

# Newsletter

The Society of American Archivists



July 1988

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## Burke Accepts Post in Academe

The Archivist of the United States, Don W. Wilson, announced on 24 June that Frank G. Burke will leave the National Archives on 1 September to join the faculty at the University of Maryland at College Park, where he will enter a tenured professorship in the College of Library and Information Services.

In his announcement, Wilson lauded Burke's contributions, both as executive director of the NHPRC and as acting Archivist of the United States for more than two years.

"Under Frank Burke's innovative direction," Wilson said, "the commission launched a national records program to provide assistance to the states for archives preservation, published a guide to archives and manuscript repositories in the United States, undertook a program to assess the condition of records in the United States, and began editing projects in several fields of history relatively untouched by previous documentary works. During his tenure from 1975 to 1985, the commission helped raise more than three million dollars in private contributions for historical editing projects and training programs.

"In recognition of the importance this position has gained under Frank Burke's leadership, I am establishing a search committee to find a new director for the commission."

## Matters to Direct SAA Automation Program

Marion Matters will join the SAA staff on 1 August as the Society's Automation Program Officer, thereby taking the reins of a program that helps to shape the archival profession's use of automated records and techniques through workshops, publications, a clearinghouse, and national advocacy efforts.

"Marion Matters brings to SAA extensive experience in the field of archival automation," Executive Director Donn C. Neal noted, "and she is thoroughly familiar with the issues facing the profession. We are delighted that she will be providing leadership for this important SAA program, continuing the fine work that Lisa Weber began, and leading us into the new phase of this initiative."

Matters took her graduate studies at the University of Minnesota Library School. For the past twelve years, she has worked at the Minnesota Historical Society, serving as senior records analyst since 1980. This work has involved her extensively with automated records and techniques, and included converting the historical society's state and local archives data base from SPINDEX to RLIN in 1986.

Her service in SAA has included chairing the Description Section in 1983-1984 and serving three years on the Coker Prize Committee, which she chaired in 1985-1986. She is also an active member of the Midwest Archives Conference and the Twin Cities Archives Roundtable.

Matters will direct the automation program from St. Paul, Minnesota, where she will be on leave from her post at the Minnesota Historical Society. You may send any inquiries about the program to her at 1936 Sargent Avenue, St. Paul, MN 55105.

# From the Executive Director's Desk

by Donn C. Neal

Planning for SAA's 1988 annual meeting took on a special dimension with Toni Pedroza's departure earlier this year. All of us here pitched in to fill Toni's shoes until the arrival of her successor, Georgeann Palmer, who had no choice but to "hit the ground running."

Being more intimately involved in preparing for this annual meeting has certainly given *me* a new perspective on how this major event is put together. SAA members might like to know more about the planning that goes into the annual meeting of their association.

Developing SAA annual meetings is in fact a year-round process, and at any one time five or six annual meetings are at various stages of development. The initial stage, of course, is selection of possible dates and sites. I believe that SAA needs to schedule its meetings at least five years ahead, not only for our own planning but so that we can avoid conflicts with those other associations--AASLH, MAC, and other regionals--that also meet in the fall.

I'm also convinced that SAA needs to avoid inconsistency in scheduling; so after next year's meeting (which was planned several years ago) we'll try to hold SAA annual meetings during the month of September. Adhering to a predictable pattern will help everyone to plan better.

1988	Atlanta	29 Sept.--2 Oct.
1989	St. Louis	24 Oct.--28 Oct.
1990	Seattle	30 Aug.--3 Sept.
1991	Philadelphia	25 Sept.--29 Sept.
1992	Montreal	14 Sept.--18 Sept.

Meeting in September, though, limits our options somewhat: not only do we (by SAA policy) have to avoid Jewish religious holidays, but we have to contend with the Labor Day weekend as well. I sympathize with those who say that we should avoid Labor Day. After all, it is a time for family holidays, for the first week of school, and for rest. None of us wants to work then.

On the other hand, some SAA members actually prefer meetings that include the Labor Day weekend because they can combine our meeting with some family vacation time--and maybe

because they can escape the crunch of the first week of school! The issue, though, is basically an economic one: Labor Day week is a "soft" period for hotels in most cities, and SAA is able to negotiate significantly reduced hotel rates--sometimes as much as \$50 less per night.

What we try to do, therefore, is to negotiate acceptable hotel rates sometime later in September, falling back on Labor Day week if necessary to make a given city--New York City or Seattle, for instance--feasible as a site. We will certainly avoid hitting Labor Day every year, but we'll have to meet over that holiday from time to time if we want to keep the cost of attending the annual meeting reasonable for the membership as a whole.

Hotel rates--and airline "super-saver" fares--also explain why SAA meets over the weekend. Personally, I wish we could avoid Sunday sessions at least, but this may not always be possible. The only way we can afford the hotels that we need to use is to occupy their rooms over the weekend, when they have less demand.

What kinds of cities, and hotels, do we target? Geography is our principal guide in choosing potential cities: with a national membership, it is vital for SAA to move systematically around the country, from region to region. We will be ready for a city in the mid-section of the U.S. in 1993 and then will probably go east or west in 1994. Some of the cities we are thinking about for 1993 include Kansas City, New Orleans, Indianapolis, Louisville, Nashville, and Cincinnati. If you feel strongly--pro or con--about any of these candidates, let me know.

A city must have three characteristics in order to host an SAA annual meeting: lots for archivists to do, a significant number of SAA members (for the indispensable Host Committee), and at least one major hotel with sufficient rooms and (especially) meeting space. SAA can't meet in a city without the first two qualities, and we depart from the third precept only when (as in Philadelphia in 1991) two adjoining hotels can easily accommodate us. Good air connections are

also important.

The annual meeting's attendance (almost 1,300 in 1986 and 1987) unfortunately takes cities like Madison, Salem, Lincoln, Albany, and Montgomery--which are otherwise quite satisfactory--out of the running. I'll confess to a prejudice for seeing SAA go to new cities, but we'll return regularly to others--Chicago and Washington, for example--that have obvious advantages for us.

What do we look for in a hotel? Start with a bloc of about 600 rooms on peak nights and room rates that are guaranteed not to exceed a certain level four or five years hence. Then

Continued next page, column 1

## Staff

**Donn C. Neal**  
*Executive Director*

**Bernice E. Brack**  
*Membership Assistant*

**Bill Burck**  
*Managing Editor*

**Sylvia Burck**  
*Director of Financial and Automated Operations*

**Paul Conway**  
*Preservation Program Officer*

**Al Correa**  
*Publications Assistant*

**Tim Ericson**  
*Education Officer*

**Marion Matters**  
*Automation Program Officer*

**Georgeann E. Palmer**  
*Office Manager/Director of Membership Services*

**Troy Sturdivant**  
*Publications Assistant*

**Nancy VanWieren**  
*Program Assistant*

**Julia Marks Young**  
*Editor, The American Archivist*

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add plenty of good meeting space (as many as twelve or thirteen separate rooms), an experienced and helpful staff, a suitable (preferably downtown) location, and such small but important details as 24-hour room service.

SAA staff members personally inspect a hotel at least once before a contract is signed. We look at the sleeping rooms, compare the meeting space with SAA's needs, sample the food, and evaluate the pros and cons of the location. We also size up the staff's professionalism and attitude.

In order to minimize the expenses for these site visits, we take advantage of what the trade terms "fam" (for familiarization) trips to likely sites, free tickets we earn from our "official" airlines, and other SAA business that takes us to a potential host city.

Negotiations with hotels are complicated and protracted, involving not only room rates and meeting services but also such amenities and extras as additional suites, waivers of certain fees, expanded airport shuttle service, and the like. SAA doesn't hold all of the cards in these negotiations, but our record of meeting our "pick up"--that is, the sleeping rooms we said that our members would use--is quite good, and being flexible about dates also helps us.

Nearly 50% of SAA's membership attends a typical annual meeting, so this event serves as a key means for exchanging information and insights. It is the principal vehicle for U.S. archivists to take stock of "the state of the profession," to discuss major professional issues, and to advance their own knowledge and skills.

It is no wonder, then, that SAA members have strong feelings about the annual meeting. (In addition, a successful annual meeting helps the Society to meet its budget for the year.) For all of these reasons, you can be sure that we will do our part to furnish you with an outstanding annual meeting, both this year and in the future.

I'll take up at another time the vital roles that the program and host committees play, as well as some issues related to how the annual meeting's week of activities is organized. All of these deserve more space than I can give them now. See you in Atlanta!

