



Newsletter

The Society of American Archivists

1990 SAA Awards Competition

The Society of American Archivists announces its 1990 awards competition to recognize achievements of the 1989 calendar year. Individual and institutional members of SAA are invited to nominate themselves or others for these awards. Winners will be selected by subcommittees of the SAA Awards Committee, which is chaired by Valerie Browne. Awards will be presented during the 1990 annual meeting in Seattle, Washington, August 30-September 3, 1990.

For your convenience, descriptions of the awards appear on page 13 and an awards nomination form is printed on page 14 of this issue. The SAA awards policy is described in *The American Archivist* 39:415-417.

All nominations, further questions, and requests for additional forms should be addressed to Valerie G. Browne, Loyola University of Chicago Archives, Cudahy Library #219, 6525 N. Sheridan Road, Chicago, Illinois 60626, (312)508-2660. The deadline for awards nominations is May 1, 1990.

March 1990

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ACA
Newsletter
Enclosed

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Fellows Nominations Sought

The SAA Committee on Professional Standards invites members of the Society to nominate colleagues for election as Fellows of the Society in 1990.

Nominees must be individual members of the Society in good standing for the past seven years. Other criteria on which the Committee evaluates nominees are: appropriate academic education and professional and technical training; a minimum of seven years of professional experience in any of the fields encompassed in the archival profession; writing of superior quality and usefulness in advancing the Society's objectives; and contributions to the profession through work in and for the Society.

The Professional Standards Committee includes the five most recent past presidents of the Society and two members, both Fellows, elected annually by SAA officers and Council. This year, past presidents Frank B. Evans, Sue E. Holbert, William L. Joyce, Shonnie Finnegan, and Andrea Hinding will be joined by two Fellows elected at the SAA Council meeting in late February. (These names of members, chosen after this issue went to press, will be announced in the May issue.)

Forms for nominations may be obtained from any member of the Committee. Completed forms must be postmarked by June 1, 1990, and addressed to the chair, Sue E. Holbert, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, Minnesota 55101. A nomination submitted in 1989 that did not result in election of a Fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Amendments or revisions may be submitted if desired.

Fellows are elected by a three-quarters vote of the Committee. In accordance with the Constitution of the Society, the total number of Fellows may not exceed five percent of the SAA membership as of the previous annual business meeting.



From the Executive Director's Desk

by Donn C. Neal

At this writing (mid-December), the 1990 Program Committee has just finished crafting a program for our Seattle meeting. I'll take advantage of this fact to write, as promised, about how important this Committee is in the Society's life.

It's the program that draws more than 1,100 archivists to the SAA annual meeting. Committee meetings, exhibits, visits to archival repositories, and so on also attract members and others, but archivists are unusually interested in the content of their annual meetings. I learned early in my tenure that not only do archivists attend their annual meetings in extraordinarily high numbers (about 40% of the membership) but that they actually go to the sessions. It can be argued, therefore, that one of the incoming president's most important decisions is who will chair the Program Committee.

The recurring challenge for Program Committees is to produce a program with both breadth and depth. To some extent, the program is a creature of the proposals that the Committee receives. Program Committees sometimes wish that they were less dependent on the proposals received, and some of them have invited or even "commissioned" sessions on key topics. Support for the idea of a central theme for the meeting waxes and wanes; the theme that some people find strengthening others regard as constraining.

Still, the Program Committee must select from all the proposals before it the most apt topics and the most promising presenters. This year, nearly 250 proposals had to be winnowed down about 90 actual sessions.

After tabulating individual rankings of proposals and narrowing its focus to the top 120 or so, the Committee begins to "thin the herd" by reviewing each of them in detail. Members of the Committee discuss possible substitutions that would strengthen the session or

remove conflicts, since some presenters appear in several proposals (and since by custom members of the Committee themselves are not permitted to give presentations). The Committee also considers the format proposed for each session—and is delighted when something out of the ordinary appears in the proposal.

The Committee also strives to achieve a complex structure of balances—of geographic regions, of men and women, of senior and junior members of the profession, of types of repositories and archival functions, of levels of archival expertise, and so forth. The Committee is now using a computer program developed primarily by Jack Treanor and Tim Slavin to help it monitor these balances as the program is emerging from the Committee's deliberations.

Program Committees in the past few years have also sought to involve more non-archivists in SAA's annual meeting, so that it is not just "archivists talking to archivists." This must be done judiciously, though, since the SAA annual meeting is the chief opportunity for American archivists to share their research and experiences. The Program Committee does try to give preference to SAA members, though, on the principle that any association's annual meeting is after all primarily for its members.

Sometimes the Committee combines the best elements of two or more separate proposals into a single, stronger session that is enhanced by the creative interplay of the specific interests and perspectives that produced the original proposals. In addition, some proposals are not uniformly strong, and for the sake of the program as a whole only the strongest elements should survive. Every Program Committee tries to accomplish this "mating" fairly and sensitively.

Once the Program Committee has assembled the elements of a well balanced and diversified program and

shaped them into a schedule that (as much as possible) avoids conflicts between similar topics and thematic imbalances, it disperses. Even after it disbands, however, the Program Committee is far from finished. The twelve to fifteen individual members, having volunteered to "shepherd" six to eight sessions each, contact the presenters to confirm their participation. Those whose proposals were not selected are also informed at this time. In a burst of energy between December and February, the Committee turns the concept of the program into reality.

