



Newsletter

The Society of American Archivists

SAA Elects Leaders

The 1987 SAA election returns are in and **Frank B. Evans**, Deputy Assistant Archivist for Records Administration at the National Archives and Records Administration, is the Society's next vice president. He will assume his post at the 1987 annual meeting and serve in that capacity until the 1988 annual meeting, when he will become the Society's 44th president. Evans is an SAA Fellow and former member of Council (1968-72).

The election also produced three new Council members: **Maygene Daniels**, Chief of the Gallery Archives at the National Gallery of Art; **Archie Motley**, Curator of Archives and Manuscripts at the Chicago Historical Society; and **Mary Jo Pugh**, a consulting archivist and archival educator at the University of California. Each will serve a three-year term to commence at the 1987 annual meeting.

SAA members elected the following three candidates to serve on the 1988 Nominating Committee: **James E. Fogerty**, Head of the Acquisitions and Curatorial Department at the Minnesota Historical Society; **Kathy Marquis**, a Reference Archivist in the Institute Archives and Special Collections at the Massachusetts Institute of Technology; and **Sharron Uhler**, Curator of the Hallmark Historical Collections for Hallmark Cards, Inc. Rounding out the Nominating Committee will be **Anne R. Kenney** and **Victoria Irons Walch**, who were chosen by lot at the June Council meeting. It is customary for two of the three outgoing Council members to serve on the Committee.

SAA is now collecting candidate recommendations for the 1988 election. Please send your recommendations for vice president, Council, and the 1989 Nominating Committee to The Society of American Archivists, Suite 504, 600 S. Federal St., Chicago, IL 60605.

Joyce Appoints Interim Board

SAA President William Joyce has announced his appointments to the Interim Board that will develop the plan for certification. The four representatives from the Society are Edmund Berkeley, Jr., Frank Cook, Edie Hedlin, and James B. Rhoads. Carole Huxley, Deputy Commissioner for Cultural Education for New York State, has agreed to serve as the public member.

In choosing the members of the Interim Board, Joyce drew upon a pool of nominees recommended and reviewed by the SAA Council.

The Interim Board, which will meet for the first time at the SAA annual meeting in New York, will present to Council by 1 December 1987 a final plan and budget for certification. It will continue to develop the plan until the Academy of Certified Archivists is created.

As this issue of the *Newsletter* was going to press, word was received that John Agresto, President Reagan's choice for Archivist of the United States, had withdrawn his name from consideration. There is no news yet about who the President will nominate, but action is expected soon.

July 1987

From the Executive Director's Desk	p. 2
Editor Position Announcement	p. 4
SAA Notes	p. 4
Archival Automation	p. 5
Letter to the Editor	p. 5
Your Archives at Work	p. 5
CGAP: A Report to the Profession	p. 6
Request for Proposals	p.10
News Notes	p.12
International Notes	p.12
Meeting in Madrid	p.13
Featured Regional	p.14
Regional Notes	p.15
Workshops	p.15
Grants Awarded	p.15
Awards Available	p.16
Awards to Individuals	p.17
Wanted	p.17
Archivists' Calendar	p.18
New SAA Members	p.19
Transitions	p.20
Professional Opportunities	p.21

ISSN 0091-5971

From the Executive Director's Desk

Do you remember SAA's Annual Meeting last August? I certainly do, since it was my first exposure to the Society's yearly exercise in self-renewal.

Much as I had been warned about how overwhelming and frenzied the annual meeting would be, I was still unprepared for it. It was a wonderfully intensive and stimulating kaleidoscope of people, of meetings, and of conversations snatched at any convenient moment. The total experience was part political convention, part family reunion, and part tent meeting.

We approach yet another SAA annual meeting--this time in New York City on September 2-6. Once again a hard-working Program Committee (co-chaired this year by Nick Burckel and Kathleen Roe) has put together an outstanding array of sessions--nearly 100 of them.

Once again the inventive Host Committee (led by the indefatigable Anne Van Camp and Bob Sink) has prepared events and information to make visiting archivists feel welcome. Once more Toni Pedroza has worked her magic and gotten all of the pieces to fit together.

I hope that you will be able to attend the annual meeting, for it performs some invaluable functions for the Society and for the archivists who participate. Here are some of those functions, as I see them.

1. *The Business of the Society.* The annual meeting marks the transition from one SAA presidency to another, and from one Council to the next, as the new leaders elected by the membership begin their terms of service. In addition, our numerous Committees, Sections, Task Forces, Roundtables, and miscellaneous ad hoc or informal groups conduct their major business sessions of the year.

SAA also announces its awards for distinguished achievement and introduces its newly chosen Fellows. The annual meeting is a time, therefore, for celebrating the way in which the Society has been led and for hearing from its new leaders about their plans for the future.

2. *Education.* Learning is one of the chief activities of the annual meet-

ing, and SAA's programs have a well-deserved reputation for being strong and useful. The annual meeting is at once a major outlet for scholarship within the archival profession--for the best thinking on any number of archival issues and topics--and an opportunity for archivists to share information and insights about the problems that they face.

In addition, our pre-conference workshops enable SAA to bring archivists into contact with new knowledge so that they can develop their own skills. Exhibits from a dozen or more companies and publishers give attendees the chance to see and touch new products. No other single event produces as much learning about archives as the SAA annual meeting does.

3. *The State of the Profession.* Because the Society's annual meeting is the principal gathering of archivists in North America, it becomes the one occasion when the entire profession stops to consider where it is, the problems that confront it, and the kinds of solutions that might resolve those problems. The presidential address, program sessions, committee agendas, and other activities enable participants to wrestle with issues and concerns that they may not see so clearly in their own shops--or, if they see them, cannot do much about without collective action.

Archivists have a chance, then, to take stock of the challenges that are currently facing the profession and to weigh some approaches and initiatives that might allow them to meet those challenges. At the same time, archivists become aware of new topics on the horizon that before long will demand their attention and energy. Pausing to examine such matters can be a sobering yet uplifting experience, and it must be done periodically if the profession is to move forward.

4. *Socialization.* Because the SAA annual meeting is the only occasion when archivists from all parts of the country and from all types of repositories get together in one place, it helps to build a sense of community and purpose within the profession. We get reacquainted with friends and colleagues and welcome new people

into the archival profession. Participants come away with the names and telephone numbers of persons who share their interests or who can help to solve a problem.

For all of us, the Society's annual meeting is a welcome respite from the day-to-day grind back home; and for many archivists (especially for the delightfully named "lone arranger") SAA's annual meeting may be the only chance each year to rub elbows with another professional archivist.

5. *Fun.* Few people would describe the SAA annual meeting as relaxing, but it can be enjoyable as well as educational and productive: mixing with friends, new and old; visiting archival repositories and other cultural attractions in the host city;

Continued next page

Staff

Donn C. Neal
Executive Director

Bernice E. Brack
Membership Assistant

Bill Burck
Managing Editor

Sylvia Burck
Director of Financial and Automated Operations

Al Correa
Publications Assistant

Tim Ericson
Education Officer

Toni Pedroza
Office Manager/ Director of Membership Services

Deanna Christiansen
Program Assistant

Troy Sturdivant
Publications Assistant

Lisa Weber
Program Officer

Julia Marks Young
Editor, The American Archivist

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

From the Desk Continued

dining in some new and intriguing restaurants; sightseeing--all this can add a filip of enjoyment to the SAA annual meeting that makes it a truly special and memorable occasion.

Let's bear in mind, then, how valuable the SAA annual meeting is, both to the Society and to so many individual archivists. More and more tends to get packed into this single week, making one sometimes wish that there could be a mid-winter equivalent, but at least there is no lack of things to do or people to meet.

I hope that you will be able to join over 1,000 of your colleagues in New York City in September so that we can celebrate together the start of SAA's second half-century. You, too, won't forget an SAA annual meeting!

Exhibits to be Featured at Annual Meeting

Archivists and manuscript curators attending SAA's New York meeting will have an opportunity to visit an exhibit area that can offer one of the most productive experiences of their working year. Exhibits will be open for three full days: Wednesday, 2 September through Friday, 4 September from 8:00 am-4:30 pm.

Exhibitors invest considerable sums to bring their people and products to New York to meet conference participants and to show their products. The whole thing can be a bit confusing, but not if you plan your coverage well.

One. Visit your current suppliers, despite the fact that you may be well-acquainted with their products and services. The New York environment provides an opportunity to discuss pricing, services, and product developments to meet your changing needs.

Two. Visit the competitors of your suppliers, if only to reassure yourself that you're dealing with the right people. There's always the possibility that you may find out about new products and services. The New York exhibit area offers you an excellent opportunity to check out alternate sources without upsetting existing relationships.

Three. Visit potential suppliers, those companies with whom you may be doing business in the future as

"Get Yer Pubs Here!"

At SAA's annual meeting is your one chance every year to browse through the Society's extensive array of publications. By glancing through tables of contents, and scanning sections of particular interest, you will be able to determine how well various books or manuals answer your needs.

Most of the Society's publications will be available for purchase at the publications booth in the meeting's exhibit hall. You may make your purchase with cash, personal check, traveler's checks, or, if you'd like, we can bill you later. In addition, if you'd prefer not to lug your books home with you, we will be happy to ship them to you after the meeting.

your organization changes and grows.

Once you have planned your coverage of specific exhibits, set aside some time for a relaxed walk through the entire exhibit area. Browse freely. Stop at any booth that happens to catch your eye. There's no better way to get a feel for what's happening (and about to happen) in the profession...and you just might discover something that could change the direction of your repository or even your career.

Exhibitors are interested in your thoughts and comments. Don't hesitate to ask for a demonstration of anything being shown. Try it, test it. Listen to the questions and comments of other visitors in the booth. Get involved yourself.

At *Newsletter* presstime, exhibitors expected at the New York meeting include: Chadwyck-Healey, Inc., Gaylord Bros., Cuadra Associates, Inc., Nova Tran Corp., Inmagic Inc., Russ Basset Co., National Archives, Commerical Microfilm Service, Inc., Franklin Distributors Corp., Cactus Software, Michigan State University (MicroMARC:amc), Edelman Studios, Inc., Conservation Resources International, Pohlig Bros., Archival Facsimilies, Demco, Inc., Light Impressions, AIRS, Inc., and University Products.

NEH Grant Will Fund SAA Preservation Program Assessment

A recently announced \$111,461 grant from the National Endowment for the Humanities will enable the SAA Preservation Program to evaluate thoroughly the effectiveness of its conservation activities over the past seven years and to base future initiatives on these findings. The Program will also continue to offer preservation workshops and consultancies during the grant period, which runs from 1 January 1988 to 30 June 1989.

The analysis of the Program will focus on the impact its workshops and consultancies have had over time. Did they effect meaningful changes in preservation policies and practices at participating institutions? If so, why and how were they effective? How can the strategies and scope of the workshops and consultancies be improved? What follow-up activities might reinforce their effectiveness? Are there other means that might accomplish the same things?

In order to undertake this major assessment, the nearly 1,000 participants in the SAA Preservation Program will be canvassed on certain general questions, followed by a more intensive telephone and written survey of a sample (perhaps 20%) of the participants.

This evaluation cannot succeed without the full-time attention of a Program Officer to administer it. SAA will need the assistance of someone who can analyze meaningful change in an institutional setting, and who can articulate the felt needs of an entire profession. This will be a formidable task, but we hope that the challenge of answering these questions--and of helping SAA to design appropriate responses to the preservation needs that exist--will call forth strong candidates.

The job announcement for the Program Officer position can be found on page 21 of this newsletter.

SAA Seeks Applicants for Editor of the American Archivist

The Society of American Archivists announces that the Editorship of *The American Archivist*, the quarterly journal of the Society, will become vacant during the fall of 1988. The three-year term of the current Editor, Julia Marks Young, expires with the publication of the fall 1988 issue. Her successor (who will also serve a three-year term) should be selected about 1 October 1987 and will be responsible for planning and editing *The American Archivist* beginning with the winter 1989 issue. Work on that issue should begin as soon as possible after the new Editor is chosen but no later than 1 January 1988.

Applications for the position will be accepted until 15 August 1987 and interviews will be conducted at SAA's annual meeting in New York City on 2-6 September 1987, after which the SAA Council will appoint the next Editor.

Candidates for Editor should:

- * be widely knowledgeable in matters of professional interest and concern to archivists and manuscript curators;
- * be well-acquainted with the literature of the profession;
- * have proven writing and editorial skills and an interest in journal editing;
- * be industrious, imaginative, and well-organized so that adequate material for issues is prepared on a timely basis; and
- * have a schedule that permits travel to professional meetings.

The Editor's responsibilities include the solicitation, selection, and final approval of articles and features. He or she works with authors and potential authors on necessary revisions; reviews galley and pages before publication; and appoints department editors.

The Editor receives advice and assistance from SAA's Editorial Board, which also furnishes overall editorial supervision. The Publications Management Board annually evaluates the Editor's performance. The Society's

Managing Editor, William Burck, handles business and production matters, including negotiations with printers. A copy editor, hired by the Society, assists the editor in preparing copy for typesetting and in proofreading galley. The Society's Executive Director maintains administrative supervision of the Editor.

Past Editors have found that the duties constitute as much as 50% of full-time, and that substantial institutional support is highly desirable. Accordingly, the Society urges a possible candidate to explore the extent of institutional support that may be possible and to be explicit about that topic in the application. The Society will entertain compensating the Editor directly but would prefer a released-time arrangement, with the Society reimbursing the host institution for reasonable and necessary expenditures connected with editorial work.

Applications should consist of:

- * a letter in which the candidate outlines his or her conception of *The American Archivist* as the journal of record for the Society, describes his or her recommendations about how *The American Archivist* might better serve the needs of the archival profession, and details the support that his or her institution is willing to provide;
- * a full resume that emphasizes appropriate writing and editorial experience;
- * a sample of writing, or citations thereof;
- * the names and telephone numbers of three references;
- * and any other information that the candidate may think helpful.

