

# Newsletter

The Society of American Archivists

## SAA Elects Leaders

SAA members have elected **John A. Fleckner**, Smithsonian Institution, as the society's vice president for 1988-89. Fleckner will assume the vice presidential post at the 1988 annual meeting in Atlanta and serve in that capacity until the 1989 annual meeting, when he will become SAA's 45th president.

The membership also selected three new council members: **Nicholas C. Burckel**, Washington University Libraries, **Linda M. Matthews**, Emory University, and **James M. O'Toole**, University of Massachusetts-Boston. **Linda Henry**, National Archives and Records Administration, was elected treasurer. Each will serve a three-year term to begin at the 1988 annual meeting.

The election yielded three members for the 1989 Nominating Committee: **Karen Benedict**, Archival Consultant, **Bonnie Hardwick**, Bancroft Library, and **Randall Jimerson**, University of Connecticut. Joining them on the committee will be two of the three council members whose terms will end in 1989. They will be chosen by lot at the June council meeting.

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

## Wilson Gives State of the Archives Address

Declaring, "I believe the role of my position is to build on the legacy of the past while leading the National Archives into the 21st century," Archivist of the United States Don W. Wilson gave his first State of the Archives address at the National Archives on 31 March.

Wilson said he has received two strong impressions since taking charge of the agency last December: "The most pleasant surprise I have had as Archivist was to discover the extent of the quality and dedication throughout the NARA staff at every level.... My second revelation is not positive: I am frankly shocked by the working conditions and space problems of this agency, both here in Washington and in many of the regions around the country.... For this reason, I plan to concentrate on the successful completion of a new building, which is informally known as "Archives II."

Archives II is the top priority in a ten-point plan Wilson outlined for the National Archives' future. The other points include continuing work on computerization and developing policies for machine-readable records; continuing to emphasize access; ensuring that the National Archives remains the repository for all federal records of enduring value; emphasizing and improving preservation efforts; expanding outreach; creatively utilizing NARA's field units; offering career-development opportunities for staff members; seeking a balance between research use and protection of records; and assuming a leadership role in formulating a national collection policy.



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ISSN 0091-5971

## From the Executive Director's Desk

by Donn C. Neal

SAA announces in this issue those candidates who have been elected to office: a vice president/president-elect (a total of two years), a treasurer (three years), three new council members (three years each), and three members of the 1988-89 Nominating Committee.

At this writing, I don't know who the winners are, but all of us on the SAA staff congratulate them and look forward to working with them in the years ahead. On behalf of SAA, I'd also like to thank those who were not elected for allowing their names to be put in nomination.

SAA is a democratic association--more so than most, I think. A majority of the Nominating Committee is selected by the 2,600+ individual members of the society. (Two of the three council members serving their final year also serve on this committee.) Candidates are expected to lay forth their views on a question the Nominating Committee sets before them, so the membership can scrutinize them carefully.

In addition, council members are freely elected as individuals by the membership, without the use of pairing, geographical districts, or any other artificial limitations on SAA's version of *vox populi*.

What SAA presidents, vice presidents, and treasurers can do is circumscribed by council's broad mandate to attend to the governance of the society, and yet council depends on these officers for important leadership. There is, therefore, a healthy give and take in the decision-making process. Moreover, committees, task forces, and other SAA groups get their being and charge (as well as their annual budgets) from council, and they report back to that group.

Finally, the executive director (and through him or her the remainder of the staff) is fully accountable to SAA's officers and council, which monitors, evaluates, and otherwise exercises control over the day-to-day operation of the society's business.

So, when SAA members vote in annual elections, they exercise a direct influence not only over who is elected

to office, and who creates the slate from which these persons are chosen, but also over decisions made by the elected leadership: when and where future SAA annual meetings will be held, which group's budget request is honored, who chairs an important committee, what priorities the Society places highest, whether SAA applies for certain grant funds, etc.

The election process seems to work pretty smoothly. The Nominating Committee usually caucuses at the annual meeting, decides on the questions to pose, secures the assent of candidates to stand for election, and informs the SAA office who they are. Bill Burck puts together the information for the ballot, which this year went into the mail in January.

Returned ballots are safeguarded here until the deadline, when a group of volunteer SAA members from the Chicago area count--and recount--them. It's usually my job to call the candidates, both successful (very enjoyable) and unsuccessful (a painful duty). Those elected take office at the next annual meeting.

There are two issues I'd like to leave with you. First, the Society doesn't get as large a return of ballots as it might. As a matter of fact, our return is really quite respectable, and compared to many other historical and cultural organizations the response is high. I think it *could* be much higher, though--just as SAA's turnout for annual meetings is much stronger than that of most of its peer associations.

Why people don't vote is always a mystery. To encourage you to vote, all I can do is point out that results in SAA elections are rarely lopsided, so a relatively few votes play a large role in determining the outcome.

"Maybe," I hear you say, "the reason for the turnout is the *candidates*." This brings me to my second concern. In recent years, I understand--and as a non-member of the nominating committee I can only go on what I hear--some nominating committees have encountered difficulty persuading SAA members to allow their names on the ballot.

Why? Because an SAA office or Council seat is a lot of responsibility, and a lot of work--which comes out of the individual's hide, or (with a supervisor's indulgence) the institution's hide. Council meetings alone take up ten days a year, including two full weekends, to say nothing of abundant non-meeting time spent on SAA matters. This commitment can be especially vexsome for consultants, for whom every "non-working" day is a missed paycheck.

There's also the matter of the real cost of this professional honor: SAA reimburses council members and officers for only one of the four yearly

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## From the Desk continued

meetings (including the two at the annual meeting), so unless someone has an understanding institution, the burden falls on the individual. Telephone calls, postage, copying--all this, too, is typically not reimbursed by SAA. We are fortunate, I think, that we continue to attract excellent candidates despite this situation--look at this year's slate as evidence of the quality of the nominees.

I don't say all this to discourage people from standing for office--far from it, for I am more than eager to see the best among the SAA members do so. In addition, I think all the SAA officers and council members I have known would agree that a leader-

ship role in the society is not just an honor but a tremendous opportunity to give something back to the archival profession in the form of just that--leadership in helping to address and resolve the thorny and vital issues facing that profession. How could anyone decline that kind of opportunity?

I think it is also important for everyone to realize, though, the degree of commitment that SAA asks for when this opportunity knocks. It's my conviction that challenge calls forth extraordinary response. If that is so, the challenge of leading SAA and the archival profession into the last decade of the twentieth century should call forth some extraordinary people.

## ARIC Holds First Meeting

On March 10 and 11, representatives from five national organizations gathered at the National Archives for the initial meeting of the "Archives and Records Information Coalition." ARIC was formed in 1987 in response to growing interest in better informal exchange of information among organizations active in the archives and information field, and as a way of advising the National Archives and Records Administration on the operation of its expanded Archives Library Information Center (ALIC).

The five "core" members of ARIC are the American Association for State and Local History, the Association for Information and Image Management, the Association of Records Managers and Administrators, the National Association of Government Archivists and Records Administrators, and SAA. NARA and the Library of Congress are also participating in ARIC meetings, and a number of other interested organizations attended the initial meeting.

Representatives at this meeting heard a progress report from Trudy Peterson and other NARA staff members about how ALIC will provide expanded reference and bibliographic services. (More information on this will be available from NARA later this year.)

Following this report, representatives gave brief updates on current

activities and began discussing a wide range of ideas for increased communication and cooperation among their organizations. Several ideas seemed worth exploring further, including:

- more systematic exchange of such publications as newsletters, journals, and annual meeting programs;
- exploring the feasibility of a computer "bulletin board" that would link the organizations;
- producing a comprehensive directory of services and vendors that exist within the area of information and records;
- a possible joint publication dealing with all areas of archives and records management;
- developing broadly accepted standards for machine-readable records;
- a descriptive inventory of standards and guidelines endorsed or approved by the participating organizations, and by others;
- identifying gaps in the existing relevant literature; and
- cooperating in the development of a master calendar of activities and events in archives and records management.

ARIC will meet again early in 1989. In the meantime, the representatives of the participating organizations agreed to study these topics, and to develop specific proposals or initiatives where possible.

## Evaluation of SAA's Conservation Program Gets Underway

SAA's Preservation Program Officer, Paul Conway, has been hard at work since January, designing an evaluation of SAA's Basic Archival Conservation Program. This program has sponsored a series of workshops, a consulting service, and an advanced management institute during the last seven years.

Conway will soon begin gathering information from a select group of archival repositories, and we hope that those asked to participate in the study will do so. The success of the evaluation program depends heavily on obtaining timely and accurate data.

Archivists have in general become more aware that preservation program planning is a core professional function. The evaluation project conceives of SAA's conservation program as but one important source of new information in this vital area, competing or combining with such other sources as training programs, secondary literature, and personal networks.

The study will take into account the fact that information must be combined with a willingness and capacity to bring about necessary changes. It will investigate the role of SAA as a catalyst or agenda-setter in this process.

Conway will proceed during the summer to gather data from the smallest viable sample of participating institutions and from a similar sample of archives with no record of participation in SAA's conservation program. Data will be drawn from responses to a carefully prepared questionnaire, and will be backed up by a series of case studies. Results from the first round of analyses will be available at the annual meeting in Atlanta.

Nowadays, we are inundated with requests for information, and this project may seem like more of the same. Nevertheless, its results should tell us quite a bit about how archivists build programs, and about the state of preservation programs today. Please contribute to these valuable insights by filling out questionnaires as fully as possible if asked.

## Society Notes

### Weber Takes NHPRC Post

SAA celebrates with Lisa Weber her appointment as a program officer with the National Historical Publications and Records Commission. She will join NHPRC early in June.

Weber, a program officer for SAA since July 1985, administered the society's initial and current NEH-funded automation projects. In this capacity, she organized and helped to teach a series of very successful workshops on the MARC AMC format and constructed an automation clearinghouse that helps archivists learn about applications of automation throughout the country.

Weber served as SAA's liaison with MARBI, the group that maintains the MARC AMC format, and with other organizations; she also provided staff assistance to the Committee on Archival Information Exchange and the Task Force on Automated Records and Techniques.

"Lisa Weber has served as a national leader for archivists who are seeking to understand--and to use--automated methods in their work," commented SAA Executive Director Donn C. Neal. "The NEH program that she has directed, and her other work with SAA, has made a truly significant impact on the nature of archival practice in the United States, and we are grateful for her leadership and her energy."

A search is underway for a successor (see the Program Officer--Automation posting in the Professional Opportunities section), who will direct the current NEH project to its completion in September 1989 and help the society formulate future activities in this area.

### Child Care Available at SAA's 52nd Annual Meeting

SAA will once again provide child care at the 1988 annual meeting in Atlanta. Arrangements will be similar to those made for the past two years. A suite will be available at the Westin Peachtree, staffed by professional sitters during the hours of sessions and other official conference functions.

Plans for this year also include the provision of juice, cookies, diapers,

etc., for which there will be a nominal charge. To make life easier for traveling families, the suite will be stocked with some toys, crayons, and books. A list of babysitters and another of families participating in the child care arrangements should help those wishing to make their own plans for times when the child care center is not in operation.

It will be helpful in finalizing these arrangements if parents planning to use the child care service will contact SAA as soon as possible. Registration information will be sent in June to parents who notify us.

### MARC Workshop Rescheduled

The MARC AMC format workshop in Jackson, Mississippi has been rescheduled to 29-30 August 1988. The instructors will be Kathleen Roe, New York State Archives, and Michael J. Fox, Minnesota Historical Society. The workshop fee is \$175. For more information please contact Jane Mohan at 312/922-0140.

### Colonial Dames Scholarship Awarded

Doris Martinson, an archivist at the Knox County Archives in Tennessee, has been awarded the Colonial Dames Scholarship. As this award's most recent recipient, Martinson will attend the Modern Archives Institute at the National Archives this June. The scholarship is funded by the Colonial Dames of America, Chapter III.

### Bibliography of Bibliographic Works Available from SAA

Karen Benedict has compiled a four-page bibliography of general bibliographic works in the archival field. It is available free to SAA members who request a copy (and enclose a SASE with \$.45 postage on it) from the SAA office at 600 S. Federal, Suite 504, Chicago, IL 60605.

### Archival Clippings Needed

The SAA office wants to keep better track of newspaper and magazine articles dealing with archives, archivists, and related matters. Because we are unable to afford the services of a national clipping service to provide us with copies of such articles, we hope to recruit the eyes and scissors of SAA members all over.

Some SAA members--among them

Vicki Walch and Greg Hunter, who enlists the students in his archival classes--already send us such articles from time to time, and we would like to receive more of this information.

We invite SAA members to send us any and all articles and other materials that might be of interest. With your help, we'll stay informed about archival issues around the country, discover items that should be reported in this newsletter, and collect a useful file for the Committee on Public Information.

We won't be able to acknowledge each contribution, but you can be sure that these materials will be read and appreciated. Thanks for your help.

## News Notes

### Site Under Consideration for New National Archives Building

The National Archives is closer to deciding where it will build a 1.7 million square foot research and archives center. The leading site is a 37-acre plot on the University of Maryland campus at College Park. On 4 March a University of Maryland subcommittee considered the proposal and indicated a willingness to donate the land but not to release the title. The federal government has a policy of building only on land it officially owns; but Representative Steny Hoyer of Maryland, who is a member of the House appropriations subcommittee that earmarked \$6 million to develop architectural plans for the building, is optimistic that this issue can be worked out. NARA is also considering a tract of federal land near the Washington National Records Center in Suitland, Maryland.

### NHPRC Endorses Records Program Elements

At its February meeting the National Historical Publications and Records Commission endorsed twelve key elements for the development of a truly national historical records program that will meet the diverse needs of the historical records community. The following program elements were not meant to be exclusive, but should provide a common ground for future planning and program development.



1. A process that accurately describes current historical records conditions in the nation.

2. A consultative mechanism that regularly specifies principal historical records needs and priorities, and suggests how to address them most effectively.

3. An active program to communicate these needs, and the reasons for addressing them, to the general public and to the wide variety of specific publics that must be informed about and involved in these areas.

4. Work to influence key parties (the Congress, governors, legislators, national programs and associations, major interest groups, etc.) to act on these principal needs.

5. Major efforts to increase funding for historical records programs in the United States.

6. Advice to, and coordination with, the National Archives, especially in respect to its activities affecting non-federal archival programs.

7. A program to establish and promulgate canons of good practice for historical records programs.

8. Provisions for research and exchange of information needed to identify, preserve, and make available historical records.

9. Coordination of existing federal grant and advisory programs pertaining to historical records.

10. A strong partnership among the national historical records programs pertaining to historical records.

11. Promotion of documentary editions.

12. Wider use of primary historical documents in education at all levels.

#### **Clearinghouse Established**

The Council of State Governments has established a clearinghouse of statutes, regulations, policy statements, procedures manuals, handbooks, standards, reports, and other materials concerning the archives and records management programs from over 30 states. The council has compiled a listing of the materials on file and will make copies available on loan or for the cost of copying to members of the National Association of Government Archives and Records Administrators. Information is available from Shelley Stephenson at the Council of State Governments, 606/252-2291.

#### **Host Institutions Sought for NHPRC Fellows**

Archival institutions interested in hosting a fellow in archival administration during the 1989-1990 fellowship year should submit applications to the National Historical Publications and Records Commission by 15 September 1988. Institutions are judged primarily on their ability to involve a fellow in a wide range of archival administrative experience. For guidelines and application forms call NHPRC at 202/523-5386.

#### **MARC VM Conference Held**

A conference on the use of MARC for Archival Visual Materials drew over 30 people to Gallaudet University in Washington, DC on 30 March-1 April. Conference participants included representatives of the first repositories to create MARC VM records as well as a selected group of resource people. They analyzed unresolved issues in adopting the MARC structure for describing and managing archival visual materials. A compendium of practice will be produced from their analysis, giving usage instruction and examples of description in the VM format. The conference was cosponsored by the Chicago Historical Society and Gallaudet University, and was funded by NHPRC.

#### **Threatened JWT Archives Donated to Duke University**

J. Walter Thompson Company closed its archives department in November as a direct result of a recent hostile takeover that spawned client turmoil and cost-cutting edicts. Thanks to the efforts of the assistant secretary, vice chairman (now the former vice chairman), and especially former chairman and chief executive officer, Don Johnston, the company's current management agreed to donate the entire archives to a suitable manuscript repository.

Several repositories responded quickly to Thompson's overtures, and the company selected Duke University, in addition providing funding for the first two years of the sizeable undertaking Duke has assumed. The entire effort--from notice of the closing to shipment of the archives--took less than six weeks to accomplish.

The Thompson archives includes at

least 1.5 million advertisements created by JWT, and another 1.5 million created by competitors, the bulk dating from 1914 to the present. Among the voluminous textual records are early public opinion polls, decades of analyses of household buying patterns, and scripts of all the radio and early television programs produced by the company.

William M. O'Barr, professor of anthropology and sociology at Duke, interviewed former JWT archivist Cynthia Swank for three days to learn the universe of materials that had survived, the selection criterion used by the archives staff, the gaps in the collections, and research possibilities.

Anyone desiring additional information about the demise of this institutional archives may contact Cynthia Swank, 106 W. Tupelhocken St., Philadelphia, PA 19144.

