



Newsletter

The Society of American Archivists

1989 Survey of Archivists

By the time you read this article, you should have SAA's *1989 Survey of Archivists* on your desk. Perhaps you have already completed the two-page questionnaire, which is included on pages 19 and 20 of the official SAA ballot. If you have returned it to the SAA office, thank you for assisting in this important study. If not, please take a few minutes today to answer the seventeen questions.

The purpose of the survey is to construct a portrait of the background, functional responsibilities, and institutional affiliations of individual, student, and associate members of SAA. The survey form is also being distributed to regional archival associations, so that they may carry out comparable surveys of their own members. The questionnaire is nearly identical to those used in studies that SAA carried out in 1979 and 1982.

Please be assured that your responses to the *1989 Survey of Archivists* will be kept in strictest confidence. Do not sign the questionnaire or the accompanying ballot. The special committee that tallies the votes for Vice President, Council, and Nominating Committee will open the envelopes containing the survey forms and separate them from the ballots. Responses to the survey will be tabulated in April and May. The findings will be summarized in the *SAA Newsletter* this summer and reported in detail at the SAA annual meeting in St. Louis.

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Preconference Workshops for SAA's 53rd Annual Meeting

You can start planning now to attend one of SAA's preconference workshops in St. Louis, October 23-25, 1989. The following list of scheduled workshops and seminars has been provided now so that everyone can begin to obtain the necessary approval and can include the workshops in budgets for the coming year. The date and cost of individual workshops may change slightly, but the following information will facilitate preliminary planning.

Please note three changes from last year:

- (1) admission to several of the workshops and seminars will be by application rather than registration;
- (2) all application/registration forms will be enclosed with the annual meeting registration packet; and
- (3) all prices quoted are for SAA members. Non-member prices will be higher.

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

(1) write Nancy VanWieren at the SAA office, enclosing a self-addressed, stamped envelope with your name and the name of the workshop(s) or seminar(s) you are interested in attending;

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From the Executive Director's Desk

by Donn C. Neal



According to the president of the Chicago Association of Society Executives, Ronald S. Moen, most associations today can be described as "profit-driven," "market-driven," "staff-driven," or "member-driven." This got me to thinking about what is driving SAA.

First and foremost SAA is, I think, member-driven. It exists only because the members have found that through collective action they can accomplish things that they could not accomplish otherwise, and SAA members are loyal to it only as the Society continues to respond to their needs.

When I came to SAA from a consortium of colleges and universities, where I spent a great deal of time and energy struggling to get representatives of those ten fine but fiercely independent institutions interested in working together, then-President Bill Joyce advised me that in SAA I would find no shortage of suggestions about cooperative projects nor lack of interest in how SAA could help its membership. Instead, he said, the problem would be choosing which projects to undertake and how to channel the expressed interest to make SAA effective.

And so it has been. With SAA, the real constraints are the resources--both human and financial--available to meet the many demands on the Society. SAA often has to make some hard choices among the projects that we can undertake, and it is not always possible to make the best use of the considerable energies that we seem to enjoy.

Being member-driven is not without its shortcomings. Council, committees, and other SAA groups sometimes assign to staff members tasks we would rather not have to do, ask questions that are difficult to answer, and otherwise do things that we here occasionally grumble about. Those who volunteer for SAA

projects--and even those who take on an obligation to deliver--sometimes are unable to meet deadlines, to produce acceptable work, or to deliver at all. And although SAA is fortunate to have a high level of membership interest, there are still those members who never really get involved in SAA activities or who don't respond to the most vigorous efforts to capture their interest or participation.

But without the active involvement of the members in various projects and initiatives; without their participation in the governance of the association; without their evaluation and criticism--without, in other words, their "ownership" of the organization, an association becomes nothing more than a commercial operation. The shortcomings I have mentioned are, as Mr. Moen put it, "a small price to pay for maintaining member direction."

Let's also remember, however, that an association like SAA depends as well upon its full-time, professional staff for continuity and effectiveness. The people listed on this page help SAA to implement the good ideas that the Society can undertake and bring to these projects and initiatives the experience and knowledge that they have gained not only through working for SAA but from other positions as well.

An organization as large, complex, and ambitious as SAA could not exist without a capable staff to enable it to achieve the expectations that the members bring to it. (Meeting those expectations gives birth to even higher ones, of course, but that's the subject of another column!) Staff thus help to drive an association like SAA.

In fact, the combination of commitment and energy coming from involved members and from professional staff alike is a difficult one to beat, and I think that SAA

benefits as well as any association does from this kind of combination.

What about being "profit-driven" and "market-driven"? No one understands more than I do that SAA has to realize sufficient return on its many activities if it is to continue to thrive. Publications that we undertake should sell enough copies at least to pay back the costs of producing them. Without the kind of subvention that we have had over the past couple of years from NHPRC and the Andrew W. Mellon Foundation, the educational workshops that we spon-

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Executive Director's Desk

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sor cannot do less than break even. New projects that don't produce much if any revenue add to SAA's operating expenses and stretch human resources a little thinner.

This does not mean that SAA is simply looking for projects that result in a positive cash flow: some things ought to be done, and indeed *must* be done, if the Society is in fact to remain member-driven. Even if some programs and services don't bring in enough revenue to pay for themselves, therefore, they are so important that they should be subsidized by the members' dues. It is for this reason that we have to keep firmly in mind the fact that SAA is a *membership* organization, and that its first obligation is to provide its members a fair return on their dues dollars.

SAA's officers, Council members, and others involved in the governance of the Society need to know what our programs and services actually cost (including staff time) so that they can help to determine how to divide up inevitably inadequate human and financial resources. Keeping the "market" in mind, and aiming to maximize SAA's return on its investment in programs and services, is only prudent management of the association so that it can continue to do the good work that it has done for more than fifty years now.

Moen argues for a balance among the four forces that he cites, and I agree. If any one of them becomes predominant, the association suffers. Your involvement in SAA's many activities is most welcome: volunteer by writing to me, to our current president, Frank Evans, or to our president for 1989-90, John Fleckner. Let us know about ways we can serve your interests better. And help us to increase membership in the Society so that we can build the resources, human and financial, to do more for that membership.

And as Bartles--or is it Jaymes?--says, "thank you for your support."

What Council Did...

At its meeting on February 2-5, 1989, the SAA Council

- discussed with Roland Baumann, Chair of the Membership Committee, the Committee's report on its progress toward a comprehensive membership strategy for the Society;
- approved a final version of procedures for the Interim Board for Certification to use in handling petitions for certification;
- elected Anne Diffendal and Nancy Sahli to the Professional Standards Committee;
- met with the members of the Committee on Goals and Priorities and approved the Committee's proposal to institute a three-year planning process for all of the Society's units, beginning in 1990;
- accepted the final audit statement for SAA's 1987-88 fiscal year;
- approved the Editorial Board's recommendation that James O'Toole be selected as the author of the introductory volume in the Archival Fundamentals Series;
- authorized an ad hoc Council committee to explore the possibility that SAA engage in limited fundraising activities and to develop a plan of action for doing so;
- approved guidelines for the Committee on Education and Professional Development;
- on the recommendation of the Awards Committee, created a new SAA award for archival advocacy and named it after J. Franklin Jameson;
- began to review the process by which Council establishes and reassesses its own goals and priorities;
- declined to impose a formal policy on letters to the SAA Newsletter, leaving the matter to the judgment of the Executive Director;
- approved two new roundtables: Lesbian and Gay Archives and Art and Architecture Thesaurus Users;
- heard progress reports from Council committees that are reviewing SAA's guidelines for sections and roundtables and studying the Society's representation to other organizations and bodies;
- approved a resolution endorsing the White House Conference on Library and Information Services;
- decided to ask the chairs of SAA committees, SAA's representatives, and the heads of sections and roundtables to meet with their respective Council committees at the annual meeting, rather than with Council as a whole;
- held an executive session in order to discuss with the Executive Director his performance review and extension of his contract past 1989; and
- set June 1-4 as the date of the next Council meeting, which will be held in Chicago.

For more information about any of these matters, contact an officer, a member of Council, or the Executive Director.

SAA Announces 1989 Awards

The Society of American Archivists announces its 1989 awards competition, which recognizes outstanding achievements during the 1988 calendar year.

SAA invites individual and institutional members to nominate themselves or others for these awards. Winners will be selected by subcommittees of the SAA Awards Committee, which is chaired by Thomas Wilsted. Awards will be presented at the 1989 annual meeting, to be held in St. Louis October 23-29, 1989.

The SAA awards policy is described in *The American Archivist* 39:415-20. All nominations should be sent to Thomas Wilsted, Salvation Army Archives, 145 West 15th Street, New York, New York 10011. **The deadline for nominations is June 1, 1989.**

The Distinguished Service Award

Established by three fellows of the Society: Leon deValinger, Jr., Mary Givens Bryan, and Dolores Renze. The award, a plaque, is presented to an archival institution or organization that has made an exemplary contribution to the profession. Nomination forms are available from Thomas Wilsted.

The Sister M. Claude Lane Award

Established in 1974 by the Society of Southwest Archivists in memory of Sister Lane. This cash award is funded by SSA and presented to an individual who has made significant contributions in the field of religious archives.

The Philip M. Hamer and Elizabeth Hamer Kegan Award

Established with an initial gift from Elizabeth Hamer Kegan, and first presented in 1973. The award recognizes an archivist, editor, or group thereof who has increased public awareness through the compilation, transcription, or public presentation of archival materials for educational instruction or other public purpose.

The Oliver Wendell Holmes Award

Established in 1979 to facilitate the supplementary travel of foreign archivists already in the United States or Canada for training. For information about eligibility and application rules, contact Ann Newhall, Chair of SAA's International Archival Affairs Committee, 119 Filbert Street, Hamden, Connecticut 06517.

The Waldo Gifford Leland Prize

A cash award funded by income from the Leland Prize Fund. The prize, first awarded in 1959, is presented to the author of an outstanding contribution in the field of archival history, theory, or practice. Periodicals are not eligible.

The C.F.W. Coker Prize

Established in 1983, this prize recognizes works or activities (finding aids, finding aid systems, descriptive tools, and projects that involve innovative developments in these) of exceptional merit that advance the practice of archival description.

The Theodore Calvin Pease Award

Created in 1987 with a gift from Mrs. Pease, the award and its cash prize recognize superior writing achievement by students of archival administration. Papers examining major trends and issues in archival administration are preferred. Contact Thomas Wilsted for nomination forms.



1989 Fellows Nominations Invited

The Committee on Professional Standards invites members of the Society of American Archivists to nominate persons for election as Fellows of the Society in 1989.

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

The Committee includes the five most recent presidents of the Society and two members elected annually by SAA Officers and Council. This year, Council representatives Anne P. Diffendal and Nancy Sahli are joined by past presidents Sue Holbert, William L. Joyce, Shonnie Finnegan, David B. Gracy II, and Andrea Hinding.

Forms for nomination may be obtained from any member of the Committee. **Completed forms must be postmarked by July 1, 1989, and sent to the chair, William L. Joyce, Princeton University Libraries, 1 Washington Road, Princeton, NJ 08544.**

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

For more information about any of the SAA awards, contact Thomas Wilsted, Salvation Army Archives, 145 West 15th Street, New York, New York 10011, (212)337-7427.