These materials should be sent, no later than 15 August 1987 to: Donn C. Neal, Executive Director, Society of American Archivists, 600 S. Federal Street, Suite 504, Chicago, Illinois 60605; (312) 922-0140.

Questions about the position or its duties should also be directed to the Executive Director.

SAA Notes

SAA's Description Section is again sponsoring a **Finding Aids Fair** at the annual meeting in New York. The fair, a display of finding aids from all types of repositories, is an informal way to exchange information and ideas about descriptive practices.

Many archivists appreciate the opportunity to examine the products of descriptive work from other institutions. The fair can only be successful, however, if you make it a point to contribute your guides, registers, inventories, and other items for display.

Finding aids for the fair can be brought to the SAA annual meeting in

New York and delivered to the fair's exhibit location, or they can be sent well before the meeting to Joan Warnow, Center for the History of Physics, 335 E. 45th St., New York, NY 10017.

Make sure that all mailed packages are clearly marked "For SAA Finding Aids Fair." Contributors who wish to have their samples returned should mark them "To Be Returned" and should retrieve them from the exhibit table prior to the annual meeting's conclusion.

For further information, contact Kathy Brennan, 1609 Hyatt Avenue, Peekskill, NY 10566; (914) 739-1921.

While at this year's annual meeting in New York, you may want to take in a

baseball game at the "House that Ruth Built"--Yankee Stadium. Three teams will be in town before and during the meeting: Seattle (28-29-30 August), Oakland (31 August, 1-2 September), California (4-5-6 September). To order tickets, call (212) 293-6000.

If you stay in town after the meeting, the Philadelphia Phillies will be playing the Mets at Shea Stadium on 7-8-9 September. To order tickets, call (718) 507-8499.

You may have been intrigued and a bit puzzled by the "Matchmaker" notice in the last issue of the *Newsletter*. Perhaps we'd better be less witty and more to the point.

SAA is entertaining the idea of serving as a "broker" between publish-

CAIE, the AMC Format, and You

by Lisa B. Weber

Part of the Committee on Archival Information Exchange's (CAIE) mission is to maintain the MARC (MACHine-Readable Cataloging) format for Archival and Manuscripts Control (AMC) standard in conjunction with the Library of Congress (LC).

An advisory group to LC, comprised of the MARBI Committee (the American Library Association's Committee on Representation in Machine-Readable Form of Bibliographic Information), and representatives of such organizations as the U.S. and Canadian national libraries, major bibliographic utilities, and special library groups, considers proposed changes to the entire MARC family of formats.

The advisory committee meets twice a year in conjunction with the American Library Association's annual and mid-winter meetings. CAIE represents

the archival profession's interests concerning changes to the format. Lisa Weber, SAA's Program Officer for Automation, is the liaison to the advisory committee.

Proposed changes to the AMC format are initiated by either the archival or the library community. Archival-initiated changes proceed through three steps. Archivists can suggest refinements or other changes to CAIE, which in turn proposes them to LC. LC then asks the advisory committee to consider the changes.

Sometimes, non-archival users of the MARC family of formats suggest changes that would have an impact on the AMC part of the format. CAIE keeps abreast of these proposals and lets LC know if the suggestions are satisfactory to the archival community.

CAIE meets once a year, in con-

junction with SAA's annual meeting. If you have changes to propose for the MARC AMC format, please submit them to Lisa Weber by August 3rd. If you are interested in keeping informed of all the proposed changes to the entire USMARC family of formats, you can subscribe to *USMARC Format-Proposed Changes*, available from LC's Cataloging and Distribution Service (Washington, D.C. 20541, 202-287-6100) for \$35.00.

Those changes that are approved and then incorporated into the MARC AMC format appear in the annual updates to Nancy Sahli's *MARC for Archives and Manuscripts: The AMC Format*. Update no. 2, to be published this August, will be available at SAA's 1987 annual meeting in New York.

ers and archives. This free service would bring your repository's publication projects to the attention of likely publishers.

Interest in this venture has already been expressed by members of the publishing industry. What are they looking for? Any type of material that will be of value to academic and research libraries. Desired projects include documentary projects for clothbound publication, large microform collections of documents, and library catalogues and guides to unique collections.

If this service sounds useful to you, then please send a letter describing your interest, or outlining your repository's project(s), to Donn Neal, 600 S. Federal, Suite 504, Chicago, IL 60605.

If you are using automated techniques in your repository and have not sent in the "Automation Information Center Survey" form, please complete the questionnaire and return it to Lisa Weber at SAA headquarters as soon as possible.

Letter to the Editor

Dear Editor:

The May issue of the *SAA Newsletter* had a very good article by Lisa Weber on various computer systems which utilize the USMARC:AMC Format. In that article she mentioned the system developed at Michigan State University, *MicroMARC:amc*. Naturally comments about specific systems were limited, and I would like to expand briefly on the capabilities of *MicroMARC:amc* for readers of the *SAA Newsletter*.

Creating a USMARC:AMC Format bibliographic record, and being able to export and import USMARC:AMC Format records, is just one of the functions of the *MicroMARC:amc* system. The system is a sophisticated, user friendly data base management system, which includes records management as one of its design functions.

In her article Ms. Weber spoke of the need for a system which had the capacity for life cycle tracking of records. This was a major goal of the system. *MicroMARC:amc* provides the user with control over their archival

and manuscript materials throughout their life cycle.

Frederick L. Honhart
Michigan State University

Your Archives at Work

A man imprisoned since 1973 for the 1971 murder of a convenience store operator recently was granted a new trial on the basis of documentary evidence uncovered at the Maryland State Archives.

The discovery was made by the imprisoned man's girlfriend. Her examination of a 1971 court docket revealed that a key witness against the alleged murderer was herself serving a 60-day sentence at the very time she was supposed to have witnessed the crime. This discovery led to the subsequent release of county detention center records that corroborated the information contained in the court docket.

On the basis of this evidence, the imprisoned man's lawyer petitioned the court for a new trial.

[We know there must be plenty of other instances out there of your archives at work. Please send them to us, and we will make note of them.]

The SAA Committee on Goals and Priorities

A Report to the Profession: June 1987

John A. Fleckner, chair

Introduction

This report consists of two parts: first, observations on the business of "goals and priorities," and second, an assessment of where we stand in twelve areas identified as priorities for the profession. For more detailed information, most of it in the bureaucratic language of committee reports and grant proposals, please contact the author or Donn Neal, SAA Executive Director.

In Pursuit of Goals and Priorities (GAP)

The story of our current foray into planning for the profession is well told in Jerry Ham's introduction to *Planning for the Archival Profession: A Report of the SAA Task Force on Goals and Priorities*. As a good piece of historical writing should, Gerry's essay acknowledges how little we knew at the beginning about what we learned by the end.

The "GAP Report" is an extraordinary document--a systematic, comprehensive, and graphically attractive statement of what we want to accomplish as a profession. It is a bold announcement to the world that, with a little help from our friends, we will "ensure the identification, preservation, and use of records of enduring value." It does not detract a bit from its stature to know that the shape and content of the Report emerged only after much muddling and head scratching.

Likewise, the Committee on Goals and Priorities--the 1985 successor to the GAP Task Force--had to be "invented" from a few good ideas and a host of possibilities. First among these ideas was the painful lesson of prior planning exercises that a written report, no matter how good, lacks life. The Task Force reasoned, and Council agreed, that the Report would be only an episode in a process to be continued (at least on a three-year trial basis) by a standing committee.

CGAP's first task, of course, was to get the Report into the hands of SAA members, allied professional organizations and their journals, and a host of others. In all, some 2,800 copies

were mailed by the SAA office, each with an appropriate cover letter. Other promotional efforts followed: presentations to national and regional meetings, joint committees, the NHPRC, and a range of other groups.

The results have begun to appear. The NHPRC endorsed the Report, and its 1986-1987 statement of program emphases drew heavily on it. The New England Archivists used the Report's priorities in planning for their next five years. During the past year, the SAA Council based its own planning process, including its workplan for the national office, on the priorities in the report. We even asked our candidates for SAA office to comment on priorities for the profession.

Clearly the report has begun to achieve GAP's hopes for creating a "universe of discourse," a common "vocabulary," and "a more holistic view on what the profession is all about." And the value of this contribution extends beyond the bounds of the profession.

As Jim Fogerty recently reported, the GAP Report was valuable to the Task Force on Archives and Society in conveying the profession's understanding of its purposes to public relations professionals advising the SAA. In the future this function of the GAP process may be among its most important as we work to build alliances outside the profession.

CGAP always intended to do more than just publicize. In ways to be discovered, and to an extent to be determined, it was to assist the profession in making progress toward our ambitious goals and objectives.

But what could yet another committee--with only a small NHPRC grant to cover expenses for two or three meetings a year--hope to accomplish with an archival agenda as big as all outdoors? CGAP continues to struggle with this question, but the last two years have provided some tentative answers.

As a starting point, CGAP accepted the GAP Report's listing of priorities. Analyzing these areas in greater detail

than possible for the Task Force, CGAP developed a series of recommendations--some 56 separate actions for 20 different groups and organizations. Now, CGAP is focusing on five crucial areas and assembling small planning groups with special knowledge and experience to devise more detailed action agendas in these areas.

The discussion of the priority areas below suggests something of the diversity and breadth of CGAP actions. They also reveal CGAP's role as a coordinating, integrating, and catalytic force; a means by which the profession can increase the productivity of the institutions, organizations, government agencies, and other bodies which bear primary responsibility for program development.

Some Additional Thoughts

Larry Hackman, former GAP Deputy Chair, recently made these very straightforward observations:

A sound SAA priorities process can keep us from jumping haphazardly from one issue to another and from avoiding action on crucial issues merely because they are difficult, [it] can make our actions more understandable and cost effective, and [it] can help us better recognize our achievements and assess our effectiveness over time.

A primary objective of CGAP is to develop systematic ways of identifying priorities for the profession and determining how best to encourage action toward their accomplishment. CGAP can become the means by which the profession identifies its vital interests and determines how to pursue them. CGAP can play a unique role in encouraging and coordinating the efforts of the many individuals, groups, and organizations--mainly on a volunteer basis--toward the accomplishment of mutually agreed upon objectives.

Of course, we are not alone in these efforts. The times are demanding this of all of us who lay claim to increasingly scarce public resources. Our colleagues in the much larger library world, with its numerous associations,

commissions, and councils, have undertaken efforts ranging from local studies to White House Conferences. The American Association of Museums and the American Association for State and Local History have recently established planning bodies within their organizations.

Even closer to the work of CGAP has been the recent national conference on a Common Agenda for History Museums and the subsequent proposal for a continuing coordinating mechanism to pursue those activities identified by the conference as critical to the history museum community.

Where We Stand: Twelve Priorities

The following paragraphs briefly summarize the status of the profession in each of the twelve GAP priority areas. For a fuller understanding of how these priorities fit within the broader context of goals and priorities for the profession, readers are urged to review Chapter III of the GAP Report, "Choosing Priorities," 31-35.

The limited space available for this report, and the absence of an effective information-sharing system for the profession, make the examples cited here at best only representative and often impressionistic. In other instances, developments are reported more fully elsewhere in the professional literature.

Readers are urged to send information about other activities not reported here to CGAP, c/o Donn Neal, SAA Executive Director. The more complete analyses prepared by CGAP members (from which these summaries are largely drawn) also are available from Neal.

Goal I. Priorities for the Identification and Retention of Records of Enduring Value.

1. Analyze the impact of technology on the ways in which records are created, maintained, and retrieved.

Few archivists can doubt the impact of the information revolution today. Computers grace the desktops of even the smallest offices while Congressional investigations reveal details of highly sophisticated (and heavily used) White House electronic mail systems. The report of the Committee on Governmental Records warned that under current circumstances a great deal of

valuable historical information in electronic formats may be lost because of inadequate archival systems.

Despite its obvious importance, an adequate archival accommodation to the information revolution will not be achieved quickly. Beginnings have been made by agencies such as the Public Archives of Canada (PAC) and the National Archives and Records Administration (NARA).

For many years, the SAA's Automated Records and Techniques Task Force has undertaken a planned program of education and information sharing for the profession. The impending reorganization of SAA task forces and committees in this area is intended to increase the Society's ability to promote progress in this challenging area. Later this year a CGAP-sponsored planning group will help to develop more comprehensive recommendations.

2. Formulate appraisal strategies based on an understanding of the characteristics and value of information; and

3. Promote the development of coordinated and cooperative collecting strategies.

As archivists have come to accept a professional responsibility for "compiling a balanced and representative record of society," we also have come to recognize the inadequacy of past practice in the selection of records for preservation (GAP Report, p. 32).

In response to this need, with substantial support from the fellowship program at the University of Michigan's Bentley Historical Library, archivists have been developing the concepts of "appraisal and documentation strategies" and begun sharing them in a series of publications.

Other archivists have undertaken pilot projects ranging from a study of college and university documentation at MIT, to a regional documentation study in New England, to a study of appraisal practices at seven state archives using the RLG data base. A day-long seminar preceding the 1987 annual meeting will encourage additional projects to test these initial approaches. This summer, CGAP is sponsoring a small planning group to recommend further steps for encouraging professional progress in this critical area.

4. Educate records creators about the benefits and obligations of preserving documentation of enduring value.

A major objective of the profession, according to the GAP Report, is to "influence records creators to accept responsibility for saving historically important records."

As a profession we have begun some promising actions toward this end. NICLOG, with major funding from NHPRC, is a comprehensive effort in the area of local government records. SAA's Business Section aimed at the business community on the value and responsibilities of a corporate archives program. CGAP has encouraged pilot efforts like this by other institutions and interest groups in their areas of experience. Closer ties with groups such as records managers, who share our concern for archival development, may be necessary for long-term progress here.

