

Newsletter

The Society of American Archivists

November 1987

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Slate Set for 1988 SAA Elections

The Society of American Archivists' 1988 Nominating Committee has selected the following candidates for office, and the following questions for them to answer on the 1988 Ballot:

VICE PRESIDENT

Anne P. Diffendal, National Museum of Roller Skating

John A. Fleckner, Smithsonian Institution

As vice president/president elect, what role would you play in the Society's growth and management?

TREASURER

Linda Henry, National Archives & Records Administration

Charles G. Palm, Hoover Institution

How would you integrate fiscal planning into the duties of the office of treasurer as the Society's finances become increasingly complex?

COUNCIL

Terry P. Abraham, National Endowment for the Humanities

Nicholas C. Burckel, Washington University Libraries

Linda M. Matthews, Emory University

James M. O'Toole, University of Massachusetts

Carolyn Hoover Sung, Library of Congress

Anne Van Camp, Chase Manhattan Archives

What is council's role in advancing professional competence?

NOMINATING COMMITTEE

Karen Benedict, Consultant

Daria D'Arienzo, Amherst College

Thomas J. Frusciano, New York University

Randall Jimerson, University of Connecticut

N. Claudette John, CIGNA Corporation

Roxanne Nilan, Stanford University

What are the primary qualifications for nomination to the office of vice president?

One vice president, one treasurer, three Council members, and three Nominating Committee members will be selected from the groups listed above. The vice president will serve one year in that capacity, and then become the Society's president (1989-90). The treasurer and the three Council members will serve three-year terms. The Nominating Committee members will serve for one year. These terms of office commence with the end of the 1988 annual meeting.

Additional nominees may be placed on the ballot by a petition signed by fifty SAA members. If you are planning to initiate a petition, please contact the SAA office by 1 December 1987, in order to assure candidates equivalent exposure on the printed ballot. The deadline for receipt of petitions at the SAA office is 23 December 1987. The ballots will be mailed in January. If you have not received a ballot by 21 February 1988, please contact the SAA office.

The 1988 Nominating Committee consisted of James E. Fogerty, chair, Anne R. Kenney, Kathy Marquis, Sharron Uhler, and Victoria Irons Walch.

From the Executive Director's Desk

by Donn C. Neal

At SAA's annual meeting in New York City in September, I was pleased to be able to acknowledge some gifts to the Society that will make possible several new projects and activities.

The first of these is a gift from Mrs. Kenneth Munden in memory of her husband, who edited *The American Archivist* from 1959 to 1968. Since one of Ken Munden's interests was SAA's *Basic Glossary for Archivists, Manuscript Curators, and Records Managers* (1974), and since we are in the process of updating this valuable reference work as part of the new Archival Fundamentals Series, Mrs. Munden asked that we use her gift to assist with the new edition of the glossary. As a result, SAA was able to include these dollars as matching funds in the grant proposal that we recently submitted to NHPRC.

Theodore Calvin Pease, the first editor of *The American Archivist* (1938-46), was honored last year by the establishment of an SAA award to recognize outstanding student writing on archival administration. Now, thanks to the generosity of Mrs. Pease, the winning essay will be honored not only with publication in *The American Archivist* but with a cash prize as well.

We appreciate these generous gifts, which recognize the many contributions that these two pioneers made to the archival profession and to the Society. Kenneth Munden and Theodore Calvin Pease thus join seven other such pioneers--Waldo Gifford Leland, Philip M. Hamer, Elizabeth Hamer Kegan, Sister M. Claude Lane, Ernst Posner, Oliver Wendell Holmes, and C.F.W. Coker--whose contributions to the profession are similarly remembered and celebrated.

In honoring these people, generous and caring family members and friends have also helped SAA immeasurably, and I'd like to encourage you to consider recognizing someone who has made a major contribution to the development of the profession, or to the Society. One technique that you (or a group within SAA) might think about is the "challenge gift" that encourages others to match or multiply the initial gift.

While I am talking about gifts, let me point out that many SAA members regularly make a donation to the Society when they remit their dues payments. Most of these gifts, which range from \$1 to \$50 or more, are directed toward SAA's Education Endowment, but the Society has many other worthy projects as well.

Like most other membership organizations, SAA operates on a rather small margin. Gifts help to ensure that that margin continues to exist, or to make special projects possible. Won't you consider including a donation the next time you send in your dues payment? (Gifts to the Society's Education Endowment, and to other of our Special Projects Funds, are tax-deductible, by the way.)

In addition, you may wish to consider including SAA among the causes and institutions you remember in your will. If you've spent a significant portion of your career in the archival profession, it would seem fitting to provide some lasting assistance to your professional association. There's no better model here than Margaret Cross Norton, whose estate several years ago provided a sizeable endowment for SAA's educational activities.

At the annual meeting, I was also pleased to acknowledge two other substantial gifts to SAA. One, from the SPINDEX Users/Software Users Network, will, at SUN's request, be used to advance SAA's activities in automation education. The other gift, from Kraft Inc., will make it possible for SAA to produce a new brochure designed to encourage business firms to create adequate archival programs.

Both of these gifts, like the others I mentioned, will make a difference for SAA. Such help from generous and thoughtful members and friends enables SAA to maintain and to strengthen the programs and activities that benefit the entire profession, and to undertake initiatives that respond to developing needs.

I invite you to contact me if you would like to discuss some of the Society's pressing needs, and how you can help.

NISTF Papers Available

The Society of American Archivists announces the availability of the first in its new series of Occasional Papers, *Towards National Information Systems for Archives and Manuscripts Repositories: The National Information Systems Task Force (NISTF) Papers, 1981-1984*, by David Bearman.

In addition to a lengthy introduction, this report contains two NISTF working papers and two talks on the policy implications of NISTF's work.

This collection has great relevance to archivists today, containing numerous unexplored political and technical opportunities for the profession. The *NISTF Papers* may in fact be better understood in 1987 that they were when written in the early 1980s.

Order from the SAA office. 119 pp. \$10 members; \$12 nonmembers.

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Conway to Direct SAA Preservation Program

On 1 January, Paul Conway will join the SAA staff as Program Officer. For the next eighteen months, he will carry out a thorough evaluation of the Society's preservation education program, report on its impact on participating institutions, and make recommendations to improve its effectiveness.

Included in this study will be the basic conservation workshops, offered since 1981; the preservation consulting program; and the Preservation Management Institute, offered in 1987. As part of his evaluation, Paul will contact a sample of workshop participants, and will look at active and successful archival preservation programs. He will also continue to administer SAA's Consultant Services in Archival Conservation and Administration of Photographic Collections.

For the past ten years, Paul has been an archivist at the Gerald R. Ford

Library in Ann Arbor, Michigan. He has an MA in history and archives administration from the University of Michigan, and is currently a full-time doctoral student at Michigan's School of Information and Library Studies. During the summer of 1985, he was a fellow of the Bentley Historical Library's summer research seminar.

Paul has served on the SAA Task Force on Institutional Evaluation since 1984, and is president of the Michigan Archival Association. More recently, Paul has represented Michigan archivists on a working group forming an alliance of archivists, librarians, and museum curators to address the conservation of Michigan's cultural heritage.

Future issues of the newsletter will contain more information on the preservation program and how you may become involved.

Norton Mementos Available

When Margaret Cross Norton, a founding member of SAA, passed away in May of 1984, she bequeathed her entire estate to SAA in order to underwrite its educational programs.

Some of Ms. Norton's possessions remain after the most valuable ones were converted into funds for the Society's Education Endowment. Most of the remaining items are small mementos: none is valuable in a monetary sense, and most need a bit of cleaning. Because they have some sentimental value to archivists, however, we would like to make them available to SAA members.

To obtain a list of the remaining items, please call or write the SAA office. We ask that you make your own donation to the Education Endowment in exchange for one or more of the listed items, adding another \$4.00 for handling and UPS shipping. Your donation itself is tax-deductible, and will join Ms. Norton's to help support the Society's future educational activities.

All items will be allocated on a first-come, first-served basis--*not* to the highest bidder. If you request more than one item, please specify how much of your donation is meant for each. Checks for items that have already been distributed will be returned unless you indicate that you would prefer to make the donation whether or not you receive the item or items.