Contributions to SAA

Each year, numerous SAA members make voluntary financial contributions to the work of the Society. The following persons made such contributions during the second half of calendar year 1988:

Educational Endowment

Edward J. Boone, Jr.
John M. Clayton, Jr.
J.R. Fuchs
Andrea Hinding
Sue E. Holbert
James Puckett
Ruth J. Simmons
Elizabeth White

Coker Award Fund

Mary Lynn Bryan

Pease Award Fund

Donn C. Neal

Posner Award Fund

Helen Samuels

Publications Revolving Fund

Susan Grigg

General Fund

Jerome Finster

SAA expresses its appreciation to these members for their generous and important support of the Society's programs and services.

In addition, a number of SAA's individual and institutional members contributed to the Educational Endowment this past fall in order to make possible a special public education effort within the business community in Atlanta regarding the 1988 annual meeting.

These members included: Karen Benedict, Linda Edgerly, Edie Hedlin, David Horn, Gregory S. Hunter, Alan Lewis, Laurie Cadigan Peterson, Deborah Shea, Anne Van Camp, the New York Stock Exchange, and the Winthrop Group. We extend to them a special thank you for this support.

Leadership Directory Corrections

Since publishing the 1989 SAA Leadership Directory in the January *Newsletter*, the following changes have been brought to our attention. Please note these changes in your copy of the Leadership Directory.

SECTIONS

Manuscript Repositories

Lauren Brown
Historical Manuscripts & Archives Department
McKeldin Library
University of Maryland
College Park, MD 20742-7011
(301) 454-2318

ROUNDTABLES

African American and Third World Archivists

(Formerly *Minorities Roundtable*)
Wilda Logan Willis
(replaces Carol Rudisell)
5712 Tuckerman Street
Riverdale, MD 20737
(202) 724-1426

OCLC Users

Roger Myers
University of Arizona Library
Special Collections
Tucson, AZ 85721
(602) 621-6423

Did You Know...

The national overall median salary of special librarians has increased to \$34,110 in 1988 according to the Triennial Salary Survey conducted by the Special Libraries Association. Compared to information gathered in the 1987 update to the survey, salaries have increased by 14.9 percent. In 1987, the national median salary for special librarians was \$29,676.



At its recent meeting, the SAA Council authorized the creation of the J. Franklin Jameson Award, named in honor of the historian and advocate for the archival profession. This new award will recognize an individual, institution, or organization not directly involved in archival work that promotes greater public awareness of archival activities or programs.

For information about how to nominate for this new award, contact Thomas Wilsted, chair of the SAA Awards Committee, (212)337-7427.

Brand New!

MANAGING ARCHIVES AND ARCHIVAL INSTITUTIONS

Edited by
James Gregory Bradsher

With a Foreword by
Frank B. Evans

Managing Archives and Archival Institutions draws on the expertise of nineteen highly regarded archivists. It establishes general principles that will be of practical value to archivists at all stages of professional development in all types of archival institutions.

University of Chicago Press (1989).
Cloth, 304 pp.
\$40, SAA members;
\$45, nonmembers.

Future Annual Meetings Schedule

The SAA Council and staff members are re-evaluating the structure of the Society's future annual meetings, beginning with that in 1990, in order to ensure that the SAA annual meeting continues to satisfy the diverse needs of the membership.

At its meeting on September 27, 1988, the SAA Council discussed alternatives to the traditional schedule and expressed a preference for the alternative printed on this page. **When looking at this alternative, bear in mind that any changes would not take effect until 1990 at the earliest. The 1989 SAA annual meeting will resemble the 1988 meeting in most particulars.**

No substantial changes in the annual meeting schedule will be instituted without thorough discussion of the pros and cons of the revisions. We invite you to express your opinion about this theoretical model so that we can determine whether or not it would better meet the membership's multiple--and often conflicting--needs at its annual gathering.

The most significant changes included in this model for 1990 and later years are the following:

- concentrating all committee and task force meetings during a five-hour period, instead of spreading them over an entire day, so that we make more efficient use of "committee day";

- moving one of the two blocs of Section meetings from Thursday morning to Wednesday afternoon (Functional and Institutional Sections might alternate which group meets on the earlier day) so that we could begin program sessions one day earlier than at present;
- creating an "exhibit bloc" on one of the meeting days--a time when no other events would conflict with participants' opportunity to visit the displays of vendors in the exhibit hall;
- carving out a longer (and tables, which presently meet only ninety minutes--usually over lunch;
- holding the "opening luncheon" on the first day of the meeting, Thursday, rather than on Friday;
- shifting the awards ceremony from the Presidential Address session to the annual Business Meeting, where it might be more appropriate; and
- concentrating many of the tours earlier in the week, so that most of them would not conflict with program sessions.

Most of the other features of the traditional meeting would continue as before in this model. There are as many blocs of sessions, and the general layout of the week remains

as at present. Most attendees who were not involved in committees, workshops, or tours could arrive on Thursday and could leave on Sunday afternoon, as now.

One other change, which is being implemented in 1989, is also reflected in this design: the replacement of "open houses" with another device for accomplishing the purposes that open houses were created to meet: a series of two-hour "office hours" in the exhibit hall that SAA groups can request on a first-come, first-served basis.

This change will free up the time currently set aside for open houses (several hours, over three days), enabling us to achieve a less hurried schedule. It will also leave the luncheon periods on two days completely free of scheduled events so that individuals and groups will have time available for their own meetings.

The new "office hours" will enable SAA groups and meeting attendees to discuss informally the purposes and activities of those groups--not unlike the way regional archival organizations have, over the past several years, used their table in the exhibit hall to acquaint persons with their purposes and activities. There will be no charge for using a table for "office" will have the added advantage of bringing a larger number of persons into the exhibit hall.

The SAA annual meeting, like all events of its type, is a dynamic and evolving mechanism for bringing SAA members and others into contact with one another, with exhibitors, and with new ideas. We believe that the annual meeting schedule must remain flexible enough to accommodate changing needs, and that we must experiment with different patterns that will enable the Society to meet those needs.

It is unlikely that all of the changes projected in this model for 1990 and after will be implemented, but circulating this model should spark the rethinking of the annual meeting schedule that is needed from time to time. Please direct any comments about the potential changes to Donn Neal or Georgeann Palmer.

AM		PM														
8		9	10	11	12	1	2	3	4	5	6	7	8			
M	PRE-CONFERENCE & TOURS															
Tu	PRE-CONFERENCE & TOURS															
W	COMMITTEES & TOURS 8:00-1:00							SECTIONS A 2:30-5:00								
Th	SESSIONS 9:00-11:00			OPENING LUNCHEON 11:30-1:30			SECTIONS B 2:00-4:30			PRESIDENTIAL ADDRESS & RECEPTION 5:00->						
F	SESSIONS 9:00-11:00				ROUND-TABLES 1:00-3:00			BUSINESS MEETING & AWARDS 3:30-5:00								
Sa	SESSIONS 9:00-11:00				SESSIONS 1:00-3:00			SESSIONS 3:15-5:15				ENTERTAINMENT 6:00->				
Su	SESSIONS 9:00-11:00			CLOSING LUNCHEON 11:30-2:00												
EXHIBITS THURSDAY THROUGH SATURDAY 8:00 AM - 4:30 PM																

MINARET

AUTOMATED COLLECTION MANAGEMENT

- Supports MARC AMC, VM, and Authority formats, and non-MARC databases
- Imports and exports MARC and ASCII data
- User friendly, RLIN, and OCLC style screens
- Modifiable databases, screens, and reports
- Authority control on any field
- Searching and sorting on any field
- Tutorial and reference manuals
- Fully functional demonstration version available
- Single user version for only \$595

CACTUS SOFTWARE

Cactus Software, Inc.
850 N. State, Suite 2F
Chicago, IL 60610-3352
(312) 642-8655

SAA Notes

New Sustaining Member

Laird Norton Archival Services is SAA's newest sustaining member.

Security Manual to be Revised

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

SAA Appointments

- The co-chairs of the Host Committee for the 1990 SAA Annual Meeting in Seattle are Donnie Crespo of Weyerhaeuser Company and James D. Moore of the Washington State Archives.
- The 1990 Program Committee will be co-chaired by Brenda Banks of the Georgia Department of Archives and History, and Waverly Lowell of the National Archives and Records Administration, San Francisco.
- Ann Newhall has withdrawn as consultant for the Preservation Institute for Latin American Archivists, to be held at the Harry Ransom Humanities Research Center in Austin, Texas. James Stroud, Chief Conservation Officer at the Center, will assume her responsibilities.
- Andrea Hinding has withdrawn as author of the initial volume in the Archival Fundamental Series, and the Editorial Board has selected James O'Toole to replace her.
- Edward Weldon has resigned as Chair of the Task Force on Records Management; a replacement has not been named to date.
- Michael Lutzker (NYU) and David Olson (NCSA) serve as SAA's representatives on an ad hoc SAA/NAGARA committee to determine appropriate qualifications for state archivists.
- Scott Petersen, an attorney with the Chicago law firm Hill, Van Santen, Steadman & Simpson, has been added to the SAA Task Force on Copyright.

American Archivist Seeks Book Reviewers

Anyone interested in reviewing books or other materials, or suggesting titles for review, should send his or her name, address, phone number, and areas of interest to the Editor of the Reviews Section, Anne R. Kenney, Conservation Department, Olin Library, Cornell University, Ithaca, NY 14850.

Those with foreign language abilities are particularly encouraged to respond.

Editor of Non-Serial Publications Sought

The Executive Committee has authorized the Editorial Board to recruit for the position of Editor of Non-Serial Publications. The principal work will be to carry out the editing of manuals, readers, and other SAA publications other than the *American Archivist*, the *SAA Newsletter*, and the *Archival Fundamental Series*. The Editor will also participate in the development of concepts for new publications, the recruitment of potential authors, and the evaluation of their proposals.

There is no allocation for this position in the current SAA budget, but there may be provision for expenses or a small honorarium beginning next year. Workload will depend on authors' progress, but the board hopes to have several new publications each year for the next several years.

Candidates should have proven writing and editorial skills, and be widely knowledgeable in matters of professional interest to archivists and manuscript curators.

If you would like to be considered for a one-year appointment, send a letter of application, a resume, and the names and addresses of two references to Susan Grigg, Chair, SAA Editorial Board, Sophia Smith Collection and College Archives, Smith College, Northampton, MA 01062, (413)585-2985. Your application must be postmarked by 7 April 1989.

Annual Meeting Roundup

1990 Annual Meeting Seattle, Washington

SAA is considering a post-convention seven-day cruise to Alaska in 1990. The cost is approximately \$1,500-\$2,000. We are also looking into the possibility of a four-day cruise to the Puget Sound area only. Please contact the SAA office to express your interest.

Louis Daguerre Comes to St. Louis

It was back in 1839 that the French painter Louis Daguerre introduced his new photographic method to the world: producing pictures on chemically treated metal or glass. In observance of the 150th anniversary of this event, the 1989 Program Committee has scheduled a series of sessions pertaining to the history of photography.

Of course it is not possible for Louis himself to come to St. Louis, but those who attend the SAA Annual Meeting have a unique opportunity to learn about the photographic process that Daguerre invented, and also to purchase the ultimate gift for the proverbial "someone-who-has-everything." Dr. Robert Schlaer, the world's only full-time daguerreotypist, will present a special focus session that demonstrates this oldest of photographic processes.

