. . . . THOMAS L. HOLLOWAK has been appointed City Archivist and Records Management Officer for Baltimore City. . . . IAN E. WILSON, formerly Provincial Archivist with the Saskatchewan Archives Board has become Archivist of Ontario. . . . DOUGLAS H. BOCKING, Associate Provincial Archivist of Saskatchewan, has retired. . . . CLAUDE-ANN LOPEZ, the 1985 Philip H. Hamer Award winner, and BARBARA BOWEN OBERG have been appointed editors of *The Papers of Benjamin Franklin*. . . . DOUGLAS M. HALLER, formerly curator of photographs at the California Historical Society Library, is now museum archivist of The University Museum Archives at the University of Pennsylvania MICHAEL E. HOLLAND, formerly local records coordinator for the Tennessee State Library and Archives, has become assistant director for field operations at the Local Records Division of Texas State Library, replacing SAM SIZER, who retired. . . . PHYLLIS E. STEELE has left the Ohio Historical Society for a position as corporate archivist at The New England Mutual Life Insurance Company. . . . LEITH G. JOHNSON, formerly Aetna Life & Casualty's archivist and historian, has co-founded Johnson/Johnson Creative Services, an independent consulting firm specializing in corporate history. . . . DAVID W. PALMQUIST, Bridgeport City Archivist, is serving as acting City Records Manager following the resignation of LLYN CONRAD. . . . TIMOTHY CARY, formerly assistant curator of special collections at Univ. of Alabama, has joined the faculty of the State University of New York at Stony Brook as assistant special collections librarian. . . . SUSAN MILLER is the new assistant archivist at The Salvation Army Archives and Research Center. . . . GUY PETHERBRIDGE has accepted a position as visiting associate professor in the Conservation Programs of the School of Library Service, Columbia University.

APPRAISALS OF ARCHIVAL COLLECTIONS

The 1985 Internal Revenue Service regulations concerning appraisals of manuscript and archival collections have caused a number of persons who had been appraising small to medium size collections to withdraw from the field. Consequently, many institutions are contacting us about collections which they previously believed were too small, or insufficiently significant for us to consider for appraisal.

We are well known for undertaking virtually every major appraisal during the past two decades, from Random House to Paramount Pictures, Igor Stravinsky to George Gershwin, Samuel Clemens to Hamilton Jordan, Fred Allen to Norman Vincent Peale, and numerous others in the fields of literature, music, the arts, sciences, business, and legal, military and political history, including the ten million items in the North Pacific archive.

Our appraisals which have been little publicized are those of hundreds of small archives of no great commercial value, but which require proper valuation for their donors. These are collections which must be accurately evaluated at minimum cost—collections whose fair market values do not warrant detailed examinations, inventories and reports, but which require the preparation of the most accurate descriptions and reports possible, commensurate with their values. Our success at determining the appropriate balance between these factors is based on our efficient appraisal practices, extensive experience and qualified research staff.

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Please contact Rosalie Fawcett with any questions you may have. A brochure describing our experiences and the institutions we have undertaken appraisals for is available. Also available is a reprint of an article by Kenneth W. Rendell, published by the Society of American Archivists, "Tax Appraisals of Manuscript Collections".



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2039 New Hampshire Ave., NW #503
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(202) 287-5387

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Room 10A46
Cultural Education Center
Albany, NY 12230
(518) 474-1195

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370 Central Park West #104
New York, NY 10025
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Archives & Society
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ROUNDTABLES

Archival Educators
Julia M. Young
University of Southern Mississippi
School of Library Service
SS Box 5146
Hattiesburg, MS 39405
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REPRESENTATIVES

Advisory Committee on the Manage-
ment, Preservation and Use of
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St Historical Society of Wisconsin
816 State St
Madison, WI 53706
(608) 262-7304

Anglo-American Catalog Revisions
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Lilly Library
Indiana University
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Society of American Archivists
600 S. Federal St., #504
Chicago, IL 60605
(312) 922-0140

Adele Lerner
New York Hospital Cornell Medical Cntr.
1300 York Ave.
New York, NY 10021
(212) 472-5759

Michael A. Lutzker
New York University-Archives Office
19 University Pl-4th Fl.
New York, NY 10003
(212) 598-7923

Joint AHA/OAH/SAA Committee of
Historians and Archivists

Donn C. Neal
Society of American Archivists
600 S. Federal St., #504
Chicago, IL 60605
(312) 922-0140

Edwin C. Bridges
Alabama Department of Archives
and History
624 Washington Ave.
Montgomery, AL 36130
(205) 261-4361

Ruth J. Simmons
(Rutgers University)
422 Wyoming Ave.
Millburn, NJ 07041
(201) 932-7006

Joint ALA/SAA Committee on Archives
and Library Relationships

Eleanor McKay, chair
(Historic Annapolis, Inc.)
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Annapolis, MD 21403
(301) 268-1765

Nicholas C. Burckel
Washington University Libraries
Campus Box 1061
St. Louis, MO 63130
(314) 889-5400

John Delaney
(Princeton University)
12 Misty Morn Ln.
Ewing Township, NJ 08638

Leslie S. Hough
Library-Special Collections
Georgia State University
Atlanta, GA 30303
(404) 658-2477

Carolyn Hoover Sung
(Library of Congress)
6005 Dellwood Pl.
Bethesda, MD 20817
(202) 287-5543

National Historical Publications and
Records Commission

Edward Papenfuse
(Maryland Hall of Records)
206 Oakdale Rd
Baltimore, MD 21210
(301) 269-3915

Helen W. Samuels
Archives, 14N-118
Massachusetts Institute of Technology
Cambridge, MA 02139
(617) 253-5688

Society of American Archivists Staff
600 S. Federal, #504, Chicago, IL 60605
(312) 922-0140

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NHPRC Recommends Grants

At its June meeting, the National Historical Publications and Records Commission recommended 25 historical records projects for grants totaling \$727,210, and eleven publications projects for \$400,000 of funding. In addition, the Commission awarded three \$18,000 archival fellowship grants, one of which is funded by the Andrew W. Mellon Foundation. A list of the recommended records project grants and fellowship awards follows.

Regional and National Projects

American Association for State and Local History, Nashville, Tennessee:
\$129,577 partial matching grant to continue the work of the National Information Center for Local Government Records.

Regents of the University of Minnesota and Order Sons of Italy in America Foundation, St. Paul, Minnesota:
\$26,636 partial matching grant for the second year of a three-year project to survey, accession, arrange, and describe the records of the Order Sons of Italy in America.

Statewide Projects

Office of the Secretary of State of Missouri, Jefferson City, Missouri:
\$25,000 to assess and report on the current status and future directions of historical records programs in Missouri.

North Dakota Association of Counties, Bismarck, North Dakota:
\$34,828 in support of a statewide county records project to survey records-keeping practices, revise records retention schedules, and train records officers.

Oregon State Archives, Salem, Oregon:
\$67,892 to improve the management and archival program for Oregon state government records, including an inventory of all records, revision and expansion of records schedules, and training of records officers.

Virginia State Library, Richmond, Virginia:
\$5,000 to support travel and meetings of the Virginia State Historical Records Advisory Board.

Native American Records

National Congress of American Indians, Washington, D.C.:
\$22,215 to convene a national conference to promote interest in and awareness of Native American records programs.

NHPRC Grants

Colville Confederated Tribes, Nespelem, Washington:
\$70,951 to establish an archival and records management program for the Tribes.

Institutional Archives

Archives of the American Society for Microbiology, Catonsville, Maryland:
up to \$31,500 to provide access to 600 linear feet of historical records and to implement a records management system for the Society.

Local Government Records

Office of the City Clerk, San Diego, California:
\$72,588 partial matching grant to continue developing a city records program and to complete a comprehensive survey and schedule of the city's records.

City of Charleston, West Virginia:
\$45,075 to establish a municipal archival and records management program.

Collection Work -- Textual Materials

University of Idaho, Moscow, Idaho:
\$55,000 partial matching grant to appraise, arrange, and describe the records of more than 50 mining companies from the Coeur d'Alene region of northern Idaho; and in the process, to develop general appraisal guidelines for the records of hard-rock mining companies.

Worcester County Library, Snow Hill, Maryland:
\$21,287 partial matching grant to arrange and describe the extensive county land records of the William D. Pitts surveyors collection.

