

SAA Newsletter

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Agresto Nomination Reaches Impasse

Sixteen major archival and historical organizations heaved a collective sigh of relief on October 2, when a Senate confirmation panel chose not to vote on the nomination of John T. Agresto to the lifetime post of Archivist of the United States.

This action returned the Agresto nomination to President Reagan, leaving him with three options: to seat Agresto while Congress is recessed, to resubmit the nomination next year, or to choose a new nominee. A recess appointment, which would instate Agresto in the Archivist post and give Congress a year to remove him, is unlikely with so controversial a candidate.

At the nomination hearings, Mr. Agresto's critics portrayed him as lacking the professional qualifications and political independence necessary for a job which Congress has deemed should be nonpartisan in nature. In addition, civil rights leaders criticized Agresto's refusal to comply with federal minority hiring guidelines while acting chairman of the National Endowment for the Humanities.

As the hearings wore on, however, more and more concern was focused on the nominating process itself, which Senator Thomas F. Eagleton characterized as "polluted." It was learned that a White House questionnaire sent to potential nominees asked about political affiliations, campaign contributions, and voting records. Moreover, at least one candidate interviewed for the position was asked by the White House whether he would accept political appointees at the National Archives.

Immediately after the Senate committee shelved the nomination, White House personnel director Robert H.

Tax Reform and the Archivist

Last month President Reagan signed Public Law 99-514, thereby enacting the sweeping tax reform he had long desired.

Like our Constitution 200 years ago, however, many of the ways tax reform will reshape our society are not readily apparent. What is appar-

Tuttle and spokesman Albert R. Brashear both emphatically stated that Agresto's name would be resubmitted in 1987.

This support, however, seems to have softened. The White House Media Relations Office now refuses to confirm this intention, saying, "There is nothing to announce at this time. When we have something to announce, then we will make an announcement."

When Agresto was asked if he is still in line for the position, he replied, "Exactly!"

Others are not so sure. Page P. Miller, Director of the National Coordinating Committee for the Promotion of History, wrote that "there may be a great reluctance to continue the fight for this nomination. Furthermore, I understand that the head of the White House Personnel Office is in rather deep water having to explain the handling of this nomination."

Senator Eagleton, who led the fight against the nomination, gave the following summation:

"Mr. Agresto was and is unqualified for the position of Archivist.... For the sake of the adequate preservation of the historical documents of this country, I hope President Reagan nominates someone who is professional, nonpolitical, and respected by those in the archival and historical disciplines."

ent is that plenty of meat will be added to its 950 pages worth of bones in the weeks and months to come. With that in mind, here are some of the implications SAA sees the new tax code having for archivists and their repositories:

► The centerpiece of the legislation is straightforward and simple. In 1987, the number of tax brackets will be reduced to five, ranging from 11 to 38.5 percent. The following year, 1988, will see these rates replaced by only two, of 15 and 28 percent.

► Filing an itemized tax return will be less appealing, because consumer interest and state and local sales taxes will no longer be deductible after the 1986 tax year. In addition, business entertainment and meal expenses will only be 80% deductible.

► As the new law stands now, miscellaneous itemized deductions like professional dues and subscriptions to profession-related journals will only be deductible for that amount which their total exceeds 2% of an individual's income. Moreover, an IRS representative informed SAA that many of these deductions will be eliminated altogether in the next few weeks as this category is clarified.

► Should you choose to itemize, however, you will still be able to deduct fully your attendance at future SAA annual meetings, as well as your transportation costs to and from them. Meals served at banquets and conventions will also remain fully deductible.

► You will be able to deduct up to \$5,250 per year of any educational assistance provided by your employer in 1986 and 1987. Unfortunately,

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From the Executive Director's Desk

This issue of the SAA Newsletter is the first that we have put together "from the ground up" since my arrival in the SAA office on September 8. This fact has encouraged me to think about the role that this modest publication plays.

We in the SAA office are proud of the newsletter but by no means entirely satisfied with it, and you can help us to improve it.

The newsletter, published six times a year, reaches all SAA members on (we hope) a timely basis, giving you news of the archival profession, of your association, and of your colleagues. The newsletter also contains announcements of professional opportunities, a function that it shares with the job bulletin published in alternating months.

The newsletter is one of the key services that members expect from SAA. It enables them to keep up with the news and to feel a part of a national community of persons involved in the archival profession.

How can we make this resource better and more useful to you? Can the design make the issues more readable, and can we make it easier for you to find the features you look for? Can we make the content more interesting and pertinent to your concerns? Are there needs and topics that we are not addressing in the newsletter? Is there the right balance

of information and stimulation? Do we, in short, make you feel that you are getting what you expect from this communication vehicle?

Bill Burck (who edits the newsletter) and I have some ideas about how to improve it, and we would like to hear yours. Here are some of the things we are thinking about:

- an occasional, provocative "op ed" essay on an important topic before the archival profession;
- more news from Washington, and the state capitals, about matters that affect archivists everywhere;
- more news about research -- contemplated, in progress, and (we hope) completed;
- more visuals -- cartoons, etc.-- that can enliven the copy;
- more examples of how archives, archivists, and archival matters have played a vital role in influencing a major issue or event;
- more ideas from your colleagues about making archives better resources for their users;
- more "letters to the editor" that enable you to take a position on a topic or issue;

We would like to hear from you about these ideas, and about your own suggestions for the newsletter. Write or call either Bill or me. Thanks.

SAA Announces

Council will be holding its winter meeting January 30 to February 1, 1987. The site of the meeting will be announced in the January newsletter.

If the Chicago annual meeting was the first Society meeting that you attended, we would like to hear from you. Your thoughts and comments can help make New York '87 a positive experience for other newcomers. Please call Toni at the SAA office at (312) 922-0140, or drop her a note with your name and address and she will send you a questionnaire.

Museum archivists met and formed a Museum Archives Roundtable at this year's SAA annual meeting. The Roundtable provides a forum through which archivists from art, history, and science museums can discuss common activities and concerns. The Roundtable will issue a newsletter, *Museum Archivist*, to help inform museum archivists and others about the Roundtable, museum archival programs, and other professional news. The first issue of the newsletter will appear in December.

Arthur Breton (Archives of American Art) was elected coordinator of the Roundtable, and Kathleen Robinson (Museum of Fine Arts, Houston) was chosen newsletter editor. Interested persons and organizations may contact Arthur Breton, Curator of Manuscripts, Archives of American Art, FA-PG Bldg., 8th and F Sts., NW, Washington, D.C. 20560.

Institute to Teach Preservation Management

A tuition-free preservation management institute will be held June 5-19, 1987 at Simmons College in Boston. Developed and presented by the Northeast Document Conservation Center in cooperation with SAA, the institute is designed to foster the growth of preservation programs in archival institutions.

Approximately 15-20 participants from archival institutions with a demonstrated commitment to preservation will be invited to attend the institute. The preservation component of their jobs may be part- or full-time, but must include overall plan-

ning, implementation, evaluation, funding, and promotion of the program.

The institute will provide participants with the knowledge necessary to design and implement a preservation program. Subjects to be covered include assessing the needs a preservation program must fill, setting the program's priorities, and developing the resources to support it.

For further information about the institute, contact NEDCC, 24 School Street, Andover, MA 01810, (617) 470-1010.

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Tax Reform

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there is no plan to extend this benefit past 1987.

► If you don't plan to itemize, make your charitable contributions before the end of the year, because the nonitemizer charitable deduction terminates after December 31, 1986.

► Scholarship and fellowship money that is not spent on tuition or required equipment will be taxed under the new law. This rule takes effect on all scholarships or fellowships granted after August 16, 1986; but only those funds spent after the end of this year will be taxable.

► Finally, and quite frankly, the tax incentives for donors have been sharply curtailed. Charitable contributions of property previously were fully deductible for both their appreciation value and their original cost to the donor. Under the new law, however, appreciation value becomes a "preference item." A preference item can be deducted when donors calculate their "regular tax." But donors must then calculate their taxes again at a flat, "alternative tax" rate of 21% without deducting any of their preference items. They then pay the higher of the two tax liabilities. Donors are therefore discouraged from making contributions that will reduce their regular tax liability below that of the alternative tax.

This bodes ill for museums and societies, more than 80% of whose collections are donated. Harvard economics professor Lawrence Lindsey estimates that charitable giving will decline \$11 billion annually under the new tax law.

Donors have until the end of this year, however, to reap the benefits of the old law. And so do you. By renewing your SAA membership before January 1, 1987, you will beat the deadline and be able to fully deduct SAA dues on your 1986 itemized tax return.



Project Creating National Public Records Database Using MARC AMC Format

The Research Libraries Group and seven state archives have joined forces to develop a national database of public records information. Funded by the NHPRC, this two-year project will use the Archival and Manuscript Control (AMC) component of the Research Libraries Information Network (RLIN) to accomplish the following goals:

1. To incorporate descriptions of state and local government records in the RLIN database.
2. To provide state archivists with a tool enabling them a) to track the full life cycle of records through activities such as transfer to and from temporary storage and to and from microfilming; b) to access records and schedules; and c) to monitor and document actions taken on the records.
3. To establish an authoritative list of agency functions describing the activities of governmental bodies.
4. To provide a mechanism and method for improving the appraisal of public records.

Over 6,000 records have already been entered into RLIN, and by project's end the number of records on-line will reach 25,514.

In the course of creating these records, the participants -- state archives from Alabama, California, Minnesota, New York, Pennsylvania, Utah, and Wisconsin -- have experimented with a variety of methods for including appraisal information, one of which they will soon select to be the project standard.

They have also written a background statement explaining the purposes served by including general schedules in a national database such as RLIN. The standards they have drafted for creating these schedules will be presented to RLG's AMC Task Force and Committee on Library Technical Systems and Bibliographic Control (BibTech) for review. After review, these drafts will become the established standard for all RLIN users.

