



Newsletter

The Society of American Archivists

November 1989

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Fall 1989
SAA Bookcase
Enclosed

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Eight Honored in St. Louis



Former U.S. Senator Thomas Eagleton (right) received the new Jameson Archival Advocacy Award in October from SAA President Frank B. Evans at the Society's annual meeting in St. Louis.

Former U.S. Senator Thomas F. Eagleton received the first J. Franklin Jameson Award given by the Society of American Archivists at the annual fall meeting in St. Louis. The award, named in honor of the historian and advocate for the archival profession, recognizes an individual, institution, or organization, not directly involved in archival work, that promotes greater public awareness of archival activities or programs.

Senator Eagleton, a Missouri Democrat, was a leader in the movement to restore the National Archives and Records Administration to an independent position. He was convinced that it was good public policy to have a strong archival agency independent of political domination to preserve the historical heritage of this nation.

Senator Eagleton co-sponsored the National Archives Independence bill and diligently worked to bring this legislation to successful passage by the United States Senate. His tireless efforts defeated repeated attempts by others to politicize the office of Archivist of the United States.

Hugh Taylor, an archival consultant from Nova Scotia and a former SAA president, was awarded the Fellows Posner Prize for the most outstanding essay published in 1988 in the Society's quarterly journal, the *American Archivist*. Taylor's essay was selected from 15 research articles featured in volume 51 of the journal.

In "My Very Act and Deed: Some Reflections on the Role of Textual Records in the Conduct of Affairs," Taylor's view of the written document

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From the Executive Director's Desk

by Donn C. Neal

In the Presbyterian church in which I was raised, November was traditionally the time for the pastor's "stewardship sermon." I see that I used this month's column just two years ago to discuss giving to SAA, and so I must have absorbed something from that religious rhythm.

In truth, this time of year, with its several holidays (and with the imminent close of the tax year) is a good time for thinking about giving to worthy causes and purposes that we wish to support. In addition, the SAA Council is now exploring how to encourage additional giving to the Society's own worthy purposes.

However Council proceeds, I hope that you will consider assisting one or more of the Society's pressing needs. Perhaps a little background and explanation will be helpful.

SAA is defined by the Internal Revenue Service as a 501(c)(6) not-for-profit organization--one that focuses on benefitting its own members. Gifts to SAA's General Fund, although useful because they supplement dues and other forms of income, are not tax-deductible for the giver. Like many other groups, though, SAA also has 501(c)(3) status, and gifts to the funds included under this part of the Society are deductible. Our Education Endowment, award funds, and other activities that benefit not only individual archivists but society as a whole are housed under our 501(c)(3) wing.

SAA gets a very small percentage of its annual revenues from gifts. These typically total less than \$500, most of which (because of the tax advantages) goes to the Education Endowment or to specific award funds. The average gift for 1988-89 was about \$20. No matter how small, each gift is welcome: SAA gets only about a third of its annual revenues from dues, and so we operate each

year on a thin margin.

How does SAA use the money that it receives in gifts? Like any other organization in our position, we invest the money in our 501(c)(3) fund so that we get the highest return consistent with safety. Interest earned by each of the various award funds constitutes the cash prize for that year's award and is presented to the recipient(s) at the annual meeting. A gift to one of these awards funds increases the principal. Unless the principal rises over time at at least the rate of inflation, the actual value of the annual yield slowly decreases. Here is an opportunity for those who wish to honor not only the pioneering archivists for whom the awards are named but the good work that the awards themselves recognize: contributions to these funds will help to build them so that they continue to grow over time.

SAA's policy has been to use the earnings from the Education Endowment (created by Council in 1969) and the Norton Fund (created by Margaret Norton's generous bequest in 1985) to provide partial support for the Society's ongoing educational activities, so that the General Fund need not bear all of these costs. The two funds totalled nearly \$170,000 at the close of our 1988-89 fiscal year.

These two important funds also do not grow over time, therefore, and at the least there is a need to help them keep pace with inflation. Actually, they should grow more rapidly so that they can underwrite more of the cost of SAA's Office of Education, and enable it to expand its scope. (SAA committed itself in 1985 to absorbing the full salary and benefits of the Education Officer once the NHPRC and Mellon grants ended, and this transition occurs this fall. When these grants close, though, we lose the Education Assis-

tant that they also helped to support.) The Education Endowment, I am happy to say, is the largest recipient of gifts to SAA, but these gifts still fall far short of meeting the need that I have cited.

During 1988, the Society created a Publications Revolving Fund. This fund is to provide seed money for another of our key activities, the SAA publications program. Out of this fund will come authors'

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Staff

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Membership Assistant

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Executive Director's Desk

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stipends and production costs for the Society's publications during the next decade and more.

Council assigns money each year to the Publications Revolving Fund, and a substantial portion of the proceeds from the new Archival Fundamentals Series will be plowed back into new publication development through the PRF. We will be very happy to have contributions to this fund, which is an excellent way for an archivist interested in building the intellectual base of the profession to help in doing so.

What other opportunities are available? Like most other not-for-profit organizations, the Society has a "wish list" of ideas, services, and tangible items that it is presently unable to afford for lack of funds. SAA members might like to peruse the "wish list" printed in the box below to see the kinds of projects that we could undertake if the SAA budget were larger, or if we had some substantial gifts. If there is a particular project there that interests you, give me a call.

I'd also like to invite your consideration of a challenge grant,

either for one of these projects or for more general purposes. Is there an SAA member, or some other friend of the Society (a commercial firm, for instance) that would like to double or triple the effect of a gift by attaching a challenge to it?

Planned giving is one area where SAA is not as active as it might be. SAA members may wish to consider making the Society the beneficiary of bequests in their wills or life insurance policies. (By doing the latter, premiums may be deductible.) Trusts and other devices provide substantial tax incentives for a major gift. SAA will also be happy to accept gifts of real property--securities, antiques, equipment, and real estate.

SAA members *do* give freely of their time and energy to the work of the Society, and these very real gifts are much appreciated. The SAA Council--and I--hope that we can increase the monetary contributions the Society also seeks so that we can meet some of our immediate needs and ensure the long-term health of this organization.

There is no better model for giving than Miss Norton, who was

Clarification

In the September issue of the *SAA Newsletter*, an inadvertent error substantially affected the meaning of a statement in the Copyright News article by Richard E. Turley, Jr. On page nine of that issue, the second sentence in paragraph five should correctly read:

"Noting that copyright protects only expression (the way ideas are expressed) and not ideas themselves, the court rejected arguments that the First Amendment compelled a different conclusion under the facts of the case."

We regret this error.

unselfish in her lifetime and generous to the Society through her bequests of cash and property. She made a lasting contribution to the profession she helped to lead. Not all gifts can be of this magnitude, but each gift *can* make a crucial difference in its own right. I hope you will find us deserving of your support.

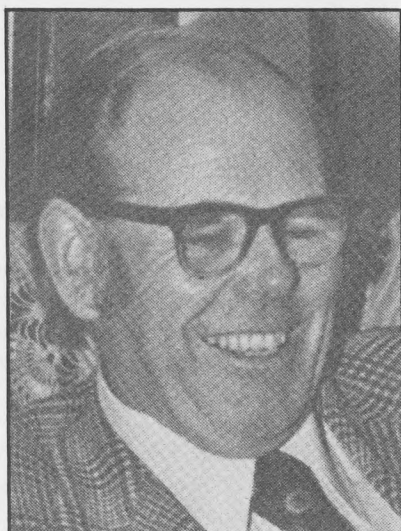


Executive Director's Wishlist

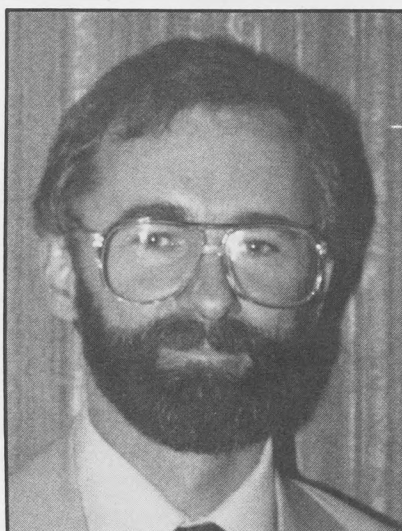
- program of outreach to elementary and secondary schools
- pamphlet advocating archives as career (for parents, youngsters, counselors)
- 20-second and 1-minute PSAs
- scholarships for SAA annual meeting
- underwriting for series of "name" speakers or lecturers at annual meeting or regional meetings
- subsidies for an exchange program
- student "trial" memberships
- funds for membership solicitation (brochures, ads, mailing lists, etc.)
- underwriting for retired memberships
- awards brochure
- surveys on various topics (e.g., salaries, placement, institutional commitment to continuing education)
- special educational conferences
- mid-year conference for key committees
- archival management institute (summer)
- extra staffing for certain activity periods
- brochure on "why an archives?"
- membership incentives
- publications program:
 - special projects editor
 - occasional papers
 - specific publications
- workshops:
 - scholarships for attendees
 - publications
- special issues of the *American Archivist*
- public relations initiative
- subsidies for international memberships
- facsimile machine
- gift subscriptions to the *American Archivist*

Eight Honored in St. Louis

Continued from front page



Hugh Taylor



Scott Cline



Jane Doerr

and its evolution as a staple of administration and commerce offers a useful perspective from which to assess the archival management and presentation of record-keeping systems. In the process of "organizing ignorance for discovery," Taylor challenges archivists to consider how they might recognize and participate in the most crucial stages of creation and retrieval of tomorrow's archival record.

Scott Cline, the Seattle City Archivist, received the C.F.W. Coker Prize for editing the publication, *Guide to the Archives of the City of Seattle*. Established in 1985, the award recognizes outstanding finding aids and innovative development in archival descriptive tools.

The 242-page *Guide* describes nearly 600 records series and includes a 2,300-term subject and name index. It is the first comprehensive, collection-level finding aid published using MicroMARC: AMC--which won SAA's Coker Prize in 1988. To date, it represents the largest form report project utilizing the software and, as a result, is a model for other Micro-MARC: AMC users in their planning for future finding aids.

The *Guide* is easy to read and is illustrated with more than 40 photographs and other graphics. As one reviewer noted, "The *Guide* is both eminently comprehensible and aesthetically interesting, an all too rare combination for such publications." The *Guide* was published in 1988 by the Seattle Office of the Comptroller with funds from the National Historical Publications and Records Commission.

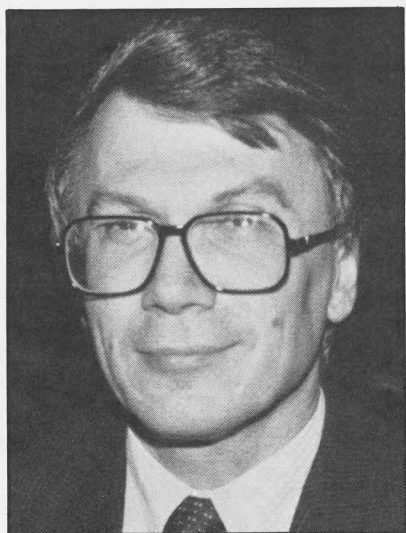
Jane Doerr, former archivist of the Bay View Association in northwest Michigan, was presented with the Philip M. Hamer-Elizabeth Hamer Kegan Award for her research and production of the videotape "In Celebration of Bay View." Established in 1973, the award is given to an individual who has increased public awareness of a specific body of documents.

"In Celebration of Bay View" is an imaginative and sensitive depiction of the history of the town, which was designated as a national historical landmark in December 1987. Doerr and the Bay View archives staff have selected and blended archival resources, including oral histories, to serve up an impressive piece of Americana. The production is the culmination of a decade-long effort on behalf of Doerr, a 27-year veteran of the association, to apply the highest professional standards to preserve the archives of Bay View.

Valerii Leonov, director of the Library of the Academy of Sciences of the U.S.S.R. in Leningrad, received the Oliver Wendell Holmes Award. Established in 1979, the award allows overseas archivists, already in the United States or Canada for training, to augment their visit by traveling to other archival institutions, national or regional archival meetings, or archival institutes.

Leonov has coordinated efforts to restore some of the

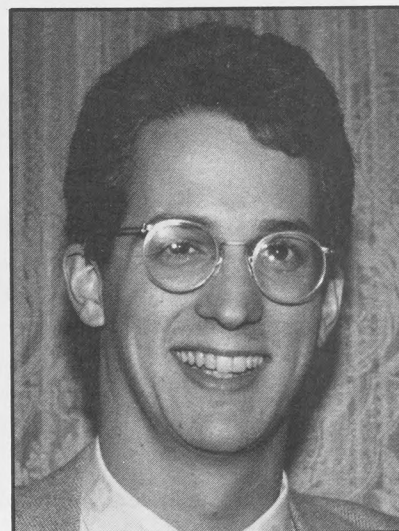
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Valerii Leonov



Maureen A. Jung



Daniel J. Linke

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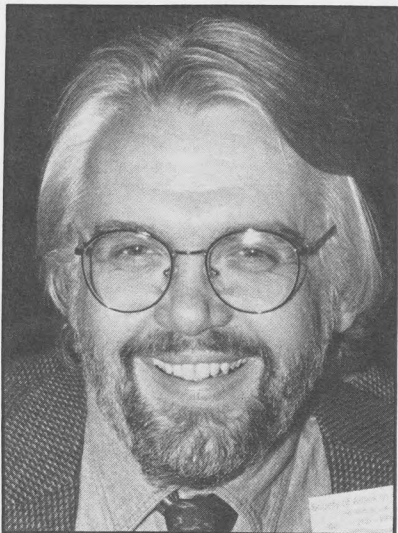
3.6 million books damaged in a fire that raged throughout the library founded by Peter the Great in 1714. In a recent interview, Leonov noted that the library has opened a loan desk to dispense books that need drying. Individuals willing to help, according to Leonov, use every available form to dry the books--from modern vacuum and high frequency to an iron or a lamp.