Peabody Museum of Salem, Massachusetts:
\$21,000 partial matching grant to preserve and make available the Museum's manuscript collections of maritime history which document the lucrative trade with Africa, Asia, and Oceania from the late 17th through 19th centuries.

Peterborough Historical Society, Peterborough, New Hampshire:
\$9,750 partial matching grant to arrange and describe the Society's manuscript holdings, which include Revolutionary War documents and early 19th-century textile mill records.

MacArthur Memorial and City of Norfolk, Virginia:
\$42,768 partial matching grant to begin preservation microfilming of the Memorial's General Douglas MacArthur holdings.

NHPRC Grants

Collection Work -- Historical Photographs

Los Angeles County Museum of Natural History Foundation, Los Angeles, California:
\$9,443 to preserve and make available turn-of-the-century glass negatives in the Fred H. Maude collection.

Sonoma Valley Historical Society, Sonoma, California:
\$1,500 for consultation to assess the historical value and archival needs of the Society's collection of visual documentation.

St. Louis Mercantile Library Association, St. Louis, Missouri:
\$15,000 matching grant to preserve nitrate negatives in the John W. Barriger III collection, which documents 20th-century U.S. railroad history.

Consultancies

Office of City Manager, Little Rock, Arkansas:
up to \$3,600 to plan the city's archival and records management program.

Museum and Archives of the History of Columbia, Maryland:
up to \$3,000 to plan for the future of the archives of Columbia.

Washington University School of Medicine Archives, St. Louis, Missouri:
\$2,600 for consultation on the school's holdings of historical photographs and architectural drawings.

Buffalo Society of Natural Sciences, Buffalo, New York:
up to \$3,000 for consultation on developing an archival and records management program for the Museum and providing access to its photographic collections.

Johnson C. Smith University, Charlotte, North Carolina:
up to \$3,000 to assist in evaluating preservation needs of the University's special collections, which contain a rich group of black history material.

King County, Washington:
up to \$5,000 for consultation in planning an archival program for the County's 23,000 cubic feet of permanently valuable records.

Archival Fellowship Grants

Arizona State University, Hayden Library, Tempe, Arizona:
Becky L. Haglund, senior archival specialist for the Neighborhood History Research Collection at the Chicago Public Library.

NHPRC Grants

Haglund received an M.A. in History and Archives/Records Management from Colorado State University in 1981 and worked as staff archivist at the Colorado State Archives from 1981 to 1984.

California State Archives, Sacramento, California:
Claire L. Vargo, archivist for The Mercy Hospital of Pittsburgh. Vargo received her M.A. in history and a certificate in archival, museum, and editing studies from Duquesne University in 1985, and has worked at The Mercy Hospital Archives since 1984.

University of Southern Mississippi, Hattiesburg, Mississippi:
Alan K. Virta, senior manuscripts cataloger for the National Union Catalog of Manuscript Collections project at the Library of Congress. Virta began his work at the Library of Congress after receiving an M.L.S. in 1974 from the University of Maryland.

Wanted

The National Anthropological Archives seeks information about the location of original documents and prepared finding aids in the U.S. and Canada relating to cultural, physical, and applied anthropology (linguistics, archaeology). This information will be compiled into a guide to archival anthropological material. Please contact James Glenn or Kathleen Baxter, NAA, Natural History Museum, Smithsonian Institution, Washington, DC 20560, 202-357-1976.

The Sons of Italy Archives Project is a major effort to survey, collect and make available for research the historic records of the Order Sons of Italy in America (OSIA). In addition to preserving records that are now stored in homes and lodge halls, the project seeks to identify OSIA records in archives and historical depositories throughout the U.S. and Canada. Archivists and historians having knowledge of such records are asked to contact John Andreozzi, Project Coordinator, IHRC, 826 Berry Street, St. Paul, MN 55114, 612-373-5581.

Carla Kemp, University of Florida, has access to BITNET and is interested in contacting archivists who also use this network. She would like to use BITNET to correspond via electronic mail. If you are interested, please contact Carla Kemp, University Archivist, University of Florida Library, Gainesville, FL 32611, 904-392-6547. User ID: CYZEU3Q. Node: NERVUM.

Awards Available

The United States-United Kingdom Educational Commission in London has announced a competitive award, made available under the Fulbright program, for the exchange of United States and British university and research library staff. The fixed-sum grant of 3,250 pounds sterling is for a minimum period of three months beginning as early as September 1987, with completion required before July 31, 1988. Applications will be accepted from U.S. citizens working as full-time librarians, library administrators, or archivists at research libraries and at four-year colleges or universities. Five years' continuous professional experience is required. For further information, contact the Council for International Exchange of Scholars, Eleven Dupont Circle, NW, Washington, D.C. 20036.

The new Overview of Endowment Programs is available from the NEH. This handbook provides information about the Endowment, guidelines and deadlines for its many grant-making programs, as well as sources for further inquiry. For a free copy write or call: July 1986 Overview, Room 409, National Endowment for the Humanities, 1100 Pennsylvania Ave., NW, Washington, D.C. 20506, 202-786-0438.

A matching grants program to help organizations preserve, safeguard, restore, and catalog films of artistic or cultural value will be funded jointly by The American Film Institute and the National Endowment for the Arts. Applicants should have an existing archival film collection (unique or best surviving material) and adequate staff and equipment to carry out the project. For projects beginning after July 1, 1987, applications must be postmarked no later than January 31, 1987. Contact: AFI/NEA Film Preservation Program, National Center for Film and Video Preservation, The American Film Institute, John F. Kennedy Center, Washington, D.C. 20566, 202-828-4070.

This marks the inaugural year for the grantmaking programs of the United States Institute of Peace. They have \$4,000,000 to distribute. Anyone interested should request information from United States Institute of Peace, 730 Jackson Pl., NW, Washington, D.C. 20503, 202-789-5700.

Get Yer Annual Meeting T-Shirts Here!

Yes, that's right, they're still available! As seen on archivists across the country returning from the annual meeting. These stylish-looking garments come in in large (navy blue) and extra large (powder blue). Only a few remain, so get them while they last for \$8.

Archivists' Calendar

The fall meeting of the Midwest Archives Conference will be held in Hudson, Wisconsin, October 8-11. Workshops, sessions, demonstrations, and bus tours and a film festival are scheduled. Contact Cheryl Norenberg Thies, Midwest Archives Conference, 1500 Mississippi St., St. Paul, MN 55101.

The Society of North Carolina Archivists will hold its fall meeting at Blandwood in Greensboro, North Carolina, on Friday, October 10, 1986. The \$13 registration fee includes lunch. Contact the Society of N.C. Archivists, East Carolina University Archives, Joyner Library, Greenville, NC 27858, 919-757-6679.

This year's annual meeting of the Mid Atlantic Regional Archives Conference will focus on records and their users, particularly on records that reflect Afro-American history and life. The meeting takes place in Charlottesville, Virginia, October 30 to November 1. Contact Fall 1986 MARAC Local Arrangements Committee, Department of Manuscripts and University Archives, University of Virginia Library, Charlottesville, VA 22903.

The fall meeting of the Archives-Libraries Committee of the African Studies Association will be held in Madison, Wisconsin, October 30 to November 2. There will also be a meeting of the Cooperative Africana Microforms Project. Contact D.M. Hull, Chair, Moorland Springarn Research Center, Howard University, Washington, D.C. 20059, 202-636-7260.

A workshop, Introduction to Preservation of Library and Archival Materials will be held November 6 and 7 at East Tennessee State University, Johnson City, Tennessee. The instructor will be Lisa Fox, coordinator of the preservation program at Solinet. The \$25 fee includes course materials, two coffee breaks, and a reception. Enrollment is limited. Contact the Archives of Appalachia, Sherrod Library, East Tennessee State University, Johnson City, TN 37614, 615-929-4338.

The graduate School of Librarianship at the University of New South Wales in Sydney, Australia, will accept applications from U.S. residents for its one-year postgraduate Diploma in Information Management Archives Administration. The academic year begins the first week in March and runs through October with one five-week break. The application deadline is November 15, 1986. Total estimated cost, including air fare, room and board is \$7,265. Contact Ann Pedersen, Lecturer, School of Librarianship, Univ. of New South Wales, P.O. Box 1, Kensington, NSW 2033 Australia.