All items will be sent "as is," with no returns; and anything not selected by 1 January 1988 will be donated to charity.

New Fellows Honored at Annual Meeting

At the 51st SAA annual meeting in New York, Andrea Hinding, chair of the Professional Standards Committee, announced four new Fellows of the Society: Linda J. Henry, H. Thomas Hickerson, Eva Moseley, and Harold Naugler.

Linda J. Henry was honored for her work in a variety of archival institutions and as the director of the Modern Archives Institute. Her sponsors noted that she draws upon her varied background and upon her ability to reach and engage audiences to teach theory and practice in a way that conveys her joy in being an archivist. Also noted was her work for the Society's Committee on the Status of Women.

H. Thomas Hickerson was honored for his work as head of the department of manuscripts and archives at Cornell University, and for his efforts to incorporate automation into the work of archivists and to establish an archival presence in the national bibliographic utilities. "Tom is one of those rare persons," Hinding noted, "about whom it has been said: even his faults are virtues."

Eva Moseley was honored for her contributions as curator of the Schlesinger Library at Radcliffe in helping to build a national body of documentation for the fields of women's history and women's studies. Her sponsors describe her as the informed conscience of the Society, who knows how to define and pursue issues, and who brings a strong sense of professional and ethical standards to her work.

Harold Naugler was recognized for his service to the National Archives of Canada (where he created a model program in machine-readable records), and for raising our consciousness of the importance of machine-readable records. As one peer observed, "Is Harold Naugler not what professionalism is all about--colleagues working together, not for self-aggrandizement, but for the good of the profession? In this sense, Harold is the true professional."

In honoring these members of the profession, we realize how honored we are ourselves to be able to number them among us.

Wilson Hearing Held

On October 20, a Senate hearing was held on the nomination of Don W. Wilson as the seventh Archivist of the United States. The hearing chair, Sen. James Sasser (D-Ten.), applauded Wilson's professional qualifications, saying they would "set a precedent for the future." It was also noted that no negative correspondence has been received concerning the nomination, which is supported by numerous professional organizations, including SAA.

Automation Survey Results

by Lisa B. Weber

Last March, nearly 1,400 repositories received a survey form, the purpose of which was to build an SAA in-house data base of information about archival automation activities in the U.S. and Canada. SAA's Archival Automation Information Center data base is part of the Society's Automated Archival Information Program, sponsored by the National Endowment for the Humanities and administered by yours truly.

The purpose of the data base is twofold—to enable the profession to get an overall sense of archival automation activities and to put in contact with each other archivists who have similar automation interests and needs. To this end, the survey questioned archivists about various aspects of archival automation, and focused on eliciting names of specific pieces of hardware, software, and associated applications.

The fact that 261 repositories completed the questionnaire indicates that at least 19% of the repositories surveyed are using various automated applications to better administer their archival and manuscript materials. Although I suspect that more archivists than responded are using automated techniques, the survey results give a reasonably accurate sense of the archival automation activities in North America.

This brief article summarizes the general findings.

Repository

The array of responding institutions generally mirrors the universe of archival repositories. Approximately 40% were archives in colleges and universities; 20% government; 10% religious; 10% state and local historical societies; 5% business; 5% museum; 5% libraries; and 5% special subject repositories.

Record Type And Medium

The survey matrix is the heart of the questionnaire. In response to its first question, 70% of the respondents indicated that their systems control archives and manuscripts; of the rest, 20% have automated control only over

archives, and 10% only over manuscripts. The matrix then asks if the automated application(s) distinguish between record media. For example, does the repository have one system for photographs and a different system for micrographics? Eighty-three percent of the repositories make no distinction by medium; 8% have automated applications for textual records only; 6% for photographs only; and a handful of repositories have separate systems for micrographics, maps, film, audiotape, videotape, ephemera, and machine-readable records.

Functions

The matrix then links records and records media, by type, with hardware, software and archival function. The list of archival functions is based on the functions outlined in the introduction to "Data Elements Used in Archives, Manuscripts, and Records Repository Information Systems: A Dictionary of Standard Terminology," which is found in the back of Nancy Sahli's *MARC for Archives and Manuscripts: The AMC Format*.

The archival functions are grouped into three major categories and subdivided as follows:

Collection Development

- identify and monitor sources
- determine records holdings
- appraise

Records Administration

- accession
- process
- describe
- preserve
- manage space

Access Provision

- register patrons
- identify relevant materials
- retrieval and circulation
- reproduction

Another broad category is general administration, which covers such office functions as correspondence, reporting, and budget/accounting. A separate

page on the survey explains all of the above functions in detail and gives examples of possible computer-generated products for each.

Most often, archivists are using one software package to satisfy multiple functions as well as using several different kinds of software for various applications. For instance, a repository might be using OCLC to produce catalog cards and to identify relevant materials; WordStar to create finding aids and to produce general administrative correspondence and reports; and dBase III to maintain logs keeping track of preservation microfilming, patrons using the reading room, etc.

Not surprisingly, the most popular archival function for repositories to automate is records administration. Within that broad category, the most popular subdivision is description. Ninety percent of the respondents use automation to help describe records. This includes archivists using word processing software to create registers and inventories; data base management packages to create box and folder listings; and bibliographic utilities to produce catalog cards.

About half of the repositories are using automation to accession and process records. These applications include using various software packages to create accession, separations, and transfer lists; and to process project status lists, folder and box labels, and statistical reports.

The second most popular category to automate is access provision. Over half of the repositories use automation to identify relevant materials. These applications range from searching an archival and manuscript materials data base on a national bibliographic utility, such as RLIN or OCLC, to querying an in-house data base on MicroMARC: amc. About 30% of the respondents use automation for retrieval and circulation, and less than 20% use computers for registering patrons.

Automation of collection development is not far behind access provision in popularity. Identifying and monitoring sources and determining rec-

ords holdings have proven equally popular; each have been automated by about 40% of the respondents.

As expected, most archivists use automation for some general administrative functions. Approximately 80% of the repositories use software for correspondence, 45% for reporting, but only 30% for budget and accounting. Such applications as authority control, project management, data input, and desktop publishing fall into the inevitable "other" category.

Software

But what specific software packages are archivists using? dBase (in all its various iterations) is by far the most popular microcomputer data base management package. Sixty-seven repositories are using this commercial software; whereas only 19 list the next most widely used package: PC File. MARCON follows with 14 users, PFS: File with 8, RBase 5000 with 8, INMAGIC with 5, MicroMARC:amc with 4. Only one or two repositories list such packages as Ask Sam, Knowledgebase, Powerbase, and Revelation. These statistics make it obvious that the survey did not cover all of those using computers, because I know for a fact that more repositories use MARCON and MicroMARC:amc.

The race for the most popular microcomputer word processing package is a close one: 56 repositories use WordStar and 54 use Word Perfect. As with data base management packages, the front runners are far ahead of the rest of the pack. The next most widely used word processing package is MultiMate, with 18 users. Microsoft Word is close behind with 15 users, Wang with 14, DisplayWrite with 11, PC Write with 8, Volkswriter with 7, and PFS:Write with 6. Only a few archivists use packages such as XyWrite, Final Word, and Samna.

It is no surprise that Lotus 1-2-3 is the most popular spreadsheet package with 26 users. Multiplan is second, having only 6 users. One repository listed VisiCalc, and only a handful of archivists are using "integrated packages" like Appleworks, Framework, Smart System, Enable, and Symphony.

A fair number of archivists are integrating descriptions of their materials into data bases created by the library community via the MARC AMC exchange format. With regard to

national bibliographic data bases, 43 archival repositories are putting their records into OCLC, 29 repositories are using RLIN and one institution lists WLN.

A small group of repositories has plugged into local library systems. Seven list access to NOTIS, 3 to Geac, and only a handful put records into the local implementations of LS/2000, INNOVACQ, ULYSIS, Carlyle, LIAS and VTLS.

Hardware

Archivists are using a variety of hardware to run their software programs. Almost 80% of all hardware falls into the microcomputer category. Of the rest, under 10% are minicomputers, 7% are mainframes, and about 4% are dedicated word processors.

