



Newsletter

The Society of American Archivists

See You in St. Louis!

As this is the last regular issue of the *SAA Newsletter* before the annual meeting in St. Louis, you'll find here some updates and other information pertaining to the meeting.

We continue to be encouraged by the news we receive regarding the financial status of the hotel, and the negotiations regarding its future. (These reports come not only from the hotel's management but from other sources that have a more objective view of the situation.) It is likely that these negotiations, and the associated legal proceedings, will continue through the fall--probably longer. Occupancy rates at the hotel have been high, and we anticipate that the hotel will be able to accommodate the SAA annual meeting. **If there is an unexpected change in this situation, we will contact annual meeting registrants at once.** For now, we urge you to believe--as we do--that the annual meeting will take place in St. Louis, as planned.

If you intend to take the Mississippi River cruise on Friday evening, be aware that SAA will be using the *Becky Thatcher* instead of *The President*. The change means that SAA will have the entire boat (a three-deck paddlewheeler with two enclosed decks), a Dixieland band, and a sit-down prime rib dinner (instead of a buffet). Tickets are still \$33, but the *Becky Thatcher* will hold just 250 archivists.

Through Georgeann Palmer's hard work, there will be the largest number of exhibitors in years--21 so far, including quite a number of new exhibitors: Museum Services, Meckler Corporation, Underground Vaults, UMI, Interactive Support Systems, Archival Survival, Turquoise Productions, and Xerox. Be sure to visit these and our returning exhibitors in the exhibit hall in the hotel.

We inadvertently neglected to acknowledge that the Museum of Westward Expansion (part of the Jefferson National Expansion Memorial) furnished the cover photographs for the annual meeting booklet, and we are pleased to do so here--and to thank Harry Heiss for making this possible. The Jefferson National Expansion Memorial will also host SAA's popular preconference workshop, "Archives: An Introduction," at the Old Courthouse, and we are grateful for this support as well.

The Museum of Westward Expansion will be the site of the 1989 Presidential Reception, and we are happy to announce that donations from Spacesaver and UMI will make it possible for us to use this wonderful facility, and to provide refreshments for the reception. SAA thanks these two firms for their generous support.

Tickets for many of the tours have been selling briskly, and we urge you to register soon if you have your heart set on a particular tour. (Some of the preconference workshops are also filling quite quickly.) We also remind you again that the hotel has only limited space, owing to a city-wide convention while SAA is in St. Louis, and so do not wait too long before reserving a room.

Finally, there have been the customary changes in the program: a few sessions have substitute presenters or even new times, and there is some added information about others. You can count on the Daily Calendar, introduced at last year's meeting, to give you the latest information. Look for it in your registration packet in St. Louis.

And we'll be looking for you in St. Louis!

September 1989

CONTENTS

From the Executive Director's Desk	p. 2
Photo Opportunity	p. 3
SAA Notes	p. 4
Spotlight	p. 4
Certification Update	p. 5
Preservation Focus	p. 6
Preservation in Archives: Survey	p. 7
Washington Beat	p. 8
Copyright News	p. 9
News Briefs	p. 10
State Assessment Reports	p. 12
Thank You!	Insert
1990 Program Proposal	p. 13
Automation Notes	p. 16
Archival Standards Task Force	p. 17
Wanted	p. 18
Awards Available	p. 18
Professional Opportunities	p. 18
Primitive Archival Repository	Back cover

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From the Executive Director's Desk

by Donn C. Neal

Years ago, when I took my first real job and we moved to Elmira, New York, my wife and I were struck by the question that we got from people we met: "Who are you with?" We'd never been "with" anyone before, but we quickly learned that people identify you with the institution, organization, or company that pays your salary.

For me then, it was a small college. Later I moved to two small associations, and then to SAA. In each case, I've had the chance to see how my own work could change the institution (if ever so slightly in the case of the college). This is one of the pleasures of working in an organizational setting. Staff members at SAA experience this reward over and over. Tim Ericson, for instance, has left behind at SAA a continuing education program that reflects his own imagination, hard work, and careful cultivation. It will bear his stamp for a long time to come.

Most archivists are "with" someone--an institution, organization, or company that has an archival repository and program. They work both *in* that institution and *through* it: to achieve their personal goals, they must not only accommodate to the institution's particular mission but assist it in attaining its explicit and implicit goals. No matter how much the individual archivist learns, if he or she is unable to translate that learning into institutional performance he or she is not successful.

For example, an archivist who sets out to bring a repository's descriptive practices up to the current state of the art isn't going to feel successful if the institution does not make the proper commitment in policies and support. An archivist who wants to find out more about who uses his or her repository's holdings won't get very

far unless the institution expands its efforts to collect, analyze, and act upon--the necessary data.

Working through a professional association, archivists strive to strengthen and extend their knowledge and skills. Through annual meetings, workshops, publications, scholarship, and joint activity, they try to improve their personal abilities as archivists. Setting aside mere careerism, though, there is only one reason why archivists attend to their own knowledge and skills: to enable their institutions to perform better (which, in turn, can further enhance personal goals, of course).

I was reminded of this by the recent publication of SAA's new *Archives Assessment and Planning Workbook*. This fine tool was made possible by grants from NHPRC and the hard work of several key archivists--chief among them Paul McCarthy and Paul Conway. The workbook imaginatively combines SAA's 1982 principles of institutional evaluation with data from our 1985 census of archival institutions, enabling an archivist to compare his or her repository's status and practices with professional norms--both theoretical, in the case of the principles, and actual, in the case of the census data. By doing so, the archivist can identify areas where the institution measures up, and others where it is not doing as well.

This is an important step, but there is much more to do. SAA's next challenge in this area will be to offer a sound and comprehensive program that will enable archivists to acquire the knowledge and skills to address those areas of institutional performance that need strengthening or redefinition. After all, it does no good--and possibly some harm--to help someone discover a weakness without offering

that person a way to *do* some thing constructive about that shortcoming. It will be most interesting to hear from users of the *Archives Assessment and Planning Workbook* which areas of institutional performance they want SAA to help them to tackle.

In this effort, the Society will work largely through a new Committee on Institutional Evaluation and Development, which Council established in June as a successor to the

Continued on page 3

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Executive Director's Desk

Continued from page 2

Task Force on Institutional Evaluation. SAA President John Fleckner has an abiding interest in this topic, and perhaps we can anticipate other initiatives in this area.

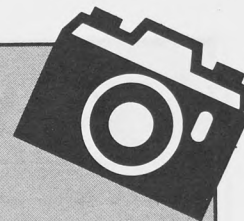
SAA's educational activities have focused primarily on *individual* knowledge and skills. It has usually been implicit, I expect, that these qualities would be exercised within an institution, but perhaps we should be more explicit about how that is done. One of the strengths of the NEH-funded evaluation of SAA's preservation education program since 1980 has been the emphasis on how the activities in this program have or have not effected institutional change and brought increased support for preservation. In the next phase of this key program, SAA can concentrate on this dimension of preservation education.

There is little point training an archivist in first-rate preservation techniques if he or she cannot secure a disaster plan, improve environmental conditions, or obtain the support to keep up with information about these topics. Without significant institutional change, in other words, the individual training is largely blunted and may lead to frustration and disillusionment.

Other SAA programs also have an impact upon institutional performance. Annual meeting programs, publications, and our code of ethics all help archivists to learn better professional practice so that they can apply these in their jobs. Our efforts in "archives and society" assist archivists to gain for their repositories greater public awareness and esteem, and so larger resources. Our liaison with other professions and groups helps to construct a stronger base upon which individual archivists as well as SAA can build for mutually beneficial activities.

Changing institutions, especially large ones, is not an easy task. It may be particularly difficult for

Photo Opportunity



SAA seeks photographs to illustrate archival practices and procedures described in its new *Archival Fundamentals Series* of manuals, to be published during 1990.

Mary Jo Pugh, editor of the series, and Teresa Brinati, SAA's managing editor, ask archivists to submit photographs for consideration in the seven volumes of the series. They are:

- *Understanding Archives and Manuscripts*, by James O'Toole. This volume will discuss the creation and use of archives and manuscripts, and the nature and history of archival institutions.
- *Selecting and Appraising Archives and Manuscripts*, by F. Gerald Ham.
- *Arranging and Describing Archives and Manuscripts*, by Fredric Miller.
- *Preserving Archives and Manuscripts*, by Mary Lynn Ritzenthaler. This volume is a revision of her earlier manual, *Archives & Manuscripts: Conservation*, and will use some of the same photographs.
- *Using Archives and Manuscripts*, by Mary Jo Pugh.
- *Managing Archives and Manuscript Repositories*, by Thomas Wilsted and William Nolte.
- *The Vocabulary of Archives and Manuscripts*, edited by Lewis and Lynn Bellardo.

The editors and authors seek helpful and imaginative photographs from the widest possible variety of archival settings to enhance the points made in the text of each volume.

Each archivist whose photograph is used will receive, in addition to an individual and institutional credit line, a complimentary copy of the volume in which the photograph appears.

Black and white photographs are strongly preferred. However, exceptional color photographs will be considered, especially for volume 1 (*Understanding Archives and Manuscripts*). Photographs will be returned only if accompanied by a request and a self-addressed, stamped envelope. Each photograph submitted must be clearly identified as to place, date, activity, person, photographer, and institution. Submit all photographs by December 1, 1989.

In addition, the Society is seeking a volunteer photograph editor for the series, who will work closely with Mary Jo Pugh and Teresa Brinati in selecting, placing, and captioning the photographs. For the sake of convenience, a person in the greater Chicago area will be preferred, but candidates from all areas are welcome to apply. Someone with experience in editing photographs for publication is especially sought. If you are interested in this opportunity to for be a part of this important new series, contact Teresa Brinati at the SAA office by November 1, 1989. The photograph editor will receive a complimentary set of the entire series.

archivists, who generally have little autonomy and apparent clout within those institutions. As our society changes ever more rapidly, though, archivists will have to find ways of altering their institutions' behavior if they are to be effective themselves.

When I talk about SAA, I usually point out that the Society seeks to make archivists better at what they do so that they can help their institutions to perform better. I hope that you'll help us to find the linkages between these two important endeavors.

**New Sustaining Members**

The Sabah State Archives of Sabah, East Malaysia, and the Institute of Puerto Rican Culture in San Juan, Puerto Rico, are new sustaining members of SAA. We thank the Sabah State Archives, the Institute of Puerto Rican Culture, and all of our other sustaining members for their support.

Colonial Dames Scholarship

A scholarship to the National Archives and Records Administration's Modern Archives Institute, to be held January 29-February 9, 1990, is available from the Society of American Archivists. The award is funded by the Colonial Dames of America, Chapter III.

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

Resumes accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications should be submitted by December 1, 1989, to Philip N. Cronenwett, Special Collections, Dartmouth College Library, Hanover, New Hampshire 03755, (603)646-2037.

Obituary

Beryl Howlett Manne, an archivist at Washington University since 1971, died in June. She was 61 years old. Born in London, England, Manne came to the United States in 1948. She had worked at Washington University for 22 years. After starting work in the university's library in May 1967, she became supervisor of the university's archives in 1971.

Preconference Workshop Change

Sara Harwell, Vanderbilt University, will serve as one of the two instructors (along with Ellen Garrison) for the preconference workshop entitled "Arrangement and Description," which will be offered on October 25. She replaces Virginia Cain, who had to withdraw due to illness.

Richard M. Dougherty, professor of information and library studies at the University of Michigan, Ann Arbor, has been elected president of the American Library Association for the 1990-91 term....

Avra Michelson has joined the archival research and evaluation staff at the National Archives and Records Administration....

Frances M. Seeber has been named assistant director of the Franklin D. Roosevelt Library in Hyde Park, New York. She is the first woman to hold the position of assistant director in the presidential library system.... In October, **Margaret Child** will join the Northeast Documentation Center in Andover, Massachusetts, as a national consultant....