PROFESSIONAL OPPORTUNITIES

Position Announcement: SAA EDUCATION OFFICER

The Society of American Archivists announces the position of Education Officer, effective November 1, 1986. This is a permanent, full-time position, reporting to the SAA Executive Director. The primary duties (50% time) will consist of developing and managing the Society's initiatives in professional education. More specifically, the Education Officer will: 1) assist in surveying current professional educational programs and offerings; 2) help to determine professional education needs and possible ways of responding to them; 3) work with all interested parties to foster and to coordinate professional archival education; 4) provide liaison with other national and regional organizations concerned with archival education; 5) write grant proposals and reports; 6) develop, direct, and evaluate the Society's own workshops and other educational programs; 7) supervise other SAA staff members involved in these programs; 8) generally advise the SAA Executive Director and Council about professional education for archivists. Other duties (50% time): as the senior archivist in the SAA office, the Education Officer will advise on and act in a wide variety of areas, especially where his or her background, experience, and interests are most relevant. These areas will likely include public awareness, advocacy of the profession, institutional evaluation, and planning for the archival profession. As a consequence, the Education Officer will work with numerous SAA committees, task forces, and other groups. Qualifications: the successful candidate will be a professionally trained archivist with at least five years of broad archival experience, which must include some involvement in archival education. He or she must be familiar with major developments or trends in the archival profession and be active in relevant professional organizations. The Education Officer must have the ability to plan and to implement substantial long-term projects; the ability to work with and to coordinate the efforts of a wide range of people and groups; excellent communication skills; a high degree of initiative and conscientiousness; good judgment; and the ability to work simultaneously on several complex tasks. Compensation: a salary in the low \$30s is anticipated, along with the Society's full benefit package. To apply: send a letter of interest, a current resume, and the names of three referees to: Donn C. Neal, Executive Director, Suite 504, Chicago, Illinois 60605 before October 31, 1986. The anticipated starting date is negotiable but may be as early as December 1, 1986. SAA is an equal opportunity employer and welcomes applications from women and members of minority groups.

MANAGER, State Library of New South Wales, Conservation Department, The State Library of New South Wales is the major public reference library in the state. The Conservation Department has been newly created from an existing restoration workshop to provide conservation, preservation, and restoration services for the State Library's collections, and is projected to have a staff of fourteen by 1988. The State Library has a total staff of approximately 300, a books and serials recurrent budget in excess of \$1,000,000 and its processes are becoming fully automated. The State Library of New South Wales is focusing attention on the need for conservation of its own and the nation's heritage, and is looking for a dynamic manager to develop and direct its conservation programs. Duties: The manager will be responsible for the development and management of the Conservation Department, with duties including: Investigating and assessing the conservation needs of the collections in relation to fumigation, preservation principles. Supervisory experience. Excellent oral and written skills. Ability to work independently. Background in health sciences preferred. Salary is \$15,750 (equivalent to \$21,000 per annum). This position is available immediately. Apply in writing to: Brett A. Kirkpatrick, Librarian, New York Academy of Medicine, 2 East 103rd Street, New York, NY 10029

ASSISTANT HEAD, BRIDGEPORT PUBLIC LIBRARY, Historical Collections: Serve in active, growing local history department and special collections for State's largest city. Help promote expanding community history program. Department contains book collection in history and genealogy, archives and manuscripts, newspapers, photographs, maps, prints and a special collection on circus and P.T. Barnum. Subject areas include black, ethnic, labor and business history. M.L.S. required; history degree desirable. Knowledge of computerization helpful (department is implementing MARCON software). City residency must be established within 6 months after appointment. Salary \$25,203. Apply by October 31 to Les Kozierowitz, Assistant City Librarian, Bridgeport Public Library, 925 Broad Street, Bridgeport, CT 06604.

ASSISTANT HEAD-MANUSCRIPT DIVISION, UNIVERSITY OF CALIFORNIA-BERKELEY, As Assistant Head of the Manuscripts Division participate in all facets of the operation including training and supervision of staff; collection development; cataloging collections; implementing computer-based techniques for control and access to the collections; preparing exhibits; and providing general and specialized reference service. Requires graduate degree from accredited library school, minimum 3 years experience as manuscripts curator in large academic library or collections; working knowledge of Spanish; strong background in American history and literature, particularly Western American, California, Mexican and Central American history. Supervisory experience and familiarity with RLIN or other computer-based system expected. Full job description mailed on request. Salary in the \$24,012 to \$32,232 per annum hiring range depending on qualifications. Position available 1 January 1987 or as soon thereafter as possible. Send resume, including the names and addresses of three professional references, to: William E. Wenz, Director for Library Personnel, Room 447 General Library, University of California, Berkeley, CA 94720

STATE ARCHIVIST/SUPERVISOR SPECIAL COLLECTIONS. State Historical Society of Iowa, Des Moines. This position directs program area which includes state government records and historical manuscript/photograph collections. Supervises staff of seven in Des Moines and Iowa City. Prepare for transfer of 17,000 cu. ft. records to new facility in 1987. Must communicate well with personnel at all levels of state and local government. QUALIFICATIONS: Master's degree in public administration, library science, history, or related fields, and one year of archival management experience. Additional experience desirable. Salary: \$23,300+, good fringe benefits. We seek someone who can add to the social and professional diversity of the state and institution. Women, minorities, and handicapped individuals are positively encouraged to apply. Apply: Send letter of application and resume by Oct. 15 to Box A, Library/Archives, State Historical Society of Iowa, 402 Iowa Avenue, Iowa City, Iowa 52240. Available: Dec. 1, 1986.

DIRECTOR, Division of Archives and Records, State of Utah-State Archivist. Manages a staff of 40 in the states archival and records management programs including: archives and records center, retention scheduling of automated and manual records, archival arrangement and description, privacy classification, central microfilming, and administrative rules. Appointed by the executive director of department of administrative services with the approval of the governor. Requires a Masters Degree in the information science, public administration, or related field plus five years of professional archival and management experience. Experience in state archival programs and CRM (Certified Records Management) desired. Salary range: \$32,656.00-\$44,495.00 (depending on qualifications and salary history). Submit resume with cover letter to: Carolyn Lloyd Moore, Administrative Officer, Department of Administrative Services, 2100 State Office Building, Salt Lake City, UT 84114. Closing Date: November 15, 1986.

SLOAN VIDEOHISTORY PROJECT ASSISTANT, SMITHSONIAN INSTITUTION. Immediate opening available at the Smithsonian Institution, Washington, D.C. for an historian to act as a general assistant to the Program Manager for a four-year exploratory program to produce a set of video-history studies now under development by members of the Smithsonian staff. The incumbent is expected to have knowledge of 20th century history of science and technology, scientific institutions, intellectual history or anthropology, as well as knowledge of videohistory and oral history techniques and general archival practices. This is a research assistant position in what is primarily an archival activity, in support of on-going Smithsonian studies in the history of recent science and technology. Salary range: \$14,390 - \$23,170 per year. In addition to a Personnel Qualifications Statement SF-171, submit a supplemental sheet giving explicit examples of research experience and training to: Smithsonian Institution, Office of Personnel Administration, Arts and Industries Building, Room 1410, 900 Jefferson Drive, S.W. Washington, D.C. 20560. To request a copy of the vacancy announcement, call (202) 357-2465, ask for Announcement 86-406-T. For further information, call or write: David H. DeVorkin, Room 3557, National Air and Space Museum, Smithsonian Institution, Washington, D.C. 20560 (202) 357-2828.

SLOAN VIDEOHISTORY PROJECT MANAGER: SMITHSONIAN INSTITUTION. Immediate opening available at the Smithsonian Institution, Washington, D.C. for an historian to act as Program Manager for a four-year exploratory program to produce a set of video-history studies now under development by members of the Smithsonian staff. The incumbent is expected to have at least two years' professional experience and knowledge of 20th century history of science and technology, scientific institutions, intellectual history or anthropology, as well as knowledge of videohistory and oral history techniques and general archival practices. This is a management and research services position in what is primarily an archival activity, in support of on-going Smithsonian studies in the history of recent science and technology. Salary range: \$31,619 to \$41,105 per year. In addition to a Personnel Qualifications Statement SF-171, submit a supplemental sheet giving explicit examples of management experience and training to: Smithsonian Institution, Office of Personnel Administration, Arts and Industries Building, Room 1410, 900 Jefferson Drive, S.W. Washington, D.C. 20560. To request a copy of the vacancy announcement, call (202) 357-2465, ask for Announcement 86-405-T. For further information, call or write: David H. DeVorkin, Room 3557, National Air and Space Museum, Smithsonian Institution, Washington, D.C. 20560 (202) 357-2828.