In creating a list of terms that describe what government agencies do, the project participants hope to make it possible to access records of similar agencies even if the agencies are given different names in different states. Creating this functions list has proven to be the most intellectually challenging aspect of the project.

At project meetings in March and August, participants discussed such questions as the appropriate form of a function term (function only, function plus object, function combined with another index such as subject); the level at which functions should be supplied (series, agency history); and the need for scope notes to accompany function terms. A smaller working group is now creating a preliminary functions list for the departments of Corrections and Education. At the end of the year, this list and the principles underlying its formulation will be presented to the full group for review.

As the project moves into its second year, several tasks remain: continued data entry, expansion of the functions list, and creation of a mechanism for evaluating the utility of appraisal information and function terms in a shared database.

For further information about the project, contact Jamie Ingram at the Research Libraries Group, Jordan Quadrangle, Stanford, California 94305.

Some Things Never Change

The following article was found and submitted by Thomas E. Weir, Jr., of the National Archives. It first appeared in the *Allgemeine Zeitung* for November 20, 1867, published in Augsburg, Bavaria. With relief (or despair), you will see that it takes up the very same issues archivists in America have debated for over fifty years: the relationship of archives to libraries, the proper placement of archives in larger organizations, and the education of archivists.

The Status of Royal Archives Officials

A recent article in the *Allg. Ztg.* demanded salaries for Court and State Library staff equal to those of Royal Archives staff. From the heart, one does not begrudge the request. The result, however, would be to raise the salaries of archives professionals a step higher because their profession is entirely different from library service. In records, archivists have evidence and sources to study and relevant documents to explain and interpret questions of governmental and in particular fiscal interest for ministries, local government, and other authorities.

To fulfill his duties, each Royal Archives professional requires a long scholarly and practical preparation because for him, education in law, history, and administration are equally necessary. Also, of the eight Royal Archives professionals (directors, councilors, trainees, secretaries) and seven paraprofessionals, only a couple are not engaged in work requiring writing abilities.

Furthermore, the Court and State Library stands administratively separate. The Royal Archives, on the other hand, stands at the head of eight regional archives which almost daily report to and receive advice from it. The Royal Archives is therefore a quintessential central office and should be compared to the General Mining and Salt Administration, The General Customs Administration, and similar national and central offices. At this point, the conclusion is naturally reached: the officials of the Royal Archives must have salaries comparable to officials in those departments.

Transitions. . . .Transitions. . . .Transitions

Anne Steinfeldt, formerly Assistant Curator of Prints and Photographs at the Chicago Historical Society, will become an Assistant Librarian there; Linda Ziemer, formerly Curatorial Assistant in the Prints and Photographs Department, will become the new Assistant Curator. . . .Jackie Esposito has left her post as Associate Archivist at the LaGuardia Archives in New York to become Assistant Archivist in the Penn State Room/University Archives. . . . Gary N. Smith is the new Director at McFaddin-Ward House, where he goes after 7 years at the Missouri Historical Society. . . .Richard N. Belding has been named State Archivist and Director of the Public Records Division at the Kentucky Department for Libraries and Archives, where he was previously the division's assistant director. . . .Christina M. Hanson has moved from the Texas Panhandle Library System to the Kentucky Department for Libraries and Archives, where she has been named Director of the State Library Services Division. . . .William Benedon has been elected president of the International Records Management Council. . . .Darwin H. Stapleton, formerly an associate professor and director of the Program in the History of Science and Technology at Case Western Reserve University, is the new Director of The Rockefeller Archive Center. . . .After serving more than 24 years as Director and Librarian of the Texas State Library, Dr. Dorman H. Winfrey will retire on November 30, 1986. . . .Phyllis Barr is now the Records Manager, Archivist, Parish Recorder, and Museum Curator for the Parish of Trinity Church in New York City.



"Damn it, man! That's classified information!"

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Jimmy Carter Library Opens

Former President Jimmy Carter and his wife, Rosalind, were joined by President Ronald Reagan on October 1, 1986, at the formal dedication and opening of the Jimmy Carter Library in Atlanta, Georgia.

The 70,000-square-foot library houses 27 million pages of text, over 1.5 million still photographs, 600 hours of videotape, 300 hours of audiotape, and 40,000 objects. This collection covers many subjects from the Carter Presidency, including the eruption of Mt. St. Helens, the Iranian hostage crisis, the pollution of Love Canal, the Three Mile Island disaster, the Camp David Accords, and the Panama Canal Treaty.

The privately-funded library was donated to the Federal government at the dedication, becoming the eighth Presidential library operated and maintained by the National Archives.

Good News and Bad News for Alaska State Archives

The American Association for State and Local History awarded the Alaska State Archives with a Certificate of Commendation, the nation's most prestigious recognition for local history achievement. The Certificate honored the bi-monthly series of leaflets the State Archives uses to promote some of its more interesting holdings. The leaflets have featured such topics as pre-statehood court records, the 1925 serum run to Nome, women's suffrage, and documented bear stories.

At the same time the State Archives was receiving this good news, it saw its budget slashed nearly 40%. Like most states which rely heavily on oil revenue, Alaska has been hard hit by the recent drop in oil prices. With no relief in sight, the State Archives is facing another round of cuts to its operating funds and staff.

Contract Awarded for Optical Disk Storage Research

The National Archives has awarded a \$968,000 contract to System Development Corporation (SDC) to explore the latest advances in electronic imaging technology and their applicability to storage and retrieval of historical records.

The project, known as Optical Digital Image Storage System, will research image enhancement, document conversion from paper and microform to optical disks, efficiency of reference and retrieval, and the preservation benefits which result from reduced handling of documents.

More than one million military service records from the Confederate Army of Tennessee, along with selected other National Archives holdings, will be stored on 12-inch optical disks. The disks will each contain up to 40,000 documents, and will be stored together in an automated disk library not unlike a jukebox. Disk-retrieval time is 12 seconds, after which information can be read using a low-powered laser.

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A Modern Archives Reader

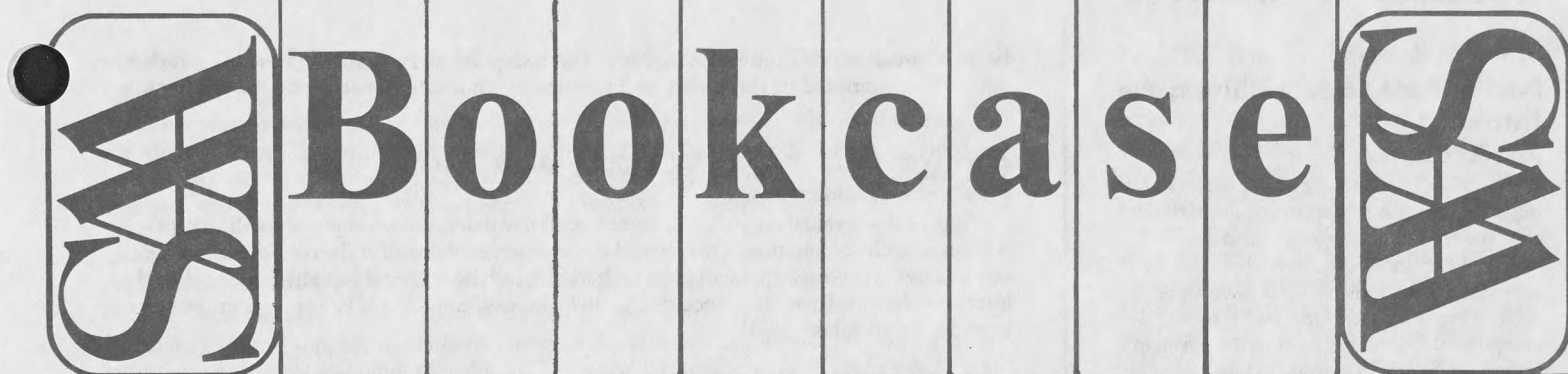


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 A graphic of a bookshelf with several books. The word "Bookcase" is written across the books in a large, serif font. On the left and right ends of the shelf are decorative elements that look like the letters "S" and "A" inside rounded rectangular frames.

SAA Bookcase SAA

New On Our Shelves

Preservation of Historical Records

National Research Council

This handsome volume presents the findings of the Committee on Preservation of Historical Records, which studied the formidable task facing the National Archives and Records Administration: how to preserve some 3 billion archival items. The committee's enlightened analysis of the problems inherent in so immense an undertaking, and its sensible recommendations for their solution, reflect the cutting edge of preservation theory and practice. Includes a method for scoring and assessing the condition of collections and a decision tree that provides a guide for orderly progress in preserving a collection of documents. Printed on permanent, acid-free paper. (1986) 108 pp., hardbound. \$16 members, \$18 nonmembers. 5014

Archives and Public History: Issues, Problems and Prospects A Special Issue of *The Public Historian*

Edited by Bruce Dearstyne

This special issue captures the growing sense of energy, deliberation, and self-understanding that archivists are bringing to bear upon their profession. "This is a time of change and excitement in archives," writes guest editor Bruce Dearstyne, and the articles he has assembled explore and analyze what this means for public history. Included are articles by Larry Hackman, Page Putnam Miller, Edie Hedlin, Terry Eastwood, Richard Cox, and Bruce Dearstyne, as well as a host of archivally relevant book reviews. (1986) 123 pp., paper. \$5 members, \$7.50 nonmembers. 5008

The 1986 Waldo G. Leland Award Winner!

