



Newsletter

The Society of American Archivists

September 1987

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Don W. Wilson Nominated as Next Archivist of the United States

President Reagan ended months of speculation on 14 August, when he announced his intention to nominate Don W. Wilson to be the seventh Archivist of the United States. The nomination has since proceeded to the Senate, where action is expected by the beginning of October. The consensus is that Wilson's nomination will be handled expeditiously, and he may very well have been confirmed as our next Archivist of the United States by the time you read this newsletter.

The Society of American Archivists released the following statement in response to the announcement of the Wilson nomination:

"The Society of American Archivists (SAA) is pleased that President Reagan has now chosen a professional archivist, Don W. Wilson, to head the National Archives and Records Administration (NARA). Mr. Wilson has established a notable record in several NARA positions, most recently as Director of the Gerald R. Ford Library and Museum.

"Don W. Wilson possesses the professional qualifications, the commitment, the vision, and the leadership skills to serve the American people well in this important responsibility. In addition, he has earned the respect both of archivists and of the principal users of the National Archives.

"Don W. Wilson thus brings to the position of Archivist of the United States the reputation for integrity and impartiality that the position requires, and he presents every qualification that the Society of American Archivists has recommended on several occasions.

"Accordingly, SAA supports Don W. Wilson's nomination to be the first permanent Archivist of the United States since the National Archives and Records Administration gained its independence in 1984. SAA encourages and anticipates his speedy confirmation, and we look forward to working with Mr. Wilson in the years ahead.

"The Society of American Archivists would also like to acknowledge the excellent leadership that Frank G. Burke has provided as Acting Archivist of the United States during the twenty-seven months that he has served in that capacity. His service during this crucial and difficult period reflects well on his long career as a professional archivist and staff member of the National Archives and Records Administration."

Wilson has served as Director of the Gerald R. Ford Library and Museum since 1981 and as an adjunct professor in the History Department at the University of Michigan since 1982. He began his archives career in 1967 at the Kansas State Historical Society. Between 1969 and 1978 he served at the Eisenhower Library, first as a historian, then as an archivist, and finally as the Library's Deputy Director. For three years prior to assuming the Ford Library directorship, Wilson was Associate Director of the State Historical Society of Wisconsin. He received his undergraduate degree from Washburn University and his masters and doctoral degrees in History from the University of Cincinnati.

From the Executive Director's Desk

At its June meeting, the SAA Council adopted a General Fund budget for the Society for the 1987-88 fiscal year. As always, Council found that there are numerous demands on SAA's limited resources, so it had to make some painful choices in responding to those needs.

If a budget is "the ultimate planning document," then the SAA budget for 1987-88 tells us quite a bit about the Society's priorities at this moment.

Both revenues and expenditures for SAA's ongoing operations will exceed \$500,000. Our budget for next year is a balanced one, except for two special expenditures totaling \$17,750 (just over 3% of our budget): we will be concluding the acquisition of SAA's office computer system, and we will be making our initial investment in certification.

During the final phase of our computer purchase, a major capital expenditure, we will draw funds from SAA's reserves--as we have done over the past two years. We will need to set aside some money in future years in order to replenish those reserves, not only for other special purposes but so that SAA has its own "safety net" in the event of unusual circumstances.

The Society's investment in certification will, we trust, be repaid once the Academy of Certified Archivists is operating a successful certification program. Those persons who choose to become certified by petition during the first year will speed that repayment and take some pressure off of the SAA general fund budget.

While the certification program is being developed, however, SAA is committed to underwriting the costs of that development. As Bill Joyce pointed out in his report on this subject (in the May 1987 issue), Council will expect from the Interim Board by 1 December 1987 a detailed plan and budget for certification.

(Although I am reviewing SAA's General Fund budget, I should also point out that the Society is engaged in seven grant projects with their own, separate budgets. These grants underwrite nearly 3 1/2 staff positions beyond what the General Fund supports, and this fact shows their importance to

the Society.)

Several features of drafting and getting approval of a General Fund budget for SAA particularly impressed me in my first encounter with this process, and I would like to share some observations with you.

First, most of the expenditure items (and income items, for that matter) in the budget are largely beyond our control, and so we have surprisingly little flexibility in constructing a budget that will continue the Society's current activities and services. Some examples:

- o SAA's personnel costs (not only salaries but benefits, payroll taxes, and the like) are the largest single area of expenditure for the Society--about \$203,000 (ca. 40%) next year. This situation is typical for a professional association like ours, where the "membership services" performed by staff are a major activity. Moreover, personnel costs are usually the major expenditure for an archival repository as well.

- o Maintaining and supplying an office (rent and other upkeep) will cost us nearly \$80,000 in 1987-88. This figure is probably on the low side, even for a large and convenient city like Chicago, because we currently have a favorable lease on rather modest quarters.

- o Publications (the newsletter, the journal, and various others) are a major factor in our budget, with expenditures likely to exceed \$114,000 next year.

- o Providing for proper governance of the Society (holding three Council meetings, obtaining a professional audit, and insuring ourselves against liability) and paying for proper representation costs us more than \$25,000 each year. Even this would be higher if officers and Council members were not paying their own way to two out of the three meetings during 1987-88.

- o Our other meetings, including our many workshops along with the annual meeting, represent expenditures of nearly \$75,000 during 1987-88.

Just to keep operating, then, the Society needs to spend almost exactly a half-million dollars. Where do we get that money? The largest share (over

\$180,000) comes from individual and institutional dues, but publications also constitute a major portion: some \$160,000, we hope, during 1987-88.

The Society also relies upon the annual meeting and workshops for some additional income, along with interest and reimbursements for the indirect costs of administering grants. From all these sources, SAA usually realizes just enough income to cover its operating expenses.

After taking a good look at the expenditures required, as well as the income the Society is likely to enjoy next year, Council concluded in June that it had a little over \$10,000 in discretionary monies (about 2% of the total General Fund budget) for other purposes.

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I was impressed with how carefully the SAA Council (and especially our Treasurer) considered the budget and what this document says about the Society's financial commitments. Choosing as it had to among the many ways in which the limited discretionary funds could be spent, Council sought to accomplish the most it could with the resources that are available for 1987-88.

Even in a tight year like the one we face in 1987-88, though, there are some bright spots worth highlighting. For instance, SAA is able to increase its contribution to the NCC by \$500, in recognition of the fine work that Page Miller does on SAA's behalf. In addition, Council decided to increase the support for roundtables and to proceed with several needed publication projects.

SAA's office computer will enable us to maintain on-line control of our financial information. We can now track our income and expenditures by detailed categories so that we have a more realistic picture of how SAA is doing, and where we need to exercise even tighter control.

All of us would like to see the Society able to provide additional resources in certain areas. Speaking for myself, I would like to see us assist our various constituent groups--sections, roundtables, and the like--even more than we do now. I would also like to see some money for research into and development of special projects--the good ideas that we in the SAA office hear about from time to time but cannot do much to support.

We should invest even more in our publications development, so that the Society has a steady supply of valuable publications. I would like to see us spend more on membership development, too, and to support the talented office staff that SAA has attracted.

In time, as the Society's financial condition grows stronger and stronger, perhaps we can meet these needs--and many others.

Another thing I have discovered is that SAA's budget is a straightforward document without any deep mysteries. If you have specific questions about where we are getting and spending the Society's funds, let me know and I will do my best to provide satisfactory answers.

NEH Funds Second Phase of SAA's Archival Automation Information Program

The Society of American Archivists received word in August of a two-year, \$145,757 grant from the National Endowment for the Humanities in support of the Society's Automated Archival Information Program. Lisa B. Weber, who directs the automation program, will use the grant to build upon the work accomplished in the program's first two years, strengthening its impact in two key areas--education and communication.

Automation has enabled archivists to become part of the larger information community. Using the MARC AMC format and affordable microcomputer technology, archivists have been able to integrate information about their holdings with that of other kinds of library holdings on national bibliographic data bases. Automation has also helped archivists to manage their holdings more efficiently and effectively.

These benefits, however, are coupled with new requirements. First and foremost, archivists must standardize their historically idiosyncratic descriptive practices. Moreover, because they are increasingly involved in the library

community, it is paramount that archivists work within the broad library-standards framework.

For these reasons, one major thrust of SAA's automation program in the next two years will be the development and implementation of a nationwide workshop on the standards used in conjunction with the AMC format. This workshop will be offered five times--twice during the first year and three times during the second.

The two-day workshops will be distributed geographically and held, when possible, in conjunction with other archival meetings. Registration in each workshop will be limited to 25 people who have responsibility for archival description.

The program's other major thrust will be the publication of two resources: a revision of *Archives, Personal Papers, and Manuscripts*, by Steven L. Hensen, and a new book of examples of archival descriptions tagged in the AMC format. These two publications will provide archivists with the standards and guidance necessary to tackle archival description in the automated environment.

Education Office Accepting Pre-Conference Workshop/Seminar Proposals

Persons who wish to propose a pre-conference workshop or seminar for the 1988 Annual Meeting in Atlanta (28 September-2 October) must submit preliminary proposals to the SAA Office of Education no later than 1 December 1987.

Preliminary proposals should include the following information:

- title and paragraph description of the seminar/workshop
- names of all instructors
- rationale for the workshop
- intended audience (including maximum enrollment)
- planned length (1, 2, or 3 days)
- rough agenda of topics covered and teaching methods used
- audiovisual or other special equipment or facility needs

- preliminary budget

The selection of workshops will be coordinated with the 1988 Program Committee, and all proposals will be discussed at the committee's December 1987 meeting.

Immediately following the December meeting, the SAA Office of Education will contact those who submitted proposals to discuss questions, clarifications, and suggested revisions.

Final proposals must be submitted no later than 15 January 1988. Decisions regarding pre-conference workshops and seminars will be made by 31 January 1988.

Anyone with questions regarding budget, equipment needs, or other aspects of a proposal are encouraged to contact Tim Ericson at 312/922-0140.

An Annual Meeting Success Story

It began in the classroom, ended with a grab bag, and in between stopped at Lincoln Center, Astor Hall, and even dipped into the Hudson River. It was SAA's 51st annual meeting, held in New York 2-6 September; and nearly 1,200 archivists, records managers, manuscripts curators, and historians took advantage of its many educational, social, and cultural opportunities.

To begin with, there were the six pre-conference workshops, including the first two produced under the auspices of the Society's new Education Office: "Archival Fundamentals: An Introduction" and "Documentation Strategy Seminar."

But the workshops were only one of many reasons to come to New York early. There were also the task force, committee, roundtable, and section meetings. And the many tours that squired participants about into New York archival repositories, or gave them guided sightseeing excursions.

Those who did come early, for whatever reason, simply enjoyed more of the marvelous weather that held forth all week. Of course, credit for this splendid weather goes to Toni Pedroza, who made sure that the conference unfolded smoothly.

All of the many pre-conference activities culminated with the Presidential Address and Awards Presentation on Thursday, where the Society recognized outstanding achievements in the archival profession by distributing its annual awards.

The Waldo Gifford Leland Prize, awarded to an outstanding published work in the field of archival history, theory, or practice, was presented to Frederick W. Stielow for *The Management of Oral History Archives*, published by Greenwood Press.

The Philip M. Hamer-Elizabeth Hamer Kegan Award, for excellent work on a documentary publication project sponsored or endorsed by the National Historical Publications and Records Commission, was presented to Robert E. Bailey and Elaine S. Evans for their work on *Early Chicago*, a study packet produced by the Illinois State Archives.

The Sister M. Claude Lane Award was presented to Robert Schuster, Director

of Archives at the Billy Graham Center, for his significant contributions in the field of religious archives.

Trudy Huskamp Peterson, Assistant Archivist of the United States, received the Fellows' Posner Award for her article "The National Archives and the Archival Theorist Revisited, 1954-84," published in volume 49, number 2 of *The American Archivist*.

Larry J. Hackman accepted the Distinguished Service Award for the New York State Archives and Records Service, which was honored for its exemplary contribution to the archival profession.

In addition, four members were honored as Fellows of the Society: Linda Henry, H. Thomas Hickerson, Eva Moseley, and Harold Naugler.

In his presidential address, outgoing SAA president William L. Joyce urged the profession to continue its work in archival education, and cited the need for enforcement mechanisms that will regulate the profession and enforce its standards. But he also cautioned the archival community not to lose its diversity of interest and perspective in pursuing such goals.

Meeting participants then strolled down 42nd Street to the New York Public Library, where Mayor Edward Koch welcomed SAA to New York in the Beaux-Arts splendour of Astor Hall.

On Friday, the opening luncheon officially kicked off the conference. The luncheon's speakers added an international focus to the annual meeting. Charles Kecskemeti, Executive Director of the International Council on Archives; Margarita Vazquez de Parga, Directora of the Archives Es-tales of Spain; and Acting Archivist of the United States Frank G. Burke each gave stimulating addresses.

At the annual business meeting, members passed a resolution requiring that a financial analysis of certification be published in the *SAA Newsletter*, and that Council then reconsider the implementation of certification in light of this analysis and the membership's response to it.

That evening, a boatload of meeting participants plied the waters of the Hudson River. A beautiful sunset, city lights scenery, a buffet dinner,

and Big Band music to dance by--What more could one ask for? Well, there was also the unknown New Yorker who plunged from the shore into the river in flight from police.

Sessions and open houses were scheduled throughout Saturday; the film "Slow Fires" received an enthusiastic reception Saturday night; and the closing luncheon brought the meeting to a close after a full slot of sessions Sunday morning. After incoming president Sue E. Holbert addressed the luncheon crowd, next year's host committee gave a slide presentation and distributed a grab bag of prizes with an Atlanta theme.

The 1987 annual meeting could not have happened, of course, without the fine work of the Program and Host Committees.

The 1987 Program Committee was chaired by Nicholas C. Burckel (Washington University), with Kathleen D. Roe (New York State Archives) serving as deputy chair. The other committee members were Sylvia Arden (San Diego Historical Society), Thomas C. Battle (Howard University), Fynnette L. Eaton (National Archives and Records Administration), Gregory Hunter (ITT Corporation), C. Lynn Lady (Georgia Historical Society), William J. Maher (University of Illinois at Urbana), Dennis Rowley (Brigham Young University), Charles R. Schultz (Texas A&M University), Barbara Trippel Simmons (American Antiquarian Society), Elizabeth Yakel (Archdiocese of Detroit), Lori Hefner, *ex officio* (1988 Program Committee Chair, Utah State Archives), and Antonia Pedroza, *ex officio*.

The Host Committee was chaired by Anne Van Camp (Chase Manhattan Bank), with Robert Sink (New York Public Library) serving as deputy chair. The committee also included Mary Bowling (Edison National Historic Site), Thomas J. Frusciano (New York University), Joan Gosnell (JC Penney Co. Inc.), Alan Lewis (Consultant), Adele A. Lerner (New York Hospital-Cornell Medical Center), Joan N. Warnow (American Institute of Physics), and Antonia Pedroza, *ex officio*.

Please set down your newsletter and give them a hearty round of applause!

What Council Did

At its two meetings in New York City, the SAA Council:

- o expressed SAA's endorsement of the concepts underlying the Documentary Heritage Trust;
- o heard Vice President Sue Holbert's appointments for 1987-88 (see pages 16 and 17);
- o agreed to SAA's participation in the Archives and Records Information Coalition;
- o approved an executive office workplan for 1987-88;
- o rechartered the Task Force on Copyright to monitor issues related to copyright laws;
- o elected Anne Kenney as its representative on the Executive Committee;
- o authorized submission of a grant proposal for the project to replace Basic Manual Series I;
- o selected a new Editor of *The American Archivist*, David Klaassen of the University of Minnesota; and
- o delayed its winter meeting one month to enable the Executive Committee to undertake the financial analysis of certification requested by the resolution passed at the annual business meeting.