PROFESSIONAL OPPORTUNITIES

PUBLIC RECORDS ADMINISTRATOR, Rhode Island-SALARY RANGE: \$31,264-\$35,408. GENERAL STATEMENT OF DUTIES: To supervise direct and coordinate the activities of the Public Records Administration Program; and to render all services required by Public Records Administration Act that can be advantageously and effectively centralized. MINIMUM QUALIFICATIONS: Education: graduation from a college of recognized standing minimum of a Bachelor's Degree with additional courses related to the field of records and/or archives management; and Experience: Such as may have been gained through: considerable employment in a highly responsible administrative or supervisory position in the field of public records administration or any combination of education and experience that shall be substantially equivalent to the above education and experience. SPECIAL REQUIREMENT: At the time of appointment must possess certification as a Certified Records Manager and maintain such certification. Application period from: August 18, 1986 through September 19, 1986. NO RESUMES WILL BE ACCEPTED AFTER THE CLOSE OF THE APPLICATION PERIOD. Resumes should be forwarded to the Division of Personnel Administration, 289 Promenade Street, Providence, RI 02908.

ASSOCIATE DIRECTOR, Joint Collection-University of Missouri Western Historical Manuscript Collection-State Historical Society of Missouri Manuscripts (St. Louis Campus). Basic responsibilities are: to acquire manuscripts desired by the St. Louis campus and the State Historical Society; to direct the manuscript library on the St. Louis campus; to direct operational, financial and personnel activities of the Joint Collection on the St. Louis campus; and to direct the acquisition, processing and maintenance of the archives of the St. Louis campus. Must have capacity to work effectively with faculty, scholars, students, staff and general public. Supervision received from the director of the Joint Collection. Qualifications: M.A. degree in history, political science, library science or related field, or an equivalent combination of education and experience. A Ph.D. in history is desirable. Must have at least three years manuscript/archival experience. Salary includes health, dental, life and disability insurance; tax deferred annuity program available. Application deadline, November 7, 1986. Send application, letter, resume and names and addresses of at least three references to: Dr. James W. Goodrich, Director, Western Historical Manuscript Collection, 2 Elmer Ellis Library, University of Missouri, Columbia, Missouri 65201.

ARCHIVIST (GRANT ANALYST), GS-9/11, National Historical Publications and Records Commission, National Archives and Records Administration. Full-time Civil Service position working under the supervision of the Director of the Records Program. Responsibilities include analysis of records grant applications, preparation of staff reports for Commission members, and liaison with State Coordinators and State Historical Records Advisory Boards in the Midwest. Qualifications: Must qualify for Mid-Level Positions Register and meet educational criteria for classification as an archivist in the National Archives. Strong writing ability and broad knowledge of non-Federal archives and manuscript repositories are desirable. Starting Salary: from \$21,804 to \$26,381. For information, contact Charles Reese, NAPW, Personnel Office, National Archives Bldg., Washington, DC 20408, telephone (202) 523-5386. To Apply: Submit a completed SF-171 with (if necessary) a completed Mid-Level Positions Register application to the National Archives Personnel Office. Closing Date: October 10.

ASSISTANT STATE ARCHIVIST, Ohio-This is a highly responsible, professional position as head of a major section of the Archives-Library Division of the Ohio Historical Society. An employee in this classification is responsible to the Division Chief-State Archivist for the administration of the section and directs and supervises the work of three departments. Duties include: Serve, as designated, as acting division chief in the absence of the Division Chief-State Archivist and represent the division as needed. Plan, develop and administer the state and local government records, conservation and microfilming programs of the Archives-Library Division. Develop and implement policies regarding acquisition, accessioning and processing of state and local records. Participate in policy formulation and recommendations, interpretation and planning for programs and systems, conduct and/or attend meetings, prepare administrative reports, and assist in budget preparation. Supervise, train, evaluate staff and recommend staff assignments, maintain files, and direct data gathering activities. Plan, initiate, and direct special projects supported by state, federal, and private grants and legislative appropriations. ESSENTIAL REQUIREMENTS: Knowledge of archival-records management, conservation and microfilming practices and procedures. Knowledge of American and Ohio history, historiography, and research methods. Ability to plan and implement programs which fulfill the objectives established by the division. Experience in supervising professional, technical, and para-professional staff and volunteers. Ability to work cooperatively and professionally with the divisional and other Society staff in meeting the goals for the institution and the division. Ability to write and communicate effectively. QUALIFICATIONS: Minimum of a master's degree in American history, library science, or a related discipline from an accredited college or university, plus seven years of experience of direct archives and/or library experience including administrative and professional experience. Send resume to: Ohio Historical Society, Archives Division, 1-71 and 17th Ave, Columbus, OH 43211.

PROJECT ARCHIVIST, Worcester County Library-Snow Hill, Md-Appraises, arranges, boxes, inventories, accessions, shelves and prepares a finding aid to the William D. Pitts Collection of survey records dating from 1748 to 1980. Answers inquiries concerning the collection from historians, surveyors, lawyers, government officials, genealogists, and others interested in the collection. Working knowledge of archival science, or archival principles and techniques; working knowledge of materials stored in archives; working knowledge of references and research methods used in compiling and organizing data; ability to write clearly and concisely using grammatically correct English; ability to answer inquiries from the general public, public officials and agencies by locating the information requested; ability to organize data and to prepare responses in letter or report form; ability to edit materials for publication; ability to establish and maintain effective working relationships with other staff, public officials and general public. This is a one year position funded by a grant from the National Historical Publications and Records Commission. The work entails making the William D. Pitts Collection of survey papers accessible to the public, while insuring the preservation of materials. The collection is comprised of county surveyor and private records and growth of Worcester County from the colonial period to the present day. Send letter of application by October 1, 1986 to: Stewart Wells, Director, Worcester County Library, 307 North Washington Street, Snow Hill, MD 21863.

ARCHIVIST, The Helen Clay Frick Foundation Foundation, Six month full time or one year part time renewable position to process the Frick family papers, 1870-1986. Will supervise one assistant. Qualifications: MA in history or American Studies; training and/or advanced degree in archival management. Send resume and three references by October 31, 1986 to Ellen M. Rosenthal, Curator, The Helen Clay Frick Foundation, PO Box 86190, Pittsburgh, PA 15521.

MANAGEMENT ANALYST, Washington DC-This position is in the Excepted Service. All qualified persons are eligible for consideration-Civil Service Status is not required. The classification of this position at the GS-12 grade level is subject to a classification review. The position will be filled at the GS-9 or GS-11 grade level. Appointment subject to suitability investigation by U.S. Capitol Police. The location is Architect of the Capitol, Office of the Executive Assistant, Curator, Records Management Division. The incumbent of this position is the Records Management Office of the Architect, and in this capacity is responsible for the collection, preservation, availability, computer indexing, and storage of the records of the Architect and staff; the development, implementation, and revision of the Architect's Correspondence Manual; and the coordination of new forms development and current forms revision to ensure that information gathered or stored is not unnecessarily duplicated. The incumbent's records management work includes the management of all information regardless of its format, e.g., paper, computer stored microfilm, architectural drawings, photographs, etc., and that which is included in the technical library under the incumbent's administration. STARTING SALARIES: GS-9, \$21,804; GS-11, \$26,381 per annum, depending on the qualifications of the selected Federal employee will be set at the appropriate step of the grade of selection. The salary of an applicant selected from the private sector will be set at the first step of the grade level of selection. QUALIFICATIONS DESIRED: Applicants for this position must possess either a bachelor's degree in an appropriate field of study OR 3 years of equivalent general experience which demonstrates possession of the knowledge, skills and abilities to perform the duties and responsibilities of this position, PLUS 2 years of specialized experience to qualify at the GS-9 grade level or 3 additional years of specialized experience to qualify at the GS-11 grade level. Specialized experience for this position would generally include experience performing analytical work in any of the areas of information management (also called records management, paperwork management, documentation management, etc.) SELECTIVE PLACEMENT FACTOR: Applicants not possessing experience in records management work will not be considered. KNOWLEDGE, SKILLS, AND ABILITIES DESIRED: Knowledge of records management theory, regulations, and practices relating to current and historical materials. Knowledge of correspondence procedures and the relationship of correspondence to information management. Knowledge of forms development and management. Knowledge of and ability to use computer systems' capabilities in relationship to records management. The ability to express self orally and in writing. BENEFITS: Federal Employees Health Benefits (choice of carriers). Federal Employees Group Life Insurance. Annual and sick leave. Federal retirement benefits. APPLICATION PROCEDURES: Applicants must submit either a Standard Form 171, "Application for Federal Employment" or a resume, and a Supplemental Statement addressing their possession of the identified knowledge, skills, and abilities to: Architect of the Capitol, Personnel Division (H2-291B) Washington, DC 20515. OPEN UNTIL FILLED. Telephone inquiries may be referred to Mr. Saunders at (202) 226-2551.