## What Council Did

At its meeting on June 10-12, 1988, the SAA Council

- o invited SAA Sections, Roundtables, and other bodies to propose archival issues and concerns that should be addressed at the 1989 White House Conference on Library and Information Services
- o requested the executive director and SAA staff members to evaluate the present structure and format of the Society's annual meetings
- o reviewed in detail the development and future plans of the SAA Education Office
- o asked the Membership Committee to analyze the current membership categories and dues levels
- o approved revised guidelines for five SAA committees
- o created a new Task Force on Standards
- o approved revised reporting guidelines for SAA representatives to other organizations
- o extended the Committee on Goals and Priorities for three more years and revised its charge
- o modified SAA priorities for 1988-89
- o selected Joan Warnow-Blewett and Richard Cox to serve on the 1988-89 Nominating Committee
- o endorsed in principle a 1989 study tour to Australia and New Zealand
- o adopted an SAA budget for fiscal year 1988-89
- o discussed the report of the Interim Board on Certification and the plans for implementing the petition phase of certification
- o suspended a portion of the by-laws, limiting to one year appointments of members and chairs of SAA standing committees and task forces while a revision of this by-law is being prepared for consideration

\* \* \* \* \*

SAA officers and Council members express their regrets that production and distribution of the *American Archivist* has not adhered to the expected schedule. Here is a report on the corrective action that is being taken to accelerate publication of the journal.

The summer 1987 and fall 1987 issues of the *American Archivist* were mailed together on 13 June, and a combined double issue (winter/spring 1988) will leave the printer by the end of July; the index for volume 50 will be distributed along with this issue. Editing for the summer 1988 issue is virtually complete, and it should be shipped by the middle of September. The fall 1988 issue will in fact be published during the fall of this year, and the *American Archivist* will then be back on its normal schedule.

In addition, steps are under way to avoid future delays. The new editor, David Klaassen, has already begun work on his initial issues, which begin with volume 52 (1989). A new printing firm is providing a quicker response time on typesetting and other publication services. SAA's managing editor, Bill Burck, has streamlined techniques for the entire editorial and publication process and will continue this streamlining during 1988-89, when a sizeable investment in new publications technology for the SAA office will enable us to edit the journal more efficiently and economically.

Editing and publishing a scholarly journal of this character is a complex and painstaking process for any professional association, and maintaining a high standard of quality must always come first. Complicating factors for SAA include a smaller-than-desirable quantity of publishable submissions and the limitations inherent in having an editor and managing editor who cannot devote full time to the journal because of the press of their other assignments.

SAA officers and Council members appreciate your patience during this period of delay and assure you that the society will seek to keep the *American Archivist* close to schedule as we move forward.

## News Notes

### Nixon Papers Decision Upheld by Court of Appeals

On 12 April former President Richard M. Nixon lost another round in the battle over his presidential materials, when the U.S. Court of Appeals for the District of Columbia upheld a lower court ruling that Nixon could not automatically block the disclosure of those materials by claiming executive privilege.

The lower court had found that it was Congress's intent that the Archivist of the U.S. should decide claims of executive privilege raised by Nixon under the Nixon Presidential Materials Act. It therefore overruled a Department of Justice interpretation that required the Archivist to honor all claims of executive privilege asserted by any former president.

Nixon is the first president in history to file claims against release of his presidential materials. He has made over 15,000 claims of executive privilege with regard to some 150,000 pages of the Nixon Special Files.

National Archives staff members are currently readying the files affected by these claims for review by Archivist Wilson and the Presidential Materials Review Board. Once the review process is completed, perhaps by mid-1989, Nixon will have the opportunity to individually challenge in court the Archivist's determinations regarding his claims. There is some speculation, however, that he may decide once again to challenge the Nixon Materials access regulations; this time on the grounds that their procedural framework for handling claims of executive privilege has been shown in practice to be unfair.

### Mount Gets Three Years

The shadows of James McNeill Whistler, Winston Churchill, and Henry James fell darkly across Charles Merrill Mount on 23 May in the U.S. District Court in Boston, where he was sentenced to three years in prison for transporting stolen letters written by those three luminaries. (See article in the May 1988 *SAA Newsletter*.)

Throughout his trial Mount denied, in the face of evidence to the contrary, that he had stolen the letters

in question from the National Archives and the Library of Congress, claiming instead that they were given to him while he lived in Ireland in the 1960s. He has predicted that he will win the case on appeal.

In addition to his prison sentence, Mount was ordered to repay \$20,000 to Goodspeed's, the bookstore in Boston that had purchased the stolen letters from him. He is expected to go on trial again late this summer in Washington, D.C., where he is charged with receipt of stolen government property and mail fraud.

### Study Will Assess the Dangers of Electronic Recordkeeping

What is the impact of electronic technology on the federal government's recordkeeping processes? Are records that have been created and stored on electronic media--and that document historically important policies, decisions, and events--in threat of being lost? How can the federal government anticipate and prevent the potential loss of significant information?

A study to be conducted by the National Academy of Public Administration will attempt to answer these questions. Data for the study will be collected through a series of interviews with senior government officials and their assistants, information resources managers, and records managers. In addition, a questionnaire will be mailed to some 1,000 key staff members in federal departments and agencies.

Individuals and organizations are encouraged to participate in the study by submitting comments, information, and suggestions to Sarah Kadec, Project Director, Electronic Recordkeeping Study, National Academy of Public Administration, 1120 G Street, NW, Suite 540, Washington, D.C. 20005.

### Warner Portrait Fund Established

In keeping with an old National Archives tradition, the friends and associates of Robert M. Warner, the sixth Archivist of the United States, are making plans to hang his portrait in the National Archives Building. In order to raise the \$12,000 necessary to commission the portrait, a fund has been established. Contributions or inquiries should be directed to Richard A. Jacobs, Robert M. Warner

Portrait Committee, National Archives Building, Washington, D.C. 20408.

### House Reauthorizes NHPRC

The House of Representatives overwhelmingly passed a five-year reauthorization of the National Historical Publications and Records Commission in April that sets spending levels at \$5 million for 1989 and 1990; \$8 million for 1991 and 1992; and \$10 million for 1993.

The bill also would add to the commission one representative each from the Association of Documentary Editing and the National Association of Government Archives and Records Administrators, and would cut from two to one the representatives from SAA, the American Historical Association, the American Association for State and Local History, and the Organization of American Historians.

The Senate has yet to act on its bill reauthorizing the commission.

### "Remember the Provenance!"

Recent discoveries of forged Republic of Texas documents, including copies of the Texas Declaration of Independence and the "Victory or Death" letter written by Col. William Barrett Travis at the Alamo, have cast a pall over Texas manuscript collectors, prompting one dealer to state, "At this point I wouldn't have any confidence in any piece of flat paper printed in Texas between 1820 and 1865 unless it had an absolute provenance over 20 years old."

None of the forgeries have any history of ownership before 1972, and many were reproduced with metal plates from photographic negatives and 19th century paper that was fairly easy to acquire until the late 1960s, according to dealer and typography expert Thomas Taylor. Taylor has been investigating the forgeries since last fall. In comparing the suspect documents to authenticated originals, he has detected minute changes in the type, variations in the arrangement and quality of the printed images, and areas that the forger retouched.

In addition to the forgeries, Taylor has uncovered at least three documents that are purported to be of mid-19th century origin, but that are printed in typefaces invented after 1896.



## SAA Notes

### Appointments Announced

SAA President Sue E. Holbert has announced the following appointments:

-- Robert Byrd (Duke University) as chair of the new Copyright Task Force  
-- Richard Szary (Yale University) as chair of the Committee on Archival Information Exchange

-- Margaret Hedstrom (New York State Archives and Records Administration) as chair of the new Committee on Automated Records and Techniques, successor to the task force of the same name

-- William Joyce (Princeton) as SAA's representative to the Association of Research Libraries

-- Roy H. Tryon (Delaware State Archives) to the vacancy on the Interim Board for Certification caused by the resignation of Edmund Berkeley, Jr.

-- Gerald Munoff (University of Chicago) to a vacancy on the ALA/SAA Joint Committee

-- Leslie Hough (Georgia State University) to the Pease Award Committee

Vice President Frank B. Evans has announced that Patricia Adams (University of Missouri at St. Louis) and Peter Michel (Missouri Historical Society) will serve as co-chairs of the 1989 Host Committee, and that Patrick Quinn (Northwestern University) and Mary Janzen (Chicago Historical Society) will co-chair the Program Committee for the 1989 annual meeting in St. Louis.

As the leading vote getter in the recent SAA election, Bonnie Hardwick (University of California at Berkeley) will serve as chair of the 1989 Nominating Committee.

### Call for Papers on Architectural Records

Proposals are being sought for articles to be published in a special issue of the *American Archivist* on architectural materials in the fall of 1989. Articles are desired which deal with basic archival areas such as acquisition, appraisal, processing, description, and storage both of architectural drawings and other materials generated by the architectural profession.

Proposals are also being requested for articles on such specific areas as special projects, use of automation

(including the MARC Visual Materials format), legal issues, and other subjects that could provide information to those who deal with architectural materials.

Proposals of no more than two typed pages should be submitted by 31 August 1988 to Robert E. Blesse, University of Nevada-Reno Library, Reno, NV 89557-0044.

### Correction to Annual Meeting Program

On page 11 of the *1988 Annual Meeting Program*, a date is missing from the paragraph on limited-enrollment sessions. The fifth sentence of that paragraph should read, "Those registering by August 20, 1988 will be notified by mail of their enrollment in a workshop or seminar; persons registering after that date should bring the registration form to the meeting rather than mail it to the SAA office." We apologize for any confusion this error may have caused.

