



# Newsletter

The Society of American Archivists

March 1988

From the Executive Director's Desk	p. 2
News Notes	p. 3
Society Notes	p. 3
Salute to Sustaining Institutions	p. 5
52nd Annual Meeting Preview	p. 6
What Council Did	p. 7
Education Notes	p. 8
What Happened at MARBI?	p. 10
New Book Releases	p. 11
Publication Notes	p. 11
Grants Awarded	p. 12
Awards Available	p. 12
Archivists' Calendar	p. 13
Transitions	p. 13
Professional Opportunities	p. 14

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## NHPRC Funds New SAA Manual Series

At its February 1988 meeting, the National Historical Publications and Records Commission (NHPRC) awarded SAA a grant of \$56,400 to prepare and publish a new seven-title manual series. The series, called "Archival Fundamentals," will replace many of SAA's Basic Manual Series, which was published beginning in 1977.

The NHPRC underwriting will provide support for the writing, editing, and initial publication of the new series. Under the terms of the NHPRC grant, work will begin immediately on manuscripts for the series, with publication of the titles expected during 1989 and 1990.

Editor for the Archival Fundamentals Series will be Mary Jo Pugh. Authors of most of the titles have been selected, and they are as follows:

*Archives in Society*, Andrea Hinding, University of Minnesota

*Acquisitions and Appraisal*, F. Gerald Ham, State Historical Soc. of Wisconsin

*Arrangement and Description*, Fredric Miller, Temple University

*Reference and Access*, Mary Jo Pugh

*Administration of Archival Repositories*, Thomas Wilsted, The Salvation Army

In addition, SAA will revise the 1974 Glossary of Archival Terms and make the new edition a part of the Archival Fundamentals Series. Editors for the new publication will be Lewis and Lynn Lady Bellardo, who will call upon a panel of respected archivists to assist in identifying and defining the terms to be included. The new edition of the glossary received significant underwriting support from a gift from Mrs. Kenneth Munden, in honor of her husband, who edited *The American Archivist* from 1959 to 1968.

SAA's existing manual on conservation, written by Mary Lynn Ritzenthaler, will also be a part of the new series.

The five volumes in SAA's Basic Manual Series were supported by the very first grant in NHPRC's records program, made in 1975. The series quickly became a standard reference and education tool for the archival profession, with the five titles gaining a solid reputation as practical and authoritative guides to archival theory and functions. Since then, nearly 10,000 copies of each title have been distributed.

The new series is expected to play the same key role as the profession moves toward the 21st Century. The manuals will address the knowledge that archivists of all types need in order to be proficient. In doing so, they will reflect SAA's 1987 Graduate Education Guidelines and its expanding series of continuing education workshops (also supported by NHPRC, with additional funding from the Mellon Foundation). Together these three efforts will assist the archival profession as it continues to update, reinterpret, and disseminate its fundamental principles and techniques.

## From the Executive Director's Desk

by Donn C. Neal

Spring brings another season for meetings for many of the forty or so regional archival organizations. Last spring, I attended a dozen of these regional meetings. I have been asked to reflect on what I learned in the course of these visits--and the several others that I've already made so far during 1987-88.

My visits to the regionals confirmed for me what many of you already know first-hand: they are healthy, dynamic, and growing. I was impressed with the energy and commitment they attract from their members. Members of the regionals take pride both in their development over the past two decades (several celebrated 15th anniversaries in 1987) and their recent growth.

Members of these organizations also take pride in such major accomplishments as NEA's education grant; SGA's journal, *Provenance*; and SCA's Western Archives Institute, as well as dozens of other projects that help to advance the profession. Many archivists display an admirable loyalty to regional associations, and many of these archivists enthusiastically support both SAA and a regional organization.

I was also impressed by the regionals' vigorous efforts to reach out to archivists, particularly new ones, in their area, and by their eagerness to convey a warm sense of welcome to newcomers.

There are hundreds of persons in this country who do not necessarily see themselves as "professional archivists," but who bear responsibility for archives among their other assignments--and who want to keep in touch with the archival profession. For these people, the regional meeting is a good way to participate in the profession and to get to know colleagues who are close by. I suspect that the regionals' attitude of inclusiveness helps to explain the remarkable growth (and the healthy financial condition) that so many regionals have enjoyed.

Some of the regionals, I discovered, are challenged by the far-flung nature of the geography that they span; with only one or two meetings a year, it can be difficult to maintain a sense of community and continuity. (This is a problem that SAA can understand!)

Nevertheless, the regional meetings usually have a manageable quality to them, since most have 150 or fewer attendees. That size is a luxury that SAA no longer possesses.

In addition, for some of the regional members, geography produces a feeling of isolation from what they regard as the "mainstream" of American archival activity--and from SAA's activities as well. There's no easy solution for this, of course, but we all need to be conscious of the feeling that what the Society does can seem remote to many persons.

I was pleased to learn that the regionals share many concerns with SAA: Where is the profession's new leadership coming from? How do we serve "middle-management" and "mid-career" archivists? How can we influence decision-makers? How can we strengthen the profession's visibility and outreach activities?

The regionals I visited expressed a strong interest, too, in education, as well as in increased cooperation with SAA. It's no surprise, then, that SAA's educational workshops have proved to be in demand among the regionals. We have made the commitment to schedule most of these workshops in conjunction with regional meetings. This is only one way SAA can work more closely with the regionals; I'd welcome suggestions about other potential forms of collaboration.

I also heard a concern about how much it costs to belong to SAA. Our dues are considerably higher than the \$5, \$10, or even \$15 that the regionals typically ask for membership. On the other hand, of course, SAA is a national association with profession-wide responsibilities and services, so it has a different role than the regionals do. These responsibilities and services, from which *all* archivists benefit, require a larger investment of resources and consistent staff attention if they are to be successful.

During my visits, I argued that most archivists should support both a regional and SAA, and that the two associations can cooperate to their mutual advantage. The more I look at the challenges that lie before us, the

more I see the potential in that kind of cooperation.

I have thoroughly enjoyed the informality and collegiality, the openness and warmth of welcome, and the many acquaintances I have made at the regional meetings. Over the next few years, I will try to make frequent visits to these meetings. It is valuable for me to hear what people think about SAA and its activities; to learn about new developments; and to explain what the Society is doing. In time, I hope to get to every single regional at least once--although new ones seem to be forming faster than I can make my way around!

continued next page, column 1



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## Society Notes

### From the Desk continued

Even though the regionals and SAA are significantly different in many ways, we do serve many of the same constituents and try to meet many of the same needs. It makes sense for us to collaborate where we can so we can help archivists and their institutions to do a better job.

SAA faces a significant challenge in furnishing expanding services and programs to over 4,300 individual and institutional members because of the size and diversity of this membership. Regionals face the same challenge, albeit on a different scale. Only by working together can we find the resources and talent that will help archivists everywhere to succeed.

### Nominations for Fellows Solicited

The Committee on Professional Standards invites members of SAA to nominate persons for election as Fellows of the Society in 1988.

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

The committee is composed of the five most recent past presidents of SAA and two Fellows elected annually by Council. The past presidents on the committee are Shonnie Finnegan, chair, William L. Joyce, Andrea Hinding, David B. Gracy II, and J. Frank Cook. The two Fellows to serve on the committee--Eva Moseley and Paul McCarthy--were selected by Council at its February meeting.

Forms for nominating Fellows may be obtained from SAA headquarters or from any member of the committee. Completed forms must be received by Shonnie Finnegan, University Archives, 420 Capen Hall, SUNY, Buffalo, NY 14260, no later than 1 June 1988.

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

## News Notes

### Hearings Held on NHPRC Reauthorization

The authorization of the National Historical Publications and Records Commission is due to expire at the end of this year. Hearings have been held in both houses of Congress concerning legislation to reauthorize NHPRC at a level of \$10 million annually from 1989 through 1993.

At a Senate subcommittee hearing on 15 December 1988, Senator Jim Sasser noted that "In many states, historical records preservation plans have been tabled until monies can be found; the records, meanwhile, further deteriorate."

U.S. Archivist Don Wilson testified on reauthorization of NHPRC at a House subcommittee hearing on 17 February. Wilson also discussed the possibility of expanding private funding for publication and records projects, and answered questions about the implementation of the Presidential Records Act and about the preservation of electronic records.

### Archivist Establishes Advisory Group

U.S. Archivist Wilson has established a standing Committee on Authorities and Program Alternatives. The first major study to be undertaken by

the committee will be on authorities in the records disposition area, from scheduling and appraisal to administration of accessioned agency records.

The committee is an outgrowth of a task force set up by Acting Archivist Frank Burke last July. The task force was charged with a review of NARA's responsibilities for federal and presidential records and related documentation under current laws and authorities. Their first report--which focuses on the legal definition of records, the interpretation and application of this definition, and the recordkeeping practices of federal agencies--is now available from NARA. The task force is finishing a second report on NARA's authorities and responsibilities under the Presidential Records Act.

The task force members were Gary Brooks, Sharon Thibodeau, Richard Jacobs, John Scroggins, and Frank Evans. They, along with Raymond Mosley, will form the new committee.

### Iran/Contra Note

The report of the presidential commission on the Iran/Contra affair recommends that the law requiring preservation of presidential documents be reviewed to determine how it can be made more effective.

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### Proposals Sought for Archival Facilities Manual

The Society's Publications Management Board invites proposals from potential authors of a new SAA publication that will deal with planning, constructing, and remodeling archival facilities.

SAA members interested in writing such a publication should submit a brief prospectus to Susan Grigg, chair of the board, at the Sophia Smith Collection, Smith College, Northampton, Massachusetts 01063, with a copy to the executive director. Proposals should be received no later than 1 May 1988.

Contact the SAA office for more information about what the prospectus should contain.