It is no surprise that IBM microcomputing hardware is the most prevalent type. Over 50% of all micros listed (179) are IBM or IBM clones. (This figure lumps together PCs, XTs, ATs, M300s, etc.) There is a tremendous gap between IBM and Apple/Macintosh, the next most popular kind, of which 19 are being used. Following closely on Apple's heels are Zenith (15), Kapro (14), AT&T (12), COMPAQ (12), WANG (11), Tandy/Radio Shack (10), DEC (7), and Hewlett Packard (6). A few repositories are using microcomputer hardware from the plethora of other companies dotting the landscape.

The most popular maker of mini-computer hardware is DEC, both its VAX and PDP series. Seven repositories use PRIME. When it comes to mainframes, IBM is again the vendor of choice, although five institutions have access to Honeywell mainframes.

Looking at operating systems for microcomputers, the most popular by far is some version of DOS. Only 12 repositories use CP/M. One rather surprising statistic is that there are just seven UNIX users.

MARC AMC Format

Seventy repositories say that they are currently using the MARC AMC format. Forty-three plan to use it within one year, 64 plan to use it within five years, and 37 say that they have no plans to use it at all.

Electronic Mail

Nearly 30% of the respondents

have access to electronic mail. There are 73 systems, 24 of them in-house. Of the 49 national electronic mail systems, the largest number of archivists use RLIN mail; nine use BITNET, five use CLASS-ON TYME and only two have access to ALANET.

Conclusion

The automation survey provides us with a sense that archival automation activity is healthy and growing. If you are interested in more specific information about who is doing what, or if you want to add information about your repository's automation activities to the data base, please contact me at SAA.

As one respondent wrote, "I think that if the survey helps to make the Center a place where archivists can call for help with computer problems, it will have done a useful service. Beginning automation of an archives is a daunting task.... [P]eople in a similar situation can help each other by describing how they overcame certain problems."

That is one of the major purposes of the clearinghouse. You yourself may be facing some difficult, and often confusing, questions about automation. If so, the Center is a good place to start looking for those archivists who can help you find the answers.

Automation Notes

The Library of Congress Network Development and MARC Standards Office has released **Proposal No. 88-1, Format Integration**, which details the proposed integration of the MARC family of formats. A copy of the proposal is available for \$20 from the Cataloging and Distribution Service, Library of Congress, Washington, D.C. 20541; 202/287-6100.

The proposal will be discussed at the MARBI meetings held in San Antonio, Texas, 9-12 January, during the American Library Association's mid-winter meeting. (Materials produced after this meeting will be sent to those who ordered the proposal.) Lisa Weber is SAA's liaison to the MARBI committee. She will provide an archival perspective on format integration at the meeting; so please mail your comments and concerns to her at the SAA office by 15 December.

The NHPRC Archival Administration Fellowship Program

by Laurie Baty

Since 1975, the National Historical Publications and Records Commission (NHPRC), under its Records Program, has encouraged greater effort at all levels of government and by private organizations to preserve and make available for use those records that further an understanding and appreciation of American history. The commission supports projects to advance the state of the art, to promote cooperative efforts among institutions and organizations, and to improve the knowledge, performance, and professional skills of those who work with historical records.

Since the inception of the Records Program in 1975, the commission has provided some grant support for archival training, and on occasion has made grant awards conditional on staff training. The experience of the Records Program in working with archival institutions across the country for over a decade has revealed, very clearly, the lack of and need for experienced, qualified, archival administrators.

In 1983 the commission proposed establishing an archival administration fellowship program partially to address this need. The following spring it invited educators from archival training programs, potential host institution representatives, and staff to a colloquium to discuss the needs and format of the program.

A three-year grant (1985-88) from the Andrew W. Mellon Foundation, supplemented by appropriated funds, allowed the Records Program to initiate three archival administration fellowships for each year of the grant. These fellowships complement the three historical editing fellowships that the Publications Program and the Mellon Foundation have supported for some time. The third year of administration fellowships began this past September, and funding was recently received from Mellon for an additional three years (1988-91).

The main purpose of the program is to give archivists actual working experience in administration. The commission believes that workshops and other types of training, although important aspects of archival education, are not as beneficial in training future administrators as is hands-on experience.

Host institutions are encouraged to provide the fellow with a series of supervisory and decision-making experiences. Included in past fellowships have been such diverse areas as appraisal, budget preparation, personnel administration, grants administration, publications, plant operation, long-range planning, disaster planning, collection policy development, committee work, and collection surveys. This work has involved university archives, special collections, records management, historical manuscripts, photographs, literary manuscripts, and municipal archives.

In addition, the fellow is expected to complete a technical project, which often takes the form of a draft for some institutional policy. These projects have included reviews of collection development policies, reports on needs assessment, and establishment of processing procedures.

The NHPRC/Mellon Fellows in Archival Administration and their host institutions to date are:

1985-86

James E. Cyphers, *Massachusetts State Archives*

Judith E. Endelman, *Bentley Historical Library, University of Michigan*

Clair McCurdy, *Friars of Atonement/ the Salvation Army/YMCA of Greater New York*

1986-87

Becky Haglund, *Special Collections, Arizona State University*

Alan K. Virta, *Special Collections, University of Southern Mississippi*

This year's fellows are in three diverse institutions: a state archives, a university special collections area, and an ethnic history collection.

Activities planned for Nancy Zimmelman at the California State Archives include the review of records retention schedules, budget monitoring, personnel supervision, attendance at planning meetings, preparation of class specifications and job descriptions, oral presentations to regional county records commission meetings, and the revision of two sections of the archives' procedures manual.

Ms. Zimmelman's technical project is the comprehensive analysis of the legislative records situation in the state. She will research the legislative process, confer with legislative staff members, then develop and present a comprehensive plan to include a practical scenario for solving the current problem of legislative records.

At Louisiana State University, A. Randolph Penninger will work on automation and technical processing, develop a procedures manual for automated description, draft a university records policy statement, work on collection acquisition, plan a newsletter for the library, and assist with budgeting, staffing, and fundraising for the library.

For his technical project, he will survey the university's current special collections holdings, survey other comparable collections, and develop a formal collection development policy for special collections.

Lynda DeLoach is at the Immigration History Research Center at the University of Minnesota, where she will provide procedural and intellectual guidance on the center's collections guide project. Her other activities include participation in biweekly status review meetings and work with the curator in assessing new guide entries

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Fellowship Program continued

and in monitoring the budget and timetable for the project. She will serve as member and co-leader of a staff research team serving the special research needs of the project.

In addition, Ms. DeLoach will work on a microcomputer data base project, codify processing procedures, plan for an ethnic archives conference, monitor storage climate for preservation assessment, and establish priorities for processing backlog materials. Her technical project is the systematic production of a collection development policy.

The host institutions for 1988-89 will be the University of Vermont, Cornell University, and New York University.

Fellows receive a \$21,000 stipend and a \$4,200 benefits package. Each fellowship is from nine to ten months long, with the actual length based on the fellow's and host institution's needs. Individual application materials for the 1988-89 fellowship year and additional information on the fellowship program are available from the commission by calling or writing NHPRC - NP, National Archives Building, Washington, D.C. 20408; 202/523-5386.

The deadline for applications from individuals is 1 February 1988. Selection of 1988-89 fellows will be made by June, and the fellowships will begin in September or October 1988.

In addition to application inquiries, the commission welcomes inquiries from institutions interested in hosting a future fellow. Host applications for the 1989-90 fellowship year will be available next summer, and the application receipt deadline is 15 September 1988.

Laurie Baty is Archivist for the Records Program at the National Historical Publications and Records Commission.

A Foray into Archival Administration

by Becky Haglund

When the notice for the 1986-87 NHPRC/Mellon Archival Administration Fellowships arrived in the spring of 1986, the host institutions for that year caught my eye: Arizona State University, the California State Archives, and the University of Southern Mississippi.

The concept of the fellowship program appealed to me because of its emphasis on providing administrative experience to mid-level archivists. ASU was particularly appealing. In addition to its potential for broadening my professional boundaries and experience, there were its added attractions of climate and location (my parents had moved to Arizona a few years before).

Deciding whether or not to apply for the fellowship was difficult. Would it really be worth it to pick up and leave a job and city I thoroughly enjoyed to spend ten months in a state where I knew no one but my parents? Besides, I knew very few details at that point about ASU, about what I would actually be doing during the fellowship, or about the people I would be working with.