### Reminder to Canadians

The price in Canadian funds for a subscription to David Bearman's *Archival Informatics Newsletter* is \$27 (10% off the regular Canadian price of \$30).

### New Sustaining Member

SAA welcomes a new member to the ranks of its sustaining institutions--the Outer Banks History Center in North Carolina.

### Electric Mail Directory

SAA has received the following electronic mail addresses in response to our request in the March newsletter. We plan to print these as we receive them, so please send yours along if you would like it to be included.

#### On Bitnet

Abraham, Terry	DELPHITABRAHAM
Bishop, Beverly	libbdb@EMUVM1
Cain, Virginia	LIBGJC@EMUVM1
Hodgson, Janet	ULKYVM(JBHODG01)
Kemp, Carla	cyzeu3q@nervm
Merrick, Margaret	ULKYVM(MTMERR01)
Morrison, William	ULKYVM(WJMORI01)
Owen, Thomas	ULKYVM(TLOWEN01)
Patterson, L.	ULKYVM(LDPATT01)
Redmon, Sherrill	ULKYVM(SLRDM01)

#### On Internet

Osterfield, G.	gto@neoucom.UUCP
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## Certification Update

The following update provides a quick overview of SAA's current activities relating to the certification effort.

-- The Interim Board (IB) received a new member in June when Roy H. Tryon replaced Edmund Berkeley, Jr. Tryon, the State Archivist and Records Administrator for Delaware, will handle administrative matters relating to certification. Frank Cook, who had been responsible for administration, will handle certification by petition.

-- Cook and a subcommittee consisting of Mary E. Janzen (Chicago Historical Society) and James E. Fogerty (Minnesota Historical Society) have prepared a draft petition instrument and sent it to 75 randomly chosen archivists for comment and review.

-- On 20 June, IB members Edie Hedlin and James B. Rhoads--along with Donn Neal, Timothy Ericson, and certification consultant Betsy Ranslow--met with Professional Examination Services to obtain additional detail about the steps the company would take in developing a testing instrument.

-- At its June meeting, Council asked the Committee on Education and Professional Development to draft, in consultation with IB, a proposal permitting students in entitled academic programs to sit for examination immediately after graduation. The proposal is due next winter.

-- In response to Council's request that particular attention be paid to seeking broad dissemination of certification information, IB met on 11 July to identify specific steps that will ensure full and regular reporting to the profession. Please feel free to send your suggestions.

-- Board member Rhoads requests that individuals share with him their institution's archival position descriptions, staffing plans, personnel manuals, or any other materials that provide descriptions of archival tasks or identify the knowledge and skills required to perform such tasks. Please send copies of this information to James B. Rhoads, Archival Program, Department of History, Western Washington University, Bellingham, WA 98225.

# CGAP and the Future of the Archival Profession

by John A. Fleckner

## I. Hopes, Dreams, and Realities

The SAA Council created the Committee on Goals and Priorities at the 1985 annual meeting to succeed the task force of the same name. Its charge was to recommend objectives, strategies, and activities to the archival community, and to foster action toward accomplishing those goals.

CGAP's work was to have four major aspects: assessment and analysis, consensus building, reporting, and promoting and coordinating plans of action.

Now to most folks that sounds like pretty boring and bureaucratic business. Not the sort of stuff for which you would give up your weekends and evenings. Fortunately, behind that bureaucratic rhetoric is a vision that attempts to make this enterprise more embracing and engaging.

The goals and priorities process is a way for the profession to create and articulate a common agenda. It is a means by which we look at our activities as a whole and at the reasons for which we do them.

Through this process we can identify significant problems, focus our limited energies and resources on them, and learn to speak with a unified voice to those outside of the profession who are, or should be, concerned with the care of the historical record.

CGAP can help us achieve progress in three ways:

1. *The GAP process can foster and assist planning throughout the profession.*

The GAP Report--which we carefully call a "framework for planning" and not a plan--can be a planning tool for archivists, archival institutions, and professional organizations.

For instance, when the Hawaii State Archives was called upon to produce a program statement for an expanded state archives function, it turned to the GAP Report as a source of systematic thinking, and as a source of the profession's stance in key areas. Greg Hunter's article in the winter 1987

*American Archivist* describes this sort of use nicely.

In addition, CGAP has sponsored a pre-conference seminar on planning.

2. *CGAP can foster progress in certain areas of crucial importance to the profession.*

I stress the qualifiers here, because CGAP's resources are limited, and because it operates within the context of a profession already well supplied with task forces, committees, sections, and a host of other groups.

If CGAP is to be useful--not duplicative--then it must identify priorities for the profession and foster progress toward them in ways that other groups or bodies cannot. Two examples of CGAP's work suggest this:

The development of standards for archival programs has long been a concern of SAA, and was identified as a priority of the profession in the GAP Report. This year CGAP convened a small working group to lay out a plan for integrating several ongoing activities in this area and to take a substantial step forward. According to one participant, this day-and-a-half meeting accomplished what otherwise would have required two years of correspondence, phone calls, and hurried gatherings at the annual meeting.

The area of appraisal and documentation strategies, another GAP priority, presents quite a different picture. There is no SAA body charged with responsibility here. (Although at the recommendation of CGAP, and after a year of deliberation, the Acquisition Section has voted to expand its title to "Appraisal and Acquisition.") Indeed, the substantive content of these concepts is still very much in the developmental stage.

In this situation, CGAP has acted to foster intellectual debate by sponsoring and encouraging a series of seminars and sessions, and by convening a small, diverse group to flesh out in greater detail the initial GAP Report analysis in this area.

3. *The GAP process can keep be-*

*fore us a perspective of the profession as a whole, of its priorities in particular, and of its successes and failures in addressing these priorities.*

The GAP process is not an alternative to a clearinghouse, nor to other mechanisms for greater information exchange. It ought, however, to provide a means by which the archives professional can stay abreast of the many interrelated, sometimes confusing, developments in the profession.

Formal reports in the newsletter and sessions at national, regional, and local meetings are the obvious vehicles for this. Richard Cox has suggested that this function can be especially valuable to students and the to other numerous newcomers to the profession each year.

More challenging is the prospect of engaging rank and file archivists in the discussion and debate on the profession's goals and priorities. Several dozen archivists responded to the draft report of the task force, and many others attended annual meeting sessions discussing the draft.

Although small in absolute numbers, comments received in support of CGAP's work have been very thoughtful. Perhaps we can devise, or discover, new techniques for promoting broader, active participation in this process.

## II. Enlarging the Size of the Pie

One of the obvious conclusions to emerge from the GAP Report's systematic articulation of the mission and goals of the archives profession is that current support for the effort is insufficient. As the Report put it,

*Present conditions, which are inadequate to ensure the identification and preservation of archival records, will not improve unless there is greater support for archival activity from outside the archival community. Without increased public awareness of the importance of archival records to all segments of*



society, such support is unlikely to be forthcoming.

Recognizing this reality, CGAP early on began to explore calling a National Congress on Historical Records to enlist a larger, and richer, constituency to the archival cause. That exploration concluded in a decision to join in a parallel effort to create a "Documentary Heritage Trust."

With modest seed money from NHPRC, organization of the Trust has begun. In the words of its recently printed call, the Trust will be

*a national, private, nonprofit organization chartered by the Congress with responsibility to encourage public participation in the preservation and publication of significant historical and cultural documents.... [It will] work to encourage all Americans to develop a greater commitment to the necessity of preserving historical records and making them available to the public.... The heart of the Trust's program is public education, research, fundraising, and promoting the cause of preservation.*

If the Trust is successful in "adding a powerful new player to the game...the American people," then it will be especially important that archivists have thought through the larger strategic and conceptual issues of what we want to accomplish and how we want to do it.

While we can expect that "good citizens" will respond to an articulate appeal on behalf of the historical record (as they have to appeals to preserve the natural and built environments), we cannot expect them to devise the strategies or articulate the goals.

### III. The Planning Impulse

Archivists are not alone in recognizing the wisdom of planning. Just a brief word here about similar efforts in related fields (and a plea for a thorough study of these developments).

Not surprisingly, libraries are farthest along. ALA's strategic long-range planning project was scheduled over an 18-month period with a budget of \$80,000. The focus of the effort has been on internal planning for the association.

At another level, libraries have

been working actively on a proposed White House Conference to focus national attention on library and information issues and their relationship to the national well-being.

In 1984 the American Association of Museums published *Museums for a New Century*, a report by a commission of museum professionals and distinguished citizens. The report contains a set of sweeping recommendations based on an assessment of the museum world and the changing needs of society. The report was well publicized, and is a remarkably comprehensive and persuasive document that all archivists would do well to read.

AAM has recently established a Futures Committee to develop a long-range plan for the association. (It is ironic that in announcing the new committee AAM made no mention of the commission report.)

In the history field, AASLH's ad hoc planning committee issued an initial report in August 1986, focusing on association finances and programs. Additional reports are expected.

AASLH is also the recipient of an NEH grant to carry forward the work of a national conference on a common agenda for history museums convened by the Smithsonian Institution's National Museum of American History. Project staff will be located at the Smithsonian, and will support a series of meetings and other activities in pursuit of priorities identified at the initial conference. A report on the conference is forthcoming from AASLH this fall.