### SAA Wishes Toni Good Luck!

It is with regret that SAA announces the departure of Toni Pedroza, who left the Society's staff in mid-February to take a position with another association in Chicago.

Pedroza, a member of the SAA staff since January 1982, was primarily responsible for planning and managing virtually every aspect of the Society's annual meeting. In addition, she also

continued on page 5

## News Notes continued

### Nixon Presidential Library Site Confirmed

After four years of trying to get site approval for the Richard M. Nixon Presidential Library in San Clemente, the Richard Nixon Presidential Archives Foundation has abandoned these plans and reached a "handshake agreement" to build the library in the City of Yorba Linda, next to the house where the former president was born.

The \$25-million library will house Nixon's vice presidential documents, his personal papers and memorabilia, but not his presidential materials, which were put in the custody of the National Archives by the Presidential Recordings and Materials Preservation Act of 1974. As a result, the Nixon library will be the only presidential library operated by a private foundation rather than by the federal government.

### Reagan Presidential Library Also Finds A Home

Ground will be broken this fall on 100 acres of donated land near Ventura, California, and \$30 million dollars later, the 115,000 square-foot Ronald Reagan Presidential Library will open its doors.

This announcement comes after efforts to locate the library on the Stanford University campus were thwarted last spring by faculty members and nearby landowners.

The library will house personal and official papers from Reagan's presidency and from his term as governor of California. It will also include a presidential office suite and overnight facilities for conferences. An adjacent public affairs center is still being designed.

### NAGARA Announces Agenda

The National Association of Government Archives and Records Administrators has announced a five-year agenda for the improved management of local government records in the United States. Immediate priorities include (1) assisting local government associations in encouraging the development of strong local records programs; (2) preparing three brochures on local government records; and (3) improv-

ing state local government records programs and services.

For more information, and for a copy of the full document, contact Bruce Dearstyne, New York State Archives, Cultural Education Center, Albany, New York 12230.

### Documentary Heritage Trust Organized

An initial development grant from the NHPRC has funded the organization of the Documentary Heritage Trust, with institutional sponsorship from the Association for Documentary Editing. The trust's executive director is Angeline Polites, former associate editor of the Papers of Benjamin Henry Latrobe.

Advisory board members are Larry J. Hackman, New York State Archives; Charles E. Lee of South Carolina; Page Putnam Miller, National Coordinating Committee for the Promotion of History; John Y. Simon, Ulysses S. Grant Association; and Raymond W. Smock, Office for the Bicentennial, U.S. House of Representatives.

For further information, write the Documentary Heritage Trust of the United States, 230 Regester Avenue, Baltimore Avenue 21212.

### Report Issued on Library Photocopying

The second Five-Year Report of the Register of Copyrights on Library Photocopying of Copyrighted Works was submitted to Congress on 4 January.

The report finds that library photocopying in the United States generally achieves the balance between the rights of copyright holders and the needs of users of photocopying machines that Congress intended in the 1976 Copyright Act. The report's preparation included consultation with representatives of librarians, authors, and publishers, as well as testimony by 23 witnesses at hearings held last April.

A three-volume publication, which includes the report, a transcript of the hearings, and copies of written comments can be ordered for \$37 (cite Stock Number 030-002-00162-4) from Superintendent of Documents, Government Printing Office, Washington, DC 20402-9325 (or phoning 202/783-3238).

### U.N. Archives Opens Nazi Files

On 23 November 1987, the United Nations opened secret files in its ar-

chives that were compiled by the U.N. War Crimes Commission after World War II. The 8,500 files contain allegations against 36,000 people, as well as logistical information about the Nazi's extermination effort.

Sealed since they were compiled, the files came to light in 1986, when a dossier was discovered concerning Kurt Waldheim. At that time, only U.N. member governments were allowed access to the files--so long as they promised to keep the contents secret. The new rules do away with the secrecy stipulation, and also allow access to scholars, researchers and journalists (provided member governments certify their applications).

Due to extreme deterioration of the documents, a microfilm copy has been produced and it is this which users will have access to. A 56-page inventory of the materials has been compiled.

### Oregon Historical Collections Missing

More than \$200,000 worth of rare books and manuscripts documenting Oregon history were discovered missing from the special collections of the University of Oregon Library on 29 December 1987. The theft includes 13 rare books, 9,000-10,000 letters, overland diaries, railroad records, stock certificates, and Indian treaties, most of which date from the last half of the 19th century.

Among the missing items are all or part of the collections of Joseph Lane, Oliver C. Applegate, John C. Ainsworth, Hazard Stevens, Isom Cranfill, Joel Palmer, Medorem Crawford, and Ben Holladay. For more information about what is missing, contact John R. Crosiar at 503/686-3134. Information, including anonymous tips, about missing items should be directed to Sgt. Richard Hansen at 503/686-5444 or at 503/687-5131.

### Suitable for Plaquing?

The National Center for Constitutional Studies is hawking plaques that contain plastic-encased portions of documents shredded during the crucial final stages of the Iran/Contra cover-up attempt of 22-23 November 1987. Customers also get a summary biography entitled, "The Oliver North Story." Yippee.



## Society Notes continued

served as office manager and as director of membership services.

"Toni contributed to SAA in a great many ways, only some of which the members ever saw," said executive director Donn C. Neal. "Her knowledge of how the Society functions, her savvy, and her energy--all these will not be easy to live without, and right now it's difficult to imagine an SAA annual meeting without her deft hand at the wheel. We wish Toni well as her career takes her on to full-time work in the area of meeting planning," he added.

Replacing Pedroza as SAA's director of membership services, effective 7 March, was Georgeann E. Palmer. Palmer, who had been coordinator of membership services for the American Congress of Rehabilitation Medicine, will have major responsibility for the SAA annual meeting, and for membership maintenance and development. We welcome her to the SAA staff.

### Ballot Replacement Available

It has come to our attention that some 1988 SAA ballots may have left the printer with several blank pages. No pages in the ballot should be blank. If any are (and if you haven't already voted), send the entire ballot to the SAA office, and we will replace it. Those who receive replacement ballots will be allowed some leeway with the 15 April voting deadline.

### Attention Electronic Mailers!

Do you have an electronic mail address? Would you like to have it included in an informal SAA directory of such addresses? If so, send us the address and the name of the network you most frequently use, and we will do the rest.

### Who's On First?

What with the growing number of regional archival organizations, and the regular (though by no means synchronized) changing of their officers and editors, we sometimes feel like Abbott and Costello as we try to keep our regional rosters up to date. Any notice that those of you involved with the regionals can give us about changes in the guard will be greatly appreciated.

## Sustaining Institutions, SAA Salutes You!

SAA would like to take this opportunity to thank the more than forty archival institutions that are enrolled as sustaining institutional members of the Society. A complete list of these members is printed below.

SAA's sustaining members receive numerous benefits. These include two copies of each issue of our regular publications, *The American Archivist* and the *SAA Newsletter* (with first-class delivery of the newsletter to addresses in the U.S., Mexico, and Canada).

Sustaining members also receive complimentary copies of every new SAA publication that is released during the year of membership. During the last year, these titles have included the NISTF papers, the Levy Report, and the *Thesaurus of University Terms*, as well as the abstracts for SAA's 51st annual meeting in New York City. In addition, sustaining members may purchase other SAA publications at a sizeable discount. As SAA expands its publication program over the next several years, this benefit of sustaining membership will become all the more attractive and important.

Each spring, sustaining members receive a complete packet of information about the upcoming SAA annual meeting, and they may send one representative to that meeting for a reduced registration fee. Sustaining members also receive a discount when they list job openings in the *Employment Bulletin* and in the *SAA Newsletter*, and they may request copies of the candidate register that presents the qualifications of SAA members who are seeking employment.

Sustaining membership is thus a cost-effective way of keeping in touch with the services of SAA. Sustaining members also have the satisfaction of

knowing that their annual dues (currently \$150) provide important support to SAA. We value all our members, to be sure, but our sustaining institutional members have gone an extra mile in supporting the major archival association in the United States, and those of us who are involved in that association want to say how much we appreciate that vital support. We invite other institutions to add their names to the following list.

SAA's sustaining institutional members include: University of Southern Mississippi, National Archives of Canada, Buffalo Erie County Historical Society, Cornell University, Reynolds Electrical and Engineering, Pennsylvania History and Museum Commission, Moravian Archives, Tennessee State Library and Archives, Sun Life of Canada, State of Colorado, Rockefeller Archives Center, North Carolina Department of Archives and History, Empire Blue Cross/Blue Shield, Kentucky Department for Libraries and Archives, University of Michigan, Australian Archives, General Foods Corporation, Georgia Department of Archives and History, Coca-Cola Company, Getty Center Library, University of Kentucky, Ohio Historical Society, State Historical Society of Wisconsin, Archdiocese of New Orleans, Commonwealth of Massachusetts, Alaska State Archives, Chadwyck-Healey Incorporated, Society of Southwest Archivists, Boston College, University of Missouri at Columbia, Wyoming Archives and History Department, Troy State University, Nova Tran Corporation, County of Cape May, Demco Incorporated, National Archives of Thailand, Baptist Medical Center, New York State Archives, Aerospace Corporation, Southern Baptist Convention, and the Federal Reserve Bank of Chicago.

### NOTIS Users' Group Formed

The NOTIS Users' Group invites anyone interested in the NOTIS system--whether they are current users or expect they may someday be--to contact the group's chair, Patricia Cloud, at Northwestern University Archives, 1935 Sheridan Road, Evanston, IL 60201.

### Colonial Dames Scholarship Awarded

Margaret Nelson, of the Archives of American Art, attended the Modern Archives Institute in February as the most recent recipient of the Colonial Dames Scholarship. The scholarship is funded by the Colonial Dames of America, Chapter III.