Maureen A. Jung, a student at California State University, Sacramento, received the Theodore Calvin Pease Award for superior writing achievement by a student of archival administration. Jung is the second recipient of the award, which was initiated in 1989 and is named in honor of the first editor of the Society's quarterly journal, the *American Archivist*. The award is endowed by a gift from Mrs. Marguerite Pease.

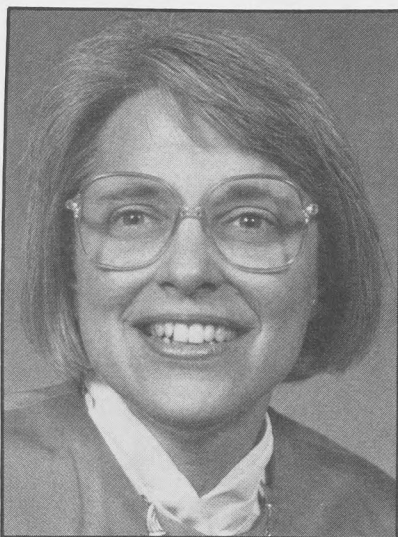
Jung's essay, "Documenting Nineteenth Century Quartz Mining in Northern California," describes the development of gold mining as it evolved after the early "prospector" phase, analyzes the potential sources, and discusses the value of undertaking a systematic effort to identify and preserve the missing records. Her essay will be published in a future issue of the *American Archivist*.

Finally, Daniel Linke, of the Carl Albert Congressional Research and Study Center at the University of Oklahoma, and Julia Rather, of the Kentucky Department of Libraries and Archives, were awarded Colonial Dames Scholarships. This award enables two archivists with less than two years of experience to attend the Institute in Modern Archives Administration in Washington, D.C.

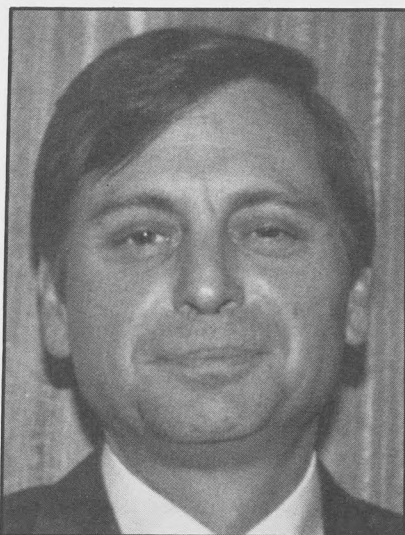
The SAA Awards Committee, chaired during 1988-89 by Thomas Wilsted and during 1989-90 by Valerie Browne, invites SAA members and others to nominate individuals and archival institutions for the Society's numerous awards. The Committee will actively solicit nominations for 1990 awards after the first of the year.



Richard Cox



Maygene Daniels



Terry Eastwood

Three New Fellows Named

At SAA's 53rd annual meeting in St. Louis, William Joyce, chair of the Professional Standards Committee, eloquently introduced three new Fellows of the Society: Richard Cox, Maygene Daniels, and Terry Eastwood. Established in 1957 and conferred annually in the fall, this distinction is awarded to a limited number of individuals for their outstanding contribution to the archival profession.

Richard Cox of the Department of Library Science at the University of Pittsburgh was honored for his accomplishments in the area of scholarly publications and program advocacy. As one sponsor noted, "...few archivists...have held such a distinguished record in archival publications. Not only is there a breadth and diversity in his scholarship, but it is also clear that his focus has been one of understanding American archival history and of challenging archivists to expand their horizons."

Cox's past archival positions have included curator of manuscripts at the Maryland Historical Society; archivist and records management officer for the City of Baltimore; head of the archives department at the Alabama Department of Archives and History; and associate archivist at the New York State Archives.

In addition, Cox has been active in a number of professional organizations. He has served SAA in a variety of positions, most recently as a member of Council.

Maygene Daniels, chief of the Gallery Archives at the National Gallery of Art, was also honored for her impressive publications record. She has contributed a chapter on "Records Appraisal and Disposition" in James Gregory Bradsher's *Managing Archives and Archival Institutions*; she has coedited with Timothy Walch *A Modern Archives Reader*; and has published several articles in the *American Archivist*, the Society's quarterly journal of record.

Daniels started her career at the National Archives, working her way through the Audiovisual Archives and Records Appraisal Divisions to the Office of the Presidential Libraries before becoming director of the Modern Archives Institute, then special assistant to the Deputy Archivist of the United States.

Daniels has also been an active participant in SAA annual meetings and has served on several SAA Committees. Currently she is a member of Council.

One of Daniels's nominators wrote "...she has had an outstanding professional career, yet has contributed much beyond that through her writings and her leadership in the Society of American Archivists and regional archival activities. She has brought great credit to the archival institutions...which she has served and to the profession at large through her intelligent and dedicated service."

The final recipient was Terry Eastwood, associate

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New Fellows

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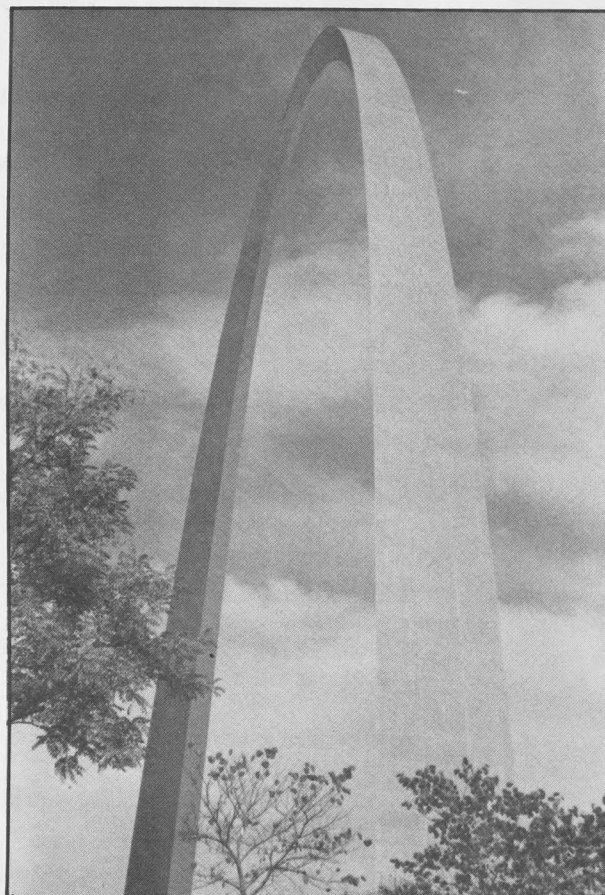
professor in the School of Library, Archival, and Information Studies at the University of British Columbia. Eastwood was cited for his active professional dedication and distinguished publications record, which has principally focused on the education of archivists, the archival profession in Canada, and archival history.

Eastwood's first archival position was in the Manuscript and Records Division of the Provincial Archives of British Columbia, where he remained for eight years. He has served as president of the Association of British Columbia Archivists, editor of the Association of Canadian Archivists' *Archives Bulletin*, president of the Association of Canadian Archivists, and editor of its journal, *Archivaria*. In addition, he is just starting a term on the SAA Council.

As one of his nominators noted, Eastwood "is an archivist by choice and mission...[He] believes that archivists constitute a distinct profession with its own function and purpose in society, that archivists all over the world share the same body of theoretical knowledge and should share the same practices, [and] that archival science has a high intellectual substance."

These three new Fellows join 104 other members so honored. The Professional Standards Committee evaluates nominees on the following criteria: appropriate academic education and professional and technical training; a minimum of seven years professional experience in any of the fields advancing the Society's objectives; writing of superior quality and usefulness in advancing the Society's objectives; and contributions to the archival profession through work in and for the Society.

Fellows are elected by three-quarters vote of the Professional Standards Committee, which consists of the five most recent presidents of the Society and two members elected annually by SAA Officers and Council.



The Arch, St. Louis, 1989

At its two meetings on October 24 and 28, 1989, in St. Louis, the SAA Council:

- adopted the second edition of *Archives, Personal Papers, and Manuscripts* as an official standard;
- met with the President (Gregory Hunter) and Treasurer (Karen Benedict) of the Academy of Certified Archivists in order to discuss coordination between SAA and ACA;
- authorized the Executive Committee to negotiate with ACA regarding issues connected with certification and the relationship between ACA and SAA;
- met with the President and Executive Director of the Association of Records Managers and Administrators and authorized creation of a joint ARMA/SAA committee on records management;
- approved a petition for a new MicroMARC Users Roundtable;
- heard Page Putnam Miller's regular briefing on the National Coordinating Committee for the Promotion of History;
- authorized an annual giving campaign;
- asked the Committee on Education and Professional Development to explore further the concept of entitlement and to make a definite proposal for Council's consideration in February, 1990;
- voted to ask the Business Meeting to approve a new structure for institutional dues, fixing them one-third higher than the highest category of individual dues, and for sustaining members (double the amount for institutional dues), these increases to become effective with membership billings for December, 1989 [approved by the Business Meeting];
- approved a position paper dealing with a prospective conference of historians, librarians, and archivists on archival education;
- endorsed a Senate resolution on permanent paper;
- met with Patricia Battin, President of the Commission on Preservation and Access, to discuss its activities and relationship with SAA;
- endorsed in concept a statement of objectives and principles on archival preservation and created a new SAA Task Force on Preservation;
- approved the request of the Conservation Section to change its name to the Preservation Section;
- held its regular meeting with SAA's representative to the National Historical Publications and Records Commission, Helen Samuels, and chose Anne Diffendal as her successor;
- approved a new publications policy dealing with "occasional papers";
- adopted an executive office workplan for 1989-90;
- amended the guidelines for the J. Franklin Jameson Award for Archival Advocacy to permit up to three recipients per year;
- accepted a series of recommendations dealing with the Society's representatives to other organizations and associations, including the costs of representation, communication, the establishment of representation, and the terms of representatives;
- elected Nancy Sahli, Steven Hensen, Roxanne Nilan, and Deborah Newman to serve on the Editorial Board; and
- elected Maygene Daniels as its representative to the SAA Executive Committee.

APPRAISALS OF ARCHIVAL COLLECTIONS

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

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

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

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

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

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Notes

SAA Council Committee Assignments

The following Council committee assignments for 1990-1991 have been made by John Fleckner:

- Committee on Committees: Jim Fogerty (with Maygene Daniels, chair, and Linda Matthews);
- Committee on Representatives and Task Forces: Terry Eastwood (with Archie Motley, chair, and Nick Burckel); and
- Committee on Sections and Roundtables: Bob Sink (with Mary Jo Pugh, chair, and Jim O'Toole).

Frank Evans has appointed Barbara Trippel Simmons of the American Antiquarian Society to the Colonial Dames Subcommittee of the Awards Committee.

1991 Program Committee

SAA Vice President Trudy H. Peterson, who will preside at the Society's 55th annual meeting in Philadelphia 1991, has appointed Daria D'Arienzo (Amherst College) and Hank Holmes (Mississippi Department of Archives and History) as the Co-Chairs of the 1991 Program Committee.

Translators Wanted

The *American Archivist* occasionally receives prospective articles written in a foreign language. The editors of the *International Scene* would like to compile a list of archivists fluent in various languages to review and translate foreign-language articles. The editors cannot offer monetary rewards, only glory. Translators are acknowledged along with authors in the *International Scene*. Contact Nancy Bartlett or Marjorie Barritt at (313)764-3482 to volunteer your fluency for future issues.

Staff News

Many SAA members are aware that Bernice Brack, one of the Society's long-time employees, experienced a serious health problem over the summer and missed many weeks of work recuperating.

Bernice wishes to express her deep appreciation for the cards and flowers that she received during this period. She cannot acknowledge each one individually, but she wants everyone who sent good wishes to know how much they meant to her during her recovery.

Those of you who have missed Bernice's cheerful telephone greeting and helpful manner will be glad to know that we are expecting her back in the office later this fall, and back at the annual meeting next year in Seattle.

While Bernice was away, Nancy VanWieren filled in. Nancy, SAA's former Education Assistant, provided invaluable help during this critical period, and she has now rejoined SAA as Education Assistant.

We also bid farewell this fall to another old friend, Joyce Gianatasio, who has served since early 1989 as Education Assistant. Over the years, Joyce has worked in almost every capacity for SAA, and we are always happy to have her back on the staff when the circumstances permit.