Nanci A. Young, an archivist in the manuscripts and archives section of Yale University Libraries, will be a fellow at the New York State Archives and Records Administration under an NHPRC archival fellowship grant.... **Thomas D. Norris** has joined the records administration staff at New York State Archives and Records Administration.... **Gladys Taylor**, archivist of Rochester Institute of Technology in Rochester, New York, and a member of the staff of the Wallace Memorial Library, retired in June after thirty years of service. Taylor, who previously held positions of acting director and head of reference, established the RIT archives....

Cynthia Swank, former archivist of J. Walter Thompson Company, has resigned from Unisys Corporation, and is establishing a consultancy in archival management and records management. Swank is a Certified Records Manager.... Oberlin College archivist **Roland M. Baumann** and **Marie Allen**, deputy director of the National Archives and Records Administration's Intergovernmental Project, will visit archives in Moscow, Leningrad, and Riga this October to become familiar with techniques of appraisal, selection, and acquisition in the Soviet Union's government archives.... The Medical Library Association has selected **Joan Krizack** as the recipient of the 1989 Murray Gottlieb Prize for the best unpublished essay on the history of medicine and allied sciences written by a health sciences librarian.... The American Association for State and Local History has named **Peter S. LaPaglia**, formerly of the Wichita Falls Museum & Art Center, as its interim director.... Architectural records consultant **Tawny Ryan Nelb** has relocated to Midland, Michigan, to advise the Alden B. Dow Archives.... **Jim Bernal** is the new SAA publications assistant....

New on Our Shelves

The High-Technology Company, An Historical Research and Archival Guide, by Bruce Bruemmer and Sheldon Hochheiser. Published by Charles Babbage Institute, 1989. 131 pages, soft cover.

In order to better equip archivists and historians to document high-technology industry, this guide presents a generic description of archival activity in the high-technology environment, and introduces a probe technique for obtaining general historical and documentary information about these companies. Copies are available to SAA members for \$10 and to nonmembers for \$15. Call SAA at (312)922-0140.

Recorded Sound Roundtable

The first meeting of SAA's new Recorded Sound Roundtable will be held at the annual meeting in St. Louis on Thursday, October 26. All archivists who have custody of recorded sound materials are welcome to participate.

For more information, contact Chris Paton, Library-Special Collections Department, Georgia State University, 100 Decatur Street SE, Atlanta, Georgia 30303-3081, (404)651-2477.

Certification Update

by Paul Chestnut

First, a reminder of the following deadlines:

Certification by Petition

Petitions submitted for review must be postmarked no later than midnight, September 30.

Certification by Examination

The examination to qualify for certification as an archivist will be administered from 8:00 a.m. to noon on Thursday, October 26, during the SAA annual meeting in St. Louis. Applications submitted with a non-refundable fee of \$25 must be postmarked no later than midnight, September 10. Applications postmarked between September 10 and midnight September 20 must be accompanied by the \$25 application fee plus a non-refundable \$25 late fee. No applications postmarked after September 20 will be accepted.

The Interim Board for Certification met on Saturday, June 24, to review activities of the winter and spring related to the petition procedure, examination development, the handbook for candidates planning to take the examination, and the transition from SAA's management of the certification program to the organization of the Academy of Certified Archivists. It was decided to appoint a subcommittee to review the examination procedures, and Jane Kenamore and Ken Duckett have agreed to join Bert Rhoads of the Board to undertake this important task.

A team of archivists who have successfully petitioned for certification and paid their fees will be appointed to serve with me to plan for the transition to the Academy. We will try to identify issues that the Academy must consider to become fully operative, and to delineate the financial and administrative matters of mutual interest to both SAA and the

Academy. This transition team will also serve as a nominating committee to develop a slate of candidates for office in the new Academy.

Reports at this meeting indicated that projections for the number of petitions received and expected were on target. More recent information, however, has proved these projections to be somewhat inaccurate. It now appears that the number of petitions submitted will exceed our initial expectations. As of August 11, nearly 270 petitions have been received, of which about 150 have been approved and 130 paid in full.

It is thus assured that we shall reach the plateau of 260 successful petitions identified by Council as the breakeven point for repayment to SAA. The greatly increased number of petitions submitted in late summer will provide a broader basis of support for the Academy than had been expected, though an unfortunate side effect will be that candidates submitting petitions during this final rush may have to wait longer for the results of the review process.

Those of you considering whether or not to take the examination can still get copies of the candidate handbook from the SAA office. Matters related to eligibility, the type of questions, procedures for applying to take the examination, and other relevant concerns are addressed in this handy guide.

Certified archivists planning to attend the Academy's organizational meeting in St. Louis may want to consider what you hope your Academy will do at that meeting and in the future. Issues sure to arise include the structure of a recertification program, should recommendations to implement one be accepted; possible changes in the current proposals for the educational requirements to take the examination; and administrative, financial, and legal arrangements between SAA and the Academy.

Since the Interim Board's interim will expire with organization of the Academy, we shall cease to function as a group after our obligations are met in St. Louis. Certification as an issue and as a program now belongs to the members of the Academy, and its future is in their hands. Thanks from the Board to all of you who have contributed to SAA's efforts, and good luck to those of you who will do likewise for the Academy.

Generous Contributions

Each year, numerous SAA members make voluntary financial contributions to the work of the Society. The following persons made such contributions during the first half of calendar year 1989:

Educational Endowment

Dick Dill
Colleen Schiavone
Archie Motley
Alice Piron
Sister M. Majella Sullivan, RSM
J. Frank Cook
Deborah Skaggs
Trudy Huskamp Peterson
Nina Zoe
John Fleckner
Niel Johnson
Chiyoko Ogawa
Antoinette Ciolli
Christine Krosel
Cara Fisher
Jean Toll

Coker Award Fund Carolyn Hoover Sung

Posner Award Fund Fred Shelley Paul McCarthy

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



Preservation Sessions in St. Louis
At SAA's upcoming annual meeting in St. Louis, it will be possible to cover most of the major preservation issues confronting the archival profession by attending ten sessions in sequence from Thursday, October 26 through Sunday, October 29.

Kick off your special preservation track by attending the Conservation Section meeting on Thursday morning, where a good summary of developments in the field will be presented. On Friday, sessions review the lessons learned from disastrous fires in Leningrad and Los Angeles, and expose some of the natural tensions between preservation and access programs in archives.

Saturday is crowded with preservation sessions, beginning with a report on SAA's evaluation research project. The afternoon features sessions on alternative preservation formats (microfilm and optical disk), exhibition guidelines, the conservation of photographs, the potential partnership of library preservation administrators and archivists, and a description of an integrated approach to holdings maintenance.

Capping the annual meeting on Sunday is a review of preservation survey projects in the country and prospects for the future. This year's annual meeting is the most efficient way to keep informed of rapidly evolving developments in archival preservation. Don't miss the opportunity.

Council Briefed on NEH Plans

The director of the Office of Preservation Programs for the National Endowment for the Humanities, George Farr, ventured to Chicago to brief SAA Council at its June meeting. He summarized the history of NEH's program and outlined a plan to spend \$80 million over the next five years on preservation of cultural re-

sources, including archives, books, and artifacts.

NEH has a long history of supporting SAA programs and funding projects in individual repositories. In seven grant cycles since 1986, for example, the Office of Preservation has awarded \$4.5 million in 38 grants to archives, or 28 percent of the total available. In candid remarks to Council, however, Farr noted his concern that archivists are not applying for as many grants as they could, perhaps because they are not trained to write grants for complex projects.

In a wide-ranging discussion with Council, Farr suggested that archivists could position themselves to compete more effectively for scarce funds if a national plan existed for archival preservation. Such a plan would realistically chart priorities for action and identify the principal costs involved. Similar planning by the library profession led directly to major funding for microfilming millions of brittle books, now underway in academic libraries around the country.

Preservation Newsletters

Archivists interested in keeping up with developments in preservation should consider subscribing to one or more of the following newsletters:

The Abbey Newsletter, edited by Ellen McCrady, is issued eight times a year and covers everything from recent research findings, book reviews, and reports of conferences and meetings to employment opportunities in preservation. \$35 per year to Abbey Publications, 320 E. Center, Provo, Utah 84606.

Conservation Administration News, a quarterly edited by Robert H. Patterson, features news on people and events, articles on techniques for the care of collections, bibliographies, and re-

ports on conferences. \$18 to The University of Tulsa, McFarlin Library, 600 South College Avenue, Tulsa, Oklahoma 74104.

National Preservation News, and *International Preservation News*, issued periodically by the Library of Congress, highlight cooperative preservation efforts on the national and international scene, and report on activities at the Library of Congress. To be placed on the free mailing list, write National Preservation Program Office, Library of Congress, Washington, D.C. 20540.

Are Self-Stick Notes Archival?

No, according to the findings of independent testing by the National Archives and Records Administration and by the Canadian Conservation Institute. The ubiquitous pads of yellow paper with a mild adhesive along one edge have become an office staple in a few short years. The question for archivists is whether the notes are appropriate for inclusion in files where permanence is a concern.

Lab testing focused on two of the basic components of the notes: paper and adhesive. Findings were unanimous on the characteristics of the paper. It contains lignin and is typically rosin-alum sized, meaning that the paper is not sufficiently stable for long-term storage. In addition, accelerated aging tests indicated that the yellow color tends to transfer to the sheets on which the notes are stuck.

As for the adhesive, testing demonstrated that, depending on the type of adhesive used, a residue may remain on the sheet after the note is removed, especially when the test sheets were artificially aged. The notes also may damage electrostatic copies while being removed during archival processing.

Self-stick notes are a great convenience; but as with adhesive tape, archivists should exercise caution in using them and recommend that records creators limit their use on valuable materials.

Preservation in Archives: Survey Outlines Current Needs

by Paul Conway

Isolation may be the most important factor limiting the development of comprehensive preservation programs in archives, according to a recently completed survey of archival programs in the United States. The findings from responses to 320 questionnaires (80 percent response rate) distributed to participants in SAA's conservation workshop program describe clearly the challenges facing archivists. There are solid indications from the research, however, that archivists can compete effectively for new funds if they are equipped with new planning tools and training programs and supported by a comprehensive national preservation strategy.

Archival preservation is action that prevents further damage to historical materials of all media and action that addresses damage that has already occurred. Preventive actions include providing stable environmental conditions, disaster planning, user policies, and holdings maintenance. Renewal actions include physical and chemical treatments, reformatting, and disaster response and recovery. Preservation should be a comprehensive program permeating all archival functions. Although conservation treatments of individual items can be very costly, preservation as a management function demands strategic planning by all responsible for the care of archives and manuscripts.

In some ways archivists have been "doing preservation" all along by acquiring unique historical materials, housing them in relatively secure environments, and regulating their use to minimize further damage through handling. This essentially passive approach is now seen as inadequate by leaders in the preservation field because of the

volume and variety of materials needing care and the inevitable deterioration that occurs to paper and magnetic media when neglected or housed improperly.

SAA's research on preservation activities in archives, carried out over the past 18 months with funding from the National Endowment for the Humanities, is outlining ongoing activities in a variety of types and sizes of organizations and identifying the most pressing areas for action. Some of the findings are described here. A full report will be presented at SAA's annual meeting in St. Louis.

Setting For Action

Archivists may have been working for years to establish a special professional identity; yet administratively, they are far from autonomous. Over 80 percent of the survey respondents work in administrative units housed in larger organizations that control budget, personnel, and policy matters. In addition, 64 percent of the reporting units are directly affiliated with libraries--some in universities, some in corporations, some in multi-faceted cultural organizations. Archivists must not expect to make significant progress on preservation until they recognize the intimate library connection and are assisted in making archival functions a more vital part of their organizations.

