



# Newsletter

The Society of American Archivists

## 1989 SAA Election Slate

The Society of American Archivists' 1989 Nominating Committee has proposed the following candidates for office. Included are the questions that candidates are required to answer on the 1989 Ballot.

### VICE PRESIDENT/PRESIDENT ELECT

**Francis X. Blouin, Jr.**, Bentley Historical Library

**Trudy Huskamp Peterson**, National Archives and Records Administration

*What have we learned about our profession during the past decade, described by some as the "Age of Archival Analysis," that can help strengthen the profession for the 1990s and the new century?*

### COUNCIL

**Terry Eastwood**, University of British Columbia

**James E. Fogerty**, Minnesota Historical Society

**Lori Hefner**, University of California

**Kathy Marquis**, Massachusetts Institute of Technology

**Faye Phillips**, Louisiana State University

**Robert Sink**, New York Public Library

### NOMINATING COMMITTEE

**Bruce H. Bruemmer**, Charles Babbage Institute

**Philip N. Cronenwett**, Dartmouth College

**Deborah Day**, University of California, San Diego

**Lynda J. DeLoach**, The George Meany Memorial Archives

**Alden N. Monroe**, Alabama Department of Archives & History

**Kathleen D. Roe**, New York State Archives and Records Administration

*How is new leadership in the Society to be discovered and developed? What is the role of the Nominating Committee in that process?*

From these groupings, one vice president, three Council members, and three Nominating Committee members will be selected. The vice president will serve in that capacity for one year, and then will become the Society's next president (1990-1991). The three Council members will serve three-year terms (through the 1992 annual meeting), and the Nominating Committee members will serve one-year terms. Voters will have the opportunity to write in candidates on the ballot.

The ballots will be mailed in February. If you have not received a ballot by 15 March 1989, please contact the SAA office. All ballots must be returned to the SAA office by 15 April 1989. Ballots postmarked after 15 April 1989 will not be counted.

An SAA Salary Survey will be included with the ballot. Please fill it out and return it with your ballot.

"The Nominating Committee attempted to provide a good balance of candidates that includes a good mix of gender, region, and position," Bonnie Hardwick, committee chair, said in a recent interview. In addition to Hardwick, the 1989 Nominating Committee consisted of Karen Benedict, Randall Jimerson, Richard Cox, and Joan Warnow-Blewett.

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## From the Executive Director's Desk

by Donn C. Neal



At the September 30, 1988 SAA Council meeting, it was suggested that a summary of SAA's recent and current grant-supported projects would be of interest to our members. Preparing that summary (see adjoining columns) led me to some thoughts that I would like to share with you.

We all know how grants make possible certain projects that would be impossible, or much more constrained, if a professional organization had to depend entirely upon its own funds. A funding agency can often be persuaded to underwrite, at least partially, a specific project when that project promises to make a significant impact upon the profession by addressing particular needs or by undertaking an innovative experiment of some sort.

The funding agency considers its support an investment in the overall vitality or development of that profession. A professional association like SAA is an excellent mechanism for accomplishing that purpose, and so an attractive vehicle for outside funders.

Some grant-funded projects do make a major impact upon the profession. Several of SAA's grant-supported projects are models of their kind. For example, the NHPRC grant in 1977 that made possible the original Basic Manual Series (which was, by the way, the Commission's first grant under its then-new records program) not only provided a core collection of very important manuals but helped SAA to establish and expand its publications program.

Each of the projects summarized on page 3 represents an attempt by both the Society and a funding agency to influence the development of the archival profession. Each has involved SAA in new or greatly expanded opportunities that require the Society to commit itself to supervision, involvement, and often continuation once the grant has ended. In many cases, the Society

has had to commit some of its own funds to the project, or at least had to devote some of its staff's time to supervising or assisting with the direction of the project.

Some agencies (NEH, for instance) allow us to recover the "indirect" or "overhead" costs involved in managing a grant-funded project; others (NHPRC is an example here) do not. Either way, though, SAA does bear the responsibility for making sure that the project develops as it should and is managed properly.

If indirect costs are paid, the Society must be careful not to grow dependent upon these as regular "income"; if these costs are not reimbursed by the granting agency, then the Society must realize--and budget for--the very real costs that it incurs when it agrees to undertake the project. In any event, there is only so much that staff can do to support and manage such projects, whether there is income or not.

Fortunately, SAA is not dependent upon grants, moving hungrily from one grant to another in order to sustain a project or activity. SAA believes in the judicious use of "seed money" to fund special projects or to commence important new initiatives that the Society can later sustain on its own once their long-term values have been proven. Nor do we chase the newest trend with a grant proposal.

What we also have to be careful of, though (as former Treasurer Anne Diffendal was wont to point out), is that a succession of grant-funded projects can raise expectations among the members of an organization. Once the outside funding is no longer available, the organization's members may have grown so accustomed to a level of service and activities that they expect this level--even if it is beyond what can be reasonably accomplished with the resources that the members them-

selves can provide.

Has SAA fallen victim to this temptation? The NHPRC/Mellon education initiative functions at a very high level of leadership and programming, thanks to these outside dollars. When Council sought this funding, it committed SAA to assuming all of the salary of an education officer once the outside funding ended. There are, however, many other costs involved in supporting a professional-level education program, and income from this program is not likely to offset all of these

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### Staff

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

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*Membership Assistant*

**Teresa M. Brinati**  
*Managing Editor*

**Jim Sauder**  
*Director of Financial and Automated Operations*

**Paul Conway**  
*Preservation Program Officer*

**Al Correa**  
*Publications Assistant*

**Tim Ericson**  
*Education Officer*

**Marion Matters**  
*Automation Program Officer*

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

**Troy Sturdivant**  
*Publications Assistant*

**Nancy VanWieren**  
*Program Assistant*

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*Editor, The American Archivist*

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## Executive Director's Desk

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costs. Maintaining this program thus will place increased demands on SAA's budget in future years.

How can we continue to support with our own funds the kind of leadership and activities that SAA has recently provided in the fields of automation and preservation? How can we continue the work of a group like CGAP at a very high level of activity without generous assistance from outside funding? How can we afford to maintain and refine the census information with our own funds alone?

These are among the very real challenges facing us in these months, and I welcome your thoughts on them.

## CORRECTIONS

SAA inadvertently neglected to acknowledge, both in the awards ceremony in Atlanta and in the lead story in the November 1988 *SAA Newsletter*, the fact that the Sister M. Claude Lane Award is co-sponsored by the Society of Southwest Archivists, which also provides the annual prize for this award.

Edwin Southern's name was mistakenly omitted from the Forum section of the November 1988 Newsletter. Southern, director of the Office of Records Management and University Archives at Appalachian State University, was a co-signer, along with Philip Cronenwett, Max Evans, William Maher, Alden Monroe, Sharon Pugsley, Kathleen Roe, and Elizabeth Yakel, of the letter regarding certification.

Nancy E. Gwinn's professional affiliation was inadvertently left out of the November Newsletter's "Awards" article. Gwinn, 1987 Waldo Gifford Leland Prize winner, is the assistant director for Collections and Management at the Smithsonian Institution Libraries.

We regret these omissions.

## SAA Grant-Supported Projects

SAA's major grant-supported project at the moment is the one jointly funded by the National Historical Publications and Records Commission (NHPRC) and the Andrew W. Mellon Foundation. The two grants (\$101,050 and \$100,000 respectively) cover a period of three years ending October 31, 1989.

These two grants are helping the Society to strengthen and to expand the short-term educational offerings available to practicing archivists. SAA is developing new and significantly improved workshops and detailed curricular materials, particularly in advanced professional areas; is encouraging greater coordination among those offering post-appointment archival education; and is establishing a permanent, professionally staffed education office within the SAA executive office.

Under the terms of these most significant grants, SAA is developing and offering, at least three times each, a total of nine new short courses and is sponsoring the creation of curricular materials related to these short courses.

NHPRC funds pay 50% of the salary and benefits for the Education Officer, Tim Ericson, and for the

Program Assistant, Nancy VanWieren; Mellon funds support the costs of developing and offering short courses and workshops, including curricular materials. The grants also paid for a major conference on archival education, which was held in Savannah in early 1987.

SAA also has two separate projects that are supported by the National Endowment for the Humanities (NEH). The first, which amounts to \$145,757 over two years ending September 30, 1989, makes possible our Automation Education and Information Program. This program is continuing the initiative, begun during our first NEH automation grant, to promote and facilitate the development of archival information systems within and among repositories.

With NEH's support, SAA is developing and offering at least five times a workshop on library descriptive standards; producing a thorough revision of the archival cataloging manual *Archives, Personal Papers, and Manuscripts*, by Steven Hensen; and producing a book of examples of archival descriptions tagged in the AMC format.

Offering additional MARC AMC training workshops, operating the clearinghouse information center, and providing liaison with SAA

groups involved in automation and standards--all partially supported by the initial NEH automation grant--are being continued with SAA funds only and are not supported by NEH. SAA is also committed to paying the actual publication costs for the Hensen manual and the book of examples.

The NEH automation grant underwrites 80% of the salary and benefits of the Program Officer, Marion Matters, and 50% of the salary and benefits of the Program Assistant (Nancy VanWieren, who is shared with the Education Office). NEH is also covering the costs of producing and conducting the standards workshops; meetings of the advisory committee; and related office expenses. SAA pays the remaining 20% of Marion's salary and benefits.

The second NEH grant supports SAA's effort to evaluate the effectiveness of our seven-year program of conservation activities previously funded by the Endowment, and to determine how the Society can best respond to existing and emerging needs in preservation. NEH has awarded SAA a total of \$111,461 over one and one-half years, ending June 30, 1989, to undertake this study, which is headed by Paul Conway.

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## SAA Grant-Supported Projects

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Paul is canvassing the nearly 1,000 participants in SAA's thirty-six conservation workshops, studying the success of fifty-five institutional consultancies, and analyzing the experimental preservation management institute held in 1987. The focus of the evaluation is the effectiveness of these activities in stimulating change in institutional policies and practices. In addition, the grant supports a modest continuing program of workshops and consultancies.

By surveying the current state of preservation education and studying other initiatives that exist, Paul will be able to make well-grounded recommendations about how the Society can respond most effectively in the future.

The NEH grant covers all of the expenses related to the project, including the salary and benefits of the Program Officer, the costs of conducting the workshops and consultancies, and the office expenses.

Another NHPRC grant (\$56,400 over two years ending February 28, 1990) is funding the writing, editing, production, and initial printing expenses for seven manuals that will replace SAA's Basic Manual Series. Authors and an editor (Mary Jo Pugh) for this new "Archival Fundamentals Series" have been selected and work is advancing on the manuscripts, which will be published over the next two years.

NHPRC's funds provide most of the stipends for the editor, the authors, and readers, as well as underwrite the production and publication costs of the first 2,000 copies of the manuals. Matching funds from Mrs. Kenneth Munden's gift are being used to provide additional stipends and for editing software.

Under the terms of the Archival Fundamentals grant, some of the income from sales of the new manuals will be placed into a Publications Revolving Fund, which will be used to support other new SAA publica-

## New SAA Director of Financial and Automated Operations

On 21 November 1988, SAA welcomed as its Director of Financial and Automated Operations James M. Sauder. Sauder, who came to SAA from Mennonite Mutual Aid in Goshen, Indiana, is responsible for the Society's bookkeeping functions and for managing its office computer. He replaced Sylvia Burck.

tions. In this manner, NHPRC is providing further impetus to SAA's publications program.

SAA was also the recipient last year of a grant of \$7,500 from Kraft, Inc. The grant is underwriting production of a brochure intended to acquaint business leaders with the advantages of establishing and maintaining a business archives. Work on the text of the brochure is nearing completion.

A final SAA project that is supported by outside funds is a preservation institute for ten to twelve Latin American archivists. This project comes from a grant from the National Commission on Libraries and Information Science to the National Archives and Records Administration, for which SAA is serving as subcontractor.

The two-week institute will be held in May or June of this year at the Ransom Humanities Research Center at the University of Texas at Austin. SAA is managing the institute, using the outside funds to cover instruction, housing, and some transportation costs. Participants will be chosen by Latin American and Caribbean archival associations. Ann Newhall is directing the institute, working as a consultant to SAA.

This project enables SAA not only to provide an important service to Latin American archivists but to learn more about the subject of preservation management, which is likely to be a major ingredient in any new preservation-related activities that SAA undertakes.

Two other important NHPRC grants have just ended. One, for \$20,000 over two years, was the third in a series from the Commission that

launched and extended the work of the Committee on Goals and Priorities. With the help of this grant (which primarily supported several meetings of CGAP), the Committee continued to assess and analyze archival conditions in light of the profession's goals and objectives, and to encourage implementation of activities that will achieve those goals and objectives with the highest priority.

According to its revised charge, during 1988-89 CGAP is monitoring ongoing progress within the archival profession toward accomplishing its goals and priorities, is identifying successful models, and is making recommendations about where and how new activities should be undertaken.

The second NHPRC grant that recently concluded awarded SAA \$7,900 over two years in order to continue work on the census of archival institutions, completed (again with NHPRC assistance) in 1985. The just-ended grant enabled SAA to analyze and to disseminate the statistical data collected during the census in a form that will be useful to archival managers and the profession at large.

As the project evolved, this meant refining the original data and using it to buttress a self-evaluation handbook that allows managers to measure their institutions against the universe found in the census and in light of SAA's principles of institutional evaluation. This handbook, which has been extensively field-tested and critiqued, is now available for actual use.

NHPRC funds supported the professional assistance of a statistician and analyst, computer time, and the publication costs for the "test edition" of the handbook.





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# Society of American Archivists

## Role Delineation

### PREAMBLE

These test specifications outline seven major domains of archival practice, as well as a more detailed series of task and knowledge statements. Together these elements delineate commonly accepted duties and responsibilities that professional archivists perform as a part of their work. This document assumes that individuals seeking certification recognize that (a) their professional practice is performed within the context of an institutional mission and is directed to the achievement of goals consistent with that mission, and (b) their professional practice has an ongoing effect on the emergence and evolution of that overall mission and its associated goals.

In addition, although those seeking certification do not necessarily control how archival policies relating to activities such as acquisition, access, preservation, and security are set, it is also assumed that archivists have an understanding of how the elements contained in such policies are important in carrying out in a professional manner the tasks specified below.

Each of the seven major domains is comprised of task statements that outline the duties included within each domain, as well as knowledge statements that describe generally what archivists need to know in order to complete each of the tasks. Preceding the domains is a listing of General Knowledge Statements that are applicable to several or all of the seven areas.

As it is used hereafter, the term "document(s)" means personal papers, manuscripts, organizational records (current and noncurrent), and government archives, and refers to all the various media (ie. print, electronic, photographic) on which information is preserved.

The percentage appearing in the title line of each domain represents

the relative importance, as ranked by the role delineation working group, of that domain within the broader scope of archival work. The parenthetical figure following each task statement relates to the above percentage, and represents the group's ranking of that task's relative importance within the domain.

### GENERAL KNOWLEDGE STATEMENTS

Archivists know and can apply knowledge about:

- K-1 ● the impact of cultural, economic, political, and technological factors on the evolution and characteristics of documents and their management;
- K-2 ● trends in the nature of current research in archives;
- K-3 ● the origins, development, and current definitions of archival principles, methods, terminology, and institutions;
- K-4 ● similarities and differences between the organization and administration of archives and manuscript collections;
- K-5 ● the physical characteristics of documentary media and how these characteristics influence the content of documents;
- K-6 ● archival functions and standard archival practices appropriate for different forms of documentary media;
- K-7 ● standards and accepted professional practices that apply to archival work, including their rational implications;
- K-8 ● the concept of the life cycle of records ;
- K-9 ● the relationship between accepted professional practices and institutional applications of these practices;
- K-10 ● the interrelationships among such core archival functions such as appraisal, description, preservation, and reference and how these influence the administration of document collections;

- K-11 ● the different institutional settings in which archives may exist, and the implications of where an archives is placed within a particular institution.

### Domain 1 - SELECTION OF DOCUMENTS (17%)

#### Task 1

- Identify sources of documents by researching subjects, individuals, organizations, and such activities as may produce or provide documents appropriate for acquisition. (2.7)

#### Task 2

- Establish, maintain, and keep a record of communication(s) with creators and/or potential donors of documents. (2.3)

#### Task 3

- Determine by survey and examination those characteristics pertinent to the acquisition of documents, such as form, quantity, availability, and informational content of documents. (3.1)

#### Task 4

- Make retention recommendations concerning documents by appraising such characteristics as legal, fiscal, administrative, evidential, and informational value. (5.8)

#### Task 5

- Implement disposition recommendations through such legal instruments of transfer as schedules, deeds of gift, purchase, and deposit agreements. (3.1)

### KNOWLEDGE STATEMENTS

Archivists know and can apply knowledge about:

- K-12 ● how information about the holdings and acquisition policies of archival repositories relates to the selection of documents;
- K-13 ● techniques for surveying and conducting research about the location of possible archival documents;

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# SAA Role Delineation

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- K-14 • the nature of record-keeping practices for public, private, and individual archival documents;
- K-15 • how to find information pertaining to the role and history of document-creating sources;
- K-16 • factors that should be considered when defining collecting areas and developing an institutional collection policy;
- K-17 • solicitation and negotiation techniques, as well as ways of educating records creators about the importance of preserving archival documents;
- K-18 • policies, regulations, procedures, and legal instruments relating to accessioning and other forms of records transfer;
- K-19 • the archival concept of multiple values, including evidential, informational, legal, and monetary values;
- K-20 • the past and potential uses of records.
- K-21 • sampling and scheduling techniques;

## Domain 2 - ARRANGEMENT and DESCRIPTION OF DOCUMENTS (17%)

### Task 1

- Analyze the existing arrangement and description of documents and plan for any further arrangement and description that may be necessary. (5.0)

### Task 2

- Implement an arrangement plan to either establish or perfect the manner in which documents are arranged. (3.8)

### Task 3

- Implement a description plan that includes (a.) creating such appropriate finding aids as guides, inventories, registers, series descriptions, folder lists, and calendars, and (b.) disseminating descriptive information in reading rooms, through publications, and by using electronic data bases. (8.2)

## KNOWLEDGE STATEMENTS

Archivists know and can apply knowledge about:

- K-22 • the corollary principles of provenance and original order
- K-23 • the history and range of filing practices;
- K-24 • the importance of access and retrieval when making arrangement and description decisions;
- K-25 • the concept of five levels of arrangement;
- K-26 • the impact of technology on archival descriptive practices;
- K-27 • levels, types, and components of finding aids;
- K-28 • such standards as the MARC format, Anglo American Cataloging Rules--Second Edition (AACR2), and Library of Congress Subject Headings (LCSH).

