



Newsletter

The Society of American Archivists

Council Gives Nod on Certification

As noon bells tolled on February 1 in Washington, D.C., the SAA Council voted its approval of a certification plan for archivists. This action culminated three years of study and debate about the merits and details of certification.

SAA President William Joyce is preparing a full report to the membership on this important step, which the Society's Council approved decisively. Because this issue of the SAA Newsletter is going to press immediately following the Council meeting, it can only give the highlights.

In approving certification, Council made several changes in the plan printed in the August 1986 SAA Newsletter. These changes, recommended by a Council subcommittee, include:

- o reducing the interim board from seven members to five, including one "public" member;
- o recommending short-answer instead of essay questions for the certification examination that will be developed;
- o making periodic recertification an integral part of the plan; and
- o shortening the initial time period when certification by petition will be available from two years to one year.

Council will choose the members of the interim board later this spring. The board will then prepare a detailed plan and budget, prior to December 1, 1987 for Council's approval. Following that, implementation of certification by petition and by examination will begin.

More information about Council's action and how it will be implemented will be contained in future issues, and in other communications with SAA members.

Peterson Named Assistant U.S. Archivist

After a nationwide competitive search, Trudy Huskamp Peterson has been named Assistant Archivist for the National Archives, a position she has filled in an acting capacity since 1985.

In making the announcement, Acting Archivist of the United States Frank G. Burke referred to Peterson as "a consummate archivist whose professional integrity and knowledge are respected internationally."

As Assistant U.S. Archivist, Peterson will head the Office of the National Archives, an office Dr. Burke called "pivotal to the National Archives' acquiring, preserving, and making available the permanently valuable records of the Federal government." She will oversee a staff of 520 employees in the Washington area and 83 employees in 11 branches around the country.

Peterson earned her master's and doctoral degrees in History from the University of Iowa in Iowa City, and received her undergraduate degree from Iowa State University in Ames, Iowa. She has held various positions at the National Archives in Washington, D.C. since 1968. During the 1983-84 academic year she lectured in American studies at the University of Oulu, Finland, under the aegis of the Fulbright program.

Named a fellow of SAA in 1980, Peterson has served on the Society's governing Council since 1984.

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What Council Did

At its meeting, January 30 - February 1, 1987 in Washington, D.C., SAA Council:

- Adopted a revised certification plan, to begin with the creation of an interim board that will develop a detailed program (see p. 1).
- Asked that President Joyce and Executive Director Neal represent SAA at a meeting for the National Trust for Our Documentary Heritage, February 20-21, 1987 in Washington, D.C.

- Approved changes in the Hamer Award to include additional forms of archival materials and to emphasize increasing public awareness (see p. 1).
- Amended the annual reporting forms for SAA groups to relate to goals and priorities for the profession.
- Affirmed its intention to focus the Society's initiatives in automation by coordinating the activities of the Committee on Archival Information Exchange and the Automated Records and Techniques Task Force.
- Approved the creation of four new

Roundtables: Minorities, OCLC Users, Archives Management, and MARC-VM Users.

- Selected Seattle, Washington as the site of the 1990 annual meeting.
- Appointed Lewis Bellardo, Jr. and Edie Hedlin to the Professional Standards Committee.
- Appointed Vice President Holbert to represent SAA at the 1988 meeting of the International Council on Archives.
- Selected the dates of June 4-7, 1987 for the next meeting of Council, to be held in Chicago.

From the Executive Director's Desk

As this issue goes to press, I have just returned from the January meeting of the SAA Council. For four days, the elected leadership of the Society met and discussed a wide variety of important--even momentous--topics.

I was reminded again of the time and energy that the Society's Officers and Council invest in discharging their duties. When I was interviewed for this position a year ago, I was impressed by the commitment that these persons made to selecting an executive director, for all twelve of them spent most of a week in Chicago interviewing the finalists and reaching a decision.

Observers from Alexis deTocqueville to Brian O'Connell have pointed out how important volunteerism is to the United States. It is one of the things that distinguishes American society. There are thousands of groups, large and small, that serve to advance the interests of their members.

Many, perhaps most, of these groups rely entirely on voluntary leadership--as SAA did before 1974. Even those with paid staff, though, depend heavily upon spontaneous leadership for their energy and success.

SAA would be unable to act without scores of individuals in key positions. In addition to the Officers and members of Council, who govern the affairs of the Society, there are a couple of dozen other SAA groups "staffed" entirely by volunteers. When they attend to their SAA duties, many of these volunteers do so without institutional support--or even paid leave time.

Sections and Roundtables pull together people with similar interests,

and without volunteer chairs they could not function. Standing committees and task forces are charged with doing some of the most useful ongoing work of the Society, and these bodies are managed entirely by volunteers. The Editorial Board, the Program and Host Committees, and many other SAA groups perform valuable service to the Society and make it a vital and effective organization.

In addition, many other SAA members without any official position will ingly contribute their time and expertise to the work of the Society. All of this gives SAA a vitality and sense of creativity that is extraordinary.

As I have thought about the nature of this volunteer leadership, some questions have come to mind. How does SAA attract and identify people who give so willingly of themselves? What incentives to serve are there, and what recognition can we offer as modest repayment for their contributions? Can we do more to help our volunteers to become even more effective as leaders?

Do we overuse our most conspicuous or eager volunteers, burning them out and discarding them after they finally cry "Enough"? Where is the next generation of SAA's leadership coming from? How can we encourage people who have not yet been tapped for service to the Society to make their willingness to serve better known?

Do you have some thoughts on these issues? If so, let us know what they are.

Newsletter Feedback Calls for "Works-In-Progress" Section

In the past few months we have received some valuable feedback on how to make the SAA Newsletter a better forum for the archival profession.

One response calls for a section that would keep the archival community informed on works-in-progress. Members could use this forum to inform colleagues about their archival activities and to receive reactions. This sort of information could prove especially valuable when projects are engaged in advancing archival science and practices.

What shape would you like to see such a section take? Please let us know how this or any other idea can make the newsletter work better for you.

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Archives of Canada Bill Moves to Senate

On 19 December 1986 the House of Commons gave Bill C-7, the Archives of Canada Act, its third reading and passed it. The Senate is expected to act on and pass the Bill within the next few weeks. Royal Proclamation will then give it the status of law.

The new Act will replace the Archives Act of 1912, a statute that predates the spread of the common office typewriter, not to mention the electronic age and its information explosion.

The following excerpt from the Association of British Columbia Archivists' Newsletter (Summer 1986) outlines the main thrust of the new Act:

The new legislation [ensures] that the Archives of Canada would be responsible for "conserving private and public records of national significance and facilitating access thereto." The Archives would be the permanent repository for the records of government agencies and of ministerial records. In addition, the Archivist of Canada would have two special powers. Except in certain cases, "no record under the control of a government institution and no ministerial records shall be destroyed without the consent of the Archivist." It also provides that "the records of government institutions and ministerial records that...are of historic or archival importance are to be transferred to the care and control of the Archivist."

In addition, the Act allows the Public Archives to become involved in implementing a government-wide records management program and gives it responsibility for recorded information regardless of its physical form.

In light of these significant responsibilities, two studies have been undertaken. The first will assess what role the Public Archives should assume within government institutions in areas beyond records management. The second is examining data and document interchange standards for the storage and transfer of machine-readable information.

Selecting an Archivist of the United States

In light of last year's controversy over President Reagan's nomination of John T. Agresto as Archivist of the United States, SAA feels it fitting that we reprint the following statement approved by Council at its January 1985 meeting:

"In order to assure that NARA fulfills its potential for leadership within both the federal government and the historical and archival communities, an individual should be sought for the position of Archivist who exhibits all of the following attributes:

- 1) A commitment to preserving government records for their administrative and cultural value, an understanding of archival concerns and an appreciation of the role of historical research in documenting our government's policies, programs, and actions.
- 2) The ability to administer a large organization.

- 3) The stature and presence to work effectively with other heads of executive branches, as well as members of the legislative branch.
- 4) An ability to work within the governmental and budgetary processes so that he/she can use the administrative and statutory authority of the position to the fullest extent.
- 5) A commitment to adapting NARA to the new information environment and a willingness to use modern information technology for the benefit both of records/archives administration and of research.
- 6) The capacity to assert a leadership role for the National Archives among federal records managers, archivists, historians, genealogists, and related constituencies.
- 7) A reputation of leadership and excellence in his or her profession."

Salinger Wins Lawsuit--Blocks Biography

Author J.D. Salinger had his day in court and Random House emerged with a black eye on January 29, when the 2nd U.S. Circuit Court of Appeals directed a lower court to bar publication of the unauthorized biography, "J.D. Salinger: A Writing Life."

Salinger, who withdrew from public life 33 years ago and has not published since 1965, objected to the biography on the ground that it was "a blatant infringement of my copyrights in certain of my heretofore unpublished letters." The court agreed, overturning a district court decision that had thrown Salinger's lawsuit out of court.

At issue was whether author Ian Hamilton made "fair use" of copyrighted material when he quoted and paraphrased private letters Salinger wrote between 1939 and 1961. The "fair use" provision of U.S. copyright law allows one to quote an author's work without permission for the purposes of criticism, comment, news reporting, teaching, scholarship, and research. What constitutes "fair use," however, is determined by how the author's work is used, how much of it is used, how large a part it plays in

the work in which it appears, and whether the two works compete with one another.

The Court of Appeals ruled that Hamilton exceeded the limits of "fair use," by quoting or closely paraphrasing Salinger's letters "on at least 40 percent of the book's 192 pages." Random House is now deciding whether it will revise the manuscript or appeal the case to the Supreme Court.

When Hamilton originally contacted Salinger in hopes of soliciting his cooperation on the project, Salinger tried to discourage him, writing, "I've borne all the exploitation and loss of privacy I can possibly bear in a single lifetime."

According to an article in the New York Times, First Amendment attorney Harriet F. Pilpel sees this case as having future importance for copyright law. She noted that although Random House and Hamilton lost, the court's decision condones quoting from unpublished material, an area previously regarded as not subject to "fair use" permission. Pilpel added that the matter "will no doubt be the subject of future litigation and possibly legislation."

Western Archives Institute Offered in July

A complete archives institute is coming to the West Coast July 20-31, 1987. Cosponsored by the Society of California Archivists, the California State Archives, and UCLA, the two-week-long institute will offer courses in a full range of archival administration.

James B. Rhoads, director of the graduate program in archives and records management at Western Washington University and former Archivist of the United States, and Ann Morgan Campbell, recently retired executive director of SAA will be the featured speakers during the first and second weeks of the institute respectively.

They will join a faculty of more than 30 working professionals to provide instruction in a wide range of topics: the archivist in society, ethics of the profession, appraisal, arrangement, description of materials, reference services, records management,

conservation, micrographics, oral history, photographs and other special records, support groups, outreach, professional development, new technologies, disaster planning, budgeting, and facilities planning.

Although the majority of the sessions will be held on the UCLA campus, other facilities will be visited to provide a closer look at conservation and records management programs. A limited enrollment of 30 will allow students and faculty to work closely together.

This is the first institute of its kind on the West Coast and is designed to serve people interested in or working in the archival profession who have had limited academic training in the field. For further information contact the Western Archives Institute, California State Archives, 1020 "O" Street, Suite 130, Sacramento, CA 95814, (916) 445-4294.

Documentation Strategy Seminar to be Held at '87 Annual Meeting

The concept of a documentation strategy has recently emerged as archivists have attempted to find a better method to preserve valuable information from the abundance of modern records. Unlike traditional appraisal theory, which focuses upon individual records or series, a documentation strategy entails a systematic, cooperative effort to examine the entire universe of documentation on a particular subject or region, and to plan how valuable information about that topic can be preserved. A documentation strategy involves cooperation not only of archivists, but also of other information specialists, records creators, users of records, subject specialists and other interested parties.