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SAA Staff

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Executive Director's Desk

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Following this, the session descriptions are rewritten, reviewed, and edited so that they can be joined with information about the other parts of the annual meeting--tours, preconference workshops, etc.--in the program book. Although SAA staff impose deadlines, necessary for timely publication so that an accurate program book reaches you early enough, changes continue to trickle in--right up to the meeting itself.

Even then, the Program Committee is not done. In addition to monitoring the status of each session throughout the spring and summer to make sure that all is in order, and that any changes are duly reported, the Committee's members help make sure at the meeting itself that rooms are properly set, that audiovisual equipment arrives on time, and that last-minute crises are solved.

SAA's Education Officer plays a vital supporting role in the work of the Program Committee. This is appropriate, since the annual meeting is the principal educational event that the Society provides. Jane Kenamore works with the co-chairs to manage this complicated and time-consuming process and thus serves as a sort of "super shepherd" during the period between December and February. The Education Officer also selects and commissions the ten or so preconference educational activities.

Georgeann Palmer helps by analyzing and interpreting the practical realities and logistical hurdles the Program Committee must know about. We have found it helpful to have the Committee meet in the convention hotel so that it can see first-hand the physical factors that will influence how the annual meeting functions. Georgeann, of course, follows through on making the actual arrangements for space, equipment, and so on. She also serves as a bridge between the Program and Host Committees, although by having a member of the Host Committee on the Program Committee we ensure that there is communication and coordination.

We try to institutionalize the transfer of experience by having the next year's

We Have the Technology

Editor's Note: If you are a regular reader of the SAA Newsletter, you have watched its progress in recent years--both content and appearance. Much of the credit for that progress goes to SAA's fine Managing Editor Teresa Brinati. With this issue, Teresa has begun (with the help of Jim Sauder) to compose and lay out the newsletter on our new desk-top publishing system (a Macintosh IIcx with QuarkXPRESS software).

Through hard work and sometimes-painful experience, Teresa has taken the technical capabilities of our previous system about as far as they could go. Our new desk-top system will permit her to improve even further what is, we think, an already outstanding vehicle in both content and appearance. Look for these changes in the months ahead and let Teresa know what you think of them.

Program Committee co-chairs (Daria D'Arienzo and Hank Holmes for 1991, in this instance) serve on the existing Committee. This way, they get some first-hand experience and can learn from their predecessors' successes and problems.

Over the years, the Program Committee has become a way for younger archivists to become known; service on this key committee often leads to other SAA leadership opportunities. At the same time, it is desirable to have on the Committee some more senior and knowledgeable members--like Paul McCarthy on the 1990 Committee, for example. Why shouldn't more former Council members, and even ex-presidents, be tapped for the Program Committee? It is a good way to utilize the experience they have gained and it can enable them to continue their contributions to the profession.

This is only one of several issues related to the Program Committee that I would like to raise. Another concerns the number of sessions. We have limitations of both time and space, as well as quality of content. The growth of roundtables in recent years brings this simmering issue to a head; if we are to double the time set aside for them, as we seemingly must, what will have to give? In addition, we now must accommodate the meeting of the Academy of Certified Archivists, and SAA committees, sections, and task forces all would like more time. There is, though, strong resistance to lengthening the meeting, and to overscheduling the time within it. But if we have fewer sessions, will archivists regard the SAA annual meeting as unsatisfying--and will they attend?

A related issue concerns format. A

West Coast meeting in 1990 means some changes. Since a closing luncheon won't work for those crossing several time zones eastward, we will have an opening banquet and a closing breakfast. Introducing some flexibility now will help us to get ready for the 1992 meeting, when there must be substantial alterations because of our need to coordinate our meeting with three others: that of the International Council on Archives (meeting in Montreal during the week before us) and those of the two Canadian national archival associations (meeting there at the same time we are).

We are undertaking another experiment this year: a slightly less detailed advance program booklet, mailed to all members at the usual time in the early summer, and a fuller program--complete with room listings and last-minute changes--distributed to those actually attending the meeting. (It will be available to non-attendees as well). Taking this step, common among our peer associations, will save SAA a considerable amount of money: the program booklet cost us \$12,000 to produce and mail in 1988-89. More importantly, it will help us to get more easily through this ten-month "year," getting sufficient information to you early enough so that you can make a decision about attending but saving the more complete information for distribution in Seattle. If this experiment is successful, it may become usual practice.

Archivists are far from reticent when it comes to opinions about the SAA annual meeting, which shows how valuable it is to them. We welcome those comments, and we invite yours, so that we can determine what does and does not serve the profession best.

SAA Notes

Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held June 4-15, 1990, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers tuition, travel and housing expenses at the Institute. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period pre-dating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Philip N. Cronenwett, Special Collections, Dartmouth College Library, Hanover, New Hampshire 03755, by April 15, 1990.

Dues

President John A. Fleckner has appointed a special Task Force on the Dues Structure. Former President William L. Joyce will chair the Task Force, which will have as its other members James Fogerty and Archie Motley (Council members), Linda Henry (SAA Treasurer), Roland Baumann (Chair, SAA Membership Committee), and Eva Moseley (At Large).