PROFESSIONAL OPPORTUNITIES

EDUCATION SPECIALIST, National Museum of African Art, Washington, DC \$26,381 per year. The incumbent of this position conceives, develops and implements, in consultation with the Curator of Education, Museum Curators and/or guest curators, innovative and creative education programs for schools and the general public; works closely with education specialists to develop written materials, evaluative techniques, and implementation procedures for public and school programs; initiates, develops, and implements school programs and other programs related to permanent and changing exhibitions for local and national audiences; meets with local school district officials, principals and teachers to assess needs and develops programs in consultation with school curriculum specialists; establishes and meets with, as necessary, curriculum teams comprised of local teachers and/or administrators for planning and review of educational materials; reviews NMAFA school programs and related curriculum materials to determine applicability, effectiveness, accuracy and validity; based on evaluations, prepares recommendations to improve overall NMAFA education programs; aids in promotion of NMAFA educational materials through contact with local and national audiences, conceives, develops and conducts workshops, seminars, and enrichment programs to meet professional and educational needs of school administrators, teachers and students; develops evaluation techniques and instruments for all proposed programs; assists in the preparation of grant proposals for outside funding of NMAFA school programs; hosts museum public programs on weekends, evenings and holidays as necessary; researches, develops concepts for programs, and writes educational materials to accompany exhibitions or for other special projects; serves as Acting Curator of Education in the absence of the Curator of Education, assuming authority and responsibility for the overall administration of the Department of Education; and performs other related duties as assigned. All candidates including handicapped individuals with eligibility under special appointing authorities. **Qualifications:** Candidates must have successfully completed a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree which included or was supplemented by major study in education or in a subject field appropriate to the work of this position. In addition, 3 years of professional experience is required. Such professional experience must have been in a field of education or in a subject field with which the position is directly concerned. This experience must have equipped the candidate with the knowledge and ability to perform fully the work of the position for which he/she is being considered. Knowledge of elementary and secondary education principles, methods, practices, and techniques. Knowledge of African art history or anthropology. Demonstrated skill in conceiving, designing and implementing innovative and creative educational programs, and effectively organizing and managing these programs. Ability to give oral presentations to students, teachers, education officials, Museum officials, and Museum visitors. Experience in applying education principles, methods, practices, and techniques, especially involving museums. Knowledge of local district school system structures and modes of operation. Demonstrated ability to write clearly and concisely. Demonstrated ability to research and write curriculum materials of a technical nature which can be interpreted and understood by teachers of all levels from kindergarten through college. In addition to a Personnel 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. Applications must be submitted to: Smith-

sonian Institution, Office of Personnel Administration, Arts and Industries Building Room 1410, 900 Jefferson Drive, S.W., Washington, DC 20560.

THE NEW YORK ACADEMY OF MEDICINE, PROJECT ARCHIVIST-TEMPORARY, Established in 1847 as a private association of physicians, The New York Academy of Medicine supports a medical research library collection which includes over 480,000 bound volumes and receives approximately 4,000 discrete serial titles yearly. A staff of 56 maintains the collections and provides services to a wide variety of health sciences library services for ten northeastern states and the Commonwealth of Puerto Rico and serves as a major component in the New York State Interlibrary Loan System. The Library offers online computerized bibliographic literature search services on a fee-for-service basis using a wide variety of databases and is a member of the OCLC network. The Library is an institutional member of the Medical Library Association and the Independent Research Library Association and is a sponsoring member of the Medical Library Center of New York. Work with the archival collection of a large medical research library. Under the direction of the Preservation Administrator, appraise, arrange, and describe the Archives of the Health and Hospital Planning Council of Southern New York, including the creation of an index and guide to the collection. This is a temporary position with a FTE of nine months. **MLS** from an ALA-accredited institution. Advanced knowledge of archival principles and practices as demonstrated by a minimum of two years full-time experience in archives and records management. Familiarity with storage, repair and preservation, binding and reprography. Forward planning based on the assessment of needs. Formulation of policy advice to Senior Management. Implementation of new policies and procedures. Development and management of quantitative techniques for project planning, program implementation and program monitoring. Assessment and recommendations concerning the use of new technologies. Initiation of and participation in relevant publicity and public relations activities. Participation in the development and review of the State Library's exhibition program. Liaison and co-operation with departments of the State Library and other institutions and individuals in the management and development of conservation programs. Direction, development and training of senior staff. **Qualifications:** Extensive knowledge and experience of conservation and restoration needs and procedures; degree or equivalent from recognized program in conservation, science or related discipline; effective communication and demonstrated management skills; willingness and capacity to implement equal employment opportunity practices. Knowledge of conservation issues and trends, particularly of paper conservation, is desirable, as is an understanding of the relationship between use and preservation of library materials. **Salary and benefits:** A\$36,313-A\$38,470, with four weeks annual leave, leave loading, generous sick leave provisions, optional employer-subsidized superannuation scheme, five-day 35-hour working week with flexible working hours, long service leave provisions. (At the current rate of exchange, that would be \$23,240-\$24,620; but other factors, such as the cost of living, enter in too. - Ed.) **Application procedure:** Further inquiries can be made to Mrs. Janine Schmidt, telephone (02) 230-1443, telex 12 1150, or by air mail letter. Applications marked "Confidential-Position No. L/197" including resume and nominating two referees should be sent to the Staff Clerk, State Library of New South Wales, Macquarie St., Sydney, N.S.W. 2000, Australia, by October 10, 1986. Interviews will be conducted by telephone.

ARCHIVIST I, Yale University, Beinecke Rare Book and Manuscript Library-Responsibilities: Processes manuscript holdings of the Beinecke's five collections: American literature, German literature and history, and the general collection of manuscripts. **Qualifications:** ALA-accredited MLS and/or MA with archives specialization; strong knowledge in the humanities. One or two years experience processing manuscript and special collection materials desirable. Familiarity with AACRII, LC and local authority control, automated bibliographic and management information systems, and preservation techniques. Reading knowledge of one or more European languages. Demonstrated ability to work effectively with others. Knowledge of RLIN/AMC file and US MARC Archives and Manuscript Control Format desirable. **SALARY AND BENEFITS:** Salary from \$22,500, dependent upon qualifications. Benefits include 22 days vacation; 16 holiday, personal, and recess days; comprehensive health care; TIAA-CREF or Yale retirement; and relocation assistance **TO BE ASSURED OF CONSIDERATION**, send letter, resume and names of 3 references by October 8, 1986 to: Linda Green, Library Personnel, 1603A Yale Station, New Haven, CT 06520.

HEAD LIBRARIAN, The Brooklyn Museum, Responsible for overall management of 125,000 volume library plus manuscript, photo, map, newspaper collections. Supervises two professionals, two clerks, volunteers. Provides reference assistance to readers, and directs acquisitions and preservation programs. Responsible for policy, planning, and budget preparation. **MLS** required with minimum 2 years supervisory experience in comparable institutions. Grant writing experience desirable. **Salary:** mid \$20s, depending on qualifications. Excellent benefits. Letter and resume to: Executive Director, The Brooklyn Historical Society, 128 Pierrepont Street, Brooklyn, NY 11201.