II. Priorities for the Administration of Archival Programs to Ensure Preservation of Records of Enduring Value.

1. Develop comprehensive educational programs.

The education and training of archivists determines, in substantial measure, the quality of the programs to administer the nation's historical records.

Over the past two years, SAA has made notable progress in education. Our new Education Office provides, for the first time, a focus for developing a comprehensive continuing education program. That program--which in recent years has included highly successful offerings in conservation, descriptive standards, and other areas of professional practice--can now address a wide range of educational needs identified in the GAP Report, in recent surveys, and at the Savannah conference on the state of archival education.

Graduate programs for archival education will benefit from newly revised guidelines and from the creation of an Educator's Roundtable to aid the sharing of information and concerns among teachers of archivists. During the past two years at least five universities have appointed full-time archival educators.

Continued on next page

2. Develop, implement, and monitor standards for establishing professional competence and for archival programs.

Guidelines and standards--for individual practitioners and for archival programs--are measures by which we can evaluate our current performance and plan for improvement. They also are tools to aid us in demonstrating to a broader constituency our competence to carry out our public responsibilities.

After a decade of discussion within the profession and several years of planning and debate, the SAA Council has moved boldly to establish a program for certification of individual archivists.

Less dramatic, but equally important, are the current efforts of the Task Force on Institutional Evaluation. With a small NHPRC grant, and with support from CGAP for a planning meeting in March, the Task Force is preparing a "Program Assessment Workbook for Archival Managers." The principles, comparative data, and institutional evaluation procedures in the workbook will assist archivists at institutions of all sizes and types to see where they stand in comparison to others and how they can improve their programs.

3. Encourage opportunities for advanced research.

Noting the paucity of research in archival administration, F. Gerald Ham warned in 1981 that "this neglect has become a serious impediment to our work. We need more tools, new methodologies, and theories, if we are to make operational the programs on our agenda for the 1980s."

Some progress has been made, especially at NARA, PAC, and at the Bentley Library, where more than two dozen fellowships have supported archival research projects since 1983.

At the 1987 annual meeting, three sessions developed by CGAP will consider a "research agenda" for the profession in each of the three GAP Report goal areas. Helping to articulate a research agenda for the profession will be an important CGAP activity in the future.

4. Train archivists to plan for the development of their programs and resources.

Archival managers, whether lone arrangers or heads of major archival programs, are skilled in archival theory and practice, but generally

untrained in administration, planning, development, and public relations. Yet the latter skills are essential to using resources efficiently and securing additional support.

Several recent developments are helping to remedy this situation. NAGARA is developing a proposal for an advanced management institute for state archivists. The SAA's Archives Management Roundtable, founded last year, already has sixty members, and the Task Force on Archives and Society has completed an extensive study for an SAA public relations program.

A CGAP-sponsored workshop on strategic planning can serve as a model for future offerings on this topic. In June, CGAP will convene a planning group to develop a more complete action agenda in this priority area.

III. Priorities for the Availability and Use of Records of Enduring Value.

1. Cooperate with archival colleagues, allied professionals, and others to realize the educational potential of archives.

Because most archival holdings are poorly publicized and severely under-used, the potential contributions of archival programs to the public good are not being fully realized and archivists risk reduced support for their efforts.

More extensive cooperation among archivists, and, especially, between archivists and others outside the profession, can help to change this condition. A number of new studies of archival users and the experiences of outreach programs at NARA, the New York State Archives, and elsewhere provide valuable information for planning such cooperation. At CGAP's initiative, a planning group will convene to develop a more detailed approach to this priority area.

2. Develop and link manual and automated data bases about archival holdings on institutional, regional, national, and international levels.

By playing a more active role in providing users with accurate and timely information about materials in their custody, archivists can increase public understanding and use of archival holdings.

In a major step toward this objective, archivists have "enthusiastically

embraced" the MARC AMC format for archival description and control. They also are participating in a host of MARC-based projects at national, regional, and institutional levels to put collection descriptions on-line.

The SAA's Automated Archival Information Program, funded in part by NEH, and its Committee on Archival Information Exchange, continue to provide leadership to the profession in this rapidly developing field.

3. Secure the passage of laws and regulations and the adoption of professional standards that ensure the availability of records consistent with the protection of individual and organizational rights and interests.

Archivists should lead in fostering professional practices, administrative policies, and legislative actions which make records available under conditions consistent with protected rights and interests. Although these issues most often arise in public institutions, they are the concern of all archivists.

CGAP has encouraged reprinting and distribution of SAA statements on reference and access, and on reproduction of archival materials by the SAA office. This area is a natural one for building coalitions among archival organizations and with creators and users of records.

4. Identify and promote models for interinstitutional use of archival materials in original, microform, and other forms of reproduction.

The availability of archival records beyond the confines of an institution's reading room will increase the use of such records. To achieve this objective, archivists must study existing loan systems (by libraries, museums, and archives), and develop and promote standards for exchange.

Although only a few archival programs actually share unique resources, many sell and lend microfilm. As growing numbers of records are found on readily copied audio, video, and other magnetic tapes, institutions will be under growing pressures to consider lending programs. RLG's Task Force on Archives and Special Collections is preparing a statement on access to special collections adapting existing protocols for interlibrary loans. Additional studies are needed to promote progress in this area.

APPRAISALS OF ARCHIVAL COLLECTIONS

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

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

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

Our normal procedure is to quote a firm appraisal fee and give a general range of the fair market value based on an examination of the institution's initial inventory. There is no obligation to proceed with the appraisal and there is no charge for this information, nor is there any fee charged if we believe the collection or archive could not find a commercial market, a prime requirement for the establishment of fair market value.

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

 KENNETH W. RENDELL ^{INC}
154 ^{AA} Wells Ave.  Tel. 617-969-7766
Newton · Mass. 02159 Cable Autographs Boston 

Request for Proposals

I. Introduction

The Society of American Archivists is now accepting proposals from individuals and groups who are interested in developing workshops, seminars, and other continuing education opportunities for archivists. Funding for the development of these workshops and seminars is made possible by grants from the National Historical Publications and Records Commission (NHPRC) and the Mellon Foundation.

This Request for Proposals is intended to support a total of seven (7) short courses in two general categories.

Archival Fundamentals: Such proposals should be designed to address the needs of practicing archivists who are interested in receiving continuing education in archival fundamentals, such as those listed in Section II below.

Advanced Archival Training: Proposals in this category should focus on the application of fundamental archival principles, such as those listed in the "advanced" category below.

Proposals in either category may take the form of traditional seminars or workshops but should develop new instructional materials applicable to archival education. Where appropriate, proposals should also experiment with new teaching methods and techniques.

II. Topics Included

Proposals in any relevant area of archival education will be considered; however, the following list includes topics that the Society is particularly interested in addressing through workshops or seminars. These priorities have been established on the basis of (1) the NHPRC and Mellon grant applications; (2) the recently completed SAA Survey of Educational Needs, and subsequent recommendations made at the Savannah Continuing Education Conference; (3) the updated CEPD Guidelines for Graduate Education Programs; (4) existing SAA workshops; and (5) needs and initiatives communicated by regional archival associations, as well as SAA task forces, committees, and roundtables.

Archival Fundamentals

- Arrangement & Description
- Reference & Access
- Advocacy & Outreach
- Law & Ethics
- Security
- Fundamentals of Archival Management

Advanced Archival Training

- Archival Management: Fiscal & Personnel
- Archival Management: Marketing & Public Relations
- Archival Management: Program Planning
- Administration of Machine-Readable Records

- Subject Access
- Design & Evaluation of Finding Aids Systems
- Designing/Remodelling Archival Facilities
- Thesaurus Construction, Indexing, & Authority Files
- Collection Development Policies
- Documentation Strategies
- Microcomputer Applications for Archives

III. Specifications: General

- A. The "Archival Fundamentals" series will be curricular packages consisting of a variety of instructional materials that may be used by different instructors for workshops/seminars. All rights to the completed curricular packages will belong to the Society of American Archivists.
- B. Proposals should be for workshops/seminars of no less than one day (six contact hours) and no more than three days (eighteen contact hours) in length.
- C. Proposals should concentrate on a single concept or two related concepts, such as those listed in Section II.
- D. Proposals should address the educational needs of a broad spectrum of archivists from a variety of institutional settings, including archives, manuscript repositories, and special collections rather than concentrate on one particular type of repository, such as a business, college and university, or museum archives.
- E. Proposals that include audiovisuals, computer-assisted instruction, such publications as workbooks or manuals, and innovative, experimental teaching methods are especially encouraged.
- F. Workshops/seminars will be developed and offered prior to the end of the grant period, 30 June 1989.
- G. Proposals will be accepted only from the following:
 1. *Individuals:* members of the Society of American Archivists or groups composed of individuals, all of whom are SAA members.
 2. *Regional Archival Associations:* SAA members acting on behalf of a Regional Association Education Committee or Executive Board.

IV. Responsibilities

- A. Applicants creating workshops/seminars dealing with archival fundamentals will be responsible for the following:
 1. In consultation with the Education Officer and the Education Advisory Committee, develop the initial curriculum package, including such elements as a detailed outline of major points to be covered, a teacher's guide, examples, case studies, exercises, audiovisuals, bibliographies, readings, and other instructional aids.

2. Submit the curriculum package to the SAA Office of Education for review and recommendations prior to the first scheduled offering.
 3. Teach the workshop/seminar once (the exact time and place to be determined in consultation with the SAA Office of Education).
 4. Revise the curriculum outline and materials based upon the experience gained teaching the workshop.
 5. Make additional revisions based upon the experience of others who teach the workshop a second and a third time.
- B. Those creating advanced workshops/seminars will have responsibilities for development and revision similar to those in section IV-A above, except that such person(s) will teach the workshop/seminar all three times.
- C. The Society of American Archivists will assume primary responsibility for the following aspects of developing fundamental and advanced workshops/seminars:
1. SAA will be responsible for reasonable costs associated with producing the curriculum packet components, such as exercises, audiovisuals, publications, instructions, and similar materials.
 2. SAA will have the primary responsibility for advertising, scheduling, and making local arrangements for the three workshop/seminar offerings. Whenever possible, coursework developed as a part of this initiative will be offered in conjunction with an SAA meeting or a meeting of a regional archival association.
 3. SAA will be responsible for distribution of the completed curriculum package.
 4. SAA will provide assistance, advice, and coordination in finding examples, creating exercises, and in other matters relating to the development of the curriculum package.
 5. SAA will have the primary responsibility for obtaining instructors for the second and third offering of workshops/seminars in archival fundamentals.

V. Compensation

- A. Individuals and groups will receive a basic fee of \$1,000 for developing fundamental or advanced workshops and seminars. This fee will cover the development, initial offering, and revision of each course. Special cases involving the development of more complex coursework or added expenses that may be required for facilities and equipment must be negotiated individually with SAA. An initial proposal should reflect such added expenses that will be necessary (Section VI-B-8).
- B. In addition to this basic fee, workshop/seminar creators will be reimbursed for transportation, meals, and lodging incurred in connection with

the first course offering.

- C. Those developing advanced seminars (and therefore teaching more than once) will receive additional compensation and reimbursement for expenses for the second and third offerings.

VI. Criteria for Selecting Proposals

- A. Proposals will be evaluated and selected by the SAA Education Officer in consultation with the Executive Director, the Education Advisory Committee, and the Committee on Education & Professional Development.
- B. Proposals will be judged upon (1) the contribution of the workshop/seminar to the broad context of archival education; (2) the degree to which the proposal's curricular design is appropriate to the subject being taught; (3) the innovativeness of the proposal; (4) the qualifications of the individual applicant or group.
- C. Applications will be accepted until seven (7) short course proposals have been approved. However, those received before 15 August will receive first consideration by the Education Advisory Committee at the SAA annual meeting.

VII. Submission

SAA members who are interested in developing fundamental or advanced coursework are encouraged to discuss their ideas and plans with the SAA Education Officer prior to submitting a formal proposal.

Each completed formal proposal should include the following:

- A. A letter of interest including
1. resume(s)
 2. past experience and involvement in archival education activities
 3. rationale/need for developing the workshop/seminar
- B. Summary of the workshop/seminar, including
1. Title/subject
 2. Format (workshop, seminar, etc.)
 3. Length (proposed number of contact hours)
 4. Audience (beginning professional, advanced, special target audiences, etc.)
 5. Size (number of participants who could attend each workshop/seminar)
 6. Skills (specifics of what would be taught during the workshop/seminar)
 7. Outline (and short narrative description of the proposed workshop/seminar; facilities/resources that would be necessary)
 8. Budget (anticipated expenses for development)

Proposals or inquiries should be directed to:

*Timothy L. Ericson
Education Officer
Society of American Archivists
600 South Federal, Suite 504
Chicago, IL 60605
(Telephone: 312/922-0140)*

News Notes

The Nixon Presidential Materials Project opened to the public the first segment of the Nixon Special Files on 4 May. This opening, the first in a series, comprises approximately 16 percent of the 1.5 million pages of the Special Files.

Approximately 6 percent of the files to be opened were withheld for reasons of national security, personal privacy, federal statute, or other restrictions. In addition, former President Nixon objected to the release of an additional 5 percent of the materials on grounds of presidential privilege. These items were withdrawn pending the Archivist's determination on whether to grant the privilege claims.

The next Special Files segment is scheduled to be opened on 17 July.

Larry E. Tise became the new director of the **American Association for State and Local History** on 15 July, replacing Gerald George, who had served in that capacity since 1978. Tise plans to gather ideas from those in the state and local history field about its needs, to "create as many forums as possible for helping the various constituents that AASLH serves," and to strengthen cooperative relations between AASLH and other organizations.