In order to defray the cost of his travel to St. Louis, Dr. Schlaer will also be on hand to produce daguerreotype portraits for interested annual meeting participants. Portraits will be available at \$200 apiece, satisfaction guaranteed. Since the number of people who can be accommodated is limited, sitters will be scheduled on a first-come, first-served basis.

Anyone interested in taking advantage of this rare opportunity, please call Gary Saretzky (609/734-5744) who is coordinating Dr. Schlaer's appearance at the meeting.

Regional Notes

R.I. Archivist Group

The Rhode Island Archivists group has been reinstituted. For more information, contact David Maslyn at the University of Rhode Island (401)792-2594.

Pamphlet from Indiana Archivists

The Society of Indiana Archivists announces the publication of a new pamphlet, *Public Accountability and Our Documentary Heritage: The Indiana Access to Public Records Law*, by J. Thomas Brown.

The pamphlet describes Indiana's Open Records Law, its implications for public archives and other historical records repositories, and a case study of one institution's program to comply with the Law.

Copies are available to SIA members for \$2; nonmembers, \$4. Contact Thomas Krasean, SIA, c/o Indiana Historical Society, 315 W. Ohio St., Indianapolis, IN 46202.

Tennessee Archivists Honor Vanderbilt

At the fall meeting of the Tennessee Archivists in Gatlinburg last November, the Distinguished Service Award was presented to Vanderbilt University Archives and Special Collections, in recognition of exemplary service and active leadership in promoting the cause of the archival profession.

New England Archivists Honor One of Their Own

Tawny Ryan Nelb of Madison, Conn., has received the 1988 Hale Professional Development Award from the New England Archivists Association.

Nelb, a free-lance Architectural Records Consultant, is conducting a study of computer-aided design and its effects on the future study of architectural history.

NAGARA Preservation Planning Project

Last September, the National Association of Government Archives and Records Administrators (NAGARA) Committee on Preservation Issues began work on a two-year project to produce and field test an archives preservation planning manual and resource notebook. Archives will use these products to formulate plans to assure adequate, systematic, and economical preservation of their holdings.

Program Director Bonnie Rose Curtin is currently developing the product for testing next year in the state archives of Florida, Hawaii, Illinois, Oregon, Vermont, and at the Troup County Archives in Georgia. An historical society, to be determined, will serve as a field test site.

NAGARA is interested in your input on the following: (1) a list of specific preservation questions you want answered; (2) your positive and negative preservation experiences; and (3) suggestions about what the project can do for you during its development. Contact Bonnie Rose Curtin, NAGARA, Georgia Department of Archives & History, 330 Capitol Ave., SW, Atlanta, GA 30334, (404)651-9272.

New Degree for Managing Non-Profit Organizations

Case Western Reserve University has implemented a new master's degree program designed especially for managers and leaders of non-profit organizations. The Master of Non-Profit Organizations (MNO) curriculum covers financial management, human resources management, marketing and entrepreneurship, and research and analysis methods, with an application and focus on non-profit managers and leaders.

For more information, contact Dennis R. Young, Director, Mandel Center for Non-Profit Organizations, Case Western Reserve University, Beaumont Hall, 2035 Abington Road, Cleveland, OH 44106, (216)368-2275.

News Briefs

Questioned Imprints

The Antiquarian Booksellers' Association of America (ABAA) has been increasingly concerned with the growing number of questioned imprints that have been recently reported by a variety of recognized experts. An imprint is any printed item, which is a reprint, facsimile, or fabrication, that might be mistaken for a genuine original.

A list of questioned imprints to date is available from ABAA. Contact ABAA, 50 Rockefeller Plaza, New York, NY 10020, (212)757-9395.

New Database of Manuscript Collectors

Information about privately-held manuscripts will soon be available thanks to an agreement between Arizona State University Libraries and the Manuscript Society, an international association of manuscript collectors and others interested in manuscript materials. The ASU of Archives and Manuscripts, University Libraries, will establish a database of manuscripts held by personal collectors.

The Manuscript Society Information Exchange Database will provide scholars with information concerning many previously unknown or unavailable primary source materials. For a fee, researchers will be able to use the database for materials. When such material is discovered, representatives of the Manuscript Society will provide information concerning access to those documents.

For more information, contact Edward C. Oetting, Head, Department of Archives and Manuscripts, Arizona State University, Tempe, Arizona 85287-1006; or call (602)965-3145.

International Notes

The Second European Conference on Archives will be held at the Horace H. Rackham Graduate School of the University of Michigan on May 9-13, 1989. Delegates and observers from more than thirty European countries will gather to discuss the divergences and convergences of European and North American archival traditions.

The conference will feature keynote papers based on study trips in 1988 by Francis X. Blouin, Jr., director of the Bentley Historical Library at the University of Michigan, and by J.P. Sigmond, director of the Dutch National Archives School in The Hague.

Supplementary papers will be given by Carol Couture, University of Montreal, and by Hans-Dieter Kreikamp, National Archives of West Germany, on North American and European archival typology. Helen Samuels of the Massachusetts Institute of Technology Archives and Gerard Ernisse of the National Archives of France will make presentations on North American and European archival identity.

Presentations and discussions on technology will feature Charles Dollar of the National Archives and Records Administration, William K. Wallach of the Bentley Historical Library, Anne MacDermaid of Queens University in Kingston, Ontario, and a Russian archivist yet to be named. The conference proceedings will be published by the National Archives and Records Administration.

A limited number of places are available for observers who wish to attend at their own expense. Individuals should submit a letter of interest to Francis X. Blouin, Jr., Conference Director, Bentley Historical Library, 1150 Beal, Ann Arbor, MI 48109. All requests will be forwarded to the Conference's Organizational Committee, which will allot the observer places.

.... Transitions.... Transitions....

Paul H. McCarthy, acting director of libraries at the University of Alaska Fairbanks, has been appointed director of the UAF Elmer E. Rasmuson Library.... **Loretta L. Hefner** is the new archivist and records manager of the Lawrence Berkeley Laboratory.... at the National Archives and Records Administration, the U.S. Archivist has designated **Martha B. Girard** acting director of the office of federal register; **Richard A. Jacobs** has been named the interim executive director of the NHPRC; and **Edie Hedlin** is the new Congressional affairs officer.... **James G. Carson** has left Rotary International to become program director for the Historical Health Fraud Collection at the American Medical Association.... **Gregory S. Hunter** of ITT Corporation in New York has completed his Ph.D. in American History from New York University.... **Polly Darnell**, formerly head of the research center at the Sheldon Museum, Middlebury, Vermont, has joined the Western New York Library Resources Council in Buffalo, New York, and will work with the Documentary Heritage Program.... **Sally McGill** was recently appointed assistant curator of rare books and manuscripts at Vassar College Library.... **Gregory Trinkaus-Randall**, formerly of the Peabody Museum, Salem, Massachusetts, has taken a position with the Massachusetts Board of Library Commissioners as collection management consultant in charge of developing a statewide preservation strategy.... **Robert W. Arnold III**, formerly executive director of the Albany County Hall of Records, has joined the New York State Archives as chief of the Local Government Records Bureau.... **Sharron G. Uhler**, formerly with Hallmark, is a museum archivist for the Colorado Springs Pioneers Museum, Starsmore Research Center.

Suggestions for AHA

Constance B. Schulz, assistant director of the Applied History Program at the University of South Carolina, has been elected to the Research Committee of the American Historical Association. Schulz invites suggestions from SAA members about concerns and issues to carry to the AHA Research Committee. She may be reached at (803)777-4854.

Automated Collection Management System

An automated collection management system software package that runs on IBM personal computers and compatibles, and eventually networks and the UNIX operating system, is now available.

Called Minaret, the package supports the MARC format. In addition to the AMC (Archives and Manuscript Control), VM (Visual Materials), and Authority formats, users can create non-MARC databases to store other information. The MARC format permits the exchange of data with other institutions, and the freedom to use alternate systems in the future. The formats can be modified by the user to expand the capabilities of the software.

Minaret costs \$595 for the PC version. A demonstration system is available with working software, a full manual, and a limit of twenty data records for \$50. For more information, contact Cactus Software, 850 N. State Street, Suite 2F, Chicago, IL 60610-3352, (312)642-8655.

Wanted

SAA INSTITUTIONAL MEMBERS

George Sparrow, a teacher at South Lyon (Michigan) Community High School, would like to know about other high schools that are institutional members of SAA. Please contact him at this address: 61 South 26 West Nine Mile Road, South Lyon, Michigan 48198.

SPACE HISTORY DOCUMENTATION AND AEROSPACE INDUSTRY RECORDS

The Smithsonian Institution's Air and Space Museum has a project to study the history of the U.S. space program. Named for three NASA administrators, the Glennan-Webb-Seamans Project for Research in Space History has initiated activity in research, oral history, and archival preservation.

The first archival effort of the project is a survey of Washington-area space resources. The second archival activity will focus on the records of aerospace corporations.

Please direct any information about space history documentation and aerospace industry records to Martin Collins or Colleen Wickey, Smithsonian Institution, National Air and Space Museum, Room 3551, Washington, DC 20560, (202)357-2828.

CALL FOR PAPERS

The Museum Computer Network (MCN) will meet in Chicago on October 11-14, 1989, to explore issues of information management in museums with particular emphasis on computer applications. Proposals for workshops and papers are welcome. Although all traditional MCN topics are suitable--cataloging, collection management, membership systems, exhibition applications--members have asked in particular for presentations on the managerial perspective, and science and technology applications.

Proposals should include title and abstract, an explanation of presentation mode, and the level of computer skills assumed. Proposals should be sent to Deirdra C. Stam, Museum Computer Network, School of Information Studies, Syracuse University, Syracuse, NY 13244. The deadline is March 30, 1989.

CALL FOR PAPERS

Library History Seminar VIII, "Reading & Libraries", will be held May 9-11, 1990, in Bloomington, Indiana. The conference will focus on its theme but generally explore the role and significance of collections of recorded knowledge in society. Without limitation of chronological period, geographical region, type of library or institution or type of medium--topics may include, but are not limited to, the following: Biographical Studies; Institutional Development; Collecting Efforts; Cultural and Socio-Economic Environments; Literacy and Libraries; History of the Profession; Philosophy of Librarianship; Research Methods; and Teaching Methods.

A prospectus of no more than 500 words and a vita should be sent before July 1, 1989, to: Dr. Donald G. Davis, Jr., LHS VIII Coordinator, Graduate School of Library & Information Sciences, University of Texas at Austin, Austin, TX 78712-1276.

Awards Available

COLONIAL DAMES SCHOLARSHIP

The Society of American Archivists announces the competition for the Colonial Dames Scholarship to The Institute: An Introduction to Modern Archives Administration, to be held June 5-16, 1989, at the National Archives in Washington, D.C. The Institute is designed to present theory, principles, and techniques of archives administration for modern documentary material of both public and private origins.

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

To apply, applicants should submit a resume accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications. Resumes should be submitted by April 3, 1989 to Ron Becker, Chair of the Scholarship Subcommittee, Rutgers University, Alexander Library, New Brunswick, New Jersey 08903, (201) 932-7006.

