



Newsletter

The Society of American Archivists

September 1988

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ISSN 0091-5971

SAA in Atlanta: Something for Everyone!

This year's annual meeting in Atlanta will have you wishing you could be two, three, or four places at once. With nearly 100 sessions, fourteen tours, ten preconference workshops, twenty-seven open houses, seven special events, and numerous roundtable and section meetings, there is clearly something for everyone and more than enough for anyone. And all of it happens in one week, from Monday, 26 September, to Sunday, 2 October.

Every annual meeting should offer several unique opportunities, and this one certainly fills that bill. Seven of the preconference workshops are brand new, and most will not be repeated. The opening reception will be held in the Carter Presidential Library, and the opening luncheon will feature North America's two national archivists--Jean-Pierre Wallot (Canada) and Don W. Wilson (U.S.)--reporting on the status of their institutions. Thanks to the generous sponsorship of Spacesaver Corporation, meeting participants will gather for this year's presidential reception in the striking setting of the High Museum of Art. And then there is the full array of tours, giving you the chance to experience Atlanta's cultural heritage at the same time you see how that heritage is collected and preserved.

Above all, however, the annual meeting is an educational event, where over 1,200 archivists, records managers, historians, and related professionals meet to share and expand their knowledge. The slate of sessions features strong concentrations in archival education, automation, preservation, and appraisal. In addition, the new one-hour special focus sessions on Friday and Saturday offer the flexibility of working around meetings, lunches, and visits to the exhibit hall.

The 1988 SAA Annual Meeting in Atlanta is clearly one that you won't want to miss. We look forward to seeing you there!

1989 Archives Tour Headed Down Under

Dates have been set in the spring of 1989 for an SAA-sponsored tour of Australian and New Zealand archives. The 23-day excursion, which departs from Los Angeles on 28 May, will take participants to repositories in Sydney, Melbourne, Hobart, Wellington, and Dunedin. The visit to Hobart holds an added archival bonus, because tour members will be able to attend the Australian Society of Archivists' Biennial Conference from 3-5 June.

When not absorbed in matters archival, participants will be sightseeing at such attractions as Alice Springs, Ayers Rock, the Daintree River Rainforest, Queenstown, Milford Sound, and the Great Barrier Reef. They will also enjoy the fact that the tour's \$3,600 cost includes all breakfasts and some lunches and dinners, in addition to airfare, lodging, and registration at the ASA conference. The tour returns to Los Angeles on 20 June.

Further information about the tour will be available at a special annual meeting open house on Saturday, 1 October, from 8:00 a.m. to 8:45 a.m. Information is also available by writing to the Society of American Archivists Study Tour, 600 South Federal, Suite 504, Chicago, IL 60605.

From the Executive Director's Desk

by Donn C. Neal

New members are the lifeblood of any organization that depends on its members not only for financial support but for new sources of talent, ideas, and energy. Unless an association like SAA continues to refresh itself through membership growth, it stagnates and loses touch with developments in the profession as a whole.

SAA has continued to grow over the years as the archival profession has expanded, and as the Society itself has added new services and activities to meet the needs of that profession. Despite this, many archivists are not SAA members. Led by a newly invigorated Membership Committee (to be chaired during 1988-89 by Roland Baumann), SAA is doing something about that.

How many potential SAA members are there? I've heard estimates ranging from 5,000 to 10,000 for the individuals in North America with significant archival responsibilities. In view of the fact that SAA has about 2,600 individual members, it is clear that we have many hundreds more possible members. And, with around 800 institutional members, the Society has lots of growing room here, too.

Having as members only a fraction--albeit a sizeable one--of the profession limits SAA. It means that we do not take advantage of the talent, ideas, and energy of a good many archivists. It means restrictions on what the Society can do, since we do not have the resources that we might. And it means that SAA, while serving as the premier association of archivists in North America, still falls short of the influence that a larger membership would bring.

For the last year, we've been maintaining membership information in an on-line system, and so we can tell at any given moment just how many members there are in each category. The box with this article provides a profile of our membership as of 8 August 1988.

These numbers naturally fluctuate--literally from day to day. Over time we will surely learn something from observing the patterns of change. But we also need to do more research on

our membership: on who SAA members are--and are not; on the areas where we are underrepresented; on why people join SAA; and on why some members allow their memberships to lapse.

We are beginning to explore these topics. This spring, we sent several hundred questionnaires to persons who recently joined SAA. The questionnaire asked for comments about which SAA services and activities attracted these new members. We've also surveyed a number of SAA members who did not renew, asking them why. (We have already discovered that some people had slipped from the rolls unintentionally, so that effort has already paid off.) Once we have analyzed these surveys, I will report what we have learned.

Also, this winter we designed a new membership brochure that summarizes the benefits of membership in SAA. We will happily send you--or a list of persons you forward--copies of this brochure. Georgeann Palmer, the staff member responsible for membership services and development, has begun to track our recruitment efforts to see which ones pay off, and so we will expand our knowledge in this area as well.

The existence, and the activities, of sections and roundtables does a great deal to attract persons to SAA. Some of these groups--the Business Archives Section and the Minorities Roundtable, for instance--also actively recruit new members for the Society. We'd welcome ideas about how we can expand initiatives like these.

Individual I	722
Individual II	928
Individual III	525
Student	198
Associate (U.S.)	189
Associate (foreign)	67
Life	27
Institutional	695
Sustaining	48
Subscriber (U.S.)	601
Subscriber (foreign)	213

The key to membership recruitment, though, is for individual archivists to help spread the word about SAA and about the advantages of membership in the Society. Through one-on-one persuasion, and referrals for follow up by the SAA office and the Membership Committee, SAA members contribute to the strength of their association. Each person reading this column must know at least *one* other archivist who is not an SAA member, and who is therefore missing out on the advantages of membership.

In future years, those advantages will grow: not only are we expanding our services, especially in publications



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and education, but we are gradually increasing the membership discount for these services (and for the annual meeting registration as well) so that SAA membership will pay off even more. SAA is, after all, a *membership* organization; although it serves the entire archival profession in numerous ways, SAA's first obligation must be to its members.

(In this respect, a national professional association like SAA has a dual character: while exercising an important leadership role within the profession as a whole, it must satisfy individual archivists--especially its own members--in order to secure their support. There is a natural tension between these two functions, but they can be carried out together. That is the challenge SAA seeks to meet.)

Should we reward SAA members who recruit new members for us? What about an "introductory" rate for new members that would encourage them to sign up with SAA? I'm not sure what to think yet about either of these ideas. Undoubtedly there are other incentives for recruiting members. If you have an idea, try it out on us. The most powerful incentive, though, would seem to be a commitment to what the Society is seeking to do, coupled with the realization that steady membership growth is vital if SAA is to continue to expand its services, to remain financially healthy, and to exercise that larger leadership role.

An idea that we *will* be trying is working with regional associations to attract new members. We are cooperating with MAC to focus on one state--Iowa--where both SAA and MAC seem to be underrepresented. With the generous assistance of State Archivist Gordon Hendrickson and his staff, SAA and MAC will jointly approach archivists who are members of *neither* SAA nor MAC and will explain the benefits of belonging to an archival association.

If this experiment succeeds, I will welcome the opportunity to repeat it elsewhere. In addition, we are inviting a couple of regional organizations to experiment with a rebate plan for recruiting new SAA members. (See sidebar in far right-hand column.) We routinely recommend membership in a regional association to new SAA

members, and it would be helpful if the regionals would reciprocate.

SAA's membership categories and dues structure also need periodic re-examination to ensure that they meet current needs. Council has asked the Membership Committee to undertake that re-examination during the next year, and I am sure that the Committee will welcome members' thoughts on this topic.

We also need more research about how much it actually costs to service an SAA member. The Society gets about one-third of its General Fund revenues directly from membership dues. But how much does it cost us just to provide the basic services--the journal, the newsletter, the annual meeting program, the ballot, the membership directory, and so forth--to those members? I suspect that it costs SAA more to provide these services than it gets in dues.

Of course, in such an accounting one can never calculate the enormous intangible benefits of a larger membership--first and foremost the talent, ideas, and energy of individual archivists. Nor does this accounting reflect the fact that there is more to SAA than the direct services that members receive.

The real bottom line in membership recruitment is what it does for the members themselves. To be sure, the organization gains from being larger and stronger; but if the organization is any good, the individuals and institutions who enroll as members also benefit by being in touch with what is going on in the profession, by learning about new knowledge and techniques, by being able to exercise their professional interests, and by investing in the development of their profession.

In short, they become more effective at what they do, and that is what all of us want.

SAA Seeks Partners for Regional/National Membership Initiative

In an effort to expand SAA's membership, Council has authorized a special, limited experiment involving rebates for new SAA members enrolled by the regional archival associations cooperating in the experiment. SAA is now seeking two or three regional associations interested in participating in this experiment.

Here's how the experiment will work. Using special forms, the regional will sign up archivists who have never belonged to SAA and will return their completed membership applications to the SAA office. We will keep track of the new members each participating regional generates and will, at the close of the year, rebate to each regional a substantial portion of the first year's membership dues for the new members that it signs up. (No rebates will be offered for subsequent years.)

Will such an idea produce more members for SAA--and some additional income for the cooperating regional associations? There's only one way to find out, and regional associations are invited to become partners in this endeavor. For more information, contact Donn Neal or Georgeann Palmer.

A Note from the Executive Director.....

Take a good look at this issue of the *SAA Newsletter*. The handsome design, the lively style, and the emphasis on newsworthy information is the work of Bill Burck, SAA's Managing Editor since 1986. Bill is also responsible for the many improvements in the Society's entire publications program, and for getting us started on using electronic publishing.

This is Bill's last issue of the newsletter, since he left SAA on August 17 in order to take a position with another association here in Chicago. We'll struggle along somehow until we find a new Managing Editor, and until that person is able to take full control of the fine organization that Bill has established.

Council Revises Its Priorities

by Richard J. Cox

The introduction to *Planning for the Archival Profession* stated it simply and very directly--this report was intended to provide a "framework for planning and decision making" and to be a "flexible instrument, changing in response to the needs of the profession as well as external conditions."

In this spirit, Council conducted the third review and revision of priorities for its own work and that of the Executive Office at its June 1988 meeting. The results reflected Council's view of its most significant ongoing initiatives and responsibilities, and took into account efforts to meet the profession's primary needs that are being led or coordinated by other SAA bodies.

Council determined to retain four of its five priorities adopted a year ago and to add a priority in a new area:

1. *Develop, implement, and monitor standards for establishing professional competence and for archival programs (GAP priority II-2).* This priority has been reflected in Council's work on the certification of individual archivists and its continuing support for other efforts such as the Task Force on Institutional Evaluation.

At its June meeting Council also established a new Task Force on Archival Standards, with a broad mandate to evaluate what standards exist, to identify where there are needs for such standards, and to plan for how these needs can be met.

2. *Train archivists to plan for the development of their programs and resources (GAP priority II-4).* In addition to work such as that recently completed by the Archives and Society Task Force, much of Council's emphasis in this area has come through the development of the SAA Education Office.

SAA's continuing education program is beginning to develop workshops that go far beyond the traditional basics or fundamentals of archival administration, relating to the management of individual programs. The inclusion of a volume on management in the forth-

coming Archival Fundamentals series and the Committee on Goals and Priorities' sponsorship of a working group to identify priority activities on management are other similar efforts.

3. *Develop comprehensive educational programs (GAP priority II-1).* The clearest evidence of progress in this area has been Council's adoption in February 1988 of new, stronger guidelines for graduate archival education programs. Council also has supported a full agenda for the Committee on Education and Professional Development and for the Education Officer.

An upcoming issue of the *American Archivist* on archival education provides further documentation on these efforts. Along with individual certification, the development of stronger graduate and continuing education programs is among the highest of Council priorities. Council is committed to continuing the Education Office after the present grant funding expires, and is also monitoring the accreditation process for allied fields initiated by the American Library Association.

4. *Cooperate with archival colleagues, allied professionals, and others to share ideas and resources (GAP II-C-2).* This priority was adopted by Council in 1987 and has continued to be a major area of effort, perhaps best reflected by the large number of representatives that SAA is asked to supply to other professional committees and associations.

Over a dozen representatives currently serve in key roles throughout the diverse archival, library, and historical communities. SAA's Executive Director and other staff members are also frequently asked to participate in meetings of archival, records management, historical, library, conservation, and other associations.

Efforts to develop and give workshops in tandem with regional archival associations and planning for the 1992 joint meeting with the Association of Canadian Archivists and the Interna-

tional Council on Archives also represent Council's strong interest in this area.

5. *Inaugurate long-range financial planning for the Society in such areas as membership development, grant support, and expanded publication programs.* A new priority was adopted by Council after its most recent experience with long-range financial planning. There is no such priority described in the present GAP report, suggesting what many suspected would happen, that the comprehensiveness of that document still did not eliminate the need for developing new priority activities.