The Task Force will study the Society's dues structure and prepare a recommendation for action by Council at its June, 1990 meeting. The Task Force will also acquaint the members of the Society with SAA's financial condition and the role of dues in supporting SAA's activities.

Accept a Challenge

An anonymous SAA member challenges other archivists who believe that the SAA office should have its own facsimile machine, which is rapidly becoming an essential tool for the modern office. The goal is to raise at least \$750 so that SAA can purchase such a machine.

This member is prepared to give \$100 to SAA if the gift is matched at least 4 to 1; that is, other SAA members must give \$400 or more specifically for the purchase of a fax machine. The deadline is June 1, 1990. The anonymous member invites you to rise to this challenge to furnish the SAA office with a piece of equipment that is beyond the present means.

SAA Executive Director Donn C. Neal said that this is the first time the Society has attempted to raise funds through a challenge grant.

Correction

In the "exercise" on dues that Linda Henry published in the January issue of the *SAA Newsletter* (page 5), the figure for the current income from individual dues was accidentally omitted. The amount is \$132,300. If you enter that amount on the line just to the left of Linda's name, you will be able to complete the exercise. We regret the omission.

Windfall

Earlier in the year SAA received a letter from David Carmichael, chair of the Coalition of New York's Documentary Heritage. He explained that the Coalition had disbanded as of the first of this year. According to their constitution, upon dissolution, any remaining funds were to be donated to the Society of American Archivists. Carmichael's letter included a check for \$431. He and the other officers of the Coalition, Alan Kruus and Ray LaFever, have suggested that the donation be applied toward advocacy or outreach efforts.

SAA expresses its grateful appreciation and gratitude to the former Coalition of New York's Documentary Heritage for their munificence. Their generous gift will be applied toward the Society's efforts in outreach.

Donations

Once again it is our pleasure to thank those SAA members who have made voluntary financial contributions to the work of the Society. The persons listed below made such contributions during the second half of calendar year 1989. (Those who contributed to the 1989 annual giving campaign will be acknowledged separately at a later time.)

General Fund

James Puckett
Jean M. Deken
Andrea Hinding
Jerome Finster
Bernice R. Lemley
Karen D. Stephens

Educational Endowment

Sue E. Holbert
Timothy L. Ericson
Judith Schiff
Richard Cameron
John M. Clayton
Helmut Dahm
G. Marie Agnew-Marcelli
John Wright
Archie Motley
Valerie G. Browne

Coker Award Fund

Mary Lynn Bryan

Posner Award Fund

Helen Samuels
Elizabeth B. White
Meyer H. Fishbein

Pease Award Fund

Donn C. Neal

In addition, Jane Doerr, the 1989 recipient of the Hamer-Kegan Award, very generously returned the cash portion of the award to the fund, thus significantly building the principal, and Charles Palm contributed a refund from the 1989 SAA annual meeting to the Education Endowment. We thank these two individuals for their thoughtfulness.

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

New Awards Committee Members

The following SAA members have been appointed to the awards committees:

- Christopher Paton, Georgia State Archives, to Hamer Kegan Subcommittee;
- Harold Naugler, National Archives of Canada, to Fellows' Posner Prize Subcommittee;
- William L. McDowell, South Carolina Department of Archives and History, reappointed to Fellows' Posner Prize Subcommittee;
- Elsie Freeman, National Archives and Records Administration, to Jameson Award Subcommittee;
- Megan Desnoyers, John F. Kennedy Presidential Library, to Coker Prize Subcommittee;
- Audray Bateman, David Gracy and Associates, to Sister M. Claude Lane Award Subcommittee;
- George Bain, Ohio University, to Leland Award Subcommittee; and
- Faye Phillips, Louisiana State University, to Distinguished Service Award Subcommittee.

In addition, Anne Van Camp (Hoover Institution), chair of the SAA Committee on International Affairs, will serve as chair of the Holmes Award Subcommittee; and Gregory S. Hunter (Long Island University), chair of the SAA Committee on Education and Professional Development, will serve as a member of the Pease Award Subcommittee.

Public Relations Manual

The SAA Editorial Board is cooperating with the Committee on Public Information to develop a manual on public relations. The goal is a publication of 15,000-20,000 words, plus illustrations and an annotated bibliography, that will serve archivists' growing desire to improve communications with current and potential users and supporters of their programs.

The ideal text will address the challenge of advocating archives to a public that often has no concept of archives or archivists. The manual should draw and expand on relevant public relations concepts. It should also contain an annotat-

ed bibliography of useful literature from the field, including library and museum public relations.

Anyone who would like to write such a manual should submit a proposal, resume, and writing sample to Susan Grigg, Chair, SAA Editorial Board, Sophia Smith Collection and College Archives, Smith College, Northampton, Massachusetts 01063, by April 20, 1990. The proposal should offer exposition and outline in 2-5 pages. The prospective author will be expected to prepare two chapters within six months and a complete draft within a year of his or her selection. A stipend of \$1,500 is available.

Leadership List Corrections

James C. Anderson of the University of Louisville was mistakenly listed in the 1989-90 SAA Leadership List (printed in the last issue of the *SAA Newsletter*) as the chair of the Visual Materials Section. The 1990 chair is Douglas M. Haller, The University Museum Archives, University of Pennsylvania, Philadelphia, Pennsylvania 19104-6324, (215)898-8304.