KANSAS STATE HISTORICAL SOCIETY INTERNSHIP

The Kansas State Historical Society announces the eighth annual Lela Barnes Archival Internship, a paid summer work experience for a graduate student interested in pursuing an archival career. The internship at the Kansas State Historical Society's Manuscripts Department includes experience in arrangement and description of records and personal papers, reference work, and document conservation and preservation.

The deadline for applications is April 15. Applicants must be working toward a graduate degree in archival administration, American history, American studies, or political science. In addition, an undergraduate degree in American History is required. Students enrolled in Kansas colleges and universities, or who are Kansas residents attending out-of-state universities are eligible to apply. Inquiries concerning specific application requirements should be directed to the Curator of Manuscripts, Kansas State Historical Society, 120 West Tenth, Topeka, Kansas 66612 (913)296-4793.

ALBERTA SOCIETY OF ARCHIVISTS THREE-YEAR GRANTS

The Alberta Society of Archivists offers a three-year grants program in support of archival education that consists of the following: Bursary Program, Tuition Support Program, Education Program Subsidy, Professional Development Travel Assistance, Archival Practicum Program, and Publication Awards. For eligibility requirements and further information, contact the Treasurer, Alberta Society of Archivists, c/o Provincial Archives of Alberta, 12845 - 102 Avenue, Edmonton, Alberta T5N 0M6, (403)427-1750.

OLD STURBRIDGE VILLAGE RESEARCH FELLOWSHIP

Old Sturbridge Village, an outdoor living history museum in Sturbridge, Massachusetts, announces its first annual Research Fellowship to be awarded to a scholar working in the social history and material culture of rural New England from 1790 to 1850. The project need not be limited to rural New England nor to this period, but must relate significantly to the Village's time and place. The fellowship is for a six to twelve-week period (preferably spring and fall semester) with a stipend of \$2,500. For application information, contact Dr. John Worrell, Director of Research, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, MA 01566, (508)347-3362, ext. 302. Application deadline is July 1, 1989.

LEGAL PAPERS OF ABRAHAM LINCOLN

We request your assistance in locating any document, record, letter, contemporary printed account or after-the-fact recollection that relates to Abraham Lincoln's entire law practice. All communications should be sent to The Lincoln Legal, IHPA Drawer 22, Old State Capitol, Springfield, IL 62701, (217)785-9130.

MINORITY EXPERIENCES IN 19th-CENTURY NEW ENGLAND

Old Sturbridge Village has launched a research project on the experiences of minorities--Afro-Americans, Native Americans, and Irish--in rural New England during the early nineteenth century (1790-1850). Any information regarding specific collections and their contents which may be relevant to our research is welcome. Please send information to Myron O. Stachiw, Research Department, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, MA 01566.

ARCHIVAL OPPORTUNITIES IN CHINA OR JAPAN

Archivists who have worked, studied, interned, or taught at archival or manuscript repositories in China or Japan are invited to share their experiences with Elizabeth Uhlig, Manuscript Specialist, Western Historical Manuscript Collection, 23 Ellis Library, University of Missouri, Columbia, MO 65201, (314)882-6028.

CORRESPONDENCE OF MICHAEL FARADAY

An edition of the correspondence of Michael Faraday (1791-1867), 19th-century British chemist, physicist, and inventor of the electric motor, is being prepared. The project is supported by the Institution of Electrical Engineers. Anyone possessing letters to or from Faraday or knowing of their location, please contact Dr. Frank James, RICHST, Royal Institution, 21 Albemarle Street, London, W1X 4BS, England.

(3) Unless indicated otherwise admission to all workshops and seminars will then be on a first-come, first-served basis.

For further information contact
Marion Matters at 612/698-6949.

Admission will be on an application basis. Although the instructors will explain how to use the "black box" appraisal taxonomy, applicants must be archivists or manuscript curators with a thorough understanding of appraisal fundamentals, and must possess direct appraisal experience.

An introductory workshop designed for those who have been assigned responsibility for archival or manuscript collections, but who have little or no previous training in archival work. It provides an overview of basic terminology and common archival functions as well as law, ethics, and other professional concerns.

"Introduction to General Diplomats"

October 24

Fee: \$75.00

Enrollment limited to 20

Instructor: Luciana Duranti, University of British Columbia

This workshop will introduce archivists to the science of general diplomats, which had its origin in the need to distinguish an authentic document from a forgery. An important part of our European archival heritage, the science of diplomats is seldom taught in graduate education programs in the U.S. or Canada.

Using modern North American documents as examples, the instructor will introduce diplomats as it is used in Europe--to identify, appraise, and describe documents on the basis of their functional forms. This scientific approach can lead to a precise and uniform archival terminology and to more standardized appraisal and descriptive practices.

Graduate Archival Educators Seminar

October 24

Fee: \$75

Enrollment limited to 25

Instructor: Terry Eastwood, University of British Columbia

This seminar will explore some of the issues and problems associated with defining a curriculum, choosing teaching methods, assembling learning resources, and cultivating favorable circumstances for graduate archival education programs. The primary objective will be to elicit discussion of ways to advance the teaching of graduate level archival studies. Rather than focusing again on the familiar roadblocks that educators face, the seminar will explore the scope and substance of what graduate archival education could and should be.

This seminar is intended for individuals who are involved in teaching archival science at the graduate level, or who are interested in the development of graduate programs. Admission will be by application.

Information Management and Machine-Readable Archives

October 24

Fee: \$75.00

Enrollment limited to 25

Instructors: David H. Herschler, U.S. Department of State; John McDonald, National Archives of Canada

This workshop is for archivists who have responsibility for the records of a medium or larger sized organization. The objectives are to provide: 1) a general understanding of information management concepts and how archivists can apply these to the retention and conservation of machine-readable records; (2) practical guidance concerning the manner in which retention and preservation practices can be integrated into information management programs with emphasis on those components that influence the design of automated information systems; and (3) an understanding of how an effective institutional retention and preservation program for machine-readable records can be established.

This workshop is designed for archivists who have had some experience with managing automated records in an archival context. It should be particularly useful for those who have already taken SAA's workshop "Starting a Program for Electronic Records."

Archives in the Schools: Working Effectively with School Systems, Teachers, and Students.

October 24

Fee: \$75.00

Enrollment limited to 25

Instructors: Kathleen D. Roe, New York State Archives; Wynell Burroughs Schamel, NARA

Among the most popular outreach activities for archival agencies are those that provide curricular material for middle and secondary school classrooms, offer tours and teacher training in the use of primary sources, and bring archivists to classrooms.

This workshop will focus on four

areas essential to successful work with the schools: the organization and culture of the school system from the state to local level, options for publications useful in the classrooms, strategies for teacher training programs, and creating effective on-site, archivist-led programs.

The instructors, both of whom have direct experience working in school systems, assisting teachers, and creating successful curricular materials, will suggest strategies for reaching the educational community effectively, and within the limits of their own institutional resources.

Arrangement and Description

October 25

Fee: \$75.00

Enrollment limited to 25

Instructors: Virginia J. H. Cain, Emory University, Ellen Garrison, Center for Popular Music, Middle Tennessee State University.

Arrangement and description lie at the heart of archival practice and are the primary means by which archivists link documentary materials to the information needs of users. This workshop is designed to help participants develop the analytical and decision-making skills they need to carry out this important task.

Through lecture, discussion, and individual and group exercises, workshop participants will review the terminology of arrangement and description and will learn more about applying fundamental principles and concepts to both archival and manuscript collections. The instructors will discuss traditional forms as well as automated records and automated descriptive techniques.

The instructors will emphasize the point of view and the philosophy that underline these techniques, with the goal of helping participants to think critically about both the product and the process of arrangement and description.

Automation Notes

Workshops

by Marion Matters

Understanding the MARC Format for Archival and Manuscripts Control

Fee: \$225

Enrollment limited to 25

A two-day workshop 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.

The remaining 1989 workshop locations are:

Boston, Massachusetts: May 25-26; sponsored by Fenway Libraries Online, to be held at the Boston Museum of Fine Arts. Open registration; contact Nancy Allen (617)267-9300, ext. 386.

Springfield, Massachusetts: August 3-4; cosponsored by the New England Archivists. Registration through SAA.

Annapolis, Maryland: September 18-19; hosted by the Maryland State Archives. Registration through SAA.

Library Standards for Archival Description

Fee: \$225.00

Enrollment limited to 25

(See separate section on annual meeting pre-conference workshops for workshop description).

The 1989 workshop locations are:

New York City: April 10-11, at CUNY Graduate School and University Center.

St. Louis: Annual meeting pre-conference workshop (see separate section in this newsletter).

For more information on these workshops, contact:
Nancy VanWieren, (312)922-0140, or
Marion Matters, (612)698-6949.

What Happened at MARBI?

by Lisa Weber and Marion Matters

The MARBI meeting held January 7-10, in Washington, D.C., was, Lisa Weber reports, a satisfying conclusion to several years on the "front lines." Undoubtedly the most gratifying part was that so many other archivists attended. Kathleen Roe (SAA's incoming MARBI Liaison) and Marion Matters attended the entire meeting. Jackie Dooley, Alden Monroe, Michael Fox, Ted Weir, Barbara Orbach, and David Bearman were also present at various times.

It was a good meeting, even though all "major" issues have been deferred until the summer meeting in Dallas, which Kathleen and Marion will attend.

Here are the highlights:

● **Format integration:** Sally McCallum of Library of Congress announced that it would not implement format integration until 1993. The bibliographic utilities will do the same. This gives us some time to make sure our needs are met.

● **Proposal 89-3: Make bibliographic field 851 obsolete; with changes to holdings/bibliographic field 852.**

The issue for archivists is the need to have available in the bibliographic record an eye-readable (i.e., not coded) field for the name and location of the repository holding the materials described in that record.

The proposal would have made obsolete field 851, the field that currently holds repository location information, and substituted a revised field 852. Field 852 comes from the holdings format (something archivists have had little experience with), although apparently it could also be used in the bibliographic format.

Oddly, there was also a related proposal to let another interest group (CONSER, concerned with serials) retain field 850 for reasons similar to our reasons for wanting to keep 851.

In the end, the entire 850/851/852 problem was folded into a general examination of the holdings

format, which is currently under revision. This would be a good opportunity for archivists to become more familiar with the holdings format.

● **Proposal 89-5: Changes in the coding practices of 008/07-14.** This relates to the fixed fields for beginning date and ending date. As approved, the proposal would allow archivists to continue to use the value "9999" in the fixed field space for ending date for "open" record series. It would also validate for AMC certain codes in 008/06 (the fixed field for type of date); namely "c" (serial item currently published), "d" (serial item ceased publication), and "u" (serial item status unknown). If interpreted in the archival context, such codes might be useful for both archival record series and general schedules.

● **Discussion Paper No. 26: Leader/06 (also concerning leader/08 and fixed fields 008 006).** The problem with leader byte/06 is that it perpetuates confusion between "type of material" and "type of control". The discussion paper, which will become a formal proposal for the summer meeting, contained a recommendation to separate the two concepts. It would redefine leader/06 code "b" from "archival and manuscripts control" to "mixed collection" (denoting a type of material); and it would define a new leader byte, leader/08 for type of control. The new byte would at present have only two codes, blank indicating bibliographic control and "a" indicating archival control. In the future it might also hold a code for some type of museum-oriented control.

In conjunction with the proposed definition of a repeatable field 006 to hold coded information on additional type of material characteristics as needed, this could be a good solution.