I was aware, however, that my employer, The Chicago Public Library, allows leaves of absences for up to one year. Before sending in the application, therefore, I discussed the fellowship with my boss. She felt it was a great opportunity, and said she would do all she could to get my leave approved should I receive the fellowship.

I completed and mailed my application in mid-May, indicating that I was interested only in the ASU program. I decided that *if* I was offered the fellowship at ASU, and *if* my leave was approved, then I would go. Both seemed like pretty big ifs.

In mid-June I received a phone call from the head of Archives and Manuscripts at ASU, asking if I would accept the fellowship there. I said yes, contingent upon my leave being approved by The Chicago Public Library. The leave was subsequently approved, and I began making plans to relocate temporarily to Arizona.

I left Chicago the last of August and started work at ASU's Department of Archives and Manuscripts on 16 September 1986. The first several weeks were spent familiarizing myself with the department's staff, collections, finding guides, policies, procedures, and routines. I also visited other departments within the university libraries in order to understand better how the archives and manuscripts department interacted with and fit into the large library system at ASU.

During my fellowship I was given the opportunity to participate in a wide variety of activities and projects that were--I believe--beneficial both to me and to ASU. One of the strengths of the fellowship program is the amount of deliberate flexibility it allows each host institution and its fellow regarding the fellow's activities. Some thought and direction obviously goes into the written proposal from a host program's director, but consideration is given to the individual interests and talents of the fellow as well.

Although the majority of my work at ASU was in strategic planning, I was involved in several other projects as well. I helped establish an advisory committee for ASU's Archives of Adult Education and Gerontology.

In addition to work on long-range and short-range space planning, I helped develop floor plans for the renovation and expansion of the department's current fourth floor spaces. I also worked with the staff on preliminary plans for the physical consolidation of the Arizona Collection and the university archives in a new library facility in 1992.

In January of 1987 an authority file committee was formed from staff members directly involved in the various indexing projects going on in the department. As chairperson for this committee, I helped establish the framework for a department-wide authority file and recommended policies and procedures for its maintenance.

The department had recently purchased MARCON software, and

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Foray continued

several staff members were beginning a pilot newspaper indexing project in the university archives. I spent many hours with the assistant to the university archivist investigating other applications of the software--in particular, a data base for manuscript collections--in order to meet the department's immediate and long-range needs for access and retrieval.

I also served on search committees for two position openings within the department and attended library-wide administrative meetings with the department head.

My technical project was to coordinate the department's strategic planning process. The 1986-87 fiscal year plan was the department's first ever, making it a "pilot" project not only for me but for the entire staff as well. Therefore, the staff was encouraged at each step to suggest any improvements to make the process as practical, beneficial, and efficient as possible.

Planning in the archives and manuscripts department has two levels: goals and objectives. Goals are broad conceptual statements that do not change--or change very little--from year to year. The actions taken to fulfill those goals are the objectives, the "how-to's" for the goals.

This planning process involves the creation of a current-year plan and a more general three-year plan. Once the content of the current fiscal year plan is implemented, quarterly staff reports provide feedback as a basis for ongoing adjustments to the plan.

Strategic planning does not focus on daily operations and budgetary issues, but deals with the broad intentions of the department. Organizations are dynamic, constantly changing entities. One of the strengths of strategic planning, therefore, is its flexible nature. It helps administrators accomplish their organization's stated purpose or mission in what is often an unstable environment.

In one sense, strategic planning is a "backward analysis." Managers envision a future goal for their organization, and then work backward to determine what specific actions must be taken to reach that goal. To do this requires a thorough evaluation of

the organization's strengths and weaknesses and of its external and internal environments.

Strategic planning also helps clarify intentions and priorities. Putting a clearly defined plan into writing further aids this, and helps ensure that the plan be taken seriously. This written plan should directly identify staff member(s) responsible for fulfilling each objective. Having staff members develop the plan--with the input and approval of the department head--helps make it more meaningful.

All the creative planning in the world, however, will not be effective without a formalized way of monitoring its progress. I spent a large amount of time on this task. Charting the progress of the plan helps it become a working, productive process rather than a static, theoretical one that is merely filed away and ignored until it is time to work on next year's plan.

Another departmental staff person took over my responsibilities in this area when I left. She will implement the plan, revise it as necessary, and work with the staff to develop future plans.

There are two main phases to strategic planning: development followed by implementation. I went through this process in reverse--implementation coming first--because the 1986-87 plan was already in effect when I started in September. My responsibility began with the first quarterly review in early October. This reversal was not a disadvantage. On the contrary, it gave me time to evaluate the design and effectiveness of the existing plan before developing one for the next year.

By the time planning began in February, I felt some revisions were necessary. Procedural changes were made, reporting forms were revised, and the number of reporting periods was reduced from four to three.

I also felt it was important to refine the plan in terms of content. I rewrote and consolidated the goals--several were very similar--in an attempt to make them easier to identify and more closely fit them to traditional archival functions. Vague objectives were made more specific and measurable, and the writing of policies and procedures was incorporated into several objectives for the 1987-88 fiscal year.

After ending my work on the plan in May, I spent the last month of my

fellowship writing down the policies and procedures for strategic planning, because I felt this was critical to the smooth functioning of the planning process. To this end, I attended a seminar on writing administrative manuals, and made use of ASU's standard format for policies and procedures.

Of all the things I learned during the fellowship, these two--strategic planning and the writing of policies and procedures--can most easily be brought back to my job at The Chicago Public Library.

The actual arrangement or format of a plan resulting from the strategic planning process can be modified to fit an institution and staff of any size. Most important, however, is the exercise of evaluating the strengths and weaknesses of an institution, and, with this information, writing goals and objectives that reflect and support the institution's mission and resources.

One of the most exciting experiences for me during the fellowship was learning more about computers (both software and hardware) and their application in an archival setting.

I also left ASU with a better understanding of the various responsibilities and tasks involved in administering and managing a medium-sized archival institution: interaction with non-archival and non-library administrators; delegation of responsibility and authority (there is a difference); communication; decision-making; planning; personnel management; and committee dynamics. In becoming more cognizant of differing styles of management and leadership, I gained a clearer sense of the style I feel most comfortable with and the type of administrator and manager I want to be.

I am very grateful for the opportunity to have participated in the NHPRC Archival Administration Fellowship. It was a rewarding learning experience. I deeply appreciate the support and openness of the NHPRC staff and of David Hooper and Ed Papenfuss of the commission. The archives and manuscripts staff and other library and university people I met and worked with at ASU welcomed me warmly and made my stay enjoyable.

Becky Haglund is Senior Archival Specialist at the Chicago Public Library's Sulzer Regional Library.

APPRAISALS OF ARCHIVAL COLLECTIONS

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

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

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

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

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

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Featured Regional: Midwest Archives Conference

by Mary E. Janzen

The Midwest Archives Conference, more commonly known as MAC, was founded in Chicago, 5-6 May 1972. On 29-30 September 1972, members adopted a constitution and by-laws, and elected the first officers.

MAC was incorporated as a non-profit organization to promote cooperation and information exchange among individuals and institutions interested in preserving and using archives and manuscripts; to disseminate information on historical records and papers, and on archival methodology; to provide a forum for discussing matters of common concern; and to cooperate with the Society of American Archivists and similar educational and cultural organizations in areas of mutual interest.

MAC initially covered eight states--Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin. Kansas, Nebraska, North Dakota, and South Dakota were subsequently added.

MAC's relationship with SAA of necessity has been closer than that of other regional and local organizations. In 1974, SAA established its executive offices in Chicago. This proximity has led to close collaboration as well as spirited competition. Given the timing and circumstances of its founding, however, MAC was not unique in its relationship to what one archivist in 1972 described as "Big Brother."

The New England Archivists, the Mid-Atlantic Regional Archives Conference, the Society of Southwest Archivists, the Northwest Archivists, and the Society of Indiana Archivists were also founded in 1972. This wave of new regional organizations signaled that the "winds of change" could not be ignored. A new generation of archivists was entering professional and political activity, challenging those who had led SAA since World War II.