In addition, the correct phone number for Valerie G. Browne, chair of the Awards Committee, is (312)508-2660.

Apologies also to Duke University (and the University of North Carolina as well): the leadership list mistakenly placed Duke University in Chapel Hill, when we all know it is really nearby in Durham.

We regret these errors.

ALA/SAA Joint Committee Representatives

SAA's current representatives on the ALA/SAA Joint Committee on Library/Archives Relations are Lewis Bellardo, National Archives and Records Administration; co-chair; Carolyn Hoover Sung (Library of Congress), Gerald Munoff (University of Chicago), Robert Warner (University of Michigan), and Marion Matters (Minnesota Historical Society). (This also corrects information printed in the 1989-1990 SAA Leadership List).

SAA Notes

Western Archives Institute

The Western Archives Institute will be held at the University of California-Los Angeles August 5-17, 1990. The Institute, which is designed to offer an introduction to modern archival theory and practice, will feature Richard Cox, lecturer from the University of Pittsburgh's Department of Library Science, as the principal faculty member. In addition, the program will include site visits to two major historical records repositories in the area and tours of UCLA's Special Collections and University Archives.

Tuition for the program is \$400 and includes a selection of archival publications. Housing and meal plans are available from UCLA for additional charges.

For more information and an application form, contact Laren Metzger, Administrator, Western Archives Institute, 1020 "O" Street, Room 130, Sacramento, California 95814, (916)445-4294. **The application deadline is June 1, 1990.**

AHA/OAH/SAA Appointment

SAA President John A. Fleckner has appointed Larry Hackman, New York State Archives and Records Administration, to serve a three-year term (January 1990 through December 1992) on the AHA/OAH/SAA Joint Committee of Historians and Archivists. Hackman joins F. Gerald Ham, the other SAA member, and SAA Executive Director Donn C. Neal, who also serves on the committee.

New Sustaining Member

The National Archives of New Zealand is a new sustaining member of SAA. We thank them and all the other sustaining members for their support.

from the

Archivist of the United States



Editor's Note: With this issue of the SAA Newsletter, we inaugurate a series of occasional columns by Don W. Wilson, Archivist of the United States. He will address topics related to the National Archives and Records Administration that will be of interest to SAA members. We are pleased to welcome Don Wilson to these pages.

NARA Budget

The funding available for this fiscal year is \$125 million, of which \$5 million (\$4 million last year) is earmarked for grants by the National Historical Publications and Records Commission. In any given year, salaries absorb about 55 percent of NARA's budget, with the rental and maintenance of archival facilities accounting for 38 percent of the annual appropriation. The remaining seven percent for supplies and "all other" expendi-

tures does not provide for a great deal of flexibility or opportunity when facing the unanticipated.

In reference to this year's budget, there are several initiatives underway that may be of interest to the readers of the SAA Newsletter. From this year's appropriation \$400,000 is being made available for employing an additional dozen full-time staff to speed the records declassification program. I also approved the hiring of three more archivists for the appraisal staff of the Center for Electronic Records. The Center was recently reorganized and now is under the Office of the National Archives.

In July the National Archives establishes a presence in Alaska when a regional archives opens in Anchorage. Until now, the nearest archives branch was in Seattle. A NARA facility in

Alaska is most appropriate since 90 percent of the users of the original federal records housed in Seattle travel from Alaska for their research. Thomas Wiltsey, most recently assistant director of NARA's Pacific Northwest Region, will head a staff of four.

Archives II

From time to time I want to use this column to keep you informed about Archives II developments. Since groundbreaking at College Park, Maryland, last October several things have happened. The

site within the footprint of the future building and the access road to the site are being cleared. NARA has retained an urban forester to be present during the clearing to insure the preservation of certain valuable specimen trees.

The initial construction package for a parking garage will get underway in the spring. The garage will be used as a staging area while Archives II is under construction. A second procurement package being assembled is shelving for Archives II, moveable shelving for the stacks, and fixed shelving for the processing areas and labs. A contract for construction of the building itself is projected for award in August or September.

In addition to construction, a NARA-University of Maryland committee has been established to coordinate joint activities between the two institutions. James Megronigle, Assistant Archivist for Management and Administration, serves as chairman of the committee. For the immediate future the committee will focus on construction-related issues as well as efforts to acquaint the University of Maryland community with the holdings and programs of the National Archives.

Who Uses the National Archives?

During the next twelve months the National Archives will be conducting a study of reference service and reference use in its Washington area facilities. The growth and increasing diversity of our clientele suggests that we need to learn more about those we serve. Who uses the records? What are they looking for? Is staff assistance satisfactory? Are finding aids adequate?

Interviews will be the primary means of answering these and other questions and in constructing user profiles. This is the most opportune time to undertake this survey for the results will influence the design and development of the new research complex in Archives II and the new Archival Information System (AIS), a nationwide automated system now in development.

The researcher-reference study will be directed by Paul Conway, formerly SAA's preservation program officer.

ARCHIVES: The Inside Story

An informative video in VHS format introducing archives, their value and how to use them. The video is designed for high school, undergraduate and general audiences.

Available for \$45 US (includes postage) from the Association of Manitoba Archivists, Box 27007, One Lombard Pl, Winnipeg, Canada R3B 3K1.