This new priority reflects Council's efforts to build a strong financial base to support all SAA goals and objectives. The forthcoming publication of the new Archival Fundamentals series is part of this effort, as is the new Publications Revolving Fund. Council also is committed to identifying means to augment SAA's resources so that it can meet its commitments to provide full funding for the SAA Education Office and other staff and program requirements.

As part of its deliberations on priorities, Council also voted to drop, at least temporarily, the following: "Educate records creators about the benefits and obligations of preserving documentation of enduring value" (GAP priority I-4).

This action was taken because of the realization that neither Council nor the Executive Office can provide the necessary time and effort to implement initiatives in this area. While Council has discussed initiatives such as a sustained national publicity effort, it does not have the necessary resources to do so at the present time.

Council deliberations about its own priorities and the priorities of the profession are often spirited as well as stimulating, and planning is very much a learning process. The easiest part of profession-wide planning may

Continued on next page, column 1

Priorities continued

have been the preparation of the GAP report. The major task is learning how to use the report effectively and incorporate broad-based planning into the Society's ongoing activities.

Council's discussion and adoption of new priorities, along with its reauthorization of the Committee on Goals and Priorities through the 1991 annual meeting, are part of its continuing effort to carry on and learn from the planning process.

SAA Council reviews its priorities every June. Based on this review, the Executive Director then develops an annual work plan to guide the work of the SAA office for the coming year. This plan is reviewed and approved by Council at the annual meeting.

During the next year, the Council Committee on Priorities will monitor Society efforts and maintain as close working ties with CGAP as possible. Anne Kenney, Maygene Daniels, and Richard Cox, members of the Council Committee on Priorities, welcome your comments, suggestions, and questions.

Richard J. Cox is Lecturer in the School of Library and Information Science at the University of Pittsburgh and a member of SAA Council.

Education Notes

Archival Preservation Preconference Workshop

One of the most innovative preconference workshops this year in Atlanta promises to be a two-day program on planning and implementing in-house preservation programs. The workshop is designed for archivists who have responsibility for planning and overseeing preservation activities, but who may not have received formal training in preservation processes and conservation techniques. Archivists from large or small repositories are welcome.

Through lectures and discussion, the instructors will provide a core of information about the most important elements in a comprehensive preservation program. Topics include designing and carrying out collection

and environmental surveys; contracting services; gaining administrative support for program goals and financial needs; and implementing preservation practices throughout the archives.

Four instructors bring a wealth of experience to the workshop. Lisa Fox has designed and taught numerous training programs in her role as preservation officer for SOLINET. Karen Motylewski, field services director, runs a very active consulting and site visit program at NEDCC. George Vogt and Patricia Morris, director and preservation officer respectively of the South Carolina Department of Archives and History, are versed in organizing and administering institution-wide preservation initiatives.

The workshop will take place on Monday and Tuesday, 26-27 September. The fee for the two days is only \$100 for SAA members. Enrollment is limited, so call SAA headquarters soon for an application form.

ICA Symposium on Current Records

The National Archives of Canada is hosting an International Council on Archives Symposium on Current Records in Ottawa on 15-17 May 1989. The topic will be "Converging Disciplines in the Management of Current Records."

The symposium will offer the opportunity to discuss new developments in the management of information and information technology, two previously separate disciplines which are now converging. Discussion will focus on the reasons for this convergence and on the policy and management challenges this changing environment presents to information professionals in general, and to archivists in particular.

Smithsonian Workshops Announced for 1988-89

The Smithsonian Institution's Office of Museum Programs has announced a new slate of workshops to introduce, examine, and improve professional skills and practices for museum employees. All of the workshops will be held at the Smithsonian Institution in Washington, DC.

To apply, you must submit a one-

page narrative letter that outlines your reasons for wishing to attend, your museum experience, your present position and responsibilities, the type and size of museum for which you work, the number of staff in your department, and its annual budget. Your letter must be submitted at least eight weeks prior to the workshop. Acceptance letters will be mailed six weeks before a workshop begins.

Faculty for the workshops will include Smithsonian professional staff members and, on occasion, outside consultants.

Workshop fees are \$120 for three-day, \$160 for four-day, and \$200 for five-day workshops. The schedule of upcoming workshops is listed in the Archivists' Calendar. For more information, contact the Office of Museum Programs, Arts and Industries Building, Room 2235, Smithsonian Institution, Washington, DC 20560.

User Seminar Planning Meeting

In May six archivists who have written on the need for studies on users and use convened in Boston to plan a seminar that will precede this year's annual meeting in Atlanta. With the generous support of the Council of Library Resources, the group spent two days at Harvard's Houghton Library to review the central issues of user-oriented archives administration and to plan a one-day pre-conference seminar.

Present at the meeting were Paul Conway (Society of American Archivists), Bruce Dearstyne (New York State Archives), Lawrence Dowler (Harvard University), Elsie Freeman (National Archives), William Maher (University of Illinois), and Mary Jo Pugh (Consultant, California).

The seminar in Atlanta is designed to give participants an intense introduction to the potential of user studies, to teach them the fundamentals of the research design process, and to help them focus on a single research project. Seminar organizers hope the experience will spur practical studies on users and use that can be completed in one year and reported at next year's annual meeting in St. Louis.

There are still a few openings for the seminar. Interested archivists should contact SAA headquarters for an application.

SAA Notes

From the Automation Program Officer

I have been on the job just a week as the September *SAA Newsletter* deadline arrives, so I cannot yet make any substantial report. Besides dealing with arrangements for the automation program's two workshops, "Understanding MARC for Archives and Manuscripts" and "Library Descriptive Standards: An Introduction for Archivists," I have been coping with the logistics of maintaining two offices 400 miles apart! I look at it as an exercise in arrangement and description, although I as yet have had no need to catalog my own files using MARC AMC.

Please call or write with any questions--about automation, workshops, MARC AMC, and/or descriptive standards. (I would also like to hear from anyone with answers.) I am Marion Matters, and you can reach me at 1936 Sargent Ave., St. Paul, MN 55105; 612/698-6949.

SAA to Distribute Kesner Book

How can information service professionals integrate their efforts into a larger corporate strategy? How can they maximize their contribution to the team effort? How make the most of high technology opportunities? In his new book, *Information Systems: A Strategic Approach to Planning and Implementation*, Richard Kesner covers each of these points through a series of management tools and operational prototypes. Published by ALA, this new resource is available from SAA at a price of \$26 to members, \$30 to nonmembers.

Input Sought for Facilities Manual

For the upcoming manual on building and renovating archival facilities, Ann and Bill Newhall would appreciate receiving any relevant anecdotes, triumphs, horror stories, and cautionary tales. Those who have directed, inherited, or have to live with the results of building or renovation projects, or have opinions or expertise to share are invited to contribute. Please send material to: Ann and Bill Newhall, 119 Filbert Street, Hamden, CT 06517.

Update on the Certification Initiative

by Edie Hedlin

The Interim Board for Certification (IBC), with a great deal of assistance from others, has worked through the summer on projects leading to the implementation of the certification plan. Although somewhat behind the timetable outlined in the January 1988 *SAA Newsletter*, the board is pleased to report substantial progress in several areas.

Comments on a draft petition form were solicited by Frank Cook, Mary Janzen, and Jim Fogerty from a sizable number of archivists. The draft was sent to 75 SAA members chosen at random, as well as to SAA Council. In addition, it was sent to 35 individuals active in regional archival organizations.

The many useful responses that were received resulted in substantial revisions and contributed to reformatting the final instrument. Copies of the petition will be distributed at the annual meeting in Atlanta and will be available from the SAA office in Chicago following the meeting.

Negotiations have continued with Professional Examination Service (PES), leading to mutually satisfactory results. PES staff will conduct a meeting in Boulder, Colorado, 15-17 September, at which an advisory panel representing a broad cross-section of the archival profession will begin the process of "role delineation," the first phase of examination development.

The panel, convened by Bert Rhoads of the IBC, includes Anne Caiger, Phil Mooney, Trudy Peterson, Jerry Munoff, Larry Hackman, Elisabeth Wittman, Wilfred Smith, and Bill Wallach. Tim Ericson and Donn Neal will represent the SAA staff. The IBC has sought legal advice on certification matters, and continues to be assisted by a professional consultant in the examination development area.

Roy Tryon, a new member of the board, has undertaken an outreach effort that will assist in explaining the certification program as it develops and that will keep SAA members and the profession at large informed of progress in implementing the certifi-

cation plan. A mailing discussing the certification initiative will be sent to all SAA members.

IBC members will meet with representatives of regional archival organizations at the annual meeting, and in the coming months Roy Tryon will develop a list of potential speakers for sessions on certification at regional conferences. Newsletter editors seeking information on certification for inclusion in their publications are encouraged to contact Roy Tryon, Bureau of Archives and Records Management, Hall of Records, Dover, DE 19901; 302/736-5318.

In addition, a packet of information related to certification will be available on request from the SAA office this fall. The packet will include past *SAA Newsletter* articles, for those who may need them, as well as other materials reflecting the history and development of the current certification initiative.

At the annual meeting, the IBC will participate in a plenary session on Friday, 30 September. Members interested in learning more about certification are encouraged to attend the plenary session or stop by the "certification" booth. Board members and others knowledgeable about the certification program will be pleased to talk with anyone who stops by.

The Interim Board for Certification looks forward to discussing this important issue with the membership in Atlanta and throughout the coming year. SAA members are encouraged to bring their questions to Atlanta or to contact the board. Anyone who wishes to assist in providing information about certification to others in their region, area of archival specification, or institution is welcome to participate in the outreach program. Volunteers should contact Roy Tryon at the Atlanta meeting or at the above address.

Edie Hedlin is Chief, Machine-Readable Branch at the National Archives and chair of SAA's Interim Board for Certification.

IPI Reports New Microfilm Permanence Research

by Paul Conway

Initial results from studies at the Image Permanent Institute (IPI) of the Rochester Institute of Technology provide strong evidence that archivists will need to change their procedures for processing and storing microfilm masters.

Research scientists at IPI, led by James M. Reilly, have developed an improved image oxidation test to detect the potential for redox ("red spot") blemishing. They are now looking at ways to prevent such damage, which may now affect more than twenty percent of all microfilm processed in the last twenty years.

Standard practice for preservation microfilming is to photograph materials on 16 or 35 millimeter black-and-white roll film, or on 105 millimeter microfiche. When processed and stored properly, microfilm masters can last over 100 years without significant image deterioration.

Silver-based microfilm may deteriorate in two ways: by reacting with sulfur present in the air or left behind in processing; or by fading because of image oxidation, in which air and moisture (or pollutants) corrode the silver. Redox blemishing, a form of oxidation, occurs when the right concentrations of oxidants are present; when scratches in gelatin provide opportunity for localized attack; or when the relative humidity is too high.

Confidence in the value and permanence of photographic storage media has been shaken periodically. In 1855 a panel of chemists and photographers recognized that proper washing and drying of film and photographic paper were important to long-term image stability. In fact, until very recently it was believed that improper processing was the root cause of most silver image deterioration.

The widespread use of microfilm to assemble and preserve important historical materials dates at least from 1941, when the Library of Congress and the University of North Carolina launched the State Records Microfilm Project to reproduce the legislative proceedings of the American colonies,

territories, and states.

Despite a sometimes acrimonious debate grounded in Cold War politics, by the 1960s archivists and records managers accepted microfilm as the most suitable media for distributing significant documentation and for affordable, long-term preservation.

In the mid and late 1960s considerable scientific research was devoted to making microfilm images more resistant to oxidation. Processing standards that recommended thorough rinsing of fixing agents and storage procedures emphasizing dry, clean environments were devised and widely accepted.

Yet today, redox blemishing and other forms of oxidation are apparently much more widespread than was previously believed. According to the recent IPI report, "we now know that for most types of black-and-white photographs, image oxidation due to moisture, pollution, and poor-quality enclosures is in fact the commonest cause of image degradation." (p. 2)

The recent work of the Image Permanence Institute has important implications for archivists in three areas. First, IPI has developed an improved hydrogen peroxide, accelerated-aging test that simulates the effect of oxidant pollution on photographic media. "The most significant aspect of this new test for the microfilm community," the report states on page seven, "is that it reproduces the redox blemishes that are the biggest threat to microfilm collections."

Once testing has been completed and the results are incorporated into ANSI standards, archivists should specify the hydrogen peroxide test as a routine aspect of microfilm quality control.

Second, the IPI study questions the wisdom of traditional processing practices. "Washing of microfilm to extremely low levels of residual thiosulfate [fixing agent], which is regarded as good archival practice, in fact causes film to be substantially more susceptible to peroxide attack than if the washing were less effective." (p. 8)

Instead, the IPI report suggests

treatment of new and previously processed microfilm in a dilute solution of polysulfides. "The method of treatment is simple: processed microfilm of any age can be immersed in the solution for a few seconds . . . then washed and dried." (p. 10) Conventional processing equipment can be adapted for this purpose. Archivists should monitor the development of this new procedure and be prepared to specify a polysulfide treatment if it proves safe and archivally sound.