Finally, even the American Historical Association, a body not given to following the fads of the moment, has a proposal before its council to undertake planning activities.

### IV. A Social Agenda

The last area I wish to touch on is the need to integrate issues of social concern into the context of the archival profession's current goals and priorities.

The GAP approach has been an internalist one. By conceptualizing the mission of the archives profession in terms of the three goal areas we have chosen (identification, administration, and use of records), we focus attention on the relationship between archivists and the record and away from the rela-

tionship between the archivist and society (and the record and society).

As a result of this choice, our pronouncements often sound terribly neutral and passionless. Yet most of us, I suspect, believe very passionately that what we do is very important and beneficial to society.

In striking contrast is the report of a discussion assessing the field of folklore at the tenth annual symposium of the Library of Congress's American Folklife Center. The report focused on a talk by Bess Lomax Hawes, a leader in the field.

*Hawes called on the scholarly world to be more responsible to community groups, noting that there has been an increased awareness among communities across the country of the value of their cultural past.... In Hawes' view the act of working to get information about a group's cultural heritage back into their hands to use in any manner they choose, 'puts scholarship at the service of democracy, where it ought to be'.... On balance the conference demonstrated that the study of folklore is imbued with strong philanthropic and populist tendencies. [emphasis added]*

High among the matters to be incorporated into the archives profession's social agenda is a recognition of the importance of cultural diversity and pluralism in American society, and of the contributions of archives to this important social value.

Archivists have long recognized what Watergate and the Iran-Contra scandals have again reminded the nation--that the record plays a vital role in preserving official accountability and individual rights in a democracy. Similarly, the profession ought to recognize, and publicize, the ways in which a people are empowered by their access to a record of their heritage.

Our social agenda should address other matters as well. We must continue to assure that the profession provides opportunities for women, for members of ethnic and racial minority groups, and for disabled professionals. Progress here not only will improve the quality of archival performance, but will contribute to larger goals in

*continued on next page, column 1*

## CGAP continued

American society: equal opportunity and racial and social justice.

Similarly, we should seek roles for young people and retired people in archival practice. Providing opportunities for meaningful work will help increase the human resources available to archives, while addressing important concerns of society.

In addition to ignoring social issues, the current conceptualization of the profession's mission turns our attention from the critical issue of expanding the base of resources devoted to archival work.

As it moves into its third year, CGAP should reconsider both its statement of priorities and the listing of goals inherited from the task force. I suggest that close attention be given to adding an additional goal, or goals, that directly address these concerns. The formulation of these statements should receive the same careful attention and widespread consideration afforded to the initial task force report.

## V. To Conclude

Gerry Ham challenged us some years back to go to "the archival edge"--that place on the fringe, away from the center and the familiar landmarks, where we can see for greater distances with greater clarity. The archives profession has not been afraid to move out to the edge in proclaiming an ambitious mission and a far-reaching set of goals for itself.

Being out on the edge is sometimes un comfortable, even threatening, but it is also very exciting and challenging. I hope that we won't retreat in our bold efforts on behalf of the profession.

*John A. Fleckner is archivist at the National Museum of History, and acting director of the Archives of American Art. He will be SAA's vice president in 1988-89.*

## International Notes

### New ICA Working Group to Meet in Paris

The Executive Committee of the International Council on Archives has established a working group for science and technology that will meet for the first time at the ICA meeting this summer in Paris, where it will address one or more of the following topics:

1. *Sharing knowledge.* Archivists in many countries have studied scientific and technological documentation in order to improve their ability to manage these complex, voluminous records. The working group will gather and disseminate these studies, and will identify studies that should be conducted in the future.

2. *Scientific and technological information.* A significant body of scientific and technological information is vital to the economy and well-being of any nation, and thus must be managed effectively over long periods. Weather, geological, and agricultural data are just a few of the resources with long-term value. Today these data are created and often maintained by agencies other than the national archives. How do archivists identify and coordinate the retention of these records?

3. *The nature and implications of multi-national science.* The cost and complexity of modern science and technology has created an environment of laboratories, experiments, and data that is shared by scientists in many nations. Where is the documentation of these activities? If these are multi-national activities, do we need multi-national strategies to plan for their adequate documentation?

The working group will meet twice in Paris--on Monday, 22 August, 9.00 to 12.00, and on Thursday, 25 August, 14.00 to 18.00. The Monday meeting is open to everyone interested in this topic. If you cannot attend, but are interested in these activities, please contact Helen W. Samuels, 14N-118, Massachusetts Institute of Technology, Cambridge, MA 02139, USA.

### Nazi Document Scandal Brings Custody Dispute to Light

Over the past five years, approximately 30,000 Nazi records have been taken

from the Berlin Document Center and sold to antiquarian dealers in West Germany and Britain, according to recent reports.

These records were among 30 million files that have been in U.S. custody at the Center since their seizure at the end of World War II, the largest cache of Nazi Party records in existence. The U.S. has been planning to turn the original documents over to West German custody since the late 60s, but has required that a microfilm copy be prepared for deposit in the U.S. National Archives. Although the Bonn government is bound to pay for all costs of the allied occupation of West Berlin, it has been reluctant to fund the microfilming project, the U.S. claims, due to fears that the reputations of prominent West Germans might be compromised if the records are available for public scrutiny.

Bonn officials have responded by charging that the U.S. wants to keep the originals and return only the microfilm copies. Nonetheless, the uproar over the theft has prompted Bonn to fund the microfilming project's completion.

Meanwhile, only 1,500 of the missing files have been recovered, and investigations are centering on a suspended West German deputy director of the Center and on six antiquarian dealers.

### *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.



# Sharing Archives of Women's Organizations

by Eva Moseley

Recent oral and written discussions of documentation strategy are an encouraging herald of a new age of cooperation among archivists. The full-blown documentation strategy is such a major undertaking, however, that no one--not even its most avid proponents--is sure it is feasible.

But other more specific and limited cooperative efforts can ensure that the documentation in certain areas is more complete and more appropriately distributed. One such area is the records of women's voluntary associations--social service, community, professional, and activist/political organizations, as well as clubs.

The Schlesinger Library (SL) and the Sophia Smith Collection at Smith College (SSC), the two oldest women's history archives in the U.S., hope to promote preservation of the records of such organizations through cooperation with repositories that have collected, or might collect, such materials.

In 1971 SL became the repository for the records of the National Organization for Women (NOW; 1966- ). By 1975 NOW had more than 600 chapters nationwide. Clearly, no one repository could accommodate all of these records, and it made little sense for local groups in Indiana or New Mexico to be documented in Cambridge, Mass. SL staff saw such records as a significant part of the history of the chapter's city, state, and region; therefore, it identified local repositories for chapter records the SL had acquired.

SSC has had a similar experience in documenting the birth control movement. In the late 1940s it became the repository for records of the Planned Parenthood Federation of America and its Massachusetts affiliate, receiving records through the early 1960s.

SSC is concerned that most Planned Parenthood affiliates have no satisfactory arrangement for preservation of their records, but has decided to assume only limited liability, e.g., helping a researcher make the connec-

tion between an affiliate and a repository in the same city.

Neither SL nor SSC has been able to undertake a systematic national effort, but they have collaborated successfully on a smaller scale. In 1985-86 SL arranged with SSC, the Essex Institute, and the Wheaton College Archives to collect by county the records of local American Association of University Women chapters. Even this limited project required many hours of staff time.

There is a long list of other women's organizations that would be well served by a network of repositories, each ready to acquire records in its geographical area. Examples include the League of Women Voters, YWCA, Junior Leagues, peace groups, and Women's City Clubs.

Repositories might also agree upon records management guidelines. These would be kept flexible, as local groups are likely not to be uniform. They could, for instance, agree that a local repository need not collect state or

national publications or form letters, but only correspondence with the specific local group. Likewise, state and local groups would not need to retain reports from local groups (or national from state groups) if assured they were available locally. Finding aids could be shared systematically.

We would like to hear from repositories that wish to help form such a network. If you are interested, please photocopy the rudimentary questionnaire below, fill it out, and return it to Eva Moseley, Radcliffe College, 10 Garden Street, Schlesinger Library, Cambridge, MA 02138.

We look forward to receiving responses from archivists all across the U.S. Depending on the response, we will send around a proposal, plan a session at the 1989 SAA annual meeting, or try to obtain funding for a conference or other planning effort.

*Eva Moseley is curator of manuscripts at the Schlesinger Library at Radcliffe College.*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Repository \_\_\_\_\_

Address \_\_\_\_\_

Please enter one or more of the following codes wherever appropriate. Please specify name of organization or geographical entity where not obvious; use separate sheet if necessary.

N = have nat'l records      WN = will consider nat'l records\*  
S = have state records      WS = will consider state records\*  
L = have local records      WL = will consider local records\*

AAUW	Girl Scouts	Women's bar assoc.
Battered Women	Girls Club	Women's center
Campfire Girls	Junior League	Women's City Club
Consumer's League	LWV	WCTU chapter
Day care	NARAL affiliate	WEIU
ERA campaign	NOW chapter	WEAL chapter
Farm & Garden	Peace group	WILPF affiliate
Garden Club	PPFA affiliate	Women's med. assoc.
Other (specify): _____		YWCA, YWHA

\* If you prefer, quote the relevant portion of your collecting policy, or describe how it affects your collecting in this area.