AMA
Association of Manitoba Archivists

Annual Meeting Roundup

54th Annual Meeting Seattle, Washington

Please note that there will be some modifications in this year's annual meeting schedule.

- 1) The meeting runs from Friday (August 31) through Monday (September 3) rather than from Thursday through Sunday, our usual pattern.
- 2) There will be an opening banquet with the Presidential Address and Awards instead of an opening luncheon this year.
- 3) The roundtable meetings have been split into two groups. One will meet Friday morning and the other is scheduled for Saturday morning.
- 4) On Monday, September 3, the closing event will be a brunch so that attendees who are crossing several time zones eastbound can reach their destinations at a reasonable hour.

Mentor Program to be Implemented in Seattle

Recognizing that the SAA annual meeting can be something of an overwhelming--even intimidating--experience for those attending for the first time, SAA would like to experiment in 1990 with a mentoring program.

The program will have two elements, one for newcomers and one for SAA members who would like to assist them. We will invite those participating in the Seattle meeting who have never attended an SAA annual meeting before to tell us if they would like us to find a mentor for them. We would try to match these first-timers with SAA members who have volunteered to serve in this capacity.

Mentors will be expected to seek out the newcomers early in the meeting, to help them meet others at receptions and other public events, and to answer any questions the newcomers might have about how to get the most out of an SAA annual meeting--in general, to help them feel comfortable in a gathering of more than 1,000 persons.

Some mentors might well wish to go beyond "basic survival skills" in

responding to the needs of first-timers, but this would be a matter the two individuals would settle between themselves. Other than matching those asking for mentors with those who have volunteered to provide this form of assistance, SAA would leave the individuals alone.

SAA members who would like to serve as mentors should contact Georgeann Palmer at (312)922-0140 for more information.

We expect to have the Preliminary Program in your hands by the middle of May.

CRUISE TO ALASKA!

Annual meeting participants will have an opportunity to participate in a post-convention cruise to Alaska. At the time this newsletter went to press, all of the details had not yet been set. Please contact Georgeann Palmer at the SAA office to have your name put on a list to receive the details as soon as they are available.

	AM	PM	Evening
Tuesday, August 28	PRECONFERENCE	ALL DAY	
Wednesday, August 29	PRECONFERENCE	ALL DAY Council Meeting	
Thursday, August 30	Council Meeting w/ Group Heads PRECONFERENCE	ALL DAY Committee and Task Force Meetings	Opening Banquet w/ Presidential Address and Awards
Friday, August 31	8-10 Functional Sections 9:30-10:30 Coffee Break 10:30-12:30 Rndtable Mtgs.	1:15-3:15 Sessions 3:45-5:45 Sessions 5:45 New Mem. Welcome	Kiana Dinner Trip
Saturday, September 1	8-10 Institutional Sections 9:30-10:30 Coffee Break 10:30-12:30 Rndtable Mtgs.	1:15-3:15 Sessions 3:45-5:45 Sessions	Presidential Reception at Museum of Flight
Sunday, September 2	8-10 Sessions 10:15-12:15 Sessions	1:15-3:15 Sessions 3:30-5:30 Sessions 5:30 Business Mtg.	Night on the Town
Monday, September 3	9-11 Closing Brunch		

SAA Dues and Membership Services

by William L. Joyce,
Princeton University

In January's *SAA Newsletter*, Linda Henry's article focused on SAA's financial position and the need for additional revenue. Because SAA's dues have not risen for ten years, the Task Force on Dues Structure, which I am chairing, is examining carefully the related questions of dues rates and structure and their relation to member services. This second article concerns SAA's services to its members.

Basic Membership Services

As a benefit of membership, those who join SAA receive two publications, *The American Archivist* and the *SAA Newsletter*. Members can also join without additional charge two sections and as many roundtables as they wish. SAA members also receive information about the annual meeting program, an annual ballot, and substantial discounts on publications, annual meeting registration, and workshops.

Many professional associations provide such basic services or similar ones for their members. Given our small size, however, it costs us more per member to provide these services, which thus takes a larger portion of dues income, than at similar but larger organizations of colleagues. The American Library Association (ALA) recently enrolled its 50,000th (!) member, while membership in the Organization of American Historians (OAH) is in excess of 7,500. SAA currently has about 2,600 individual members.

Educator for the Profession

It is the other services that SAA provides, however, that distinguish us from many other professional associations, as the following three examples illustrate. First, we are a principal educator of the profession through our many workshops

that provide basic education in archival theory and practice for numerous archivists, as well as through workshops offering continuing education on a variety of specialized topics.

Although archivists have more academic education opportunities than in the past, there is much more that needs to be done in the area of continuing education, and we cannot rely on workshop fees alone to cover these costs. Dues income must help support the SAA Education Office and its programs.

Publisher for the Profession

Second, SAA is the publisher for the profession. Other associations publish, of course, but most can rely on commercial publishers to meet their principal information needs. Related professionals, such as those in library science and history, have much larger numbers, thus offering a viable market to publishers. For example, publishers offer basic texts for other professions, because they are likely to be adopted for college courses. As the major publisher for the profession, SAA again fills a basic need for the profession. Once again, income from publications sales is not sufficient to cover all publications costs and provide start-up expenses for yet more titles in our impressive list of books published or in preparation. We need more dues income to help.