CURATOR OR ASSOCIATE CURATOR OF PHOTOGRAPHS AND PRINTS, Richmond, VA-To collect, preserve, and interpret a photographic and print collection in accordance with the Museum's collecting policy. **MAJOR DUTIES AND RESPONSIBILITIES**-To define an optimum collection, assess the present collection against that standard, and aid in the preparation and execution of a collecting plan to develop an optimum collection. To assist in the interpretation of the collection to the general and scholarly public through lectures, publications, and exhibitions. To help in the reorganization of storage and work areas to develop the best possible use of space. To assume a leading role in the creation of intellectual control of the collection through organization and documentation of it. To process requests for copies of photographs in the collection and photographs of collection items. To work with volunteer staff. To perform other duties as assigned. **QUALIFICATIONS:** M.A. in a related field or equivalent experience. Knowledge of the history of photography and the technology of photographs. Previous museum experience and an interest in the history of the twentieth century desirable. **SALARY AND BENEFITS:** Permanent, full-time, reporting to the Assistant Director, Collections. Vacation, sick leave, holidays, health insurance. **Salary range:** \$12,000 to \$16,000. **PROCEDURES FOR APPLICATION:** A letter of application, a resume and five references should be sent to: Ms. Eryl Platzer, Assistant Director, Collections, Valentine Museum, 1015 East Clay Street, Richmond, VA 23219. Applications must be received by 4:30 p.m., Wednesday, August 27, 1986. Starting date: Monday, September 8, or as soon as possible thereafter.

PROFESSIONAL OPPORTUNITIES

ASSISTANT HEAD, Manuscripts Division-The Bancroft Library Manuscripts Division includes 4.5 FTE, 3 student assistants, plus special projects staff. The Assistant Head of the Division participates in all facets of the operation of the division. Major responsibilities include assistance with the training and supervision of support staff; assistance in the acquisition of collections by gift or purchase; arrangement, description and cataloging of collections; development of inventories and other specialized finding aids; implementation of appropriate computer-based techniques to facilitate control of and access to the collections, particularly utilization of the MARC AMC format; assistance in the preparation of exhibits; and providing reference service through correspondence, personal meetings, and some time at the Heller Reading Room desk. **QUALIFICATIONS:** MLS from an accredited library; three or more years experience with demonstrated success processing and cataloging manuscripts in a large academic library or a large manuscript or archival collection. Strong academic background in American history and literature necessary; good knowledge of Western American history, particularly of California, Mexican and Central American history, highly desirable, as is a good working knowledge of Spanish. Demonstrated successful training and supervisory experience required. Ability to work well with colleagues, administrative staff, donors, faculty, students, and other researchers essential. Experience with MARC AMC format, utilizing RLIN or other computer-based system for bibliographic control of manuscript collections is essential; familiarity with production of computer-generated inventories and indexes highly desirable. Since effective communication, both orally and in writing, is important, two or three samples of composition illustrating writing ability will be requested from finalist candidates. For collective bargaining purposes: This position is a member of the bargaining unit which is currently represented by the University Federation of Librarians University Council-AFT. (Classification and salary will be based on the qualifications of the candidate selected for this position. Assistant or Associate Librarian \$24,012 - \$32,232 per annum.) Position will be available 1 January 1987 or as soon thereafter as possible. Applicants should apply in writing, including with their letter, a complete statement of qualifications, a full resume of their education and relevant experience, and the names and addresses of three references who are knowledgeable about their qualifications for this position. Send applications to: William E. Wenz, Director for Library Personnel, Room 447 General Library, University of California, Berkeley, CA 94720.

DIRECTOR, Division of Archives and Records, State of Utah-State Archivist. Manages a staff of 40 in the states archival and records management programs including: archives and records center, retention scheduling of automated and manual records, archival arrangement and description, privacy classification, central microfilming, and administrative rules. Appointed by the executive director of department of administrative services with the approval of the governor. Requires a Masters Degree in the information science, public administration, or related field plus five years of professional archival and management experience. Experience in state archival programs and CRM (Certified Records Management) desired. Salary range: \$32,656.00-\$44,495.00 (depending on qualifications and salary history). Submit resume with cover letter to: Carolyn Lloyd Moore, Administrative Officer, Department of Administrative Services, 2100 State Office Building, Salt Lake City, UT 84114. Closing Date: November 15, 1986.

ARCHIVIST/RECORDS SUPERVISOR, Archdiocese of Chicago. Duties: Responsible for the administration of Archdiocesan-wide archives and records management program. Duties to include the organization, planning, development and implementation of on-going archival and records management activities. Will work with the Records Committee to develop policies and retention schedules and will then implement them. Responsible for acquisitions, appraisal, processing and preservation of archival materials having historical, informational, legal and evidential value as documentation of the historical growth and development of the Roman Catholic Church and elsewhere. Individual will manage the Archives and Record Center located at 5150 Northwest Highway in Chicago (a 10,000 sq.ft. facility) and will supervise a four-person staff there. Budget planning, grant writing, conservation and preservation programs, reference services, exhibit planning, records storage and disposal, written and oral reports with other projects will be included. **Qualifications:** Master's degree in history, library science or related field. Experience in an archives or equivalent setting with a demonstrated history of successful performance. Training and/or experience in records management, computers and microfilming processing. Excellent oral and written communications skills and ability to work well with people. Evidence of ability in research, publications and professional service. Broad knowledge of church history is desirable. This is a full time regular position with starting salary range of \$25-30,000 and benefit package including pension, paid hospitalization, vacation, etc. Applications will be accepted until 9/30/86. To apply send resume and letter of application to: Maryann Penczak, Manager of Employee Services, Archdiocese of Chicago, P.O. Box 1979, Chicago, IL 60690.

UNIVERSITY ARCHIVIST, The George Washington University, Washington DC-Manages a university-wide archives and records management program for administrative, fiscal, legal and historical records of the university. Will direct comprehensive records survey. Responsibilities include developing and implementing policies and procedures for effective use of university archives and records. Will establish and maintain contact with all university offices and organizations and will educate and advise on program. Directs preparation of research aids for university archives; supervises compilation of on-line faculty publications database; advises researchers in the use of university archives and records. Supervises at least 1 FTE support staff and students. The University Archivist reports to the Head, Department of Special Collections. As with all professionals at Gelman Library, the University Archivist will serve as a subject specialist in assigned academic disciplines. **QUALIFICATIONS:** Required: Formal training in archives; minimum two years archival experience in an academic or research library; strong interpersonal and communication skills; demonstrated administrative and organizational ability; supervisory experience and knowledge of preservation techniques and research use of archival collections; ability to interact effectively with administrators, faculty and staff. **PREFERRED:** ALA-accredited MLS; advanced degree in social sciences or humanities; knowledge of microcomputer applications to archival materials processing; experience in teaching; a record of professional involvement. **SALARY:** from \$20,000. Salary is dependent upon background and experience. Closing date for application is October 15, 1986. Please send current resume and names of three references to: Ms. Mattie Rogers-Allen, Executive Coordinator, Gelman Library, The George Washington University Washington, DC 20052.

ARCHIVIST, West Point, NY- Cadet Library, United States Military Academy. The standard work week is 40 hours and employment is on a 12-month basis. The starting salary \$19,740 with periodic within grade increases of \$658 to a maximum of \$25,662 per annum. The periodic increases are provided by law for employees whose service meets prescribed standards of efficiency. **DUTIES:** Assists the Chief, United States Military Academy Archives, in carrying out the responsibility for the proper functioning of the Archives, which includes the official records (dating back to 1802) of the Academy's history and that of the Corps of Cadets and West Point. **NATURE OF APPOINTMENT:** Appointment will be career-conditional (permanent) in the Competitive Service. The first year is a probationary period. **MINIMUM QUALIFICATION REQUIREMENTS:** Applicants must possess either A or B: A. A full 4-year course in an accredited college or university which has included or been supplemented by 18 semester hours in the history of the United States or in American political science or government or a combination of the following: history, American civilization, economics, political science, public administration or government, OR: B. Courses in an accredited college or university as described in A above, plus additional appropriate education or experience which, when combined, have provided the candidate with the substantial equivalent of A above. In addition to the above, candidates must have had 1 1/2 years of either professional experience or graduate education (or an equivalent combination of both). Such professional experience must have been in archival science, or in a directly related field of work such as history that involved the collection, appraisal, analysis, or synthesis of information having historical or archival values. **QUALITY OF EXPERIENCE:** At least 6 months of the required experience must have been at the level of difficulty comparable to that of the next lower grade, or 1 year comparable to the second lower grade, in the Federal service. **RETIREMENT AND OTHER BENEFITS:** The appointee will be covered by Social Security at a deduction of 7.15% of salary. An additional deduction of 1.3% will be taken for coverage by the Civil Service Retirement Fund. Sick and annual leave are provided at the beginning rate of 13 days per year for each category. A higher beginning rate of annual leave is authorized based on previous military service and/or civilian civil service employment. **HOW TO APPLY:** The Office of Personnel Management, New York, will be accepting applications from September 1 through October 31, 1986 (for early consideration, applications must be received by September 30, 1986). Submit completed application (Personnel Qualifications Statement, Standard Form 171) to: Office of Personnel Management, New York Area Office, 26 Federal Plaza, Room 2-100, New York, NY 10278. Applications may be obtained by writing to the Office of Personnel Management in New York, or by writing or calling the following: United States Military Academy, Civilian Personnel Office, West Point, NY 10996-1995 (914) 938-3039.