## Domain 3 -

## REFERENCE SERVICES AND ACCESS TO DOCUMENTS (17%)

### Task 1

- Define the informational needs of users by analyzing their requests and providing consultation. (5.1)

### Task 2

- Determine appropriate action(s) regarding user requests by relating them to available resources, access policies, and other pertinent factors. (6.4)

### Task 3

- Make an appropriate response to user requests by providing access to original documents, making copies, supplying information, making referrals, or denying the request for information. (5.5)

## KNOWLEDGE STATEMENTS

Archivists know and can apply knowledge about:

- K-29 • the issues and components of archival reference services, including policies and procedures governing access, reading room policies, appropriate equipment, and user services;
- K-30 • laws and ethical principles

governing access and confidentiality;

- K-31 • research strategies of historians, social scientists, genealogists, and other major users of archives and manuscripts in order to assist these user groups;
- K-32 • appropriate reference strategies based upon holdings, format, and user needs;
- K-33 • the subject areas documented by their institution's holdings;
- K-34 • accepted practices for safeguarding archival documents while they are being used.

## Domain 4 -

## PRESERVATION AND PROTECTION OF DOCUMENTS (17%)

### Task 1

- Analyze the current physical condition of documents and determine appropriate preservation actions and priorities. (3.7)

### Task 2

- Make and implement decisions about reformatting, handling techniques, appropriate laboratory treatments, phased conservation, and referral to technical experts. (3.7)

### Task 3

- Ensure correct storage of documents through such means as using proper containers and shelving, and by maintaining acceptable environmental controls (3.9)

### Task 4

- Ensure the security of documents from damage, destruction, theft, and other forms of loss. (3.6)

### Task 5

- Prepare and implement procedures for disaster prevention, reaction, and recovery. (2.1)

## KNOWLEDGE STATEMENTS

An archivist knows and can apply knowledge about:

- K-35 • supplies, storage equipment, and environment standards;
- K-36 • the causes and consequences of the deterioration of paper

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# SAA Role Delineation

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and other forms of documents;  
K-37 ● the elements of preservation management and the components of a preservation plan for an archival repository, including disaster preparedness, feasible in-house operations, and services available through outside vendors;

K-38 ● when to preserve archival documents in their original form and when to replace the originals with microform reproductions, with photocopies, or by using some other reformatting medium;

K-39 ● the range of preservation actions and the application of each for different documentary media.

## Domain 5 - OUTREACH AND PROMOTION OF DOCUMENTARY COLLECTIONS (10%)

### Task 1

● Promote the use of documents by identifying potential users and uses, by analyzing and describing the benefits of use, and by utilizing public and educational programs. (3.4)

### Task 2

● Develop an understanding of and support for the archival program among resource allocators, key constituents, and allied professional groups. (3.6)

### Task 3

● Participate in interpretive programs that draw directly on records to support such activities as exhibitions, conferences, publications, and editorial projects. (3.0)

## KNOWLEDGE STATEMENTS

An archivist knows and can apply knowledge about:

K-40 ● the range of uses for archival documents, as well as the benefits of such use, and can express this information to potential users;

K-41 ● the different means, such as publicity, educational programs, exhibitions, publications, and public presentation, that can be employed to communicate with potential users supporters, collaborators, resource allocators, and the public;

K-42 ● the potentially important sources of influence whose support may benefit the archival program;

K-43 ● how to interpret or obtain expertise to interpret information in documents for the enlightenment of different audiences through exhibitions, publications, and similar programs.

## Domain 6 - PROGRAM ASSESSMENT OF ARCHIVES (6%)

### Task 1

● Participate in assessing one's own program by (a.) measuring and evaluating archival activities in order to identify patterns, and (b.) comparing the results with other programs so that the institution can justify program and budget needs and make any appropriate adjustments to its priorities, procedures and resources. (6.0)

## KNOWLEDGE STATEMENTS

Archivists know and can apply knowledge about:

K-44 ● the methodologies for gathering data about archival functions within one's own institution, at other institutions, and through multi-institutional surveys;

K-45 ● sources of professional and technical advice, assistance, internal and external funding agencies, and other forms of potential program assistance.

## Domain 7 - PROFESSIONAL, ETHICAL, AND LEGAL ISSUES (16%)

### Task 1

● Keep up to date on current issues in the field of archival theory and practice through such activities as reading professional literature and attending conferences. (4.5)

### Task 2

● Contribute to the development of archival interests through oral presentations, by writing for publications, and by participating in professional organizations. (3.6)

### Task 3

● Respect such rights as copyright, freedom of information, and right to privacy, and adhere to such legal requirements as disposition statutes. (4.5)

### Task 4

● Conform to professional ethical standards. (3.4)

## KNOWLEDGE STATEMENTS

An archivist knows and can apply knowledge about:

K-46 ● the variety of international, national, regional, and local organizations whose activities include archival concerns;

K-47 ● important American and international literature relating to archival theory and practice;

K-48 ● laws and regulations governing loans, deposits, exchanges, and gifts of property to institutions, including tax consequences, copyright, privacy, and freedom of information;

K-49 ● the Society of American Archivists' Code of Ethics;

K-50 ● the requirements of documents used as legal evidence in courts;

K-51 ● laws governing the definition of public records, their retention, and their proper disposition;

K-52 ● the SAA/ALA joint statement on Standards for Access to Research Materials In Archival and Manuscript Repositories.



*"an enormous impact on the development of  
descriptive standards for the archival profession"*

## MicroMARC:amc

Version 2.0

Recipient of SAA's C.F.W. COKER PRIZE

*"MicroMARC:amc provides a major breakthrough in making the MARC-AMC Format accessible to all archivists"*

### What it is

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

### What it does

You can quickly search all records for specific references to subjects, names, corporations, etc. Your indexes can use standardized subject headings, ones specific to your holdings or ones from almost any field in your MicroMARC:amc data base. Further, it is easy to update the indexes. Reports can be generated on any field(s) in your entire MicroMARC:amc records or only a portion of the records. Invaluable for internal record keeping because you can track anything, from what collections or items were accessioned in a particular year, to the names and addresses of donors, to the locations of all items in your depository. Reports can also be used to assist in records management.

*"The manual is contextually excellent throughout"* Library HI TECH News, March 1988

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

Price: \$995 (U.S. dollars) for the complete system plus User's Manual.

The MicroMARC:amc user's manual may be purchased separately for \$50.

To order, or for more information, contact:

MicroMARC:amc  
c/o University Archives & Historical Collections  
Michigan State University  
East Lansing, MI 48824-1048  
(517) 355-2330  
Bitnet address: 20669MMA@MSU

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### FREE DEMO DISK

Mail us this coupon for a free demo/tutorial disk of the MicroMARC:amc system.

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## SAA Notes

### Directory Corrections

Individual members who need to amend their address or telephone number as listed in the *SAA 1988 Directory of Individual Members*, should send a written note with any corrections to Bernice Brack at the SAA office in Chicago. A *Directory Supplement* will be issued later this year.

### Views Newsletter Revived

*Views: The Newsletter of the Visual Materials Section* has been revitalized. It will be published three times this year for members of the section. The first issue, Volume 3, Number 1, was mailed in December 1988. Any section member who did not receive a copy should contact Bernice Brack in the SAA office.

If you have material that may be of interest to *Views*, please contact the editor, Laurie A. Baty, Grants Analyst, NHPRC-NPR, National Archives Bldg., Washington, D.C. 20408, (202)523-5386. The next deadline is 15 February 1989.

### Security Manual Revised

Timothy Walch, author of SAA's 1977 manual, *Archives & Manuscripts: Security*, has agreed to revise the manual. Publication is expected late in 1989.

### New Workbook Coming Soon

The *Archives Assessment and Planning Workbook*, edited by Paul McCarthy, is in the print-production stage and will be available this spring.

The book is designed to help you gather information about your repository, systematically evaluate it, and develop plans to improve that program. This book will be especially helpful for small and medium-sized repositories.

### Acquisitions and Appraisal Section

The SAA Acquisitions and Appraisal Section is revising its list of persons who appraise the monetary value of archives and manuscripts. The list is compiled periodically

## Annual Meeting Roundup



### Meet Us in St. Louis!

Get ready, because SAA's 1989 annual meeting is right around the corner! Here is some information to bring you up-to-date on the progress of the meeting.

- The meeting dates are Wednesday, 25 October, through Sunday, 29 October 1989;
- The Clarion Hotel in St. Louis, Missouri, is the location;
- The convention room rates are \$66.00 for a single room and \$78.00 for a double room; and
- Stanley Katz, president of the American Council of Learned Societies, will be speaking at the opening luncheon.

### Exhibitors Wanted

SAA is still looking for exhibitors. We are trying to increase the number of vendors in the exhibit area and need your help. Send us the names of your suppliers, or the names of companies that you would like to see exhibit at the 1989 annual meeting. Please forward your submissions to Georgeann Palmer at the SAA office in Chicago. Make sure it includes the company name, sales contact, address and telephone number of the prospective exhibitor. Thank you.

### ATTENTION All Heads of Sections, Roundtables, and Committees

In mid-December, you should have received in the mail a *Meeting Room Request Form*. This form must be completed and returned to the SAA office by 31 January 1989 in order to reserve a meeting room for your group at the annual meeting in St. Louis. The form must be completely filled out to be processed.

If you have any questions, or have not yet received this form, please contact Georgeann Palmer immediately at (312)922-0140.

### Annual Meeting Cassettes

Cassettes can still be purchased for the forty sessions that were audio-taped in Atlanta at the 1988 annual meeting. Contact Convention Recordings International, Inc., 13030 Starkey Road, Suite 5, Largo, Florida 34643, or call (813) 581-2196 for further information.

The following sessions were recorded:

2W, 10, 11, 12, 13, 14, 19W, 22, 23, 28, 29, 30, 32, 35, 36, 37W, 42, 43, 47, 54S, 60SF, 62, 66, 67, 71, 73SF, 76, 77, 80, 81, 83, 84, 85, 87, 89, 91, 92, 93, 94, 95.

as an information service only, and does not constitute a recommendation or endorsement by an SAA member.

If you would like to be included in the list, send your name, address, telephone number, and description of specialty by 1 March 1989 to Robin Brabham, Atkins Library, U.N.C. Charlotte, Charlotte, NC 28223.

Recommendations of appraisers to be contacted for possible inclusion are also invited.

### Archivist Article Reviewed

The *Library Journal* (1 November 1988) favorably reviewed an article by Lawrence Dowler that appeared in the Winter/Spring 1988 issue of the *American Archivist* (p. 74-86). The article, "The Role of Use in Defining Archival Practice and Principles: A Research Agenda for the Availability and Use of Records," was cited by the reviewer as having important implications for librarians as well as archivists.



## CGAP Report Available

Since publication in 1986 of the final report of the SAA Task Force on Goals and Priorities, entitled *Planning for the Archival Profession*, the work of thinking in a systematic way about the archival future has been carried on by the SAA Committee on Goals and Priorities (CGAP).

During 1987-88, the Committee, consisting of Charles Palm (chair), John Burns, Maygene Daniels, Eva Moseley, James O'Toole, Anne Van Camp, and William Wallach, had the tasks of analyzing the needs of the entire profession and of fostering actions that will advance the profession's basic goals and objectives.

With grants from the National Historical Publications and Records Commission and support from the SAA staff, CGAP met regularly to assess the changing professional situation and recommend specific activities.

Throughout this process, CGAP sought to address the needs of the entire profession and encouraged the active participation of regional archival organizations, archival education programs, and historical and library associations.

The results of the Committee's assessment and its recommendations have been published in the most recent CGAP report, "An Action Agenda for the Archival Profession: Institutionalizing the Planning Process." The report, including appendices, was accepted by the SAA Council last fall and is now available from the SAA office in Chicago. The cost is \$5 for SAA members and \$8 for nonmembers.

An executive summary of the CGAP report will be printed in the Fall 1988 issue of *The American Archivist*.

During 1988-89, the work of CGAP goes on in response to a new charge from the SAA Council, and with the assistance of several new members. The Committee consists of John Burns (chair), Lewis Bellardo, Anne Diffendal, Elsie Freeman, Eva Moseley, and Charles Palm.

## Certification Petitions Available

SAA members and others who did not attend the annual meeting in Atlanta, where copies of the certification petition were first distributed, may obtain a copy of the petition by writing to the SAA office. A stamp, self-addressed envelope will speed the process but is not necessary.

## Transitions....Transitions.... Transitions....Transitions....

**Allan Kovan** of the University of Wisconsin at Milwaukee has taken a position with the National Archives and Records Administration in Washington, D.C..... **Constance B. Schultz** has been elected to the Council of the American Historical Association.... **Patrick B. Nolan** has been appointed to the position of Executive Administrator of the Center for the History of Business, Technology, and Society of the Hagley Museum and Library, Wilmington, Delaware.... **Robert H. Smith** is the new Head of Archives and Special Collections at Wright State University, Dayton, Ohio... **H. Thomas Hickerson** has been named Assistant Director of Olin Library for Rare Books and Manuscripts at Cornell University.... **Nancy Gauss** has been appointed Head of the Archives and Records Department at the Georgia Institute of Technology Library.... **Alice Cook Dalligan** retired last fall as Chief of Detroit Public Library's Burton Historical Collection; she had been with the Library since 1949.... **Sally McGill** was recently appointed Assistant Curator of Rare Books and Manuscripts at Vassar College Library.... **Edward L. Galvin** is the first archivist of the Aerospace Corporation in El Segundo, California.... **Rosalie McQuaide** is now with the Catholic Relief Services Archives and Records Center.

## SAA Notes

### Australia-New Zealand Tour

Plans are being finalized for the Australia - New Zealand Archives Tour scheduled for May-June 1989. The trip includes tours of archival repositories, visits to the natural wonders of both countries, and attendance to the Australian Society of Archivists' Conference.

To guarantee a place on the tour, send a deposit to the SAA office or contact Tom Wilsted, tour coordinator, at (212)337-7427, by 3 February 1989.

### SAA Newsletter Index

This is a handy reference for anyone who collects the SAA Newsletter. It is a thorough listing of the Newsletter contents from its beginning in 1972 thru the November 1988 issue.

Soft bound, 28 pp.  
\$7 SAA members; \$10 nonmembers.

### SAA-SSA Membership Recruitment Effort

The Society of Southwest Archivists has registered another first: it is the first regional organization to initiate a cooperative membership recruitment effort in conjunction with SAA. For the new SAA memberships that SSA signs up between May 1 and October 31, 1989, SSA will earn a portion of the first year's dues for those members.

Other regionals interested in participating in this experiment should contact Donn Neal or Georgeann Palmer in the SAA office.

# SAA 1989 Leadership Directory

## OFFICERS

### President

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*Archival Standards*  
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Cornell University  
Ithaca, New York 14853-5301  
(607) 255-3530

*Consulting Archivist Guidelines*  
Philip Mason  
Walter Reuther Library  
5401 Cass Avenue  
Detroit, Michigan 48202  
(313) 577-4003

*Copyright*  
Robert L. Byrd  
Perkins Library  
Duke University  
Chapel Hill, North Carolina 27706  
(919) 684-3372

*Ethics*  
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*Status of Women*  
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# Bookcase



## **An Action Agenda for the Archival Profession: Institutionalizing the Planning Process** *A Report of the SAA Committee on Goals and Priorities*

This new report lists the recommendations of planning groups in five areas: appraisal and documentation strategies; automated records and techniques; institutional evaluation and standards; management training; and the educational potential of archives. (1988) 74 pp., paper. \$5 members; \$8 nonmembers. 5038

## **Managing Business Archives**

*Edited by Colleen Pritchard*

This publication presents an overview of information required for managing business archives. The material is compiled from a seminar held in Sydney, Australia on 26 July 1986 and conducted jointly by the Australian Society of Archivists and the New South Wales Special Libraries Section of the Library Association of Australia. Published by the Australian Society of Archivists Inc. 56 pp., softbound. \$10 members; \$12.00 nonmembers. 5033

## **1988 SAA Leland Award Winner**

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

*Edited by Nancy E. Gwinn*

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

## **New On Our Shelves**

### **A Manual For Small Archives**

This manual is especially valuable as an overall introduction to archival work. Chapters run the gamut from "Resources" to "Conservation" to "Computers." There is also a bibliography. Material is compiled in a sturdy 3-ring binder, convenient for adding notes and other documents to make *A Manual For Small Archives* the ultimate resource. Published in 1988 by the Association of British Columbia Archivists. 215 pp. plus Index. \$30 members; \$35 nonmembers. 5034

### **SAA Newsletter Index, 1972-1988**

This is a handy reference for anyone who collects the SAA Newsletter. It is a thorough listing of the contents of the Newsletter since it began in 1972 through the November 1988 issue. 28pp., paper. \$7.00 members; \$10.00 nonmembers. 5040

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

*Edited by Nancy E. Peace*

This collection of essays offers insights, opinions, new ideas, broad strategies, and specific techniques for appraising contemporary records. "By successfully articulating theoretical and practical appraisal issues," wrote Joan Haas in her review of *Archival Choices*, "these essays will assist in focusing and structuring the continual struggle to manage the contemporary record." Published by Lexington Books. 164 pp., hardbound. \$12 members; \$18 nonmembers. 5023

### **The Management of Local Government Records A Guide for Local Officials**

*Bruce W. Dearstyne*

This guide provides practical help for anyone who handles public documents and uses the information in them. It is a step-by-step account of what records management is, why it is important, and how you can make it work to get control of your records. Anyone who creates, uses, studies, or relies upon the records of local government needs this manual. Published by AASLH Press. 146 pp., softbound. \$13.50 members; \$15 nonmembers. 5035

### **Information Systems: A Strategic Approach to Planning and Implementation**

*Richard Kesner*

This resource walks the reader through a series of management tools covering such fundamental areas as needs assessment, project planning, request for proposal preparation, hardware and software selection, and system implementation. A well-developed strategic plan will maximize the benefits of the new information technologies. Published by the American Library Association. 263 pp., softbound. \$26 members; \$30 nonmembers. 5036

### **Archives and Authority Control**

*Edited by Avra Michelson*

Proceedings of a seminar sponsored by the Smithsonian Institution in October 1987. An introduction and five papers discuss the importance of descriptive standards in automated systems in the archival profession. 63 pp., paper. \$20 members; \$25 nonmembers. 5037

## Keeping Archives

Ann Pederson, *Editor-in-Chief*

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

## Native American Archives: An Introduction

John A. Fleckner

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

## Religious Archives: An Introduction

August Suelflow

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

## Museum Archives: An Introduction

William A. Deiss

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

# The Archives & Manuscripts Series

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

## Archives & Manuscripts: Appraisal & Accessioning

Maynard J. Brichford

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

## Archives & Manuscripts: Arrangement & Description

David B. Gracy II

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

## Archives & Manuscripts: Reference & Access

Sue E. Holbert

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

## Archives & Manuscripts: Security

Timothy Walch

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

## Archives & Manuscripts: Surveys

John Fleckner

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

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

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

## Archives & Manuscripts: Exhibits

Gail Farr Casterline

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

## Archives & Manuscripts: An Introduction to Automated Access

H. Thomas Hickerson

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



## The Archives & Manuscripts Series

### Archives & Manuscripts: Maps and Architectural Drawings

Ralph E. Ehrenberg

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

### Archives & Manuscripts: Public Programs

Ann E. Pederson and Gail Farr Casterline

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

### Archives & Manuscripts: Reprography

Carolyn Hoover Sung

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

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

### Archives & Manuscripts: Administration of Photographic Collections

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

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

### Archives & Manuscripts: Conservation

Mary Lynn Ritzenthaler

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

### Archives & Manuscripts: Machine-Readable Records

Margaret L. Hedstrom

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

### Archives & Manuscripts: Law

Gary M. Peterson and Trudy Huskamp Peterson

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

## The AMC Format

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

Nancy Sahli

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

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

Max J. Evans and Lisa B. Weber

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

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

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

Lisa B. Weber

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

## Reports to the Archival Profession

### Planning for the Archival Profession

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

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

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

*Sidney J. Levy and Albert G. Robles*

How do research allocators perceive and characterize archivists? This qualitative study answers that question by drawing upon interviews with 44 resource allocators from government, universities, colleges, historical societies, museums, private business, industry, and social organizations. (1984) 62 pp., paper. \$4 members, \$7 nonmembers. 5013