The purpose of this innovative pre-conference seminar is (1) to introduce archivists to this new concept of a documentation strategy, and to examine the validity of this approach, (2) to examine how this technique can be implemented, and (3) to consider the implications of this on appraisal theory and other aspects of archival collec-

tion management. Participants will investigate the application of documentation strategy in a variety of broad subject areas, and will share their findings during the SAA meeting in Atlanta.

The seminar will be limited to 25 participants who will be given advance reading materials, and a list of questions to review prior to the annual meeting.

The seminar leaders are particularly anxious to invite attendance by archivists who recently have been involved in rewriting collection development policies or in similar documentation projects.

The Documentation Strategy Seminar is scheduled to be held on Monday, August 31. Individuals who are interested in participating should contact: Helen W. Samuels, MIT, 14N-118, Cambridge, MA 02139, (617) 253-5688; or Richard J. Cox, New York State Archives, Cultural Education Center, Albany, NY 12230 (518) 474-1195.

Nominations for Fellows Solicited

The Committee on Professional Standards invites members of the Society to nominate persons for election as Fellows of the Society in 1987.

Nominees for Fellow must have been individual members of SAA in good standing for the past seven years. The Committee also considers how a nominee meets the following criteria: Appropriate academic education and professional and technical training; a minimum of seven years professional experience in any of the fields advancing the Society's objectives; writing of superior quality and usefulness in advancing the Society's objectives; and contributions to the archival profession through work in and for the Society.

The Committee includes the five most recent presidents of the Society and two members elected annually by SAA Officers and Council. For this year, Council representatives Lewis Bellardo and Edie Hedlin are joined by past presidents J. Frank Cook, Shonnie Finnegan, David B. Gracy II, Andrea Hinding, and Edward Weldon.

Forms for nomination may be obtained from any member of the Committee. Completed forms must be postmarked by June 1, 1987, and sent to the chair, Andrea Hinding, at the YMCA Archives, 2642 University Avenue, St. Paul, Minnesota 55114.

Fellows are elected by a three-quarters vote of the Committee. According to the constitution of the Society, the number of Fellows may not exceed five percent of the total SAA membership.

Colonial Dames Scholarship Winner

The most recent recipient of the Colonial Dames Scholarship is Gayl Michael, Assistant Curator at the Nantucket Historical Association, who attended the Modern Archives Institute from January 26-February 6.

Applications for the next Colonial Dames Scholarship are still being accepted. The winner will attend the Modern Archives Institute at the National Archives from June 8-19, 1987.

Librarian of Congress to Step Down in June

Daniel Boorstin, the twelfth Librarian of Congress, has announced his intention to resign on 15 June 1987 in order to devote more time to writing and lecturing.

In his 12-year term as Librarian, Boorstin has presided over many major projects, including an administrative reorganization of the Library, an overhaul of the copyright laws, establishment of the Center for the Book, an ambitious expansion and renovation of the Library's facilities, research into library preservation problems, and a shift to machine-readable cataloging data.

In his press statement, Boorstin also announced a gift of \$100,000 to the Library for the establishment of the Daniel J. and Ruth F. Boorstin Publication Fund.

Childcare Offered at 1987 Annual Meeting

SAA will once again provide childcare at the 1987 annual meeting. Arrangements will be similar to those made for the past two years. A suite will be available in the Grand Hyatt, staffed by professional babysitters during the hours of sessions and other official conference functions.

Plans for this year also include the provision of juice, cookies, diapers, and wipes in the suite, for which there will be a nominal per-child charge. In addition, the suite will be stocked with some toys, crayons, and books to make life easier for travelling families. A list of babysitters and another of families participating in the childcare arrangements should help those wishing to make their own plans for other hours or other activities.

It would be helpful in finalizing these arrangements if those parents planning to use this childcare service would contact Susan E. Davis, Rare Books and Manuscripts Division, The New York Public Library, Fifth Avenue and 42nd Street, New York, New York 10018.

JAH Adds Archives Review Section

The Journal of American History has established a Manuscripts and Archival Collections section, to be featured in every June issue. David Wigdor, assistant director of the Manuscript Division at the Library of Congress, will work with Susan Hartman, of the Ohio State History Department, in supervising the new section.

The journal's announcement states, "For Manuscripts and Archival Collections...we will feature review essays that survey many collections that are related to some particular historical theme. Both the Journal's regular crew and the contributing editors welcome suggestions about criteria for inclusion, topics and specific items to review in an area, or forms of presentation."

You may direct your inquiries and suggestions to the section's supervisors, or to the journal's editor, David Thelen, 1125 E. Atwater, Indiana University, Bloomington, Indiana 47405, (812) 335-3034.

Archivist of Bermuda, Helen Elizabeth Rowe

SAA regrets the tragic death late last year of Bermuda Government Archivist, Helen Elizabeth Rowe.

Born in Essex England on August 21, 1952, Rowe emigrated to Bermuda with her family in 1958. She graduated with honors from the Royal Holloway College, University of London, with a Bachelor of Arts degree in History in 1974. She completed a further year of study at the University College, University of London, and earned a Diploma in Archives Administration.

Rowe then spent two years as a trainee archivist in the Bermuda Archives, and was appointed Government Archivist in 1977. She returned to the United Kingdom in 1981 to earn a two-year, post-graduate diploma in paper conservation at the Camberwell School of Arts and Crafts.

Active in many archival, historical, and museum professional organizations as a member and officer, her service included such posts as secretary (ex officio) of the Bermuda Archives Advisory Council; treasurer of

Coalition on Government Information Formed

A Coalition on Government Information has been organized by representatives of twenty organizations with a wide range of interests--consumer rights, science, law, statistics, library and information services, the housing industry, journalism, and public advocacy.

The coalition will work to ensure equal and readily available access to government information to meet the needs of all citizens. It hopes to focus attention on efforts to limit access to government information and to develop support for improvements in access.

The American Library Association has taken the lead in establishing the coalition, and has started publishing a newsletter out of ALA's Washington office. Inquiries about the coalition should be directed to Coalition on Government Information, c/o ALA Washington Office, 110 Maryland Ave., NE, Washington, D.C. 20002.

the Caribbean Regional Branch of the International Council on Archives; and member of the executive committee of the Commonwealth Archivists Association.

Grace E. Rawlins, Deputy Librarian/Reference Librarian at the Bermuda Library, is now serving as Acting Bermuda Government Archivist until a permanent appointment is made. In her letter to SAA, Rawlins states, "I think the most fitting memorial that we in the Archives can make to Miss Rowe is to continue her work at the high standard which she had achieved."

1987 Membership Directory Delayed

Delays in implementing the SAA membership data base on our in-house computer system have held up publication of the 1987 Membership Directory. We expect the directory to be available by June of this year.

National Security Archive Opens, Encounters Government Resistance

The National Security Archive, which officially opened for business on January 2, brings to mind images of some highly secretive federal agency collecting and studying vital intelligence materials. But such could not be further from the truth, for the Archive is actually a privately funded, non-profit repository engaged in making declassified national-security policy documents available to the public.

The idea for the Archive began in 1983 when two writers--Raymond Bonner and Scott Armstrong--who were independently researching books on US foreign policy, discovered that they had both filed Freedom of Information Act (FOIA) requests for the same documents. Yet when they compared those documents, they found that each had received sections the other had not. They then observed, jokingly at first, that it might be valuable to bring their information together into one place. Other researchers and reporters agreed, and before long the idea had mushroomed into an \$800,000 budget and 28 staff members who now gather and index government documents on a wide range of national-security policy issues.

The Archive's intent is to accumulate an "institutional memory" for US national-security policy. Armstrong, who is now the Archive's executive director, explained the rationale behind the repository in a recent *Mother Jones* article:

"Facts are not what propel people in Washington," he claimed, "Public opinion controls Washington. And as long as information stays in the hands of the government, public opinion is going to be pretty much what the government wants it to be."

The Archive, however, seems to have stuck itself right into the craw of government officials, who claim, variously, that it is a commercial "broker" of government information; could lead to the disclosure of sensitive information; and is building up a private library at public expense.

As a result, government agencies are beginning to fend off Archive

FOIA requests with a shield of processing fees, fees which are often waived for public interest organizations and the press. Armstrong charges that the Justice Department is "orchestrating" the denial of fee waivers. "They know," he explains, "that for a non-profit, educational organization like the Archive, denial of fee waivers amount to denials of access."

On their side, Justice Department officials argue that the Archive is using FOIA "for an unanticipated purpose to build up a library at public expense without any clear public interest." They also warn of "classified information inadvertently being disclosed as a result of so massive a barrage being aimed at national security agencies."

As could be expected, such a dispute has ended up in the courts, where the Archive has filed a lawsuit claiming that government officials are administering FOIA in an unfair manner. A *New York Times* article claims that "both sides seem to agree that the dispute has far-reaching implications for Administration policy on disseminating Government information." And it quotes one Congressional staff member, who said, "If Armstrong wins, the Justice Department will fight him. They'll fight him all the way to the Supreme Court."

Your Archives at Work

When Baltimore City Archivist Thomas L. Hollowak and his assistants were doing background research for their exhibit, "Mayor and President of the City Council," they discovered a mayor who had slipped through the cracks of history.

It seems that during the Civil War, federal troops arrested Baltimore Mayor George William Brown, which made the president of the first branch of City Council, John C. Blackburn, mayor "ex officio." Blackburn did not run for re-election to the first branch, however, resigning as mayor the day after the first branch election. This meant that the president of the second branch, Charles J. Baker, became mayor "ex officio." He served nearly three months, until the first branch reconvened and elected a new president, John Lee Chapman, who immediately replaced Baker and went on to win the next mayoral race.

At this point, federal troops freed Mayor Brown--too late, of course, for him to resume his office. Because he didn't return to finish out his term, any "ex officio" mayors who acted in his stead should be counted in the sequential numbering of Baltimore mayors. Charles J. Baker, however, has escaped this distinction. All of which adds up to the fact that Baltimore's first black mayor, "Du" Burns, is now its 46th mayor, not its 45th.



(Reprinted courtesy of Don Wright and The Miami News.)

Status Report on SAA's Automated Archival Information Program

by Lisa B. Weber

Archival automation activity is healthy and growing. It is an exciting and stimulating time to be sitting in the "cat-bird seat" at SAA, watching and often participating in the numerous projects and activities. I know many of you are keenly interested in what is happening, so I want to take this opportunity to bring you up to date.

SAA's NEH-funded "Automated Archival Information Program" (of which I am program officer) is comprised of three parts: (1) a workshop to teach the MARC format for Archival and Manuscripts Control; (2) a clearinghouse that contains information about archival automation efforts; and (3) research and development activities related to archival automation. During the past several months, much activity has taken place. Here is a brief report about all three program areas.

1. Workshops. Since SAA began offering the MARC AMC workshops in February of last year, 170 persons representing over 140 different repositories and institutions have attended a total of seven workshops. Of the five workshops scheduled for 1987, the February workshop in Boston has already been completed. See the Archivist's Calendar for dates and locations of the remaining workshops. If you are interested in attending one, I urge you to apply now, because they are filling fast.

2. Clearinghouse. Progress continues on the data base of information about the software, hardware, and applications archival repositories are implementing. The data base, which runs on SAA's in-house, PICK-based computer system, has been designed and is currently being tested using data from sixteen archival repository test sites. If all goes as planned, your repository should receive the automation questionnaire this month. Once data from the survey is entered into the system, the clearinghouse will be operational. April is the target date for full implementation.

3. Research and Development.

A. Changes to the MARC AMC format. MARBI (ALA's Committee on the Representation in Machine-Readable Form of Bibliographic Information) met in January to review proposed changes to the MARC formats. Several proposals from SAA's Committee on Archival Information Exchange (CAIE) were on the agenda. The changes adopted will be published by the Library of Congress and incorporated in the MARC Formats for Bibliographic Data. They will subsequently appear in Update No. 2 to Nancy Sahli's MARC for Archives and Manuscripts: The AMC Format.