Tise holds an A.B. degree and a master's of divinity from Duke University, as well as a Ph.D. in history from the University of North Carolina. He leaves the Pennsylvania Historical and Museum Commission, where he was executive director since 1981. Previously he directed the North Carolina Division of Archives and History, and served as North Carolina State Historic Preservation Officer. He has taught graduate-level courses in the history, philosophy, and policy of historic preservation.

The Commission on Preservation and Access, created in 1986 to deal with the threatened loss of large portions of America's research library collections due to deterioration of paper, has named Patricia M. Battin its first president. Battin, currently vice president and university librarian at Columbia University, will work to focus the attention and resources of

all sectors upon this growing preservation problem.

The National Historical Publications and Records Commission has selected two new institutions to serve as hosts for archival fellows in the 1987/88 academic year. Louisiana State University and the Immigration History Research Center at the University of Minnesota will join the California State Archives, deferred from 1986/87, as the host institutions for 1987/88.

The NHPRC and the **Andrew W. Mellon Foundation** will again offer jointly funded fellowships in archival administration during the 1988-89 academic year. If your institution is willing and able to involve a fellow in a wide range of archival administration through work with experienced archivists, then it is strongly encouraged to submit a hosting application to the Commission by 1 October 1987. Please request guidelines and application forms from the NHPRC-NPR, National Archives Building, Washington, DC 20408; (202) 523-5386.

"'Tis Done! We have Become a Nation" is a poster exhibition developed by the National Archives to celebrate the 200th anniversary of the Constitution. Nineteen documents from the **National Archives'** holdings—including the Declaration of Independence, a draft of the Constitution containing George Washington's annotations, and a Senate draft of the Bill of Rights—have been handsomely reproduced with explanatory captions. The exhibition, which costs \$50, is designed to enable schools, libraries, historical societies, and other groups to adapt the material to their audiences and facilities. For ordering information, contact: Publication Services Branch, National Archives, Washington, DC 20408.

International Notes

The International Council on Archives (ICA) is a worldwide organization established in 1950 to promote preservation and use of the archival resources of all nations. The ICA's membership is representative of 120 countries; and although membership

is primarily held by the various national archival authorities and national associations of archivists, other archival institutions as well as individual archivists belong to the organization.

Working from its headquarters in Paris, the ICA sponsors international meetings of archivists, gives technical aid to the archival institutions of developing nations, conducts research in archival theory and practice, and engages in an active publications program.

Many of the ICA's projects are accomplished within the framework of UNESCO or in collaboration with such related organizations as the International Federation of Documentation (FID), the International Federation of Library Associations (IFLA), and the International Records Management Federation (IRMF).

Committees and working groups of the ICA look after special interests within the profession. U.S. archivists currently serving on ICA bodies are: James Fogerty (Minnesota Historical Society), Committee on Audiovisual and Oral History Archives; Charles Dollar (NARA), Committee on Automation; Anne Van Camp (Chase Manhattan Bank), Committee on Business Archives; Kenneth Harris (NARA), Committee on Conservation and Restoration, and Committee on Sigilography; James Moore (NARA), Committee on Current Records; John Broderick (Library of Congress), Committee on Literature and Art Archives; Francis Blouin (Michigan Historical Collections), Committee on Professional Training and Education; Richard Jacobs (NARA), Committee on Reprography; Maygene Daniels (Smithsonian Institution), Working Group on Architectural Records; and William Stewart (NARA), Working Group on Archives Buildings and Equipment.

Frank Evans of NARA represents SAA on the ICA's Section of Professional Archival Associations. Serving on the ICA's Executive Committee, as well as on the Commission on Archival Development, is Robert M. Warner, former Archivist of the United States and currently Dean of the School of Information and Library Studies at the University of Michigan.

Meeting in Madrid

by James E. Fogerty

The International Council of Archives Committee on Audiovisual Archives (ICA/CAV) held its first meeting as a full ICA committee in Madrid on 17-18 March 1987. (It had met in 1986 in Paris as a working group.) Both sessions of the meeting met in the 17th-century headquarters annex of the Spanish Ministry of Culture, which administers, among other things, the National Archives of Spain. Our official host was Margarita Vazquez de Parga, Director of the State Archives.

Robert Egeter van Kuyk of the Netherlands Information Service chaired the sessions, which were attended by secretary Peter Mazikana (National Archives of Zimbabwe), Michel Quetin (National Archives of France), Peter Bucher (Bundesarchiv, West Germany), Samueli Onnela (National Archives of Finland), and myself. Mr. Budanov of the Soviet Union was unable to attend. The Committee also has corresponding members in Argentina, Brazil, Canada, and France.

The Committee proved to be a very congenial group that worked well together and overcame language barriers without great difficulty. Progress in the Committee's work, and ease of operation, were greatly aided by the excellent organization of the chair (who spoke English, French, German, and Spanish fluently), and of the secretary.

After approving the minutes of the 1986 meeting, the Committee considered the Preliminary Draft of the ICA Third Medium Term Plan (March

1987) in relation to the Committee's work. Several changes were proposed to the section dealing with image and sound archives, and will be sent on by the chair to ICA.

The Committee heard reports from the chair on the 1986 meeting of the Round Table on Audio Visual Archives, and on the Berlin Joint Technical Symposium scheduled for May 1987.

A report on sources of information on training in photographic preservation, prepared at the chair's request, was distributed. Included were copies of the SAA publications list, brochures from the University of Delaware and the Image Permanence Institute, and a report of the Film and Television Advisory Committee of the National Center for Film and Video Preservation.

The Committee reviewed the preliminary program of the XI International Congress on Archives, to be held in Paris in August 1988, and drafted proposals for a session on preservation of audiovisual materials. Michel Quetin's service on the organizing committee of the Congress will facilitate acquisition of space and a program slot. M. Quetin also volunteered to arrange tours to Paris-area institutions with collections and facilities of interest to the Committee.

The Committee discussed adding one member each from Southeast Asia and Francophone Africa.

Following the final meeting session, the Committee toured the National Archives of Spain, which houses its 32 km (about 20 miles) of material

in a large building built between 1941-44. Its stack areas are unlighted and without climate control, although the temperature/humidity fluctuations are said to be minimal and gradual. Retrieving documents in the half-light of the stacks requires a flashlight.

I was shown a letter from George Washington thanking the King of Spain for the gift of two donkeys.

The microfilm laboratory (a particular interest of mine) includes Kodak equipment for preparing 16 and 35mm film, and a Fuji camera/processor for microfiche. About 1-2% of the Archives' holdings have been filmed for security. It is sobering to see documents from the Spanish Inquisition slated for filming--with all of the conservation problems they entail.

In all, the meeting was a decided success. It was extremely useful to discuss archival operations, selection procedure, staffing, administration, and conservation with Committee members during lunch and dinner and between meeting sessions. The SAA manual, *Archives and Manuscripts: Administration of Photographic Collections*, brought high reviews from those who saw the sample copy I took with me (thanks for that to Donn Neal).

Our Spanish hosts were splendid, the weather beautiful, and the meeting well worth the time and effort.

James E. Fogerty heads the Acquisitions and Curatorial Department of the Minnesota Historical Society.

The ICA will hold its **Quadrennial Congress** in Paris 22-26 August 1988. The Congress will bring together archivists from all over the world, and the ICA welcomes archivists from North America to make the trip to Paris. In addition to several informative sessions and discussions, the Congress will feature special events including a reception in the Hotel de Ville, the city hall of Paris, as well as a reception at Versailles.

Charles Kecskemeti executive director of ICA, along with several SAA members active in ICA, will hold an open house at SAA's New York meeting on Friday 4 September at 8 a.m.

(Consult the pocket program for details.) This will be an opportunity for SAA members to ask questions about the content and logistics of the Paris Congress.

The **International Council of Museums (ICOM)** is a professional organization focused on the improvement and advancement of the world's museums. The ICOM Committee for Conservation's 8th Triennial Meeting will be held at the Hilton International Sydney Hotel. It will be the second ICOM meeting held outside Europe, and the first in the southern hemisphere.

Australia has been chosen to host

the ICOM meeting not only because of the rapid development of its conservation profession, but also because of its role in promoting conservation in Asia and the Pacific. The meeting and its organized laboratory tours will afford delegates the opportunity to examine first-hand the progress that has been made in conservation in Australia. More information can be obtained from Dulcie Stretton Associates, 70 Glenmore Road, Paddington NSW 2021, AUSTRALIA; (02) 357-6862.

The **Asociacion Latinoamericana de Archivos**, the Latin-American Branch

Featured Regional: The Society of Georgia Archivists

by Virginia J.H. Cain

Just over 236 years after James Edward Oglethorpe founded the colony of Georgia in 1733, a group of 21 concerned archivists gathered in Atlanta on 25 July 1969 for the first meeting of what would become the Society of Georgia Archivists (SGA).

SGA has since become a leader among state and regional archival organizations, providing educational and leadership opportunities in many ways. It is the third-oldest state archival organization, and the state of Georgia has been from the beginning a participant in the oldest regional archival organization, the South Atlantic Archives and Records Conference (SAARC).

International Notes Continued

of the ICA, has begun publication of a quarterly archival journal in Spanish and Portuguese, *ala*. Edited at the Archivo General de la Nacion, Mexico, *ala* includes a wide variety of articles on archival administration and archives in Latin America, including regular features on archival methods, conservation and restoration, archival education, and descriptions of selected Latin American archives and historical documents. The journal's promotional issue (Sept. 1986) reprints a series of Simon Bolivar's letters of particular interest.

Membership in the Asociacion Latinoamericana de Archivos and subscription to *ala* are available to individuals and institutions. For more information, contact Maygene Daniels, Chair, International Archival Affairs Committee, National Gallery of Art, Washington DC 20408.

The Groupe de Recherche Art Histoire Architecture et Litterature (GRAHAL) is an association that helps researchers to obtain documents and conduct research in France. It can help overcome problems associated with distance, unfamiliarity with the French library system, and gaining access to various archives. For more information contact GRAHAL, 4, Avenue Percier, 75008 PARIS; telephone: 42 25 91 02.

Originally meeting monthly and later five times yearly, SGA now holds two major meetings each year. Meetings in early years included discussions and repository tours, while more recent meetings have been organized around specific themes. Special teaching workshops have been sponsored by the Society in conjunction with regular meetings or in cooperation with such related professional organizations as the Society of American Archivists, SOLINET, the Georgia Library Association, the University Center in Georgia, SAARC, and the United Negro College Fund.

SGA members and their institutions have also been closely involved with the Georgia Archives Institute (cosponsored by the Georgia Department of Archives and History), Emory University, and recently the Carter Presidential Library.

The quarterly newsletter of SGA first appeared in January 1970, and carries news about, or of interest to, archives and archivists in Georgia and elsewhere.

The Society's journal, formerly *Georgia Archive* and now *Provenance*, offers readers articles and features on archival theory and practice that are of greater length and scope than its newsletter can permit. Founded in 1972 by then-SGA president David B. Gracy II, the journal received an award of merit from SAA in 1975.

A grant awarded to SGA by the National Historical Publications and Records Commission (NHPRC) in 1976 enabled the Society to produce a slide/tape show entitled, "A Very Fragile Resource: Our Documentary Heritage." Still available for loan or purchase, this promotional and informational program describes archival work in simple yet exciting terms.

Beginning in 1981, the paths of SGA and NHPRC crossed again. SGA members took active roles in--and SGA itself served as financial agent for--a grant from NHPRC administered by the Georgia Historical Records Advisory Board to assess Georgia's needs in the area of archives and records-related activity.

Individual involvement in SGA has promoted the aims of the Society and perhaps also prepared members for national leadership in the archival profession. Among the past presidents of SAA are two former presidents of SGA: Edward Weldon (SGA 1969-70; SAA 1981-82), and David B. Gracy II (SGA 1972-73; SAA 1983-84).

While not all SGA members belong to SAA and not all SAA members in Georgia belong to SGA, the two organizations have a long history of cooperation. SAA officers and staff members have participated in SGA meeting programs; various Georgia agencies and organizations have hosted SAA traveling workshops; and the SAA annual meeting will pay a return visit to Georgia's capital city of Atlanta in 1988.

Beyond helping to provide educational opportunities in such areas as basic archival administration, management of photographic collections, conservation, disaster planning, and automation and the Archives and Manuscripts Control Format, SGA and its members have also expressed opinions about the appointment of the Archivist of the United States, funding for NHPRC, National Archives independence, and archival education and certification. SGA also supports the work of the National Coordinating Committee for the Promotion of History.

One of SGA's purposes, and a theme sounded in the 1981 NHPRC needs assessment survey, is to foster cooperation among archivists and archival agencies. Indicative of SGA's ongoing efforts in this area are meetings cosponsored with archival organizations in Tennessee, Alabama, and Mississippi, as well as programming initiatives in the areas of archives and society, education, and collecting policies.

The Society and its members will continue to work cooperatively to meet the growing demands of the archival profession and the changing challenges of preserving our documentary heritage through the administration of archives and manuscript collections.

Virginia J. H. Cain, is a processing archivist at Emory University.

Regional Notes

A \$76,513 grant from the National Historical Publications and Records Commission will fund "Archival Education Through Cooperation," a project developed by the **New England Archivists**. This 18-month project will extend basic archival education opportunities to records curators throughout New England by offering 15 two-part workshops at locations that minimize transportation and lodging costs for participants.

An archival education specialist will be hired to organize and teach the workshops. In addition, a co-instructor from the local community at each workshop site will provide assistance and future contacts for participants.

