



# Newsletter

The Society of American Archivists

## SAA Elects New Leaders

SAA members have elected Trudy Peterson, National Archives and Records Administration, as the Society's vice president for 1989-90. She will assume the vice presidential post at the 1989 annual meeting in St. Louis and will serve in that capacity until the 1990 annual meeting, when she will become SAA's 46th president.

The membership also selected three new council members: Terry Eastwood, University of British Columbia; James Fogerty, Minnesota Historical Society; and Robert Sink, New York Public Library.

The election yielded three members for the 1990 Nominating Committee: Bruce Bruemmer, Charles Babbage Institute; Lynda DeLoach, George Meany Memorial Archives; and Kathleen Roe, New York State Archives and Records Administration. Joining them on the committee will be two of the three council members whose terms end in 1990.

This year the SAA ballot booklet contained a Survey of Archivists, along with a confidential return envelope. Approximately fifty-one percent of SAA's eligible voting members participated in the election and survey. Of the record high 1,400 responses mailed back to SAA by members, more than 1,200 envelopes contained both ballots and completed surveys. A summary of the survey's findings will be printed in the *SAA Newsletter* this summer, and a full report will be issued at the annual meeting in St. Louis.

SAA is now collecting candidate recommendations for the 1990 election. Please send your recommendations for Vice President, Council, and the 1990 Nominating Committee to the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

## Send Proposals Now for 1990 Annual Meeting

The Program Committee for the 1990 SAA annual meeting in Seattle, Washington, is currently soliciting proposals for all types of sessions, including traditional open sessions, workshops, works-in-progress, special focus sessions, and panels. Program proposals may be directly submitted to the Program Committee or through specific sections, roundtables, or task forces.

The Program Committee is particularly interested in proposals that address the issues raised by the SAA Committee on Goals and Priorities (CGAP), which includes: automation, appraisal and documentation strategy, institutional evaluation, planning, communication, and the educational potential of archives.

Please contribute your ideas, suggestions and proposals to members of the 1990 Program Committee. The "Guidelines for Proposals" form is on pages 7 and 8 in this *Newsletter*. If you have any questions or would like additional copies of the program proposal form, contact any member of the Program Committee listed on page 7. Send complete program proposals to committee co-chair, Brenda Banks, Georgia Department of Archives and History, 330 Capitol Avenue S.E., Atlanta, GA 30334, (404)656-2374.

May 1989

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ISSN 0091-5971



## From the Executive Director's Desk

by Donn C. Neal

SAA's many non-serial publications--that is, those other than *The American Archivist* and this newsletter--are important to archivists (members and non-members alike), who depend upon them for professional guidance and intellectual stimulation. These publications are also important to the Society itself, which relies upon their sale for a substantial portion of its annual revenues.

In recent years the Editorial Board, led by Chairs Ned Berkeley and Susan Grigg, has made great strides in appraising the present collection of SAA publications and in inviting, selecting, and commissioning manuscripts for several new SAA titles. At its meeting in St. Louis in October, the Editorial Board will focus special attention on planning new directions for our publications program.

To assist the Editorial Board in this work, the SAA Council recently revived the position of "non-serials editor," someone who will play a key role in strengthening and expanding the Society's publications program. Over the next few years, this person will help implement the Editorial Board's efforts to rationalize SAA's publications program and to develop this valuable SAA service to its members, and to the profession at large.

Working closely with the Editorial Board, the non-serials editor will be responsible for editing SAA publications other than *The American Archivist*, the new Archival Fundamentals Series, and the *SAA Newsletter*. (These are ably edited, respectively, by David Klaassen, Mary Jo Pugh, and Teresa Brinati.) He or she will inherit an extensive

publications list that includes over sixty SAA titles, largely from the late 1970s and early 1980s, and a growing number of titles of other publishers.

The non-serials editor will become part of a publications program that is already beginning to grow. The new titles being prepared promise to serve the Society's members and to make significant contributions to the archival literature. Bill Maher is completing a manual for college and university archives. Faye Phillips is hard at work on a publication, cosponsored by ALA, that will address the handling of local history materials by libraries and other repositories. Ann and Bill Newhall, the one an archivist and the other an architect, have been asked to co-author a manual intended to help those who are planning, renovating, or building an archival facility. Tim Walch is revising his excellent manual on security.

All of these titles are in addition to the Archival Fundamentals Series, which will include Mary Lynn Ritzenthaler's revision of her SAA manual on conservation, a new version of the glossary of archival terms (co-edited by Lew and Lynn Bellardo), and five new manuals (being written by Jim O'Toole, Fred Miller, Jerry Ham, Mary Jo Pugh, and the team of Tom Wilsted and Bill Nolte).

Even more titles are still in the idea or development stages. They include a possible manual on consultants and consultancies; a proposed resource directory on automated records and techniques; a prospective business archives manual and bibliography; and a potential public relations manu-

al. Another idea that has come up is a guide for those interested in starting an archives. (See the story on back page for more details.)

Together, all of these actual and possible titles reflect the Society's renewed commitment to a comprehensive catalog of vigorous and authoritative publications that will continue to be of immediate and practical help to

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## Staff

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

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

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

**Paul Conway**  
*Preservation Program Officer*

**Al Correa**  
*Publications Assistant*

**Tim Ericson**  
*Education Officer*

**Joyce Gianatasio**  
*Program Assistant*

**Marlon Matters**  
*Automation Program Officer*

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

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

**Troy Sturdivant**  
*Publications Assistant*

**David Klaassen**  
*Editor, The American Archivist*

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

## Executive Director's Desk

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archivists everywhere. Helping the Editorial Board to bring all or most of these forthcoming and proposed publications into print will be the first set of challenges for the new non-serials editor.

In addition, the new non-serials editor (can someone suggest a better moniker? I welcome suggestions!) will augment the Editorial Board's recent efforts by recommending new titles that are needed, soliciting manuscripts, evaluating proposals, and then working with authors to ready manuscripts for actual publication. The new editor will, by bringing a rich archival knowledge and experience to bear, help the Society to take an overall view of its publications: the strengths of the current catalog, which titles should be revised or replaced, the gaps that SAA needs to plug, and new publishing directions that we should be exploring.

The right person will also be able to make some good suggestions about which titles published by other publishers SAA might offer in its own catalog and where and how we should market our publications better than we now do.

Drawing upon advice from the Editorial Board, the Executive Director, and others, the non-serials editor will thus serve in a leadership position comparable to the one that the Editor of *The American Archivist* plays in editing the scholarly journal of the Society.

There are other parallels: we hope, in time, that SAA will be able to compensate someone for editing our non-serial publications--just as we expect someday to pay the Editor of *The American Archivist*. For now, we will have to depend upon someone who is willing to volunteer time for this important professional endeavor, or perhaps

## New SAA Staffer

SAA welcomes back Joyce Gianatasio, who has served on its staff several times and now takes over from Nancy VanWieren as Program Assistant in the Education Office. In that capacity, she will help Tim Ericson and Marion Matters in putting together SAA's array of continuing education workshops. Joyce will also handle the SAA Placement Service.

We acknowledge with thanks Nancy's fine work with SAA and wish her well in her new position.

someone who, like Dave Klaassen, can persuade his or her institution to release some time for service to the Society.

The editor will have to view this project as a long-term investment, for publications take much time to develop, from the idea stage to actual publication. Several years from now, however, the results of work begun in 1989 and 1990 should be obvious.

In order to give SAA members additional time to consider volunteering for this important assignment, the Editorial Board has extended the deadline for applications until June 15, 1989. Consult the box on page 8 of the March issue of the *SAA Newsletter* for details about how to apply.

As you can see from the publication projects mentioned above, the new editor will begin work with a wealth of ideas--and challenges. If you can suggest other ideas you think we should be exploring, let me know and I will pass your suggestion along to the new editor when he or she is appointed.

One of the principal ways in which a professional society like SAA contributes to the growth of its members, and of the profession itself, is by providing leadership in education and training. A publications program occupies a central place in that effort, and SAA has a superb record in producing a catalog that is filled with high-quality, useful publications. Our new non-serials editor will help to carry us forward in that effort, and I am excited about that prospect.

## Charles Mount Gets 5 Years in Fraud

Art Historian and portrait artist Charles Merrill Mount was sentenced last month to five years in federal prison. This followed his conviction in Washington, D.C., on 17 counts of receiving documents stolen from the National Archives and the Library of Congress, and four counts of mail fraud involving some of those documents.

The sentence will begin after Mount, 61, has finished serving a three-year sentence he received in Massachusetts on similar charges. A jury in Boston convicted him in April 1988 of transporting stolen government property across state lines.

Despite both convictions, Mount has staunchly maintained his innocence, claiming that the stolen documents, including an executive order signed by Abraham Lincoln in 1864, had belonged to him for years.

In August 1987, Mount was arrested after he tried to sell stolen letters written by Abraham Lincoln, Winston Churchill, and others at a Boston bookstore. Authorities have since discovered more than 400 stolen documents in safety deposit boxes and other locations kept by Mount, several under different names.

# Annual Meeting Roundup

## 1989 ANNUAL MEETING

SAA's 53rd annual meeting is right around the corner. Listed below is information to help you plan for the meeting. If you have any questions, please contact Georgeann Palmer at (312) 922-0140. See you in St. Louis!

