



Newsletter

The Society of American Archivists

January 1988

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U.S. Archivist Wilson Sworn In

With appropriate ceremony, Don W. Wilson was sworn in on 4 December 1987 as the seventh Archivist of the United States. Wilson, whose nomination by President Reagan had been unanimously approved by the United States Senate on 20 November, was sworn in by Representative Dick Cheney of Wyoming, who served as President Ford's chief of staff.

President Reagan attended the ceremony, held in the rotunda of the National Archives Building, and spoke about the importance of records and of the work that archivists do. Other speakers included former Archivist of the United States Robert M. Warner and Dr. David Matthews, Director of the Kettering Foundation. Wilson also addressed the audience of approximately 200 persons, including leaders of many national organizations that are friends of the National Archives and Records Administration.

The *SAA Newsletter* will have a fuller report in a future issue.

Interim Board Submits Certification Plan

In accordance with the resolution passed by the SAA Council last January, when it approved in principle the certification of archivists, the Interim Board has prepared a report describing a detailed plan for implementing certification. This report has been submitted to Council, and will be reviewed at its meeting on 25-28 February 1988.

A resolution adopted at the SAA Business Meeting on 4 September 1987 requested that the Interim Board's report be made available to the membership, so that those who wished to comment on the detailed plan could do so before the Council meeting.

This issue of the SAA Newsletter contains the complete text of the report. Comments received at the SAA office no later than February 15 will be forwarded to Council.

The Interim Board includes Edmund Berkeley, Jr., J. Frank Cook, James B. Rhoads, and public member Carole Huxley. The Chair is Edie Hedlin.

The complete text of the Interim Board's plan for implementing certification begins on page 10.

From the Executive Director's Desk

by Donn C. Neal

When I first came to SAA, one of the deeper mysteries I encountered was something called "the MARC AMC format." I was relieved to learn that many archivists did not know much more about it than I did, since the format has really taken hold only during the last several years.

As a matter of fact, the MARC (MACHine-Readable Cataloging) AMC (Archival and Manuscripts Control) format has won its remarkably rapid acceptance among archivists only since the pioneering work of SAA's National Information Systems Task Force between 1977 and 1982. NISTF--and its successor, the Committee on Archival Information Exchange--can take a large share of the credit for the progress that has occurred.

Some of the credit must also be given to SAA's Automation Program, led by Lisa Weber. Through this program, SAA is helping archivists to understand the importance and implications of automated exchange of archival descriptions, and, more generally, to realize the enormous promise of using automation in archival settings.

The first phase of the SAA program, which was partially supported by a generous two-year grant from the National Endowment for the Humanities, came to an end last fall, and SAA is now in the early stages of a second two-year grant that helps us to extend our activities in this area. I'd like to explain how the MARC workshops, the clearinghouse, and Lisa's other endeavors fit into this picture.

The MARC AMC format is an organizing and standardizing principle--a consistent method for describing archival collections so that data about their contents can be shared more widely.

Unlike libraries, archival repositories have no tradition of common bibliographic records that receive general distribution; instead, archivists have developed a myriad of essentially idiosyncratic systems. The automation of archival information that we are experiencing demands a greater consistency in methods and descriptions, so the archival profession has had to create an infrastructure of

procedures and rules within which to operate.

I well remember my own frustration as a researcher in not being able--despite helpful Hamer and NUCMC guides--to develop a comprehensive picture of the collections that might be useful to me, or to get much insight into the contents of potentially useful collections.

The MARC AMC format addresses both dimensions of this problem: researchers will have ready access to a large national database of information about archival collections, so that they can do productive searches of major topics, and the increased standardization of descriptive practices will assist everyone in knowing what collections actually contain.

Even though it is not ideal, the MARC format has emerged as the most feasible mechanism for exchanging this information, and so archivists are busy learning it--and adapting it to serve their needs. Archivists are also steadily adding to the archival records that are included in the several national databases.

By using the MARC format to describe collections, archivists ensure that information about these collections will be integrated with information about books, machine-readable data files, films, music, and so on that are also listed in the major bibliographic networks. Archivists can include in descriptive records additional information useful to them in exercising administrative control over the collection.

During the period of the initial NEH grant, SAA sponsored a dozen workshops that showed archivists how to describe collections using the MARC AMC format; developed a clearinghouse for information SAA collected about applications of automation in repositories, so that archivists can learn about who is using what; maintained links with numerous national non-archival groups--librarians and others in the information community--who have an interest in the MARC system; and continued to explore the expanding role that automation is playing in archival matters.

Over 300 persons attended the workshops, most of which were oversubscribed. Evaluations of them have been uniformly very positive, with high praise for both content and instructors. (I participated in one myself, and came away impressed with the quality--and the practicality--of the instruction.)

We have just begun a second NEH grant. Since this one does not include subsidies for MARC workshops, as the first grant did, they will have to pay their own way. We are confident, though, that there is enough interest in the format so that we can continue to offer these workshops for the next

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From the Desk continued

couple of years at least.

The new NEH grant does enable Lisa and her SAA colleagues to develop a new round of workshops that will help archivists to examine closely the library standards used in the MARC AMC format, and we anticipate that these workshops will also be very popular.

In addition, Lisa will prepare a new publication that will present examples of tagged records using the MARC format. NEH funds will also partially support a revision (by Steve Hensen) of those sections of *Archives, Personal Papers, and Manuscripts* that need to be updated to make them consistent with developments in the format.

Lisa will also further disseminate information the SAA clearinghouse has collected, continue her study of the implications of automation for archivists, and maintain our liaison role with various non-archival groups.

One of the blessings of this project as the above discussion makes clear, is the continuing presence of Lisa Weber on the SAA staff. She has served not only as the leader of these educational opportunities but as an important linkage: between our office and such SAA groups as CAIE and the Automated Records and Techniques Task Force, and between SAA and other organizations--primarily ALA's MARBI Committee, which maintains

the MARC format. Lisa is a nationally recognized expert in the area of automated applications for archivists, and SAA is fortunate to have her on staff.

The next couple of years should see further progress as archivists increasingly come to understand the nature and value of the MARC AMC format--and as they enter even more records into national databases that utilize the format. I'm glad that SAA can carry on this effort, and that NEH has provided important support for certain aspects of the program.

I invite you to call Lisa if you have questions about what the MARC AMC format may mean for your repository, if you are curious about how other repositories are utilizing automation, if you want information about the activities SAA is engaged in, or if you would like to enroll in one of the MARC AMC workshops.

* * *

During the last year, Lisa was assisted most ably by Deanna Christiansen, who also served as a program assistant for Tim Ericson. Deanna left the SAA staff in November in order to return to the Minneapolis/St. Paul area.

Deanna also managed SAA's employment services and performed countless other tasks with skill, imagination, and conscientiousness, and so we feel her departure very keenly. We welcome her replacement, Jane Mohan, who began work with SAA in December.

SAA Helps Form Information Coalition

SAA has joined with four other national organizations in an informal new "Archives and Records Information Coalition" (ARIC). The other sponsors are the American Association for State and Local History, the Association for Information and Image Management, the Association of Records Managers and Administrators, and the National Association of Government Archives and Records Administrators. The National Archives and Records Administration and the Library of Congress will also be active members of the coalition, which will meet for the first time in March 1988.

ARIC will assist in the development of NARA's Library Information Center, which will provide expanded reference services on archival and information-related topics. In addition, ARIC will enable the sponsoring organizations to share information regarding their activities and initiatives, and to identify areas of mutual need that are not being met so that these may be addressed together.

You can expect more information next spring about NARA's Library Information Center, including its toll-free number.

Archival Informatics Now Available Through SAA

SAA is pleased to announce that it has completed an agreement with David Bearman to make available to its members, at a discount, subscriptions to Bearman's quarterly newsletter and technical reports.

Bearman, highly regarded within the archival community for his knowledge of the implications of technology for archives and archivists, each year edits and publishes four issues of the *Archival Informatics Newsletter* and of the *Archival Informatics Technical Reports*. Both publications have been well received during their initial year of existence.

Under the arrangement, SAA members who subscribe to the *Archival Informatics Newsletter* will receive a 10% discount, paying \$21.60 instead of the usual subscription price of \$24.00. (Note: these subscriptions are available on a prepaid basis only.)

Bearman's technical reports will also be reduced 10% for SAA members, so that individual copies will cost \$40.50 (plus the usual SAA charge for postage and handling) instead of \$45.00.

Technical reports for 1987 and 1988 include *Optical Media: Their Implications for Archives & Museums* (Spring, 1987); *Collecting Software: A New Challenge for Archives & Museums* (Summer, 1987); *Functional Requirements of Collections Management Information Systems* (Fall, 1987); *Technical Requirements of Cultural Repository Information Systems* (Winter, 1987); *Directory of Software for Archives & Museums* (Spring, 1988); *Proceedings of the Seminar on Archives & Authority Control* (Summer, 1988); *New Developments in Appraisal of Machine Readable Records* (Fall, 1988); and *Functional Requirements of Exhibits Management Information Systems* (Winter, 1988).

SAA members who would like to subscribe to Bearman's newsletter should send a check for \$21.60 to the SAA office, which will forward the mailing information to Bearman. Technical reports should be ordered like other titles in the SAA Bookcase.

1988 SAA Awards Competition Opens

The Society of American Archivists announces its 1988 awards competition, which recognizes accomplishments of the 1987 calendar year.

We invite individual and institutional members of SAA to nominate themselves or others for these awards. Winners will be selected by subcommittees of the Awards Committee, chaired by Thomas Wilsted. Awards will be presented at the 1988 annual meeting in Atlanta, 29 September to 2 October.

The SAA awards policy is described in *The American Archivist* 39: 415-20. All nominations should be sent to Thomas Wilsted, Salvation Army Archives, 145 W. 15th St., New York, NY 10011. *The deadline is 1 June.*

The Distinguished Service Award

Established by three fellows of the Society: Leon deValinger, Jr., Mary Givens Bryan, and Dolores Renze. The award, a plaque, is presented to an archival institution or organization that has made an exemplary contribution to the profession. Nomination forms for the award are available from Thomas Wilsted.

The Sister M. Claude Lane Award

Established in 1974 by the Society of Southwest Archivists in memory of Sister Lane. This cash award is funded by SSA and presented to an individual who has made significant contributions in the field of religious archives.

The Philip M. Hamer and Elizabeth Hamer Kegan Award

Established with an initial gift from Elizabeth Hamer Kegan, and first presented in 1973. The award recognizes an archivist, editor, or group thereof, who has increased public awareness of a body of documents through the compilation, transcription, or public presentation of archival materials for educational instruction or other public purpose.

The Oliver Wendell Holmes Award

Established to facilitate supplementary travel of foreign archivists already in the United States or Canada for training. (First presented in 1979.) Information on eligibility and application rules is available from Ann Newhall,

New Committee Targets Membership Growth

by Patrick M. Quinn

Earlier this year SAA established the Membership Committee, a standing committee whose broad mandate is to seek means of expanding the Society's membership. The committee held its initial meeting at the annual meeting in New York City. Among the tasks and goals it set for 1987-88 was an effort to solicit ideas and suggestions on how SAA can best increase its membership.

The committee is convinced that there is no point in increasing membership simply for the sake of increasing membership. Rather, our efforts are based on the premise that there are hundreds of practicing archivists "out there" who would benefit from SAA membership and who would, in turn, strengthen SAA and the archival profession in general.

Many of these archivists benefit from membership in regional, state, and local archival organizations. The archival profession, however, is national and international in scope. All archivists benefit from membership in SAA, an organization with the capacity to synthesize a broad range of archival experience, and that offers services and resources otherwise unavailable.

The respective roles of SAA and other archival organizations complement and reinforce one another. Membership in professional organizations

chair of the International Archival Affairs Committee, 119 Filbert St., Hamden, CT 06517.

The Waldo Gifford Leland Prize

A cash award funded by income from the Leland Prize Fund. The prize, first awarded in 1959, is presented to the author of an outstanding contribution in the field of archival history, theory, or practice. Periodicals are not eligible.

The C.F.W. Coker Prize

Established by SAA Council in 1983, this prize recognizes works or activities (finding aids, finding aid systems, descriptive tools, and projects that involve innovative developments in these) of exceptional merit that advance the practice of archival description.

at every level helps to make archival practice less parochial and to build a strong, vibrant profession.

Many hundreds of other persons who maintain their primary membership in a variety of allied professional organizations--ALA, SLA, AHA, OAH, ARMA, AASLH, OHA, AAM, and especially NAGARA--have an interest in archival matters. Membership in SAA can provide them with valuable resources and services, as well as with access to the professional archival community.