For those of you who don't "speak" MARC, the following revisions represent SAA's continuing effort to make the MARC AMC format more useful to archivists. For those of you who do . . .

- o In byte 008/06, the precedence status of the codes was changed so "i" (inclusive dates), "k" (bulk dates) and
- o "q" (questionable dates) take priority over "r" (reprint/reissue dates).
- o A repeatable subfield \$b (Associated NUCMC control number) was added to field 010. All NUCMC numbers are to be put into \$b.
- o Fields 540 and 506 have been made more consistent.

- o Two repeatable quantity subfields (\$n-extent, \$o-type of unit) were added to fields 541 and 583.
- o Fields 033 (Capture date and place) and 518 (Date on capture session note) have been validated for AMC. The names of the fields have been revised.

B. SAA's Thesaurus Study Group. At the request of CAIE, I invited a group of people to meet and discuss the confusion surrounding the available lists and thesauri for the MARC AMC format. This confusion stems from, among other things, the availability of multiple lists, the developmental nature of some lists, the fact that non-archivists have developed many of the lists without archival input, and the validation of field 755 (Physical Characteristics Access) for the MARC AMC format, which gives archivists the option to separate "physical characteristics" from "genre/form."

Six thesaurus users and/or creators comprised the discussion group: Jackie Dooley, University of California-San Diego; Elaine Engst, Cornell University; Harriet Ostroff and Elisabeth Betz Parker from the Library of Congress; Toni Peterson, AAT Project; and myself.

After analyzing the various lists and standards currently available (detailed minutes of this discussion are available upon request), we made a list of recommendations, several of which follow:

- o Appoint an editorial subcommittee to advise Harriet Ostroff on choice of terms for a thesaurus of genre/form and physical characteristics terms she is compiling to be used with NUCMC records in RLIN.
- o Appoint a Library of Congress Subject Headings (LCSH) Task Force to suggest changes and modifications of LCSH to the Library of Congress.
- o Promote development of indexing guidelines and rules for use in standard thesauri and lists.
- o Support the undertaking of retrieval studies in automated systems using the MARC AMC format to describe archival and manuscript materials.

C. The Next Stage. In November, SAA submitted a grant proposal to NEH that proposes four ways in which to build on the work already accomplished by the Automated Archival Information Program: (1) a continuation of its highly successful MARC AMC format workshops, and the development of a new workshop on standards used in conjunction with the format; (2) publication of (a) an expansion of Archives, Personal Papers, and Manuscripts, by Steven L. Hensen, and (b) a book of examples of archival descriptions tagged in the AMC format; (3) continued research and development in archival automation; and (4) dissemination of information through its Automation Information Center.

Because of the tremendous amount of ongoing archival automation activity, I plan to contribute regularly to the SAA Newsletter. In conjunction with David Bearman's The Quarterly Update on Archival Informatics: Newsletter and Technical Reports, we should keep the waterfront covered. I hope you will feel free to contact me with any questions or comments on these specific topics, or on any other archival automation issues.

Cuomo Transfers Records Management to New York State Archives

by Larry J. Hackman

It's not often that archives and records management are mentioned in major policy statements of governors. Yet in New York this year, Governor Mario Cuomo's 1987 State of the State Message noted his intention to improve records management and "help preserve records of historical value" in New York's state government.

A few days later, Cuomo presented an executive budget to the state legislature that provides for the transfer of eleven existing records management positions to the State Archives from the Office of General Services; and for the creation of eleven additional positions later in 1987. The Executive Budget also calls for an "internal account" system, effective 1 October 1987, which will support the expanded records management program via a system of chargebacks to state agencies.

The decision to transfer records management and to create an expanded State Archives and Records Administration resulted from several related initiatives taken during the past few years. From the State Archives' perspective, the first formal step was the State Historical Records Advisory Board's 1984 statewide assessment project, which noted the poor quality of records management throughout New York State government, explained the implications for archival records, recommended creation of a records management council, and proposed a study of how to strengthen records management in the Executive Branch. Most of the recommendations in the project's assessment report--Toward a Usable Past: Historical Records in the Empire State--were embraced in the first-ever Long Range Plan for the Office of Cultural Education, issued by the Board of Regents and State Education Department later in 1984.

During 1983 and 1984, the State Archives urged the governor's new Office of Management and Productivity (OMP) to expand its Forms Reduction Project into a broader records management initiative; and to support the State Archives' own Special Media Project to examine the creation, treatment, and long-range value of

machine-readable and audiovisual records in state agencies.

In April 1985, OMP agreed to co-sponsor the Special Media Project. With the assistance of the State Archives, OMP also drafted--and the governor issued in July 1985--an Executive Order creating a Records Management Council, as first called for in the State Historical Advisory Board's 1984 report. The order charged the council to study and report on ways to improve records management, and directed all state agencies to cooperate with the State Archives in the administration of records of enduring value.

Midway through 1986, the governor announced the beginning of an ambitious Records Management Improvement Project which, over a period of 30 months, would involve all agencies in records management training as well as in a comprehensive records inventory leading to disposition schedule analysis; and would produce agency-wide records management action plans. Twenty-two agencies began the project in July 1986, and the remaining 54 agencies will join them in June of this year.

Meanwhile, the governor's 1986 executive budget called for a study of the organizational placement of the records management function and authorized transferring it to the State Archives should the study so recommend. The ensuing study involved not only discussions with staff of New York State agencies and extensive review of State Archives policies and plans, but also included a review of archives and records management literature--especially recent reports on government records administration--and conversations with records administrators in other states. Among the major findings of the final report from the governor's office were:

- 1) That for "good records management to be a reality in the State, it must be supported with additional resources...regardless of where responsibility for the program falls."
- 2) That "the records management program will be better coordinated by combining it with the archives function."

- 3) That "in looking at the professionalism and experience of the Archives staff, it is apparent that they are capable of administering this combined program."

- 4) That a combined program "would build upon the Archives' experience in training, in evaluating such increasingly important special media records as film and magnetic storage, and advising agencies regarding management of records series from creation to ultimate disposition or archival storage."

- 5) That a combined program in the Archives "offers the most cost effective approach to development of a complete records management service."
- 6) That the new State Archives and Records Administration should "be headed by the present State Archivist" and that "sufficient additional staff and resources should be made available to continue the work presently being performed by the Office of General Services and allow for considerable expansion of these efforts."

In a sense, the governor's 1987 State of the State Message and executive budget marked the end of one decision-making process and the beginning of another. Although it will be some years before the wisdom of the records management transfer can be assessed, it seems clear that the recommendations of the State Archives and the State Historical Records Advisory Board have been brought effectively to the attention of the public and key government officials, and have led to important decisions. From the point of view of the State Archives, this demonstrates how a broad statewide assessment project and a hard-hitting final report, combined with aggressive promotion of its recommendations, can effect meaningful change.

A copy of the 1984 statewide assessment report, Toward A Usable Past, and of the December 1986 records management report from OMP may be obtained by writing Larry J. Hackman, State Archives, Cultural Education Center, Room 10A46, Albany, NY 12230.

Mission to Moscow

by James B. Rhoads

Early in December a group of archivists braved the Russian winter to launch a dialog with the Soviet archival authorities which, it is hoped, will help expand relationships between archivists of the two countries.

This initiative had its roots in the General Agreement Between the Government of the United States of America and the Union of Soviet Socialist Republics on Contacts, Exchanges and Cooperation in Scientific, Technical, Educational, and Other Fields, signed at Geneva in November 1985.

Responding to the agreement's call for improved US-USSR archival relationships, the American Council of Learned Societies took steps toward establishing a joint commission on archives between the ACLS and the Main Archival Administration of the USSR Council of Ministers, the Soviet national archives association.

When the Soviets responded favorably last summer, ACLS selected members for the American half of the proposed commission, who then met for initial planning at the National Archives.

Those members are Frank G. Burke, Acting Archivist of the United States (US Chairman); James B. Rhoads, representing SAA; Bruce Dearstyne, representing NAGARA; and Patricia Kennedy Grimsted, representing the American Association for the Advancement of Slavic Studies. Wesley A. Fisher of the International Research and Exchanges Board (IREX) serves as secretary to the American side.

These then were the preliminary steps that led to the American delegation leaving New York in the frigid evening air of November 29. Joined in Frankfurt by Allen H. Kassof, executive director of IREX, the party flew on to arrive late November 30 in Moscow, where a welcoming delegation awaited us. Dr. Y.M. Kozhevnikov, First Deputy Director of the Main Archival Administration; Dr. G.M. Sarafanov, a former cosmonaut now serving as chief of the Department of Foreign Relations of the Soviet archives; his assistant, Mrs. L.Y. Selivanova; and Mrs. Y.Y. Khomichuk of the USSR Academy of Sciences all greeted us warmly. During most of

our stay, Dr. Kozhevnikov served as our host and as the chief Soviet negotiator, due to the illness of Dr. F.M. Vaganov, Director of the Main Archival Administration.

Although discussions began the following morning, the American proposals had apparently been delayed in transit and, as the Soviets had had only a few days to study them, they were unable to take a definitive position on some of the issues. Nevertheless, in the course of five days of negotiations, we identified broad areas of common interest and agreed in principle on the following points:

- 1) Exchange of experts to familiarize themselves with activities of archival institutions in the other country for a period of up to 15 days. Teams of two specialists will be exchanged in alternate years, with Americans visiting the Soviet Union in 1987, and the Soviets the US in 1988.
- 2) Exchange of lecturers to offer short courses on archival affairs in the respective countries.
- 3) Joint symposia on professional and technical subjects.
- 4) Exchange of archival publications and finding aids.
- 5) Exchange of copies of archival documents.
- 6) Joint documentary exhibitions.
- 7) Collaborative publications of archival materials (the Soviets seem especially interested in joint production of a sequel to The United States and Russia: The Beginning of Relations, 1765-1815, published in both countries in 1980).
- 8) Promotion of greater access to the archives of each country.
- 9) Facilitation of joint research projects.
- 10) Continuation of the discussion in Washington, D.C. in February 1987.

We were pleased that by Friday, December 5, Dr. Vaganov had recovered sufficiently to meet with us for the final stages of the negotiations.

Although much of our time was spent in the Director's office at the Main Archival Administration, we did have an opportunity to venture into

other areas of the Soviet archival community. We visited the computer center of the Main Archival Administration, the Archives of Literature and Art, and the Archives of the Soviet Army, where we viewed major exhibitions on archival preservation and on the history of the USSR.

Of special interest was a visit to the All-Union Scientific Research Institute of Documentation and Archival Affairs, where we also received a presentation about the Moscow State Historical-Archival Institute, the chief archival education institution of the Soviet Union. Also of particular note was a negotiating session with Ambassador F.N. Kovalev, Director of the Historical-Diplomatic Department of the Ministry of Foreign Affairs. Held in the imposing Ministry of Foreign Affairs Building—one of the ornate Stalin-era skyscrapers that accent the Moscow skyline—the session explored unresolved issues on continuing the joint documentary publication about early relations between the US and Russia.

Our schedule foreclosed much in the way of non-archival tourism, but we did have an opportunity to visit some shops, wander a bit in Red Square, and attend a concert of operatic and ballet selections offered by the Bolshoi Theater Company at the Hall of Congresses in the Kremlin.

The week concluded with a sumptuous luncheon offered by our Soviet hosts at the International Hotel.

In retrospective, although we reached agreement in principle on most of the points in the American proposal, much work remains to be done. We hope to resolve a number of details and put our agreement into a more concrete form when the Soviet delegation meets us in Washington during the week of February 16. We are also hopeful that our Soviet colleagues will agree to formal establishment of the proposed joint commission. As the present interim agreement fails to do this, the American side has decided for the moment to style itself the ACLS Committee on Soviet-American Archival Cooperation (COSAAC). We think it's a neat acronym, and so do the Soviets!