American Archivist Special Issue: Standards for Archival Description

The fall 1989 *American Archivist* (volume 52, number 4) will be devoted entirely to the final report and recommendations of The Working Group on Standards for Archival Description. It will include:

- the full text of the Working Group's final report;
- seventeen specific recommendations to the archival community on standards development and review, standards education, and further research and development; and
- texts of twelve background papers prepared by members of the Working Group.

This special issue of the *American Archivist* will be sent to SAA members. Nonmembers may purchase a copy for the single-issue price of \$15 (plus shipping and handling). For further information, contact the SAA Publications Office, (312)922-0140.

Out-of-Print Publication

An Ounce of Prevention Handbook, published by the Toronto Area Archivists Group (TAAG), is out of print. TAAG is planning to revise the handbook sometime in 1990.

So You'd Like to Form a Roundtable...

SAA members who are interested in forming new Roundtables are reminded that petitions to Council require the signatures of at least twenty (20) individual members of the Society. (Experience has shown that some of those signing are not individual members in good standing, and so it is recommended that several additional signatures be included as insurance.)

The SAA office has forms that can be used to collect these signatures. The completed petitions should be submitted to Council well in advance of the next Council meeting.

Call Georgeann Palmer or Donn Neal for more information, or for copies of the forms.

Sign Up for Two Sections!

Did you know that as an SAA member you are eligible to sign up to participate in two sections--one institutional and one functional? Many members do not take advantage of this opportunity to learn more about section activities and to associate with those who have similar responsibilities. There is no charge for participation, and section newsletters are sent to members. For more information, contact Bernice in the SAA office.

New SAA Education Officer

SAA is pleased to announce that Jane A. Kenamore, Archivist at the Art Institute of Chicago since 1988, has joined the Society's staff as Education Officer and Senior Archivist. Kenamore will be responsible for managing and expanding the Society's continuing education initiative. She will also help in a variety of other SAA interest areas by providing the perspective of an experienced and knowledgeable archivist.

"I am delighted that Jane Kenamore is willing to join our staff," said SAA Executive Director Donn C. Neal. "During the years just ahead, SAA will be developing its existing continuing education initiative and exploring some exciting new areas, and Jane brings to us the experience and judgement that we need to do this successfully."

Kenamore joined the staff in mid-October, in time for the SAA annual meeting later that month. She is particularly eager to make contacts with officers and education committees in the regional associations, and SAA hopes that many of these associations will invite her to attend their upcoming meetings.

NHPRC to Fund Standards Handbook

The Working Group on Archival Standards has received a supplemental grant from the National Historical Publications and Records Commission to fund preparation of a brief handbook on archival description standards. The handbook, which should be completed by mid-1990, will describe more than 80 technical standards, conventions, and guidelines now used for archival description. It will also include an annotated bibliography.

For further information, contact Victoria Irons Walch, (319)338-6650.

New Local Archival Organization

The Cleveland Archival Roundtable held its first meeting in August. The group intends to meet four times a year to discuss issues of mutual concern and to socialize. For more information, contact John Grabowski of The Western Reserve Historical Society at (216)721-5722.

IPA Officer

Joel Wurl is the Inter-Personnel Act Officer at the National Endowment for the Humanities for 1989-1990.

Chicago-Area Business Archivists Unite

A group of business archivists in metropolitan Chicago has formed an informal organization, as yet unnamed.

The group held its first meeting at the Motorola Museum last June. Twelve archivists, librarians, and records coordinators from Motorola Corporation, Kraft General Foods, Wm. Wrigley Jr. Company, Arthur Andersen & Co., Playboy Enterprises, Inc., The Quaker Oats Company, Chicago Mercantile Exchange, and McDonald's Corporation shared common problems and ideas over lunch.

A subsequent meeting was held in September at Kraft General Foods, where 11 people toured the KGF Archives.

The next meeting is scheduled for Wednesday, January 10, 1990, at 11:30 a.m. at Arthur Andersen & Co.'s Center for Professional Education. All interested individuals should contact Anna Raymer at (708)377-3100, extension 4684.

Thank You!

In the Thank You! section of the September *SAA Newsletter*, William Moss's employing institution was incorrectly identified. Moss, a member of the SAA Task Force on Institutional Evaluation, is an archivist at the Smithsonian Institution Archives.



Notes

Starting an Archives Author Selected

The SAA Editorial Board has selected Elizabeth Yakel of the Bentley Historical Library as the author of the *Starting an Archives Manual*. A 1990 publication date is scheduled.

Yakel is currently working on a project at the Vatican.

Kraft Underwrites SAA Publicity Efforts

Kraft General Foods Corporation has generously agreed to give SAA the sum of \$3,500 to support efforts to publicize our annual meeting in St. Louis, as well as future annual meetings.

What has this meant for the Committee on Public Information, which has arranged for this publicity? Simply put, they can now afford to produce eye-catching folders and labels for SAA press packets, mail them first class, and still have extras to send out if necessary. SAA can also offer a few basic amenities to reporters who attend the annual meeting, chiefly a phone to call in a story.

This is not the first time Kraft has been so helpful. Kraft supported SAA's 50th anniversary reception in Chicago in 1986, in addition to subsequent public relations efforts. Many thanks to Kraft General Foods for enabling SAA to keep archives in the public eye.

Understanding SAA's Principles of Institutional Evaluation

by Bill Joyce

Editor's Note: In the May and July issues of the SAA Newsletter we have run a series of articles describing and explicating SAA's ten principles of institutional evaluation. Former SAA President Bill Joyce continues the series in this issue with the next three principles, which deal with financial resources, staff, and physical facilities.

Readers are referred to pages 10-11 in the May issue and page 11 in the July issue for Joyce's description of the background to these principles, and to his essays on the first two principles.

III. Financial Resources

Principle: Financial resources dependably available to the archives must be adequate to carry out its stated purpose. These available resources should be identified in a separate budget for the archives. Staff should have the opportunity to contribute to the budget-making process, and the administrator should be involved at a higher level if the budget of the archives is part of a larger budget.

Explication: The principle addresses the critical need of every repository to rely upon adequate financial resources to achieve its stated purpose. Although the determination of what is "adequate" will vary with the observer, the Task Force came to believe that a direct and unambiguous statement of purpose or mission for every repository would assist in concluding what level of support for the archive was reasonable.

Armed with such a statement of purpose, any repository should be able to identify the services and programs necessary to achieve a

mission, and to decide what level of financial resources was necessary. The determination of adequacy was, furthermore, directly linked to priorities established by the repository staff. Some means of careful statistical reporting appeared to the Task Force to be a central means not only of measuring the effectiveness of the program priorities, but in gauging the overall sufficiency of the budgetary outlays as well.

In reviewing the issues of a separate budget for the archives and the related issue of the means and authority of the archives to procure adequate goods and services the Task Force noted that most archival repositories are part of larger institutions and that there is a bewildering diversity of arrangements by which budgetary allocations and authority for purchasing goods and services are apportioned.

Rather than devising a Procrustean bed into which repositories should try to configure their budgetary needs, the Task Force decided that the essential requirement was that archival administrators should be able to rely on an adequate level of financial support, preferably with a separate budget, within an institutional framework in which the administrator could become broadly knowledgeable about overall budgetary allocations and resources otherwise available in the parent institution.

Broadly speaking, the Task Force sought to encourage archival administrators to seek participation in the funding and allocation process, without removing accountability from the administrators of the parent institution. In the same way, the Task Force was aware that the responsibility of budget plan-

ning required the archival administrator to become informed about the financial and program needs of the archives.

IV. Staff

Principle: Every archives must include on its staff at least one person who possesses, through training or experience, professional competence in archives management. The archives must also have sufficient staff to supply services commensurate with its volume of holdings, the needs of its researchers, and programs designed to meet goals and objectives.

Explication: The diversity of archival repositories is such that the requirement for every archival repository to have at least one professional archivist ranges from bordering on the irrelevant, for our larger repositories, to the unattainable for those with marginal resources. It seemed to the Task Force, however, that whatever one might say of an archives, the presence of an archivist is a minimum standard of obligation, even if the identity of a professional archivist was a problem. (The advent of certification and the recent development of graduate education programs makes that less of a problem than in the past, though the issue is by no means resolved.)

Through mechanisms such as planning and personnel management and budgetary participation, archival administrators are achieving a growing capability to determine whether they have sufficient staff, both in numbers and in training and experience, to carry out the mission of the archives within the

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- ☐ A56 **Appraising & Managing Machine-Readable Records in Academic Archives:**
Chair - Marjorie Barritt
- ☐ A59 **Feeding the Hand That Bites You: Should State Historical Societies Support Their Local Competition?:** *Chair - Donald R. Lennon*
- ☐ A68 **Electronic Records Policy Frameworks:** *Chair - Margaret Hedstrom*
- ☐ A69 **The Archival Administration of Electronic Records:** *Chair - Carolyn L. Geda*
- ☐ A71 **Photographic Conservation Update:** *Chair - Carolyn Sung*
- ☐ A72 **Realities & Possibilities: Assessment & Accreditation of Archival Institutions:**
Chair - Mary Jo Pugh
- ☐ A75 **The Information Chain: A National Integrated Data Base:** *Chair - Maureen Melton*
- ☐ A76 **Preservation Guru or Gadfly: The Impact a Preservation Administrator Can Have on an Archive:** *Chair - Carolyn Harris*
- ☐ A78 **What's the Purpose? The Role of Functions in Archival Practice:** *Chair - Elaine Engst*
- ☐ A83SF **Holdings Maintenance: An Integrated Approach to Archives Preservation:**
Presenters - Karen Garlick & Mary Lynn Ritzenthaler (this session \$7.50)

Sunday, October 29

- ☐ A88 **Preservation Surveys: A Spectrum of Programs & Progress:** *Chair - Pat Morris*
- ☐ A90 **Appraisal Case Studies:** *Chair - Max Evans*
- ☐ A94 **Controlled Vocabulary for College & University Records:** *Chair - Bridget Blagbrough*
- ☐ A95 **Data Base Management Systems for Microcomputers:** *Chair - Donald F. Harrison*
- ☐ A97 **Out of the Closet and into the Stacks:** *Chair - Anne R. Kenney*

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Washington Beat

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

Paperwork Reduction Act

On September 30 the Paperwork Reduction Act expired. Passed in 1980, this Act attempted to relieve the paperwork burden that federal agencies imposed on the public and to develop a more effective way for the government to collect, use, and disseminate information.

Despite its name, this Act has served as a comprehensive federal information resources management act. Thus the pending expiration of the Paperwork Act led this spring and summer to four hearings in the House and three hearings in the Senate. These hearings covered a range of topics, from the basic questions of what the public is obligated to provide the government to what information the government should make available to the public.

In Congressional hearings the library community has been forthright in making the case that the Paperwork Reduction Act, as implemented by the Office of Management and Budget (OMB), has resulted in less government information and less public access to government information. In addition to attempts to privatize federal information products, OMB has resisted efforts to have government data files established as "electronic publications," and to require the greater dissemination of electronic files through the depository library system.

During the Reagan administration, OMB used the Paperwork Reduction Act to control agency regulations and to restrict dissemination of federal information. Although a new understanding of

the role of OMB in information policy seems to be evolving under the Bush administration, many in Congress wish to see language in the reauthorization legislation that would prevent what some perceive as serious distortions by OMB of their information authority.

Reauthorization legislation was not passed by October 1. But internal agreements have been reached that allow for the continuation of OMB's Office of Information and Regulatory Affairs until new legislation is passed. Many draft bills have been circulating for comment among Congressional staff and constituency groups. Whether there will be time for their passage before the end of this session of Congress is doubtful.

The NCC has been most involved in discussions relating to the records of management and archival portions of the draft bills. The previous Paperwork Reduction Act called for the director of the Office of Information and Regulatory Affairs within OMB to provide advice and assistance to the Archivist and to the GSA administrator in records management functions, and to review compliance by agencies with records management policies.

In most of these areas OMB's activities have been minimal or nil. Several versions of reauthorization legislation address this problem by including a section dealing with additional authority for the Archivist of the United States in federal records management policies. Some drafts explored the establishment in the National Archives and Records Administration of a central federal locator system. With the advent of new technology, many laws dealing with federal information policy have become obsolete. Thus there is a pressing need for legislation that would establish a new and comprehensive federal information policy.

Permanent Paper

On July 31 the Senate passed by

voice vote legislation that would establish a national policy to promote the use of permanent, alkaline papers. A similar bill in the House is still pending before committees.

In hearings last spring in the House, witnesses testified that the deterioration of the acid papers in our archives and libraries can be avoided in the future by the use of alkaline papers. Furthermore, there is evidence that alkaline paper, which will last several hundred years, can be produced at no greater cost than acidic papers. American publishers have already begun to convert to alkaline paper. Approximately a quarter to a third of American hardcover books are now printed on permanent paper, although this is usually not noted in the actual publications.

White House Conference on Library and Information Services

The White House Conference Advisory Committee recently scheduled the White House Conference on Library and Information Services for July 9-13, 1991, at the Washington, D.C., Convention Center. The purpose of the Conference, authorized by law, is "to develop recommendations for further improvement of the library and information services of the nation and their use by the public...."