Archivists need to clarify what "archival control" really means, and to consider how the materials in archival collections should fit in the present scheme of leader/06 codes.

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Descriptive Standards

A Brief Report on the Initial Standards Working Group Meeting

by Victoria Walch and Marion Matters

The Working Group on Standards for Archival Description, a project funded by a grant from NHPRC and sponsored by Harvard College, held its first meeting last December at the University of Maryland, College Park. During the meeting, described by one participant as "intellectually engaging," the group discussed the nature of archival description and how its processes and products might be improved through the development, formal adoption, and widespread use of standards. It also contended with the idea that in some areas, although standards might be preferred, they might also be impossible to achieve.

For the purpose of discussion, the group began to sort out previously identified "standards" in several ways. They might be **internal** standards, those developed specifically by and for archivists, or **external** standards, those developed by other bodies but that are useful for or have an impact on

archival descriptive practices or on archival records themselves.

Standards might come in different "strengths." **Technical standards** are explicit and, if properly followed, lead to consistent results. **Conventions** lead to similar but not identical results. **Guidelines** are suggested practices.

Finally, there may be standards for **information systems, data structures, data content, or data values**. For example, the cataloging manual *Archives, Personal Papers, and Manuscripts* is an internal data content convention.

The working group developed a list of ten criteria that could be used to evaluate the potential benefits of adopting existing standards, creating new ones, or influencing their development by parties outside the archival profession. These criteria include considerations such as cost-effectiveness, immediacy of the need or effect, and breadth of applicability.

Members of the working group will now prepare background papers on such topics as the potential for developing guidelines or conventions for archival information systems, the impact of format integration of archival uses of the MARC format (a technical data

structure standard), the rationale for adopting particular data value standards (like controlled vocabularies), and the relationship between description standards activities in the U.S. and Canada.

The group will reconvene in June, 1989, to discuss these issues as well as to consider the mechanisms necessary for evaluating, developing, adopting, or promoting use of standards by archivists. The group expects to present a report with recommendations during a session at the SAA Annual Meeting in St. Louis and will also hold an open meeting to encourage a full exchange of ideas among the large number of interested parties.

The project director and chair of the working group is Lawrence Dowler. Its members are David Bearman, Lynn Bellardo, Jean Dryden, Steven Hensen, Thomas Hickerson, Marion Matters, Fredric Miller, Harriet Ostroff, Kathleen Roe, Leon Stout, Richard Szary, and Sharon Thibodeau. Also attending the meeting from the NHPRC were Nancy Sahli and Lisa Weber.

To receive further information, or to request a summary report from this first meeting when it becomes available, contact Victoria Walch, Description Standards Project Coordinator, 65 N. Westminister St., Iowa City, Iowa 52245, or call (319)338-6650.

Automation Notes

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● **Discussion Paper No. 25: Handling multiple version linkage needs.** This discussion paper was very much oriented toward the problem created by microforms of serials and by major preservation microfilming programs that are producing master negatives and microforms of books. Version was defined rather narrowly in terms of "alternate physical form." The paper recommended designating a "focal record" for any bibliographic entity existing in multiple versions, then linking associated records to it using the

control number of the focal record.

Discussion focused on: 1) the definition of version (too narrow); 2) the awkwardness of trying to build links into the MARC format; and 3) the distinctions between the kinds of linking information required for record distribution or exchange, and the kinds of information required to process or display a record in a local system.

The discussion was inconclusive, but other groups, especially LC's internal MULVER committee, will continue their investigations. Archivists need to articulate and communicate their interest in the handling of records for multiple versions--beginning with analysis of what "multiple version" could

mean for us.

If you have ideas or concerns about MARC format revision, contact Kathleen Roe at (518)474-8319, or Marion Matters at (612)698-6949.

The SAA office is accepting donations of posters and other artwork that archival repositories would like to send. There are lots of bare walls to cover, and so we would welcome some visual materials from archives, libraries, historical societies, and other institutions.

Copyright News

A Report from the SAA Copyright Task Force

by Suzanne Steel, Cathy Henderson, and Bob Byrd

In September 1987, SAA Council re-chartered the Copyright Task Force for a three-year period. It was charged with monitoring legislative, judicial, and other developments relating to copyright and the administration of archives and manuscript repositories.

An earlier task force, established to represent the Society in the first five-year review of section 108 of the Copyright Act of 1976, expired in 1985. Also in 1985, the Society published Gary M. Peterson and Trudy Huskamp Peterson's *Archives & Manuscripts: Law*, which contained a succinct overview (pages 81-89) of copyright law and its implications for archival administration.

Since 1985 there have been a number of copyright-related court cases and actions by public officials that are of interest to the archival community.

1. *Library Reproduction of Copyrighted Works*. In the report of the Register of Copyrights on the second five-year review of section 108 of the Copyright Act of 1976 (Public Law 94-553; Title 17, *United States Code*), issued in January 1988, the Copyright Office again maintained, as it had in the first five-year review, that subsections (d) and (e) of section 108 do not apply to unpublished works. These subsections are the only provisions in the law that explicitly permit libraries and archives, under certain conditions, to prepare and distribute to a user a photocopy of a copyrighted work.

SAA, through its Copyright Task Force and its publications, has maintained that these subsections allow archivists to photocopy unpublished works for their patrons, whereas the Copyright Office continues to reject this interpretation.

To date, no action has been taken by Congress to clarify the intent of the law, and no judicial decisions have addressed this issue.

2. *Harper & Row Publishers Inc. v. Nation Enterprises* 471 US 539 (1985). In this case involving Gerald Ford's memoirs, *Nation* magazine employed a "fair use" argument in defense of its unauthorized publication of excerpts from a purloined manuscript copy of the memoirs.

The Supreme Court rejected the argument, ruling that fair use is more limited in applicability to an unpublished work than to a published work because of the author's right to control the first public appearance of the work. The decision is significant for archivists because it tends to restrict fair use, as defined in section 107 of the copyrighted statute, as a basis on which researchers may photocopy and quote from unpublished works held by archives.

3. *Salinger v. Random House Inc.* 811 Federal Reporter 2d Series 90 (1987). This case arose from author J.D. Salinger's desire to prevent quotation and even paraphrasing from his unpublished letters in a biography by Ian Hamilton. The United States Court of Appeals ruled that even Hamilton's paraphrasing of passages from the letters, which were held by major manuscript repositories, violated Salinger's copyright because the paraphrases exploited the essence of Salinger's expression.

Citing the Harper & Row case, the court maintained that though fair use applies to unpublished works, its scope is narrower than with published works because of the author's right of first publication. The decision was upheld by the Supreme Court. The repositories' right to hold the letters and allow access to them by researchers was not challenged.

4. *New Era Publications International, ApS v. Henry Holt and Co.* DC SNY No. 88 Civ. 3126 (PNL), 8/9/88. More recently, in denying a request

for an injunction to prevent publication of a biography of the late L. Ron Hubbard, founder of the Church of Scientology, the U.S. District Court of New York held that Russel Miller's use of the quotations from Hubbard's previously unpublished letters and journals in *Bare-Faced Messiah: The True Story of L. Ron Hubbard*, was permissible as fair use of copyrighted material.

The ruling recognized the narrower scope of fair use with respect to unpublished works, as indicated in the preceding *Nation* and *Salinger* cases, but maintained that the Supreme Court and the Court of Appeals had not meant to eliminate the applicability of fair use to unpublished works. Where Miller quoted Hubbard's unpublished works not merely to enliven his text, but to prove his points, the use was permissible.

If followed by other courts, this ruling is important particularly because it does much to clarify the preceding *Nation* and *Salinger* cases. Of great interest are five examples cited in the court's decision of instances in which an author's unpublished words are themselves the facts (facts cannot be copyrighted) and can, therefore, be quoted under the fair-use provision. Further information concerning this ruling is available in *BNA's Patent, Trademark & Copyright Journal*, vol. 36, no. 897 (September 15, 1988), pp. 486-489.

5. Immunity of states and state employees. *Richard Anderson Photography v. Brown* (852 Federal Reporter 2d Series: 114), argued in the U.S. Court of Appeals, Fourth Circuit, and decided July 20, 1988, involves allegedly unauthorized use of photographs by the public relations department of Radford University, a public institution in Virginia. The photographer sued the university and its public relations director. Both claimed immunity under the Eleventh Amendment. The court upheld the university's claim of immunity, but also held that the public relations director could be sued as an individual and that state sovereignty

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by Paul Conway

Archival Preservation Study

There must be something about the winter season that encourages archivists to sit at their desks and dream up ways to survey their colleagues. The *1989 Survey of Archivists* is underway, as are several other studies by various SAA sections or committees. Now it is your intrepid preservation program officer's turn to gather data.

If your institution sent a staff member to one of SAA's 22 basic conservation workshops from 1981 to 1987, the U. S. Postal Service will deliver a questionnaire to your archives in March. A year in the making, the study is the core research project in the ongoing evaluation of SAA's conservation education program. We want to identify current preservation

practices in a wide variety of repositories of historical materials and clarify how people learn about new developments in preservation and conservation.

I was able to select the group of workshop participants for this study because each person filled out a detailed application form, making it possible for me to construct a good portrait of the population before sending out the questionnaires. This is a very unusual situation in the archival profession.

If you find one of the questionnaires, titled "How Do You Find Preservation Information?" in your mailbox, please complete it promptly. Your responses will help SAA design educational programs, publications, and other services to meet the challenges we face in the next decade. If you have any questions, I may be reached at (312)922-0140.

Important Preservation Conference Held at the Library of Congress

On March 1-3, an invitational conference to encourage the development of statewide preservation programs was held at the Library of Congress. The conference, attended by state archivists, state librarians, and the directors of state historical societies, provided a national forum to describe and discuss ongoing efforts in individual states to preserve collections important to our cultural and intellectual heritage.

Thirty-five speakers with a wide range of perspectives and experience addressed the conference about model projects around the country and specific, workable strategies for increasing support for preservation. A full report on the proceedings will be published in the May issue of the newsletter.

Copyright News

Continued from page 16

laws did not protect her.

The case involved state immunity from suit under the Eleventh Amendment; it did not address the actual question of infringement. Although the case does not directly involve archivists, it does have implications for archivists who are state employees and can no longer rely on Eleventh Amendment protection.

In a related development, the Copyright Office has recommended that Congress use power granted by Article I of the Constitution to abrogate the Eleventh Amendment immunity of states in copyright cases, allowing them to be sued for copyright infringement. See *Copyright Liability of States and the Eleventh Amendment* (Washington, D.C.: U.S. Copyright Office, June 1988). Senator Dennis DeConcini,

D-Ariz., has declared that the Senate Copyright Subcommittee will actively pursue this recommendation in the 101st Congress. He expects remedial legislation to pass quickly in response to an October 3, 1988, California federal appeals court ruling that states are exempt from the Copyright Act. See *Publisher's Weekly*, November 11, 1988, p.16.

6. Adherence to Berne Convention. In October 1988, the U.S. Senate ratified the treaty document for U.S. adherence to the Berne Convention for the Protection of Literary and Artistic Works. The Berne Convention Implementation Act of 1988 changes U.S. copyright law to conform to the requirements of the Convention. Of potential interest to archivists are the exemption of works that are not of U.S. origin from the registration requirement as a precondition to an infringement suit, the elimination of recordation of transfer of copy-

right as a prerequisite to a suit by a transferee, the doubling of statutory damages for infringements, and the exclusion of the moral rights provisions of the Berne Convention.