It should come as no surprise that archival units are small. Almost 30 percent of the respondents have one or fewer full-time staff members, with the average archives consisting of 2.3 full time equivalents. Yet each archivist represented in the study has responsibility for almost 900 linear feet of materials. Although 20 percent of

Definitions

Archival preservation is the acquisition, organization, and distribution of human, physical, and monetary resources to ensure adequate protection of historical and cultural materials of enduring value, for use by present and future generations.

Archival preservation encompasses planning and implementing policies, procedures, and processes that together prevent further deterioration or renew the usability of selected groups of materials.

Archival preservation, when most effective, requires that planning precedes implementation, and that prevention activities have priority over renewal activities.

the respondents reported housing less than 100 feet of material per full time staff member, another quarter of the group struggles with well over 1,000 feet per staff member. This variation in the size of administrative units suggests that preservation planning tools may need to be targeted to archives with special staff limitations.

Environment

Experts agree that the single most effective preservation strategy is proper environmental storage. Survey findings highlight the need for improved temperature and humidity controls, as well as fire protection and building security. Half of the respondents have no temperature or humidity controls in their storage areas, are not actively monitoring conditions, and have only minimal fire protection (extinguishers). Ten percent reported no fire detection or suppression equipment at all. Yet archivists are recognizing the need to plan for catastrophes. Thirty percent reported having prepared a disaster plan within the last five years; another 25 percent are in the process of developing one. A high priority for archivists should be the purchase and careful use of environmental

Continued on page 15

Washington Beat

by Page Putnam Miller
Director of the National
Coordinating Committee for the
Promotion of History

FY'90 Appropriations. As Congress recesses for a long August break, the appropriations process is far from completed. Although the House and Senate have passed many of the thirteen appropriations bills, reconciliation of the Senate and House versions by Conference Committees and the signature by the President will be postponed until September. Because of the debt ceilings established by the Gramm-Rudman deficit reduction legislation, there remains the possibility that even after the appropriations bills are passed there could be across-the-board agency budget reductions.

Considering the heavy cloud created by the large budget deficit, the late summer status report on federal programs of special interest to historians is fairly good. The House of Representatives and the Senate have both increased by \$4 million the President's recommendation for the National Archives and Records Administration for FY'90 with the House specifying \$4 million for the National Historical Publications and Records Commission's grants program and the Senate specifying that \$6 million be earmarked for the NHPRC. The President's budget recommended zero funding for NHPRC grants.

The major issue in the National Endowment for the Humanities' appropriations legislation has not focused on the funding level but on whether NEH should exert more control over block grants to other institutions that in turn distribute grants, fellowships, or stipends to individual artists and scholars.

In House Report 101-120, which accompanied the Department of the Interior and Related Agencies Appropriations Bill for 1990, the

House Appropriations Committee stated that "if subgranting is permitted it would be undertaken with procedures that will make the chairmen and councils of NEA and NEH as thoroughly informed and responsible for the subgrants as they are for direct grants." One of the key reasons, however, that NEH has awarded funds to such institutions as the American Council for Learned Societies, the American Antiquarian Society, and the Newberry Library for regranting is because NEH has a limited number of staff available for the processing of small grants to individuals. There is a concern among the scholarly community that new procedures would only make the application process more cumbersome and lengthy.

The House and the Senate have both passed an Interior and Related Agencies Appropriation bill for 1990 that includes the appropriation for NEH. The Senate has passed a \$153.25 million budget for NEH, which is a slight increase over the current level of \$153 million. The House has specified \$161.33 million for NEH. The report accompanying the House bill specifies that \$6.4 million of the increase "is provided for matching support for museums, universities and other institutions to assist them in stabilizing collections of material culture and for support of professional conservation training to address the needs of these collections." The report also noted that "in response to the many proven successes of the State grant programs, a \$1 million increase is recommended" for the States.

Archives II. On June 27 NARA completed the negotiations on the loan that will finance the building of Archives II. Authorization for the financing of the \$205 million building was included in the FY'89 budget. Work with the architects is proceeding and the groundbreaking will take place this fall. The anticipated date for the opening of Archives II is 1994.

A small group of users representing the major historical, genealogical, and archival organizations

has held four meetings with the leadership of NARA to consider plans for Archives II. The users are most concerned about the implications of the architectural design on the research process, specifically regarding the areas of interchange between archivists and researchers, the accessibility of finding aids and other research tools, the central search room, and the delivery time of records.

NARA leadership has also discussed with the user group some of their deliberations as they have undertaken the difficult task of deciding which records will remain in the Pennsylvania Avenue building and which ones will go to Archives II in College Park, Maryland. The current plan is for the textual records that will remain at the Pennsylvania Avenue building to include: records relating to genealogical research, including the land patent application files and the records of the War Relocation Authority; the Legislative and Judicial Branch records; the American Indian related records; old Army textual records (cut off roughly at World War I); and all Navy textual records. Archives II will house modern military, except Navy, and all other civilian records, including those of the State Department. The basic concept for the division is now in place, but further refinements of the transfer plan are expected.

Information Policy and the Courts. On July 28 the U.S. Court of Appeals ruled that the nonprofit National Security Archive is entitled to fee waivers in its Freedom of Information Act (FOIA) requests. Under the 1986 FOIA amendments, representatives of educational institutions and representatives of the news media do not have to pay search-and-review charges but do pay duplicating costs. The denial of the fee waivers for search-and-review costs for those who had previously encountered no difficulties in gaining waivers has accelerated in recent years. There

Continued on page 15

Copyright News

by Richard E. Turley, Jr.
SAA Copyright Task Force

Last April, a *New York Times* article announced, "the right of historians and biographers to reprint letters, diaries and other unpublished primary source material has been challenged in [a] copyright infringement decision by a federal appeals court in New York." (Robert D. McFadden, "Court Challenges Scholars' Right to Quote from Private Documents," *New York Times*, April 28, 1989.)

The article generated concern among some archivists and manuscript curators who wondered what the ruling meant to them. Contrary to the implications of the article, the significance of the case lies not in the precedent it set as much as in the precedent it followed. Nevertheless, the case provides a useful opportunity to review the current state of copyright law as it pertains to unpublished materials.

Section 107 of the Copyright Revision Act of 1976 provides that "the fair use of copyright work, including such use by reproduction in copies or phonorecords...for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright."

The section also lists the factors to be considered in deciding whether a particular use is fair. The four factors are "(1) the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work; (4) the effect of the use upon the potential market for or value of the copyrighted work."

In *Harper & Row v. Nation Enterprises* (see "Copyright News" in March *SAA Newsletter*), the United States Supreme Court concluded that these statutory fair use factors apply more restrictively to unpublished writings than to published works because of an author's right of first publication. Noting that copyright protects only ideas and not expression (the way ideas are expressed), the court rejected arguments that the First Amendment compelled a different conclusion under the facts of the case.

The United States Court of Appeals for the Second Circuit followed the *Nation* case when it decided *Salinger v. Random House* (see March *SAA Newsletter*). In *Salinger*, the Second Circuit also rejected the argument that its decision "interfere[d] in any significant way with the process of enhancing public knowledge of history or contemporary events" because writers were still free to report the facts (as opposed to the expression) of another author's unpublished writings.

New Era Publications International, ApS v. Henry Holt and Company (CCH Copyright Law Reporter paragraph 26,415), the case referred to in the *New York Times* article, provides another interesting study in how the Second Circuit interprets the four fair use factors with respect to unpublished materials. Because the Second Circuit's jurisdiction takes in many of the nation's major publishers, its copyright decisions, though not binding in other jurisdictions, carry significant weight and thus should be considered important by archivists and manuscript curators throughout the United States.

New Era, the plaintiff in the case, held copyrights of L. Ron Hubbard, who founded the Church of Scientology. Defendant *Holt* published a biography of Hubbard that relied on his unpublished writings. The United States District Court for the Southern District of New York, which originally heard the case (see March *SAA Newsletter*), found

that the book did not make fair use of a small portion of Hubbard's unpublished writings but concluded not to enjoin publication in part because of overriding public interests, including those invoked by the First Amendment.

On appeal, the Second Circuit affirmed the decision but did so solely because the plaintiff delayed too long in asserting its claim. The appellate court rejected the other reasons the district court had given. The Second Circuit found that the fair use factor, the purpose of the use, weighed in *Holt's* favor but that the other three factors did not.

On the first fair use factor, the Second Circuit wrote, "the district court sees a significant distinction in purpose between the use of an author's words to display the distinctiveness of his writing style and the use of an author's words to make a point about his character, finding far greater justification in the latter than the former. We find such a distinction unnecessary and unwarranted in applying the statutory fair use purpose factor."

The district court looked at the second fair use factor, nature of the copyrighted work, and sought to distinguish between use of unpublished writings to "enliven" text and its use to convey "significant points" about the author. "We see no need for such an approach," the Second Circuit objected, adding, "Where use is made of materials of an 'unpublished nature,' the second fair use factor has yet to be applied in favor of an infringer, and we do not do so here."

On the third factor, amount and substantiality of use, the Second Circuit agreed that the book had made substantial use of Hubbard's writings. But contrary to the district court, the Second Circuit found that the fourth factor weighed in *New Era's* favor because the effect on the market for or value of the unpublished writings would, in its opinion, be impaired.

Then, in an important paragraph,

Continued on page 15

News Briefs

Archival Education Project

A consortium of professional historical agencies in Traverse City, Michigan, has developed a year-long archival conservation education program. Entitled "Fading Memories," the project was awarded a regular grant of \$12,480 from Michigan Council for the Humanities. Although based in Traverse City, "Fading Memories" is designed to serve a nine-county area of northeastern lower Michigan. Communities nationwide are urged to use "Fading Memories" as a pilot project for preserving their own documentary heritage.

For more information, contact Fading Memories, Con Foster Museum, P.O. Box 592, Traverse City, Michigan 49685-0592, (616)922-4905.

Editorial Addresses for *Archives*

Archives, the journal of the British Records Association, is being produced by a new editorial team. Full-length articles should be sent to Dr. Jeremy Black, 38 Elmfield Road, Gosforth, Newcastle, England NE3 4BB. Books for review should be sent to Sue Groves, Reviews Editor, *Archives*, Northamptonshire Record Office, Delapre Abbey, London Road, Northampton, England NN4 9AW. Journals, annual reports, pamphlets, and newsletters will be abstracted and reviewed by Dr. James Parker, Assistant Keeper, RCHM, Quality House, Quality Court, Chancery Lane, London, England WC2A 1HP. Press releases, news of conferences, and inquiries regarding subscriptions or advertising should be sent to Honorary Secretary, British Records Association, 18 Padbury Court, London, England E2 7EH.

NEH Awards \$15 Million for Preservation Projects

The National Endowment for the Humanities in August awarded more than \$15 million in new grants for projects to preserve books, newspapers, monographs, photographs, videotapes, and other resources for scholarly use. The outright and matching grants, which range in size from \$2,800 to \$2.5 million, have been awarded to 25 institutions in 14 states.

These awards include the largest grants NEH has ever bestowed for preservation projects, including grants of more than \$1.8 million or more to the New York Public Library, Columbia University, Harvard University, and the Research Libraries Group, Inc., to support efforts to microfilm major library collections in the humanities. NEH estimates that when completed these projects will preserve the knowledge in some 167,300 embrittled volumes that otherwise would be lost.

These grants are administered by NEH's Office of Preservation, whose programs help to preserve deteriorating research materials and to support efforts to coordinate preservation activities across the country. For more information, contact Karen Myers, NEH, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, (202)786-0449.

Notice of Closing

The Pennsylvania State Archives will be closed to researchers for asbestos abatement and renovations for approximately six months as of July 24, 1989.