## PREREGISTRATION FEES

Preregistration fees apply to those who send their registration forms to the SAA office on or before September 22, 1989. Registration forms will not be accepted after September 22, 1989 in the SAA office.

SAA Member Rate	\$ 82.00
Nonmember Rate	\$106.00

## ON-SITE REGISTRATION FEES

On-site registration fees apply to those who register at the annual meeting. Any registration forms received at the SAA office after the September 22, 1989, deadline will be brought to the meeting and those people must register on-site.

SAA Member Rate	\$ 97.00
Nonmember Rate	\$121.00

## ONE-DAY REGISTRATION FEES

Attendees may register for single days at the annual meeting. Please specify on the registration form which day(s) you are registering for.

SAA Member Rate (per day)	\$40.00
Nonmember Rate (per day)	\$50.00

## STUDENT REGISTRATION FEES

SAA student members may take advantage of registering for the annual meeting at the student rate. This rate applies only to those who are student members of SAA.

SAA Student Member Rate	\$35.00
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## HOTEL SLEEPING ROOM RATES

The official hotel for the annual meeting is the Clarion Hotel, St. Louis, Missouri. Registration cards will be included in the

registration packets that will be mailed to all SAA members in mid-June. Please be aware that there is a city-wide convention scheduled at the same time as SAA's meeting. It is very important that you make your room reservation at the Clarion as soon as possible to guarantee that you have a room. The phone number is (314)241-9500.

The rates for the meeting are:

Single rooms	\$66.00
Double rooms	\$78.00

A small additional room block has been reserved at the Days Inn at the Arch. The Days Inn is located about four blocks from the Clarion. To reserve a room, contact the Days Inn directly at (314) 621-7900.

Room rates are:

Single rooms	\$65.00
Double rooms	\$75.00
Triple rooms	\$85.00
Quadruple rooms	\$95.00

## PRECONFERENCE WORKSHOPS

If you have any questions concerning the Preconference Workshops, please refer to SAA's March newsletter or contact Joyce Gianatasio at (312)922-0140.

## TOURS

The following tours will be offered at this year's annual meeting. Please refer to the annual meeting program book for details.

**Religious Archives Tour**  
Tuesday, October 24  
10:00 a.m. - 4:00 p.m.

## National Archives Tour

Tuesday, October 24  
1:00 p.m. - 5:00 p.m.

## Downtown Walking Tour

Wednesday, October 25  
9:00 a.m. - 12:00 noon and  
Saturday, October 28  
1:00 p.m. - 4:00 p.m.

## Missouri Botanical Garden Tour

Wednesday, October 25  
9:00 a.m. - 1:00 p.m.

## Forest Park Tour

Wednesday, October 25  
9:00 a.m. - 1:30 p.m.

## Literary Tour of St. Louis

Wednesday, October 25  
1:00 p.m. - 5:00 p.m.

## Business Archives Tour

Thursday, October 26  
1:00 p.m. - 5:00 p.m.

## Gateway Gastronomy

Thursday, October 26  
7:00 p.m. - ???

## St. Louis After Dark

Thursday, October 26  
9:00 p.m. - ???

## Cahokia Indian Mounds and Katherine Dunham Museum

Friday, October 27  
9:00 a.m. - 1:00 p.m.

## St. Louis Sports Hall of Fame and The Sporting News Archives Tour

Friday, October 27  
1:00 p.m. - 5:00 p.m.

## The Presidential Boat

Friday, October 27  
6:00 p.m. - 10:00 p.m.

## Historic St. Louis

**Neighborhoods Tour**  
Saturday, October 28  
9:00 a.m. - 12:00 noon

## New Harmony, Indiana Post-Convention Tour

Sunday, October 29  
Busses will depart at 2:30 p.m. from the Clarion Hotel and return to St. Louis Lambert Airport on October 31 at 5:00 p.m.

## APPRAISALS OF ARCHIVAL COLLECTIONS

The 1985 Internal Revenue Service regulations concerning appraisals of manuscript and archival collections have caused a number of persons who had been appraising small to medium size collections to withdraw from the field. Consequently, many institutions are contacting us about collections which they previously believed were too small, or insufficiently significant for us to consider for appraisal.

We are well known for undertaking virtually every major appraisal during the past two decades, from Random House to Paramount Pictures, Igor Stravinsky to George Gershwin, Samuel Clemens to Hamilton Jordan, Fred Allen to Norman Vincent Peale, and numerous others in the fields of literature, music, the arts, sciences, business, and legal, military and political history, including the ten million items in the North Pacific archive.

Our appraisals which have been little publicized are those of hundreds of small archives of no great commercial value, but which require proper valuation for their donors. These are collections which must be accurately evaluated at minimum cost—collections whose fair market values do not warrant detailed examinations, inventories and reports, but which require the preparation of the most accurate descriptions and reports possible, commensurate with their values. Our success at determining the appropriate balance between these factors is based on our efficient appraisal practices, extensive experience and qualified research staff.

Our normal procedure is to quote a firm appraisal fee and give a general range of the fair market value based on an examination of the institution's initial inventory. There is no obligation to proceed with the appraisal and there is no charge for this information, nor is there any fee charged if we believe the collection or archive could not find a commercial market, a prime requirement for the establishment of fair market value.

Please contact Rosalie Fawcett with any questions you may have. A brochure describing our experiences and the institutions we have undertaken appraisals for is available. Also available is a reprint of an article by Kenneth W. Rendell, published by the Society of American Archivists, "Tax Appraisals of Manuscript Collections".

 KENNETH W. RENDELL <sup>INC</sup>  
154 <sup>AA</sup> Wells Ave.  Tel. 617-969-7766  
Newton · Mass. 02159 Cable Autographs Boston 

## SAA Notes

### Out-of-Print Publications

Two publications listed in the *SAA Bookcase* are currently out of print. *A Manual for Small Archives*, published last year by the Association of British Columbia Archivists, is temporarily out of print. A third printing is scheduled for July. SAA anticipates having copies available by August.

Unfortunately, *J. Franklin Jameson and the Birth of the National Archives, 1906-1926*, published by the University of Pennsylvania Press, will not be reprinted.

### Jameson Award Subcommittee

Ruth Helmuth has agreed to serve as the chair of the J. Franklin Jameson Archival Advocacy Award Subcommittee for 1988-1989. The other two members of the subcommittee are Frank Burke and James Fogerty.

### Records Management Task Force Chair

Eleanor Melamed, of the National Archives and Records Administration, has been appointed by President Frank B. Evans as the new chair of the Task Force on Records Management.

### SAA Study Tour Cancelled

We are sorry to announce that insufficient registration has caused the cancellation of the proposed SAA study tour to Australia and New Zealand. It is hoped that such a tour can be offered in a future year. SAA expresses special thanks to Tom Wilsted for taking the lead in organizing this opportunity.

### New Sustaining Member

The Chicago Historical Society is a new sustaining member of SAA. We thank CHS and all of our other sustaining members for their support.

### 1990 Annual Meeting

SAA is pleased to announce that the Archives and Records Management Division of the State of Washington has agreed to serve as the official host institution for the Society's 1990 annual meeting, which will be held in Seattle. SAA expresses its appreciation to the Division for this support and assistance.

### New Icelandic Records Management Association

Last December, the Icelandic Records Management Association (IRMA) was formed with 57 founding members. The objectives of the group are to promote knowledge and understanding in the records management field among individuals, the business community, and public authorities, as well as to strengthen ties between records centers and archives. For more information, contact IRMA, c/o Kristin Olafsdottir, President, Rekagrandi 8, 107 Reykjavik, Iceland.

## International Notes

### ADPA Journal on Microfiche

The first five volumes of the journal *ADPA: Automation-Archives-Informatique* (1972-1987) are available from Belgium on microfiche for \$35. To order, or for more information, contact M.H. Fishbein, 5005 Elsmere Avenue, Bethesda, MD 20814, (301)530-5391.

### Canadian Archival Centre

The Canadian Centre for Information and Documentation on Archives (CCIDA) has available 5,000 monographs, 100 periodicals, 2,500 articles, and a vertical file system in archives science, records management, and related areas. For more information, contact CCIDA, National Archives of Canada, 395 Wellington Street, Room 182, Ottawa, ON, K1A 0N3, Canada, (613)996-7686.

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

.... **Ralph W. Hansen**, librarian/archivist with 36 years of service, will retire from Boise State University at the end of May. Hansen founded the Brigham Young Archives in 1956 and the Stanford University Archives in 1965. In addition, he has been a member of SAA since 1956.... **Eugene Bockman**, commissioner of the Department of Records and Information Services of New York City, was recently honored for 42 years of service to the city by Mayor Edward Koch.... **Reverend Roman Nir**, director of the Polish American Archives of the Orchard Lake Schools in Michigan, will celebrate his Silver Jubilee (25 years) in the priesthood this month.... **Anne Van Camp** is the archivist of the Hoover Institution at Stanford University.... **Sylvia B. Kennick** has been appointed archivist/special collections librarian for Williams College in Williamstown, Massachusetts.... **Janet Miller** is the new archivist and director of the Archives and Special Collections on Women in Medicine at the Medical College of Pennsylvania.... **Karen D. Stevens** has been appointed manuscript/archives librarian at the Academy of Natural Sciences of Philadelphia.... **Shirley Taylor Haizlip** has been appointed director of the National Center for Film and Video Preservation, which is part of the American Film Institute. Haizlip appointed **Gregory Lukow** deputy director for Archival Affairs.... The National Historical Publications and Records Commission confirmed **Richard A. Jacobs** as Executive Director.... **Michael Q. Hooks**, formerly of the Texas General Land Office, has been appointed the first archivist of the Jet Propulsion Laboratory at the California Institute of Technology....