## SAA's 52nd Annual Meeting Approacheth

Georgia is definitely on SAA's mind in 1988: the city of Atlanta will be the site of SAA's 52nd annual meeting. The meeting begins with preconference workshops on Monday, 26 September through Wednesday, 28 September. Program sessions begin the next day and conclude at noon on Sunday, 2 October.

SAA last met in Atlanta in 1966, so a new generation of archivists has never experienced the kind of hospitality that Georgia archivists are able to accord their colleagues from around the country. Accompanying this traditional Southern welcome will be a look at one of the South's most modern cities. Fresh from hosting the 1988 Democratic National Convention, Atlanta should be at its best when SAA comes to call.

Most participants will arrive at Atlanta's ultramodern Hartsfield Airport and be whisked, via the brand-new extension of the MARTA light rail line, to downtown Atlanta's heart: Peachtree Plaza. Here they will find SAA's headquarters hotel, the Westin Peachtree Plaza, whose slender cylindrical shape dominates the city's skyline. The newly renovated Westin is both at the center of Atlanta's major shopping area and convenient to the points of interest that archivists want to visit. SAA's rates at the Westin will be \$96 for singles and \$110 for doubles.

With all its modern features, Atlanta retains a certain charm that reminds one of the old South. Visitors to the Atlanta Historical Society, "Sweet Auburn," and the city's other historic locations will enjoy sampling some of that charm. As usual, numerous repository and other tours will enable SAA's annual meeting attendees to see much of the city while they broaden their professional experience.

Co-hosts for the 1988 meeting will be the Georgia Department of Archives and History (just a short walk from the Westin, incidentally) and the Society of Georgia Archivists. The 1988 Host Committee, co-chaired by Ed Weldon and Linda Matthews, has been hard at work preparing repository visits, tours, and good advice about Atlanta's many attractions.

As another story in this issue details, the SAA Education Office has scheduled ten outstanding preconference workshops. (The complete printed program will be mailed to SAA members later this spring.)

### Committee Assembling Program

The 1988 Program Committee, led by Lori Hefner and Bruce Ambacher, met in Washington early in December to consider nearly 180 proposals for workshops, special focus sessions, panels, and traditional sessions. The committee selected 102 of these in addition to a number of limited-enrollment preconference workshops arranged by SAA's education office.

After extensive discussion, the committee decided not to continue the recent practice of publishing abstracts or prospectuses of sessions. This decision was based on the incompleteness and inaccuracy of previous editions and on the limited demand evidenced in 1987.

The 1988 program gives special emphasis to several issues of current importance. Every attendee will have an opportunity to attend an open forum on certification. Members of the Interim Board will review their efforts over the past year to initiate certification, will discuss the plan for certification through both examination and petition ("grandfathering"), and will respond to questions.

Other major areas of emphasis include new techniques relating to appraisal, documentation strategies, archival education, ethics, archival management and planning, outreach, description and authority control, information resource management, theft, "salting" collections, and preservation. Traditional sessions have been included on oral history; reference, cooperative efforts in university archives, privilege and access, records management, disaster planning, conservation, and archival law.

Highlights of the Atlanta meeting will be receptions at the magnificent new Jimmy Carter Presidential Library and at the High Museum, one of the nation's finest--and most striking--art museums, as well as addresses

by the newly appointed national archivists of both the United States and Canada. A special mid-conference feature will be "The Archival Bestiary," Trudy Peterson's entertaining discourse on the origins and distinguishing characteristics of archival meanings and terms.

The annual meeting's location in Atlanta will provide archivists with the opportunity to examine the administration of records relating to the civil rights movement of the 1960s and 1970s (especially the efforts of Martin Luther King, Jr. and his associates); archives in the South; and Southern literary figures.

The limited enrollment seminars and workshops selected by the committee include the following topics: inventorying, scheduling, and managing machine-readable records; appraisal and research use of machine-readable records; exhibits; teaching ethics; architectural records; documenting localities; training technicians and para-professionals; and desktop publishing.

This year's committee has abandoned the poster session concept. Instead, a mini-conference of more than twenty special focus sessions will run concurrent with traditional sessions and workshops on Friday, 30 September and Saturday, 1 October.

Each one-hour session will cover a single, carefully focused topic; and will typically feature audiovisual presentations, demonstrations, or a higher degree of audience participation than in traditional open sessions. Some of the special focus topics include the new National Archives building, data base management systems for archives, evaluating conservation supplies, offsite photofishing, the Catholic Workers movement, MARC VM, and the depository agreement.

We hope that you'll be among the SAA members and guests who will visit Atlanta from 29 September through 2 October. Look for more details later this spring.

Plan Ahead: SAA meets in St. Louis in 1989 (25-29 October) at the Clarion Hotel.



## What Council Did

As this issue was going to press, the SAA Council met in Washington for its regular winter meeting. At that meeting, Council:

- o accepted the SAA audit for fiscal year 1986-87
- o authorized the Executive Director to finalize sites and dates for the 1991 and 1992 annual meetings
- o asked the Executive Director to include in the SAA budget for 1988-89 funds for a retirement program for SAA employees
- o met with the Committee on Goals and Priorities in order to discuss the future mandate of the Committee and its relationship with Council
- o heard a report from the Executive Committee on the beginnings of a long-range financial plan for the Society
- o elected Paul McCarthy and Eva Moseley to the Professional Standards Committee
- o accepted the 1987 Graduate Education Guidelines as drafted by the Committee on Education and Professional Development
- o redefined the scope and membership of the Committee on Archival Information Exchange
- o met with Edie Hedlin, Chair of the Interim Board on Certification, and considered the Executive Committee's analysis of the financial implications for SAA of the Interim Board's proposals; then voted to proceed as the plan outlines, with certain recommendations and conditions
- o established a new Committee on Public Information, as recommended by the Task Force on Archives and Society
- o responding to a recommendation from the Task Force on Automated Records and Techniques, created a Committee on Automated Records and Techniques to succeed the Task Force
- o granted a request for a new Roundtable for MARCON Users
- o created a select Council committee to examine the management of the Society's publications program
- o accepted a policy statement detailing procedures for new publications
- o established a task force to review and recommend any changes needed in SAA's 1977 statement on ethics
- o set June 10-12 as Council's next meeting, to be held in Chicago

Details about many of these actions will be contained in the May issue of the *SAA Newsletter*.

## Preserving The Moving Image

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## Newsletter to Accept Ads for Consulting Opportunities

Beginning with this issue, the *SAA Newsletter* is accepting advertisements from organizations and institutions that are seeking to hire archival consultants. We believe that this new feature will provide an important service both to our members, many of whom would like to learn of consulting opportunities, and to employers, who can be sure of reaching qualified archivists throughout North America by advertising in the *SAA Newsletter*.

Advertisements will be accepted on the same terms as for job postings: they will be printed in one issue of the *SAA Newsletter* and one issue of the *Employment Bulletin*, deadlines permitting. The rates described on the last page of this issue will also apply to consulting announcements.

Advertisements announcing consulting opportunities should include information about (1) the nature of the contract (for example, length and time commitments); (2) the specific responsibilities; (3) the expected qualifications and experience; (4) any special skills or requirements; (5) the compensation range; (6) the projected decision date; and (7) the name and address of the person to contact for more information.

We invite organizations and institutions seeking archival consultants to use these columns to expand their candidate searches, and we invite SAA members to watch future issues of the *SAA Newsletter* and the *Employment Bulletin* for announcements that match their own particular skills and experience.

Contact Tim Ericson at the 312/922-0140 for more information.

By the time you read this, volume 50, numbers 3 and 4, of the *American Archivist* will be at the printer.

They will be mailed together to you in April. Thank you for your patience . . . which rivals Job's.

# Education Notes

## Pre-Conference Workshops for SAA's 52nd Annual Meeting

You can start planning now to attend one of SAA's pre-conference workshops in Atlanta, 26-28 September 1988.

The following list of tentatively scheduled workshops and seminars has been provided now so that everyone can begin to obtain the necessary approval and can include the workshops in budgets for the coming year. The date and cost of individual workshops may change slightly, but the following information should facilitate preliminary planning.

Anyone interested in receiving application/registration forms for a specific workshop or seminar please take note:

1. Write Jane Mohan at the SAA office, enclosing a self-addressed, stamped envelope with your name and the workshop or seminar you are interested in attending.
2. On the same day that annual meeting programs are mailed from the office in May we will also mail out all the application/registration forms that members have requested.
3. Admission to all workshops and seminars will then be on a first-come first-served basis.

This procedure should help overcome the inevitable time lag when annual meeting packets are distributed by bulk mail nationwide. In turn, it should enable the SAA office to register workshop applicants as equitably as possible.

Information about the currently scheduled workshops follows:

### *"Archives: An Introduction"*

September 26, 27, 28

Fee: \$125.00

Enrollment limited to 30

Instructors: David Horn, Boston Edison Company, and Megan Floyd Desnoyers, John F. Kennedy Library

An introductory workshop designed for those who have been assigned responsibility for archival or manuscript collections, but who have little or no previous training in archival work.

### *"Users and Use: Planning a Research Program for Archives"*

September 28

Fee: \$50.00

Enrollment limited to 20

Coordinators: Bruce Dearstyne, New York State Archives; Larry Dowler, Harvard University, and Paul Conway, Society of American Archivists

This will be SAA's featured seminar for the 1988 annual meeting. Similar to the 1987 advanced seminar (on documentation strategies), it will engage participants in a discussion of the concept of user studies, a review of current literature, and a plan for research projects that can be designed and carried out in time to be reported on at the 1989 annual meeting in St. Louis.