An Ounce of Prevention

Edited by John P. Barton and Johanna G. Wellheiser

Quoting the 1986 Leland Award Committee, "this comprehensive, unpretentious and superbly organized...volume is easy to use and 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." Published by the Toronto Area Archives Group. (1985) 202 pp., paper. \$14 members, \$16 nonmembers. 5011

Museum and Archival Supplies Handbook

The handbook lists over 600 North American suppliers. It includes supply listings for conservation of many types of collections, environmental tests and controls, exhibits and displays, the Latham workshop, mounting and framing, microfilm equipment, and storage. Indexed by brand name, supplier, and product type, the book includes advice on the use of materials and supplies as well as ordering information and an extensive bibliography. Developed by the Ontario Museum Association and the Toronto Area Archivists Group. (1986) \$16 members, \$20 nonmembers. 5015

Thesaurus of University Terms

Jill Tatem and Jeff Rollison

Developed at Case-Western University, this four-part subject thesaurus describes the people, functions, and activities at a university. By combining the thesaurus's comprehensive and rational description with a microcomputer, you can achieve more complete information retrieval in less time. (1986) 46 pp., paper. \$6 members, \$8 nonmembers. 1043

Planning for the Archival Profession

A Report of the SAA Task Force on Goals and Priorities

This report is intended to challenge and assist members of the archival profession in charting their own future course. It is a flexible instrument, designed to respond to the changing needs of the profession as it strives to preserve our documentary heritage. (1986) 46 pp., paper. \$5 members. \$8 nonmembers. 1045

The Image of Archivists: Resource Allocators' Perceptions

Sidney J. Levy and Albert G. Robles

How do research allocators perceive and characterize archivists? This qualitative study answers that question by drawing upon interviews with 44 resource allocators from government, universities, colleges, historical societies, museums, private business, industry, and social organizations. (1984) 62 pp., paper. \$6 members, \$9 nonmembers. 5013

An Introduction to Specialized Archives

Native American Archives: An Introduction

John A. Fleckner

In addition to offering a basic understanding of archives and their contribution to the administrative, educational, and cultural needs of the Indian society, this booklet provides suggestions for assistance in areas such as technical training and resource development. Superbly illustrated with many photographs, it also contains a bibliography, a list of sources of assistance, and several sample forms. (1985) 72 pp., paper. \$5 members, \$7 nonmembers. 1041

Religious Archives: An Introduction

August Suelflow

Written by a distinguished pioneer in religious archives, this resource provides needed guidance during a period of unprecedented growth in the field. Topics addressed include the history and nature of religious archives, the place of the archives in religious organizations, collections policies, basic requirements for an archival program, acquisition and processing, reference services, exhibits, publications, photoduplication, and microfilming. (1980) 56 pp., paper. \$5 members, \$7 nonmembers. 1024

Museum Archives: An Introduction

William A. Deiss

Intended to encourage museums to preserve their historically valuable records and to offer guidelines for the establishment of museum archives, this manual addresses such topics as why a museum should have an archives, planning a museum archives, how to start an archives program, and basic archival procedures. A brief bibliography and some sample forms are also included. (1983) Paper. \$5 members, \$7 nonmembers. 1037

Business Archives: An Introduction

Edie Hedlin

This manual covers all aspects of establishing a business archives, from physical requirements and staffing to such procedures as appraisal standards, arrangement and description and conservation techniques. Unique to this publication are more than eighty business archives forms reproduced on microfiche. (1978) 28 pp., paper. \$5 members, \$7 nonmembers. 1008

The Archives & Manuscripts Series

Basic Manual Series I provides a wealth of introductory and advanced "how-to" information for anyone interested in the theory and practice of administering archives and manuscripts.

Archives & Manuscripts: Appraisal & Accessioning

Maynard J. Brichford

Appraisal — evaluating archival source material to determine what portion will be kept — is a crucial archival function. This manual outlines and explains all of the considerations necessary to a comprehensive appraisal process. It then details how to establish physical, legal, and intellectual control over those records chosen for accessioning. (1977) 24 pp., paper. \$4 members, \$5 nonmembers. 3001

Archives & Manuscripts: Arrangement & Description

David B. Gracy II

Gracy clearly and concisely describes the methodology of arrangement and description: how to sort and categorize your holdings to reveal their content and significance, while also making them accessible through finding aids. (1977) 49 pp., paper. \$4 members, \$5 nonmembers. 3002

Archives & Manuscripts: Reference & Access

Sue E. Holbert

Every archival, records, and manuscript repository has the responsibility of making its holdings, and information about them, available to researchers. In this guide, Holbert lays out the principles and practices of meeting this goal. (1977) 30 pp., paper. \$4 members, \$5 nonmembers. 3003

Archives & Manuscripts: Security

Timothy Walch

This well-organized manual takes you through the steps of planning and implementing a security program at your repository. Walch outlines procedures that not only discourage theft, but also facilitate prosecution should it occur. (1977) 30 pp., paper. \$4 members, \$5 nonmembers. 3004

Archives & Manuscripts: Surveys

John Fleckner

The records survey can aid research, promote preservation, bolster collection building, and foster administrative efficiency by providing knowledge of the documentary universe beyond an archivist's own institution. To be successful, though, the survey must be tailored to its goals. This manual tells you how. (1977) 28 pp., paper. \$4 members, \$5 nonmembers. 3005

Series I, set of all five manuals: \$18 members, \$22 nonmembers. 3006

Basic Manual Series II goes beyond the archival functions discussed in series I to illustrate the rich diversity of archival work. These five manuals offer practical explanations, examples, and illustrations that help archivists extend and improve the capabilities of their repositories.

Archives & Manuscripts: Exhibits

Gail Farr Casterline

Casterline provides a flexible framework for exhibit creation that minimizes the strain on an archival repository's resources and maximizes the benefits both to the institution and to the community it serves. (1980) 72 pp., paper. \$6 members, \$8 nonmembers. 3007

Archives & Manuscripts: An Introduction to Automated Access

H. Thomas Hickerson

Archival automation has had a strong impact on the management and use of historical documentation. The introduction this manual gives you to computers and their application in the archival profession provides a solid foundation upon which to build your expertise in automation. (1981) 60 pp., paper. \$6 members, \$8 nonmembers. 3008

The Archives & Manuscripts Series

Archives & Manuscripts: Maps and Architectural Drawings

Ralph E. Ehrenberg

This manual is designed as a reference work for the archivist or curator who requires some knowledge of maps, aerial photographs, and design and construction drawings. Included are discussions of accession and appraisal, arrangement, description, conservation, storage, and reference and access. (1982) 64 pp., paper. \$6 members, \$8 nonmembers. 3009

Archives & Manuscripts: Public Programs

Ann E. Pederson and Gail Farr Casterline

Public programs support and enhance other archival functions, while promoting greater awareness of archives and what they do. Pederson and Casterline's manual tells you how to implement successful program offerings, explains the role these programs have in the ongoing life of an archival institution, and emphasizes their cumulative effect on long-range institutional goals. (1982) 96 pp., paper. \$6 members, \$8 nonmembers. 3010

Archives & Manuscripts: Reprography

Carolyn Hoover Sung

The astounding advances in reprography (copying techniques) during the last fifty years have offered new opportunities and challenges for archivists in their role as preservers and disseminators of the recorded past. Sung discusses the techniques and equipment necessary to put reprography to economical, efficient, and effective use in your repository. (1982) 68 pp., paper. \$6 members, \$8 nonmembers. 3011

Series II, set of all five manuals: \$26 members, \$36 nonmembers 3012

Archives & Manuscripts: Administration of Photographic Collections

Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long

All aspects of managing photographic materials are addressed by this valuable resource. The emphasis is on the archival perspective, stressing the development of systems to organize, access, and preserve entire historical photograph collections. The volume includes nearly 100 color and black-and-white photographs, numerous drawings, charts, forms, a bibliography, glossary, supply list, and index. (1984) 176 pp., paper. \$15 members, \$19 nonmembers. 3014

Archives & Manuscripts: Conservation

Mary Lynn Ritzenthaler

Archivists and manuscript curators have primary responsibility for preserving the collections under their charge. Ritzenthaler addresses the problems and issues of this responsibility and identifies the principles of a sound conservation program. Her analysis will help archivists and curators understand their collections from a material standpoint, including why materials deteriorate, and how to incorporate appropriate control and treatment techniques into existing archival and curatorial functions. (1983) 152 pp., paper. \$11 members, \$15 nonmembers. 3013

Archives & Manuscripts: Machine-Readable Records

Margaret L. Hedstrom

This manual both encourages and assists archivists to adapt traditional archival procedures to the management of machine-readable records. It outlines the steps required to locate, appraise, accession, process, and preserve machine-readable records, making allowances for incremental implementation of a machine-readable records program. Subjects covered include an overview of computer hardware, software, and machine-readable records; preservation and access; and the impact of information technology upon archival records. A glossary and bibliography are also included. (1984) 75 pp., paper. \$7 members, \$9 nonmembers. 3015

Archives & Manuscripts: Law

Gary M. Peterson and Trudy Huskamp Peterson

The law stretches its fingers into every corner of our society, including archival repositories. This manual presents the legal questions confronting archivists, points to the major types of law governing archives, and discusses reasonable means of analyzing and resolving legal issues. A glossary of selected legal terms and a bibliographical essay are included. (1985) 112 pp., paper. \$9 members, \$13 nonmembers. 3021

The AMC Format

MARC for Archives & Manuscripts: The AMC Format

Nancy Sahli

The USMARC Archival and Manuscripts Control format promises to bring many lasting benefits to the archival profession by providing a technical structure for the exchange of data between computer systems and a framework for organizing data about archival materials. Nancy Sahli has written a multi-part user's manual for archivists, curators, librarians, researchers, and anyone else seeking information about the structure and use of this revolutionary format. The core of the volume, the format itself, contains an abundance of relevant information, definitions, and examples. An introduction provides background about the format's history, structure and implementation; examples of a data-entry form and AMC format records; and a bibliography and glossary. The *SAA Data Element Dictionary* is included. (1985) 261 pp., loose-leaf binder. \$20 members, \$30 nonmembers. 3017

MARC for Archives & Manuscripts: A Compendium of Practice

Max J. Evans and Lisa B. Weber

This reference guide will prove invaluable when employing and defining fields within the MARC format for Archival and Manuscripts Control. It documents how ten major archival institutions have adopted the AMC format. The manual, organized in field number order, summarizes the MARC AMC format for each field. It also provides a narrative description of each institution's practice, emphasizing variations, and offering examples. Appendices include standard terminology for specific fields as well as examples of fully tagged records. (1985) 262 pp., loose-leaf binder.