Finally, IPI research confirms the importance of reliable temperature and humidity control in microfilm storage environments. The study demonstrates "that if the relative humidity of the storage area is kept at 50% or below, even high concentrations of oxidant have little effect on the film. This is strong ammunition to add to an already large body of reasons to make RH control a first priority of collections." (p. 7) Archivists would do well to monitor the environmental conditions where their microfilm masters are kept and take steps to provide acceptable storage.

The Image Permanence Institute's research on microfilm image stability is not complete. As the project progresses, IPI will gain a better understanding of which polysulfides are most effective against the improved peroxide aging test, and which are most favorable from the point of view of cost, ease of use, toxicity, density change, image hue change, and possible odor. What has been learned so far, however, suggests that major technical advances in the care and handling of microforms are on the horizon.

Archivists interested in the work of IPI may consult the full text of an IPI staff presentation at the National Archives of Canada, which was published in the *Abbey Newsletter*, July 1988, pages 83-88. The address of the Image Permanence Institute is RIT City Center, 50 West Main Street, Rochester, NY 14614.

Paul Conway is Preservation Program Officer at SAA.

Archives II: A New Building for the National Archives

The National Archives and Records Administration (NARA) is planning to construct a new archival facility, Archives II, in College Park, Maryland. What follows is a description of the Archives II building project, its relationship to the National Archives Building on Pennsylvania Avenue, and the future location of federal records in the Washington, D.C. area.

History

The National Archives Building was completed in 1935. This building reached its records storage capacity of approximately 800,000 cubic feet in the late 1960s. To alleviate space storage, over 500,000 cubic feet of archival records received since 1970 have been diverted to several federally owned and leased buildings in the Washington, D.C. area. NARA also has been forced to move various administrative support activities out of the National Archives Building into numerous different office buildings in the District of Columbia.

Need for Additional Records Storage Space

Some of the nation's historically valuable records are currently stored in space that was not designed to provide environmental conditions necessary to prolong the life of these important documents. In the future, more records will have to be stored in archivally unsuitable space unless a new archival facility is constructed that meets the environmental requirements for archival records recommended by the National Bureau of Standards.

Further dispersal of records to additional sites will increase operational inefficiencies, including the duplication of various support activities (e.g., research rooms and laboratories), and will further impede researchers wishing to use the records.

Additionally, a study of the National Archives Building that was completed in 1985 by Shepley, Bulfinch, Richardson and Abbott, Inc. recommended renovations to correct deficiencies in environmental and records

storage conditions and to expand currently inadequate public use areas. These essential renovations will require that records be temporarily stored offsite during work on the National Archives Building.

Planning for the New Facility

Summer Consultants, Inc. (engineers) and Cooper-Lecky Architects, P.C. (experts in facility planning) began work in July 1987 on a major study for a new archival building. Completed this January, the *Design Program for a National Archives Facility in Maryland* identifies NARA's program requirements, describes functional relationships, and recommends the type and configuration of building that meets NARA's special needs. The planners also prepared design and construction cost estimates, and evaluated alternative building sites in College Park and Suitland, Maryland.

NARA then selected the firms of Hellmuth, Obata & Kassabaum (architects) and Ellerbe Becket (engineers) to design Archives II. Both firms have offices in the District of Columbia. Past projects of HOK/ Ellerbe Becket include the National Air and Space Museum, the Naval Intelligence Center, the Herbarium/Library at the Missouri Botanical Garden, the 3M Health Care Products Laboratory, and the University of Minnesota Hospital's Renewal Project.

Timetable

HOK/ Ellerbe Becket will begin the design work in September 1988, with completion expected in early 1990. Construction of Archives II is scheduled to begin in 1990 and be completed in late fall of 1993. NARA will begin to occupy the building in 1994.

Requirements for Archives II

The design program describes an archival facility of 1.7 million square feet for records storage and support areas. A facility of this size will meet NARA's requirements to the year 2004. The building, however, will be

specially designed to allow the addition of new wings to meet future storage needs. These wings, providing additional records storage and processing space totaling 375,000 square feet, should fulfill NARA's space needs to 2025.

Archives II will provide state-of-the-art storage, reference, and laboratory facilities. Current standards established by the National Bureau of Standards and National Academy of Sciences will serve as the basis for the building's environmental controls. The designers will review national and international guidance relating to reference services, general building security, and classified records security systems and will incorporate the best of these guidelines into the building's design.

In addition to the archival functions, Archives II will provide space for offices and general facilities, including a theater, conference rooms, and a cafeteria. The figure on the next page shows the space allocation for Archives II.

The new facility is expected initially to house approximately 600 professional and technical employees and 150-200 contract workers for security, maintenance, and food services. The building also will accommodate the projected 50,000 researchers expected each year.

Relationship of Archives II to the National Archives Building

Archives II will not replace the current National Archives Building in downtown Washington, D.C. Both buildings will operate as archival facilities, but will emphasize different programs. NARA will continue to use the downtown facility as a records storage and public-use facility.

With some renovation, the centrally located National Archives Building will provide improved records storage space for the same amount of records that are housed there today. Since Archives II will be located outside the District of Columbia, the focus of most public activities will remain in the renovated

National Archives Building.

Extended public-use areas will include a new Genealogical Research Center and special areas for lectures, conferences, tours, exhibits, and film festivals. Archives II will host periodic historical and archival conferences, symposia, and educational lectures. The new archival facility will complement the renovated National Archives Building in preserving and providing public access to the historical memory of this nation.

Location of Archives II

After much searching for suitable land in the District of Columbia and surrounding suburbs, NARA considered three sites for Archives II: one at the federal complex in Suitland, Maryland, and two at the University of Maryland in College Park.

Site selection was based on site characteristics to accommodate the building's size, construction factors, the relationship of the structure to its surroundings, and its accessibility to transportation and other services.

NARA has selected one of the University of Maryland sites, somewhat reconfigured, as the one that best fulfills the site selection criteria. The proposed site is approximately 33 acres on the northwest end of the University of Maryland campus in

College Park. A major benefit of this site is that the federal government will receive the use of this land without charge.

In NARA's search for a suitable site, easy access for researchers was a top priority. Current plans for Washington's subway construction include a College Park station on the METRO Green Line. In addition, there will be parking available at the facility for researchers.

While NARA realized that there will be some inconvenience for researchers who need to use records in both the downtown and suburb buildings, centralizing the records in one facility is not an option. NARA currently ensures that researchers have easy access to the three sites where archival records are stored in the Washington, D.C. area by running a free shuttle service. The same shuttle service will be provided to and from the College Park subway station.

Future Location of the National Archives' Holdings

Archival records will be located in the downtown National Archives Building and Archives II. The National Archives Building will house approximately 800,000 cubic feet of textual records. Archives II will house all special media records—including motion pictures, photographs, maps, drawings, and machine-readable records—in addition to over one million cubic feet of textual records.

In determining the space requirements for Archives II, the National Archives made some planning assumptions about the division of its textual records between the two facilities.

First, the downtown building has a finite amount of records storage space, and its small loading dock is not adequate for bringing in large amounts of new records. NARA thus wants to minimize the amount of accessions that will come into the National Archives Building. Archives II will have a large, modern loading dock and the space to accommodate growing record groups.

Second, NARA wants to ensure that records series will not be split between the two facilities. Third, those records that are housed in the National Archives Building should complement each other as much as possible.

Fourth, the downtown facility will remain NARA's main public activity center, and consequently should contain records that complement these activities.

Based upon the above planning assumptions, NARA tentatively decided to consolidate genealogically-related records, Congressional and Supreme Court records, and pre-1947 military records in the downtown National Archives Building. Locating genealogically-related records in the downtown building will ensure that the core records needed for genealogical research are together and convenient to those using the new Genealogical Research Center.

Congressional and Supreme Court records will continue to grow, yet their projected growth can be managed for many years within the confines of the National Archives Building.

While 1947 is used as the general cut-off date for the military records to be located in the downtown facility, in reality not all military records can be split at that precise date. NARA will be dividing the military records series where appropriate breaks appear after World War II.

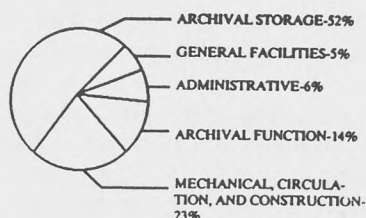
All other textual records housed by NARA will be located at Archives II.

Conclusion

With the construction of Archives II, the National Archives will be able to vacate 10 leased facilities in the Washington, D.C. area and to consolidate its operations in the National Archives Building and Archives II. Most importantly, Archives II will enable NARA to do a better job of preserving the nation's records and serving the citizens who use those records.

Now that Archives II is in the design phase, NARA needs to continue planning the division of its operations between the two facilities and would appreciate your comments and suggestions, particularly concerning where to locate its various textual records. Please send all inquiries and suggestions to the Archives II Project (NAA), National Archives and Records Administration, Washington, D.C. 20408, or call Ms. Adrienne C. Thomas at 202/523-3076.

ARCHIVES II: Space Allocation



ARCHIVAL STORAGE - FOR RECORDS OF ALL MEDIA TYPES, INCLUDING:

- TEXTUAL RECORDS
- MOTION PICTURES
- PHOTOGRAPHS
- MAPS & DRAWINGS
- MACHINE READABLE RECORDS

ARCHIVAL FUNCTIONS

- RESEARCH ROOMS
- PROCESSING ROOMS
- LABORATORIES

GENERAL FACILITIES - INCLUDING:

- THEATER
- CONFERENCE ROOMS
- CAFETERIA
- MAIL ROOM

ADMINISTRATIVE

- OFFICES
- CENTRAL COMPUTER FACILITY

The Bentley Library's Research Fellowship Program

by Bill Burck

I am not an archivist. In fact, by the time you read this I will no longer be connected with the archival profession. Nonetheless, for eight hours on Friday, 29 July, I sat in the Whiting Foundation Room of the Bentley Historical Library and was swept up in the excitement of archival theory.

The occasion was the daylong seminar culminating this year's Research Fellowship Program for Study of Modern Archives. This program is administered by the Bentley Historical Library at the University of Michigan and funded by the Andrew W. Mellon Foundation and the Research Division of the National Endowment for the Humanities.

By the end of the day, after listening to eight presentations by eleven research fellows, the fifty or more of us in attendance were still listening intently as Helen Samuels spoke about her project.

"The archivist is not the manager of an existing record," she was saying, "but the documentor of an institution. This includes managing the existing record, but it also means finding the selection strategies that will provide adequate documentation of the institution's function."

It turns out that a good part of Helen's work stems from her answer to a basic and important question, What is the role of an archivist? In fact, most of the research fellows this year found themselves in some way coming to grips with basic questions during the course of their research.

For instance, there was Richard Szary, who was working to develop a provenance-based description and retrieval system. He soon began to question the assumptions he had made about the description and retrieval process. Were they adequate to support a rigorously-defined architecture for the system? It turned out that they weren't, so he developed new ones. Szary speculated that it might have taken him as much as a year to make this breakthrough had the fellowship program not given him the time for such concentrated effort.

That is the good, hard, groundbreaking work that this program makes possible and inspires. Many of the research fellows mentioned how valuable it was to get feedback on their work from other fellows and from the program's directors, Francis X. Blouin and William K. Wallach.

"It was important to see how other work going on supports or refutes my own project," Szary said. "Most of the time it supports it. When it refutes it, I try to change other people's minds."

Struggling with ideas in this way helps them to grow. If that makes the research program a bit of a think tank--albeit a temporary, annual one--then the archival profession should treasure it, because it's the only one it has.

A good example of how important the program has been to the profession's intellectual growth is illustrated by the following fact: eleven of the forty-two main articles published in the last nine issues of the *American Archivist* were developed through the research fellowship program at the Bentley Library.

One can only wish that there were more such crucibles in which to develop archival theory. The real question, of course, is how to fund those crucibles. Each time the profession manages to answer that question, it will find itself amply rewarded--as the following all-too-brief synopses of this year's research projects show.

Richard V. Szary on a provenance-based description and retrieval system for archival materials:

Szary redeveloped his assumptions about the nature of description and retrieval, went on to state the purposes of a provenance-based description and retrieval system, and then identified eight capabilities such a system would need. Such a system would have several implications. It would extend rather than replace current bibliographic-centered systems. It would suggest that the developing and recording of provenance information is an integral function of archival

description, and would encourage that standards be developed for recording historical information needed to interpret and retrieve archival materials. It would allow the user to select, arrange, and format records descriptions according to user-selected criteria, and to explore the interpretation of archival materials in ways that transcend bureaucratic boundaries.

Rod Ross on administrative histories:

Ross stated that for archivists the term administrative history "ought to refer to the totality of relevant provenance information about the organizational entity which created and/or collected the records for which an archivist has responsibility...as opposed to bibliographic information about the records themselves." Seeing that there is such a popular association in the profession between administrative histories and finding aids, Ross has chosen to focus his paper on administrative histories that are developed for inclusion in finding aids.