From May 1990 through April 1991 there will be state and territorial preconference activities for the development of recommendations to be considered at the Washington meeting. Congress in the FY 1989 supplemental appropriations bill, passed this summer, included an initial funding of \$1.7 million to be used as initial grants to the states for preconference activities. An additional \$4.25 million funding for the conference has been authorized but has not yet been appropriated.

The law provides that a fourth of the participants shall be se-

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What are the Goals of the Archival Profession?

Views of a Former Council Member

by Richard J. Cox

Richard J. Cox is a lecturer in archives and records management at the School of Library and Information Science, University of Pittsburgh. He served on SAA Council, from 1986 to 1989. He has a book on the recent development of the American archival profession due out in early 1990.

For the past four years the Council of the Society of American Archivists has struggled with setting goals for itself as the governing body of the Society as a part of the larger profession-wide planning that it has supported for even longer. Although Council has had the benefit of drawing on the important work of the SAA Goals and Priorities Task Force (now Committee), it has found this planning to be a hard task for a number of reasons.

First, it is difficult to distinguish specific goals and objectives for Council apart from those for the Society and the profession. Since SAA's Committee on Goals and Priorities (CGAP) has had this broader responsibility, Council's main effort has been to promote, review, sanction, and use CGAP's work.

Second, much of what Council does depends upon the activities of SAA's other committees, task forces, sections, roundtables, and representatives. Some of these activities are generated directly from Council deliberation, while others come to Council from these bodies and individuals. Nearly all of this work is borne by volunteers committed to the Society and the profession.

Third, Council's main responsibility for governance generally

leaves it with insufficient time for strategic or long-range planning. For the past three years Council has been preoccupied with setting the administration of the Society on better footing and initiating some major profession-wide initiatives, such as the certification of individual archivists and the development of a continuing Education Office peopled by experienced staff, that Council and others had identified as priorities for the archival community.

During three of the four years just described, I served on Council. As many already know, I have been a strong advocate of profession-wide planning, extending back long before I was elected to serve on Council, as a means of strengthening the carrying out of the archival mission. My own predilections have been put to the test, however, as I and other Council members have wrestled with the immediate important tasks set before us—all the while longing to get to the more far-reaching, long-range goals for the Society and the profession. I am not suggesting that Council ignored these goals, but I am saying that Council rarely has had adequate time to consider as it would have liked these goals. One exception was the proposal for individual certification, which received considerable attention and scrutiny.

Still, I found my time on Council to be an illuminating opportunity for identifying and clarifying activities that our profession and its leadership need to commit to in order to make the archival profession as strong as possible. My parting advice to Council on behalf of the profession

is to commit itself to a few major long-range initiatives (like individual certification) that will do the most to enable the archival profession to meet its mission of identifying, preserving, and making available for use the records of continuing value for society. The remainder of this open letter to Council and the profession is an effort to describe what I believe these initiatives should be. I hope it generates discussion and action.

The Certification of Individual Archivists. I begin here only because this effort is already underway and because many archivists have been critical of certification, seeing it as something that Council adopted *instead* of strengthening graduate archival education or some other similar effort. My own view all along has been that individual certification can be used to stimulate activity in other crucial areas. Certification simply happened to be the first initiative to develop, quite naturally because it is the one area over which the archival profession has the most direct control. If certification is the only major professional activity that the Society adopts in the remainder of this century, I strongly believe it will be a failure no matter how many certified archivists it attracts or how many archival employers adopt certification as a standard.

Certification must contribute to preparing the way for the strengthening of graduate archival education programs, the development of

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Views of a Former Council Member

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advanced continuing education workshops and seminars, and the codification of archival knowledge. Certification must be viewed as part of a varied package of professional standards that govern our work and assist us to play an appropriate role in society.

The Enhancement of Graduate Archival Education. A few years ago, I was fortunate to have the opportunity to work on the graduate archival education guidelines that were adopted by the SAA Council in 1988. Although these guidelines still mention the three-course configuration articulated in the 1977 guidelines--"a course in archival theory, a practicum providing project-oriented practical experience, and an opportunity for independent study"--the content of the guidelines makes it obvious that this configuration of courses can not adequately cover the archival content described in the newer guidelines. The Society needs to focus on archival knowledge--the content of the graduate archival programs--rather than a magical number of courses or where these courses are offered.

The profession must also focus on education rather than training. Among other things, this means that the practicum, one component of our education programs that has never been evaluated, might need to be scrapped or completely redefined as more emphasis is placed on archival theory and principles in order to prepare individuals to gain the requisite experience in their positions. Better in-service training programs and continuing education opportunities need to be developed to allow our graduate programs to become true graduate education. A program of evaluation (and, perhaps, accreditation of graduate education programs) ought to be considered as a long-range objective for the Society and the

profession if such an effort can assist the profession to acquire the graduate education that it needs. Standards for these programs should be set, monitored, and regulated.

The Strengthening of Archival Institutions. My work while at the New York State Archives, preparing a self-study manual for historical records programs, encouraged me to think about what an archival institution should be and how it can work to improve itself. The Society's recent publication of the *Archives Assessment and Planning Workbook* gives the profession another tool that institutions can use to evaluate and strengthen their programs. Yet, my own work suggests that we have a considerable distance to go in even agreeing on what an adequate archival institution should look like. The profession needs to make this a priority.

In addition, the profession needs to determine a mechanism (or mechanisms) to encourage the development of strong archival programs. Does the profession need an institutional accreditation program similar to what the Association of American Museums has had in place for some years? Does the profession need to develop means fostering the development of new, adequately supported archives while it also encourages programs that have little hope of providing satisfactory care for their holdings either to go out of business or merge with stronger programs?

These are difficult questions, but setting standards for our institutions makes sense since it is in these repositories that the nation's documentary heritage is protected or lost. The recent establishment by Council of a standing Committee on Institutional Evaluation and Development should lead the profession into these activities, but archivists must be willing to use what we know now to encompass institutional standards and have the courage to take criticism for shaking off the status quo.

The Development of Archival Standards and Related Criteria.

Absolutely necessary to the success of all other work is the development of standards that support basic archival activities. The use of automation has clarified this need, and there is excellent work going on in the drafting of descriptive standards. But the need for standards goes beyond description.

For example, it is likely that in order to be able to preserve archival documentation in electronic form the profession needs to develop stronger, better defined criteria for archival appraisal. Whether we think appraisal is art or science, subjective or objective, the profession has to develop more precise criteria for appraisal.

The same can be said for preservation selection, reference functions, and other basic areas of archival administration. The profession has been remiss in allowing a hodgepodge of standards and guidelines to be developed and to exist--or, even worse, in some areas allowing no standards or guidelines to be developed. These standards must be grounded on a solid core of archival knowledge, principles, theory, and experience. If we do not think we have such a core, then it needs to be developed. I think the core is there, but we have been too lackadaisical in seeing it developed in a way that we can make effective use of it.

The Archivist's Stake in National Information Policy.

Unfortunately, archivists have done a less than adequate job in articulating their concerns in a manner that can influence national legislation, executive orders, and financial support that lead to the preservation of this nation's documentary heritage. The archival community does not have a clearly articulated national agenda, although from time to time we have had proposals for such agendas.

The archival community has been

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Academy of Certified Archivists

Dear SAA Member,

On behalf of the officers of the Academy of Certified Archivists (David J. Olson, Vice President; Karen D. Paul, Secretary; and Karen Benedict, Treasurer) I want to bring you up to date on our initial organizational efforts.

We have established four committees, each headed by an officer of ACA. The committees and their areas of responsibility are:

1. **Organization and Structure Committee**
[Gregory S. Hunter, (212)940-1690]
Constitution and by-laws; relationship with SAA, ICRM, etc.; incorporation; IRS filing; long-range planning.
2. **Examination Committee**
[David J. Olson, (919)733-3952]
Examination revision and administration; contacts with examination candidates; appeals of petition and examination results.
3. **Membership and Outreach Committee**
[Karen D. Paul, (202)224-3351]
Member relations; outreach and promotions; 1990 nominating process.
4. **Finance Committee**
[Karen Benedict, (614)481-4282]
Bank accounts; investments; bonding of officers; membership fee structure and payment deadlines.

We are looking for ACA members to work on each of these committees. If you are interested in helping, please call the respective officer.

Beyond those organizational matters, we have a strong desire to create an open, responsive, and effective Academy. We look forward to hearing from you and working with you throughout the coming year.

As the first officers of ACA, we will strive to live up to the trust you have placed in us and to serve you to the best of our abilities,

Gregory S. Hunter, CA
President

Views of a Former Council Member

Continued from page 17

reactive, and its reactions have often been less than is required. The fumbling of opportunities to develop a National Documentary Trust a few years ago is but one in a long list of such failures.

The archival community is splintered among too many national and regional associations. We have lost opportunities, and unless the Society moves to have a national policy agenda that wins the support of other associations and its many diverse practitioners, the archival community will continue to lose opportunities.

All of these initiatives will require both significant energy and financial resources. The Society's, and profession's, energy comes from its members. I often hear that certain things did not or cannot occur because individuals involved or that should be involved did not have enough time because of commitments to their own institutions. Obviously, each individual must sort out his or her own priorities.

Yet, I think it is important for each of us to reflect on whether our own institutions can be sufficiently strengthened without stronger and more qualified archivists and stronger institutional and professional standards. These individuals and standards will only develop from profession-wide efforts that occur in the Society and other archival associations.

The matter of financial resources is another issue. For SAA Council, it means that a significant portion of its time will be spent on the Society's governance, looking for ways to increase revenues that can support both our current level of services and more energetic agendas. You will be hearing in the future of some ways that Council has already determined to put the Society on firmer financial footing. Your response will be crucial for these to work, as well as essential to seeing that a more energetic agenda is developed and implemented.

There are other issues that the Council has found much more difficult to resolve. Why are so many practicing archivists not members of the Society or supportive of its work? How can a professional archivist justify not supporting his or her primary national professional association? Suggestions of alienated members or heavy dues are generally inadequate explanations. These concerns often force me, to wonder whether there is an archival profession.

These are, the thoughts of one recent former Council member. They do not represent the thoughts of any other Council member past or present, but they do represent things that need to be said, discussed, and debated. I found my three years on Council to be a stimulating time. I have also found it to be a time that has been a little depressing, making me realize how much further we need to go and the wide diversity of opinions about how we need to get there.

Overall, I am encouraged that the archival profession's best and most effective years are ahead. Still, there are many daunting tasks to be undertaken. Your elected officers cannot accomplish these tasks by themselves; your support, energy, and creativity are essential to assure that the Society and the archival profession are dynamic, vital organisms in our late twentieth-century society.

Washington Beat

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lected from the library and information profession; a fourth from individuals who are active library supporters; a fourth from individuals who are federal, state, or local government officials; and a fourth from the general public.

The three overall themes of the Conference are: Library and Information Services for Productivity; Library and Information Services for Literacy; and Library and Information Services for Democracy. The Conference is expected to consider such topics as how to insure access to new information technologies and how to help information users sift through an expanding information supply, extracting what is useful and reliable.

"Glastnost' in Archives: Observations by Archivists"

Marie Allen, National Archives and Records Administration, and Roland M. Baumann, Oberlin College, have prepared a talk and slide show on their archival exchange visit to the Soviet Union during the first two weeks of October. Entitled "Glastnost' in Archives: Observations by Archivists," Allen and Baumann are agreeable to making these presentations to regional archival associations where expenses can be covered.

For more information about the "Glastnost' in Archives" presentation, contact Marie Allen at (202)724-0137, or Roland Baumann at (216)775-8014.

Principles of Institutional Evaluation

Continued from page 12

broad context of observing archival values and principles. The Task Force could not have anticipated the remarkable growth of resources to assist administrators in making such judgements (indeed, the recent publication *Archives Assessment and Planning Workbook*, edited by Paul H. McCarthy, which incorporates the results of the 1985 SAA Census of Archival Institutions, is a most useful tool in this regard), and the use of these skills will improve inestimably the management of archival institutions.

Moreover, the adoption of formal personnel practices, in conjunction with such other tools as planning and budgetary participation, enables administrators to relate the program priorities of the archives to the specific duties of staff (linked as they can be by position descriptions related to performance priorities, which are in turn derived from the repositories priorities).

And although the development of such personnel practices are the usual responsibility of the parent

institution's administrative staff, the participation of the archives administrator in program planning and performance evaluation of his or her staff is the occasion by which these elements are linked to the repository.

V. Physical Facilities

Principle: The archives should provide adequate and suitable space and facilities for processing, storage, and use of its records and for other programs (such as preservation, education, and microfilming) that are designed to meet stated goals and objectives.

Explication: In its broadest context, the physical space occupied by an archives, no less than its financial resources and its staff, govern the capability of the repository to meet its stated mission. There are preservation standards, security guidelines, and architectural standards that will affect the design and organization of any repository's space, and with

it the likelihood that the archives can achieve its purposes. The volume of holdings (and rate of accessioning of new materials), and the size of the staff, the amount of research use, and the presence of outreach programs all affect the configuration of space as carefully as it would any program.

The Task Force believed that space planning was as integral to the success of a repository as that of program planning and other administrative responsibilities, and encouraged the archival administrator to evaluate the available space and discuss that in the context of the repository's parent institution and its administrators.