SPECIALIST I-The New York Public Library, Rarebook Division-Manuscripts and Archives. Temporary position for 1 year under the general supervision of the Curator, will arrange and describe the records of the National Council of Women and prepare the collection for microfilming. Will perform some reference work. Performs related duties as required. We are seeking an individual with a BA and an MA in a pertinent subject area as well as formal archival training. Experience in arrangement, description and preparation for microfilming, of archival materials desirable. Contact: The New York Public Library, Human Resources Department, 5th Avenue & 42nd Street, New York, NY 10018 (212) 704-8616.

PROFESSIONAL OPPORTUNITIES

LOCAL RECORDS COORDINATOR, Nashville, TN-Local Records Coordinator, under general direction of the Director of a Section of the Library and Archives, manages a Department of the Library and Archives or coordinates a specific program. **RESPONSIBILITIES OF THE POSITION:** Describes local records in the Library and Archives according to standard archival practice; prepares inventories of records housed in counties and incorporated municipalities for microfilming by the Restoration and Reproduction Section of the State Library and Archives; locates and organizes volunteer groups to aid in the arranging of unbound records and indexing of other records; studies the needs of local governments in relation to their records, both as an archivist with attention to appraisal and preservation, and as a records manager with local archival repositories regarding the arrangement, description and preservation of local records. **MINIMUM QUALIFICATIONS:** Master's degree in history, political science or library science with five years' experience as an archivist or librarian. Other combinations of training and experience may be substituted at the discretion of the appointing authority. **KNOWLEDGE AND ABILITIES:** Thorough knowledge of archival arrangement and description; understanding of the operation of local government; ability to deal with the public, with government officials and the staff of the State Library and Archives; must be flexible and adaptable to a variety of circumstances and ability to travel extensively. **SALARY RANGE:** \$1,677-\$2,491. Applicants should contact Dee Roberts, Director of Personnel and Development, Tennessee State Library and Archives, 403 Seventh Avenue North, Nashville, TN 37219.

MANUSCRIPTS CURATOR -Entry level position. Reports to Head, Special Collections Department. Responsible for arranging and describing manuscript collections. Prepares finding aids. Plans preservation activities. Participates in reference services for Special Collections. Provides information about manuscript collections by preparing exhibits or presentations. Assists in the formulation of collection development policies and acquisitions of manuscripts. The University Libraries Special Collections house growing manuscript collections in the areas of business history, particularly railroad history; history of science and technology in the 20th century; history of Southwestern Virginia; and Civil War history. The Department includes the Archives of American Aerospace Exploration and the International Archive of Women in Architecture. **Qualifications:** Required: ALA accredited masters degree. Familiarity with manuscripts and archives, particularly in the areas of arrangement and description. Knowledge of archival principles and practices. Ability to establish effective working relationships with researchers, colleagues, and the public. Effective oral and written communication skills. Desired: Background in American history or history of science and technology. Familiarity with computer applications in manuscript processing. Rank and salary dependent upon qualifications and experience: Instructor rank, \$18,700 minimum. Full time, 12 month appointment. Librarians at Virginia Tech have faculty status and are eligible for TIAA-CREF retirement program. 24 working days vacation per year. Generous sick leave. Blue Cross/Blue Shield. Life insurance. Tuition waiver. Send letter of application, current resume, and the names, addresses, and telephone numbers of three references to Frances O. Painter, Assistant to the Director for Personnel, 201 Newman Library, Virginia Tech, Blacksburg, VA 24061. To ensure consideration, applications should be received no later than October 10, 1986.

ADULT EDUCATION MANUSCRIPTS LIBRARIAN: SYRACUSE UNIVERSITY LIBRARIES. This is a new, permanent position which is part of a project supported by a Kellogg Foundation grant. **RESPONSIBILITIES** will include: Create a written appraisal and acquisitions policy for the selection of Adult Education collections; develop procedures for input of documents into an optical disc system; hire, train and supervise staff and student assistants for processing and inputting of materials; catalog collections for input into the RLIN Archives and Manuscripts Control System; provide reference and research assistance to the collections. **REQUIREMENTS** include: An MLS from an ALA-accredited library school, experience in archives or manuscripts, excellent organization and communication skills and a valid driver's license. Preference will be given to candidates with: additional degrees in Adult Education, supervisory experience, and experience working with the RLIN database. **RANK and SALARY** will be commensurate with experience and qualifications. Send resume, letter of intention, and 3 letters of reference to: Eileen Emerson, Search Committee for Adult Education Manuscripts Librarian, c/o Office of Human Resources, Skytop Office Building, Syracuse University, Syracuse, New York, 13244-5300. Applications received by October 10, 1986 will be given first consideration.

DIRECTOR OF THE PUBLIC RECORDS MANAGEMENT PROGRAM, Atlanta, GA. This position has statewide responsibility for the consolidated archives documentation appraisal functions and records management systems design and analysis functions into a "life-cycle", records systems planning and development program. Georgia's Records Act mandates the use of the records disposition schedule and Georgia's public officials are required to create and maintain records in accordance with State Records Committee-approved schedules. The decisions of the Committee, composed of the Governor, Attorney General, State Auditor, and Secretary of State, carry the force and effect of law. The position will be responsible for management of records appraisal, development of retention schedules, and preparation and distribution of technical training information to be shared with Georgia's state agencies and local governments. Minimum requirements: Completion of an undergraduate degree and at least four years of progressively responsible supervisory and administrative experience in public archives or records program. Entry salary \$30,000 to \$35,000 commensurate with training and experience. To make application, contact: Edward Weldon or Lorraine Lee, Georgia Department of Archives and History, 330 Capitol Avenue, S.E., Atlanta, GA 30334 (404) 656-2362.

CURATOR OF MANUSCRIPTS, Newark, NJ-For historical collection in service-oriented private organization. We seek an energetic individual who will be responsible for actively acquiring institutional records and personal papers and expanding the collections program of the institution. Duties include the processing of collections--arrangement, description, and preparation of finding aids. The curator assists researchers and others in the use of manuscript materials, and works a Tuesday-Saturday schedule. **SALARY:** \$18,000 minimum depending on qualifications, plus liberal benefits. **MINIMUM QUALIFICATIONS:** M.A. in American history; archival experience. **DESIRABLE QUALIFICATIONS:** Ph.D. in history; M.L.S. Send letter of application resume, and names and telephone numbers of three references to: Sarah Collins, Director, New Jersey Historical Society Library, 230 Broadway, Newark, NJ 07104.

EDUCATION WORKSHOP COORDINATOR, Smithsonian Institution, Traveling Exhibition Service (SITES) - The incumbent of the position is responsible for organizing and administering workshops and seminars for the Education Department of SITES to be attended by museum educators and other museum professionals from around the country and abroad. Workshops are to develop educational programs complementing specific SITES exhibitions or as collaborative efforts with other Smithsonian units. The duties include soliciting relevant information on exhibitions for inclusion in workshops and seminars; researching exhibitor demographics to identify level and scope of workshop participants; establishing targeted mailing lists and developing appropriate promotional materials; budgetary planning for workshops; editing of materials for inclusion in workshops; overseeing planning for workshops; editing of materials for inclusion in workshops; overseeing contract employees and specialists; using audio-visual equipment in workshops; arranging for participation and/or presence of appropriate SITES staff members at workshops; scheduling use of Education Workshop based on priorities of SITES and other Smithsonian units; and representing SITES at national and international conferences. **Qualifications:** Candidates must have successfully completed a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree which included or was supplemented by major study in education. Additionally, 2 years of professional experience or a two full years of graduate study in the field of education or related field or a combination of both are necessary. A Master's degree in education or a related field is fully qualifying for this position. **Selective Factors:** Ability to organize and administer projects. Skill in public speaking and group dynamics. Skill in written communication. Knowledge of museum-related education practices and trends. **Quality Ranking Factors:** Experience in scheduling programs and logistics. Knowledge of museum-related education practices and trends. Knowledge of audio-visual hardware, techniques and use as an instructional tool. 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. Applications must be submitted to Smithsonian Institution, Office of Personnel Administration, Arts and Industries Building Room 1410, 900 Jefferson Drive S.W., Washington, DC 20560.