**54th Annual Meeting of the Society of American Archivists  
August 30 – September 3, 1990  
Westin Hotel, Seattle, Washington**

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**GUIDELINES FOR PROPOSALS TO 1990 SAA PROGRAM COMMITTEE**

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The 1990 Program Committee invites submission of program proposals for the meeting in Seattle, Washington, August 30 – September 3, 1990. The proposal is designed to accommodate fully developed sessions, but we also welcome proposals for individual presentations or suggestions for session topics.

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

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

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

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

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

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

Members of the committee are: Brenda Banks (Co-Chair), *Georgia Department of Archives and History*; Waverly Lowell (Co-Chair), *National Archives-Pacific Sierra Region*; Elizabeth Adkins, *Kraft Archives*; Arthur Breton, *Smithsonian Institution*; Scott Cline, *Seattle Municipal Archives*; Daria D'Arienzo, *Amherst College*; Maggie Kimball, *Stanford University*; Brenda Marston, *Cornell University*; Paul McCarthy, *University of Alaska at Fairbanks*; Alden Monroe, *Alabama Department of Archives & History*; Joan Schwartz, *National Archives of Canada*; Tim Slavin, *Archdiocese of Chicago*; Christine Ward, *New York State Archives & Records Administration*; Donna Wells, *Gallaudet University Archives*.

Send all proposals to Brenda Banks, Georgia Department of Archives and History, 330 Capitol Avenue S.E., Atlanta, Georgia 30334. Proposals must be postmarked by November 10, 1989.

## SAA Program Proposal 1990

Deadline: Postmarked by November 10, 1989

Proposed by:  
Institution:  
Mailing Address:

Phone:

For Committee Use

Number: \_\_\_\_\_

Postmarked: \_\_\_\_\_

1. Session Title: \_\_\_\_\_
2. Open Session (traditional) \_\_\_\_\_ (work-in-progress) \_\_\_\_\_ ;  
Limited-Enrollment Session (workshop) \_\_\_\_\_ ;  
Special Focus Session (one hour in length) \_\_\_\_\_ .
3. Is this proposal submitted on behalf of an SAA group? If so, name of group: \_\_\_\_\_
4. Description of Proposal - see guidelines (use additional paper if necessary).

### PARTICIPANTS

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

SAA  
Member

Chair/Comment/Leader:  
Institution:  
Mailing Address:

Phone:

☐

Yes ☐

No ☐

Name:  
Institution:  
Mailing Address:

Phone:

☐

Yes ☐

No ☐

Paper Title:

Name:  
Institution:  
Mailing Address:

Phone:

☐

Yes ☐

No ☐

Paper Title:

Name:  
Institution:  
Mailing Address:

Phone:

☐

Yes ☐

No ☐

Paper Title:

# Certification Update

by Paul Chestnut

As we went to press with this issue of the *SAA Newsletter*, approximately 135 applicants had submitted petitions to be reviewed for certification. Edie Hedlin, chair of the SAA Interim Board for Certification, has begun mailing letters notifying candidates of the results of the petition review. Frank Cook, who is administering the review process, asks that applicants remember to attach copies of diplomas, transcripts, or position descriptions that are required as supporting documentation. The petition includes instructions indicating which attachments are needed, but it appears that some applicants are omitting information essential to the review process.

An announcement was published in the March *SAA Newsletter* soliciting applications for partial subsidies to defray costs for certification. The gift of \$1,000 from a generous donor will be used to award \$125 to eight successful applicants who submit petitions by May 31, 1989. Applicants should include a brief statement indicating that they wish to be considered for this subsidy and why they should qualify for financial assistance.

Information packets containing copies of articles about the development of the SAA certification program and a brief bibliography of additional relevant material have been mailed to all presidents and editors of regional archival associations. I used the regional listing in the January *SAA Newsletter*. If officers have changed and current ones have not received this mailing, please let Donn Neal or me know so that we can get a packet to

you.

Although the Interim Board for Certification was discouraged from appearing at the spring meeting of one regional organization, other regionals have sought speakers and have encouraged further dissemination of information to members who may wish to consider applying for certification. Frank Cook is organizing an information table for the spring Midwest Archives Conference meeting, and Donn Neal will be speaking to a joint meeting of the Conference of Inter-Mountain Archivists and the Society of Colorado Archivists, to the Tennessee Archivists, to the Society of Southwest Archivists, and to the Society of California Archivists. Tim Ericson will speak to the Society of Florida Archivists, and I will be on a panel at the Association of Jewish Librarians.

There will be several activities related to certification at this year's annual meeting in St. Louis. The first examination will be given on Thursday morning, October 26, 1989. Since it appears that the minimum of 100 certified archivists will be reached to constitute the Academy of Certified Archivists, a meeting will be convened on Thursday evening at 7:30 p.m. to organize the Academy and officially transfer responsibility for administering the certification program from the Interim Board to the Academy. The Board will meet on June 24, 1989, to finalize plans for the transition and will be in touch with the certified archivists shortly thereafter to develop a slate of officers for the Academy.

A program session entitled "The Archivist's Role: The Impact and Implications of the Certification Examination" has been scheduled for Saturday morning, October 28. Gerald Rosen of the Professional Examination Service, the testing service conducting the examination process, will appear with Richard Cox of SAA and Gwen Moore of the

Association of Records Managers and Administrators to discuss the intellectual structure of the examination process, paying particular attention to how a certification examination is developed and validated. Bert Rhoads of the Interim Board will serve as commentator.

Item development seminars have begun to meet to assist in the preparation of the examination. A meeting was held in St. Augustine last February, and additional meetings are scheduled for May in New York City; in Montgomery, Alabama, prior to the meeting of the Southeast Archives Conference; and in Napa, California, in conjunction with the Society of California Archivists.

Following these meetings, an examination development workshop will be held June 22-23, 1989, in New York City. Sue Baptie, Tim Ericson, Randall Jimerson, Phil Mooney, Trudy Peterson, Deborah Skaggs, Lee Strout, and Tom Wilsted will participate in this effort to construct a fair, thorough and appropriate examination. We owe Bert Rhoads and all of the participants in the several seminars and workshops our gratitude for the capable and rigorous attention they have given to the task of examination development.

A university archivist is seeking information concerning institutional payment of certification fees. If this issue has been raised in any academic repositories or statewide educational systems, please let Donn Neal or me know so that we can pass this information on to other archivists considering taking this matter to their own administrators.

Eligibility for certification by petition expires on September 30, 1989. Petitions may be submitted by any professional archivist regardless of membership in national or regional archival associations. Call or write the SAA office to request petitions or to inquire about examination procedures to be implemented in St. Louis.

# Understanding SAA's Principles of Institutional Evaluation

by Bill Joyce

**Editor's Note:** *With the renewed interest within the archival profession in the concept of institutional evaluation, we thought it would be useful to review the Society's longstanding efforts to study and improve institutional performance, and to establish some principles for evaluating the performance of archival institutions. These efforts have included the publication in 1982 of The Evaluation of Archival Institutions, the 1985 Census of Archival Institutions, and now the publication of SAA's new Archives Assessment and Planning Workbook.*

*Former SAA President William Joyce, who has played an instrumental part in the development of these initiatives, has prepared this background article on SAA's involvement over the past dozen years in archival assessment and planning. His article concludes with an "explication" of the first of the ten principles of evaluation. Future issues of the SAA Newsletter will continue this series of explanations of the principles and their implications for archival institutions.*

## Background

When then-SAA President Robert M. Warner appointed in 1977 the Task Force on Institutional Standards (also called the Task Force on Institutional Accreditation at that time), the Society was in the throes of what another SAA President, Hugh Taylor, described as the Society's "trinitarian dilemma": that is, in choosing how the archival profession should be further defined and regulated, did it make more sense to pursue a) certification of individuals, b) accreditation of archival education programs, or c) accreditation of archival repositories? The Committee on Education and Professional

Development (CEPD) was struggling with the first two, and what was renamed the Task Force on Institutional Evaluation took on the last alternative that Hugh Taylor posed.

In the intervening years since then, the certification issue has languished and revived several times and is now, of course, in the initial phases of implementation. Accreditation of archival education programs is still on CEPD's agenda, though progress has been very slow owing to a variety of factors that are not within the scope of this article to consider. The Task Force on Institutional Evaluation, stymied from time to time by the daunting scope of its mandate, has now devised a most useful approach to its mandate that calls for a two-part project.