This younger generation's campaign for democratic reforms within SAA paralleled the formation of the regional organizations, which were founded by

many of the same individuals. In the April 1973 *MAC Newsletter*, Elsie Freivogel [Freeman], a founder of MARAC and an SAA council member, characterized the roots of this phenomenon:

In the past three years we have witnessed two apparently distinct events evolve in the Society: first, the increasing sensitivity of the membership to discrimination against minority group members and women, leading to the formation of a caucus (ACT) and a committee (on the status of women) and second, the movement toward regional organizations. Though the content of these movements is different, the impulses behind them are similar. They galvanized a need for self-determination and self-organization which represents a high level of professional awareness.

According to a 1987 survey, 70% of MAC's membership also belongs to SAA. This suggests that MAC and SAA have developed a complementary relationship over the past decade and a half, each providing for distinct needs within the archival profession.

One of the most productive areas of cooperation between SAA and MAC has been in education. In the spring of 1980, SAA sponsored the first of many basic archival workshops held in conjunction with a MAC meeting.

MAC has also implemented various SAA programs, such as the "Archives and Society" initiative of SAA President David B. Gracy II. In 1986, MAC's Archives and Society Task Force conceived the MAC President's Award for outstanding contributions to archives by non-archivists.

From an initial membership of little more than 100, MAC has grown to almost 1,000 members while remaining an all-volunteer organization. All officers are elected and serve two-year terms. To provide continuity, the president's term is staggered with those of the vice-president and secre-

the six council members are staggered, with three newly elected and three continuing each year. The membership elects two members of the nominating committee annually, and the president appoints a chairperson.

In 1978, the MAC council wrote guidelines for its standing committees so that each new committee chair does not have to "reinvent the wheel." These were supplemented and revised in 1985 and distributed to the entire membership in 1987 to provide full access to all MAC procedures.

MAC began publishing its quarterly *MAC Newsletter* in January 1973. In addition to news and job postings, the newsletter contains the official minutes of council and annual business meetings, reports of committees and task forces, financial reports, and resolutions of the membership.

The Midwestern Archivist, MAC's semiannual journal, was established in the spring of 1976 as a vehicle for theoretical and practical contributions to the field, including articles, reviews, case studies, and proceedings. One of its most significant issues to date contained the proceedings of the National Conference on Regional Archival Networks in Madison, Wisconsin in July 1981. MAC cosponsored the conference and published the proceedings with a special grant from the National Endowment for the Humanities.

To mark the journal's first decade, MAC established a cash award for the best article it publishes biennially. The award is named for the legendary Margaret Cross Norton, the first archivist of the State of Illinois, who was a recipient of MAC's emeritus membership award.

In 1973, MAC initiated its annual pattern of spring meetings held in Chicago and fall meetings held in different cities throughout the MAC region.

In addition to traditionally strong programs of panels and workshops,

continued on next page

MAC continued

oped innovative formats. Each fall program incorporates local experts and resources to ensure variety. Recent programs have been built around such themes as labor history (Chicago, 1986), documenting rural America (Hudson, 1986), and collecting the 20th century (Columbia, 1987).

This record of innovative programming was recognized by an award of \$7,000 from the National Historical Publications and Records Commission to support development of curriculum materials for day-long workshops in automation, disaster planning, paper-making, and audiovisuals at the fall 1986 meeting in Hudson, Wisconsin.

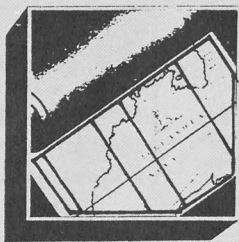
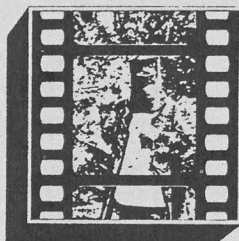
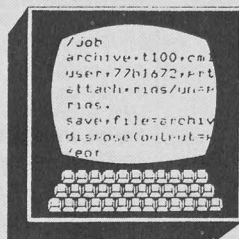
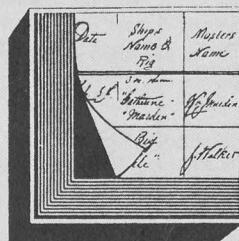
A typical fall meeting attracts 200 individuals interested in the preservation and use of archival and manuscript materials. Spring meetings, which include the annual business meeting, commonly draw 300. Basic registration fees range from \$15 to \$18. Other meeting expenses are kept modest to encourage attendance.

The spirit that has animated MAC since its founding fifteen years ago is perhaps best embodied by the opportunities for fun and good fellowship at meetings and at the legendary "MAC at SAA" mixers. The conversations at tours, receptions, mixers, nights-on-the-town, and baseball games planned by local arrangements committees make MAC meetings memorable to its hundreds of members.

Archie Motley stated the original goal in his last letter to the membership as president in the spring of 1975: "MAC has also tried to democratize our profession by convening members from different administrative levels on an equal footing in free discourse and communication."

This statement represents the essence of the Midwest Archives Conference.

Mary E. Janzen is Assistant to the President of the Chicago Historical Society.



KEEPING ARCHIVES

AUSTRALIAN SOCIETY OF ARCHIVISTS INC

For centuries archives have kept the permanent records of governments, businesses, organisations, churches, schools, hospitals, families and individuals. While all countries have national and state repositories for archives, there remains a large quantity of important archival material outside these institutions.

For the people charged with the responsibility of preserving and making these important records available for research, finding information on archival principles and practices has often been difficult. It is this problem that *Keeping Archives* now solves.

Keeping Archives covers the basics of archives administration in a practical and informative way. Readers are given advice on what to consider when they make decisions and are supplied with steps and guidelines for programme development. In addition to describing the major archival functions such as acquisition, arrangement and description, conservation and reference, *Keeping Archives* devotes considerable attention to management and administration and to technology and user education. *Keeping Archives* also includes an invaluable glossary of archival terminology and is fully indexed for ease of reference.

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Archivists' Calendar

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

11 December
"Slow Fires: On the Preservation of the Human Record" will be broadcast at 10 p.m. (Eastern time) on most Public Broadcasting System television stations.

14-15 December
"Feasibility of Optical Storage" workshop; Waagemann Associates; New York. 617/720-2229

27-30 December
American Historical Association; Washington, DC.

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

3-6 March
National Council on Public History; Denver.

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

29-31 January
Special Libraries Association; Williamsburg, Virginia. 202/234-4700.

1 February
NHPRC June Meeting Application Deadline.

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

14 March
Oral History in the Mid-Atlantic Region Spring Meeting; National Archives; Washington, D.C.

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

2-4 May
"The Management of Development" workshop; Smithsonian Institution. 202/357-3101

10-12 May
"Conservation in Archives" symposium; National Archives of Canada; Ottawa.

9-10 June
"Advanced Records Management" workshop; George Washington U.; Washington, DC. 800/424-9773 (U.S.), 800/535-4567 (Can.)

10-12 June
First Southern Conference on Women's History; Spartanburg, South Carolina.

15-17 June
"Museum Lighting" workshop; Smithsonian Institution. 202/357-3101

20-22 June
"The Words You Exhibit" workshop; Smithsonian Institution. 202/357-3101

20 June-1 July
"Editing of Historical Documents" institute; NHPRC; Madison, Wisconsin. 202/523-3092

29 September-2 October
Society of American Archivists; Atlanta. 312/922-0140

Transitions....Transitions...

Frank H. Mackaman has assumed duties as Curator of the Gerald R. Ford Museum....The retirement of John M. Kinney as Alaska State Archivist became effective 1 OctoberTimothy D. Cary has been named Director of the Area Research Center at the University of Wisconsin-River FallsCarol Buge is now the Archivist-Librarian for the Pasadena Historical Society....John Fawcett has been selected Assistant Archivist for Presidential Libraries....Margaret T. Merrick and L. Dale Patterson are the new Associate Archivists for records management and automation, respectively, at the University of Louisville....Robert J. Strauss is the new Executive Director at the Conservation Center for Art and Historical Artifacts....Mary C. Henderson has been chosen as Executive Director of the Archives for the Performing Arts....Elizabeth L. Balcom has been named Curator of Manuscripts at the Pilgrim Society....Charles Palm has been officially confirmed as Associate Director of the Hoover Institution.