Archivists in Religious Institutions (ARI) will offer 40-45 ARI-member archives the opportunity to participate in its NHPRC-funded Religious Archives Technical Assistance Project. The project offers participants a two-day planning workshop, a 2-3 day on-site consultation by the project archivist (with a follow-up report), ongoing consultation, and a concluding seminar. The project will also develop such cooperative projects as joint purchasing of archival supplies, and the offering of multi-institutional technical services and in-service training programs. For further information, contact Peter Wosh, The American Bible Society, 1865 Broadway, New York, NY 10023.

Thanks to a recommendation in the Connecticut State Historical Advisory Board's 1986 Annual Report, the **Connecticut General Assembly** recently approved a resolution calling upon state agencies to take "necessary action to preserve the state's historical records for the public use" and supporting the State Librarian's task force to be formed in 1987. Copies of the resolution, the report that prompted it, and the Historical Records Assessment Report of 1983 are available on request from Mark J. Jones, State Historical Records Coordinator, c/o Connecticut State Library, 231 Capitol Avenue, Hartford, CT 06106; (203) 566-3690.

Workshops

The **SAA Education Office** is pleased to announce the first two in its series of new workshops being developed with the help of grants from the National Historical Publications and Records Commission and the Andrew W. Mellon Foundation.

"Archival Fundamentals: Appraisal" is a one-day workshop being developed by Maygene F. Daniels of the National Gallery of Art. This workshop will be taught for the first time on 1 September, in conjunction with the SAA annual meeting in New York City, and again as part of the Midwest Archives Conference, 15-17 October in Columbia, Missouri.

"Starting an Electronic Records Program," a one-day workshop being developed and taught by Margaret Hedstrom of the New York State Archives, will be offered for the first time in Atlanta, Georgia on 22 July in conjunction with the annual meeting of the National Association of Government Archives and Records Administrators. The workshop will be offered again in conjunction with the Mid-Atlantic Regional Archives Conference, 15-17 October in Charleston, West Virginia.

The **Smithsonian Institution's Office of Museum Programs** has announced a new series of workshops to introduce, examine, and improve professional skills and practices for individuals employed in museums. All of the workshops will be held at the Smithsonian Institution in Washington, DC.

To apply, you must submit a one-page narrative letter outlining your reasons for wishing to attend, your museum experience, present position and responsibilities, the type and size of museum for which you work, the number of departmental staff, and its annual budget. Your letter must be received eight weeks prior to the opening of a workshop. Notification of acceptance will be mailed six weeks before the workshop begins.

Smithsonian professional staff members will serve as faculty for the workshops, although outside consultants will occasionally provide supplementary instruction.

The workshops scheduled through January 1988 are listed in the Archivists' Calendar. Contact the Office of Museum Programs, Arts and Industries Building, Room 2235, Smithsonian Institution, Washington, DC 20560.

The first nationwide conference for local television news archives will be held on 21-23 October 1987 at the State Historical Society of Wisconsin in Madison. The **National Center for Film and Video Preservation** is organizing the conference, with grant funding from the National Historical Publications and Records Commission.

The conference will feature a practical, problem-solving orientation based on position papers from experts in the field and on the experiences of institutions currently maintaining active collections. The twelve conference sessions include topics on acquisition, processing, preservation, access, and newsgathering processes and technologies.

The conference registration deadline is 1 August 1987. The \$25 registration fee includes meal costs, with a limited number of travel subsidies available to participants. Those interested in registering, in travel subsidies, or in participating as presenters or panelists, should contact Gregory Lukow, National Center for Film and Video Preservation, The American Film Institute, 2021 N. Western Avenue, Los Angeles, CA 90027; (213) 856-7637.

Grants Awarded

NHPRC GRANTS

At its February meeting the National Historical Publications and Records Commission recommended \$510,000 for 14 documentary publication projects and \$550,000 for the following 16 historical records projects:

National Center for Film and Video Preservation at The American Film Institute

\$14,000 to convene a national conference to plan improved care and availability of local television newsfilm collections.

New England Archivists

\$76,513 to develop and present 15 basic archival training workshops throughout the New England region.

Society of American Archivists
\$7,900 to analyze and disseminate data on the programs of archival institutions collected by the SAA's 1985 census of archival institutions.

University of Michigan, Bentley Historical Library
\$44,365 to test a new system for appraising modern records at 16 diverse institutions nationwide, and to distribute its report of findings to the archival community.

Archivists in Religious Institutions
\$73,762 for a two-year project to improve professional skills and archival programs at religious archives in the greater New York City area.

American Home Economics Association
\$2,672 for a consultant to advise on surveying and scheduling current records, appraising permanent records, and undertaking preservation measures.

International Brotherhood of Teamsters
\$3,250 for consultation on developing an archival program for the nation's second largest labor union.

American Field Service International/Intercultural Programs
\$50,585 for a two-year project to develop an archives and records management program.

City of Tampa, Florida
\$61,017 to develop the first city archives program of its type in the state of Florida.

City of Richmond, Virginia
Up to \$3,000 for consulting services relating to development of a city archives and records management program.

Milwaukee Public Library
A partial matching grant for development of a municipal archives program for the City of Milwaukee.

Antioch University
\$35,112 to develop an archival program for the university.

University of South Carolina
\$56,410 for a two-year project to develop an archives and records management program for the university.

University of Tennessee at Chattanooga
\$3,000 for consultation on establishing an archival program.

Sinte Gleska College
\$73,450 for development of a documentary and oral history program for the Rosebud Sioux Tribe.

Lummi Indian Business Council
Up to \$3,000 for consultation on developing a professional archival program for the Lummi Indian Tribe.

NEH GRANTS

The National Endowment for the Humanities recommended the following grants in February of this year:

University of Pittsburgh
\$15,000 to plan an interpretive exhibition of unpublished manuscripts and incunabula from public and private collections in western Pennsylvania.

New-York Historical Society
\$100,000 outright, plus an offer of up to \$50,000 matching, to develop an interpretive exhibition illustrating the drafting of the Constitution and the debate surrounding its ratification in New York.

Illinois State Historical Library
\$16,127 to plan for Illinois' participation in the U.S. Newspaper Program.

Columbia University
\$449,453 matching grant to create a program of graduate instruction in conservation and preservation administration in the School of Library Service.

Panhandle-Plains Historical Museum
\$37,269 to complete the first stage of the Texas Newspaper Project.

Cornell University
\$41,366 to microfilm selected 19th-century American architectural and building trade journals.

Smith College
\$71,775 to increase the use of archival sources in undergraduate American studies courses by providing 11 faculty members with opportunities to select material from the Sophia Smith Archives.

OTHER GRANTS

New York University Libraries
\$250,000 from the Andrew W. Mellon Foundation to develop a model for the management of information within the new technological environment.

Buffalo and Erie County Historical Society
\$26,000 from the New York State Council on the Arts to mount a photographic exhibition of Buffalo's industrial history; to survey the costume collection; and to improve the computerized artifact inventory.
\$3,030 from the New York State Library Conservation Program to survey storage conditions of the collection of architectural plans.

Bloomsburg University
\$8,125 from the Pennsylvania Historical and Museum Commission to develop a campus-based university records management system.

Adirondack Museum
\$25,000 from the New York State Library Conservation Program to microfilm the 1853-1935 papers of the Witherbee, Sherman Company.

Awards Available

The United States-United Kingdom Educational Commission in London has opened the 1988-89 competition for the Fulbright **Professional Library Award** to the United Kingdom. One award is available for an American librarian to pursue a work attachment at a university library, major research library, or national library in the United Kingdom. Contact Dr. Steven Blodgett, Council for International Exchange of Scholars, Eleven Dupont Circle NW, Suite 300, Washington DC 20036; (202) 939-5410.

The 1987 **Overview of Endowment Programs** is now available. For those seeking NEH funding for their humanities projects, this free guide provides descriptions of the 35 program funding areas, application deadlines, data on this year's special emphases, useful lists, and tips on how to communicate with NEH. Contact NEH Overview, Room 409, 1100 Pennsylvania Avenue NW, Washington DC 20506; (202) 786-0438.

If your museum could benefit from an assessment of its services and operations (and whose couldn't?), then you may want to apply to participate in the **Museum Assessment Program (MAP)**. Should you be accepted, the Institute of Museum Services will fund completely a program that combines self study and consultation to develop long-range plans for operations, programming, and/or collections management. MAP is administered by the American Association of Museums. Contact AAM, 1225 Eye Street NW, Washington, DC 20005; (202) 289-1818.

The Association for Library and Information Science Education (ALISE) is accepting proposals for its **1988 Research Grant Program**. One or more winners will receive grants totaling \$2,500 to support research broadly related to education for library and information science.

In addition, ALISE is accepting research papers concerning any aspect of librarianship or information studies for a competition that will award up to two winners honorariums of \$500. Applicants for either award must be members of ALISE. Neither competition is open to dissertation work.

A third competition, however, is accepting summaries of dissertations in education for library and information science that have been completed, or will be completed, in 1987. Up to two winners will receive personal membership in ALISE and free registration--along with \$400 to defray travel costs--to the 1988 ALISE conference.

The deadline for all three competitions is 1 October 1987. Contact George d'Elia, Dept. of Mgt. Sci., University of Minnesota, 271 19th Ave. S., Minneapolis, MN 55455.

Awards to Individuals

The Bentley Historical Library at the University of Michigan recently awarded seven fellowships within its Research Fellowship Program for Study of Modern Archives. The program, in its fifth year, is funded by the Andrew W. Mellon Foundation and the National Endowment for the Humanities.

This year's Fellows are **David de Lorenzo**, Gaulladet University;

Lawrence Dowler, Harvard University; **Paul McCarthy**, University of Alaska; **James O'Toole**, University of Massachusetts; **Dennis Rowley**, Brigham Young University; **Lee Stout**, Pennsylvania State University; and **Richard Szary**, Smithsonian Institution.

Named as Affiliate Fellows were **Barbara Filipac**, Brown University; and **Frederick Stielow**, University of Maryland.

Application forms for the 1988 program may be obtained from the Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, MI 48109-2113.

Wanted

Is your institution willing to host an executive secretariat? If so, then the **National Council on Public History** would like to review your proposal. The host's responsibilities will include providing released time for a professional staff or faculty member, clerical support staff, overhead, and office equipment (including word processors). Contact Barbara J. Howe, Department of History, West Virginia University, Morgantown, WV 26506; (304) 293-2421.

Robert David Dawson is searching for William T. Sherman's letters in private collections, and for Sherman's descendants. Contact him at 327 Judge Ave., Waukegan, IL 60085.

The Wynadotte County Historical Society and Museum is looking for other museums who are using DBase III+ in their artifact and archival cataloging or any other museum activity. Contact Rebecca Barber, Wyandotte County Historical Society and Museum, 631 N. 126th St., Bonner Springs, KS 66012-9024.

Joyce W. Warren is writing a biography of Fanny Fern (pseudonym of Sara Willis Eldredge Parton, 1811-1872). She is looking for any of Fern's letters and papers not listed in *American Literary Manuscripts*, and for any unlisted letters of her two brothers, Richard Willis and Nathaniel Parker Willis. Contact her at Queens College, Flushing, NY 11367-0904.

The Los Angeles County Task Force on Historical Records is soliciting bids in July for the services of an archival consultant to develop a County-wide program to identify, process, and preserve historical records of Los Angeles County. Contact Violet Varona, Executive Office - Board of Supervisors, 500 W. Temple St., #383, Los Angeles, CA 90012.

Primary documentation is sought for a dissertation (University of Delaware) about the role played within national culture by public oratory and lectures concerning the visual arts in America from 1780 to 1840. Information or suggestions for locating manuscripts, tracts, published or unpublished transcripts, lecture attenders' notes, or epistolary descriptions are requested by Annie V. Storr, 111 Lee Avenue, Apt. 403, Takoma Park, MD 20912.

If you or your firm wish to be listed in the National Council on Public History's *Directory of Historical Consultants*, please write to Executive Secretary, NCPH, Department of History, West Virginia University, Morgantown, WV 26506.

The repository of the Center for Historic Resources, Texas A&M University, is seeking photographs, drawings, maps, correspondence, and artifacts relating to the history of the built environment in Texas and beyond. Contact Joan Rabins, Assistant to the Director, Center for Historic Resources, College of Architecture & Environmental Design, Texas A&M University, College Station, TX 77843-3137; (409) 845-0384.

The Hunterian Museum is conducting a worldwide survey of manuscript material relating to John Hunter (1728-1793). They are interested in letters to or from Hunter, notes on Hunter's lectures on surgery, Hunterian MSS, and any mention of Hunter and his wife Anne Hime Hunter in manuscript sources. Contact Marion I. Bowman, The Royal College of Surgeons of England, 35-43 Lincoln's Way Inn Fields, London WC2A 3PN; (01) 405-3474.

Archivists' Calendar

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.

13-18 July

"Basic Training Workshop for Slide Curators in Art and Architecture"; Austin, Texas. Contact: Mr. Jack Brannon, Fine Arts Continuing Education, The University of Texas at Austin, Fine Arts Building 2.4, Austin, TX 78712, (512) 471-8862.

19-23 July

"The Care & Preservation of Two-Dimensional Collections," a workshop; St. Paul, Minnesota. Contact: Sheila Riley, NEH Regional Workshops, AASLH, 172 Second Avenue North, Suite 102, Nashville, TN 37201, (615) 255-2971.

22 July

"Starting an Electronic Records Program," a workshop; Atlanta, Georgia. Contact: Tim Ericson, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605; (312) 922-0140.

21-25 July

"Microcomputer Applications in Visual Resource Collections Workshop"; Austin, Texas. Contact: (same as July 13-18 entry).

22-25 July

NAGARA Annual Meeting; Atlanta, Georgia. Contact: Bruce W. Dearnstye, New York State Archives, 10A75 Cultural Education Center, Albany, NY 12230.

16-21 August

"First International Symposium on Newspaper Preservation and Access"; London, United Kingdom. Contact: Valerie J. Nurcombe, 8 Kingfisher Drive, Over, Winsford, Cheshire CW7 1PF, UK.