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

*David Bearman*

This collection has great relevance to archivists today, containing numerous unexplored political and technical opportunities for the profession. Includes an introductory essay, two working papers, and two talks on NISTF's work. (1987) 119 pp., paper. \$8 members; \$10 nonmembers. 1051

### Preservation of Historical Records

*National Research Council*

This handsome volume presents the findings of the Committee on Preservation of Historical Records, which studied the formidable task facing the National Archives and Records Administration: how to preserve some 3 billion archival items. The committee's enlightened analysis of the problems inherent in so immense an undertaking, and its sensible recommendations for their solutions, reflect the cutting edge of preservation theory and practice. Includes a method for scoring and assessing the condition of collections and a decision tree that provides a guide for orderly progress in preserving a collection of documents. Printed on permanent, acid-free paper. (1986) 108 pp., hardbound, \$12 members, \$16 nonmembers. 5014

## Archives & Manuscripts Readers

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

*Edited by Maygene Daniels and Timothy Walch*

This volume brings together for the first time classic essays of archival literature that outline and define the basic theories of archives administration, plus more recent articles that reexamine basic concepts and demonstrate the practical application of archival principles. A glossary and suggestions for further reading are also included. Published by the National Archives Trust Fund Board. (1984) 360 pp. Paperbound: \$12 members, \$15 nonmembers. 5007

### College and University Archives: Selected Readings

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

### College and University Archives Guidelines

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

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

### Archives and Public History: Issues, Problems and Prospects A Special Issue of the *Public Historian*

*Edited by Bruce Dearstyne*

This collection captures the growing sense of energy, deliberation, and self-understanding that archivists are bringing to bear upon the profession. "This is a time of change and excitement in archives," writes editor Bruce Dearstyne, and the essays he has assembled explore and analyze what this means for public history. Included are essays by Larry Hackman, Page Putnam Miller, Edie Hedlin, Terry Eastwood, Richard Cox, and Bruce Dearstyne, as well as reviews of seventeen archival resources. (1986) 123 pp., paperbound. \$4 members; \$6 nonmembers. 5008

### Manuscripts: The First Twenty Years

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

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

### An Ounce of Prevention

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

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

### Planning Manual for Disaster Control

*Hazel Anderson and John E. McIntyre*

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

### Management of Archives and Manuscript Collections for Librarians

*Edited by Richard Lytle*

Directed toward librarians who have archival responsibilities but little archival training or experience, this resource covers such topics as defining collections and collecting; aural and graphic archives; arrangement and description of manuscripts; and the law and the manuscripts curator. (Reprinted from the *Drexel Library Quarterly*, Vol. 11, #1.) 124 pp., paper. \$4 members, \$6 nonmembers. 1018



The Society of American Archivists

1989

Directory

of

REGIONAL ARCHIVAL ORGANIZATIONS



## A DIRECTORY OF REGIONAL ORGANIZATIONS

The Society of American Archivists  
Committee on Regional Archival Activities

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Membership: Founded in 1977; 75 members  
Serves the State of Alabama  
Dues: \$2.50/year student;  
\$10.00 individual;  
\$10.00 institutional

Membership contact:  
Michael Breedlove  
ADAH  
624 Washington Avenue  
Montgomery, AL 36130  
(205) 261-4361

Publication: ACCESS, quarterly newsletter,  
Deadlines 2/15; 5/15; 8/15; 11/15

Editor:  
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Auburn University, AL 36830  
(205) 826-4465

Vice-President:

Rickey Bast  
Auburn University at Montgomery  
Montgomery, AL 36193

Secretary:

Lisa Baldwin  
USA  
University Archives  
Brookley 2001  
Mobile, AL 36688  
(205) 431-6446

Treasurer:

Michael A. Breedlove  
See address above

Past President:

Alden N. Monroe

Board Members:

Mamie G. Browne, Alabama A&M University  
Alden N. Monroe, Alabama Dept. of Archives  
and History  
Mary Bess Paluzzi, Birmingham Public Library  
David Rosenblatt, Auburn University

**Membership:** Founded in 1981; 150 members  
Serves Province of Alberta  
Dues: \$15.00/year individual;  
\$20.00+ individual sustaining;  
\$50.00 institutional; payable June 1

**Membership contact:**  
Rick Klumpenhauer  
2833 - 26A Street, SW  
Calgary, AB  
Canada T2E 2C8  
(403) 242-9686

**Publication:** ASA NEWSLETTER

**Editor:**  
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130 - 9th Avenue, S.E.  
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**Secretary:**

Rick Klumpenhauer  
See address above

**Treasurer:**

Lynette Walton  
Glenbow Archives  
130 - 9 Avenue, SE  
Calgary, AB  
Canada T2G 0P3

**Membership:** Serves the San Francisco Bay Area  
Dues: None

**Membership contact:**  
Helene Whitson  
Archives/Special Collections  
San Francisco State University Library  
1630 Holloway Avenue  
San Francisco, CA 94132  
(415) 338-1856

**Publication:** None

**Officers:** None

**Membership:** Founded in 1977  
Serves the Metropolitan Boston Area  
Dues: None

**Membership contact:**  
Mark Vargas  
Archives 14N-118  
MIT Institute and Special Collections  
Massachusetts Institute of Technology  
Cambridge, MA 02139  
(617) 253-5690

**Publication:** None

**Officers:** None



Membership: Founded in 1975; 200 members  
Serves Province of British Columbia  
Dues: \$5.00/year student;  
\$16.00 individual; \$30.00  
institutional; payable April 1

Membership contact:  
Association of British Columbia Archivists  
PO Box 3859  
Main Post Office  
Vancouver, B.C.  
V6B 3Z3

Publication: ABCA NEWSLETTER  
published quarterly;  
deadlines: 2/21; 5/23;  
8/23; 11/22

Editor:  
Chris Hives  
See address above  
(604) 734-5041

(Contact officers at above address)

President:  
Gary Mitchell  
(604) 387-4128

Vice President:  
Chris Petter

Secretary:  
Irene Bekes

Treasurer:

Geoff Castle

Past-President:

Kathleen Barlee

Member at Large:

Luciana Duranti

## 6 SOCIETY OF CALIFORNIA ARCHIVISTS

Membership: Founded in 1971; 445 members  
Serves California and its neighboring  
states: Nevada, Arizona, Hawaii, and  
Oregon  
Dues: \$12.50/year individual; \$20.00  
sustaining; \$25.00 institutional; payable  
in January

Membership contact:  
Gloria Scott, SCA Secretary  
Corona Public Library  
Heritage Room  
630 South Main Street  
Corona, CA 91720  
(714) 736-2386  
(Term expires - 6/89)

Publication: SCA NEWSLETTER  
Deadlines 1/15; 4/15; 7/15; 10/15

Editor:  
Loren Pignolo  
Photographic Preservation  
Services  
1044 Judah Street, #1  
San Francisco, CA 94122  
(415) 665-1827

President: (6/90)

Teena Stern  
El Pueblo State Historic  
Park  
845 North Alameda  
Los Angeles, CA 90012  
(213) 680-2525

VP/President-Elect: (4/90)

Waverly Lowell  
National Archives  
1000 Commonwealth Drive  
San Bruno, CA 94066  
(415) 876-9009

Secretary: (6/89)

Gloria Scott  
Corona Public Library  
Heritage Room  
650 South Main Street  
Corona, CA 91720  
(714) 736-2386

Treasurer: (6/90)

Jacque Sundstrand  
Archives, Educational Resource  
Center  
CSU Dominguez Hills  
1000 Victoria  
Carson, CA 90747  
(213) 516-3700

Past-President:

Robert Blesse, University of Nevada

Council (Term expires):

Dr. Bonnie Hardwick, The Bancroft Library, UC Berkeley (5/89)  
Diane S. Nixon, National Archives Center, Laguna Niguel,  
California (5/89)  
Gabriele Carey, Orange County Archives (5/90)  
Robert Blesse, University of Nevada (5/89)  
Teena Stern, El Pueblo State Historic Park (5/90)

Membership: Founded in 1982; 62 members  
Serves Capital region of New York State  
Dues: \$5.00/year

Publication: CAA Newsletter  
Published quarterly  
Deadlines vary

Editor:  
Gloria Thompson  
New York State Archives  
New York State Education Department  
Room 10A63  
Cultural Education Center  
Albany, NY 12230  
(518) 474-6926

President: (6/89)

Gloria Thompson  
See address above

Vice-President: (6/89)

James Corsaro  
New York State Library  
11th Floor, Cultural Education Center  
Albany, NY 12230  
(518) 474-4461

Secretary-Treasurer: (6/89)

Elisabeth Golding  
New York State Archives  
New York State Education Department  
Room 11D40  
Cultural Education Center  
Albany, NY 12230  
(518) 474-4856

Meetings: Three meetings held in the Fall, Winter and Spring.

Membership: Founded 1982; 70 members  
Serves Illinois and Northwest Indiana  
Dues: \$4.00/year payable in January

Membership contact:  
Becky Haglund, Archivist  
The Chicago Public Library  
Conrad Sulzer Regional Library  
4455 N. Lincoln Avenue  
Chicago, IL 60625  
(312) 728-8652

Publication: CAA NEWSLETTER:  
Deadlines Vary

Steering Committee:

Becky Haglund, Chairperson  
See address above

Eric Austin  
University of Illinois-Chicago  
1750 West Polk  
Chicago, IL 60614

Kim Chelos  
Northwestern Mem. Hospital  
516 West 36th Street  
Chicago, IL 60609

Linda Evans  
Chicago Historical Society  
Clark Street at North Avenue  
Chicago, IL 60614

Brother Michael Grace, S.J.  
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Chicago, IL 60626

Stephen McShane  
Indiana University Northwest  
3400 Broadway  
Gary, IN 46408

Tyler Walters  
Library/Archives  
Northwestern University  
Evanston, IL 60208



Membership: Founded 1979; 75 members  
Serves the State of Colorado  
Dues: \$7.00/January-December

Publication: THE COLORADO ARCHIVIST newsletter  
Deadlines Vary  
Published quarterly

Editor:  
Sue Schulze  
Michener Library  
University of Northern Colorado  
Greeley, CO 80639  
(303) 351-1525

Occasional Papers  
Editor: Ree Mobley  
Pikes Peak Library  
PO Box 1579  
Colorado Springs, CO 80901  
(719) 473-2080 x253

President: (1/89)

Rutherford W. Witthus  
2054 Clarkson Street  
Denver, CO 80205  
(303) 556-8373

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## D.C. ARCHIVISTS

Membership: Founded in the mid-1970s;  
188 members  
No dues

D.C. Caucus within the  
Mid-Atlantic Regional  
Archives Conference

Publications: None

Chairman:

David Anderson  
University Archivist  
George Washington University  
Special Collections  
Gelman Library  
Washington, DC 20052  
(202) 994-7549

Meetings: Monthly meetings held between  
September - June.

Other Activities:

Tours and speakers on archival issues;  
sponsor workshops for archivist.

Vice-President: (1/89)

Kristine Haglund  
Denver Museum of Natural History  
2001 Colorado Blvd  
Denver, CO 80205  
(303) 370-6361

Secretary: (1/89)

Linda J. Watson  
5230 Garrison Street, #8  
Arvada, CO 80002  
(303) 866-2055

Treasurer: (1/89)

Robert I. Woodward  
1360 Birch Street  
Denver, CO 80220  
(303) 377-4074

Members at Large (Term expires):

Katherine Kane, Colorado Historical Society (1/89)  
Ree Mobley, Pikes Peak Library (1/90)

Past President:

Stephen Boss, Wright Water Engineers

Meetings: Two annual meetings in the Spring and Fall

Membership: Founded 1980; 120 members  
Serves Delaware Valley Region  
No dues

Membership contact:  
R. Joseph Anderson  
Balch Institute for Ethnic Studies  
18 South 7th Street  
Philadelphia, PA 19106  
(215) 925-8090

Publication: None

Steering Committee:

R. Joseph Anderson, Chair  
See above address

Beth Carroll-Horrocks  
American Philosophical Society  
105 South 5th Street  
Philadelphia, PA 19106  
(215) 627-0706

Carol M. Spawn  
Academy of Natural Sciences  
of Philadelphia  
19th and Race Streets  
Philadelphia, PA 19103  
(215) 299-1041

Erika Thickman Miller  
1111 Maplecresc Circle  
Gladwyne, PA 19035  
(215) 649-1731

Shawn Weldon  
Presbyterian Ministers Fund  
1809 Walnut Street  
Philadelphia, PA 19103  
(215) 636-6127

## 12

## SOCIETY OF FLORIDA ARCHIVISTS

Membership: Founded 1983; 130 members  
Serves the State of Florida  
Dues: \$10.00 annually

Membership contact:  
Hal Hubener  
Lakeland Pulic Library  
100 Lake Morton Drive  
Lakeland, FL 33801-5375  
(813) 686-2168

Publication: SFA NEWSLETTER  
Deadlines: 3/15; 6/15; 9/15; 12/15

Editor:  
Burt Altman  
Claude Pepper Library  
Florida State University  
Tallahassee, FL 32306  
(904) 644-6204

President:

Susan Potts McDonald  
Florida State Archives  
R.A. Gray Building  
Tallahassee, FL 32399-0250  
(904) 487-2073

Vice-President:

Deborah Walk  
700 Strathmore Drive  
Orlando, FL 32803  
(407) 896-2276

Secretary/Treasurer:

Hal Hubener  
See above address

Executive Board:

Claire Cardina, City of Tampa  
Gerard Clark, Bureau of Archives of Records Management  
Esperanza De Varona, University of Miami

Meetings: Annual meeting once a year in the Spring



Membership: Founded in 1969; 300 members  
Serves Southeastern States  
Dues: \$15.00/year payable in January

Membership contact:  
Patricia Hill  
Society of Georgia Archivists  
PO Box 261 GSU  
Atlanta, GA 30303  
(404) 651-2476

Publication: SGA NEWSLETTER  
Deadlines: 2/10; 5/10; 8/10; 11/10

Editor:  
Beverly Bishop  
Special Collections  
R. W. Woodruff Library  
Emory University  
Atlanta, GA 30322  
(404) 727-6887  
Term expires - December 1989

Journal, PROVENANCE, published  
twice a year

Editor:  
Sheryl Vogt  
Richard B. Russell Memorial Library  
University of Georgia  
Athens, GA 30602  
(404) 542-5788  
Term expires - December 1989

President: (12/89)

Kaye Lanning Minchew  
Troup County Archives  
PO Box 1051  
LaGrange, GA 30241  
(404) 884-1828

Secretary/Treasurer: (12/89)

Linda Aaron  
Hargrett Rare Book & Manuscript Library  
University of Georgia Libraries  
Athens, GA 30602  
(404) 542-0666

VP/President-Elect: (12/89)

Martin Elzy  
Carter Presidential Library  
1 Copenhill Avenue  
Atlanta, GA 30307  
(404) 331-3942

Directors (Term expires):

Elsbeth Lee Eltzroth (11/89)  
Ken Thomas (11/90)

Past-President:

Brenda S. Banks, Georgia Department of Archives  
and History

Meetings: Spring meeting in April/May;  
Fall workshop in November

Membership: Founded in 1972; 100 Members  
Serves the State of Indiana  
Dues: \$5.00/year payable in January

Membership contact:  
Tom Krasean  
Indiana Historical Society  
315 West Ohio Street  
Indianapolis, IN 46202  
(317) 232-1881

Publication: SIA NEWSLETTER  
Published tri-annually  
Deadlines vary

Editor:  
J. Thomas Brown  
Indiana State University  
Terre Haute, IN 47809  
(812) 237-2613

President: (11/89)

Stephen McShane  
Calumet Regional Archives  
IU Northwest  
Gary, IN 46408  
(219) 980-6628

VP/President Elect: (11/89)

Constance A. McBirney  
Indiana Historical Society  
Library  
315 W. Ohio Street  
Indianapolis, IN 46202  
(317) 232-1879

Secretary/Treasurer: (11/89)

Thomas Krasean  
Indiana Historical Society  
315 West Ohio Street  
Indianapolis, IN 46202  
(317) 232-1881

Board Members:

Sister Ann K. Brawley, Sisters of Providence (87-89)  
Barbara N. Bishop, Indiana University Southeast (88-90)  
Wendy C. Schlereth, University of Notre Dame (87-89)  
Pauline J. Hunsberger, Indiana U-Purdue U-Fort Wayne (88-90)

Meetings: Meet twice per year, in fall and spring --fall meeting is annual business meeting, always held in Indianapolis. Spring meetings held in various portions of the state.