### *"Planning and Implementing an In-House Preservation Program"*

September 26, 27

Fee: \$100.00

Enrollment limited to 25

Coordinator: Lisa Fox, SOLINET

This new workshop is designed to help participants develop successful strategies for obtaining the funding and staffing support necessary to establish an ongoing in-house preservation program. Instructors will suggest ways of assessing institutional preservation needs, proposing realistic solutions, developing priorities, and gaining the support of resource allocators.

### *"Image and Self-Projection: Women in Management"*

September 27

Fee: \$55.00

Enrollment limited to 50

Presenter: Lisa Ford, CareerTrack, Inc.

This one-day seminar for women professionals and managers is sponsored by the Committee on the Status of Women in recognition of the 15th anniversary of its establishment. The seminar is designed to help women reach fuller management potential, and will focus on such topics as communicating with greater impact; changing image-damaging behavior; building professional confidence; working more effectively with men and women as peers, subordinates, and supervisors; and projecting an improved professional image.

### *"Introduction to General Diplomats"*

September 28

Fee: \$50.00

Enrollment limited to 20

Instructor: Luciana Duranti, University of British Columbia

This workshop will introduce archivists to the science of general diplomacy, which had its origin in the need to distinguish an authentic document from a forgery. An important part of our European archival heritage, the science of diplomacy is seldom taught in graduate education programs in the U.S. or Canada. Using modern North American documents as examples, the instructor will introduce diplomacy as it is used in Europe--to identify, appraise, and describe documents on the basis of their functional forms. This scientific approach can lead to a precise and uniform archival terminology and to more standardized appraisal and descriptive practices.

### *"The Archival Hedge: Records Management & Micrographics"*

September 27, 28

Fee: \$110

Enrollment limited to 20

Instructor: Gregory S. Hunter, ITT Corporation

A knowledge of records management and micrographics can serve as an "archival hedge" against the destruction of permanently valuable records; against the deterioration of paper records; and against archival isolation within an institutional bureaucracy. This two-day workshop will introduce archivists to the basics of records management and micrographics and illustrate how these elements can become part of an archival program. The workshop will combine lecture, discussion, and some hands-on work with micrographics equipment.

### *"Automated Techniques in Archives"*

September 26, 27

Fee: \$110

Enrollment limited to 20

Instructors: Leon J. Stout, Pennsylvania State University; Glen A. McAninch, Kentucky Department for Archives & Libraries; James C. Anderson, University of Louisville

This two-day workshop developed by SAA's Automated Records and Techniques Task Force will emphasize considerations in planning, implementing,



and maintaining database management systems. It will also cover the integration with other automated applications and with other automated information systems, as well as their impact on providing reference service to archival materials. The workshop includes one full day of hands-on activity in a computer laboratory.

**"Oral History in the Archives: An Introduction"**

September 27, 28

Fee \$100

Enrollment limited to 25

Instructors: William J. Marshall, University of Kentucky; James E. Fogerty, Minnesota Historical Society

This two-day workshop introduces basic oral history techniques and procedures. It provides archivists with the basic knowledge to begin an oral history program, as well as valuable insights into oral history methodology and problem areas for those who have fledgling or intermediate programs. Special emphasis will be placed upon legal issues relating to oral history, and videotaping oral interviews.

**"Collection Development Policies Seminar"**

September 27

Fee: \$50

Enrollment limited to 20

Instructor: Faye Phillips, Louisiana State University

Collecting policies should be a part of all archival and manuscripts programs. Through discussion and examination of a hypothetical case study, this one-day seminar is designed to help archivists who are responsible for acquisitions or collection development to formulate, write, implement, and evaluate collecting policies for their programs.

**"Library Descriptive Standards: An Introduction for Archivists"**

September 26-27

Fee \$100.00

Instructors: Avra Michelson, Smithsonian Institution; Edward Swanson, Minnesota Historical Society; and Richard Smiraglia, Columbia University

See next item for a full description.

If you have any questions about pre-conference workshops, please contact Tim Ericson at 312/922-0140.

**Library Descriptive Standards: An Introduction for Archivists**

SAA, with partial funding from the National Endowment for the Humanities, is presenting a new, two-day workshop on the library descriptive standards of the *Anglo-American Cataloging Rules, 2d* (AACR2) and the *Library of Congress Subject Headings* (LCSH). The workshop will be presented on Friday and Saturday, 29-30 April at the Bismark Hotel in Chicago.

This two-day workshop is for people who want to use AACR2 and LCSH to integrate descriptions of archival and manuscript materials into library catalogs. The workshop will focus on those rules and topics most applicable to archival and manuscript materials. For example, participants will learn to construct names following AACR2 for families, married women, municipalities, churches, school districts, and such organizations as government agencies and university departments. The workshop will also address topics about LCSH, including how to apply terms; LCSH's internal syndetic structure of "see" and "see also" references; free-floating subdivisions; and chronological and geographical subdivisions.

No prior knowledge of library cataloging or the MARC Format for Archival and Manuscripts Control (AMC) is required, although this background would be helpful. Participants should be familiar with Steven L. Hensen's *Archives, Personal Papers, and Manuscripts*.

The workshop instructors will be Avra Michelson, Smithsonian Institution; Richard Smiraglia, Columbia University; and Edward Swanson, Minnesota Historical Society. Lisa Weber, Society of American Archivists, will also be present.

The registration fee is \$75.00. A limited number of sleeping rooms are available at the Bismark (800/643-1500) for \$50.00 plus tax per night (double or single occupancy). Those interested in applying should contact Lisa Weber (312/922-0140) for a registration form. Enrollment is limited, so you are encouraged to register early. The registration deadline is 11 April.

**Business Archives: The Basics and Beyond**

SAA will be offering its workshop, *Business Archives: The Basics and Beyond*, in Minneapolis, Minnesota, 25-27 April 1988. The instructors will be Anne Van Camp, Chase Manhattan Bank, and Philip F. Mooney, Coca Cola Company.

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

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

The first two days of the workshop will focus on basic procedures for establishing and operating a business archives. The instructors will discuss the history of business archives and the interrelationships between archives, corporate libraries, records management, and information centers. Participants also will learn ways to get management support for the establishment of an archival program.

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

Other topics include automation, access policies, legal issues that must be considered in operating a business archives, and the use of archives for trademark protection.

For further information or to receive an application form, contact Jane Mohan or Tim Ericson at 312/922-0140.

continued on next page

## Education Notes continued

### Administration of Photographic Collections

As part of its Basic Archival Conservation Program, SAA will offer a workshop on the Administration of Photographic Collections in Kansas City, Missouri on 21-22 April 1988. Workshop instructors are Gerald J. Munoff, University of Chicago Libraries, and Mary Lynn Ritzenthaler, National Archives and Records Administration. Persons interested in attending should request an application from Paul Conway, Preservation Program Officer, at SAA headquarters in Chicago. Enrollment is limited.

### Georgia Archives Institute

Designed for beginning archivists, librarians, and manuscript curators, this institute offers general instruction in the basic concepts and practices of archival administration and in the management of traditional and modern documentary materials. This two-week program (13-24 June) will feature lectures and demonstrations, a supervised practicum, and field trips to local archives. Sponsored by Emory University, Atlanta University, the Georgia Department of Archives and History, and the Jimmy Carter Presidential Library. Tuition is \$350; enrollment is limited; and the deadline for receipt of applications and resumes is 28 March. Those desiring housing information should request it on their application.

### Careers for Graduates in History and Careers in Information Management

These charts--which outline career options for graduates in history and information management, respectively--may be of use to educators. The history chart uses a flowchart format to illustrate the variety of career paths open to history graduates. Duties in 35 broad areas of employment are described. The information management chart contains 38 job descriptions that detail duties and requirements (both education and experience), and demonstrate how responsibilities shift within career progressions. A compendium of 240 job titles appears on the back of this chart. For more information, contact the National Center for the Study of History at 301/330-0442.

## What Happened at MARBI?

by Lisa B. Weber

MARBI, as you may remember, is an advisory group to the Library of Congress (LC) that maintains the MARC (machine-readable cataloging) formats. MARBI, which is short for the American Library Association's Committee on Representation in Machine-Readable Form of Bibliographic Information, is comprised of representatives of the U.S. and Canadian national libraries, major bibliographic utilities, and special library groups. It meets twice a year at ALA's annual and mid-year meetings.

### Format Integration

Format integration was the major topic on the MARBI agenda at its most recent meeting this past January, which I attended as SAA's representative. MARBI is currently reviewing a proposal that integrates seven MARC formats--books, serials, maps, visual materials, music, computer files, and AMC--into one format. (There are also MARC formats for authorities and holdings data.)

Archivists have been successfully using the MARC AMC format for several years. The majority of the format integration proposals would allow archivists to continue current practices unimpeded. There is one major problem, however: proposal 88-1/851 would make field 851 (Location) obsolete and require that location information go into holdings field 852 (Location/Call Number).

I argued at the meeting that field 851 (Location) is crucial to archivists using the AMC format. Although copies of archival materials may exist in microform and/or photocopied formats, archivists, manuscript curators, and researchers approach them as unique. Because archivists use MARC AMC to enable information exchange, where materials are held is just as important as the fact that they exist at all. We need location information in eye-readable form that is easily accessible in the record.

The current subfield definitions in holdings field 852 (Location/Call Number) will not accommodate archival needs. I also raised the serious concern that, although implementation

issues are not in MARBI's purview, archivists must know what using the holdings format means. For example, will location information be in a separate record from the bibliographic information? Will other holdings fields be required in conjunction with 852 (such as holdings field 841--a highly coded field)? I underscored the fact that because field 851 is so crucial to archivists, they cannot agree to use the MARC Holdings Format without first knowing what it will entail.