Because all staff have been relocated during the renovation phase of the project, access by the public to archival records will be severely limited. Researchers are, therefore, asked to postpone all on-site visits until sometime after January 1, 1990. During the time the archives is closed, limited reference by mail will be available, and emergency requests can be made by calling (717)787-2701. For further information, contact the Pennsylvania State Archives, Box 1026, Harrisburg, Pennsylvania 17108-1026.

New York Archives Week

The Big Apple is celebrating an historical first this fall: New York Archives Week, October 2-7. Sponsored by the Archivists Round Table of Metropolitan New York, archivists representing various types of repositories will present lectures, symposia, film festivals, exhibits, and choral programs throughout the week.

For more information contact Edward Wirth at (201)736-0550.

NEH Grants

Earlier this summer, the Division of Research Programs at the National Endowment for the Humanities announced the awarding of almost half of its grants for the year, including some important ones for archivists.

The following were awarded NEH grants:

- Rutgers University: \$30,000 grant to the National Center for Machine-Readable Texts in the Humanities. To support a planning conference to discuss the establishment of a center that would maintain an inventory of machine-readable texts and make these texts available to researchers.

- Wesleyan Cinema Archives: \$29,000 grant for a project to arrange, describe, and index the paper archival records of the OMNIBUS television series from 1952-1961.

- Little Big Horn College: \$25,000 grant for the arrangement and description of three Crow Indian tribal collections in the Little Big Horn College Archives.

- University of Michigan, Ann Arbor: \$112,772 (matching) grant to create an automated database describing all of the file series in the Vatican Archives from the 9th century through 1922.

- Zuni Archaeology Program: \$26,000 grant to support the computerized cataloging and storage of 24,500 photographs documenting 750 archaeological sites relating to the history of the Zuni tribe in New Mexico and Arizona.

- Tougaloo College: \$108,000 grant for the arrangement and description of organizational records and personal papers documenting the civil rights movement in Mississippi and preparation of a published guide describing the collections.

- Wyoming State Archives: \$61,890 grant to prepare a guide to the Wyoming Archives with descriptions of the 115 most important series, with major emphasis on the history of the American West.

- Delaware State Archives: \$90,000 grant to arrange and describe the entire span of Delaware's court records, 1676-1900.

NHPRC Recommends Grants Totaling \$2.1 Million

The National Historical Publications and Records Commission last June recommended a total of \$2.1 million in grants, \$767,935 of which is slated for 25 projects for historical records. The grant recommendations were made in response to more than \$3.5 million in requests.

The following received NHPRC records grants:

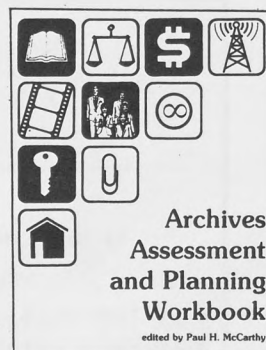
- State Coordinators' Steering Committee, Columbia, SC: \$54,501 grant to support a national meeting of the State and Territorial Historical Records Coordinators and meetings of the State Coordinators' Steering Committee. Funds also will be used to convene a task force to assess the mission and structure of the coordinators' organization and the role of the steering committee;
- District of Columbia Historical Records Advisory Board, Washington, DC: \$5,000 grant for travel and meeting expenses. The funds will enable the District Board to foster the development of cooperative acquisition policies in District repositories and the use of the board as a forum for communication among repositories to encourage coordinated documentation efforts;
- Virgin Islands Historical Records Advisory Board, Charlotte Amalie, St. Thomas, VI: \$8,350 grant for board travel and meeting expenses to undertake assessment and planning activities over the next three years;
- Polk County Department of General Services, Des Moines, IA: \$93,773 grant for a two-year project to develop the county's archives and records management program, including a survey and inventory of county records, preparation of retention schedules for all records and finding aids for archival records, preservation microfilming, and workshops for county officials;
- Knox County Government, Knoxville, TN: \$79,400 grant for a two-year project to develop the county's records management program, including a survey and inventory of county records, transfer of records from county office to county records center and county archives in the Knox County Public Library System and the development of an access system for the records;
- John and Mable Ringling Museum of Art Foundation, Sarasota, FL: \$42,242 grant to develop an archives and records management program for the museum's records and its extensive collection of manuscripts and records relating to John Ringling; the Ringling Brothers, Barnum and Bailey Circus; and American Circus History;
- Historic Rugby, Rugby, TN: \$16,865 grant (\$5,265 matching) to organize, arrange, and describe its archival collections and to make them available to its newly renovated Archive and Research Centre. Rugby was a nineteenth

century utopian colonizing effort initiated by British author and reformer Thomas Hughes;

- National Association for the Preservation and Perpetuation of Storytelling, Jonesborough, TN: \$46,200 matching grant to create an archives of its own institutional records, the records of other storytelling organizations, and papers of storytellers;
- General Federation of Women's Clubs, Washington, DC: \$55,755 grant to arrange, describe and make available for research the records of the federation;
- Boston Symphony Orchestra, Boston, MA: \$5,000 grant for consultation on the appraisal and placement of its archival records and the establishment of a records management system;
- People-to-People Health Foundation (Project Hope), Millwood, VA: \$34,592 grant (\$4,000 matching) to establish and develop an archives and records management program;
- Humboldt State University Foundation, Arcata, CA: \$70,180 grant to collect and preserve those records created by Northcoast Labor that represent the diverse community history of the area. The project will establish the California Northcoast Labor/Community Archives at the university;
- Boulder Public Library Foundation, Boulder, CO: \$33,343 grant (\$15,000 matching) to appraise, accession, arrange, and describe the historical files of the Boulder Daily Camera, which are part of the Boulder Historical Society's A.A. Paddock Collection of manuscripts and photographs;
- University of Florida, Gainesville, FL: \$22,654 grant to preserve, arrange, and describe over 350 cubic feet of records and 400 microfilm reels related to the university's agricultural program at the Institute of Food and Agricultural Sciences and its predecessors;
- Shorter College, Rome, GA: \$3,000 grant for a consultant to assist with the planning for an inventory of non-governmental records located throughout northwest Georgia;
- University of Southwestern Louisiana, Lafayette, LA: \$34,534 grant to arrange, describe, and microfilm the papers of Robert F. and Edwin S. Broussard;
- Buffalo and Erie County Historical Society, Buffalo, NY: \$2,500 grant to hire a consultant to develop a plan for computerizing its 3,300 feet of manuscript collections;
- New York State Forum for Informational Research Management, Albany, NY: \$31,743 grant to inventory automated databases and selected manual files in eight New York State agencies, to produce an automated database in the USMARC format and a printed sourcebook of information describing the databases and files, and to evaluate information management and policy issues;
- The Oakland Museum Association, Oakland, CA: \$23,300 grant to put approximately 100,000 photographic images on videodisc using direct-to-disc recording equipment and to hold a workshop for museum, library, and

ARCHIVES ASSESSMENT AND PLANNING WORKBOOK

edited by
Paul H. McCarthy



SAA's newest publication, *Archives Assessment and Planning Workbook*, is designed to help you organize information about your repository, systematically evaluate it, and develop plans to improve your program.

Published by SAA (1989)
Soft cover, 84pp.
\$19, SAA members; \$24, nonmembers.
To order, phone (312)922-0140.

archives personnel from around the state to demonstrate the system and to share experience gained during its development and implementation;

- Southwest Museum, Los Angeles, CA: \$20,592 grant to complete the transfer of photographic images to laser videodisc, which will provide online access and recordkeeping for the museum's photographic collection;
- Indiana Historical Society, Indianapolis, IN: \$17,175 to duplicate nitrocellulose panorama camera photonegatives from the society's extensive photographic collection;
- Nebraska State Historical Society, Lincoln, NE: \$23,166 (\$17,184 matching) to rehouse approximately 6,500 images from the MacDonald Photographic Studio Collection, print significant images not previously printed, produce continuous-tone microfiche images, and create finding aids to the collection;
- New York City Department of Records and Information Services, NY: \$35,000 grant to produce microfilm of and guides for the 720,000 black and white 35mm nitrate photonegatives in the New York City Department of Taxes Photographic Collection, which documents every building in New York's five boroughs between 1939 and 1941;
- The Jewish Museum, New York, NY: \$3,000 grant to hire a consultant to bring the computerized records of the National Jewish Archives of Broadcasting into conformity with national descriptive standards;
- Oregon Historical Society, Portland, OR: \$6,072 grant to hire a consultant to develop a plan for appraising, cataloging, and repairing five television newsfilm collections estimated to contain approximately 4,500,000 feet of footage.

State Assessment Reports Fact Sheet

by the National Historical Publications and Records Commission

Since 1981 the National Historical Publications and Records Commission has funded the most comprehensive assessment ever undertaken of historical records conditions and needs in the states. NHPRC has supported state assessment projects in 48 states and territories, and the District of Columbia, by making grants to the State Historical Records Advisory Boards. The projects have examined historical records conditions and needs, prepared recommendations to meet these needs, and published their findings and recommendations.

In 1983, NHPRC sponsored a conference to analyze and review the assessment report projects completed in its first round of grants and, under the auspices of the National Association of State Archives and Records Administrators, issued a summary report, *Documenting America: Assessing the Condition of Historical Records in the States*. Both *Documenting America* and the individual state reports are strongly critical of the care and preservation of America's documentary heritage.

The state reports provide an agenda for change, but, as both the contributors to *Documenting America* and its critical reviewers suggested, the reports are not detailed plans for action. Setting priorities for action, implementing the recommendations in the reports, adapting the findings to changing conditions, and monitoring progress are crucial factors in determining the success and effectiveness of the reports.

Most state assessment reports dealt exclusively with the four topics proposed by NHPRC in its guidelines for the assessment projects: (1) state government records, (2) local government records, (3) historical records repos-

itories, and (4) statewide services and functions. A few states discussed as separate issues or areas of concern statewide computer databases and college and university archives.

(1) In studying state government records programs the reports examined: state laws and codes that govern archives and records management issues; security; physical conditions of repositories; relationships with other state agencies and institutions; staff requirements; backlogs of unarranged documents; reference issues; and outreach programs.

(2) Many of the problems identified under the state government records section were pertinent to local government records. Areas of concern included: inadequate records programs, poor storage and accessibility, lack of training, conservation problems, lack of standards for microphotography programs, and the poor relationship between state and local government agencies.

(3) Although different methods were used by each state to identify historical records repositories, most states relied exclusively on questionnaires to obtain their information. Overall the questionnaires focused on size of holdings, physical condition of repository, use of collections, arrangement and description methods, staff size, archival training, annual budget, conservation problems, and hours of operation. The consensus revealed a need for more educational opportunities and better communication and cooperation among institutions, but few well-defined courses of action were proposed.

(4) In analyzing statewide functions and services, most states discussed education and training, conservation, statewide directories

and database networks, and better communication and dissemination of information among repositories. Some of the later reports recommended strengthening the role of the State Historical Records Advisory Board either through state legislation, state funding, or increased NHPRC support.

The State Historical Records Advisory Boards employed one of several different approaches to conduct the assessment studies. Some state boards hired outside consultants to produce the major portions of the report, to address a specific area of concern (e.g., machine-readable records), or to comment on the project findings. Where the consultants did not write the final report, their reports are frequently included as appendices.

Other boards hired full-time assessment project archivists, who were responsible for conducting the project under the supervision of the state coordinator. Still others used staff from state and private institutions along with local archivists, historians, and historical records advisory board members to compile the report, sometimes forming task forces to study a specific area of concern. Finally, some state coordinators assigned the assessment report project to one or two of their own staff members, who consulted with the board and the coordinator, but administered the project.

To date, NHPRC has issued 49 grants totaling \$1,113,828. The average NHPRC grant amounted to \$23,000; the average cost sharing amount was \$23,000.