The Membership Committee is also committed to finding ways to increase the number of SAA members who are members of minority groups. One of the central missions of SAA is to ensure that we preserve an adequate and representative documentary record of our times and of the society in which we live. And it follows that SAA must include within its own ranks archivists representative of society as a whole.

Predicated on the assumption that the collective wisdom of many is superior to that of the few, the Membership Committee invites each reader of this newsletter to ponder how SAA might best increase its membership. Please send your thoughts, comments, suggestions, and recommendations to Patrick Quinn, University Archivist, Northwestern University Library, Evanston, Illinois 60208.

Furthermore, the Committee welcomes and encourages your individual membership recruitment initiatives. If each of us would convince just one archivist who ought to belong to SAA to join with us, the Society and the profession would be the richer and stronger for our efforts.

As you attend meetings of your regional, state, and local archival organizations, or of allied professional groups, and as you meet archivists new to the profession, the Membership Committee hopes you will bring the resources, services, and benefits of SAA membership to the attention of prospective members.

A new SAA membership brochure is now available. You may request copies from the SAA office.

Bibliography of Recent Automation Articles

More and more archivists are gaining experience with the MARC AMC format and its associated descriptive standards. As their experience grows, they are questioning current practices and orientations, and suggesting new avenues to explore and paths to follow. Fortunately, many of these experiences and ideas have been published.

I have compiled a bibliography of recent articles, both practical and theoretical, that discuss implementing MARC AMC, using descriptive standards, and expanding the authority control concept for archival applications.

I doubt that the list below is inclusive. If you have come across any other articles, please let me know, so I can add them to the list.

Archival Informatics Newsletter and Technical Reports, Volume 1 - ,

Pittsburgh: Archives and Museums Informatics, 1987-

Bearman, David. "'Who About what?' or 'From Whence, Why & How:' Establishing Intellectual Control Standards to Provide for Access to Archival Materials." In *Archives, Automation and Access*, 39-47. Vancouver: University of British Columbia, 1986.

_____. "Archival and Bibliographic Information Networks." In *Archives and Library Administration: Divergent Traditions and Common Concerns*, 99-110. New York: Haworth Press, 1986.

_____. *Towards National Information Systems For Archives and Manuscript Repositories: The National Information Systems Task Force (NISTF) Papers, 1981-1984*, Chicago: Society of American Archivists, 1987.

_____. "Letter to the Editor," *The American Archivist* 49 (Fall 1986), 347-348.

Bearman, David and Richard Lytle. "The Power of the Principle of Provenance," *Archivaria* 21 (Winter 1985-86): 14-27.

Bearman, David and Peter Sigmond. "Explorations of Form of Material Authority Files by Dutch Archivists," *The American Archivist* 50 (Spring 1987): 249-251.

Bearman, David and Richard Szary. "Beyond Authorized Headings:

Authorities as Reference Files in a Multi-Disciplinary Setting." In *Authority Control Symposium: Occasional Papers No. 6*. Papers presented during the 14th Annual ARLIS/NA Conference, New York, 10 February 1986. edited by Karen Muller. pp. 69-78. Tucson: Art Libraries of North America, 1987.

Bureau of Canadian Archivists.

Towards Descriptive Standards: Report and Recommendations of the Canadian Working Group on Archival Descriptive Standards. Ottawa: Bureau of Canadian Archivists, 1986.

Cloud, Patricia. "RLIN, AMC, and Retrospective Conversion," *The Midwestern Archivist* 9 (No.2, 1987): 125-134.

Cook, Michael. "Standards of Archival Description," *Journal of the Society of Archivists* 8 (April 1987): 181-188.

_____. "The Move Towards Standards of Description and What To Do With Them," *Janus* 2 (1987): 29-32.

Evans, Max J. "Authority Control: An Alternative to the Record Group Concept," *The American Archivist* 49 (Summer 1986): 249-161.

Holmes, William M., Edie Hedlin, and Thomas E. Weir, Jr. "MARC and Life Cycle Tracking in the National Archives: Project Final Report," *The American Archivist* 49 (Summer 1986): 305-309.

Michelson, Avra. "Description and Reference in the Age of Automation," *The American Archivist* 50 (Spring 1987): 192-208.

Ostroff, Harriet. "From Clay Tablets to MARC AMC: The Past, Present, and the Future of Cataloging Manuscript and Archival Collections," *Provenance* 4 (Fall 1986): 1-11.

Weir Thomas E., Jr. "Letter to the Editor," *The American Archivist* 50 (Spring 1987): 172-173.

Weinberg, David. "Automation in the Archives: RLIN and the Archives and Manuscript Control Format," *Provenance* 4 (Fall 1986): 12-31.

Zborary, Ronald J. "dBase III Plus and the MARC AMC Format: Problems and Possibilities," *The American Archivist* 50 (Spring 1987): 210-225.

MARC Workshops

SAA is presenting its workshop, "Understanding the MARC Format for Archival and Manuscripts Control," three times in 1988. The workshop provides an understanding of the format, of the descriptive standards used with it, as well as hands-on experience in tagging archival descriptions. Texts include Nancy Sahli's *MARC for Archives and Manuscripts: The AMC Format* and Max Evans and Lisa Weber's *MARC for Archives and Manuscripts: A Compendium of Practice*. The workshop will not teach computer skills, but an understanding of automated capabilities is desirable.

The 1988 workshop locations are:

Dallas, Texas; February 22-23
(cosponsored with the AMIGOS Bibliographic Council)
Old Sturbridge Village, Massachusetts; June 2-3
Jackson, Mississippi, June 20-21

The registration fee is \$200, which includes the two texts mentioned above. SAA awards 1.2 continuing education units for attendance, in accordance with National University Extension Association guidelines.

To apply, please send a letter that includes your name, address, employer, business and home phone, and position or title. Please address the following areas in your letter: 1) your job responsibilities; 2) your plans to use the MARC AMC format in the near or distant future; 3) your background in computers, including relevant education, training, and experience; 4) your educational background (e.g., coursework in archives administration, history, library science, other).

Enrollment is limited, so early registration is advised. To enroll in the workshops in Massachusetts or Mississippi, send your application letter to Lisa Weber at SAA headquarters. Registration fees will be accepted no later than 8 weeks before the workshop.

Contact Lisa Weber at 312/922-0140 for information about the workshop cosponsored with AMIGOS, or for any other information regarding these workshops or the Automated Archival Information Program.

What the Blazes is an Archivist IPA? (And what is one doing in NEH?)

The United States archival profession has been greatly served over the last decade by a little known program that has staffed a little known position at the National Endowment for the Humanities. The program is the Intergovernmental Personnel Act, or IPA, and the position is the IPA Officer within the Endowment's Research Materials Program.

Passed in 1970, the IPA provides a framework within which federal civil servants can take a year or two leave of absence to work in state and local agencies, while state and local employees (in particular, academics) can do the same in a federal agency. To facilitate the program, participants receive their normal salary, or the salary of the position they take on, whichever is higher.

Although the original intention was for the numbers of federal and local participants to be equal, at NEH, the IPA traffic has been almost exclusively one-way. Far more IPAs (as participants in the program are often called) have come in to supplement the Endowment's work force than have gone out to the local agencies and campuses.

The first IPA in the Division of Research Programs was Margaret Child, who joined NEH in 1974 and took over a broad range of tasks and projects from the Division's acting director. One year later, she moved from IPA status to assistant director of the division, responsible for the newly created Research Collections Program. (Research Collections was later renamed Research Resources, and in 1985 was split into the Research Materials Program and the Office of Preservation.)

This program's purpose was to fund projects that would make materials with potential research value more accessible to scholars. Because Child had only a program officer, a program assistant, and a secretary to accomplish this work, she turned to the IPA program to supplement her staff.

"In retrospect," she reflects, "it is clear that we simply could not have

managed without them. This is true first of all because all the IPAs were highly intelligent, thoughtful, and hard-working, and thus carried their full share of the inquiries and proposals with which the program was deluged. Secondly, they each brought special knowledge and a wide network of contacts with them, which enriched the program both during their tenure and after their departures."

The program's first IPA, Charlotte Morse, was shared with the General Research Program. The next two--Cordelia Candelaria and Lawrence Christensen--helped strengthen the program's expertise in Black and Chicano studies.

In 1978, however, there was increasing concern about the efficiency and effectiveness of the program's collections projects. Child wanted to ensure that they employed the latest techniques and adhered to approved practice. As a result, she convinced Division management of the need for an IPA who not only had a strong academic background in a certain subject area, but who also had the perspective of a trained and experienced archivist or librarian.

Since then, there have been eight IPAs in what is now called the Access category of the Research Materials Program, each of whom has had an archival background in addition to doctoral expertise in some area of the humanities. The following is a list of these IPAs and their terms:

1978-79	John A. Fleckner
1979-81	William K. Wallach
1981-83	Marcella Grendler
1983-84	Frank Boles
1984-85	Richard Cameron
1985-86	William J. Maher
1986-87	Patrick B. Nolan
1987-88	Terry Abraham

"Having professionals on the staff," Child notes, "helped us to encourage applicants to use the most appropriate methodology and to evaluate workplans more competently."

She also cites the value of having participants who were independent of the civil service bureaucracy. "For the most part, the IPAs all had jobs to go back to at the end of their tours with the program. They thus could look at what we were doing more objectively; they could speak out more emphatically; they could take more risks. To a certain extent, it could be said that they helped to keep us honest, because we were always aware of their links with the real world beyond the federal bureaucracy, and recognized their function in representing the program to the wider community."

There were other benefits, as well. Fleckner helped develop guidelines for a new grant category of consultancies. Wallach systematically reviewed grants to institutional archives, thereby strengthening their projects. Grendler helped the program fund and monitor bibliographic projects. Boles gave the program's staff a better understanding of how large organizational collections are processed.

These are just a few examples. As Child observes, all of the IPAs have "contributed their own particular ideas, knowledge, skills, and attitudes to the evolution of the program, making it far more all-embracing and sophisticated than it would otherwise have been."

Of course, serving as an IPA is not all give and no take. Participants leave with valuable administrative experience, as well as with an overall perspective of the archival profession that is hard to come by in a professional environment. They also leave with the experience, which most would call valuable, of having worked within a federal bureaucracy.

If serving as an IPA at the Endowment interests you, then Richard Ekman, director of the Division of Research Programs, encourages you to write him for further information. His address is: National Endowment for the Humanities, Division of Research Programs, Washington, DC 20506.

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Archivist IPA continued

The following reports by John A. Fleckner, Marcella Grendler, Frank Boles, and William J. Maher offer us an inside look at the position of IPA officer in NEH's Research Materials Program. These personal accounts provide insight not only into the contributions of the IPA post, but also into NEH and its relationship with the archival profession. Also of interest is where these responses to the IPA experience agree and disagree.

The reports have been arranged chronologically, in hopes that they can give a small sense of how the post has developed over time.

John A. Fleckner: 1978-79

Perhaps the most immediately rewarding part of the IPA job was the frequent counseling of potential applicants. Each caller or drop-in visitor arrived enthusiastic about a project idea they deeply believed in, and this enthusiasm made working with them exciting.

I viewed my role as a kind of "honest broker." In some instances, I steered away projects which were hopelessly out of scope, or beyond the applicants' capabilities. This spared the time of NEH staff and of outside reviewers and panelists, as well as that of the applicants (who in some instances could be directed to more likely sources of help). In other cases, I helped applicants to understand the perspectives of NEH and of reviewers, thus allowing them to prepare an application that put their project in the best possible light.

Also memorable was the administration of ongoing grant-funded projects. Some of this work was immensely boring: wading through stacks of financial reports; replying to routine requests for minor changes in the course of projects; and sending reminders that final reports were overdue. Other parts--like informing a colleague that the work of a project was not up to professional standards, or that additional funding for a project was not awarded--were difficult.

On the whole, however, the satisfaction of congratulating archivists on work well done, and of guiding and encouraging ongoing projects, outweighed these difficulties.

I offer great encouragement to anyone considering an IPA assignment. The year at NEH really broadened my contacts geographically and institutionally. Because the NEH program included projects in special libraries, rare books and manuscripts, and other areas outside my previous experience, my understanding of the universe of "research resources" expanded greatly.

For all of its faults--and the faults of its chairpersons--NEH has been an extraordinarily beneficial influence in American life. The existence of NEH, and its support for archival activities challenges the archives profession to articulate its ties to the humanities.