Additional information may be obtained from the U.S. Copyright Office, the Library of Congress Information Bulletin vol. 47, no. 46 (Nov. 14, 1988), pp. 457-459, and Copyright Law Reports 124 (Sept. 23, 1988) and 125 (Oct. 26, 1988).

Archivists may be interested also to learn of the creation of the Association for Copyrighted Enforcement (ACE) last summer. Chaired by Alexander C. Hoffman, ACE plans to press suits against corporations it believes to be violating the Copyright Law by excessive photocopying. Texaco is a particular target at this time, but as Hoffman has been quoted as saying, "there's no shortage of people to whom we might address ourselves." See *Publisher's Weekly*, August 5, 1988, pp. 10-11.

Certification Update

by Paul Chestnut

The SAA Interim Board for Certification (IBC) met in Washington, D.C., on January 16. The need to refine procedures for the review and evaluation of petitions was discussed at length. Procedures developed at this meeting were presented to Council in February.

Council expressed its wishes to maintain the anonymity of reviewers evaluating petitions and set 45 days as the maximum period during which appeals may be submitted by unsuccessful applicants. Review of petitions received from members of the IBC and its Petition Subcommittee is now assigned to the Executive Committee of Council.

The Board's professional consultant and legal counsel have indicated that these actions will assure the fair and objective review to which the IBC and Council are committed. Review of all petitions received thus far will be in accordance with these revised guidelines, and those waiting to hear from the Board will receive letters as quickly as possible.

Discussion of the certification process has continued at a number of regional meetings, and several more sessions are scheduled for spring. Donn Neal, SAA's executive director, has reported on the petition and examination development procedures this fall and winter to several regionals and will be on several more programs this spring. Nick Burckel, SAA Council member, spoke in December to the Kansas City Area Archivists. Tim Ericson, SAA's education officer, will speak at the Society of Florida Archivists meeting this spring. Roy Tryon, a former member of IBC, will discuss the certification process at the Southeast Archives and Records Conference spring meeting.

In addition, a session on certification programs in several professional organizations was included in last fall's MARAC program. Tables were set up at both

the MAC and MARAC fall meetings, at which knowledgeable archivists were available to offer assistance in understanding the petition process and to distribute petitions to potential applicants. Other regionals are encouraged to consider similar sessions and to write or call me if I can assist in securing speakers.

Several archivists have indicated that their repositories are willing to cover the application and certification costs. I'm not so lucky, and I doubt many of us are, but it appears that it may be worth it to some of us to ask our bosses if such a service is available.

It may also be worthwhile to keep records for a possible income tax deduction. I called the American Society of Association Executives to inquire about the tax status of certification fees, and even though that organization has its own certification program and serves others with similar ones, I received only a qualified yes (a polite way of describing "We think so but aren't sure."). We will continue to pursue this matter, however, and will ask our legal counsel and members of other organizations who may have the information we seek. I may even try to call the IRS, but not any time soon.

Art and Architecture Thesaurus

by Toni Petersen

The Art and Architecture Thesaurus (AAT) held a review on January 6 of some of its terminology that might have pertinence for archival description. The AAT, which has been under development since 1980, is part of the Getty Art History Information Program. The review group of six archivists convened by AAT director Toni Peterson, and hosted by John Fleckner at the National Museum of American History consisted of Larry Dowler, Kathleen Roe, Alden Monroe, Avra Michelson, and Tom Hickerson.

The AAT is a faceted thesaurus arranged in 37 separate hierarchies. The hierarchies under current discussion were Document, Types, Drawings, Image and Object Genres, People and Organizations, and Functions. These hierarchies include a total of approximately 2,100 terms plus synonyms. Many of the terms are accompanied by scope notes or definitions. Publication in print and machine-readable form is planned for later this year. Concurrently, the AAT in MARC format will be mounted on RLIN's authorities subsystem, alongside LCSH.

The review group agreed that the five hierarchies examined were comprehensive enough to satisfy archival needs as long as AAT maintains

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Certification Grant

A donor who wishes to remain anonymous has presented a gift of \$1,000 to subsidize payment for eight candidates whose petitions are approved for certification. Applicants for the \$125 subsidy must submit their petitions between April 1 and May 31, and include a brief statement indicating their need for financial support to seek certification.

This gift was motivated in part by the donor's wish to make certification by petition available to qualified archivists who might not be able to apply without the hope of financial assistance. The donor's generosity and professional concern are very much appreciated.

Washington Beat

by Page Putnam Miller

Report from the User Community to the National Archives

NCC member organizations, meeting in Cincinnati, endorsed the NCC report, "Developing a Premier National Institution: A Report from the User Community to the National Archives." Earlier in November, the Joint Committee of Historians and Archivists, which served as an advisory committee for the report, officially endorsed the report. The NCC member organizations determined over a year ago the need for a report, and its preparation has been a major activity of the NCC.

All of the NCC member organizations place a high priority on the welfare of the National Archives. Thus the report represents the views of the friends of the National Archives, who are outside the Archives but nevertheless well acquainted with many inside aspects of its operation, familiar with archival policies, and particularly attuned to the needs of the users.

Looking beyond the limitations caused by sharp budget cuts in 1981 and 1983, and beyond the internal restructuring necessary to facilitate the pending move to Archives II, a new archival facility, this report identifies some specific goals for strengthening the National

Archives and conveys the concerns of the NCC about future directions for this important institution.

Goals for the future, not past and current constraints, are the focus of the report. It is the hope of the NCC that this report may provide a perspective that can be useful to those who plan policy, to those who appropriate funds for the National Archives, and to our joint efforts to strengthen the National Archives.

Single copies of this 40-page report may be obtained from Page Putnam Miller, NCC, 400 A Street, S.E., Washington, DC 20003.

Declassification of Thirty-Year-Old Documents

The NCC member organizations will seek in 1989 to bring attention to the inadequacies of the current federal declassification policies, and to suggest some short and long term solutions for addressing these problems. Federal documents thirty years or older should, with few and precisely delineated exceptions, be available for scholarly research. Decisions to continue classification beyond thirty years should be supported by a compelling rationale, and agreed upon by the head of the agency concerned and the U.S. Archivist.

For a briefing sheet on the background of this issue, the key issues involved, and the actions needed, contact Page Putnam Miller, NCC, 400 A Street, S.E., Washington DC 20003.

Federal Suit to Prevent Destruction of White House Computer Tapes

Journalist and author Scott Armstrong

and former U.S. Senator Gaylord Nelson, with other plaintiffs, filed suit on January 19 against President Reagan, President Bush, and the U.S. Archivist to prevent the destruction of secret National Security Council internal computer messages, commonly known as PROFS (Professional Office System, originated by IBM). The National Archives' position has been that most of the items on the electronic tapes were brief messages, equivalent to telephone slips, and that substantive statements or memos of permanent value were printed out and preserved in paper form.

Armstrong, however, maintains that the Iran-Contra affair demonstrated that many important messages existed only on tape. In response to the suit, the White House has stressed that there was nothing improper about the destruction of the electronic tapes because leaving the National Security Council computer clogged with Reagan administration data would be a handicap to the new administration.

The restraining order to prevent the destruction of the electronic records was originally to expire on January 30. However, the judge has extended the time and a hearing may not occur until mid-February. Members of both the Senate and the House have expressed concern about this matter because it raises larger questions about the authority of the Archivist and federal policies for dealing with electronic records.

Selection of NHPRC Interim Executive Director

Last December it appeared that the search for a new executive director of the National Historical Publications and Records Commission was drawing to a close. In the beginning of January, however, U.S. Archivist Don Wilson announced that Richard Jacobs, director of the external affairs staff, would serve as the interim executive director of NHPRC, and that a new search process would be undertaken. One of the factors contributing to this decision was the reconfiguration of membership on the NHPRC Commission, mandated by reauthorization legislation.

AAT

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its policy by which any user may suggest new candidate terms. AAT will be useful for archival description. It will save archivists from having to assemble the resources that would be required to produce a controlled vocabulary.

An AAT Roundtable has recently been established by SAA and will

have its first official meeting this fall at the annual meeting in St. Louis. Archivists who are interested in working more closely with the AAT to test the thesaurus in their descriptive cataloging process should contact Toni Petersen or Cathy Whitehead, User Services Coordinator at (413)458-2151. More information about the thesaurus is available from AAT, 62 Stratton Road, Williamstown, MA 01267.

Recent Members

Anna Maria Koch
PO Box 624
Kenmore Station
Boston, MA 02115

William O Harris
Princeton Theological
Seminary
Speer Library
Box 111
Princeton, NJ 08542
609/921-8092

StellaCom Incorporated
c/o Darice Squires
16441 Space Center Blvd
Building A
Houston, TX 77058

Deirdre Whipple
Fairfield Road
Monroe, NH 03771

Bruce Harrah-Conforth
(Indiana University)
519 N Fess
Bloomington, IN 47401
812/335-1127

Eastman Kodak Company
Research Laboratories-
B1 83
Attn: Murray D Pierson
Rochester, NY 14650
716/477-9001

Jane M Jackson
Providence College
Phillips Memorial Library
Providence, RI 02918
401/865-2377

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Museum)
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312/881-6908

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(Duke University)
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Chapel Hill, NC 27514
919/684-3372

National Library of
Medicine
Office Copy Check-In
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715/742-3263

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212/222-2700

Thomas Smith
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Upper Darby, PA 19082
215/352-0112

Robert A Landau
(Lincoln Center for
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New York, NY 10019

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St. Louis Mercantile
Library Association
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Texas Technical University
Southwest Collection
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806/742-3749

Alan Perry
Government of US Virgin
Islands
Division of Lib/Arch/Mus
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Charlotte Amalie,
US Virgin Island 00802
809-774-3407

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415/642-6539

Christy L Best
LDS Church
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Salt Lake City, UT 84150
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Professional Opportunities

For more information about listing a job in Professional Opportunities, contact Nancy VanWieren at (312)922-0140. For the convenience of employers, we have a FAX number, (312)939-8813, for job vacancies only. There will be a \$5 service charge for a maximum of three (3) pages.

ARCHIVES TECHNICIAN

The Museum of Modern Art

Assisting Museum Archivist in developing and operating an institutional archives.

RESPONSIBILITIES: The transfer of inactive records from museum departments to the archives, coordination of a records management program and preparation of record inventories according to standard archival methods, answering correspondence involving the museum archives.

QUALIFICATIONS: BA with Art History major and either MLS or completion of the National Archives coursework, computer literacy, strong verbal and written communication skills, and reading knowledge of French helpful. **SALARY:** \$16,500. Excellent museum paid benefits including 4 weeks vacation. Please send resume with cover letter stating why you qualify to: Employment Manager, Suite 18, The Museum of Modern Art, 11 West 53rd Street, New York, NY 10019.

REFERENCE ARCHIVIST

Wheaton College

Archives of the Billy Graham Center

RESPONSIBILITIES: Include supervising the archival reading room, answering phone and letter reference requests, conducting exit and entrance interviews, leading (in cooperation with other staff) orientation sessions and classes in archival research methods. **QUALIFICATIONS:** Archival training at the graduate level; graduate degree in history or a social science; archival experience. Substantial knowledge about one or more areas of the history of nineteenth and twentieth-century North American Protestant missions and evangelism preferred. Please send cover letter, resume, and three references to the Director of Human Resources, Wheaton College, Wheaton, IL 60187.