As the NHPRC reaches the goal of an assessment report for every state and territory, it is important for NHPRC, the states, and the archival profession to determine how well the reports have served as catalysts for improving the preservation of America's historical records. Although no comprehensive review of the assessment reports has been conducted since *Documenting America* was issued, the reports continue to be important reference points for archival programs in the states and for the archival profession.

THANK YOU!

Each year, the Society of American Archivists is well served by dozens of persons who volunteer their time, energies, and professional knowledge to SAA's many committees and task forces. Here is a list of those persons who have contributed their services to SAA during 1988-89:

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Katherine D. Morton, Yale University
Julia Marks Young, University of Southern Mississippi



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

GUIDELINES FOR PROPOSALS TO 1990 SAA PROGRAM COMMITTEE

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:

Preservation in Archives: Survey

Continued from page 7

monitoring equipment and a general review of building storage conditions.

Microfilming

Although most archival units still find item-level conservation treatments outside their financial reach, archivists are making wide use of microfilm as a preservation strategy. Almost half of all respondents reported that they reproduced some portion of their holdings on microfilm in 1988. The surprising news is that the same proportion of small and large archives are now making active use of microfilm technology. The expected increase in support at the national level for microfilm projects bodes well for small archival units with limited funding sources.

Recommendations

SAA's research has many implications for archivists. Archivists need the tools and training to make preservation action not only a core professional function, as recognized in the report "Planning for the Archival Profession," but the pivot around which archival programs can be structured and developed. The techniques for comprehensive planning and priority setting, and the educational programs to support them, will work only if archivists understand more completely their institutional settings, and have concrete guidance on what they ought to be doing. The development of administrative and technical standards, therefore, is critical to meeting the preservation challenge of the next decade.

The results of the study indicate strongly that archivists are most successful in building comprehensive preservation programs when they feel they have direct, personal access to conservation expertise and other archivists confronting similar problems. With careful digging in printed sources, it is possible to discover a range of practical solutions. But archivists need training programs that are sensitive to the professional isolation that currently plagues small, but culturally significant programs.

SAA Preservation Officer Relocates in Washington

As of August 1, SAA's Preservation Program Officer, Paul Conway, is completing the remaining five months of his duties for the Society in Washington, D.C. Through the auspices of Fred Stielow and Dean Deanna Marcum, he has guest office space at Catholic University's library school.

The National Endowment for the Humanities has granted the Society an extension on our preservation grant so that Paul can complete his evaluation of SAA's preservation education program. He will be reporting his findings and recommendations in print and at archival conferences around the country this fall and will continue to serve as a point of contact for SAA members with preservation concerns. Paul can be reached at the School of Library and Information Science, Marist Hall, Catholic University of America, Washington, D.C. 20064. Phone (202) 635-5085; fax (202)635-5579.

Washington Beat

Continued from page 8

are numerous cases of university faculty who have been denied fee waivers. However, few scholars have pressed their cases in the courts. It appears from this case that the courts may be more willing than many federal agencies to give a favorable interpretation to fee waiver requests.

As we go to press there has been no ruling in the U.S. District Court in the case to determine whether the tapes of the National Security Council's electronic message system should be considered government records. The American Historical Association and the American Library Association are co-plaintiffs with Scott Armstrong of the National Security Archives vs. former President Reagan, President Bush, and the U.S. Archivist. (See the March 1989 *Perspectives* for details).

Copyright News

Continued from page 9

the appellate court wrote, "Although we would characterize the use here as more than 'small,' it makes no difference insofar as entitlement to injunctive relief is concerned. ...We are not persuaded...that any first amendment concerns not accommodated by the Copyright Act are implicated by this action. Our observation that the fair use doctrine encompasses all claims of first amendment in the copyright field...never has been repudiated....An author's expression of an idea, as distinguished from the idea itself, is not considered subject to the public's 'right to know.'"

With this statement, the court reaffirmed the legal axiom that copyright protects expression, though not ideas. Authors remain free to incorporate ideas from other authors' unpublished writings but may not borrow expression without being subject to copyright considerations.

Automation Notes

by Marion Matters

What Happened at MARBI

Both Kathleen Roe, the official SAA liaison, and I (unofficial sidekick) attended the MARBI meetings during the American Library Association's annual conference in Dallas in June. We will remember this meeting primarily for the long bus rides between hotels--the meetings were all over town, and our own hotel was halfway to Oklahoma.

It was also memorable for Lisa Weber, former SAA liaison, because she received ALA's Piercy Award for her work in developing and promoting use of the MARC AMC format. Richard Smiraglia, Edward Swanson, and Ben Tucker, ALA members who had worked with Lisa during her stint at SAA, hosted a small champagne reception in her honor. Congratulations, Lisa!

The following summary covers only the MARBI decisions or discussions most pertinent to archivists' concerns. At the MARBI meetings the focus was on fields in the holdings and locations format, which is still foreign territory for archivists. We will have to become familiar with at least part of it, however, because of MARBI's decision concerning field 851 in the bibliographic format.

Field 851 replaced. The field has actually been made "obsolete," which means that it may continue to appear in older records, but may not be used in new records. The replacement is field 852, which is a field from the holdings and locations format that may also be "embedded" in the bibliographic record (e.g., in a catalog record for archival material).

Archivists tried to convince the MARBI committee that we do not have "holdings" (e.g., multiple copies of a book or

multiple issues of a serial). But others on the committee pointed out that the data in field 851 definitely related to "locations" (which is true) and so should be captured in a field in the holdings and locations format.

For the time being, the only change archivists may notice is that they input data into a new set of subfields within field 852 instead of in 851.

However, those who depend on an automated system controlled primarily by library requirements should be concerned about how their systems will treat this new field. Few systems currently use or support the separate holdings and locations format, but that may soon change. There may be potential problems if a system implementation were to require that embedded holdings and locations data (which is the way archivists would use field 852) be treated the same as separate holdings and locations records for books and serials.

Leader bytes 06 and 08. The discussion paper from the January meeting became a formal proposal for the summer meeting. It would have redefined leader/06 code "b" from "archival and manuscripts control" to "mixed collection" (denoting a type of material); and it would have defined a new leader byte, leader/08 for type of control. The new byte would have had only two codes, "blank" indicating bibliographic control and "a" indicating archival control.

It proved difficult to define either archival material or archival control to the satisfaction of MARBI members. (It proved equally difficult to define "bibliographic" control!) At the same time, there was continued fear of using one of two remaining leader bytes for the control aspect, and also concern that the international standard on which MARC is based might not allow the use of one of these reserved bytes.

The result: action deferred. Kathleen Roe and MARBI member John Attig are working on

definitions for bibliographic control and archival control.

Archival "Holdings."

The agenda included a discussion paper on the use of subfield \$3 (materials specified) in the holdings and locations format for archival holdings--written without input from the SAA liaison. Although archivists would agree with the conclusions reached, the representations made of archival practice were not accurate.

The committee seemed to agree that there should be no extension of subfield \$3 to holdings and locations fields other than 852.

We have not heard the last about holdings. Kathleen has been invited to contribute an archival perspective to discussions among library system vendors about implementation of the holdings and locations format.

Network News

Did you know that Richard Szary is the SAA liaison to the Library of Congress Network Advisory Committee (NAC)? Or that NAC even exists?

Szary has shared with the members (and friends) of CAIE a report on the last two meetings of NAC. I have augmented it with information from a report of the latest meeting published in the Library of Congress Information Bulletin, July 10, 1989.

In December 1988, NAC met with representatives of EDUCOM, an organization concerned with university computing resources. Its primary interests are access to supercomputers and communication between researchers through BITNET.

It became clear at the meeting that EDUCOM has recognized the importance of bibliographic information resources to the users of research and education networks. And if the public is effectively to use the information resources of networks generally, then the bibliographic community also must be involved in develop-

Continued on page 17

Automation Notes

Continued from page 16

ing and implementing strategies for it.

As the meeting concluded, both groups (NAC and EDUCOM) agreed to work more closely to define joint interests and to develop support for all kinds of networks.

The March 1989 meeting dealt with the role of nonbibliographic databases in bibliographic networks. Two different conceptions of "nonbibliographic" emerged: one focused on numeric, graphic, and full text databases; the other on "reference" and community information databases.

The discussion of the first category questioned the value of network support for storage and transmission of large data files of very specific research interest, whose usage patterns may not justify the cost of maintaining them perpetually online.

Additional questions concerned the types of data files that should be available on a network, private versus publicly maintained databases, quality control, and literary rights in electronic information. Archives have a role, it was acknowledged, in identifying, describing, and storing these types of files.

Presentations on the second category of nonbibliographic databases (reference and community information) demonstrated insight concerning the relationship of these files to bibliographic information. In managing access to such information, bibliographic agencies (or networks) will find new opportunities for public service.

Dennis McDonald, vice president for information products at Online Computer Systems, Inc., predicted that as local workstation software becomes more powerful in its ability to link with specific network applications, demand for standardization will increase, and the blurring of local versus net-

work access may prove a marketing challenge.

In discussing the future, Kenneth E. Dowlin, director of the San Francisco Public Library, stressed the need for authority control and for other ways to link information to guide users through a maze of multi-data information sources. The context of electronic information must be preserved as well.

At the concluding plenary session, several major issues were identified: standardization (both for data and for access interfaces), growing demand for non-bibliographic databases, and pressure on libraries to be interpreters of an increasingly complex information environment. The issues may apply equally to archives.

In what seems like a logical extension of the subject, the next NAC meeting (November 29-December 1) will focus on document delivery.

The proceedings of NAC meetings are published by LC as part of the series of Network Planning Papers (this most recent one on (nonbibliographic databases will be available soon as no. 19).

NUCMC Records Now Available on Tape as a MARC Distribution Service

The National Union Catalog of Manuscript Collections (NUCMC) is now being offered as a MARC Distribution Service (MDS) of the Library of Congress. The entries in NUCMC are created by Library of Congress staff based on information submitted by archives and manuscript repositories across the country.

MDS-NUCMC will be distributed quarterly in the USMARC format on 9-track magnetic tape (1600 or 6250 bps) or cartridge. The cost is \$1,000 for the 1989 subscription, although a test tape of about 200 records is available for \$215.

During the current subscription year, the tapes will contain approximately 2,800 records.

These records are the same as

Archival Standards Task Force Update

Last year Council established the Task Force on Archival Standards to assess the current situation concerning archival standards and to suggest a mechanism through which standards (including rules, conventions, and guidelines) are developed, approved, promulgated, and monitored within SAA. In August 1989, the task force distributed a questionnaire to the chairs of the SAA groups. Please report to them any work that you have done or know about concerning the development of archival standards within SAA.

The questionnaires are to be completed by November 10, 1989. If you would like to receive a copy of the questionnaire, contact Marie Allen, NARA (NI), Washington, D.C. 20408.

those already available in the RLIN database. The NUCMC staff has been adding its archival and manuscript cataloging records to the RLIN database for about a year.

Current NUCMC users should not panic--the tapes are not a substitute for the familiar printed volumes, which will continue to be published (the next is scheduled for release in early 1990).

For additional information, contact the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541; phone (202)707-6100.

Note to small repositories: by submitting collection information to NUCMC, you, too, can have your collections represented in RLIN, or in any system that purchases the MDS-NUCMC distribution tapes. NUCMC staff also create LC Name Authority File records based on the information you give about names reflected in your collections. For more information, contact Harriet Ostroff at (202)707-8419.

Professional Opportunities

As a service to its members, the Society of American Archivists publishes announcements about professional opportunities for archivists. SAA reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

The following advertising rate schedule, effective September 1, 1989, entitles an employer to post one job in one issue of the SAA Newsletter and one issue of the Employment Bulletin:

under 125 words....\$35	200-299 words.....\$105
125-199 words.....\$70	over 300 words.....\$140

(Numbers, abbreviations, etc. each count as one word.) Institutional members of SAA may subtract \$35 from the above rates. SAA will edit announcements that do not conform to the style illustrated by the postings in this issue.