More information about these matters will be found in future issues of the *SAA Newsletter*. Complete minutes of both Council meetings are available from the SAA office.

Resolution Passed

The following resolution was adopted at the annual business meeting in New York, 4 September 1987:

WHEREAS, our constitutional system has for almost two centuries required that the actions of government be carried out according to legally prescribed processes, and WHEREAS, this system requires that officials create records that formally document their actions in the conduct of the public's business, and

WHEREAS, this mechanism requiring the properly recorded documentation of public business is and has long been one of the fundamental safeguards protecting the American people from abuses of power by public officials, and WHEREAS, the Iran-Contra hearings have provided alarming evidence of the intentional destruction of government records by public officials and of a blatant disregard for the Federal Records Act and the Presidential Records Act that protect those records,

NOW, THEREFORE, we, the members of the Society of American Archivists, assembled at our annual meeting, do hereby thank the members of the Iran-Contra Committee for their inquiry into the administration of the laws that should protect our nation's public records and urge Congress to take appropriate steps to ensure that our records will be adequately protected in the future.

The text of the resolution was sent directly to each member of Congress, and a press release embodying the resolution has been distributed.

Pease Award Announced

The Society of American Archivists has created the Theodore Calvin Pease Award to recognize superior writing achievement by students of archival administration. The Award honors the first Editor (1938-1946) of *The American Archivist*, the quarterly journal of the Society. Winning entries will be published in *The American Archivist*, and the author will receive a cash prize.

Eligibility

Manuscripts must have been written by students enrolled in archival administration classes or engaged in formal archival internship programs. Papers examining major trends and issues in archival administration are preferred. Entries should be unpublished manuscripts, 15-25 pages in length, and should conform to the stylistic guidelines described in the editorial policy of *The American Archivist*.

Criteria for Selection

Entries will be judged on innovation, scholarship, pertinence, and clarity of writing.

Prize

The winning manuscript will be published in *The American Archivist*. In addition, thanks to the generosity of Mrs. Pease, authors of essays selected for the award will receive a cash prize of \$100.

Selection Committee

Selections will be made by the Editor of *The American Archivist*, the Chair of the Committee on Education and Professional Development, the Chair of the Awards Committee (*ex officio*), and another person appointed by the President of the Society.

Timetable

Entries should be submitted to the Chair of the Awards Committee no later than 1 February. The Committee will review the entries between 15 February and 1 April, and the winner will be notified on or about 15 April. Between then and 30 May, the winner and the Editor revise the manuscript as needed. At the SAA Annual Meeting (late summer or early fall), the winner is announced and recognized. Publication of the manuscript is in a subsequent (preferably the fall) issue of *The American Archivist*.

Please direct any questions to Toni Pedroza, Society of American Archivists, 600 S. Federal Street, Suite 504, Chicago, IL 60605; 312/922-0140.

The Committee on the Status of Women would like to thank all of you who have filled out your rosters so far. For the rest of you: there's still time! When filling out the roster, please note that we are asking for a *one-page resume* (and four copies *each* of the resume and roster). Unfortunately, lots of you forgot your resume, and it's difficult for program committees to select speakers until they know more about your experience and expertise. It's not too late to send a resume to go with your roster to Kathy Marquis, Institute Archives, MIT, 14N-118, Cambridge, MA 02139.

Private Sector Fund Raising and Historical Records Programs: Learning in New York

Judy Hohmann and Richard J. Cox

Archivists are aware that their programs lack money to fulfill their missions. The state assessment projects of the early 1980s revealed the pervasiveness of financial problems, and the more recent "Levy Report" offered some reasons for it. At best, many archivists perceive fund raising as something they do not have time for and do not know how to do, or view it solely in terms of grant requests to federal and other public funding programs.

At the New York State Archives, the State Historical Records Program Development Project, funded by an NHPRC grant and administered by the State Historical Records Advisory Board, is seeking to improve the ability of historical records programs to raise money from the largely untapped private sector.

A self-study manual on the administration of historical records programs, with a section on private sector fund raising, is in preparation; and five workshops on raising money for historical records programs are being offered at locations around the state. The project approaches the funding of archival programs as an integral part of their management and development.

Before proceeding with the development of the manual and workshops, project staff conducted an informal telephone survey of representative New York historical records programs to determine the nature of successful fund-raising efforts. Focusing primarily on local historical societies and libraries, the most prevalent forms of archival repositories in the state, the survey identified only a few examples of successful fund raising for historical records.

Project staff discovered institutions that pursued fund-raising efforts for such aspects as historic structures or artifacts, but relegated their historical records to indirect or secondary beneficiaries of fund raising. Most repositories exhibited little sophistication regarding fund raising, approaching it in a disorganized manner or with negative governing board and staff attitudes.

Having confirmed the premise that little successful fund raising from the private sector was being done for historical records programs, project staff contacted major financial contributors in the Albany area.

Personal interviews were conducted with thirteen individuals, most of whom represented corporations and businesses and were identified as decision makers in determining private funding for non-profit organizations. These people were asked a series of questions to ascertain their attitudes and opinions about historical records programs that might influence their funding decisions.

Although the respondents expressed themselves in different ways, each made certain common points:

- most major donors did not contribute for historical records work, primarily because most were not asked
- there is a general lack of understanding of what historical records are and how people use them
- solicitation of money from major donors in the private sector is a process that must be learned by historical records programs if they hope to gain the interest, understanding, and financial support of these donors
- in general the donor is more interested in the merits of the program, the quality of the institution, and its viability than in the particulars of how the money will be used
- printed materials (brochures, pamphlets, etc.) that explain the nature and purpose of local historical records repositories were considered a good idea;
- although many respondents have funding limits and specific formulas to judge funding proposals, such guidelines are often ignored if a project is especially worthwhile and captures the attention and imagination of the respondent.

The findings from these two surveys helped determine the content of the project's workshops and the manual.

The manual, to be published in 1988, defines the basics of sound archi-

val procedures from internal administration to external public programs and cooperative ventures. An entire section of the manual is devoted to fund raising, discussing the fact that many of the basic elements of a historical records program, such as mission statement and long-range plan, are essential for a program to raise money.

The workshops are informal, participatory sessions for governing board members and resource allocators of historical records programs. Brainstorming segments of the workshop are devoted to articulating the value of a historical records program, and a step-by-step approach to raising money for archival operations is discussed.

An opportunity exists for the historical records community to expand its sources of financial support beyond the usual researchers, interested citizens, and government agencies. Archivists and other records custodians should not be content with money trickling down from fund-raising efforts based on other programs, but should assert the importance of their own work and holdings so that others can understand the need for support.

The New York project could serve as a catalyst for new ways of thinking about raising money for historical records programs, and should prompt discussions about how the significance of historical records can best be communicated to the public and resource allocators.

Although the project staff realize they have more to learn concerning how to obtain private sector funds for historical records, they consider this project a good start. Below are some questions they believe might help a historical records program prepare for fund raising efforts.

Questions:

1. Does the historical records program have a currently valid and appropriate mission statement?
2. Is there a current, appropriate formal statement of goals, objectives, and planned activities for a period of at least three years into the future?

Continued in box on next page

SAA Council Priorities Modified

Anne R. Kenney

SAA Council conducted an annual review of its priorities at the June meeting in Chicago. In 1986, Council chose five initial priorities from the longer list recommended by the Committee on Goals and Priorities (CGAP):

1. Develop, implement, and monitor standards for establishing professional competence and for archival programs. (GAP priority II-2)
2. Train archivists to plan for the development of their programs and resources. (GAP priority II-4)
3. Develop comprehensive educational programs. (GAP priority II-1)
4. Promote the development of coordinated and cooperative collecting strategies. (GAP priority I-3)
5. Educate records creators about the benefits and obligations of pre-

serving documentation of enduring value. (GAP priority I-4)

The first annual review resulted in a modification of the present priorities and a clarification of Council's own planning procedures. Council determined that SAA priorities should more directly reflect the work of the Council and the Executive Office. It took into consideration the executive director's draft work plan, which outlines the current office workload and initiatives undertaken by Donn Neal.

In addition, Council was mindful of current commitments, in particular the implementation of the program for individual certification and the various education projects. Finally, Council reaffirmed the need to maintain close communication with the Committee on Goals and Priorities, in order to promote understanding of the planning process, to avoid duplication of effort, and to direct attention to the profession's needs and priorities.

This process of review resulted in Council reconfirming its commitment to pursue four of the original priorities, deferring efforts in the fifth area, and adding a new priority.

Council voted to drop, at least temporarily, priority number four. This decision does not represent lack of interest, but instead reflects the planning process: given present (and future) commitments, neither Council nor the Executive Office can provide the necessary time and effort to make this area one of its top priorities. It should be noted that CGAP chose this priority as one of five areas for more concentrated work and has formed a planning group to consider issues and joint projects related to this topic. (See May 1987 *SAA Newsletter*, p. 3)

After carefully considering the executive director's draft work plan and assessing its other priorities, Council voted to adopt a new priority: "Cooperate with archival colleagues, allied professionals, and others to share ideas and resources" (see *GAP Report*, II-C-2, p. 17).

This priority not only reinforces efforts in the other four priority areas; it supports the work of many SAA bodies, including the Archives and

Society Task Force, the Committee on Education and Professional Development, and the Committee on Regional Archival Activities, and it reflects a major portion of Donn Neal's work. It will thus strengthen SAA commitments to cooperate with sister organizations and professions for the benefit of all.

Progress has been made toward reaching the other four goals in the past year. Most obvious perhaps has been the decision to initiate individual certification, but the Proposed Guidelines for Graduate Archival Education Programs and the work of the Institutional Evaluation Task Force have also supported priority number one. Educational initiatives--the hiring of a permanent education officer, the Savannah Education Conference, SAA-sponsored workshops, the survey of education needs--have advanced SAA's progress toward fulfilling priority number three.

Efforts to train archivists to plan for the development of their programs and resources (priority number two) have been most directly addressed by the Archives and Society Task Force, the Task Force on Institutional Evaluation, the establishment of the Archives Management Roundtable, and the Preservation Management Institute.

The final priority, "Educate records creators about the benefits and obligations of preserving documentation of enduring value," has received attention through SAA's participation in the National Clearinghouse on Local Government Records (NICLOG) and the writing of a brochure on the advantages of establishing an archives by the Business Archives Section. Donn Neal's contacts with ARMA in part reflect the Executive Office's attention toward this priority.

SAA Council will conduct an annual review of priorities at each June meeting. During the rest of the year, the Council Committee on Priorities will monitor Society efforts and maintain close ties with CGAP. The 1987-88 Committee, consisting of Anne R. Kenney, chair, Richard Cox, and Maygene Daniels, welcomes your questions and comments.

Fund Raising Continued

3. Are the financial resources dependably available to the historical records program sufficient to carry out, in a minimal way, its goals and objectives?

4. Has the program identified ongoing objectives and projects that are likely candidates for grant applications to public funding agencies or private sector fund-raising campaigns?

5. Has the program identified private and public sector funding sources in its community and elsewhere appropriate to its needs and projects?

6. Has the program sought to strengthen its financial support first from its parent institution?

7. Does the program have a governing board and/or other individuals willing to solicit donations? Is its staff adequate to support such a fund-raising effort?

8. Is the program and its mission well known in the community? Does it have an effective public outreach or advocacy program?

9. Is the program identifying significant uses of its holdings that can be used to promote the repository among potential contributors?

10. Does the program have a case statement and promotional materials that it can use for fund raising?

SAA Education Office Schedules Workshops

SAA is in the process of scheduling a series of workshops and seminars for the coming year. We are looking for potential workshop sites as well as the names of possible participants. We are especially interested in working with regional archival associations as we schedule the workshops.

The list will grow as new workshops and seminars are developed as a part of the continuing education initiative. Further information on these should become available during October. At the present time, however, we would like to schedule the following:

Archival Fundamentals: Appraisal

This workshop is intended for archivists with some training and experience but who feel the need to focus their attention on the area of appraising records in an archival setting.

The instructor will present and review information on the most important aspects of appraisal theory, and techniques for its practical application in a variety of archival situations. The workshop will examine traditional approaches to appraisal, as well as more recent developments, with a view to highlighting practical approaches to a number of appraisal issues. The workshop will be concerned principally with appraising institutional records, and it will also include an overview of how appraisal theory may be applied to formulating collection development policies or documentation strategies and to collection management in general.

In addition to analytical examples and extensive opportunities for discussion, participants will have the opportunity to answer questions and solve problems posed by a series of theoretical case studies and other exercises taken from a variety of archival perspectives. Participants also will have the chance to share specific questions and problems.

This workshop is part of SAA's Education Program, funded by the National Historical Publications and Records Commission and the Andrew W. Mellon Foundation.

Archives: An Introduction

This three-day workshop is designed for those who currently have responsibility for archives or manuscript collections, but have little or no previous training in archival work.

Topics include archival terminology, accessioning and appraisal, arrangement and description, reference and access, copyright, ethics, and standards. Participants will take part in practicum exercises.

Basic Archival Conservation

This three-day workshop offers archivists the opportunity to learn how basic conservation techniques apply to the care and management of manuscript collections.

The emphasis is on such preventive measures as environmental controls and proper storage handling, as well as on the basic conservation techniques of encapsulation, dry cleaning, and simple mending. Demonstrations and hands-on practice are an integral part of the curriculum. Case studies and group discussions provide a framework for administrative exercises.

This workshop is intended for persons responsible for the care of archival and manuscript collections. Some understanding of archival theory and practice is assumed.

Business Archives: The Basics and Beyond

This three-day workshop focuses on the basic functions and services performed by a business archives, as well as on some more specialized topics of interest to business archivists.

The workshop is open to persons currently responsible for the care of business records but with little or no previous training, and to persons who anticipate that they will have the responsibility for corporate records in the future.

The first two days of the workshop will focus on basic procedures for establishing and operating a business archives. The instructors will begin with a discussion of the history of business archives and a look at the interrelationships between archives,

corporate libraries, records management, and information centers. Participants also will learn ways to get management support for the establishment of an archival program.

A significant amount of lecture and discussion time will be devoted to the four most basic archival functions: taking stock of the records currently in the archives' custody and locating those that aren't but should be (appraisal); bringing records into the archives from various corporate offices and departments (acquisition); organizing the archival records to achieve physical and administrative control over them (arrangement); and creating finding aids to establish intellectual control of the records (description). Case studies and practica have been developed to enhance understanding of these important procedures.

When a company's archives is ready to be used, whether by in-house departments or outside researchers, questions of reference and access become important. What legal issues must be considered in operating a business archives? How can the archives be used for trademark protection? Who decides which materials are available for research use and which are closed?

Administration of Photographic Collections

This three-day workshop considers the special and complex needs of photographic collections from an archival perspective.

Topics addressed include appraisal and collection development, arrangement and description, access policies, storage and handling, conservation, and use of photographic materials for research, exhibition, and publication. Admission is open to those who currently hold positions working with photographic collections but have little or no previous training.

Documentation Strategy Seminar

This seminar introduces the idea of a documentation strategy--a new concept archivists may employ to ensure that they preserve all valuable historical records, but avoid information gaps or

needless duplication.

A documentation strategy entails a systematic cooperative effort by records custodians, records creators, and records users in examining the many different types of materials with information on a particular subject or region, determining what should be saved, and deciding who will have the primary responsibility for preserving specific records.

Through a series of readings distributed prior to the seminar, brief presentations by the instructors, and extensive discussion, participants consider the similarities and differences between a documentation strategy and traditional appraisal theory or other aspects of archival collection management. During the discussion, participants will investigate how a documentation strategy can be implemented on a local, regional, or national basis.