This is healthy not simply because we need NEH money, but also because--in our appropriate concern with technique and technology--we ought not to lose sight of the larger issues of why we are doing what we are doing; of what good it is to society; and of what sorts of values are imbedded in what we do and how we do it. These are the "humanistic" values that need discussion along with the structure of MARC fields and the nature of photographic emulsions.

Once the archives profession has established the integral relationship of the humanities to archives and archival practice, it ought to act in concert to see that it receives a fair share of the funds allotted by the nation in support of the humanities. We ought to do this as individual archivists, and as institutions, by becoming more ingenious in utilizing existing NEH programs in support of the work we want to accomplish. And we ought to do this as an organized profession by "enlightening" NEH administrators about our part in the humanities, and by encouraging Congress to support NEH far more generously.

Talking to the Endowment as a profession is not an easy matter. NEH administrators are leery of interest group pressures, and there is no obvious structure for exercising influence. The National Council of NEH is appointed by the President, and has consisted of elevated academics, or (more recently) of conservative political supporters of the President.

While NEH makes heavy use of humanities professionals, including archivists, as reviewers and panelists, none of them speaks for the profession. I don't know of any continuing advisory groups (or similar mechanisms) that regularly represent professional interests. On the other hand, in the archives world, I know of no active effort by the profession to represent itself systematically and forcefully to NEH on behalf of its sense of what NEH should be doing.

Marcella Grendler: 1981-83

I came to the program in 1981 as a scholar with a recent MLS, who had served as a graduate assistant with the University of Illinois archives. So far as I can remember, the job was what I had expected it to be intellectually. Professionally, working for the federal government is more restrictive than employment in an academic setting, and I do not believe I foresaw that. The obvious need for confidentiality restricted normal professional contacts in a way that eventually grew wearing. Program and division staff thus leaned heavily on one another to satisfy the human need for exchange and shop talk.

Prospective IPAs should know that the post has changed somewhat in recent years. It began as a way of introducing needed expertise to the program as it developed and then matured. Although that need is substantially diminished, technology still brings changes which affect the category in small ways.

The post still offers considerable potential, however, for professional and intellectual development. This despite the fact that IPAs sit lower in the pecking order than when I served, because the agency has grown more hierarchical in an era of diminished resources.

One receives an unusual opportunity to test and refine one's critical skills; to use and broaden all of one's archival ability and subject expertise; and to see a governmental agency in action. The opportunity to witness the basic fairness of the evaluation process is worthwhile, as is the experience of seeing how hard permanent staff members work at their civil service posts.

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Archivist IPA continued

Most valuable of all, in my opinion, is the overview one gets of the world of advanced research in the humanities. The chance to see one's own field in a broader context, and to encounter and respond effectively to the concerns of other specialties, is uniquely provided by Endowment employment.

It is worth noting, however, that while IPAs learn much, do good work, and earn the respect of their colleagues, most prefer to return to their permanent posts, where the variety of activities, the openness of the work environment, and the chances for professional advancement are more attractive.

Frank Boles: 1983-84

No IPA arrives in Washington knowing enough to do the job well. Previous knowledge helps, of course, but a principal qualification for the job is rapid learning skills.

I went to NEH with the expectation of learning a great deal about the grant-making process. That expectation was quickly accomplished. From the day I arrived, I was immersed in a welter of activity--from answering telephone inquiries to reviewing final reports.

But a more subtle form of education was also going on. Not only was I learning details of grant writing and the niceties of grantsmanship (including how to deflect a free lunch politely), my own background was rapidly expanding to cope with a wide variety of issues.

Serving as an IPA gave me an overview of professional activities as carried on by some of the best practitioners in the field. Because of the IPA's position, applicants are not only willing, but eager, to educate the IPA about the special needs and concerns of their discipline-related activity.

When Congress established the IPA program, its assumption was that the IPAs would come to Washington, learn the ropes, and take their newfound knowledge back to the hinterland (that area located west of the Potomac and

vaguely referred to as "the nation"). But I realized that IPAs serve a critical role, in that while they are learning from the bureaucracy, they are also educating that bureaucracy to the needs of distinct professions.

IPAs serve as professional ambassadors granted unique access to decision makers and the decision-making apparatus. Part of the IPA's responsibility is to educate these decision makers, sensitizing them to professional concerns and priorities, and clearly representing the importance of the profession within the councils of government. This instructional role is a delicate balance. If education becomes advocacy--and representation favoritism--the IPA's credibility is lost.

At NEH, outside reviewing was critical to an application's success. I was surprised how seriously reviews were taken within the agency. What people wrote truly mattered. A negative review, in particular a thoughtful one that carefully documented important flaws, could block a proposal. A quick reading, a badly misunderstood proposal, and a hastily written negative review, however, could scar and perhaps kill a very good project. In one case, it took me several months to rehabilitate a very fine proposal grievously wounded by a careless reviewer.

This review process had a second consequence--a tendency to support traditional proposals. In an environment where only \$1 was available for every \$3 requested, and where accountability in the expenditure of public funds suggested the need for success of all projects, innovation was stifled.

Novel, original, or creative projects were forced to run a gauntlet of uncertain reviewers and troubled administrators. A proposal without an intellectual or methodological track record was always in danger. It was much easier for reviewers to endorse the tried and true, and for administrators to justify spending funds on endless repetitions of past successes, than to risk money on a grandly innovative project that just might be a glorious failure. And although stacking the review process to replicate successful projects can hardly be labeled bad, it did sometimes result in the loss of an important opportunity.

There are consequences to the relationship that exists between those seeking funding and those who control

it. One is that those who control the funds often have an inflated view of the importance of their agency. At NEH, for example, it was a commonplace assertion that the agency was "central" to the humanities in the United States. One career officer asserted that NEH was central to the humanities not only here but throughout the world!

I am convinced, however, that the problem is caused more by the applicants than by inherent parochialism on the part of the program officers, most of who are intelligent people trying to do a difficult job well. In an effort to obtain funds, applicants bend over backwards to convince program officers of the importance of their projects. That persuasive effort tends to misinform as much as it informs. Despite the program officer's best intentions, the cumulative effect of years of disinformation is a somewhat skewed view of what the people who regularly come asking for funds are about and need.

Of course, applicants are always going to shade things to enhance the likelihood of their grant being funded; and program officers, even those who work hard to avoid the problem, are always going to be victimized by the process. But it is something we need to be aware of on both sides of the funding fence, so that we can rationally discuss and attempt to compensate for its consequences.

William J. Maher: 1985-85

In several years of service as a reviewer and panelist for the Reference Materials Program, I developed a great appreciation for its goals and approach. First, it related archival and library concerns to an assessment of the value of the research material and of its subject area when making decisions on applications. Second, the program's ability to maintain a close association with the archival community, yet not be co-opted by this community, made it stand out in days of tighter circles in the professional world.

Although this philosophy was still an important part of the program when I joined it as an IPA, upper levels of the division and Endowment did not share my understanding of, or enthusiasm for, what the program was doing.

continued next page

Archivist IPA continued

There was also a great deal of skepticism among the upper-level staff about the propriety of using an archivist in the position. This was part of a larger concern that the program was too close to its "constituency".

Equally troubling was the impression that I was a representative of SAA. The fact that my independence and judgment were not acknowledged when I started was quite disturbing. I was pleased, however, that by merely doing the kind of job that I would have done regardless of the division's impression, I was able to demonstrate my independence and that I was a good choice for the position.

There were other, more modest, disappointments. Much of the work was unexciting paper management. There were far greater limits on my work time and work style than life in a university. I missed the public service interaction that one experiences in an archives. I also missed the ready accessibility of a library able to support my daily work activities.

The most valuable, enduring result of my work at NEH, however, was the development of perspectives I could not have obtained within an archival position, perspectives that have caused me to rethink much of what my daily archival and professional life involves. These can be summarized in the following points:

- o appreciation for the complex relations between library and archival material in meeting users' needs, and a recognition that archives are only one facet of the information resources needed for research
- o appreciation that scholarly use of archives and libraries, while important, needs to be balanced with other purposes of these organizations
- o recognition that my own institution's archival holdings were both more and less important than I had thought before having the distance to differentiate between them
- o appreciation of the need to distinguish between name recognition of an archivist or scholar in professional circles and the quality of work in their daily jobs

o appreciation of the freedom of discourse offered in colleges and universities.

The position at NEH provided these perspectives, because it removed me from the secure world of archives and professional societies, where rationale for collecting, processing, research service, and professional organizations are rarely questioned.

While the audience I encountered through the Endowment was sympathetic and interested in archives, it insisted that archival decisions be supportable on broad grounds. For example, one could not tell a scholar directing a microfilming project of Arabic manuscripts that the documents must first be arranged in record groups before filming because archival theory required provenance. Rather, one had first to look at the goal of each project, the circumstances under which it was being conducted, and the special talents and weaknesses of the project staff before developing strategies to achieve results useful both to scholars and archivists.

Through this contact with many researchers, scholars, and librarians, I gained a greater appreciation of the need for improved relationships among archivists, the research community, and other information providers.

In working with this program, one quickly finds that professional loyalties, dogmatic adherence to canons of archival practice, and formulistic ways of dealing with collections and users are unsupportable rationales for much of what archivists do. Instead, in the program's emphasis upon research use by a defined community as the key justification for the means of access to a body of material, one can see why the best of archival practice is based on an ad hoc approach to daily work.

I found this to be an important antidote to the current increased emphasis on techniques, standards, and uniform practice. It suggests that the pursuit of a uniformity, without the consideration of the larger communities served by archivists, can lead to a technique-dominated profession that will have an increasingly difficult time justifying itself to users and resource allocators.

Working with this NEH program provides an overview of a vertical cross-section of the world in which archivists work. In such a cross-

section, we appear as but one stratum in a much larger enterprise. In addition, archivists are part of many cross-sections beyond that of scholarly research in the humanities (e.g., administrative service, public programs, and genealogical service), and we should try to position ourselves at other strata in these, so that we can gain greater perspective on our work.

Unfortunately, to my knowledge, there are few if any programs or organizations which can provide the range and quality of opportunity offered by the IPA post in the Research Materials Program.

Two Titles Added to SAA Bookcase

Retention of Records: A Guide for Retention and Disposal of Student Records

American Association of Collegiate Registrars and Admissions Officers

This guide provides reasonable standards to assist student records managers in making record retention decisions. In addition to its recommended guidelines for the retention and disposal of hard-copy documents, the guide addresses the issues behind, and procedures for dealing with, the retention of records in machine-readable form. It also discusses the future archival significance of student records, and the responsibility records managers have to the researchers and archivists of the future.

Paperbound, 46 pp. \$6 members; \$8 nonmembers.

Planning Manual for Disaster Control

by Hazel Anderson and John E. McIntyre

A disaster may be a small-scale incident or a full-blown emergency, but in either case it requires prompt reaction to limit damage. This manual provides a disaster prevention and reaction "blueprint," which can be used to compile an individual disaster control plan for your repository. It was based on written answers to a detailed questionnaire from over forty institutions and on research visits to twenty-five.

Paperbound, 75 pp. \$7 members; \$9 nonmembers.

Report of the Interim Board for Certification

Introduction

In January 1987, Council and Officers of SAA voted in favor of a certification program. To initiate the program, they established a five-person Interim Board for Certification. The Board's specific charge was to develop a plan and budget for both certification by petition and certification by examination. The Board's report was to be considered by SAA Council and Officers at its 1988 winter meeting, and if approved, provide the basis for implementing the certification program.

SAA President William Joyce appointed to the Board four representatives from the Society: Edmund Berkeley, Jr., J. Frank Cook, Edie Hedlin, and James B. Rhoads. Carole Huxley, Deputy Commissioner for Cultural Education for New York State, agreed to serve as the public member.

The first meeting of the Board occurred on September 2, 1987, in conjunction with the SAA annual meeting in New York City. At that meeting, program responsibilities were assigned as follows: Frank Cook for budget and administrative procedures; Bert Rhoads for examination development; and Ned Berkeley for certification by petition. Edie Hedlin was chosen as Board chair. Donn Neal, SAA's Executive Director, agreed to assist the Board with the administrative and budgetary aspects of the program.

Board members communicated by telephone and mail over the next several weeks and pursued their individual program areas. During this time, a Request for Proposals (RFP) was issued to four testing companies who had earlier provided verbal estimates of costs and procedures in the development of an examination program for archivists. The deadline for submission of written responses to the RFP was November 25, 1987.

A second meeting of the Board occurred November 8-9 in Washington, D.C. Joining the Board on November 8 was Ms. Betsy Ranslow, a credentialing consultant retained by SAA to assist in developing a proper contractual agreement with a professional testing company. During this meeting the Board increased its familiarity with testing procedures, discussed the petition process, and began formulating preliminary budget figures. Each member subsequently submitted to Hedlin a draft document covering his area of responsibility. Those drafts, plus the responses of the testing companies and Ms. Ranslow's analysis, form the basis for this report.