The SAA Newsletter is published in January, March, May, July, September, and November. The newsletter is sent to all members of the Society of American Archivists. The SAA Employment Bulletin is available to individual members of the Society at a cost of \$12 per year only at the time of renewal of membership. Individual issues may be purchased for \$3.00. The Employment

Bulletin is published in February, April, June, August, October, and December.

Deadlines for the SAA Newsletter and the Employment Bulletin are the 5th of the month preceding publication. An announcement regarding a position may be printed first either in the SAA Newsletter or the Employment Bulletin, depending on when the announcement is received. Announcements received after the deadline date—5th of the month preceding publication—will be charged a \$15 late fee.

For information about SAA's employment services, including advertisements, and fax services, contact Joyce Gianatasio at the SAA office, (312)922-0140.

SAA assumes that all employers listing positions are in compliance with applicable Equal-Opportunity and Affirmative-Action regulations.

Wanted

ORAL HISTORY MEETING PARTICIPANTS

The Oral History Association will hold its 25th Annual Meeting October 8-11, 1990, in Cambridge, Massachusetts. Papers, panel discussions, media presentations, and workshop sessions are now being solicited. All subjects concerning oral history are welcome. Each proposal should include the presenter's vita, the title of the paper or panel, plus a two-page typed prospectus with thesis statement, methodological description, and relevant bibliographic information. Proposals must be submitted by December 31, 1989, to Richard Sweterlitsch, Department of English, 221 Old Mill, University of Vermont, Burlington, Vermont 05405-1114.

CONSERVATION ABSTRACTS

The American Institute for Conservation of Historic and Artistic Works (AIC) invites abstracts from conservators and those in allied professions interested in presenting a paper at the general session of the 1990 AIC Annual Meeting in Richmond, Virginia, on May 29-June 3, 1990. A section of the general session will deal with "Treatment Choices for Large Collections: Ethical, Financial, and Technical Considerations." The topic of the pre-session will be the "Conservator's Role in Travelling Exhibitions." The deadline for receipt of abstracts is October 13, 1989. For more information, contact Paul Himmelstein, AIC Vice President and Program Chair, 444 Central Park West, New York, New York 10025, (212)666-4630.

CHINA FILM AND PHOTO COLLECTIONS

"The Dragon and the Eagle," a public broadcasting documentary series on the American experience in China, is seeking corporate or church sources that have collections of films, photos, or diaries of American businesses, businessmen, or missionaries in China before 1949. Archives holding promotional films or photos shot by businesses in China and the United China Relief film collection are of particular interest. Funded by the National Endowment for the Humanities and the Corporation for Public Broadcasting, each program in the series will focus on a "type" of American who has lived and worked in China. Any archives with China-related film or photographic material should contact Erica Marcus, James Culp Productions, 1259 A Folsom Street, San Francisco, California 94103, (415)558-9000.

ISABELLA GARDNER MEMORABILIA

For a biography of the poet Isabella Gardner (1915-1981), anyone who possesses correspondence, photographs, etc., or who remembers her personally is asked to contact Marian Janssen, English Department, University of Nijmegen, Erasmusplein 1, 6525 HT Nijmegen, The Netherlands.

A CALL FOR AUDIO-VISUAL PAPERS

"Archiving the Audio-Visual Heritage," a joint technical symposium, will convene May 3-5, 1990, at the Canadian Museum of Civilization. The symposium will address the long-term storage of audio-visual materials and the latest research into such problems as the decay of acetate carriers (the "vinegar syndrome"), the hydrolysis of polyester, oxidation of the reflective surfaces of laser-read discs, etc.

For a list of proposed topics for papers, a preliminary program, and registration forms, contact Fred Granger, Chairman of the JTS Organizing Committee, Canadian Museum of Civilization, Hull, Quebec Province, Canada K1A 0M8.

Awards Available

ROCKEFELLER RESEARCH GRANTS

The Rockefeller Archive Center of Rockefeller University each year offers a number of research grants of not more than \$1,500. Grants will be made to applicants of any discipline who are engaged in projects that require substantial use of the collections at the Rockefeller Archive Center. Applications for assistance must be made by December 31, 1989. Contact the Director, Rockefeller Archive Center, 15 Dayton Avenue, Pocantico Hills, North Tarrytown, New York 10591-1598, (914)631-4505.

NHPRC ARCHIVES ADMINISTRATION FELLOWSHIPS: HOST INSTITUTIONS

The National Historical Publications and Records Commission is now accepting applications from state archives and college and university archives and special collections units interested in serving as host institutions for two fellows in archival administration for the 1990-91 year. Prospective host institutions should be able to expose the fellow to a wide variety of archival administrative experiences during the ten month appointment. The fellows' stipend is \$28,000 with a benefit payment of \$5,600 and is funded jointly by NHPRC and the Andrew W. Mellon Foundation. Host institutions are given \$500 to interview prospective applicants.

The application deadline for host institutions is October 1, 1989. Contact NHPRC, National Archives Building, Washington, D.C. 20408, or call Laurie Baty at (202)523-5386.

**UNIVERSITY ARCHIVIST AND
CURATOR OF MANUSCRIPTS**

University of Vermont Bailey/Howe Library

One of a team of professionals working with a large collection of books, manuscripts, and other library materials relating to the history, government, and public issues of Vermont. **RESPONSIBILITIES:** Work with the Assistant Director for Special Collections and the Vermontiana Curator to develop and implement collection management strategies for manuscripts collections and the University Archives. Particular responsibility for automation within the department, including conversion of catalog records to MARC format for inclusion in OCLC and NOTIS, and the construction of indexes and databases as appropriate to improve access to manuscripts, archives, photographs and other historical materials. Take an active role in reference service, staffing the department reference desk on regular shifts, working occasional evenings and weekends, and serving as the authority on archives, photographs and

post-Civil War manuscripts. Staff includes a full-time assistant university archivist and student assistants. Report to the Assistant Director for Special Collections. **QUALIFICATIONS:** Requires ALA-accredited MLS, two-years professional experience in archives/manuscripts, some supervisory experience, excellent oral and written communication skills. Prefer second masters in humanities or social sciences, knowledge of MARC format for AMC and library automation issues in general, and familiarity with 19th and 20th century New England and/or Vermont history. Twelve-month non-tenured faculty appointment with the rank of instructor. **SALARY:** \$22,500 minimum depending on qualifications. Excellent fringe benefits. Available December 1, 1989. Send letter of application, resume, graduate school transcripts and names, addresses, and telephone numbers of three references by October 15, 1989, to Connell B. Gallagher, Asst. Director for Special Collections, Bailey/Howe Library, University of Vermont, Burlington, VT 05405.

**ARCHIVIST
Project HOPE**

Project HOPE in Millwood, Virginia, is currently recruiting for an archivist to establish an archives and records management program. The term of this position will be September 1, 1989, through February 28, 1991. **RESPONSIBILITIES:** Conduct survey and appraise, arrange, and describe records of historical significance relating to S.S. Hope and international allied health care and education programs. Responsible for establishing professionally acceptable archives and records management policies and practices. **QUALIFICATIONS:** MA in archives management/related fields and/or MLS with one year of experience in archives administration. Records management experience, use of automated retrieval systems, and knowledge of international public health and/or international development is preferred. Send resume and three professional references to Personnel Manager, Project HOPE, Millwood, VA 22646.

COLLEGE ARCHIVIST

Carleton College

RESPONSIBILITIES: Management and continuing development of a small but dynamic and professional college archives. The college archivist solicits, appraises, processes, and conserves the official records of Carleton College, with additional collecting responsibilities in the papers of student organizations, alumni, and faculty. Provides reference service for current holdings of approx. 1,000 linear feet to administrators, faculty, students, alumni, scholars, and the public. Promotes the use of the archives by Carleton classes, and supervises undergraduate research. Communicates the college's history to a wide audience through exhibits, displays, articles, and publications, and coordinates library displays. Acts as a consultant to College offices on records management and maintains, supervises access to, and promotes use of the library's rare books collection. **QUALIFICATIONS:** MA in history or related field, successful completion of a recognized graduate program in archives administration, and excellent communications skills required. Study beyond the MA level, one year archival experience, experience in teaching, and familiarity with MARC/AMC format preferred. **SALARY:** \$21,000 minimum, depending on experience and qualifications. Excellent benefits, including full funding for attendance at three professional conferences per year. Send resume, transcripts, and list of three references to William Child Jr., Associate Dean of the College, Carleton College, 1 North College Street, Northfield, MN 55057. Application deadline is September 30, 1989.

**CHIEF OF MANUSCRIPTS DIVISION/
LIBRARY**

The Historic New Orleans Collection

RESPONSIBILITIES: To coordinate the activities and supervise the operations of the manuscripts division and the research library; to promote collection development through donation and purchase and to oversee collection management and preservation; to work with other department heads on publications, collecting, educational programs, and computerization; to attend regularly the appropriate professional meetings at the local, regional, and national levels; reports to the Director. **QUALIFICATIONS:** Advanced degree in American/southern history, experience in archival and library procedures (desirable: MLS from ALA accredited program and/or certified archivist or archivist eligible for certification), at least five years administrative experience, strong communications skills, ability to work well with staff, prospective donors, and other members of the professional and local community. **SALARY:** Commensurate with qualifications. Excellent health plan, pension plan, life insurance. Consideration will be given to applications beginning September 15, 1989. Position open until filled. Send resume and contact information to Personnel, The Historic New Orleans Collection, 533 Royal Street, New Orleans, Louisiana 70130-2179.

UNIVERSITY ARCHIVIST

Washington University

RESPONSIBILITIES: Collects, preserves, catalogs, and provides reference service for the university archives and for papers housed in the research collections; creates and maintains finding aids for all materials housed in the archives, including university records, manuscripts, official publications, photographs, graphic materials, microforms, and audiovisual materials; planning for selected automated access to archival materials; shares supervisory responsibilities for one FTE and several student assistants. Reports to the Head of Special Collections. Position is a twelve-month non-tenure-track appointment. **QUALIFICATIONS:** Masters degree, preferably in history or the social sciences, or MLS required. Previous archival education/experience required. SAA certification preferred. Familiarity with library automation and microcomputer use a plus. Knowledge of current archival preservation practices. Ability and willingness to assist the public in a helpful and courteous manner. Send letter of application, resume, and three letters of reference to: Personnel Office, Box 1184, Washington University, One Brookings Drive, St. Louis, MO 63130-4899. Position will remain open until filled. Initial review of applications will begin October 6, 1989. Employment eligibility verification required upon hire.

LABOR HISTORY PROJECT ARCHIVIST
Humboldt State University

Eighteen-month appointment to carry out an NHPRC-funded project to organize, process, and provide viable access to the Humboldt County Labor Archives. **RESPONSIBILITIES:** Under the direction of Special Collections Librarian, this individual will appraise, arrange, and describe a substantial collection of local labor records using state-of-the-art processing methods. **QUALIFICATIONS:** MLS from ALA-accredited institution, prefer some formal archival training such as certification in archival management, minimum of two-years of successful work experience in academic or research library archival setting, masters degree in relevant social sciences, especially labor history highly desirable. Must have demonstrated organizational abilities, experience, and knowledge of current records management practice, and ability to work independently. **SALARY:** At the Assistant Librarian level, step 4 (\$30,240 per year) plus liberal benefits. Screening of applications begins October 2, 1989, and continues until the position is filled. For details, call or write: Olivia Mills, Humboldt State University, Library, Arcata, CA 95521; (707)826-3441.