Joan Krizack on healthcare records:

In her project Krizack is attempting to develop a conceptual framework within which to understand healthcare records. This year, Krizack developed a grid showing how the functions of the U.S. healthcare industry intersect with that industry's different types of institutions. She will participate as a fellow again next year, when she hopes to work out a typology of hospitals that will help archivists see where their particular hospital fits into the spectrum. She also plans to describe hospital organization and how it differs from that of other institutions, and to discuss the structures or issues that affect record selection at the different levels of hospital organization.

Kathleen Roe and Alden Monroe on the functional approach to archival work:

Roe and Monroe's work focuses on using function as a descriptive, access, and authority tool when documenting organizations. Among this approach's advantages are that functional infor-

mation may help prevent duplicative research; that function provides a truer picture of an organization's purpose; and that function can provide the reason why a record was created.

They developed the following two definitions. *Function*: an area of responsibility in which an organization conducts activities in order to accomplish a purpose. *Activity*: a group of actions taken to accomplish a specific function. Then they drafted a list of basic function and activity verbs and a list of basic object terms that can be combined to describe an organization from a functional perspective.

Paul McCarthy on management in archives:

Management should be a thread in archival administration that isn't very evident. Good management shouldn't be noticed; bad management makes itself painfully evident. Effective management is not so much in telling people what to do today, but in maintaining a useful dialogue with them. A key part of the move from a beginning manager to a middle manager is the transition from being judged not on how you do a job, but on how your subordinates do theirs.

"Who's going to manage archives if we don't?" McCarthy asked. The problem is that most archivists get many of the rewards in their work from working with people and records. Yet as an archivist gets greater management responsibility, he or she does less of such work.

Patricia Grimsted on archives in the Soviet Union:

When one refers to access in Soviet archives, one doesn't speak of access to information through finding aids, but whether people can even get into the archives at all. Archives in the Soviet Union are absolutely unprepared for use. There are very few published guides to holdings--it's all in the archivists' heads. Unless the Soviets import foreign, user-oriented archivists, there is little chance in ending the notion that the archivist should know everything about the records and should inform the researcher what records he or she needs to see. The tremendous level of standardization at all levels of Soviet archives administration makes them prime candidates

for incorporating automation.

Dennis Rowley on context in archival work:

During his project, Rowley defined forty-seven different types of context and identified fourteen principles related to context and provenance. He also developed a visual representation of six levels of context in order to help archivists think about context in a more analytical and informed manner. He noted that there is a physical context between two letters in a folder, but there is also a context between their content, and the physical carrier cannot represent that latter, intellectual context. Rowley stated that appraisal and description need to be broadened to make more use of context, and that the traditional notion that provenance and original order are corollary principles must be altered--they are identical principles applied at different levels.

Helen Samuels, Bridget Blagborough, and Elisabeth Pessek on documenting colleges and universities:

Samuels and her associates are in the last phase of a 2 1/2 year study of the documentation of colleges and universities. This year's fellowship was devoted to writing the front and back matter of the book that will be the product of the study. The book is intended to help inform college and university archivists about the universe they are trying to document. Once archivists understand that universe, they then can make choices about how they want to preserve and collect the record that will document it.

Samuels advocates a functional approach to analyzing that universe, arguing that this method facilitates an analysis from multiple points of view, freeing the archivist from administrative structure and from specific records. It also allows the archivist to cope with the existing record, to plan for the future record, and to take an active role in creating a record. She emphasizes the need to change the sequence of thinking in documentation by putting the planning stage before the records management and archives stages.

If the research discussed in this article sounds like the sort of thing you'd like to be doing with all or a part of your summer next year, then the Bentley Historical Library hopes you will apply for the Summer 1989 Research Fellowship Program for Study of Modern Archives.

The program is open to professional archivists, records managers, historians, and other scholars at any stage of their career, who have a strong interest in performing research in an area of concern to archivists, such as the collection, appraisal, administration, preservation, or use of modern records. Because the program aims to raise the level of discourse on archival matters, your interest in becoming a fellow should include an intention to publish your results.

Thanks to funding by the Andrew W. Mellon Foundation and the National Endowment for the Humanities, fellows receive awards of up to \$3,000 per month and a housing allowance to support one to four months of research in Ann Arbor during the period of May through August. If you cannot attend the program for a period of one to four months but would still like to participate at your own expense, you can apply to the program as an Affiliate Fellow.

All applicants need to submit a completed application form, a brief statement of professional experience, and a detailed proposal for research. An advisory committee of historians and archivists will select participants, basing each decision on the strength of a research proposal and its letters of support.

Applications for the summer 1989 fellowship program must be postmarked by 16 December 1988. The committee will announce its decisions by February 1989. For application forms and further information, attend the open house at the annual meeting or contact Francis X. Blouin or William K. Wallach, Research Fellowship Program Directors, Bentley Historical Library, University of Michigan, 1150 Beal Avenue, Ann Arbor, Michigan 48109-2113; 313/764-3482.

Fighting for a Qualified, Nonpartisan U.S. Archivist: What We Learned

by Page Putnam Miller

In October of 1984, following passage of legislation to separate the National Archives from the General Services Administration, Archivist of the United States Robert Warner announced that in April of the following year he would be leaving the National Archives. Historians, archivists, and genealogists then began a long and many-faceted campaign to ensure selection of a qualified, nonpartisan professional for the position of U.S. Archivist.

Although the new independence legislation specified that the U.S. Archivist should be a nonpartisan professional, the precedent for assuring the selection of a nonpartisan nominee had not been established. Without detailing our many strategies from the initial development of a briefing sheet on qualifications, to the opposition to the nomination of John Agresto, and finally to our support for Don W. Wilson, who was sworn into office last December, I would like to reflect on what we have learned from this long advocacy effort.

First, a united strategy of the major constituent groups is essential. Engaging in internal struggles within our own camp can seriously detract from accomplishing the desired goal. While the constituency groups had all shared a common vision of independence for the Archives from GSA, it was more difficult to arrive at a shared vision of who should be the next Archivist of the United States.

Consideration of specific individuals was not easy. But throughout we remained united by a commitment to working for the selection of a nonpartisan professional. Sixteen historical, archival, library, and genealogical associations took official positions opposing the nomination of John Agresto.

Second, Washington staff must work in tandem with the constituency in order to influence the decision-making

process. On the Washington front, I spent considerable time alerting key legislative aides to our concerns and providing them with appropriate background materials.

During the 99th Congress there were thirteen members of the Senate Governmental Affairs Committee, which was responsible for considering the nominee for U.S. Archivist. I kept above my desk a list of the names and phone numbers of these Senators and their legislative aides assigned to archival issues. With the use of concise briefing sheets, I assisted the legislative aides in exploring such issues as the politicization of the selection process and the need for a nonpartisan professional with seasoned judgment to insure the credibility of sensitive decisions.

Meanwhile, literally hundreds of historians, archivists, and genealogists at the local level wrote or called their Senators to express their concerns about the selection of a U.S. Archivist. This combined effort at the national and local levels provided much of the leverage for our success.

Third, making a total commitment is essential. A halfhearted opposition to a presidential nomination only proves to be counterproductive. Opposing a nominee is a risky business. As many pointed out, we could well have found ourselves in a very difficult position if a nominee whom we opposed was confirmed.

But on the other hand, securing a strong and able leader for the National Archives was the final step of the Archives' independence movement. To stand by and do little seemed unthinkable. Once the decision was made to oppose the president's first nominee for Archivist, it was imperative to pull out all the stops and to pursue every strategy possible to defeat the nomination. The full-scale effort paid off.

Fourth, the development of strategy must be undertaken with great care. Deciding how to frame questions and how to present the key points involves much consultation and careful deliberation. For example, the decision in September 1986 to shift the argument away from the qualifications of John Agresto to the politicization of the selection process was extremely crucial.

I developed a packet of material for each of the Senators on the committee that outlined six ways in which the process had been politicized, and included supporting documents that provided evidence of the partisan aspects of the nomination process. This strategy proved pivotal in the final decision of the Senate Governmental Affairs Committee.

Fifth, development of an advocacy program takes patience, perseverance, and resources. Successful lobbying is seldom ad hoc or short term. There were some real low points during this three-year process of selecting and confirming a U.S. Archivist. Much of this time we had little control over developments. But limited as our veto power may have been, we used it to its full potential, and even during the low times we persevered.

The campaign to ensure selection of a qualified and nonpartisan Archivist further illustrated the need for historians and archivists to have a central advocacy office. Recognizing this, many of the member organizations, including SAA, decided during this period to increase their contributions to the National Coordinating Committee for the Promotion of History.

Page Putnam Miller is director of the National Coordinating Committee for the Promotion of History.

53rd Annual Meeting of the Society of American Archivists 23 October - 29 October 1989 Clarion Hotel, St. Louis, Missouri

GUIDELINES FOR PROPOSALS TO 1989 SAA PROGRAM COMMITTEE

The 1988 Program Committee invites submission of program proposals for the meeting in St. Louis, Missouri, 23 October - 29 October 1989. The proposal is designed to accommodate fully developed sessions, but we also welcome proposals for individual presentations or suggestions for session topics.

Session proposals shall be judged on the following criteria: 1) do they address issues of importance from a variety of perspectives? 2) can the topics be adequately addressed in the time allowed? and 3) do they appeal to a broad audience while focusing on particular conditions or needs?

- **Open Sessions** may be of two types. The *traditional session* of two or three speakers offers participants the opportunity to present fully prepared papers of 15 to 20 minutes duration. Each paper should identify the issue and the perspective of the author, the research methodology used, and the conclusions or hypotheses reached. The role of the chair/commentator is to stimulate thoughtful discussion, allowing sufficient time for audience participation within the two-hour time period.

The 1988 Program Committee also encourages the development of shorter sessions featuring *work-in-progress presentations*. Two or three participants will present 10-15 minute introductions to research topics, outlining the critical questions to be answered, presenting their research strategies, and suggesting anticipated results. The presentations should stimulate discussion by offering the speakers a forum for presenting tentative findings at a stage where audience feedback can be particularly valuable. Work-in-progress sessions will be scheduled for an hour each, with half of the time reserved for discussion.

- **Limited-Enrollment Sessions** are those which involve extensive interaction among participants or the use of a demonstration that is ineffective with a large audience. They may take the form of a *workshop* designed to teach archival skills or a *seminar/round table* for directed discussion among persons sharing a common experience or preparation. Proposals should describe the skills to be taught, techniques to be employed, issues to be addressed, and/or advanced preparation to be assigned.

- **Special Focus Sessions** are designed to highlight innovative archival programs, new techniques for the archival profession, and archival research projects. Presenters at each one-hour session should attempt to involve the audience in commentary, role-playing, or demonstration, and make wide use of audiovisuals. Special Focus Sessions will run concurrently with open sessions and will not have limited enrollment.

These guidelines should be viewed as suggestive, not restrictive. We welcome creative suggestions for sessions that do not necessarily fit any one of the formats above.

Members of the committee are: Patrick Quinn (Chair), Northwestern University Archives; Marion Beyea, Provincial Archives; Dennis Meissner, Minnesota Historical Society; Michele Pacifico, National Archives; Gary Saretzky, Educational Testing Service; John Treanor, Archdiocese of Chicago; Mary Janzen, Chicago Historical Society; Stephen Masar, University Archives; Ann Clifford Newhall, Consultant; Carol Rudisell, University of Delaware; Deborah Skaggs, Alabama Department of Archives and History; Timothy Walch, National Archives; Patricia Adams (ex-officio), Western Historical Manuscripts collection; Peter Michel (ex-officio), Missouri Historical Society; Timothy Ericson (ex-officio), Society of American Archivists.

Send all proposals to Patrick Quinn, University Archives, Northwestern University Library, Evanston, IL 60208. Proposals must be postmarked by 15 December 1988.

[Before this issue went to press, we caught two errors in the above list of Program Committee members. Unfortunately, we were unable to get the list re-typeset, so we apologize to Marion Beyea and Stephen Masar, whose institutions should read "Provincial Archives of New Brunswick" and "University of Wisconsin Archives," respectively.]

SAA Program Proposal 1989

Deadline: Postmarked by 15 December 1988

Proposed by:

Institution:

Address:

Phone:

For Committee Use

Number: _____

Postmarked: _____

1. Session Title: _____
2. Open Session (*traditional*) _____ (*work-in-progress*) _____ ;
Limited-Enrollment Session (*workshop*) _____ (*seminar/round table*) _____ ;
Special Focus Session _____ ; Panel _____ .
3. Is this proposal submitted on behalf of an SAA group? If so, name of group: _____ .
4. Description of Proposal – see guidelines (use additional paper if necessary).

PARTICIPANTS

Check box if individual has been contacted about this session and has agreed to participate.

Chair/Comment/Leader:

Institution:

Address:

Phone:

☐

Name:

Paper Title:

Institution:

Address:

Phone:

☐

Name:

Paper Title:

Institution:

Address:

Phone:

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Name:

Paper Title:

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An Annual Meeting Primer

The 1988 SAA Annual Meeting is right around the corner. As is usual at this time of year, we have been receiving quite a few questions about the meeting. Many of these strike a common chord. Therefore, we thought it might be helpful to print answers to some of the most often asked questions. We've also tried to anticipate some of the questions that may occur to you when you arrive in Atlanta. In addition, we've put together directions on how to get around the Peachtree Westin Hotel, the site of this year's meeting. These are printed below, and for reference we've included a schematic drawing of the hotel on the opposite page.