#### **Preservation Xerography Reports Available**

The Government Printing Office has conducted tests of photocopying machines to develop ways of monitoring xerographic image quality. Their final report, and related conference papers on the same topic, are available from Alan Calmes, National Archives Preservation Officer, National Archives Building, Washington, DC 20408. The report and papers recommend guidelines for selecting photocopying as a way to preserve copies of endangered documents, and also specify criteria for determining if a photocopying machine is in proper operating condition to produce permanent copies.

#### **SAA Announces 1991 and 1992 Annual Meetings**

SAA will return to Philadelphia, Pennsylvania, for its 55th annual meeting on 24-28 September 1991. The Adam's Mark Hotel will serve as the principal hotel for the meeting.

A special treat is in store for SAA members in 1992, when the 56th annual meeting will be held in Montreal between 12 and 19 September. This meeting, a joint one with members of the Association of Canadian Archivists, will immediately follow the Twelfth International Congress on Archives. A principal hotel and the outline of the meeting will be determined at a later time.

SAA seeks applicants from its members to serve as departmental editors of the *American Archivist*. The positions to be filled are those of reviews editor and coeditors of the Commentaries and Case Studies department. Incoming editor David Klaassen will make appointments in June, with work to begin as soon as possible thereafter. Preferably, appointments will be for a three-year period, but shorter appointments will be considered.

The reviews editor solicits books and other materials to be reviewed, selects reviewers, edits submissions, proofreads copy, and prepares brief notes and lists of publications not fully reviewed. The reviews editor will be encouraged to seek effective ways of broadening the section's scope to include a wide range of tools and products of archival activity--microfilm editions, selected finding aids, exhibits, and other outreach materials.

Coeditors of the Commentaries and Case Studies department solicit, select, and edit the essays that appear in that section. Preferably, one coeditor will be responsible for case studies and the other for commentaries in order to refine these formats and realize their full potential. Case studies are analytical descriptions of projects or activities in specific settings. Commentaries are thoughtful essays on theoretical, technical, or professional issues (which could include contrasting viewpoints on a particular issue).

Interested individuals should send a letter of application and a resume by 10 June to David Klaassen, Editor, *American Archivist*, 101 Walter Library, University of Minnesota, Minneapolis, MN 55455.

Applications should speak to relevant experience and/or aptitudes, ability to meet quarterly deadlines, and the availability of institutional support for photocopying, postage, and telephone expenses. To discuss these positions in advance of application call 612/624-4377.

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## Charles Mount Convicted in Boston Federal Court

Charles Merrill Mount is now a convicted felon. On 11 April he was found guilty in a Boston federal court of interstate transportation of stolen property--property that consisted of hundreds of documents from the collections of the National Archives and the Library of Congress.

Mount was arrested by FBI agents last August at the Goodspeed Bookstore in Boston as he was attempting to sell vintage Civil War and World War I documents believed to be stolen. The owners of the bookstore had contacted the FBI in July, when they grew suspicious of the origins of 25 historical letters Mount had sold them for \$20,000. A rare document specialist subsequently verified that he had sold the letters to the Library of Congress in the 1970s, giving the FBI sufficient grounds to nab Mount on his next sales attempt.

The day after his arrest, agents discovered 162 more documents in a safety-deposit box registered to Edward Hearn, one of several aliases used by Mount. A court affidavit valued the documents at more than \$100,000.

Throughout his trial, Mount maintained his innocence, insisting that the documents were given to him in the early 1960s while living in Ireland. NARA's legal representative, Christopher Runkel, and the U.S. District Attorney's office in Boston based their case largely upon painstaking circumstantial evidence. They proved to the court's satisfaction that the documents belonged to the National Archives and the Library of Congress and had remained in their possession until Mount gained access to them during the last several years.

The 59-year-old Mount is an art historian, portrait artist, and Guggenheim fellow, who between 1957 and 1967 published books on John Singer Sargent, Gilbert Stuart, and Claude Monet. Controversy has dogged him in the art world since 1967, when 14 works he had authenticated as genuine Sargents were judged to be fakes by a panel of art experts. In recent years Mount has suffered from financial difficulties and has been a defendant in at least ten civil suits for failure to pay rent or hotel bills.

Trudy Huskamp Peterson, Assistant Archivist of the United States, has emphasized "that we cannot be certain that the National Archives and the Library of Congress were the only archives affected. All repositories should investigate whether Mr. Mount had access to the documents in their custody." Mount has been known to use at least four aliases: Lyn Prouby, Sidney Nussbaum, Edward Hearn, and Sherman Merrill Suchow.

At his sentencing on 23 May, he will face up to ten years in prison and/or a fine that could reach into the tens of thousands of dollars. He has also been indicted in the District of Columbia on 17 counts of receipt of stolen property. That trial has not yet been scheduled.



## Addresses Given at Archivist Wilson's Swearing-In Ceremony

As reported in the January 1988 issue of the *SAA Newsletter*, Don W. Wilson was sworn in as the seventh Archivist of the United States on 4 December 1987. Four speakers addressed the gathering in the National Archives Building rotunda--David Matthews, Robert M. Warner, Ronald Reagan, and Wilson himself. The following is the full text of their remarks.

### **David Matthews, president of the Kettering Foundation**

My responsibilities are to welcome you to this occasion, and to reflect on the reasons that we have for welcoming Don Wilson's appointment by President Reagan as Archivist of the United States.

There are a great many reasons to applaud and welcome Don Wilson. He's a fine person. But I have chosen two reasons to emphasize on this particular occasion. The first has to do with the way Don Wilson came to his post with the Ford Library. It was the result of deliberations by a committee.

Now I know it is not normally a compliment to say that anyone is the product of committee deliberations. But when we were choosing a director for the Ford Presidential Library, then-Archivist Bob Warner, in his great wisdom, allowed us to assemble an advisory committee.

That committee not only consisted of people who knew the institution and the community where the library was to be located, but they represented the professions that are crucial in the work of the library. They were historians, librarians, and archivists.

Don Wilson came with the confidence of those professionals, and in his tenure in this position he has continued to have the confidence of those whose sense of excellence is essential to the work of the archives. So we have reason to welcome him because he continues the great tradition of professional excellence for which the archives is well known.

The second reason we have to welcome this appointment comes from what Don Wilson has done to make

the libraries not only professionally sound but publicly useful. The function of the archives and the libraries is not just to reflect the highest scholarly standards, but also to serve the larger public interests. They were not created to serve professional interests.

I am sad to have to report that there are some, surely not fully informed, who have not understood the importance of presidential libraries. Critics have regarded these libraries as somewhat the American version of the pyramids. It would be sad if that were true. If the libraries or the archives served the public interest only in the abstract--with the actual public just invited in as spectators from time to time--they would miss their greatest opportunities.

But I am pleased to say that Don Wilson and his colleagues in the presidential libraries started a new venture by bringing the public directly into programs of the libraries. They joined with community forums across the country to bring citizens together with present and former policymakers in discussions of the great issues facing the nation.

By allying themselves with these national issues forums--these modern descendants of American town meetings--Don and his colleagues have made the libraries places where democracy is not only remembered, but experienced. Don Wilson started the first of these conferences on The Public and Public Policy; and although the national conference has moved on to other sites, a local version of the program continues in the Ford Library and Museum.

So we have a second reason to welcome Don Wilson to this post. He not only reflects the highest standards of the professions, but he brings with him the deepest commitment to making the archives a truly public institution. In this year of the bicentennial of the Constitution, when reflecting on the heritage of "We the people," we welcome the appointment of a publicly responsive professional as the seventh archivist of our country.

### **Robert M. Warner, Dean of the University of Michigan School of Information and Library Studies and Interim Director of the University of Michigan Libraries**

Three years ago on November 8, 1984, a very special ceremony occurred in this great rotunda. It was a joyous celebration marking the enactment of the National Archives Independence Bill.

The measure had been passed by both houses in the summer and fall and signed into law by the president on October 19, 1984. I should add it had the full support of the administration. In fact Mr. President, we archivists are sure that your landslide victory in November 1984 was the result of your signing of this act!

The legislation marked the culmination of a dream of more than two decades to make the National Archives an independent agency of the United States. Many thought it impossible. It was not a coincidence that our soloist for that day chose to sing "The Impossible Dream."

Archivists, historians, genealogists, librarians, and civic-minded Americans of all political persuasions worked to achieve that goal. It was my good fortune to be Archivist of the United States at this time and be able to play a role in bringing it about.

Many of you here today participated in this liberating step. It was legislation of fundamental importance to the future of the National Archives, for it is only with the independent status bestowed by this law that the institution can flourish and achieve its deserved status as one of the great cultural institutions of the United States.

This first appointment under the new law is of greatest significance because it will, in all likelihood, determine what will happen in the future. Thus, the installation today of a worthy candidate who fully meets the terms of the law marks the true conclusion of the archives independence movement. We can now write "The End" to a long, difficult, often frustrating story of the independence of the National Archives.

But as the archives' unofficial motto reminds us, "What is past is prologue." And Don Wilson's appointment is indeed a prologue to a new era for the National Archives and Records Administration. He brings to the position a strong background as an archivist and historical administrator, a good education, and experience both inside and outside the National Archives.

The archives is a paradox. It is not political in its mission, but it is highly political. Its decisions significantly affect public policy. The archivist possesses the experience and sensitivity to wisely chart a sound course through these sometimes difficult political seas. He will also join the leaders of the nation's other cultural institutions in providing a collegial and creative dimension to their unique responsibilities for the cultural heritage of the nation.

Don Wilson is fortunate to have Patsy Wilson to help him fulfill his responsibilities ably. Patsy will be a wonderful contributor to the Wilson administration.

Thus today marks the culmination of the independence for the archives and the beginning of a new era. This institution is unique in this country, and, it is my firm belief, extraordinarily important to America--not its material well being, but more important to its spirit.

"This is the home of the Declaration of Independence and the Constitution, as well as most of the other great historical documents created by our government. Here is the record of every American both humble and famous. Truly here is the spirit of America.

Don W. Wilson fully understands this responsibility. We congratulate the president on the wisdom of this appointment; and we congratulate ourselves on having Don Wilson as the seventh Archivist of the United States--a leader for our time, a leader for the future.

#### **Ronald Reagan, *President of the United States***

Thank you. Thank you all. It's an honor to be here in this place dedicated to our history, with all of you who do so much to preserve the record of that history and to make it come alive for your fellow Americans. Spe-

cial greetings to the Wilson family--we all share your pride and joy at this moment.

And if I could just interject a word to all of you who work in this building, I want you to know that I have a special fondness for this place. You see, behind me is the Constitution--200 years old. And also behind me, the Declaration of Independence--211 years old. And I can't help thinking that around here, I'm just a young whippersnapper.

But we've come together today to witness an important event in the history of our National Archives--the swearing in of Don W. Wilson as the first archivist selected to manage the National Archives as an independent agency. Mr. Wilson is more than qualified, as you've already heard, for this high post, both by academic background and years of experience. He holds a doctorate in American history, he served as Historian and Deputy Director of the Eisenhower Library in Abilene, he has held the post of Associate Director of the State Historical Society of Wisconsin. And, since 1981, Mr. Wilson has served as the Director of the Gerald Ford Library and Museum in Grand Rapids.

Perhaps most important, Mr. Wilson has a vision--a vision of what the National Archives can become. He has said that he would like the archives to grow into a national cultural resource as treasured as the Smithsonian and the Library of Congress. And he has stated--and here I quote: "Traditionally, our foremost concern in the National Archives has been the historical researcher. While this will, and should, remain undisturbed as a basic mission, many of us recognize that the archives could serve a larger audience--a history-minded public excited about their country's past."

With that in mind--and conscious of the documents that are with us in this room--I wonder whether you would join me in considering three moments in the history of our nation.

First, it is 1787. Fifty-five delegates have gathered in Philadelphia from the newly independent United States, charged with revising the weak Articles of Confederation. The men inside Independence Hall are worried. Just a few years before, many had risked property and life itself in signing

the Declaration of Independence--that very document. And now they faced a sobering question.

Had they and their countrymen overreached? Could this raw, new republic survive? Or would it be torn apart by disputes between the states, lack of finance, pressure from the great powers of Europe?

The delegates faced those challenges--and surmounted them, producing the Constitution of the United States--that very document, now two centuries old in reverence and honor.

Now it is 1861--February 1861. Abraham Lincoln has been making his way slowly eastward from Springfield to Washington to take the oath of office as president. And like the men of 1787, Lincoln faced a question. Once again, that question: Could the republic survive?

Before dawn on the 22nd, he spoke to a crowd that had gathered to catch a glimpse of him. He had often asked himself what great principle or idea it was that had held the Union together for so long. "It was not," he said, "the mere matter of the separation of the colonies from the mother land." And as the great man pondered the deeper meaning of America, he referred to a document.

Instead, he said, it was "something in that declaration giving liberty not alone to the people of this country but hope to the world. It was that which gave promise that in due course the weights should be lifted from the shoulders of all men."

Well, the final moment that I'd like you to join me in considering requires no imagining. It is now--the present.

Like the men of 1787, like Lincoln in 1861--indeed, like every generation of Americans throughout our history--we, too, face the question. Will this nation, founded in freedom, flourish? Will it continue to extend the hope of liberty to all the world?

It's my belief that during these past seven years we've done much to restore our nation--restore our economy and defenses, restore our basic values, even restore a sense of our own fundamental goodness as a people. Yes, I feel certain that despite the challenges that beset us, this nation of freedom will flourish.

But if we're to succeed in the future, we must first learn our own past



and learn to look at these and other documents and hear the echoes, and sense the greatness--and draw strength. For to study American history is in a sense to study free will. It is to see that all our greatness has been built up by specific acts of choice and determination. And it is to see how very fragile our nation is--how quickly so much that we cherish could be lost.

All this is really only a way of elaborating what I suggested at the beginning--that what you at the National Archives do is of tremendous significance--and that Don Wilson's vision for the archives is a vision of national importance.

And to all of you, my thanks.

And to Don Wilson, congratulations.

**Don W. Wilson, Archivist of the United States**

President Reagan, distinguished guests, and colleagues. First let me say I am both excited and very honored to assume the office of Archivist of the United States. I thank each and every one of you for being here to share with me this important occasion which I believe pays tribute to the National Archives as an institution. A special thank you to President Reagan, Dick Cheney, David Matthews, and Bob Warner for taking time out of their busy schedules to participate in this program.

Before I give a few very brief remarks on my plans and hopes for the National Archives, there are two other people I want to publicly recognize today. The first is Dr. Frank Burke, whose able leadership as acting archivist over the last 32 months has kept the institution growing and has provided many strong foundations upon which we can continue to build. Thank you, Frank.

The second person I want to recognize is my wife, Patsy, whose strength and confidence in my abilities have often times exceeded my own over the past few years. Her love and faith in me were major ingredients in making this day possible for us.

Independence for the National Archives provided unparalleled opportunities to expand the agency's impact. To lead the National Archives at this juncture is a personal and professional challenge which I accept enthusiastically.

First and foremost, I believe we must remember that the National Archives is more than this beautiful building gracing Pennsylvania Avenue midway between the Capitol and the White House. It is truly a national agency with more than 3,000 dedicated employees in more than 30 locations in 14 states. Through its unique holdings of federal records, its skilled professional staff, and its multi-faceted programs and publications, the National Archives has the potential to influence every area of archives and manuscripts in the United States and most of the world. Therefore, I believe the time has come for this agency to serve a broader audience and develop an expanded mission.

While the National Archives' traditional emphasis on serving the historical researcher will, and should, continue as its basic mission, I think more attention needs to be given to programs for the history-minded people who are excited about their nation's past. The bicentennial celebration of the birth of our form of government and its institutions provides a unique opportunity for the National Archives to begin to grow in this area.

Another future opportunity for National Archives leadership lies in formulating a national archival collecting policy. It is, it seems to me, time for the nation's largest and most significant archives to move beyond concern for its own records and play a leadership role in determining policy for documenting our national heritage.

I am convinced that the National Archives can articulate the national interest in the identification, preservation, and accessibility of archival records at all levels of government. I think that the National Archives can energize, coordinate, promote, and consult without centralizing or seeking control. Generations of specialized researchers and ordinary citizens will benefit if we are now able to establish a sound and thoughtful national records policy.

In addition to these opportunities, the National Archives must resolve several specific issues in the next few years. Three of the most pressing, in my estimation, are:

1. Securing adequate space to carry out the mission to acquire, preserve, and make available our nation's most

valuable documentation. For the past 20 years, this building has been full. I believe a new records storage and research building, already in the planning stages, must be built soon, and this building must be renovated to better meet the needs of our programs and our constituencies.

2. Secondly, we must find solutions to handling electronic records. Long-term solutions to these problems rest in specialized research and innovative methodologies.

3. Preservation. After years of inattention, Congress has begun to provide the funds necessary to assure the preservation of our documentary heritage. But this task is staggering, and increased efforts, including continuing attention, are required to preserve the records and our national memory.

I believe all agree that the basic mission of the National Archives is to preserve for posterity our nation's most important federal records. As Archivist of the United States, I intend to fulfill that mission by providing the agency with aggressive, creative, professional leadership--to work to give the staff the resources needed to carry out the responsibilities of the National Archives.