It is also of crucial importance that archives staff have the opportunity to present comprehensive information about repository programs and services to architects charged to design new space or renovate existing space for the repository. Archives staff should, of course, be consulted at all stages of design of space. It is equally true, of course, that any equipment that might be necessary for the adequate management and use of archival holdings be similarly reviewed.



by Paul Conway

Information Storage and Preservation

Archivists have become increasingly aware that they must take positive action to stem the decay of valuable historical information stored on high-acid paper. One identified approach to the future preservation of this large segment of the archival record may be the greater use of alkaline paper by records creators. Yet when the problem of paper preservation is placed within the context of developing information storage technologies, new challenges face archivists. The table below illustrates some trends affecting archivists in the decades ahead.

Even though information has been stored by human beings for millennia, the pace of innovation in storage technologies has accelerated

dramatically. The amount of information that can be stored by any given media (expressed in characters per square inch) has increased as dramatically as the pace of technological change. The "information revolution" portrayed by the table has been popularized in such books as *Information Anxiety* and *Megatrends*.

What may not be as widely understood is the irony that David Bearman notes in his new Archives and Museum Informatics Technical Report, *Archival Methods*. "The media on which mankind has been recording its history since the advent of literacy have become increasingly fragile and susceptible to decay with each succeeding technological development." (p. 17) The table suggests that archivists are faced with a double-edged problem of appraising the archival values of ever-increasing quantities of information stored on ser-

iously unstable media.

Is there a possibility that today's society will not be documented for future generations because the archival record self-destructs before archivists can acquire and care for it? Archivists may have come to be more actively involved in identifying and preserving archival information in electronic formats much earlier in the records life cycle than they have with paper records.

Archival Preservation Strategy Seminar in Pittsburgh

Archival preservation is a set of management processes and procedures, supported by a distinct body of technical knowledge. Although the setting for most preservation work is the individual archival repository, the complexity and high costs of preservation action suggest the need for a coordinated nationwide strategy that leads to clear priorities for action and increased support for archival programs.

In an effort to create such a strategy, SAA invited a group of archivists, librarians, and preservation experts to a seminar at the University of Pittsburgh's School of Library and Information Science from September 25-27, 1989.

Those who participated included:

- Brenda Banks, Georgia Department of Archives and History;
- Sally Buchanan, University of Pittsburgh;
- Nicholas Burckel, Washington University;
- Margaret Child, Consultant;
- Paul Conway, Society of American Archivists;
- Richard Cox, University of Pittsburgh;
- Anne Diffendal, Consultant;
- John Fleckner, Smithsonian Institution;
- Karen Garlick, National Archives and Records Administration;
- Gordon Hendrickson, Iowa State Archives;

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Storage Media	Date of Origin	Shelf-Life (Normal Conditions)	Storage Density (char./in.)
Clay Tablets (Sumer)	4000 BC	Indefinite	1
Papyrus (Egypt)	2000 BC	3000+	10
Rag Paper, hand-made (China)	100 AD	500+	30
Pulp Paper, machine-made	1850	50+	120
Microfilm (48x reduction)	1938	100+	5,760
Floppy Disk (5", 360K)	1973	25+	18,000
Optical Disk (5" CD)	1982	10+	30,000,000

ARSC/AAA: Fifteen Years of Cooperative Research

by Elwood McKee and
Christopher Ann Paton

The Associated Audio Archives Committee (AAA) is a special committee of the Association for Recorded Sound Collections (ARSC), charged with researching audio archives preservation and access. The committee is made up entirely of institutional members of ARSC, currently 15 in number.

Since being founded in 1974, the AAA committee has carried out four major research projects with the help of over \$1 million in grant funds and institutional support. The first project, funded by the National Endowment for the Humanities, resulted in the *Rules for Archival Cataloging of Sound Recordings* and the development of a technique for high-resolution microfilming of disc recordings.

Second, with a grant from the William and Flora Hewlett Foundation, AAA carried out a test of the use of microfilm for data capture. Having demonstrated the technical practicality and cost-effectiveness of microfilming, AAA adopted a policy of including it as a recommended means of data collection and documentation of archival collections of sound recordings.

Third, between 1981 and 1983, the AAA created *The Rigler and*

Deutsch Record Index (RDI), with grants from NEH, Lloyd E. Rigler, and Lawrence E. Deutsch. The RDI comprises microfilm photography of 615,000 "pre-LP" commercial disc sound recordings held in five AAA member collections plus computer output-microform (COM) indexes.

Fourth, during 1986 and 1987, with funding from NEH, the AAA committee carried out a study of the current state of audio preservation, as a step toward updating needs assessed in earlier research. Thirty-seven major sound archives were surveyed about staffing and funding, education and training, acquisition/de-selection practices, bibliographic control, policies governing usage, equipment, re-recording practices, storage and environment, collections maintenance, and preservation.

The resulting 860-page report, *Audio-Preservation: A Planning Study, Final Report*, is available from the AAA Executive Secretary. It consists of a 10-page summary and three appendices: appendix I summarizes major conclusions and more than sixty recommendations and research topics. Appendix II is a detailed description of the project. Appendix

III consists of four sections: a fifty-page preliminary glossary; a 137-page index of technical terms; 35 responses to an eight-page questionnaire sent to major archives during the project; and a bibliography with over 2,500 citations.

The principal investigators found that there are more gaps than guidelines in the preservation of audio materials. There was full agreement in the group that the following objectives must be included in any set of priorities:

- creation of an infrastructure and program for the preservation of sound recordings;
- development of an archival storage medium for sound recordings;
- development of an educational program for sound archivists;
- resolution of the artifact and content access problems of archival collections;
- resolution of the storage and handling problems of archival collections; and
- development of a body of standards and recommended practices for the preservation of sound recordings.

The ARSC/AAA committee is currently working to further the achievement of these objectives. For further information, contact Elwood McKee, AAA Executive Secretary, (301)424-6825. Address inquiries for ARSC/AAA publications or membership to ARSC, P.O. Box 10162, Silver Spring, Maryland 20904.

Preservation Focus

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- Anne Kenney, Cornell University;
- Howard Lowell, Oklahoma Department of Archives;
- Donn Neal, Society of American Archivists;
- Barclay Ogden, University of California; and
- Christine Ward, New York State Archives and Records Administration.

In addition, Patricia Battin, Commission on Preservation and Access; George Farr, National Endowment for the Humanities; and Nancy Sahli, National Historical Publications and Records Commission, attended as observers.

The group reviewed the findings of the recently completed study of archival preservation activities--carried out by SAA's Preservation Program Officer--and drafted a nationwide strategy document, modeled after the GAP report,

Planning for the Archival Profession. The group agreed that a nationwide strategy on archival preservation for the next decade has seven broad objectives:

- 1) Increase public commitment to preserve and use the historical record;
- 2) Identify and promote the use of systematic selection processes and

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Automation Notes

by Marion Matters

Automation Education and Information Program Nears End

By the time you read this, I will be writing final reports and packing up the files. The Automation Education and Information Program, which has been supported by consecutive two-year grants from the National Endowment for the Humanities, officially concludes at the end of November.

The January *SAA Newsletter* will carry a fuller report on the program and its accomplishments, but for now, here are a few answers to the questions I have been asked recently: What will happen to the MARC AMC and Library Standards workshops? To archivists' inquiries about automation and standards? To the "automation information clearing-house"? To me?

The last and the first questions are easy. I will return to the Minnesota Historical Society, which granted me a leave of absence that has enabled me to serve as SAA Automation Program Officer for the last 15 months. The workshops are now "mature" and, according to the intent of their grant-funded development, will continue under the management of the new SAA Education Officer, Jane Kenamore. There will be at least three offerings of each workshop in 1990, and we presume they will be continued as long as there is demand for them.

Who will answer inquiries about automation and standards? The informal personal networks, so vital to professional communications in many fields, will have to take over. SAA office staff will refer calls to various people, including me and perhaps other members of CART (Committee on

Automated Records and Techniques), and we will continue to refer callers to people we know who may be able to answer their questions.

Finally, there will be no update to the 1987 survey of automation in archives, which was the primary component of the program's "automation information clearing house" (besides the program officer, herself, that is). This decision is based on the recommendations of the automation program's advisory committee and the Committee on Automated Records and Techniques, who felt, almost unanimously, that a resurvey would not be worth the time invested in it—especially without a program officer to maintain it and disseminate information from it.

How will SAA continue the various projects and activities that both Lisa and I have undertaken to support the profession in the areas of automation and standards development?

Some projects will be finished. The new edition of APPM will have been published, and continuing revision and interpretation must become the responsibility of some authorized body (perhaps within CAIE) rather than of one or two people.

The manual of USMARC examples that is to accompany APPM is in process, and work on it will undoubtedly continue beyond the end of the grant so that it can be published early in 1990.

The final report and supporting papers of the Working Group on Standards for Archival Description will be published in the *American Archivist*. This includes a major study of archival cataloging rules that I undertook for the working group.

But, at least in the short term, there will be no SAA staffer whose primary job is to provide support and encouragement for new, or old, activities relating to automated records and techniques and standards development.

Bulletin Boards for Libraries of Interest to Archives, Too
FEDLINK, a network serving

federal libraries, runs a computer bulletin board that is accessible both to its members and to others. It is called ALIX (Automated Library Information Exchange), and, like most bulletin boards, offers a combination of news, message exchange facilities, and files (both text and software) for downloading.

One of the downloadable files is a Catalog of Microcomputer Based Library Software (CMBLS), compiled by Bruce Miller, FEDLINK network librarian. For the unautomated, it is also available in hard copy from FEDLINK Library Automation Resource Service, FLICC, Library of Congress, Washington, D.C. 20540.

Another file consists of listing of library-related bulletin boards across the country, compiled by Audrey Grosch (at University of Minnesota) as a project of the ASIS (American Society for Information Science) PC-SIG. Some of the sponsoring agencies include the Clinton Herbarium (Buffalo Museum of Science), whose BBS includes searchable databases (bibliographies, lists of herbarium specimens, etc.); Paper Technologies, Inc., whose BBS concerns conservation of art, books, photographs, and textiles; and the National Agricultural Library. There is also a file for an index to Naval acronyms.

The ALIX Bulletin Board number is (202)707-9656 (1200 baud, 8 data bits, 1 stop bit, no parity). There are no access charges, but of course you will pay for a long distance call if you are not in the Washington area.

How to Use Bulletin Boards

First of all, you need a computer (any kind) and a modem, a device that links the computer with a phone line. For general purpose communications, you will want a modem that operates at either 1200 baud or 2400 baud, which is faster.

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Automation Notes

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You can use 300 baud modems with some systems, but they are very slow.

You also need communications software for the computer. For IBM compatibles, a good choice is ProComm, which you can try out as "shareware," but there are several such programs. The communications software takes care of the "data bits," "stop bits," and "parity" requirements given with the phone number for most bulletin boards--all you usually have to do is select the right settings from a menu. The communications software also usually takes care of the dialing.

When you connect to a bulletin board, you will usually be asked for your name (and perhaps address) and a password, which you select. Often you will be notified of a time limit for your call. The rest is easy. Bulletin boards are menu-driven, although experienced users can bypass menus with commands. When you want to download a file to your computer, the communications software takes care of it. Usually you only need to select matching transfer "protocols" (XMODEM is a frequent choice) and name the file in which you want to capture the downloaded data on your computer. Bulletin boards often estimate how long a transfer will take so you can decide whether you actually want to do it (especially important if you are using a long distance connection).

Name Authorities Now Available on CD-ROM

First came the LC Subject Headings on a single disk; now the CDMARC Names are available in a three-disk set containing nearly 2.5 million records for personal name, corporate name, place name, series, and title authorities.

CDMARC Names uses the same retrieval software as CDMARC subjects. It allows users to search or browse in five separate indexes: name, title, keyword, LC class

number, and LC authority control number. In addition, users of both products can move between them with a few keystrokes.

The CDMARC products can be used on any CD-ROM drive that supports the High Sierra standard and uses Microsoft DOS extensions. If used with a single drive, the retrieval system prompts the user to load disks when needed. In a multiple drive configuration, disks can be inserted in any order.

The products also require IBM PC/XT/AT class computers (or compatibles) having at least 640K RAM and running DOS version 3.1 or higher.

A one-year subscription to CDMARC Names is \$375; this includes fully cumulated quarterly updates, a reference manual in a 3-ring binder, a keyboard template, and a ready-reference card.

Free demonstration diskettes (for personal computers, not CD-ROM players) that simulate the CD-ROM system are available on request. To order, or for more information, write or call: Customer Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541; (202)707-6100.

Attention Macintosh Users!

Lately I have received several questions from people interested in archival applications of Macintosh computers. The two-year old information clearing-house database isn't very helpful. What's happening out there? Please call or write: Marion Matters, 1936 Sargent Avenue, St. Paul, Minnesota 55105, (612)698-6949.

EVEN MORE FROM MARBI--Don't Quit Using Field 851

Just Yet! In the last *SAA Newsletter* I reported on the MARBI decision to make field 851 obsolete and substitute for it field 852. Actually this decision will not be implemented by the Library of Congress or the bibliographic utilities until 1993. So, relax and keep using 851 for a while.