The solution to this problem is not clear. I had argued at the previous MARBI meeting that the location of unique materials is different from the location of duplicated or published items. (The committee did not accept this premise.) If MARBI did accept this concept, however, then field 851 could remain defined in the integrated format but used only for unique materials. If that solution is unacceptable, the cloudiness surrounding implementation of the holdings format will have to be clarified and the subfields redefined, or new subfields defined, before archivists can agree to using field 852.

MARBI recognized that there were some real problems with proposal 88-1/851. As with other controversial proposals in the format integration package, voting on 88-1/851 was deferred until the next meeting in July.

### Generic Subject Field

In addition to format integration, MARBI examined a discussion paper (no. 19) prompted by the Art and Architecture Thesaurus (AAT) Project's desire to use a MARC field to accommodate the AAT vocabulary. The discussion paper proposed a generic field which would accommodate the AAT as well as other facet/focus structured subject vocabulary strings. MARBI was in favor of both the concept and the prototype field included in the discussion paper. A formal proposal will be submitted in July.

If you want to see the full text of my remarks to MARBI, or have any questions concerning format integration or other archival automation activities, please feel free to contact me at 312/922-0140.



## New Book Releases

### "Managing Electronic Records," and "Records Management Software Packages"

These two information packages are available free upon request by calling 202/724-1471 or writing to the Records Administration Information Center (RAIC), Agency Services Division, National Archives, Washington, DC 20408.

### Recordfacts Update

This free newsletter shares news about records administration throughout the federal records management community. To get on the mailing list, receive a sample copy, or submit articles, contact RAIC at the phone number or address listed in the entry immediately above.

### Filing and Records Management Fundamentals for the Small Business

This basic how-to book is designed to help secretaries, office managers, and others survey and inventory existing records, develop a retention schedule, and protect their vital records. Includes sample forms. 50 pp. \$33. ARMA International, 4200 Somerset Drive, Suite 215, Prairie Village, Kansas 66208; 913/341-3808.

### SPEC Kit on Preservation Guidelines in ARL Libraries (#137)

Contains the ARL Preservation Guidelines, six preservation policies, documents related to decision-making, descriptions of brittle book programs, and a selected reading list. \$20 prepaid. SPEC, Office of Management Studies, 1527 New Hampshire Avenue, NW, Washington, D.C. 20036.

### Records Management for Parishes and Schools

compiled by David P. Gray  
Provides a step-by-step process for establishing a parish records management program, information on care of archival materials, records management forms, a glossary and canons, and a parish records retention and disposition schedule. \$3.25. Sr. Catherine Louise La Coste, Diocese of San Diego, P.O. Box 80428, San Diego, CA 92138.

### A Short Guide to Nitrate Negatives: History, Care and Duplication

Steve Puglia  
This free publication covers identification, deterioration, and storage of nitrate negatives. NEDCC, Abbott Hall, 24 School St., Andover, MA 01810.

### Library & Archival Security

Free samples of this quarterly publication are available to SAA members by writing on your stationary to Sample Copy Dept., The Haworth Press, 12 West 32nd Street, New York, NY 10001. Subscriptions are \$36 to individuals; \$60 to institutions.

### Guide to Information Resources Management Associations

This directory lists 52 associations along with their answers to an information questionnaire. \$7. Kadec Information Management Products, P.O. Box 6786, Silver Spring, MD 20906.

### Disaster Action Plan

Randall Butler, compiler  
Loma Linda University's disaster action plan, reflecting current research and experience gained from the Los Angeles Public Library fire. \$12. Disaster Action Plan, c/o Randall Butler, Heritage Room, Loma Linda University, Loma Linda, CA 92350.

### Fundamentals of Records Management

William Benedon  
This training package includes an 18-page script and 79 slides that provide an overview of records management. \$90. International Records Management Council, 22243 Miston Drive, Woodland Hills, CA 91364.

### Directory of Oral History Collections

A list of nearly 500 oral history collections throughout the United States, providing location, phone numbers, contact names, holdings descriptions, hours of operation, the collection's purpose, and conditions of access. 154 pp. \$49.50. The Oryx Press, 2214 N. Central at Encanto, Phoenix, AZ; 1-800/457-ORYX.

### The Library Microcomputer Environment: Management Issues

Sheila S. Intner and Jane Anne Hannigan, editors  
A study of the microcomputer and its impact on collection development that covers CD-ROM and satellite linkages, local areas networking, how to choose hardware, copyright issues, the UNIX environment, and instructional programs. 248 pp. \$27.50. The Oryx Press (see above entry).

### Public History: An Introduction

Barbara J. Howe and Emory L. Kemp  
A source that students, faculty, guidance counselors and others can consult to learn about public history and the wealth of opportunities open to them. 516 pp. Cloth, \$39.95; paper, \$27.50. Krieger Publishing Co., P.O. Box 9542, Melbourne, FL 32902-9542; 305/724-9542

### The Invasion of the Giant Spore

This pamphlet provides answers to frequently asked questions about mold in libraries and archives--what is it, what caused it, and what can be done about it? It describes and evaluates treatments, and advises how to avoid mold outbreaks. Available free. Send a self-addressed, stamped (56 cents) envelope with your request. SOLINET, Plaza Level, 400 Colony Square, 1201 Peachtree St., NE, Atlanta, GA 30361; 404/892-0943.

### Standing the Test of Time: Quality Assurance for State and Local Government Records Microfilming

Linda James  
A summary of a study conducted on the microfilming practices of archives

## Publication Notes

### Preservation Microfilming: A Guide for Librarians and Archivists

An important new resource for preservation efforts is now available from the Society of American Archivists. *Preservation Microfilming* offers a comprehensive, step-by-step approach to the planning and implementation of microfilming projects.

The manual's editor, Nancy E. Gwinn writes, "You can approach this book in many ways: as an overview of the whole process of preservation microfilming, as a detailed--but not exhaustive--guide to each step of the operation, as a reference book to other documents or programs to meet your specific needs, as a fact book, as a checklist, as a place to find special forms or photos--in short, as a helper to keep right behind your desk."

Published by the American Library Association (1987). Paperbound; 212 pp. Available from SAA: \$36 members; \$40 nonmembers.

### Archival Choices: Managing the Historical Record in an Age of Abundance

Edited by Nancy E. Peace

SAA is pleased to announce its distribution of *Archival Choices*, a collection of essays offering broad strategies and specific techniques for appraising contemporary records.

Nancy E. Peace, who edited the collection, also contributes an essay reviewing the history of appraisal theory and suggesting directions for future research. F. Gerald Ham, Lawrence Dowler, and co-authors John Dojka and Sheila Connors have written chapters dealing with appraisal in the broad context of collections management. The essays by Francis X. Blouin, Jr., Philip N. Cronenwett, and Patricia Aronsson offer strategies and practical advice for making appraisal decisions.

In her review of *Archival Choices*, Joan Haas wrote, "By successfully articulating theoretical and practical appraisal issues, these essays will assist in focusing and structuring the continuing struggle to manage the voluminous contemporary record."

Published by Lexington Books (1984). Hardbound; 164 pp. Available from SAA: \$18 members; \$23 nonmembers.

and records management agencies on the state level. Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, MD 20910.

### Technology Assessment Report: Digital Raster Scanning, Optical Character Recognition, Speech Pattern Recognition (TIP-01); MARC/Life Cycle Tracking of Archival Records (TIP-02); Specifications for Cold Storage of Color Film Materials (TIP-03)

All three of these reports are available in print or microform from the National Technical Information Service, Department of Commerce, 5248 Port Royal Road, Springfield, VA 22161; 703/377-0365.

### The Life of a Document: a Global Approach to Archives and Records Management

Carol Couture and Jean-Yves Rousseau

A primer on archival management that presents much of its information in checklist form. Covers developing a records management program, managing active and inactive records, managing archives for research use, and the archivists' role in society. 357 pp. \$40. Vehicule Press, P.O. Box 125, Place du Parc Station, Montreal, Quebec, Canada, H2W 2M9.

# Grants Awarded

## NHPRC GRANTS

At its October meeting the National Historical Publications and Records Commission recommended 30 grants totaling \$1,167,378. Included were the following:

*American Mathematical Society*  
\$4,668 for a consultant to survey the records of the society and recommend a records management program.

*National Recreation and Park Association*  
\$39,891 for a two-year project to establish a records management program and complete processing its pre-1965 records at the Social Welfare History Archives.

*Rochester Institute of Technology*  
\$41,830 to staff a study of the deterioration of cellulose acetate photographic films.

*Association for Documentary Editing*  
\$880 for travel expenses of the advisory committee of the Documentary Heritage Trust of the United States.

*Foundation of the New York State Nurses Association*  
\$46,948 for a two-year project to develop an archival program for the association and initiate a coordinated strategy for documenting professional nursing in New York State.

*North Dakota League of Cities*  
\$43,217 to establish a comprehensive records program for city governments, including publication and distribution of a city records management manual, workshops for city personnel, and planning to preserve city archival resources.

*Oklahoma State Historical Records Advisory Board*  
\$35,000 for workshops to educate local government officials about the needs and benefits of records management and preservation of local government records.

*Washington State Historical Records Advisory Board*  
\$9,340 to assess the need and feasibility of a regrant program for the Native American Tribes in Washington State.

*George Washington University*  
\$54,951 for a two-year project to develop a university archives and records management program.

## NEH GRANTS

The National Endowment for the Humanities recommended the following grants in August and November of this year:

*University of California, San Diego*  
\$25,282 matching for work on the General Catalogue of the Pan-Hispanic Romancero and the Electronic Archive of the Romancero.

*University of Illinois, Urbana*  
\$13,192 to change the technique for microfilming the D'Arcy Collection of advertisements, 1890-1970.

*University of California, Riverside*  
\$200,000 matching to add records for items available in British repositories to the Eighteenth Century Short Title Catalogue.

*Virginia Division of Historic Landmarks*  
\$25,000 matching to continue conservation, analysis of data, and archival research on the shipwreck site in Yorktown Harbor.