We certainly can't have covered everything, however. If you have other queries regarding the annual meeting, please give Georgeann Palmer a call at 312/922-0140.

What does the annual meeting registration package include?

The annual meeting registration fee, and one ticket each to the opening reception and closing luncheon.

What are the annual meeting hotel rates, and do they apply for room reservations made to attend preconference workshops?

Our hotel rates are \$96 (single) and \$110 (double). They do apply to preconference workshop room reservations. But please make your reservations as soon as possible to assure getting a room at the Westin. The Westin's toll-free number is 1-800-228-3000.

If I would like to share a double room with somebody, is there any way to find out who is interested in doing so?

Yes, we keep a list of those interested in sharing rooms. Call Georgeann Palmer before 9 September and she will help match you up with a roommate if one is available.

If the Westin fills, are other hotel accommodations available nearby?

Yes. Call the Atlanta Convention and Visitors Bureau at 404/521-6600 for information on these.

What is the air fare from [any number of places]?

We simply don't know. If you require assistance in travel arrangements, please feel free to contact SAA's official agent, Crossroads Travel, and ask for Joyann Hawker. The toll-free number is 1-800-543-0573.

How can I get to the Westin from the airport?

There are at least three easy ways--by airport shuttle, public transit, or taxi. Sunbelt Transportation Company operates the Atlanta Airport Shuttle between the airport and downtown. Meeting participants will be sent a \$2 discount coupon that can be applied to the \$12 round-trip shuttle ticket. The shuttle picks up passengers at the ground transportation area outside the Delta baggage claim section. Shuttle tickets may be purchased at a booth in the pickup area. The MARTA rail transit system runs from the airport to the Westin (station N-1: Peachtree Center). The cost is 85 cents, and exact change is required. Taxi service from the airport to the hotel costs approximately \$15.

If I am attending a preconference workshop, what is there to do in the evening?

A packet of local information will be issued to pre-conference attendees when they register on-site. This information will also be available at the registration table once registration begins on Wednesday, 28 September.

If I am participating in a tour, how do I get to it?

All annual meeting participants will be issued a pocket program when they register at the meeting. This will include information about all tours, in particular the time and place that tours depart from. All tours that travel by bus will depart from the Spring Street entrance of the Westin Hotel and will begin boarding 15 minutes prior to departure. Buses will leave promptly at the time scheduled.

Is child care provided at the annual meeting?

Yes, for a small daily fee (to cover the cost of diapers and snacks); but you must register ahead of time for this service, so please contact Georgeann Palmer immediately.

What should I do if I didn't register by 20 August?

Bring your filled-out registration form and payment to the meeting rather than mail them to SAA. If you did mail your form to SAA after 20 August, your confirmation letter and receipt will not be sent to you. You may pick them up at the annual meeting registration desk.

Will there be any place at the meeting where I can grab a quick and inexpensive lunch?

Sandwiches and soda will be available for purchase afternoons in the 10th floor exhibit hall Wednesday through Friday.

Will SAA publications be available for sale at the annual meeting?

Yes, there will be a display area in the 10th floor exhibit area where you can examine and purchase SAA publications. If you prefer, for a small fee you may have the publications shipped home for you, instead of carrying them yourself.

Continued on next page

How can I locate another annual meeting participant?

There is a Locator File available at the registration area. Participants can use this file to make their whereabouts known.

What happens if I decide to change my plans at the annual meeting and cannot attend an event I signed up for?

Refunds are given only in emergency situations. If an emergency does crop up, you may obtain a refund request form at the registration desk. Refunds will not be issued at the annual meeting. Return the refund request form to any SAA staff member in Atlanta, or mail it to the SAA office by 31 October 1988. After the annual meeting, refund requests will be confirmed on a case-by-case basis, and refunds will be mailed to those who are eligible.

If two sessions I am interested in attending are scheduled at the same time, is there any way to obtain a recording of the one I choose not to attend?

There may be. This year, for the first time ever, SAA has contracted to have a number of sessions audio-taped. Tapes may be purchased on-site in the registration area on the 8th Level Terrace or can be ordered from Convention Recordings International, Inc., P.O. Box 1788, Largo, FL 34649-1778; 813/581-2196. The cost PER TAPE (sessions often require more than one tape) is \$7.50 on-site and \$8.50 if shipping is required. The following sessions will be taped: 2W, 4W, 5S, 10, 11, 12, 13, 14, 15, 16, 19W, 22, 23, 27, 28, 29, 30, 32, 35, 36, 37W, 42, 43, 47, 50, 52W, 53W, 54S, 60SF, 62, 63, 66, 67, 71, 73SF, 76, 77, 80, 81, 83, 84, 85, 87, 89, 91, 92, 93, 94, 95.

How can I get to next year's annual meeting for free?

Simple. Be sure to drop off a business card with each exhibitor at this year's meeting. If you're lucky, your card will be one of those drawn at the closing luncheon. There will be five winners. The first-prize winner will receive round-trip air fare for one to the 1989 annual meeting in St. Louis. The second-prize winner will receive up to four free nights lodging at the Clarion Hotel, headquarters for the 1989 annual meeting. Three third-prize winners will receive one free registration for the 1989 annual meeting.

Richard Kesner will be on hand at the SAA publications booth Thursday from 11:45 a.m. to 12:45 p.m. to sign copies of his new book, *Information Systems: A Strategic Approach to Planning and Implementation*.

Forensic specialist **George Throckmorton** has been added as a speaker to session 50, "The Archival Implications of the Hofmann Forgeries," on Saturday at 9:00 a.m. Throckmorton, who broke the Hofmann case, will illustrate his talk with slides.

Getting Your Bearings

Here are several key areas of the hotel and the best ways to get to them. This may be a bit confusing, so the diagram on the opposite page may prove helpful.

The Hotel Registration Desk and Cashier

This is located in the main lobby on the 5th floor. The 5th floor has street-level access from International Boulevard. If you enter the hotel from Spring Street entrance on the 4th floor, you may proceed up to the 5th floor via an escalator, which will deposit you right in front of the registration desk.

The SAA Annual Meeting Registration Area

The registration tables are located on the 8th Level Terrace, which is accessible by elevator or escalator. The registration hours are:

Wednesday, 10:00 a.m. - 4:30 p.m.

Thursday, 8:00 a.m. - 4:30 p.m.

Friday, 8:00 a.m. - 4:30 p.m.

Saturday, 8:00 a.m. - 4:30 p.m.

Sunday, 8:00 a.m. - 11:00 p.m.

Meeting Rooms

SAA's meeting rooms are located on the 6th, 7th, 8th, and 10th floors, and in the Tower Rooms. The 6th, 7th, and 8th floors may be reached by elevator or escalator. The 10th floor only can be reached by proceeding to the 9th floor (which is accessible by elevator, escalator, or stairs) and then taking an escalator up one flight. The Tower Rooms can only be reached by proceeding to the 8th floor (which is accessible by elevator, escalator, or stairs) and then taking the special Tower Room elevator.

The Exhibit Hall

Exhibits are located in the Plaza Ballroom on the 10th floor. The 10th floor can only be reached by proceeding to the 9th floor (which is accessible by elevator, escalator, or stairs) and then taking the escalator up one flight.

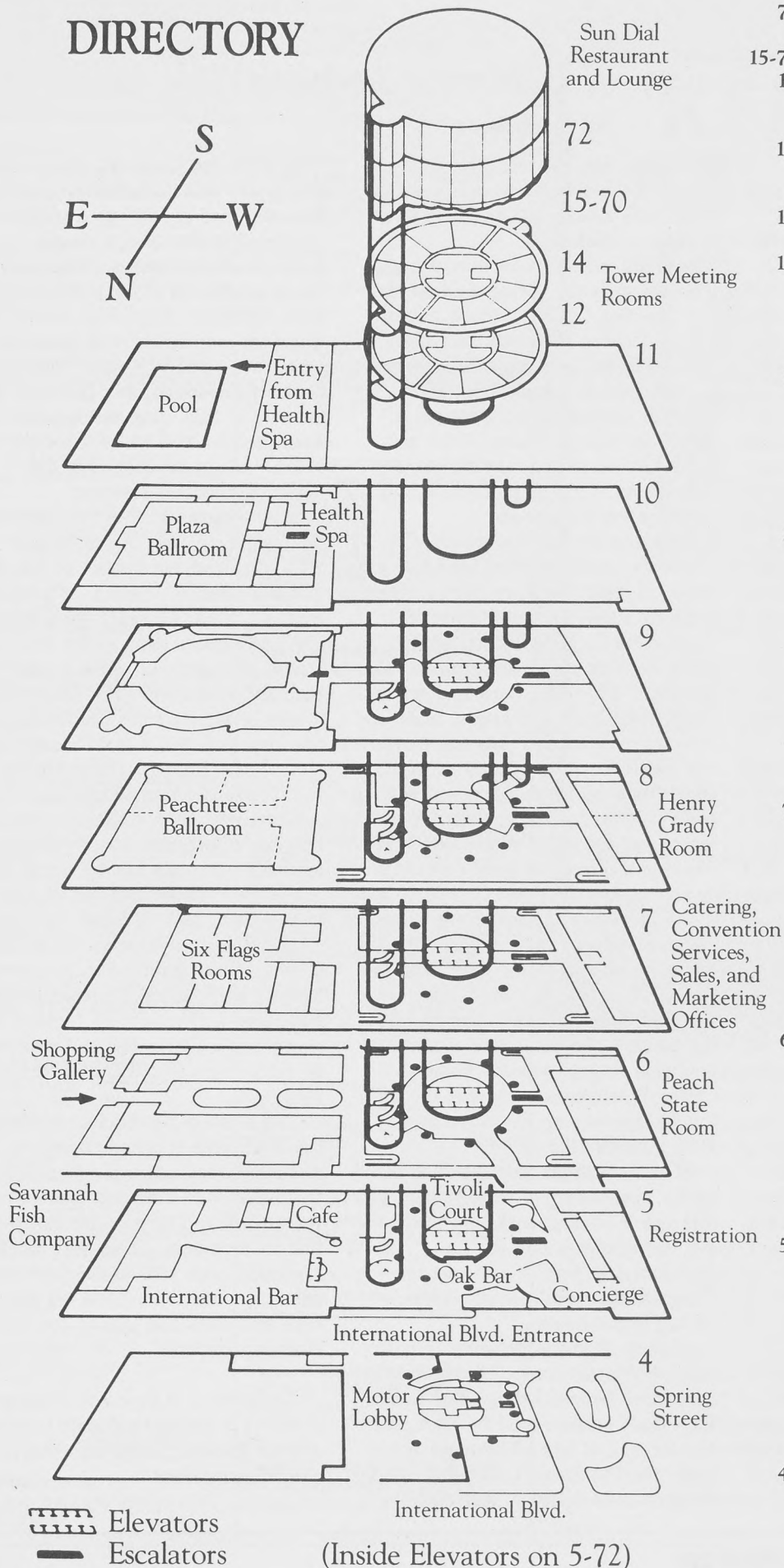
The Opening and Closing Luncheons

These will be held in the Peachtree Ballroom on the 8th floor, which is accessible by elevator, escalator, or stairs.

The Spring Street Entrance

This entrance is located on the 4th floor of the hotel, and can only be reached by proceeding to the main lobby on the 5th floor (which is accessible by elevator, escalator, or stairs) and then taking the escalator down one flight. The Spring Street Entrance is where all bus tours depart and where buses will pick up and drop off people who are traveling to the Presidential Reception at the High Museum. This entrance also is the best place to catch a taxi.

DIRECTORY



The Society of California Archivists

by Teena Stern

In the fall of 1971 Lynn Bonfield invited a small group of archivists and manuscript curators to meet in San Francisco, where they discussed forming a statewide archival association. The product of that discussion was the Society of California Archivists (SCA), which answered a growing need for a forum/network to exchange archival theory and knowledge.

Its bylaws describe SCA as a "non-profit organization designed to promote cooperation and exchange of information among individuals interested in the preservation and use of archival materials in the State of California and adjoining areas; to disseminate information on research materials and archival methodology; to provide a forum for the discussion of matters of common concern; and to cooperate with the Society of American Archivists, and with other similar cultural and educational organizations."

Since that first year, SCA has grown to include almost 400 members, a seven-member elected council, eleven standing committees, and several ad hoc or task force committees. In 1978 a committee on archival security sponsored legislation related to the theft of public property that was eventually passed by the state legislature. SCA's Governmental Affairs Committee continues to monitor national and state legislative matters.

In 1980 the ad hoc Committee of the Eighties surveyed the membership and formulated goals and priorities for the society. One result was an administrative handbook that describes and outlines the responsibilities of council members and committee chairs. This year council established a Committee on Committees to recommend ways to strengthen committee structure and increase member involvement.