CGAP, Planning, and Change

by James M. O'Toole

Does anyone here remember GAP and CGAP? Can anyone tell, without looking, what these recent additions to archival acronymia stand for? Although SAA has been formally committed to a regular planning process for at least the last five years and has invested considerable time, effort, and resources in that process, its impact has been curiously uneven. Like motherhood and apple pie, most everyone seems to be theoretically in favor of planning--the notion that our profession should "make it up as we go along" would find few open proponents, even though many people have the sense that that is precisely what we have been doing for too long. Still, despite this apparent consensus, archivists have had difficulty in knowing how to go about it, envisioning just what a planning mechanism would look like and what practical benefits it would produce for the profession.

Since publication early last year of the final report of the original SAA task force on goals and priorities, entitled Planning for the Archival Profession, the work of thinking in a reasonably systematic way about the future has been carried on by the Committee on Goals and Priorities, a standing committee of the Society. CGAP has had as its charge from the SAA council the tasks of analyzing and developing the needs of the entire profession and fostering actions that will advance the profession's basic goals and objectives. To do this it has, with the assistance of grants from NHPRC and the work of SAA central office staff, met regularly to try to assist the changing professional situation and to recommend specific activities. While placed organizationally within SAA, CGAP has nonetheless sought to address the needs of the entire profession and has therefore recommended the active participation in its process of other professional groups, including regional archival organizations, historical associations, and archival education programs.

Lying just beneath the surface of this entire process have been a number of unanswered questions. How

can CGAP work to promote actions by others across the profession rather than undertaking all activity itself? How can it avoid the political problems of seeming to tell other people and groups what to do? How can it develop specific actions that will make concrete and tangible the admittedly often "blue-sky" recommendations of the original report? How can it, as one SAA member (now also a CGAP member) put it, add subjects to all the verbs? Even more important, what is the role of a group like CGAP as a change-agent in a profession such as ours? Relying as we do on voluntary cooperation, can CGAP hope to enlist widely disparate forces in a common work? Can it effectively serve as a kind of profession-wide think tank? Ought it attempt such a grand goal? Why is it necessary or advisable for a separate group such as this to be undertaking projects that might reasonably be considered the responsibility of others?

The answers to these broad questions may be approached by thinking again about the discussion of planning as an ongoing process included in Planning for the Archival Profession (pp.36-37). This process has four stages. The first is continuing assessment and analysis of current needs. Archivists of all people should know that human activity is varied and changing, and that the goals and priorities of this year may not be those of next year. The original GAP report attempted to be so comprehensive, so inclusive of all the potential issues facing the profession, that it risked being thought of as a fixed document, a definitive statement of archivists' fondest hopes and desires.

CGAP is working to keep the process of thinking about these questions an open-ended and developing one. Already it has de-emphasized certain of the original priority areas as being either well underway or temporarily unachievable, and has identified others as of greater immediate significance. Such decisions have not been and should not be internal to the committee itself: CGAP has no

intention of setting itself up as the decisive arbiter of what archivists should be thinking about and doing. Rather, it has made its decisions and choices based on as broad a consultation as possible with SAA groups and other professional organizations identifying projects in progress, suggesting others that might be complementary, soliciting recommendations and opinions from professional groups and concerned individuals.

In many ways, CGAP is at liberty to undertake these tasks because, unlike most other groups within SAA, it has few specific administrative or practical responsibilities. Council, for example, must be primarily concerned with the oversight of all SAA functions. It cannot afford the luxury of extended intellectual discussion of brainstorming; it is rightly an active rather than a reflective body. Similarly, SAA sections and task forces are focused on immediate concerns in a way that precludes regular pondering of "the meaning of life." In part, these are practical problems: in a profession that relies on voluntary assistance, people can only be expected to do so much. Without claiming for CGAP the ability to find or articulate the meaning of life, it is still useful to the profession as a whole to support ongoing reflection as well as ongoing activity.

The consultation by CGAP with other groups highlights the second stage of the ongoing process: consensus building. In professions like ours, where individual autonomy is marked and people participate in larger professional structures only to the extent that they want to, persuasion counts for more than coercion or sanction. Accordingly, progress toward any set of goals depends on agreement and consensus. CGAP is thus necessarily committed to working toward such agreement. It cannot, and does not want to, be in the position of issuing archival edicts as if it were the Great and Mighty Oz. Only to the extent that it can find consensus will it succeed. It must rely on others within the profession--whether organized

groups or individual archivists--to tell it when and where it is wrong, when and where its emphases are misplaced, when and where its proposals for action or projects are ineffective or, simply screwy. CGAP is not in the business of telling other people what to do, but rather of encouraging the emergence of consensus and acting upon it.

Reporting on the results of these projects is crucial if the planning process is to be a reflexive and ongoing one. The archival profession is large enough and diverse enough so that no single individual or group can hold in mind all the significant developments and issues. Thus, a variety of means are required for keeping the profession abreast of current projects and for suggesting how they might fit together into a pattern that advances our goals. Some means have already been used: distribution of the Planning for the Archival Profession report, regular reports in the SAA Newsletter, discussions at regional association meetings,

presentations by CGAP members to SAA sections and roundtables. Other means will have to be found, both for CGAP to report to the members at large and for them to report to it. Structures sometimes impede communication; these structures should promote it.

Finally, CGAP can assist in promoting and coordinating action toward long-term and short-term goals. With as many players as there are in the archival world, the possibility that each will operate in a separate sphere, with probably unintentional disregard for related efforts, is a real one. CGAP can perform certain clearing-house functions in such a world, again because it does not have the specific practical responsibilities that others have. The officers of archival associations, for example, whether national or regional, cannot fulfill this function because they are and ought to be concerned with the details of budgets, meetings, and direct membership services. The advantages of a group like

CGAP are that, though it must seek to make concrete the grand recommendations that result from the planning process, it can do so removed from the details that must take a higher priority in managing the affairs of professional associations. As such, it can serve a function that might otherwise be left undone.

Several years ago, Frank Burke drew a distinction between archival parish priests and archival theologians. CGAP perhaps fills the functions of the archival theologians. The metaphor may not be an entirely happy one: certainly there is no desire for an archival inquisition. CGAP can, however, serve a useful purpose by reflecting on the larger goals and activities of the profession. It can pause to imagine the "what ifs" of archives. It can remind us to look up occasionally from our immediate concerns to our larger needs. If it succeeds in that, even only partially, it will have performed a useful function.



Archives and Public History: Issues, Problems, and Prospects

BRUCE W. DEARSTYNE, *Guest Editor*

"This is a time of change and excitement in archives," writes guest editor Bruce Dearstyne, and the special issue of **The Public Historian** he has assembled captures this growing sense of energy, deliberation, and self-understanding in the archival profession. Articles by Larry J. Hackman, Page Putnam Miller, Richard J. Cox, Edie Hedlin, and Terry Eastwood--as well as reviews of 18 books relevant to archival work--provide provocative reading for anyone concerned archival issues, problems, and future prospects.

Cost: \$5 for members;
\$7.50 for nonmembers.

To order, write:
Society of American Archivists
600 S. Federal St, Suite 504
Chicago, Illinois 60605

Progress Continues on PRESNET: The Presidential Library Information System

by Thomas F. Soapes

The Office of Presidential Libraries of the National Archives has nearly completed development of an automated archival processing and reference system (PRESNET). When fully implemented in the early 1990s, PRESNET will consist of individual library systems supported by small mini-computers, all of which will be connected to one central mainframe or large mini-computer containing a comprehensive data base of presidential library finding aids.

The Office of Presidential Libraries has built a prototype of the individual library system on a Prime 2250 mini-computer using Prime Information and SEEK software. This modular system supports the following functions:

Solicitation. This module maintains data on solicitation activities, provides a solicitation tickler file, creates mailing lists, and accepts information describing historical materials being sought.

Accessions. In this module, archivists establish initial controls on accessioned materials. The module uses data developed during solicitation and generates files which may be updated further during description.

Processing Management. This module assists archives managers in tracking the processing status of each collection or series; in tracking the volume of work assigned to individual archivists; and in generating reports on the volume of work scheduled and completed.

Description, Arrangement, and Movement. This module provides an online environment for writing, editing, and printing finding aids. It will accept data previously entered in the Accessions module. Using pointers, the system established links between collection, series, and folder-level descriptions; sorts and arranges series and folder titles according to criteria provided by the processing archivist; and documents item withdrawal, transfer, and disposal.

Authority Files and Tables. This module controls the information that is entered into controlled vocabulary fields.

Reference. Archivists and researchers will search the data base using this module. It supports extensive subject-based boolean searches, sorting of retrieved information, hierarchically structured data base navigation (browsing up, down, and horizontally through a collection), and printing of retrieved information. Full text searches are also possible.

MARC Interface. In the final system configuration, this module will operate only on the central computer. It will convert selected collection and series level records into the MARC AMC format for transferral to other systems.

In March 1986 NARA installed the prototype of this system in the Gerald R. Ford Library where the library's staff ably carried out a three-month operational test. During this test the staff entered data about a large number of series and file folders, testing all of the modules, and then provide recommendations for improvement. While implementation of these improvements is continuing, the Office of Presidential Libraries has also commissioned development of three additional modules: audio-visual processing and reference, museum registration, and mandatory declassification review case tracking.

PRESNET is beginning a second, less formal but no less important, testing period. The Ford Library staff continues to enter data about their holdings and to experiment with retrospective conversion. They will also experiment with data entry conventions and further develop controlled vocabularies.

When fully implemented, PRESNET will give the presidential libraries a unique automated system for processing and reference. It will improve archival processing productivity through word processing, increase the amount of information recorded about holdings of presidential libraries, provide uniform and prompt responses to reference inquiries, and generate data about presidential library holdings for distribution to other archival information networks.

The Care & Feeding of Genealogists: or What Every Archivist Should Know About Genealogy

by Kermit B. Karns*

The dictionary defines "archive" as: "1. a place for keeping public records. 2. Public records." This definition has been broadened to include the records of organizations such as large companies, churches at the regional or national level, etc.

"Archivist" is defined as: "a keeper of archives or records."

"Genealogy" is defined as: "One who traces genealogies or studies the descent of persons or families."

The archival profession has always been oriented towards determining what records to save, the safe storage of the records, cataloging, and access to the records.

The genealogical profession is geared towards persons finding and using archival records in their family history research. As the interest in genealogy has increased tremendously in the last ten years, so has the number of family history researchers visiting and using archival collections.

In some instances, beginning family researchers do not know how to use an archival collection, nor do they even know basic library research methods. In an effort to remedy this situation, many local, state, and national genealogical societies, and libraries, are providing classes in basic research methods.

There are some specific ways in which the archivist can be helpful in the genealogical field. Take a little time to explain your archives to a new genealogical patron. Prepare a written guide especially for the genealogist, covering your particular facility, telling where various types of records are kept, what is on open shelves and what is on closed stacks, procedures for obtaining the material for searching, hours of service, conduct expect-

* Cofounder and past president of American Family Records Association.

ed, etc. Maintain an atmosphere conducive to pleasant research. Efforts taken to foster good relations will be repaid many times over, and both the genealogist and the archivist should benefit.

Archivists need to value genealogical colleagues more highly than they do. It is of the utmost importance for archivists to foster the use of archival records by genealogists. Why? Because there are enough genealogists for legislative clout to bring about the improvement of archives. Any improvement in public archives will be followed by improvement of the lot of archivists. Archivists should welcome genealogists with open arms.

An Apology

We had promised to include in this issue of the newsletter an installment of "The Strange and Convoluted History of the Nixon Materials: A Retrospective," as well as the summary version of the guidelines for graduate education. Unfortunately, time and space constraints decided otherwise. They will appear in the May issue.