MANUSCRIPT LIBRARIAN

University of North Carolina at Chapel Hill
RESPONSIBILITIES: Help execute a three-year project supported by the Office of Preservation of the National Endowment for the Humanities. Duties will include: supervising the replacement with alkaline folders and boxes of the acidic housing of 5,400 linear feet of the collection; collecting bibliographic and preservation backlog data on the materials that are rehoused; revising selected collection inventories; and assisting in selecting and preparing collections for microfilming. **QUALIFICATIONS:** Requires a masters degree in library science, American history or a related field; experience processing manuscript materials; organizational and supervisory skills. Prefer formal archival training; experience in archival preservation; knowledge of Southern history; experience supervising student workers; and basic computer literacy. **SALARY:** Minimum \$21,000 for 12-month academic appointment with standard State benefits of annual and sick leave. To be assured of consideration, apply by September 29, 1989; review of candidates will continue until the position is filled. Position available January 1, 1990. Send letter of application, resume, and names of three references to Barbara DeLon, Library Personnel Office, Campus Box #3900, Davis Library, The University of North Carolina at Chapel Hill, Chapel Hill, NC 27599.

MUSEUM ARCHIVIST

The John and Mable Ringling Museum of Art
Under direction of librarian, establishes and administers archives in accordance with generally accepted archival practice. **RESPONSIBILITIES:** inventory, appraise, arrange, describe, and process inactive records, including John Ringling personal papers, circus papers and photographs, and museum records; implement and maintain records management program for Museum; work with archives committee to establish policies, answer reference questions from staff and public relating to archival materials; prepare finding aids, write reports and guide. **QUALIFICATIONS:** Prefer MLS or MA in appropriate academic discipline and two years of archival experience. Formal course work in archives administration and records management may be substituted for one year of work experience. **SALARY:** \$20,000 plus benefits. Review of applications begins October 1, 1989. This is an NHPRC grant-funded position. Send letter of application, resume, and three references to: The John and Mable Ringling Museum of Art, Personnel Office, 5401 Bay Shore Road, Sarasota, FL 34243.

LIBRARY DIRECTOR

Daughters of the Republic of Texas Library
Established in 1943, the library is in a park setting on the grounds of the Alamo. Concentrations are the Texas Republic period, San Antonio history, and the Alamo. **RESPONSIBILITIES:** Provides direction and administration for Texas History Research Library at the Alamo. Responsible for collection development and its security, physical maintenance, and preservation. Oversees accessioning, cataloging, processing, preparation of finding aids, reference services, and financial records. Supervises staff of six professionals and technicians. Responsible for budget development and use of automated archival systems. Reports to the Library Committee of the Daughters of the Republic of Texas. **QUALIFICATIONS:** Archival training, experience, and thorough knowledge of archival practice; ALA-accredited MLS degree with minimum five-years library work including successful administrative experience; knowledge of Texas history and historical research methods; ability to work well with colleagues and volunteers; must meet public and represent Daughters of the Republic of Texas at professional meetings; mature judgement and genuine respect for historical materials essential. Computer experience useful. **SALARY:** Beginning salary in high twenties. Group health and life insurance and retirement annuity. No state or local income taxes. Send letter of application, resume, and names of references to Mrs. Jack D. Robbins, Chairman, D.R.T. Library Committee, 3127 Candlewood Lane, San Antonio, TX 78217.

RESEARCH ARCHIVIST

R. M. Fields & Co. Ltd.
Research archivist wanted to join leading commercial firm in the specialized field of "insurance archaeology" at its Philadelphia offices. We are seeking a highly motivated and ambitious researcher and analyst. **QUALIFICATIONS:** A minimum of two years experience is a prerequisite together with basic computer skills. Previous experience with government records as a researcher or archivist is a definite advantage. **SALARY:** Beginning salary of \$30,000 with salary potential of \$60,000 within three years as project director. If you are looking for an opportunity to use your research skills in a highly rewarding environment, send your resume to R. M. Fields & Co. Ltd., Suite 854, Public Lodger Building, Independence Square, Philadelphia, PA 19106.

UNIVERSITY ARCHIVIST AND CURATOR OF MANUSCRIPTS

University of Vermont Bailey/Howe Library
One of a team of professionals working with a large collection of books, manuscripts, and other library materials relating to the history, government, and public issues of Vermont. **RESPONSIBILITIES:** Work with the Assistant Director for Special Collections and the Vermontiana Curator to develop and implement collection management strategies for manuscripts collections and the University Archives. Particular responsibility for automation within the department, including conversion of catalog records to MARC format for inclusion in OCLC and NOTIS, and the construction of indexes and databases as appropriate to improve access to manuscripts, archives, photographs and other historical materials. Take an active role in reference service, staffing the department reference desk on regular shifts, working occasional evenings and weekends, and serving as the authority on archives, photographs and post-Civil War manuscripts. Staff includes a full-time assistant university archivist and student assistants. Report to the Assistant Director for Special Collections. **QUALIFICATIONS:** Requires ALA-accredited MLS, two-years professional experience in archives/manuscripts, some supervisory experience, excellent oral and written communication skills. Prefer second masters in humanities or social sciences, knowledge of MARC format for AMC and library automation issues in general, and familiarity with 19th and 20th century New England and/or Vermont history. Twelve-month non-tenured faculty appointment with the rank of instructor. **SALARY:** \$22,500 minimum depending on qualifications. Excellent fringe benefits. Available December 1, 1989. Send letter of application, resume, graduate school transcripts and names, addresses, and telephone numbers of three references by October 15, 1989, to Connell B. Gallagher, Asst. Director for Special Collections, Bailey/Howe Library, University of Vermont, Burlington, VT 05405.

ASSISTANT CURATOR FOR MANUSCRIPTS
Essex Institute

RESPONSIBILITIES: Accessioning, processing, and cataloging manuscript and archival photograph collections, assisting in reader service and donor relations; and coordinating preservation microfilming. **QUALIFICATIONS:** MLS or MA in American history; concentration in archives and cataloging; knowledge of computer applications. To apply, send cover letter, resume and names of three references by October 1, 1989, to: Personnel Officer, Essex Institute, 132 Essex Street, Salem, MA 01970.

HEAD, CONSERVATION & PRESERVATION DEPARTMENT

University of California, Davis

RESPONSIBILITIES: Reports to the Assistant University Librarian for Collections. Is responsible for developing, implementing and administering the library's policies and programs for preserving collections. Plans and directs the work of the conservation and preservation department (6.5 FTE and students), including bindery preparation, identification and treatment of brittle materials, and preservation microfilming. Responsible for environmental monitoring, preservation education for staff and users, and disaster preparedness. General responsibility for conservation in branch libraries. Participates in divisional and library budget preparation, planning and policy-making. The University of California is engaged in a university-wide program for collections preservation. Regular meetings are held to review and discuss the provisions of program activity, to develop and implement cooperative programs, and to work for common goals. **QUALIFICATIONS:** Graduate degree in librarianship from an ALA-accredited institution or its equivalent. Research library experience at the professional level. Experience and/or specialized training in conservation and preservation. Knowledge of current conservation and preservation principles, practices, and techniques. Demonstrated effective communication, management and planning skills. Excellent writing, speaking, and interpersonal skills. Supervisory experience and experience in staff training and grant preparation. **SALARY:** Assistant Librarian, \$26,136-\$33,444; associate Librarian, \$31,944-\$46,020; or Librarian, Steps I-IV, \$42,948-\$54,060. Send letter, resume, and the names, addresses, and telephone numbers of three references (including current supervisor) to: Sandra A. Vella, Assistant Personnel Librarian, 108 Shields Library, University of California, Davis, CA 95616. Telephone: (916) 752-1138. Open immediately. Applications received by October 13, 1989, will be assured consideration.

ARCHIVES CATALOGER (Part-time)
U.S. Holocaust Memorial Museum

RESPONSIBILITIES: Accession Holocaust oral history records; authenticate transcripts and summaries of audio and video interviews; prepare indexes and enter into database under supervision of Oral History Director and Chief Archivist. **QUALIFICATIONS:** Requires knowledge of twentieth-century European history, emphasizing Germany or Eastern Europe, research experience, and basic word-processing. Familiarity with German or Yiddish terms helpful. A nine-month part-time position subject to renewal. Send curriculum vita to Dr. Linda Gordon Kuzmack, Director, Oral History Department, U.S. Holocaust Memorial Museum, 2000 L Street NW, #717, Washington, DC 20036.

CONSERVATOR OF ART & HISTORIC ARTIFACTS ON PAPER

Northeast Document Conservation Center

RESPONSIBILITIES: Technical examination & analytical testing of art objects on paper to determine conservation treatments applying sound art historical knowledge. Consult with clients and prepare treatment proposals & cost estimates. Written and photographic documentation of condition of artifacts and treatment procedures using specialized photo procedures, (U.V., infrared & photomicroscopy). Full treatment of objects on paper support & paper-related media, applying working knowledge of treatment of paper-based and vellum materials. Treatment procedures require working knowledge of suction table, ultrasound welder, leafcaster, fumigation chamber, hot-air gun, deacidification techniques, documentary photo skills, Japanese scroll-mounting tools & materials, binocular microscope, & analysis of paper fiber content. Perform condition surveys & evaluations of collections for museums, libraries, archives & historical societies. Apply art museum experience to organize/ manage on-site and lab treatment projects. Apply overall working knowledge of treatment procedures, cost estimates, museum experience to train technicians and interns in paper conservation; answer inquiries from public; give facility tours to clients and colleagues; represent facility at professional meetings. No experience in position required. **QUALIFICATIONS:** Masters degree in Art Conservation. **SALARY:** \$20,440/yr., 5-day, 40-hr. week. Qualified applicants by resume only to Case #9840, Mass. Dept. of Employment & Training, Spec. Programs Dept., 19 Staniford St., Boston, MA 02114.

ARCHIVIST
National Archives and Records Administration,
Suitland, MD

RESPONSIBILITIES: Performs full range of archival functions relating to records of British and American activities in WWII Italy. **QUALIFICATIONS:** Must have 18 semester hours in American history, political science or government, 12 semester hours in other history, American civilization, economics, political science or government, plus additional education/experience equal to BA degree. Must also have one year professional archival experience equal to GS-9 level. Related graduate education may apply. **SALARY:** \$28,852. Send SF-171, Application for Federal Employment (not resumes) and transcripts to NARA, Attn: NAP/DEU, 7th and Pennsylvania Avenue, NW, Washington, DC 20408. Cite announcement number DEU 89-23. Closes September 22, 1989. Call (202)724-1513 or (800)634-4898 for information/forms.

ARCHIVIST
Salvation Army Archives and Research Center

RESPONSIBILITIES: Carries out appraisal, arrangement and description of a variety of media in a metropolitan New York religious archives. Archival work is varied and will involve answering mail, telephone, and in-person reference requests and writing historical feature material. **QUALIFICATIONS:** Graduate degree in the humanities, social sciences or librarianship, specialized archival training, and ability to communicate clearly, both verbally and in writing. MLS preferred. Candidates may be appointed at the assistant or associate archivist level depending upon qualifications and experience. Requires at least one year of archival experience for the position of assistant archivist and two years for associate archivist. In addition to the responsibilities listed above, the associate archivist will also be responsible for some staff supervision, accessioning of new archival collections, or database searching. **SALARY:** Based on qualifications and experience, minimum \$21,000. Fringe benefits include: paid medical and life insurance, company-funded retirement program, and twenty days annual leave. Permanent, full-time position. The Archives is planning to move from New York City to suburban New Jersey in 12-18 months. An incentive plan is available. Application deadline October 20, 1989. Send application, resume, and list of three references to Thomas Wilsted, Salvation Army Archives and Research Center, 145 West 15th Street, New York, NY 10011.