Setting Standards for the Profession

A third area is setting standards. Although other professional associations set standards for professional practice, the scope and variety we need is not typical. We have to start at the beginning. Education is a good example, though others, including descriptive standards, institutional standards, and certification,

are equally pressing. We have been struggling to define educational standards and to determine some mechanism for their adoption. Other professions have gone through this process much earlier (e.g., the ALA was founded in 1876, the OAH in the 1890s) than we have and have developed regional and specialized accrediting organizations for the purpose.

Funding of Services

Some of SAA's services are essentially self-supporting; most of the basic services, however, in particular *The American Archivist* and the *SAA Newsletter*, bring in far less income than the costs they incur. Activities such as setting standards produce no income, and we need more money than presently available to expand work of this nature, so heavily dependent upon volunteer effort by members.

Dues revenue, our single largest source of income, must fund the bulk of services that are not self-supporting. The percentage of dues revenue, currently around 30 percent of our income, is actually declining, and we must reverse this dangerous trend.

SAA is pursuing ways to raise income apart from raising dues for individual members. Last year, we increased institutional membership dues and subscription rates, and we have received grants to begin our Education Office. We are also applying for other grants. With publication of the new *Archival Fundamentals Series* and other new titles, we anticipate an increase in publication sales revenue. We have also initiated an effort to build the Society's endowment, as well as an annual giving campaign to augment still further the Society's income.

Continued on next page

The American Archivist

As announced previously, the forthcoming Fall 1989 issue of *The American Archivist* (volume 52, number 4) will be devoted to archival descriptive standards, featuring efforts of the Working Group on Standards for Archival Description, which was directed by Larry Dowler. The productivity of the working group presented an unanticipated problem, namely that its reports, recommendations, checklists, and background papers grew to a magnitude that a single issue of *The American Archivist* could not accommodate. Consequently, the work will be serialized. The fall issue will contain the report, written by project coordinator Victoria Irons Walch, along with the group's recommendations, checklists of standards and manuals, and three of the background papers. The remaining background papers, written by individual members of the Working Group, will appear in the Winter 1990 *American Archivist* (volume 53, number 1).

SAA Dues and Membership Services

Continued from previous page

Even with success in these ventures, however, we shall still need a dues increase to offset rising current expenses, to fund a larger percentage of membership services than at present, and to allow us to continue to expand membership services to meet the future needs of the profession (for example, to absorb more of the costs of the Education Office now that the grants secured to start it have run out).

We should be encouraged by all that SAA has been able to accomplish. Because there are so few of us, though, we archivists have to pay a higher price, in money and hard work, not only to support a national professional association but to build a profession. We should take pride that so many archivists are willing to do so.

The next *SAA Newsletter* will compare SAA's dues to those of other associations. The Task Force on Dues Structure solicits comments and suggestions about dues from all members. Please let us hear from you.

William L. Joyce
Princeton University Libraries
One Washington Road Princeton,
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A Final Report on the Automation Education and Information Program

by Marion Matters,
Minnesota Historical Society

In July 1985, Lisa Weber became SAA's program officer under the first of two NEH grants that enabled SAA to respond to the archival profession's acute need for information and education in the field of archival automation. A little over four years later, in November 1989, I completed work under the second grant, having served as program officer since August 1988. We agree it was some of the hardest work we ever did—but we also agree it was worth the effort. The programs funded by the two NEH grants have significantly enhanced the archival profession's ability to cope with changes resulting from the introduction of automated techniques in archives. Although NEH provided most of the underwriting for the two projects, SAA funds also contributed significant support.

Support for development of two workshops—Understanding the USMARC Format for Archival Control, and Library Standards for Archival Description—has enabled SAA to offer essential continuing professional education to about 600 people since 1986, and demand for such instruction continues almost unabated. Time after time, participants endorsed the workshop format; in formal evaluations they commented very positively on the value of meeting other people facing similar problems and of having live instructors available to answer questions and lead discussion.

Having the program officer on staff enabled SAA to give personal and individual advice about how to "get started" in archival automation, and to provide for the novice that all-important initial entry point into the informal networks of persons knowledgeable in the fields of archival automation, standards, and archival description.

The program officer established for SAA and the entire archival profession a strong presence in the world of bibliographic information sharing, so far dominated by libraries and librarians. That

presence has been manifest in contacts with major bibliographic utilities (OCLC and RLIN) and with the Network Development and MARC Standards Office at the Library of Congress, and through especially active participation in the USMARC standards development deliberations of the MARBI committee. Indeed, Lisa Weber's pioneering efforts won her the Esther Piercy Award from the American Library Association's Resources and Technical Services Division (now the Association for Library Collections and Technical Services).

The second NEH grant allowed SAA to secure the services of Steven Hensen to revise the archival cataloging manual, *Archives, Personal Papers, and Manuscripts* (APPM), which was published by SAA (at its own expense) in December 1989. The grant thus assisted SAA in assuming responsibility for the continued development and dissemination of professional standards—in this case standards for description.

The 1987 Automation Survey (results reported in the November 1987 *SAA Newsletter*) provided a snapshot view of the state of archival automation in 261 repositories at that time. The information gathered also helped the program officer to respond to inquiries about "who is doing what."

In publications, workshops, and conference papers, the program officer provided the profession with information and analysis relating to problems in archival automation and standards for description, e.g., planning for automation, understanding and implementing the USMARC AMC format, cataloging microforms, and authority control.