Primary Assumptions of the Board

In implementing a plan for certification, the Board was governed by the Council resolution passed in May 1984 and the revised certification plan published in the August 1986 SAA Newsletter as refined by Council at its January 23, 1987 meeting. The refinements altered the period for seeking certification by petition from two years to one year and changed the examination instrument from a multiple choice/essay combination to exclusively multiple choice.

The Board assumed that the certification program would need to be self-supporting and that any funds provided by

SAA during the start-up phase would be refunded to the Society as soon as possible. Further, the Board assumed that it was bound by the time frames described in the August 1986 SAA Newsletter. The 1986 plan called for the Interim Board to develop "criteria and procedures for certification by petition" within nine months and "criteria and procedures for certification by examination" within eighteen months. The plan presented below clearly falls within these time frames.

Finally, the Board assumed that an implementation plan for the recertification program should properly be left to the Academy of Certified Archivists. Given the short deadlines and broad responsibilities accompanying the planning for certification by petition, examination development, and initial administrative activities, the Board did not feel able or believe it wise to focus on recertification as well.

With these assumptions in mind, the Board presents the following plan and timetable for implementation of a certification program for archivists.

Certification by Petition

Certification by petition is a simpler process than certification by examination. It does not require the services of outside professionals and, because it is a one-time-only option, does not require a mechanism for continued availability. Nonetheless, it is imperative that the procedures accompanying this process be clear and fair, and that they reflect a broad range of opinion. In addition to the steps listed below, the Board recommends that the Society obtain legal advice in this area to assure maximum compliance with sound professional practice.

The Board also recommends that those persons granted certification by petition be designated as "charter members" of the Academy of Certified Archivists (ACA). This title suggests the unique character and special status of the ACA's first members, thereby offering recognition of their professional standing and their support of the Academy. As with all membership in the Academy, charter members must seek recertification after eight years.

The following timetable assumes the availability of certification by petition by July 1, 1988. However, given the late-February date for the meeting at which SAA Council will consider this plan, the Interim Board recognizes that this time frame may be optimistic. Nonetheless, the Interim Board expects this service to be in place and available for announcement to the profession at SAA's 1988 annual meeting in Atlanta.

Administrative aspects of the program are included below. Cost estimates have been placed in the "Budget" section of this report. In general, the Board believes that the steps leading to a program of certification by petition are as follows:

1. In early March, 1988, Ned Berkeley, with the assistance of a subcommittee of two SAA members, will prepare the draft of a petition instrument. The subcommittee members

should consist of highly respected archivists whose institutional affiliation and areas of expertise provide a broad professional perspective. Cost considerations suggest that they ideally should be reasonably close to Charlottesville, Virginia.

The petition instrument will be divided into three parts: education, employment experience, and professional activities. It will be a self-scoring document with a certification statement at the end where the applicant certifies to the correctness of the data entered and that he or she understands that the certification, if granted, will extend for eight years. Although the subcommittee will prepare a draft petition, at this time it will NOT assign any points to any part of the document.

The draft petition will be reviewed by the Interim Board and the subcommittee will make changes as suggested.

2. The revised draft will be duplicated and sent to 50-100 archivists, reflecting a cross-section of archival functions, institutions, geographic regions, etc., on a test basis to determine usefulness and to identify problems. Testors will be asked to indicate the weighting of points (probably totaling 200) to be assigned to the three major sections, and to individual items, and to indicate what they believe a passing score should be. These test copies will be returned to the subcommittee for review and evaluation.

3. Berkeley will work with the Executive Director to design a certificate to be issued to the charter members of the Academy of Certified Archivists, and to make initial designs for the printed petition instrument and other material to be mailed to members requesting information about the program.

4. The subcommittee will meet to refine the petition and to affix points based on the returned sample petitions and will send the revised instrument to the Interim Board for review.

5. After making any necessary changes, the Board will submit the petition instrument to Council for its review and approval at its late-spring 1988 meeting. Assuming Council approval, a copy of the instrument can be printed in the next issue of the *SAA Newsletter*. (The Board believes that an announcement of the availability of the petition should be included in each issue of the *SAA Newsletter* published during the one-year period.)

6. The Interim Board will hold an Open Meeting at the 1988 annual meeting in Atlanta where members may ask questions about the process of certification by petition. Copies of the petition will be available at that meeting and at the SAA booth during the entire meeting.

7. All petitions will be returned to the Chicago office where they will be turned over to a staff member (temporary) who will check them for completeness and correctness, note problems or questions, and forward them to Berkeley for review by his subcommittee. The subcommittee will hold meetings in early September 1988, early January 1989, and early July 1989 to review petitions. It will forward to the Executive Director lists of persons whose petitions are successful. He will notify the petitioners of the award of

charter membership in ACA. The Board believes that recognition should be afforded charter members in a number of ways, including the reading of their names at the 1989 annual meeting and a special ribbon to attach to their identification badges.

8. Appeals of rejected petitions will be forwarded by the Executive Director to the chair of the Professional Standards Committee. The chair, with the concurrence of the two Council-elected members, will appoint a committee of three archivists (including at least one Fellow) to an Appeals Committee. The decision of the Appeals Committee shall be final.

Certification by Examination

Certification by examination involves a process that is complex, time-consuming, and labor-intensive. It requires activities and approaches with which most archivists are unfamiliar, but that are necessary if the examination is to be viewed as fair, objective, and based upon a broad professional consensus.

For these reasons, both SAA Council and the Interim Board engaged the services of Betsy Ranslow, a credentialing consultant, who assisted in the preparation and dispatch of an RFP to four nationally recognized testing companies: the Professional Examination Service and Professional Testing Company, both of New York City; Assessment Systems, Inc., of Philadelphia; and the Educational Testing Service of Princeton, New Jersey. The Board felt that only through responses to an RFP would it obtain sufficient data to form the basis for reliable cost estimates.

Of the four companies, one (Assessment Systems, Inc.) declined to participate. The remaining three submitted proposals describing their services, procedures, and costs. A comparative analysis of the three proposals, prepared by Ranslow, is included in the appendices to this report. Based upon this information, the Professional Examination Service (PES) appears to offer the most favorable combination of quality service and affordable costs. However, the financial implications in choosing a testing company are substantial. Therefore, the Interim Board leaves to Council the final decision regarding a testing firm.

Each company has proposed somewhat different procedures. The following outline of steps is therefore a generic approach that may not completely mirror the procedures of the testing firm chosen. In all cases, however, the development of a program for certification by examination requires a great deal of interaction between archivists and the testing company, and can be described generally as follows:

1. *The development of "task statements."* These are statements describing the tasks that archivists typically perform, such as appraisal, arrangement, description, reference services, and outreach. The Board will solicit a broad range of archivists and archival institutions for existing task statements and other materials or information from which task statements might be developed. Bert Rhoads, together with two subcommittee members, will review the materials so gathered and prepare draft task statements. The draft statements will then be reviewed by a nine-person panel that is representative of the major groupings within the archival

profession and includes archival educators as well as practicing archivists who are authorities in the major archival functions. The draft statements will be modified as necessary by the panel and will be reviewed by 100 archivists. The final set of task statements form the basis for future steps in examination development. The testing company will review the work of the panel and make further refinements, if needed, in consultation with the examination subcommittee.

2. *Development of "knowledge, skills, and attitudes" statements (KSAs).* A separate panel of seven archivists will be convened to develop these statements. Working from the task statements, the panel will identify the types of knowledge an archivist must possess to perform a given task, the skills that must be brought to bear, and the attitudes that are necessary to its successful performance. The testing company will review the KSAs, and refine them in consultation with the examination subcommittee.

3. *Creation of questions.* The next major step is the framing of specific questions to be included in the examination. These will be multiple-choice questions, each with four possible answers. A half-day certification examination will require 100-250 questions. These should be drawn from a pool of 200-800 questions. The testing company will assist the examination subcommittee in conducting item (examination question) development workshops. These are one-day exercises, open to any member of the archival profession. Approximately half of the day is devoted to instructing participants in the technique of item development, and the balance of the day is used for item development itself. Experience suggests that about thirty usable items may be expected from each one-day workshop. It is anticipated that these workshops will be held in conjunction with other archival meetings, particularly those of regional archival associations.

4. *Item Review.* Once the minimum number of questions necessary for the item pool has been developed, these, too, must be subjected to a review process. A nine-member panel, similar in composition to the task statement development panel, will be convened to review each individual item.

5. *Setting the pass level.* A criterion-referenced cut score will be set, using an established method. Each member of a nine-member panel will be asked to estimate the percentage of examinees who will correctly answer a particular question, and these estimates will be averaged for each item and then across items. This exercise will provide the basis for determining the passing score for the examination.

6. *Location and frequency of the examination.* The first examination will be conducted in connection with the SAA annual meeting in St. Louis, in October 1989. The current assumption is that subsequent examinations will be held once a year in the venue of the annual meeting. Examinations can be held more frequently or in additional locations, but the costs of administering the examination, and/or the reliance upon volunteer institutions and individuals to provide this service, may increase.

7. *Other matters.* Prior to the first examination, a candidate handbook will be prepared and provision for registration of individual candidates will be made. Following the examination, the testing company will score the examinations and conduct an item analysis based upon the examination results. Among other things, this analysis will identify particular questions that a large percentage of examinees failed to answer correctly and eliminate these questions from the individual scoring process, and from the item pool for future examinations. The testing company will then notify candidates of their examination results and will provide examination results for all candidates to the SAA--or the ACA. It is anticipated that by this time the ACA will have been organized and the Interim Board will be able to relinquish its responsibilities to that body. After the first examination has been conducted and the ACA becomes fully operational, certain follow-up and maintenance activities will be required. These include additional item-development workshops and item-review activities. Eventually, the task statements and KSAs will need to be reviewed and modified in order to keep pace with the developments in the archival profession.

8. *Summary.* The testing company will play a lead role for about eighteen months. It will provide guidance, technical assistance, professional expertise, and supervision for the entire process and will ensure that the final product--a professional certification examination--is fair and objective and conforms to generally accepted standards. Equally essential to the success of the program is the active participation of the archival profession at almost every step of the way. This involvement will require creativity and the expenditure of time and money.

Tentative Chronology for Certification by Examination

Dec. 1987: Interim Board reports to SAA Council on the process and costs associated with implementing certification.

Feb. 1988: Council meets and acts upon the report.

Mar. 1988: Assuming Council approval, negotiation of three-year contract with a testing company. One-day meeting with testing company officials, attended by Hedlin, Rhoads, and Neal.

Apr. 1988: Three-person subcommittee meets to develop task statement. Testing company develops survey instrument.

May-Jun. 1988: Testing company conducts survey of existing task statements. Survey instrument sent to 100 archivists and archival institutions.

Jul.-Sept. 1988: Testing company refines task statements.

Sep.-Oct. 1988: Seven-member KSA statement development panel meets.

Oct.-Nov. 1988: Testing company refines KSAs and develops a single list of statements.

Dec. 1988-Jan. 1989: Nine-member panel reviews KSAs by mail.

Feb.-May 1989: Testing company develops test specifications (blueprint). Seven workshops conducted by testing company in various parts of the country, generally in connection with meetings of regional archival associations. Each meeting is to be attended by one of the three members of the subcommittee. Alternative scenario is for testing company to hold a two-day meeting to train workshop leaders who would then conduct the workshops, rather than have the testing company do so. See budget).

Jun.-Jul. 1989: Testing company assembles the first examination of 100-250 items. SAA announces that the first examination will be held in connection with the annual meeting in St. Louis. Candidate handbook developed and printed and registration for examination of candidates opened.

Aug. 1989: Nine-member panel reviews examination items and sets pass score.

Aug.-Oct. 1989: Interim Board phases out. ACA is formally established and assumes responsibility for certification.

Oct. 1989: Testing company administers first examination in St. Louis.

Nov. 1989: Testing company conducts item analysis based on examination results, scores examinations, and mails test results to candidates and to ACA.

1990- : Item development workshops and meetings of item review panels occur as needed to maintain and increase the item pool for future examinations.

Budget and Administration

Most administrative matters related to the start-up phase of certification have been discussed in conjunction with the two respective programs. Only the two areas of publicity and SAA staffing will be discussed here.