Know Your SAA Staff: Bernice Brack

If you've ever called SAA's central office, chances are you've been greeted by the soft, friendly voice of Bernice Brack. You know, the lady who seems to know exactly who you are when you tell her your name.

The fact of the matter is, she does know who you are. You see, we have two membership data bases around here—one on the computer and one in Bernice's memory. But while the computer sits idly in the corner all day keeping track of its data bases, Bernice is busy answering the phone, routing all our mail, welcoming new members, changing addresses, ordering supplies, greeting visitors, answering the questions no one else can, doing 1,000 other tasks, and always, always being the pleasantest person in the office.

Her good nature is a godsend. As one longtime SAA-staffer put it, Bernice is the glue that holds the shards together here. And she's been doing it since 1979, which makes her our senior staff member.

She has handled SAA's membership services since 1980, and in that time has seen membership double. Does that mean her job has doubled? "Definitely!" she answers with a laugh, but then adds that the most enjoyable part of her job is her contact with the members. "They are a great bunch of people," she explains, "They really are. The biggest thrill was when I attended my first annual meeting in Austin two years ago, and was able to match up faces with all of the voices I'd been talking to."

And as all of you who have gotten to know her over the years can attest, Bernice really means it. Which is why SAA—that means you and us—is so lucky to have her.

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!

Dues scale	Salary
\$45	0-\$14,999
\$60	\$15,000-\$29,999
\$75	\$30,000 and up
\$30	full-time student



For further information, or to join, contact:

The Society of American Archivists
600 S. Federal St., Suite 504
Chicago, Illinois 60605

News Notes

The NHPRC has made several changes in its archival fellowship program for 1987/88, which is jointly funded with the Mellon Foundation. The fellowship stipend and fringe benefits have been raised to \$21,000 and \$4,200 respectively from their previous levels of \$15,000 and \$3,000. As a result, the number of fellowships will be reduced from three to two. In addition, host institutions will receive \$500 for interviewing fellowship candidates. Applications from prospective fellows are due in late spring. For further information, contact: Archival Fellowship Program, Records Program, NHPRC, National Archives Building (NP), Washington, D.C. 20408.

The **J. Franklin Jameson Papers**, a project sponsored by the American Historical Association, the National Archives, and the Library of Congress, has received grants from the National Endowment for the Humanities, the National Home Library Foundation, the Morris and Gwendolyn Cafritz Foundation, as well as annual grants from the NHPRC. The project, edited by Jacquelin Goggin and Morey Rothberg, will produce a multi-volume selective edition of Jameson's writings and correspondence, to be published by the University of Georgia Press. The first volume is expected to go to press late this year.

Archives & Museum Informatics has set April 1987 as the release date of its new publication, The Quarterly Update on Archival Informatics: Newsletter and Technical Reports. The newsletter will provide news about uses of automated techniques, reports on archiving of automated records/record systems, names of contacts, reports on publications, announcements relevant to archives informatics, and reviews of projects, software systems and new hardware. The technical reports will analyze the state of particular technologies and their potential uses, with an emphasis on affordability. The newsletter and technical reports are available separately or together. For further information, contact: Archives &

Museum Informatics, 5600 Northumberland St., Pittsburgh, PA 15217

The **Conservation Center for Art and Historic Artifacts** has entered the second year of its three-year, NEH-funded conservation survey program. It invites libraries, archives, historical societies, and other records repositories to apply for three kinds of surveys, which are provided at nominal cost plus travel expenses to members of CCAHA. The Overview Survey involves a general review of an institution's preservation needs. A Specific Collection(s) Survey inspects a collection and recommends housing and/or treatment. An Individual Items Survey prepares condition reports, proposed treatments, and estimates for valuable items or groups of items in a collection. More than one type of survey may be conducted during a single consultation. Membership in CCAHA is available to non-profit institutions for an annual fee of \$50. For further information, contact: Lois Olcott Price, Senior Conservator, CCAHA, 264 S. 23rd St, Philadelphia, PA 19103, (215) 545-0613.

Radcliffe College's planned renovation and expansion of the Arthur and Elizabeth Schlesinger Library on the History of Women in America includes expanded facilities for the Radcliffe College Archives. With costs estimated at \$3.4 million, the renovation will incorporate modern technology for cataloging and reference purposes, and will permit expanded participation in cooperative ventures with other archival and manuscript repositories and research centers.

The **XIth International Congress on Archives** will be held in Paris, 22-26 August 1988, with its theme to be "New Archival Materials." The director of the congress, M. Arnaud Ramiere de Fortanier, invites your participation. For further information, contact: Monsieur le Directeur du XIe Congres international des Archives, 60 rue des Franc-Bourgeois, F 75141 PARIS CEDEX 03.

The **American Historical Association** has received a grant from NEH for a

conference on the availability of and access to documentary records in non-US archives relating to Hispanic America. The four-day conference will be held this spring. It will attempt to identify archival holdings in the US on Hispanic America and to note omissions in these records that can be rectified by Spanish archival records; to identify methods for use to obtain missing materials; and to consider strategies for gaining access to documents relating to Hispanic America.

NARA will be offering a preservation seminar 1-5 June 1987 for 10-15 Central and South American archivists. The seminar, which will be co-sponsored by the SAA and the ICA, is entitled "Planning a Comprehensive Archival Preservation Program." Support for the seminar is provided by the State Department, which, after the US withdrew from UNESCO, made funds available for projects which might have been undertaken by the UN agency. For further information, contact: R. Michael McReynolds, Legislative Archives Division, National Archives, Washington, D.C. 20408, (202) 523-4185.

The **Science Fiction Oral History Association** has named the Jack Williamson Science Fiction Library as a regional repository for its oral history archives. The library, located at Eastern New Mexico University in Portales, will receive hundreds of recordings of interviews with science fiction writers, editors, fans, and scholars, as well as recordings of convention sessions and other programs.

The recently published **NARA Automated Data Processing** management program establishes policy guidance and technical standards for information management to ensure exchange of information resources and cost-effective support for specific office and program requirements. The plan defines two broad automation application areas--life cycle systems and non-life cycle tracking applications. Copies are available from Steve Hannestad, NAAM, National Archives Building, Washington, D.C. 20408.

Grants Awarded

The Academy of Natural Sciences of Philadelphia has received a grant of \$10,000 from the Fels Foundation to support its manuscript conservation project. Documents will be placed in acid-free containers and stored in climate-controlled conditions.

The New York University Libraries, with the cooperation of SUNY at Buffalo Libraries and the University of Rochester Library, have been awarded \$138,855 by the New York State Education Department. The libraries are cooperating to microfilm each institution's student and institutional publications. The project will produce preservation microfilm copies of these publications and provide shared access through RLIN.

The Massachusetts Historical Society in Boston will use its \$300,000 challenge grant from the Mellon Foundation to promote access to and use of the Society's collections through research, publications, and fellowships. The grant, in the form of a permanently restricted endowment, requires the Society to match the award with private funding on a 2:1 basis.

At its November 1986 meeting, the **National Endowment for the Humanities** recommended that the following grants be awarded:

Museum of History and Science
\$1,800,000 to establish an endowment for conservation of the museum's collections, to support renovation of the climate control system, and provide funds for creation of a permanent regional history exhibition.

Providence Athenaeum
\$400,000 matching grant to augment an endowment supporting the work of a conservator and cataloger in the library's special collections in the humanities.

Alabama Department of Archives and History
\$46,104 to support cataloging of 3,600 newspapers in Alabama repositories.

Ohio Historical Society
\$169,349 to support cataloging of 3,400 newspaper titles held by the Society.

State Library of Pennsylvania
\$505,602 outright, plus an offer of up to \$300,000 matching, to support cataloging of more than 9,000 newspaper newspaper titles held in Pennsylvania libraries, and to microfilm those newspapers important to humanities research.

Boston Public Library
\$66,307 to support a preservation needs assessment, including a condition survey and treatment levels test of the Peabody and Stearns collection of Architectural Drawings (1870-1917).

Yale University
\$81,070 to support a preservation administrator in charge of Yale's preservation microfilming program.

State Historical Society of Colorado
\$10,000 to support planning for Colorado's participation in the US Newspaper Program.

American Association for State and Local History
\$91,699 to support a series of five regional workshops on the care and preservation of two-dimensional materials held by museums, historical societies, and other historical associations.

ials held by museums, historical societies, and other historical associations.

American Theological Library Association
\$100,000 to support a nationwide cooperative effort to preserve in microform 12,000 monographs in religion essential to scholarly research.

University of Arkansas, Fayetteville
\$6,072 to support planning for Arkansas' participation in the US newspaper program.

Brooklyn Museum
\$48,259 to support preservation activities leading to microfilming and conservation of critical parts of the Stewart Culin Library Collection.

State Historical Society of Wisconsin
\$131,415 to support cataloging the society's collection of 8,000 newspaper titles and a statewide cataloging and preservation microfilming effort.

Southeastern Library Network, Inc.
\$350,000 to support the SOLINET Preservation Program.

Northeast Document Conservation Center
\$10,000 to support editing and production of a manual on the duplication of photographic negatives.

What do 100 presentations, 6 workshops, 20,000 restaurants, and over 1,000 archivists, records managers, and manuscripts curators have in common?

They'll all be in

NEW YORK

August 31 - September 6.....How about you?

State Historical Society of Colorado
\$5,000 to support planning for computerized documentation of 125,000 artifacts and 8 million documents relating to the history of Colorado and the American West.

Walters Art Gallery

\$163,979 to support conservation treatment for, and implementation of, an exhibition and catalog devoted to the Book of Hours.

University of Tennessee, Knoxville
\$65,000 to support preparation of a print edition of the papers of Andrew Johnson.

Jo Modert

\$5,000 to support completion of the preparation of a facsimile edition of Jane Austen's letters.

Awards Available

The Institute of Certified Records Managers invites nominations for the **1987 Emmett Leahy Award**, which recognizes a professional whose accomplishments are outstanding in information and records management. Nominees must be sponsored by another person, his/her employer, or a professional society or organization. The deadline for nominations is 1 July 1987. For detailed information about nomination requirements, contact: Edward N. Johnson, Chairman, 1987 Emmett Leahy Award Committee, 1106 Sandhurst Drive, Tallahassee, FL 32312 (904) 385-6774.

The American Association of Museums is accepting entries for its sixth annual **Museum Publications Competition**. Awards of Distinction and Awards of Merit will be presented in the following categories: posters, calendars of events and newsletters, catalogs and books, brochures, folders and handouts (to 24 pp.), invitations, annual reports, fund-raising material, magazines and scholarly journals, and bulletins. The fee for each publication entered is \$15 for members, \$25 for nonmembers. Deadline for entries is March 16, 1987. For further information, contact: American Association of Museums, 1225 Eye Street, NW, Suite 200, Washington, DC, 20005.

The 1988-89 competition for **Fulbright Scholar Awards** has begun for more than 300 grants in research and 700 grants in university lecturing for periods ranging from three months to a full academic year. Benefits include round-trip travel for the grantee and, for most full-academic-year awards, one dependent; maintenance allowance to cover living costs of grantee and family; tuition allowance, in many countries, for school-age children; and book and baggage allowances. Eligibility requirements are US citizenship, Ph.D. or comparable professional qualifications; university or college teaching experience; and, for selected assignments, proficiency in a foreign language. Application deadlines are: 15 June 1987 (for Australasia, India, and Latin America); 15 September 1987 (for Africa, Asia, the Middle East, and lecturing awards to Mexico, Venezuela, and the Caribbean); 1 January 1988 (for administrators' awards in Germany, Japan, and the United Kingdom; the seminar in German civilization; the NATO research fellowships, and the Spain research fellowships); and 1 February 1988 (for the France, Italy, and Germany travel-only awards). For more information and applications, contact: Council for International Exchange of Scholars, Eleven Dupont Circle, NW, Washington, DC 20036-1257, (202) 939-5401.