\$15 members, \$20 nonmembers. 3016

MARC for Archives and Manuscripts, set of both manuals: \$32 members, \$45 nonmembers. 3018

MARC for Archives and Manuscripts: The AMC Format, Update No.1

Lisa B. Weber

This update incorporates AMC Format changes published in Update Nos. 11 and 12 of *MARC Formats for Bibliographic Data*. Update No. 1 should be purchased by those who bought Nancy Sahli's *MARC for Archives and Manuscripts: The AMC Format* prior to the 1986 annual meeting. Those buying the Sahli manual at or after the meeting receive Update No. 1 with their purchase. (1986) 16 pp., loose-leaf. \$2 members, \$3 nonmembers. 1044

Automation

Automation for Archivists and Records Managers: Planning and Implementation Strategies

Richard Kesner

This book provides decision-making models and development strategies that will allow you to tailor the new information technologies to the needs of your archival repository. It focuses on needs assessment, system analysis, planning strategies, and implementation patterns. (1984) 222 pp., paper. \$20 members, \$27 nonmembers. 5005

Science and Technology

Appraising the Records of Modern Science and Technology: A Guide

Joan K. Haas, Helen Willa Samuels, and Barbara Trippel Simmons

This guide describes the scientific and technological activities of scientists and engineers, as well as the potential value and use of the records they generate. This knowledge will allow you to make better acquisition and appraisal decisions in this field. In addition, the authors guide processors through the appraisal, arrangement, and description of scientific and technological collections; and help records managers develop retention guidelines. The *Guide* also contains sections on journal articles, technical reports, and patents, as well as lists of selected readings and of relevant history centers. (1985) 96 pp., paper. \$7 members, \$9 nonmembers. 3019

Understanding Progress as Process

Edited by Clark A. Elliott

This is the final report of the Joint Committee on Archives of Science and Technology, established in 1979 to explore problems concerning scientific and technological records. A brief bibliography is included. (1983) 64 pp., paper. \$1.50 members, \$1.50 nonmembers. 1036

Documentation of Postwar Physics

Joan N. Warnow, Jane Wolff, Allan Needell, and Spencer R. Weart

Eight man-years of effort led to the creation of these three handbooks, which demonstrate how to preserve, appraise, and improve management of historical records at scientific laboratories. (1982, revised 1985) 98 pp., paper. \$3 members, \$5 nonmembers. 5012

Archives & Manuscripts Readers

A Modern Archives Reader: Basic Readings on Archival Theory and Practice

Edited by Maygene Daniels and Timothy Walch

This volume brings together for the first time classic essays of archival literature that outline and define the basic theories of archives administration, plus more recent articles that reexamine basic concepts and demonstrate the practical application of archival principles. A glossary and suggestions for further reading are also included. Published by the National Archives Trust Fund Board. (1984) 360 pp. Paperbound: \$12 members, \$15 nonmembers. Hardbound: \$17.50 members, \$25 nonmembers. (List price: \$15 paperbound, \$25 hardbound.) 5007

College and University Archives: Selected Readings

This collection of 17 articles by archivists, records managers and historians addresses topics that include establishing a college archives, records management programs, reference use, and administration. Appendices offer a sample records retention and disposition schedule and university filing system. (1979) 234 pp., paper. \$9 members, \$12 nonmembers. 1010

College and University Archives Guidelines

This booklet contains the guidelines approved by SAA's Council in 1979. The guidelines cover administration, personnel, facilities and equipment, supporting services, and records management. 12 pp., paper. \$2 for single copies. \$1 each when ordered in quantities of 10 or more. 1032

College and University Archives: Selected Readings and College and University Archives Guidelines

When ordered together, the cost of both publications is \$10 to SAA members, \$13 to nonmembers.

Management of Archives and Manuscript Collections for Librarians

Edited by Richard Lytle

Directed toward librarians who have archival responsibilities but little archival training or experience, this resource covers such topics as defining collections and collecting; aural and graphic archives; arrangement and description of manuscripts; and the law and the manuscripts curator. (Reprinted from the *Drexel Library Quarterly*, Vol. 11, #1.) 124 pp., paper. \$6 members, \$8 nonmembers. 1018

Manuscripts: The First Twenty Years

Edited by Priscilla S. Taylor, Herbert E. Klingelhofer, Kenneth W. Rendell, and John M. Taylor

This 450-page illustrated anthology consists of more than fifty articles first published in the Manuscript Society's *Journal* from 1948 to 1968. The articles have been grouped into five sections: Pointers for the Collector, Areas in Which to Collect, Historical Documents, Penmanship and Writing Systems, and Manuscripts as a Key to Biography and History. A useful text for the beginner, the anthology offers methods of collecting, suggestions as to how other collectors have pursued the search, basics of pricing, and warnings of the pitfalls of mistaken identities and forgeries. (1985) 429 pp., hardbound. \$29 members, \$35 nonmembers. 3020

Access to the Papers of Recent Public Figures: The New Harmony Conference

A collection of papers presented at a conference in Indiana in 1976, cosponsored by SAA, the Organization of American Historians, and the American Historical Association. Included in this book are four papers on access and the law; seven on donor restrictions and access; and introductory papers by Phillip P. Mason and Alonzo Hamby. \$3 members, \$4 nonmembers. 5006.

Archives Classics

J. Franklin Jameson and the Birth of the National Archives, 1906-1926

Victor Gondos, Jr.

Gondos' classic traces Jameson's efforts to obtain proper housing for the irreplaceable records of the U.S. government. Jameson transformed the idea of a central records warehouse into a more appealing concept — the National Archives, a great research institution. (1971) 232 pp., hardbound. \$10 members, \$20 others. 5004.

The Management of Archives T.R. Schellenberg

In this volume, Schellenberg focuses on arrangement and descriptive techniques for textual, cartographic, and pictorial records. A seminal work in the field and an important addition to the library of any archivist, curator, and librarian. (1965) 383 pp., hardbound. \$25 members, \$30 nonmembers. 5001

Handbooks, Guides, & Forms Manuals

Basic Archival Workshops: A Handbook for the Workshop Organizer

Thomas C. Pardo

A handbook designed for archival organizations and institutions that are considering conducting basic archival workshops. It covers all aspects of an archival workshop from needs assessment and scheduling through development of curricular materials and workshop evaluations. (1982) 72 pp., paper. \$9 members, \$12 nonmembers. 1028.

Basic Archival Workshop Exercises

Trudy Huskamp Peterson

This instructional tool contains exercises on appraisal and acquisition, arrangement and description, and reference and access. Each exercise is designed to illustrate a particular archival point and a specific workshop technique. Included are the student's copy of each exercise, which may be duplicated for distribution, and a teacher's guide. (1982) 88 pp., paper. \$15 members, \$20 nonmembers. 1029.

Workshop and Exercises package: \$21 members, \$27 nonmembers. 1030

Inventories and Registers: a Handbook of Techniques and Examples

This handbook distills the essence of current practice in North American archival repositories. Sample forms are included. (1976) 36 pp., paper. \$5 members, \$6 nonmembers. 1017

Records Retention and Disposition Schedules

A collection of forms used in various state archival and records management programs. (1977) 30 pp., paper. \$5 members, \$6 nonmembers. 1023

The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts

This guide lists repositories in the United States which hold HRS materials. The guide contains summaries of HRS activity in each state, separate entries for repositories in which HRS materials have been located, and lists of specific holdings in each repository. Detailed lists of counties, municipalities, and denominations that are covered by inventory forms in specific project areas are included on microfiche. (1980) 42 pp., paper. \$5 members, \$7 nonmembers. 1027

The Archival Forms Manual

Prepared by SAA's Forms Manual Task Force

Over 100 forms from all types of archival repositories are arranged into five major categories: appraisal and disposition, accessioning, arrangement and descriptions, use, and specialized forms. Each category begins with a narrative introduction and short bibliography. A bibliography of archival manuals is also included. (1982) 148 pp., paper. \$8 members, \$11 nonmembers. 1015

A Donor's Guide to the Preservation of Personal and Family Papers and the Records of Organizations

This brochure guides archival repositories in their relationships with prospective donors. It covers access to donated papers; the distinction between gifts and loans; copyright of donated papers; and financial aspects of donations. Space is provided for the imprinting of a repository's name and address. (1980) Available only in multiples of 50. \$7.50 for 50, \$15 for 100, \$22.50 for 150, etc. 1013

Audiovisuals for Archivists

Compiled and annotated by Timothy L. Ericson

This is an updated listing of more than 100 audiovisual programs for, about, and/or by archives and archivists. Each citation includes information on the type of program, length, equipment required, purchase price, cost and terms of loan, ordering address, and a brief description of the program. (1985) 8 pp., plus insert. \$2 members and nonmembers. Quantity discount if ordered in multiples of 25: \$7 for 25 copies, \$14 for 50 copies, etc. 3022

Glossaries

Basic Glossary for Archivists, Manuscript Curators, and Records Managers

This fundamental resource contains terms regarded as basic to the disciplines of these professions. Definitions are drawn from the basic literature and the policies and practices of leading North American institutions. (1974) 19 pp., paper. \$2 members, \$2 nonmembers. (\$1 each for quantities of 10 or more delivered to one address). 1007