# 15 CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS

9

Membership: Founded in 1973; 148 Members  
Serves Arizona, Idaho, Nevada, and Utah  
Dues: \$7.50/year payable in January

Membership contact:  
Wayne Harper  
LDS Church Archives  
50 East North Temple  
Salt Lake City, UT 84150  
(801) 531-3601

Publication: COUNCIL OF INTER-MOUNTAIN  
ARCHIVISTS NEWSLETTER  
Published quarterly  
Deadlines: 3/1; 6/1; 9/1; 12/1

Editor:  
Cherie Ann Nash  
Utah State Archives  
Utah State Capitol  
Salt Lake City, Utah 84114  
(801) 533-5250

Assistant Editor:  
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2940 Santa Ana Drive  
Reno, Nevada 89502  
(702) 885-5210

President: (6/89)

Linda Thatcher  
Utah State Historical  
Society  
300 Rio Grande  
Salt Lake City, UT 84101  
(801) 533-5808

VP/President Elect: (6/89)

Carrie Townley-Porter  
Townley-Porter Associates  
5340 Scarsdale Circle  
Reno, Nevada 89502  
(702) 359-2050

Secretary/Treasurer: (6/90)

Wayne Harper  
See address above

Council Members:

Gary Domitz, Idaho State University  
Charla Jensen, Utah State Archives  
Christine Marin, University of Nevada at Las Vegas  
William A. Tietjen, Boise, Idaho, City Clerk's Office,  
Susan Searcy, University of Nevada - Reno  
Robert Westby, Salt Lake County, Utah, Records Management

Immediate Past President:

Blaine R. Bake, Ricks College-Library

Membership: Founded 1978; 119 Members  
Serves Eastern Kansas and  
Western Missouri  
Dues: \$5.00/year individual;  
\$10.00 institution payable in June

Membership contact:  
Marilyn Burlingame  
University Archives - Room 302  
Newcomb Hall  
University of Missouri--Kansas City  
5100 Rockhill Road  
Kansas City, Missouri 64110  
(816) 276-1543

Publication: THE DUSTY SHELF, quarterly newsletter  
Deadlines 3/4; 6/3; 9/2; and 12/2

Editor:  
Sheryl Williams  
Kansas Collection, Spencer Research Library  
University of Kansas Libraries  
University of Kansas  
Lawrence, KS 66045  
(913) 864-4274

Co-Chairs (Term expires):

David Boutros (5/89)  
Western Historical Manuscript Collection  
Room 302 - Newcomb Hall  
University of Missouri--Kansas City  
5100 Rockhill Road  
Kansas City, Missouri 64110  
(816) 276-1544

Bob Knecht (5/90)  
Manuscripts Department  
Historical Society Research Center  
120 W. 10th Avenue  
Topeka, Kansas 66612  
(913) 296-4793

Secretary: (5/89)

Rebecca Schulte  
Kansas Collection  
Spencer Research Library  
University of Kansas Libraries  
University of Kansas  
Lawrence, Kansas 66045  
(913) 864-4274

Treasurer: (5/89)

Carol J. Dage  
Liberty Memorial Museum  
100 West 26th Street  
Kansas City, MO 64108  
(816) 221-1918

Council Members (Term expires May 1989):

Alan Perry, Archives of the U.S. Virgin Islands  
Connie Menninger, Kansas State Historical Society  
Marilyn Burlingame, University of Missouri--KC  
Sherry Williams, University of Kansas  
Nancy Hulston, University of Kansas Medical Center  
Rick Clement, University of Kansas



Membership: Serves State of Kentucky  
 Founded 1976; 115 Members  
 Dues: \$6.00/year; renewable any time

Membership contact:  
 Margaret Merrick  
 University Archives & Records Center  
 Ekstrom Library  
 University of Louisville  
 Louisville, KY 40202  
 (502) 588-6674

Publication: THE KENTUCKY ARCHIVIST  
 Newsletter (Spring and Fall)  
 Deadlines Vary

Editor:  
 Jeffrey Duff  
 Kentucky Department for Libraries  
 and Archives  
 PO Box 537  
 Frankfort, KY 40602  
 (502) 875-7000

Chairperson:

Margaret Merrick  
 See address above

Treasurer:

Margaret Merrick  
 See address above  
 Administrative Council:

Richard Belding, Kentucky Department for Libraries and Archives  
 Margaret Merrick, Ekstrom Library, University of Louisville  
 Tom Owen, Ekstrom Library, University of Louisville  
 James Wallace, Kentucky Historical Society  
 Kate Black, Special Collections, King Library North,  
 University of Kentucky

Meetings: Two meetings per year-Fall and Spring

Membership: Founded 1969;  
 Serves upstate New York and  
 the Province of Ontario  
 No dues

Publications: None

Chair:

H. Thomas Hickerson  
 Department of Manuscripts and  
 University Archives  
 101 Olin Library  
 Cornell University  
 Ithaca, NY 14853-5301  
 (607) 255-3530

Board Members:

Paul Banfield  
 Mary Bell, Buffalo & Erie County Historical Society  
 Amy Doherty, George Arents Research Library  
 Elaine Engst, Cornell University-Dept. of Manuscripts  
 Catherine Hanchett, State University College at Cortland  
 Alan S. Kowlowitz, New York State Archives

Membership: Founded 1977; 20 members  
Serves the Counties of  
Milwaukee, Ozaukee, Washington,  
and Waukesha  
Dues: \$12.50/year individual  
\$25.00/year institutional

Membership contact:  
Janis Trebby, Director  
Library Council of Metropolitan  
Milwaukee  
814 W. Wisconsin Avenue  
Milwaukee, WI 53233

## Co-Chair:

Sara Shutkin  
Alverno College  
3401 S. 39th Street  
Milwaukee, WI 53215  
(414) 382-6202

Mark Thiel  
Marquette University Archives  
1415 West Wisconsin Avenue  
Milwaukee, WI 53233

(414) 224-7256

Meetings: Quarterly meetings held

# 20 LONG ISLAND ARCHIVES CONFERENCE

Membership: Founded 1974; 150 members  
Dues: \$5.00/year for  
full-time student;  
\$7.50/year individual;  
\$15.00/year institutional  
January through December

Membership contact:  
Peggy McMullen  
PO Box 305  
Centerport, NY 11721

Publications: LIAC NEWSLETTER, three times  
a year  
Deadlines vary

Editors:  
Richard Harmond and William L. Keogan  
St. John's University  
Grand Central & Utopia Parkways  
Jamaica, NY 11439  
(718) 969-8000

## President:

Arthur S. Sniffin  
4 Farmington Court  
Huntington Station  
New York, NY 11746  
(516) 271-3140

## Vice-President:

Geri Soloman  
Axinn Library - Archives  
Hofstra University  
Hempstead, NY 11550  
(516) 560-5975

## Secretary:

Gary Hammond  
31 Lowell Drive  
Farmingdale, NY 11735  
(516) 560-5162

## Treasurer:

Peggy McMullen  
PO Box 305  
Centerport, NY 11721  
Bethpage, NY 11714  
(516) 575-2402

## Immediate Past-President:

Harry Culkin

## Directors:

### Kings County:

Anthony Cucchiara, Brooklyn College (89)  
Lenora Gidlund, New York City Municipal Archives (90)

### Queens County:

Charles Young, Queens Public Library (1989)  
Szilvia Szmuk, St. Johns University

### Nassau County:

Paul Winckler, Palmer Schoolen of Library and  
Information Science (89)

### Suffolk County:

Susan Doyole, LaSalle Military Academy (89)  
Mark Rothenberg, Suffolk County Cooperative System, Bellport, NY (90)



Membership: Founded 1976; 150 members  
 Dues: \$5.00/year student/senior citizen;  
 \$10.00 individual; \$25.00 family;  
 \$25.00 organization; \$50.00 sustaining;  
 \$100.00 patron; \$1,000.00 life

Mail to:  
 Friends of the Archives of Louisiana  
 P.O. Box 51213  
 New Orleans, LA 70151-1213

Publications: DIRECTORY OF LOUISIANA ARCHIVES

DIRECTORY OF LOUISIANA ARCHIVISTS

FRIENDS OF THE ARCHIVES  
 OF LOUISIANA Newsletter in  
 March and September

Editor:  
 Wayne Everard  
 Louisiana Division  
 New Orleans Public Library  
 New Orleans, LA 70140  
 (504) 596-2611

President: (Fall 1989)

Patricia L. Meador  
 Archives  
 LSU-Shreveport  
 8515 Younee Drive  
 Shreveport, LA 71115  
 (318) 797-5226

Vice-President: (Fall 1989)

Robert S. Martin  
 Hill Memorial Library  
 Louisiana State University  
 Baton Rouge, LA 70803

Secretary: (Fall 1989)

Kathie Bordelon  
 Archives Deptment  
 Frazar Memorial Library  
 McNeese State University  
 Lake Charles, LA 70609  
 (318) 437-5734

Treasurer: (Fall 1989)

Collin B. Hamer, Jr.,  
 Head Louisiana Division  
 and City Archives  
 New Orleans Public Library  
 219 Loyola Avenue  
 New Orleans, LA 70140  
 (504) 596-2614

Meetings: Two meetings per year in the Spring and the Fall

**Membership:** Founded in 1980; 85 members  
Serves the Province of Manitoba  
Dues: \$10.00/year student;  
\$15.00 general; \$20.00 professional;  
\$30.00 institutional; \$50.00 sustaining;  
payable in April

**Membership contact:**  
Michael Moosberger  
Hudson's Bay Company Archives  
Provincial Archives of Manitoba  
200 Vaughan Street  
Winnipeg, Manitoba  
R3C 1T5  
See address above  
204-945-4949

**Publications:** DIRECTORY OF MANITOBA ARCHIVES (1983)

AMA NEWSLETTER  
Deadlines 1/15; 6/1; 9/1  
Three times a year

**Editor:**  
Michael Moosberger  
Hudson's Bay Company Archives

**President:**

Dennis Stoesz  
See above address

**Vice-President:**

Gerry Berkowski  
Moving Images and Sound  
Provincial Archives of Manitoba  
See above address

**Secretary:**

Carol Budnick  
Reference Services  
Eliabeth Dafoe Library  
University of Manitoba  
Winnipeg, Manitoba  
R3N 2N2  
(204) 474-9844

**Treasurer:**

Jim Suderman  
Mennonite Heritage Centre  
600 Shaftesbury Bld. v.  
Winnipeg, Manitoba  
R3P 0M4  
(204) 888-6781 x244

**Past-President:**

Zenon Hluszok, Oseredok

**Member at Large:**

Eileen McFadden, Brandon University Archives

**Membership:** Founded 1958; 250 Members  
Serves the State of Michigan  
Dues: \$7.50/year payable in May

**Membership contact:**  
Tom Featherstone  
Walter P. Reuther Library  
Wayne State University  
Detroit, MI 48202  
(313) 577-4024

**Publication:** OPEN ENTRY newsletter  
Deadlines: 1/1; 4/1; 8/1

**Editor:**  
William Mulligan  
Clarke Historical Library  
Central Michigan University  
Mt. Pleasant, MI 48859

**President:** (5/90)

Theresa Spence  
Michigan Technological University  
Library/Archives  
Houghton, MI 49931  
(906) 487-2505

**Secretary/Treasurer:** (5/89)

Tom Featherstone  
See address above

**Executive Board:**

William Cunningham, Grand Rapids City Archives  
Mary Karshner, Burton Historical Collections  
William Mulligan, Clarke Historical Library  
Darwin Matthews, Domino Farms  
Judith Endelman, Henry Ford Museum

Membership: Founded 1975; 800 members  
Dues: \$10.00/year for individual  
\$5.00/year for student  
Membership year is from October  
to September

Membership contact:  
Bro. Denis Sennett  
Friars of Atonement  
Graymoor  
Garrison, NY 10524  
(212) 562-6522

Publications: MID-ATLANTIC ARCHIVISTS  
Published quarterly

Editor:  
Ron Becker  
Rutgers University  
Special Collections  
Alexander Library  
New Brunswick, NJ 08903  
(201) 932-7006

Chair:

Karen Paul  
US Senate Historical Office  
Hart Building #201  
Washington, DC 20510  
(202) 224-3351

Vice Chair:

Martha Slotten  
Dickinson Collection  
Library  
Periodical Department  
Carlisle, PA 17013  
(717) 245-1399

Secretary:

Brother Denis Sennett  
See address above

Treasurer:

Gregory Hunter  
ITT Corp  
320 Park Avenue  
New York, NY 10022  
(212) 940-1690

Meetings: Two annual meetings held in the Spring  
and Fall. Preconference workshops conducted in  
conjunction with each biannual meeting.



Membership: Founded; 1100 Members  
 Serves Illinois, Indiana, Iowa,  
 Kansas, Michigan, Minnesota,  
 Missouri, Nebraska, North Dakota,  
 Ohio, South Dakota, and Wisconsin  
 Dues: \$12.00/Year  
 \$20.00/year institution

Membership contact:  
 Dennis Meissner  
 Minnesota Historical Society  
 1500 Mississippi Street  
 St. Paul, MN 55101  
 (612) 296-6980

Publication: MAC NEWSLETTER  
 Deadlines: 2/20; 5/20; 8/20; 10/20

Editor:  
 David A. Haury  
 Memmonite Library & Archives  
 North Newton, KA 67117

MIDWESTERN ARCHIVIST  
 Published semi-annually

Editor:  
 Nancy Lankford  
 Western Historical Manuscripts  
 Collections  
 23 Ellis Library  
 University of Missouri  
 Columbia, MO 65201  
 (314) 882-6028

President: (5/89)

William J. Maher  
 Archives - Room 19 Library  
 University of Illinois  
 1408 West Gregory Drive  
 Urbana, IL 61801  
 (217) 333-0798

Vice-President: (5/90)

David Horrocks  
 Gerald R. Ford Library  
 1000 Beal Avenue  
 Ann Arbor, MI 48109  
 (313) 668-2218

Secretary/Treasurer: (5/89)

Dennis E. Meissner  
 See address above

Council:

Term is from 1987 to 1989  
 Linda J. Evans, Chicago Historical Society  
 Patricia A. Michaelis, Kansas State Historical Society  
 Richard L. Pifer, McIntyre Library, U. of Wisconsin-Eau Claire  
 Term is from 1988 to 1990  
 Frank Boles, Bentley Historical Library, University of Michigan  
 Glen A. Gildemeister, Northern Illinois University  
 Brother Michael J. Grace, S.J., Loyola University

## 26 SOCIETY OF MISSISSIPPI ARCHIVISTS

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**Membership:** Founded in 1977; 100 Members  
Serves the State of Mississippi  
Annual dues: \$3.00/year student;  
\$7.50 individual; \$15.00 institutional;  
\$25.00 minimum patron; payable in  
April

**Membership contact:**  
Daniel Den Bleyker  
Membership Chairman  
PO Box 571  
Jackson, MS 39205-0571  
(601) 359-1424

**Publication:** THE PRIMARY SOURCE, newsletter  
Deadlines: 2/28; 5/31; 8/31; 11/30

**Editor:**  
Suzanne F. Steel  
Blues Archive  
University of Mississippi  
Farley Hall  
University, MS 38677  
(601) 232-7753

**President:**

Linda Overman  
Mississippi Department of  
Archives and History  
PO Box 571  
Jackson, MS 39205-0571  
(601) 359-1424

**Vice-President:**

Julia Marks Young  
University of Southern  
Mississippi  
School of Library Science  
SS Box 5146  
Hattiesburg, MS 39406  
(601) 266-5113

**Secretary/Treasurer:**

Alice G. Cox  
Mississippi Baptist  
Historical Convention  
P.O. Box 51  
Clinton, MS 39056  
(601) 925-3232

**Past-President:**

Michael Hennen, Mississippi Department of Archives and History

**Directors:**

Clinton Bagley, William Alexander Percy Library  
Jim Dawson, Lauderdale County Archives  
Alexandra Gressitt, University of Southern Mississippi  
Lynne Mueller, Mississippi State University

## 27 COUNCIL OF ARCHIVES OF NEW BRUNSWICK

**Membership:** Founded in 1984; 23 institutions  
Serves Province of New Brunswick  
Dues: \$25.00/year (institutional only)  
payable in January

**Publication:** Informal newsletter distributed monthly

**Editor:**  
Eloi DeGrace  
Fed. des Caisse pop. acadiennes  
Case Postale 920  
Caraquet, NB  
E0B 1K0  
(506) 727-6565

**President:**

Eloi DeGrace  
See address above

**Vice-President:**

Cheryl Ennals  
Owens Art Gallery  
Mount Allison University  
Sackville, NB  
EOA 3CO  
(506) 364-2574

**Secretary/Treasurer:**

Mary Flagg  
University of New Brunswick  
Archives  
Harriet Irving Library  
PO Box 7500  
Fredericton, NB  
E3B 5H5  
(506) 453-4748

**Membership:** Founded in 1973; 500 Members  
Serves Connecticut, Maine,  
Massachusetts, New Hampshire,  
Rhode Island, and Vermont  
Dues: \$10.00/year payable January 1

**Membership contact:**  
Susan Von Salis  
Schlesinger Library  
10 Garden Street  
Cambridge, MA 02108

**Publications:** NEW ENGLAND ARCHIVISTS NEWSLETTER  
Published in January, April, July  
and October

**Editor:**

Joseph Constance  
University Archives  
Burns Library  
Boston College  
Chestnut Hill, MA 02167  
(617) 732-5652  
Term expires in 1990

**Membership Directory**  
published annually

**Secretary:** (Fall 1989)

Peter Drummey  
Massachusetts Historical Society  
1154 Boylston Street  
Boston, MA 02215  
(617) 536-1608

**Treasurer:** (Fall 1989)

Philip B. Eppard  
136 Irving Street  
Cambridge, MA 02138  
(617) 492-4157

**Representatives at Large:**

Louise Kenneally, Stonehill College  
Elizabeth Mock, University of Massachusetts,  
Boston Harbor Campus  
Evelyn Cherpak, Naval War College

**Meetings:** Meets twice a year, one in the Spring  
usually in April and one in the Fall usually held  
in October.

**President:** (Fall 1989)

Gregory Sanford  
Office of Secretary of State  
26 Terrace Street, Redstone  
Montpelier, VT 05602  
(802) 828-2369

**VP/President Elect:** (Fall 1989)

Eva Moseley  
Schlesinger Library  
Radcliffe College  
10 Garden Street  
(617) 495-8647

**Contact:** Bert Riggs, Chairperson  
Assn Nfld & Labrador Archivists  
Colonial Bldg, Military Road  
St. John's, NF  
A1C 2C9



Membership: Founded 1982; 25 members  
Serves New Orleans area of Louisiana  
Dues: \$5.00/September - August

Membership contact:  
Wayne Everard  
Louisiana Division  
New Orleans Public Library  
219 Loyola Avenue  
Orleans, LA 70140  
(504) 596-2611

Publication: THE NEWSLETTER  
Deadlines Irregular  
Published 3-4 times a year

Editor:  
Sally Reeves  
Civil Courts Building  
New Orleans Notarial Archives  
421 Loyola Avenue  
New Orleans, LA 70112

President:

Wayne Everard  
See address above

Secretary:

Sally Reeves  
See address above

Treasurer:

Mary LeBlanc  
Manuscripts Section  
Howard-Tilton Library  
Tulane University  
New Orleans, LA 70118  
(504) 865-5685

Meetings: Meet 3-4 times annually at different  
depositories in New Orleans

## 31 ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK

Membership: Founded in 1979; 225 Members  
Serves New York City Metropolitan Area  
Dues: \$5.00/year payable September 1

Membership contact:  
Ellen Sowchek  
University Archivist  
Pace University Archives  
Pace Plaza, Room T1519  
New York, NY 10038  
(212) 488-1787

Publications: Annual Directory  
"Selecting An Archivist"  
brochure

Chair: (9/89)

Barbara Haws  
New York Philharmonic  
Avery Fisher Hall  
Broadway at 65th Street  
New York, NY 10023  
(212) 580-8700

Vice-Chair: (9/89)

Leonora Gidlund  
New York City Municipal Archives  
31 Chambers Street  
New York, NY 10007  
(212) 566-1787

Secretary/Treasurer: (9/89)

Ellen Sowchek  
See address above

Meetings: Meets once monthly September-May

Membership: Founded in 1984; 125 members  
Dues: \$10.00/May 1 - April 30  
\$5.00 full-time students

Membership contact:  
James O. Sorrell  
North Carolina Division of  
Archives and History  
109 E. Jones Street  
Raleigh, NC 27611  
(919) 733-3952