University College of North Wales, Bangor

Diploma in Archive Administration

A one-year postgraduate course of professional training for archivists, recognized by the Society of Archivists.

Details from: Dr. A.D. Carr, Dept. of Welsh History, University College of North Wales, Bangor, Gwynedd LL57 2DG, United Kingdom.

Authors!--Think Desktop Publishing

Recent advances in microcomputer software have made it possible for SAA to reconsider the way it produces its publications. Currently, we are looking at several desktop publishing options in hopes of choosing one that will allow us to streamline our production cycle, gain greater control over the typesetting process, and still maintain the typographic quality of our publications.

Inherent to the success of any desktop publishing package, however, is the ability to get submitted manuscripts into our computer without having to keystroke them ourselves. Therefore, we strongly encourage all authors, or prospective authors, to use a microcomputer when creating manuscripts you will be sending us.

When submitting a manuscript for acceptance, you would only need to send the paper copy. At some point in the production process, however, we would request that you send us a copy of the manuscript upon a floppy disk.

We do not mean to discourage those of you without access to microcomputers from submitting manuscripts. There are options--such as optical scanning--for entering typed manuscripts onto our system. But we would like all of you who do write on computers to begin thinking in terms of this new publishing process.

When we will incorporate desktop publishing depends upon how soon we identify the right system and upon the logistics of bringing it into the editorial workflow.

Attention Job Advertisers!

Beginning with the January 1988 issue of the *SAA Newsletter*, there will be a charge for job ads more than 125 words long that are to be posted in the Professional Opportunities section. Job ads of chargeable length will not be posted unless accompanied by a check or a purchase order for the applicable amount.

The rates for job ads are as follows:

under 125 words.....	free
125-199 words.....	\$50
200-299 words.....	\$75
300+ words.....	\$100

Numbers, abbreviations, etc. will each count as one word. Institutional members of SAA may subtract 25% from the above rates.

Job ads that do not conform to the style of the Professional Opportunities section will be subject to editing. The correct style is as follows: 1) responsibilities, 2) qualifications, 3) salary/benefit information, 4) application information, and 5) address and/or phone number. For illustrations of this style, see the job ads in this issue.



Archivist

Regional Cultural History Collection

The University of Southern California is seeking a Librarian for its unique Regional Cultural History Collection in East Library. Reports to Head Librarian, Special Collections, and is responsible for managing the Collection, preparing finding aides for manuscripts collections and research use, and providing public service. Continuing liaison with donors, assisting in solicitation of additions to Collection, and promoting its use through instructional literature and exhibits. Attend to conservation and preservation needs. MLS from ALA-accredited program with archival training or substantial archival experience. Able to work independently and to maintain confidentiality of sensitive and closed records. Good written and oral communication skills are essential. Preferred: interest in contemporary California and American history. Experience with archival and/or photographic conservation and preservation needs. Minimum two years archival or professional library experience. RANK and SALARY: Negotiable, depending on background and experience. Minimum: Librarian I, \$25,800; Librarian II, \$28,500. DEADLINE: Open until filled. Applications received prior to 15 January will be given priority. APPLY TO: Carolyn J. Henderson, Director of Personnel and Organizational Development, Doheny Memorial Library, University of Southern California, University Park, Los Angeles, California 90089-0182. Applicants should submit letter of application, a resume, and the names and telephone numbers of three references. Refer to position title and Position #110SAA on all correspondence. AA/EOE

Professional Opportunities

ARCHIVIST

South Texas Archives, Texas A & I University; Kingsville, Texas
RESPONSIBILITIES: Overall administration of archives collection. Reports to Museum Director. **QUALIFICATIONS:** Requires a degree in Library Science or History and 3 or more years experience in an archives or museum/archives, or MLS degree and experience in archival work. Ability to deal effectively and tactfully with a wide range of personalities and a reputation for integrity are essential. Bilingual (Spanish) skills helpful. References will be contacted. Request application form from Personnel Office, Texas A & I University, Kingsville, TX 78363 or call 512-595-2819.

ASSOCIATE DIRECTOR

Joint Collection: University of Missouri Western Historical Manuscript Collection/State Historical Society of Missouri Manuscript Collection; Columbia, Missouri
RESPONSIBILITIES: Basic responsibilities are: acquire manuscripts desired by the Kansas City campus and the State Historical Society; direct the manuscript library on the Kansas City campus; direct operational, financial and personnel activities of the Joint Collection on the Kansas City campus; and direct the acquisition, processing, and maintenance of the archives of the Kansas City campus. Must be able to work effectively with faculty, scholars, students, staff and the general public. Experience in writing and implementation of grants is desirable. Supervision received from the director of the Joint Collection. **QUALIFICATIONS:** MA degree in history, political science, library science, or related field, or an equivalent combination of education and experience. A PhD in history is desirable. Must have at least 3 years manuscript/archival experience. **SALARY:** \$23,400-26,700. Benefits package includes health, dental, and life insurance; tax deferred annuity program available. Application deadline, 1 December 1987. Send application, letter, resume and names and addresses of at least 3 references to: Dr. James W. Goodrich, Director, Western Historical Manuscript Collection, 2 Elmer Ellis Library, University of Missouri, Columbia, MO 65201.

Please remember that beginning with the January 1988 issue job postings of over 125 words will be charged according to the rates listed on page 13.

Two positions: *Alabama Department of Archives and History; Montgomery, Alabama.* For more information, contact Deborah Skaggs, Alabama Department of Archives and History, 624 Washington Ave., Montgomery, AL 36130.

ARCHIVIST I - APPRAISAL ARCHIVIST

RESPONSIBILITIES: Administrate all levels of appraisal and records management as assigned by the Head of the Records Management Division. Research and analyze the responsibilities, histories, and archival records of state and local government agencies; appraise public records on the state and local government levels, including on-site visitations; describe individual record series; determine administrative, legal, fiscal, and historical values of the records; and completion of records disposition schedules; prepare manuals, technical leaflets, reports; and participate in educational programs, such as training workshops. **QUALIFICATIONS:** BA in history, political science, library science, records management or a closely related field supplemented by courses in archival administration. One year of experience in archival work or records management in an archival repository. Knowledge of archival principles and established archival practices, especially with respect to public records; and of the sources, methods, and techniques used in historical research. Ability to work effectively with public officials, private groups, and individuals; to express ideas clearly and concisely; and to work in uncomfortable and unsanitary work conditions that demand good physical condition. **SALARY:** \$15,746- 23,951.

ARCHIVIST III

RESPONSIBILITIES: Supervise records management and archival work to ensure the identification and preservation of archival records that document the history of the state in addition to providing the scheduled, approved destruction of appropriate public records; participate in or supervise the development of appraisal policies, controls, procedures, and legislative recommendations for consideration by the division head in the administration of the Alabama public records program; provide information assistance and support services to the State Records Commission and Local Government Records Commission, and implement the directives of these commissions regarding development of retention schedules, micrographic applications, the management of current records, cost-justification studies, and training programs; consult with agency administrators of state and local governments about the purposes and benefits of the program; create and conduct educational programs for state and local governments; provide records management services to state and local governments, colleges, and universities. **QUALIFICATIONS:** MA in history, political science, library science, records management, or a closely related field, supplemented by courses in archival administration. Considerable experience in archival work or records management connected with an archival repository, including 2 years experience in the supervision of professional archivists. Knowledge of archival principles and established archival practices. Ability to make sound recommendations concerning records management practices; to work effectively with others, including public officials, private groups, and individuals; to communicate ideas clearly; and to supervise professional archivists. **SALARY:** \$20,670-31,356.

PROJECT DIRECTOR

National Association of Government Archives and Records Administrators (NAGARA) and the Georgia Department of Archives and History; Atlanta, Georgia

RESPONSIBILITIES: Develop and field test an archives preservation self-study process; coordinate all project activities and scheduling; research existing models; consult with appropriate authorities; gather materials for the resource notebook; clear copyright provisions; produce the resource notebook; develop the self-survey methodology; produce published self-survey manual; supervise field tests consulting with archives staff at the field test sites, monitoring field tests progress and evaluating plans developed by field test site personnel; prepare project publicity information; write articles on the project for professional literature; and prepare reports for the funding agency and the NAGARA Board. **QUALIFICATIONS:** Experienced in both archival and preservation administration with the latter experience given greater weight. **SALARY:** \$30,000-35,000 depending on qualifications. This amount is for a direct contract for services. The project director will function as an independent consultant and not as a staff member of either NAGARA or the Georgia Department of Archives and History. This is a 2-year project based at the Georgia Department of Archives and History. Funding for this project is pending approval by the granting agency. Extensive travel is required. Anticipated start date is April 1988. Send resume to Brenda Banks, Georgia Department of Archives and History, 330 Capitol Ave, SE, Atlanta, GA 30334; 404-656-2374. Application deadline is 1 February 1988.