Understanding the MARC Format for Archival and Manuscript Control

This two-day workshop teaches participants how to use the MARC (MACHine Readable Cataloging) AMC (Archival and Manuscripts Control) format.

The workshop provides participants with an understanding of the format and the descriptive standards used in conjunction with it. Hands-on experience in tagging archival descriptions and forming access points using the *Anglo-American Cataloging Rules, 2nd edition*, is emphasized. Workshop materials will include Nancy Sahli's *MARC for Archives and Manuscripts: The AMC Format* and Max J. Evans and Lisa Weber's *MARC for Archives and Manuscripts: A Compendium of Practice*.

Archival Descriptive Standards

This two-day workshop will introduce participants to the *Anglo-American Cataloging Rules (AACR2)*, the *Library of Congress Subject Headings (LCSH)*, and other national standards archivists use to create access points when cataloging archival materials in a shared environment.

The workshop will focus on those rules and topics most applicable to archival and manuscript materials. For example, participants will learn how to construct names, following AACR2, for families, married women, churches, municipalities, school districts, and such organizations as government agencies and university departments.

The workshop will also address topics about LCSH, including how to apply LCSH terms; LCSH's internal syndetic structure of "see" and "see also" references; free-floating form and topical subdivisions; and chronological and geographic subdivisions.

No prior knowledge of library cataloging or the MARC format for Archival and Manuscripts Control is assumed, although this kind of background would be helpful. The first workshop should be offered in the spring of 1988.

Starting an Archives

What is an archival program? How do you set one up? These topics will be the focus of the workshop "Starting an Archives."

Information will be presented at a basic level and will be pertinent to the establishment of any type of archives. The workshop will provide an understanding of the nature of an archives, as well as the theories and principles of archival administration. It will also provide an overview of the basic techniques of archival work, including description, arrangement, acquisition, and reference.

The instructors will discuss such administrative concerns as determining what resources are required to establish an archival program, budgets, public relations, staffing, and working with committees. Participants will be given the opportunity to suggest special areas of concern that they wish the instructors to address.

Institutions, regional archival organizations, and other groups interested in hosting or serving as a site for any of these workshops should contact Deanna Christiansen at the SAA office in Chicago (312/922-0140) for further information.

Persons interested in attending any of these workshops and wishing to be contacted once scheduling has been completed should also call or write Deanna Christiansen.

* * * * *

Many of the series of new one- and two-day workshops being developed under the NHPRC/Mellon grant should be available for scheduling beginning in the spring of 1988.

Workshop Notes

The 17th annual **Institute for the Editing of Historical Documents** is scheduled for 20 June through 1 July 1988 in Madison, Wisconsin. Jointly sponsored by the National Historical Publications and Records Commission, the State Historical Society of Wisconsin, and the University of Wisconsin, the institute will provide detailed theoretical and practical instruction in documentary editing. Applicants should hold a master's degree in history or American civilization. A limited number of tuition and travel grants are available. Major funding for the institute is provided by the Andrew W. Mellon Foundation. The application deadline is 15 March 1988. Contact: NHPRC, Room 300, National Archives Building, Washington, DC 20408 (202/523-3092).

The Office of Management Studies of the Association of Research Libraries will offer a **Basic Library Management Skills Institute** in Chicago, Illinois, 13-16 October 1987. Offered since 1973, these 3-1/2 day institutes are designed for librarians and other professionals who have some managerial, administrative, or supervisory responsibilities. By working in groups and teams with institute staff and other learners, librarians identify skills needed to improve their supervisory performance, increase their understanding of managerial concepts, and explore how to apply their learning to their home library situations. The fee is \$325. Phone: 202/232-8656.

A three-day workshop on **preservation housings, construction techniques, and program administration** will be offered 29-31 January 1988 at the Canadian Center for Architecture in Montreal. Contact: Ms. J. Perron, Canadian Center for Architecture, 1440 W. Ste-Catherine, Montreal, P.Q. H3G 1R8; (514/871-1418).

The Milton S. Eisenhower Library of The Johns Hopkins University will host two five-day **workshops on book preservation and conservation**. Funded by a grant from the Andrew W. Mellon Foundation, the workshops provide

Continued on next page, column 1

Reports on Archival Education Programs

Two successful archival education programs took place this summer at opposite ends of the country. On the East Coast, the Preservation Management Institute was held on the campus of Simmons College in Boston, Massachusetts, 5-19 June. In California, the first-ever Western Archives Institute was held on the UCLA campus 20-31 July.

We thought that archivists would be interested in both of these innovative programs, so we asked several participants to share a few observations from their perspective as students or administrators. In the following short articles, Chuck Wilson of the California

State Archives responds from the institute administrator's point of view; Charlene Gilbert, who attended the Western Archives Institute, and Elizabeth Atkins and Louis Manarin, who participated in the Preservation Management Institute, share their reflections from a student's perspective.

In addition, Gino Francesconi, a "lone arranger" at the Carnegie Hall Archives, has submitted an article about his experience as a student in "Beyond the Basics: Managing a Small Archives Repository," a one-week workshop sponsored by the Archivists of Religious Institutions last April.

Initial Western Archives Institute Concludes at UCLA

by Chuck Wilson

When it's all over and you look back, it almost seems as though one day you are wondering if this cherished idea of a Western Archives Institute--sponsored by three different bodies, being held for the first time and on a campus nearly 500 miles away--is ever really going to happen. The next, you are wondering what to do with all the people who want to attend. Having selected the maximum number of participants, confirmed faculty, assured accommodations, and then watched the gears mesh smoothly for two weeks, you can look back with a degree of relief and satisfaction.

Twenty-nine students, thirty-four faculty members, and two weeks of outstanding Southern California weather combined to make the initial Western Archives Institute (WAI) at the University of California, Los Angeles, an unqualified success. Sponsored by the Society of California Archivists, the California State Archives, and the Graduate School of Library and Information Science at UCLA, the institute was the first of its kind to be held on the West Coast.

Dr. James B. Rhoads, former Archivist of the United States and head of the Graduate Program in Archives and Records Management at Western Washington University, challenged the students on the first day with a discussion of the role of archives in our society.

From that day to the concluding session eleven days later, students were given the opportunity to look at all aspects of the archival profession. In the process they learned of the generosity of the faculty in assigning readings and providing handouts. The latter formed the basis of a workable reference library that, combined with materials provided as part of the registration packet, will serve WAI participants well in the future.

Ann Morgan Campbell, former executive director of SAA, gently prodded students during the final days of the institute. She discussed the pros and cons of archival certification, and urged participants to budget time and personnel effectively.

Students and faculty alike were enthusiastic supporters of this initial institute. Evaluations from faculty members indicated they were highly satisfied with the WAI program. Students also gave high marks to the two weeks with comments such as, "I would recommend this institute to anyone who works with archives," and, "I feel much more confident of my knowledge of archival procedures as a result of these two weeks."

Student comments also included a challenge: "A wonderful, extensive and intensive experience. The quality of the program will be a hard act to follow." But follow it we will! It was clear from the comments of the cosponsors who spoke at the closing session that there is a long-range commitment to the institute in coming years. Plans are already being made for the 1988 edition of WAI.

Two Weeks in Los Angeles: A Student Perspective of the Western Archives Institute

by Charlene A. Gilbert

The first Western Archives Institute, held 20-31 July in Los Angeles, provided its students with a good, basic education in archival theory and practice. The students, who came from a variety of backgrounds, also had differing experience levels, ranging from novice to "seasoned." In the course of these two weeks the students

Continued on next page, column 1

Workshops Continued

hands-on training in preservation of books and flat works on paper. Contact: Collections Maintenance Dept., Milton S. Eisenhower Library, The Johns Hopkins University, Baltimore, MD 21218; (301/338-8380).

The George Washington University Continuing Engineering Education Program offers the following two- and three-day workshops: **Automated Information and Image-Handling Systems; Records Management; Advanced Records Management; and Microfilm Information Systems.** The workshop fees range from \$700 to \$815. Scheduling of specific workshops is listed in the "Archivists Calendar." Phone: 800/424-9773 in U.S.A., or 800/535-4567 in Canada.

Applications are being accepted for scholarships to "Collections Care in History Museums," a symposium that will be held in Canyon, Texas from 15 February through 19 March 1988. The symposium is funded by the Bay Foundation in conjunction with the National Institute for Conservation, and will be administered by the Panhandle-Plains Historical Museum with the Texas Conservation Center. Interested museum professionals should contact Collections Care Program, Texas Conservation Center, P.O. Box 967, W.T. Station, Canyon, Texas 79016.

were exposed to a myriad of lectures, tours, and discussions that will help them in their professional careers.

Each morning students either braved the Los Angeles freeways and commuted to class, or hiked across campus from the dormitories to our classroom in the Powell Library. Students soon became familiar with one another and often shared thoughts concerning previous sessions or upcoming segments.

As the days progressed we also became more inquisitive. Since faculty always encouraged questions, students were able to address their particular concerns. Mealtimes and evenings were also occasions for students to relate ideas and experiences. In addition, several of the instructors held informal sessions after class.

Background materials for classes helped to complement faculty presentations. Students could utilize books and journals set aside in the Reserve Book Room, or check out materials from an informal library located in the coordinator's dormitory room. Many of the instructors distributed informational handouts and outlines to supplement their presentations. These handouts and readings should prove useful for future reference purposes.

The curriculum touched upon such traditional subjects as appraisal and accessioning, reference, collection policies, records management, arrangement, and conservation. Instructors also held sessions on micrographics and computer technology, as well as administration.

Students received special tours of the Walt Disney Archives and the Huntington Library, which enabled them to have a break from the classroom setting and view how an archives operates.

I attended WAI to obtain broader knowledge of archival methodology and be able to utilize these concepts in my activities as an archivist. During my two weeks there, I frequently envisioned new approaches that I could apply to my duties.

Toward the end of WAI, we compiled and circulated a list of student participants, indicating our specialties, so that we could continue to share ideas and assist one another.

The Western Archives Institute is a program that the western United States desperately needs, since only one archival education program exists on the West Coast. The knowledge that I gained at the institute certainly made my time there worthwhile.

Preservation Management Institute *by Elizabeth Adkins and Louis Manarin*

The Preservation Management Institute (PMI), held in Boston from 5-19 June, was the first archival educational effort of its kind. It was jointly sponsored by the Society of American Archivists and the New England Document Conservation Center (NEDCC), with a grant from the National Endowment for the Humanities.

The institute's goal was to train experienced administrators to plan, organize, implement, and support comprehensive preservation programs in archival and historical repositories. In fact, the Institute's impact on class members went beyond that, to concern for profession-wide preservation issues.

PMI was directed by Andrew Raymond and taught by Duane Webster, Mary Lynn Ritzenthaler, Judith Forston, and Jan Merrill-Oldham. Ten speakers were also brought in to address special topics. A total of fifteen participants from a variety of archival institutions—including state archives, private state historical societies, corporations, university archives, and the National Archives of Canada—were invited to attend PMI. This variety made for stimulating discussions!

We arrived in Boston on Friday, 5 June, only to experience a bit of "culture shock" when moving into the dorms of our host, Simmons College. It had been some time since many of us had experienced the "joys" of dorm life, but two weeks of living in these conditions served as a bond for class members. Megan Sniffin-Marino and Elizabeth Balcom of the Simmons College Archives helped ease us into our cell-like accommodations, which boasted green vinyl mattresses, tiny, weak reading lights, and (at one point) cold showers.

We began attending class at 8:15 the next morning, thus embarking upon a schedule of ten- to thirteen-hour days with only one weekend off (as a sorely needed "sanity break").

The instructors packed a tremendous amount of information into their two weeks of lectures and exercises. During the first week we covered the following topics:

- the nature of archival materials (paper, inks, pigments, and adhesives)
- preservation of photographs, sound recordings, magnetic tapes, and three-dimensional objects
- climate control (temperature, humidity, light, air quality)
- storage systems and containers
- conservation issues in exhibit preparation
- disaster planning and response
- archival-quality reprography
- the archivist as manager

We also managed to squeeze in visits to local repositories, and thereby compared the theories we had been discussing to actual functioning programs.

The second week of the program expanded on the subject of archivist as manager. Sessions on conservation goals, ethics, and philosophy were particularly helpful, as were lectures on conservation treatment options. Not all classes consisted of lectures; there were also a number of exercises and hands-on demonstrations.

By Wednesday of the second week the thrust of the program was directed to integrating preservation principles and practices into archival and library operations. Special sections on book-binding and fund raising, as well as a visit to NEDCC, were also included.

This being the first such institute, some organizational and scheduling bugs appeared. The biggest problem was packing all of the proposed subjects into such a short span of time. Trying to sit still through thirteen hours in a classroom (albeit with lunch and dinner breaks) was a challenge. Most nights we were so wound up after class that it was difficult to get the sleep we so badly needed.

But this did not prevent PMI from being a very rewarding experience. We received a working knowledge of conservation treatments, guidance in the area of integrating preservation management into archival programs, and the realization that there must be a balance between priorities and demands.

Continued on next page

We came away with a heightened awareness of profession-wide conservation needs, and with the realization that we are not adequately prepared to meet those needs. Scientific facilities must be established to help answer the questions raised by recommended conservation procedures and to develop alternatives to treatments found to be ill-advised. We also require more research to justify to our administrators the expense of improved architectural, environmental, and storage conditions.

The field of preservation is in a state of flux, and there is a critical need to educate archivists and librarians about its changing nature. The chemical and physical changes that affect the life of archival materials cannot be observed within a short period of time. As a result, most archivists are not aware of the "slow fires" that could potentially consume their collections. The profession would benefit from heightened awareness of safety issues and the long-term effects of conservation treatments.

It was apparent to all that the last day of the institute was only the beginning of something bigger. Our lectures, handouts, and bibliographies simply equipped us to start facing the challenge that confronts us all. We hope to build upon our network of contacts and help bring the issues discussed at PMI to the forefront of the entire profession. We have to develop strategies for convincing the resource allocators that these problems must be addressed. As a start, we hope that another Preservation Management Institute will follow the first.

How I Went "Beyond the Basics"

by Gino Francesconi

When I accepted the job as Carnegie Hall's first archivist last September, three months remained before the Hall was to reopen following a \$60 million renovation. There wasn't time to worry about acid-free folders, temperature control, or Mylar—even if I had known what those were at the time! Instead I was caught up in the frenzy of organizing three major projects to supply historical information about Carnegie

Hall's past, a frenzy that was focused upon the mid-December gala opening.

The logic behind hiring me was simple. As a conductor and backstage artist assistant, I had been associated with Carnegie Hall for fourteen years, and had made its history my hobby. It would be easier to teach me archival technique later, than it would be to have a trained archivist learn ninety-six years (or 32,000 concerts) worth of history in three months.

From the beginning we retained an archival consultant whose encouragement saw me through the renovation. It was she who advised me—once the dust had settled—to participate in "Beyond the Basics: Managing a Small Archives Repository," a workshop sponsored by the Archivists of Religious Institutions.

The workshop took place 20-24 April at the Graymoor Christian Unity Center in Garrison, New York. When I met Brother Denis Sennett, Archivist and Coordinator at Graymoor, I was immediately impressed with his boundless energy and enthusiasm. He gave us a personalized tour of his archives, which included a reference/research/lounge area—adjacent to the stacks—that was as homey and comfortable as your favorite chair.

"Sit down, relax. Feel free to roam. Examine anything you want. Steal any idea you can use in your archives," he repeated constantly. No question was too small. He made me feel at ease and his enthusiasm was contagious. This man loves his archives!