## Featured Regional: New England Archivists at 15

by James M. O'Toole

Like most teenagers, New England Archivists is going through a number of changes, all of them exciting and interesting even if some of them are at times confusing. Founded along with many other regionals in 1973, NEA was established to serve the particular interests of archivists and their allies in the northeast, an area that presents an unusual assortment of archival concerns.

New England has a very long history and probably a higher concentration of archives and historical agencies than any other region of the country. Still, many of those archives remain underdeveloped. There has not been a tradition of strong, well-endowed state archives, for example, and the private collecting activity among societies and universities has remained scattered. For the last fifteen years, NEA has been trying to promote archival development in the six states, working to overcome the region's archival weaknesses and to realize its full archival potential.

The most remarkable change NEA has experienced is a sudden and substantial growth in membership, which has almost doubled in the last five years to more than 500. This expansion has come particularly in the private sector, as a number of businesses, hospitals, religious, and cultural agencies have joined the traditional members from historical societies, government archives, and universities.

Longtime members find themselves scanning the pages of the annual membership directory (complete with its elaborate and helpful agency index) recognizing fewer names, but gratified that the organization is speaking to the needs of an expanding circle of archivists. A long-range planning committee has recently been established to provide improved services to this increasingly diverse membership.

NEA continues to develop its services and activities to address the concerns of these members, aided by an extensive membership survey undertaken by the officers. Beyond its usual two meetings each year and the four

issues of its newsletter, NEA offers a variety of additional programs. In 1979, the organization was one of the first regionals to designate an education coordinator, charged with the responsibility of developing workshops on particular subjects for beginning and advanced archivists.

Since then, there have been at least two workshops every year, covering such topics as reference service, donor relations, conservation, and the MARC/AMC format. More important, NEA has now embarked on an NHPRC-funded project, designed to provide basic archival education to records custodians throughout the region. This project is particularly aimed at volunteers and part-time curators on the local level (such as town clerks and public librarians) who have responsibility for the care of records, but who have little training and may not even think of themselves as archivists.

NEA has likewise been anxious to promote a wider public understanding of, and appreciation for, archives by the general public. Through a very active outreach committee, it has sponsored New England Archives Week for the last several years, featuring exhibits, publications, gubernatorial pro-

clamations, and media productions. NEA has also been represented every fall with an exhibition at the "Big E," a kind of regionwide state fair.

Finally, NEA has established a number of efforts to promote the continuing education and advancement of individual members. In 1983, it founded the Hale Presidential Development Award, designed to encourage specialized study and research in such widely varied subjects as international archives, hospital archives, and the archives of zoos. More recently, NEA has established a Haas award to promote increased cooperation between archivists and records managers, and a Distinguished Service Award for outstanding contributions by an individual or an institution.

NEA will continue to grow and change as it progresses through its teenage years and into organizational adulthood. The commitment of officers and members has made it particularly active in the past, and the infusion of new members will only continue this tradition.

*James M. O'Toole is assistant professor of history and archives at the University of Massachusetts at Boston.*

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## The Management of Local Government Records

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### A Guide for Local Officials

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*Bruce W. Dearstyne*

This guide provides practical help for anyone who handles public documents and uses the information in them. In step-by-step fashion it tells you what records management is, why it's important, and how you can make it work to get control of your records. Anyone who creates, uses, studies, or relies upon the records of local government needs this manual.

Available from SAA. \$13.50 members; \$15.00 nonmembers.



## Archivists' Calendar

**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

**11-15 July**  
Workshop on library and archives collection treatment techniques; John Hopkins University, Baltimore. 301/338-8325

**11-16 July**  
"Basic Training for Fine Arts and Architecture Curators" workshop; Austin, Texas. 512/471-1655.

**19-23 July**  
NAGARA; Annapolis, Maryland. 301/974-3914

**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

**25-29 July**  
Workshop on library and archives collection treatment techniques; John Hopkins University, Baltimore. 301/338-8325

**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

**3-6 October**  
Association of Records Managers and Administrators; Baltimore. 800/422-2762

**3-7 October**  
"Conservation of Historic and Artistic Works on Paper"; CCI Symposium; Ottawa, Ontario. CCI, 1030 Innes Rd., Ottawa, Ont. K1A 0M8.

**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.)

**18-20 October**  
Reatauratie International Conference on Education and Training in Restoration and Conservation Techniques; Zutphen, Netherlands. P.O. Box 80, 7200 AB Zutphen, The Netherlands; 31-5750-1-51-00

**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

**3-5 November**  
Mid-Atlantic Regional Archives Conference; Williamsburg, Virginia. 804/220-7421

**6-9 November**  
"Conserving and Preserving Materials in Nonbook Formats" institute; Urbana, Illinois. 217/333-1359.

## Wanted

Anyone interested in contributing to the *Encyclopedia of New York*, should submit a letter describing in detail the topics they are qualified to write about, along with a vita, to Deborah Gardner, Encyclopedia Project, New York Historical Society, 170 Central Park West, New York, NY 10024.

### Information Needed On...

...materials relating to Pierre Charles L'Enfant (1754-1825), including possible documentary material on his family; correspondence of or about him; and maps, city plans, military fortification plans, house designs or memorials by L'Enfant. Contact P.W. Ogilvie, Office of Public Records, 515 D Street, NW, Room 307, Washington, DC 20001; 202/727-2052.

...western bank checks dated before 1900 that are for sale. Contact Rodney Battles, P.O. Box 210004, Bedford, TX 76095.

...letters from or to William Stimpson (1832-1872), specialist in marine invertebrates. Contact Ron Vasile, Chicago Academy of Science, 2001 N. Clark, Chicago, IL 60614.

...letters by, to, or about Pierre Auguste Renoir, the painter. Contact Barbara Ehrlich White, Dept. of Fine Arts, Tufts University, Medford, MA 02155.

...references to the popular pastime of making scrapbooks in letters, diaries, memoirs, journals, advice books on leisure time, family histories, etc. Contact Deborah A. Smith, The Strong Museum, One Manhattan Square, Rochester, NY 14607.

## Awards Available

Awards ranging from \$10,000 to \$150,000 are available from the National Endowment for the Humanities for projects designed to increase the availability of important research collections in all fields of the humanities. Support is provided for archival arrangement and description projects; bibliographies (including bibliographic databases); records surveys; cataloging of print, graphic, film, sound and artifact collections; indexes; foreign microfilming; other guides to humanities documentation; and projects to improve the means of making research documentation available. Priority is given to projects providing access to materials that are national in scope or impact, and especially to the compilation of comprehensive guides to the bibliographic and archival resources of whole fields or subjects in the humanities. For further information, contact Access, Room 318, Division of Research Programs, National Endowment for the Humanities, Washington, DC 20506; 202/786-0358.

American colleges and universities are invited to host a visiting scholar from abroad through the Fulbright Scholar-in-Residence Program. The program provides round trip travel for the grantee (and one dependent on full-year awards) as well as maintenance and incidental allowances. The host institution is expected to provide supplementary funding and support. Proposals should be submitted by 1 November 1988 to the Council for International Exchange of Scholars, Eleven Dupont Circle NW, Suite 300, Washington, DC 20036; 202/939-5401.

## Transitions....Transitions.

**Vanessa J. Piala** is the new Head of Preservation Services of the Smithsonian Institution Libraries....**Paul Eisloeffel** is now Manuscripts Curator for the Nebraska State Historical Society....The American Statistical Association has appointed **Meyer H. Fishbein** its Archival Consultant....**Harry G. Heiss** has accepted a two-year appointment as Archivist for the Jefferson National Gateway Memorial....**James P. Hurley** is now Archivist and Records Manager at the New York City Landmarks Commission....**David Boutros** has been named Associate Director of Manuscript Collections at the University of Missouri--Kansas City....**Deborah S. Gardner** has become Managing Editor of the *Encyclopedia of New York City*....**Gary Bryson** is the new Manuscripts Curator at the University of Southern California....**Lenore Swaiskin** is retiring from her post as Archivist for Sears, Roebuck and Co.; **Manny Banayo** will assume her post....**Anne Marie Baker** is now Librarian/Archivist at the South Dakota School of Mines and Technology.