Preservation Focus

Continued from page 21

techniques for appropriate preservation strategies;

- 3) Encourage the development and dissemination of technical standards for preservation processes;
- 4) Support the development of comprehensive preservation management programs and activities;
- 5) Guarantee access to preserved collections;
- 6) Support comprehensive education and training programs; and
- 7) Support research and dissemination of research findings on archival preservation.

Following a wide-ranging discussion of these objectives, the seminar participants identified thirty-seven activities for accomplishing the objectives over the next decade and assigned high priority to an initial group of activities.

The January issue of the *SAA Newsletter* will reproduce the complete text of the draft nationwide strategy, along with information on its development process. You will be invited to comment on the recommendations, suggest activities that should have the highest priorities, and identify those individuals, groups, and institutions that should take the lead.

Amplification

In the last issue of the *SAA Newsletter*, a brief article on page six reported on George Farr's visit to the SAA Council meeting in June for a briefing on the National Endowment for the Humanities' preservation program. The article suggested that archivists submit fewer grant proposals to NEH because they are not trained to do so.

During his briefing, Farr emphasized to Council that many archivists and archival institutions have been very successful in getting the support they need from the Office of Preservation and other funding programs at NEH.

New NHPRC Records Committee Wants to Meet You

The National Historical Publications and Records Commission's (NHPRC) Records Committee held its first meeting last June. Members of the committee are available to meet with interested groups to discuss the activities and programs of NHPRC. The Records Committee's responsibilities include:

- serving as a means of communication and liaison between NHPRC and its constituency in the records area so that the concerns and needs of this constituency may be more effectively addressed;
- assisting in expanding this constituency and in furthering activities leading to the preservation of historical records;
- assisting NHPRC staff in developing priorities for funding and other initiatives;
- advising staff from time to time on key issues that face the Records Program; and
- providing guidance for NHPRC/Andrew W. Mellon Foundation Fellowships in Archival Administration and serving as the review body for applications from host institutions.

Interested individuals and groups should contact Nancy Sahli, Director of the Records Program, NHPRC (NPR), National Archives Building, Washington, D.C. 20408, (202)523-5386.

Northwestern University Library Receives Grant for Microfilming

Northwestern University has received a \$275,000 grant from the National Endowment for the Humanities to microfilm, over a three-year period, brittle library materials. The funds will enable the library to continue microfilming suitable materials from its Africana collection, which contains more than 161,900 volumes.

NHPRC Awards Two Archival Fellowships

The National Historical Publications and Records Commission has awarded archival fellowships grants of \$25,700 to each of two historical records institutions. The fellowships, which are funded jointly by NHPRC's Records Program and by The Andrew W. Mellon Foundation, are intended to expand administrative training opportunities for archivists with two to five years of experience.

The fellows and host institutions for 1989-1990 are:

- Daniel J. Linke at the Carl Albert Congressional Research and Studies Center at the University of Oklahoma at Norman; and
- Nanci A. Young at the New York State Archives and Records Administration.

NEDCC Receives Grant for Preservation Microfilming

The Pew Charitable Trusts has awarded the Northeast Document Conservation Center (NEDCC) a grant of \$250,000 for its training program in preservation microfilming. The funds enable NEDCC to train professionals to manage microfilming projects through intensive workshops.

NEDCC has scheduled a three-day workshop at the Historical Society of Pennsylvania in Philadelphia on January 23-25, 1990, and a five-day workshop at the Center in Andover, Massachusetts, in March and August 1990. Registration for the former is \$150, and \$250 for the latter two workshops. For more information, contact Mary Elizabeth Ruwell, NEDCC, 24 School Street, Andover, Massachusetts 01810, (508)470-1010.

UAW Bestows \$3.4 Million Gift on Wayne State University

Wayne State University's Walter P. Reuther Archives of Labor and Urban Affairs, which houses the largest collection of labor records, publications, and photographs in the world, will expand its capacity as the result of a \$3.4 million gift from the United Automobile Workers of America (UAW). The gift will be used to construct the Leonard Woodcock Wing, in honor of the retired UAW president for his outstanding service to the union.

The new wing will nearly double the current capacity of the Reuther Archives. Construction of the facility is scheduled to begin in 1990.

Borrowing Microforms from the National Archives of Canada

The Reference and Researcher Services Division of the National Archives of Canada makes available to researchers who cannot consult them on the premises microfilm or microfiche copies of certain archival documents, and transparency copies of certain works of art. The Inter-Institutional Loan Service currently has available over fifty thousand microfilms from the Government Archives Division and the Manuscript Division, as well as seven thousand transparencies from the Documentary Art and Photography Division.

The National Archives has set up various microfilming and copying programs, and, as a result, its inter-institutional loan collection is growing steadily. For more information, contact: Inter-Institutional Loan Service, Reference and Researcher Services Division, Public Programs Branch, National Archives of Canada, 395 Wellington St., Ottawa, Ontario, K1A 0N3, (613)996-8410.

● News Briefs

New York State Local Government Records Fund

Legislation adopted in May 1989 will create a New York Local Government Records Management Improvement Fund. The new Fund is expected to generate \$5-\$10 million per year to improve archives and records administration in local governments statewide.

The new fund will support two basic programs. A portion of it will be used to create nine regional offices, each staffed to provide advice and technical assistance to local governments in the region. One office will be created for each judicial district, with a single larger office serving eligible local governments in four judicial districts within New York City.

Most of the fund will be used for grants to local governments for individual or cooperative projects to improve their management of records, including their archival records. The combination of a clear statewide agenda, regional technical assistance, and substantial grant support promise important progress in records administration among New York's 4,000 units of local government during the next several years.

Minnesota and North Dakota Archives Sign Interstate Loan Agreement

Four historical centers in Minnesota and North Dakota have entered into an agreement that permits the loan of archival materials between the two states. The agreement will greatly increase the access for researchers working on various aspects of the history of the Red River Valley of the North.

The four participants are the Northwest Minnesota Historical Center at Moorhead State University, the State Historical Society of North Dakota in Bismarck,

the Department of Special Collections at the University of North Dakota in Grand Forks, and the Institute for Regional Studies at North Dakota State University in Fargo. They have agreed to loan their collections for periods of three months or more. Materials must remain at

the centers and be used on site.

The loan agreement has an initial duration of two years and will be evaluated for renewal at the end of that period. For more information about the program, contact Terry Shoptaugh at Moorhead State University, (218)236-2346.

SPOTLIGHT



H.G. Jones, a former president of SAA, was presented with AASLH's Award of Distinction at its recent annual meeting in Seattle. Jones is only the 11th recipient in 49 years.... **Mark A. Vargas**, formerly of the Massachusetts Institute of Technology, and **Barbara J. Gilson**, formerly of the Rockefeller Archive Center, have taken positions at the Milwaukee Urban Archives, University of Wisconsin-Milwaukee.... **David B. Gracy II** has been appointed to the Committee on Professional Training and Education and to the Commission on Archival Development of the International Council on Archives to edit the joint newsletter of the two groups.... **Richard M. Kesner** is president of RMK Associates, Inc., a real estate consulting and specialty firm. Kesner will continue to work with individuals and institutions on the design and development of archives and records centers.... **Gerald Malanga**, freelance archivist and founder of Archives Malanga, is the new photography columnist for *COVER*, a New York-based newspaper for the arts.... **John LeDoux** has been appointed university archivist at Marquette University.... **Mark A. Green** has been appointed chief of manuscripts acquisitions in the division of library and archives of the University of Minnesota.... **Diane E. Long**, formerly director of the Francis Clark Wood Institute for the History of Medicine at the College of Physicians of Philadelphia, is the new director of women's studies at the University of Southern Maine.... **Nancy J. Tomes** has been appointed acting director of the Wood Institute.... **Fredric Miller**, formerly of Temple University, is the new program officer in the Office of Preservation, National Endowment for the Humanities.... **David L. Baker**, special assistant to the president of the University of Wyoming, recently became director of the university's American Heritage Center.... **Jane A. Rosenberg**, formerly program officer for the access category at the National Endowment for the Humanities, is now the assistant director for the Reference Materials Program at NEH.... **Gregory S. Hunter** will be leaving ITT Corporation in January to become an associate professor at Long Island University's Palmer School of Library and Information Science. In addition, Hunter will also establish a consulting firm in archives, records management, micrographics, and optical storage.... **Annaliene Arenburg** has been awarded the prestigious Emmett Leahy Award by the Institute of Certified Records Managers for her outstanding professional achievements in information and records management. Arenburg is founder of her own firm, Arenburg Consultants Ltd., in Toronto....

Wanted

IASSIST ANNUAL CONFERENCE: CALL FOR PAPERS

The International Association for Social Science Information Service Technology (IASSIST) will hold its 16th annual conference May 30-June 3, 1990, in Poughkeepsie, New York, at the Radisson Hotel. IASSIST is an international association concerned with the acquisition, processing, maintenance, and distribution of machine-readable text and/or numeric social science data.

The theme for the conference is "Numbers Pictures, Words, and Sounds: Priorities for the 1990s." All papers or proposals concerned with generation, transfer, retrieval, storage, and use of machine-readable social science data will be considered.

For more information, contact Sarah E. Cox-Byrne, Data Archives, Vassar College Library, Box 20 Vassar College, Poughkeepsie, New York 12601.

INFORMATION ON DISASTER PLANS AND DISASTER PLANNING

The American Architectural Foundation Octagon Museum and Prints and Drawings collection and The American Institute of Architects Library and Archives collections are seeking information about disaster planning or disaster plans developed by archives, libraries, museums, and historic houses. Please contact Nancy Davis, 1799 New York Avenue N.W., Washington, D.C. 20001, (202)638-3221. The information is needed before January 31, 1990.

WWII AMERICAN AIR FORCE VETS BASED AT WALTON TRAINING SCHOOL, NEAR LAHORE, INDIA

Please forward any newspaper clippings, reports, memorabilia, articles, photographs, letters, or interviews with surviving veterans who had been involved in the Asian theatre, particularly in the Indian subcontinent (only in the Punjab), and who belonged to the American Air Force based at the Walton Training School near Lahore, India, between 1940 and 1945, and who might have met or trained Nationalist Chinese Air Force cadets during that period.

Walton was a British Royal Air Force base during the final years of WWII and was a leading railroad training school for the British India Railways. The Allied, including the Chinese Nationalists, jointly made sorties across the Himalayas into mainland China.

Send relevant information to Rev. Dr. Godwin Rajinder Singh, C.C.A. Secretary for Mission and Evangelism, 10 Doi Saket Kao, Chiang Mai 50000, Thailand.

ARCHIVAL BOOKS AND JOURNALS

Earlier this year the Tanzanian government established the School of Library, Archives, and Documentation Studies at the Management Training for Educational Personnel (MANTEP) Institute in Bagamoyo. The school is run by the Tanzania Library Service Board in collaboration with the National Archives of Tanzania and the MANTEP Institute. As newcomers, there is a dearth of materials at the school. Anyone interested in donating English-language books, current and back issues of journals in librarianship, archiving, documentation, and related fields should forward materials to: E.A. Mwinyimvua, Head, School of Library, Archives, and Documentation Studies, MANTEP Institute, P.O. Box 71, Bagamoyo, Tanzania.

Awards Available

**BENTLEY HISTORICAL LIBRARY
RESEARCH FELLOWSHIP PROGRAM FOR
THE STUDY OF MODERN ARCHIVES**
Through funds received from the Andrew W. Mellon Foundation and the National Endowment for the Humanities, the Bentley Historical Library of the University of Michigan is offering fellowships for problems associated with modern historical documentation.

The program, which will be conducted in Ann Arbor during the summer of 1990, will provide a collegial environment that will foster systematic research in such areas of concern to archivists as the selection management, preservation, and use of modern records. Proposals are primarily sought that engage critical issues in the administration of modern records. Secondary consideration will be given to proposals focusing on archival training and curriculum development.

Awards of up to \$3,000 per month will be made to individuals to support research for a period of one to four months. The application deadline is December 22, 1989. For more information, contact Francis X. Blouin or William K. Wallach, Research Program Fellowship Directors, Bentley Historical Library, University of Michigan, 1150 Beal Avenue, Ann Arbor, Michigan 48109-2113, (313)764-3482.

Archivists' Calendar

December 4-6, 1989

Care and Management of Photographic Collections Seminar; Sponsored by the Northeast Document Conservation Center and The Metropolitan Museum of Art; New York City; Stella Paul (212)879-5500, ext. 3645.

January 3-5, 1990

ALISE Annual Conference; Chicago; Contact Ilse Moon, (813)355-1795.

March 29, 1990

5th Annual National Archives Preservation Conference on "Exhibits and Conservation: A Delicate Balance"; National Archives Building, Washington, D.C.; (202)523-1546.

April 20-21, 1990

The New England Museum Association and Old Sturbridge Village Archives Institute; Old Sturbridge Village, Massachusetts; Theresa Rini Percy, (508)347-3362.

May 9-13, 1990

American Association of Museums Annual Meeting; Chicago Hilton and Towers, Chicago; Meg McCarthy, (202)289-1818.