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 12-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 3 references to: B.A. DeLon, Library Personnel Officer, Davis Library 080A, University of North Carolina, Chapel Hill, NC 27514.

ARCHIVIST

The Art Institute of Chicago; Chicago, Illinois

RESPONSIBILITIES: Administrate the AIC Archives Department serving the Museum and the School of the Art Institute; develop and implement archival and records management policy; prepare guidelines for archives use; process archival collections; provide service to Institute staff and outside users; supervise and direct 1.5 FTE, report to Director of Libraries. **QUALIFICATIONS:** Appropriate humanities degrees (including formal archival training), substantial archival and administrative experience, preferably in an art museum or as a university archivist. **SALARY:** Based on qualifications and experience. Position available 1 November 1987; applications accepted until filled. Send application with name of 3 references to J.P. Brown, Director of Libraries, Ryerson & Burnham Libraries, The Art Institute of Chicago, Chicago, IL 60603.

RECORDS ANALYST

New York City Department of Records and Information Services; New York, New York

RESPONSIBILITIES: Position consists largely of inventorying records and producing records of retention schedules for city agencies. Applicants should be able to effectively communicate with personnel at various levels of city government. **REQUIREMENTS:** BA in Records Management, Archives, Library Science, or a related information field and at least 1 year of experience in a similar position. **SALARY:** \$21,845 annually. Excellent fringe benefits. Send resume to Gloria Walters, Chief, Records Management Unit, Department of Records and Information Services, 31 Chambers St., Rm. 107, New York, NY 10007.

ASSISTANT ARCHIVIST FOR PHOTOGRAPHIC COLLECTIONS

Arizona State University; Tempe, Arizona

Reports to the Head of the Department of Archives and Manuscripts. **RESPONSIBILITIES:** Supervise, coordinate, and direct the processing, preservation, and reproduction activities for the department's graphic image collections; assist in the acquisition of graphic images; provide reference assistance to patrons of the Arizona Collection and the University Archives. Duty on the departmental reference desks on a rotating schedule including some evening and weekend hours. **QUALIFICATIONS:** Required: ALA-accredited MLS degrees; or MA in History or a related discipline and formal coursework in archival administration or photographic curatorship; some experience with the administration, preservation, processing and duplication of graphic images; good communication and interpersonal skills; evidence of supervisory potential. Preferred: Knowledge of the field of photography and photographic chemistry, including darkroom experience; experience in photographic curatorship; reference experience; successful supervisory experience. **SALARY:** \$19,000 and up, dependent on qualifications and experience. Recruitment will remain open until the position is filled. To ensure consideration, applications should be received by 30 November 1987. Send a letter of application which addresses all of the qualifications listed above, a current resume, and the names, addresses and telephone numbers of 4 recent references to: Constance Corey, Assistant University Librarian, Hayden Library, Arizona State University, Tempe, AZ 85287-1006.

ARCHIVIST

District of Columbia Archives; Washington, D.C.

RESPONSIBILITIES: Survey and appraise official records to determine those that have sufficient value to warrant permanent preservation. Create, review and evaluate agency records schedules and disposal lists and prepare reports concerning the adequacy of agency documentation of major policies and procedures. Create general records schedules and prepare appraisal reports on gift offers.

QUALIFICATIONS: A) A full 4-year college course which has included or been supplemented by 18 semester hours in US history, political science or government, and 12 semester hours in any one of any combination of the following: History, American Civilization, Economics, Political Science, Public Administration or Government, or B) College courses as described above plus additional appropriate education or experience which, when combined, have provided the candidate with the substantial equivalent of A) above. In addition, candidates must have had 3 years of appropriate professional experience or completion of all requirements for a doctoral degree or combinations of both. **SALARY:** DS-12 grade (\$33,250-43,222). Ranking factors: appraisal standards; ability to exercise initiative and independent judgment; knowledge of research methodology; knowledge of the history and organization of the District of Columbia; ability to apply appraisal standards to diverse records and filing systems. To apply, submit a completed Standard Form 171 (available at any post office), a narrative statement describing accomplishments relevant to the ranking factors, and a sample schedule or appraisal report candidate has created to D.C. Office of Personnel, Servicing Personnel Office #4, 415 12th St., NW, Room 605, Washington, D.C. 20004. Vacancy Announcement SECT 87-282A. Application deadline is 16 November 1987.

MUSEUM DIRECTOR

Milwaukee Public Museum; Milwaukee, Wisconsin

RESPONSIBILITIES: Coordinate and increase public and private community support and funding while maintaining the quality and integrity of the museum's collections, its permanent exhibits and large education program. As a Milwaukee County department head, the Director is appointed by the county executive and responsible to the elected county government, but is expected also to work actively with the museum board of trustees to achieve the museum's stated goals and objectives. Other responsibilities include preparing and presenting a \$7+ million annual budget to the governing bodies; managing approximately 150 full-time professionals, 75 additional contract employees, and a large volunteer organization; supervision of all museum programs and support systems; long range planning and development; oversight of financial and building operations; coordination of the curatorial functions with educational programming; and liaison with a 28-member board of the Friends of the Museum, Inc. **QUALIFICATIONS:** PhD or equivalent, 10 years in the museum field, including management and curatorial experience involving programming and exhibit organization; and demonstrated skills in museum educational programming, fund-raising, development and planning. Personal qualities: excellent leadership and communication skills; firm commitment to personal and institutional ethical, legal and professional integrity; ability to present the museum to the community in an exciting and challenging light. Excellent benefits and salary commensurate with responsibility and experience. Send resume and cover letter to: Museum Director Search Committee, Department of Human Resources, Courthouse Room 210, 901 N. 9th St., Milwaukee, WI 53233.

ARCHIVIST

State Historical Society of Iowa; Des Moines, Iowa

RESPONSIBILITIES: Assist in appraising records in state agencies and local governments for archival value, accession records into the State Archives and maintain accessioning documentation, prepare and revise finding aids, deaccession records according to established procedures, completing operational reports as required. Consult with custodians of records and assists them in appraisal and disposition of noncurrent permanent materials. Assist with public reference, conduct special projects, and participate in planning and operations of the State Archives. Staff Bureau's public service desk every 4th or 5th Saturday. The state archives collections includes over 17,000 cu. ft. of material.

QUALIFICATIONS: MA in one of the social sciences, preferably American history or library science with an archival curriculum component, from an accredited college or university and 1 year of experience in records management or technical archival work. Ability to work well with colleagues, administrative staff, researchers, and personnel at all levels of state and local government. Knowledge of MARC AMC format, utilizing OCLC or other computer-based system for bibliographic control of archival collections; familiarity with production of computer-generated inventories and indexes highly desirable. **SALARY:** \$19,000-24,400, good fringe benefits. Send letter of application and resume by 30 November 1987 to Box B, State Archives, State Historical Society of Iowa, Capitol Complex, Des Moines, IA 50319.

ARCHIVIST

City of Sacramento; Sacramento, California

RESPONSIBILITIES: Acquire, arrange, describe, and provide public access to historical archival and public records collections of the Sacramento Museum and History Division. **QUALIFICATIONS:** 2 years of experience in evaluating, processing, and referencing archival collections. MA in American history, archival management or a closely related field may be substituted for one year of experience. Requires graduation from an accredited 4-year college with major in American history or closely related field. File City of Sacramento application by 25 November 1987 to City of Sacramento. Personnel Dept. 801 9th St., Room 101, Sacramento, CA 94814-2693, 916-449-5726.