Publications: ARCHIVAL & MANUSCRIPT REPOSITORIES IN  
NORTH CAROLINA: A DIRECTORY (1987)

THE NORTH CAROLINA ARCHIVIST  
Newsletter; Published 3 times yearly  
Deadlines vary

Editor:  
Randy Penninger  
Special Collections  
Atkins Library UNCC  
Charlotte, NC 28223  
(704) 547-2449

President: (3/89)

Robert Benedetto  
Presbyterian Historical  
Foundation  
PO Box 849  
Montreat, NC 28757  
(704) 669-7061

VP/President Elect: (3/89)

Morgan J. Barclay  
Joyner Library ECU  
Greenville, NC 27858  
(919) 757-6679

Secretary/Treasurer: (3/90)

James O. Sorrell  
See address above

Members-at-Large

Term is from March 1988 to March 1989  
John David Smith, Department of History, NCSU (3/89)  
Dennis R. Lawson, Duke Power Company (3/89)

Meetings: Meets twice annually, Spring and Fall

**Membership:** Founded 1972; 100 members  
Serves British Columbia, Idaho,  
Montana, Oregon, and Washington  
Dues: \$10/year payable in January

**Membership contact:**  
Kerry Bartels  
University Archives  
University of Washington  
HO-10  
Seattle, WA 98195  
(206) 823-5788

**Publication:** EASY ACCESS, Newsletter  
Deadlines: 3/15; 6/15; 9/15; 12/15

**Editor:**  
Christian Frazza  
Montana Historical Society  
225 North Roberts Street  
Helena, MT 59620

**President:**

Laurie Filson  
University Archivist  
Oregon State University  
Corvallis, OR 97331  
(503) 754-0123

**VP/President-Elect:**

Richard Engeman  
University of Washington Libraries  
FM-25  
Seattle, WA 98125

**Secretary/Treasurer:**

Kerry Bartels  
See address above

## 34

## COUNCIL OF NOVA SCOTIA ARCHIVES

**Contact:** Helen J. Hall, President  
Yarmouth County Museum  
PO Box 39  
Yarmouth, NS  
B5A 4B1

## 35

## SOCIETY OF OHIO ARCHIVISTS

**Membership:** Founded in 1968; 160 Members  
Serves the State of Ohio  
Dues \$5.00/year student;  
\$7.50 individual; \$10.00  
institutional; \$25.00 patron;  
\$50.00 sponsor

**Membership contact:**  
Dennis Harrison  
Case Western Reserve  
University Archives  
Quail Building, Room 317  
Cleveland, OH 44106  
(216) 368-3370

**Publication:** THE OHIO ARCHIVIST, newsletter  
Deadlines: January and July

**Editor:**  
John Grabowski, Curator of Manuscripts  
Western Reserve Historical Society  
10825 East Boulevard  
Cleveland, OH 44106  
(216) 721-5722

**President:** (4/89)

Kevin Proffitt  
American Jewish Archives  
3101 Clifton Avenue  
Cincinnati, OH 45220  
(513) 221-1875

**Vice-President:** (4/89)

Dennis Harrison  
See address above

**Secretary/Treasurer:** (4/89)

Robert Bober  
Nationwide Insurance Company  
1 Nationwide Plaza  
Columbus, OH 43216  
(614) 249-6095

**Meetings:** Annual Spring and Fall meetings.



**Membership:** Founded 1980; 60 Members  
 Dues: \$10.00/year for individual;  
 sustaining personal \$25.00/year;  
 institutional \$30.00/year;  
 sustaining institutional \$50.00/year;  
 student \$5.00/year payable in December

**Publication:** CONSERVATION OKLAHOMA NOW  
 newsletter  
 Published quarterly

**Contact:**  
 Bradford Koplowitz  
 Western History Collection  
 630 Parrington Oval  
 University of Oklahoma Library  
 Norman, OK 73019  
 (405) 325-3641

**President:** (12/89)

Gary Harrington  
 Head, Archives Division  
 Oklahoma Department of Libraries  
 200 Northeast 18th Street  
 Oklahoma City, OK 73105  
 (405) 521-2505

**VP/President-Elect:** (12/89)

Bradford Koplowitz  
 See address above

**Secretary/Treasurer:** (12/89)

Bill Pitts  
 Director of State Museum of History  
 Oklahoma Historical Society  
 2100 N. Lincoln  
 Oklahoma City, OK 73105  
 (405) 521-2491 x47

**Immediate Past-President:**

Toby Murray, University of Tulsa

**Meetings:** Annual meeting held in November/December  
 Spring workshop held in April/May

**Membership:** Founded in 1982; 450 members  
 Serves the Province of Ontario  
 Dues: \$10.00/year payable in September

**Membership contact:**  
 Loretta Barber  
 P.O. Box 3295  
 Station D  
 Ottawa, Ontario  
 CANADA K1P 6H8  
 (613) 996-8905

**Publication:** OAA NEWSLETTER, published quarterly  
 Deadlines 3/1, 6/1, 9/1, 12/1

**Editor:**  
 Loretta Barber  
 See address above

**President:**

Joyce Pettigrew  
 See address above

**Vice President:**

Jean L'Esperance  
 See address above

**Secretary:**

Dwight Turner  
 Town of Oakville Archives  
 1225 Trafalgar Road  
 Box 310  
 Oakville, Ontario  
 Canada L6J 5A6  
 (416) 854-6601, ext. 251

**Treasurer:**

Shirley Berman  
 See address above

**Meets monthly**

Contact: Isabel Campbell, President  
 Eastern Ontario Archivists Association  
 c/o National Archives of Canada  
 395 Wellington Street  
 Ottawa, ON  
 K1A 0N3

Membership: Founded in 1985; 40 members  
 Serves Essex, Kent, and Lambton  
 Counties, Ontario  
 Dues: \$10.00/year payable May 1

Membership contact:  
 Sheridan Alder  
 Municipal Archives  
 Windsor Public Library  
 850 Ouellette Avenue  
 Windsor, Ontario  
 Canada N9A 4M9  
 (519) 255-6782

Publications: ARCHIVY  
 Bi-Monthly Newsletter  
 Deadlines irregular

Editor:  
 Paul Hertel  
 See address above

President:

Elizabeth Watson  
 See address above

Vice President:  
 Vacant

Treasurer:  
 Marie Charbonneau  
 See address above

Secretary:

Sheridan Alder  
 See address above

Member-Without-Portfolio  
 Bob Buckie  
 See address above

Membership: Founded in 1987, 9 institutional members  
 Serves Prince Edward Island  
 Dues: \$20.00/year payable in January

Membership contact:  
 Marilyn Bell  
 Public Archives  
 Box 1000  
 Charlottetown, P.E.I.  
 Canada C1A 7M4  
 (902) 368-4290

Vice-President:

J. Edmond Arsenault  
 21 Smallwood Crescent  
 Charlottetown, P.E.I.  
 Canada C1A 3J4

Secretary-Treasurer:

Charlotte Stewart  
 P.E.I. Museum & Heritage  
 Foundation  
 2 Kent Street  
 Charlottetown, P.E.I.  
 Canada C1A 1M6

Publication: None

President:

Marilyn Bell  
 See address above

Meetings: Two meetings held per year, usually in  
 October/November and March/April

Membership: Founded in 1987; 12 institutional members  
Serves Province of Saskatchewan  
Dues \$25/year

Membership contact:  
President  
Saskatchewan Council of Archives  
PO Box 6778  
Regina, Saskatchewan, Canada S4S 7E6

Publication: SASKATCHEWAN COUNCIL OF ARCHIVES  
NEWSLETTER  
Deadlines not yet established

Editor:  
To be appointed

Officers:

President:

Glenda Leslie  
City of Saskatoon Archives  
c/o Saskatchewan Archives Board  
University of Saskatchewan  
Saskatoon, Saskatchewan  
Canada S7N 0W0  
(306) 933-8326

Vice-President:

D'Arcy Hande  
Saskatchewan Archives Board  
Murray Building  
University of Saskatchewan  
Saskatoon, Saskatchewan  
Canada S7N 0W0  
(306) 933-5833

Secretary-Treasurer:  
Karen Selzer  
Archives  
Moose Jaw Public Library  
461 Langdon Crescent  
Moose Jaw, Saskatchewan  
Canada S6H 0X6  
(306) 692-2787

Representative to the Canadian netative to the Canadian  
Council of Archives:

Don Richan, City of Regina Archives, University of Regina



Membership: Founded 1973; 110 Members  
Serves the St. Louis Metropolitan Area  
Dues: \$5.00/year payable in September

Membership contact:  
Thomas Corbett  
University Archives  
Thomas Jefferson Library  
University of Missouri - St. Louis  
8001 Natural Bridge Road  
St. Louis, MO 63121  
(314) 553-5143

Publications: None

President: (9/89)

Louisa Bowen  
Southern Illinois University  
at Edwardsville  
University Archives/Special Collections  
Lovejoy Library  
Edwardsville, IL 62026  
(618) 692-2665

Vice-President: (9/89)

Jean Marie Deken  
Civilian Personal Records Center  
111 Winnebago  
St. Louis, MO 63118  
(314) 425-5761

Secretary/Treasurer: (9/89)

Thomas Corbett  
See address above

Council:

Steven Gietschier, THE SPORTING NEWS (9/89)  
Sister Marie Louise Padberg, National Archives  
Religious of the Sacred Heart (9/89)  
Mary Louise Brown, Anheuser Busch Companies (9/90)  
Harry Heiss, Jefferson National Expansion Memorial (9/90)

Meetings: Three times annually, usually January,  
May, and September.

## 43 SEATTLE AREA ARCHIVISTS

Membership: Founded in 1985; 36 Members  
Serves the Seattle, Washington  
metropolitan area  
Dues: \$5.00/year payable in January

Membership contact:  
Kerry Bartels  
University Archives HO-10  
University of Washington Libraries  
Seattle, WA 98195  
(206) 543-6509

Publication: None

Chairperson: (10/89)

Candace Lein-Hayes  
Federal Records Center - Seattle  
2628 46th Avenue, SW  
Seattle, WA 98116  
(206) 526-6501

Vice-Chair: (10/90)

Donnie Crespo  
Weyerhaeuser Company Archives  
Tacoma, WA 98477  
(206) 924-5051

Secretary: (10/90)

Kerry Bartels  
See address above

Treasurer: (10/89)

Loretta Zwolak Greene  
Sisters of Providence Archives  
4800 - 37th Avenue SW  
Seattle, WA 98126

Member at Large:

Nancy Slote, Jane Addams Papers (10/89)

Meetings: Meet four times per year in January, April  
July, and October

Membership: Founded 1966  
Serves Alabama, Florida, Georgia,  
Kentucky, North Carolina, South  
Carolina, and Virginia  
No dues

Publication: None

Contact:  
Ed Bridges  
Alabama Department of  
Archives and History  
624 Washington Street  
Montgomery, AL 36130  
(205) 261-4361

## 45 SOCIETY OF SOUTHWEST ARCHIVISTS

Membership: Founded in 1972; 252 members  
Dues: \$5.00/year retirement/student;  
\$10.00/year individual;  
\$25.00/year sustaining;  
\$25.00/year institution

Publication: SOCIETY OF SOUTHWEST ARCHIVISTS NEWSLETTER  
Published quarterly

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### Secretary:

Robert Schaad  
San Houston Regional Library  
and Research Center  
PO Box 310  
Liberty, TX 77575  
(409) 336-7097

Meetings: Business meeting in spring and occasional  
meetings at irregular intervals.

**Membership:** Founded 1977  
Serves the State of Tennessee  
Dues: \$5.00/year full member;  
\$3.00 associate member  
payable in January

**Permanent Address:** c/o Tennessee State Library and Archives  
403 Seventh Avenue North  
Nashville, TN 37219

Membership contact:  
Juli Stewart  
Records Management  
Office  
University of Tennessee  
Knoxville, TN 37996-0760

**Publication:** TENNESSEE ARCHIVISTS NEWSLETTER  
Deadlines Irregular

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**Treasurer:**

David McWhirter  
Disciples of Christ  
Historical Society  
1101 - 19th Avenue South  
Nashville, TN 37212  
(615) 327-1444

**Membership:** Founded in 1973; 300 members  
Serves Toronto, Ontario  
Dues: \$20.00/year payable in May

Membership contact:  
Jill ten Cate  
Art Gallery of Ontario  
317 Dundas Street West  
Toronto, ON tario  
Canada M5T 1G4  
(416) 977-0414 x401

**Publication:** TAAG NEWSLETTER published monthly  
except in the Summer

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77 Grenville Street  
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(416) 965-4030

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135 Adelaide Street East  
Toronto, ON  
Canada M5C 1L8  
(416) 363-6021 x19

**Secretary:**

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600 Jarvis Street  
Toronto, ON  
M4Y 2J6  
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135 Adelaide Street East  
Toronto, ON M5C 1L8  
(416) 363-6021 x19

**Chairman:**

Ian Forsyth  
Toronto Area Archivists Group  
PO Box 97, Station F  
Toronto, ON  
Canada M7A 2R9  
(416) 965-4030

**Meetings:** Annual general meeting held in May of each year  
Regular meetings held throughout the year



## 48 TWIN CITIES ARCHIVES ROUNDTABLE (TCART)

28

**Membership:** Founded 1982; 100 members  
Serves Minnesota, western  
Wisconsin, eastern North  
and South Dakota  
Dues: \$5.00/year payable in Spring

**Permanent Address:** TCART  
1500 Mississippi Street  
St. Paul, MN 55101

**Membership contact:**  
Cheryl Norenberg Thies  
Minnesota Historical Society  
1500 Mississippi Street  
St. Paul, MN 55101  
(612) 296-6980

**Publication:** TCART NEWSLETTER  
Published Winter and late Spring  
Deadlines Vary

**Editor: (2/90)**  
Todd Daniels-Howell  
Provincial Archives  
Missionary Oblates of Mary Immaculate  
267 E. 8th Street  
St. Paul, MN 55101  
(612) 292-8622  
Term expires-February 1990

**President:**

Penny Krosch  
University Archives  
10 Walter Library  
University of Minnesota  
Minneapolis, MN 55455  
(612) 624-0562  
Term expires-February 1990

**Secretary:**

Mark Greene  
Carleton College Archives  
One North College Street  
Northfield, MN 55057  
(507) 663-4270  
Term expires-February 1989

**Treasurer:**

Cheryl Norenberg Thies  
Minnesota Historical Society  
1500 Mississippi Street  
St. Paul, MN 55101  
(612) 296-6980  
Term expires February 1989

**Meetings:** Two meetings per year, usually January and June

## 49 WISCONSIN ARCHIVISTS SOCIETY

**Membership:** Founded 1987; 50 members  
Serves the State of Wisconsin  
No dues

**Membership contact:**  
J. Frank Cook  
University Archives  
B134 Memorial Library  
University of Wisconsin - Madison  
728 State Street  
Madison, WI 53706  
(608) 262-3290

**Publication:** None

**Officers:** J. Frank Cook, Acting Chair, see address above

Membership: Founded 1979; 99 Members  
Serves Connecticut, New Jersey,  
and New York  
Dues: \$5.00/year payable in January

Membership contact:  
Russell Gasero  
Archives, Reformed Church in America  
21 Seminary Place  
New Brunswick, NJ 08901  
(201) 246-1779

Publication: ARCHIVAL INTELLIGENCER  
newsletter published quarterly

Editor:  
Russell Gasero  
See address above

Chair:

Brother Denis Sennett, S.A.  
Friars of Atonement  
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New York, NY 10011

Steering Committee:

Sr. Anne Courtney, S.C., Archives  
Judith Johnson, Salvation Army Archives Research Center  
Sr. Margaret Quinn, S.J., Brentwood Archives  
Peter Wosh, American Bible Society Archives

## 51 ASSOCIATION OF CATHOLIC DIOCESAN ARCHIVISTS

Membership: Founded 1982, 155 members  
Dues \$15.00/year payable in January

Membership contact:  
Sr. Catherine Louise La Coste, CSJ  
Archives - Diocese of San Diego  
PO Box 80428  
San Diego, CA 92138  
(619) 574-6383

Publication: ACDA BULLETIN, Newsletter  
Published twice per year

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(513) 767-7450

Vice-President:

Vacant

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Sr. Catherine Markey, Diocese of Little Rock, AK  
Dr. James M. O'Toole, University of Massachusetts-Harbor Campus  
Elizabeth Yakel, Religious Archives Technical Assistance  
Project

Meetings: Annual meeting held in conjunction with the  
SAA Annual Meeting

1. The first part of the report discusses the general situation of the country and the progress of the work during the year. It also mentions the results of the various committees and the work of the different departments.

2. The second part of the report deals with the financial situation of the country. It gives a detailed account of the income and expenditure of the government and the different departments.

3. The third part of the report discusses the state of the different branches of industry and commerce. It mentions the progress of the various industries and the state of the different branches of commerce.

4. The fourth part of the report deals with the state of the different branches of agriculture. It mentions the progress of the various branches of agriculture and the state of the different branches of commerce.

5. The fifth part of the report discusses the state of the different branches of education. It mentions the progress of the various branches of education and the state of the different branches of commerce.

6. The sixth part of the report deals with the state of the different branches of public health. It mentions the progress of the various branches of public health and the state of the different branches of commerce.

7. The seventh part of the report discusses the state of the different branches of public safety. It mentions the progress of the various branches of public safety and the state of the different branches of commerce.

8. The eighth part of the report deals with the state of the different branches of public works. It mentions the progress of the various branches of public works and the state of the different branches of commerce.

9. The ninth part of the report discusses the state of the different branches of public administration. It mentions the progress of the various branches of public administration and the state of the different branches of commerce.

10. The tenth part of the report deals with the state of the different branches of public finance. It mentions the progress of the various branches of public finance and the state of the different branches of commerce.

11. The eleventh part of the report discusses the state of the different branches of public health. It mentions the progress of the various branches of public health and the state of the different branches of commerce.

12. The twelfth part of the report deals with the state of the different branches of public safety. It mentions the progress of the various branches of public safety and the state of the different branches of commerce.

13. The thirteenth part of the report discusses the state of the different branches of public works. It mentions the progress of the various branches of public works and the state of the different branches of commerce.

14. The fourteenth part of the report deals with the state of the different branches of public administration. It mentions the progress of the various branches of public administration and the state of the different branches of commerce.

15. The fifteenth part of the report discusses the state of the different branches of public finance. It mentions the progress of the various branches of public finance and the state of the different branches of commerce.

16. The sixteenth part of the report deals with the state of the different branches of public health. It mentions the progress of the various branches of public health and the state of the different branches of commerce.

17. The seventeenth part of the report discusses the state of the different branches of public safety. It mentions the progress of the various branches of public safety and the state of the different branches of commerce.

18. The eighteenth part of the report deals with the state of the different branches of public works. It mentions the progress of the various branches of public works and the state of the different branches of commerce.

19. The nineteenth part of the report discusses the state of the different branches of public administration. It mentions the progress of the various branches of public administration and the state of the different branches of commerce.