May 18-24, 1990

90th Annual Meeting of the Medical Library Association; Westin Renaissance Hotel and the Cobo Convention Center, Detroit, Michigan; (312)419-9094.

June 11-16, 1990

National Institute of Genealogical Research; National Archives, Washington, D.C.; Lynn McMillion, (703)960-3262.

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 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 Nancy VanWieren 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.

ASSISTANT CURATORS **Chicago Historical Society**

Chicago Historical Society positions open immediately for two Curators/Archivists/Librarians. **RESPONSIBILITIES:** To assist the Curator of Prints and Photographs in acquisition, processing, cataloging, reference, publication, and exhibition for a major collection of over one million photographs, prints, posters, and motion picture films relating to Chicago and American history, art, and culture. Experience with historical prints, understanding of photographic processes, familiarity with computer cataloging of non-print materials (especially using MARC-VM), knowledge of Chicago history, geography, and architecture helpful. As Assistant Curator/Reference Manager primary responsibility is for management of daily public service activities including reference, research, and establishing rights and permissions fees and policies. As Assistant Curator/Collection Manager primary responsibility is for management of daily collection use and storage activities including appraisal, accession, inventory, arrangement, description, reference, preservation, and exhibition. Supervises interns and volunteers. **SALARY:** Commensurate with experience. Excellent employee benefits. Resumes may be submitted to Margery Melgaard, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614.

ARCHIVES INTERNSHIPS **Jefferson National Expansion** **Memorial National Park Service**

Two positions available, each 24 weeks, full-time or equivalent. Opportunity for practical experience in arrangement and description of archival materials. **RESPONSIBILITIES:** The JNEM Archives documents the administrative history of an urban national park associated with westward expansion, the early development of St. Louis, and the architectural and historical significance of the Gateway Arch and the Old Courthouse. Internships are centered around arrangement of unprocessed records and manuscripts, and creation of finding aids and MARC/AMC records. **QUALIFICATIONS:** Applicants should be enrolled in, or just graduated from, an undergraduate or graduate program in archival science, or related field which included the study of archival theory and practice. Candidates must demonstrate a knowledge of professional archival theory, procedures, and standards, including ability to evaluate, identify, and properly handle, store, and account for archival material. Internships sponsored by the Jefferson National Expansion Historical Association. **SALARY:** \$5,778 for 24-week appointment, full-time or equivalent. Applications now being accepted for winter, spring, and summer appointments. Send letter of application with resume to: Harry G. Heiss, Archivist, 11 North Fourth Street, St. Louis, MO 63102. For more information call (314)425-4468.

DIRECTOR **Dwight D. Eisenhower Library**

The National Archives and Records Administration invites applications for the position of Director of the Dwight D. Eisenhower Library. Recruitment is open to all qualified U.S. Citizens. The Library is an institution of the federal government and is operated as a part of the Presidential Library system. **RESPONSIBILITIES:** Functions include administration of archival materials of the Eisenhower era, operation of a museum/exhibits program illustrating his life and times, and promotion of educational, scholarly and public-interest programs centered on the library's holdings and related issues of public policy. The director works closely with the Eisenhower Foundation and the late President's family in developing programs and activities appropriate to the library's functions. **QUALIFICATIONS:** Candidates for this position must have a high level of managerial capability, knowledge of American history and government, and knowledge of archival/museum operations. **SALARY:** The position is in the competitive civil service classified at the GM-15 level with a minimum salary of \$59,216. Recruitment is open to all qualified U.S. Citizens. To obtain an application package, please call the National Archives Personnel Services Division at (202)724-1513. Complete application packages must be post-marked or received by January 14, 1990.

LIBRARIAN I/II

City of Orange, California

The City of Orange seeks an experienced Archivist/Local History Librarian to maintain the local history collection at the Main Library of the Orange Public Library.

RESPONSIBILITIES: The Archivist/Local History Librarian will plan, coordinate and participate in the activities and operation of the Library's Local History Collection under the direction of the Reference Supervisor or Main Library Manager. This position requires knowledge of archival methodology in organizing, maintaining and adding to a collection of local history materials.

QUALIFICATIONS: Masters degree in history with an emphasis in Historic Resources Management or a Master of Library Science with an emphasis in Archival Administration or Historic Presentation. Work two evenings and every other Saturday. Preferable: Experience with MARC-AMC, the ar-

chival cataloging program. Knowledge of word processing and database management. Experience with local history collection management. Knowledge of preservation and conservation of historic materials. Bilingual ability in Spanish or Vietnamese. **SALARY:**

Librarian I: \$1983-2084-2191-2302-2420-2543 and Librarian II: \$2191-2303-2420-2544-2673-2810. City pays Retirement Contribution. Please phone the City of Orange Personnel Department at (714) 532-0345 for an application and Job Flyer or send a postcard with your name, address, and position title to: Personnel Department, 300 East Chapman Avenue, Orange, CA 92666. City applications must be received by no later than 5:00 p.m., Friday, December 8, 1989.

ASSISTANT ARCHIVIST

University of Michigan

Bentley Historical Library

RESPONSIBILITIES: Primary duties include the appraisal, arrangement, and description of University records. Secondary duties include periodic field work on campus, reference work, and special projects as assigned or self-developed. Position situated in the library's University Archives and Records Program, a unit staffed by 5 professionals. **QUALIFICATIONS:** Graduate degree in library science, history, or related fields, with coursework in archival administration. Two year's experience required with strong emphasis on the processing of archival record groups. Demonstrated ability to create archival finding aids, especially using automated techniques. Previous field work experience preferred as are demonstrated skills in oral and written communication. **SALARY:** \$22,800/year with excellent fringe benefits. Submit letter of application, resume, and names/addresses/phone numbers of 3 references to: William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, MI 48109-2113. Application deadline 30 November 1989.

DIRECTOR OF ARCHIVES

Maryknoll Mission Society

Seeking an experienced professional archivist to facilitate the consolidation of the Archives of the Maryknoll Fathers and Brothers (Catholic Foreign Mission Society of America) and the Archives of the Maryknoll Sisters (Maryknoll Sisters of St. Dominic) into one facility and to be Director of the combined repository, The Maryknoll Mission Archives. **RESPONSIBILITIES:** Administer all aspects of archival administration, direct research, reference, and outreach services for the Maryknoll Mission Archives. Supervise staff of four fte's. Involvement in long-term planning for the archives and records management program.

QUALIFICATIONS: Advanced degree in history, library science, or related discipline with training in archival administration; 3-5 years experience in archives and records management; strong writing skills; ability to work with both professional and clerical staff required. Knowledge of American church history, the requirements of scholarly research, and word processing. **SALARY:** Commensurate with qualifications and experience. Excellent benefits. To apply send a letter of applications, resume, references and salary requirements to: The Personnel Director, CSP, Maryknoll Fathers and Brothers, Maryknoll, NY 10545, by December 1, 1989.

ARCHIVIST

University of Alaska Fairbanks

Alaska and Polar Regions Dept.

University of Alaska Fairbanks, Rasmuson Library seeks experienced Archivist, Associate Professor level. Tenure track, 12-month, permanent. **RESPONSIBILITIES:** Position requires teaching, research, and service; responsible for all phases of archival/manuscript administration and unit management. **QUALIFICATIONS:** ALA-accredited MLS required, additional graduate degree preferred. Substantial, progressively responsible, archival/manuscript experience in academic or research library; 4-years professional level administrative and supervisory experience; experience acquiring and processing archival/manuscript and historical photograph collections; demonstrated ability to plan, organize, coordinate, and supervise work of others in collegial, supportive atmosphere; strong leadership, interpersonal, analytical, and communicative skills. Ability to negotiate and delegate in matrix-oriented team environment. Activity in appropriate professional organizations. **SALARY:** \$49,500.00 DOQ, excellent benefits; full faculty rank. Closes January 19, 1989. Screening begins December 1, 1989. Start date negotiable. Send application letter with resume, three references, and one copy of a finding aid produced by the applicant to Professor David A. Hales, Head, Alaska & Polar Regions Dept., Elmer E. Rasmuson Library, University of Alaska Fairbanks, Fairbanks, AK 99775-1005. (907) 474-7261. Nominations welcome.

ARCHIVIST

Yale University

Archivist for the Holocaust Testimonies for Fortunoff Video Archive for Yale University Library. Two year term appointment. Minimum rank librarian I. **RESPONSIBILITIES:** Provides technical services, reference services and collection management services for the Video Archive. **QUALIFICATIONS:** MLS degree from an ALA-accredited library school or Master's degree in modern European history, Judaica or other related discipline or equivalent background. Knowledge of Holocaust studies. Evidence of interest and/or experience in working with history, video-taped materials or Holocaust survivors. One year cataloging, indexing, or archival experience preferred. Working knowledge of Yiddish or German preferred. Knowledge of word processing, especially Word-Perfect; and experience with RLIN/AMC and US MARC Archives and Manuscript Control format highly desirable. **SALARY:** Salary and rank dependent upon qualifications and experience; from a minimum of \$26,250. Applications will be accepted until the position is filled. Please send letter of application, resume, and the names of three references to Diane Y. Turner, Acting Head, Library Personnel Services, Box 1603A Yale Station, New Haven, CT 06520.

ARCHIVIST/RECORDS MANAGER

United Association of
Plumbers and Pipefitters

RESPONSIBILITIES: Maintain and expand history office which includes: preparation of displays and publications commemorating the UA's centennial; reference service for officers and staff; preservation of archival documents and publications; oral history project; preparation of guides, inventories, indexes, and ready reference materials. Also responsible for developing records management program including overseeing the operation of a computer-assisted retrieval system for microfilm records. **QUALIFICATIONS:** Graduate-level archival training in history or MLS programs. Combined MA/MLS preferred. Familiarity with labor history a plus. **SALARY:** Commensurate with qualifications and experience. Minimum \$24,000. Send letter and resume to: Charles J. Habig, General Secretary-Treasurer, PO Box 37800, Washington, DC 20013.

ARCHIVIST/MANUSCRIPT CATALOGER Duke University

Two-year professional position under the supervision of the Assistant Curator for Technical Services. **RESPONSIBILITIES:** Processing and cataloging the records of The Duke Endowment and related collections of family papers. Primary duties include: Organization and arrangement of manuscript collections; preparation of descriptive inventories, OCLC/AMC cataloging, and subject and other indexing; and supervision of one archival assistant and student assistants in processing work. Other duties include providing occasional assistance in the areas of reader service, exhibit preparation, preservation, and special projects. **QUALIFICATIONS:** Position requires an ALA-accredited MLS or advanced degree in American history, literature, or civilization (both are strongly preferred); familiarity with standard archival procedures, AACR2 cataloging and the AMC format; effective interpersonal and supervisory skills; and strong analytical and writing skills. Archival training, familiarity with records management, and at least two years of professional experience processing and cataloging archival collections are preferred. **BENEFITS:** Academic status, TIAA/CREF and other retirement options, four weeks vacation annually, and excellent health care programs. **SALARY:** Expected starting salary \$22,250 - \$26,000. Send letter of application, resume, and names, addresses, and telephone numbers of three references by December 15, 1989, to Ann F. Stone, Personnel Librarian, Duke University Library, Durham, NC 27706.

HEAD ARCHIVIST

Oklahoma Historical Society

RESPONSIBILITIES: Director of the Archives/Manuscripts Division duties include supervision of 13 staff members as well as the administrative oversight of the Indian Archives Collection, the Oral History Program, the OHS Newsletter Collection, the OHS Photograph Collection, and the OHS Micro-filming program. **QUALIFICATIONS:** MA in history, political science, library science, anthropology, or public administration, and four years of experience in archival work, with one year in a supervisory capacity. **SALARY:** Range \$28,407. Send letter of application and resume by 1 December 1989 to Executive Director, Oklahoma Historical Society, Historical Building, Oklahoma City, OK 73105.

ASSISTANT LIBRARIAN OR ASSISTANT ARCHIVIST

Massachusetts Institute of Technology
RESPONSIBILITIES: Shares responsibility for operations of Institute Archives by supervising accessioning, appraising, arranging, describing, and preserving a wide variety of archival and manuscript materials. Performs historical research to appraise, organize, and describe collections and prepares finding aids. Catalogs collections and prepares automated record worksheets according to AACR2 standards. Serves on the reference desk and answers reference letters. Assists users with use of book, archival and manuscript collections and instructs users in the use of materials for research. Oversees off-site storage areas and the transfer of collections. Participates in office visits to provide archival and records management assistance. **QUALIFICATIONS:** Bachelors degree (preferably in engineering, computer science or physical science) and archival training required. One of following required: ALA-accredited MLS (required for Assistant Librarian appointment); graduate degree in history with archival specialization; or one of these graduate programs in progress, combined with substantive pre-professional experience. Experience with bibliographic and research techniques required, as is the ability to communicate clearly in writing, to work systematically and carefully, and to respect the confidentiality of records. Candidates must demonstrate ability to communicate effectively in groups and with faculty, students, and peers. **SALARY RANGE:** \$22,000 - \$25,000. Send resume with a sample finding aid or research paper and names of three current, confidential references to: Search Committee for Assistant Archivist (SAA), MIT Libraries, Room 14S-216, Cambridge, MA 02139. The Libraries offer excellent benefits, including tuition assistance, children's scholarship program, and a relocation allowance.