## New SAA Members

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Trevor J D Powell University of Regina Saskatchewan Archives Board Regina, SK S4S 0A2 CANADA 306/787-4066	Nelida Perez (Hunter College) 920 Riverside Dr, #28 New York, NY 10032 212/928-6918	Patricia D Sinclair Hughes Aircraft Company PO Box 45066 Bldg C1 MS C103 Los Angeles, CA 90045 213/568-7175	Lester Sullivan (Amistad Research Center) Tulane University 5235 Annunciation St New Orleans, LA 70115 504/865-5535	Frances Fournier 4311 W 9th Ave Vancouver, BC V6R 2C8 CANADA 604/228-9586
Gerard Malanga (New York City Department of Parks & Recreation) 203 E 14th St New York, NY 10003 212/360-3450	Ruth Byers (CCAC) 127 Laughlin Ave Pittsburgh, PA 15210 412/882-4745	Helen L Warner 7227 S 1330 E Salt Lake City, UT 84121 801/378-3095	Skidmore College Archives Saratoga Springs, NY 12866	Norma Ortiz-Karp (University of Arkansas) 1516 Lunsford Fayetteville, AR 72701 501/575-5577
Wesleyan Cinema Archives 301 Washington Terrace Middletown, CT 06457-6078 203/347-9411	Mary Hollis Barnes (North Carolina Division of Archives/History) 424 E Jones St Raleigh, NC 27601 919/733-3209	Death Valley Natural History Association PO Box 188 Death Valley, CA 92328	Wayne T Will WTMJ Incorporated 720 E Capitol Dr Milwaukee, WI 53201 414/332-9611	John R Kibler (Norfolk Southern Corporation) 185 Spring St, SW Atlanta, GA 30076 404/529-2322
Rev J F Wrynn, SJ Saint Peters College 2652 Kennedy Blvd Jersey City, NJ 07306 201/433-2527	JoAnne E Barry 6509 Tenth St, #J Alexandria, VA 22307	Jefferson M Moak (City Archives of Philadelphia) PO Box 27075 Philadelphia, PA 19118 215/686-2276	Jeffery T Hartley 6208 Breezewood Ct, #204 Greenbelt, MD 20770	

## Professional Opportunities

### Two Positions:

*South Carolina Department of Archives and History*

#### DEPUTY DIRECTOR FOR ARCHIVES AND RECORDS MANAGEMENT

**RESPONSIBILITIES:** Direct the areas of conservation services, inventory and arrangement of records, records center storage and retrieval, records analysis, appraisals, microfilming, and field agents. **QUALIFICATIONS:** A master's degree in social science, archival administration, public administration, or a related field; and ten years' experience in archival and/or records management programs, including four years' experience in a managerial or administrative capacity. **SALARY:** \$33,752 - \$42,190.

#### DIRECTOR OF PUBLIC PROGRAMS

**RESPONSIBILITIES:** Coordinate and supervise the agency's outreach program and publications. **QUALIFICATIONS:** A bachelor's degree in education, history, American studies, or any appropriate social science; and six years' experience in education, public programs, publishing, or closely related fields, including three years' administrative or managerial experience. Candidates should provide evidence of having written successfully for publication. The ideal candidate will have extensive knowledge of South Carolina history and culture. **SALARY:** \$29,673 - \$35,866.

For both positions, send resume and writing samples to J. Patrick Austin, Director of Personnel Services, SC Department of Archives and History, PO Box 11669, Columbia, SC 29211. Deadline: 29 July 1988.

#### LIBRARIAN OR ARCHIVIST

*Northeast Document Conservation Center*  
Director sought for preservation microfilming service and photographic copying service. **QUALIFICATIONS:** Public relations skills, management experience, some knowledge of microfilms and photographic copying; advanced degree in related field. Send resume to: NEDCC, 24 School Street, Andover, MA 01810.

#### ARCHIVIST/MANUSCRIPT CATALOGER *Duke University*

One-year appointment with possibility of renewal. Professional position under the supervision of the Assistant Curator for Technical Services. **RESPONSIBILITIES:** Processing and cataloging manuscript collections in history of economics, organization and arrangement of manuscript collections; preparation of descriptive inventories, collection cataloging, OCLC/AMC cataloging, and subject and other indexing; and occasional supervision of support staff and student assistants in processing work. **QUALIFICATIONS:** An ALA-accredited MLS or advanced degree in an appropriate subject field, knowledge of standard archival procedures, strong analytical and writing skills, and effective interpersonal skills. Archival training, background, or experience; knowledge of AACR2 cataloging and the AMC format; knowledge of economic theory and history of economics; and ability to read German script are highly desirable. Benefits: Academic rank, TIAA/CREF and other retirement options, and excellent health care programs. **SALARY:** \$21,000 - \$23,000. Send letter of application, resume, and names, addresses and telephone numbers of three references by 30 July 1988 to Ann F. Stone, Personnel Librarian, Duke University Library.

#### ASSISTANT ARCHIVIST

*Evangelical Lutheran Church in America*  
**RESPONSIBILITIES:** Reports to Chief Archivist, provides reference assistance, including genealogy requests; processes records and creates descriptive finding aids, including computer data bases; shares responsibilities for coordinating microfilm activity, supervising other staff members and/or volunteers; and may also be involved in public programs, such as exhibits. Also will assist with ELCA regional/synodical archives to establish standard archives policies and procedures churchwide. **QUALIFICATIONS:** MA in library science or history, with archives administration coursework; minimum of three years' experience; experience with archival computer applications a plus; and strong organizational and communications skills. Knowledge of Lutheran Church history a plus. **SALARY:** \$24,334 - \$25,615. Applications accepted until position is filled. For detailed job description and application, contact: Mr. Joe Young, Office for Personnel, Evangelical Lutheran Church in America, 8765 W. Higgins Road, Chicago, IL 60631, 312/380-2983.

#### COLLEGE ARCHIVIST/SPECIAL COLLECTIONS LIBRARIAN

*Williams College, Williamstown, Mass.*  
**RESPONSIBILITIES:** Organizing and administering the archives and other special collections of Williams College, founded 1793. Participates in the collegial management of the entire library. **QUALIFICATIONS:** Cataloging and library automation experience; background in preservation/conservation. **SALARY:** \$24,000+ depending upon qualifications. Closing date: 15 August. Some interviews to be held in New Orleans at ALA Conference. Send resume and the names of three references to: Phyllis Cutler, College Librarian, Williams College, Williamstown, MA 01267.

#### ACTING ARCHIVIST

*Yeshiva University*  
One-year position beginning summer 1988 to replace Archivist on leave. **RESPONSIBILITIES:** Supervision of part-time staff, implementation of preservation microfilming project, processing collections, and reference service. **QUALIFICATIONS:** Should be fully familiar with standard archival principles and practices and demonstrate relevant experience, preferably in a supervisory role. Flexible schedule and competitive salary and benefits offered. For confidential consideration send resume to: Dean of Libraries, Yeshiva University, 500 West 185th Street, New York, NY 10033.

#### ASSISTANT DIRECTOR FOR ARCHIVAL PROGRAMS

*The Archives of American Art*  
The Archives of American Art, a bureau of the Smithsonian Institution and the nation's largest repository of archives and manuscripts documenting the history of the visual arts, seeks a senior manager for this full-time, permanent position. **RESPONSIBILITIES:** Develops and implements policies and procedures for management of archival collections, supervises a staff of approximately fourteen, and assists the director in acquisition planning, implementation, and evaluation. **SALARY:** GM 14-15, \$46,679 - \$54,907. For further information and application instructions, contact John A. Fleckner at 202/357-2781. To apply, send an SF-171 (federal application form) to: Smithsonian Institution Employment Office, Washington, DC 20560, Attn: 88-381-F. First screening of applicants will be 15 August 1988.

#### ASSISTANT ARCHIVIST

*Smithsonian Institution Archives, Washington, DC*  
Immediate opening. **RESPONSIBILITIES:** The incumbent surveys records, processes personal papers and Smithsonian records, transfers and disposes records at the records center, and provides reference service. **QUALIFICATIONS:** The incumbent must have four years in an accredited college or university, which has included or been supplemented by eighteen hours in history of the United States or in American political science or government or a combination of these and twelve semester hours in any one or combination of history, American civilization, economics, political science, public administration, or government. Candidates must also have one year of professional experience or one full academic year of graduate education in an appropriate subject-matter field. Quality ranking factors are: (1) knowledge of archival principles, methods, and techniques; (2) knowledge of automated information management of archives; (3) advanced degree in one of the following fields: history, American political science or government, American civilization, economics, political science, sociology, anthropology, or public administration. **SALARY:** Grade IS-7, \$18,726 a year. In addition to a Personal Qualifications Statement (SF171) that cites announcement #88-389-T, applicants should submit a supplemental sheet giving specific examples of experience and training that apply to each of the selective and/or quality ranking factors. In addition, the applicant should write to the Smithsonian Archives for a copy of an ST-662 form, which should be completed and returned with the application. This form will be used for gathering statistical data and will not be part of the application. A copy of the latest of any performance appraisal received should also be submitted with the application. All information is to be submitted to the Smithsonian Institution, Office of Personnel Administration, Arts and Industries Building, Room 1410, 900 Jefferson Drive, S.W., Washington, DC 20560. For further information contact Alan L. Bain, Associate Archivist, Smithsonian Archives, A&I Building, Room 2135, Washington, DC 20560.