This project entails, first, compiling a statistical profile of the profession as a whole, to which is added a self-assessment effort based on the Task Force's publication *The Evaluation of Archival Institutions*. By completing the statistical portion, repositories contribute to a broader knowledge of the condition of archival repositories. By undertaking the second part of the project, institutions can assemble information about themselves in light of what the Task Force identified as basic archival principles, as well as measure their current condition not only against these broad principles, but against the condition of other repositories as reported in the statistical profile.

When the Task Force first undertook its work back in the late 1970s, it reviewed a broad range of activity underway in a variety of fields. The Task Force explored activities in library accreditation and standards, the work of the Council on Postsecondary Accredita-

tion (COPA), the regional accrediting authorities, the accrediting activity of the American Association of Museums (AAM), and the legal and health care professions. There was also at that time considerable concern that the Carter Administration might decide to certify the eligibility of educational institutions within the government rather than rely on the accreditation organizations. There was also discussion whether funding agencies like NEH and NHPRC would want to certify institutions as eligible for federal funding (as occurred in Canada on the passage of the Cultural Property Act of 1978, which included provisions for "designating" repositories eligible to receive government funding).

After reviewing the work either already accomplished or under active development, the Task Force decided to follow in broad outline the approach to the accrediting of museums adopted by AAM. This approach included a definition of museums that was further elaborated by developing and explicating, first, for a self-study and then for a site visit by peers, principles of museum service. SAA's Task Force decided not to define archives *per se* (owing to their daunting degree of diversity of size, institutional placement, and other factors), but rather to develop principles of archival activity by reviewing the range of activities that might be undertaken in archives--from acquiring and accessioning archival materials through processing, preservation, and reference and access, to exhibition and public programs.

Once the principles were developed, the Task Force turned to a two-part assessment program that included an institutional self-study in which questions relating to each principle were drafted for the institution to answer as well as to document. The idea was that each institution undertaking the self-study would expect to identify areas in which it needed to improve. The second

Continued on next page

## Institutional Evaluation

### Continued from previous page

part of the assessment program called for site visits by archival colleagues who would corroborate the findings of the repository staff and devise further recommendations for the repository's improvement. The Task Force then circulated their proposals to archival leaders for comment and published its initial efforts in the *SAA Newsletter* for further comment from the SAA membership.

This program then received funding (in 1979) from the Council on Library Resources (CLR) to test the program devised by the Task Force. A limited number of self-studies and site visits were solicited by the Task Force, and a diverse number of institutions agreed to do the self-studies and to host a subsidized site visit by two archival peers. As a result of these trial self-studies and experimental site visits, the Task Force concluded that the evaluation program should be undertaken on a voluntary basis.

At a meeting in Chicago called to evaluate the activity undertaken as a part of the CLR grant, it was suggested that a cover sheet recording data about the repository be prepared. Gradually, the Task Force became aware that it would be most useful to collect data systematically about archival repositories. The subsequent publication of the SAA booklet *The Evaluation of Archival Institutions* in 1982 was designed to provide a self-contained guide to the self-study, as well as to assist in the preparation for a site visit. The voluntary nature of the program also accorded nicely with the growing emphasis on planning within the Society in the early 1980s, and the Task Force on Goals and Priorities (now the Committee on Goals and Priorities) identified institutional evaluation as an important tool for archival managers in planning and evaluating programs.

The principal effort of the Task Force since that time has been improving the statistical data about repositories. There have been in the 1980s two surveys of repositories for archival data, and the Task Force has been persistent in trying to find the link between this mass of statistical data gathered in surveys and the formulation of performance standards that might further guide the evaluation or assessment process for participating repositories.

With the publication of the *Archival Assessment and Planning Workbook*, the Task Force completed its current phase of work and was dismissed. Led especially by Mary Jo Pugh and Paul McCarthy, and with invaluable assistance from Paul Conway and others, the Task Force made a major contribution to the archival profession. It is hoped that its work over the past dozen years will contribute not only to a better understanding of the performance of archival institutions but renewed efforts by SAA itself to strengthen that performance.

To that end, it may be helpful to review the ten principles that the Task Force identified, and to explore the implications of these principles for archival repositories of all types. This series of newsletter articles will seek to explain what each of the ten principles mean for the profession today.

### I. Legal Authority and Purpose

"There must be explicit documentation of an archives' legal status and authority. The archives must have a formal statement of purpose."

In developing SAA's "principles of evaluation," the Task Force readily concluded that there was no more important principle than that designed to establish the legal authority and purpose of an archives. The principle called attention to the importance of securing charter documents, and the Task

Force believed that such document(s) should not be difficult to draft or to secure. The Task Force also believed that examples of such documents could be of immense value to those repositories that had not yet acquired them.

Insofar as the principle encouraged development of a planning document, the statement of purpose or a separate document could very well list goals and objectives, as well as the activities that would carry them out. Recognizing that many repositories do not have such formal documents, the Task Force believed that it was not intrinsically necessary to require formality, but rather to encourage developing the appropriate documentation in whatever form seemed suitable to the repository. If that were done, the Task Force concluded that it would be possible to compare an archives' performance of its functions to its statement of purposes and objectives "so as to arrive at a reasonable appraisal of success or failure."

Owing to the great diversity of institutional arrangements, the Task Force was reluctant to formulate for archives what constituted a "sufficiently comprehensive and definitive" legal status or a "clearly defined role and function" for the archives, or what complied with the statement that "the documentation clearly delineate the lines of authority and responsibility of the person in charge of the archives."

Nonetheless, the Task Force believed that professional colleagues would be able to assess the documentation for clarity and internal consistency and make the difficult judgments that such broadly gauged statements imposed. It will very likely require a range of experience in reviewing such statements in very particular institutional contexts, however, to know whether such statements are easily evaluated in terms of how well they point to any judgments as to how well any repository may be meeting its purpose. That is, of course, equally true for the assessment project generally.

### NHPRC Recommends Grants Totalling \$1.2 Million

The National Historical and Records Commission last February recommended \$575,430 for twelve projects for documentary editions; \$624,864 for fifteen projects for historical records programs, and \$38,200 in subvention grants to help defray publication costs for six documentary editions. The grant recommendations were made in response to more than \$1,850,000 in requests.

The following received NHPRC historical records grants:

- National Association of Government Archives and Records Administrators, Albany, New York; \$1,955 grant to evaluate local government records projects that have received grant funding from NHPRC;
- Idaho State Historical Records Advisory Board, Boise, Idaho; \$37,904 grant to survey archival and manuscript repositories in Idaho and to develop a data base of collection descriptions using the Western Library Network;
- Florida State Historical Records Advisory Board, Tallahassee, Florida; \$51,656 grant to produce a study on the issues surrounding information technology and public records in Florida;
- Texas State Historical Records Advisory Board, Austin, Texas; \$4,991 grant to support the travel and meeting expenses of the Texas Board;
- Library Council of Metropolitan Milwaukee, Milwaukee, Wisconsin; \$43,500 grant to develop a documentation strategy for the Milwaukee metropolitan area by conducting research on the existing documentation of the city, by automating and updating a data base on the holdings of area repositories, by developing an integrated and coordinated collecting policy for Milwaukee repositories, and by devising a plan to implement collecting priorities;
- Pueblo of Zuni, Zuni, New Mexico; \$2,862 grant for a consultant to assist in developing a plan for the archival preservation of Zuni Pueblo tribal records and other historical materials;
- Oglala Lakota College, Kyle, South Dakota; \$43,130 grant to develop an archives and records management program for the Oglala Sioux tribal records and to provide on-the-job training in archival work;
- Red Lake Band of Chippewa Indians, Red Lake, Minnesota; \$83,600 to develop a tribal records management and archival program;
- Lummi Indian Business Council, Bellingham, Washington; \$56,500 to develop an archival program in conjunction with a newly established records management department;
- Lauderdale County Department of Archives and History, Meridian, Mississippi; \$76,240 to establish an archives and records management program for the county and the city;
- City of Syracuse, Syracuse, New York; \$5,000 to hire a consultant to conduct a preliminary survey of current city government records management needs and to recommend options to address those needs;
- Louisiana State University and Agricultural

and Mechanical College, Baton Rouge, Louisiana; \$66,140 grant to establish a university archives program by surveying university records, and by developing a records management manual and workshop to familiarize university staff with records policies and procedures;

- Tulane University, New Orleans, Louisiana; \$87,500 to establish the H. Sophie Newcomb College Archives;
- Cranbrook Educational Community, Bloomfield Hills, Michigan; \$50,656 grant (\$10,000 matching) to process community records and to establish a Machine-Readable Cataloging Archival and Manuscripts Control format-compatible data base for the management of the community's holdings;
- National Recreation and Park Association, Alexandria, Virginia; \$13,230 supplemental matching grant to continue the association's project to survey and establish a records management program for its records.

### Documenting Abe Lincoln's Law Practice

An estimated 75,000 records associated with Abraham Lincoln's quarter-century in legal practice are scattered throughout the United States and beyond, in libraries and personal collections. The Illinois Historic Preservation Agency is attempting to locate and photocopy as many of these documents as possible.

After the material is organized and edited, the agency will publish *The Lincoln Legals: A Documentary History of the Law Practice of Abraham Lincoln, 1836-1861*.

Launched in 1985, this project will take more than a decade to accession and annotate records from 3,000 cases argued before circuit courts, the Illinois Supreme Court, and U.S. district and appellate courts in Springfield and Chicago. If you have any information about documents relating to Lincoln's legal career, contact The Lincoln Legals, Old State Capitol, Springfield, IL 62701, (217)785-9130.