*Yale University*  
\$500,000 plus \$500,000 matching to preserve European history materials.

*Indiana Historical Society*  
\$90,340 plus \$30,000 matching to complete the U.S. Newspaper Program in Indiana.

*University of Arkansas, Fayetteville*  
\$172,571 for Arkansas' participation in the U.S. Newspaper Program.

*New York Public Library*  
\$213,435 for participation in the U.S. Newspaper program; and \$61,281 to microfilm the Oster/Schenker Collection.

*SUNY Research Foundation*  
\$82,802 to complete preservation of the library's 20th-century poetry written in English.

*Idaho State Library*  
\$63,616 for Idaho's participation in the U.S. Newspaper Program.

*Mississippi Department of Archives and History*  
\$4,952 to microfilm the papers of Judith Sargent Murray, 1751-1820; \$26,317 for Mississippi's participation in the U.S. Newspaper Program.

*University of California, Berkeley*  
\$498,411 plus \$500,000 matching to preserve 22,000 European language and literature volumes.

*Field Museum of Natural History*  
\$1,700 to plan preservation of the museum's photographic collection.

*University of Maryland, College Park*  
\$192,255 for Maryland's participation in the U.S. Newspaper Project.

*Rochester Institute of Technology*  
\$120,199 to research the causes of deterioration of cellulose acetate photographic film and develop preservation recommendations.

*Albert Schweitzer Center*  
\$21,157 for preservation of the center's collection of photographs of film maker Erica Anderson.

*Chesapeake Bay Maritime Museum*  
\$5,000 to plan a computerized collections management system.

*Pennsylvania Academy of Fine Arts*  
\$25,000 to document collections related to American artist Thomas Eakins and his immediate circle.

## OTHER GRANTS

*Western Reserve Historical Society*  
\$164,000 from the Cleveland Foundation's Warner M. Bateman Memorial Fund, and \$82,000 from the George Gund Foundation, to process and catalog the library's backlog of manuscript collections.

*New York State Library*  
\$50,575 under the Higher Education Act to enter Manuscripts and Special Collections unit records into RLIN.

# Awards Available

## National Gallery of Art

A summer internship administering the gallery's historical records is available for a student expecting to receive a B.A. degree by June or be enrolled in a graduate program. At least 12 hours of completed archival studies, or archives experience in addition to academic excellence, are required. The appointment is effective from 6 June through 26 August 1988 and pays \$7.10 per hour. The application deadline is 1 April. Contact the gallery's summer employment coordinator at 202/842-6282.

## Fulbright United Kingdom Professional Librarian Award

One award is available for a practicing librarian to pursue a work attachment at a university library, major research library, or national library in the United Kingdom. Applicants must be U.S. citizens with a full-time position as librarian, library administrator, or archivist at a four-year college or university library, or a major research library. Candidates arrange their own affiliation and design their own project for the exchange. They are expected to obtain leave of absence with full or partial compensation for a project period of at least three months. A fixed sum grant is provided to cover travel and settling-in expenses. The project must be undertaken sometime between August 1989 and September 1990. Applications (including references and evidence of institutional affiliation) must be received by 15 September 1988. Contact Steven Blodgett at 202/939-5416.

## Fulbright Scholar Awards

Over 1,000 grants in research and university lecturing abroad are available for periods ranging from three months to a full academic year.

Awards include round-trip travel for the grantee and, for most full academic year awards, one dependent; maintenance allowance; tuition allowance for children; and book and baggage allowances. Eligibility requirements are U.S. citizenship; Ph.D. or comparable professional qualifications; university or college teaching experience; and, for some grants, foreign language proficiency. Application deadlines are 15 June for Australasia, India and most of Latin America; 15 September for Africa, Asia, Europe, the Middle East, and lecturing awards to Mexico, Venezuela, and the Caribbean; 1 November for institutional proposals for scholars in residence; 1 January 1989 for Administrators' Awards in Germany, the United Kingdom, and Japan; and 1 February 1989 for France, Italy, and Germany travel-only awards. Contact 202/939-5403.

## Museum Assessment Program (MAP) Deadlines

MAP grants provide the opportunity for self-study and the assistance of an on-site consultant who can help an institution clarify its goals, set realistic objectives, and plan strategies to achieve them. MAP II grants are designed to aid museums in assessing long-term needs of their collections and developing priorities for improvement. The deadlines for grant applications are 29 April for MAP, and 29 July for MAP II. Contact Kim Igoe at the American Association of Museums, 202/289-1818.

## Hugh Atkinson Memorial Award to academic librarians

This newly established American Library Association award will recognize outstanding accomplishments by academic librarians working in library automation or management who have improved library service, development, or research. The annual award, consisting of an unrestricted \$2,000 cash prize and a plaque, will be presented for the first time in 1988. Individuals may nominate themselves or be nominated by others. Nominees must have been employed in a college or university library during the previous year and must have at least five years of professional experience in an academic library. The nomination deadline is 15 May. Contact Michael Gorman at 217/333-0318.

Included in the May issue of the *Newsletter* will be the full texts of remarks by speakers at the swearing-in ceremony of Archivist Don W. Wilson. Included will be remarks by Wilson, President Reagan, former Archivist Robert M. Warner, and David Matthews, president of the Kettering Foundation.



# Archivists' Calendar

**11 March**  
Society of North Carolina Archivists  
Spring Meeting; Chapel Hill.  
919/787-6313

**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.

**25-26 March**  
New England Archivists Annual Meeting; Wellesley, Massachusetts. 617/235-0320, ext. 2128

**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

**21-23 April**  
Preservation Microfilming Institute; New Haven, Connecticut. 312/944-6780

**28 April**  
The Society for History in Federal Government; Library of Congress, Washington, D.C.

**28-30 April**  
Mid-Atlantic Regional Archives Conference Spring Meeting; Allentown, Penna. 215/250-5418

**29-30 April**  
"Library Descriptive Standards: An Introduction for Archivists," SAA workshop; Chicago, Illinois. 312/922-0140

**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**  
National Online Meeting; New York. 609/654-6266

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

**11-15 May**  
Society of California Archivists Annual Meeting; Anaheim. 213/680-2525 or 714/834-8611

**13 May**  
"Appraisal and Conservation of Historical Records," an NEDCC seminar; Connecticut Historical Society; Hartford, Conn. 617/470-1010

**13-15 May**  
Joint meeting Lake Ontario Archives Association/Ontario Archives Conference; Ottawa.

**17-19 May**  
Southeast Archives Conference Meeting; Oxford, Miss.

**18-20 May**  
Society of Southwest Archivists Annual Meeting; Fort Worth, Texas. 817/531-4452

**19-21 May**  
Conference of Intermountain Archivists Spring Meeting; Elko, Nevada.

**24-27 May**  
"Going to the Source: An Introduction to Research in Archives"; National Archives Building, Washington, D.C. 202/523-3298.

**25-27 May**  
Document Management Systems Conference; Stockholm, Sweden. 716/383-8330

**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.

**11-16 June**  
Special Libraries Association Annual Conference; Denver, Colorado. 202/234-4700

**13-24 June**  
Georgia Archives Institute; Atlanta. 404/727-6840

**13 June-1 July**  
"Oral History: A Methodology for Research" seminar; Wayne State University, Detroit. 313/577-4003

**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

**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

**20-23 July**  
National Association of Government Archivists and Records Administrators; Annapolis. 301/974-3914

**1-3 August**  
"Families in Museums" workshop; Smithsonian Institution. 202-357-3101

**1-12 August**  
Western Archives Institute; UCLA. 916/445-4294

**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.)

**21-25 August**  
"Preservation of Black-and-White Photographs," seminar; Rochester Institute of Technology; Rochester, New York. 716/475-2757.

**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; Rochester. 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

**4 October**  
Symposium on Natural History Museums; Kansas City. 409/845-5777.

**13-14 October**  
"Advanced Records Management" workshop; George Washington U.; Washington, DC. 800/424-9773 (U.S.), 800/535-4567 (Can.)

**20-22 October**  
North American Labor History Conference; Detroit.

**26-28 October**  
Museum Computer Network Conference; Los Angeles. 412/421-4638

## Transitions....Transitions..

While continuing her consulting work based in New York City, **Linda Edgerly** has joined The Winthrop Group, a management consulting firm....**J. Todd Ellison** is now Project Archivist for the Boulder Historical Society Collections; his new Assistant Archivist is **Jo Ann Corruccini** ....Boise State University has named **Alan Virta** its University Archivist and Head of Special Collections....**Madeleine B. Perez** is now Archives-Librarian at the University of North Carolina Archives at Chapel Hill....**Lawrence Dowler** has been named Associate Librarian of Harvard College for Public Services....**James Byers** is now Chief at the General Archives Review Branch of the Declassification Division....**Sara Stone** is serving as Archivist with the Foundation for Documents of Architecture while on leave from the National Archives.

# Professional Opportunities

## Four Positions: Presbyterian Historical Society, Philadelphia, PA

Individuals interested in applying for the following three positions should forward resume, salary requirements and references to: Frederick J. Heuser, Jr. Archivist, c/o Presbyterian Historical Society, 425 Lombard Street, Philadelphia, PA 19147. Closing date 1 May 1988.

### ASSISTANT ARCHIVIST

**RESPONSIBILITIES:** Works with other members of the archival staff in the daily operation of the Society's archives department including all aspects of archival administration. **QUALIFICATIONS:** 1-2 years archival experience in a historical society, university archives or other comparable research institution; MLS or MA in history with formal archival training; familiarity with computerized archival applications and the AMC format desirable; knowledge and/or experience in records management considered an asset but not required. Strong interest in American religious and/or social cultural history; excellent writing and organizational skills. **SALARY:** Negotiable.