The concentration of program resources in the area of archival description corresponds to the nature of the profession's use of automated techniques. The 1987 automation survey found, for example, that 90 percent of respondents

used computer resources in the process of describing archival materials, and over 50 percent used computers to assist them in identifying relevant materials for research (most likely by retrieving information from descriptions). The profession's growing interest in standards for description is directly related to such use, and the Automation Education and Information Program responded to it.

There you have a summary of SAA's automation program accomplishments in the last four years. What happens now that the program is over? What processes or projects will require the infusion of additional time and—of course—money?

Standards. By coming to terms with USMARC and by assuming responsibility for their own cataloging standards, archives become full partners in the larger world of bibliographic information exchange. But the precedent for professional commitment, particularly in standards development, may be difficult to follow without SAA staff support. The number of archivists with requisite knowledge and experience is still relatively small (it requires more than a two-day workshop to develop), and those people already have full-time jobs.

The Working Group on Standards for Archival Description, on which I served, proposes an ambitious agenda for the archival profession, much of it concerning the relationship between standards and archival automation. SAA's Committee on Archival Information Exchange is attempting to meet some of those challenges in its own newly formed working groups. It is easy to feel a sense of exhilarating momentum in these developments, but equally easy to predict rapid deceleration as volunteers meet the resistance of other job commitments. Can we prevent a stall? In its final report, the Working Group on Standards for Archival Description recommends that an SAA staff position

(standards officer) is the most appropriate solution to the problem.

Software. In Lisa Weber's final SAA Newsletter article (May 1988), she urged the profession to focus attention on "building, improving, and refining computer software for archival implementations." We have commercially available software that can "do" USMARC (i.e., create, import, and export USMARC records), which probably will help archives (especially small archives) maintain a sphere in the bibliographic universe. What we don't have is software that "does" archives management. RLG's AMIS (Archives and Museum Information System) development project, its initial functional specification phase now completed, exemplifies what is needed, although its intended implementation as an RLIN-based workstation means that it would not be a feasible solution for all archives. And it is still only "vaporware."

Electronic Records. If there is one aspect of archival automation that the SAA Automation Education and Information Program addressed very little, it is the management of electronic records. Electronic records, if ignored, will go away, or be rendered unintelligible in time. Although some individual institutions—the National Archives in the United States and Canada, some state archives, and certainly the special data archives—have developed or are developing methods to manage, control, and administer archival machine-readable records, they are exceptional. The management of electronic records may require, as some have suggested, a radical shift in the way archivists approach their work: appraising information systems rather than records, and representing archival concerns in the information system planning process so that archival appraisal decisions become part of a system's own operation. Again, the Working Group on Standards for Archival Description discussed the vital importance of participation in the development of standards governing the structure of electronic records and information systems, so that such records and systems must carry information that not only describes what they are but also indicates

their appraised disposition status. These ideas are probably as alien to most of us as the USMARC format was a few years ago, but worth a similar investment in development.

Education. Now that the new edition of *Archives, Personal Papers, and Manuscripts* has been published, and endorsed as a standard by SAA Council, we need to teach people how to use it. Since use of APPM is likely to be closely connected to use of the USMARC format and since APPM, itself, includes considerable material from *Anglo-American Cataloguing Rules*, 2nd ed. (AACR 2), curriculum development for APPM should be accompanied by review of the curricula for the existing USMARC and Library Standards workshops.

And remember that "automation" is what started all this? For several years the SAA Committee on Automated Records and Techniques has pursued an education program, developing and presenting workshops on topics from basic computer concepts to managing electronic records programs. Thanks to much hard work by the committee, SAA has been able to seek funding to support the development of structured curriculum units covering automated records and techniques in archives. These would be published by SAA and could be used and adapted by instructors in a variety of educational settings.

From MINARET to OCLC (via WORDPERFECT and PRO-COMM)

James Carson, project manager working with the American Medical Association's Historical Health Fraud Collection, has shared with me a description of his functional, if cumbersome (he admits), method of transmitting collection descriptions from Minaret to OCLC.

The method is based on one used by the Pacific Northwest Regional Library, National Park Service, and reported by Richard Arok Saar and Ellen Traxel in *OCLC Micro 5* (June 1989): 9-11 (additional useful information on p. 12).

In brief, Carson exports an ASCII file from Minaret to WordPerfect. In

WordPerfect, he uses macros to manipulate the file, stripping out certain blanks and page break characters, and replacing the Minaret-produced subfield delimiter characters by the ones used by OCLC. Using a utility program provided by Arok Saar, he embeds the file in a ProComm (communications program) "script." When connected via modem to OCLC, the ProComm script sends each record, one line at a time. In OCLC, he reviews each record, which has been collected in a "save" file, and preserves it as a production record.

NOTE: Of course you cannot do this unless you are an OCLC member to begin with (or affiliated with a library that is).

For more information contact James Carson, American Medical Association, 535 North Dearborn St., Chicago, IL 60610, (312)645-5000.

A Couple of Macintosh Users Respond; Still Looking for Colleagues

Since the request in the November newsletter for news from Macintosh users in archives, I have received only two responses so far, and they are both from archivists just beginning to develop Macintosh applications.