I believe that innovation and the ability to adapt present day needs must be among the agency's priorities. The tasks facing us are both enormous and challenging. The National Archives today requires leadership, ingenuity, and a long-term professional commitment to records-keeping and public service.

Now is a time where there is a greater awareness than ever before of the needs of the archives. Today, we have more concerted collective support and appreciation of its mission by users, constituent groups, the White House, and Congress than at any time in its history. That makes now a time of opportunity as well as great obligation. As seventh Archivist of the United States, I am prepared to fully commit myself to these challenges and responsibilities.

# Open Letter to the SAA Membership on Certification

by Sue E. Holbert

SAA Council at its February meeting voted to proceed with plans for voluntary certification of archivists. The decision was made after four years of preparation, public debate, and analysis. Serious discussion of the idea had taken place periodically since the society's establishment. The vote was nearly unanimous, with one no and one member absent due to illness.

The sentiments of the membership as a whole are not as clear-cut, of course. It is not my purpose to recapitulate the arguments about the wisdom or efficacy of certification, since they have been made, pro and con, by some of our most articulate and forceful members.

At the 1987 annual business meeting, the question became one of the financial feasibility of developing and maintaining the program. A resolution was adopted asking that a financial analysis be published in the newsletter and that members have an opportunity to comment on that report before council acted. Council's requirement that certification eventually would have to be self-supporting apparently was not sufficient to allay fears that the effort might damage SAA financially.

The report of the Interim Certification Board (ICB) published in the January 1988 newsletter presented the assumptions, financial and otherwise, underlying its finding that certification could be self-supporting--in fact, within three years, and after SAA has recovered its start-up costs. Half-a-dozen letters were received in response to the report, one or two of which commented specifically on the financial aspects of the proposal. (Several wished that the individual cost to petition or test for certification could be lower; however, lowering the fees would make the finances of the program doubtful if not impossible.)

This letter is designed to tell you more about SAA's financial position and plans and to emphasize that council believes inauguration of certification will not erode the society's sound fiscal condition. It is important to

note that SAA is greatly improving its internal accounting, tracking, and forecasting capabilities. We know better where we stand than we did a few years ago. These improvements stemmed from the need for better and more timely information because of an increasing budget and increasing complexity of our activities.

In the past year and a half, SAA has been installing a comprehensive internal system and converting to a more sophisticated accounting method (accrual rather than cash). The treasurer, the executive director, and the staff have worked very hard to implement the new system and it is paying off.

Treasurer Anne Diffendal has explained earlier that during the transition from cash to accrual accounting it may seem that revenues are down. She reported to council at its six-month financial review in February that "there is an apparent deficit because much of the money that has been collected for dues, subscriptions, and publications must be placed into the deferred accounts in order to cover future services." For instance, in a cash system an entire year's dues were added to the cash balance when received; in the accrual method dues are considered received in monthly increments as services are provided. The cash balance is smaller and the amount of money in deferred accounts is larger. Were we still on a cash basis, Diffendal said, SAA now probably would be showing a substantial surplus.

The amount of deferred funds takes on special significance in the plans to offer certification. SAA will "borrow" from the deferred funds to pay for the travel and meetings costs of the ICB and of others who will participate in developing and implementing the program, to contract with a test development company, and otherwise to subsidize the required investment. As certification fees are paid, SAA will be reimbursed for these expenses. As noted earlier, if the projections of

ICB are correct, SAA will be repaid and the Academy of Certified Archivists (which will supplant ICB in the fall of 1989) will show a small surplus by the end of 1990.

Most financial decisions are decisions about risks and benefits. We seldom know the future with certainty but we do our best to assess the possibilities and probabilities. We weigh trade-offs and delay some investments in favor of others. All of these elements entered into the decision to authorize a certification procedure.

Council studied the ICB's estimates of numbers of archivists seeking certification and determined, on the basis of the 1986 survey of members, that it was reasonable to assume 260 persons would petition. Note that petition fees are needed in the first year to support the substantial initial costs; we hope that too many archivists do not decide to wait to take the examination!

Costs of engaging a professional testing company to assist archivists in developing examination questions were not absolutely firm when the ICB published its report, since the board was seeking council's opinions and approvals on certain matters. It is imperative that we have outside professional assistance and it is equally imperative that archivists from a wide range of institutions and specialties contribute their expertise. Contributions of SAA members' time and efforts will reduce the cost of employing a testing company, but more travel and meeting costs will be incurred. SAA is confident that it can negotiate a workable contract at affordable cost. In short, council determined that the projected costs and anticipated revenues balanced to its satisfaction.

Benefits, trade-offs, and deferrals cannot be measured in dollars alone. It is hard to measure "soft" costs and every archivist might rank the benefits of current and possible activities differently. It is a time of great ferment for SAA. Changing times, external circumstances, and our own priorities



demand that we continue or instigate some new activities. And some nest eggs must be put aside. Financial planning is vital. At the last meeting the Executive Committee (president, vice president, treasurer, executive director, and a council member--Anne Kenney--elected by council to serve on the committee) reported on financial plans and goals and constituted itself also as the Finance Committee.

Major components of the financial plan are:

- establishment of a publications revolving fund (seed money will be available because of the National Historical Publications and Records Commission's partial subsidy of publication of the Archival Fundamentals series; some sales income from this and future publications will be plowed back for future publishing);
- starting an equipment reserve as part of the 1988-89 budget;
- supporting the entire salary of the education officer by 1990-91. This is a requisite of the grant which now provides part of the salary; and
- providing a retirement plan for SAA employees, to begin in the 1988-89 fiscal year.

Longer-range goals include:

- creating an operating reserve within the next five years;
  - supporting the salary of the editor of the *American Archivist*.
- SAA currently relies on host insti-

- tutions to contribute released time;
- reviving the special projects editor position;
- staffing the education office; and
- continued involvement in automation and information exchange.

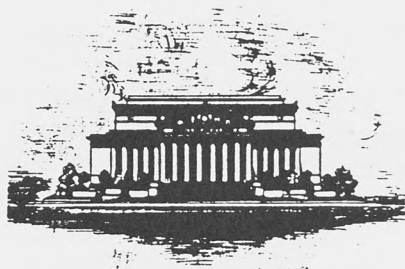
SAA has other important plans and aspirations which will require some level of staffing and money. Some of the concerns that have been or will be addressed are:

- It seems important to continue the work on goals and priorities. How should this "think tank" be organized and supported?
- Many members wish to see accreditation of graduate-level archival education programs. Council approved revised graduate education guidelines in February and SAA will be represented on an American Library Association committee reviewing standards with a view towards cooperative accrediting with related disciplines. Certification is seen as a boost to archival education; it does not preclude accreditation in the future.
- Information gathered in the census of archival institutions will be published soon in a book that should assist archives in conducting self-evaluations and improving practice.
- SAA recognizes the importance of "Archives and Society." We must invest in advertising the value of archives. Council created a small Committee on Public Information to

supersede the Archives and Society Task Force; the committee will work with the director to find ways to promote this activity without major new expenditures at this time. At the end of 1990 council will consider the committee's future, assess its recommendations, and consider financial needs.

- Publications and educational services have been mentioned several times. These are high on SAA's priority list because they are intrinsically important, because they are among member services most prized, and because they generate revenue. The certification effort, especially the development of examination questions that will elucidate what we believe, what we know, and what we ought to know, should generate ideas and information for publications and training.

Work continues on many other fronts as well. Council and officers welcome questions and comments. Council has sought to be conscientious, making decisions that it believes are in the best interests of SAA, archivists, and archivists. With the members' continued enthusiasm, creativity, and hard work, the society will continue to grow in service and influence. It is our judgment that certification will contribute to that end.



## Archives and Public History: Issues, Problems, and Prospects

BRUCE W. DEARSTYNE, *Guest Editor*

"This is a time of change and excitement in archives," writes guest editor Bruce Dearstyne. The special issue of **The Public Historian** that he has assembled captures this growing sense of energy, deliberation, and self-understanding in the archival profession. Articles by Larry J. Hackman, Page Putnam Miller, Richard J. Cox, Edie Hedlin, and Terry Eastwood--along with 18 book reviews relevant to archival work--provide provocative reading for anyone concerned with archival issues, problems, and future prospects.

\$5 members; \$7.50 nonmembers.

Available from SAA, 600 S. Federal, Suite 504, Chicago, IL 60605

## Archival Automation

by Lisa Weber

This will be my final article in the *Newsletter* as SAA's Program Officer for Automation. I have accepted a position as grants analyst for automation-related projects with the National Historical Publications and Record Commission and will begin my new duties on 6 June.

Leaving a job affords one the opportunity to take stock of the past and enumerate what needs to be done. Although we are only six months into the second National Endowment for the Humanities project, many of the activities are well underway. The first "Library Descriptive Standards: An Introduction for Archivists" workshop takes place in Chicago at the end of April. The second will be held before the 1988 annual meeting in Atlanta. Steve Hensen will complete the initial draft of revisions to *Archives*, *Personal Papers*, and *Manuscripts* in the early summer. After discussing the revisions with a committee from the Library of Congress, draft copies should be available for review by interested individuals in the fall.

Activities begun under the first NEH grant, and now supported entirely by SAA funds, continue. Two more MARC AMC Format workshops are scheduled for 1988—one in Old Sturbridge Village, Massachusetts, and one in Jackson, Mississippi. I have answered numerous automation-related questions using the clearinghouse data base on archival automation activities and other sources.

As for the future, the following projects, tasks, and research and development activities require our attention:

- studying the users of archival and manuscript materials to learn how they approach and gain access to the information in collections so that we can better describe our materials and improve reference service;
- finding an effective way to address issues of archival descriptive standards within the profession and in national forums;
- developing, testing, and evaluating the multiple activities made possible through information exchange, such as sharing appraisal data and expanding the concept of authority control;
- developing methods to manage, control, and administer archival machine-readable records;
- building, improving, and refining computer software for archival implementations.

Although a rather daunting list, I have consistently been impressed by the enthusiasm, energy, and interest archivists bring to automation. The opportunities that automation offers the profession are numerous. To explore those opportunities in creative and exciting ways is the challenge.

I have found my work as SAA's Program Officer for Automation tremendously satisfying. At the same time, I am looking forward to my new job at NHPRC in Washington, D.C., and my continued work in the archival profession.

## MicroMARC:amc

\*\*\* Version 2.0\*\*\*

The **MicroMARC:amc** microcomputer system is a comprehensive system based on the **USMARC AMC** Format. With this system, you can enter records, update them with ease, and then produce full reports or do searches on your holdings. The **MicroMARC:amc** system can Import/Export a standard **USMARC AMC** formatted file. The system allows maximum flexibility on a local basis while still adhering to national format standards.

Version 2.0 makes major improvements in speed, ease and flexibility of the system. Users may create their own indexes or modify predefined indexes. Indexes can now be updated from the changed or added entries, decreasing the index generation time. The menu driven system is even easier to operate than before.

The improved search program will now search on the first entry of a word string, or all words in the string, at the choice of the user. The search module has new screen displays, including a help screen, which make the operation easier.

The users manual is written in plain English and will be understood by the computer novice as well as the expert. It uses a looseleaf format for convenience and ease of updating.


Requires IBM PC-(XT, AT), PS/2, or compatibles.

**Price:** \$995 (U. S. dollars) for the complete system and documentation. A demonstration diskette and the **MicroMARC:amc** documentation may be purchased separately for \$35.


To order, or for more information, contact:  
**MicroMARC:amc**  
c/o University Archives & Historical Collections  
Michigan State University  
East Lansing, MI 48824-1048  
(517) 355-2330

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# Bookcase



## Archival Informatics Technical Reports

### Optical Media: Their Implications for Archives & Museums

Provides explanations on how optical media work, guidance on practical applications, examples of current use, implementation guidelines, a vendor list, and a directory to archives and museum optical projects. (1987) 78 pp., paper. 5028

### Collecting Software – A New Challenge for Archives and Museums

Examines the domain, mission, policies, users, and uses of a software archive, as well as the procedures needed to establish one. (1987) 86 pp., paper. 5029

### Functional Requirements for Collection Management Systems

Examines the information requirements of a system for managing collections in any cultural repository, whether that system is ultimately automated or not. (1987) 91 pp., paper. 5030

### Automated Systems for Archives and Museums: Acquisition and Implementation Issues

Covers the planning, acquisition, acceptance, implementation, and maintenance of a software and hardware information system that will be appropriate and adequate for your repository. (1987) 92 pp., paper. 5031

### Directory of Software for Archives and Museums

Describes the available software systems and compares them by application and subsystems or utilities. Systems are also indexed by vendor name, hardware, and operating systems; and published reviews of products are cited. (1988) 92 pp., paper. 5032

**Each Archival Informatics Technical Report** is \$40.50 to members, \$45.00 to nonmembers.

## New On Our Shelves

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

*Edited by Nancy E. Gwinn*

*Preservation Microfilming* offers a comprehensive, step-by-step approach to the planning and implementation of microfilming projects. The manual can be approached as an overview of the preservation microfilming process, as a detailed guide to each step of the operation, as a fact book, as a reference to other documents or programs, as a checklist, as a source for special forms or photos – in short, as an invaluable desk-side resource. Published by the American Library Association (1987). 212 pp., paper. \$36 members; \$40 nonmembers. 5024

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

*Edited by Nancy E. Peace*

This collection of essays offers insights, opinions, new ideas, broad strategies, and specific techniques for appraising contemporary records. "By successfully articulating theoretical and practical appraisal issues," wrote Joan Haas in her review of *Archival Choices*, "these essays will assist in focusing and structuring the continual struggle to manage the contemporary record." Published by Lexington Books. 164 pp., hardbound. \$18 members; \$23 nonmembers. 5023

Prices in this catalog take effect 1 May 1988.  
This catalog supersedes all earlier ones.

## International Archival Round Table Conference Proceedings

### The Archivist and the Inflation of Contemporary Records

*Bratislava 1983*

One report and three working sessions discuss the problems presented by the inflation of records material and possible methods by which to meet this challenge. 204 pp., paper. \$15 members; \$20 nonmembers. 5020

### Access to Archives and Privacy

*Austin 1985*

Seven reports and four working sessions investigate the impact which the conflicting concepts of protection of privacy and freedom of information have upon an archives. 182 pp., paper. \$20 members; \$25 nonmembers. 5021

### Centralization/Decentralization and Archives

*Helsinki 1986*

One report and four working sessions examine the arguments for and against centralization/decentralization of archives systems. 172 pp., paper. \$16 members; \$20 nonmembers. 5022

## Archival Informatics Newsletter

*David Bearman*

This quarterly newsletter reports developments in the use of automated techniques in archival repositories and museums. It features reviews of software, essays on relevant issues, and coverage of ongoing projects. Regular sections highlight new publications, products, and meetings of interest to archives and museum professionals. Available for 10% off the normal price to SAA members only. \$21.60. 5027

## Keeping Archives

*Ann Pederson, Editor-in-Chief*

*Keeping Archives* comprehensively covers all of the basics of archives administration in one, down-to-earth manual. The easily understood text—with its numerous explanatory tables, sample forms, and helpful illustrations—will guide and inform you in establishing and maintaining an effective archives service. The book's thirteen authors and five editors were drawn from archives in banking, genealogy, manuscripts, research, secondary and tertiary education, museum administration, business, and local, state and federal government. As a result, they have produced a resource that is consistent and viable for all contexts of archival operations. Published by the Australian Society of Archivists Inc. (1987) 374pp, paperbound. \$27 members, \$29 nonmembers. 5016

## Native American Archives: An Introduction

*John A. Fleckner*

In addition to offering a basic understanding of archives and their contribution to the administrative, educational, and cultural needs of the Indian society, this booklet provides suggestions for assistance in areas such as technical training and resource development. Superbly illustrated with many photographs, it also contains a bibliography, a list of sources of assistance, and several sample forms. (1985) 72 pp., paper. \$5 members, \$7 nonmembers. 1041

## Religious Archives: An Introduction

*August Suelflow*

Written by a distinguished pioneer in religious archives, this resource provides needed guidance during a period of unprecedented growth in the field. Topics addressed include the history and nature of religious archives, the place of the archives in religious organizations, collections policies, basic requirements for an archival program, acquisition and processing, reference services, exhibits, publications, photoduplication, and microfilming. (1980) 56 pp., paper. \$5 members, \$7 nonmembers. 1024

## Museum Archives: An Introduction

*William A. Deiss*

Intended to encourage museums to preserve their historically valuable records and to offer guidelines for the establishment of museum archives, this manual addresses such topics as why a museum should have an archives, planning a museum archives, how to start an archives program, and basic archival procedures. A brief bibliography and some sample forms are also included. (1983) Paper. \$5 members, \$7 nonmembers. 1037

# The Archives & Manuscripts Series

**Basic Manual Series I** provides a wealth of introductory and advanced "how-to" information for anyone interested in the theory and practice of administering archives and manuscripts.