However, when I discovered that the other participants consisted of twenty-five nuns and two priests, I wondered exactly what I had signed up for! That curiosity was quickly eliminated at the first session, where we were each allowed to give a brief introduction. We weren't nuns, priests, and a conductor, but twenty-eight beginning archivists with very similar problems. We were there to learn what to do with our "stuff."

The speakers were Gregory Hunter, Manager of Corporate Records and Micrographics of the ITT Corp.; Thomas Wilsted, Archivist of the Salvation Army; Thomas Frusicano, Archivist of New York University; Trudy Peterson, Assistant Archivist of the National Archives; Russell Gasero, Archivist of

the Reformed Church of America; and Brother Sennett.

Each speaker lectured on a specialized topic; these included planning, acquisition, computers, supervision of personnel, outreach, and legal responsibilities. They gave us exercises to work on, and allowed us to ask as many questions as we needed.

The information was exciting, helpful, and at times a bit overwhelming. Yet I gradually became aware that I had known more than I thought I did, thanks to plain common sense.

Just as educational as the classroom lectures, however, were the informal sessions that took place during our meals or free time together. We ate all of our daily meals in the brothers' dining hall and slept in individual rooms on the same floor; so we could literally eat, sleep, and breathe archives the entire five days. It was good to realize that I wasn't alone, that others shared similar problems of space, money, and lack of time to do everything. A few nights, we talked shop in Denis's lounge until the wee hours of the morning.

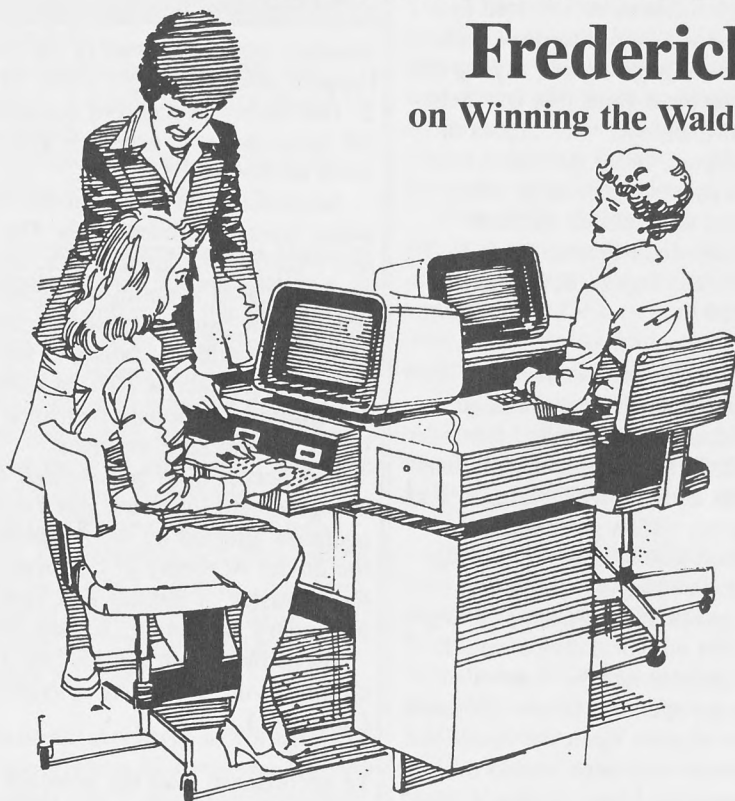
Graymoor is located about forty miles north of New York City, and sits on top of a mountain overlooking 500-plus acres of wooded hills that roll down toward the Hudson River in the distance. From every window there is a spectacular view, and the property was perfect for hiking to contemplate all that we had learned.

I returned to Carnegie Hall full of new ideas, as well as with a new list of friends whom I could call to share problems with. It was good to feel that I wasn't alone, that others shared similar problems of space, money, and lack of time to do everything. Of course, I also returned with plenty of encouragement to continue shaping Carnegie Hall's new archives.

After learning how to collect archival materials, and how to preserve, arrange, and make them available for research, it all seemed simple enough. Little did I realize that these basic issues were only the tip of the iceberg; that eventually I would face such archival issues as certification, establishing a power base, and images that resource allocators have of archivists!

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— Library Journal

"[The] book provides a basic framework of theory and practice with which existing programs can be compared. But, most importantly, Stielow renders one particular service that dominates all others. Following each chapter is a well-selected bibliography pointing to thorough and detailed works by oral history and folklore specialists. . . . As an overview and guide, [this book] makes archival management more practical through the integration of traditional and databased methods. As a bibliographic springboard, it is priceless."

— International Journal of Reviews in Library and Information Science

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— Computers and the Humanities



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News Notes

A draft of the Bill of Rights, written by Roger Sherman in July of 1789, has been discovered in the papers of James Madison at the Library of Congress. James Hutson, chief of the Manuscript Division, found the draft while researching documents relating to the formation and development of the Constitution. The discovery contradicts the accepted view of Sherman as being strongly opposed to a bill of rights. The draft appears to be his attempt to show how a bill of rights could, and should, be appended as a cohesive body to the end of the Constitution, rather than be woven throughout it as Madison had proposed.

The National Archives has installed a sophisticated electronic-imaging system specially designed to monitor the condition of the Declaration of Independence, the Constitution, and the Bill of Rights. Using a sensor called a charge-coupled device, the **Charters Monitoring System** takes precise pictures of the documents through two layers of protective glass, producing a record of the manuscripts that can be stored in computer files and compared with subsequent images. In this way, very subtle changes--such as flaking or fading of ink, or enlargement of tears in the parchment--can be detected, and appropriate remedial action immediately undertaken.

The U.S. Senate confirmed on 24 July the appointment of James H. Billington as the **13th Librarian of Congress**. Billington, an author, educator, historian, and administrator, is expected to assume his post in late September. He comes to his new position from the Woodrow Wilson International Center for Scholars, where he has been executive director since 1973.

Some 2.5 billion pages of historical records held by state archives are deteriorating at an alarming rate. Poor-quality recording media, substandard storage conditions, and insufficient resources have confronted state archivists throughout the United States with a preservation crisis. That is the finding of *Preservation Needs in*

State Archives, a study released earlier this year by the National Association of Government Archives and Records Administrators. A free brochure, *We Are Losing Our Past*, summarizes the 54-page report, laying out several immediate steps that can help address the problem. For copies of the study report, or of the brochure, contact Wayne Masterman or Mary Alice Sosby, the Council of State Governments, Iron Works Pike, P.O. Box 11910, Lexington, KY 40578; 606/252-2291.

Funds raised privately from the U.S. design community have purchased some 600 drawings, designs, letters, photographs, and other materials from the archives of industrial designer **Raymond Loewy**, which were auctioned off in France last month. The collection was donated to the Library of Congress on 29 July, thereby ending fears that the entire archives would end up in private hands. Loewy's design career spanned nearly 75 years, and left its imprint upon the American consciousness with such varied designs as the Coca-Cola bottle, Exxon's logo, the Studebaker Avanti, and Air Force One.

New York Mayor Edward Koch has directed that one-fourth of the royalties from a book to be co-authored with Cardinal John O'Connor be donated to maintain the New York City Archives. Under a similar, though less generous, agreement, Koch's previous book has raised over \$38,000 for the archives. The upcoming book will be a sort of gentlemen's argument, with the two authors--who are close friends--putting forth their respective beliefs on a wide range of political and moral issues.

Random House has appealed the U.S. Circuit Court of Appeals ruling that barred publication of Ian Hamilton's biography of writer J.D. Salinger. In its appeal to the Supreme Court, Random House argues that the appeals court decision, which faulted the biography for unauthorized use of Salinger's copyrighted letters, misinterpreted copyright law and an earlier Supreme Court decision. As a result, Random House claims, First Amendment rights of biographers, historians, and publishers have been endangered.

International Notes

Another apparent result of the **Soviet Union's** reformist spirit under Mikhail S. Gorbachev is a recent decision to lift restrictions on access to government archives.

According to a report in the news paper *Izvestia*, condensed in *The Current Digest of the Soviet Press*, the government is adopting recommendations by an "authoritative commission" of scholars and specialists to let researchers see about 70% of some 1.1 million previously restricted files in the central state archives.

The access is to be provided under an agreement involving government agencies affected by the documents, the Soviet Academy of Sciences and the Ministry of Higher and Specialized Secondary Education, *Izvestia* said.

[Reprinted from the 15 July 1987 edition of the *Chronicle of Higher Education*.]

In accordance with the protocol agreement on archival cooperation signed by **United States and Soviet Union** archival representatives in February, two American archival specialists are visiting the Soviet Union from 17 September to 2 October 1987. Francis X. Blouin, Jr., Director of the Bentley Historical Library, will be focusing upon archival education at the Moscow State Historico-Archival Institute. Edwin C. Bridges, Director of the Alabama Department of Archives and History, will focus on archival research and development at the All-Union Scientific Institute of Documentation and Archival Affairs. Their visit will take them to Moscow and Leningrad.

The National Archives of Canada Act was proclaimed on 11 June 1987 and thereby replaced the Public Archives Act of 1912. Among the new Act's many reforms are the following:

- o the Public Archives of Canada's name becomes the National Archives of Canada;
- o the National Archives assumes responsibility for all records of federal government institutions;
- o decisions about retention or disposition of federal government and

ministerial records are made under the authority of the National Archivist;

- o the need for access to archival collections by a wide clientele is provided for;
- o the formation of a National Archives of Canada Advisory Board is authorized.

[Condensed from an article in the July 1987 *ACA Bulletin*.]

The Planning Committee on Descriptive Standards was formed last year in response to a report by the Bureau of Canadian Archivists' Working Group on Archival Descriptive Standards. Its main goal is to plan the development of descriptive standards for the Canadian archival profession, based on accepted archival theory and principles. Any questions concerning the Planning Committee's activities can be directed to Diane L. Beattie, National Archives of Canada, Room 4101, 344 Wellington St., Ottawa, Ontario, CANADA K1A 0N3.

The National Archives of Canada will host Conservation in Archives: Current Dimensions and Future Developments on 10-12 May 1988 in Ottawa. This symposium is designed to provide participants with a good understanding of current conservation problems and workable solutions, as well as solutions under development. The sessions will cover the following topics: parchment, paper, photographic records, standards, magnetic media, future automated technologies, and management. Contact: International Conservation Symposium, P.O. Box 3162, Station "D", OTTAWA, Ontario, CANADA K1P 6H7; 613/996-7277.

An International Seminar on Access and Archives will be held 10 April-23 April 1988 in **The Hague, Netherlands**. Geared toward senior practicing archivists, the seminar will focus on access from several different angles, with one or two speakers introducing each topic. Participants will be asked to comment on their own national experience, and discussions will follow. Tours to archival and other cultural institutions are included in the program. Contact: Rijks Archiefschool, J.P. Sigmond, director, Prins Willem-Alexanderhof 28, 2595 BE The Hague, Netherlands.

ICA Invites You to Paris

The XIth International Congress on Archives will take place in Paris, France, on 22-26 August 1988. The congress will be devoted to the theme of "new archives," or the problems faced by archivists charged with the conservation of new forms of retention of information--from microfilm and microfiche (which are already relatively traditional) to optical discs, audio-visual forms, and automated retention systems. Also included will be oral archives, which preserve the evidence of activities, or of people with no written culture.

With these different forms of new archives come new problems concerning physical preservation (buildings and special equipment) and also user access: a paper document is in readable form, while computer files or film require reading equipment, which evolves and disappears more or less rapidly. There are also new juridical problems, such as compatibility of automated systems, telecommunications, and so forth.

The congress will be held at the Palais des Congres. The facilities will include an 1,800-seat auditorium; a room with 400 seats for continual audio-visual programs; and approximately 15 rooms for meetings of the branches, sections, commissions, committees, and working groups of the International Congress on Archives.

There will be five official languages for the conference: English, French, German, Russian, and Spanish. One may request the keynote and secondary papers on the preregistration form. There will be an information office for the conference, an office for the travel agency (Wagon-Lits-Tourisme is in charge of lodging for conference participants and for the post-conference tours), as well as public services, including a post office and banks. (The address for Wagons-Lits-Tourisme is 32 rue du 4 Septembre, 75003 Paris, France.)

The French government will host a reception for the heads of national delegations on Monday, 22 August at the Hotel de Rohan, and will host a reception for all conference participants at the chateau of Versailles on 24 August. Another reception for all conference participants will be hosted by the mayor of Paris.

Post-conference tours, ranging from two to ten days, have been arranged for several regions of France, including Normandy, the Loire valley, Languedoc, Brittany, Alsace-Lorraine, Provence, and Burgundy.

The following major papers will be presented at the congress:

- Audiovisual records as archival materials (Wolfgang Klaue, German Democratic Republic)
- Radio and television recordings as archival materials (Ann Hanford, UK)
- Machine-readable records as archival materials (Trudy H. Peterson, USA)
- Microforms as archival materials (Jeanna Kraitcheva and Maja Burmova, Bulgaria)
- Oral records as archival materials (Saliou Mbaye, Senegal)
- Integration of new materials into existing archival institutions, or creation of specialist institutions (Jean-Pierre Wallot, Canada)
- Special problems in tropical countries (Eric Turner, Sierra Leone)
- Technical options for developing countries (Feng Zizhi, China)
- International technical cooperation (Maria Pia Mariani Rinaldi, Italy)
- Training of archivists (Ana Maria de Alameda Camargo, Brazil)
- Recruitment of specialist staff (R.K. Perti, India)
- Methods of arrangement and new archival materials (Jean Pieyns, Belgium)
- Cost and financing of research (John Herstad, Norway)
- Legal problems in consultation and copying of audiovisual archives (Peter Bucher, Federal Republic of Germany)
- Legal problems of access to machine-readable archives (Claes Granstrom, Sweden)
- Paperless search rooms (Pedro Gonzalez, Spain)

A preregistration form for the congress may be obtained from: Monsieur le Directeur du XIe Congres International des Archives, 60, rue des Francs-Bourgeois F 75141, Paris, Cedex 03, France.

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Featured Regional: Southeast Archives and Records Conference

The Southeast Archives and Records Conference (formerly the South Atlantic Archives and Records Conference) was the first regional archival/records management association in the country. Started in 1966, SARC has held spring meetings each year, rotating among its member states: Virginia, North Carolina, South Carolina, Georgia, Florida, and Alabama (added in 1986).

SARC has remained a remarkably simple organization over the years. The Program Chair for each year's meeting is the host state's chief Archival/Public Records Administrator. The other member states' chief Archival/Public Records Administrators each declare a delegate to work on the Program Committee. In addition, a Local Arrangements Committee is created.

SARC has no officers or council, and the "treasury" is simply the money collected from registration fees for the meetings. There is usually a small amount of money left after each meet-

ing, which is passed on to the next host state as "seed money" for the following year's program.

Recently SARC has met in conjunction with other organizations. For example, in 1985 a joint meeting was held with the Mid-Atlantic Archives and Records Conference in Richmond, Virginia, and in 1986 it met along with the Society of North Carolina Archivists in Raleigh. This trend will no doubt continue, and there will be meetings held in association with other organizations in the region.

Since the 1984 SARC meeting in Atlanta, the member states' Archival/Public Records Administrators have met in December at the site of the following year's annual meeting. This offers a chance for planning of the spring meeting as well as an opportunity for the directors to discuss matters of mutual concern.

As SARC looks to the future the following factors are evident:

1. The loose association for the purpose of an annual meeting has worked well over the past several years and should continue.

2. There should continue to be a December meeting of the member state's Archival/Public Records Administrators.

3. Where appropriate, meetings of SARC will be in association with the host state's archival association, or some other archival association such as MARAC.