When available, certification by petition and certification by examination should each be publicized in the *SAA Newsletter*, *The American Archivist*, newsletters of regional archival associations, and in press releases to a wide variety of related constituencies (ARMA, NAGARA, AAM, AASLH, etc.). In addition, SAA should prepare a flyer for distribution in mailings, at workshops, at annual meetings, and whenever else appropriate. Executive Director Neal estimates that SAA's primary staffing needs will occur during 1988-89, when certification by petition is available. The work of the ACA can be assumed by ACA members.

Budget Assumptions

In preparing cost figures, the Board needed to make several major assumptions in both expenditures and income. The nature of these assumptions should be noted carefully:

First, the Board worked with the figures projected by Professional Examination Service (PES) in calculating costs (\$20,000 for examination development and a \$10,000 annual fee for test administration). Since Professional Testing Service was much lower, and Educational Testing Service much higher, a choice of either of these two will significantly alter costs. In addition, please note that the final cost figures, even for PES, remain subject to negotiation. The Board has assumed, for instance, a lowering of the \$10,000 annual fee after the first year.

Second, the budget assumes payment for examination development within SAA's 1988-89 fiscal year and payment for administration of the examination during SAA's 1989-90 fiscal year. (Ranslow's projection lumps both costs into the first year's contract with PES, without regard to SAA's fiscal year.)

Third, a higher fee will be charged non-SAA members than SAA members who seek certification. (This is common practice.)

Fourth, at least 260 persons (10% of SAA's individual membership) will seek charter membership in ACA; 20% of the 260 will be non-SAA members; and 50 persons a year will seek certification by examination, but one-third of them will be non-SAA members.

With these assumptions in mind, the Board has projected the following income and expenditures:

Income

1987-88:	none	
1988-89:	210 SAA members (petition) @ \$225 =	\$47,250
	50 non-members (petition) @ \$275 =	13,750
	TOTAL	61,000
1989-90:	33 SAA members (examination) @ \$225 =	\$ 7,425
	17 non-members (examination) @ \$275 =	4,675
	TOTAL	12,100
	GRAND TOTAL	\$73,100

Expenditures

1987-88:

Interim Board meetings (11/87 & 4/88)	\$ 5,000
2 Petition Subcommittee meetings (spring 1988)	1,000
Printing of petition materials	500
Consultants (including legal)	2,500
Meeting at PES to negotiate contract (3/88, three persons)	1,250
Role delineation meeting at PES (5/88, including 9-person panel, Rhoads, and Neal in New York City for 3 days)	10,000
Contingency	1,750
TOTAL	<u>\$22,000</u>

1988-89:

Petition Subcommittee meeting (9/88)	\$ 1,000
Printing of certificates	1,500
PES fee	20,000
Examination Subcommittee at SAA to review results of delineation study, train for leading item development workshops	1,500
Examination Subcommittee travel to regional meetings to present 7 item development workshops	2,500
[Option: PES staff could conduct workshops but this might involve higher expense.]	
Examination-development meeting at PES (spring 1911 persons for 3 days)	10,000
Contingency	1,000
TOTAL	<u>\$37,500</u>

1989-90:

Petition Subcommittee meeting	\$ 500
PES administrative fee [subject to negotiation downward]	10,000
Contingency	1,000
TOTAL	<u>\$11,500</u>
GRAND TOTAL	<u>\$71,000*</u>

* Projected surplus of \$2,100 income over expenditures.

The Board also prepared a projection of income and expenditures for certification through the year 2000. This projection assumes a continuation of fifty applicants a year for certification by examination and a recertification request from one-half of all who originally sought certification. Based upon these assumptions, the Board estimates that the Academy of Certified Archivists will maintain an income base sufficient to continue the certification program.

Conclusion

In conducting research for this report, the Interim Board has learned a great deal about the dynamics of certification programs. This experience has led to several conclusions regarding the impact of certification upon the Society of American Archivists and the archival profession.

First, it appears that a certification program is financially feasible. The Board's preliminary budget figures indicate that any major costs associated with program implementation are recoverable. The Board believes that the number of applicants projected for both certification programs is conservative. More candidates will result in more income.

Second, the process of developing a test instrument for certification by examination is in itself a rigorous exploration of the theoretical, methodological, and practical bases for current practice. It is possible, although unlikely, that this process will reveal an insufficient body of commonly accepted knowledge, skills, and attitudes upon which to base a standardized test. The Board believes that such a finding itself would be valuable in assessing the status and needs of the profession. Moreover, the inclusion of a large number of archivists, the involvement of regional associations as well as SAA members, and the guidance of testing experts throughout the process provides an excellent opportunity for enhanced communication and professional awareness among archivists.

Finally, the certification effort is highly labor-intensive. A viable certification program will succeed only if a significant number of archivists willingly commit time, skills, and energy to this process. The Board therefore urges Council to assure full and open reporting of plans and activities at all stages of this process, and to encourage active participation from the broadest range of archivists.

Featured Regional: Society of Southwest Archivists

The Society of Southwest Archivists (SSA) was created in 1972 by a group of approximately 35 archivists, manuscripts curators, historians, and other interested persons assembled at the University of Texas - Arlington. Much like the other regional archival organizations founded in the early 70s, SSA developed out of a perceived need to address mutual concerns.

SSA has grown to nearly 150 members (40% of who are also members of SAA), residing primarily in the states of Arizona, New Mexico, Oklahoma, Texas, Arkansas, and Louisiana. From the Mississippi Delta to the semi-arid Southwest, SSA is the second largest regional in terms of geographic size.

The officers of SSA consist of a president, vice-president, secretary, and treasurer. The executive board, which meets at least twice a year, includes the officers, the immediate past president, and six persons elected by the membership. Elections are administered by a nominating committee, and voting is done by mail.

The *SSA Newsletter*, presently edited by Michael Heskett (Texas State Library, serves as the primary means of communication for the membership. The main concerns of this quarterly publication are SSA actions and regional news, including reports of meetings, job notices, and accessions

and openings.

SSA's annual meeting is held in May, normally for three days, and is often accompanied by a pre-conference workshop. Last year, for example, Lisa Weber presented a MARC workshop at our New Orleans meeting. These annual meetings have provided SSA members with opportunities for professional development, while serving as an occasion to renew old friendships and establish new ones. The 1988 meeting is scheduled for Fort Worth, and the 1989 meeting is tentatively set for Santa Fe.

Many of SSA's Texas members are also active in the Texas State Historical Association. Beginning in March 1978, SSA sponsored a session at the TSHA annual meeting. These sessions have focused on a variety of subjects associated with archives and manuscripts, and interest in them has grown over the years. The 1988 session is entitled "Researching Texas Congressional Papers," and will include a representative of an institution holding numerous congressional collections, and an archivist presently working for a U.S. senator, and a historian who has conducted extensive research in congressional papers.

SSA has the distinction of being the only regional that funds an award grant through the Society of American

Archivists. The award in honor of Sister M. Claude Lane, formerly archivist of the Catholic Archives of Texas, and one of the first SSA executive board members. The Sister M. Claude Lane Award was established in 1974, and is presented for outstanding contributions to the development of religious archives. The 1987 recipient was Robert D. Shuster, director of archives at the Billy Graham Center.

To further the professional training of working archivists, SSA offers the A. Otis Hebert Award, a scholarship of up to \$600 that may be utilized to attend short courses or workshops. Hebert was one of the founders of SSA, served as its first president, and was the initial editor of the *SSA Newsletter*. A committee of five SSA members reviews applications for the award and makes a recommendation to the executive board. The 1987 recipient was Adelaide B. Elm, archivist at the Arizona Historical Society, who utilized the scholarship to attend the Modern Archives Institute at Kansas City.

As a regional organization the Society of Southwest Archivists has come a long way. And it is with this sense of accomplishment the future challenges will be met.

Michael J. Dabrishus is president of the Society of Southwest Archivists.



THE TALK OF THE TOWN

NOVEMBER 2, 1987

Archive

We have received a grant of papers from a reporter:

Notes for Talk story--10th-anniversary celebration, Archival Management and Historical Editing Program, Department of History, NYU.

Lots and lots of archivists gathered, tp flr Bobst Library, Wshngtn Sq. Big map of NYC on one wall, red pins to mark archvs in NYC occpd by NYU archivsts. (Simile: looks like map in Patton hq.? Like pblic-hlth offcls monitoring spread of disease fm outer spce?) Inclds: NY Philharmonic, Trinity Church, New York Stock Exchange, J. Walter Thompson, American Bible Society, Corning Glass, Empire Blue Cross/Blue Shield, many others.

Talked to: Prof. Michael Lutzker, head of program. 10th anniv of revolutionary idea that archvl training shd be humanities trng. Mt of papers in every institution. Not just offcl hstry but hstry in the raw. What is ephemeral, what is enduring? Whole pblm of institutional memory really archivsts' pblm: sort thru notes, papers, memos. He/she mst decide wht belongs in memory, wht not. Archivsts' job to develop overview of memory.

Intrdcd to: Archvst of NY Philharmonic, Barbara Haws. (Lks exctly like Glenn Close in "Ftl Attrctn." *Careful!*) What found in music archvs? Record of negotiation Mahler/Phlhr-mnc: Mahler says, "Mahler must have

this!" Phlhrmnc says, "No way." (Human side of genius.)

Intrdcd to: Frank Buck, acting archvst of US. (Archvst of whole country? Dbl-chk this.) Ask: Any relation to Bring Em Bck Alive Frank Buck? No, Frank Burke. B-U-R-K-E. Explains is here for reading after party. Will read from T. Jefferson's lettrs. Shw that Jffrson himself knd of archvst, intrstd in stting record straight.

Overhrd btwn Lutzker and other guy after Burke leaves:

"Had any luck placing people with Burke?" (*Still* sounds like Buck--odd prnciatn.)

"Not for years, but now Arthur Sniffin has gone to DC."

Arthur Sniffin! Great name for archvst--Dcknsian!

Other people present: Walfredo Toscanini (Maestro's grndson), Geri Solomon, Katharine Houghton (niece of K. Hepburn, married S. Poitier in "Gs Whs Cmng Dnnr," will read from archvl matl--looks *lot* like Kate. Hair in bun, etc.), McGeorge Bundy, Phyllis Barr, Gregory Hunter...

McGeorge Bundy! Bst & Brghtst! Why he here? Walking archive? No, prof in hstry dept. NYU.

Food: crudts. (Raw history, raw food--develop piece into Levi-Strauss parody?)

NB: Look for people in charge of weird archives. Ask one archvst what

weirdest thing in yr archv? Looks insulted. Must fnd more tctful way ask ths.

Gvn copy of: *The Archivist Historian*, pblctn of archivsts. Intrstng rdng. Jackie Rbnsn papers, etc. Report on jobs in Japan: Job mkt wide open for archvst historians! But drawback or two. Few formal archvs, and unlikely anyone excpt Japanese wd be appted to staff them. Archivsts trained to see bright side. Archivsts very cheerfl people.

Program begins. Poem read by two archivsts--narrtv acct of early yrs of prgrm in archvs:

A lesson was learned on that very first day.

Food, drink and ink should be kept far away.

*We dum-de-da-dum-de on many fine trips
And from other archivists learned many fine tips.*

Something like that. Get txt of poem later.

Hey! One NYU archvst looks after Geoffrey Hellman papers--G. Hellman wndrfl old Talk writer. Talk notes *valuable! Archivable!*

Great! Here!

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Archivists' Calendar

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.

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.

6-11 March

"Collecting and Interpreting Twentieth-Century History" conference; Oakland Museum and AASLH. 615/255-2971.

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.

18 March

Museum Archives Workshop; Old Sturbridge Village, Mass.; 617/347-3362.

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

12 April

Third Annual Preservation Conference; National Archives and Records Administration. 202/523-1546

14-16 April

Archives-Libraries Committee Meeting; African Studies Association; Boston, Mass. 804/924-4989.

20-22 April

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

28-30 April

Mid-Atlantic Regional Archives Conference Spring Meeting; Allentown, Penn. 215/250-5148.

2-4 May

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

5-7 May

Midwest Archives Conference Spring Meeting; Chicago, Illinois. 219/980-6628.

10-12 May

"Conservation in Archives" symposium; National Archives of Canada; Ottawa.

17-19 May

Southeast Archives Conference Meeting; Oxford, Miss.

26-28 May

Association for Recorded Sound Collections Annual Conference; Toronto. 301/593-6552

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.

13-24 June

Georgia Archives Institute; Atlanta.

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

11-15 July

"Principles of Conservation and Preventive Care" workshop; Smithsonian Institution. 202/357-3101

July

National Association of Government Archivists and Records Administrators; Annapolis. 301/974-3914

11-16 July

"Basic Training for Fine Arts and Architecture Curators" workshop; Austin, Texas. 512/471-1655.