## Archives & Manuscripts: Appraisal & Accessioning

*Maynard J. Brichford*

Appraisal—evaluating archival source material to determine what portion will be kept—is a crucial archival function. This manual outlines and explains all of the considerations necessary to a comprehensive appraisal process. It then details how to establish physical, legal, and intellectual control over those records chosen for accessioning. (1977) 24 pp., paper. \$4 members, \$5 nonmembers. 3001

## Archives & Manuscripts: Arrangement & Description

*David B. Gracy II*

Gracy clearly and concisely describes the methodology of arrangement and description: how to sort and categorize your holdings to reveal their content and significance, while also making them accessible through finding aids. (1977) 49 pp., paper. \$4 members, \$5 nonmembers. 3002

## Archives & Manuscripts: Reference & Access

*Sue E. Holbert*

Every archival, records, and manuscript repository has the responsibility of making its holdings, and information about them, available to researchers. In this guide, Holbert lays out the principles and practices of meeting this goal. (1977) 30 pp., paper. \$4 members, \$5 nonmembers. 3003

## Archives & Manuscripts: Security

*Timothy Walch*

This well-organized manual takes you through the steps of planning and implementing a security program at your repository. Walch outlines procedures that not only discourage theft, but also facilitate prosecution should it occur. (1977) 30 pp., paper. \$4 members, \$5 nonmembers. 3004

## Archives & Manuscripts: Surveys

*John Fleckner*

The records survey can aid research, promote preservation, bolster collection building, and foster administrative efficiency by providing knowledge of the documentary universe beyond an archivist's own institution. To be successful, though, the survey must be tailored to its goals. This manual tells you how. (1977) 28 pp., paper. \$4 members, \$5 nonmembers. 3005

**Series I, set of all five manuals:** \$18 members, \$22 nonmembers. 3006

**Basic Manual Series II** goes beyond the archival functions discussed in series I to illustrate the rich diversity of archival work. These five manuals offer practical explanations, examples, and illustrations that help archivists extend and improve the capabilities of their repositories.

## Archives & Manuscripts: Exhibits

*Gail Farr Casterline*

Casterline provides a flexible framework for exhibit creation that minimizes the strain on an archival repository's resources and maximizes the benefits both to the institution and to the community it serves. (1980) 72 pp., paper. \$6 members, \$8 nonmembers. 3007

## Archives & Manuscripts: An Introduction to Automated Access

*H. Thomas Hickerson*

Archival automation has had a strong impact on the management and use of historical documentation. The introduction this manual gives you to computers and their application in the archival profession provides a solid foundation upon which to build your expertise in automation. (1981) 60 pp., paper. \$6 members, \$8 nonmembers. 3008



## The Archives & Manuscripts Series

### Archives & Manuscripts: Maps and Architectural Drawings

Ralph E. Ehrenberg

This manual is designed as a reference work for the archivist or curator who requires some knowledge of maps, aerial photographs, and design and construction drawings. Included are discussions of accession and appraisal, arrangement, description, conservation, storage, and reference and access. (1982) 64 pp., paper. \$6 members, \$8 nonmembers. 3009

### Archives & Manuscripts: Public Programs

Ann E. Pederson and Gail Farr Casterline

Public programs support and enhance other archival functions, while promoting greater awareness of archives and what they do. Pederson and Casterline's manual tells you how to implement successful program offerings, explains the role these programs have in the ongoing life of an archival institution, and emphasizes their cumulative effect on long-range institutional goals. (1982) 96 pp., paper. \$6 members, \$8 nonmembers. 3010

### Archives & Manuscripts: Reprography

Carolyn Hoover Sung

The astounding advances in reprography (copying techniques) during the last fifty years have offered new opportunities and challenges for archivists in their role as preservers and disseminators of the recorded past. Sung discusses the techniques and equipment necessary to put reprography to economical, efficient, and effective use in your repository. (1982) 68 pp., paper. \$6 members, \$8 nonmembers. 3011

Series II, set of all five manuals: \$26 members, \$36 nonmembers 3012

### Archives & Manuscripts: Administration of Photographic Collections

Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long

All aspects of managing photographic materials are addressed by this valuable resource. The emphasis is on the archival perspective, stressing the development of systems to organize, access, and preserve entire historical photograph collections. The volume includes nearly 100 color and black-and-white photographs, numerous drawings, charts, forms, a bibliography, glossary, supply list, and index. (1984) 176 pp., paper. \$15 members, \$19 nonmembers. 3014

### Archives & Manuscripts: Conservation

Mary Lynn Ritzenthaler

Archivists and manuscript curators have primary responsibility for preserving the collections under their charge. Ritzenthaler addresses the problems and issues of this responsibility and identifies the principles of a sound conservation program. Her analysis will help archivists and curators understand their collections from a material standpoint, including why materials deteriorate, and how to incorporate appropriate control and treatment techniques into existing archival and curatorial functions. (1983) 152 pp., paper. \$11 members, \$15 nonmembers. 3013

### Archives & Manuscripts: Machine-Readable Records

Margaret L. Hedstrom

This manual both encourages and assists archivists to adapt traditional archival procedures to the management of machine-readable records. It outlines the steps required to locate, appraise, accession, process, and preserve machine-readable records, making allowances for incremental implementation of a machine-readable records program. Subjects covered include an overview of computer hardware, software, and machine-readable records; preservation and access; and the impact of information technology upon archival records. A glossary and bibliography are also included. (1984) 75 pp., paper. \$7 members, \$9 nonmembers. 3015

### Archives & Manuscripts: Law

Gary M. Peterson and Trudy Huskamp Peterson

The law stretches its fingers into every corner of our society, including archival repositories. This manual presents the legal questions confronting archivists, points to the major types of law governing archives, and discusses reasonable means of analyzing and resolving legal issues. A glossary of selected legal terms and a bibliographical essay are included. (1985) 112 pp., paper. \$9 members, \$13 nonmembers. 3021

## The AMC Format

### MARC for Archives & Manuscripts: The AMC Format

Nancy Sahli

The USMARC Archival and Manuscripts Control format promises to bring many lasting benefits to the archival profession by providing a technical structure for the exchange of data between computer systems and a framework for organizing data about archival materials. Nancy Sahli has written a multi-part user's manual for archivists, curators, librarians, researchers, and anyone else seeking information about the structure and use of this revolutionary format. The core of the volume, the format itself, contains an abundance of relevant information, definitions, and examples. An introduction provides background about the format's history, structure and implementation; examples of a data-entry form and AMC format records; and a bibliography and glossary. The *SAA Data Element Dictionary* is included. (1985) 261 pp., loose-leaf binder. \$20 members, \$30 nonmembers. 3017

### MARC for Archives & Manuscripts: A Compendium of Practice

Max J. Evans and Lisa B. Weber

This reference guide will prove invaluable when employing and defining fields within the MARC format for Archival and Manuscripts Control. It documents how ten major archival institutions have adopted the AMC format. The manual, organized in field number order, summarizes the MARC AMC format for each field. It also provides a narrative description of each institution's practice, emphasizing variations, and offering examples. Appendices include standard terminology for specific fields as well as examples of fully tagged records. (1985) 262 pp., loose-leaf binder. \$15 members, \$20 nonmembers. 3016

MARC for Archives and Manuscripts, set of both manuals: \$32 members, \$45 nonmembers. 3018

### MARC for Archives and Manuscripts: The AMC Format, Update No. 2

Lisa B. Weber

This update incorporates AMC Format changes published in Update No. 1 and in updates of MARC Formats for Bibliographic Data. It should be purchased by those who bought Nancy Sahli's MARC for Archives and Manuscripts: The AMC Format prior to the 1987 annual meeting. Those who buy the Sahli manual at or after the meeting receive this update with their purchase. (1987) \$3 members, \$5 nonmembers. 1044

## Reports to the Archival Profession

### Planning for the Archival Profession

*A Report of the SAA Task Force on Goals and Priorities*

This report is intended to challenge and assist members of the archival profession in charting their own future course. It is a flexible instrument, designed to respond to the changing needs of the profession as it strives to preserve our documentary heritage. (1986) 46 pp., paper. \$5 members. \$8 nonmembers. 1045

### The Image of Archivists: Resource Allocators' Perceptions

*Sidney J. Levy and Albert G. Robles*

How do research allocators perceive and characterize archivists? This qualitative study answers that question by drawing upon interviews with 44 resource allocators from government, universities, colleges, historical societies, museums, private business, industry, and social organizations. (1984) 62 pp., paper. \$6 members, \$9 nonmembers. 5013

### The National Information Systems Task Force (NISTF) Papers, 1981-1984

*David Bearman*

This collection has great relevance to archivists today, containing numerous unexplored political and technical opportunities for the profession. Includes an introductory essay, two working papers, and two talks on NISTF's work. (1987) 119 pp., paper. \$10 members; \$12 nonmembers. 1051

### Preservation of Historical Records

*National Research Council*

This handsome volume presents the findings of the Committee on Preservation of Historical Records, which studied the formidable task facing the National Archives and Records Administration: how to preserve some 3 billion archival items. The committee's enlightened analysis of the problems inherent in so immense an undertaking, and its sensible recommendations for their solution, reflect the cutting edge of preservation theory and practice. Includes a method for scoring and assessing the condition of collections and a decision tree that provides a guide for orderly progress in preserving a collection of documents. Printed on permanent, acid-free paper. (1986) 108 pp., hardbound. \$16 members, \$18 nonmembers. 5014

## Archives & Manuscripts Readers

### A Modern Archives Reader: Basic Readings on Archival Theory and Practice

*Edited by Maygene Daniels and Timothy Walch*

This volume brings together for the first time classic essays of archival literature that outline and define the basic theories of archives administration, plus more recent articles that reexamine basic concepts and demonstrate the practical application of archival principles. A glossary and suggestions for further reading are also included. Published by the National Archives Trust Fund Board. (1984) 360 pp. Paperbound: \$12 members, \$15 nonmembers.

### College and University Archives: Selected Readings

This collection of 17 articles by archivists, records managers and historians addresses topics that include establishing a college archives, records management programs, reference use, and administration. Appendices offer a sample records retention and disposition schedule and university filing system. (1979) 234 pp., paper. \$9 members, \$12 nonmembers. 1010

### College and University Archives Guidelines

This booklet contains the guidelines approved by SAA's Council in 1979. The guidelines cover administration, personnel, facilities and equipment, supporting services, and records management. 12 pp., paper. \$2 for single copies. \$1 each when ordered in quantities of 10 or more. 1032

**College and University Archives package:** \$10 members; \$13 nonmembers. 1031

### Archives and Public History: Issues, Problems and Prospects

*A Special Issue of the Public Historian*  
*Edited by Bruce Dearstyne*

This collection captures the growing sense of energy, deliberation, and self-understanding that archivists are bringing to bear upon the profession. "This is a time of change and excitement in archives," writes editor Bruce Dearstyne, and the essays he has assembled explore and analyze what this means for public history. Included are essays by Larry Hackman, Page Putnam Miller, Edie Hedlin, Terry Eastwood, Richard Cox, and Bruce Dearstyne, as well as reviews of seventeen archival resources. (1986) 123 pp., paperbound. \$5 members; \$7.50 nonmembers. 5008

### Manuscripts: The First Twenty Years

*Edited by Priscilla S. Taylor, Herbert E. Klingelhofer, Kenneth W. Rendell, and John M. Taylor*

This 450-page illustrated anthology consists of more than fifty articles first published in the Manuscript Society's Journal from 1948 to 1968. The articles have been grouped into five sections: Pointers for the Collector, Areas in Which to Collect, Historical Documents, Penmanship and Writing Systems, and Manuscripts as a Key to Biography and History. A useful text for the beginner, the anthology offers methods of collecting, suggestions as to how other collectors have pursued the search, basics of pricing, and warnings of the pitfalls of mistaken identities and forgeries. (1985) 429 pp., hardbound. \$29 members, \$35 nonmembers. 3020

### An Ounce of Prevention

*Edited by John P. Barton and Johanna G. Wellheiser*

Quoting the 1986 Leland Award Committee, "this comprehensive, unpretentious and superbly organized...volume is easy to use and clearly describes every step necessary to prevent (if possible), plan for, and if necessary recover from any conceivable type of disaster, whether natural or man-made." Published by the Toronto Area Archives Group. (1985) 202 pp., paper. \$18 members, \$20 nonmembers. 5011

### Planning Manual for Disaster Control

*Hazel Anderson and John E. McIntyre*

This manual provides a disaster prevention and reaction "blueprint," which can be used to compile an individual disaster control plan for your repository. It is based on written answers to a detailed questionnaire from over forty institutions and on research visits to twenty-five. Published by the National Library of Scotland (1985). 75 pp., paper. \$8 members; \$10 nonmembers. 5026

### Management of Archives and Manuscript Collections for Librarians

*Edited by Richard Lytle*

Directed toward librarians who have archival responsibilities but little archival training or experience, this resource covers such topics as defining collections and collecting; aural and graphic archives; arrangement and description of manuscripts; and the law and the manuscripts curator. (Reprinted from the *Drexel Library Quarterly*, Vol. 11, #1.) 124 pp., paper. \$6 members, \$8 nonmembers. 1018



# Handbooks, Guides, & Forms Manuals

## Basic Archival Workshops: A Handbook for the Workshop Organizer

Thomas C. Pardo

A handbook designed for archival organizations and institutions that are considering conducting basic archival workshops. It covers all aspects of an archival workshop from needs assessment and scheduling through development of curricular materials and workshop evaluations. (1982) 72 pp., paper. \$9 members, \$12 nonmembers 1028.

## Basic Archival Workshop Exercises

Trudy Huskamp Peterson

This instructional tool contains exercises on appraisal and acquisition, arrangement and description, and reference and access. Each exercise is designed to illustrate a particular archival point and a specific workshop technique. Included are the student's copy of each exercise, which may be duplicated for distribution, and a teacher's guide. (1982) 88 pp., paper. \$15 members, \$20 nonmembers. 1029.

Workshop and Exercises package: \$21 members, \$27 nonmembers. 1030

## Appraising the Records of Modern Science and Technology: A Guide

Joan K. Haas, Helen Willa Samuels, and Barbara Trippel Simmons

This guide describes the scientific and technological activities of scientists and engineers, as well as the potential value and use of the records they generate. This knowledge will allow you to make better acquisition and appraisal decisions in this field. In addition, the authors guide processors through the appraisal, arrangement, and description of scientific and technological collections; and help records managers develop retention guidelines. The *Guide* also contains sections on journal articles, technical reports, and patents, as well as lists of selected readings and of relevant history centers. (1985) 96 pp., paper. \$7 members, \$9 nonmembers. 3019

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

This guide provides standards for making student records retention decisions, including those in machine-readable form. It also discusses the future archival significance of student records. Published by the American Association of Collegiate Registrars and Admissions Officers. 46 pp., paper. \$7 members; \$8 nonmembers 5025

## The Archival Forms Manual

Prepared by SAA's Forms Manual Task Force

Over 100 forms from all types of archival repositories are arranged into five major categories: appraisal and disposition, accessioning, arrangement and descriptions, use, and specialized forms. Each category begins with a narrative introduction and short bibliography. A bibliography of archival manuals is also included. (1982) 148 pp., paper. \$8 members, \$11 nonmembers. 1015

## Inventories and Registers: a Handbook of Techniques and Examples

This handbook distills the essence of current practice in North American archival repositories. Sample forms are included. (1976) 36 pp., paper. \$5 members, \$6 nonmembers. 1017

## Museum and Archival Supplies Handbook

The handbook lists over 600 North American suppliers. It includes supply listings for conservation of many types of collections, environmental tests and controls, exhibits and displays, the Latham workshop, mounting and framing, microfilm equipment, and storage. Indexed by brand name, supplier, and product type, the book includes advice on the use of materials and supplies as well as ordering information and an extensive bibliography. Developed by the Ontario Museum Association and the Toronto Area Archivists Group. (1986) \$16 members, \$20 nonmembers. 5015

## A Code of Ethics for Archivists

This handsome document provides standards for archivists in the areas of acquisition, access, appraisal, arrangement, preservation, reference, and interaction with other archivists. 8½ x 14, parchment-like paper, suitable for framing. (1980) \$1.00 each. 1009

## The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts

This guide lists repositories in the United States which hold HRS materials. The guide contains summaries of HRS activity in each state, separate entries for repositories in which HRS materials have been located, and lists of specific holdings in each repository. Detailed lists of counties, municipalities, and denominations that are covered by inventory forms in specific project areas are included on microfiche. (1980) 42 pp., paper. \$5 members, \$7 nonmembers. 1027

# Bibliographies

## Writings on Archives, Historical Manuscripts, and Current Records: 1979-1982

Compiled by Patricia A. Andrews and Bettye J. Grier

This helpful resource consolidates the titles of relevant archival literature published in the United States from 1979 through 1982. (1985) 75 pp., paper. \$2. 1046

## A Selective Bibliography on the Conservation of Research Library Materials

Paul N. Banks

This bibliography contains over 150 pages of sources useful to librarians and archivists concerned with conservation. Entries are arranged by subject within such broad categories as "Protection and Care of Books and Manuscripts," "Materials, Structure, and Technology of the Book," and "Physical Treatment of Books and Other Materials." (1981) \$8.50 members, \$10.00 nonmembers. 5003

## Religious Archives in the United States: A Bibliography

Compiled by SAA's Religious Archives Section

This bibliography contains 140 citations to books and articles dealing with various topics of concern to religious archivists. The volume is divided into a section of citations to works of a general nature, and sections on works dealing with archives of particular denominations. Those represented include Baptist, Church of the Brethren, Church of Christ, Scientist, Jewish, Latter Day Saints, Lutheran, Mennonite, Methodist, Moravian, Presbyterian, Roman Catholic, and United Church of Canada. (1984) 24 pp., paper. \$4 members, \$6 nonmembers. 1038

## Thesaurus of University Terms

Jill Tatem and Jeff Rollison

Developed at Case-Western University, this four-part subject thesaurus describes the people, functions, and activities at a university. By combining the thesaurus's comprehensive and rational description with a microcomputer, you can achieve more complete information retrieval in less time. (1986) 46 pp., paper. \$6 members, \$8 nonmembers. 1043

## Abstracts of Papers: 49th, 50th, and 51st Annual Meetings

These compendiums summarize the papers presented at SAA's 1985, 1986, and 1987 annual meetings respectively. Paperbound. \$3 members, \$6 nonmembers. 1048, 1049, 1050

## Archives Classics

### Basic Glossary for Archivists, Manuscript Curators, and Records Managers

This fundamental resource contains terms regarded as basic to the disciplines of these professions. Definitions are drawn from the basic literature and the policies and practices of leading North American institutions. (1974) 19 pp., paper. \$2 members, \$2 nonmembers. (\$1 each for quantities of 10 or more delivered to one address). 1007

### J. Franklin Jameson and the Birth of the National Archives, 1906-1926

Victor Gondos, Jr.