Bibliographies

Information Management, Machine-Readable Records, and Administration: An Annotated Bibliography

Richard M. Kesner

Kesner's 1979 bibliography has been completely revised. This version contains three times as many citations (nearly 900) as the earlier one, mainly because Kesner selects more broadly from the information management literature to include writing in such areas as office automation, videodisc technology, and data transmission networking. 168 pp., paper. \$8 members, \$11 nonmembers. 1034

A Select Bibliography on Business Archives and Records Management

This is an annotated listing of over 400 articles and books dealing with aspects of business archives. The bibliography was compiled by Karen M. Benedict, Nationwide Insurance Company, and publication was funded, in part, by a gift from Nationwide. The 144-page volume also contains author, title, and classified subject indexes. (1981) \$6 members, \$9 nonmembers. 1026

A Selective Bibliography on the Conservation of Research Library Materials

Paul N. Banks

This bibliography contains over 150 pages of sources useful to librarians and archivists concerned with conservation. Entries are arranged by subject within such broad categories as "Protection and Care of Books and Manuscripts," "Materials, Structure, and Technology of the Book," and "Physical Treatment of Books and Other Materials." (1981) \$8.50 members, \$10.00 nonmembers. 5003

Religious Archives in the United States: A Bibliography

Compiled by SAA's Religious Archives Section

This bibliography contains 140 citations to books and articles dealing with various topics of concern to religious archivists. The volume is divided into a section of citations to works of a general nature, and sections on works dealing with archives of particular denominations. Those represented include Baptist, Church of the Brethren, Church of Christ, Scientist, Jewish, Latter Day Saints, Lutheran, Mennonite, Methodist, Moravian, Presbyterian, Roman Catholic, and United Church of Canada. (1984) 24 pp., paper. \$4 members, \$6 nonmembers. 1038

(More bibliographies listed on next page.)

Bibliographies (continued)

Modern Archives and Manuscripts: A Select Bibliography

Frank B. Evans

This useful working tool has attempted to include all writings that have contributed to or which illustrate the development of archival principles and practices in the United States. (1975) 209 pp., paper. \$9 members, \$12 nonmembers. 1020

Writings on Archives, Historical Manuscripts, and Current Records: 1979-1982

Compiled by Patricia A. Andrews and Bettye J. Grier

This helpful resource consolidates the titles of relevant archival literature published in the United States from 1979 through 1982. (1985) 75 pp., paper. \$2. 1046

Abstracts of Papers, 50th Annual Meeting, Chicago, 1986

The equivalent of an annotated bibliography, this compendium summarizes the papers presented at SAA's 1986 annual meeting in Chicago, furnishing enough information to determine whether a follow-up inquiry is warranted. (1986) 139 pp., paper. \$6 members, \$9 nonmembers. 5009

Abstracts of Papers, 49th Annual Meeting, Austin, 1985

(1985) 51 pp., paper. \$4 members, \$7 nonmembers. 5010

The American Archivist

The American Archivist

35mm microfilm, Set of 12 rolls (1938-1979): \$250 members, \$325 others. Individual rolls: \$25 members, \$32 nonmembers. 1001

The American Archivist: Index to Volumes 1-20

(1938-57) \$8 members, \$11 nonmembers. 1002

The American Archivist: Index to Volumes 21-30

(1958-67) \$8 members, \$11 nonmembers. 1003

Both indexes will be supplied free of charge with the purchase of a complete set of microfilm.

The American Archivist: Back issues

SAA's publication service has copies of many back issues of the journal, particularly those published between 1962 and 1987. \$8 members, \$9 nonmembers. 1040

Problems in Archives Kits (PAKS)

PAKS are publications which address specific archival problem areas through a variety of formats, which may include reports, manuals, forms, sound tapes, samples, and other materials chosen for their usefulness.

Developing a Brochure

Provides practical assistance to the institution which needs to develop or revise a basic information brochure, in the form of a graphic arts production handbook, articles illustrating simple design techniques, and a sample transfer lettering sheet. Sample brochures for a number of repositories are also included. (1981) \$10 members, \$13 nonmembers. 4006

Disaster Prevention and Preparedness

Contains materials especially relevant to institutions and/or geographic regions formulating disaster plans or actually attempting to cope with a disaster. The kit includes Margery S. Long's 1982 *Disaster Prevention and Preparedness Bibliography*, The Michigan Archival Association's *Program for Disaster Response in Michigan*, Peter Waters' *Procedures for Salvage of Water Damaged Library Materials*, and disaster plans from several archival institutions which may be used as models. (1982) \$13 members, \$16 nonmembers. 4010

Starting an Archives

Materials developed for a session at the 1980 meeting of the Mid-Atlantic Regional Archives Conference, plus a cassette tape of the discussion by session participants. Also included are articles, pamphlets, and brochures dealing with various aspects of starting an archives. (1980) \$13 members, \$16 nonmembers. 4003

Finding an Archival Position: Resumes, Applications, Letters, and Interviews

Includes a tape recording of a roundtable discussion among veteran archival administrators at the spring 1981 meeting of the Midwest Archives Conference. The useful dialogue includes tips on application, letters, resumes, and preparing a skills inventory. The discussion discloses what administrators seek in prospective entry-level employees and what candidates should expect in the interview process. A role-playing exercise demonstrates interviewing for an entry-level position. A *Resume Writing Guide* is also included. (1981) \$10 members, \$13 nonmembers. 4009

The Lone Arranger

Focuses on the problems of one-person archival repositories and contains a cassette tape of presentations for a workshop of the same title held during the 1982 annual meeting of the Society, many sample forms, processing guidelines, policies and procedures, and a sample index. (1983) \$9 members, \$12 nonmembers. 4012

Position Description PAKS help you design job descriptions in archives and related fields. Each PAK contains a selection of positions descriptions used by institutions employing archivists, plus a selected bibliography.

Records Management and Micrographics

Contains 24 job descriptions, including records analyst, records management program manager, micrographic technician, micrographics supervisor, and microfilm camera operator. (1985) \$5 members, \$7 nonmembers. 4013

State/Local Government and Historical Societies

Contains 31 job descriptions, including archives and records administrator, program coordinator, archivist, conservator, historian, and curator of manuscripts. (1985) \$5 members, \$7 nonmembers. 4014

College and University Archives

Contains 35 job descriptions, including university archivist, reference archivist, archival specialist, processing archivist, head of special collections, and library technical assistant. (1985) \$5 members, \$7 nonmembers. 4015

Federal Archives and Miscellaneous Archives

Contains 32 job descriptions, including supervisory archivist, deputy archivist, archivist specialist, archivist, archivist/administrator, conservator, and archives technician. The miscellaneous group represents religious, business, and specialized archives. (1985) \$5 members, \$7 nonmembers. 4016

Special SAA Items

SAA Note Pads

These cube-shaped (3½ x 3½ x 3) scratch pads have the phrase "Archives are Primary" printed on three sides in the three primary colors, and the SAA logo, address, and telephone number printed on the back. A must for every archivist's desk. \$5 members, \$7 nonmembers. 1039

A Code of Ethics for Archivists

This handsome document provides standards for archivists in the areas of acquisition, access, appraisal, arrangement, preservation, reference, and interaction with other archivists. 8½ x 14, parchment-like paper, suitable for framing. (1980) \$1.00 each. 1009

SAA's 1987 Membership Directory

The directory contains the names, institutional affiliations, preferred mailing addresses, and telephone numbers for SAA individual members. Also included is a membership roster for each of SAA's Sections. The directory will be available in early 1987. (1987) \$8 members, \$30 nonmembers. 1042

SAA Binders

Preserve and protect your copies of SAA publications in these 2" vinyl, three-ring binders. Perfect for holding the Society's newsletter, the Membership Directory, the basic manuals, and many other SAA publications. \$6 members, \$8 nonmembers. 1025

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COME JOIN US!

The Society of American Archivists wants you as a member. We rely on the input of new members to keep SAA vital, dynamic, and in tune with the needs of the archival community.

What are the benefits? SAA has two types of members — individual and institutional. Both receive the quarterly journal, *The American Archivist*, the bimonthly *SAA Newsletter*, an annual meeting program, and discounts on all Society publications and annual meeting registration. Individual members are also eligible to participate in the Placement Service and to join two SAA Sections.

What does it cost? Individual membership dues are graduated based on salary (see below); institutional memberships are available for \$65 per year.

We hope you'll decide that SAA is the professional association for you. If you do, fill out the form below and return it with your check to SAA headquarters. Information on Sections and the Placement Service will be sent on request. Non-archivists interested in associate membership should contact SAA headquarters for information. Come join us, and find out what you've been missing!

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Institutional Membership

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☐ \$30 Domestic (U.S., Canada, Mexico)

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Mail form with payment to SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

Archivists' Calendar

November 15, 1986

Long Island Archives Conference, Fall Meeting; Long Island University. Contact Vincent F. Seyfried, Secretary, 163 Pine Street, Garden City, NY 11530.

February 20-21

SAA MARC for Archives and Manuscripts Workshop; Boston, Massachusetts. Contact Lisa Weber, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

April 4

Long Island Archives Conference Spring Meeting; Oyster Bay, New York. Contact Rev. Harry Culkin (718) 631-4600.

April 21-25

The Australian Society of Archivists' 6th Biennial Conference; Perth, Australia. Contact the Australian Society of Archivists Inc., P.O. Box 327, Claremont, Western Australia, 6010, 09-427-3274.

April 22-23

MARC for Archives and Manuscripts Workshop; Salt Lake City, Utah. Contact (see above).