**NARA Modern Archives Institute**  
The National Archives and Records Administration's Modern Archives Institute will be held in Des Moines, Iowa, from July 31 through August 11, 1989. Topics covered include appraisal and acquisition, arrangement and description, reference,

preservation, automation and machine-readable records, planning, and programming. The tuition of \$400 includes reading materials, instruction, and field trips. Three semester hours of graduate credit from Drake University School of Public Administration will be available for an additional fee. For more information, contact Gordon Hendrickson, State Archivist, State Historical Society of Iowa, 600 East Locust, Des Moines, Iowa 50319, (515)281-8875.

### NHPRC Fellowship Changes

Several changes are in effect for the 1990-1991 Archival Fellowship Program, jointly funded by the National Historical Publications and Records Commission and the Andrew W. Mellon Foundation.

Although individuals must still have between two and five years' archival experience, NHPRC hopes to attract a broader pool of applicants by implementing the following changes: reducing the number of fellowships each year from three to two; increasing the stipend to approximately \$35,000 with a corresponding increase in benefits; and adding flexibility to the length of the fellowship term by allowing it to run between nine and twelve months.

In addition, instead of having an open competition for host institutions, those institutions would be pre-selected--perhaps on a modified competitive basis--by the NHPRC Records Committee in consultation with the Records Program staff. Institutions would be selected to represent one or more specified areas of archival activity, such as state archives.

Details of the new format for the Archival Fellowship Program will be refined by NHPRC, and additional information will be made available later in the year. Fellowship awards for 1988-1989 and 1989-1990 will not be affected by the changes.

**NARA/NAPA Report on Electronic Recordkeeping Released**

The National Archives and Records Administration and the National Academy of Public Administration have just published "Effects of Electronic Recordkeeping on the Historical Record of the U.S. Government." This is the final report of an Academy panel established in 1988 under contract to NARA.

The 15-member panel reviewed the results of more than 100 interviews and more than 365 questionnaires in developing its understanding of the use of electronic technology in the federal government and its effect on recordkeeping practices. The panel concluded that although electronic technology is widely used in federal offices, very few records have been lost to date.

The panel recommends that steps should be taken now to ensure that losses will not occur as more and more offices create electronic records. Among the report's recommendations:

- NARA must take the lead in developing a systematic, long-range plan for electronic records;
- NARA should sponsor, monitor, and document prototypes of electronic recordkeeping projects in federal agencies;
- Working with the Office of Management and Budget and Congressional committees, NARA should seek strengthened regulatory authority relating to the permanent records of government on all media and should seek both the restoration of its authority to inspect federal agency records and the repeal of technical amendments that exempt agencies from this authority.

**Archives Assessment and Planning Workbook**

**\$19 SAA members;  
\$24 nonmembers.  
Call SAA, (312)922-0140**

**NEW!****Public Historian Seeks Reviewers for Archives Section**

*The Public Historian* is interested in expanding its review section to cover archives. The purpose of the proposed "archives review" section is to inform readers about holdings of various collections that may be of use to them in the course of their public history work, and to appraise the quality of the holdings as well as the accessibility of the documents.

The editors welcome suggestions about how this new section can best serve the needs of public historians. They would also like to receive the resumes of readers who are willing to serve as archives reviewers.

Please forward suggestions, questions, et al., to: The Editors, *The Public Historian*, Department of History, University of California, Santa Barbara, CA 93106.

**New Uses, Older Skills**

The National Executive Services Corps (NESC) is a nonprofit organization that helps other nonprofit organizations solve problems by providing, as consultants, retired executives who contribute their expertise.

NESC serves educational, cultural, health care, social services, and religious organizations from its national headquarters in New York and through a partnership of Executive Service Corps in 35 cities throughout the country. Professional solutions are provided in a broad number of problem areas that include: board development, financial controls, fundraising strategies, leadership development, marketing, personnel, public relations, and strategic planning.

For additional information, contact NESC, 257 Park Avenue South, New York, NY 10010, (212)529-6660.

**MLA Announces Revised Credentialing System**

The Medical Library Association has approved a new credentialing system for medical librarians to be implemented in late spring of this year. An Academy of Health Information Professionals has been set up with four membership categories, each with more challenging requirements.

Admission to the academy is based on education, documented knowledge in identified core areas, and professional experience. Already certified as medical librarians, academy members are expected to pursue a professional development program to qualify for continuing academy recognition.

## Awards Available

**FULBRIGHT SCHOLAR AWARDS**

The Council for the International Exchange of Scholars has announced the opening of competition for 1990-1991 Fulbright grants in university and teacher lecturing abroad. The awards include 1,000 grants for periods ranging from three months to a full academic year. Application materials are now available. Contact the Council for International Exchange of Scholars, 3400 International Drive, Suite M-500, Washington, D.C. 20008-3097, (202)686-7866.

**NATIONAL ENDOWMENT FOR THE HUMANITIES**

The National Endowment for the Humanities Reference Materials Awards program supports projects that organize essential resources for scholarship and improve access to information and collections. Awards are made in two categories: tools and access. The deadline for all awards is September 1, 1989, for projects beginning July 1, 1990. For more information, write Reference Materials, Room 318, NEH, Washington, D.C. 20506.

**INSTITUTE OF CERTIFIED RECORDS MANAGERS**

The Institute of Certified Records Managers is accepting nominations for the 1989 Emmett Leahy Award, given annually to an individual in recognition of professional contributions and outstanding accomplishments in the field of information and records management. Nominations are to be submitted in 12 copies by June 30, 1989. Contact Fred V. Diers, CRM, Chairman, 1989 Leahy Award Committee, 1320 Four Winds Drive, Raleigh, NC 27615, (919)248-7186.

## Washington Beat

by Page Putnam Miller

### NCC Presents Testimony on NARA and NHPRC

In testimony before the House and Senate Appropriations Subcommittees on Treasury, Postal Service and General Government, the National Coordinating Committee for the Promotion of History (NCC) has advocated \$150 million in fiscal year 1990 for the National Archives and Records Administration (NARA). This would include \$8 million, the authorized funding level established last year by Congress for the National Historical Publications and Records Commission's (NHPRC) grants program, and an additional \$20 million for NARA. The Administration's budget calls for only \$122.6 million for NARA with zero funding for NHPRC grants.

The NCC member organizations believe that the situation has reached crisis proportions and are thus urging Congress to take a hard look at both NARA's responsibilities and its resources. The appraisal of records to determine which merit preservation and which should be destroyed is one of NARA's most important tasks. Yet the Archives has nominal contact with other federal agencies and provides little support in identifying, scheduling, and transferring records. The advent of electronic recordkeeping makes it even more crucial that NARA provide agencies with needed guidance.

The National Academy of Public Administration's recent study, "The Effects of Electronic Recordkeeping on the Historical Records of the U.S. Government," includes seventeen recommendations that include the need for NARA to direct considerably more resources, staff, and attention

## Preservation



## Focus

### Contributions Needed for Special Issue

The summer 1990 issue of *The American Archivist* will be devoted to the subject of preservation in an archival setting. Anne R. Kenney of Cornell University will serve as guest editor. Initial plans for the issue call for preservation-related contributions in all sections of the journal. Four or five major articles will examine such topics as the national preservation context, research and development, preservation planning, and a survey of the field. Suggestions for Case Studies, pieces for Perspectives, the International Scene, and materials for the Reviews section are especially welcome.

Although the deadline for submissions is December 1, 1989, interested individuals are encouraged to contact the guest editor as soon as possible. Anyone who wishes to discuss prospective pieces should contact Anne Kenney, Conservation Department, 701 Olin Library, Cornell University, Ithaca, NY 14853, (607)255-6875.

### Joint Resolution on Permanent Paper

It is becoming more generally recognized in the archival profession that wide use of alkaline papers is a tremendously important preservation strategy. Senator Claiborne Pell, D-R.I., and Representative Pat Williams, D-Mont., have recently introduced in Congress Joint Resolutions "to establish a national policy on permanent papers." Both recommend that the use of permanent paper be required for federal records and government publications of enduring value. The Senate resolution (S.J. Res. 57) and the identical House version (H.J. Res. 226) also recommend that American publishers use permanent papers for publications of enduring value.

In the next few weeks, please write brief letters to your senators and representatives urging them to support these Joint Resolutions and to consider co-sponsoring them. Explain the importance of permanent paper to your institution and to your constituencies. If you are writing to legislators who are already co-sponsors, congratulate them on their support and tell them that the Resolution is important to you. Personally addressed, single-page letters on an important issue can have a great impact on the legislative process.

to electronic records and to working with federal agencies to guarantee the preservation and accessibility of electronic records. Many state archives fund this key function at a proportionately higher level than NARA. For example, in Alabama there are seven state archives staff working with state agencies, while NARA has fewer than twenty staff people working with all federal agencies.

The problem of inadequate description of records is equally severe. Approximately one-third of the records of NARA either have no finding aids or inadequate finding aids. Until a major initiative is undertaken to deal with the enormous backlog of

inadequately described records, those who wish to use the records will continue to be doomed to missing much or most of the documentation relating to their study.