STATE ARCHIVIST

Rhode Island State Archives

RESPONSIBILITIES: Responsible for State Archives Program; analyses; arranges and describes collections of public and private records; prepares for publication guides and inventories; appraises collections for acquisition, retention and/or deaccessioning; provides reference service; established outreach programs promoting State Archives. **QUALIFICATIONS:** MLS from an ALA-accredited program or an MA in the field of history and formal training in Archives administration. Three-to-four years progressive administrative experience in archival functions and public service. Performance at high level of competence requiring thorough knowledge of archival theory and practice as well as historical research. Effective oral and written communication skills. Familiarity and knowledge of Rhode Island history and genealogical research advantageous. **SALARY:** \$27,700 plus fringe benefits. Position will commence 1 July 1989. Deadline for applications is 17 April 1989. Applications should be addressed to State Archivist Search Committee, Office of the Secretary of State, 217 State House, Providence, RI 02903, Attn: Phyllis Silva.

LIBRARIAN

Historical Society of

Pennsylvania in Philadelphia

RESPONSIBILITIES: A strong leader and accomplished publicist to manage its superb and heavily-used historical and genealogical collections and library services. The successful candidate will be innovative within constraints of budget and policy, have a sense of humor, and possess the ability to manage time and service pressures with composure and resourcefulness. **QUALIFICATIONS:** Should have the appropriate scholarly or professional degrees, have a strong background in American history/historiography, be familiar with automated bibliographical and collections management systems, particularly OCLC or RLIN, and have at least three years of supervisory experience in reference or technical services. Other preferred qualifications include familiarity with the sources and methods of genealogical research, publications, and professional visibility. **SALARY:** \$32,000+. Applications will be accepted until the position is filled, but preference will be given to those received before 5 April 1989. Send resume, with appropriate one-or-two-page cover letter, to the library executive search/screening firm: Gossage Regan Associates, 15 West 44th Street, New York, NY 10036.

SPECIAL COLLECTIONS LIBRARIAN

University of Wisconsin-Green Bay

RESPONSIBILITIES: Managing the Special Collections Department which includes: Area Research Center for Northeastern Wisconsin, Belgian American Ethnic Resource Collection, Wisconsin Indian history, a small map and photograph collection, UWGB Masters theses, and University Archives. Duties include: collection development, reference, instruction, conservation, outreach, processing, and supervision of support staff. **QUALIFICATIONS:** This position requires an MLS from an ALA-accredited school and training in archives management, with a degree in American History or related field preferred. The person in this position should possess an understanding of the historical research process, the ability to appraise historical records, skills in basic conservation practices, and the ability to work effectively with a diverse clientele consisting of faculty, students, and the general public. Effective written and oral communication are extremely important along with the ability to promote interest in the use of historical records. The ideal person would have an energetic approach to work and the ability to evaluate and reorganize or redirect resources/personnel to solve problems. Leadership potential is also an important characteristic. **SALARY:** Minimum salary is \$22,640. This is a full-time, 12 month position with 22 days vacation and excellent benefits. Please send letter of application, credentials and the names of three references to Kathy Fletcher, Chair, Search & Screen Committee, Library, University of Wisconsin-Green Bay, 2420 Nicolet Drive, Green Bay, WI 54311, by 15 April 1989, to be considered in the first screening. Position will remain posted until filled.

COLLEGE ARCHIVIST/SPECIAL COLLECTIONS LIBRARIAN

Dickinson College

Seeks a creative, energetic archivist/librarian to assume responsibility for its Archives and Special Collections Department housing historic and contemporary records from all divisions of the College plus rare books, photographs, and over 400 manuscript collections. **RESPONSIBILITIES:** Involves continuing collection development and preservation, working with the Friends of the Library, providing direct services to faculty and students through a busy instruction program, being a liaison with several academic departments, and active participation in the collegial management of the entire library. **QUALIFICATIONS:** MA in history and ALA-accredited MLS preferred, or advanced degree in history with significant archival experience. Previous work with AMC format highly preferred. **SALARY:** \$26,500 or higher depending on qualifications. Full benefit package. Available 1 July 1989. Send letter of application, vita, and three letters of recommendation (or university placement file) to Ella Forsyth, Chairperson, Department of Library Resources, Dickinson College, Carlisle, PA 17013. Closing date: 15 April 1989. Will conduct some interviews at ACRL in Cincinnati.

CURATOR OF PUBLIC AFFAIRS PAPERS LIBRARIAN II OR III

Princeton University Library

RESPONSIBILITIES: Supervising two full-time support staff; overseeing the processing of the collections, including the preparation of finding aids and the use of automated systems; providing specialized reference services to patrons, both through correspondence and in person; preparing occasional exhibits; and assisting in acquisitions of collections by gift and purchase and establishing and maintaining contacts with donors. Responsible for the security, physical maintenance, and preservation of the collection. **QUALIFICATIONS:** Three or more years of direct archival experience with demonstrated success required. Archival training at the graduate level with records management training preferred. Graduate work in American history and MLS degree from ALA-accredited library school strongly preferred. Supervisory experience and the ability to work well with colleagues, staff, donors and patrons. Familiarity with computer-based systems for bibliographic control to manuscript collections important. **SALARY:** Dependent on qualifications and experience. **BENEFITS:** Twenty-four vacation days a year, plus eleven paid holidays. Annuity program (TIAA/CREF), group life insurance, all paid for by the University. Applications (resume and the names, titles, addresses and phone numbers of three references to be contacted) should be postmarked by 1 May 1989, and sent to: Curator of Public Affairs Papers Search Committee, c/o Personnel Librarian, Princeton University Library, One Washington Road, Princeton, NJ 08544.

LIBRARIAN/ARCHIVIST

Gene Autry Western

Heritage Museum

RESPONSIBILITIES: Participates in the collection, restoration, and cataloging of written, visual, and oral historical materials related to the American West in fact and fiction; assists in the preparation of grant proposals and publicity matters for the Museum's Research Center; prepares reference aids, indexes, collection guides, bibliographies, abstracts; and copies of documents; assists staff members and public patrons in use of reference materials; helps formulate policies and procedures for the operation of the research center; works with Collection Management Department in the completion of deed of gift forms, accessions records and related management requirements; provides assistance for quarterly newsletter production; performs related duties as required; reports to the Director of Research and Publications. Week-end hours may be required. **QUALIFICATIONS:** MA in history, library science or related field. Strong computerization experience in archives/library area preferred; 3-years minimum responsibility in archival maintenance; processing; finding aid development and reference service required; Editorial experience helpful. **SALARY:** Competitive and commensurate with experience. Send resume and 3 professional references to: John Langellier, PhD, Director of Research and Publications, Gene Autry Western Heritage Museum, 4700 Zoo Dr., Los Angeles, CA 90027-1462. Applications will continue to be accepted until position is filled.

ASSISTANT ARCHIVIST FOR ARRANGEMENT AND DESCRIPTION

Auburn University

The University Archives is part of the University Libraries system and candidate would be reporting to the University Archivist. **RESPONSIBILITIES:** Directs arrangement and description of holdings that include archives, manuscripts, still photographs, and sound recordings on the history of Auburn University, Alabama agriculture, the Civil War, and twentieth-century Alabama politics. Supervises graduate assistants and work-study students involved in arrangement and description activities. **QUALIFICATIONS:** Include MA in archival administration, MA in history with course work in archival administration, or ALA MLS with course work in archival administration. Two-years experience as a full-time, professional archivist may be substituted for course work if the candidate has an MA in history or an ALA MLS. Demonstrable knowledge of archival arrangement and description (including the US MARC AMC format) required. **SALARY:** \$22,000 - \$25,000 or higher dependent upon qualifications and experience. Twelve-month academic appointment; state teachers retirement mandatory; other retirement programs optional; sick leave, health, and life insurance; twenty working days vacation. Applications must include resume, graduate transcripts, three current letters of recommendation specific to the position, and evidence of knowledge of archival arrangement and description. Position beginning date is negotiable. Application review begins 15 March 1989. Apply to Dr. Dwayne Cox, University Archivist, University Archives, Ralph Brown Draughon Library, Auburn University, Alabama 36849-5607, 205/826-4465.

ARCHIVIST

David Taylor Research Center

RESPONSIBILITIES: Locates, appraises, and accessions archival material related to the history of Navy research and development for addition to the central archival collection; arranges, identifies, stores, and prepares descriptions of material within the archival collection and maintains its physical integrity; acts as consultant and advisor to Navy laboratory community on records and archival management; develops new methods and systems including computerized database management systems; handles correspondence; assists with projects; stays current on advances in archival theory and practice. **SALARY:** GS-9 \$23,846 - 31,001/GS-11 \$28,852 - \$37,510. **LOCATION:** David Taylor Research Center, Carderock, MD. Rural setting within several hundred yards of the Potomac River, C&O Canal Historical Park, jogging and cycling trails. To apply: Send SF171 and College Transcripts to NSWC, Dahlgren, VA 22448-5000. Attn: M. Little, Code P70 (SAA). For more information call M. Little (703)663-8941. Federal status not required. U.S. Citizenship required. All applications must be postmarked by 31 March 1989.

PRESERVATION/INFORMATION COORDINATOR

Indiana Commission on Public Records

RESPONSIBILITIES: Must be able to plan and have the ability to apply that planning to establish a successful document preservation program. **QUALIFICATIONS:** Have extensive background in both education and training. Broad knowledge of the problems encountered, and the training and ability to solve those problems in a long-term preservation, repair, and storage program for documents and other related records is a must. Work with state and local government officials to implement or enhance local preservation programs and techniques. **SALARY:** Base salary starts at \$22,802 annually with generous employee benefits. The salary may be negotiable if the candidate is extremely well qualified. The Conservation Lab is located in the State Library building in dynamic, downtown, Indianapolis. Send resume to: Sue Keaton, Personnel Officer, Indiana Commission on Public Records, 501 State Office Building, Indianapolis, IN 46204-2215, 317/232-3385.

ARCHIVIST

Northwestern Memorial Hospital

RESPONSIBILITIES: Acquiring, processing, and cataloging administrative/historical records. Assist in the management of the various specific departmental records. Provide reference/research service to Northwestern Memorial and its affiliates. Provide input and coordination in records retention scheduling. Position reports to the Records Manager in the Materials Management Division. **QUALIFICATIONS:** Minimum five-years experience in the Archival and Records Management field. Prefer experience in a health care setting. BA in Library Science with studies in records management. Requires strong interpersonal, oral, and written communication skills. Word Processing with a knowledge of Word Star application would be a plus. To apply, send resume to: Michele D. McClellan, Northwestern Memorial Hospital, Human Resources Department, 310 East Huron, 1st Floor, Chicago, IL 60611.

PROJECT ARCHIVIST

King County

The National Historical Publications and Records Commission (NHPRC) has awarded a project archivist grant to the King County Records Management Program. **RESPONSIBILITIES:** Processing and the program development for County Commissioner and other local government archival records collections for incorporation into the Washington State Archives. **QUALIFICATIONS:** Both administrative and processing experience are required, as well as a background in government records. BA plus archival training and/or experience required. **SALARY:** \$22,500 - \$24,500 which is presently funded for 16 months. For position opening and closing dates, an application and a job description, please contact King County Personnel, Room 2-A, King County Administration Building, 500 4th Avenue, Seattle, WA 98104, 206/344-7340.