Gondos' classic traces Jameson's efforts to obtain proper housing for the irreplaceable records of the U.S. government. Jameson transformed the idea of a central records warehouse into a more appealing concept—the National Archives, a great research institution. (1971) 232 pp., hardbound. \$10 members, \$20 others. 5004.

## Brochures

### Who is the "I" in Archives?

*Task Force on Archives & Society*

This handsome brochure explains in clear and simple terms what archives are and what they are used to do, giving specific examples that illustrate their service to society. It answers its own question: every one of us is the "I" in archives. (1986) \$10 per 50, \$60 per 500, \$115 per 1,000. 1047

### A Donor's Guide

This brochure guides archival repositories in their relationships with prospective donors. It covers access to donated papers; the distinction between gifts and loans; copyright of donated papers; and financial aspects of donations. Space is provided for the imprinting of a repository's name and address. (1980) Available only in multiples of 50. \$7.50 for 50, \$15 for 100, \$22.50 for 150, etc. 1013

### Audiovisuals for Archivists

*Compiled and annotated by Timothy L. Ericson*

This is an updated listing of more than 100 audiovisual programs for, about, and/or by archives and archivists. Each citation includes information on the type of program, length, equipment required, purchase price, cost and terms of loan, ordering address, and a brief description of the program. (1985) 8 pp., plus insert. \$2 members and nonmembers. Quantity discount if ordered in multiples of 25: \$7 for 25 copies, \$14 for 50 copies, etc. 3022

## Problems in Archives Kits (PAKS)

PAKS are publications which address specific archival problem areas through a variety of formats, which may include reports, manuals, forms, sound tapes, samples, and other materials chosen for their usefulness.

### Developing a Brochure

Provides practical assistance to the institution which needs to develop or revise a basic information brochure, in the form of a graphic arts production handbook, articles illustrating simple design techniques, and a sample transfer lettering sheet. Sample brochures for a number of repositories are also included. (1981) \$10 members, \$13 nonmembers. 4006

### Disaster Prevention and Preparedness

Contains materials especially relevant to institutions and/or geographic regions formulating disaster plans or actually attempting to cope with a disaster. The kit includes Margery S. Long's 1982 *Disaster Prevention and Preparedness Bibliography*, The Michigan Archival Association's *Program for Disaster Response in Michigan*, Peter Waters' *Procedures for Salvage of Water Damaged Library Materials*, and disaster plans from several archival institutions which may be used as models. (1982) \$13 members, \$16 nonmembers. 4010

### Starting an Archives

Materials developed for a session at the 1980 meeting of the Mid-Atlantic Regional Archives Conference, plus a cassette tape of the discussion by session participants. Also included are articles, pamphlets, and brochures dealing with various aspects of starting an archives. (1980) \$13 members, \$16 nonmembers. 4003

### Finding an Archival Position: Resumes, Applications, Letters, and Interviews

Includes a tape recording of a roundtable discussion among veteran archival administrators at the spring 1981 meeting of the Midwest Archives Conference. The useful dialogue includes tips on application, letters, resumes, and preparing a skills inventory. The discussion discloses what administrators seek in prospective entry-level employees and what candidates should expect in the interview process. A role-playing exercise demonstrates interviewing for an entry-level position. A *Resume Writing Guide* is also included. (1981) \$10 members, \$13 nonmembers. 4009

### The Lone Arranger

Focuses on the problems of one-person archival repositories and contains a cassette tape of presentations for a workshop of the same title held during the 1982 annual meeting of the Society, many sample forms, processing guidelines, policies and procedures, and a sample index. (1983) \$9 members, \$12 nonmembers. 4012

**Position Description PAKS** help you design job descriptions in archives and related fields. Each PAK contains a selection of positions descriptions used by institutions employing archivists, plus a selected bibliography.

### Records Management and Micrographics

Contains 24 job descriptions, including records analyst, records management program manager, micrographic technician, micrographics supervisor, and microfilm camera operator. (1985) \$5 members, \$7 nonmembers. 4013

### State/Local Government and Historical Societies

Contains 31 job descriptions, including archives and records administrator, program coordinator, archivist, conservator, historian, and curator of manuscripts. (1985) \$5 members, \$7 nonmembers. 4014

### College and University Archives

Contains 35 job descriptions, including university archivist, reference archivist, archival specialist, processing archivist, head of special collections, and library technical assistant. (1985) \$5 members, \$7 nonmembers. 4015

### Federal Archives and Miscellaneous Archives

Contains 32 job descriptions, including supervisory archivist, deputy archivist, archivist specialist, archivist, archivist/administrator, conservator, and archives technician. The miscellaneous group represents religious, business, and specialized archives. (1985) \$5 members, \$7 nonmembers. 4016





# COME JOIN US!

The Society of American Archivists wants you as a member. We rely on the input of new members to keep SAA vital, dynamic, and in tune with the needs of the archival community.

What are the benefits? SAA has two types of members — individual and institutional. Both receive the quarterly journal, *The American Archivist*, the bimonthly *SAA Newsletter*, an annual meeting program, and discounts on all Society publications and annual meeting registration. Individual members are also eligible to participate in the Placement Service and to join two SAA Sections.

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

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

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# The Northwest Archivists, Incorporated

by Kerry Bartels

The Northwest Archivists, Inc., is a private, non-profit association of archivists and professionals in allied fields in the Pacific Northwest. Incorporated in the State of Idaho, its stated purpose is to promote the preservation and use of archival materials in the region.

On 13 April 1972 the first meeting of the Northwest Archives Group was held at Walla Walla, Washington. This was a direct outgrowth of previous informal association and cooperation among archivists, historians, librarians, and manuscripts curators in the region.

The organization had no dues, no newsletter, no constitution, and no officers. It consisted of a small group of dedicated, enthusiastic, and gifted individuals who realized the benefits of professional cooperation, interaction, and information exchange.

In these early years, a steering committee decided who would chair the annual meeting and what would be on the program. They also began to represent the region at the national level, and to prepare an ongoing accessions list of primary source materials in the Pacific Northwest.

The 1974 spring meeting in Pullman, Washington proved to be a watershed for the organization. Shortly after, the first regular newsletter was issued, a mailing list took shape, the steering committee became more structured, and a \$1 membership fee was levied. The association's name was changed to the Northwest Archivists (NWA). At that meeting the steering committee reported, "the organization provides, through cooperative efforts, training, mutual assistance, and idea sharing."

Throughout its existence NWA has regularly met with other organizations who share its interests and goals. In its formative period, NWA met in conjunction with the Pacific Northwest History Conference in the spring and with the symposium sponsored by the Society of American Archivists and the National Archives and Records Service in the fall. More recently it held a

very successful conference with the Association of British Columbia Archivists. Since 1986 NWA has held a concurrent conference with the Northwest Oral History Association and the Pacific Northwest History Conference.

For many years the NWA membership hovered around the 100 mark, but in recent years it has grown rapidly, evidence that it is meeting the needs of its members and proving an attractive opportunity to new members. The membership is drawn from Washington, Oregon, Idaho, Montana, Alaska, and from the Canadian provinces of Alberta and British Columbia. These individuals represent archives in religion, business, academe, and government at all levels, as well as historical societies and museums.

NWA's president and vice president are elected for one-year terms, and a secretary is elected for a two-year term. Governance of the corporation is vested in an executive board composed of the three officers, the immediate past president, and five directors elected on staggered terms based on regional representation.

Three standing committees--nomination, program and local arrangements, and newsletter--are supplemented by committees on regional archival activity, archives and society, and the MARC-AMC format. Other committees in operation over the years have included an education task force and a publications and communications committee.

Archivists in the Pacific Northwest are typically separated from one another by vast distances. Because the primary purpose of the Northwest Archivists is to facilitate exchange of professional information and concerns, it is no surprise that the annual meeting is the largest undertaking in any given year. In addition to strong offerings on archival theory and practice, meetings have frequently featured joint sessions with historians to discuss and debate issues of common interest.

It is difficult for many archivists in the Pacific Northwest to travel to

national meetings, which makes the NWA annual meeting their main opportunity for professional contact. To encourage participation, dues are kept to \$10 per year and the average cost of an annual meeting is only \$15.

NWA's quarterly newsletter began in 1974 as the *Northwest Archivists Newsletter*, and was changed to its present title, *Easy Access*, in fall of that year. It disseminates national, regional, and local news; job listings; announcements; a calendar of events; the official minutes and notices of the corporation; professional debate and dialogue; and notices of papers and records recently acquired by individual repositories in the region. It has remained a highly flexible communication tool over the years.

Despite its sophisticated and consistent structure, NWA remains a relatively simple and informal organization not unlike that envisioned by its founders. It extends a welcome to old hands, newcomers, and non-archivists in allied professions alike.

Given the rapid changes in the profession and the new challenges confronting archivists, this interplay of differing opinions, technical competence and interests, archival expertise, and points of view assures a bright and exciting future for the Northwest Archivists.

*Kerry Bartels is an archivist at the University of Washington in Seattle.*

## Correction

It was incorrectly reported in the March *SAA Newsletter* that Larry J. Hackman, New York State Archives, and Charles E. Lee of South Carolina are advisory board members of the Documentary Heritage Trust. By the time that issue reached press, both Hackman and Lee had resigned their positions on the board. We hope they will accept our apologies.

## The Twin Cities Archives Round Table

by Mary Klauda

The Twin Cities Archives Round Table is the regional archival association for archivists in the Twin Cities metropolitan area of Minneapolis and St. Paul, Minnesota. Its boundaries, however, go quite a bit further than just those two cities. Many TCART members are archivists in repositories in all corners of the state of Minnesota and in parts of western Wisconsin and eastern North Dakota.

TCART's goal is the preservation of, and access to, historically valuable information. It works toward this by providing an opportunity for member archivists to meet and share information on local archival issues, and by informing members about archival programs and resources in the area.

It all began in 1981, when a handful of archivists at the University of Minnesota and the Minnesota Historical Society lamented the fact that they never saw each other except at meetings of the Midwest Archives Conference and the Society of American Archivists. They invited Twin Cities-area archivists to a meeting at the university. Although it was January--the dead of winter in Minnesota--some twenty archivists attended! They formed a regional archival organization whose name/acronym caught on quickly, even though many of its original members were from cities 80 miles away.

At its inception, TCART was loosely organized, and meetings occurred whenever people took the initiative to host one at their archival repository. These primarily served a social function by providing a forum in which to discuss ideas, projects, and problems in archives and historical preservation.

TCART, so archivists from the University of Minnesota, General Mills, Inc., and the Minnesota Historical Society formed a TCART Steering Committee. This committee then drew up a constitution, establishing a four-member TCART Board and a dues structure, and charging the board with holding meetings and circulating pertinent

information in a newsletter. TCART adopted the constitution in January 1985.

A membership survey taken in 1984 indicated that members wanted TCART to stay just what it was--an informal organization where members could meet, visit other repositories, and talk about their work. It was surprising how many of us had not visited or known about other archival operations in our own backyards!

Meetings are held twice a year, in the Twin Cities area in winter and at one of the many archival repositories in greater Minnesota in summer. To date, meetings have been held at the archives of county historical societies, universities and colleges, a corporation, a monastery, a church, and the Minnesota Historical Society. We are planning our first extended weekend meeting this summer in Duluth, Minnesota, where we will visit a university archives and a county historical society.

TCART publishes its newsletter twice a year, and in the fall of 1986 issued its first membership directory, which will be updated biennially. Approximately 90 members pay \$5 dues annually to cover the cost of TCART's meetings, printings, and mailings.

The membership includes archivists, curators, and interested persons from state and local historical societies, colleges and universities, records management operations, a variety of businesses, special libraries and archives, seminaries, convents, religious institutions, and cultural institutions.

*Mary Klauda is an archivist in the state archives department of the Minnesota Historical Society.*

## Regional Notes

### Milwaukee Mayor Squares Off Against Archivists

Wisconsin archivists have united in opposition to a proposed transfer of Mayor Henry Maier's mayoral records from the Milwaukee City Archives, located at the public library, to the Golda Meir Library on the University of Wisconsin-Milwaukee campus. With only one exception, the records from all other Milwaukee mayors since 1912 have been placed at the public library. State archivist F. Gerald Ham noted, "By taking away the crown jewels you undercut support for the city archives."

A resolution passed unanimously by the Wisconsin Archivists Society called the move a "capricious dispersal" of city archives material and charged that it "establishes a dangerous precedent for future dispersal of city archives."

Concerned Milwaukee-area archivists also oppose the move, claiming, among other reasons, that it will interfere with the people's "right to know about their city government" by making it more difficult to know where records are kept.

Ironically, the City of Milwaukee recently received a grant from the National Historical Publications and Records Commission to upgrade its city archives.

### Virginia State Library and Archives Reopens

After being closed for nearly three months for safety reasons, the Virginia State Library and Archives reopened last November. During the shutdown, the building's structural, mechanical, spatial, and environmental deficiencies were investigated. Since then, the electrical system, which was operating at a 25% overload, has been upgraded; stack areas were cleaned; 400 smoke detectors were installed and the number of exit signs was doubled; new asbestos tests were instituted; and an analysis has been undertaken of the damage that will ensue if records remain in the building for several more years. Although a site for a new records center has been chosen, money to build it must still be appropriated.

continued on next page



## Regional Notes continued

### New England Archives Week

The week of 28 May through 4 June will feature archival outreach activities across the Northeast as New England Archives Week makes its return. Some twenty people have been involved in coordinating regional and local events, including the address U.S. Archivist Don Wilson will give at the Kennedy Library on 1 June. For further information, contact Julie Cox at 802/828-2397.

### Memorial Fund Established

The New England Archivists and the Boston Chapter of the Association of Records Managers and Administrators have established the Richard L. Haas Memorial Award to provide financial support to individuals who seek to increase understanding between the archival and records management professions. Contributions can be sent to Larry Cohen, Fund Administrator, P.O. Box 491, Somerville, MA 02143.

### Michigan Conservation Alliance Founded

The Michigan Alliance for the Conservation of Cultural Heritage is attempting to bring together people, institutions, and organizations concerned with finding solutions to the problem of deteriorating cultural resources in Michigan. A working group has begun defining the goals and objectives for the alliance and designing a plan of action. To make suggestions or to be placed on the mailing list, contact Ronald Means, Michigan Council for the Humanities, Suite 30 Nisbet Building, 1407 S. Harrison Road, East Lansing, MI 48824.

### Los Angeles Preservation Network Formed

The Los Angeles Preservation Network aims to foster the development of cooperative preservation programs among all the libraries in Los Angeles and to serve as a forum for conservation and preservation information exchange. It intends to organize workshops and seminars, with presentations by local and outside experts, and to prepare lists of preservation and disaster services, supplies and suppliers, and resource persons. For more informa-

tion, contact Gretchen Karl at 213/458-9911.

### Disaster Response Network Organized in Southern California

The Inland Empire Libraries Disaster Response Network is a cooperative organization that provides mutual aid in preparing for and coping with disasters. Centered in Riverside, San Bernardino, and eastern Los Angeles Counties, the network drew participants from as far away as San Diego County to its first workshop, "A Disaster Primer," on 21 March. For more information, contact Geri Nezart, Library Administration Office, Rivera Library, P.O. Box 5900, University of California, Riverside, CA 92517.

### Archival Legislation Passed in Massachusetts

The Massachusetts General Court passed legislation last November that adds the following sentence to the General Laws: "The archivist of the commonwealth shall promulgate such rules and regulations as he deems necessary for the implementation and administration of the archives division." This gives the state archivist authority to establish improved archival procedures for the state's noncurrent records.