The American Society for Information Science invites nominees for its annual awards (deadlines in parentheses): the Award of Merit (1 May 1987); the Best Information Science Book Award (1 June 1987); the Outstanding Information Science Teaching Award (15 June 1987); the ASIS Research Award (15 June 1987). For more information, contact: ASIS Awards, 1424 16th Street, NW, Washington, DC 20036, (202) 462-1000.

Wanted

SAA is interested in building up a collection of photographs of archives, archival facilities, and of archival procedures. If you or your archives

have, or can get, spare copies of photographs of archives, we would certainly appreciate being able to add them to our collection. We are also looking for photographs that contain the word "Archives" in them, to be included in a display we hope to produce.

The Acquisitions Section of SAA is seeking names of manuscript appraisers for an update of its 1981 listing. Those included appraise manuscript collections for a fee and have consented to have their names on the list. This is undertaken as a service for information and does not constitute a recommendation or endorsement by SAA. Anyone wishing to be included in the listing, or who knows of an active appraiser who should be mentioned, please submit name, address, phone number, and an area of expertise to Bruce Turner, Dupre Library, University of Southwestern Louisiana, USL PO Box 40199, Lafayette, LA 70504.

The author of an introductory handbook on archives and manuscripts is seeking the following items for use in the book: photographs of archival facilities and archival procedures in action (appraisal, arrangement, etc.); sample policy statements and forms; and case studies of successful archival situations. Please send items to Gregory S. Hunter, ITT Corporation, 320 Park Avenue, New York, NY 10022.

Ronald Hambleton is doing research on Arthur Elliott and his son Gilbert Elliott, both of whom were stockbrokers in New York City around the turn of the century. If your archive contains information about either of these fellows, you may contact Hambleton at 620 the Colonnade, 131 Bloor Street West, Toronto, Ontario, M5S 1S3, (416) 924-0472.

For a book on early American artist Gilbert Stuart, Dorinda Evans would be grateful to hear of any manuscript mentions of him outside of the Library of Congress and archives in Boston, New York, and Philadelphia. Please contact her at Curator's Office, National Portrait Gallery, F Street at 8th, NW, Washington, DC 20560.

Archivists' Calendar

20 March

NEH-funding application deadline for projects beginning after 1 October 1987.

30 March-1 April

Software/Computer/Database Conference and Exposition for Librarians and Information Managers; Arlington, Virginia. Contact: SCIL '87 Registration, 11 Ferry Lane West, Westport, CT 06880, (203) 226-6967.

2-4 April

African Studies Association Archives-Libraries Committee Spring Meeting; University of California, Berkeley. Contact: Phyllis Bischof, Africana Librarian, 208 Main Library, University of California, Berkeley, CA 94720, (415) 642-7600, or Gregory Finnegan, Anthropology Bibliographer, Reference Dept., Baker Library, Dartmouth College, Hanover, NH 03755 (603) 646-2868.

3-4 April

"Principles and Practice of Freezing in Book Conservation: A Two-Day Symposium"; sponsored by Columbia University; New York, New York. Contact: Jerry Grant, Conservation Programs, School of Library Service, 516 Butler Library, Columbia University, New York, NY 10027, (212) 280-4178.

4 April

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

9-10 April

"Managing Special Collections: Archives, Manuscripts, and Photographs"; a two-day course offered by the University of Wisconsin at Madison. Contact: Communications Programs, University of Wisconsin-Madison, 610 Langdon Street, Madison, WI 53703.

9-10 April

Tennessee Archivists' Spring Meeting; Murfreesboro, Tennessee.

20-24 April

"Beyond the Basics: Managing a Small Archival Repository"; a workshop sponsored by Archivists of Religious Institutions; Garri-

son, New York. Contact: Brother Dennis Sennett, Graymoor, Garrison, NY 10524, (914) 424-3671.

21-25 April

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.

22-23 April

"Understanding the MARC Format for Archival and Manuscripts Control"; Salt Lake City, Utah. Contact: Lisa Weber, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140.

22-25 April

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

23-24 April

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

24-26 April

National meeting sponsored by the National Council on Public History and the Society for History in the Federal Government; Washington, DC. Contact: Jack Holl at (202) 252-5235.

25 April

"History 'Online': Computers and Historical Collections--With an Emphasis on the Affordable"; a symposium to be held at the Mag Center of the Midwest Research Institute in Kansas City, Missouri. Contact: Alan Perry, National Archives--Kansas City Branch, 2312 East Bannister Road, Kansas City, MO 64131, (816) 926-6934.

26-28 April

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

1 May

Society of Colorado Archivists' Spring Meeting; Boulder Colorado. Contact: Kris Haglund, Denver Museum of Natural History, 2001 Colorado Blvd., Denver, CO 80205, (303) 370-6361

6-8 May

Southeastern Archives and Records Conference; Orlando, Florida. Contact: Bureau of Archives and Records Management at (904) 487-2180 or (904) 487-2073.

7-9 May

Midwest Archives Conference Spring Meeting; Chicago, Illinois. Contact: Maureen O'Brien Will, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614, (312) 642-4600.

7-9 May

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.

15-16 May

New England Archivists' Spring Meeting; Portland, Maine. Contact: Louise M. Kenneally, Archives, Stonehill College, Easton, MA 02357, (617) 238-1081, ext. 396.

17-20 May

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.

19-20 May

"Understanding the MARC Format for Archival and Manuscripts Control"; New Orleans, Louisiana. Contact: (see 22-23 April entry).

21-22 May

"Legal Requirements for Records and Information Management Programs"; a seminar sponsored by Nashville ARMA, Music City Chapter, Nashville, Tennessee. Contact: ARMA Seminar, c/o Jean B. Waggener, State Library and Archives, 403 7th Avenue North, Nashville, TN 37219, (615) 741-3308.

1-5 June

"Archives in the Information Age"; the Association of Canadian Archivists' 1987 Conference; Hamilton, Ontario. Contact: Roy Schaeffer, Program Committee Chairman, c/o The Law Society of Upper Canada, Osgoode Hall, Toronto, Ontario M5H 2N6.

5-19 June

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

11-14 June

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

15-19 June

"Religious Archives: An Introduction"; a workshop sponsored by the Catholic Archives Newsletter; Boston, Massachusetts. Contact: Catholic Archives Newsletter, 1234 Washington Blvd., Detroit, MI 48226.

15-26 June

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

28-30 June

"Congregation Heritage Workshop"; offered by Luther College in Decorah, Iowa. Contact: Rev. Roger W. Peterson, Director of Church Relations, Luther College, Decorah, IA 52101-1045, (319) 387-1271.

10-11 July

"Understanding the MARC Format for Archival and Manuscripts Control"; Cincinnati, Ohio. Contact: (see 22-23 April entry).

11-13 July

International Conference on Data Bases in the Humanities and Social Sciences; Auburn University, Montgomery, Alabama. Contact: ICDBHSS '87 Coordinator, AUM Library Administration, Auburn University at Montgomery, Montgomery, AL 36193-0401.

31 August-1 September

"Understanding the MARC Format for Archival and Manuscripts Control"; New York, New York. Contact: (see 22-23 April entry).

31 August-6 September

Society of American Archivists' 1987 Annual Meeting; New York, New York. Contact: Toni Pedroza, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140.

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Transitions....Transitions....Transitions

Due to a rise in the number of "Transitions" entries, space constraints will not allow us to list a person's previous position or employer in an entry.

Avra Michelson has accepted a position as Bibliographic Specialist with the Smithsonian Institution's Office of Resource Management....**C. Elizabeth Nowicke** is pursuing consulting work in Michigan....**George L. Vogt** will assume the post of Director of the South Carolina Department of Archives and History on July 1....**Laurie Batyis** now a Program Officer at the NHPRC....**Anne R. Kenney** has been appointed Conservation Liaison Librarian at Cornell University....**Ellen Garrison** is now Archivist at the Center for Popular Music at Middle Tennessee State University....**Louise Martin** has accepted the position of Project Archivist for Greek American collections at the University of Minnesota's Immigration History Research Center, where **Suzanne Moody** is now Coordinator of a project to produce an IHRC holdings guide....In addition to his archival duties, **Gregory S. Hunter** will be assuming responsibility for ITT Headquarters' telecommunications, telephone, and mail services....**Anthony L. Rees** is now Chief Archivist at the Glenbow Museum, and **Susan Kooyman** and **Janet Pieschel** have joined the Archives Staff....**Edwin S. Gleaves, Jr.** will begin his duties as the new Tennessee State Librarian and Archivist on June 1....**Janet Murray** is now Special Collections Librarian for the Albin O. Kuhn Library & Gallery at the University of Maryland....**Timothy D. Murray** is the new Manuscripts Librarian at the University of Delaware....**Joseph W. Constance, Jr.** is now Archivist at Boston College in Chestnut Hill....**Roland M. Baumann** has been appointed the new Archivist of Oberlin College....**Karen Motylewski** is the new Field Service Director at the Northeast Document Conservation Center....**Michael J. Fox** is now Head of the Processing Department at the Minnesota Historical Society's Division of Library and Archives....**Joan Rabins** will be directing the creation of an archives at the Center for Historic Resources for the College of Architecture and Environment Design....**Llyn Conrad** has moved to the Hartford, Connecticut area to wed, and is an Archives and Records Management Planning Consultant....**Sara Briggs** is now Director of Domino Farms Archives and Galleries Corp....**Margery Sly** is the new Smith College Archivist, replacing **Mary Trott**, who has retired; **Maida Goodwin** will assist Trott as an Archives Specialist....**Terry S. Latour** has been appointed Director of Special Collections and University Archivist at the University of Southern Mississippi, where **Dolores B. Jones** was appointed curator of the de Grummond Children's Literature Research Collection; where **Sandra E. Boyd** was appointed Assistant Archivist at the McCain Library; where **Alexandra S. Gressitt** was appointed Assistant Archivist of the McCain Library and City of Hattiesburg Archivist; where **Anne Lundin** assumed the position of Assistant Curator of the de Grummond Children's Literature Research Collection; and where **Alan K. Virta** will spend his NHPRC/Mellon Archival Fellowship....**Kay Carpenter** is the new Archivist and Records Manager for the Colville Confederated Tribes.

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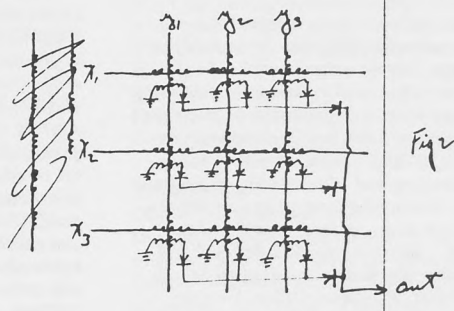
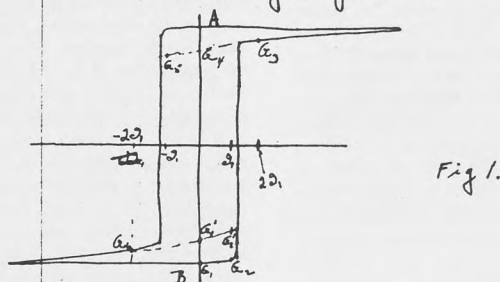
Appraising the Records of Modern Science and Technology: A Guide

Joan K. Haas
Helen Willa Samuels
Barbara Trippel Simmons

June 13
1949
JH

Notes on a magnetic storage method.

Approved idea for a 3-dimensional storage array using gas discharge cells was discussed in 4/10/49. The system there would be most difficult to put into practice because of the non-uniformity of the glow discharge action. Also the time required for gas breakdown ~~and~~ recovery may be excessive.



The twentieth-century has been significantly influenced and shaped by science and technology; therefore, its documentation must reflect this influence. But the record of post-World War II science is vast, and not all can be preserved. Based on traditional appraisal principles and practices, the Guide is structured around a description of the component activities of the scientific and technological process. By providing an understanding of the activities through which records are created, the Guide can help archivists determine if they should acquire a particular collection; guide processors through the appraisal, arrangement, and description of a collection; and help records managers develop retention guidelines for scientific and technological records.