20. The twentieth part of the report deals with the state of the different branches of public finance. It mentions the progress of the various branches of public finance and the state of the different branches of commerce.



## Handbooks, Guides, & Forms Manuals

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

Thomas C. Pardo

A handbook designed for archival organizations and institutions that are considering conducting basic archival workshops. It covers all aspects of an archival workshop from needs assessment and scheduling through development of curricular materials and workshop evaluations. (1982) 72 pp., paper \$6 members, \$9 nonmembers 1028

### Basic Archival Workshop Exercises

Trudy Huskamp Peterson

This instructional tool contains exercises on appraisal and acquisition, arrangement and description, and reference and access. Each exercise is designed to illustrate a particular archival point and a specific workshop technique. Included are the student's copy of each exercise, which may be duplicated for distribution, and a teacher's guide. (1982) 88 pp., paper. \$10 members, \$15 nonmembers. 1029.

Workshop and Exercises package: \$13 members, \$21 nonmembers. 1030

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

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

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

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

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

### The Archival Forms Manual

Prepared by SAA's Forms Manual Task Force

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

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

This handbook distills the essence of current practice in North American archival repositories. Sample forms are included. (1976) 36 pp., paper. \$3 members, \$4 nonmembers. 1017

### Museum and Archival Supplies Handbook

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

### A Code of Ethics for Archivists

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

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

This guide lists repositories in the United States which hold HRS materials. The guide contains summaries of HRS activity in each state, separate entries for repositories in which HRS materials have been located, and lists of specific holdings in each repository. Detailed lists of counties, municipalities, and denominations that are covered by inventory forms in specific project areas are included on microfiche. (1980) 42 pp., paper. \$3 members, \$5 nonmembers. 1027

## Bibliographies

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

Compiled by Patricia A. Andrews and Bettye J. Grier

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

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

Paul N. Banks

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

### Religious Archives in the United States: A Bibliography

Compiled by SAA's Religious Archives Section

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

### Thesaurus of University Terms

Jill Tatem and Jeff Rollison

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

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

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

## Archives Classics

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

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

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

Victor Gondos, Jr.

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

## Brochures

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

*Task Force on Archives & Society*

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

### A Donor's Guide

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

### Audiovisuals for Archivists

*Compiled and annotated by Timothy L. Ericson*

This is an updated listing of more than 100 audiovisual programs for, about, and/or by archives and archivists. Each citation includes information on the type of program, length, equipment required, purchase price, cost and terms of loan, ordering address, and a brief description of the program. (1985) 8 pp., plus insert. \$1 members and nonmembers. Quantity discount if ordered in multiples of 25: \$7 for 25 copies, \$14 for 50 copies, etc. 3022

## Problems in Archives Kits (PAKS)

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

### Developing a Brochure

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

### Disaster Prevention and Preparedness

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

### Starting an Archives

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

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

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

### The Lone Arranger

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

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

### Records Management and Micrographics

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

### State/Local Government and Historical Societies

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

### College and University Archives

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

### Federal Archives and Miscellaneous Archives

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



## Archival Informatics Technical Reports

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

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

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

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

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

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

\* \$20 members; \$25 nonmembers.

### Functional Requirements for Collection Management Systems

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

### Directory of Software for Archives and Museums

Describes the available software systems and compares them by application and sub-systems or utilities. Systems are also indexed by vendor name, hardware, and operating systems; and published reviews of products are cited. (1988) 92 pp., paper. \$40.50 members; \$45 nonmembers. 5032

### Archival Informatics Newsletter

David Bearman

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

## International Archival Round Table Conference Proceedings

### Centralization/Decentralization and Archives

Helsinki 1986

One report and four working sessions examine the arguments for and against centralization/decentralization of archives systems. 172 pp., paper. \$12 members; \$18 nonmembers. 5022

### Access to Archives and Privacy

Austin 1985

Seven reports and four working sessions investigate the impact which the conflicting concepts of protection of privacy and freedom of information have upon an archives. 182 pp., paper. \$15 members; \$20 nonmembers. 5021

### The Archivist and the Inflation of Contemporary Records

Bratislava 1983

One report and three working sessions discuss the problems presented by the inflation of records material and possible methods by which to meet this challenge. 204 pp., paper. \$10 members; \$15 nonmembers. 5020

## COME JOIN US!

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

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

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

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

#### Individual Membership

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Is this your business address? Yes No

Employing institution \_\_\_\_\_

Business phone \_\_\_\_\_

#### Institutional Membership

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Subscription (Subscribers receive *The American Archivist* only; only institutions may subscribe to the journal.)

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dues scale Salary

☐ \$45 0-\$14,999

☐ \$60 \$15,000-\$29,999

☐ \$75 \$30,000 and up

☐ \$30 full-time student

☐ \$65 regular

☐ \$150 Sustaining (receives 2 copies of journal and newsletter and one copy of every SAA publication released in the year of membership.)

☐ \$30 Domestic (U.S., Canada, Mexico)

☐ \$35 Foreign (all other countries)





## SECTIONS

*Acquisitions and Appraisal*  
Elizabeth W. Adkins  
Kraft Inc. Archives  
6350 Kirk Street  
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*Business Archives*  
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(416) 866-6207

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SOLINET Preservation Program  
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1201 Peachtree Street, N.E.  
Atlanta, Georgia 30361-6302  
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*Government Records*  
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National Archives of Canada  
395 Wellington Street  
Ottawa, Ontario K1A 0N3  
(613) 996-0969

*Manuscript Repositories*  
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(New York Public Library)  
636 West 174th Street  
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*Oral History*  
William Marshall  
Special Collections & Archives  
University of Kentucky  
Lexington, Kentucky 40506  
(606) 257-8371

*Reference, Access, Outreach*  
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501 Whitaker Street  
Savannah, Georgia 31499  
(912) 651-2207

*Religious Archives*  
Peter J. Wosh  
American Bible Society  
1865 Broadway  
New York, New York 10023-9980  
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*Visual Materials*  
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*Congressional Papers*  
Robert E. Blesse  
University Library  
University of Nevada-Reno  
Reno, Nevada 89557-0044  
(702) 784-6538

*Labor Archives*  
Peter Gottlieb  
Historical Collections and Labor Archives  
W313 Pattee Library  
Pennsylvania State University  
University Park, Pennsylvania 16802  
(814) 863-2505

*MARC-VM Users*  
Maureen O'Brien Will  
Chicago Historical Society  
Clark Street at North Avenue  
Chicago, Illinois 60614  
(312) 642-4600

*MARCON Users Roundtable*  
Morgan J. Barclay  
University Archives  
Joyner Library  
East Carolina University  
Greenville, North Carolina 27858  
(919) 757-6679

*Minorities*  
Carol Rudisell  
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1203 Sheldon Drive  
Newark, Delaware 19711  
(302) 451-2432

Donna Wells  
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1334 W Street, N.E.  
Washington, D.C. 20018  
(202) 651-5231

*Museum Archives*  
Theresa Rini Percy  
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Sturbridge, MA 01566  
(617) 347-3362

*OCLC Users*  
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(617) 495-4550

*Performing Arts*  
Leslie Hansen Kopp  
(The Conservation Consortium)  
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New York, New York 10025  
(212) 222-3186

*RLIN Users*  
Elaine Engst  
101 Olin Library  
Cornell University  
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(607) 255-3530

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by Paul Conway

## TAPPI Meeting on Paper Preservation

This past October, 300 scientists, manufacturers, publishers, archivists, librarians, and policy-makers converged on Washington, D.C., for the Technical Association of the Paper and Pulp Industry (TAPPI) symposium on paper preservation.

Representative Major Owens, D-N.Y., a former professional librarian, opened the conference by suggesting that the necessary political consensus on a national preservation plan is obtainable only if we look beyond limited attempts to save a small segment of "obviously significant titles" for scholarship. Rep. Owens called for a policy of "preservation, not simply for posterity, but preservation for use" that saves resources of concern to "particular regions, towns, or cultural, ethnic, or racial minorities."

One of his key messages was to reaffirm the central value of archival appraisal in assuring adequate documentation of our pluralistic democratic society.

Emerging from the more than fifty presentations was a consensus that consistently maintained environmental conditions is the single most important step an archives or library can take to preserve paper. Investment in environmental controls and monitoring equipment was demonstrated to be cost effective and far more proactive than any other actions.

For books and manuscripts produced between 1850 and the present, mass deacidification, using a variety of technologies, and paper strengthening technology are within grasp. It is only a matter of time before mass treatments become commercially viable, even though considerable squabbling persists on research and development matters.

One promising new technical breakthrough described at the symposium is paper strengthening with a parylene gas phase process. Parylene, a benign polymer substance, coats the individual cellulose fibres and acts as a "molecular glue" wherever fibres are in contact with one another. While still being tested for use with groups of manuscripts, parylene imparts significant new strength to embrittled paper.

For most embrittled papers, reformatting in microform is still the preferred strategy for long term archival storage. The technology is sound and, with sufficient attention to the infrastructure of the microfilm industry, quite cost effective. Optical technology is not necessarily a viable option at this time--not so much because the medium cannot be made archivally sound, but because the security and provenance of the information cannot be guaranteed. It is simply too easy to alter a digital image.

For the future, greater use of alkaline paper is a must. Sufficient quantities of buffered paper can be produced cost-effectively and the manufacturing of alkaline paper is environmentally more sound. The bottleneck is not with production, but with customer reluctance to insist on permanent paper and publisher resistance to take independent action.

The U.S. Government Printing Office, in particular, came under fire for its stubborn assertions that there are insufficient supplies, even in the face of direct statements from manufacturers and suppliers. Only legislation will solve the problem of higher quality government publications.

In this regard, Senator Clairborne Pell, D-R.I., will re-introduce a joint resolution calling for a national policy on permanent papers when the 101st Congress is convened this month.

The resolution urges federal agencies, publishers, and paper manufacturers to make acid-free paper the standard for all publications of enduring value. A number of other actions are underway to help publishers and customers identify and select better quality paper.

As an archivist, the highlight of the TAPPI conference was the address by Senator Mark Hatfield, R-Ore., on the cultural significance of preserving the historical record. He recounted how the preservation challenge has been with us for centuries, as libraries and archives have been coveted spoils of acts of war. Ironically, we may be entering a new dark age, he claims, because of inaction by this generation.

Hatfield sees the need for a firm national consensus on a preservation strategy to slow the "acid clock" destroying our cultural resources. Complicating this political process is the "acid of illiteracy, spreading across the country destroying the minds of Americans."

Eloquently, Sen. Hatfield linked the challenge of archival preservation with the crisis of illiteracy. "What good is it to preserve our historical collections if the public cannot appreciate their worth and their importance? What good is it to have books written on non-acid paper if no one cares to read them or even knows how to read them?" He warned us that politicians for the most part mirror public perceptions. "What is going to happen when you step forward with your proposal to restore our nation's archival materials when the public, unimpressed by its importance, is unwilling to foot the bill?"

The TAPPI symposium is the clearest signal to date that

archival preservation is now a significant national public policy issue. Proceedings of the TAPPI meeting are being edited for publication. They will be a worthy addition to the growing literature on archival preservation.



# Ask DR EDD

DEAR DR EDD,  
WHAT IS THE REAL  
DIFFERENCE IN A  
PHD AND AN  
EAD?



THE DISTINCTION GOES  
BACK TO GERMAN  
ACADEMIC USEAGE...



THE ACTUAL GERMAN  
TERM WAS  
"SAVERSOPFLICHTEN"



THE CLOSEST ENGLISH  
TERM WOULD BE TO SAY  
THEY ARE RATHER  
MORE ACIDIC  
IN NATURE



OF COURSE, WE DESIGNATE  
THIS BY "PH"



ARNOLD ©  
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## Cooperative Preservation Programs Meet

Representatives of sixteen programs providing preservation services beyond a single archives or library met in early December at the Conservation Center for Art and Historic Artifacts (CCAHA) in Philadelphia. The fourth annual meeting was an opportunity to exchange ideas on ways to enhance cooperative efforts.

The seven statewide programs represented reflect the diversity of administrative structures and stages of development in various states. Each confronts unique problems stemming in part from the relationships among the state archives, state library, and other groups with an interest in planning and administering preservation programs. Massachusetts, Texas, and Arizona are in the early phases of the planning process. New Jersey, New York, and Illinois provide small grants to archives and libraries or hold workshops on disaster preparedness and preservation planning. California's innovative program provides services primarily to the nine-campus UC system, including disaster assistance, program coordination, and training in preservation management.

Some programs described at the meeting have a multi-state focus. SOLINET provides educational services for the Southeast U.S. Lisa Fox described in some detail SOLINET's recent preservation planning seminar in South Carolina, and its consulting service facilitating cooperation within the region. Planning is ongoing for the AMIGOS Preservation Service, that will serve archives and libraries in Oklahoma, Texas, New Mexico, Arkansas, and Arizona. If funding is approved, the program may include a consulting service, education and training, an information clearinghouse, and preservation information in an on-line database linking repositories in the region.

Three regional conservation services were represented. Lee Jones described the rapid growth of the Mid-Atlantic Preservation Service (MAPS), a microfilming service located in Bethlehem, Pennsylvania. Karen Motylewski explained the multi-strategy approach of the Northeast Document Conservation Center (NEDCC), including item-level conservation, consultations on planning, disaster preparedness, and workshops, in addition to reformatting services. CCAHA, directed by Bob Strauss, is one of twelve non-profit preservation services in the country. The organization provides specialized treatment for unique paper-based artifacts and carries out extensive field programs, including holdings and environmental surveys, training workshops, and statewide program development.

In addition to receiving an update on the ongoing evaluation of SAA's preservation programs, the group heard about other major national programs. Bonnie Curtin described progress on NAGARA's new project to design a preservation planning workbook for government records archivists. Peter Winterble announced that the Commission on Preservation and Access' (CPA) newsletter is now available to all who request it. The CPA National Advisory Council, of which SAA is a member, meets in late January; more information will be forthcoming.

Carolyn Morrow, of the Library of Congress' National Preservation Program Office, outlined plans for a major upcoming conference designed to encourage state level planning of preservation programs. In March 1989, top archivists and librarians from all fifty states will share a series of case studies on planning approaches to spark innovation and encourage cooperation.

Information on the meeting or any of these ongoing projects is available from SAA's Preservation Program Officer.

## New Computerized Bulletin Board

Murray M. Mattenson announces a new computerized bulletin board system for those involved in preservation. The system is available 24 hours a day by dialing 1-312-262-6173 with a standard telecommunications package. Follow the instructions on-line, or call 1-312-262-8282 for details.

# Washington Beat

*With this issue, the SAA Newsletter inaugurates a regular series of updates on news from Washington, D.C., of interest to archivists. These updates will be written by Page Putnam Miller, Director of the National Coordinating Committee for the Promotion of History. SAA is one of 50 member organizations of NCC.*

## FY'89 Appropriations

In 1988 Congress succeeded in passing all the appropriations bills prior to the beginning of the new fiscal year on 1 October, thereby avoiding the confusion of an omnibus continuing resolution. Within a tight budget climate, archival and history-related federal programs did fairly well.

The Fiscal Year 1989 appropriation for the National Archives is \$121.9 million, up from \$116 million last year. Of this amount, \$4 million is earmarked for the grants program of the National Historical Publications and Records Commission. The National Archives budget also includes special one-time appropriations for transfer of the records of the Reagan Administration to California, and some construction work at the Kennedy Presidential Library. Despite the overall increase in the appropriation, the anticipated operating budget for the National Archives will probably be close to the FY'88 levels.

Although President Reagan recommended a budget of \$140.435 million, which was the current funding level, for the National Endowment for the Humanities for FY'89, Congress increased the NEH budget by almost \$13 million for a total of \$153 million. The increases can be attributed to several factors. Representative Sidney Yates, D-III., launched a major effort to have NEH take a lead in dealing with the preservation of significant books and records that are deteriorating as the result of

being published on acidic paper. The appropriation for the NEH Preservation Office will increase from \$4.5 million to \$12.5 million.

Another factor working in favor of the NEH increase was a general undertaking on many fronts to close the funding gap that has existed for some years between the appropriations of the Humanities and the Arts Endowments. Last year the Arts Endowment received \$28 million more than the Humanities Endowment. The gap this year is only \$16 million.

## Access to Records of the House of Representatives

The House of Representatives did not schedule for a vote House Resolution 419, which would amend the House Rules to make their committee records available to researchers after 30 years instead of the current 50 years. It appears likely, however, that this provision will become a part of the package of rules that the 101st Congress will adopt when the House convenes in January.

## Challenge Posed by Federal Use of Electronic Records

Last October, the Office of Technology Assessment (OTA), a research arm of the U.S. Congress, completed a major study on federal information policy and issued a 333-page report entitled "Informing the Nation: Federal Information Dissemination in an Electronic Age." The expansion of technological advances has opened up many new and potentially cost-effective ways to disseminate federal government information, but the OTA report makes clear that the advent of electronic dissemination has generated serious conflicts over how to provide public access to government information.

Existing laws and institutional relationships generally predate the electronic era. Previous distinctions between reports, publications, databases, and records have been replaced by a "seamless web" of information activities. Despite dramatic increases in the use of electronic records by federal agencies, the U.S. Government

Printing Office and the Depository Library Program are still geared primarily to paper or microfiche formats and are thus disseminating an increasingly smaller percentage of federal information.

OTA concludes that congressional action is urgently needed to resolve federal information dissemination issues, but offers no overall plan for achieving this. However, discussions of alternative options, and Congressional and agency responsibilities, will prove most useful in clarifying the issues and moving federal information policy into the electronic age.

Copies of the report (stock number 052-003-01130-1) are available for \$14 from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9325.

# Automation Notes

by Marion Matters

## Understanding the MARC Format for Archival and Manuscripts Control

This two-day workshop is designed to provide participants with an understanding of the structure and use of the MARC format for archives and manuscripts control. It will also introduce description conventions used in conjunction with the format. The workshop does not teach computer skills, but an understanding of automated capabilities is preferred.

Participants learn via informal lectures and individual exercises in tagging archival descriptions. A workbook provides a bibliography, examples, and supporting material.

The 1989 workshop locations and dates are:

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## Education Notes

by Tim Ericson

### Appraising Archival Records

In cooperation with the Coordinating Committee for History in Arizona, SAA will present its workshop, **Appraising Archival Records**, on 10-11 March 1989. The workshop will be in Tempe, Ariz., on the campus of Arizona State University. It will be held from 1:00-5:00 p.m. on March 10, and continue for the entire day of March 11.

The most important responsibility of archivists and records managers is to distinguish between those records that should be permanently retained and

those that may be discarded.

Appraising Archival Records is a workshop designed to help persons who care for historical records make informed decisions about what to keep and what to throw away, and to provide some additional experience in evaluating archival records for their evidential, informational, historical, and other values.

The workshop is intended for those--with or without formal archival education--who have some background in archives or records management work, and who are concerned with appraising archival records as a part of their current job responsibilities.