### New Iowa State Historical Building

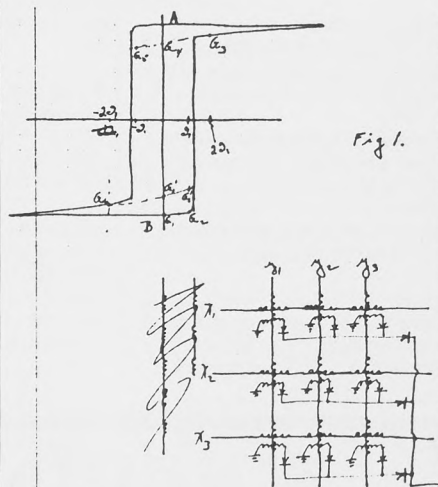
Iowa's 17,000 cubic feet of state archives material were moved into a new State Historical Building in Des Moines last fall. The \$30.6 million dollar facility also houses half of the Iowa Historical Society library, a museum, and Iowa's historic preservation bureau. Gordon Hendrickson, state archivist since last September, has directed the archives during its transition to a new home.

### New Louisiana State Archives Facility

The Louisiana State Archives and Records Center moved into a new \$10.5 million facility last year. In addition to stack space for 112,000 cubic feet of archives records and 102,000 cubic feet of record center material, the building includes exhibit galleries, climate control, a microaudio area, a conservation lab, an archives processing and microfilming section, a state microfilming unit, and an information and publications section.

## Appraising the Records of Modern Science and Technology: A Guide

Joan K. Haas  
Helen Willa Samuels  
Barbara Trippel Simmons



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

*Appraising the Records of Modern Science and Technology: A Guide* offers a blueprint for assembling an appropriate and useful record for the future. Based on traditional appraisal principles and practices, the *Guide* is structured around a description of the component activities of the scientific and technological process.

By providing an understanding of the activities through which records are created, the *Guide* can help archivists determine if they should acquire a particular collection; guide processors through the appraisal, arrangement, and description of a collection; and help records managers develop retention guidelines for scientific and technological records.

\$7 members; \$9 nonmembers  
Available from SAA, 600 S. Federal,  
Suite 504, Chicago, IL 60605

## Grants Awarded

### NHPRC Grants

At its February meeting the National Historical Publications and Records Commission recommended 38 grants totaling \$1,517,640 in funding. Included were the following:

*International Brotherhood of Teamsters*  
\$21,722 matching to establish an archival program for the union.

*Society of American Archivists*  
\$56,400 (\$5,000 of it matching) to publish a series of seven new manuals entitled *Archival Fundamentals*.

*National Association of Government Archives and Records Administrators*  
\$106,450 to develop an archival preservation planning tool for use in state and local government archives and other archival institutions.

*American Institute of Physics*  
\$80,000 for a two-year project to analyze records created by multi-institutional teams doing research in

physics, and develop policies and programs to document these teams and their work.

*California State Archives Foundation*  
\$55,971 and \$42,550 matching for a two-year project to develop archives programs in Napa and Placer counties, in the City of Napa, and to maintain a program in Yolo County.

*Idaho State Historical Society*  
\$24,463 to conduct a statewide records assessment and reporting project.

*New Mexico Commission of Public Records*  
\$25,000 to conduct a statewide records assessment and reporting project.

*Nevada State Historical Records Advisory Board*  
\$450 to print and distribute an informational brochure on the board and its work.

*Office of the Secretary of State, State Archives Division, Rhode Island*  
\$114,022 to establish an active state archival association, and to identify state archival records within and without state government holdings.

*South Carolina Department of Archives and History*

\$2,976 to support printing of the state's historical records assessment report and a summary brochure.

*Utah Division of State History*

\$116,996 for an 18-month project to develop an automated information system about archives and records holdings in the state.

*Fort Sill Apache Tribe*

\$29,685 to microfilm litigation files pertaining to the Indian Claims Commission case of the Fort Sill Apache Tribe.

*Mille Lacs Band of Chippewa Indians*  
\$29,715 to develop an archives and records management program for the tribe.

*City of Wilmington, Delaware*

\$4,000 to develop a systematic approach to the maintenance and protection of the city's records.

*Johnson County Government, Olathe, Kansas*

\$2,975 for consultant assistance in evaluating records conditions and making recommendations for an archival program.

*Metropolitan District Commission of Boston*

\$48,843 to develop retention schedules, surveying and appraisal, description, preservation, and transfer of documents to the Massachusetts Archives.

*King County Department of Executive Administration, Records and Elections Division, Seattle, Washington*

\$71,457 to develop an archival program for the county's records.

*South Dakota School of Mines and Technology*

\$52,402 to establish an archives program, provide access to the Black Hills Mining Industrial Archival Collections, and to prepare finding aids to the collections.

### Research Fellowships for Study of Modern Archives

Eight fellowships have been awarded to support research this summer at the University of Michigan's Bentley Historical Library on problems relating to modern documentation. The recipients are Lawrence Dowler, Harvard University; Patricia Kennedy Grimsted; Joan Krizack, Massachusetts Eye and Ear Infirmary; Alden Monroe, Alabama Department of Archives and History; Kathleen Roe, New York State Archives; Rodney Ross, National Archives and Records Administration; Dennis Rowley, Brigham Young University; and Richard Szary, Yale University. Dowler, Rowley, and Szary are completing two-year projects.

Further information about the 1988 program (including distribution of copies of the fellows' research prospectuses) and application forms for the 1989 program are available from the Assistant Director, Bentley His-

torical Library, University of Michigan, Ann Arbor, MI 48109-2113.

## Awards Available

### NHPRC Fellow Application Deadline Extended

Due to lack of applications, NHPRC has extended to 1 July 1988 the receipt deadline for applications from individuals for its fellowships in archival administration. These nine- to ten-month fellowships carry a \$21,000 stipend and up to \$4,200 for fringe benefits. The fellowships begin between September and November of 1988 and provide advanced training in archival administration. The host institutions for 1988-89 are Cornell University, New York University, and the University of Vermont. Applicants should have between two and five years of archival experience. And although not required, it is preferred that they have completed two semesters of graduate work in a program that includes an archival education component. Contact Laurie A. Baty at 202/523-5386.

### Grants-In-Aid for Research in State and Local History

The American Association for State and Local History is offering up to \$5,000 for research in community, local, state, and regional history. The competition is open to individuals and organizations, historical institutions, museums, libraries, colleges and universities of any size. Students whose research projects are part of degree requirements are ineligible. For further information contact Sheila Riley at 615/255-2971.

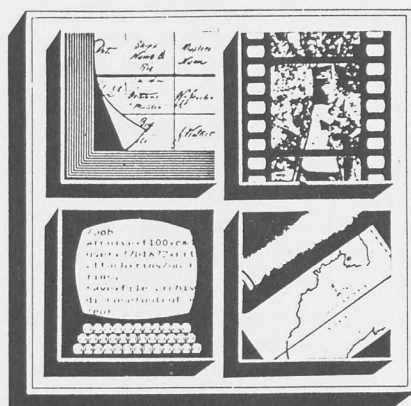
### 1988 Emmett Leahy Award

The Institute of Certified Records Managers is accepting nominations for this award, which recognizes professional contributions and outstanding achievements in the field of information and records management. A nominee must be sponsored by another person, employer, or professional society or organization. Nominations must be submitted by 30 June 1988. Contact Edward N. Johnson at 904/385-6774.

### Walter P. Reuther Travel Awards

The Walter P. Reuther Archives of Labor and Urban Affairs at Wayne State University in Detroit offers up to \$700 to cover travel and expenses related to research using its archives. Contact Philip P. Mason at 313/577-4024.

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Pederson, Ann, Editor-in-Chief, *Keeping Archives*. Sydney: Australian Society of Archivists Inc., 1987. B5. Soft Cover. 350+ pages. 90+ illustrations. Glossary. Index. ISBN 0 9595565 9 1.

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# Archivists' Calendar

**2-4 May**

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

**4-7 May**

Southeastern Archives and Records Conference; Columbia.

**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.

**22-26 May**

International Institute of Municipal Clerks; Spokane, Washington. 818/795-6153

**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

**1 June**

U.S. Archivist Wilson speaks at the Kennedy Library; Boston, Mass. 617/738-3141

**1-5 June**

The American Institute for Conservation of Historic and Artistic Works; New Orleans.

**9-10 June**

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

**10 June**

Michigan Archival Association Spring Meeting; Herman Miller Retreat, Zeeland, Michigan. 616/772-3676

**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

**9-14 July**

American Library Association; New Orleans. 312/944-6780

**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**

XIth International Congress on Archives; Paris (see Sept. 1987 newsletter, p. 15).

**22-26 August**

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

**14-18 September**

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

**19-22 September**

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

**21-24 September**

International Conference on Terminology for Museums; Cambridge, England. Phone: 011-44-223-242848.

**29 September-2 October**

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

**2-6 October**

Library & Information Technology Association; Boston. 312/944-6780

**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.)

**19-21 October**

TAPPI Paper Preservation Symposium; Washington, DC. 404/446-1400, extension 237

**20-22 October**

North American Labor History Conference; Detroit.

**26-28 October**

Museum Computer Network Conference; Los Angeles. 412/421-4638

**November**

"Conserving and Preserving Materials in Nonbook Formats" institute; Urbana, Illinois. 217/333-1359.

**27-30 December**

American Historical Association; Washington, DC.

**6-9 April**

National Council on Public History and the Organization of American Historians Joint Meeting; St. Louis.

## Transitions....Transitions.

Paul S. Chestnut is now Head of the Preparation Section of the Manuscript Division in the Library of Congress; Connie L. Cartledge has been appointed an Archivist in the same Section....Richard Jacobs is now Head of the Office of External Affairs at the National Archives and Records Administration....Robert C. Morris has been named Director of the National Archives - New York Branch....Robert M. Warner, Dean of the University of Michigan School of Information and Library Studies, is now also Interim Director of the U-M Library....After serving as acting state archivist for three months, Virginia A. Newton was named Archivist of the State of Alaska in February....James R. Lynch is now Library Director at the American Baptist Samuel Colgate Historical Library....Jeffrey D. Rollison is now Director of the Chester County Archives and Records Services....Carol Roark has joined the staff of the Historic Preservation Council for Tarrant County as Publications Coordinator ....Susan von Salis is the new Manuscript Processor at the Schlesinger Library of Radcliffe College.

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<p>Robert Dunkelberger 469 Coe Street Tiffin, OH 44883 419/447-3042</p> <p>Randy Gitsch RKO General Incorporated 129 North Vermont Avenue Los Angeles, CA 90004 213/383-5525</p> <p>Sabra Tate 601 South 2nd Street McAlester, OK 74501 918/423-5482</p> <p>Colleen Hennessey (Smithsonian Institution) 2700 Q Street, NW #132 Washington, DC 20007 202/357-2091</p> <p>Harold Mutz 6254 Elmira Drive Las Vegas, NV 89118</p> <p>Joanne Venetos Dallis (Western Michigan) 2234 Burning Tree Drive, SE Grand Rapids, MI 49506 616/949-6279</p> <p>Patricia Acton Acton Information Resources Mgmt Ltd 884 Darwin Avenue Victoria, BC V8X 2X6 CANADA 604/382-0460</p> <p>Carol Briley (Truman Library) 11217 McGee #302 Kansas City, MO 64114 816/941-4555</p> <p>Mary Walter Government of York County York County Court House 28 E Market St York, PA 17401 717/771-9727</p> <p>Catherine Brody (New York City Technical College) 649 E 14th St #11A New York, NY 10009 718/643-3671</p> <p>Thomas J Clark (Simmons College) 51 Park Dr, #2 Boston, MA 02215 617/437-8494</p> <p>Jonathan Cone (State Historical Soc of Iowa) 229 N Riverside Dr Iowa City, IA 52240 319/337-6022</p> <p>David Wilson 1725 Randall Rd Yellow Springs, OH 45387 513/767-1714</p> <p>Jeannine Mark (Howard Hughes Med Institute) 3746 Jason Ave Alexandria, VA 22302 301/571-0523</p>	<p>Terrell Wayne Barkley (Birmingham Public Library) 935G-SS, Valley Ave Birmingham, AL 35209 205/226-3647</p> <p>Maria S Holden (New York State Archives) 16 Elm St Coxsackie, NY 12051 518/474-5964</p> <p>Lutzen H Riedstra Stratford-Perth Archives 24 St Andrew St Stratford, ON N5A 1A3 CANADA 519/273-0399</p> <p>Roy A Wingate (Metro State College) 1286 S Telluride St Aurora, CO 80017 303/755-7235</p> <p>Sandra Kadosh Joint Distribution Committee 711 3rd Ave New York, NY 10017</p> <p>Ann Daniels Carmel High School 520 E Main St Carmel, IN 46032 317/846-7721</p> <p>Richard M Kesner (The Parkman Companies) 41 Brentwood Circle Needham, MA 02192 617/449-4766</p> <p>Carla B Zimmerman (American Philosophical Soc) 254 S Alder St Philadelphia, PA 19107 215/627-0706</p> <p>Rozell Overmire 293 Union St San Francisco, CA 94133 415/989-3945</p> <p>Gregory Kinney (Michigan Historical Collec- tions) 1504 Gilbert Ct Ann Arbor, MI 48105 313/764-3482</p> <p>Pamela C Edwards (History Associates, Inc) 14200 Clayton Street Rockville, MD 20853 202/785-7780</p> <p>Annita A Andrick Erie County Historical Society The Cashiers House 417 State Erie, PA 16501 814/454-1813</p> <p>Louis J Marchiafava (Houston Public Library) 4130 Levonshire Drive Houston, TX 77025</p> <p>Claudia Belevick 40 Oak Knoll Worcester, MA 01609 617/482-1360</p>	<p>Melinda Kay Friend 53 Willow Ave Keyser, WV 26726</p> <p>Kim Allen Scott (University of Arkansas) PO Box 423 Johnson, AR 72741 501/575-4659</p> <p>Patrick Williams PO Box 9374 Spokane, WA 99209 509/928-6479</p> <p>Mark E Rorvig University of Texas at Austin Graduate School of Library/ Information Science Austin, TX 78712-1276 512/471-3821</p> <p>Ronald J Lane 1400-12 W Calhoun St Macon, IL 61455 309/298-1675</p> <p>Joanne Holiday (University of Maryland) 4111 Kennedy St Hyattsville, MD 20781 301/454-5441</p> <p>Curtis J Wilhelm Frito Lay Incorporated PO Box 660634 Dallas, TX 75266-0634 214/353-2366</p> <p>Wanda Magdeleine Styka Chesterwood Museum Off Route 183 Glendale Section Stockbridge, MA 02162-0827 413/298-3579</p> <p>Nancy Y McGovern (National Archives) 2801 Quebec St NW #408 Washington, DC 20008 202/523-3267</p> <p>Stephen Hussman 440 Green St Yellow Springs, OH 45387 513/767-1220</p> <p>Sr M Dunstan Klewicki (Diocese of Toledo) 6003 Colonial Ct Sylvania, OH 43560</p> <p>Kay Salz Walt Disney Company Animation Research Library 500 S Buena Vista Burbank, CA 91521</p> <p>William J Tubbs Washington College Clifton M Miller Library Chestertown, MD 21620 301/778-2800</p> <p>Suzanne B Smith 411 Berry Lane Media, PA 19063</p> <p>Shannon Bates 501 Highway 101 Landrum, SC 29356</p>	<p>Paul C Cartwright Rt 10 Rolling Hills Apts, #1 Hattiesburg, MS 39402 601/266-4228</p> <p>Yvonne K Brater Alabama Department of Archives &amp; History 624 Washington Ave Montgomery, AL 36130 205/261-4361</p> <p>Edwin A Lyon (Army Corps of Engineers) 3530 Houma Blvd, #704 Metairie, LA 70006 504/862-2038</p> <p>Patricia C O'Donnell (Swarthmore College) 315 Lafayette Ave Swarthmore, PA 19081 215/328-8498</p>
<h2>Corrections to 1988 SAA Member Directory</h2> <p>The following members were listed incorrectly in the 1988 SAA Directory of Individual Members. Please accept our apology and make the necessary corrections.</p>			
<p>Laurel G. Bowen Georgia State University Pullen Library/Spec Coll Atlanta, GA 30303 (404) 651-2476</p> <p>Gary B. Bryson 4829 W. 120th St., #38 Hawthorne, CA 90250 (213) 743-3147</p> <p>Maygene Daniels National Gallery of Art Gallery Archives Washington, DC 20565 (202) 842-6175</p> <p>David DeLorenzo P.O. Box 195 Sandwich, MA 02563 (617) 495-4550</p> <p>John Stewart Ohio Historical Society Archives Division 1985 Velma Columbus, OH 43211 (613) 297-2581</p> <p>Elizabeth A. Swain Wesleyan University Library/Archives Special Collections Middletown, CT 06457 (203) 347-9411</p> <p>Anthony B. Thompson Hollins College Archives Hollins College, VA 24020 (703) 362-6237</p>	<p>Laura E. Gowdy Illinois State University Serials Dept Library Normal, IL 61761 (309) 438-7450</p> <p>Christopher A. Paton Georgia State University Spec Coll Dept Pullen Library 100 Decatur Street, SE Atlanta, GA 30303-3081 (404) 651-2476</p> <p>Randy Penninger Louisiana State Univ Agriculture &amp; Mechanical College Hill Memorial Library Baton Rouge, LA 70803 (504) 388-6567</p> <p>William Ptacek Nebraska Records Manage- ment Division P.O. Box 94921 Lincoln, NE 68509 (402) 471-2559</p> <p>Sharon Pugsley University of California Arch/Spec Collections 525 Library Box 19557 Irvine, CA 92713 (714) 856-7193</p>		
<p>Did you know that SAA has adopted the fol- lowing official statements and standards?</p> <ul style="list-style-type: none"><li>- Standards for Access to Research Ma- terials in Archival and Manuscripts Repositories (1973)</li><li>- a Statement on the Reproduction of Manuscripts and Archives for Ref- erence Use (1976)</li><li>- a Code of Ethics for Archivists (1977, cost \$1)</li></ul> <p>If you would like to have copies of these docu- ments, call the SAA office at 312/922-0140.</p>			

## Wanted

As part of a project to research the use of archives, Lawrence Dowler would like to identify archival repositories that have consistently gathered information on users, use, and uses of archives over a period of years. The aim is to design a retrospective study of use based on existing records.