4. It is recognized that the Southeast has proceeded along lines somewhat different from those in other regions. Therefore, if other archival and records professionals in the region desire to form a separate and new regional organization for the Southeast, SARC does not wish to stand in the way of such development. SARC intends, however, to continue to meet as it has for the past several years.

Regional Notes

Regional archival associations in Georgia, Mississippi, Alabama, Kentucky, and Tennessee have been considering the formation of the **Southern Archivists' Conference (SAC)**. At their joint meeting in April, the Society of Alabama Archivists and the Society of Mississippi Archivists chose to enter SAC. The Society of Georgia Archivists, the Tennessee Archivists, and the Kentucky Council on Archives will discuss the proposal at their fall meetings.

The groups involved see potential benefits and drawbacks to participation in the conference. On one hand, SAC would promote better communication between state institutions; would provide resources to develop workshops and training programs; would offer a greater pool of talent and ideas for meeting programs; would prevent duplication of effort from state to state; and would give the region a clearer national voice.

On the other hand, the conference might dilute state organizations; would increase travel costs to the annual

meeting; and would conflict with the current meeting structure of some of the state regionals involved.

The proposal to form SAC reads as follows:

1. The organization will be known as Southern Archivists Conference (SAC).

2. All members of participating state archivists' organizations will be members of SAC.

3. The purpose of SAC is to foster closer cooperation among archivists in the region and advance the interests of our profession.

4. SAC will meet every other year beginning in 1988 at a convenient location. The meeting site will rotate among the states represented by the member organizations. Plans for the meeting will be the responsibility of the host state.

5. SAC will be governed by a committee composed of the presidents and vice-presidents of the member organizations, with the president of the host state's society chairing the coordinating committee for the year preceding the meeting in her/his state. The coordinating committee will meet as necessary, but no less than once a year.

6. The committee will assess any financial obligations for SAC activities among the constituent societies, normally following the principle of equal shares.

7. The committee will decide upon the appropriate mechanism for making any changes in the purpose, organization, or membership requirements for SAC.

8. A state society may join SAC by a majority vote of its members attending the joint SMA/SALA/SGA meeting in Columbiana, Alabama, or subsequently by a majority vote of its members at a regular meeting. Applications from states entering by the latter means must receive the approval of the SAC coordinating committee.

When a water pipe burst over book shelves in its general reference room, the **Kentucky Department for Library and Archives** was glad it had made arrangements with local grocers to use their available freezer space in case of disaster. Several thousand water-damaged books were promptly trucked to a nearby Kroger store, where they are being stored while the Department considers how to restore them.

Awards Available

A scholarship to the National Archives' **Modern Archives Institute**, 1-12 February 1988, is available from SAA. The scholarship, funded by the Colonial Dames of America - Chapter III, is open to applicants who are employed by archival institutions or agencies with a fair percentage of holdings predating 1825; who have been employed as archivists or archives trainees less than two years; and who actually work with archives or manuscripts. Resumes, accompanied by two letters of recommendation from persons who have a definite knowledge of the applicants' qualifications, should be sent by 1 November 1987 to Linda J. Ebben, Legislative Archives Division, National Archives, Washington, DC 20408; 202/523-3281.

Professional archivists, records managers, historians, and other scholars at any stage of their professional career are invited to apply for summer 1988 fellowships at the Bentley Historical Library. Funded by the Andrew W. Mellon Foundation, the **Research Fellowship Program for Study of Modern Archives** offers fellowships for research on collection, appraisal, administration, preservation, and use of modern records and manuscript collections. Deadline: 11 December 1987. Contact: Francis X. Blouin, Jr., or William K. Wallach, Bentley Historical Library, University of Michigan, 1150 Beal Avenue, Ann Arbor, MI 48109-2113; 313/764-3482.

The **Fulbright Program** is accepting applications for an award to a specialist in book and manuscript restoration, preservation, and cataloging to work in the Knights of Malta collections in Malta. A knowledge of Latin is highly desirable. The grant will provide approximately \$10,000 for travel and expenses during a three- to four-month stay in summer 1988. Contact: Gary L. Garrison, Manager, Fulbright Professional Program, Council for International Exchange of Scholars, Suite 300, 11 Dupont Circle, NW, Washington, DC 20036; 202/939-5467.

The **National Historical Publications and Records Commission** will offer 3 history fellowships in 1988. Success-

ful candidates will receive a stipend of \$17,000, plus \$3,400 toward fringe benefits and other expenses, and will spend 10 months at one of the following documentary publications projects: *The Papers of Jefferson Davis* (Rice University), *The Selected Papers of Charles Willson Peale and His Family* (National Portrait Gallery), and *The Papers of Benjamin Franklin* (Yale University). Applicants should hold a Ph.D. or be working on their dissertation. Deadline: 15 March 1988. Contact: NHPRC, Room 300, National Archives Building, Washington, DC 20408; 202/523-3092.

The **Northeast Document Conservation Center** is continuing its subsidized surveys under a grant from the National Endowment for the Humanities. Libraries, archives, museums, records repositories, and historical organizations in New England, New York, and New York with collections of documents, books, photographs, or works of art on paper are invited to apply for a survey. Contact: Karen Motylewski, Director of Field Services, NEDCC, 24 School Street, Andover, Massachusetts 01810; 617/470-1010.

The **New York State Discretionary Grant Program for the Conservation/Preservation of Library Research Materials** provides modest support for projects to preserve unique library research materials in the collections of libraries, archives, historical societies, and similar agencies within New York State. Deadline: 4 December 1987. Contact: John Townsend, Division of Library Development, New York State Library, 10-C-47 Cultural Education Center, Albany, NY 12230; 518/474-6971.

The **Rockefeller University** will make grants of up to \$1,500 to graduate students or post-graduate scholars of any discipline who are engaged in research requiring the use of the Rockefeller Archive Center. Deadline: 31 December 1987. Contact: Director, Rockefeller Archive Center, Pocantico Hills, North Tarrytown, NY 10591-1598; 914/631-4505.

The **Radcliffe Research Support Program** will award grants of up to \$2,000 to support post-doctoral research in history, the humanities, and the social

and behavioral sciences, drawing upon the resources of the Arthur and Elizabeth Schlesinger Library or the Henry A. Murray Research Center. Deadline: 15 October 1987. Contact: Radcliffe Research Support Program, Henry A. Murray Research Center, Radcliffe College, 10 Garden Street, Cambridge, MA 02138; 617/495-8140.

The 500th anniversary of Christopher Columbus's first voyage of discovery to the New World will be observed internationally in 1992. The **National Endowment for the Humanities** invites individuals and organizations to submit proposals for original scholarship on related topics and for disseminating new and existing scholarship through conferences, lectures, exhibitions, media productions, and educational programs. For further information and for application guidelines, contact the Public Affairs Office, National Endowment for the Humanities, Room 409, 1100 Pennsylvania Avenue NW, Washington, DC 20506; (202) 786-0438.

Wanted

Manuscript sources concerning Marquis de Lafayette acquired since 1970. Contact: Robert Rhodes Crout, The Papers of James Madison, Alderman Library, University of Virginia, Charlottesville, VA 22903-2498.

Manuscript collections containing extensive amounts of editorial correspondence (1 or more linear feet/1 or more years) for journals in the biological, bio-medical, and physical sciences (1860 to present). Contact: Harry M. Marks, Institute of the History of Medicine, The Johns Hopkins University School of Medicine, 1900 E. Monument Street, Baltimore, MD 21205.

Archives, museums, or libraries experienced with using Nota Bene to write finding aids, catalog and track collections, or in other ways. Contact: Leon C. Miller, Special Collections, University Libraries, University of Arkansas, Fayetteville, AR 72701.

Information about historical records documenting the work of Sojourner Truth. Contact: Nell Painter, Route 9, Boothe Hill, Chapel Hill, NC 27514.

Grants Awarded

NHPRC GRANTS

At its June meeting the National Historical Publications and Records Commission recommended 39 grants totaling \$1,153,159. Included, were the following:

Chicago Historical Society
\$26,869 to support a working conference of representatives of institutions involved in development and implementation of the USMARC Format for Visual Materials.

Schuylkill County, Pennsylvania
\$38,274 for development of an archival program for the county's permanently valuable records.

Georgia Department of Archives and History
\$48,230 to convene a national meeting of the state coordinators for the NHPRC records program and to support meetings of the State Coordinators' Steering Committee.

Museum of Fine Arts, Boston
\$54,240 to develop an archives and records management program for materials relating to individuals important in establishing late 19th-cent. U.S. art collections.

Boulder Public Library Foundation
\$85,580 to provide access to local history manuscripts and photographs deposited in the library by the Boulder Historical Society.

Georgia Historical Society
\$88,340 to arrange and describe the Central of Georgia Railway collection.

Hawaiian Sugar Planters' Association
\$26,140 to arrange and describe records of Hawaiian sugar plantations dating from 1870 to 1960.

Forbes Library
\$2,750 for a consultant to evaluate and recommend preservation and access measures for the papers of Calvin Coolidge held by the library.

Mt. Holyoke College
\$11,718 to microfilm the Mary Lyon papers and a collection of letters from leading educators in 19th-cent. New England.

Center for Migration Studies
\$10,446 to process the records of the Italian Welfare League, 1920-1980.

Arlington County Public Library
\$15,738 to arrange and describe local history materials in the Arlington Community History Archives.

Utah Museum of Natural History
\$5,570 to preserve photographic negatives of archaeological excavations in the Great Basin and northern Colorado Plateau.

Puget Sound Maritime Historical Society
\$34,000 to preserve the Joe Williamson photograph collection.

Wyoming State Museum
\$31,126 to preserve and make available nitrate and glass-plate negatives covering Wyoming, the Great Plains, and the Northern Rocky Mountain Region from the late 19th to mid-20th centuries.

Pacifica Radio Archive
\$55,000 matching to preserve deteriorating audio tapes of Pacifica Radio broadcasts dating from the 1950s to 1970s.

NEH GRANTS

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

Rutgers University
\$110,000 matching to prepare selective microfilm and print editions of the papers of Thomas A. Edison.

Pennsylvania Historical & Museum Commission
\$90,168 plus \$10,000 matching to arrange and describe records of the Pennsylvania Railroad.

State Historical Society of Wisconsin
\$64,109 plus \$5,000 matching to arrange and describe 14 business history collections.

St. Louis Mercantile Library Assoc.
\$70,586 to arrange, preserve, and describe the association's archival and manuscript collections.

University of Connecticut
\$83,390 plus \$5,000 matching to process records of the New York, New Haven, and Hartford Railroads.

University of Pittsburgh
\$93,873 plus \$5,000 matching to catalog the music materials at the Stephen Foster Memorial and enter the data into the OCLC bibliographic data base.

Jewish Theological Seminary of America
\$72,580 plus \$34,000 matching to catalog manuscript items from the old Cairo synagogue.

New York Public Library
\$50,000 plus 31,312 matching to arrange and describe musical scores, photographs, correspondence, and records from the archives of the American Ballet Theater.

Society of American Archivists
\$145,757 to support a program of education and professional development among archivists through workshops on archival standards, and through publications.

American Jewish Archives
\$83,680 plus \$20,000 matching to process the World Jewish Congress Archives and prepare finding aids.

University of California, Berkeley
\$75,450 for research necessary for an illustrated and descriptive catalog of illuminated manuscripts written in the Netherlands and lower Rhineland during the late Middle Ages.

University of Illinois, Urbana
\$63,225 to microfilm a major Arabic manuscript collection.

Los Angeles Public Library
\$54,856 plus \$27,428 matching to catalog and preserve Southern California photographs of the 1920s and 30s.

Research Foundation of SUNY
\$60,000 to locate and catalog music that appeared in English manuscript sources before the year 1200.

Wyoming Archives, Museums, & Historical Dept.
\$51,224 to process the records of the Wyoming territorial and state engineers, 1869-1966.

University of Illinois, Urbana
\$26,031 for a preservation microfilming program among the member libraries of the Committee on Institutional Cooperation.

Rochester Institute of Technology
\$98,798 to research the effect of selenium treatment in prolonging the storage life of silver gelatin microfilm.

Washington State Library
\$165,143 plus \$56,000 matching to catalog and microfilm newspapers in repositories in Washington.

State Historical Society of Iowa
\$232,662 plus \$169,400 matching to catalog and microfilm newspapers in Iowa.

New York State Education Dept.
\$191,250 matching to microfilm historical documents relating to the social, legal, and economic development of New York from 1760 to 1860.

Panhandle-Plains Historical Museum
\$173,975 plus \$25,000 matching to enter the second stage of cataloging newspapers in Texas repositories.

Society of American Archivists
\$111,461 for two conservation workshops, 10 institutional consultancies, and a comprehensive evaluation of previous workshops and consultancies.

State Historical Society of North Dakota
\$115,809 plus \$100,000 matching to catalog newspaper titles held in North Dakota repositories, and to create preservation microfilm of titles important for research.

Academy Foundation
\$85,884 to microfilm the Academy Foundation Library's Production and Biography files.

American Institute for Conservation of Historical/Artistic Works
\$56,785 to do an expanded version of the *Paper Conservation Catalog*.

Louisiana State University
\$201,780 plus \$25,000 matching to catalog and microfilm newspapers in Louisiana repositories.

New York City Department of Records & Information Services
\$29,700 to support conservation of drawings pertaining to the design and construction of Central Park and 61 other New York City parks.

University of Georgia
\$417,441 plus \$50,000 matching to catalog newspaper titles held in Georgia repositories, and microfilm titles in urgent need of preservation.

Vermont State Archives
\$63,099 to support preservation microfilming of the Stevens Papers.

University of Missouri, Kansas City
\$12,284 to support planning for Missouri participation in the U.S. Newspaper Program.

Conservation Center for Art & Historic Artifacts
\$11,028 plus \$3,000 matching for preservation survey and consultation activities for institutions in the mid-Atlantic states over the next three years.

University of Kentucky Research Foundation
\$274,942 to complete cataloging of newspaper titles held in Kentucky repositories, and create preservation microfilm of selected titles.

Afro-American Historical & Cultural Museum
\$36,800 to document photographs and negatives that record 40 years of the history of blacks in Philadelphia.

Riley County Historical Society
\$14,156 to document and catalog photographs of downtown Manhattan, Kansas, 1855-1986.

OTHER GRANTS

Buffalo and Erie County Historical Society
\$17,891 from the Institute of Museum Services to complete a conservation survey of the society's artifact collection and related projects.
\$11,305 from the New York State Conservation/Preservation Grant Program to conserve the society's collection of atlases of Buffalo and Erie County, 1850-1915.

Gettysburg College
\$14,676 from the Pennsylvania Historical and Museum Commission to establish an effective archival and records management program.

Vermont Historical Society
\$19,000 matching to improve access to its broadside collection, restore select items, and prepare a guide to ephemera.

Northeast Document Conservation Center
\$117,000 from the J. Paul Getty Trust to support three 2-year internships in paper conservation.

New Book Releases

Keeping Archives

edited by Ann Pederson

A comprehensive handbook designed to be applicable in any archival setting. 374 pp.; \$28 members, \$32 nonmembers. Published by the Association of Australian Archivists, and distributed by SAA.

MARC for Archives and Manuscripts: The AMC Format - Update #2

This update incorporates *Update #1* as well as subsequent changes published in update nos. 13 through 15 of MARC Formats for Bibliographic Data. 74 pp.; \$3 members, \$5 nonmembers.

Society of American Archivists.

Preservation Planning Program: Iowa State University

This report provides documentation on the process and results of the library's participation as a demonstration site for the Preservation Planning Program sponsored by the National Endowment for the Humanities. \$10.