#### CURATOR OF WESTERN HISTORICAL COLLECTIONS AND THE UNIVERSITY ARCHIVES

*University of Colorado*

Accepting applications for this 12-month tenure-track faculty position. **RESPONSIBILITIES:** Soliciting gifts, developing strategies for the arrangement and description of collections and the writing of inventories and guides, providing high quality service to patrons, and developing automated processes for bibliographical and administrative activities. Preference will be given to candidates at the assistant professor level, but candidates at all levels will be considered. **QUALIFICATIONS:** MLS with an archival concentration from an ALA-accredited school, or an advanced degree in Western history and/or archival management, and a minimum of five years of curatorial experience. **SALARY:** Commensurate with qualifications and experience, but not less than \$31,000. Faculty perquisites include TIAA/CREF, liberal vacation and sick leave benefits. Send applications by 31 August 1988 to Joan McConkey, Assistant Director for Administration, University Libraries, University of Colorado, Boulder, CA 80309-0184. Applications should include a statement of qualifications for the post, a current resume, and the names, titles, addresses and telephone numbers of three references.

#### ARCHIVIST

*The Hoover Institution at Stanford University*  
The Hoover Institution at Stanford University, a specialized library and archival repository and research center on 20th century social, economic, and political change, announces an opening for the position of Archivist. **RESPONSIBILITIES:** administration of the Hoover Institution Archives and its archival programs, including acquisitions, arrangement, and description of materials, reference and access, public programs and publications, security and preservation. **QUALIFICATIONS:** Substantial administrative experience directing a major archival or manuscript repository or other historical organization; MLS and graduate degree in modern U.S., European, or Russian history, or their equivalent in training and experience; demonstrated effective management skills; thorough knowledge of archival theory and practices; familiarity with archival automation; and established professional record. **SALARY:** Negotiable. Complete vacancy listing available upon request. Send letter of application, resume, and names of three references to Charles R. Palm, Associate Director, Hoover Institution, Stanford, CA 94305. Application deadline: 31 August 1988.

#### ARCHIVIST I

*South Carolina Department of Archives and History*  
**RESPONSIBILITIES:** Inventory, arrange and describe public records. **QUALIFICATIONS:** BA degree in history or related field and one year of experience. Formal courses in archival theory and practice preferred; courses in local and state history, library science and computer technology also helpful. **SALARY:** \$16,474 - \$23,352. Submit letter of application, resume, and references to J. Patrick Austin, Director of Personnel Services, P.O. Box 11669, Columbia, SC 29211. Closing date: 29 July 1988.

#### ASSOCIATE UNIVERSITY ARCHIVIST SPECIAL COLLECTIONS/ARCHIVES

*Rutgers University Libraries*

**RESPONSIBILITIES:** Reporting to the University Archivist/Director of Special Collections, the Associate University Archivist assists in the acquisition of university records and is responsible for organizing, preserving and providing access to the Rutgers University Archives. Administers the records management program, and also the processing and bibliographic control for archives and manuscripts. Assists in public service activities of Special Collections/Archives, the production of exhibits, the preparation of grant proposals and fund raising. Participates in systemwide library activities and the development of library policy and procedures. Supervises support staff and assistants. **QUALIFICATIONS:** Master's degree in an academic discipline and/or MLS from ALA-accredited library school. Three years' archival processing required. Experience with automated records management and bibliographic standards, (AMC required). Evidence of scholarly potential as indicated by publications and participation in professional organizations. **SALARY:** Librarian III appointment. Salary negotiable, with minimum compensation for a 12-month appointment at \$29,974. Faculty status and standard benefits included. Submit resume and three sources for current references to Sandra Troy (APP. 136), Library Personnel Officer, Rutgers University Libraries, 169 College Ave. New Brunswick, NJ 08903. Application deadline is 15 August 1988.

#### ARCHIVIST, GS-1420-11/12

*Washington National Records Center,  
National Archives and Records Administration,  
Suitland, MD*

**RESPONSIBILITIES:** Appraises records to determine disposition; evaluates records schedules; develops guidance and provides technical assistance on appraisal, scheduling and files operations; surveys agency records; conducts studies to develop disposition standards. **QUALIFICATIONS:** 18 semester hours in American history, political science, or government, and 12 semester hrs. in history, economics, American civilization, political science, government, or public administration, plus additional education and/or professional archival experience equivalent to a full 4-year course in an accredited college or university. In addition, candidates must have 3 years progressively responsible professional experience in archival science or other work in the collection, appraisal, analysis, or synthesis of information having historical/archival value. Graduate education may be substituted for experience. **STARTING SALARY:** \$27,716 or \$33,218. The following forms must be postmarked or delivered by the closing date to the National Archives and Records Administration, Attn: NAP/DEU, 7th and Pennsylvania Avenue, NW, Washington, DC 20408: (1) SF 171, Application for Federal Employment. Indicate announcement NCW 88-1 and lowest grade you will accept; and (2) copy of college transcript(s) or OPM Form 1170/17 marked to show you possess the requisite 30 semester hours of coursework. Qualified applicants will be evaluated on (1) knowledge of archival records appraisal and disposition, (2) knowledge of U.S. history, and (3) skill in oral/written communication. Opening date: 15 June 1988; closing date: 31 August 1988.

#### ARCHIVIST CURATOR

*Chicago Park District, Chicago, IL*

Works under the supervision of the Director of Engineering. **RESPONSIBILITIES:** Establishes, develops, and maintains an archival program; directs assigned personnel in the arrangement, description, preservation, and display of archival materials that include drawings, photographic prints and negatives, art work, records books, and other paper related materials; provides access to and reference for the public, staff, and scholars as appropriate; organizes exhibits to increase community awareness of the history of Chicago parks. **QUALIFICATIONS:** Formal archival training or education required; ALA-accredited MLS and/or graduate studies in history or equivalent preferred; three years archival experience, including some work in a supervisory capacity; experience with display, exhibition, publication and grant application; strong administrative and communication skills. Knowledge of preservation, automation, microfilm, and audio-visual records highly desirable. **SALARY:** \$25,000/year. **RESIDENCY REQUIREMENTS:** Applicant must be a U.S. citizen and an actual resident of the City of Chicago at the time of hire or within thirty (30) days thereafter, unless extended by the Executive Vice-President or unless the applicant is a current employee of the Park District who qualifies for a valid exception to the residency requirement. Applicant must also have a valid Illinois driver's license. Detailed job descriptions are posted the Chicago Park District Administration Building. Candidates should make application to Chicago Park District Administration Building, Department of Personnel, 425 East McPetridge Drive, Chicago, IL 60605. No closing date given.



**ASSOCIATE UNIVERSITY ARCHIVIST***Special Collections/Archives,**Rutgers University Libraries, New Brunswick, NJ*

Reports to the University Archivist/Director

of Special Collections. **RESPONSIBILITIES:**

Assists in the acquisition of University records and is responsible for organizing, preserving and providing access to the Rutgers University Archives. Administers the records management program, including technical processing and bibliographic control. Assists in public service activities of special collections/archives, the production of exhibits, the preparation of grant proposals, and fund raising. Participates in system-wide library activities and the development of library policy and procedures. Supervises support staff and assistants. **QUALIFICATIONS:** MA in an academic discipline and/or MLS from an ALA-accredited library school. Three years archival experience with background in archival processing required. Experience with automated records management programs and bibliographic standards (AMC required). Evidence of scholarly potential as indicated by publications and participation in professional organizations. **SALARY:** Dependent upon qualifications. Minimum compensation for a 12-month Librarian III appointment will be \$29,974. **STATUS/BENEFITS:** Faculty status, calendar year appointment, TIAA/CREF pension, life and disability coverage, health insurance, prescription drug, dental and eyeglass plans, tuition remission, 22 days vacation. Submit resumes and three sources for current references to Sandra Troy (APP. 136), Library Personnel Officer, Rutgers University Libraries, 169 College Avenue, New Brunswick, NJ 08903. Closing date: 15 August 1988.

**RECORDS MANAGEMENT SPECIALIST***El Paso County, El Paso, TX*

**RESPONSIBILITIES:** Responsible for the development, implementation, and operation of a comprehensive records management program. Will assist in the design and fitting of a new county records center as well as manage the records center's daily operation. Must be able to develop and implement an automated records center control and scheduling system. Will conduct and direct a comprehensive inventory and scheduling project for all records of the county, both active and inactive, stored in the current courthouse and in other locations within the county. A knowledge of current records management technologies and familiarity with state records statutes, federal records regulations, and ANSI micrographics standards is a necessity. Will conduct feasibility and needs assessment studies and provide advice and information on records management technology to elected officials and other records custodians as well as manage the administrative details of a county department answering directly to Commissioner's Court. The ability to work independently, persuasively, and diplomatically with elected and appointed officials, county employees, and the public is required. **EDUCATION/EXPERIENCE:** Minimum of BA in business, management, administration, or a related field with formal training in records management. Equivalent records management work experience on a 2-for-1 basis is acceptable, i.e., 2 years experience for 1 year of college work. MA in management, administration, business, history, or government is desirable. **SALARY:** Negotiable; standard county benefits. Interested individuals should send their resume, salary requirements, and work references to Personnel Director, El Paso County, Room 221, City-County Building, El Paso, TX 79901. No closing date given.