EXHIBITION COORDINATOR, New York Government agency, custodian of various types of document collections having historical and cultural value, seeks person to plan and organize a continuing series of exhibitions. Experienced historical documents researcher to complete research for exhibitions; select or oversee selection of items for display; raise funds for selected exhibitions; negotiate with other institutions for temporary loan of material; install or oversee installation of exhibitions; prepare long-range exhibition plan. **Prerequisites:** good research capabilities; writing skills; keen graphics sensibility. **Assets:** demonstrated marketing and/or fundraising ability; graduate level training involving research in primary sources; familiarity with and/or strong interest in NYC government; experience in grant and/or fund administration. One-year opening, starting in fall 1986, with possibility of annual extensions. \$27,149 per annum. Send resume and references to Eugene J. Bockman, Commissioner, NYC Department of Records and Information Services, 31 Chambers St., Rm. 305, NY NY 10007.

PROFESSIONAL OPPORTUNITIES

ASSISTANT DIRECTOR, Historical Society of Western Pennsylvania, a private, regional historical agency with new emphasis on outreach seeks energetic trained archivist with archival/library management experience to head Library and Archives Department, supervise small full and part-time staff and volunteers, participate in exhibit planning and overall administration. Exciting opportunity to provide leadership in expanding operations as part of a team of history professionals. Interest in urban, industrial, labor, ethnic, and family history helpful. January 1, 1987 opening. Salary range \$17,000-\$18,000 plus benefits. Send resume with informative cover letter to: John A. Herbst, Executive Director, Historical Society of Western Pennsylvania, 4338 Bigelow Boulevard, Pittsburgh, PA 15213.

DOCUMENT RESTORER, Barrow Restoration Shop, The Barrow Restoration Shop is a document restoration shop founded 50 years ago by William J. Barrow, a pioneer in paper restoration, and still owned by the Barrow family. Work deals primarily with restorations of Virginia court records and some private work. We are looking for someone to work in production document restoration, pertaining primarily to paper. We will train the right person in the Barrow method, including deacidification, lamination and encapsulation. Qualifications: College background and experience with crafts preferred; willingness to bring new ideas into the shop and to grow with the shop; willingness to be involved in production. Send resume and salary requirements to: Barrow Restoration, Inc., State Library Building, 11th and Capitol Streets, Richmond, VA 23219.

CONSERVATION RESOURCE MANAGER Atlanta, GA-RESPONSIBILITIES To develop, implement and manage a comprehensive conservation program. Responsibilities include collection assessment and maintenance through document preservation and micrographics, environment control, disaster planning, training, and staff supervision. Two fully equipped laboratories totaling 9,000 square feet are available for preservation microfilming and document conservation. **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 September 15, 1986 to Lorraine Lee, Georgia Department of Archives and History, 330 Capitol Avenue SE, Atlanta, GA 30334, (404) 656-2362.

LOCAL RECORDS ARCHIVIST I, Local Records Section of the New York State Archives in Albany, NY. The Section is responsible for setting minimum retention periods and providing records management and archival advisory services to all local governments in New York State, including counties, cities, towns, villages, school districts, community colleges, and others. The Archivist I reports to the Director of the Local Records Program and is responsible for assisting in the development of records retention and disposition schedules, involving survey work and extensive con-

tact with State and local officials. The Archivist also researches and develops publications, and provides advice to local government officials on records management and archival administration. Master's degree in archival administration, history, government, economics, public administration, library science, or a closely related field. One year's full-time equivalent professional experience in administering, selecting, preserving, or making available for use archival records. Preference will be given to candidates with experience in government or institutional archival administration. Salary \$20,066 to start. Deadline October 10, 1986. Apply to Edward L. Galvin, Director, Local Records Program, New York State Archives, Cultural Education Center, Albany, NY 12230 (518) 474-6926.

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.



International Conference on Data Bases in the Humanities and Social Sciences

July 11-13, 1987

CALL FOR PAPERS International Conference on Data Bases in the Humanities and Social Sciences

The International Conference on Data Bases in the Humanities and Social Sciences will meet in Montgomery, Alabama, July 11-13, 1987. It will be hosted by Auburn University at Montgomery, and co-sponsored by Huntingdon College; Air University, Maxwell Air Force Base; Tuskegee University; Veterans Administration (Tuskegee); Alabama Library Association; Information Institute (Santa Barbara, CA); and National Archives and Records Administration. Various other organizations and institutions are sponsoring tracks and theme sessions within the program. The program is expected to include about 100 20-30 minute papers in five simultaneous tracks, plus five keynote addresses; arrangements include a banquet, a social, and an evening at the new Alabama Shakespeare Festival Theater. Dormitory accommodations are available; Delta Airlines provides a 30% discount on domestic airfare to the conference.

Please submit proposals for papers by December 15, 1986 to:

Dr. Lawrence J. McCrank Dean, AUM Library and Resource Center • Auburn University at Montgomery • Montgomery, AL 36193-0401

Include: 1) title, author, and 1-page abstract; 2) 1-page personal vita; 3) for foreign scholars only, please indicate if attendance is contingent upon receipt of travel subsidy. If so, provide separately an estimate of itemized travel expenses in U.S. dollars, the amount needed, and the subsidy's percentage of the total cost. Travel subsidies are dependent on external funding of this conference.

Papers are solicited in any discipline within the Humanities and Social Sciences pertaining to: 1) special project databases, their content, design, and utility; 2) available data resources from government, research centers, vendors, and utilities; 3) research methodology, data manipulation, and interpretation; 4) computer-assisted instruction; 5) data base management and expert systems, courses and curricula; 6) software packages and enhancements, i.e., statistical, econometric, and linguistic software; 7) standards for information storage, retrieval, and transfer; 8) online systems, networking, consortia development, and scholarly communications; 9) impact of new technology on research and instruction, i.e., optical character recognition, video-disc and CD ROM developments, digitization, etc.; and 10) the role of archives, museums, libraries, and electronic information centers in the control and dissemination of machine-readable resources.



Newsletter

The Society of American Archivists
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Archives Records Foil Thief

User and inventory records at the Maryland Historical Society provided crucial evidence leading to the arrest and August 21 conviction of Erick Francis Davis for theft from the society's collections.

The scenario began on June 25, 1986 when a dealer informed the society he had been offered several letters written by Louisa Catherine Adams, wife of John Quincy Adams. "It was our tremendous good fortune to have completed a folder-by-folder examination of the Adams papers last fall," recalled Karen A. Stuart, Head Librarian. A review of the examination records confirmed that the letters were society property, and a quick check of user records revealed only one user since the examination -- Davis.

The society then had to confront how the matter should be handled. "It was truly satisfying to me," Stuart said, "to have the support of society officers all the way up to the Chairman of the Board in favor of pursuing the apprehension and prosecution of the suspect."

The society turned their evidence over to Baltimore police on June 27. Within 24

hours, police had arrested Davis and confronted him with the evidence, whereupon he confessed to stealing some 80 archival items from the society's collections. These included the Adams letters, a circular letter from Robert E. Lee, and a letter from Abner Doubleday. Some of the stolen materials were subsequently recovered. On July 23, however, three society officials -- Stuart, Manuscripts Librarian Donna Ellis, and Assistant Manuscripts Librarian Susan Weinandy -- accompanied city and county police to Davis's home, armed with a search and seizure warrant. Still more of the missing items were identified and confiscated at that time.

Davis, who has no prior criminal record, plead guilty to felony theft at trial and will be sentenced on December 1. The maximum penalty for felony theft is 15 years in prison. Included in the guilty plea was an order by the judge that Davis make acceptable restitution to the society for all unrecovered items. As this issue of the newsletter went to press, half of the stolen items were still missing, including the Doubleday letter.

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