Association of Research Libraries, Office of Management Studies, 1527 New Hampshire Ave., NW, Washington, DC 20036.

Directory of Information Management Software for Libraries, Information Centers, Records Centers, 1987-1988 edition

The directory describes more than 200 software packages useful in creating files, library indexes, catalogs, and data bases. 200 pp.; \$49.

Published by Pacific Information, Inc.; distributed by American Library Association, Publishing Services, 50 E. Huron St., Chicago, IL 60611.

Report of the First National Conference on Issues Concerning Computerized Public Records

This report discusses the volume of information now being stored in computers and how public records custodians fulfill their legal responsibilities in making records available to the public. \$2.40 (made payable to the Commonwealth of Massachusetts).

Division of Public Records, One Ashburton Place, Room 1701, Boston, MA 02108.

The American Hospital Association (AHA) Resource Center Disaster Plan

The contents of this plan, which focus primarily on the response to and recovery from fire and water damage, are applicable to most library settings and environments. Single copies are free.

American Hospital Association Resource Center, 840 N. Lake Shore Drive, Chicago, IL 60611.

We Need You To Book Review!

The book review editor of *The American Archivist* is looking for volunteers. Reviewing books can be rewarding (you keep the book), enjoyable (seeing your name in print), and painless (usually). A quick survey of the past six years of the journal showed that the Reviews section had published 200 full reviews, 245 short notes, and listed bare bibliographic data for yet another 300 volumes. The 200 full reviews came from 182 contributors (eighteen published two): men, 60%; women, 40%; federal and state archives, 35%; college and university archives, 29%; corporate archives and private sector archives, 20%; other (mainly libraries), 16%. To keep this broad, inclusive perspective, we do need you. Please fill out the form below and mail it to the current book review editor: Glen Gildemeister, Regional History Center, Northern Illinois University, DeKalb, IL 60115. **THANKS!**

Please rank your top four choices (1 = first choice, etc.):

<input type="checkbox"/> Access/privacy	<input type="checkbox"/> Documentary publications	<input type="checkbox"/> Records management
<input type="checkbox"/> Administration of archives	<input type="checkbox"/> Finding aids	<input type="checkbox"/> Reference
<input type="checkbox"/> Archival theory	<input type="checkbox"/> Government records	<input type="checkbox"/> Religious archives
<input type="checkbox"/> Automated access	<input type="checkbox"/> History of archives	<input type="checkbox"/> Repair/preservation
<input type="checkbox"/> Bibliographies	<input type="checkbox"/> Library/archives relations	<input type="checkbox"/> Security
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<input type="checkbox"/> Business archives	<input type="checkbox"/> Microforms	<input type="checkbox"/> Sound recordings
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<input type="checkbox"/> College/university archives	<input type="checkbox"/> Outreach activities	

Special interest in particular areas:

☐ U.S. history, general ☐ U.S. history, _____ period ☐ U.S. history, _____ geographic area

Reading knowledge of foreign languages: _____

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**52nd Annual Meeting of the Society of American Archivists
29 September - 2 October 1988
Westin Peachtree Hotel, Atlanta, Georgia**

GUIDELINES FOR PROPOSALS TO 1988 SAA PROGRAM COMMITTEE

The 1988 Program Committee invites submission of program proposals for the meeting in Atlanta, Georgia, 29 September - 2 October 1988. The proposal is designed to accommodate fully developed sessions, but we also welcome proposals for individual presentations or suggestions for session topics.

Session proposals shall be judged on the following criteria: 1) do they address issues of importance from a variety of perspectives? 2) can the topics be adequately addressed in the time allowed? and 3) do they appeal to a broad audience while focusing on particular conditions or needs?

● **Open Sessions** may be of two types. The *traditional session* of two or three speakers offers participants the opportunity to present fully prepared papers of 15 to 20 minutes duration. Each paper should identify the issue and the perspective of the author, the research methodology used, and the conclusions or hypotheses reached. The role of the chair/commentator is to stimulate thoughtful discussion, allowing sufficient time for audience participation within the two-hour time period.

The 1988 Program Committee also encourages the development of shorter sessions featuring *work-in-progress presentations*. Two or three participants will present 10-15 minute introductions to research topics, outlining the critical questions to be answered, presenting their research strategies, and suggesting anticipated results. The presentations should stimulate discussion by offering the speakers a forum for presenting tentative findings at a stage where audience feedback can be particularly valuable. Work-in-progress sessions will be scheduled for an hour each, with half of the time reserved for discussion.

● **Limited-Enrollment Sessions** are those which involve extensive interaction among participants or the use of a demonstration that is ineffective with a large audience. They may take the form of a *workshop* designed to teach archival skills or a *seminar/round table* for directed discussion among persons sharing a common experience or preparation. Proposals should describe the skills to be taught, techniques to be employed, issues to be addressed, and/or advanced preparation to be assigned.

● **Poster Sessions** provide an alternative for presentations not suited to traditional sessions. Each presenter prepares a poster for display during the conference and is available for questions and discussion during designated times of a half hour each. Poster sessions are intended to accommodate three types of presentations: 1) research reports - either to report findings or to seek input from others; 2) project/activity reports - to describe techniques and results; and 3) issues forum - to present an issue for discussion which is of professional or broader social concern.

These guidelines should be viewed as suggestive, not restrictive. We welcome creative suggestions for sessions that do not necessarily fit any one of the formats above.

Members of the committee are: Lori Hefner (chair), Utah State Archives; Bruce Ambacher (co-chair), National Archives (NAAP); Bonnie Hartwick, The Bancroft Library; Laurie Cadigan, Kraft, Inc.; William E. Brown, Jr., Yale University; Paul Conway, Gerald R. Ford Library; Richard A. Cameron, Minnesota Historical Society; Brenda S. Banks, Georgia Department of Archives and History; Bill Summers, Sunday School Board; Avra S. Michaelson, Smithsonian Institution; Elaine Engst, Cornell University.

Send all proposals to Lori Hefner, Utah State Archives, Archives Building - State Capitol, Salt Lake City, UT 84114. Proposals must be postmarked by 16 October 1987.

SAA Program Proposal 1988

Deadline: Postmarked by 16 October 1987

Proposed by:
Institution:
Address:

Phone:

For Committee Use

Number: _____

Postmarked: _____

1. Session Title: _____
2. Open Session (*traditional*) _____ (*work-in-progress*) _____ ;
Limited-Enrollment Session (*workshop*) _____ (*seminar/round table*) _____ ;
Poster session _____ .
3. Is this proposal submitted on behalf of an SAA group? If so, name of group: _____ .
4. Description of Proposal – see guidelines (use additional paper if necessary).

PARTICIPANTS

Check box if individual has been
contacted about this session and has
agreed to participate.

Chair/Comment/Leader:

Institution:

Address:

Phone:

☐

Name:

Paper Title:

Institution:

Address:

Phone:

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Name:

Paper Title:

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Phone:

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Name:

Paper Title:

Institution:

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Phone:

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Archivists' Calendar

4-7 October

American Association for State and Local History; Raleigh, North Carolina. 615/255-2971

4-8 October

ASIS Annual Meeting; Boston. 202/462-1000

5-8 October

"Records Retention and Files Management" and "Micrographic Systems Design & Management" workshops; Thomas Wilds & Assoc.; Philadelphia. 212/986-2515

7-11 October

National Trust for Historic Preservation; Washington, DC. 202/673-4000

12-15 October

International Information Management Congress; Vienna, Austria. 301/983-0604

13-16 October

Basic Library Management Skills Institute; Chicago. 202/232-8656

14 October

"Archival Fundamentals: Appraisal" workshop; SAA; Columbia, Missouri. 312/922-0140

14-15 October

"Feasibility of Optical Storage" workshop; Waagemann Associates; Washington, DC. 617/720-2229

15 October

"Starting an Electronic Records Program" workshop; SAA; Charleston, West Virginia. 312/922-0140

15-17 October

Midwest Archives Conference Fall Meeting; Columbia, Missouri. 314/882-6028

15-17 October

Mid-Atlantic Regional Archives Conference Fall Meeting; Charleston, West Virginia. 304/348-0230

15-18 October

Oral History Association Annual Meeting; St. Paul, Minnesota. 612/296-9989

19-22 October

ARMA Annual Conference; Anaheim, California.

21-22 October

"Feasibility of Optical Storage" workshop; Waagemann Associates; Chicago. 617/720-2229

21-23 October

"Local Television News Archives Conference"; National Center for Film and Video Preservation; Madison, Wisconsin. 213/856-7637

23 October

Society of North Carolina Archivists; Asheville. 919/787-6313.

23-25 October

Council of Nova Scotia Archivists; Sydney, Nova Scotia.

25-29 October

"The Care & Preservation of Two-Dimensional Collections" workshop; AASLH; Boston. 615/255-2971

26-30 October

"Collections Management: Issues, Concepts and Skills" workshop; Smithsonian Institution. 202/357-3101

28-29 October

"Feasibility of Optical Storage" workshop; Waagemann Associates; Detroit. 617/720-2229

31 October

Society of Colorado Archivists; Fort Collins.

2-3 November

"Feasibility of Optical Storage" workshop; Waagemann Associates; Dallas. 617/720-2229

4-6 November

Concordia Historical Institute's Conference on Archives and History; St. Louis, Missouri.

6 November

Society of Indiana Archivists; Indianapolis.

11-13 November

Optical Publishing & Storage '87; New York. 609/654-6266

16-19 November

"Museum Security: Protecting Cultural Property" workshop; Smithsonian Institution. 202/357-3101

18 November

"Archival Fundamentals: Appraisal" workshop; SAA; Atlanta. 312/922-0140

18-20 November

Film and Television Archives Advisory Committee Meeting; New York. 213/856-7637

19-20 November

Joint Meeting of the Societies of Georgia, Alabama, and Mississippi Archivists; Atlanta.

19-23 November

Archives-Libraries Committee of the African Studies Association; Denver. 603/646-2868

30 November-3 December

"Records Retention and Files Management" and "Micrographic Systems Design & Management" workshops; Thomas Wilds & Associates; New York. 212/986-2515

30 November-4 December

"Introduction to Museum Management" workshop; Smithsonian Institution. 202/357-3101

1-2 December

"Feasibility of Optical Storage" workshop; Waagemann Associates; Atlanta. 617/720-2229

7-9 December

"Automated Information and Image-Handling Systems" workshop; George Washington Univ.; Washington, DC. 800/424-9773 (U.S.), 800/535-4567 (Canada)

10-12 December

"Feasibility of Optical Storage" workshop; Waagemann Associates; Los Angeles. 617/720-2229

14-15 December

"Feasibility of Optical Storage" workshop; Waagemann Associates; New York. 617/720-2229

27-30 December

American Historical Association; Washington, DC.

4-8 January

"Planning for Computers in Collections Management and Research" workshop; Smithsonian Institution. 202/357-3101

7-8 January

"Advanced Records Management" workshop; George Washington U.; Washington, DC. 800/424-9773 (U.S.), 800/535-4567 (Can.)

13-15 January

"Photographic Methods for Museum Personnel" workshop; Smithsonian Institution. 202/357-3101

17-21 January

"The Care & Preservation of Two-Dimensional Collections" workshop; AASLH; San Diego. 212/986-2515.

28-29 January

"Feasibility of Optical Storage" workshop; Waagemann Associates; Orlando. 617/720-2229

29-31 January

"Preservation Housing Workshop for Archives, Libraries, and Museums"; Canadian Center for Architecture; Montreal. 514/871-1418

1 February

NHPRC June Meeting Application Deadline.

1-4 February

"Records Retention & Files Management" and "Micrographic Systems Design & Management" workshops; Thomas Wilds & Associates; Miami. 212/986-2515

3-5 February

"Museum Outreach: Community and School Relations" workshop; Smithsonian Institution. 202/357-3101

15 February-19 March

"Collections Care in History Museums" course; Texas Conservation Center; Canyon, Texas.

17-19 February

"Getting the Word Out: Museum Public Relations" workshop; Smithsonian Institution. 202/357-3101

18-19 February

"Feasibility of Optical Storage" workshop; Waagemann Associates; Phoenix. 617/720-2229

18-19 February

"Microfilm Informations Systems" workshop; George Washington U.; Washington, DC. 800/424-9773 (U.S.), 800/535-4567 (Can.)

1-3 March

"Museum Shop Management" workshop; Smithsonian Institution. 202/357-3101

7-10 March

"Records Retention & Files Management" and "Micrographic Systems Design & Management" workshops; Thomas Wilds & Associates; Los Angeles. 212/986-2515

7-11 March

"Collections Storage" workshop; Smithsonian Institution. 202-357-3101

13-17 March

"Care & Preservation of Two-Dimensional Collections" workshop; AASLH; Montgomery, Alabama. 615/255-2971

28-31 March

"Management of Docent Programs" and "Management of Volunteer Programs" workshops; Smithsonian Institution. 202/357-3101

11-15 April

"Museum Registration Methods" workshop; Smithsonian Institution. 202/357-3101

20-22 April

"Museum Graphics: Exhibitions" workshop; Smithsonian Institution. 202/357-3101

29 September-2 October

Society of American Archivists; Atlanta. 312/922-0140

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Transitions....Transitions....Tran

Timothy J. Johnson is the new Archivist of the Swedish-American Archives of Greater Chicago....**Roger Myers** is now Manuscripts Librarian at the University of Arizona....**Lawrence D. Geller** has been appointed NHPRC Project Archivist of American Field Services International....**Martha Lunenborg** is now a 12-month Municipal Archives Intern at the Windsor Public Library....**Elizabeth Yakel** has joined the Archivists in Religious Institutions as Project Archivist....**John Dunlop** has stepped aside as Associate Director for Library and Archival Collections at the Hoover Institution; **Charles Palm** will serve as Acting Associate Director until officially confirmed to the post.... **Mark A. Vargas** is now Assistant Archivist at the MIT Archives....**Jan Blodgett** has been named College Archivist and Special Collections Librarian at Dickinson College....**Eric Pumroy** is the new Head of Archives and Special Collections at Indiana University-Purdue University in Indianapolis.... Recent appointments at the State Historical Society of Wisconsin: **Michael E. Stevens** (Assistant State Archivist), and **Susan Ginter, Brenda Marston, Lynn Lubkeman, Donna Sereda** (Archivists)....Recently appointed to Archivist posts at Yale University were **Ellen Danforth** and **Nanci Young**.

COME JOIN US!

The Society of American Archivists wants you as a member. We rely on the input of new members to keep SAA vital, dynamic, and in tune with the needs of the archival community. What are the benefits? SAA has two types of members — individual and institutional. Both receive the quarterly journal, *The American Archivist*, the bimonthly *SAA Newsletter*, an annual meeting program, and discounts on all Society publications and annual meeting registration. Individual members are also eligible to participate in the Placement Service and to join two SAA Sections.