ARCHIVIST

Jefferson National Expansion Historical Association; St. Louis, Missouri

RESPONSIBILITIES: Conduct a survey of the archives and plan and carry out the processing of the holdings. **QUALIFICATIONS:** Must have a BA in archival science or related field and 2 years of archival experience, an MLS or MA in archival science or a related field which included the study of archival theory and practice, or an equivalent combination of academic training and experience. Candidates must demonstrate a detailed knowledge of professional archival theory, procedures, and standards, including the ability to evaluate, identify, and properly handle, store, and account for archival material. Knowledge of National Park Service accessioning and cataloging procedures is helpful but not required. **SALARY:** \$22,458 plus benefits. Applicants should submit a transcript of academic work, a resume, and the names, addresses, and phone numbers of 3 references to Ms. Kathryn Thomas, Curator of Cultural Resources, Jefferson National Expansion Memorial, 11 N. 4th St., St. Louis, MO 63102. Deadline for applications is 15 November 1987. The position is funded for two years beginning 1 December 1987.

PRESERVATION LIBRARIAN

Yale University; New Haven, Connecticut

RESPONSIBILITIES: The incumbent will work closely with the head librarian in the preservation department, and in her absence may serve as department head; will manage the microfilming unit, which has four full-time employees; will develop, implement, and oversee special projects, both in-house and with outside vendors; will help supervise and manage the preservation division, which has 3.5 full-time employees and 3-14 part-time students; will help review deteriorated materials with bibliographers and curators, providing cost information and option recommendations; will help carry out such preservation education activities as workshop presentations, talks, and the preparation of training materials. **QUALIFICATIONS:** MLS from a library school accredited by ALA, with emphasis on preservation administration preferred. In-depth knowledge of microformats and preservation microfilming. Demonstrated ability to plan projects, write reports, and communicate effectively. Knowledge of running a microfilm lab desirable. Supervisory experience preferred. 2 or more years of professional experience in a preservation program, or the equivalent training with some field experience, preferred. **SALARY:** From \$22,500, dependent upon qualifications. Benefits include 22 days vacation; 16 holiday, recess, and personal days; TIAA/CREF or Yale retirement, comprehensive health care, and relocation assistance. To be assured of consideration, please send letter of application, resume and names of 3 references by 31 March 1987 to Maureen Sullivan, Library Personnel, Yale University Library, 1603A Yale Station, New Haven, CT 06520.

PROJECT ARCHIVIST

Schuylkill County Court; Pottsville, Pennsylvania

RESPONSIBILITIES: Develop and apply records collection policy and procedures. Accession, appraise, preserve and describe Schuylkill County's Archival Records. Prepare series descriptions and agency histories. **QUALIFICATIONS:** BA in History or closely related field. Experience with public records and familiarity with MARC/AMC Format preferred. **SALARY:** Commensurate with experience. Standard benefits. Full-time, 12-month appointment begins 4 January 1988. Send letter of application and resume to Lois A. Wallauer, Deputy Court Administrator - Civil, Schuylkill County Courthouse, Pottsville, PA 17901.

ARCHIVAL STUDIES, CURATORSHIP AND INFORMATION RESOURCES MANAGEMENT

University of Maryland; College Park, Maryland

Faculty tenure-track position. **RESPONSIBILITIES:** Teach. Coordinate and further develop 10-year-old joint MLS-MA (HiLS) program with History Department and will be expected to do research in related areas. **QUALIFICATIONS:** Education and/or work experience in both Library/Information Science and American History/Studies or related disciplines. Must have PhD and a demonstrated interest in research and publication. **SALARY:** Minimum starting salary: \$28,500. Rank and salary are dependent upon qualifications and experience. 9 1/2 month appointment with opportunity for summer teaching. Appointment date: Fall 1988. Application deadline: 14 February 1988, or until appropriate candidates are identified. Send application to Chair, HiLS Faculty Search Committee, College of Library and Information Services, University of Maryland, College Park, MD 20742; 301-454-5441.

Two positions: *Indiana Commission on Public Records; Indianapolis, Indiana.* Please send resume to C. Sue Toll, Personnel Officer, Indiana Commission on Public Records, 501 State Office Building, 100 North Senate Avenue, Indianapolis, IN 46204-2215.

PRESERVATION/INFORMATION COORDINATOR

RESPONSIBILITIES/QUALIFICATIONS: The successful applicant will have an extensive background in both education and training. The applicant must be able to plan and have the ability to apply that planning to establish a successful document preservation program. Broad knowledge of the problems encountered and the training and ability to solve those problems in a long-term preservation, repair and storage program for documents and other related records is a must. The successful applicant must also be able to work with state and local government officials to implement or enhance local preservation programs and techniques. **SALARY:** Base salary is \$21,918 annually with generous employee benefits. The salary may be negotiable if the candidate is extremely well qualified. The Conservation Lab is located in our State Library building in downtown Indianapolis, a rapidly changing area of our city.

RECORDS ANALYST III

RESPONSIBILITIES/QUALIFICATIONS: The successful applicant will need extensive research skills and the ability to write abstracts on the researched material. Formal training and practical experience in planning and administering an archival program will be given strong consideration. The ability to analyze, process and weed unnecessary material and organize records for future reference is essential. Supervisory skills are required to plan and schedule the projects of other analysts, clericals and students. In addition, the Analyst will advise the Records Management Division on retention schedules and sampling. The Analyst will work closely with and report to the State Archivist/Deputy Director of the Commission. As a State Merit agency certain educational/practical experience requirements must be met to qualify applicants for the State Merit employment list for each position. 5 years work experience are required with a maximum substitution of 3 years for an undergraduate degree and 1 year for a Masters.

ASSISTANT PHOTOGRAPHS LIBRARIAN *Oregon Historical Society; Portland, Oregon*

RESPONSIBILITIES: Process and reference a large, diverse, heavily used collection of photographs that document the history of the Pacific Northwest, 1840s-1980s. Assist Photographs Librarian in determining department policies and priorities. Processing includes identification of images and photographic processes, appraisal, basic conservation, organization of collections, preparation of finding aids and indexing using computer-based system. **QUALIFICATIONS:** MA in library science or history including formal archival training, or a satisfactory equivalent combination of experience and education. Knowledge of photographic processes and conservation requirements; ability to effectively organize materials and work projects; skill in supervising assigned department staff, work-study employees and volunteers; ability to work with the public on a professional level. Knowledge of local or regional history preferred; interest in automation and history of photography desirable. **SALARY:** \$15,000-17,000, with good fringe benefits. Full time, permanent position in dynamic institution. Send letter of application, resume and names of 3 references with addresses and telephone numbers to: Louis Flannery, Assistant Director - Library, Oregon Historical Society, 1230 SW Park Avenue, Portland, OR 97205.

DIRECTOR

The Rutherford B. Hayes Presidential Center; Fremont, Ohio

The Center is owned by the state of Ohio, affiliated with the Ohio Historical Society, and managed by an independent Board of Trustees. The Director is the chief executive officer, reporting directly to the Board. **RESPONSIBILITIES:** Oversight over maintenance, finances, operations, personnel, and planning at the Center, with a staff of 40, over half of whom are part time. **QUALIFICATIONS:** Managerial experience and skills, fundraising abilities, and a demonstrated interest in the Hayes period and the Gilded Age. A PhD is preferred. **SALARY:** Salary and benefits competitive. Starts 1 June 1988. Send vita and the names and affiliations of 3 references, before 30 November 1987, to Search Committee, Hayes Presidential Center, Spiegel Grove, Fremont, OH 43420.

CURATOR OR ASSISTANT CURATOR OF PHOTOGRAPHS AND PRINTS

Valentine Museum; Richmond, Virginia

RESPONSIBILITIES: Collect, preserve, and interpret a photographic and print collection for a major urban history museum. **QUALIFICATIONS:** Background in American history preferred. Experience with photographic collections desirable, but not necessary. **SALARY:** Title and salary range depend on experience. Curator: \$18,000-24,000. Assistant curator: \$14,000-18,000. This is a permanent, full-time position with vacation, sick leave, and holidays. Health and dental insurance. Send letter of application, resume, and 5 references to Ms. Eryl J. Platzer, Assistant Director, Collections, Valentine Museum, 1015 East Clay Street, Richmond, VA 23219.

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* according to the rates listed on page 13. 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

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

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