16-20 August

"Preservation of Black-and-White Photographs," a workshop; Rochester Institute of Photography. Contact: RIT/T&E Seminar Center, One Lomb Memorial Drive, Rochester, NY 14623, (716) 475-2757.

23-27 August

"Care & Preservation of Two-Dimensional Collections," a workshop; Helena, Montana. Contact: (see 19-23 July entry).

24-27 August

"Records Retention and Files Management" and "Micrographic Systems Design & Management," two workshops; Boston, Massachusetts. Contact: Thomas Wilds Associates, Inc., P.O. Box 11120, Greenwich, CT 06831; (212) 986-2515.

31 August-1 September

"Understanding the MARC Format for Archival and Manuscripts Control"; New York, New York. Contact: (see 19-20 May 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.

1 September

"Archival Fundamentals: Appraisal," a workshop; New York, New York. Contact: (see 22 July entry).

17-18 September

Kentucky Council on Archives and Tennessee Archivists Fall Meeting; Paris Landing State Park, Tennessee. Contact: Sara Harwell, University Archives, Vanderbilt University, Nashville, TN 37203.

21-24 September

"Records Retention and Files Management" and "Micrographic Systems Design & Management," two workshops; Seattle, Washington. Contact: (see 24-27 August entry).

28-29 September

Michigan Archival Association Fall Meeting; Houghton, Michigan. Contact: Thomas Featherston, Walter P. Reuther Library, Wayne State University, Detroit, MI 48202.

4-8 October

ASIS Annual Meeting; Boston, Massachusetts. Contact: Stephen Morrison, ASIS, 1424 16th Street, NW, Suite 404, Washington, DC 20036, (202) 462-1000.

5-8 October

"Records Retention and Files Management" and "Micrographic Systems Design & Management," two workshops; Philadelphia, Pennsylvania. Contact: (see 24-27 August entry).

12-15 October

International Information Management Congress; Vienna, Austria. Contact: IMC 87, P.O. Box 34404, Bethesda, MD 20817, (301) 983-0604.

14 October

"Archival Fundamentals: Appraisal," a pre-conference workshop; MAC, Columbia, Missouri. Contact: (see 22 July entry).

14 October

"Starting an Electronic Records Program," a pre-conference workshop; MARAC, Charleston, West Virginia. Contact: (see 22 July entry).

15-17 October

Midwest Archives Conference Fall Meeting; Columbia, Missouri. Contact: Nancy Lankford, Western Historical Manuscript Collection, 23 Ellis Library, University of Missouri, Columbia, MO 65201; (314) 882-6028.

15-17 October

Mid-Atlantic Regional Archives Conference Fall Meeting; Charleston, West Virginia. Contact: Local Arrangements, West Virginia Dept. of Culture & History, Archives & History Division, The Cultural Center, Capital Complex, Charleston, West Virginia, 25305; (304) 348-0230.

15-18 October

Oral History Association Annual Meeting; St. Paul, Minnesota. Contact: James E. Fogerty, Minnesota Historical Society, 690 Cedar St., St. Paul, MN 55101; (612) 296-9989.

19-22 October

ARMA Annual Conference; Anaheim, California. Contact: International Records Management Council, 22243 Miston Drive, Woodland Hills, CA 91364.

21-23 October

"Local Television News Archives Conference," sponsored by the National Center for Film and Video Preservation; Madison, Wisconsin. Contact: National Center for Film and Video Preservation, The American Film Institute, 2021 N. Western Avenue, Los Angeles, CA 90027; (213) 856-7637.

25-29 October

"The Care & Preservation of Two-Dimensional Collections," a workshop; Boston, Massachusetts. Contact: (see 19-23 July entry).

26-30 October

"Collections Management: Issues, Concepts and Skills," a workshop; Washington, DC. Contact: Office of Museum Programs, Arts and Industries Building, Room 2235, Smithsonian Institution, Washington, DC 20560.

4-6 November

Concordia Historical Institute's Conference on Archives and History; St. Louis, Missouri. Contact: Concordia Historical Institute, 801 De Mun, St. Louis, MO 63105.

16-19 November

"Museum Security: Protecting Cultural Property," a workshop; Washington, DC. Contact: (see 26-30 October entry).

18-20 November

Film and Television Archives Advisory Committee Meeting; New York, New York. Contact: National Center for Film and Video Preservation, The American Film Institute, 2021 N. Western Ave., Los Angeles, CA 90027; (213) 856-7637.

19-20 November

Society of Georgia Archivists' Fall Meeting; Atlanta, Georgia.

30 November-3 December

"Records Retention and Files Management" and "Micrographic Systems Design & Management," two workshops; New York, New York. Contact: (see 24-27 August entry).

30 November-4 December

"Introduction to Museum Management," a workshop; Washington, DC. Contact: (see 26-30 October entry).

4-8 January

"Planning for Computers in Collections Management and Research," a workshop; Washington, DC. Contact: (see 26-30 October entry).

13-15 January

"Photographic Methods for Museum Personnel," a workshop; Washington, DC. Contact: (see 26-30 October entry).

17-21 January

"The Care & Preservation of Two-Dimensional Collections," a workshop; San Diego, California. Contact: (see 19-23 July entry).

For
all
of
you
who
have
been
wondering
where
the
winter
1987
American
Archivist
is...
it
is
now,
finally,
in
the
mail.

New SAA Members

Barbara Marston
221 Marine Avenue
Manhattan Beach, CA 90266

Mary Moore Jacoby
Virginia Museum of Fine Arts
Boulevard & Grove Avenue
Richmond, VA 23221
(804) 257-0147

Katherine H. Frankum
(Lyndon B. Johnson Library)
8011 Bon Air Drive
Austin, TX 78758
(512) 482-5137

Janet Murray
(Univ of Maryland-Baltimore
Cnty)
423 Ingleside Avenue
Catonsville, MD 21228
(301) 455-2353

Shuichi Yasuzawa
(Natl Inst of Japanese
Literature)
#601. YS Court, 3-16-1
Chofu-Shi, JAPAN 182

Judy Brumelow
American General Corp.
2929 Allen Parkway
Suite #36-01
Houston, TX 77019

Robert Lazar
The New York District
275 - 7th Avenue, 5th Floor
New York, N.Y. 10001

Martha Ann Robbins
CUNA Mutual Insurance Grp.
P.O. Box 391
Madison, WI 53701
(608) 231-7323

Denise M. Glover
(Amistad Research Center)
2357 Laurel Street
New Orleans, LA 70130
(504) 865-5535

Virginia L. Daley
Kentucky Department for
Lib/Arch
P.O. Box 537
Frankfort, KY 40602-0537
(502) 875-7000

Elizabeth A. Hill
Carnegie Mus. of Nat. History
4400 Forbes Avenue
Pittsburgh, PA 15213
(412) 622-3247

Heather MacNeil
(Univ of Toronto Archives)
145 Howland Avenue
Toronto, ON M5R 3B4
CANADA

Robert Kent
Box 632
Riverdale, MD 20737
(301) 927-7536

Mona K. Lewis
(Mt. Sinai Med Ctr)
141-35 85 Rd., #6H
Briarwood, N.Y. 11435
(212) 650-6976

Susan Farnar
Good Counsel Education
Center
Mankato, MN 56001
(507) 389-5957

Peter L. Steere
P.O. Box 1508
Tucson, AZ 85702

Linda Miles Coppens
648 Sunset Drive
Pacific Grove, CA 93950
(408) 624-7491

Virginia Lambert Montgomery
(Univ of South Carolina)
1311 Whaley St., #507
Columbia, S.C. 29205
(803) 777-0047

Elizabeth Rollins Mauran
76 Blackstone Blvd.
Providence, R.I. 02906
(401) 831-8956

Lisa A. Mix
(Johns Hopkins Med Sch Arch)
211 S. Castle St.
Baltimore, MD 21231
(301) 955-3043

Eleanor L. O'Sullivan
(C.W.R.U. Libraries)
17447 Clifton Blvd.
Lakewood, OH 44107

Trevor Liverton
348 Fairway Drive
North Vancouver, B.C.
V7G 1Y6 CANADA

Christina Stopka
(Buffalo Bill Hist Cntr)
1108 Salisbury, #5
Cody, WY 82414
(307) 587-4771

Phyllis Weaver
LeSault Historical Sites, Inc.
P.O. Box 1668
Sault Ste. Marie, MI 49783
(906) 632-3658

James W. Campbell
104 North Turnpike Rd.
Wallingford, CT 06492
(203) 269-0258

Carlos I. H. Nelson
(Florida Atlantic Univ)
1240 N.W. 13th St., #A205
Boca Raton, FL 33432
(305) 393-3785

Sheila Riley
(AASLH)
119 A Alton Road
Nashville, TN 37205
(615) 255-2971

Paul D. Holland
Arnot-Ogden Memorial
Hospital
Elmira, NY 14901

Dennis Preisler
Arizona Public Service Co.
P.O. Box 53999, Sta. 1118
Phoenix, AZ 85072-3999
(602) 250-2147

Christie Robinson
1643 Donelwal Drive
Lexington, KY 40511
(606) 257-8372

Scott Roley
1200 Undine St.
Bellingham, WA 98226
(206) 676-3465

Bonnie G. Wilson
Minnesota Historical Society
690 Cedar Street
St. Paul, MN 55101
(612) 296-1275

Judy A. Prosser
Museum of Western Company
P.O. Box 20000-5020
Grand Junction, CO
81502-5020
(303) 242-0971

Denis Castonguay
(Public Archives of Canada)
210 Somerset W., #1008
Ottawa, ON K2P 0J4
CANADA
(613) 996-2558

Kathleen Collins
(Albert Schweitzer Center)
P.O. 148
Great Barrington, MA 02130
(413) 528-5148

Mitchell Greenberg
(Rutgers Univ)
123 Donaldson Street
Highland Park, N.J. 08904
(201) 932-7006

Nicole Bouche
(Univ of California-Berkeley)
1090 Orchard Road
Lafayette, CA 94549

Carol Sandler
The Margaret Woodbury
Strong Museum
One Manhattan Square
Rochester, N.Y. 14607
(716) 263-2700

Heather Makechnie
(Proctor Academy)
Box 281
Andover, MA 03216
(603) 735-5126

Thomas Reitz
(UW-Green Bay)
1477 Harvey Street
Green Bay, WI 54302
(414) 465-2539

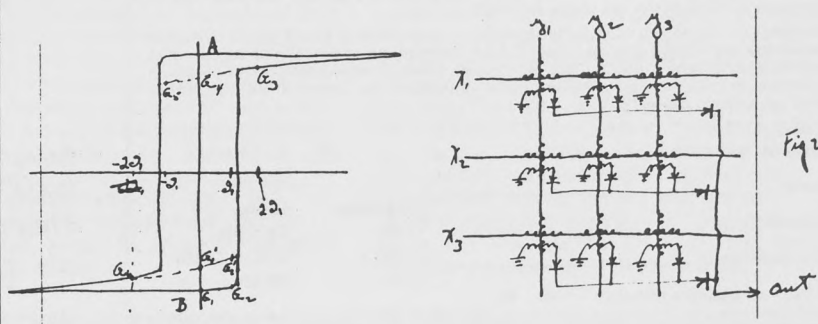
Robert Jay Vanderlaan
(Muskegon Community Coll.)
1718 Fifth Street
Muskegon, MI 49441-2613
(616) 777-0260

Rob Sherer
(Wiley College)
3527 Raguet Street
Nacogdoches, TX 73961
(214) 938-8341

Timothy C. Klinger
Historic Preservation Assn
P.O. Box 1064
Fayetteville, AR 72702
(501) 442-3779

Appraising the Records of Modern Science and Technology: A Guide

Joan K. Haas
Helen Willa Samuels
Barbara Trippel Simmons



The twentieth-century has been significantly influenced and shaped by science and technology. Although its documentation must reflect this influence, the record of post-World War II science is too vast to be preserved in its entirety.

Appraising the Records of Modern Science and Technology: A Guide offers a blueprint for assembling an appropriate and useful record for the future. 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.

Price: \$7 members; \$9 nonmembers

Transitions....Transitions....Tran

Jane H. Odom has accepted a position on Capitol Hill as Archivist for Senator Lloyd Bentsen of Texas....**Terry Ketelsen** has been promoted to State Archivist and Director of the Colorado State Archives and Division of Public Records....**Steven Gietschier** has left the South Carolina Department of Archives and History to become Director of Historical Records at *The Sporting News* in St. Louis.

SAA Staff Transitions

Patricia E. Palmer left the SAA staff on 30 June 1987 in order to return to graduate study at the University of Illinois. She had served in the Society's Preservation Program since September 1985, most recently as acting program officer. She was also responsible during the first six months of 1987 for coordinating SAA's Career Placement Service.

There's a new name on the masthead this issue as well, but it's the same person: **Deanna Schmidt** is now, after her marriage on 16 May, **Deanna Christiansen**.

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!

Individual Membership

Name _____

Address _____

City, State, Zip _____

Is this your business address? Yes No

Employing institution _____

Business phone _____

Dues scale	Salary
<input type="checkbox"/> \$45	0-\$14,999
<input type="checkbox"/> \$60	\$15,000-\$29,999
<input type="checkbox"/> \$75	\$30,000 and up
<input type="checkbox"/> \$30	full-time student

Institutional Membership

Name of institution _____

Address _____

City, State, Zip _____

- ☐ \$65 Regular
- ☐ \$150 Sustaining (receives 2 copies of journal and newsletter and one copy of every SAA publication released in the year of membership.)

Subscription (Subscribers receive the *American Archivist* only; only institutions may subscribe to the journal.)