April 22-25

Northwest Archives Spring Meeting; Spokane, Washington. Contact the Ridpath Hotel, (509) 335-6691.

April 23-24

Council of Intermountain Archivists Spring Meeting; Salt Lake City, Utah; Contact Jeff Johnson (801) 533-5250.

April 26-28

Society of Alabama Archivists with Society of Mississippi Archivists Spring Meeting; Columbiana, Alabama. Contact Earl M. Mennen, Jr., MS Dept. of Archives and History, P.O. Box 1151, Jackson, MS 39205.

May 7-9

Mid-Atlantic Regional Archives Conference; Baltimore, Maryland. Contact Jane Odom, Archives Center, National Museum of American History, Washington, DC 20560, (202) 357-3270; or Elizabeth Schaaf, Archives of the Peabody Institute, 1 E. Mt. Vernon Pl., Baltimore, MD 21202, (301) 659-8157.

May 17-20

American Society for Information Science Mid-Year Meeting, Cincinnati, Ohio. Contact George L. Abbott, 1987 Mid-Year Meeting, Program Co-Chairman, 311 Stonecrest Drive, Syracuse, NY 13214.

May 19-20

MARC for Archives and Manuscripts Workshop, New Orleans, Louisiana. Contact (see above).

June 11-14

Society of California Archivists Spring Meeting; Monterey, California. Contact Helene Whitson, 1824 Arch St., Berkeley, CA 94709.

June 5-19

Preservation Management Workshop; Simmons College, Boston, Massachusetts. Contact NEDCC, 24 School St., Andover, MA 01810, (617) 470-1010.

June 15-26

Archives Institute; Emory University, Atlanta, Georgia. Contact Archives Institute, Division of Library and Information Management, Emory Univ., Atlanta, GA 30322.

MicroMARC:amc

The **MicroMARC:amc** microcomputer system is a comprehensive system based on the **USMARC AMC** Format. With this system, you can enter records, update them with ease, and then produce full reports or do searches on your holdings. The **MicroMARC:amc** system can also Import/Export a standard **USMARC AMC** formatted file. The system allows for maximum flexibility on a local basis while still adhering to the standards of the national format.

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Price: \$995 (U.S. dollars) for the complete system and documentation. A demonstration diskette and the **MicroMARC:amc** system documentation may be purchased separately for \$30.

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Awards Available

A scholarship to the National Archives' Modern Archives Institute, held January 26-February 6, 1987, is available from SAA. The award is funded by the Colonial Dames of America, Chapter III. To be eligible, an applicant must be an employee of an archival institution or agency, employed less than two years as an archivist or archives trainee, actually working with archives or manuscripts regardless of title, and be employed in an institution or agency with a fair percentage of its holdings in the period predating 1825. Resumes, accompanied by two letters or recommendations from persons who have a definite knowledge of the applicant's qualifications, should be submitted to Roy Tryon, 35 S. Bradford Street, Dover, DE 19901 by December 1, 1986.

The Institute of Museum Services announces the immediate availability of General Operating Support applications. GOS awards are one-year competitive grants providing support for ongoing institutional activities. A museum is eligible for 10% of its operating budget to a maximum of \$75,000. IMS accepts applications from museums of all disciplines and budget sizes. Contact The Institute of Museum Services, 1100 Pennsylvania Ave., N.W., Room 609, Washington, DC 20506, (202) 786-0539.

The NHPRC will offer three fellowships in archival administration for the 1987-88 academic year. Archival institutions are hereby encouraged to act as hosts for fellows. The primary criterion for institutional selection is the capability of exposing fellows to a wide range of archival administrative experiences. The fellowships sponsor 9 to 10 months of training. The host institutions will be chosen by January 15, 1987. Institutions wishing to be hosts should request guidelines from the NHPRC, National Archives Building, Washington, DC 20408. Applications must be returned no later than December 15, 1986. For further information call NHPRC at (202) 523-5386.

The Rockefeller University will make grants of not more than \$1,500 to graduate students or post-graduate scholars who are engaged in research requiring use of the holdings of the Rockefeller Archive Center. Address inquiries about the program and requests for application forms to Director, Rockefeller Archive Center, Pocantico Hills, North Tarrytown, NY 10591-1598. The application deadline for 1987 grants is December 31, 1986.

The M. Louise Carpenter Gloeckner, M.D., Summer Research Fellowship Award Committee is now accepting applications for research next summer in the Archives and Special Collections at the Medical College of Pennsylvania. One \$1,200 grant will be awarded. Write to the Archives and Special Collections on Women in Medicine, The Medical College of Pennsylvania, 3300 Henry Avenue, Philadelphia, PA 19129. Applications must be submitted by February 16, 1987.

Wanted

Twenty-First Century Press, a new book and software publisher, is now seeking manuscripts for its "American Archives Series." The books in this series will collect archival and documentary materials in a variety of fields. The publisher hopes to make important primary materials available for undergraduate and graduate use, thereby encouraging further research in America's archival and documentary collections. For more information, contact Jeffrey Shulman, President, Twenty-First Champion Press, 44 North Market St., Frederick, MD 21701, (301) 694-0100.

The Massachusetts Historical Society is preparing to publish a series of volumes of the papers of Robert Treat Paine (1731-1814), signer of the Declaration of Independence, member of the Continental Congress, and the first Attorney-General of Massachusetts. In order to make this edition as comprehensive as possible, they would appreciate hearing of any letters to or from Paine or his immediate family or any other writings

which are currently in other collections. Please contact The Paine Papers, Massachusetts Historical Society, 1154 Boylston Street, Boston, MA 02215.

But Will It Contribute to the Coffee Fund?

The Archival Research and Evaluation Staff has been working with the Office of the National Archives and the American Management Systems to test and evaluate whether the principles of computer-based artificial intelligence could be applied to archival reference operations. Specifically, the expert system was designed to emulate the thought processes and judgment capabilities of an experienced professional archivist. Renee Jaussaud, an archivist in the Scientific, Economic, and Natural Resources Branch, served as the "domain expert" for the project.

The goals of the project were to answer the following questions: (1) Can an archivist's decision-making process be captured as "rules-of-thumb?" (2) Can an expert system, using these rules, make decisions which are consistent with those that the archivist would make? and (3) Does an expert system have the potential for application as part of the overall scheme for developing information processing systems?

The study report answered "yes" to all three questions. The system was tested by asking records reference questions and comparing the system's responses to those of an archivist. Considering the limited size of the prototype system, the results were extremely promising. The study report suggests that the National Archives should consider the use of expert systems in roles such as an "archivist's assistant," a training system for archives technicians, or as a system for direct use by researchers.

Reprinted from News from the Archives, Spring 1986.

Recruitment of Archivists: 1985-1986

(Condensed from an article by David Bearman)

Just before SAA's 1986 annual meeting, I undertook a brief survey of the job advertisements appearing in the newsletter for the two years prior to that meeting. Here are the results, including data about the formal qualifications, experience, competencies, and special skills sought in archivists:

The two years saw almost the same amount of recruitment: 147 new positions from Sept. 1984 to Aug. 1985, and 140 from Sept. 1985 to Aug. 1986. Of these, 103 listed salary in '85 while 102 did so in '86, with an average listed salary of \$20,268 in '85 and \$24,137 in '86. (This disparity may be due to the larger number of term appointments listed in 1985 (22%) than in 1986 (12%).) It appears then that the average salary listed in job ads closely approximates that of workers in the profession, which is between \$21,000 and \$24,000 depending upon which survey one reads. In addition, the distribution of job ads by sector -- 92 government, 108 academic, 85 private -- is close to that of archivists in the profession.

FORMAL QUALIFICATIONS:

An MA and/or MLS degree is the preferred minimum qualification by two to one in '85 and three to one in '86. MA/MLS or the equivalent, however, is cited more often than either alone. In '86, 18 ads required an MA in history or liberal discipline, 45 asked for either an MA or MLS, while 38 asked for an MLS. The BA is a minimum qualification 17% of the time both years. The PhD. as a minimum requirement appears only 7 times over the two-year period, but is more often stated as preferred. In '85, 38 of 147 ads requested formal archival training, while 30 of 140 asked for it in '86.

EXPERIENCE:

Each year one-third of the ads requested 1-2 years' experience as a minimum. Just over 15% of the ads asked for 3-4 years' experience. In '85 only 5% asked for more (5+ year), but in '86 fully 11% wanted

over 5 years' experience, reflecting perhaps the fewer term jobs listed.

COMPETENCIES:

The competencies requested in '85 differed considerably from those requested in '86. 8.2% of the job ads in '85 required knowledge of computers, MARC or on-line catalogs. The next year 11.4% required such skills. In '85 only 9.5% desired or preferred such skills as compared to 15.7% in '86. In all, by '86 more than 27% of the job listings either required or desired computer competence.

The other changes seem to indicate a shift away from "soft" requirements towards measurable ones. In '85 54% of the jobs requested oral and written skills, or ability to relate to staff, donors, etc. In '86 only 23.5% requested these somewhat

nebulous competencies. We may be seeing a move to increase the importance of formal and demonstrable competencies.

SKILLS:

In each year, a number of jobs requested archival technical skills (conservation, microfilming, statistical sampling), extra languages, or subject area knowledge. Jobs requiring these skills usually made clear that the incumbent would have these duties. The difference between these numbers from year to year probably reflects the accidents of the market. In the aggregate, 25 jobs requested additional languages ranging from Polish and Hebrew to Chinese and Latin, and 31 requested subject expertise (in an extremely broad range of subjects).