The *SCA Newsletter*, a primary vehicle of communication with members, includes regular reports from the president on council meetings, as well as featured columns from various committees, such as "Automation Alley" and "Conservation Corner."

Under the fine editorship of Dan Lewis, the newsletter is published four times a year with the help of desktop publishing.

Another principal avenue of communication is the spring Annual General Meeting (AGM), which rotates yearly between the north and south. This three-day meeting offers formal sessions, panel discussions, and in-depth workshops on a variety of topics and levels. Some of the sessions and workshops are hands-on practicums, such as processing and conservation techniques.

Speakers are not limited to SCA members or the archival field and have included representatives from ARMA, granting agencies, state historical organizations, genealogical groups, and computer companies, as well as copyright attorneys, book and manuscript collectors, appraisers, and conservation specialists. Management specialists have introduced us to personnel management, improved writing skills, public speaking, time management, and the art of motivation. SCA has also enjoyed the good fortune of including Ann Morgan Campbell and Donn Neal among its keynote speakers.

A workshop is held each spring at the opposite end of the state from the AGM site. Two fall workshops are held annually in both the north and the south. The Education Committee conducts several two-day Basic Archives Workshops each year throughout California, one of which immediately precedes the AGM.

SCA workshops have handled many topics in a variety of ways, such as this year's spring workshop in the north, "Archives and the Law," which included case studies and role playing. This workshop will be offered next spring in the south.

SCA encourages networking with related organizations. In recent years several of our workshops and AGMs have been cosponsored by SAA, the Conference of Inter-Mountain Archivists, the California Committee for the Promotion of History, and ARMA.

In 1985 the James V. Mink scholarship was established to provide an annual award of \$200 to a student interested in pursuing a career in archival administration. The award funds attendance at the preconference Basic Archives Workshop and AGM. The first scholarship was awarded last year with matching funds from SCA, member donations, and proceeds from the sale of SCA pins and tee shirts. This year council added a second Mink scholarship to be applied to the Western Archives Institute.

SCA cosponsors this Institute with the California State Archives and UCLA's Graduate School of Library and Information Science. The first institute, held last year, drew thirty-one participants from as far away as Japan. The second institute was recently completed. The faculty is drawn primarily from California, but has also included Ann Morgan Campbell, James Rhoads, David Hooper, and Trudy Huskamp Peterson.

Currently, SCA is working on a number of projects--standardization of teaching materials for the Basic Archives Workshops and the Western Archives Institutes; an automation survey; publication of a *Preservation Resource Directory*; and publication of our Occasional Paper Series. The society has published a *Directory of Archival Repositories in California*, and will soon be releasing a Membership Resource Directory.

The work of the Society of California Archivists is accomplished by a dedicated group of professionals who volunteer their time and expertise to the growth and development of SCA and its members. This hard work is rewarded each year at the SAA annual meeting when SCA members don their blue tee shirts and join in the traditional sock hop!

Teena Stern is Research Historian/Archivist at the El Pueblo de Los Angeles Historic Monument, and current SCA president.

Archivists' Calendar

14-18 September
American Association for State and Local History; Rochester, New York. 615/255-2971

15-16 September
Utah Preservation Consortium Disaster Planning and Recovery Workshop; Salt Lake City, Utah.

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
"Collections Management: Issues and Concepts," workshop; Smithsonian Institution. 202/357-3101

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

19-21 October
Association of Public Data Users; Washington, DC. 609/452-6025

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

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

28 October
Michigan Archival Association; Detroit. 313/577-4024 (Mike Smith)

28-31 October
Archives-Libraries Committee Fall Meeting; African Studies Association; Chicago. 804/924-4989

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

7-9 November
"Photographic Methods for Museum Personnel," workshop; Smithsonian Institution. 202/357-3101

14-17 November
"Museum Security: Protecting Cultural Property," workshop; Smithsonian Institution. 202/357-3101

18 November
Oklahoma Conservation Congress Regional Symposium; University of Tulsa.

5-9 December
Introduction to Museum Management," workshop; Smithsonian Institution. 202/357-3101

27-30 December
American Historical Association; Cincinnati.

23-27 January
"Computers in Collections Management and Research," workshop; Smithsonian Institution. 202/357-2101

6-8 February
"Developing Outreach Programs," workshop; Smithsonian Institution. 202/357-2101

28 February-2 March
"Museum Shop Management," workshop; Smithsonian Institution. 202/357-3101

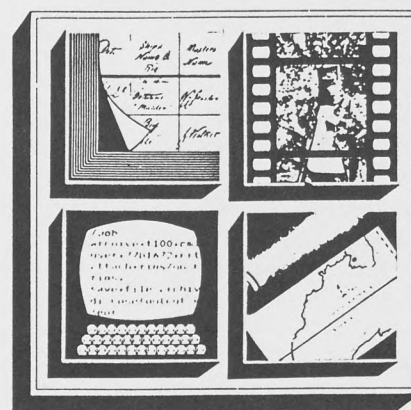
9-11 March
Gulf Coast History and Humanities Conference; Mobile, Alabama. 205/460-6210

13-17 March
"Collections Storage," workshop; Smithsonian Institution. 202/357-3101

3-7 April
"Museum Registration Methods," workshop; Smithsonian Institution. 202/357-3101

6-9 April
National Council on Public History and the Organization of American Historians Joint Meeting; St. Louis.

KEEPING ARCHIVES



AUSTRALIAN SOCIETY OF ARCHIVISTS INC

IS ALL INCLUSIVE

KEEPING ARCHIVES is the first comprehensive book in English covering archival work in a practical way. In addition to describing the major archival functions, KEEPING ARCHIVES devotes considerable attention to management and administration and to technology and user education. KEEPING ARCHIVES will be an invaluable reference tool for new and experienced archivists, whatever their work setting.

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

\$27 members; \$29 nonmembers. Available from SAA, 600 S. Federal, Suite 504, Chicago, IL 60605; 312/922-0140.

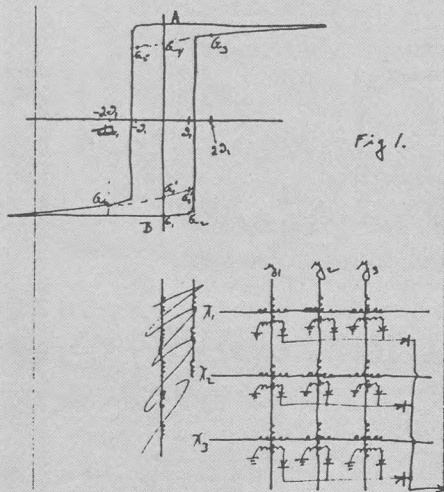
YOU NEED KEEPING ARCHIVES

Transitions....Transitions.

Philip B. Eppard has been appointed Archivist at the Archdiocese of Boston....Jeffrey O. Johnson is now the State Archivist of Utah....Robert W. McDonnell is now Associate Archivist for Legislative Records at the New York State Archives....Marilyn H. Pettit has been made Co-Director of the Archival Management Program in the History Department of New York University....James W. Campbell has joined the New Haven County Historical Society as Assistant Librarian....H. T. Holmes has been named Director of the Archives and Library Division of the Mississippi Department of Archives and History....Paul R. Scott is now Records Manager of Harris County, Texas....Virginia L. Daley has been appointed Women's Studies Archivist at Duke University's Manuscript Department....David P. Gray is leaving the archives field to pursue a career as an officer in the United States Navy Medical Service Corps....Bruce S. Cheeseman has accepted a position as Corporate Archivist and Historian at King Ranch, Inc.

Appraising the Records of Modern Science and Technology: A Guide

Joan K. Haas
Helen Willa Samuels
Barbara Trippel Simmons



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

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

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

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

Professional Opportunities

MANAGING EDITOR

Society of American Archivists

The Society of American Archivists announces the position of Managing Editor. **RESPONSIBILITIES:** Writes, edits, designs, and produces the *SAA Newsletter* (six times per year); lays out and produces the *American Archivist* (four times per year); designs and produces the SAA annual meeting program booklet (one time per year); designs and produces all of the Society's non-serial publications; negotiates with printers, mailing services, and other vendors; negotiates with other publishers for the resale of their publications; monitors inventory and makes recommendations about reprinting; supervises distribution of SAA publications; solicits and prepares advertisements; prepares catalogs and other promotional materials; recommends prices for SAA publications; manages all of the Society's routine printing work; advises the Executive Director and the Editorial Board about current and potential publications; and assists in the preparation of publicity materials about SAA. **QUALIFICATIONS:** Strong writing skills, attention to detail, and an ability to meet multiple deadlines are essential; experience in editing is highly desirable; a BA or MA degree in English or Journalism is preferred; some background in archives, history, library science a plus. **SALARY:** between \$20,000 and \$24,000, depending on skills and experience. Send resume and writing sample to Donn C. Neal, Executive Director, Society of American Archivists, 600 South Federal Street, Suite 504, Chicago, Illinois 60605. The position will remain open until a suitable appointment can be made.

ASSISTANT ARCHIVIST

Arizona State University

RESPONSIBILITIES: For the coordination and direction of the university's records management program (50% of the 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:** Requires an ALA-accredited MLS degree (or, Master's degree 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 communication 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, Associate Dean for Management Services; Hayden Library, Arizona State University, Tempe, AZ 85287-1006, 602/965-3417. Applications received by 30 September 1988 will have first consideration.

ASSISTANT ARCHIVIST

Salvation Army Archives & Research Center

Archival journeywo/man 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 ASAP to: Thomas Wilsted, Archivist/Administrator, Salvation Army Archives and Research Center, 145 West 15th Street, New York, NY 10011.

The editor of the newsletter wishes to apologize to the Salvation Army Archives and Research Center. The above job posting appeared in the July newsletter with the slash absent from "journeywo/man." This was our error. The above position is open to journeymen and journeywomen.

SUPERVISORY ARCHIVIST

Smithsonian Institution's National Air and Space Museum

RESPONSIBILITIES: As Chief of the NASM archives, the incumbent will supervise approximately 8 staff members, and be responsible for the administration of the national clearinghouse program for the disposition of archival materials relating to the history of aviation and space exploration. The incumbent is expected to exercise independent judgement in the performance of specialized tasks, to revise procedures related to archival management and to implement new technology as appropriate. The incumbents serves under the direct supervision of the Assistant Director for Collections Management. **QUALIFICATIONS:** Should have knowledge, experience and expertise in archival theory and practice, and aviation/aerospace history. Incumbent should possess a general knowledge of automated information systems. The incumbent requires thorough knowledge of and experience in the supervision, training and management of archivists, technicians, and clerical staff as well as experience with budget formulation and management staffing projections. **SALARY:** \$39,501 - \$51,354. Interested applicants should forward a completed SF 171 Application for Federal Employment, a full curriculum vitae, 3 letters of outside reference and a full set of reprints of publications to: Smithsonian Institution Employment Office, Washington, DC 20560, Attn: 88-522-F. Applications must arrive at the above address no later than 31 October 1988.

MANUSCRIPT SPECIALIST

University of Missouri

RESPONSIBILITIES: Entry-level position, available 15 November 1988. Primary duty is arrangement and description of collections. May assist with reference service and with microfilm program. **QUALIFICATIONS:** MA in history or another social science. Preference may be given to candidate with archival training and/or experience. Preference may be given to candidate with experience in processing large collections of organizational records. Excellent oral and written communications skills necessary. **SALARY:** \$15,000 plus University of Missouri benefits. Position carries University of Missouri academic (non-regular) status. Annual leave, 26 days; sick leave, 24 days per year. Send letter of application, resume, and names, addresses, and telephone numbers of three references to Nancy Lankford, Western Historical Manuscript Collection-Columbia, 23 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201. Application deadline: 15 October 1988.

PHOTO ARCHIVIST

American Heritage Center

University of Wyoming

RESPONSIBILITIES: Manage the research and technical operations of the Photo Archive, including processing and cataloging the collections; applying conservation, restoration and storage techniques; assisting in maintaining the art collection; and conducting a variety of outreach and special programs. **QUALIFICATIONS:** Required; a Bachelor's degree and at least two years of responsible archives experience in handling photographic materials. Preferred; a Master's degree in archives, library science, American studies, history, or a related field -- or equivalent combination of educations and experience. Acquaintance with and appreciation of the fine arts would be helpful. **SALARY:** Minimum salary of \$17,772. Send letter of application, vita, and names, addresses and telephone numbers of three references by 15 October 1988 to Dr. Rolf Swensen, Administrative Archivist, American Heritage Center, P.O. Box 3924, University Station, Laramie, WY 82071.