Name of institution _____

Address _____

City _____ State _____ Zip _____

- ☐ \$30 Domestic (U.S., Canada, Mexico)
- ☐ \$35 Foreign (all other countries)

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

PAIGE FILES

work everywhere



Selected by successful companies and institutions for over 20 years.

They say: "Economy is definitely a factor"

Paige Files are unique.

The only storage/transfer file boxes protected by existing patents! AVAILABLE ACID FREE.

Only Paige Files are manufactured and shipped direct from 6 factories: Los Angeles, Chicago, Dallas, Kansas City, New York and Newark.

Paige Files are made of ICC-tested 200# corrugated fiberboard for last-forever strength.

Write or call for Case Histories, brochures and prices. Tel: (212) 679-6626



The Paige Company
275 Madison Avenue, New York, NY 10016

Professional Opportunities

HEAD OF SPECIAL COLLECTIONS

Boise State University; Boise, Idaho

Search re-opened. 12-month, tenure track appointment. **RESPONSIBILITIES:** Manage the University Archives and Special Collections, including the papers of Senators Len Jordan and Frank Church. Develop and implement policies and procedures for effective use of university archives; coordinate general collection development; assist researchers; manage the map collection. **QUALIFICATIONS:** ALA-accredited MLS; formal training in archival work or one year of experience in an institutional archives; and strong communications skills. Knowledge of micro-computer applications to archival processing and experience in academic library are desirable. **SALARY:** \$19,500 minimum, with good fringe benefits. Position available January 1, 1988 or sooner if possible. Send letter of application, resume, and names, addresses, and telephone numbers of 3 references by September 1, 1987 to: Ralph W. Hansen, Associate University Librarian, Boise State University Library, 1910 University Drive, Boise, ID 83725.

ASSISTANT ARCHIVES LIBRARIAN

University of North Carolina; Chapel Hill, North Carolina

Under the general direction of the Curator of Manuscripts, the University Archivist, and the Archives Librarian, will assist in a two-year grant-funded project to process the 300 cubic feet of records created by William C. Friday, President of The University of North Carolina, 1956-1986. **RESPONSIBILITIES:** Assist in the arrangement, description, and indexing of the papers and in the preparation of a published guide to the papers. Will supervise students working on the project. **QUALIFICATIONS:** MA in History or ALA-accredited MLS. Experience in processing, knowledge of North Carolina history, the University of North Carolina system, and recent trends in higher education desirable. **SALARY:** \$17,500 minimum and standard state benefits. Send letter of application, resume, and names of 3 references by August 15, 1987 to: Library Personnel Officer, Davis Library 080A, University of North Carolina, Chapel Hill, NC 27514.

PROGRAM OFFICER: PRESERVATION EVALUATION

Society of American Archivists; Chicago, Illinois

RESPONSIBILITIES: Under the direction of the SAA's Executive Director and Education Officer, and with the guidance of a distinguished advisory committee the Program Evaluation Officer will conduct an intensive 18-month evaluation of SAA's preservation program, including the basic conservation (and administration of photographic collections) workshops, the preservation consultancy program, and the Preservation Management Institute. An important part of this responsibility will be to examine how such activities relate to the broad preservation needs of the archival profession. The Preservation Evaluation Officer's primary responsibility will be to design and conduct an extensive mail and telephone survey with participants in past workshops, institutes, and consultancies in order to assess the institutional impact and long-term effectiveness of these Soci-

HEAD, MONOGRAPHIC CATALOGING DEPARTMENT

University of Texas at Arlington

RESPONSIBILITIES: Under the leadership of the Assistant Director for Technical Services, directs and coordinates the operations of the department, including the implementation of administrative decisions and policies. Catalogs monographic book and non-book materials and manages catalogs. Monitors quality of catalog records for a wide variety of materials, including maps, audio-visual materials, and music. Oversees cataloging for the Special Collections Division. **QUALIFICATIONS:** ALA-accredited MLS; minimum of 5 years cataloging experience in an academic library with at least 2 years progressive supervisory experience; recent experience in using AACR2 and pre-AACR2 cataloging codes, LC subject headings and classification, and cataloging experience with a major bibliographic utility such as OCLC or RLIN; demonstrated organizational ability and effective communication skills. Desired: Experience in cataloging on NOTIS, reading knowledge of at least 1 modern European language with Spanish preferred, knowledge of serials cataloging, experience in implementing an automated system, and a 2nd graduate degree in an academic discipline. **SALARY:** \$23,500 minimum, for 12 months, dependent on qualifications. State contributes to health insurance premiums and Social Security. Retirement benefits. Position available November 1, 1987. Send letter of application, resume, including names and addresses of 3 professional references by July 31, 1987 to: Chair, Search Committee for Head of Monographic Cataloging, Administrative Offices, The University of Texas at Arlington, P.O. Box 19497, Arlington, TX 76019.

ARCHIVIST

City of Portland; Oregon

RESPONSIBILITIES: Examination and appraisal of public records for inclusion in the City of Portland's archival collection. Provides guidelines for initial document sorting, develops and maintains archival finding aids, research for City agencies and members of the public. Prioritize processing activities based on perceived research potential, need of accessibility and uniqueness of the record. Successful candidate will have verifiable training and experience in archival systems, especially in the public sector. **SALARY:** \$1,953 monthly starting. Generous benefits package. Application deadline is July 17, 1987. For application materials, write Portland Civil Service, City Hall, Room 170, 1220 SW Fifth Ave., Portland, OR 97204.

ARCHIVIST (MANUSCRIPTS LIBRARIAN)

Library of Congress, Manuscript Division; Washington, D.C.

RESPONSIBILITIES: Prepares manuscript collections, principally historical manuscripts relating to all phases of American life and culture, for research use through organization and description and, as needed, provides reference service in the Division's reading room. **QUALIFICATIONS:** Bachelor's degree in American history, literature, or civilization, and one year of professional archivist experience or graduate study in these fields or in archival science. The GS-9 level requires an additional year of experience or a Master's degree in an appropriate field. The selected candidate may advance to the GS-12 level without further competition. Requirements are stated in full in Vacancy Announcement 70411. To obtain announcement and forms, call or write: The Library of Congress, Recruitment and Placement Office, Washington, D.C. 20540, (202) 287-5620. Applications must be on Standard Form 171 and be received no later than July 20, 1987.

ASSISTANT DIRECTOR FOR ARCHIVES AND SPECIAL COLLECTIONS

East Tennessee State University; Johnson City, Tennessee

Search extended. **RESPONSIBILITIES:** Acquisition and processing of southern Appalachian manuscripts and media, university archives and rare books. Solicit gifts and grants, interpret collection to university users and the public, and participate in interdisciplinary Center of Excellence program in Appalachian Studies and Services. Supervise two FTE faculty, two support staff and student assistants. Reports to the Director, University Libraries. **QUALIFICATIONS:** Graduate degree in humanities, library science or social sciences, formal archival training, and minimum of 3 years professional level archives experience. Preferred: doctorate, good interpersonal skills, evidence of scholarly and professional activity, background in supervision, southern Appalachian historical materials, rare book management, media presentations, preservation and emergency program, microcomputer applications. **SALARY:** \$24,000-\$33,000 range, commensurate with qualifications. 12-month, tenure-track appointment. Faculty rank and status. 24 days annual leave plus holidays. State or TIAA/CREF retirement. No state income tax. Review of applications begins July 27, 1987 and continues until position is filled. Send letter of application, resume, names, addresses and phone numbers of 3 references to: Personnel Office, East Tennessee State University, P.O. Box 24,070A, Johnson City, TN 37614-0002.

ety programs. After evaluating survey findings, and assessing current and anticipated needs of the archival profession, the Program Evaluation Officer will make recommendations concerning changes in ongoing activities, as well as new SAA initiatives in the area of archival preservation. The Preservation Evaluation Officer also will have overall responsibility for coordinating and conducting ongoing SAA preservation activities, including the reference and referral service, preservation workshops, and the preservation consultancy program. **QUALIFICATIONS:** A Master's degree in archival management, conservation, history, or library science with at least three years of archival experience; knowledge of archival preservation techniques, planning, and education; strong skills in designing, administering, and analyzing surveys. **SALARY:** \$25,000-30,000 annually, depending upon qualifications and experience, along with the Society's standard benefit package. This is an 18-month position, funded by an NEH

grant, that begins in January 1988. Send a letter of interest, a current resume, and the names of three referees to Tim Ericson, Education Officer, Society of American Archivists, 600 South Federal, Suite 504, Chicago, Illinois 60605. Applications must be postmarked by August 15, 1987. Interviews will be conducted during the SAA annual meeting in New York City.

CURATOR OF MANUSCRIPTS

Washington University; St. Louis, Missouri
RESPONSIBILITIES: Provides all services relating to access and use of the manuscript collections; advises manuscript acquisitions; serves as a subject bibliographer for the library's humanities collection. **QUALIFICATIONS:** ALA-accredited MLS or Masters or Doctorate, preferably in English; knowledge of modern manuscript cataloging procedures. Preferred: coursework in archives administration; experience with automated finding aid systems; knowledge of AMC format applications; familiarity with contemporary literature; manuscript reference experience; academic library experience; evidence of scholarly ability. Applications received prior to September 11th will receive first consideration but recruitment will continue until the position is filled. Send letter of application, resume, and 3 letters of reference to: Virginia Toliver, Director of Library Personnel and Administrative Services, Olin Library, Box 1061, Washington University, One Brookings Drive, St. Louis, MO 63130.

SECRETARY/EXECUTIVE DIRECTOR

Kansas State Historical Society; Topeka, Kansas
The Kansas State Historical Society is a private non-profit corporation and agency of the state of Kansas, which serves as trustee for the state in a comprehensive history program. Annual operating budget exceeds \$5 million; there are 144 state, 10 corporate and a number of contract employees. **RESPONSIBILITIES:** Overall administration and supervision under direction of the board of directors and state statutes; financial management; preservation, care, and interpretation of collections; public relations and liaison with media, and the society board; program development; fund raising; managing resources, etc. **QUALIFICATIONS:** Graduate degree in one or more of the following: American history, library science, anthropology, historic architecture, historic preservation, archives management, or museum sciences plus experience in administration. **SALARY:** Commensurate with education and experience plus generous state employee benefits. Application period opens April 1 and closes August 1, 1987. Send for application instructions: Search Committee, Kansas State Historical Society, 120 West Tenth Street, Topeka, KS 66612.

ASSISTANT ARCHIVIST

Presbyterian Historical Society; Philadelphia, Pennsylvania
RESPONSIBILITIES: All aspects of archival administration including appraisal, accessions, arrangement and description, reference, and records management. Participates in the daily operation and long-term planning of the archives and records management program. Serves under the direction of the Archivist. **QUALIFICATIONS:** ALA-accredited MLS with concentration in archives administration or an MA in American History or American Church History with some archival training. One to three years experience working in an archives, preferably non-profit in nature. Entry level candidates will be considered depending upon background. Excellent verbal and written skills and the ability to work independently. Familiarity with IBM PCs. Some knowledge of computer applications for archives, records management and microform technology desirable but not necessary. Salary dependent on qualifications and experience with excellent benefits. Position is available immediately. Interested individuals should send letter, resume, and salary requirements as soon as possible to: Frederick J. Heuser, Jr., Archivist, Presbyterian Historical Society, 425 Lombard Street, Philadelphia, PA 19147.

PROJECT ARCHIVIST

Milwaukee Public Library; Milwaukee, Wisconsin
NHPRC-funded project to develop a municipal archives program for the City of Milwaukee Public Records. **RESPONSIBILITIES:** Inventory, appraisal, and processing of current city archives; reviewing existing record retention schedules; identifying major bodies of unscheduled records; drafting a plan for continued operation of municipal archives; supervises assistant and clerical staff. **QUALIFICATIONS:** At least 2 years experience in archival or library work, supervisory experience, MLS. Demonstrated ability to communicate effectively orally and in writing. MA in History preferred. **SALARY:** One year appointment at \$19,000 for 32-hour week. Possibility of second year at full-time, depending on funding. Contract position without benefits. Available August 31, 1987. Send letter of application, resume, and 3 references to: Judy Zemke, Personnel Officer, Milwaukee Public Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233-2385.

LIBRARIAN (ARCHIVAL SPECIALIST)

SUNY at Stony Brook; Stony Brook, New York
RESPONSIBILITIES: Reports to Project Archivist of the W.B. Yeats microfilmed manuscripts collection. Assists in ongoing project to convert the microfilm collection to acid-free paper and to arrange and describe this diverse collection, including the preparation and data entry of lists and finding aids. Provides access and scholarly assistance in the use of the materials and other special collections, and other duties as required. **QUALIFICATIONS:** MLS or archival management plus 1-2 years of archival or manuscripts experience, including archival automation preferred. Demonstrated ability to communicate effectively both orally and in writing. Experience in processing literary collection desirable. Physical ability to lift and carry books and manuscripts boxes and to retrieve materials from remote storage on a different floor. **SALARY:** temporary position funded through March 31, 1988. Annual salary dependent on qualifications with minimum at \$21,500 (will be pro-rated). Excellent benefits package. Send resume with cover letter to: Florence Landon, Library, State University of New York at Stony Brook, Stony Brook, NY 11794-3300. Resumes reviewed starting June 30 and will continue until position is filled.

SUPERVISORY ARCHIVIST (GM/14)

(Director of the Records Program)
National Historical Publications and Records Commission, National Archives and Records Administration; Washington, D.C.
Full-time civil service position. **RESPONSIBILITIES:** Plans, develops, and administers NHPRC's nationwide historical records functions. Supervises grant program, coordinates network of State Historical Records Advisory Boards, oversees grant-funded projects. **QUALIFICATIONS:** Must meet educational and experience criteria for classification as a supervisory archivist in the National Archives; must possess an extensive knowledge of archival principles and techniques, a broad knowledge of activities in the archival field, and strong writing ability. **SALARY:** \$45,763 starting. To apply: Obtain NARA Vacancy Announcement and application form from Richard A. Jacobs, Acting Executive Director, National Historical Publications and Records Commission (NP), National Archives and Records Administration, Washington, DC 20408, (202) 523-5384; or from Pamela Pope, Personnel Operations Branch (NAPO), National Archives & Records Administration, 9700 Page Blvd., Room 2002, St. Louis, MO 63132, (314) 263-7271. Closing date: August 15, 1987.