Professional Opportunities

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

MUSEUM CURATOR (ART)

Smithsonian Institution, Washington, DC. As the Assistant Curator in the area of twentieth-century crafts and decorative arts, the incumbent serves as a member of the professional staff performing duties relating to research on and the cataloging and exhibition of American crafts and decorative arts. Duties: Initiates, develops and participates in research projects; publishes research findings in scholarly publications; assures proper documentation, identification, conservation and storage of the collection; participates in the development of exhibitions; assists in planning professional and public programs; performs public service duties; answers public inquiries; lectures to professional and public groups and other organizations. Qualifications: The position has a basic requirement of a full four-year course of study in an accredited college or university leading to a bachelor's degree in an appropriate subject matter field, or four years of experience, or education and experience, that provided knowledge and ability comparable to that normally acquired through successful completion of a four-year course of study. In addition, a minimum of three years of professional experience is required. This experience must have equipped the candidate with the knowledge and ability to perform fully the work of the position. Selective Factors: Ph.D in American art history, crafts, decorative arts or a related field, or equivalent professional experience; knowledge of twentieth-century American art history, including crafts and decorative arts, at the scholarly

professional level; Knowledge of and experience in professional museum standards and practices. Quality Ranking Factors: Scholarly publishing record in the field of American art, crafts, or decorative arts; Knowledge of techniques and processes associated with such craft materials as clay, glass, fiber, wood and metal, Experience in organizing art exhibitions involving significant issues and topics. Salary: GS-1015-11 (\$26,381 per year). Promotion potential to GS-14. Submit letter of application to: Smithsonian Institution, Office of Personnel Administration, Arts and Industries Building, Room 1410, 900 Jefferson Drive SW, Washington, DC 20560. (202) 357-1450 or 1452. Position open until filled.

ARCHIVAL SPECIALIST

Archives of the Lutheran Church in America, Chicago. Twelve-month position (with possibility of extension) on NEH-funded project, to arrange and describe the records and papers of the Association of Evangelical Lutheran Churches, Christ Seminary/Seminex, and Evangelical Lutherans in Mission, three related organizations formed in the early 1970s as the result of a controversy in the Lutheran Church, Missouri Synod. Records include both organizational records as well as personal paper collections. Qualifications: previous experience in archival arrangement and description required; advanced degree (M.A.) in library science or history preferred, with course work in archives administration highly desirable; subject knowledge in church history a plus; and good writing/communication skills. Salary: \$17,500 plus full benefits. Send resume and three letters of reference and a sample of writing (preferably a descriptive inventory or other finding aids) to: Elisabeth Wittman, Associate Archivist, LCA Archives, 1100 E. 55th Street, Chicago, IL 60615-5199. Application deadline: November 30, 1986.

COLLEGE ARCHIVIST

Smith College, Northampton, MA. The College Archivist will reformulate the program of a traditional college history collection (established 1921) in order to administer the appraisal, acquisition, maintenance, and use of the college's records and other historical materials according to current archival practice. The archivist will also administer the appraisal, acquisition, and maintenance of organization records in the Sophia Smith Collection (a national women's history archive) and participate in a shared reference service for the two programs. Staff: 2.0 administrative plus 1.5 FTE students. Salary: \$22,600 to \$26,350, depending on qualifications. Minimum Qualifications: M.A. in History or related field with two graduate courses in Archives Administration; five years of progressively responsible professional archival experience (including two years' responsibility for the appraisal and processing of institutional records); excellent speaking and writing skills. Desirable Qualifications: Ph.D. or M.L.S.; additional training in records management or other archival specialties; experience in reference and in MARC AMC format cataloging; participation in professional development activities. Please send letter of application, names and addresses of three references to: Jack W. Simpkin, Director of Personnel Services, Smith College, 30 Belmont Avenue, Northampton, MA 01063; no later than December 12, 1986.

ARCHIVIST

University of Connecticut. Under direction of the Director of Historical Manuscripts and Archives, the Archivist is responsible for coordinating daily management of the Division, providing reference/research services, supervising processing by volunteers and student assistants, and planning for automated archival information systems. Qualifications: Graduate degree in Archival Management, History, or closely related field; or MLS from an accredited graduate program, with archival concentration. 2-6 years of professional archival experience. Demonstrated knowledge or experience in historical research methods. Knowledge of post-Civil War New England history plus some supervisory experience. Salary from \$20,000 to \$27,000, depending on qualifications and experience. Send resume and cover letter to: Administrative Offices, Box U-5A, Homer Babbidge Library, The University of Connecticut, Storrs, CT 06268.

AGRICULTURAL MUSEUM ADMINISTRATOR

Florida, Dept. of Agriculture & Consumer Services, Tallahassee, FL. Qualified person will be employed by the Florida Department of Agriculture and Consumer Services and will help plan and administer the program for the newly created Florida Agricultural Museum. Minimum qualifications for this position are: Bachelor's degree with a major in art, history, anthropology, archaeology or geology and four years of experience in museum collections, exhibit construction and design or other professional museum work, one year of which must have been in a supervisory capacity; or a Master's degree in art, history, anthropology, archaeology or geology and three years of experience as previously outlined, with one year in a supervisory capacity. The position is pay grade 24 with a biweekly salary range of \$931.20 to \$1,574.83. All applications should be directed to: Charles M. Allen, Jr., Information Director, Florida Department of Agriculture and Consumer Services, Mayo Building, Suite 408, Tallahassee, FL 32399-0800, (904) 488-6336. Position will remain open until filled.

ASSISTANT HEAD -- MANUSCRIPTS DIVISION

University of California, Berkeley. Duties: 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 three years' experience as manuscripts curator in large academic library or collection; 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 January 1, 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.

ASSISTANT DIRECTOR

Amistad Research Center, New Orleans, Louisiana. The assistant director will participate in all facets of the operation, including training and supervision of staff; collection development; cataloging manuscript and reference collections; implementing computer-based techniques for control and access to the collections; preparing exhibits; and providing general and specialized reference service. Requires graduate degree in history and a minimum of three years' experience as a manuscript curator. Qualifications should also include some supervisory experience and educational or experience background in the field of ethnic history. Salary range: \$25,000 to \$30,000, depending upon qualifications. Fringe benefits include health and life insurance and a retirement plan. Starting date is negotiable, but can be as early as January 1, 1987. Send resume with cover letter and three professional references to Clifton H. Johnson, Executive Director, Amistad Research Center, 400 Esplanade Avenue, New Orleans, LA 70116.

ASSISTANT ARCHIVIST

LaGuardia Community College, Long Island City, NY. LaGuardia Archives seeks an individual to oversee the completion of the LaGuardia Project, a cooperative effort of the LaGuardia Archives, the New York Public Library, and the Municipal Archives of the City of New York. The goal is to microfilm the La Guardia collections of all three institutions and to place a copy of the complete microfilmed holdings at each institution. Duties: Complete the processing of the LaGuardia materials housed at Municipal Archives, creating folder-level descriptions and overseeing their entry into the computer. Qualifications: MA in History or related field and archival training in processing of records. Excellent interpersonal skills highly desirable. Salary: \$17,000/A; 6-month initial appointment with possibility of a one-year appointment to follow. Grant-funded position. Send letter and resume by December 5 to: Richard Lieberman, Director, LaGuardia Archives, Room 4, LaGuardia Community College/ CUNY, 31-10 Thomson Avenue, Long Island City, NY 11101.

RESEARCH SUPPORT

Washington, DC. Applications are invited for the second year of the United States Capitol Society Fellowship designed to support research and publication on the art and architecture of the United States Capitol and other buildings under the jurisdiction of the Architect of the Capitol. Graduate students and scholars may apply for periods of one month to one full year for a stipend of \$1250 per month. Applications must be received by February 15, 1987. Further information can be supplied by Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, DC 20515. (202) 225-2700 or 1222.

PROJECT ARCHIVIST

Historical Society of Pennsylvania. Responsibilities will include help in the installation of RLIN system, transfer of existing collection descriptions to RLIN/AMC format, and work on backlog of unprocessed collections. The Project Archivist will also supervise the work of state-supported archivists in identifying and describing official records in private papers. The Project Archivist should have the following qualifications: undergraduate degree in history and graduate degree in an established archival training program; two years' experience in processing manuscripts; familiarity with MARC (AMC) procedures. Three-year, grant-funded position to begin December 1, 1986. Starting salary, \$16,500. Please send resume and names of three references to Linda Stanley, Manuscripts and Archives Curator, Historical Society of Pennsylvania, 1300 Locust Street Philadelphia, PA 19107.

APPLICANT SUPPLY FILE

Smithsonian Institution. Accepting applications from all qualified candidates. This file is a central system which may be used to fill temporary Federal and non-Federal positions which are not expected to extend beyond one year, some non-Federal permanent positions, and as a supplement to the search process for selected positions throughout the Institution. Applications will be accepted for the following occupations and grades: Research Positions (all specializations: e.g., anthropology, entomology, geology, etc.) GS-100/400-5 Thru 12; Exhibits Specialist (all specializations) GS-1010-5/7/9; Museum Technician/Specialist (specialization: aeronautics, art, anthropology, geology, history (preferably American history); natural science, technology, and zoology) GS-1016-5 Thru 9; Museum Curator (all specializations: e.g., philately, numismatics, art, aeronautics, science & technology, etc.) GS-1015-9 Thru 12; Miscellaneous Information and Arts Group Positions GS-1000-4 Thru 12; Library and Archives Group GS-1400-4 Thru 12. Basic qualification requirements for each occupational category are outlined in the Office of Personnel Management Handbook X-118 or X-118 C. These handbooks are available for review in the Office of Personnel Administration. Some occupations may require that selectee take and pass a civil service written examination. Send a current Personal Qualifications Statement (SF-171), a recent performance appraisal and a college transcript or list of successfully completed college courses to: Smithsonian Institution, Employment Office, Washington, DC 20560, Attention: ASF-86-1. Be sure to indicate on each application the occupation and lowest grade level for which you wish to be considered. Applicants claiming veteran's preference must attach a copy of their DD-214 or other proof of entitlement. A separate and complete application must be submitted for each occupation and/or specialization listed.