### PROCESSING ARCHIVIST

**RESPONSIBILITIES:** All processing-related activities including appraisal, arrangement, and description of the Society's archival collections; performs reference work and other duties as assigned. **QUALIFICATIONS:** MLS or MA in history with formal archival training; excellent writing and organizational skills. An entry level candidate who has performed a successful archival internship in a historical society may be considered. **SALARY:** Negotiable.

### RECORDS MANAGER, LOUISVILLE OFFICE

**RESPONSIBILITIES:** Implements and coordinates the Church's current records management program including supervising the inventory and disposition of non-current records, establishing records retention schedules, conducting training sessions, and other responsibilities. **QUALIFICATIONS:** BA; MA with formal training in archives or records management; 1 to 3 years experience in archives and/or records management desirable. **SALARY:** Negotiable. Interviews for this position to be held in Louisville, KY.

Individuals interested in applying for the reference position should send resume, salary history and references to: Gerald W. Gillette, Manager of Research and Library Services, c/o Presbyterian Historical Society, 425 Lombard Street, Philadelphia, PA. Closing date: 1 May 1988.

### REFERENCE LIBRARIAN

**RESPONSIBILITIES:** Performs research for church inquires and assists patrons in the use of Society's collections; administers microreproduction services; assists with editorial work; plans exhibits; supervises volunteers; and performs other requested duties. **QUALIFICATIONS:** MA in Divinity or equivalent degree from a theological seminary providing courses in Presbyterian history, polity, and worship. Incumbent should also have an MA in American History or an MLS. **SALARY:** Negotiable.

## CONSERVATOR (ARCHIVIST II)

*University of Florida, Gainesville, FL*  
**Reports to:** Preservation Officer, University of Florida Libraries. **RESPONSIBILITIES:** Determines priorities and work flow of the Conservation Unit, and performs a variety of conservation treatments including work on paper, cloth, and bindings. Treatments will include work on text blocks and covers such as repair, resewing, rebacking, and paper treatments. Other treatments will include encapsulation, deacidification, and making protective enclosures. Trains and supervises (1.5 FTE); monitors the quality of work; evaluates tools/equipment and establishes procedures for their use; devotes approximately 70% of time to bench work. Highly desired: Two years of experience in book and paper conservation; knowledge of conservation ethics, practices, documentation procedures, and techniques employed with archival and library materials; completion of a recognized conservation training program, a formal apprenticeship, or demonstration of similar level of education and experience. Also desirable, but not required: One year supervisory experience; experience and continued interest in history of the book and its structures, chemistry, history, and art. **MINIMUM QUALIFICATIONS:** BS in history, library science or one of the social sciences and two years of professional archival experience, alternate qualifications available. Starting date: As soon as possible. **SALARY:** \$17,162-\$24,000, commensurate with experience; excellent fringe benefits. Send complete resume to: Kathy Campton, Central Employment Center, 4th Floor Stadium, University of Florida, Gainesville, FL 32611 by 15 April 1988. Requests must refer to position ID #21462 in order to guarantee consideration.

## MANUSCRIPTS/PUBLIC SERVICES LIBRARIAN

*George Washington University, Washington, D.C.*  
**RESPONSIBILITIES:** Plans and supervises processing of institutional and personal papers, coordinates all facets of an active public services operation, appraises and manages collections of manuscripts and records, establishes bibliographic control of collections in an on-line environment, and serves as a subject specialist. **QUALIFICATIONS:** ALA-accredited MLS, formal archival training with 2 or more years of archival experience, proven ability to work effectively with staff and the public including supervisory experience and good communications skills. **SALARY:** \$20,000 minimum. To apply, send letter of application, resume, and names of 3 references to: Executive Coordinator, Gelman Library, George Washington University, Washington, D.C. 20052. Position begins 1 July 1988.

## FIELD ADVISORY SERVICE REPRESENTATIVE

*Oklahoma Museums Association, Oklahoma City, OK*  
Two-year grant position established to initiate state-wide services to museums, libraries, and historical societies in Oklahoma. **RESPONSIBILITIES:** Provide on-site consultation in preservation and collections management; organize and conduct regional workshops; prepare technical bulletins; develop resource manual. **QUALIFICATIONS:** BA; training and experience in preservation and collections management; ability to relate well to client institutions; curatorial and small museum management experience preferred; must be willing to travel extensively; provide own automobile. **SALARY:** \$27,000-\$30,000. Send resume to: OMA Search Committee, Kirkpatrick Center, 2100 NE 52, Oklahoma City, OK 73111. Application deadline: 15 May 1988.

**Two positions:** Arlington County, VA, Public Library, Washington, D.C. suburb near major research collections

## PROJECT ARCHIVIST

**RESPONSIBILITIES:** Administers 15-month community archives program funded by a National Historical Publications and Records Commission grant; establishes guidelines for organization, preservation, conservation; selects, trains and supervises librarian, clerk, volunteers; recommends goals for preservation and control using appropriate technology. The County has a long tradition of activism, innovation and change. **QUALIFICATIONS:** Master's degree in history or library science with archival training plus five years related experience. Desirable: MARC formats for archives and manuscripts control, computer applications for archives or preservation techniques. **SALARY:** \$14.46/hour (\$37,600 for 15 months) equals \$30,080/year. Announcement #7013-8B-LIB. For announcement and application form, call (703) 538-3363. Closing date: 5:00 p.m., 31 March 1988.

## LIBRARIAN II/ARCHIVIST

New position. **RESPONSIBILITIES:** Professional work in local history archives. Carries out archival service under experienced archivist; supervises records processing using trained volunteers; directs preparation of research aids; updates, organizes, describes and preserves papers of civic activists, photographs, oral histories, etc.; performs local history reference; speaks to groups. **QUALIFICATIONS:** Accredited MLS and/or Virginia Librarian's Certificate with at least one year of professional library experience. Desirable: archival experience, preservation experience, knowledge of Virginia history, education in archival management or preservation, professional public library experience. **SALARY:** \$28,000 per year. Announcement #7012-8B-LIB. For announcement and application form, call (703) 538-3363. Closing date: 5:00 p.m. 31 March 1988.

## RESEARCH ASSISTANT

*LaGuardia Community College, Long Island City, New York*  
**RESPONSIBILITIES:** Research Assistant for historical archives emphasizing public programs. Researches documents and coordinates production of historical exhibition and calendar, arranges traveling schedule for exhibit, writes correspondence and reports, prepares grant applications. **QUALIFICATIONS:** BA required, History, English, or Journalism major preferred, other liberal arts major required. Salary: \$8.00 per hour/full time; benefits available. Send letter of application and resume to: Dr. Richard K. Lieberman, Director, Fiorella H. LaGuardia Archives, LaGuardia Community College/CUNY, 31-10 Thomson Avenue, Long Island City, NY 11101.

## ARCHIVIST III

*Walter P. Reuther Library, Wayne State University, Detroit, Michigan*  
**RESPONSIBILITIES:** Reference Archivist including coordinating reading room assignments and procedures, responding to reference inquiries, and publicizing holdings. Other duties may include lecturing to graduate archival class, preparing grant proposals, and processing of archival collections. **QUALIFICATIONS:** Graduate degree, formal archival training, and at least 5 years archival experience. **SALARY:** Minimum of \$22,040 per 12 month year. Tenure track appointment. Written applications may be sent to Warner W. Pflug, Walter P. Reuther Library, Wayne State University, Detroit, Michigan 48202.



**DIRECTOR, AMERICAN HERITAGE CENTER**  
*University of Wyoming, Laramie, WY*

The AHC is an archive of regional and national significance with particular strengths in economic geology, conservation, journalism, western literature, transportation, the livestock industry, and the performing arts. In addition to documentary materials, the AHC holds collections of books and recordings, photographs, historical artifacts, films, and works of art. The Director reports to the Provost. **RESPONSIBILITIES:** Develops policy for the Center while overseeing a staff engaged in archival work, including donor relations and correspondence, reference, and processing; develops and manages a budget and coordinates the relationships of the Center with other units on campus, from the Library to the University of Wyoming Foundation, now engaged in funding a new Center building. **QUALIFICATIONS:** A scholar-administrator who can guide the center in a new phase of its history; must be able to work effectively with donors and the Center's constituency within the state, as well as in the university community, expanding usage of the archives within the academic program. Familiarity with archival principles is assumed and strong scholarly interests and credentials are desired, including the Ph.D. or equivalent. The Director may be tenured within the appropriate discipline. **SALARY:** Appropriate for an archive of this kind and scope and commensurate with administrative experience and academic qualifications. For first consideration applications should be received by 1 April 1988; applications will continue to be considered until the position is filled. Send letter, resume, and the names of four references, with full addresses, to Lewis M. Dabney, Interim Director, American Heritage Center, Box 3924, University Station, University of Wyoming, Laramie, WY 82071; (307) 766-2474.

**ARCHIVIST**

*Ithaca College, Ithaca, New York*

**RESPONSIBILITIES:** Systematically plan and design college archival program; collect, manage, and provide access to the college archives; establish and implement collection, conservation and preservation program; organize and describe the archival collection; publish descriptive guides and research aids; and help to create historical exhibits. **QUALIFICATIONS:** Formal archival training, some archival experience and appropriate degrees (MA, MLS). **SALARY:** Minimum of \$18,500 depending upon qualifications; excellent benefits. Send resume and names and addresses of 3 references to W. Robert Woerner, Director of the Library, Ithaca College, Ithaca, NY 14850. Applications accepted until position is filled. (Temporary appointment through 30 June 1989—extension may be possible.)