Another area, the servicing of records, suffers from a serious shortage of knowledgeable staff. For many key record groups at NARA there are no staff with extensive knowledge of the records. Without staff who have intimate knowledge of the records, many records can never be identified adequately and used effectively. The intellectual resources of NARA have been dissipated; this trend must be

**Continued on page 15**

# Copyright News

by Suzanne Steel

The SAA Copyright Task Force has been gathering information about the copyright situation with respect to various types of non-textual materials. This report focuses on photographs and audiovisual materials.

## Photographs

Legal interpretations concerning copyright ownership of commercial photographs have changed with the passage of the Copyright Law of 1976. Under the old law commercial or studio photographs were held to be works for hire, and the rights belonged to the subject or to the agency that commissioned the work, unless there was a contractual agreement under which the photographer retained copyright.

The situation has reversed under the 1976 law. Copyright in photographs created after 1 January 1978 belongs to the photographer, who licenses photographs to users, unless the photographer has a "work for hire" contract with the user. See Jeffrey E. Jacobson and Bruce E. Colfin, "Photographers and the 'Work for Hire' Doctrine," *New York Law Journal* 196 (26 December 1986), p. 5.

For photographs taken by art photographers and amateur photographers both before and after 1978, copyright belongs to the photographer. Unpublished photographs previously protected by common law now have statutory protection and will enter the public domain under the provisions of the law.

Implications for archives fall mainly in the area of gift agreements. Individuals donating collections of family photographs may be able to transfer copyright ownership to an archival agency, even for studio photographs taken before 1978. However, copyright ownership in the negatives or prints of a professional photographer donating pre-1978 materials may be clouded. Professional

photographers who donate contemporary photographs may prefer to retain copyright and require that archives make no copies without permission.

## Audiovisual Materials

Archivists should be aware that controversy surrounds the use of copyrighted audiovisual materials in libraries. Though the controversy concerns commercial videos made available for viewing in public libraries, it has implications for research use of audiovisual works.

A specific performance right to holders of copyright in "motion pictures and other audiovisual works" is cited in Section 106, Paragraph 4 of the Copyright Law. All public performances of the work, including some educational uses, must be licensed by the copyright holder. Guidelines for educational and library use of media first published by the American Library Association in 1986 allowed private viewing of videocassettes by library patrons in the library. Media production groups have taken issue with the guidelines, claiming that any performance of a video in a library open to the public is a public performance and should be licensed. This controversy has not been resolved.

Though it could be assumed that the right to show archival footage to a researcher is implied when the footage is donated to an archives or other research institution, the safest course is to state clearly in the gift agreement that the footage will be viewed by researchers in the archives. The gift agreement then serves as a license allowing research use of the footage. It may also be necessary to obtain a performance right from the copyright holder if the donor of the footage does not hold the copyright.

Subsection (h) of section 108 of the Copyright Law specifically excludes audiovisual works, except those that deal with news, from the copying privileges granted to libraries and archives. Unpublished archival footage may be copied only for preservation or for deposit in another library or archives. It may be possible for an archives to obtain the right to copy footage at the time of the gift. Many copyright holders,

however, will prefer not to allow copying of footage, especially if it is of interest to collectors and potentially lucrative. A specific statement in the gift agreement that such footage will not be copied without permission can serve as an incentive to donation.

## Washington Beat

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reversed.

Although the resources and staff at NARA have diminished or remained static, the records of government and the responsibilities of NARA are increasing. The size of NARA's staff is approximately the same today as it was in 1976. Yet the federal government now produces every four months a stack of records equal to all those produced in the 124 years between George Washington and Woodrow Wilson.

In the last few years, NARA has acquired some extremely complex and massive groups of records--such as the records of the Congressional investigation of the Iran-Contra affair, the files of special prosecutors, the records of the AIDS Commission, and the records of the Vietnam War. Thus, not only is the Archives unable to complete its earlier responsibilities, but there have been no additional staff to accompany these new responsibilities.

The additional \$20 million proposed for NARA is just a beginning for addressing many serious inadequacies and does not even deal with the costs of preserving and declassifying an enormous backlog of records. NARA is entrusted with the stewardship of federal records of enduring value, both for administrative efficiency and accountability and for the study of American history. This mission merits adequate funding. Historians and archivists, who understand well both mission and lack of resources, have assumed the task of informing Congress of the enormous gap between NARA's responsibilities and its funding.

# Automation Notes

by Marion Matters

- 110 \$aSociety of American Archivists. \$bAutomation Education and Information Program.
- 245 \$aAPPM and MARC: a new manual of examples needs examples
- 520 \$aArticle containing call for assistance.
- 521 \$aThe archival cataloging public.\*

Experts or novices, we want your cataloging problems--or solutions. The new *Archives, Personal Papers, and Manuscripts* (APPM) manual is in the final stages of editing, and it's going to be great. However, it needs a companion--a manual of examples that show APPM-based descriptions and MARC tagging. One of my goals this spring and summer is to compile such a manual.

I cannot do it alone. Well, I could, but how many records from the Minnesota Historical Society do you want to see? Besides, I would like to include examples for collections of all types of material created by all kinds of people and organizations: records of university athletic departments, local bakeries, county sanatoriums, opera companies; papers of the famous, the infamous, and the people next door; and computer files, maps, diaries, architectural drawings, oral histories (tapes and/or transcripts), videorecordings, and literary manuscripts.

The list is hardly exhaustive. I would be interested, too, in records for a collection or series and for subunits of it. Brief or moderate-length records illustrating especially thorny cataloging problems may be more useful than very long records. The only requirement is that you be willing

to have the records reviewed by experienced catalogers and perhaps modified to fit the requirements of the manual. We will not print system record numbers or repository names unless you give your permission; you and your repository may remain anonymous!

So, send them in! I will take the records in any form: typed, handwritten, printed, MicroMARced, MINARETed, MARCONed, whatever. If you are an RLIN or OCLC member, you can give me screen prints, or even just the record numbers. If you can supply records on a 5-1/4" MS DOS disk, that's great (I can deal with text files, dBASE files, and mail-merge files).

Since I work at home, I enjoy getting mail and phone calls: Marion Matters, 1936 Sargent Avenue, St. Paul, MN 55105, (612)698-6949.

\* Yes, I know I have left out the indicators.

## Discussion of Proposed MARC Format Changes Requires Input from Archivists

For those of you who liked the title "What Happened at MARBI?" from the March *SAA Newsletter*, here is its sequel: "What is going to happen at MARBI?" The tone may be lighthearted, but the question is serious.

The March article, on the last MARBI meeting in January, highlighted two hard questions that need attention:

1) What is "archival material" or "archival control"?

It seems minute, the proposal dealing with *two bytes* in the MARC record leader, but is nevertheless significant. In order to respond clearly to the current discussion paper on the topic, archivists need to do no less than decide what constitutes "archival material" and what constitutes "archival control." Here are the codes presently available in leader/06:

- a Language material
- b Archival control

- c Printed music
- d Manuscript music
- e Printed map
- f Manuscript map
- g Projected medium
- i Nonmusical sound recording
- j Musical sound recording
- k Two-dimensional nonprojectable graphic
- m Computer file
- o Kit
- r Three-dimensional artifact or naturally occurring object

Does code "b" make sense in this context? What if there were a new place to put a code signifying "type of control" (namely, archival control) and it could be used *along with* codes from the list above, so that you could identify a record that reflected archival control of computer files or sound recordings?

If code "b" were removed from the list above, how would you code archival collections containing only language (textual) material? Or containing materials from more than one of the types above? The coding of fixed fields 007 and 008 (and a proposed 006) are closely related.

The MARC Standards Office at the Library of Congress really needs input from archivists. Kathleen Roe, SAA's MARBI representative, is eager to discuss these issues prior to the next MARBI meeting--at the end of June in Dallas. Please contact her at New York State Archives, Cultural Education Center, Albany, NY 12230, (518)474-8319.

2) What are multiple versions?

If the leader byte issue was microscopic, this one may be vague--for archivists, that is. In general cataloging, multiple version seems to mean multiple physical form (e.g., the same musical work existing on cassette and CD). However, in moving image cataloging, "version" usually refers to a consciously

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# Professional Opportunities

## CURATOR

*University of Colorado at Boulder  
Western Historical Collections and  
University Archives*

**RESPONSIBILITIES:** soliciting gifts; developing strategies for the arrangement and description of collections and the writing of inventories and guides; providing high-quality service to patrons; developing automated processes for bibliographical and administrative activities; supervising two FTE plus student help; and reporting to the Associate Director for Special Collections. Twelve-month tenure-track faculty position. **REQUIREMENTS:** Advanced degree in American history and a minimum of five years of curatorial experience; archival management training or MLS with an archival concentration from an ALA-accredited school. Experience with automation, supervision and gift solicitation preferred. Salary commensurate with qualifications and experience, from \$31,000 to \$38,000. Faculty benefits include TIAA/CREF, liberal vacation, and sick leave. Apply by June 30, 1989, to Joan McConkey, Assistant Director for Administration, University Libraries, University of Colorado, Boulder, Colorado, 80309-0184. Applications should include a statement of qualifications for the post, a current resume, and the names, titles, addresses, and telephone numbers of three references.