**DIRECTOR/ARCHIVIST***Archives & Special Collections on Women in Medicine, The Medical College of Pennsylvania, Philadelphia, PA*

**RESPONSIBILITIES:** Plans and directs all Archives & Special Collections operations, including administration, grant writing, acquisition, processing, reference, and public outreach. Administers an annual budget of about \$150,000. Supervises a staff of three and various grant personnel. Represents the Archives and delivers presentations at national meetings. Administers ongoing programs which include the annual Friends of the Archives membership drive, annual Summer Research Fellowship award, bi-annual newsletter, various events, and the Black Women Physicians project. **QUALIFICATIONS:** Archival experience and 2-3 years (minimum) administrative experience required. Advanced degree in history, women's history, history of science and medicine, or related subject preferred. Requires organizing skills, ability to conceptualize, plan, and initiate new programs, and ability to work well with prospective donors of papers and records as well as with contributors. Demonstrated writing ability. **SALARY:** \$33,000. **BENEFITS:** Faculty appointment, four weeks vacation, TIAA/CREF, and excellent health plan. Send letter and resume to Etheldra Templeton, Archivist Search Committee, The Medical College of Pennsylvania, 3300 Henry Avenue, Philadelphia, PA 19129. Position available 1 August 1988.

**ASSOCIATE ARCHIVIST***Kurt Weill Foundation for Music, New York, NY***POSITION REOPENED**

**RESPONSIBILITIES:** Arrange, process, and catalog musical scores, audio and video recordings, correspondence, programs, scripts, documents, and photographs. Assist in acquisitions, appraisal, and public service. Develop Oral History program. Assist in production of institutional publications. **QUALIFICATIONS:** MLS or MA with archival training. Excellent reading knowledge of German required and previous professional experience preferred. Priority given to candidates with knowledge of MARC formats and experience with automated cataloging systems. Excellent writing and communication skills required. **SALARY:** Competitive and negotiable. Send letter of application and resume including references to David Farneth, Kurt Weill Foundation for Music, Inc., 7 East 20th Street, New York, NY 10003. Closing date: 1 August 1988.

**PROGRAM OFFICER***Research Libraries Group, Inc.*

**RESPONSIBILITIES:** Administer and advance RLG's Archives, Manuscripts, and Special Collections Program. Coordinate preservation, retrospective conversion, and documents appraisal projects. Develop initiatives to expand RLIN-AMC use, develop and coordinate national and international cooperative programs, design workstation-based local system and cultivate museum interest in AMSC. **QUALIFICATIONS:** Minimum 5 years' archives or related experience; project management experience; knowledge of automation and standardization in archives, special collections, and museums; advanced academic degree(s); effective communication skills; willingness to travel. **SALARY:** \$3,163 - \$4,250. Send resume and cover letter highlighting qualifications to Kathy Demoulin, Personnel Services, Stanford, CA 94305-6110.

**ASSISTANT ARCHIVIST***Salvation Army Archives & Research Center*

Archival journeywoman needed for work in an innovative and exciting New York Religious Archives. **RESPONSIBILITIES:** Appraisal, arrangement and description, and conservation of archives, manuscripts, photographs, books and nonprofit archival material. Responding to written, telephone and in-person reference requests. Supervision of students and interns as needed. **QUALIFICATIONS:** Graduate degree in the humanities or librarianship with specialized archival training. Clear and concise verbal and written communication. Ability to work well with coworkers and researchers. Some computer knowledge or experience helpful. Entry level up to one years' experience. Some archival processing or reference experience preferred. **SALARY:** \$312 - \$442 per week, depending upon qualifications and experience. Please send letter of application, resume, and list of three references by 20 August to: Thomas Wilsted, Archivist/Administrator, Salvation Army Archives and Research Center, 145 West 15th Street, New York, NY 10011.

**ASSISTANT ARCHIVIST FOR RECORDS MANAGEMENT & PLANNING***Arizona State University, Tempe, AZ*

**RESPONSIBILITIES:** Responsible for the coordination and direction of the records management program (50% of position); for the coordination and facilitation of the departmental strategic plan, including related planning and policy activities and projects; and for the coordination of other departmental planning; serves on departmental reference desks as assigned. **QUALIFICATIONS:** ALA-accredited MLS degree (OR, MA in History, Business Administration or a related discipline AND formal coursework at the graduate level in archival administration or records management); experience in archival administration or records management; ability to work effectively with Library and University staff, students and faculty and to contribute to the management of the Department of Archives and Manuscripts; strong oral and written communications skills. Preferred: Records management experience, particularly in the creation and implementation of records retention/disposal schedules; ALA-accredited MLS; some experience or knowledge of strategic planning and administrative support in a library or archival setting; reference experience; some experience with the use of computers in an administrative and/or library setting. **SALARY:** Minimum \$19,500. Send letter of application addressing the above qualifications, resume, and the names of four references with addresses and telephone numbers to Constance Corey, Assistant University Librarian, Hayden Library, Arizona State University, Tempe, AZ 85287-1006, (602) 965-3417. Applications received by 30 June 1988 will have first consideration.

**ACADEMIC ASSOCIATE (ARCHIVIST I)***Archives of Labor & Urban Affairs, Wayne State University, Detroit, MI*

**RESPONSIBILITIES:** Arrange and describe archival collections. Assist researchers with the use of collections, including periodic supervision of reading room. Assist in preparation of brochures and other publications relating to the program. Other related duties. **QUALIFICATIONS:** Graduate degree, formal archival training, and at least two years of archival experience. **SALARY:** To be determined. Written applications may be sent to Warner W. Pflug, Walter P. Reuther Library, Wayne State University, Detroit, MI 48202. No closing date given.

**CURATOR, MANUSCRIPTS AND ARCHIVES  
(LIBRARIAN V/SPECIALIST V)**

*Rare Books and Manuscripts Division/  
Manuscripts and Archives Section of the  
Research Libraries, The New York  
Public Library, New York, NY*

Will work under the general direction of the Assistant Director for Rare Books and Manuscripts. RESPONSIBILITIES: Supervises the day-to-day operation of the Manuscripts and Archives Section, including assisting in the selection, assignment and training of staff; evaluates procedures and organizational patterns; and recommends new procedures and staffing patterns as appropriate. QUALIFICATIONS: MLS and/or MA in the humanities and formal archival training. Substantial experience in the administration of a manuscripts and archives program in a large repository, including demonstrated ability to survey and appraise archival holdings, prepare finding aids, and assist readers in using such holdings. Proven administrative and supervisory abilities. Experience in acquiring manuscripts and archival collections. Experience with the AMC format and with library applications of microcomputers preferred. MINIMUM SALARY: \$32,560 per year. Preliminary interviews can be conducted at the American Library Association conference in New Orleans in July; or you may send a letter of application and resume to Francine Feuerman, Human Resources Department, The New York Public Library, 8 West 40th Street, New York, NY 10018. Candidates selected for consideration will be contacted for an interview. Closing date: 15 July 1988.

**LIBRARIAN OR ARCHIVIST**

*Northeast Document Conservation Center,  
Andover, MA*

RESPONSIBILITIES: Director for preservation microfilming service and photographic copying service. QUALIFICATIONS: Advanced degree in related field. Public relations skills, management experience, some knowledge of microforms and photographic copying.

SALARY: Upper \$20's or commensurate with experience. Send resume to NEDCC, 24 School Street, Andover, MA 01810. No closing date given.

**SENIOR MANUSCRIPT SPECIALIST**

*Western Historical Manuscript Collection,  
Kansas City, MO*

RESPONSIBILITIES: Appraisal, arrangement, and description of manuscript collections; providing reference service; assisting with campus and community outreach; supervising the office in the Associate Director's absence. QUALIFICATIONS: MA in American history; three years experience in manuscript collections. Formal archival training and experience with automated systems preferred. SALARY: \$17,220 plus University of Missouri benefits; UM academic (non-regular) status; annual leave 26 days; sick leave 24 days/year. Send letter of application, resume, and names of three references to David Boutros, Associate Director, WHMC-KC, 302 Newcomb Hall, UMKC, 5100 Rockhill Road, Kansas City, MO 64110. Application deadline: 1 August 1988; position available 1 September 1988.

**ARCHIVIST**

*Institute for Great Lakes Research, Bowling Green  
State University, Bowling Green, OH*

The Institute for Great Lakes Research is the nation's largest archive of materials relating to all aspects of nineteenth and twentieth century Great Lakes shipping and portside activities. The collection consists of an 8,000 volume library; periodicals; manuscripts; 450,000 photographic images; and the world's largest repository of Great Lakes naval architectural records, including the extensive archive of the American Shipbuilding Company. QUALIFICATIONS: MA in history, archival administration, library science, or related discipline; plus three years experience as an archivist. Supervisory experience desirable. SALARY: Minimum of \$22,000/year; excellent fringe benefits. Send application, including resume and the names and addresses of at least three and no more than five references, or nominations should be mailed to Kathryn Thiede, Assistant to the Dean and Personnel Officer, 204 Jerome Library, Bowling Green State University, Bowling Green, OH 43403. DEADLINE: The search committee will begin reviewing applications on 30 May 1988 and will continue to do so until position is filled. Starting date: 1 July 1988.

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

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

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

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

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

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

# Newsletter

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

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