**ASSOCIATE ARCHIVIST**

*Kurt Weill Foundation for Music, New York, NY*

**RESPONSIBILITIES:** Arrange, process, and catalog musical scores, audio and video recordings, correspondence, programs, scripts, documents, and photographs; assist in acquisitions, appraisal, and public service; develop Oral History program; assist in production of institutional publications. **QUALIFICATIONS:** MLS or MA in Archival Management. Excellent reading knowledge of German required and previous professional experience preferred. Priority given to candidates with knowledge of MARC formats and experience with automated cataloging systems. Excellent writing and communication skills required. **SALARY:** \$22,500-25,000. Send letter of application and resume including references to David Farneth, Kurt Weill Foundation for Music, Inc., 7 East 20th Street, New York, NY 10003 by 15 March 1988.

**ARCHIVIST**

*Jesse Helms Center, Wingate College,  
Wingate, NC*

This recently established Center, which will serve as the repository for all papers, materials, and other items acquired by Senator Jesse Helms during his political career, will be located on the Wingate College campus, but will be operated as a separate entity. The Archivist will spend approximately eight months during the first year in Washington, D.C. working with the materials and thereafter will be located in Wingate. The Archivist will report to the Board of Directors of the Center through the President of Wingate College. **QUALIFICATIONS:** MA in history or an ALA-accredited MLS; knowledge of, and experience in, manuscript and archival management techniques. Candidates should be in general sympathy with the political philosophy espoused by Senator Helms. **SALARY:** Negotiable depending on experience; excellent fringe benefits package. Candidates should submit a letter of application detailing their qualifications for the position, a resume, and a list of three references with addresses and phone numbers to Dr. Paul R. Corts, President, Wingate College, Wingate, NC 28174. Starting date: 1 March 1988 or as soon as possible after that.

**CURATOR OF ARCHIVES AND MANUSCRIPTS**

*Pitts Theology Library, Emory University,  
Atlanta, GA*

**RESPONSIBILITIES:** Accessioning and arranging manuscript collections and archival records; preparing finding aids for archive and manuscript holdings; taking appropriate measures toward preserving materials; preparing occasional exhibits; assisting researchers in use of materials, both personally and through correspondence; and representing the library on university library committees concerning preservation and related matters. **QUALIFICATIONS:** MLS from ALA-accredited institution; formal training in archives administration; and an ability to exercise initiative and work independently under minimal supervision. An advanced degree in a humane discipline and familiarity with computer applications to manuscript/archival processing are preferred but not required. **SALARY:** From \$17,500-\$19,500; 24 days annual vacation; nine university holidays; participation in group life, major medical, disability insurance, TIAA/CREF, and social security. Send letter of application and resume with names of three references to Gary S. Hauk, Chair of Search Committee, Pitts Theology Library, Emory University, Atlanta, GA 30322. Closing date: 30 April 1988.

**CURATOR OF MANUSCRIPTS**

*Rhode Island Historical Society*

**RESPONSIBILITIES:** Acquiring and maintaining physical control of the Society's manuscripts collections; supervising the activities in the mss reading room including use of materials and patron reference service; approving requests for permission to publish from documents in the collection; processing new collections; developing finding aids; making recommendations for deaccession; and supervising the conservation of manuscript materials and the work of salaried and/or volunteer assistants. **QUALIFICATIONS:** ALA accredited MLS or a degree in American History and experience in archives and/or records management or a degree from an archives training program. **SALARY:** \$15,000-\$16,000 plus benefit and retirement package. Send resume by 15 April 1988 to Library Director, Rhode Island Historical Society, 121 Hope Street, Providence, RI 02906.

**PROJECT ARCHIVIST**

*King Ranch, Kingsville, Texas*

**RESPONSIBILITIES:** To assemble the data necessary to determine whether to establish an archives on the ranch for its historically valuable records and to strengthen its records management program by establishing and applying formal schedules for its current records. To produce a thorough appraisal report on the records of the ranch including: inventorying the records of the ranch, moving to a central facility those records clearly of permanent value and in need of appropriate housing and those requiring substantial analysis to determine the extent of such value; submitting quarterly reports on the work; preparing a formal appraisal report that includes both an inventory of the record groups and recommendations of those groups appropriate for permanent retention; preparing a step-by-step plan and proposing policies and procedures for establishing an archives for the ranch; assisting ranch personnel by answering questions and providing controlled, supervised access to material as appropriate. As time permits, producing archival inventories of core record groups. Physical activities will range from paperwork to lifting and carrying objects and containers. Incumbent must be able to climb stairs and ladders. **QUALIFICATIONS:** Graduate degree in library and information science, history or related field; two years experience in archival work, including experience with archival appraisal; a knowledge of records management; and a clear understanding of both accepted archival principles and procedures, including identification, appraisal, organization, handling, storage, and record keeping for archives, and of accepted records management software programs. Good judgment, accuracy, thoroughness, and an ability to communicate are essential. **SALARY:** Competitive and commensurate with experience. Send letter of application, resume, and the names and addresses of 3 references to: Archives Project, King Ranch, Inc., P.O. Box 1418, Kingsville, Texas 78363. Deadline: 15 March 1988.

**ARCHIVIST**

*Sheldon Museum, Middlebury, Vermont*

**RESPONSIBILITIES:** To catalog the Sheldon Museum's significant manuscript holdings, prepare inventories, and publish finding guides. Two-year consultant position, funded by outside grant, available immediately. **QUALIFICATIONS:** ALA-accredited MLS with history background, preferably New England history, two years experience in archival or related work and familiarity with MARC AMC format. Send resume, dossier, and 3 recent letters of recommendation to Travis Beal Jacobs, Sheldon Museum, 1 Park Street, Middlebury, VT 05753. Applications received by 1 March 1988 will receive first consideration but applications will continue to be accepted until the position is filled.

**LIBRARIAN/ARCHIVIST**

*Northeast Document Conservation Center*

Non-profit regional paper conservation center seeks a Field Service Representative to assist the Director of Field Service in advising libraries, museums, and other agencies on the preservation of paper and books. **RESPONSIBILITIES:** Consulting, travel, public speaking and some clerical functions in a 2-person office. **QUALIFICATIONS:** Excellent writing, communications, and organizational skills and a willingness to travel are essential. MLS or equivalent and 2 years experience in collections management are required. **SALARY:** Low \$20's. Send resume to NEDCC, 24 School Street, Andover, MA 01810.

#### ARCHIVES AND APPLIED HISTORY

*University of Massachusetts at Boston, Harbor Campus*  
Assistant Professor, tenure track. **RESPONSIBILITIES:** Coordinate the archival track within the History Master of Arts Program; teach graduate courses in archival methods and courses in applied or public history and American history; place and supervise interns in local projects; and direct theses. **QUALIFICATIONS:** Must have experience as an archivist and a Ph.D. in American History. Applications received by 11 March 1988 will receive priority consideration. Apply to Professor Thomas McMullin, Acting Chairman, Department of History, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125.

#### HEAD OF PHOTOGRAPHIC COLLECTIONS

*Indiana Historical Society, Indianapolis, IN*  
The Library is a repository of rare books, manuscripts, maps, ephemera and more than one million photographs and other visual materials relating to the history of Indiana and the Old Northwest. **RESPONSIBILITIES:** Overall administration of the department which is part of the William Henry Smith Memorial Library; arrangement and storage of photographic collections in accordance with sound bibliographic and archival practice; organization and facilitation of field work designed to acquire new collections; the supervision of departmental personnel and other staff members in the provision of photographic services and in the proper use of collections; determination of departmental goals, objectives, budgets, and long-range planning. The Head of Photographic Collections reports to the Director of the Library. **QUALIFICATIONS:** MA in archival administration, library or information science, or other similar qualifying advanced education, with an emphasis on photographic collections preferred; and two years' experience in a photographic archive or related special collection, preferably with supervisory responsibilities. **SALARY:** Mid- to upper \$20's, depending upon qualifications; excellent benefit program. Send curriculum vitae and supporting materials, along with names of three references to Bruce L. Johnson, Director, William Henry Smith Memorial Library, Indiana Historical Society, 315 West Ohio Street, Indianapolis, IN 46202. Closing date: 15 May 1988.

#### LIBRARIAN III/ARCHIVIST

*City of Beaumont, Texas*  
**RESPONSIBILITIES:** Supervises and participates in collection, restoration, cataloging, and maintenance of written, visual, and oral historical materials pertinent to various types of research; advances the objectives of the library through grant projects, publicity, and acts as project director for grants received; oversees the preservation and conservation of materials acquisitioned by the library; supervises the preparation of reference aids, indexes, collection guides, bibliographies, abstracts, and copies of documents; supervises and conducts the physical transferral of donated material to the Tyrrell Historical Library from other institutions or from citizens; attends various conferences, seminars, and meetings relative to local history, genealogy, and archival management; prepares and administers departmental budget; speaks to clubs and organizations; supervises and instructs subordinate staff including volunteers; performs related duties as required. **QUALIFICATIONS:** MA in History, Library Science, or a related field. 3 years increasingly responsible experience in archival maintenance, processing and research, or historical researching. Meticulous attention to detail required. Supervisory experience preferred. **SALARY:** \$27,342-\$37,691. Send resume and 3 professional references to: Sue Dismukes, Personnel Analyst, City of Beaumont, P.O. Box 3827, Beaumont, TX 77404. Applications accepted until position is filled.

#### ARCHIVIST

*Federal Records Center, San Bruno, CA*  
**RESPONSIBILITIES:** Supervise 2-3 employees and direct the appraisal, accession, and disposition of Federal records, including series identification and description, etc.; provide technical assistance to other Federal agencies; and conduct files workshops. **QUALIFICATIONS:** Archivist GS-11 or 12. **SALARY:** \$27,716-\$33,218. For a copy of the announcement and application forms, call Frances Brooks (202) 724-1513 or Alberta Romanini (415) 876-9197. Applications must be received or postmarked by 31 March 1988.

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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