ARCHIVIST

Jessie Ball duPont Memorial Library; Stratford, Virginia
RESPONSIBILITIES: To preserve, process and organize papers related to the operation of Stratford Hall Plantation, an 18th-Century historic site that was home to the Lee family of Virginia and birthplace of Robert E. Lee. Assists with cataloging, including rare books. Operates flexibly within a small library environment. **QUALIFICATIONS:** MLS or appropriate archival training or experience. Should be a self-motivated person with good communication skills. Experience with word processing software preferred. Knowledge and interest in American colonial history helpful. **SALARY:** \$14,000-\$17,000, depending on qualifications. An excellent opportunity for an entry-level archivist who values historic preservation in an elegant setting. Send resume and letter by August 1, 1987 to: C. Vaughan Stanley, Librarian/Historian, duPont Library, Stratford Hall Plantation, Stratford, VA 22558.

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?

Two positions: Smithsonian Institution, National Museum of American History. For further information including full description and application instructions, contact John Fleckner, Archivist, (202) 357-3270, attn: MPA-87-330-F and MPA-87-299-F. First screening of applicants will be August 10, 1987.

ARCHIVIST, GS-1420-9/11

RESPONSIBILITIES: Managing the audiovisual archives program within the Museum's Archives Center; planning and implementing the acquisition, organization, description, and physical care of audiotapes, videotapes, and films in a wide range of subject areas, some of them large and complex collections. **QUALIFICATIONS:** Full 4-year course in an accredited college or university which included 18 semester hours in the history of the United States or in American political science or government or a combination of these and 12 semester hours in any one of or any combination of the following: history, American civilization, economics, political science, public administration or government, or courses described above plus appropriate education or experience which when combined, have provided the candidate with the substantial equivalent. In addition, 2 years for the GS-9 level and 3 years for the GS-11 level of either professional experience or graduate education or an equivalent combination of both is required. Selective factors: Knowledge of archival theory, techniques and practices and of the archival management of audiovisual collections, knowledge of the physical nature, creation, and uses of audiovisual archival materials. **SALARY:** \$22,458-\$27,172.

ARCHIVIST, GS-1420

RESPONSIBILITIES: Providing archival preservation assistance to Archives Center staff for a wide range of collections in a diverse and rapidly developing archival program. Planning, and implementing the organization, description, and physical care of personal papers and records, some of them large and complex collections. **QUALIFICATIONS:** Full 4-year course in an accredited college or university which included 18 semester hours in the history of the United States or in American political science or government or a combination of these and 12 semester hours in any one of or combination of the following: history, American civilization, economics, political science, public administration or government, or courses described above plus appropriate education or experience which when combined, have provided the candidate with substantial equivalent. In addition, 2 years of either professional experience or graduate education or an equivalent combination of both is required. Selective factors: Knowledge of archival theory, techniques and practices and basic practices in arrangement and description. **SALARY:** \$22,458.

CURATOR OF PHOTOGRAPHY

Nevada Historical Society; Reno, Nevada

RESPONSIBILITIES: Cares for photo collection of 120,000+ images, including cataloging, preservation and public reference. Copy and lab work as necessary. Assists in preparation of exhibits and publications. **QUALIFICATIONS:** Bachelor's degree in museum studies, history, art or related field plus two years experience in a technical or professional capacity in a museum setting; or a Master's degree in one of the above fields plus one year of work experience as outlined above. **SALARY:** \$21,689-\$29,348 range plus benefits. Applications close August 15, 1987. For application form and position announcement, write to: State of Nevada, Department of Personnel, Capitol Complex, Carson City, NV 89710.

UNIVERSITY ARCHIVIST

Yale University, Manuscripts and Archives Department; New Haven, Connecticut

RESPONSIBILITIES: Administers University Archives/Records Management Program; serves as Assistant Head of Manuscripts and Archives Department. **QUALIFICATIONS:** MA in History or related field, ALA-accredited MLS desirable. Formal archival training or education. Five years archival experience, including management and supervisory responsibilities. Demonstrated ability to plan, manage and coordinate complex projects. Excellent oral and written communication skills. Demonstrated ability to work effectively with colleagues, administrators, staff, patrons and donors. Broad familiarity with automated bibliographic and management information systems. Experience with a system employing MARC-AMC format desirable. University archives experience, records management training and experience highly desirable. **SALARY:** commensurate with experience; \$28,000 minimum. Send letter of application, resume, and the names of 3 references by July 31, 1987 to: Maureen Sullivan, Head, Library Personnel, Yale University Library, Box 1603A, Yale Station, New Haven, CT 06520.

Make sure you utilize SAA's Placement Service at the annual meeting in New York City. Bring multiple copies of your resume to the placement booth. Check the job listings posted at the booth, and the placement service will help you schedule interviews with employers attending the meeting.

If you're an employer with a position vacancy and you would like to interview candidates at the annual meeting, bring your vacancy notice to the booth and set up an interview schedule.

PROJECT ARCHIVIST

United Parcel Service Archives; Greenwich, Connecticut

Nine-month appointment. **RESPONSIBILITIES:** Organizing, processing, and creating finding aids for archival collections. **QUALIFICATIONS:** MA in American or business history plus experience processing archival materials. Ability to work well with people. Some familiarity with computer-based finding aids desirable. Salary competitive, based on experience; no benefits. Send resume, including names, addresses, and telephone numbers of at least 3 references to: Linda Edgerly, Consulting Archivist, 370 Central Park West, No. 104, New York, NY 10025.

REGISTRAR/RESTORATION OFFICER

Chicago, Illinois

Chicago-based company seeks individual for position available immediately. **RESPONSIBILITIES:** To restore, preserve, and catalog extensive antique bicycle collection. **QUALIFICATIONS:** Extensive knowledge of chemistry, bicycles, exhibition practices. Organization and ability to communicate with all levels of management required. Experience/apprenticeship will be considered in lieu of academics. Salary negotiable. Excellent benefits package. Send resume with letter of application, names and addresses of 3 references, and salary history to: Dept. RR, P.O. Box 802528, Chicago, IL 60680-2528.

ARCHIVIST

Knox County Archives; Knoxville, Tennessee

RESPONSIBILITIES: Planning and implementing programs to maintain and preserve the official records of Knox County and to make them available for use, according to applicable statutes. Supervises a staff of four assistants. Reports to the Head of the McClung Historical Collection. **QUALIFICATIONS:** ALA-accredited MLS or related degree; demonstrated understanding of modern archival management and/or records management; progressively more responsible duties in archival work experience; effective oral and written communication skills; ability to establish and maintain effective working relationships with the public, co-workers, and appropriate county officials. **SALARY:** \$18,472. Send letter of application, resume, and names of 3 references with addresses and telephone numbers by July 31, 1987 to: Kathryn Holt, Knox County Public Library, 500 W. Church Avenue, Knoxville, TN 37902-2505.

PROJECT ARCHIVIST

University of Oregon; Eugene, Oregon

Rank: Visiting Assistant Professor at 12-month, fixed-term appointment. **RESPONSIBILITIES:** Reports to Curator of Manuscripts. Primary duties are to organize and describe the records of the International Woodworkers of America, and to supervise two graduate teaching fellows in this work. **QUALIFICATIONS:** MA in American History with background in Labor or Industrial Relations, Library Science with specialized archival training, or Canadian studies; satisfactory work experience involving arrangement and description of large archival collections; and supervisory experience. **SALARY:** \$19,000 for period of appointment plus fringe benefits. Position open September 15, 1987. Send letter of application, resume, and names of 3 references by August 1, 1987 to: Personnel Librarian, University of Oregon Library, Eugene, OR 97403-1299.

RECORDS ANALYST

Department of Records and Information Services; New York City

RESPONSIBILITIES: Inventory records and produce records of retention schedules for city agencies. **QUALIFICATIONS:** Bachelor's degree in records management, or related information field; at least one year of experience in a similar position; must be able to effectively communicate with personnel at various levels of city government. **SALARY:** \$21,845 with excellent benefits. Send resume to: Tyrone G. Butler, Deputy Director, MRC, Dept. of Records & Information Services, 31 Chambers Street, Room 107, New York, NY 10007.

ASSISTANT CURATOR

Sophia Smith Collection; Smith College; Northampton, Massachusetts

Search re-opened. The Assistant Curator will participate in the maintenance and use of the Sophia Smith Collection (a national women's history archive) and the Smith College Archives. **RESPONSIBILITIES:** Arranging and describing records, selecting materials for undergraduate coursework and exhibits; supervising student interns and assistants. **QUALIFICATIONS:** Minimum - MA in US History or closely related field; 2 graduate courses in archives administration. Desired - MLS, post-MA US Historical Studies, or additional courses in archives administration; 1 year's experience in arrangement and description. Please send letter of application, resume and names and addresses of 3 references by October 9 to Director of Personnel Services, Smith College, 30 Belmont Ave, Northampton, MA 01063.

**SPECIAL COLLECTIONS COORDINATOR/
ARCHIVIST**

Northern Arizona University; Flagstaff, Arizona
Full-time, permanent position with academic professional status on continuing appointment track. **RESPONSIBILITIES:** Writing and administering grants, coordinating activities of Friends of the Library. **QUALIFICATIONS:** ALA-accredited MLS. Five years increasingly complex special collections/archives experience. Comprehensive knowledge and understanding of special collections, archival methods and practices, rare materials preservation and processing. Demonstrated management, planning, and budgeting experience. Ability to become successfully involved in research endeavors of faculty, students, and public. Coursework in history/humanities/Southwest studies preferred. **SALARY:** \$28,000 minimum. Send letter of application, resume, copies of academic credentials, and names and addresses of 3 references to: Jean D. Collins, University Librarian, Cline Library, Box 6022, Northern Arizona University, Flagstaff, AZ 86011-6022. (602) 523-6802.

LEGISLATIVE RECORDS SPECIALIST

New York State Archives; Albany, New York
The Archives is seeking an experienced archivist/records analyst to become its legislative records specialist. **RESPONSIBILITIES:** Plan and undertake a study and inventory of records and information systems in the State Legislature and develop a continuing legislative records administration program, including the identification and preservation of archival records. The program would likely also include provision of special research and other direct services to legislative members and staff. **QUALIFICATIONS:** Master's degree in archives and/or records management, information science, public administration, history, or related field; 3 years experience in records and information systems analysis or archives administration including at least one year of experience in program development or supervision. Good communication and interpersonal skills are essential. **SALARY:** \$34,260 with four annual advances to \$42,185. Full state benefits. Send letter of application and resume to: Larry J. Hackman, New York State Archives and Records Administration, Cultural Education Center, Room 10A46, Albany, NY 12230.

ARCHIVES LIBRARIAN

University of North Carolina; Chapel Hill, North Carolina
Under the general direction of the Curator of Manuscripts and the University Archivist, conduct a two-year grant-funded project to process the 300 cubic feet of records created by William C. Friday, President of The University of North Carolina, 1956-1986. **RESPONSIBILITIES:** Execution of the entire project, including weeding, analyzing, organizing, arranging, describing, and indexing records, and for preparation and printing of a published guide to the records. Supervise an assistant archives librarian and handle reference requests for the papers during processing. **QUALIFICATIONS:** MA in History or ALA-accredited MLS and at least one year experience in processing 20th-Century papers. Good oral and written communication skills and demonstrated ability to work independently. Supervisory experience and formal coursework in archival theory and methods desirable. Knowledge of North Carolina history, the University of North Carolina system, and recent trends in higher education preferred. **SALARY:** \$21,000 minimum and standard state benefits. Send letter of application, resume, and names of 3 references by August 15, 1987 to: Library Personnel Officer, Davis Library 080A, University of North Carolina, Chapel Hill, NC 27514.

PROJECT ARCHIVIST

Ameritech; Chicago, Illinois
Opportunity to work on a new archival program in a young, growing corporation under the guidance of an experienced consulting archivist. Part-time position. **RESPONSIBILITIES:** Processing and access services; collection development. **QUALIFICATIONS:** Academic, continuing education, or on-the-job training in archival methodology and theory. Processing experience. Ability to work independently and get along comfortably in a corporate environment. Salary is competitive, based on experience; no benefits. Send resume including names, addresses, and telephone numbers of at least 3 references and a sample of a very brief finding aid to: Linda Edgerly, Consulting Archivist, Winthrop Group, Inc., P.O. Box 900, Cambridge, MA 02238.

PROJECT ARCHIVIST

St. Francis College; Loretto, Pennsylvania
Full-time, 18-month appointment to begin September 1, 1987. **RESPONSIBILITIES:** To plan, develop, and administer institutional records program. Develop and apply records collection policy. Organize, catalog, and describe archival records collection. Devise and direct materials preservation policy. Prepare descriptive guides. Produce project reports and occasional exhibits. **QUALIFICATIONS:** ALA-accredited MLS with specialization in archives management. Experience preferred. Salary commensurate with experience. Standard benefits. Send letter of application and resume to: Patricia Aughinbaugh, Director, Pius XII Memorial Library, St. Francis College, Loretto, PA 15940.

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

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 Deanna Christiansen at SAA headquarters.

SAA Newsletter

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

NON-PROFIT ORG.
U.S. POSTAGE
PAID
CHICAGO, IL.
PERMIT NO. 885

July 1987

TIME VALUE MAIL