FIELD DIRECTOR

Minnesota Historical Society

RESPONSIBILITIES: This position is responsible for organizing and implementing the acquisition of manuscripts for the MHS collections, and for various outreach programs and liaison with other repositories. Works with other curators in the Acquisitions and Curatorial Department, and with the MN State Historical Records Advisory Board. Position supervises one professional, and has clerical assistance. **QUALIFICATIONS:** Graduate degree in library science, history or related field preferred. Must have excellent human relations skills to deal with donors, researchers, staff of other institutions, and the public. Extensive experience in appraisal and acquisitions required; some public speaking and automated systems experience preferred. Knowledge of basic processing, storage, and conservation necessary to deal with donors and public. **SALARY:** Highly competitive salary commensurate with experience and qualifications. Send cover letter and resume by 7 October 1988 to James E. Fogerty, Minnesota Historical Society, 690 Cedar Street, St. Paul, MN 55101.

Three Positions Available:

FILM/VIDEO ARCHIVE TECHNICIAN

Louis Wolfson II Media History Center

RESPONSIBILITIES: Technician(s) will organize, inspect, repair, clean, splice, and wind onto cores archival 16mm news film made "projector ready" for transfer to video. The technician monitors supplies, maintains preservation and film records and statistics on project progress. This is not a production job. **QUALIFICATIONS:** BA in instructional technology, film, or a related field. Previous experience in a media center, archive, or film editing desirable. Must be well organized and detail oriented. Ability to communicate and work well with others required. Should have experience in all aspects of film handling/repair and related equipment including: film splicer, rewinds, Cinescan, Moviescope, Perffix, film cleaning equipment, 3/4" and VHS video decks, and film to tape transfer process. **SALARY:** \$15,553 plus benefits. This is a one year, NHPRC funded project, beginning in the fall. Send resume and the names of three references to: Steven Davidson, Director Louis Wolfson II Media History Center, Miami-Dade Public Library, 101 West Flagler Street, Miami, Florida 33130.

DIRECTOR

South Carolina Historical Society

The South Carolina Historical Society seeks applicants for the full-time position of Director. With a membership of 6,000+, governed by a statewide elected Board of Managers, the 133-year-old Society has a full-time-equivalent staff of nine, is the state's largest private repository and is active in publishing and public programming. Letters of application should include a detailed and current references and be submitted to the Search Committee, South Carolina Historical Society, Fireproof Building, Charleston, SC 29401-2299, by 15 October 1988. Confidentiality and dispatch are stressed by the committee.

CURATOR

William Ransom Hogan Jazz Archive

RESPONSIBILITIES: Curator administers a unique collection of materials on the origin and development of New Orleans jazz and related subjects. Collections include over 1,500 oral history tapes, sound recordings, sheet music, photographs, books, serials, and memorabilia. Archival duties include obtaining, processing, preserving, and servicing materials. Library duties include serving as division head, overseeing staff of 2.5 persons plus student workers, committee work, and budgeting. Other responsibilities include grant-writing, fund-raising, developing strong relationships with local and national jazz community. **QUALIFICATIONS:** Graduate work in jazz-related fields, library or archival experience, managerial skills, knowledge of computer applications in libraries required. MLS from ALA-accredited school and scholarly interests highly desirable. **SALARY:** Librarian rank and salary open, depending on experience, but no less than \$23,000. Liberal benefits, including tuition exemption for self and dependents. Twelve-month academic appointment. Position available 1 January 1989. Review of applications begins 1 October 1988. Please forward resume and names of three references to: Andrea Brigalia, Administrative Assistant, Tulane University Library, 7001 Freret Street, New Orleans, LA 70118.

CHIEF LIBRARIAN

Albany Institute of History and Art

Librarian with museum experience for a Department head position. Currently two-person staff. The Museum's McKinney Library collections reflect history, art, culture of Upper Hudson Valley Region, New York, America (17th-20th centuries). 12,000 volume reference library; 500,000 primary documents and special collections including photos; broadsides, maps, pamphlets, architectural drawings, rare books, artists sketchbooks, colonial manuscripts, memoirs, journals, business papers, city directories. **QUALIFICATIONS:** 3-5 years' experience in museum library/special collections. MLS required. Background in American history, art, culture a must. Energetic. Interest in working closely with Curatorial Department and all program staff. Proven leadership, management, planning and grantsmanship abilities and skills. Vision and creativity. **SALARY:** Competitive salary and benefits. Send resume to: Library Search, AIHA, 125 Washington Ave., Albany, NY 12210.

ARCHIVIST

Historical Society of

Western Pennsylvania

RESPONSIBILITIES: Acquire, arrange, describe, and provide reference service for manuscript collections in newly created Pittsburgh Jewish Archives within growing cultural institution. **QUALIFICATIONS:** MLS or MA in history with specialization in archival administration; familiarity with Jewish culture and history preferred; good communication and interpersonal skills a must. **SALARY:** \$17,500 plus benefits. Send letter of application, resume, and names of three references to Donald Haggerty, Assistant Director for Library and Archives, Historical Society of Western Pennsylvania, 4338 Bigelow Boulevard, Pittsburgh, PA 15213. Closing date: 30 September 1988.

TECHNICAL SERVICES ARCHIVIST

East Tennessee State University

Archives of Appalachia

RESPONSIBILITIES: Provide professional supervision in the processing of a multi-media collection documenting the political, social, economic and cultural history of south central Appalachia; accession incoming manuscript and non-manuscript materials; update and maintain manual and automated indexing systems. Supervise and train 1 graduate assistant and 4-5 student assistants in on-going processing projects. Assist with public services and acquisitions. **QUALIFICATIONS:** Masters degree in history, sociology, library science, folklore or other appropriate field. Prefer experience/coursework in archival administration and in use of automated systems in archives. **SALARY:** \$18,500 - \$19,000 contingent upon qualifications, plus state university fringe benefit package. One year appointment; may be renewed contingent on center of excellence funding. Send letter of application, resume and names of three references to Office of Personnel, Box 24,070A, East Tennessee State University, Johnson City, Tennessee 37614. Review of applications will begin 1 November 1988 and continue until the position is filled. Position is contingent upon grant funds.

PROJECT ARCHIVIST

Metropolitan District Commission

The Metropolitan District Commission, an agency of the Commonwealth of Massachusetts currently seeks a project archivist. **RESPONSIBILITIES:** Implement a one-year archival program funded by a grant from the National Historic Records and Publications Commission. As a parks agency, the MDC has generated documents significant to civic, architectural and engineering history. **QUALIFICATIONS:** Knowledge of records management, civil engineering and architectural records, the care and conservation of historic photographs, and computerized archival data systems (e.g. MARC or ARLEN). Candidates for this position should possess a masters in library or archival sciences and two years of archival/records management experience or hold a bachelors degree with a minimum of four years of archival/records management experience. A project summary will be available upon request. **SALARY:** \$24,992. Send resumes to Albert Swanson, Project Director, MDC, 20 Somerset Street, Boston, Massachusetts 02108, 616/727-5218. Deadline for submission of applications is 15 September 1988.

PROJECT ARCHIVIST

Bloomington Public Library

Project archivist for prototype LSCA project. **RESPONSIBILITIES:** surveying scope, character, physical condition and environment of nine local history collections (small public to university libraries); recommending appropriate preservation methods for deteriorating items (including time and cost estimates); writing report of the findings, procedures manual, and draft of continuation grant. **QUALIFICATIONS:** Prefer Master's in library science; two to three years' experience working with large archival collections; familiarity with preservation processes; and good writing/communication skills. **SALARY:** \$1,680 per month for a period of 6-9 months. Send resume and three references to Lois Wood, Project Director, Bloomington Public Library, 205 East Olive Street, Bloomington, IL 61701. Will accept applications until the position is filled.

DIRECTOR

Archives of American Art

The Smithsonian Institution invites applications for the position of Director, Archives of American Art, New York City. The Archives of American Art is a national research center with regional offices located throughout the country. The Archives, which holds more than nine million documents, 400,000 photographs, 75,000 works on paper, and approximately 3,000 tape recorded oral history interviews, is the nation's largest repository of documentary and source materials relating to the history of the visual arts in the United States. **REQUIREMENTS:** Must have proven administrative and leadership ability; demonstrated knowledge of archival methods, procedures and techniques; and familiarity with the needs, methods, and techniques of scholarly research in art and/or art history. **SALARY:** This position is in the Federal Civil Service with a salary range of \$64,397 - \$72,500 per annum. Interested applicants should submit a Standard Form 171, application for federal employment, and curriculum vitae and bibliography to: Office of Personnel Administration, Smithsonian Institution, Washington, DC 20560, Attn: EX-05-88-F (AB). Inquiries may be directed to Ms. Maureen Robinson, Special Assistant for Recruitment, Office of the Assistant Secretary for Museums, 202/786-2389. Deadline for applications: 16 September 1988.

ASSISTANT ARCHIVIST AND CURATOR OF MANUSCRIPTS

Boston College Libraries

Search reopened for an Assistant Archivist and Curator of Manuscripts. **RESPONSIBILITIES:** The accessioning, arrangement, and description of the organizational records of Boston College and the literary manuscripts of the Burns Library. Also responsible for assisting the head of the department in planning and executing acquisition and reference services, supervising student assistants, and building a bibliographic data base using microcomputer technology. **QUALIFICATIONS:** Have an ALA-accredited MLS or subject masters in an appropriate field, knowledge of archival principles and practices and an understanding of standard conservation procedures. A background in history and some experience with microcomputers is desirable. **SALARY:** From \$22,000 depending on qualifications. An excellent benefits package includes tuition remission, 22 days vacation, health, dental, and other insurance programs. Send letter of applications, include names and phone numbers of three references to Richard Jefferson, Employment Manager, Department of Human Resources, Boston College, Chestnut Hill, MA 02167. Applications received by 8 August 1988 will receive priority consideration.

ARCHIVIST/LIBRARIAN

University of Delaware Library

RESPONSIBILITIES: 2-year position to arrange and describe the papers of U.S. Senator John J. Williams (1904-1988). Will be responsible for all aspects of processing and cataloging the records. Supervise one library support staff member and handle reference requests for the papers during processing. **QUALIFICATIONS:** ALA-accredited MLS. Good oral and written communication skills and demonstrated ability to work independently. Preferred MA in history; experience or training in processing 20th-century and/or political papers; familiarity with MARC AMC format, microcomputer applications to archival processing, and preservation microfilming procedures; supervisory experience. **SALARY:** No salary specified. Benefits of 22 vacation working days. Employees basic Blue Cross/Blue Shield, dental and course fee waiver. To apply send letter of application, current resume, and the names and telephone numbers of three references to Maidel Cason, Assistant Director of Libraries for Administrative Services, Office of the Director, University of Delaware Library, Newark, DE 19717-5267. Review of applicants will begin immediately and continue until a suitable applicant is found.

ARCHIVIST

Ohio University Libraries

We have a two-year project beginning 1 October 1988, to process the E.W. Scripps Papers. **RESPONSIBILITIES:** Arrange the papers of journalistic pioneer E.W. Scripps; prepare an inventory of the same, including a detailed index; develop public programming plans for the E.W. Scripps Papers. **QUALIFICATIONS:** Master's degree in history, library science, or journalism with an archives sequence and applicable experience. Familiarity with post-Civil War American History essential; familiarity with paper preservation techniques or oral history indexing techniques and USMARC:AMC format desirable. Good oral and written communication skills necessary. **SALARY:** \$18,100 - \$21,000 plus benefits (first year), dependent upon qualifications and experience. Send letter of application, resume, and three references to Dr. George W. Bain, Archives and Special Collections, Ohio University Libraries, Athens, OH 45701-2978 by 10 August 1988.

ACQUISITIONS/CATALOGING LIBRARIAN

Texas Tech University

The Southwest Collection functions as university archives, regional archival repository, and historical research center at Texas Tech University. The university is one of five comprehensive state universities in Texas and has an enrollment of 23,000. It is located in Lubbock, a cultural and commercial center for the area with a metropolitan population of 225,000. **RESPONSIBILITIES:** Primarily responsible for acquisition and cataloging of print material. Assists in establishing policies and programs within a projected automation program of the Southwest Collection, an extensive research library of Western Americana. Provides reference service, prepares bibliographies and participates in public outreach programs. Trains and supervises student assistants and clerical staff. Reports to the Director of the Southwest Collection. **QUALIFICATIONS:** ALA-accredited master of library Science. Second masters or training in history, humanities or related social sciences preferred. Two years' experience in cataloging, preferably in an academic or research setting. Working knowledge of OCLC. **SALARY:** \$19,000 - \$21,000 for a 12-month appointment. Excellent benefits package, 88% of employee portion of Social Security paid for first \$16,500 of salary; choice of retirement programs including TIAA-CREF; 13 state holidays; no state or local income tax. Applications will be accepted until the position is filled. Position available immediately. Send letter of application, resume, and names of three references to Gisela Webb, Assistant Director of Libraries, Lubbock, TX 79409 (806/742-2258).

ARCHIVIST

Rockefeller Archive Center

RESPONSIBILITIES: To process the records of the Commonwealth Fund, which are now at the Rockefeller Archive Center. The Commonwealth Fund, established in 1918, made grants in the general area of health. **QUALIFICATIONS:** A trained and experienced archivist who should have a master's degree in archival management or equivalent experience. **SALARY:** \$22,000 per annum with benefits. Position is for 18 months. Apply to: Director, Rockefeller Archive Center, Pocantico Hills, North Tarrytown, NY 10591-1598. For information telephone Dr. Darwin H. Stapleton, Director, at 914/631-4505.