Professional Opportunities

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

Two Positions: Rockefeller Archive Center, North Tarrytown, New York.

ARCHIVIST

DUTIES: processing records of the Commonwealth Fund, which are now at the Rockefeller Archive Center of the Rockefeller University. The Commonwealth Fund, established in 1918, made grants in the general area of health. Two year term. Salary: \$21,500 with benefits. REQUIRED: MA in archival management. Archival experience desired.

ARCHIVIST

DUTIES: Will solicit and collect, appraise, accession, and process records and manuscripts at the Rockefeller Archive Center; will oversee the continuing growth of the archives of Rockefeller University, which include scientific, medical, and administrative collections; coordinate with the Center's office at the University Library in Manhattan, responding to research inquiries, and sharing the responsibilities of the archival staff at the Center. Competitive salary commensurate with experience. REQUIRED: Master's degree in archival management and experience. Training in the history of science or history of medicine, and experience in a university archives preferred.

Send applications for these two positions by March 1, 1987 to: Director, Rockefeller Archive Center, Pocantico Hills, N. Tarrytown, NY 10591-1598. (914) 631-4505.

ASSISTANT ARCHIVIST

Anheuser-Busch Companies; St. Louis, Missouri.

DUTIES: Assist the corporate archivist access, interpret and care for our corporate collection. Assisting with an ongoing interpretative display program, including thematic development, constructing and maintaining exhibits, and organizing and maintaining the corporate photographic collection. REQUIRED: BS in history, art history or museum science and at least 3-5 years experience in curatorial activity and interpretative display work, including exhibit construction and maintenance. Master's degree, experience with automated retrieval systems and a background in historiography or business history will be considered a plus. The people who maintain and extend our reputation for excellence can expect to be rewarded with salaries and benefits that rank among the top in the industry. Send resume and salary history to: Anheuser-Busch Companies, Corporate Employment, Department A-DK-EB, One Busch Place, St. Louis, MO 63118.

HEAD, ARCHIVES & SPECIAL COLLECTIONS

Zahnow Library, Saginaw Valley State College; University Center, Michigan. Rapidly expanding college with new library facility seeks individual to establish, develop and administer an archives and special collections program. Position is funded for one year, with continuation dependent on success of the program. REQUIRED: MLS from an ALA-accredited school, or Masters degree in an appropriate field, plus familiarity with archival and records management. Salary: \$22,000. Position open until filled. Send letter of application, resume, and recommendation letters to: Mr. Clifton H. Jones, Director, Zahnow Library, Saginaw Valley State College, University Center, MI 48710.

CURATORIAL ASSOCIATE, UNIVERSITY ARCHIVES

Harvard University; Cambridge, Massachusetts. Rank is exempt and/or Librarian I. Reports to curators. DUTIES: responsibility for the conduct and coordination of reference service in the University Archives, including supervision of support and student staff; solicitation and processing of archival materials; general responsibility for and occasional service at, reading room reception-reference desk; assistance to the curators in planning and implementation of archival systems and procedures and in coordinating operating functions; accessioning and acknowledging preparation of exhibitions; related duties. The Harvard University Archives is located in Pusey Library and is administratively a unit of the University Library Administration. REQUIRED: MLS, MA in American History or strong background in American History or American Studies, knowledge of and experience in several of the following areas: preservation, computer applications, microforms, audio-visual records. Archival training including practicum and/or related experience, strong supervisory and interpersonal skills, knowledge of one or more Western European languages preferred. Salary: \$18,800 minimum. Benefits: one month's vacation, generous holiday and sick leave, choice of health plans, life insurance, pension plan, tuition assistance. Send resume to: Karen N. McFarlan, University Personnel Librarian, Harvard University, Wadsworth House, Cambridge, MA 02138. Available April 1, 1987.

ASSISTANT ARCHIVIST

Archdiocese of Chicago; Illinois. Reports to Assistant Chancellor for Archives and Records. Primarily responsible for processing archival collections, overseeing research activities and supervising interns, assisting in the development of a collective management program and various outreach programs. REQUIRED: Graduate degree in history and/or Library Science with formal training in archival methods and theory; one or more years of archival experience; good oral and written communications skills. Knowledge of Catholic Church history; familiarity with MARC AMC format; working knowledge of Polish and/or Latin preferred. Send resume and three references to Maryann Penczak, Employee Services Manager, 155 East Superior Street, Chicago, IL 60611.

ARCHIVIST/

HEAD OF SPECIAL COLLECTIONS

Brooklyn College Library; Brooklyn, New York. Seeks experienced professional to organize, preserve, and provide access and related reference and research services for the College's archival and manuscript collections, and to administer the rare book collection, located in beautifully renovated and newly reappointed space. Responsibilities also include the production of exhibits, both for Special Collections and the Main Library, and supervision of one FTE supporting staff member. REQUIRED: MLS from ALA-accredited school, with subject masters; minimum two years archival experience; formal archival coursework; success in grant-writing and staff supervision. Demonstrated creativity, good interpersonal skills, and administrative ability will be sought in all cases. Salary range: \$25,114-\$40,505 (Assistant Professor). Dependent upon qualifications and experience. Excellent benefits, including six weeks vacation. Send resume and names of three references no later than March 21 to: Barbara Higginbotham, Chief Librarian, Brooklyn College Library, Brooklyn, NY 11210. Position available July 1, 1987.

DIRECTOR

Institute for Great Lakes Research; Bowling Green, Ohio. The Institute currently houses, among other resources, the nation's largest archive relating to Great Lakes shipping. Seeks to expand ties with the scholarly community, and the wider Great Lakes industrial, transportation, and commercial public. New three-year plan calls for emphasis on American maritime and regional economic history on a broad scale. Tenure-track appointment. Reports to Dean of Libraries and Learning Resources. Responsible for: developing and broadening activities, development of the Institute's collection through gifts and purchases; provision of access, public service and scholarly assistance in the use of materials; continuation of grant and endowment initiatives; teaching American economic history; development of conferences and publications which make use of Institute materials and resources; and enhancement of public outreach programs and scholarly use of the Institute's holdings. Expected to pursue own research and publications. REQUIRED: Ph.D. in American economic or maritime history; administrative experience appropriate to the management of a large archival or special collection. Salary: commensurate with qualifications and experience. Applications received by April 15, 1987 will be assured first consideration. Send letter of application, resume and three letters of reference to Dr. Gary Hess, Chair, Search Committee, Dean's Office, Jerome Library, Bowling Green State University, Bowling Green, OH 43403.

ARCHIVIST

York County Court House; York, Pennsylvania. Challenging position with beginning program of retention and conservation of County documents. DUTIES: occasional reference assistance for researchers culling materials in accordance with state and local standards. Salary range: \$14,800-\$17,000, dependent on qualifications. Excellent benefits. Send resumes to: Office of Chief Clerk, 1 West Marketway, Fourth Floor, Continental Square, York, PA 17401.

CONSERVATION OFFICER

Virginia State Library; Richmond. DUTIES: plan and coordinate comprehensive, long-range conservation program for archival and library holdings. Survey collections and develop and implement policies and procedures concerning their care. Coordinate collection maintenance and treatment with library staff and professional conservators. REQUIRED: Formal training and experience in planning and administering a conservation program. Graduate degree in library science, archival administration, conservation or related field preferred. Salary range: \$21,889-\$29,898. State employment application required by March 20, 1987. Contact: Personnel Office, Virginia State Library, Richmond, VA 23219. (804) 786-3336.

UNIVERSITY ARCHIVIST

State University of New York; Albany. Primarily responsible for administration of the University Archives and Records Management Program. DUTIES: Acquires, organizes and provides access to materials related to the institution's history; advises on records management policies. REQUIRED: MLS from ALA-accredited school and 1-2 years archival experience. Ability to communicate effectively, experience with computers preferred. Salary: \$20,000 minimum. Send letter of application, resume, and three references no later than March 30th to: Rebecca L. Beard, Library Personnel Officer, University Libraries, UL 139, State University of New York, 1400 Washington Ave., Albany, NY 12222.

ARCHIVIST

Office of the National Archives, NARA; Washington, D.C. The National Archives seeks qualified individuals for professional staff in entry level positions. DUTIES: Arrange records, assist researchers in descriptive guides and in obtaining information from the records, take steps to preserve the records, and apply declassification guidelines. The records include a variety of media. REQUIRED: 30 graduate semester hours in any combination of the following: history, government, public administration, American civilization, or economics, of which at least 18 hours must be in U.S. history or American political science. Salary: Federal civil service pay grade GS-7 at \$18,358 annually; a two-year on-the-job training program offers a GS-11 pay grade at \$27,172 annually. Ranking factors: knowledge of history, research methodology and ability to communicate orally and in writing. Send completed Standard Form 171 and a narrative statement describing accomplishments relevant to the ranking factors as soon as possible to: National Archives and Records Administration, Personnel Services Division (NAPW), 7th and Pennsylvania Ave., N.W., Washington, D.C. 20408. The Standard Form may be obtained from the National Archives Personnel Services Division, a local Federal Job Information Center of the Office of Personnel Management, or most college and university placement offices. Interviews to be arranged at the OAH meeting in Philadelphia, April 2-5, or at other mutually agreeable times and places.

ARCHIVIST/MANUSCRIPT CATALOGER

Manuscript Department, Duke University; Durham, North Carolina. Entry level position under the supervision of the Assistant Curator for Technical Services with responsibility for processing and cataloging manuscript collections in a variety of subject areas. DUTIES: organization and arrangement of manuscript collections; preparation of descriptive inventories, collection cataloging, OCLC/AMC cataloging, and subject and other indexing; and occasional supervision of support staff and student assistants in processing work. Other duties include providing occasional assistance in the areas of reader service, exhibit preparation, preservation, and special projects. REQUIRED: ALA-accredited MLS or advanced degree in American History, literature, or civilization (both are strongly desired); familiarity with standard archival procedures, AACR2 cataloging and the AMC format; and strong analytical and writing skills. Some archival training, background, or experience is highly desirable. Salary: \$18,800. Benefits: academic rank, TIAA/CREF and other retirement options, and excellent health care programs. Send letter of application, resume, and three references with addresses and telephone numbers by April 30, 1987 to: Ann F. Stone, Personnel Librarian, Duke University Library, Durham, NC 27706.

REFERENCE ARCHIVIST

Archives of the Billy Graham Center, Wheaton College; Wheaton, Illinois. DUTIES: supervising the archival reading room, answering phone and letter reference requests, conducting entrance and exit interviews, processing collections, leading (in cooperation with other staff) class orientation sessions to the archives and the methods of archival research. REQUIRED: Archival training at a graduate level, a social science or history graduate degree, archival experience. Prefer substantial knowledge about the 20th Century history of North American Protestant missions and evangelism. Send cover letter, resume and three references to: Trygve Larsen, Director of Human Resources, Wheaton College, Wheaton, IL 60187.

Two positions: New York State Library; Albany, New York.

The New York State Library's Division of Library Development obtained an NEH grant to establish the New York State Program for the Conservation and Preservation of Library Research Materials as a model for adaptation by other state seeking to create statewide programs. Grant provides personnel to expand the education and technical assistance services offered by the New York State program. Outside consultants will guide staff in selecting and implementing the most effective way to disseminate the information compiled during the grant period. Two creative, energetic persons sought to assist in this effort. Both will be supervised by an Associate in Library Services (Conservation).

ASSISTANT IN LIBRARY SERVICES (Conservation Education). Responsibilities: 1) develop an educational program in conservation/preservation to support the two programs for eleven major research libraries in the state and the program to preserve unique research materials in other eligible repositories in the State; 2) assist in planning and conducting workshops and conferences; 3) assist in preparing summaries and recommendations based on analysis of plans and reports submitted by repositories receiving funds; 4) assist in designing and editing publications; 5) assist in developing and implementing a public relations program to publicize grant programs; and 6) conduct evaluations and report on the ongoing progress of effort.