To be useful in the study, the records should

- 1) contain information which identifies and characterizes who uses archival materials;
- 2) state the purpose of the research visit;
- 3) identify what materials were actually used (e.g., call slips);
- 4) be consistent in the way information on users was gathered over time.

If you would like to participate in the study or contribute copies of forms used to gather information on users (e.g., research applications, registration forms, call slips), contact Lawrence Dowler, Houghton Library, Harvard University, Cambridge, MA 02138.

The American Antiquarian Society is willing, able, and eager to accept original issues of newspapers or periodicals published before 1877 in the eastern U.S., Canada, or the West Indies; and published as late as 1900 west of the Mississippi. Contact Joyce Ann Tracy at 617/755-5221.

The United States Holocaust Memorial Museum is seeking Holocaust-related documents and materials. Interested individuals and organizations are urged to send a full description of their material to: Curator, United States Holocaust Memorial Museum, 2000 L Street, N.W., Suite 588, Washington, D.C. 20036.

Researcher would like to exchange information with colleagues who use or design computerized or automated accession registers. Please contact Leon C. Miller, Special Collections, Mullins Library, University of Arkansas, Fayetteville, Arkansas 72701.

The special collections unit of the Clemson University Libraries will be moving into a new building during 1989. The planning committee chair is interested in receiving planning reports, post-move assessments, and other documentation related to the transfer of archival and library collections. Contact Michael Kohl, Clemson University Libraries, Clemson, SC 29634-3001.

The National Air and Space Museum will be developing a collection development plan and would like to receive copies of similar plans in other archival and manuscripts depositories. Please send a copy to Harry G. Heiss, National Air and Space Museum, #3100, Sixth & Independence Avenues, SW, Washington, DC 20560.

### Information Needed On...

...letters from or to Selina Dowager, Countess of Huntingdon (1707-91). Contact Edwin Welch, 15 Calder Crescent, Yellowknife, NWT, X1A 3A9, Canada.

...itinerant daguerreotypist George Pyle, working 1846-1850. Contact Pamela C. Powell, Chester County Historical Society, 225 N. High St., West Chester, PA 19380.

...photographs, drawings, paintings, or prints of the first Dungeness House, ca. 1800-1865, located on Cumberland Island, Georgia (often noted as Florida). Contact E.L. Eltzroth, 1330 E. Forrest Ave., E. Point, GA 30344; 404/767-3144.

## Professional Opportunities

### DIRECTOR

*Gerald R. Ford Library, Ann Arbor, MI*  
The National Archives and Records Administration invites applications for the position of Director of the Gerald R. Ford Library. The Library is a Federal Government institution which holds and administers the archival materials of President Gerald R. Ford, operates an historical museum containing exhibits illustrating the life and time of President Ford, and conducts educational, scholarly, and general public programs centered on the library's holdings and related issues of public policy. The Presidential Library is located on the campus of the University of Michigan in Ann Arbor; the Museum is located in Grand Rapids. **QUALIFICATIONS:** Graduate degree in American History or a related field, or equivalent educational experience plus experience in managing an archives, historical museum, or similar cultural or educational program. Applicants will be judged on their knowledge and abilities in the following areas: knowledge of U.S. history and government; knowledge of the requirements of scholarly research; knowledge of administrative procedures; and ability to manage an archival, cultural, or educational organization. Applicants must have demonstrated judgment, leadership, and the ability to express ideas clearly, both orally and in writing. This is a civil service position classified at a supervisory level, GM-15. **SALARY:** \$54,907-\$71,377. Interested persons should forward a resume of his/her education and experience to the Qualifications Review Advisory Panel (NSE), National Archives Building, Washington, DC 20408. Completed resumes should be received by the Advisory Panel by 20 May 1988 for consideration in the initial review process. For further information contact David Van Tassel at (202) 523-3073.

### ARCHIVIST

(Temporary position not to exceed one year which may be extended)  
*National Air and Space Museum, Washington, D.C.*  
**RESPONSIBILITIES:** Design and implement a comprehensive survey of Washington, D.C. area archival resources (industrial, governmental, academic, etc.) for space history, including identifying significant repositories and developing criteria for describing relevant collections. In addition, the archivist would develop reference files and a computer data base of these resources resulting in the publication of a survey catalog or research guide. **QUALIFICATIONS:** A full four-year course in an accredited college including 18 semester hours in the history of the USA or in American political science or government or a combination of these and 12 semester hours in history, American civilization, economics, political science, public administration or government, or equivalent combinations of coursework and experience and a minimum of two years professional experience as an Archivist or Historian (appropriate education may be substituted for the professional experience). **SALARY:** \$22,907-\$27,716/year depending upon qualifications. Interested candidates should submit a completed Application for Federal Employment (SF 171) to the Smithsonian Institution Employment Office, Washington D.C. 20560, Attn: 85-250-T as early as possible but no later than 25 May 1988. The first list of candidates for employment consideration may be constituted as early as May 11, 1988. Direct telephone inquiries to Martin Collins, NASM, at (202) 357-2828.

### PROJECT ARCHIVIST

(NHPRC two-year grant project)  
*California State Archives Foundation, Sacramento, CA*  
**RESPONSIBILITIES:** Work with emerging archival programs in four local governments. Work ranges from establishing an archival program to supervising a volunteer program which is several years old. Both archival and conservation concerns will be addressed in these programs. **QUALIFICATIONS:** Two years of professional experience and a BA in history or closely related discipline. MA in history may be substituted for one year of experience. Successful completion of a full year graduate program in archival management may be substituted for an additional year of experience. Must have driver's license and access to functional automobile. Preferred: Knowledge of local government records; ability to formulate archival policies and work well with people; experience in archival conservation. **SALARY:** Archivist will be an independent contractor paid \$33,900/year. Send full resume with references to Chuck Wilson, Executive Secretary, California State Archives Foundation, 1020 "O" Street, Room 130, Sacramento, CA 95814. Application deadline is 1 July 1988.

### ASSISTANT ARCHIVIST

(Two-year position with expected extension to four years)  
*University of Notre Dame Archives, Notre Dame, IN*  
**RESPONSIBILITIES:** To arrange and describe manuscript collections and university records. **QUALIFICATIONS:** MA in history or related field with two years experience OR equivalent training. **SALARY:** \$20,000 minimum per year plus benefits. Send letter of application, resume, and list of three references to Dr. Wendy Clauson Schlereth, 607 Hesburgh Library, Notre Dame, IN 46556. Application deadline is 1 July 1988 and the position is available after 1 August 1988.

### *Finding an Archival Position: Resumes, Applications, Letters, and Interviews*

Includes a tape recording of a roundtable discussion among veteran archival administrators at the spring 1981 meeting of the Midwest Archives Conference. The useful dialogue includes tips on applications, letters, resumes, and preparing a skills inventory. The discussion discloses what administrators seek in prospective entry-level employees and what candidates should expect in the interview process. A role-playing exercise demonstrates interviewing for an entry-level position. A resume writing guide is also included. \$10 members; \$13 nonmembers.



#### ARCHIVIST

*Archdiocese of Boston, Brighton, MA*

**RESPONSIBILITIES:** Manage a comprehensive archives and records program. Collect, appraise, organize and provide access to the permanent records of the Archdiocese. Aid and instruct researchers in the use of the Archives. Supervise records management for central Archdiocesan offices. Conduct outreach activities, including educational programs in schools, lecturing, and preparation of exhibits. Supervise staff consisting of one professional, one support person, and student interns. **QUALIFICATIONS:** Graduate degree in history and/or library science with concentration in archives and special collections, 3-5 years of archival experience. Excellent oral and written communication skills. Knowledge of American religious history and experience with computer applications in archives very desirable. **SALARY:** Competitive and commensurate with experience; minimum \$24,600. Send letter, resume, and names of three references to Kathleen M. Gleason, Department of Human Resources, Archdiocese of Boston, 2121 Commonwealth Avenue, Brighton, MA 02135. Applications received by 13 June 1988 will receive priority consideration.

#### ASSISTANT ARCHIVIST

*Oberlin College Archives, Oberlin, OH*

**RESPONSIBILITIES:** Three-year professional appointment in college archives to begin around 1 July 1988. Under an experienced Archivist arranges and describes institutional records and manuscript collections; prepares finding aids; performs reference work and other duties as assigned. **QUALIFICATIONS:** MA with formal training in archival administration preferred, as is some familiarity with computer applications to archival description. **SALARY:** From \$17,500-\$19,500 plus generous benefits. Send letter of application and resume with names of three references to Search Committee, Oberlin College Archives, 420 Mudd Center, Oberlin, OH 44074. Applications received by 1 June 1988 will receive first consideration but applications will be accepted until the position is filled.

#### 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.

#### HEAD, TECHNICAL SERVICES (ANTICIPATED)

*Louisiana and Lower Mississippi Valley Collections, Louisiana State University, Baton Rouge, LA*

**Reports to the Head of the Louisiana and Lower Mississippi Valley Collections. RESPONSIBILITIES:** Participates in the general administration of the LLMVC, and is directly responsible for arrangement and description of archives and manuscript groups and the preparation of finding aids; automated systems including RLIN-AMC, NOTIS, and personal computers; conservation and preservation activities; advising on cataloging of printed materials; developing new procedures and acquiring new technologies to carry out the above responsibilities; and reference duties as assigned. **QUALIFICATIONS:** Required: MA in librarianship or other relevant field; a minimum of three years experience in technical services of special collections; supervisory experience; strong interpersonal skills and effectiveness in both oral and written communications. Desired: MLS from ALA-accredited program; familiarity with the applications of automated technologies to special collections operations, especially RLIN-AMC; and a record of active professional involvement. **SALARY:** Competitive, commensurate with experience and qualifications. Apply to Sharon A. Hogan, Director of Libraries, Louisiana State University, Baton Rouge, LA 70803. Preference given to applications received before 15 June 1988.

#### ASSISTANT UNIVERSITY ARCHIVIST

*Northwestern University Library, Evanston, IL*

**RESPONSIBILITIES:** Accessioning, field work, processing, maintaining automated procedures, arranging non-textual holdings, serving as departmental administrative assistant. **QUALIFICATIONS:** MA degree; previous archival experience and/or appropriate training. Familiarity with MARC/AMC format desirable. Willingness to do some physical labor in connection with acquisitions. **SALARY:** \$20,000-\$23,000 depending upon qualifications. Send letter of application, resume, and names of three references to Lance Query, Assistant University Librarian for Planning and Personnel, Northwestern Library, Evanston, IL 60208. No closing date given.

#### ASSISTANT ARCHIVIST

*Archive of Recorded Sound, Stanford University, Stanford, CA*

**RESPONSIBILITIES:** Assist in routine management of the Archive's collections and services and serve as editorial assistant for the Encyclopedic discography of Victor Recordings. **QUALIFICATIONS:** Familiarity with music theory, history, and subjects covered by sound archives; ability to work with a wide variety of people and communicate effectively required. Familiarity with history, technology, and bibliography of sound recordings; familiarity with automation; reading knowledge of at least one Western European language; supervisory experience; MLS or certified archival training desired. Appointment at the Assistant/Associate Librarian rank. **SALARY:** \$25,800-\$35,800/\$28,600-\$39,800 depending upon qualifications and experience. Submit letter of application, resume, and names and addresses of three professional references to Irene Yeh, Assistant Library Personnel Officer, Stanford University Libraries, Stanford, CA 94305-6004 by 30 June 1988. Cite #322SAA on all correspondence.

#### CURATOR FOR THE HISTORY OF HUMAN SEXUALITY, DEPARTMENT OF MANUSCRIPTS AND UNIVERSITY ARCHIVES *Cornell University Libraries, Ithaca, NY*

**RESPONSIBILITIES:** Conduct a four-year project to develop holdings documenting sexual issues and their cultural and socio-political context. Under the direction of the Chairperson of the Department of Manuscripts and University Archives, will be responsible for developing and maintaining an archival collection for scholarly study of human sexuality. Responsible for all aspects of a comprehensive documentary program including initial planning, collection development, description and preservation, and bibliographic control and access. Develop an active program to promote research, including bibliographic and documentary publications and conference, classroom, and workshop participation. **QUALIFICATIONS:** Graduate degree in humanities, library or information science, or social sciences. Three to five years professional experience in an archives or research library. Outstanding written and verbal communication skills. Evidence of scholarly and professional activity. **SALARY:** Minimum \$23,000. Salary and rank commensurate with experience and qualifications. Send cover letter, resume, and list of three references to Ann Dyckman, Personnel Director, Cornell University Library, 201 Olin Library, Ithaca, NY 14853-5301. Closing date: 1 June 1988.

#### LIBRARIAN/NAME AUTHORITY EDITOR

*Getty Art History Information Program, Santa Monica, CA*

**RESPONSIBILITIES:** Reconcile and maintain proper name authorities for an international group of art research databases. **QUALIFICATIONS:** ALA-accredited MLS with a background in Art History; firm knowledge of AACR2, bibliographic searching techniques, and MARC coding for contribution to NACO preferred. **SALARY:** \$23,800-\$26,200. Send letter of interest and resume to Name Authority Editor, c/o The Getty Art History Information Program, 401 Wilshire Boulevard, Suite 1100, Santa Monica, CA 90401-1455. No telephone calls please. No closing date given.

#### ASSISTANT MANUSCRIPTS LIBRARIAN

*Maryland Historical Society, Baltimore, MD*

**RESPONSIBILITIES:** Supervise the manuscripts reading room and assist the Manuscripts Librarian in acquisitions, cataloging, and conservation management of collections; one-quarter time spent as Managing Editor of *Maryland Historical Magazine*. **QUALIFICATIONS:** MA in American History or related field; completion of formal archival training or two years experience; excellent writing skills. Position available immediately; applications received before 1 June 1988 will receive first consideration. Send letter of application with resume and names of three references to Karen Stuart, Library Director, Maryland Historical Society, 201 West Monument Street, Baltimore, MD 21201.

#### RECORDS ANALYST

*The City of New York Department of Records and Information Services, New York, NY*

**QUALIFICATIONS:** Records Analyst with BA and one year experience in records management, archives, library science, or related information field; good communication skills required. Good salary and fringe benefits. Send resume to G. Walters, MRC, Department of Records and Information Services, Room 107, 31 Chambers Street, New York, NY 10007. No closing date given.

## Two Positions:

(2-year NHPRC Grant Funded Survey and Archives Program Project)  
*Rhode Island State Archives, Providence, RI*

### PROJECT ARCHIVIST

**RESPONSIBILITIES:** Develop a state archival program. Conduct a survey of archival records of archival value located in state and local government repositories. Develop basic archival program over records located during survey and produce finding aids for the records. Analyze data collected for planning archival facility and assess conservation needs. Establish administrative structure for an expanded archival program. (Potentially permanent position during second year of grant period). Work under the supervision of the Project Director and Assistant to develop survey procedures and produce appropriate finding aids for the records. Analyze data produced from the survey to assist the State Archivist in planning for an expanded archival facility. Accession and establish control over the records in the archives. Establish administrative procedures for all aspects of the archival program. **QUALIFICATIONS:** Graduate degree in history, library science, or related field. 3-5 years progressively responsible professional experience. **SALARY:** \$26,250 plus fringe benefits.

### ASSISTANT PROJECT ARCHIVIST

**RESPONSIBILITIES:** Assist project archivist in the survey, inventory, scheduling, accessing, and description of archival records. Assist in the development and planning of a state archival program. Under the direction and supervision of the Project Director and Assistant, and/or Project Archivist, assist in development of a state archival program. Conduct on-site surveys of records; establish finding aids, assist in the transfer, accessioning, processing, and description of archival records; extrapolate data from the survey for administrative planning; perform other duties as assigned within the scope of the project. **QUALIFICATIONS:** MA in history, MLS (related field), demonstrated knowledge of archival methodology, course work, training programs, workshops or work experience in archives. Ability to work under minimum supervision after training; good communication skills; some supervisory ability. **SALARY:** \$17,850 plus fringe benefits.

Send letter of application, resume, and names of three references to Phyllis Silva, Archivist, Room 43 State House, Providence, RI 02903, (401) 277-2353. Closing dates: 15 May 1988.