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

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

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Name _____

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City, State, Zip _____

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<input type="checkbox"/> \$75	\$30,000 and up
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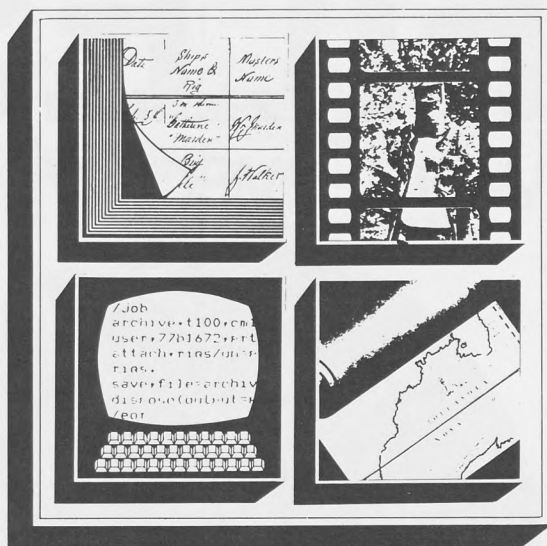
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MINORITIES LIBRARIAN/BIBLIOGRAPHER

University of Texas; Arlington, Texas

RESPONSIBILITIES: Provide general social sciences and business reference assistance and specialized assistance in minority studies, defined to include U.S. Blacks, Mexican-Americans, and Native Americans; participate in collection development, library instruction, and online database searching; and engage in faculty liaison with those disciplines whose programs make use of the Minority Cultures Collection, including anthropology, social work, history, language, and literature. Full-time. Non-traditional work week. **QUALIFICATIONS:** Required - MA from an ALA-accredited program; knowledge of social science reference and bibliographic resources, with emphasis on those for minority studies.

Desired - Experience or academic preparation, especially a MA, in the social sciences; course work or experience in online database searching, reading knowledge of Spanish. **SALARY:** \$18,036-\$21,000 annually, dependent upon qualifications and experience. Benefits include State contribution to health insurance premiums, payment of 88% of Social Security premiums for the first \$16,500 of annual salary for a total of \$965.00, and 8.5% of annual salary contributed by the State for optional retirement programs. Applications should include a resume and names and addresses of 3 professional references. Consideration for the position will begin 7 September 1987, and will continue until a satisfactory candidate has been found. Applications should be addressed to: Chair, Minorities Librarian/Bibliographer Search Committee, The University of Texas at Arlington Libraries, P.O. Box 19497, Arlington, TX 76019.

CURATOR OF MANUSCRIPTS

University of North Carolina; Chapel Hill, North Carolina

The Curator of Manuscripts is the administrative head of the Manuscripts Department in the Special Collections Division of the Academic Affairs Library. **RESPONSIBILITIES:** Collection development and acquisition, processing, reference and access, and the security and preservation of these collections. Staff consists of 5 professional archivists and 4 support staff members, as well as graduate and student assistants. The Curator has personal responsibility for the general administration of collections and their staffs, solicitation of gifts and preparation of grant proposals, and interpretation of the Department's program to administrators and the scholarly community. Possibility of adjunct appointment in the Department of History for candidates with PhD.

QUALIFICATIONS: Advanced degree in American history (PhD preferred); knowledge of the South; formal archival training; varied archival experience, including work with private papers and official records and some supervisory experience required. Knowledge of North Carolina history; ALA-accredited MLS; involvement in the archival and historical professions desired. **SALARY:** \$35,000 or more, depending upon qualifications. This is a twelve-month academic appointment with standard State annual leave, sick leave, insurance coverage, and retirement plan. Deadline for application is 1 December 1987. Send letter of application, resume, and names of three references to: B.A. DeLon, Library Personnel Officer, Davis Library 080A, University of North Carolina, Chapel Hill, NC 27514.

DIRECTOR

National Archives-New York Branch; Bayonne, New Jersey

The National Archives-New York Branch stores, processes, preserves, exhibits, and provides reference service on permanently valuable records created by offices of Federal agencies located in New York, New Jersey, Puerto Rico, and the Virgin Islands. **RESPONSIBILITIES:** Plan and direct all Branch operations (references, records processing, administration, and public outreach); administer an annual budget of about \$200,000; supervise a staff of about 9 professionals and non-professionals. **QUALIFICATIONS:** A full, 4-year course, including, or supplemented by, 18 semester hours in U.S. history, political science, or government (or a combination of these) and 12 semester hours in any one or any combination of the following: history, American civilization, economics, political science, public administration, or government. In addition, all applicants must have 3 years of specialized professional experience in archival science or a directly related field of work such as history that involved the collection, appraisal, analysis, or synthesis of information having historical or archival values. At least 1 year of such experience must have been at a level of difficulty and responsibility comparable to the GS-12 level. Candidates' work experience must also demonstrate that they possess or have the potential to develop the qualities of a successful supervisor. **SALARY:** Approximately \$38,000 per year (GM-13 level). The job will be announced by the Office of Personnel Management (OPM) 1 September and close towards the end of September. Anyone interested in finding out how to apply should call Rosanne Butler or John Scroggins, Field Archives Division, Room 3W1, National Archives, Washington, DC; 202-523-3032.

COLLEGE ARCHIVIST

Agnes Scott College; Decatur, Georgia

RESPONSIBILITIES: Seeking an experienced professional archivist to develop, implement, and manage a comprehensive program to preserve and protect the essential records of the institution and to promote its distinguished history as a leading liberal arts college for women, as it prepares for its centennial year in 1988-89. The archivist assumes responsibility for arranging, describing, preserving, and acquiring College records as well as providing reference assistance for their interpretation and use. **QUALIFICATIONS:** Advanced degree in library, American History, or related field. Formal archival training with at least 2 years practical experience, preferably in an academic setting; ability to work independently and communicate well with all segments of the academic community and interested general public. Grant-writing ability and acquaintance with computer applications for archival purposes preferred. This is a new, permanent, full-time position, available immediately; salary commensurate with experience and abilities. Send letter of application, along with resume, transcripts, and three letters of recommendation to Judith B. Jensen, McCain Library, Agnes Scott College, Decatur, GA 30030.

ASSISTANT SPECIAL COLLECTIONS LIBRARIAN;

SUNY Stony Brook; Stony Brook, New York

RESPONSIBILITIES: Assist department head in management of the department. Participate in acquisitions, processing, and preservation of book, manuscript and archival collections. Perform other general duties, including stack and card catalog maintenance, reading room supervision and other departmental activities and programs. Assist, in person and by mail, researchers of rare books, special collections, manuscript collections and university archives. Take major responsibility for processing manuscript collections, initially assist with the final processing of two major manuscript collections. Position will include development and application of computer technology. **QUALIFICATIONS:** ALA-accredited MLS required, additional master's degree helpful. Training or experience in a university library, special collections, or manuscripts/archives section desirable. Ability to communicate clearly both orally and in writing. Ability to work effectively with researchers, library and university staff, members of the community and donors. Ability to take charge of administrative details; interest in computer applications in special collections. Physical ability to lift and carry books and manuscript boxes. **SALARY:** \$21,500 minimum, depending on qualifications. Faculty status. Generous benefits. Send a resume with names and telephone numbers of three references to: Judith Kaufman, Library, SUNY Stony Brook, Stony Brook, NY 11794-3300. Resumes will be reviewed starting 1 October and will continue until position is filled.

ART/ARCHITECTURAL HISTORY: ARCHIVIST

National Gallery of Art; Washington, D.C.

Experienced archivist with relevant graduate degree to work on an international automated network of architectural records. The project involves application of standards for research catalogue descriptions of architectural drawings, prints, photographs, and other related material. The resulting descriptions will be shared in an integrated online data base. **RESPONSIBILITIES:** Conduct working sessions with participating archives in order to resolve common standards of archival description. Write relevant sections of the cataloguing manual; responsible for understanding the practices and requirements of member archives, and will represent these concerns to computer analysts. Testing of the system in light of archival priorities will be an important task as well. **QUALIFICATIONS:** A successful applicant will be able to work well in an international team of librarians, analysts, and scholars; will be eager to learn about technology in relation to archival concerns; will be able to communicate effectively in oral and written media; and will have experience with architectural records. The project is located in Washington, D.C. Duration of the position will range from 1 to 3 years and possibly beyond, pending funding. **SALARY:** \$28,000-\$33,000, depending on experience. Excellent benefits. Qualified applicants should send a resume, cover letter, and letters of recommendation to: Vicki Porter, Foundation for Documents of Architecture, National Gallery of Art, Washington, D.C. 20565. No phone inquiries, please.

REFERENCE LIBRARIAN/BIBLIOGRAPHER AND CURATOR

Columbia University; New York City

RESPONSIBILITIES: Administer the operation of the Lehman Suite and Papers; provide reference service for the Suite and the Rare Book and Manuscript Library; process, describe and catalog manuscript collections and archives for the Suite and the Manuscript Department; oversee the tagging, coding and inputting of data into the RLIN AMC data base; keep all relevant records; maintain and develop the collections of the Suite by gift; supervise one full-time and several part-time assistants; assist on special projects. **QUALIFICATIONS:** In addition to an accredited MLS, position requires knowledge of and experience in manuscript and archival management techniques and skills as demonstrated by previous relevant experience and/or superior performance in a formal course. Also highly desirable are knowledge of historical, social science and literary research methods; knowledge of reference sources, tools and techniques in rare books and manuscripts; knowledge of RLIN AMC and other automated library systems; and effective writing and speaking skills. Preferential consideration will be given to applicants with a reading knowledge of French, German and Latin; and a graduate degree in American history or literature, or other relevant degree. **SALARY:** Librarian I: \$23,000-29,900; Librarian II: \$25,000-33,750. Excellent benefits include assistance with University housing and tuition exemption for self and family. Submit resume listing three references to: Box 35, Butler Library, Columbia University, 535 W. 114th St., New York, NY 10027. Deadline for applications is 21 October 1987.

ASSISTANT PROJECT DIRECTOR

Georgia Governmental Documentation Project; Atlanta, Georgia

A full-time position with faculty status involving a joint appointment in the Special Collections Department and the Department of History. **RESPONSIBILITIES:** A major oral history program and the acquisition and preservation of documents pertaining to Georgia government. **QUALIFICATIONS:** A graduate degree in librarianship, evidence of managerial skills, and knowledge of policies governing the use of special collections. At least two years of full-time professional experience in special collections or an oral history program or the equivalent is highly desirable. Education or research experience in Southern politics and a record of professional involvement in a relevant field is important. Position available 1 January 1988. **SALARY:** Dependent on qualifications and experience. Send a letter outlining education and experience pertinent to this position, current resume, and three letters of recommendation to Gary M. Fink, Department of History, Georgia State University, University Plaza, Atlanta, GA 30303-3083. Materials must be received by 15 October 1987.

REGISTRAR'S ASSISTANT

Afro-American Museum; Philadelphia, Pennsylvania

RESPONSIBILITIES: The Afro-American Historical and Cultural Museum seeks full-time, organized, self-starter to assist with collections inventory of 3,000 objects, registration and all aspects of collections management, including object handling, packing and shipping, and documentation. **QUALIFICATIONS:** General knowledge of museum collections, research and clerical skills required. BA in American, African-American or art history preferred. Send letter and resume to Nannette Clark, Afro-American Museum, 7th and Arch Streets, Philadelphia, PA 19106.

For those of you interested in submitting a proposal to develop a workshop or seminar, the next deadline for submission is 1 December 1987. Proposals received by that time will be considered by SAA's Education Advisory Committee early in 1988. Refer to the July 1987 SAA Newsletter for RFP details.

ARCHIVIST/RECORDS MANAGER

Archdiocese of Detroit; Detroit, Michigan
RESPONSIBILITIES: Manages all aspects of the archival program for the Archdiocese and promotes the use of the archives in accordance with the established rules of access. Administers all aspects of the archival program by developing policies, managing a yearly budget; collecting, appraising and processing archival materials. He or she will provide reference and user services; consult on all preservation and micrographic activities in the Archdiocesan Central Offices and in the parishes. Responsibilities also include security of the archives, representation of the archives to the general public and the education of people as to the nature and content of the archives. **QUALIFICATIONS:** MA degree in library science, history or related field with formal archival training. Experience in all areas of archival management, strong writing and public speaking skills and working with the public are necessary. Requires the ability to use typewriter, computer and microfilm reader/printer. A background in American Church History is preferred. **SALARY:** Minimum salary - \$23,221. Starting salary will be based on qualifications. Interested, qualified candidate may submit a resume with a letter of interest by 15 September 1987 to Archdiocese of Detroit, Personnel Department, 305 Michigan Ave, Detroit, MI 48226.

PUBLIC SERVICES ARCHIVIST

Manuscripts & Archives Department, Yale University Library; New Haven, Connecticut
RESPONSIBILITIES: Provide reference services for manuscript and archival collections, microform holdings, and the Yale publications. Supervise support staff. Participate in collection development, planning activities, and technical services activities. **QUALIFICATIONS:** MA degree in American History or related field and/or an ALA-accredited MLS. Formal archival training or education. Some archival public services experience desirable. Supervisory experience desirable. Familiarity with automated bibliographic and collection management systems. Experience with RLIN/AMC and the US MARC Archives and Manuscript Control format desirable. Demonstrated ability to work effectively with colleagues, staff, patrons, and donors. Excellent oral and written communication skills. Demonstrated ability to manage time and service pressures with composure and resourcefulness. Application deadline: 30 September 1987. **SALARY:** Salary commensurate with experience; \$23,000 minimum. Please send letter of application, resume, and the names of three references to Maureen Sullivan, Head, Library Personnel, Yale University Library, Box 1603A, Yale Station, New Haven, CT 06520.

PROGRAM ASSISTANT

Smithsonian Institution Archives; Washington, D.C.
A temporary position assisting Smithsonian Archives Photo Survey Project staff in conducting computerized surveys of photographic collections within the Smithsonian Institution is now open. All qualified individuals, including the handicapped, are urged to apply. **RESPONSIBILITIES:** The incumbent interviews Smithsonian staff members concerning their collections; reviews photographic collections physically and describes the photo collections in formatted survey reports. The incumbent then assists in editing the reports and in using the data to prepare published guides to the collection and an on-line database. Training will be provided. **QUALIFICATIONS:** Candidates must have one year of general archival experience and two years of experience describing and organizing photographic collections. Basic clerical skills, including word processing, are

required. Knowledge of the MultiMate word-processing package is preferred. Knowledge of basic archival survey techniques, and the ability to communicate well both orally and in writing are essential. Candidates with editing or proofreading skills are preferred. All candidates must submit a personal qualifications statement (SF-171) and a supplemental sheet giving specific examples of experience and training. Copies of the position announcement (87-357-T) may be obtained from the Smithsonian Institution Personnel Office in the Arts and Industries Building, Room 1420, 900 Jefferson Drive, S.W., Washington, D.C. 20560. Appointments may be scheduled by calling 202-357-3364 between 8:00am and 4:00pm. Note: The position is open until filled.

MANUSCRIPTS LIBRARIAN

Washington State University; Pullman, Washington
Under the direction of the Head of Manuscripts, Archives and Special Collections supervises the operation of the manuscripts program within the unit. **RESPONSIBILITIES:** Analyze and maintain the collections; select, train and supervise support staff; appraise, process, arrange and catalog collections; apply computer-based techniques to the control of and access to collections; reference; prepare exhibits; grant proposals; development and public contact; physical maintenance and preservation of the collections. Collection development responsibilities are shared with the head of the unit. Tenure track position. **QUALIFICATIONS:** Required - ALA-accredited MLS; manuscript/archival experience, including familiarity with computer applications to manuscript/archival processing and retrieval; communication skills. Preferred - Supervisory experience; MARC/AMC formatting experience; knowledge of Pacific Northwest history; MA degree in the social sciences or humanities; knowledge of historical research methods; visual archives (historical photographs) experience. **SALARY:** Commensurate with qualifications and experience. Faculty status, TIAA-CREF, broad insurance program, 22 days vacation, 12 days sick leave. Send letter of application, resume, and names and addresses of three references to: Donna L. McCool, Assistant Director for Administrative Services, Washington State University Libraries, Pullman, WA 99164-5610. Position available 1 January 1988. Applications should be received by 15 October 1987.