ASSISTANT IN LIBRARY SERVICES (Conservation Education) Responsibilities: 1) identify and encourage eligible libraries, archives, and other repositories to apply for discretionary grant funds; 2) assess conservation needs and provide ongoing technical assistance to institutions as they develop programs to preserve unique library materials; 3) establish priorities for the discretionary grant program; 4) develop and carry out plans to coordinate and integrate the discretionary grant program with a statutory grant program and a discretionary grant program for eleven major research libraries in the state; and 5) conduct evaluations and produce reports on the ongoing progress of effort.

These positions require a combined background: a professional librarian with an understanding of fundamental principles of library collection organization and service patterns, and as a manager with knowledge of preservation procedures and treatments. **REQUIRED:** MLS from ALA-accredited school and three years of full-time (or full-time equivalent) post-MLS professional experience in a library, archives, or historical society involved in conservation/preservation activities, including one year of experience with conservation/preservation of library or archival materials. Administrative experience also desirable. Send cover letter and resume to: New York State Education Department, Division of Personnel, Department 300, Washington Avenue, Albany, NY 12234.

RECORDS SUPERVISOR

Food and Agriculture Organization of the United Nations; Washington, D.C. Seeks mature, well-organized person to supervise communications and Current Records/Archives/Mailroom operation for public organization. **REQUIRED:** good English and spelling, typing, telex, etc., experience. Salary range: \$20,000. Good vacation, medical coverage. Apply to: Dennis Brydges, Executive Officer, Food and Agriculture Organization of the United Nations, Liaison Office for North America, 1001 22nd Street, N.W., Washington, D.C. 20437.

ARCHIVES INTERNSHIPS

The Edison National Historic Site; West Orange, NJ. Two positions available, each twelve weeks full time or equivalent. Opportunity for intensive experience in arrangement and description. The Edison Archives contain an estimated 3.5 million items documenting the life and works of Thomas Alva Edison. A unit of the National Park Service, the Edison National Historic Site is located in West Orange, NJ, 15 miles from New York City. Internships will be centered around the arrangement of previously unprocessed series, creation of finding aids and of MARC/AMC compatible cataloging data. **REQUIRED:** Candidates must be currently enrolled in, or just graduated from, graduate programs in librarianship, history or related disciplines and must have completed at minimum a full semester introductory course in archives. Previous processing experience desirable. Internships are sponsored by the Friends of the Edison National Historic Site. Stipend: \$4000 for twelve weeks. Available beginning June 1987. Send letter of application with resume and letter from archives course instructor to: Mary B. Bowling, Archivist, Edison National Historic Site, Main Street and Lakeside Avenue, West Orange, NJ 07052.

ASSISTANT ARCHIVIST

Massachusetts Institute of Technology; Cambridge. **DUTIES:** shares responsibility for daily operations of Institute archives: accessioning, arranging, preserving, boxing, and describing archival and manuscript materials; appraises, organizes, and describes collections; prepares finding aids; serves on reference desk; assists researchers with use of book, archives, and manuscripts collections; answers reference letters. **REQUIRED:** Bachelor's degree (preferably in Engineering, Computer Science, or Physical Sciences) with archival training and substantial pre-professional experience in bibliographic and research techniques; ability to communicate clearly in writing, work systematically and carefully, and respect confidentiality. Graduate degree may be substituted for portion of experience. Must demonstrate ability to communicate effectively in groups and with faculty, students, and peers. Salary range: \$19,000-\$20,000. To ensure full consideration, send resume with a sample finding aid or research paper and names and addresses of three current, confidential references by April 15, 1987 to: Search Committee for Assistant Archivist (SAA), Room 14S-216, Massachusetts Institute of Technology, Cambridge, MA 02139.

ARCHIVIST

City of Independence, Missouri. **DUTIES:** maintain the records of the City of Independence and direct the archives of the Jackson County Historical Society. Principle duties are arranging, describing, preserving, and making available to research 3,000 cubic feet of historical materials of 19th and 20th Century origin in the Jackson County Historical Society Archives. Includes supervising and developing a reference staff comprised primarily of volunteers; the preparation of applications for grant assistance; and initiating the development of municipal archives. **REQUIRED:** BA, preferably in history with training in archival theory and procedures and 1-2 years full-time, hands-on experience in archival activities; extensive work in manuscript and photographic conservation. Masters degree preferred. Salary range: \$18,000-\$20,000. Contract position with the City of Independence; no fringe benefits available. Send cover letter, resume, and three references by April 1, 1987 to: City of Independence, Personnel Department, 111 E. Maple Street, Independence, MO 64050.

ARCHIVIST

Connecticut State Library; Hartford. Works under the direction of the State Archivist or in his absence, under the direction of the Unit Head, Archives, History, and Genealogy. Supervises staff assigned by State Archivist or Unit Head. **DUTIES:** Assists in appraising records in state agencies and local governments for archival value, accessioning records into the State Archives in the Connecticut State Library and maintaining accessioning documentation, preparing and revising finding aids (descriptive registers, container lists, calendar listings, published guides and automated bibliographic aids and source files), conserving records for preservation, deaccessioning records according to established procedures, completing operational reports as required. May attend professional organizational meetings to represent the State Library. May staff reference desks in Unit's public service areas and assist in administration of State Historical Records Advisory Board as required. **REQUIRED:** Graduate degree in library science with archival curriculum component, archives administration, records management, American history, political science, law, or public administration and one year of employment in professional archival work or library work with substantial archival activities. Ability to do historical research, to work effectively with others, in written and oral expression. Knowledge of methodologies of historical research, of U.S. history, of methodology of archives and records management. Experience in administering governmental records, knowledge of Connecticut history, experience with archival automation, and familiarity with the MARC-AMC format is desirable. Salary range: \$23,297-\$27,943. Extensive benefit package. Send letter of application, resume, and three references by April 10, 1987 to: David Peck, Personnel Director, Connecticut State Library, 231 Capitol Ave., Hartford, CT 06106.

PROGRAMS ASSISTANT

Center for the History of Physics, American Institute of Physics; New York City. The Center seeks an assistant to administer program operations such as processing of oral history interviews and production of publications to help carry out documentation projects including contacts with archivists and scientists regarding arrangements for preservation of papers at appropriate repositories. **REQUIRED:** Graduate studies in history or library science or formal archival training; office supervisory experience preferred. Competitive salary and benefits. Send letter of application and resume to: Joan Warnow, American Institute of Physics, 335 East 45th Street, New York, NY 10017.

ARCHIVIST I

Onondaga Historical Association; Syracuse, New York. **DUTIES:** organizing, cataloging, and managing the use of the collection; advising the Association's Director on matters concerning general preservation, conservation, and the availability of appropriate additions to the holdings. Will cooperate with curators on exhibition planning and implementation. **REQUIRED:** B.A. in American studies or history and at least three years experience, ability to plan and implement complex projects, excellent communication skills. Master's degree in archives and/or records management or an MLS with a concentration in archives preferred. Salary: \$17,500 per year plus excellent benefits package. Send letter of application describing related training/experience, resume, and three professional references with addresses and phone numbers to: Onondaga Historical Association, 311 Montgomery Street, Syracuse NY 13202-2098.

PROJECT ARCHIVIST

Charles Babbage Institute for the History of Information Processing; Minneapolis, Minnesota. Responsible for conducting a NHPRC-funded project to document industrial activity by investigating three early activities of the Control Data Corporation (CDC). DUTIES: gathering information about existing sources of documentation, surveying records, locating and interviewing individuals associated with the three activities, analyzing and comparing records, and preparing reports on the findings of the project. Reports to the Archivist and works closely with personnel from CDC and the Institute. Most work will be conducted at the University of Minnesota and CDC, though some extended travel will be required. Must have access to an automobile. REQUIRED: Masters degree in library science (ALA-accredited school), history, or a related field; familiarity with modern archival practices; experience working with the records of science and technology or business; and excellent writing, research, and communications skills. Preference given to candidates having conducted records surveys and those familiar with computers or the history of computing. One year appointment. Salary: \$24,000 with University of Minnesota benefits. Send letter of application, resume, and three references with address and telephone numbers, and writing sample if available by February 10th to: Bruce Bruemmer, CBI, 103 Walter Library, University of Minnesota, Minneapolis, MN 55455.

RECORDS OFFICER

Clark County; Vancouver, Washington. Responsible for the development and maintenance of a comprehensive records management system. Supervises staff of two. Salary range: \$1,755-2,470 monthly. REQUIRED: BA & CRM. One year of professional experience in archives and/or records management. Professional experience may be substituted on a year for year basis for education. Open until sufficient applications received. Apply to: Clark County Personnel, P.O. Box 5000, 1013 Franklin, Vancouver, WA 98668. (202) 699-2456.

ARCHIVIST

Rockefeller University, New York City, NY. Full- or part-time. DUTIES: accessioning and processing records, and responding to research inquiries from University officers, faculty and staff. REQUIRED: MA in archival management or substantial archival experience. Training in the history of science and medicine preferred. Send applications by March 1, 1987 to: Dr. Darwin H. Stapleton, Director, Rockefeller Archive Center, Pocantico Hills, N. Tarrytown, NY 10591-1598.

HEAD, SPECIAL COLLECTIONS

Boise State University Library, Idaho. DUTIES: Manage the University Archives and Special Collections, including manuscript collections and the papers of Senators Frank Church and Len Jordan. Collection emphasis is on Idaho Congressional delegates but may expand to most curricular needs. Develop and implement policies and procedures for effective use of university archives. Establish and maintain contact with all university offices and organizations; direct and participate in processing collections in preparation of research aids for the archives and manuscripts collection; confer with potential donors of manuscript collections; advise researchers in the use of archives and manuscripts; coordinate general collection development; serve as a subject specialist in assigned academic subjects; participation in weekend rotation at Library's Reference Desk; supervise a Library Assistant and student workers; and manage the Map Collection. REQUIRED: MLS from ALA-accredited school; formal training in archives or one year of experience in an institutional archives; strong communication skills, ability to interact effectively with staff faculty, and administrators. Knowledge of micro-computer applications to archival materials, processing and experience in an academic library preferred. Salary: \$19,000 minimum. Good fringe benefits package including 24 days vacation per year. Send letter of application, resume, and three references with telephone numbers by March 30th to: Ralph W. Hansen, Associate Librarian, Boise State University Library, 1910 University Drive, Boise, ID 83725.

STATE ARCHIVIST/SUPERVISOR OF SPECIAL COLLECTIONS

Iowa State Historical Society; Des Moines. Seeks one who can add to the social and professional diversity of the state and institution. DUTIES: Directs program area which includes state government records and historical manuscript and photograph collections. Supervises staff of seven in Des Moines and Iowa City. Prepares for transfer of 17,000 cubic feet of records to new facility this fall. Must communicate well with personnel at all levels of state and local government. PREFERRED: Masters degree in library science or history, two years archival management experience, and strong supervisory skills. Salary range: \$25,400-\$32,100. Good fringe benefits. To apply: send letter of application and resume by March 31 to Box C, Library/Archives, State Historical Society of Iowa, 402 Iowa Avenue, Iowa City, IA 52240. Available May 1987.

Professional opportunities are listed in the **SAA Newsletter** and in the **Employment Bulletin** at no charge to employers. The deadline for submitting entries is the 5th of the month preceding publication.

The **Employment Bulletin** is issued bi-monthly (in alternate months with the newsletter), and is available to individual members at a cost of \$12 per year. You may subscribe to it at the time of your annual dues renewal.

SAA also offers a job placement service, which is provided free to members. For information about registering with the placement service, please contact Sylvia Burck at SAA headquarters.

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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