20-22 July

"The Museum as a Learning Resource: Turning Museums Inside Out" workshop; Smithsonian Institution. 202-357-3101

1-3 August

"Families in Museums" workshop; Smithsonian Institution. 202-357-3101

15-19 August

"Orientation to Museum Work for Entering Professionals" workshop; Smithsonian Institution. 202/357-3101

17-19 August

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

22-23 August

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

22-26 August

"Museum Archives" workshop; Smithsonian Institution. 202-357-3101

14-18 September

American Association for State and Local History; New York. 615/255-2971

19-22 September

"Traveling Exhibitions" workshop; Smithsonian Institution. 202/357-3101

29 September-2 October

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

Transitions....Transitions...

Steve Webber has been appointed Archivist within the City of Portland, Oregon Records Management Division.... Richard Norton Smith is the new Director of the Hoover Library.... Edmund Berkeley, Jr. has been promoted to Director of the newly formed Special Collections Department at the University of Virginia Library.... Charles U. Daly is now the Director of the Kennedy Library.... Nancy Sahli has been named Director of the NHPRC's Records Grant Program.... John Fawcett has been selected as Assistant Archivist for Presidential Libraries.... Lori N. Curtis is now Assistant Curator of Special Collections at the University of Tulsa.... Robert C. Morris is the new Director at the National Archives' New York Branch.... Amy Hague has been appointed Assistant Curator of the Sophia Smith Collection at Smith College.... Frank G. Burke has returned to his former position as Executive Director of the NHPRC.... Claudine Weiher has been named Deputy Archivist of the United States, a position she had filled in an acting capacity for nearly two years.... Patricia Andrews is now Archivist/Historian of the National Archives.... Elizabeth Adkins has been appointed Archives Manager at Kraft.

New SAA Members

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415/566-4334

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Philadelphia, PA 19104

Awards Available

A scholarship to the National Archives' Modern Archives Institute, to be held 6-17 June 1988, is available from SAA. The award is funded by the Colonial Dames of America, Chapter III.

To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications should be submitted by 1 March 1988 to Linda J. Ebben, Legislative Archives Archives Division, National Archives, Washington, DC 20408; 202/523-3281.

CONTINUING EDUCATION WORKSHOPS FROM SAA JANUARY-JUNE 1988

Documentation Strategy Seminar

4 March; Denver, Colorado

(in conjunction with the annual meeting of the National Council for Public History).

Administration of Photographic Collections

March; Kansas City, Missouri.

Business Archives: Basics and Beyond

25-27 April; Minneapolis/St. Paul, Minnesota.

Archival Fundamentals: Appraisal

28 April; Allentown, Pennsylvania

(in conjunction with the Spring MARAC meeting).

Documentation Strategy Seminar

4 May; Chicago, Illinois

(in conjunction with the Spring MAC meeting).

Archival Fundamentals: Appraisal

11-12 May; Anaheim, California

(a special 1-1/2 day workshop held in conjunction with the Spring SCA meeting).

Photographic Collections Workshop

19 May; Elko, Nevada

For additional information contact Tim Ericson or Jane Mohan at 312/922-0140

Professional Opportunities

DIRECTOR OF HISTORICAL RESOURCES

Sarasota County Board of Commissioners

RESPONSIBILITIES: Direct the new Department of Historical Resources, including developing, organizing, and managing all activities supporting the identification, evaluation, preservation, protection, development and interpretation of Sarasota County's historical resources including archival, artifactual, and historical materials. Director shall supervise two full-time employees plus volunteer staff. The Director shall be appointed by the County Administrator, subject to the approval of the Board of County Commissioners, and shall serve under the Deputy County Administrator. The Director shall work with an historical advisory board appointed by the Board of County Commissioners. Director shall work with other county departments, relevant state agencies, and community organizations. **QUALIFICATIONS:** MA in history, historical preservation, library science, anthropology, historical architecture or a related field plus a minimum of 5 years professional experience with demonstration of leadership ability. Familiarity with telecommunications and computer systems valuable. **SALARY:** \$26,999-39,145 plus benefits. Closing date 10 February 1988. Send letter of application, resume, and names of references to Jeanne A. Fuller, Deputy County Administrator, Sarasota County, P.O. Box 8, Sarasota, Florida 34230 813/951-5855.

PHOTOGRAPHY CONSERVATOR

Ransom Humanities Research Center, University of Texas at Austin

The conservation department of the Harry Ransom Humanities Research Center is seeking a highly qualified Senior Photographic Conservator.

RESPONSIBILITIES: Develop a program for the care of wide range of photographic artifacts in a well-equipped lab. **QUALIFICATIONS:** Formal or equivalent training in conservation or a related field; an in-depth knowledge of photographic processes and the history of photography; 3 years of conservation experience including experience in conservation treatment of photographic artifacts. **SALARY:** \$26,000-\$33,000. Send resume, including the names of at least three professional references to James Stroud, Acting Chief Conservation Officer, Harry Ransom Humanities Research Center, University of Texas, P.O. Drawer 7219, Austin, TX 78713-7219. No closing date given.

ARCHIVIST

Ohio Historical Society; Wright State University; Dayton, Ohio

RESPONSIBILITIES: Local government archivist in a regional network center of Ohio Historical Society's local records program. Inventories, appraises, arranges and describes local government records; provides records management advice and assistance to local government officials and employees. **QUALIFICATIONS:** MA in history, library science, or related discipline plus one year of archival experience required, or BA plus two years of experience. Course in archives administration may be substituted for one year of experience. **SALARY:** \$17,500 plus benefits. Apply to: Division Chief, Ohio Historical Society, Archives-Library, 1985 Velma Avenue, Columbus, OH 43211. Closing date: 31 January 1988

ASSISTANT OR ASSOCIATE PROFESSOR

University of Albany, State University of New York; Albany, New York

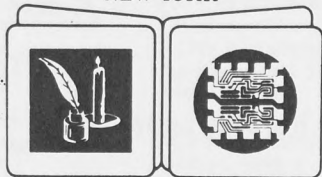
Library/Information Science: tenure track position. **RESPONSIBILITIES:** Teach and research in records/archives administration. Opportunity to participate in unique interdisciplinary program with strong on-campus and regional affiliations. **QUALIFICATIONS:** Expertise in one of the following areas is desirable: information sources in the social sciences, classification theory, automated formats and systems. PhD in information/library science, history, or cognate discipline. Send resume and letter of application to Dr. William Saffady, Faculty Development Committee, School of Information Science and Policy, University of Albany, SUNY, 135 Western Ave, Albany, NY 12222. Closing date to be 31 January 1988. Position to begin September 1988.

ARCHIVIST

Netherlands Museum, Hope College, Holland Michigan

RESPONSIBILITIES: Manage the historical collections of the Netherlands Museum (The Holland Historical Trust), Hope College, and Western Theological Seminary. **RESPONSIBILITIES:** Consolidate the individual collections at a new site; expand, organize and interpret the joint collection. **QUALIFICATIONS:** Graduate degree in history or library science and completion of a recognized archival program or comparable experience are required. Experience an important consideration. A knowledge of the Dutch language helpful. **SALARY:** \$17,000-21,000 plus benefits. To apply or obtain additional information contact Elton J. Bruins, Dean for the Arts and Humanities, Hope College, Holland, Michigan 49423; 616/394-7748. Application deadline is 15 February 1988.

NEW YORK



THE STATE OF LEARNING

NEW YORK STATE EDUCATION DEPARTMENT ANNOUNCES

OPPORTUNITIES FOR ARCHIVISTS

Current Salary Archivist I \$21,070-26,905 Archivist III \$34,260-42,185
Range: Archivist II \$26,354-32,801 Archivist IV \$40,162-49,094
(Performance advances can enable employees to move to the top of these ranges.)

The **New York State Archives and Records Administration (SARA)** in Albany, New York, seeks qualified candidates to fill all levels of its Archivist title series. SARA is a highly visible professional archival program in the **New York State Education Department**. This program has expanded on many fronts: active local and state records programs, and the development of statewide programs for all types of historical records.

The positions will be filled from open competitive Civil Service examinations scheduled for 1988. **The Civil Service application for any of the four levels must be postmarked by March 7, 1988 to compete in these examinations.**

Most positions, filled from these examinations, will be working in Albany. However, we anticipate that new positions will be established for regional field offices throughout New York State in 1988-90.

The examination announcement and application for these opportunities may be obtained by contacting the **New York State Education Department, Personnel Division, 148 EB, Unit S, Albany, NY 12234 [(518) 474-5215]**. Candidates are urged to send an informational copy of their current resume. The formal Civil Service application requires more specific information than contained typically in resumes.

Minimum Qualifications

Archivist I - Bachelor's degree* plus 1 year of appropriate archival experience
Archivist II - Bachelor's degree* plus 3 years of appropriate archival experience
Archivist III - Master's degree* plus 4 years of appropriate archival experience
Archivist IV - Master's degree* plus 5 years of appropriate archival experience

(Detailed qualifications are contained in the examination announcement.)

*Includes history, government, economics, public administration, political science, American studies, library and information science, or a closely related field. For the Archivist I and II titles, the education requirement also requires at least 15 hours in history, of which at least 9 hours must be in American history. A master's degree in the above related fields can substitute for the required 15 hours in history.

Examinations at all levels will include a rating of candidates' training and experience. All qualified candidates, except candidates for the Archivist I title, will also be required to pass an oral test to be considered for appointment. The oral test will be administered **ONLY** in Albany, New York. **The oral test is planned for late Spring, 1988.**

NEW YORK STATE EDUCATION DEPARTMENT

An Affirmative Action/Equal Opportunity Employer

Two positions: *Records Program, National Historical Publications and Records Commission, National Archives and Records Administration; Washington, DC.* To apply obtain NARA Vacancy Announcement and application form from Nancy Sahli, Director, Records Program, National Historical Publications and Records Commission (NPR), National Archives and Records Administration, Washington DC 20408; 202/523-5386; or from Pamela Pope, Personnel Operations Branch (NAPO), National Archives and Records Administration, 9700 Page Blvd, Room 2002, St. Louis, MO 63132; 314/263-7370 or 800/634-4898. Closing date: 29 January 1988.

ARCHIVES SPECIALIST, GS-1421-12/13
Full-time civil service position. **RESPONSIBILITIES:** Assist records program director in coordinating network of State Historical Records Coordinators and Advisory Boards. Oversee grant-funded projects and activities relating to State coordinators and State boards, State government records, state-based records programs, and statewide projects. Prepare guidelines, studies, and reports relating to State boards and State-related topics. **QUALIFICATIONS:** Must meet educational and experience criteria for classification as an archives specialist in the National Archives; must possess an extensive knowledge of archival techniques, specialized knowledge of state government records programs, and strong writing ability. Depending on qualifications, appointment may be made at either the GS-12 or GS-13 level. **SALARY:** GS-12, \$32,567 starting; GS-13, \$38,727 starting.

ARCHIVES SPECIALIST, GS-1421-12/13
Full-time civil service position. **RESPONSIBILITIES:** Assist records program director in overseeing grant-funded projects with automation or other high technology components. Investigate automation and other high technology topics, including machine-readable records; establishes technical criteria for NHPRC-funded projects; promote the development and use of standards in archival automation. **QUALIFICATIONS:** Must meet educational and experience criteria for classification as an archives specialist in the National Archives; must possess an extensive knowledge of archival techniques, specialized knowledge of archival automation and other high technology topics, and strong writing ability. Depending on qualifications, appointment may be either at the GS-12 or GS-13 level. **SALARY:** GS-12, \$32,567 starting; GS-13, \$38,727 starting.

ARCHIVIST

The Aerospace Corporation

DUTIES: Responsible for the development and implementation of a corporate archival system including preparing organizational policies and procedures to ensure systematic data collection, arrangement, description, indexing, preservation, and retrieval, as well as the records management function; initiates long and short range planning. **QUALIFICATIONS:** MA in history, or other related field, or equivalent experience. Additional studies in archival administration, or SAA certification preferred; general knowledge of records management disciplines, information systems, technology, especially records inventory scheduling and disposition. Three to five years of archival experience. Corporate archival background desirable. Must be able to work effectively with all levels of technical and administrative personnel. Requires tact and diplomacy to provide assistance consistent with access limitations, sensitivity and physical condition of materials. **SALARY:** \$643 - \$1062. No closing date given. Send resume to Susan B. Crowe, The Aerospace Corporation, Charles C. Lauritsen Library, P. O. Box 92857, M1-199, Los Angeles, CA 90009-2957.