DIRECTOR OF ARCHIVES AND RECORDS SERVICES

Chester County Archives and Records Services; West Chester, Pennsylvania
RESPONSIBILITIES: Administer all aspects of Chester County Archives and Records Services, including eight staff; prepare and manage department's Society and County budgets; plan and supervise department's public programs; grant-writing and fund-raising for departmental projects; serve as a county department head; liaison with state archival agency. **QUALIFICATIONS:** MA in history, library science, public administration and/or related fields, or equivalent experience; prior administrative experience in archives or records management; excellent communication skills; demonstrated ability to plan, implement, and administer public programs; background in early American history highly desirable. **SALARY:** Competitive and commensurate with experience; good health, vacation, and retirement benefits. Send letter of application, resume, names of three professional references to: Roland H. Woodward, Executive Director, Chester County Historical Society, 225 N. High St., West Chester, PA 19380.

Two positions: *The Ford Foundation, New York City.* Interested candidates should send their resume to: Nora Jimenez, Assistant Employment Manager, The Ford Foundation, 320 East 43rd Street, New York, NY 10017. For interview scheduling information please call Sharon B. Laist, (212) 573-5231.

ARCHIVES ASSISTANT

RESPONSIBILITIES: Under the supervision of the Archivist and the Assistant Archivists, assist in the reference, processing, microfilming, and routine maintenance functions of the Foundation's Archives and Records Center. Respond to questions from both internal and external researchers; perform tasks related to the microfilming of Foundation records; arrange and describe material in the Archives, according to archival practices; assist in routine maintenance activities. **QUALIFICATIONS:** Required - B.A. in History, American Studies, Political Science or related field. Excellent communications skills. Experience in research techniques. Preferred - Experience in archives or library. Exposure to automated systems and/or microcomputers. Needs to be detail-oriented. **SALARY:** Full range - \$17,800-\$28,500. Outside recruiting range - \$17,800-\$21,300.

ASSISTANT ARCHIVIST

RESPONSIBILITIES: Under the direction of the Archivist, the Assistant Archivist will provide reference services to both internal and external researchers; arrange and describe those inactive Foundation records which have lasting historical, legal, or administrative value; supervise the Archives' microfilming project. **QUALIFICATIONS:** Required - Graduate degree in History, American Studies, Library Science, or related field, with a concentration in archives administration. Experience in archival reference and processing. Supervisory experience. Excellent communications and research skills. Preferred - Two to three years experience in an archives. Background in MARC-AMC, microcomputers or computerized data base management systems. Experience in indexing and thesaurus construction. **SALARY:** Full range - \$22,800-\$36,500. Outside recruiting range - \$22,800-\$27,300.

ARCHIVAL EDUCATION SPECIALIST

New England Archivists, University of Connecticut; Storrs, Connecticut
NEA-sponsored grant funded by NHPRC; 18-month appointment. Reports to Director of Historical Manuscripts & Archives (Project Director), in conjunction with NEA Education Project Committee and an Advisory Board representing diverse historical records organizations in six states. **RESPONSIBILITIES:** Plan, publicize and conduct a series of basic archival education workshops in the six-state region; exchange information with other professional organizations; provide information/advice on archival/historical records programs; coordinate project activities and prepare project reports. **QUALIFICATIONS:** Master's degree in Archival Management, History, Library Science, or related field; 2-3 years archival experience; demonstrated teaching ability/experience, preferably including archival workshops; driver's license for reimbursed travel. **SALARY:** Up to \$25,000 depending on qualifications and experience; Blue Cross/CMS with major medical; 22 days vacation, 12 paid State holidays per year. Send resume and cover letter, detailing specific qualifications for this position, to: Randall Jimerson, Director of Historical Manuscripts & Archives, Box U-205, University of Connecticut, Storrs, CT 06268. Applications will be reviewed as received, until 10 October 1987. For further information, call (203) 486-2893.

ARCHIVIST

Georgia Historical Society; Savannah, Georgia
RESPONSIBILITIES: Arrangement and description work as a part of a 2-year, NHPRC-funded project to prepare the records of the Central of Georgia Railroad for research and exhibit use. Records are primarily architectural plans and business records. The Archivist will supervise student assistants to help process the collection.
QUALIFICATIONS: BS in U.S. history or architectural history required, MA or MLS desired. Two years archival experience required. Work with railroad records preferred. **SALARY:** \$17,500 plus benefits. Send letters to Central of Georgia Project, Georgia Historical Society, 501 Whitaker Street, Savannah, GA 31499.

Two positions: Harvard University Archives;
Cambridge, Massachusetts
Interested candidates should send their resume to: Ingrid A.L. Depta, Harvard University Library, Wadsworth House, Cambridge, MA 02138.

RECORDS MANAGEMENT OFFICER

RESPONSIBILITIES: Responsible for operating and expanding Harvard University's records management program, within the University Archives. Duties will include the conduct of office inventories; the creation of retention and disposition schedules; advice and assistance to offices on files management; oversight of records transfers and accessioning in the Archives; relations with the Harvard Depository; primary responsibility for automation and other technological projects in University Archives, and advice to University personnel on office automation in relation to long-term records maintenance. Supervision of two staff members. Works closely with the Curators in the development of policies and long-range plans for the University Archives. **QUALIFICATIONS:** At least 2 years experience in records management work, preferable in a college or university; master's level work in the humanities/social sciences; training and knowledge of records management and archives; broad knowledge of automation and other technologies applicable to records management, archives and libraries; supervisory and organizational skills; excellent interpersonal skills; tact and sensitivity. **SALARY:** Exempt F: \$25,150-\$32,080. Major benefits include one month's vacation; generous holiday and sick leave; choice of health plans; life insurance; University-funded pension plan; tuition assistance. Available now.

TEMPORARY PROJECT ARCHIVIST

RESPONSIBILITIES: Two-year position for professional archivist to convert records of holdings in the Harvard University Archives to an automated system based on MARC-AMC format. Records will be entered into the Harvard University Library automation system (HOLLIS), and project will include revision of records currently in the Research Libraries Information Network (RLIN). Working under the supervision of the curators, Project Archivist will help develop procedures, complete work forms, supervise data-entry personnel, and proofread records. **QUALIFICATIONS:** MLS or MA in history or related field; archival training and a minimum of 2 years professional-level experience; familiarity with online computer searching and MARC format required; familiarity with MARC-AMC, HOLLIS, or RLIN systems highly desirable. **SALARY:** Librarian I and/or exempt; \$19,700 minimum. Major benefits include one month's vacation per year; generous holiday and sick leave; choice of health plans; life insurance; university-funded pension plan; tuition assistance. Available 1 July 1987 to 30 June 1989.

MANUSCRIPTS LIBRARIAN

Harvard Law School Library; Cambridge, MA
As a unit head in the Special Collections Department, the Manuscripts Librarian administers the Library's manuscripts collections and the "Red Set," the official collection of faculty and School publications. The Manuscripts Librarian defines goals and objectives for the manuscripts unit, and develops, directs, and evaluates its programs in coordination with other units of the Department and with the heads of the Collection Development, Cataloging and Preservation Departments. **RESPONSIBILITIES:** Supervision of one support staff member and several casual/student workers; formulation and implementation of collection development, processing, and preservation policies; and interpretation of the unit's programs through exhibitions and publications. Provides reference services to faculty, students, and other researchers. Reports to Assistant Librarian for Special Collections (department head). **QUALIFICATIONS:** Required - ALA-accredited MLS or equivalent; at least 3 years professional manuscript/archival or directly related experience, including program administration and supervision; good written and oral communication skills. Preferred - Advanced degree in American or European history; knowledge of Latin, French and/or German; knowledge of US MARC AMC format and computer applications for archive and records management; involvement in archival & historical professional organizations. Knowledge of legal history desirable. Available immediately. **SALARY:** Appointment at Librarian II rank; salary negotiable, depending upon experience. Generous benefits, including professional development support. For full consideration send letter, resume, and names of three references by 30 September to Sandra Coleman, Deputy Librarian, Harvard Law School, Cambridge, MA 02138.

PROJECT ARCHIVIST

Museum of Fine Arts; Boston, Massachusetts
RESPONSIBILITIES: Under the direction of the Librarian, develop archives policies and procedures. Survey, appraise, describe and process inactive records. Write project reports and a brochure. Create finding aids. Plan and implement a computerized inventory. Supervise and train staff and volunteers. **QUALIFICATIONS:** Must have an MLS or MA in appropriate academic discipline and 3 years of archival experience or BA and 5 years archival experience. Formal course work in archives administration and records management can be substituted for one year of work experience. Demonstrated supervisory ability and written and oral communication skills are necessary. 35 hour, Monday through Friday, work week starting 1 October 1987. Please send resume to Sandra Matthews, Employment Manager, Museum of Fine Arts, 465 Huntington Avenue, Boston, MA 02115.

MANUSCRIPT PROCESSORS - Two positions

American Jewish Archives; Cincinnati, OH
RESPONSIBILITIES: Arrange, describe, and catalog 1,200 linear foot collection. **QUALIFICATIONS:** MA/MLS and coursework/experience in archival procedures. Some reading knowledge of German, Yiddish or Hebrew desirable as well as familiarity with computer operations. Position to begin on or about 1 October 1987 under a 2-year grant from the National Endowment for the Humanities. **SALARY:** \$17,000 plus excellent fringe benefits. Apply to Dr. Abraham J. Peck, American Jewish Archives, 3101 Clifton Avenue, Cincinnati, OH 45220. Applicants should include a resume accompanied by three names for recommendation and a transcript of academic work.

ASSISTANT ARCHIVIST

American College of Physicians; Philadelphia, Pennsylvania
Processing Archivist for a 20th-century medical society corporate archives. **RESPONSIBILITIES:** Performs evaluation, description, processing, preservation and microfilming functions. The archives includes manuscripts, corporate records, publications, photographs, microfilm, audiovisual media, and museum items. **QUALIFICATIONS:** The candidate should have experience in computer-supported description and classification, microfilm preparation, quality control and indexing and working with a variety of media. Experience defining recent archival records of institutions with constantly changing structures or training/experience in archives associated with records management are preferred. The work includes processing of large amounts of current updatable meetings and reports series and supports very active corporate research functions. MLS with emphasis in archives administration and preservation and internship or 1-2 years experience. Significant years appropriate experience with professional in-service training will be considered. **SALARY:** Starting salary: \$15,500-\$19,500 commensurate with experience. Excellent benefits. Send resume to Personnel Manager, American College of Physicians, 4200 Pine Street, Philadelphia, PA 19104. Open until filled. Will interview at MARAC meeting, October 15-17, Charleston, WV.

DIRECTOR OF THE LIBRARY

Indiana Historical Society; Indianapolis, Indiana
RESPONSIBILITIES: Responsible for the development and administration of the Indiana Historical Society's William Henry Smith Memorial Library, a research-oriented library specializing in the history of Indiana and the Old Northwest. Will supervise a staff of fourteen, including nine professional librarians and archivists, one professional conservator, and two secretaries. **QUALIFICATIONS:** MLS or its equivalent from an ALA-accredited library school plus an MA in history required and PhD preferred. **SALARY:** Mid to upper \$30s, depending on qualifications with excellent benefit program. Send resume and supporting materials along with the names of three references to the Indiana Historical Society, 315 West Ohio Street, Indianapolis, IN 46202. For further information call Raymond L. Shoemaker, (317) 232-1882. The position is available after 1 October 1987. Applications should be received by 15 September 1987. Any received after that date cannot be guaranteed consideration.

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:** Arrange and describe records and papers; provide reference desk service and answer reference letters; select materials for undergraduate coursework and exhibits; supervise student interns and assistants. **QUALIFICATIONS:** Minimum - MA in U.S. History or closely related field; 2 graduate courses in archives administration. Desired - MLS, post-MA U.S. Historical Studies, or additional courses in archives administration; 1 year experience in arrangement and description. Please send letter of application, resume and names and addresses of 3 references by 9 October to Director of Personnel Services, Smith College, 30 Belmont Ave, Northampton, MA 01063.

LIBRARIAN III, HEAD OF HISTORICAL COLLECTIONS

Bridgeport Public Library; Bridgeport, Connecticut
RESPONSIBILITIES: Successful candidate should have extensive knowledge of and demonstrated professional experience with historical, genealogical and special collections; public service; the acquisition, organization, conservation and security of special materials; the training, supervising and evaluation of staff; management procedures and accepted library organization, policy, procedure and practice. Experience with computers (MARCON), oral history, grantmanship and innovative outreach programming desirable. Demonstrated oral and written skills. **QUALIFICATIONS:** MLS and 3 years professional library experience. Bona fide residency in the City of Bridgeport within 6 months of the day of appointment. **SALARY:** \$36,280-\$37,772 with appointment at first step. Apply to Valerie Fredericks, Bridgeport Public Library, 925 Broad Street, Bridgeport, CT 06604. Applications received by 15 October will receive first consideration.

ARCHIVIST

The Houston Academy of Medicine - Texas Medical Center Library; Houston, Texas
The Archivist will assist in the development of collections documenting the history of health care, biomedical research and medical education. **RESPONSIBILITIES:** Contacting potential donors, arrangement and description of the 20th-century collections, reference and supervision of department volunteers and one part-time manuscript processor. **QUALIFICATIONS:** The position requires a MA in oral and written communication skills; and a minimum of two years relevant post-masters experience. Familiarity with the history of medicine is preferred. **SALARY:** Starting salary is \$22,000 and is commensurate with experience. Fringe benefits include paid medical/dental/life insurance, TIAA-CREF retirement plan, 24 paid vacation days per year, and a moving allowance for relocation to Houston. There is a training and development budget to support professional growth. Deadline for applications is 15 October 1987. Send letter of application, resume, and names of three references to: Janis Apted, Assistant Director for Administration, HAM-TMC Library, 1133 M.D. Anderson Blvd., Houston, TX 77030.

ARCHIVIST/HISTORIAN

Catholic Relief Services; New York City
Catholic Relief Services and Lutheran World Relief seek an archivist/historian to survey and collect records of the two agencies' contribution to the Joint Relief Partnership (JRP) for Ethiopia famine relief. The position has been funded for 1 year. **RESPONSIBILITIES:** Survey and collect agency records at U.S. and European headquarters and at the Ethiopian field offices; survey and collect printed and audio-visual materials; prepare tapes and transcripts of oral history interviews with the principal actors; prepare a written history of the JRP, documenting its formation and operations, and placing its activities in the context of international relief and cooperative ecumenical efforts. **QUALIFICATIONS:** Required - MA in the Social Sciences/Humanities and a minimum of 2 years formal archival training. Minimum of 3 years experience administering the archives of a religious institution and/or subject knowledge in church history. Excellent writing and communications skills. Preference will be given to candidates with expatriate experience. **SALARY:** Commensurate with qualifications and experience. Full benefit package included. Send resume and writing samples to Clair McCurdy, Archivist/Records Manager, Catholic Relief Services, 1011 First Avenue, New York, NY 10022.

ASSOCIATE CURATOR OF MANUSCRIPTS

Western Reserve Historical Society; Cleveland, Ohio
Full-time endowed position with the Cleveland Jewish Archives, a special program of the Society's Library. **RESPONSIBILITIES:** Solicit and process manuscript collections relating to the history of the Greater Cleveland Jewish community; coordinate exhibit and outreach activities; and generally assist in the operation of the Library's manuscripts division. **QUALIFICATIONS:** MA with archival training or experience and a strong background in American Jewish history. Candidates with reading knowledge of Yiddish, Hebrew or eastern European languages will be given preference. **SALARY:** \$15,000-\$17,000 plus benefits. Send application, resume and three letters of reference to Kermit J. Pike, Library Director, Western Reserve Historical Society, 10825 East Blvd., Cleveland, OH 44106. Application deadline is 30 September 1987.

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.

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.

Newsletter

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