FIELD DIRECTOR

DIVISION OF LIBRARY AND ARCHIVES

Minnesota Historical Society

RESPONSIBILITIES: Organizing and implementing the acquisition of manuscripts for the MHS collections, and for various outreach programs and liaison with other repositories. Works with other curators in the Acquisitions and Curatorial Department, and with the Minnesota State Historical Records Advisory Board. Position supervises one professional, and has clerical assistance. **QUALIFICATIONS:** Graduate degree in library science, history or related field preferred. Must have excellent human relations skills to deal with donors, researchers, staff of other institutions, and the public. Extensive experience in appraisal and acquisitions required; some public speaking and automated systems experience preferred. Knowledge of basic processing, storage, and conservation necessary to deal with donors and public. **SALARY:** Highly competitive salary commensurate with experience and qualifications. Send cover letter and resume by 7 October 1988 to: James E. Fogarty, Minnesota Historical Society, 690 Cedar Street, St. Paul, MN 66101.

CHIEF, ARCHIVES/LIBRARY

Ohio Historical Society

A private, not-for-profit organization with a close working relationship with the State of Ohio, the Society serves as the state archives and coordinates a regional network of local government records centers. The library is an excellent research facility with strong manuscript, cartographic, audio-visual, rare book, and newspaper collections illuminating Ohio, the area of the Old Northwest, and American history generally. **RESPONSIBILITIES:** An experienced professional manager to guide its Archives-Library Division. **QUALIFICATIONS:** Must possess strong academic credentials (PhD in a field reflected in the collections is preferred) and demonstrate experience in archival and library positions, together with managerial skills and interests. Interested persons are encouraged to write the Personnel Office, Ohio Historical Society, 1985 Velma Avenue, Columbus, OH 43211, to obtain a position description and salary guidelines.

PROFESSIONAL ARCHIVIST/ SYSTEMS ADMINISTRATOR

IDG, Washington, DC

IDG is a historical services firm specializing in the processing, maintenance, and use of corporate archives. It is seeking a highly motivated, professional archivist who is interested in working with state-of-the-art technology and project management techniques. **RESPONSIBILITIES:** Planning and supervision of archival assessments, arrangements and processing; writing of finding aids and collections policies; maintenance of archival databases; systems analysis and design; and network administration. **QUALIFICATIONS:** Formal training in archival sciences and experience in archival management techniques; knowledge of and aptitude for data base management systems. **SALARY:** \$21,000 - \$30,000 plus benefits, commensurate with skill and experience. Send your resume and cover letter to: Debbie Van Buren, IDG, 2201 Wisconsin Ave., NW, Suite 390, Washington, DC 20007.

RETROSPECTIVE CONVERSION ARCHIVIST

Duke University

(One-year temporary position funded by a Department of Education Title II-C grant.) **RESPONSIBILITIES:** Converting the manual catalog of manuscripts into machine-readable form; descriptive preparation; assignment of Library of Congress subject headings; coding of AMC format worksheets for entry into OCLC via PC-based Microenhancer software; supervision and revision of online data entry; and assisting the project director in training and supervising the Catalog Data Input Clerk and compiling monthly reports and project evaluations. **QUALIFICATIONS:** ALA-accredited MLS; knowledge of and experience with USMARC formats, especially the AMC format; knowledge of and experience with archival processing and descriptive standards, AACR 2, and LC name and subject authority files; and familiarity with computer-based systems in libraries, in particular the OCLC system. Candidate should also possess effective interpersonal skills and be oriented to high-volume processing. **SALARY:** \$21,200 - \$22,500. Benefits include academic status; choice of several retirement plans, including TIAA/CREF; two Blue Cross/Blue Shield health care options; and assistance with relocation costs. Probable appointment date: January 1989. Send letter of application, resume, and names, addresses, and telephone numbers of three references by 15 October 1988 to Ann F. Stone, Personnel Librarian, Duke University Library, Durham, NC 27706.

EXECUTIVE DIRECTOR

The National Historical Publications and Records Commission

The NHPRC promotes the creation and maintenance of American historical records by public and private entities through its grants and educational programs. Its membership includes representatives of the executive, judicial, and legislative branches of the Federal government as well as professional associations. **RESPONSIBILITIES:** Directs the Commission staff of 16 in planning and administering its programs with a budget in excess of \$4 million. **SALARY:** \$64,397 - \$72,500 and full benefits. Qualified individuals are invited to submit applications for the position. Letters of application and resumes may be sent to: NHPRC Search Committee, Office of the Archivist of the United States, National Archives and Records Administration, 7th and Pennsylvania Avenue, NW, Washington, DC 20408. Application deadline: 1 October 1988.

ARCHIVIST/MANUSCRIPT PROCESSOR

Portsmouth Athenaeum

Historical library seeking an archivist/manuscript processor for one-year NHPRC-grant funded project. **RESPONSIBILITIES:** For all aspects of manuscript processing and preservation; appraisal, research, and arrangement of collections; preparation of collection registers and catalog cards for the combined manuscript collections of the Portsmouth Athenaeum and Strawberry Banke. Will be expected to establish professional standards, bring existing registers up to those standards, train staff and volunteers, as well as supervise any minor cleaning and repairs. **QUALIFICATIONS:** Prefer MLS, MA or PhD with archival/manuscript training and experience in similar collections. **SALARY:** Full time, 12 months, \$22,500 plus benefits; starts October 1988. Send resume to: Richard M. Candee, President, Portsmouth Athenaeum, Box 848, Portsmouth, NH 03801. Deadline: 10 September 1988.

CHIEF, LOCAL GOVERNMENT RECORDS BUREAU

New York State Archives and Records Administration

RESPONSIBILITIES: Administer statewide program that develops retention schedules and provides advisory services to all local governments in New York except New York City. A new, comprehensive local records law takes effect in August that expands the bureau's responsibilities for advising local governments on developing records and archives programs and providing advice on technical issues. Position requires strong leadership, management, and promotional skills. Person reports to Director of External Programs, one of the two Divisions in the State Archives and Records Administration. **QUALIFICATIONS:** MA in history, government, economics, public administration, political science, American studies, library science, or records or information management; at least four years' experience in an archival or records management program, two years of which must have included supervising staff or managing a program. **SALARY:** Currently \$34,260 - \$42,185. Send letter of application and resume to Charles J. Byrne, Director of Personnel, Box SARA, New York State Education Department, 89 Washington Avenue, Albany, NY 12234. For more information, contact Bruce W. Dearstyne or Larry J. Hackman at State Archives and Records Administration, 10A75 Cultural Education Center, Albany, NY 12230, phone 518/474-1195.

DIRECTOR, DEPARTMENT OF ARCHIVES, HISTORY AND POLICY INFORMATION

American Medical Association

The American Medical Association offers this challenging position to an accomplished medical archivist/historian. **RESPONSIBILITIES:** Providing history of medicine reference, managing the maintenance of the Association's archives; developing and maintaining special collections on the history of medicine, questionable medical practices, and Association policy. **QUALIFICATIONS:** Must possess advanced degrees and significant experience/knowledge in both archives and history of medicine. Must have supervisory or administrative experience, demonstrated success in working with peers and superiors to accomplish organization objectives. **SALARY:** The position offers excellent salary and benefits package. Please send resume to: Division of Placement - #1302 TQ, American Medical Association, 535 North Dearborn Street, Chicago, IL 60610-4377.

DEPARTMENT MANAGER

George Memorial Library

RESPONSIBILITIES: Plan and direct all genealogy and local history department operations, including administration, collection development, reference, programming and publicity, and community liaison. **QUALIFICATIONS:** Master's in library science or humanities with experience in genealogy, local/state history or archival work preferred. Bachelor's degree and appropriate background and interests considered. Requires strong interpersonal skills, creativity, and effectiveness in oral and written communication. **SALARY:** \$18,694 - \$25,818 (beginning salary negotiable). Send letter of application and resume to Jane A. Powell, George Memorial Library, 1001 Golfview, Richmond, TX 77469, 713/342-4455. Position now open. Applications accepted until the position is filled.

DEPUTY STATE ARCHIVIST

State Historical Society of North Dakota

RESPONSIBILITIES: Appraise, accession, arrange, and describe archives and manuscripts. Plan, coordinate, and supervise archival functions within team-oriented archives-library operations. **QUALIFICATIONS:** MA in archives administration or history with course work in archives administration and two years' archival or related experience. Experience with MARC AMC desirable. **SALARY:** \$19,500 - \$21,700. Send resume and three references to Robert J. Scholbohm, Deputy Superintendent, State Historical Society of North Dakota, North Dakota Heritage Center, Bismarck, ND 58505 by 16 September 1988.

PROJECT ARCHIVIST

Buffalo Museum of Science

12-month, NHPRC-funded project to formally establish Museum Archives. Full-time, temporary position starting 1 December 1988. **RESPONSIBILITIES:** To develop and apply records collection policy and procedures; acquire supplies; accession, appraise, arrange, describe and preserve the Museum's institutional records; supervise and train volunteers; prepare finding aids. **QUALIFICATIONS:** Master's degree in history or library science, with a specialization in archives. Some experience with photographic collections would be useful. **SALARY:** \$23,000 for 12 months and standard benefits. Send letter of application and resume by 10 October 1988 to: Shaun J. Hardy, Research Library, Buffalo Museum of Science, Humboldt Parkway, Buffalo, NY 14211.

ARCHIVIST/HISTORIAN

Avery Research Center for African American History and Culture

RESPONSIBILITIES: Opportunity to organize and develop recently established archives for Low Country African-American History and Culture. Responsible for the acquisition, processing, access and preservation of materials. Works with other staff to identify and acquire collections. Reports to Research Center Director. **QUALIFICATIONS:** Subject masters degree is required, doctorate strongly preferred, with concentration in African-American History and Culture; 3 years' archival experience or masters in library science or archival science with at least one year archival experience required; ability to communicate well and work effectively with staff and general public required; knowledge of South Carolina Low Country African-American history desired. **SALARY:** A minimum of \$28,000 plus full state benefits. Send letter of application and resume with the names of three references by 3 October 1988 to Dr. Myrtle G. Glascoe, Director, Avery Research Center for African American History and Culture, The College of Charleston, Charleston, SC 29424.

EXECUTIVE ADMINISTRATOR

Hagley Museum and Library

The Hagley Museum and Library is an industrial museum and advanced research library in American business and technological history.

RESPONSIBILITIES: Organize and coordinate Hagley's interactions with scholarly communities; seek and manage grants for research fellowships; oversee coordination of activities for a history graduate program sponsored jointly with the University of Delaware; serve as liaison to business community to encourage preservation and study of corporate archives; publish semi-annual Business History Bulletin; organize conferences in related subject areas; engage in scholarly research and publication.

QUALIFICATIONS: PhD in related field required. Familiarity with grant proposals, corporate archives, and scholarly publications preferred. **SALARY:** No salary specified. Send curriculum vitae to Personnel Office, Hagley Museum and Library, P.O. Box 3630, Wilmington, DE 19807.

CORPORATE RECORDS MANAGER

MCA INC

MCA INC is a recognized leader in the entertainment industry. We seek a Corporate Records Manager to oversee the development of our integrated corporate records database. **RESPONSIBILITIES:** maintaining corporate records standards and procedures (including record retention schedules), strategic planning for long-term records management utilizing state-of-the-art technology, budget management and planning, plus employee supervision and development. **QUALIFICATIONS:** 5-7 years' records management or closely related experience, plus familiarity with data base management, computer operated systems, microfilm, microfiche and optical disc technology. Bachelors degree highly preferred. **SALARY:** No salary specified. To find out more about this opportunity and the potential we can offer you, send a resume in strictest confidence to: MCA INC, Human Resources Department, 100 Universal City Plaza, Universal City, CA 91608, Attn: GBA-Records Manager.

PROJECT ARCHIVIST

Chester County Historical Society

RESPONSIBILITIES: A 2-year NHPRC-funded project to survey, arrange, and describe the administrative and financial records of Chester County, 1699-1945. A guide to the records will be published. The project archivist will work in the county archives under the supervision of the archivist and the project consultant.

QUALIFICATIONS: BA in history or related field and good writing skills required. MA in history or MLS, graduate work in archives management and 2-3 years' experience in records processing desired. Knowledge of MARC AMC and word processing helpful. **SALARY:** \$17,000 plus benefits to start. The project archivist will be a contracted employee of the Chester County Historical Society. Send letter of application, complete resume, names, addresses and phone numbers of three references to Jeffrey Rollison, Director of Archives and Records Services, Chester County Historical Society, 225 North High Street, West Chester, PA 19380-2691. Closing date: 2 September 1988.

The following rate schedule entitles an employer to post one job in the *SAA Newsletter* and in the *Employment Bulletin*:

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 Nancy VanWieren 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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September 1988

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