## ARCHIVIST/REGISTRAR

*Field Museum of Natural History  
Department of Anthropology*

**RESPONSIBILITIES:** Inventory, arrange, describe, and preserve departmental archives, including expedition materials, field journals and notes, curatorial papers, drawings, photographs, and departmental correspondence. Provide telephone, mail, and on-site reference service for archives; manage accession and other records; coordinate incoming/outgoing national and international loans; work with development of collections data base; supervise volunteers and occasional student interns; interact with collections manager, researchers, curators, and other museum professionals. **QUALIFICATIONS:** Advanced degree in archives, records management, or museum studies with two- to three-years experience required, background in anthropology preferred. Working knowledge of museum registration procedures, strong interpersonal and communication skills, with demonstrated organizational abilities, supervisory experience, and familiarity with computers. Send resume with cover letter to: Marilyn Nelson, Personnel, Field Museum of Natural History, Roosevelt Road at Lake Shore Drive, Chicago, IL 60605.

## ARCHIVIST

*Yale University  
Fortunoff Video Archive for Holocaust Testimonies*

Two-year term appointment. Minimum rank: Librarian I. **RESPONSIBILITIES:** Provide technical services, reference services and collection management services for the Video Archive. **QUALIFICATIONS:** MLS degree from an ALA-accredited library school or Masters degree in modern European history, Judaica or other related discipline or equivalent background; knowledge of Holocaust studies; evidence of interest and/or experience in working with oral history, video-taped materials, or Holocaust survivors; one-year cataloging, indexing or archival experience preferred; working knowledge of Yiddish or German; knowledge of word processing, especially WordPerfect; experience with RLIN/AMC and the US MARC Archives and Manuscript Control format. Salary and rank dependent upon qualifications and experience, from a minimum of \$26,250. Applications received by June 20, 1989, will be given first consideration; applications will be accepted until the position is filled. Please send letter of application, resume, and the names of three references to Diane Y. Turner, Acting Head, Library Personnel Services, Box 1603A Yale Station, New Haven, CT 06520.

## Automation Notes

Continued from page 16

changed work. In archival description, if we define "work" as the result of the activity of creation or accumulation reflected in a collection or series, when do we encounter multiple versions of a work? The most obvious is the microform reproduction, if the original collection still exists. If a series is weeded, or enlarged with a subsequent year's accretion, is the result a different version of the series?

We care about multiple versions because catalogers are searching for appropriate ways to link records for different versions of the same work. If you have thoughts about this issue, please contact me: Marion Matters, 1936 Sargent Avenue, St. Paul, MN 55105, (612)698-6949.

## SAA WORKSHOPS

### Understanding the MARC Format for Archival and Manuscripts Control

Fee: \$225

Enrollment limited to 25

Instructors (two of the following): Kathleen Roe, Michael Fox, Lofton Wilson.

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

Enrollment limited to 25

Instructors: Avra Michelson, Richard Smiraglia, Edward Swanson.

This two-day workshop introduces archivists to the use of *Anglo-American Cataloging Rules*,

2nd ed. (AACR 2), for personal, corporate, and geographic names; and Library of Congress Subject Headings (LCSH) for subject access. The development of this workshop is funded by a grant from the National Endowment for the Humanities.

The remaining 1989 workshop locations are:

San Jose, California: August 14-15;

hosted by the San Jose State University Division of Library Science. Registration through SAA. St. Louis: Annual meeting pre-conference workshop. Registration through SAA.

## Professional Opportunities • Professional Opportunities • Professional

### ARCHIVIST

*Chicago Symphony Orchestra*

**QUALIFICATIONS:** Masters in Library Science (MLS); an advanced degree or certificate in Archival Management; three-years work experience in an archives; detailed knowledge of Chicago history; general knowledge and appreciation of the symphonic repertoire; general knowledge and appreciation of computers and their applications; and a basic reading ability in French and German. Interested applicants should send resume to: Ellen Romberg, Orchestra Hall, 220 S. Michigan Avenue, Chicago, IL 60604.

### Two positions:

*Louisiana State University*  
**UNIVERSITY ARCHIVIST**

**RESPONSIBILITIES:** Head newly-formed University Archives unit in two-year grant-funded project; report to the head of the Louisiana and Lower Mississippi Valley Collections, under whose direction and coordination the Archivist has specific responsibility for: surveying records of the university; constructing appropriate record group and series structure for university records; devising retention and disposition schedules in cooperation with the State Division Archives, Records Management, and History; preparing a records management manual for the campus. **QUALIFICATIONS:** Require Masters degree in librarianship, history, or related discipline, with graduate course work in archives and/or records management. Prefer MLS from ALA-accredited program with a specialization in archives and records management; supervisory experience; three or more years experience in archives or records management; experience with MARC AMC records; and active professional involvement. Salary: \$23,000. Apply to: Robert S. Martin, LSU Libraries, Louisiana State University, Baton Rouge, LA 70803-3300. Preference given to applications received prior to June 1, 1989.

### CURATOR, POLITICAL MANUSCRIPTS

**RESPONSIBILITIES:** Report to the head of the Louisiana and Lower Mississippi Valley Collections (LLMVC); participate in overall administration of the LLMVC; plan and implement procedures to arrange, describe, and develop finding aids and MARC AMC records for the Russell B. Long Papers and other political manuscripts; supervise staff, publicity, and reference duties for political manuscripts collections; LLMVC reference desk duties. **QUALIFICATIONS:** Require Masters degree in librarianship, history, or other relevant field. Prefer MLS ALA-accredited program with coursework in archives and manuscripts; experience in processing 20th-century political manuscript collections; supervisory experience; active professional involvement. Salary: commensurate with experience and qualifications, \$21,000 minimum. Apply to Sharon A. Hogan, Director of Libraries, Louisiana State Libraries, Baton Rouge, LA 70803-3300. Preference given to applications received prior to June 1, 1989.

### DIRECTOR

*Central Michigan University*  
*Clarke Historical Library*

Library concentrating in the history of Michigan and the Old Northwest Territory; also includes a sizable historical collection of children's literature. **RESPONSIBILITIES:** administration, development, and promotion of library collections and services. The position is advised by a Board of Governors and reports to the Dean of Libraries. **QUALIFICATIONS:** ALA accredited MLS; PhD in American history or American studies or equivalent scholarly record; library experience; relevant scholarly publications; knowledge of bibliographic resources, preservation, and historical materials including rare books and manuscripts; communication skills, public service orientation, and administrative/supervisory experience. Prefer experience and/or training in public history; experience in grant writing and promotional activities; familiarity with library automation; and knowledge of publishing. Position is a twelve-month appointment. Salary is commensurate with qualifications (range about \$31,950 to \$52,550 for 1989-90). Applications and nominations will be accepted until the position is filled. Review of candidates' files will begin June 5, 1989. Submit letter of application citing position; resume; names, addresses, and telephone numbers of at least three references to Chairperson, Selection Committee, 207 Park Library, Central Michigan University, Mt. Pleasant, MI 48859.

### UNIVERSITY ARCHIVIST

*James Madison University*

**RESPONSIBILITIES:** Develop a university archives and records management program, including records surveys; establish operational policies and procedures; supervise records management; write grant proposals seeking assistance, plans for space, budget, and microfilming needs; work with State Archives, University administrators, and other Library faculty to coordinate aspects of the program. May teach on occasion in the History Department. Twelve-month tenure-track faculty position. **QUALIFICATIONS:** ALA-accredited MLS degree; and/or MA in history or related field. Courses or other formal archival training preferred. Substantive archival experience, preferably in an academic setting. Demonstrated knowledge of archival principles and practices, particularly records surveys and archival arrangement and description. Experience with a records management program preferred, as is familiarity with microcomputers and library bibliographic networks. University pays for TIAA/CREF of State Retirement; BC/BS Insurance; paid group life insurance; salary \$27,000+ depending on experience. Send vita and three letters of reference to Dennis E. Robison, University Librarian, Carrier Library, James Madison University, Harrisonburg, VA 22807. The position is available July 1, 1989, but will remain open until filled. Reviews of applications will begin June 15, 1989.

### PROJECT ARCHIVIST

*Specialist II or Specialist I*  
*on a training basis*

*The New York Public Library*

*Temporary through November 1991*

**RESPONSIBILITIES:** Under the direction of the Assistant Chief Librarian for Rare Books, Manuscripts, and Archives, will serve as project archivist for the Black Religion Collection Development Project. Will include working with a national advisory committee to identify target churches and church-related institutions, and developing and conducting surveys on-site at targeted institutions throughout the country. **QUALIFICATIONS:** Master's degree in library science, the social sciences, or humanities required; additional graduate degree or formal training in the archives field preferred. Two-years of appropriate professional experience required for appointment at the Specialist II level. Substantial knowledge of Black religious history in the United States required. **SALARY:** in the mid-20s. For consideration, please send resume to: Francine Feuerman, Human Resources Department, The New York Public Library, 8 West 40th Street, New York, NY 10018. Closing date for applications: 7 June 1989.