ARCHIVIST

*Roman Catholic Diocese
of La Crosse*

RESPONSIBILITIES: Manages historical archives of Diocese of La Crosse; develops and updates records-management program of the Diocesan Curia; assists parishes and other Diocesan institutions in management of archives; provides historical research service to the offices of the Diocesan Curia. **QUALIFICATIONS:** Graduate degree in library science, history or Church history, with related studies in archives; administrative, organizational and supervisory skills. **SALARY:** \$20,000 - \$30,000 annually. Send letters of inquiry or application to Rev. Raymond L. Burke, J.C.D., Moderator of the Curia, Diocese of La Crosse, PO Box 4004, La Crosse, WI 54602-4004, by 15 April 1989.

ARCHIVES INTERNSHIPS

*Jefferson National Expansion
Memorial National Park Service*

The JNEM Archives documents the administrative history of the park and its associated themes of westward expansion, the early development of St. Louis, and the architectural and historical significance of the Old Courthouse. Two positions available, each 22 weeks, full-time or equivalent. **RESPONSIBILITIES:** Opportunity for intensive experience in arrangement and description of archival materials. Internships are centered around arrangement of unprocessed records and manuscripts, and creation of finding aids and MARC/AMC records. **QUALIFICATIONS:** Applicants should be enrolled in, or just graduated from, an undergraduate or graduate program in archival science, or related field which includes the study of archival theory and practice. Candidates must demonstrate a knowledge of professional archival theory, procedures, and standards, including ability to evaluate, identify, and properly handle, store and account for archival material. Knowledge of National Park Service accessioning and cataloging procedures helpful, but not required. Internships sponsored by the Jefferson National Expansion Historical Association. **STIPEND:** \$5280 for 22-week appointment, full-time or equivalent. Available immediately. Send letter of application with resume to: Harry G. Heiss, Archivist, 11 North Fourth Street, St. Louis, MO 63102. For more information call (314)425-4472.

ARCHIVIST/RECORDS MANAGER

*Lauderdale County Department
of Archives and History*

RESPONSIBILITIES: Conduct a records inventory and develop records retention schedules for all city and county offices; supervise the transfer of records into the archives and records center and oversee all arrangement and description activities; research laws and regulations to determine records retention guidelines; compile a guide to the collection suitable for publication. The first year of employment will be funded by a grant from NHPRC. Upon completion of the project, the position will become a permanent full-time position and will supervise the archives and records management program. **QUALIFICATIONS:** Master's degree in archival studies, history, library science, or a related field. At least two-years of work experience in archives, preferably working with local government records. Training and/or experience with records management highly preferred. Effective written and oral communication skills. **SALARY:** \$21,000.

ASSISTANT ARCHIVIST

*Lauderdale County Department
of Archives and History, Inc.*

TWO POSITIONS:

Two Assistant Archivists needed for a one-year NHPRC funded project to conduct an inventory of city and county records and to process all collections transferred to the archives.

RESPONSIBILITIES: Arrangement and description of archival records and development of a guide to the collection. **QUALIFICATIONS:** Bachelor's degree in history, library science, or related field. Effective written and oral communication skills. Training and experience in records management or archives administration highly preferred. **SALARY:** \$16,238 a year. Starting date: 1 April 1989.

To apply for Archivist/Records Manager or Assistant Archivist please send cover letter, resume, and names of three references to: Jim Dawson, Executive Director, Lauderdale County Department of Archives and History, Inc., PO Box 5511, Meridian, MS 39302, (601)482-9752.

ARCHIVISTS

American Library Association

(1) Guatemala City, Guatemala: General Archives of Central America. A six months to a year position; fluent Spanish required. Will instruct archives staff in restoration and storage techniques; advise on needs related to the archive's physical plant, staffing and cataloging; work with collection of Spanish Royal Documents from 14th century. (2) Quezon City, Philippines: University of the Philippines, University and Archives Record Center. A six-month position. Will train staff in theories, principles, and practices of archival development, organization, and management. For both positions: Stipends \$23,690 per year. Travel expenses (fellow and one dependant) reimbursed, health and life insurance coverage. U.S. citizenship required. Send resume with a cover letter by 15 April 1989 to Robert P. Doyle, Library/Book Fellows Program, American Library Association, 50 E. Huron Street, Chicago, IL 60611, 1-800-545-2433 (in Illinois: 1-800-545-2444).

MANAGER, INFORMATION SERVICES

Chase Manhattan Bank

RESPONSIBILITIES: Develop strategies and business plans for Information Services which includes archives, library and records advisory services, establish corporate policy and procedures for Information Services, work with clientele throughout the corporation to determine information needs; develop budget and allocate resources to meet objectives of the department; negotiate contracts with information vendors manage staff of approximately 15 full-time employees and outside consultants. **QUALIFICATIONS:** Master's degree in humanities, social science, or related field. Minimum seven-years experience in a professional information services position with minimum of two-years managerial experience in the field of information services. Strong written and interpersonal communication skills, demonstrated participation in professional activities and knowledge of current information systems. **SALARY:** Negotiable, commensurate with experience. Position is available immediately. Send letter, resume, and names of three references to: Mr. Ralph Aiello, Human Resources, Chase Manhattan Bank, NA, 1 New York Plaza, 13th Floor, New York, NY 10081.

MANUSCRIPTS LIBRARIAN

SPECIAL COLLECTIONS

Mississippi State University

RESPONSIBILITIES: Organization and arrangement of manuscript collections; preparation of descriptive inventories, collection cataloging, subject and other indexing. Compiling of guides to the collections and submitting detailed descriptions to various national publications. Reference service to researchers and patrons of Special Collections and University Archives. Rotating weekend assignments, with special assignments as necessary for overall operation of Department. Supervision of support staff and Library Student Assistants in processing work. **QUALIFICATIONS:** ALA-accredited MLS required, with an advanced degree in history or other appropriate subject preferred. At least two-years experience in an academic library with demonstrated successful processing and cataloging of manuscript collections required. Familiarity with archival and records management preferred. Individual in this position must have a thorough knowledge of standard manuscript and archival processing and preservation techniques; strong analytical and writing skills with aptitude for bibliographic detail; excellent communication and interpersonal skills; ability to work independently and well with other staff members and the general public; commitment to public service necessary. A broad general understanding of history and politics and an expertise for recognizing significant historical items. Supervisory skills required. **SALARY:** \$19,000 or higher, depending upon qualifications and/or experience. Excellent benefits package included. This position will be filled only if a suitable applicant is found. The Search and Screening Committee will begin to consider nominations and applications immediately and will continue to do so until the position is filled. Send application and resume, including names, addresses and telephone numbers of at least three (preferably work) references to: Frances N. Coleman, Chair, Search Committee, PO Box 5408, Mississippi State, MS 39762

ARCHIVIST

Office of the National Archives

The National Archives seeks qualified individuals for professional staff in entry level positions. **RESPONSIBILITIES:** Arrange, describe, write descriptive guides, assist researchers in obtaining information from records, take steps to preserve records, and apply declassification guidelines for records in a variety of media. **QUALIFICATIONS:** Requires 18 semester hours (graduate or undergraduate) in U.S. history or American political science or government; 12 semester hours (graduate or undergraduate) in history, government, public administration, American civilization, or economics; and one full year (i.e., 30 semester hours) of graduate education in some related field. Ranking factors are: (1) knowledge of U.S. history, (2) knowledge of research methodology, and (3) ability to communicate orally and in writing. **SALARY:** Starting at Federal civil service pay grade GS-7 (currently \$19,494 annually); successful completion of a two-year on-the-job training program offers a GS-11 pay grade (currently \$28,852). To apply submit a completed Standard Form 171, a narrative statement describing accomplishments relative to the three ranking factors, and a copy of all graduate and undergraduate transcripts or completed OPM Form 1170/17 to the National Archives and Records Administration, Personnel Operations Branch (NAPO), 9700 Page Blvd., Room 2002, St. Louis, MO 63132. **INTERVIEWS:** Staff will conduct interviews during the Organization of American Historians annual meeting in St. Louis, MO, April 6-9, 1989. To arrange for an interview, send a copy of the completed SF171 or resume with a letter to Mary Rephlo, Office of the National Archives (NN-B), NARA, Washington, DC 20408. For additional information, or to schedule interviews in another location, telephone Mary Rephlo or Thomas Brown at (202)523-3089.

ASSOCIATE DIRECTOR

University of Missouri

RESPONSIBILITIES: To acquire manuscripts desired by the St. Louis campus and the State Historical Society; to direct the manuscript library on the St. Louis campus; to direct operational, financial and personnel activities of the Joint Collection on the St. Louis campus; and to direct the acquisition, processing, and maintenance of the archives of the St. Louis campus. Must have capacity to work effectively with faculty, scholars, students, staff and general public. Supervision received from the director of the Joint Collection. **QUALIFICATIONS:** MA degree in history, political science, library science or related field, or an equivalent combination of education and experience. A Ph.D. in history is preferred. Must have at least three years manuscript/archival experience. **SALARY:** \$23,604 - \$26,952. University of Missouri benefits package includes health, dental, life, and disability insurance; tax-deferred annuity program available. Application deadline: 15 April 1989. Send application, letter, resume, and names and addresses of at least three references to: Dr. James W. Goodrich, Director, Western Historical Manuscript Collection, 2 Elmer Ellis Library, University of Missouri, Columbia, Missouri 65201.

Archivists' Calendar

7-8 April

31st Annual Conference on Local History, "Michigan in Perspective"; Wayne State University, Detroit, MI; (313)833-9706

14-15 April

Old Sturbridge Village and New England Museum Association Museum Archives Institute; Sturbridge, MA; (508)347-3362

25 April

Society for History in the Federal Government Annual Spring Meeting; Washington, D.C.

28-30 April

Basic Archives Workshop; Ursuline Sisters, Maple Mount, KY; (502)229-4103

1-5 May

"Techniques for Performing General Surveys" workshop for paper conservators; Northeast Document Conservation Center; Andover MA; (508)470-1010

4-6 May

Midwest Archives Conference; Chicago (312)581-7816

4-6 May

Mid-Atlantic Regional Archives Conference, spring meeting; Albany, NY

10-12 May

Records Management Conference; Association of Records Managers and Administrators (Region VI); Salt Lake City, Utah; (619)535-8419

15-17 May

"Converging Disciplines in the Management of Current Records," International Council on Archives; National Archives of Canada, Ottawa, Ontario, CANADA; (819)953-5711

17-19 May

Preservation and Exhibition of Books and Manuscripts; Metropolitan Museum of Art, New York; (212)879-5500, ext. 3645.

21-25 May

International Institute of Municipal Clerks 43rd Annual International Conference; Halifax, Nova Scotia, CANADA; (902)421-6448

22-24 May

Preservation Symposium; Library of Congress; Washington, D.C.; (202)707-9216

23 May

Preservation Considerations in the Design of Library Archives, and Records Management Facilities: The Storage Environment; Northeast Document Conservation Center; Andover, MA; (508)470-1010.

9-21 July

1989 Western Archives Institute; Sacramento, CA; Deadline: 15 April; Laren Metzger, (916)445-4293.

Newsletter

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(312) 922-0140

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