INTERNSHIP

The Getty Center for the History of Art and the Humanities

Special Collections/Archives of the History of Art seeks applications from those completing or having recently completed a graduate degree program in art history, librarianship, or in archival methods for an internship position. **RESPONSIBILITIES:** Arrange, inventory, and describe papers of the 18th-, 19th-, and 20th century Italian artists, writers, and scholars. The intern will also be introduced to cataloging in AMC/RLIN, and to museum-type registration procedures. The appointment is for nine months (beginning after July 1, 1989 and ending before June 30, 1990); 28 to 40 hours per week. **SALARY:** A stipend of up to \$15,000 will be offered, depending upon qualifications. Applications should include a curriculum vita, an academic transcript, a finding aid or other sample of recent written work, and a letter of intent. Applicants must have an excellent reading knowledge of Italian. For a beginning archivist, the position offers an unusual opportunity to work with complex cataloging and arrangement problems. For an art historian, it offers experience working closely with primary materials in a research environment. Respond to: Personnel Coordinator, The Getty Center for the History of Art and the Humanities, 401 Wilshire Blvd., Suite 400, Santa Monica, CA 90401-1455.

REGIONAL ARCHIVIST

Documentary Heritage Program
Buffalo, New York

RESPONSIBILITIES: Develop a program to improve the documentation of the region through cooperation, communication, and coordination of activities among historical records repositories; provide advisory services, including workshops to train historical records personnel and on-site program consultations; maintain a close working relationship with the New York State Archives. **QUALIFICATIONS:** Either a bachelors degree in history, government, economics, public administration, political science, library and information science, or American studies (including or supplemented by 15 semester credit hours in history, 9 of which have been in American history) or a masters degree in any of the fields listed above. Also required are three years of experience in one of the following areas: (1) archival appraisal, arrangement and description, or preservation; (2) provision of reference service in an organization whose primary focus is archival services; (3) provision of educational programs or technical assistance in the administration of archival records. A car and driver's license are also required. **SALARY:** \$26,354 and up per year depending on qualifications. Excellent fringe benefits. Send letter of application, resume, and three letters of reference to: Mrs. Joyce Everingham, Executive Director, Western New York Library Resources Council, 180 Oak Street, Buffalo NY 14203. Application deadline November 1, 1989. Position available January 1, 1990.

ASSISTANT ARCHIVIST

American College of Physicians

RESPONSIBILITIES: Evaluate and process manuscripts and corporate archives, publications and non-print media; describe, catalog, organize, and preserve collections according to archival standards; assist with research and reports. **QUALIFICATIONS:** MLS or MA in a relevant field, with archival emphasis preferred, as well as several years experience in archival processing. Significant years of archival experience with strong continuing education activity in archives will be considered in lieu of masters degree. Experience with MARC AMC format or similar computer-based system for archival description essential. Must have demonstrated knowledge of basic preservation methods and microfilming preparation, quality control, and preservation. Send resume with salary history to H-19, PO Box 1924, Philadelphia, PA 19105.

UNIVERSITY ARCHIVIST

Louisiana State University

RESPONSIBILITIES: Reports to the head of the Louisiana and Lower Mississippi Valley Collections and heads of the newly formed University Archives unit; carries out the activities of a two-year grant-funded University Records Project, specifically: surveying the records of the university; constructing appropriate record group and series structure for university records; revising retention and disposition schedules in cooperation with the State Division of Archives, Records Management, and History; and preparing a records management manual for the campus. At conclusion of project, will have responsibility for direction and coordination of university archives program. Supervise a staff of a para-professional and student assistants. **QUALIFICATIONS:** Masters degree in librarianship, history, or related discipline with graduate course work in archives and/or records management; strong inter-personal skills and effectiveness in both oral and written communication. Prefer ALA-accredited MLS with specialization in archives and records management; a minimum of three-years experience in archives or records management, especially in a college and university setting; supervisory experience; experience with MARC/AMC records; a record of active professional involvement. NHPRC funded for two years; position will be continued by the university after the initial project is concluded. **SALARY:** \$23,000. Apply to Robert S. Martin, LSU Libraries, Louisiana State University, Baton Rouge, LA 70803-3300. Preferences will be given to applications received by October 31, 1989.

STATE ARCHIVIST

Idaho State Historical Society

RESPONSIBILITIES: Administers the Library Archives Division (State Archives, Historical Library, Genealogical Library) of the Society; directs all activities relating to appraisal, selection, transfer, arrangement, description, and preservation of, and access to, archives and other collections of the division; develops and administers division budget, policies, and procedures; will work closely with state and local government officials, the state legislature, and others to develop a comprehensive state archives program; drafts and recommends legislation and rules regarding public records. Represents the division and the Society at public meetings, legislative hearing, and media events; serves as state coordinator and chairman of the Idaho Historical Records Advisory Board. **QUALIFICATIONS:** Demonstrated knowledge

of, and experience with, the administration of an archival agency; records management and archival systems; care, preservation, and restoration of archival materials; major resources and service systems of specialized historical and genealogical libraries; laws, regulations, and standards regarding care, preservation, and disposition of, and access to, public records; demonstrated ability to plan, develop, and evaluate a comprehensive archives program and to supervise a professional staff. Salary beginning at \$30,000, with standard State of Idaho medical, retirement, and leave benefits. For a complete job announcement and application materials, contact: Gary Bettis, Library and Archives, Idaho State Historical Society, 610 North Julia Davis Drive, Boise, Idaho 83702-7695. Application deadline: October 13, 1989.

ARCHIVIST

Bank of America, San Francisco

RESPONSIBILITIES: Reorganize and re-activate archival program. Develop and implement policies for access, appraisal, arrangement, description, and use. Plan and carry out work, devise budget, supervise staff. **QUALIFICATIONS:** Masters degree in history, library science, or related field; graduate education in archival administration preferred. Substantive archival experience required, preferably in corporate setting; demonstrated

knowledge of archival principles and practice; demonstrated ability to devise and implement needed policies and procedures. **SALARY:** \$30,000-37,000, depending on experience. Send letter of application, resume, and names of three references to John Bracco, Vice President for Corporate Communications, Bank of America Center, San Francisco, CA 94137. Position open immediately; applications accepted until position is filled.

PROJECT ARCHIVIST

National Park Service, North Atlantic Region

Project-funded position to develop standards and procedures for archival projects at 26 parks in region and to process collections at parks. **SALARY:** \$28,852. To apply, submit an SF-171 with recruitment bulletin number 89-18 to Personnel, NPS, NAR, 15 State Street, Boston, MA 02109. For additional information call (617) 242-5603.

PUBLIC RECORDS ANALYST POSITIONS

New York State Archives and Records Administration, Local Government Records Bureau

Subject to final approval by the Division of Budget and Department of Civil Service, these positions will be available.

PRINCIPAL PUBLIC RECORDS ANALYSTS/UNIT CHIEFS -

Two Positions

RESPONSIBILITIES: Administer units established under the new Local Government Records Management Improvement Fund Act. One position will develop and manage a regional advisory service system for local governments, including supervising professional and support staff in nine regional offices and overseeing advisory services. The other position will develop and administer a grant-in-aid program for local governments including developing procedures, coordinating review of applications, and monitoring grant-funded projects. Both positions require a high degree of administrative initiative and report to the Chief, Local Government Records Bureau. **QUALIFICATIONS:** MA in history, government, economics, public administration, political science, American Studies, library science, or information science. At least five years experience in one or more of the following areas: (A) appraising and developing retention and disposition schedules for the records of an institution or government; (B) providing advice, educational programs, or technical assistance in records management or archival administration; (C) developing guidelines, standards, policies, and written materials on records management or archival administration; (D) directly administering an institutional or government records management or archival program. At least three of the five years must have included supervising staff or managing a program. **SALARY:** \$44,280.

ASSOCIATE PUBLIC RECORDS ANALYSTS and SENIOR PUBLIC RECORDS ANALYSTS - Nine Positions

RESPONSIBILITIES: Provide advice, technical assistance, and consultation to local governments in nine regional offices on all aspects of records management, including information technology and development and administration of archival programs. Positions report to the Unit Chief, Regional Advisory Services Unit and are expected to exercise considerable independence and flexibility in carrying out their advisory services. **QUALIFICATIONS:** Same educational requirements as noted above. At least four years of experience in any of the fields noted above, including at least two years of supervising staff or managing a program. **SALARY:** \$37,772.

SENIOR PUBLIC RECORDS ANALYSTS - Three Positions

RESPONSIBILITIES: Two positions will be located in Albany in the Grants-in-Aid Unit, under the direction of the Unit Chief, working with applicants, reviewing applications, and monitoring work on the grant-funded projects. The third position will be located in the New York City regional office providing advice, technical assistance, and consultation to non-Mayoral agencies. **QUALIFICATIONS:** Either a BA or MA in any of the fields noted above, and at least three years experience in any of the fields noted above. **SALARY:** \$29,056.

To apply for these positions, send a letter of application and resume to: Charles J. Byrne, Director of Personnel, State Education Dept., Box SARA, Albany, NY 12224. For more information, contact Robert W. Arnold III or Bruce W. Dearstyne at State Archives and Records Administration, 10A63 Cultural Education Center, Albany, NY 12230, (518)474-6926. Next app. deadline 10/15/89.

Library of Congress - Two Positions

ARCHIVIST, MANUSCRIPT LIBRARIAN

RESPONSIBILITIES: Prepare manuscript collections for research use; perform reference assignments, including duty in reading room; assist in special assignments in general archives administration. **QUALIFICATIONS:** Masters degree in American history, literature, or civilization; or in archival science; or a bachelors degree with major study in the above plus two years of experience in professional library, research, or archival work involving the collection, appraisal, analysis, or synthesis of information having historical or archival value, and demonstrating ability to organize and describe large, complex groups of personal papers or records, knowledge of standard library reference tools and knowledge of American history, literature, or civilization. Ability to perform circulation activities requiring lifting up to 35 pounds. **SALARY:** GS-1420-9 \$23,846-\$31,001. Promotion plan to GS-11. Call (202)707-5620 for a copy of announcement 90363.

LIBRARIAN, MANUSCRIPT REFERENCE TRAINEE

RESPONSIBILITIES: Provide reference service to patrons conducting research in historical manuscripts relating to American life and culture; and advise them in the use of catalogs, guides, finding aids and standard reference tools for manuscripts and archives. **QUALIFICATIONS:** Masters degree in library science; American history, American literature, or American political science; or a bachelors degree plus one year of experience demonstrating knowledge of procedures and practices of archives and manuscript repositories and the ability to undertake research using archival and manuscript sources in American history. Reading knowledge of French, German, or Spanish. **SALARY:** GS-1410-7 \$19,493-\$25,343. Promotion plan to GS-11. Call (202) 707-5620 for a copy of announcement 90324.

To apply for above positions, send Standard Form 171, application for federal employment, by September 30, 1989, to Library of Congress, Recruitment and Placement Office, Department E, Room LM-107, 101 Independence Avenue, SE, Washington, DC 20540.

Primitive Archival Repository



Behold the prototypical Hollinger box. Charles Schultz of Texas A&M University reports that the archival container pictured above is currently on display at the National Museum in Zurich. The museum describes it as an archival storage trunk made from a single tree taken out of the Kloster Chapel in Zurich.

It is actually a huge piece of wood, about 2.5 feet high x 2.5 feet wide x 12 feet long. In the top there is a trough carved out that is about 10 inches deep x 12 inches wide x 10 feet long. Although there is no top or lid featured with the display, there probably was one originally that was about 6-10 inches thick. The iron work along the side may have been a preventive measure to keep the wood from splitting, or it may simply be decorative, or it may have some relationship to the religious order of the chapel from which it was taken. At any rate, this is probably the oldest archival container made of cellulose fiber.

Newsletter

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

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