### ARCHIVIST/RECORDS SUPERVISOR

*Archdiocese of Philadelphia*

**RESPONSIBILITIES:** Organization, planning, development, and implementation of on-going archival and records management activities; development and implementation of records policies and retention schedules; acquisition, appraisal, processing, and preservation of archival materials having historical, informational, legal or evidential value as documentation of the historical growth and development of the Roman Catholic Church in Philadelphia, the mid-Atlantic region and elsewhere; management the newly-formed Philadelphia Catholic Archives and Research Center (located at St. Charles Borromeo Seminary in Overbrook, PA) and supervision of other staff to be selected by the successful candidate; budget planning, grant writing, conservation and preservation programs, reference services, exhibit planning, and records storage and disposal. Reports to the Chancellor of the Archdiocese. **QUALIFICATIONS:** Masters degree in history, library science or related field; significant archival experience, preferably in a religious archives with a demonstrated history of successful performance; broad knowledge of church history, including American Catholic history of the mid-Atlantic region; training and/or experience in records management and computer applications for archives; evidence of ability in research, publications, and professional service. Full time, permanent position. Starting salary range: \$30-36,000. Application deadline: May 31, 1989; position available July 1, 1989. Submit letter of application, resume and names of three references to: Archives Search Committee, c/o Lorena A. Boylan, Director of Libraries, St. Charles Seminary, Overbrook, Philadelphia, PA 19151.

## Opportunities • Professional Opportunities • Professional Opportunities

### MANUSCRIPTS PROCESSOR

*The Catholic University of America*

**RESPONSIBILITIES:** To process large and complex collection of organizational records.

**QUALIFICATIONS:** Graduate level education and experience in processing manuscripts.

**SALARY:** \$20,000. Send resume to:

Edward Belanger, The Catholic University of America, 308 Mullen Library, Washington, DC 20064.

### RECORDS MANAGEMENT OFFICER

*GS-343-9/12 (Excepted Service)*

*The Architect of the Capitol*

**RESPONSIBILITIES:** Collecting, preserving, providing accessibility, microfilming, computer indexing, and storing the records of the Architect of the Capitol in all formats, including paper, microfilm, architectural drawings, photographs, and slides. The position will be filled at either a GS-9 or GS-11 level depending on experience. The selective placement factor is experience in records management work. Other factors to be considered are knowledge of archival principles and practices, computer capabilities, and correspondence procedures. Applicants must submit either SF 171 or a resume, and a Supplemental Statement addressing their possession of the knowledge identified above to: Personnel Division, Architect of the Capitol, H2-291B, Washington, D.C. 20515. For information, call Dr. Wolanin at (202) 225-2700 or 1222. Position open until filled.

### ASSISTANT LIBRARIAN

*Oklahoma State University  
University Archives*

Faculty rank and tenure track; report to head of Special Collections and University Archives. **RESPONSIBILITIES:** acquire, organize, preserve, and provide access points for university records the photograph collection, and publications that should be retained permanently; coordinate preservation of non-print material and external use of departmental resources; provide reference service; participate in shared departmental activities, which include processing collections, developing/maintaining indexes and authority file, preparing exhibits, supervising and training staff, providing user education, and ensuring the security of the resources. **QUALIFICATIONS:** MLS from ALA-accredited graduate program; training or experience in preservation, reference work, and cataloging using US-MARC; two years of professional experience working with archives, records management or special collections in an academic institution and advanced study with emphasis on the historical development of the western United States are preferred. Good fringe benefits. Salary: \$22,500 minimum, for twelve months. Applications will continue to be considered until position is filled. Send letter, resume, and names of three references to: Dr. Edward R. Johnson, University Librarian, Oklahoma State University, Stillwater, OK 74078-0375.

### ASSISTANT DIRECTOR FOR SPECIAL COLLECTIONS

*University of Vermont  
Baily/Howe Library*

**RESPONSIBILITIES:** Administration of the Special Collections Department (which includes the Wilbur Collection of Vermontiana, rare books, literary, historical, and political manuscripts, and University Archives); participate in management decisions relating to the University Libraries; supervise two librarians, 2.5 support staff, and two to three FTE wages personnel (student assistants); direct activities relating to collection management and access, collection development, fundraising, grant writing, etc. **QUALIFICATIONS:** Broad academic background; MLS from an ALA-accredited library school; demonstrated skills in organizational leadership, supervision, and interpersonal relations; evidence of scholarly research and publication; minimum of eight years of progressively responsible experience in libraries--five of which are in special collections that include rare books, manuscripts, or archives. Prefer second graduate degree in a subject area; reading knowledge of at least one classical language, and facility in two modern European languages (German, French, Italian, Spanish); experience with library automation in special collections. Faculty status (non-tenure track); twelve-month appointment with 22 vacation days; BC/BS; retirement (TIAA/CREFF among options); sabbatical leave. Rank: Library Associate Professor or Library Professor. Salary: \$38,000 minimum depending on qualifications and experience. Deadline: 5 May 15, 1989. Call (802)656-2020 or send letter of application, resume, and names, addresses and phone numbers of three references to Nancy Eaton, Director of Libraries and Media Services, 113 Baily/Howe Library, University of Vermont, Burlington, Vermont 05405.

### CHIEF, MANUSCRIPTS ACQUISITIONS *Minnesota Historical Society*

**RESPONSIBILITIES:** Organizing and implementing the acquisition of manuscripts for the MHS collections and for various outreach programs; liaison with other repositories. Work with other curators in the Acquisitions and Curatorial Department, and with the MN State Historical Records Advisory Board. Position supervises one professional and has clerical assistance. **QUALIFICATIONS:** Graduate degree in library science, history, or related field preferred. Must have excellent human-relations skills to deal with donors, researchers, staff of other institutions, and the public. Extensive experience in appraisal and acquisitions required; some public speaking and automated systems experience preferred. Knowledge of basic processing, storage, and conservation necessary to deal with donors and public. **SALARY:** \$30,000 - \$39,000 depending on experience and qualifications. Send cover letter and resume by 7 June 1989 to: James E. Fogerty, Minnesota Historical Society, 690 Cedar Street, St. Paul, MN 55101.

### ASSISTANT ARCHIVIST

*LaGuardia Community College  
Fiorello H. LaGuardia Archives*

**RESPONSIBILITIES:** Serve as assistant to the director in a new and growing repository focusing on the social and political history of New York in the 20th century; assist in processing manuscript collections; record new accessions; perform basic conservation on incoming collections; correspond with donors, researchers, and community constituents; aid in developing grant proposals, exhibits, and public outreach. **QUALIFICATIONS:** Degree in history and/or archival or library methods, good organization and writing skills are required; archival experience preferred. Salary: \$18,000 to \$20,000, commensurate with qualifications and experience. Excellent fringe benefits. Send letter and resume by May 31, 1989, to: Dr. Richard K. Lieberman, Director, Fiorello H. LaGuardia Archives, LaGuardia Community College/CUNY, 31-10 Thompson Avenue, Long Island City, NY 11101.

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

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

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

The *SAA Newsletter* is published in January, March, May, July, September, and November.

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

For information about SAA's *Employment Bulletin*, contact Joyce Gianatasio at the SAA office. It is assumed that all employers comply with Equal-Opportunity/Affirmative-Action regulations.

# Proposals Sought for New SAA Manual

SAA's Editorial Board invites proposals for a new manual, tentatively entitled "Starting an Archives." Proposals, postmarked by June 13, should be sent to Susan Grigg, Sophia Smith Collection and College Archives, Smith College, Northampton, Massachusetts 01063.

This manual will help the Society to address one of the most frequent questions received by archivists, and by SAA staff members: "How do we go about starting up an archives?"

In fact, the manual might well begin by encouraging those considering establishing an archives to ask themselves whether this is the appropriate step, or whether they should contribute their records to an existing archival repository willing to accept them. After all, an archival program is a continuing responsibility with ongoing personnel and facility commitments that require substantial financial support. Establishing an archival program is only one way to secure the permanent care of important documentary materials, and in some cases an outside archival repository can furnish better care and access to those materials. This section thus might give some advice about where to look for a receptive archives, what conditions to expect, and the advantages and disadvantages of cooperating with an existing archival program.

In some cases, though, there is good reason to go ahead with the establishment of an archival program, and this manual can also address how to proceed--and proceed correctly, so that the new program has the best chance to succeed.

The manual might then speak to a series of "Ps" that have to be resolved before an archival program is

established:

- planning prior to establishing the archives
- policies and procedures
- priorities in accord with institutional mission
- personnel (especially a professional archivist)
- preservation, including physical accommodations
- promotion, both within and without
- "pennies"--adequate funding, and administrative support, for all of the above

The manual might also provide information about where (professional organizations, archival literature, consultants, vendors, etc.) the new archives can look for help, and what should be done (in acquiring, housing, and giving access to collections) before professional assistance is obtained. It might help those considering establishing a new archives to understand the entire archival process, from the creation of records through their management and ultimate disposition, as well as the stages that archival materials go through once they have been identified (appraisal, acquisition, processing, description, etc.). In general, the manual might help readers to determine the type and extent of archival program that is best suited for their particular circumstances.

All of this is just guidance for the directions that such a manual would take, and what a proposal might include. If you are interested in exploring this topic, or in preparing a proposal, you are welcome to talk with Susan Grigg or Donn Neal.

## Newsletter

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

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May 1989

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