SENIOR ARCHIVIST

Salvation Army Archives and Research Center

RESPONSIBILITIES: Responsible for day-to-day operations of the Archives including supervision of reference and technical staff and services. **QUALIFICATIONS:** Graduate degree in the humanities, social sciences or librarianship. Strong writing and verbal skills. Computer skills are a necessity, preferably with experience in WORDPERFECT, INMAGIC, and DIALOG. Three years of archival experience which included staff supervision. **SALARY:** \$26,000 - \$30,000 depending upon qualifications and experience. Standard fringe benefits plus 20 days annual leave. The Archives will be moving to suburban New Jersey in 12-18 months. An incentive plan is available. Application deadline: December 5, 1989. Send application, resume, and names of three references to: Thomas Wilsted, Salvation Army Archives and Research Center, 145 W. 15th Street, New York, NY 10011.

ARCHIVES ADMINISTRATION FELLOWSHIP

South Carolina Department

of Archives and History
With the support of a grant from the NHPRC, the South Carolina Department of Archives and History is offering a ten-month fellowship in archival administration, to begin on or about August 1, 1990. The fellow will be provided with significant experience in the management of one of the country's largest state archives and records management programs. Among the varied department-level activities in which the fellow may be involved are department budget preparation and implementation, revision of the long-range plan, staff training assessment, a pay comparability study, and follow-up on the state assessment report for the State Historical Records Advisory Board. In addition, the fellow will spend up to one-half or more of his/her time with the department's Division of Archives and Records Management, which will be engaged in developing an outreach program to state and local government agencies, implementing general records schedules, revising appraisal policies, and developing a pilot project in electronic records management. The fellowship will include a special technical project matching the fellow's particular interests with the Department's priorities. The fellow's stipend is \$28,000 with a benefit payment up to \$5,600. Applications are available from the NHPRC, National Archives Building, Washington, DC 20408, or call Laurie Baty at (202)523-5386. Deadline for submission to the NHPRC: February 1, 1990.

**PROJECT ARCHIVIST
(ARCHIVIST I)**

University of Florida

This position is a time limited appointment to last for one year from the date of hire. This position is funded by the National Historical Publications and Records Commission. **RESPONSIBILITIES:** Appraises, arranges, and describes historical records related to the University of Florida's agricultural programs. Prepares finding-aids and MARC AMC data entry workforms. The project includes records of Florida's county extension service, agricultural experiment stations, the Center for Tropical Agriculture, and the College of Agriculture.

QUALIFICATIONS: Bachelors in history, library science, or one of the social sciences and one year of professional experience in archival work; alternate qualifications available. Anticipated starting date: January 2, 1990. **SALARY:** \$15,787.89; excellent fringe benefits. Send complete resume to Central Employment Center, 4th Floor Stadium, University of Florida, Gainesville, FL 32611 by November 30, 1989. Requests must refer to position identification number 20615 in order to guarantee consideration. Preference will be given to eligible veterans and spouses of veterans as required by Florida Statutes. We hire only U.S. citizens and lawfully authorized alien workers.

REFERENCE & ARCHIVES LIBRARIAN
Indiana University Southeast

Indiana University Southeast, New Albany, Indiana (Louisville, Kentucky, metropolitan area), one of eight campuses in Indiana University System. **RESPONSIBILITIES:** Under the supervision of Head of Readers Services, Reference and Archives Librarian provides reference and bibliographic instruction services (3/4 time); under supervision of Director of Library Services manages IUS Archives (1/4 time). **QUALIFICATIONS:** ALA/MLS required; 2nd masters degree in archives and/or records management preferred. Also required: knowledge of online searching, OCLC, excellent interpersonal skills, strong service orientation, and appropriate professional experience. Must be able to meet requirements of a tenure track appointment. **SALARY:** \$19,500/12 months. TIAA/CREF; liberal benefits. Send letter of application, resume, and names of three references by December 8, 1989 to: Nancy Totten, Chair, Search and Screen Committee, Indiana University Southeast, 4201 Grant Line Road, New Albany, IN 47150.

ASSISTANT PROFESSOR

University of British Columbia

The School of Library, Archival and Information Studies is a graduate professional school administering separate two year programs leading to the degrees of Master of Library Science and Master of Archival Studies. A new full time position at the rank of assistant professor is open in the Master of Archival Studies program, subject to budgetary approval.

RESPONSIBILITIES: A normal teaching load at the school is two or three courses per term; there are two terms of thirteen weeks each in the academic year. The appointee will also be expected to supervise theses in archival studies. In addition to teaching duties, all faculty members are expected to participate in the work of school and university committees; to act as advisor to students; and to contribute to development of the archival profession through membership and work in professional and learned associations and societies. Appointees at the rank of assistant professor are expected to engage in research leading to publication. The school is seeking a candidate who will be able to plan and teach courses primarily in the area of applications of automation to the administration of archives, including the administration of programs for machine-readable records and archives. Ability to teach courses in two or more of the following areas is preferable: information retrieval systems for archives; planning and management of archives and records programs; admin-

istration of non-traditional archives (still and moving images, sound archives, architectural archives, cartographic archives, etc.); and reference and information services for archives.

QUALIFICATIONS: A graduate degree in archival studies or a related discipline; substantial professional experience in the field of archives and records management; a record of research and publication in the field of archives. University teaching experience would be an asset. This is a tenure-track position. Salary will be based on qualifications and experience. The University provides generous pension, medical and dental plans. The University of British Columbia is committed to the federal government's employment equity program and encourages applications from all qualified individuals. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada. Application closing date December 31, 1989. Appointment will be made either on July 1, 1990 or July 1, 1991, depending on budgetary approval. Applications and requests for information should be addressed to: Basil Stuart-Stubbs, Director, School of Library, Archival and Information Studies, The University of British Columbia, #831 - 1956 Main Mall, Vancouver, B.C., Canada V6T 1Y3, (604)228-4991.

ARCHIVES TECHNICIAN

The National Maritime Museum Association

RESPONSIBILITIES: Process historic collections of manuscripts, plans, charts, and photographs including arrangement, description, and cataloging; provide basic preservation treatment; maintain and update collection indexes and catalog records. **QUALIFICATIONS:** Museum, library or archival training gained in a degree program through coursework, internship, or apprenticeship is required; experience in the techniques of preservation, and an interest in maritime history is preferred. **SALARY:** \$8.65 - \$9.22/hr, 20 hours per week. The position is funded by the National Maritime Museum Association a private, non-profit organization. Continued Employment is subject to renewal of project-based funding. Send resume including three references with addresses and telephone numbers to: Business Manager, NMMA, Bldg.275, Crissy Field, Presidio of San Francisco, CA 94129.

**SOCIAL ACTION COLLECTION
DEVELOPMENT ARCHIVIST**
State Historical

Society of Wisconsin

RESPONSIBILITIES: Identify, evaluate, and collect private records for the Society's collections, both nationally and statewide, with special emphasis on records documenting social action. Assist section head with Wisconsin history collections and local records appraisal and transfer. **QUALIFICATIONS:** MA degree in history or equivalent and archival training and experience preferred. Must be willing to travel extensively. **SALARY:** Start at \$25,218 plus State of Wisconsin fringes; raised to \$25,977 after 6 months. Both rates likely to be raised after approval of 1989-91 compensation plan. Contact Greg Kipfer, State Historical Society of Wisconsin, 816 State Street, Madison, WI 53706 by 30 November 1989.

PRESERVATION ADMINISTRATOR, G-23

New York State Archives and Records Administration

Under the general supervision of the Principal Archivist for Archival Services, the incumbent manages the Preservation Unit in the Bureau of Archival Services. Principal responsibilities include: developing, implementing, and directing preservation programs, policies, and procedures; developing annual workplans and budgets; assigning and evaluating staff work; conducting research and analysis to develop and improve archival preservation methods, particularly for audio-visual and electronic media; monitoring and evaluating environmental conditions; developing and implementing storage and handling procedures for records in all formats; disaster preparedness; overall direction of conservation laboratory operations; management of micro-filming operations; and development of alternative programs. One of three core operating units of the Bureau of Archival Services, the Preservation Unit coordinates all preservation-related activities with the activities of the Collections Management and Reference Services Unit. The preservation program, which includes a conservation laboratory and a micrographics program is responsible for insuring the long term preservation of over 40,000 cubic feet of state government records. The lab is headed by a Chief Conservator who supervises another conservator and three technicians; the micrographics program is headed by a technician who supervises four camera operators. **QUALIFICATIONS:** Applicants must meet the following requirements: A masters degree in history, government, economics, public administration, political science, American studies, library and information science, records administration, or conservation of library and archival materials. Four years of professional experience in archival administration or in an archival, library, or information management setting, two of which must have included supervising archives staff and managing an archival preservation program. Preferred candidates should have training in preservation management and experience in managing a micrographics program. A certificate in preservation administration from an accredited program may be substituted for one year of experience. **SALARY:** \$37,772, annually with incremental increases to \$46,510 through satisfactory performance advances. Send resume describing training and experience, and provide the names of three references to: Personnel Office, Box SC-15, New York State Education Department, Washington Avenue, Albany, NY 12234.

PROJECT ARCHIVISTS

The Library Jewish Theological Seminary

Full time Project Archivist January 1990 - December 1991. **RESPONSIBILITIES:** Evaluate, accession, process, arrange and describe the records of the Jewish Theological Seminary for the Archives of Conservative Judaism. Plan, assign, review the work of two part-time assistant archivists. Coordinate processing with the library's archivist and the staff of the Ratner Center for the Study of Conservative Judaism. **QUALIFICATIONS:** Advanced degree in History, Jewish Studies, Library Science, or related discipline, plus two-to five-years experience in archival or manuscript repository required. Ability to work independently and to communicate effectively both orally and in writing. Formal training in archives and/or records management, familiarity with automated bibliographic and management information systems desirable. **SALARY:** Based on qualifications and experience. Range \$28,000 - \$30,000. Excellent fringe benefits.

PROJECT ASSISTANT-ARCHIVISTS

Part-time Project Assistant-Archivists (two positions, or one position full-time) for January 1990 - December 1991. **RESPONSIBILITIES:** Assist the Project Archivist in evaluating, accessioning, processing, arranging and describing the records of the Jewish Theological Seminary for the Ratner Center for the Study of Conservative Judaism. **QUALIFICATIONS:** BA in History, Jewish Studies, or related discipline. Ability to communicate effectively both orally and in writing. Familiarity with microcomputer desirable. **SALARY:** Based on qualifications and experience. Range \$9,000 - \$10,000 per part-time Position. Excellent fringe benefits.

Application deadline: Applications accepted until positions are filled. Application review begins December 1, 1989. Send application, resume, and list of three references to: Archives Search Committee, Room 5505, The Library, Jewish Theological Seminary, 3080 Broadway, New York, NY 10027.

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 a 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: Antoinette Sieracki, American College of Physicians, 6th St. at Race, Philadelphia, PA 19106-1572.

ARCHIVIST IV

Maryland State Archives

The Maryland State Archives is seeking candidates for the position of Director of Reference Services, a senior professional position on the staff of the Archives. **RESPONSIBILITIES:** The successful applicant will supervise a public search room which is open six days per week, and which has over 14,000 patron visits per year with more than 123,000 records circulated. The Director of Reference Services supervises staff of twenty professional archivists and five library assistants who work in public reference on a rotating basis, coordinates all non-genealogical research activities for the agency, and oversees the training and scheduling of reference staff and the maintenance of search room supplies and equipment. **QUALIFICATIONS:** BA, preferably in history or political science, with five years of full-time, or its equivalent, professional archival experience. An MA in archival science or its equivalent may be substituted for one year of the required experience, and applicants may substitute additional experience in professional archival work with public records on a year-for-year basis for the required education. **SALARY:** \$23,157-\$30,411, with maximum reached after six years. Note that this position has been proposed for upgrade to a salary range of \$31,264-\$41,065. Applications must be received at the Department of Personnel, 301 W. Preston Street, Baltimore, MD 21201 by January 2, 1990. Application forms: Available from the Maryland State Archives, 350 Rowe Blvd, Annapolis, MD 21401, (301)974-3914/6, FAX (301)974-3895.

Arch Support



Georgeann Palmer, SAA Meeting Planner, and Jim Sauder, SAA Director of Financial and Automated Operations, react to the news that the Society's annual meeting in St. Louis is officially over.

As this issue of the newsletter goes to press, we have just finished the Society's 53rd annual meeting in St. Louis. Over 1,100 persons registered for the meeting. This total represented 49 of the 50 states (New Hampshire was the only one without a registrant) and 5 foreign countries.

Most of the nearly 100 sessions were well-attended, and about half of these sessions were taped. (An order form for tapes is included in this issue.) There was a steady flow of traffic through the exhibit hall, where 35 exhibitors displayed their products and described their services. The first certification examination was given, and the Academy of Certified Archivists came into being.

SAA would like to thank all who attended the meeting, especially those persons who were on the program. We are now turning our attention to the 1990 meeting in Seattle, which begins on August 30. The Program and Host Committees are already hard at work, and you will be hearing more during the next few months.



Newsletter

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