Participants will review traditional appraisal theory, as well as its recent applications, in order to highlight practical approaches to contemporary issues

such as dealing with large collections, and appraising different media such as photographs or automated records. Although the workshop will approach appraisal from an institutional context, the emphasis will be on applying the concept to activities such as formulating a collecting policy, documentation strategies, and to collection management in general.

Case studies, exercises, and plenty of time for discussion will provide ample opportunity for problem-solving and sharing specific questions and problems with the instructor. All workshop registrants will receive a specially produced booklet of advance readings that feature some classic essays dealing with appraising archival records.

The instructor for the workshop

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## Automation Notes

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### ● Atlanta, Georgia -

9-10 March; this workshop is sponsored by Emory University and the Georgia Department of Archives and History, primarily for local institutions, but other registrants may be accepted if space is available; contact Ginger Cain, (404)727-6887, for information;

### ● Annapolis, Maryland -

Dates to be announced; hosted by the Maryland State Archives;

### ● Springfield, Massachusetts -

3-4 August; co-sponsored by the New England Archivists.

Another workshop in the West or Southwest is under consideration and will be announced later.

The registration fee is \$250 for the Annapolis and Springfield workshops. Enrollment will be limited. For more information or a registration form, contact Marion Matters at (612)698-6949.

### Library Standards for Archival Description

This two-day workshop introduces archivists to the use of

*Anglo-American Cataloging Rules*, 2nd ed. (AACR 2), for personal, corporate, and geographic names; and Library of Congress Subject Headings (LCSH) for subject access. These are cataloging tools developed in the library community, but their use is required for archives participating in bibliographic networks (like RLIN or OCLC) and local online public access catalogs. The development of this workshop is funded by a grant from the National Endowment for the Humanities.

**Note:** The workshop is not intended to deal with MARC format issues, nor with thesauri or controlled vocabulary lists other than LCSH. Participants are assumed to be familiar with principles of archival arrangement and description, including *Archives*, *Personal Papers*, and *Manuscripts*.

**Who should attend?** The workshop will be most beneficial for archivists who:

- are engaged regularly in description and cataloging, or who manage such programs;
- are preparing catalog records

for a bibliographic network or an integrated catalog (archival materials together with individual books, visual materials, etc.); and

- have had little or no formal training in library cataloging (especially the use of AACR 2 and LCSH), or whose training and experience pre-dates AACR 2.

The 1989 workshop locations are:

### ● New York City -

Dates to be announced, probably April;

### ● St. Louis, Missouri -

23-24 October (a preconference workshop in conjunction with the SAA Annual Meeting); and

- A location in California is also under consideration for a July-September date.

The registration fee for this workshop is \$225. Enrollment will be limited. For further information or a registration form, contact Marion Matters at (612)698-6949.

**Is your institution or organization interested in sponsoring one of these workshops? Contact Marion Matters at (612)698-6949 to see if something can be arranged.**



## Education Notes

Continued from page 17

will be Linda Henry of the National Archives and Records Administration. Registration fee for the workshop is \$75.00. For further information or to request a registration form, contact Nancy VanWieren or Tim Ericson as the SAA office.

Appraising Archival Records has been developed by the Society of American Archivists with matching funds from the National Historical Publications and Records Commission and the Andrew W. Mellon Foundation.

**Documentation Strategy Seminar**  
SAA's popular Documentation Strategy Seminar will be offered only twice during 1989. The first site will be New Bedford, Mass., on the first day of the New England Archivists spring meeting. The second seminar will be held in Albany, New York, on May 4, in conjunction with MARAC's spring conference.

The seminar introduces the idea of a documentation strategy, a new conceptual framework that has been developed in order to ensure the preservation of historically valuable records.

A documentation strategy entails a systematic, cooperative effort by records creators, records users and records curators to examine the universe of information that exists about a particular subject or region, determine what should be saved, and assign responsibilities for preserving specific types of records.

Participants will explore the problems and possibilities of cooperation, and discuss ways that the documentation strategy idea may be used on a local, regional, or national basis.

The instructors for these seminars will be Richard J. Cox of the University of Pittsburgh, and Helen W. Samuels of the Massachusetts Institute of Technology.

Tuition for the seminars will be \$60.00 which includes a copy of the SAA Documentation Strategy Seminar Reader.

**Management For Archivists**  
SAA's **Management for Archivists** workshop is scheduled to be offered May 17-18, in conjunction with the Society of California Archivists spring conference in Napa, California.

This new workshop is designed for archivists who are now, or who anticipate being assigned management or supervisory responsibilities, but who have no prior management training. The two days of discussion, lecture, exercises, and case studies are designed to meet the needs of both "lone arrangers" and archivists from larger institutions.

The instructor will present an overview of management science concepts, literature available in the field, and the application of management concepts to the archival field. The emphasis will be on the planning process, and how management concepts may be used to better utilize human, financial, physical, and institutional resources.

The instructor for the workshop will be William Nolte, an archivist and Senior Area Studies Specialist for the NSA in Fort Meade, Maryland.

The fee for this two-day workshop will be \$120.00. Anyone with questions about enrolling in the Management For Archivists workshop should contact Nancy VanWieren at the SAA office.

This workshop has been developed with matching grants by the Andrew W. Mellon Foundation and the NHPRC.

### Certification Petition Submission

Those who are submitting certification petitions are reminded that they need to include a transcript of their relevant coursework or a copy of the diploma from their qualifying degree.

### SAA Still Scheduling Workshops for 1989

SAA's Office of Education still has several workshops it would like to schedule for the coming year.

Because of its ongoing effort to cooperate closely with regional archival associations, SAA is particularly interested in offering workshops in conjunction with regional meetings or in response to requests by regional education committees.

To receive a complete listing of workshops that are being still being scheduled, or to learn about how to cooperate with SAA in offering a continuing education seminar or workshop, contact Tim Ericson at the SAA office.

### Arranging and Describing Archival Records

The Society of Florida Archivists Spring meeting in Tallahassee, on April 12-14, 1989, will be the site for the first offering of SAA's newest workshop, **Arranging and Describing Archival Records**.

The workshop, developed as a part of SAA's NHPRC/Mellon education grant, will take place on the afternoon of 12 April and the morning of 13 April.

Arrangement and description lie at the heart of archival practice, and they are the primary means through which archivists link user needs and documentary resources. This workshop is designed to help participants develop the skills needed to carry out these tasks effectively.

The lectures, individual and small group exercises, and discussion will answer questions about what archivists do and how they do it; however, the primary emphasis of the workshop will be upon the philosophy and principles that

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## Ham Visit Continues Archival Glasnost

Continued from back cover

records as well as the records themselves.

Ham also held three seminars for senior staff at the All-Union Research Institute of Archival Affairs and Documentation, a semi-autonomous archival think and research tank administered by the *Glarvchiv*. The seminars and the discussions that followed were among the most "stimulating" Ham experienced on the trip.

"American archivists could profit by devoting more attention to this unique research institution," Ham remarked.

Each of the 15 Soviet republics has an archives that parallels the organizational structure of the *Glarvchiv*. Ham visited the Central State Archives of Azerbaijan in the capital city of Baku, which is on the Caspian Sea.

"There were 120 people in the audience, and that was only half of the whole staff," Ham noted.

Ham gave an overview of archives in the United States and found the discussion following the lecture "provocative."

"We could have talked through the afternoon," Ham observed. "They wanted to know about automation, particularly as it affects access; what we did with the records of our political parties; who I was going to vote for--they favored George Bush; and, of course, how much U.S. archivists earned and what our status is!"

The size of the Soviet archival corps startled Ham. The Main Archival Administration at the All-Union and Republic levels has 21,000 workers. This figure does not include the many archivists outside the *Glarvchiv* system.

"Twenty-one thousand is an astounding number when you compare it with the approximately 6,000 archivists that we have in the U.S.," Ham added. "They have a lot of people but not a lot of technical resources."

The work force is predominantly women, particularly at the lower-level jobs. Men, however, dominate senior staff positions.

"Most of their work is done manually," Ham pointed out. "The Soviets are very impressed with our ability to share information about our holdings with other archives because, in spite of the centralization and uniform structure of the various units, they have achieved very little in this area."

Imagine life without NUCMC, the National Inventory of Documentary Sources, published repository guides, or emerging bibliographic databases. American access systems are attractive to the Soviets because almost none of their archival holdings are linked electronically. Like American archivists, the Soviets face the glut of information and the challenge of selecting from the mass of documentation, but without the aid of automation.

"I saw very little electronic equipment, only a few word processors and copy machines in the repositories," Ham said.

There is little automation in most aspects of Soviet life and culture. "When I was shopping for gifts, the teller calculated my purchases with an abacus."

Even so, Ham found some relatively advanced conservation technology at the Research Institute in Moscow. "The digital photo-imaging is as advanced as what we have here and the digital imaging of old audio records is quite remarkable," Ham said.

The Soviet technicians at the Research Institute would like to see greater sharing and more co-operative efforts between the Soviet Union and United States, according to Ham.

The age of the documents in the collections impressed Ham. At the All-Union Archives of Ancient Acts in Moscow, treasures dating back to the 9th century include records written in Early Church Slavonic, documents from Peter the Great, and huge centuries-old scrolls.

The age of the documents at the

Soviet repositories requires a large corps of staff conservationists to attend to them. At the Institute of Manuscripts Azerbaijan Academy of Sciences, a relatively small repository, Ham observed six women mending documents.

*Glasnost* and *perestroika* have stimulated renewed interest in Russian history. Several historians and writers have stressed the need for Soviet citizens to rediscover their past in both the Empire and the Church, according to Ham. This interest is demonstrated in other areas as well.

"There is historic preservation going on everywhere in Moscow," Ham said, "With *Glasnost*, many streets have been given back their pre-revolutionary names and the people are very interested in discovering their pre-revolutionary roots."

Ham found the Soviets extremely hospitable and was quick to dispel any allusions to Big Brother. "I never had the feeling I was being watched, and I traveled around freely, even without my translator."

In Moscow, Ham went to a couple of ballets and operas, dined in a many restaurants, and found the "food good and the service not bad." Ham added that he was invited into a professor's home and found his host "very open."

In Baku, an American archivist was more of a rarity. Ham was interviewed by the daily newspaper and the television news. "The Azerbaijanians were unusually warm and friendly," Ham related, "and when I was leaving the Central State Archives of Azerbaijan, I looked back at the building and saw all of the workers waving at me through the windows."

Ham's Soviet counterpart will come to the United States in 1989. Eventually a symposium on documentary preservation will be held in Washington, D.C., for delegates from both countries.

"It was an overwhelming experience," Ham said. "I'd like to go back."



## 1989 SAA Leadership Directory

Continued from page 13

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(203) 432-9657

## Archivists' Calendar

### 1 March

"Current Trends in Preservation of Audiovisual Collection" conference; NARA; Washington, D.C.  
(202) 523-1546

### 9-10 March

Archives, Records, and Information Coalition;  
Silver Spring, Maryland

### 19-20 March

Joint Commission of History and Archives;  
Washington, D.C.

### 30-31 March

"Advanced Records Management" course; George Washington University; (202) 994-6106

## Awards Available

### Colonial Dames Scholarship Available

A scholarship to the National Archives' Modern Archives Institute, to be held 5-16 June 1989, is available from SAA. The award is funded by the Colonial Dames of America, Chapter III.

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

Resumes accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications should be submitted to Ronald L. Becker, Special Collections and Archives, Rutgers University Libraries, New Brunswick, NJ 08903, (201) 932-7006 by 15 March 1989.

### Fulbright Grants in Library Science

The Council for International Exchange of Scholars (CIES) has announced that a number of 1989-90 Fulbright Grants remain available to U. S. faculty in the field of library science.

There are specific openings in German Democratic Republic, Honduras, Morocco, Nigeria, Peru, Poland, Sudan, and Syria.

Scholars in all academic ranks, including emeritus, are eligible to apply and it is expected that applicants will have a Ph.D., college or university teaching experience, and evidence of scholarly productivity.

Interested scholars are urged to inquire as soon as possible. For information, call or write CIES, Eleven Dupont Circle NW, Suite 300, Washington, DC 20036, (202) 939-5401. When inquiring, indicate countries of interest.

## Wanted

### Study of Use of Archives.

A one-day study of user-presentation language is being planned for 15 March 1989. Institutions interested in participating in a study of questions asked by users of archives are invited to contact David Bearman, Archives and Museum Informatics, 5600 Northumberland Street, Pittsburgh, PA 15217, (412) 421-4638.

## Education Notes

### Continued from page 16

underlie the everyday techniques that archivists employ.

Participants will gain knowledge of the terminology, principles, and concepts needed to understand arrangement and description of both archives and manuscripts. The workshop will emphasize analytical skills and decision-making, and offer an approach to arrangement and description as integrated components of a larger continuum of gaining intellectual control over, and providing access to archival holdings.

### Archives and Special Collections on Women in Medicine

The M. Louise Carpenter Gloeckner, M.D., Summer Research Fellowship Award Committee of the Archives and Special Collections on Women in Medicine, the Medical College of Pennsylvania, is now accepting applications for summer, 1989 research using materials in the Archives and Special Collections at the College.

Two grants of up to \$1,200 each for 4-6 weeks of research in the Archives will be made to applicants selected by the Award Committee. One grant is reserved for medical students, the second for all other eligible researchers.

For an application and description of the Fellowship, write to the Archives and Special Collections on Women in Medicine, The Medical College of Pennsylvania, 3300 Henry Avenue, Philadelphia, PA 19129, (215) 842-7124. The application deadline is 15 February 1989.

### Schlesinger Library, Radcliffe College

Honorary Visiting Scholar Appointments without stipend that provide recipients with individual offices at the Schlesinger Library and affiliation with Radcliffe College. These appointments are for postdoctoral scholars who will be using the Library's holdings in their work. Each appointee will be expected to give a public presentation on research done during his or her term in residence and will have access to Harvard libraries and other Radcliffe and Harvard facilities and programs. Up to five appointments will be made for 1989-1990.

### Research Support Grants

Postdoctoral research support grants to cover travel, childcare, or other expenses related to research at the Schlesinger Library. Three or more grants of up to \$1,500 each will be awarded.

### Dissertation Grants

Two grants of \$1,500 each to graduate students using Schlesinger Library materials for Ph.D. dissertation research.

The application deadline for all of the above is 15 February 1989. For more information, contact Schlesinger Library, Radcliffe College, 10 Garden Street, Cambridge, MA 02138, (617) 495-8647.

tual control over, and providing access to archival holdings.

The instructors will be Ellen Garrison from the Center for Popular Music at Middle Tennessee State University, and Virginia J. H. Cain of Emory University in Atlanta, Ga.

The fee for Arranging and Describing Archival Records will be \$50.00, which includes a booklet of advance readings produced especially for the workshop. Those with questions or wishing to receive a registration form are encouraged to contact Nancy VanWieren or Tim Ericson at the SAA office.



# Professional Opportunities

## ADMINISTRATOR UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT

*Oregon State University*  
**RESPONSIBILITIES:** Include the management of the university archives office. Knowledge in personnel administration, microfilm systems, records center operations, records management administration, and the history of OSU and the State of Oregon are preferred. **QUALIFICATIONS:** A Master's degree is required; a degree in Archives Administration is preferred. Applications will be considered until the position is filled. To apply, contact: Duane Faulhaber, Oregon State University, Office of Budgets and Planning, Corvallis, OR 97331-2103, 503/754-4121.

## ASSISTANT ARCHIVIST

*American Institute of Physics*  
**RESPONSIBILITIES:** Assist in a wide variety of archival and library tasks, including the development of online manuscript catalogs, reference work, and processing. **QUALIFICATIONS:** MLS, MA with administration, or equivalent experience required. Special skills such as knowledge of automation (including MARC), experience with LCSH, and/or authority work preferred. Science background not necessary. Competitive salary and good benefits. Send resume and letter of application to Joan Warnow, Center for History of Physics, American Institute of Physics, 335 East 45 St., New York, NY 10017.

## UNIVERSITY ARCHIVIST

*Marquette University*  
 Search Reopened  
**RESPONSIBILITIES:** Under the general direction of the Department head, administer the University archives program with responsibility for the transfer, appraisal, arrangement, description, preservation, and use of university records, including faculty and student papers. Develop written policy statements and procedural guidelines for basic functions; provide reference service; publicize university records; direct preservation projects; hire and supervise student assistants; develop automated processes for descriptive and administrative functions; and assist in the general administration of the department. **QUALIFICATIONS:** Require an advanced degree in history and/or related field. Prefer formal training in archival theory and practice and knowledge of historical research methodology; one or more years experience as a professional archivist, particularly processing and administering university records; initiative, flexibility, and ability to work effectively with the university community; oral and written communications skill; and experience or familiarity with archival automation. **SALARY:** Commensurate with qualifications; \$19,000 minimum. Send letter of application, resume, and the names of three references to: Rev. J. Philip Talmage, Chair, Committee on Appointments and Promotions, Marquette University Libraries, 1415 W. Wisconsin Avenue, Milwaukee, WI 53233 or write for further information. Application deadline: 28 February 1989.

## PROJECT ARCHIVIST

*Hunter College*  
 A six-month project funded by the Documentary Heritage Program of the State Archives to conduct a survey of Puerto Rican Archives in New York City. **RESPONSIBILITIES:** Include site visits, completion of detailed survey forms, compiling data, preparing a preliminary inventory, assisting in writing of final report. **QUALIFICATIONS:** MA in history or MLS with experience in archives preferred; BA in history with at least two-years experience in archives will be considered; good English and Spanish language skills required. **SALARY:** \$12,500 for six months. Position available 2 January 1989. Send resume with three references to Nelida Perez, Centro de Estudios Puertorriquenos, Hunter College, 695 Park Avenue, New York, NY 10021.

## ARCHIVIST

*Sarasota County Government*  
**RESPONSIBILITIES:** Plan and implement a collections management system for Sarasota County Department of Historical Resources collection of archives, photographs, and artifacts. Disseminate county history and preservation principles. **QUALIFICATIONS:** Master's degree in archives administration, history, library science and three-years of professional archives experience. Knowledge of computer systems and Florida and local history preferred. **SALARY:** \$21,736 - \$30,409. Send resume to Sarasota County Personnel Department, PO Box 8, Sarasota, FL 34230. Preference in appointment to certain positions will be extended to eligible veterans and spouses. Apply by 31 January 1989.

## ARCHIVIST

*Jet Propulsion Laboratory*  
**RESPONSIBILITIES:** Will initiate and implement a full-range archival program for JPL detailing its involvement in America's unmanned exploration of space. JPL has massive volumes of materials from its beginnings in the 30s and 40s. The successful applicant will establish an archival service; develop a process of controlling future records of the laboratory; develop and implement archival policies, procedures; design the archival space/storage; and implement an oral history program from interviews with laboratory personnel. **QUALIFICATIONS:** The position requires a Master's degree in history, library science, information sciences or a related field and six-years of experience working in archives. Must have excellent oral and written communication skills, working knowledge of computer application in archives, file systems and records management. Must have demonstrated ability in conducting oral history interviews. We prefer a PhD in history, library science, or information science as related to archives and knowledge of the history of science. Please submit resume and salary history to Professional Staffing, Department U-88, Jet Propulsion Laboratory, California Institute of Technology, 4800 Oak Grove Drive, Bldg. 249, Pasadena, CA 91109.