ARCHIVIST

Office of the National Archives, Washington, D.C. The National Archives seeks qualified individuals for professional staff in entry level positions. **RESPONSIBILITIES:** Arrange, describe, write descriptive guides, assist researchers in obtaining information from records, take steps to preserve records, and apply declassification guidelines for records in a variety of media. **QUALIFICATIONS:** Requires 18 semester hours (graduate or undergraduate) in U.S. history or American political science or government; 12 semester hours (graduate or undergraduate) in history, government, public administration, American civilization, or economics; and one full year (e.g. 30 semester hours) of graduate education in some related field. GS ranking factors include knowledge of history, research methodology, and ability to communicate orally and in writing. **SALARY:** Starting at Federal civil service pay grade GS-7 (\$18,358 annually); successful completion of a 2 year on-the-job training program offers a GS-11 pay grade (\$27,172 annually). To apply submit a completed Standard Form 171, a narrative statement describing accomplishments relative to the three ranking factors, and a copy of all graduate and undergraduate transcripts or completed OPM Form 1170/17 to the National Archives & Records Administration, Personnel Operations Branch (NAPO), 9700 Page Blvd., Room 2002, St. Louis, MO 63132. **INTERVIEWS:** Staff will conduct interviews during the Organization of American Historians annual meeting in Reno, NV, March 24-27, 1988. To arrange for an interview, send a copy of the completed SF171, or resume with a letter to Thomas E. Brown, Office of the National Archives (NN-B), National Archives & Records Administration, Washington, D. C. 20408. For additional information, or to schedule interviews in another location, contact Thomas Brown at the above address, or telephone him or Cynthia Fox at 202/523-3089.

ARCHIVIST (GS-1420-12)

US Military Academy Archives, West Point, NY

RESPONSIBILITIES: Responsible for the proper functioning of the US Military Academy Archives including more than 400 series of official records dating back to 1802; ensures that archives and preserved and made available in a manner consistent with the National Archives and Records Administration and the Academy's policies and procedures; directs and supervises the work of the Assistant Archivist and Archives Technician; performs or directs other administrative tasks necessary for the operation of the archives such as preparation of annual budget and periodic and special reports. **QUALIFICATIONS:** Bachelor's degree with 18 hours of US history or political science or a combination of these, and 12 semester hours in any one or any combination of the following: history, American civilization, economics, political science, public administration, or government; or courses in an accredited college or university as described above, plus additional appropriate education or experience which, when combined, have provided the candidate with the substantial equivalent of a 4-year course of study. In addition, candidates must have either 3 years of professional experience or graduate education, or a combination of both which has equipped them with the knowledge and ability to perform fully the work of this position. **SALARY:** \$32,567. Applications are being accepted by the Office of Personnel Management, Syracuse Area Office, 100 South Clinton Street, Syracuse, NY 13260. For additional information and application forms contact the US Military Academy, Civilian Personnel Office, West Point, NY 10996-1995 or call Jill Giery (914/938-3868). Closing date 31 January 1988.

PUBLIC SERVICES ARCHIVIST

Richard B. Russell Memorial Library, Athens Georgia

DUTIES: Supervise and coordinate public services for the department; provide reference assistance to researchers; plan, implement and monitor reference procedures and reading room policies; ensure that research requests and follow-up procedures meet security and legal requirements; disseminate information about use and promote use of collections through preparation of subject guides and other reference aids, reports to guides and journals, and public presentations as appropriate. Duties may include bibliographic instruction and liaison with academic departments; maintain an awareness of local and national trends in archives through professional development activities. **QUALIFICATIONS:** ALA-accredited MLS and formal archival training required; advanced degree in history or political science preferred; appropriate public service experience in an archival setting preferred; effective oral and written communication skills; ability to work effectively with co-workers, donors and patrons. Send letter of application, resume and names of 3 references to Florence E. King, Personnel Librarian, University of Georgia Libraries, Athens, GA 30602. Closing date: 15 February 1988.

UNIVERSITY ARCHIVIST

Oklahoma State University, Stillwater, Oklahoma

A newly created faculty-rank, tenure-track position. **RESPONSIBILITIES:** Establish, organize and administer the university archives and other collections of historical material relating to OSU; recommend policies and procedures for the operation of the archives; provide service to users; supervise part-time staff, and plan for the future development of the archives. **REQUIREMENTS:** MLS from ALA-accredited graduate program with archival concentration preferred, or graduate degree in history or archival management; five years professional experience in archival work, preferably with university archives. Desirable qualifications include some supervisory experience, knowledge of microcomputer applications to archival materials processing; additional graduate study; record of professional involvement. **SALARY:** \$25,000 minimum for 12 months. Salary and rank dependent upon qualifications and experience. For full consideration applications should be received by March 1, 1988; applications will continue to be considered until the position is filled. Send letter, resume, and the names of three references to Dr. Edward R. Johnson, University Librarian, 204 Edmon Low Library, Oklahoma State University, Stillwater, OK 74078-0375.

ASSISTANT ARCHIVIST

Yeshiva University, New York, NY

Yeshiva University has an immediate opening for the position of Assistant-Archivist, full or part-time. **RESPONSIBILITIES:** Processing and maintaining archival materials; preparing detailed descriptions of records, documents and finding aids; providing research assistance to the university community and other users of the archives. **QUALIFICATIONS:** MLS with emphasis on archival management, MA in history, or an equivalent combination of education and experience in the field. A minimum of two years of research level archival experience and/or reading knowledge of Hebrew, or Yiddish and preferably one European language (German) is necessary. Submit letter of application, curriculum vitae, and names of three references to Dr. Roger S. Kohn, Yeshiva University Archives, Library Building-Room 405, 500 West 185th Street, New York, NY 10033. No closing date provided.

DEAN OF UNIVERSITY LIBRARIES
West Virginia University; Morgantown, West Virginia

Reports directly to the Provost of the University and is a member of the Dean's Council. **RESPONSIBILITIES:** Collection development and management; library service, budget and planning; library automation; personnel resources; fundraising; chairing the Library Science Department; and fostering state, regional, and national cooperative efforts. The Dean must work effectively with faculty and students as well as colleagues elsewhere in West Virginia while acting as the official representative and advocate for the libraries. **QUALIFICATIONS:** PhD; MA from an ALA-accredited library school or equivalent experience; 5 years of administrative experience, preferably in an academic library; experience with automation procedures in libraries; record of support for affirmative action and equal employment opportunity personnel actions; credentials which merit appointment to senior faculty rank; teaching experience in library science is desirable. **SALARY:** Commensurate with experience and qualifications of the person selected. Starting date is 1 July 1988 (negotiable). A complete application should include a resume and the names, addresses and telephone numbers of at least 3 references and be received by 1 February 1988 in order to be assured of full consideration. Applications should be directed to: Dean W. Robert Biddington, Chair of the Search Committee, West Virginia University, School of Dentistry, Morgantown, WV 26506. For additional information, please contact Dean W. Robert Biddington, Chair, (304)293-2521.

RESEARCHER (part time)

Afro-American Historical and Cultural Museum
RESPONSIBILITIES: Research and document the Jack Franklin Photographic Collection of over 250,000 negatives and prints. The collection chronicles 35-40 years of Black Philadelphia history including civil rights activities, social and fraternal organizations, churches, businesses and entertainment. Duties will include research in area libraries and archives. **QUALIFICATIONS:** Prefer graduate student in African American Studies, American History or related field. **SALARY:** A stipend of \$500 for the semester is offered. Send resume and cover letter to Nannette Clark, Director of Collections, Afro-American Historical and Cultural Museum, 7th and Arch Streets, Philadelphia, PA 19106. (215/574-0380) No closing date given.

SPECIAL COLLECTIONS LIBRARIAN

Washington & Lee University, Lexington, Virginia
RESPONSIBILITIES: Manage and develop the manuscript, archives, and rare book collections; process and catalog manuscript and archival materials; assist researchers in the use of special collections materials; plan and develop records management program for the university; supervise one full-time assistant, and student workers. Also provide service at general reference desk, teach bibliographical resources courses, assist in database searching, and select materials in one or more subjects for the general collections. **QUALIFICATIONS:** ALA-accredited MLS degree required. Academic library experience, archival or special collections training, advanced degree in American history or literature, proficiency in one or more foreign languages desirable. Twelve-month faculty appointment. **SALARY:** Salary and rank commensurate with experience and qualifications. Send letter of application, resume, and the names of three references with phone numbers to Barbara J. Brown, University Librarian, Washington and Lee University, Lexington, VA 24450. Closing date for applications is 5 February 1988.

ASSISTANT DIRECTOR-ARCHIVES & SPECIAL COLLECTIONS

East Tennessee State University, Johnson City, Tennessee
Search reopened for an Assistant Director for Archives and Special Collections-University Libraries (Head of the Division of Archives and Special Collections and Chief Archivist, Archives of Appalachia). **RESPONSIBILITIES:** Acquire and process Southern Appalachian manuscripts and media, university archives and rare books; solicit gifts and grants, interpret collection to university users and the public. Participate in interdisciplinary Center of Excellence program in Appalachian Studies and Service. Supervise 2 FTE faculty, 2 support staff, and student assistants. Report to the Director, University Libraries. **QUALIFICATIONS:** Graduate degree in humanities, library science, or social sciences; demonstrated competence in archival theory and procedure; minimum of three years of professional level archives experience. Prefer doctorate; formal archival training; good interpersonal skills; evidence of scholarly and professional activity; background in supervision, Southern Appalachian historical materials, rare book management, media presentation, preservation and emergency programs, microcomputer applications. **SALARY:** \$24,000-33,000 commensurate with qualifications. Twelve month tenure track appointment with faculty rank and status. Send application letter, resume and names, addresses and telephone numbers of three references to Human Resources Office, East Tennessee State University, P. O. Box 24,070A, Johnson City, TN 37614-0002. Review of applications begins 1 February 1988 and continue until position is filled.

ARCHIVIST

Division of Libraries, Museums & Archives, St. Thomas, Virgin Islands
RESPONSIBILITIES: A two-year contract to assist in establishing an archives and records management program for the U.S. Virgin Islands. Duties include staff training, location, collection and identification of records, establishing policies and procedures for the archives. **QUALIFICATIONS:** MA in history, 2-3 years experience in a government archives. Experience in starting an archives is desirable but not essential, as is a working knowledge of Danish. **SALARY:** Negotiable; fringe benefits. Position is available 1 February 1988. Send resume to Jeanette Allis, Director, Division of Libraries, Museums and Archives, 23 Dronningens Gade, St. Thomsa, U.S. Virgin Islands 00802.

SENIOR ARCHIVAL SPECIALIST

Chicago Public Library; Chicago, Illinois
RESPONSIBILITIES: Administrate the archival collections; direct the processing, organization, maintenance and use of the archival collections. Direct the development and maintenance of the Neighborhood History Research Collection and the Chicago Theatre History Collection. Responsible for The Chicago Public Library Archives. Supervise all archival project staff; provide reference service to all the holdings of the Special Collections Division. **QUALIFICATIONS:** MLS with 2-course sequence in the administration of archives and manuscripts. Minimum 1-year professional experience as an archivist including supervisory experience. Thorough knowledge of professional methods for arrangement and description of archives. Knowledge of Chicago history and AMC/MARC format highly desirable. **SALARY:** Grade G-05 starting at \$24,060 plus generous benefits. Apply to Laura Linard, Curator of Special Collections, Chicago Public Library Collections, Cultural Center, 78 E. Washington St., Chicago, IL 60602; (312)269-2926.