MANAGEMENT ANALYST

(Records Management Officer) Washington, DC. GS-343-9/12 sought by the Architect of the Capitol. Responsible for the records of the Architect, including correspondence, construction records, architectural drawings, and photographs. Experience in records management relating to both current and historic materials required, understanding of computerized indexing desired. Submit SF-171 or resume to Personnel Division, Architect of the Capitol, Washington, DC 20515. Address inquiries to Mr. Saunders at (202) 226-2551.

ARCHIVIST

City of Portsmouth, Virginia. Requires experience or education in library science, working with archives. Minimum professional requirements are (a) a graduate degree in Library Science, or (b) a bachelor's degree in Library Science or a closely related field, plus at least two years of full-time experience in working with archival collections, preferably in a museum setting. The goals of this museum will be the protection, preservation, research, and interpretation of the MONITOR and all its associated records, documents, and archaeological collections. Interested candidates should send their resume and letter of application, including relevant educational background, pertinent experience, and relevant capabilities and honors to: Employment Office, City of Portsmouth, 801 Crawford Street, Portsmouth, VA 23704. For additional information, call Margie Ritter (804) 393-8697.

MANUSCRIPTS LIBRARIAN

Western Kentucky University. Responsible for organizing and cataloging manuscripts and folklore archives regional materials. Faculty rank in the Department of Library Special Collections. Reports to Manuscripts and Archives Supervisor. MLS from ALA-accredited program required; second graduate degree in American history, folklore studies or English preferred; experience in manuscripts work, knowledge of Kentucky history and familiarity with online library systems desirable (particularly NOTIS and USMARC-AMC). Send letter of application, resume and names and telephone numbers of three references by January 15, 1987 to: Office of Academic Affairs, Library Search, Western Kentucky University, Bowling Green, KY 42101.

PROJECT ARCHIVIST

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

ARCHIVIST/PRESERVATIONIST

Louis Wolfson II Media History Center, Inc., Miami, Florida. This professional position is responsible for maintenance, preservation, and organization of an archival collection of historically significant 16mm films and video tapes, with supporting print material. The archivist is responsible for the supervision of the preservation, arrangement, repair, rehabilitation, duplication, reproduction, description (including the preparation and publication of inventories, indexes, catalogs and other finding guides to facilitate preservation and use), exhibition of the collection and other general audio-visual duties as assigned. Work involves interpreting the collection to the public. Supervision may be exercised over a small group of clerical and/or technical support employees. Will work within a budget set jointly by the Library and the Board of Directors of the Center. Will report to the Director of Libraries with general supervision from the Head of the Film Department. TASKS: Assists in the drafting of policies and procedures for operation of the department--subject to approval by the Library and the Corporation's Board of Directors. Participates in the interviewing and selection of support staff for the Center. Seeks grants and other financial aid to further the aim of the Center. Assesses the physical and historical condition of films, and will set priorities for restoration and video transfer accordingly. Supervises the transfer of subject indexing to database. Assists scholars, film makers, and eligible nonprofit researchers in the use of the collection. Classifies and catalogs Center materials. Supervises desk routines and performs other related duties. QUALIFICATIONS: Graduation from an accredited university or college with a degree in History or related field such as archival preservation and maintenance. Master's degree in the required field of library science or related areas desirable. Two years' full-time, paid experience in archival maintenance desirable. Thorough knowledge of professional library principles, methods, materials, practices, and tools of research. Knowledge of current and developing technology related to video and audio equipment and techniques. Ability to interpret the Center's policies, objectives, and facilities to community groups, public officials, and the general public. Ability to establish and maintain effective working relationships with library patrons and employees. Ability to maintain fiscal and administrative records, and to prepare reports. Ability to express oneself effectively, both orally and in writing. Salary dependent upon training and experience. Send resume and references to: Mr. Edward Sintz, Director, Miami-Dade Public Library, 101 W. Flagler St., Miami, FL 33130-1504.

CURATOR OF MANUSCRIPTS

University of North Carolina. The administrative head of the Manuscripts Department in the Special Collections Division of the Academic Affairs Library. The Manuscripts Department contains the Southern Historical Collection, the University Archives, and General and Literary Manuscripts. It plans an expansion of its holdings in recorded sound, film, and other nonprint media, in the immediate future. Curator is responsible for the general administration of these collections and their staff; solicitation of gifts and preparation of grant proposals; and interpretation of the department's program to administrators and the scholarly community. Required: Doctorate in American history; knowledge of the South; formal archival training; supervisory experience in an archival operation; varied archival experience, including work with private papers and official

records. Knowledge of North Carolina history; ALA accredited MLS; involvement in the archival and historical professions desired. \$35,000 minimum annual salary and standard state benefits. Possible adjunct appointment in the Department of History. Application deadline: January 1, 1987. Send letter of application, resume, and names of three references to: Susan S. Shenton, Library Personnel Officer, Davis Library 080A, The University of North Carolina, Chapel Hill, NC 27514.

ASSISTANT ARCHIVIST/MANUSCRIPT CONSERVATOR

American College of Physicians, Philadelphia, PA. Assistant Archivist for a medical society's twentieth-century corporate archives in charge of manuscripts evaluation, organization, processing, conservation and microfilming. The corporate archives also include the publications of the society involving multiple media and associated printed matter and large volumes of both old and current series of meetings records. The candidate should have experience in constructing classification and descriptive schema and be facile with computer-oriented development of description and finding aids. IBM SYS36 DISPLAYWRITE and QUERY software are employed. Experience with microfilm preparation, quality control, and indexing required. Interest in and ability to comprehend constantly changing institutional structures and define archival organization in that context are essential to establishing consistency and reliability in description and document retrieval. The candidate will assist the archivist in retrieval of documents in highly active research functions. The successful candidate will be task oriented in high-volume processing of constantly updating archival collections. Requirements are MLS with emphasis in archives administration and conservation. Minimum experience should include the equivalent of a one-year internship or fellowship or two years' full-time archival experience; preference given to experience with twentieth-century corporate archives or archival work associated with records management programs. Salary from \$17,500, depending on qualifications. Excellent benefits. Immediate opening. Resumes with two references should be sent to Ellen Benson, Personnel Manager, American College of Physicians, 4200 Pine Street, Philadelphia, PA 19104. Closing date November 30, 1986.

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. Knowledge of conservation issues and trends, particularly of paper con-

servation, 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. (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.) Application procedure: Further inquiries can be made to Mr s. 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 references should be sent to the Staff Clerk, State Library of New South Wales, Macquarie St., Sydney, N.S.W., 2000, Australia. Interviews will be conducted by telephone.

INFORMATION SERVICES MANAGER

New York City. Manages and directs the Information Services of The Ford Foundation, including the Archives, Library, I.R. Units, Central Index, Communications Services, and Printing and Copying Services. Responsible for the security and maintenance of the Foundation's records, including the short- and long-term storage, microfilming records, retention schedules, and information retrieval. Directs the research functions to provide data to Foundation interests since its inception. Identifies and provides electronic database services, manages the in-house Library, and coordinates obtaining information from other sources. Directs the operations of the mail room and all printing and photocopying operations within the Foundation. Manages the maintenance of the active program files of the Foundation. Qualifications: Advanced degree in Library or Information Science. At least 5-10 years experience in managing library, archives, and vital records functions. Knowledge of records management, archives, library and indexing procedures; experience in historical research; ability to deal with researchers; to supervise staff, and to communicate effectively. Grade: 22; Full Salary Range: \$44,000-\$70,000; Outside Recruiting Range: \$44,000-\$52,600. Interested candidates should send their curriculum vitae to: The Ford Foundation, 320 East 43rd Street, New York, NY 10017.

INSTITUTE ARCHIVIST

Head, Special Collections, Rensselaer Polytechnic Institute. A dynamic, private university seeks a candidate to manage a small but very active university archives program and its manuscript and rare book collections. Collection strength is in the history of American Science and Technology. Responsibilities: develop and implement policies and procedures; promote collection use with all university offices, the national science/technology community and potential donors; develop the collections; conduct reference and outreach activities; supervise at least one support staff and students in accessioning, processing and use of collections. Reports to Director of Libraries. Requirements: experience in archival administration or archives work; masters degree in library science or historical discipline; strong interpersonal and communication skills; demonstrated initiative, administrative and organizational ability. Preferred qualifications: formal archives training; knowledge of the history of science/technology; experience in academic archives; experience with automated access systems; a record of professional involvement. Salary: minimum \$25,000. Rensselaer Polytechnic Institute has an attractive benefits program and is located in the Capital District of New York State, which offers many academic, cultural and recreational opportunities. Send resume and names of three current references by December 31, 1986 to Ms. Barbara Lockett, Director of Libraries, Rensselaer Polytechnic Institute, Troy, NY 12180-3590.

PRESERVATION FIELD SERVICE DIRECTOR,

NEDCC, Andover, MA. Northeast Document Conservation Center seeks individual to provide preservation surveys, workshops, and disaster assistance for libraries, archives, and museums. Collection management experience and advanced degree in related field required. Excellent writing skills. Salary commensurate with experience. Send resume indicating present salary and writing sample to: NEDCC, 24 School St., Andover, MA 01810.

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.

Professional opportunities are listed in the SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA individual members at a cost of \$12 per year. Members may subscribe to the "Employment Bulletin" at the time of their annual dues renewal.

SAA members may register with the Placement Service by filling out a "Qualification Summary Sheet" and submitting it with 15 copies of their resume to SAA headquarters. For further information about the Placement Service, please contact Sylvia Burck at SAA headquarters.

Professional opportunities are listed at no charge to employers.

Newsletter

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

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