## HISTORIAN

*Office of Comptroller of Currency*  
 Seeks historian to establish history program for agency. **RESPONSIBILITIES:** Will develop procedures to capture the institutional memory of OCC; conduct or direct research; implement programs to inform employees about history of OCC; organize archival and oral history projects; and provide historical reference services to agency staff. **QUALIFICATIONS:** Experience in public or corporate history and PhD. preferred. Applicant should be interested in longterm career with OCC. **SALARY:** \$36,000 - \$54,700 with promotion potential to \$60,000 plus exceptional benefits. Send resume or S.F. 171 to Marjorie Gustafson, OCC, 490 L'Enfant Plaza East, S.W., Washington, DC 20219, 202/447-1995. Position open until filled.

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 *SAA Employment Bulletin* -- is available to individual members at a cost of \$12 per year **only at the time of renewal of your membership.** Individual subscriptions may be purchased at a rate of \$3 per issue. The *Employment Bulletin* is published in February, April, June, August, October, and December. Deadlines for all issues is the 5th of the month preceding publication.

For information about SAA's *Employment Bulletin*, contact Nancy VanWieren at the SAA office.

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

#### ARCHIVIST

##### *Georgia Historical Society*

Advanced archivist position available in near future. State Merit System position at Georgia Historical Society in Savannah, GA. **QUALIFICATIONS:** Undergraduate degree in history, political science, or government which included two courses in American or Georgia History and one course in research methodology; three years professional archival experience. Graduate coursework in history, political science, or government may substitute for up to one year of experience. Experience in public service, description, automation, and/or public programming preferred. **SALARY:** \$24,000 - \$29,000, depending on qualifications. Resume and application letter should be sent express mail to Archivist Recruitment, Georgia Historical Society, 501 Whitaker Street, Savannah, GA 31499. Notice open until filled.

#### SPECIAL COLLECTIONS LIBRARIAN

##### *Washington and Lee University*

**RESPONSIBILITIES:** Manage and develop the manuscript, archives, and rare books collections; process and catalog manuscript and archival materials; plan and develop records management program for the university; supervise one full-time assistant and student workers. In addition, serve as a part-time member of the general reference staff with duties in these areas: reference desk, collection development, database searching, and bibliographical instruction. **QUALIFICATIONS:** ALA-accredited MLS degree, special collections or general reference experience, and archival or special collections training required. Advanced degree in relevant field and academic library experience preferred. Proficiency in one or more foreign languages preferred. Twelve-month faculty appointment. Salary and rank commensurate with experience and qualifications. Send letter of application, resume, and names of three references with phone numbers to Barbara J. Brown, University Librarian, Washington & Lee University, Lexington, VA 24450. Applications received by 6 February 1989 will receive first consideration.

#### ARCHIVIST

##### *State Historical Society of Iowa*

We seek someone who can add to the social and professional diversity of the state and institution. **RESPONSIBILITIES:** Assist in appraising records of state agencies and local governments for archival value; accessioning records into the State Archives and maintaining accessioning documentation; preparing and revising finding aids; deaccessioning records according to established procedures; and completing operational reports as required; assist with public reference; conduct special projects; participate in planning and operations of the State Archives; and staff Bureau's public service desk on a rotating basis. **QUALIFICATIONS:** Master's degree in history or library science with an archival training component. Ability to work well with colleagues, administrative staff, researchers and personnel at all levels of state and local government. Knowledge of MARC/AMC format and familiarity with production of computer-generated inventories and indexes preferred. **SALARY:** \$20,696 - \$25,396, good fringe benefits. To apply: Send letter of interest and resume by 1 March 1989, to Box C, State Archives, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319.

#### ARCHIVIST

##### *Edison National Historic Site*

**RESPONSIBILITIES:** Direct operation of extensive document, photograph and recorded sound collection related to the life and work of Thomas Edison. Responsibilities include direction of on-going archival processing, storage and preservation management, and use of collections. Serve as liaison to Edison papers publication project. Supervise one permanent employee and numerous project staff and interns; report to Supervisory Museum Curator. **QUALIFICATIONS:** Applicants should have a minimum of three-years experience in archival management; graduate level education (preferably in a program of librarianship or history with a formal archival component) may be substituted for a portion of the required experience. Specific information regarding application procedures may be obtained by contacting the Superintendent, Edison National Historic Site, 201/736-0550. Inquiries must be made no later than 15 February 1989.

#### PROJECT ARCHIVIST

##### *Illinois Institute of Technology*

**RESPONSIBILITIES:** Arrange and describe institutional records and manuscripts collections, prepare finding aids, establish and initiate appropriate preservation activities. **QUALIFICATIONS:** A graduate degree in History and/or ALA-accredited MLS with concentration in archives and special collections and a minimum of three-years of archival experience. Experience with computer applications in archives preferred. **SALARY:** The position is approximately half-time. On an annualized basis, the established salary minimum is \$22,125. Send letter of application, resume, and the names and numbers of three references to: Jerome A. Lom, Assistant Director of Libraries, Illinois Institute of Technology, Paul V. Galvin Library, 35 W. 33rd Street, Chicago, IL 60616. Position will remain open until the appropriate candidate is identified.

#### CHIEF CURATOR

##### *(Supervisory Museum Curator)*

##### *Edison National Historic Site*

##### *Search Reopened*

**RESPONSIBILITIES:** Incumbent is responsible for historical collections including 400,000 artifacts at Edison's laboratory complex and at his Victorian mansion, and archives containing over 3.5 million documents, photographs and recordings; serves as liaison with the Edison papers editorial project; supervises a division of curators, archivists and technicians; is responsible for budget, programming and planning as well as collection storage, exhibitry, preservation, use of collections and storage of materials. **QUALIFICATIONS:** Seeking a Curator with background in history of technology as well as the decorative arts. Advanced degree in history of technology, American history, museum studies or allied field, or equivalent experience in a museum setting; demonstrated strength in the management of museum collections, supervisory experience, microcomputer skills, and communications ability. **SALARY:** GS-1015-12, \$34,580 - \$44,951. Specific information regarding application procedures may be obtained by contacting the Superintendent, Edison National Historic Site, 201/736-0550. Inquiries must be made no later than 8 February 1988.

#### CURATOR OF PHOTOGRAPHY

##### *Nevada Historical Society*

**RESPONSIBILITIES:** Cares for and supervises historical photo collection of 120,000+ images, including cataloging, preservation and public reference. Copy and lab work as necessary. Assists in preparation of exhibits and publications. **QUALIFICATIONS:** BA degree in history, photography, museum studies, art or related field plus two-years' experience in a museum setting; or a Master's degree in one of the above fields plus one year of work experience as outlined above. **SALARY:** \$22,999 plus benefits. Applications close 20 January 1989. For application form and position announcement, write to: State of Nevada, Department of Personnel, Capitol Complex, Carson City, NV 89710.

#### ARCHIVES ADMINISTRATOR

##### *National Afro-American Museum*

**RESPONSIBILITIES:** Opportunity to plan, supervise and direct the services, programs and staff of the library/manuscript department. **QUALIFICATIONS:** Require graduate degree from accredited institution in library science, archival sciences, afro-american history, or american history or studies; formal archival training; experience in use of manuscript materials in exhibits. **SALARY:** \$22,500 - \$24,500. Call 1-800-BLK-HIST or write to National Afro-American Museum, PO Box 578, Wilberforce, OH 45384.

#### U.S./PUBLIC HISTORY FACULTY POSITION

##### *Washington State University*

Tenure-track position, assistant or senior assistant professor, beginning August 1989. **RESPONSIBILITIES:** Teach undergraduate and graduate courses in U.S. and public history; conduct research and direct established program in public history. **QUALIFICATIONS:** American history with specialization in public history and documentable training and/or experience in one or more of these fields: historical geography, historic preservation, historical archaeology, museology, archival and records administration, historical agency administration, historical editing, social/cultural history. Ph.D. is required. Send application, c.v., and list of three references (not letters) by 15 February 1989 to D. H. Stratton, Department of History, Washington State University, Pullman, WA 99164-4030.

#### PROJECT MANAGER

##### *The American Medical Association*

**RESPONSIBILITIES:** Under the leadership of the Department Director, the Project Manager is responsible for the supervision, development, organization, preservation, classification, and maintenance of the Historical Health Fraud Collection. **QUALIFICATIONS:** This position requires a Master's Degree in history and/or an MLS with history background. Previous administrative experience and excellent communication skills are essential. Familiarity with archival processing, computer systems and MARC/AMC format are essential. Previous publication experience is preferred. This is a two-year grant position with a competitive salary and a selection of employee benefits. No relocation reimbursement is available. For consideration please send a copy of your resume to: Thomas B. Quinn, The American Medical Association, 535 North Dearborn Street, Chicago, IL 60610.



#### ASSOCIATE CURATOR

*University of Alabama*

**RESPONSIBILITIES:** To assist the Assistant Dean for Special Collections and Preservation with general administration of Special Collections. Special Collections department includes rare books, extensive local history collections, historical manuscripts, university archives, and the Office of Records Management and conservation and preservation activities. **QUALIFICATIONS:** MLS from a ALA-accredited program with archival concentration or graduate degree in history (American) or related field. Minimum three-years related experience preferably in an academic library. Demonstrated supervisory experience with ability to work productively with researchers, faculty, students, and library personnel at all levels. **SALARY:** \$21,000 - \$26,000; rank and salary dependent upon experience and qualifications. We expect to hire at the Assistant or Associate Professor rank. Position is a permanent, 12-month, full-time position, tenure track. Twenty-two days vacation, sick leave, Blue Cross/Blue Shield, State and TIAA/CREF retirement plans. Send letter of application, resume, names and three references to: Sondra Tucker, Libraries Personnel Officer, The University of Alabama, PO Box 870266, Tuscaloosa, AL 35487-0266 by the application deadline, 31 January 1989.

#### UNIVERSITY ARCHIVIST

*University of Wisconsin-Milwaukee*

**RESPONSIBILITIES:** The expansion, administration, and preservation of the official UWM archives, including records management. Develop and administer in conjunction with the State Historical Society and in cooperation with city archival institutions, a program for documenting the life and history of the Metropolitan Milwaukee area. Administer other individual collections, train and supervise the archives staff, including professional staff, support staff, graduate student interns, and student assistants. Provide reference service within the university and for the general public. Supervise access to materials in archival collections, prepare grant proposals and relevant reports, and represent the archives at the University of Wisconsin System Archives Council. The University Archivist reports to the Associate Director of the Library. **QUALIFICATIONS:** A graduate degree in humanities, social science, or related field, and/or library science required. PhD preferred. Knowledge of American history essential. Must have archival training and a minimum of three-to-five-years archival experience. Successful grant application experience, written and oral communication skills, teaching ability, excellent interpersonal relation skills, administrative and supervisory skills, archival preservation, knowledge of MARC AMC format, and micrographics applications. **SALARY:** This is a twelve-month probationary academic staff appointment leading to tenure status. Salary from \$35,000 commensurate with experience and qualifications. Generous vacation and fringe benefits. Please send letter of application and resume, including name, address, and telephone number of three references. Also send samples of publications or other examples of archival or general writing skills, placement credentials and transcripts to the University of Wisconsin-Milwaukee, Golda Meir Library (Personnel), PO 604, Milwaukee, WI 53201. Application deadline is 15 February 1989.

#### PROJECT ARCHIVIST

*Lafayette College*

Lafayette College seeks an experienced archivist to fill an eleven-month visiting position available June 1, 1989. **RESPONSIBILITIES:** Arrange and describe the College's collection of Marquis de Lafayette materials, including manuscripts, prints, memorabilia, and the records of the American Friends of Lafayette. **QUALIFICATIONS:** In-depth knowledge of standard archival procedures, excellent French language skills, strong analytical and writing abilities, and good interpersonal skills. ALA-accredited MLS or advanced degree in an appropriate subject field and knowledge of archival computer applications preferred. **SALARY:** Minimum \$17,500. A generous benefit package including health/life insurance and TIAA/CREF. Send letter of application, resume, and three letters of reference to Diane Windham Shaw, Search Committee Chair, Lafayette College Library, Easton, PA 18042. To ensure consideration, all application materials must be received by 15 March 1989. Application materials received after that date may be considered until the position is filled.

#### ASSISTANT ARCHIVIST

*Archdiocese of Boston*

**RESPONSIBILITIES:** Appraising and processing archival collections, participation in overall planning, supervision of part-time staff and interns, and reference duties. Responsible for records management and acquisition of new collections. Participate in educational programs with local schools, preparation of exhibits and other outreach activities. **QUALIFICATIONS:** Master's degree in history or library science with concentration in archives or special collections with one-to-three-years of archival experience. Background in American religious history and knowledge of computer applications preferred. Excellent benefit program. Please submit your resume to Kathleen Reilly, Chancery Office/Archdiocese of Boston, 2121 Commonwealth Avenue, Brighton, MA 02135.

#### FOUR POSITIONS:

*Alabama Department of Archives and History*

##### ARCHIVIST I

This permanent position will process manuscript collections and also provide reference service. The salary range is from \$16,926 - \$25,750. For more information and/or application form please contact: Alden Monroe, Head, Archival Services Division, Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, AL 36130, 205/261-4361.

##### APPRAISAL ARCHIVIST (Archivist I)

Three permanent positions available. This position is responsible for the archival appraisal and scheduling of state and local government records and also assists government agencies in solving records management problems. The salary range is from \$16,926 to \$25,750. For more information and/or an application form, contact: Deborah Skaggs, Head, Records Management Division, Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, AL 36130, 205/261-4361.

#### FACULTY LIBRARIAN

*University of Pittsburgh*

**RESPONSIBILITIES:** for management of the Archives of the United Electrical, Radio and Machine Workers of America (UE) and other labor collections. Plans, manages, and administers the operation of the UE Archives and other labor collections; organizes, arranges, describes materials in accordance with accepted archival principles, techniques, methodologies; provides reference, research, and instructional assistance; trains and supervises personnel assigned to unit. **QUALIFICATIONS:** appointment as faculty librarian requires an MLS from an ALA-accredited institution and is to be supplemented by course work in archives administration; advanced degree in history, preferable with specialized concentration in labor history; knowledge of archival theory, practice, and procedures, as well as of services, methods, and techniques used in historical research; experience in operation of an archives; familiarity with library and archives automation preferred; strong interpersonal, oral, and written communication skills. For a person with an exceptional background, the MLS may be waived at time of appointment with the understanding that the MLS will be acquired within 2 years of the initial appointment. **SALARY:** rank of appointment and salary as a faculty librarian will be based on experience and qualifications. Letter of application should include a curriculum vitae and three letters of reference. Apply by 31 January 1989 to: Secretary, Search Committee (Archives), 271 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15260.

#### ARCHIVISTS

##### COMMUNICATIONS ASSISTANT

*Arthur Andersen & Company*

**RESPONSIBILITIES:** Opportunity to design, implement, and control the archival system for this 75-year-old worldwide organization. Provides assistance to the Communications Specialist with communication projects. **QUALIFICATIONS:** Prior experience in records management is preferred as well as a Bachelor's degree or equivalent experience in library science or communications. Excellent verbal, written, and interviewing skills are required as well as strong project management skills. Please direct resume along with salary history to the attention of Paula McNamara, Arthur Andersen & Co., Professional Education Division, 1405 N. Fifth Avenue, St. Charles, Illinois 60174.

#### SALES/TELEPHONE

*Light Impressions Corporation*

Our company is a well known distributor of photographic archival supplies and storage systems. We seek an experienced salesperson to sell our products to an assigned customer base via telephone. **RESPONSIBILITIES:** Include sales/profit accountability, qualifying accounts for type of sales contact and call frequency, defining account sales strategies and call objectives, records maintenance, and conduct of special promotions. **QUALIFICATIONS:** Will have technical product sales experience and a knowledge of the distribution industry. **SALARY** plus commission. Competitive fringe package. Send resume and names/telephone numbers of reference to: Light Impressions Corporation, Department OBTM, 439 Monroe Avenue, Rochester, NY 14607.



## Ham Visit Continues Archival Glasnost

by Teresa M. Brinati

So this is *Glasnost*: Soviet archivists want to know how many rubles their American counterparts earn annually and what the status of an archivist is in the United States.

These were the most-often-asked questions, according to Wisconsin State Archivist F. Gerald Ham, who spent the month of October lecturing in the Soviet Union. Ham was part of an exchange program established by the Commission on Soviet-American Archival Cooperation (COSAAC), organized to fulfill the specific provisions of the 1985 Geneva agreement on scientific, technical, and educational cooperation.

"My objective was to inform Soviet archivists about American archival institutions' theory and practices, particularly how new information technology is affecting work in the United States," Ham said.

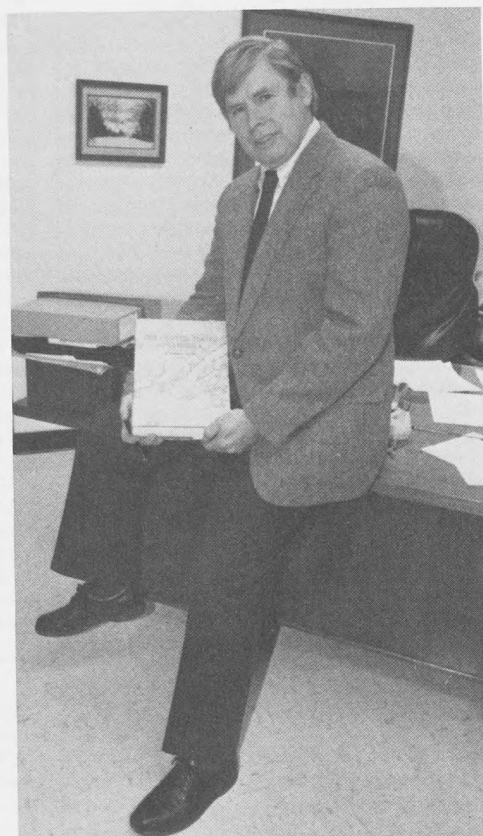
Ham gave a series of six lec-

tures and one seminar to students and faculty at the Moscow State Institute for History and Archives. A block off Red Square, the Institute is one of the oldest buildings in Moscow.

The professional preparation of Soviet archivists impressed Ham. "Their professional level of education is more thorough than ours," Ham noted, "Soviet archival academic work is deeply rooted in history, and not an appendage to some library school program, like it is here in the United States."

The Soviet Union has a centralized archival system, as a result of the nationalization of archives by Lenin's 1918 decree. At the apex of this system is the Main Archival Administration, or the *Glarvchiv*.

Ham delivered a lecture to the *Glarvchiv* senior staff on the "Archival Landscape in the U.S." with emphasis on the philosophy of access to providing information on



F. Gerald Ham

Continued on page 19

## 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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