DIRECTOR

Harry Ransom Humanities Research Center, Austin, Texas
The University of Texas at Austin is seeking a Director for the Harry Ransom Humanities Research Center, one of the world's preeminent institutions for literary and cultural research. The principal rare books and manuscripts library of UT-Austin, its special collections contain approximately 10 million manuscripts, 1 million books, 5 million photographs, 50,000 pieces of literary iconography and an important collection of the theater arts. **RESPONSIBILITIES:** The mission of the HRC is to collect original research materials, to make its collections accessible through high standards of cataloging and conservation, and to encourage their use through exhibitions, seminars, fellowships, lectures and publications. The Director and staff of 60 are responsible for carrying out the Center's mission. The Director should have a scholarly and professional background in the humanities as well as proven administrative ability. **SALARY:** Negotiable. Closing date is 15 February 1988. Apply to Vice-President Edwin R. Sharpe, Chairman, HRC Search Committee, The University of Texas, P.O. Box T, Austin, TX 78713-7389. 512/471-1241

ASSISTANT DEAN OF LIBRARIES AND LEARNING RESOURCES

Bowling Green State University; Bowling Green, Ohio
RESPONSIBILITIES: Assist with general administration of the University Libraries (Main Library and 4 branch libraries), the Center for Archival Collections, the Institute for Great Lakes Research, and the Instructional Media Center; coordinate faculty/staff development; grantsmanship; public relations; long range planning, and collection development. **QUALIFICATIONS:** Accredited MLS or equivalent required; PhD desirable; at least 5 years relevant administrative experience and proven ability to lead effectively in a collegial setting. A record of research, publication, and professional activities sufficient for appointment at the Assistant or Associate Professor level is required. **SALARY:** Negotiable with \$40,000 minimum (excellent fringe benefits). Starting date: 1 July 1988. Applications, including resume and the names and addresses of at least 3 and no more than 5 references, should be mailed to: Dr. Kathryn Thiede, Assistant to the Dean and Personnel Officer, Jerome Library, Bowling Green State University, Bowling Green, Ohio 43403. The Search Committee will begin reviewing applications on 15 February 1988 and will continue to do so until the position is filled.

PROJECT ARCHIVIST

Benedict College, Columbia, South Carolina
RESPONSIBILITIES: 15-month NHPRC-funded project to establish formal college archives. Duties include development of policies and procedures, space layout, acquire supplies, implement all necessary archival functions, prepare formal brochure, supervise and train staff. **REQUIREMENTS:** MA in history preferred with 3-5 years experience preferably in a college environment. Training and experience in all archival procedures to include audiovisual tapes, phono records, microform technology and computer application desirable. **SALARY:** \$25,550 for fifteen months. Potential continued employment. Send resume with 3 references to Betty A. Jenkins, Director, Personnel Services, Benedict College, Harden & Blanding Streets, Columbia, SC 29204. No closing date provided.

ADMINISTRATOR 4 (Job B/4415)*Lawrence Berkeley Laboratory, Berkeley, California*

RESPONSIBILITIES: Plans, develops and implements archival programs; advises management of activities requiring special handling by the archivist; identifies, appraises and collects Laboratory documents for handling and preservation; acts as the primary resource person regarding archival and records management issues; interacts with Laboratory staff, the university, Department of Energy and other federal organizations as appropriate; supervises daily operation of the Records Office; administers work assignments; prepares performance appraisals on subordinate personnel; trains LBL personnel in basic records management techniques; provides assistance and guidance on archival issues. Also maintains communication with the regional Federal Archives and Records Center in San Bruno; troubleshoots problems and recommends changes; establishes procedures to provide service to the Laboratory community; prepares periodic reports; utilizes automated systems to manage archival and records materials. **QUALIFICATIONS:** Extensive experience managing archives/records program, preferably at a university or research institution; demonstrated knowledge of archives and records management principles, NARA regulations, federal and state laws. Knows about the California Information Practices Act and the Federal Freedom of Information Act and the relationship of each to this position. Knowledge of Department of Energy regulations as well as University of California archives & records policies highly desirable. Ability to utilize a computer center is preferred. Must be able to lift heavy boxes of records as necessary. A Bachelor's degree with relevant graduate work preferred. Apply to Employment Office, 90-1012, Lawrence Berkeley Laboratory, #1 Cyclotron Road, Berkeley, CA 94720; 415/486-4226. Closing date: open until filled.

LIBRARIAN (Oriental) 87-315-T*Center for Asian Art; Washington, D.C.*

RESPONSIBILITIES: Perform descriptive cataloging and classifying of all Japanese and Western materials received in the library; prepare analytics in English and romanization (author and subject) of all current and past issues of Japanese language journals as well as analytics for Western language periodicals; reading and checking literature covering specialized fields, such as catalogs, bibliographies and book reviews, for the purpose of making recommendations for books needed to strengthen and broaden the Japanese book collection in specific areas of the library; translating materials from Japanese to English; preparing bibliographies on special subjects; proofreading Freer and Sackler publications including romanized forms and characters and setting up indexes in characters; initiating correspondence in response to written requests for reference material in Japanese; and performing typing and filing of all Japanese and Western language catalog cards. **QUALIFICATIONS:** Candidates must meet the requirements under either A or B: (A) The completion of all requirements for a master's degree or 2 full academic years of study in library science; (B) 4 years of successful and pertinent experience which has provided a knowledge of the basic principles, theories, practices, techniques, terminology and expressions of the subject matter field; and must have had 1 year of professional experience in librarianship which included the performance, supervision, or administration of 1 or more major functional areas of librarianship. **SALARY:** \$22,458-29,199. For application procedures, please contact the Office of Personnel Administration, Arts and Industries Building Room 1410, 900 Jefferson Drive SW, Washington, D.C. 20560.

REFERENCE LIBRARIAN AND 3 MANUSCRIPT CURATORS*Nebraska State Historical Society; Lincoln, Nebraska*

RESPONSIBILITIES: Reference Librarian is key contact with staff and public to answer reference questions by telephone or letter and in person. One Curator determines manuscript collection needs according to collection policy, contacts potential donors, and processes material. Public Records Officer appraises, accessions, arranges, and provides reference for public records according to state records management schedules. Conservation Specialist performs technical work on preservation of books and paper, assists museum staff with displays containing paper, and provides information to the public. All 4 positions require working closely with both staff and public. All include some supervision of clerical staff. **QUALIFICATIONS:** All require MAs in appropriate areas. Experience helpful. Completed applications accepted until 15 January 1988. For complete descriptions and applications, write or call Nebraska State Department of Personnel, Post Office Box 94905, Lincoln, NE 68509-4905; (402)471-2075.

RECORDS MANAGER*Utah State Archives and Records Services; Salt Lake City, Utah*

RESPONSIBILITIES: Inventory, appraise, and schedule official state records to determine retention and disposition. Appraise the value of information in terms of administrative, fiscal, legal, and historical significance; write descriptions of records based on RLIN-MARC format; submit and negotiate decisions before the State Records Committee; assist state agencies in solving records management problems; create, review, and evaluate agency records schedules and destruction authorizations. **QUALIFICATIONS:** Minimum for the Grade 21 position: BA with major study in history, the sciences or one of the above or related fields, plus 1 year of full-time professional employment in archives and/or records management OR substitutions on a year for year basis as follows: 2 additional years full-time professional related employment or qualifications as a Certified Records Manager (CRM) for the required masters program. Minimum for the Grade 19 position: BA with major study in information science, history, the social sciences, public or business administration or related fields, OR substitutions on a year-for-year basis as follows: full-time professional employment in Archives and/or records management for the required education. **SALARY:** Grade 21: \$9.14; Grade 19: \$8.22 hourly with a 27% benefits package. To apply submit official State application (DPM-7) and transcripts to Division of Personnel Management, 2229 State Office Building, Salt Lake City, UT 84114. Positions will remain open until qualified candidates have been selected.

ASSISTANT RECORDS MANAGER/ARCHIVAL ASSISTANT*Troup County Archives; LaGrange, Georgia*

Full-time, permanent position with a government records and local history archives. **RESPONSIBILITIES:** Oversee records management activities, develop a microfilming program for 4 governments served by the Troup County Archives, and assist with other archival projects. **REQUIREMENTS:** Previous records management or archival experience and BA with major in public or business administration or related field. **SALARY:** \$16,000-19,000 plus benefits. For full consideration, send letter of application, resume, and names of 3 references by 1 February 1988 to Kaye Lanning, Troup County Archives, PO Box 1051, LaGrange, GA 30241.

Three positions: Alaska Department of Administration, Juneau, Alaska**ARCHIVIST I (2 positions)**

A professional entry-level position. Reports to Archivist II. **RESPONSIBILITIES:** performing, processing, and reference duties. **QUALIFICATIONS:** Master's degree in history, library science, political science, public administration or a closely related field and one year of professional archivist experience, or a Bachelor's degree and two years of experience.

ARCHIVIST II (1 position)

The lead position in the archives and records management program. **RESPONSIBILITIES:** Supervises subordinates, plans processing projects and references services. Reports to State Archivist. **QUALIFICATIONS:** Master's degree in history, library science, public administration or a closely related field and two years professional archival experience, or Bachelor's degree and three years experience. Other combinations of education and experience will be evaluated on an individual basis. Highly desirable: knowledge of automated finding aids and the MARC/AMC format. **SALARY:** Archivist I \$2,895 per month; Archivist II \$3,336 per month. For additional information and application contact Division of Personnel, P. O. Box C, Juneau, AK 99811-0201. Closing date is 15 January 1988.

PHOTOGRAPHIC CATALOGUER (part time)*Afro-American Historical and Cultural Museum*

RESPONSIBILITIES: Assist in cataloguing the museum's collection of more than 250,000 prints and negatives; processing, cataloguing, proper storing, documenting and implementing retrieval systems. **QUALIFICATIONS:** Knowledge of African-American history, American history or related fields, secretarial skills, and museum and archival collections. **SALARY:** None given. Send resume and cover letter to Nannette Clark, Director of Collections, Afro-American Historical and Cultural Museum, 7th and Arch Streets, Philadelphia, PA 19106. (215/574-0380) No closing date given.

UNIVERSITY ARCHIVIST*Marquette University; Milwaukee, Wisconsin*

RESPONSIBILITIES: Under the general direction of the Head of the Department of Special Collections and University Archives, administer the University Archives program with responsibility for the transfer, appraisal, arrangement, description, preservation, and use of university records, including faculty and student papers. Develop written policy statements and procedural guidelines for basic functions; provide reference service; publicize university records; direct preservation projects; hire and supervise student assistants; develop automated processes for descriptive and administrative functions; and assist in the general administration of the department. **QUALIFICATIONS:** Required - Advanced degree in history and/or related field. Preferred - Formal training in archival theory and practice and knowledge of historical research methodology; 1 or more years' experience processing and administering university records; initiative, flexibility and ability to work effectively with the university community and general public; oral and written communications skill; and experience or familiarity with archival automation. **SALARY:** Commensurate with qualifications; \$18,500 minimum. Send letter of application, resume, and the names of 3 references to: Ms. Jean Cuje, Chair, Committee on Appointments and Promotions, Marquette University Libraries, 1415 W. Wisconsin Ave., Milwaukee, WI 53233 or write for further information. Application deadline: 1 February 1988.

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; re-search 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.

ARCHIVIST

City of Boise, Idaho

RESPONSIBILITIES: Coordination of the Records Management program, development of the layout of the archives, and the transfer of inactive records to the Archives. An announcement and application materials will be available soon. If you are interested in this position of Archivist of the City of Boise, please contact: The Boise City Personnel Office, PO Box 500, Boise, ID 83701 or 208/384-4093 and information will be mailed to you when available.

ASSISTANT ARCHIVIST FOR DATA BASE SERVICES

Arizona State University, Tempe, Arizona

RESPONSIBILITIES: Coordinates & directs the departments data base & indexing functions; coordinates and assists in the development of the Collection of Southwestern Autobiographies; serves on departmental reference desks. **QUALIFICATIONS:** Requires an ALA-accredited MLS or Master's degree in history or a related discipline, formal coursework in archival administration and experience in an archival, manuscript or special collection; knowledge of database searching and information retrieval; knowledge of reference practices in special collections; good communication and interpersonal skills. Preferred: knowledge of Arizona and/or Southwestern history; evidence of supervisory potential; experience with the acquisition of out-of-print material. **SALARY:** Minimum \$19,500. Send letter of application addressing the above qualifications, resume, and the names of four references with addresses and telephone numbers to Constance Corey, Assistant University Librarian, Hayden Library, Arizona State University, Tempe, AZ 85287-1006; 602/965-3417. Applications received by 31 January 1988 will have first consideration.

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.

As of 1 January 1988, there is a new rate schedule for job postings in the *SAA Newsletter* and in our *Employment Bulletin*. The following new schedule entitles an employer to post one job in the next issue of both publications:

under 125 words.....\$25
125-199 words.....\$50
200-299 words.....\$75
300+ words.....\$100

(Numbers, abbreviations, etc. each count as one word.) *Institutional members may subtract \$25 from the above rates.* Job ads will not be posted unless accompanied by a check or purchase order for the applicable amount. We will edit ads that do not conform to the style illustrated by the job postings in this issue.

The *SAA Newsletter* is published in January, March, May, July, September, and November. The *Employment Bulletin*--available to individual members at a cost of \$12 per year--is published in February, April, June, August, October, and December. Deadlines for all issues of the *Newsletter* and *Employment Bulletin* are the 5th of the month preceding publication.

For information about SAA's free job placement service, contact Jane Mohan at the SAA office.

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

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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