### HEAD OF SPECIAL COLLECTIONS

*Rosenberg Library, Galveston, TX*

**RESPONSIBILITIES:** Supervise Galveston and Texas History Center containing manuscripts, maps, newspapers, photographs, architectural drawings, pamphlets and books; Fox Rare Book Room; and the museum section of the library. Staff includes full-time archivist, museum curator, rare books assistant, and a clerk-typist. **QUALIFICATIONS:** MA in Archival administration, History with advanced training in archival methods, or Library Science with some archival training, and with an interest in expanding expertise in museum and rare book fields; two years archival experience. **SALARY:** \$19,152-\$27,347 plus liberal benefits. Obtain application from John D. Hyatt, Executive Director, Rosenberg Library, 2310 Sealy, Galveston, TX 77550, (409) 763-2526. No closing date given.

### ARCHIVIST C

*Virginia State Library and Archives, Richmond, VA*  
**RESPONSIBILITIES:** Analyses, arranges, and describes complex collections of private papers and public records; prepares for publication guides and inventories; appraises collections for acquisition, retention, or deaccessioning; provides reference services; assists in developing activities and publications promoting use and understanding of holdings. **QUALIFICATIONS:** MA in library science, history, or related field and formal training in archives administration preferred. Progressive experience in processing and public services desirable. Performs at high level of competence requiring thorough knowledge of archival theory and practice as well as historical research. Effective communications skills essential. Knowledge of Virginia history and familiarity with MARC-AMC format desirable. **SALARY:** \$22,887-\$31,261. State employment application required by 15 May 1988. Contact Personnel Officer, Virginia State Library and Archives, Richmond, VA 23219, (804) 786-3336.

### EXECUTIVE DIRECTOR

*Oklahoma Historical Society, Oklahoma City, Oklahoma*

**RESPONSIBILITIES:** Administration of a state agency in charge of a statewide network of historical museums/sites, research collections and publications program. Serves as state Historical Preservation Officer. **QUALIFICATIONS:** MA and five years experience in the field. **SALARY:** \$35,000. May soon be increased by legislative action to \$47,500. Send resume and references to Chairman, Search Committee, Oklahoma Historical Society, Wiley Post Historical Building, Oklahoma City, OK 73105. Deadline extended to 1 June 1988.

### CURATOR OF MANUSCRIPTS/FIELD COLLECTOR

*Arizona State University, Tempe, Arizona*

**RESPONSIBILITIES:** Supervises, coordinates and directs the department's manuscript and archival processing (50%); assists department head in the acquisition of manuscript collections and the appraisal of university records (25%); serves as unit head for the University Archives (25%). **QUALIFICATIONS:** Requires an ALA-accredited MLS (OR, Master's degree in History or a related discipline AND formal coursework in archival administration); experience in the administration, processing and cataloging of archival and manuscript collections; experience in the acquisition of primary source materials and/or the archival appraisal of institutional records; evidence of supervisory potential; one year's experience in a manuscript repository or archives; strong oral and written communication skills. Preferred: Professional experience in a manuscript repository or archives; ALA-accredited MLS degree; experience working with the AMC-MARC format and/or automated databases or packaged software for manuscript control and access; successful supervisory experience; knowledge of Arizona and/or Southwestern history; reference experience. **SALARY:** Minimum \$20,000. Send letter of application addressing the above qualifications, resume, and the names of four references with addresses and telephone numbers to Constance Corey, Assistant University Librarian, Hayden Library, Arizona State University, Tempe, AZ 85287-1006, (602) 965-3417. Applications received by 30 April 1988 will have first consideration.

### ASSISTANT UNIVERSITY ARCHIVIST

*University of South Carolina, Columbia SC*

**RESPONSIBILITIES:** Perform all functions relating to the day-to-day operations of the University Archives under the general supervision of the University Archivist, including accessioning, appraisal, arrangement and description of the Archives' holdings; reference service; implementation of conservation procedures; training of assistants. **QUALIFICATIONS:** BA (relevant graduate work preferred) and two years experience in processing archival materials; research and preservation skills; supervisory experience; communication skills. **SALARY:** \$18,533 plus excellent state employee benefit package. Position available 1 July 1988. Apply to John Heiting, Associate Director, McKissick Museum, University of South Carolina, Columbia SC 29208. Closing date: 27 May 1988.

## Two Positions:

*State Archives of Michigan, Lansing, MI*

### ARCHIVIST/GOVERNMENT RECORDS SPECIALIST (HISTORIAN VI)

**RESPONSIBILITIES:** Identify state and local government records with archival/historical value. Also, in the area of local government, good records management practices will be promoted. Establish and maintain contact with governmental officials about the identification and preservation of agency records with archival value; assist local officials with locating and solving records management problems; train government officials about records with enduring value and, for local governments, about all aspects of records management; prepare and/or process retention and disposal schedules which govern the disposition and preservation of state and local government records; provide reference assistance to users; process (arrange and describe) records so they can be made available for research; and perform other assignments as needed. A knowledge of and experience with computer operations is highly desirable. **QUALIFICATIONS:** MA in history, American studies, archival management, or related field and two years of professional experience as an archivist/historian. **SALARY:** \$24,200-\$31,400 per year/40 hour week.

### PROCESSING ARCHIVIST (HISTORIAN VII)

**RESPONSIBILITIES:** Oversee and coordinate the processing activities of other archivists, student interns, temporary employees and volunteers. Accession records; assign accessions to be processed; review and approve completed series descriptions and location guides; develop internal procedures for processing; maintain the holdings; participate in processing and reference activities; research and prepare administrative histories and historical notes; assist in the promotion of the archives' holdings by preparing and editing subject guides and other reference aides and by participating in seminars and workshops; and performing additional work as required. Knowledge of automated finding aids and the MARC/AMC format is highly desirable. **QUALIFICATIONS:** MA in history, American studies, archival management, or related field and three years experience as an archivist/historian. **SALARY:** \$25,700-\$35,000 per year/40 hour week.

For further information on the above two positions, call (517) 373-8457 or write Dr. Bertha Miller, Deputy Director, Bureau of History, 208 North Capitol, Lansing, MI 48918. Deadline: 20 May 1988.



**PROGRAM OFFICER-AUTOMATION (18 month position)**

*Society of American Archivists, Chicago, IL*  
**RESPONSIBILITIES:** Under the direction of SAA's Executive Director and Education Officer, complete phase two of an NEH-funded automated archival information program. Specific duties include administering, refining curriculum for, and coordinating scheduling for the new "Library Descriptive Standards: An Introduction for Archivists" workshop; administering and coordinating scheduling and presentation of "Understanding the MARC Format for Archives and Manuscript Control" workshop; maintaining SAA's Archival Automation Activities Clearinghouse; publishing a manual of descriptions of archival and manuscript materials tagged in the MARC AMC format; and overseeing the revisions of *Archives, Personal Papers and Manuscripts*. Duties also include extensive liaison and close coordination with a variety of different organizations and groups, including SAA's Committee on Archival Information Exchange and Committee on Automated Records and Techniques, as well as with allied professional groups and organizations, including the Library of Congress, Research Libraries Group, and the National Archives of Canada. **QUALIFICATIONS:** MA in library science or other appropriate discipline; thorough knowledge about applications of automation in archival settings, machine-readable records, the MARC/AMC format, and the major MARC-related projects currently underway. Also requires familiarity with automation-related issues generally, and those surrounding the MARC format in particular, as well as the ability to represent effectively the perspective and needs of the archival profession to the major institutions and groups involved in these issues. Excellent oral and written communication skills are a must. Experience developing and teaching workshops a plus. It is possible for highly qualified candidates to negotiate with the SAA office regarding a schedule, worksite, and other details that might be necessary to meet personal circumstances and needs. **SALARY:** \$25,000-\$30,000 depending on qualifications and experience.

**Two Positions:**

*Smithsonian Institution, Archives of American Art*  
**ARCHIVIST, GS-1420-9**  
**RESPONSIBILITIES:** Assist in the appraisal of research value in collection materials. Plan, organize, and implement the organization, description, and physical care of personal papers and records, some of which are large and complex collections. Provide reference assistance and assist in the development of outreach programs. Conduct research into the history and subject matter of collections. **QUALIFICATIONS:** Full 4-year course in an accredited college or university which included 18 semester hours in the history of the United States or in American political science or government or a combination of these, and 12 semester hours in any one of or combination of the following: American art history, civilization, economics, political science, public administration or government, or courses described above plus appropriate education or experience which when combined, have provided the candidate with a substantial equivalent. In addition, 2 years of either professional experience or graduate education or an equivalent combination of both is required. Selective factors: knowledge of archival theory, techniques and practices, and basic practices in arrangement and description. **SALARY:** \$22,907. For further information, including full description and application instructions, contact Judy Thom, Collections Manager, (202) 357-4251, Attn: MPA-88-240-F. First screening of applicants will be 6 June 1988.

**ONE-YEAR APPOINTMENT**

*Research Libraries Group, Inc., Stanford, CA*

**RESPONSIBILITIES:** Develop functional requirements and external design of a system for integrated collections management in archives, manuscript repositories, and museums. System will link database archival component with workstation-based application to provide physical and intellectual control and collection and item-level description. **QUALIFICATIONS:** Minimum of three years systems analysis experience, preferably with online bibliographic or information retrieval systems or archival/museum automation; structured analysis and design methodology experience; excellent communication skills; ability to work independently and as team member; professional archives/museum/manuscript experience; knowledge of USMARC formats; programming experience in complex environment using high-level structured language desired. **SALARY:** \$2,712-\$5,076/month. Apply to Kathy Demoulin, Old Pavilion, Stanford University CA 94305-6110. Include names and addresses of three references as well as a statement of your background and qualifications. No closing date given.

**ARCHIVES TECHNICIAN (PHOTOGRAPHS)**

*National Maritime Museum, San Francisco, CA*

**RESPONSIBILITIES:** Process historic photograph collections, including arrangement, description, and cataloging; provide basic preservation treatment for historic photographs; maintain and update collection indexes and catalog records. **QUALIFICATIONS:** Museum, library, or archival training gained in a degree program through coursework, internship, or apprenticeship is required; experience in the techniques of preserving historic photographs and an interest in maritime history is preferred; experience with IBM-PC compatible computers and dBase software is a plus. **SALARY:** \$8.32 per hour (40 hour work week) plus a good benefits package. This is a position with the National Maritime Museum Association, and not with the federal government. Please send resume, including three references with addresses and telephone numbers, to Barbara Gatov, Business Manager, National Maritime Museum Association, Building 275 Crissy Field, Presidio of San Francisco, CA 94129 or call (415) 929-0202. No closing date given.

**HEAD OF REFERENCE DEPARTMENT**

*Minnesota Historical Society, St. Paul, MN*

This is a new position created by a merger of the library and the archives and manuscripts reference units. **RESPONSIBLE FOR:** Operations and policies of the Society's reference areas. Initial emphases is coordinating and merging the existing reference units, facilitating introduction and implementation of public service databases, and planning the reference facility for the Society's new building opening in 1991. **QUALIFICATIONS:** Graduate degree in library science, history, or related field preferred. Must be committed to public service. Knowledge of reference skills and procedures, historical research methodology and sources, and bibliographic utilities and reference databases required; ability to design and implement new programs and to creatively manage a complex program is essential; supervisory and managerial experience and reference experience in an archives or library required. **MINIMUM SALARY:** \$33,000. Send cover letter and resume by 31 May 1988 to Lila Goff, Assistant Director, Minnesota Historical Society, 690 Cedar Street, St. Paul, MN 55101.

**Two positions:**

*The American Institute of Physics, Center for History of Physics, New York, NY*

**LIBRARIAN/ARCHIVIST**

Full-time, permanent position as head of the AIP Center's Niels Bohr Library. **RESPONSIBILITIES:** Services to researchers, maintaining the International Catalog of Sources for History of Physics (including direction of a recon project to share the Catalog on RLIN), and supervising archival processing and book cataloging. **QUALIFICATIONS:** MA in history or library science with archival training followed by at least two years professional experience is required.

**PROJECT ARCHIVIST**

Participate in a major study that will extend the documentation strategy of the American Institute of Physics to cover multi-institutional collaborations. With the aid of consulting archivists of science and technology, sociologists, historians, and a blue ribbon advisory committee, the AIP project will identify patterns of collaboration, define the scope of the documentation problems, field-test possible solutions, and recommend future actions. **RESPONSIBILITIES:** The Project Archivist will play a central role in activities by conducting interviews and searches for documentation, participating in the development of guidelines and reports on project findings, and helping administer the project. **QUALIFICATIONS:** MA in history or library science with archival training and at least two years experience with postwar records is required.

For both positions, a general interest in science and technology is preferred. **SALARY:** Competitive. Send resume and letter of application to Joan Warnow, AIP Center for History of Physics, 335 East 45th Street, New York, NY 10017. Deadline for applications is 1 July 1988.

**PROJECT ARCHIVIST**

*Kraft, Inc. Archives, Morton Grove, IL*

**RESPONSIBILITIES:** Organize and partially process large set of Kraft packaging files; assist in answering reference requests; provide support for additional on-going projects as needed. **QUALIFICATIONS:** BA in History or related field (MA preferred); archival training; attention to detail. **SALARY:** \$9.00 to \$11.00 per hour (37-1/2 hour work week). Send letter of application and resume to Elizabeth W. Adkins, Archives Manager, Kraft, Inc., 6350 Kirk Street, Morton Grove, IL 60053. Closing date 29 April 1988.

**CURATOR OF ARCHIVES AND MANUSCRIPTS**

*Historical Collections, Library of The College of Physicians of Philadelphia, PA*

**RESPONSIBILITIES:** Arrangement and description of manuscript collections and archives; prepares occasional exhibits, and assists with the formulation of an automation and records management program. **QUALIFICATIONS:** ALA-accredited MLS; formal training in archives administration; familiarity with archival automation and the MARC/AMC format; ability to exercise initiative and work independently under minimal supervision; and working knowledge of at least one foreign language. **SALARY:** \$18,000; excellent fringe benefits. Submit resume, listing three references, to Associate Librarian for Historical Collections, College of Physicians of Philadelphia, 19 South 22nd Street, Philadelphia, PA 19103. Position available: 1 May 1988.

#### Two Positions

Nebraska State Historical Society,  
Lincoln, NE

#### PUBLIC RECORDS OFFICER

**RESPONSIBILITIES:** Appraise, accession, arrange, inventory, and provide reference service for public records according to state records management schedules. **QUALIFICATIONS:** MA in history, archival administration, or related field and two years experience in an archival setting. Persons with public records experience will be given preference. (This position was advertised in the winter issue of the NAGARA newsletter. Please note that the deadline has been extended.)

#### CONSERVATION SPECIALIST

**RESPONSIBILITIES:** Work in the preservation of books and paper, prepare paper items for museum exhibition, and manage conservation lab. **QUALIFICATIONS:** BA/BS degree with advanced training and bench experience in paper and book conservation.

**SALARY FOR BOTH POSITIONS:** \$20,022.  
Send resume or request for application to the Nebraska Department of Personnel, P.O. Box 94905, Lincoln, NE 68509-4905, (402) 471-2075. Closing date: 27 May 1988.

#### ARCHIVIST

The Kansas City Museum, Kansas City, MO

Full-time, permanent position to manage archival collections and reference library.

**RESPONSIBILITIES:** Selection, classification, and maintenance of collections, plus research, grant writing, exhibit planning and supervision of volunteers. **QUALIFICATIONS:** MA in archives management or history and two years experience in the archival field required.

Individual must be knowledgeable of processing, storage, and retrieval systems for printed materials, photographs, slides and graphics, plus archival conservation. Send resume and three references to Personnel, Kansas City Museum, 3218 Gladstone Boulevard, Kansas City, MO 64123. No closing date given.

#### CONSERVATOR

Burns Library of Rare Books and Special

Collections, Boston College, Chestnut Hill, MA

**QUALIFICATIONS:** A minimum of three years experience in conservation services and a thorough knowledge of conservation practices in paper conservation and specialized book repair. Some experience in preservation planning and training, with excellent communication skills. Knowledge of the history of fine printing and a background in chemistry or a related discipline is desirable.

**RESPONSIBILITIES:** Design and implement a comprehensive program of book and paper conservation; administer the physical needs of the collection, using a new and fully equipped conservation laboratory; assist the Burns Librarian in long-term preservation planning and be a resource person for the University Libraries in general preservation planning and training; and occasional work in the area of specialized printing in Burns Library's hand press room. **SALARY:** From \$25,500 depending on qualifications. To apply, send resume and names of three references to Mary McMillan, Employment Manager, Department of Human Resources, Boston College, Chestnut Hill, MA 02167. Applications received by 1 May 1988 will receive priority consideration.

#### ARCHIVISTS (Two half-time positions)

The Archdiocese of Cincinnati and the Glenmary Home Missioners are seeking one person to fill both positions.

Director of Historical Archives, Archdiocese of Cincinnati, OH

Archivist, Glenmary Home Missioners Archives, Cincinnati, OH

**QUALIFICATIONS:** Advanced degree in history with training in archival administration; knowledge of American Catholic history and the requirements of scholarly research; knowledge of computer generated records and finding aids; effective verbal and written communication skills; professional archival experience, including supervisory experience. Send resume to Rev. Gerard Hiland, Archives of the Archdiocese of Cincinnati, 6616 Beechmont Avenue, Cincinnati, OH 45230 or Rev. Lou McNeil, Glenmary Research Center, 750 Piedmont Avenue, N.E., Atlanta, GA 30308. No closing date given.

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  
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May 1988

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