Svanhildur Bogadttir, Reykjavik city archivist, reports that in Iceland the majority of larger archives and museums have Macintosh computers (most often SE). Most of them have had custom programs written, with mixed success. Such programs are expensive to create and maintain. The Reykjavik city archives is still looking for good off-the-shelf database software, but in the meantime is using Filemaker II for some inventories.

Jerry Cotten, in the Photographic Services Section at the University of North Carolina at Chapel Hill, began using the Macintosh SE-30 about six months ago. He has created a database (about 260 entries) for North Carolina photographers prior to 1910 using HyperCard. He continues to experiment with HyperCard, but is also investigating Filemaker II, for the purpose of cataloging/indexing the section's collection of about 200,000 photographs.

Education Notes

Surveys

In February, we sent out a Continuing Education Survey, along with the SAA ballot, to the membership. If you have not completed the survey and returned it to the SAA office, please do so as soon as possible. We will use the information to aid in setting goals for the next stage of our continuing education program.

In our never-ending quest to publish an updated version of the *Graduate Archival Education Directory*, we have mailed survey forms to all programs listed in the 1986 Directory, and to most of the programs that have been established since 1986. If we missed you, please contact Jane Kenamore as soon as possible. The Society distributes over 300 copies of the Directory annually, to people inquiring about archival careers, so it is well worth your while to have your program included.

Institute on Law and Ethics

SAA and Rosary College Graduate School of Library and Information Science will sponsor an institute on Law and Ethics during the week of July 9, 1990, at Rosary College in River Forest, Illinois. The five-day institute will target experienced archivists and will focus on legal and ethical issues associated with acquisition, access, copyright, and reference. Instructors will address such topics as replevin, appraisal for tax deductions, privacy, freedom of information, privacy of information, expungement of documents, archival security, and gathering and using information about patrons.

Lead instructors will be Trudy Huskamp Peterson of NARA; Gary Peterson, an attorney; David Horn of Boston Edison; and Menzie Behrend-Klodt of CUNA Mutual Insurance Society. The Petersons wrote *Archives and Manuscripts: Law* in the SAA Basic Manual Series; Horn was instrumental in the creation of the Code of Ethics for Archivists adopted by Council in 1980; and Behrend-Klodt is an attorney, as well as an archivist.

Rosary College is located nine miles west of Chicago's Loop, on a wooded

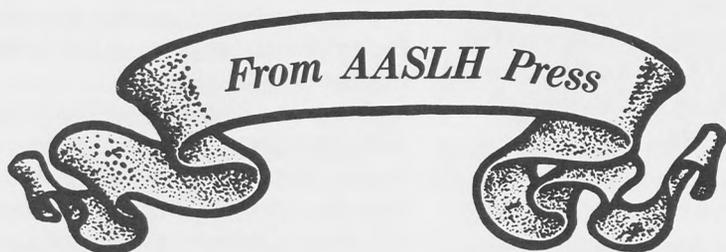
campus that adjoins a forest preserve. The METRA commuter line provides convenient rail service between River Forest and Chicago.

Inexpensive food and lodging will be available on campus during the week of July 9, and over the weekend following the institute. For more information, contact Jane Kenamore, (312)922-0140.

Pre-Conference Workshops

The Society will offer the following ten pre-conference workshops in conjunction with our annual meeting, August 31-September 3, in Seattle, Washington:

- "Digging Out: Organizing and Establishing Photographic Archives," Richard Pearce-Moses, Arizona State University;
- "The Media is the Message: Public Relations for Archivists," Julie P. Bressor, Shelburne Farms, Vermont, and G. Donald Adams, Henry Ford Museum and Greenfield Village, Dearborn, Michigan;
- "Finding the Wherewithal: Grant Writing and Administration," Nancy A. Sahli, National Historical Publications and Records Commission, and Jane A. Rosenberg, National Endowment for the Humanities;
- "Understanding the USMARC Format for Archival and Manuscripts Control," Debbie Pendleton, Alabama Department of Archives and History, and Kathleen D. Roe, New York State Archives and Records Administration;
- "Library Standards for Archival Description," Richard Smiraglia, Columbia University; Edward Swanson and Marion Matters, Minnesota Historical Society.
- "Records Management for Archivists," Loretta Hefner, Lawrence Berkeley Laboratory;
- "Archival Fundamentals: Reference," (instructor to be arranged);
- "Wax, Wire, and Tape: Sound Recordings in Archives" Christopher Paton, Georgia State Archives and History;
- "Management for Archivists," Paul H. McCarthy, University of Alaska, and Uli Haller, KING 5, Seattle; and
- "Archives: An Introduction," Megan F. Desnoyers, John F. Kennedy Library, and David E. Horn, Boston Edison Company.



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Academy of Certified Archivists Newsletter

Volume 1 / March 1990

President's Report

Welcome to the first issue of the *ACA Newsletter*. During the course of this year, we intend to use the newsletter for many things. First, the officers of ACA will regularly report on our activities and those of the committees we head. Second, we will use the newsletter to initiate and advance discussion of certain topics important to ACA and its membership. One such topic is the question of qualifications necessary to sit for the certification examination. Third, the newsletter will be a device for explaining certification to professionals considering taking the exam as well as employers considering hiring certified archivists. This is the reason why ACA has decided to lease space in the SAA Newsletter rather than embarking on a separate publication. We believe ACA's outreach and promotion will be better served by distributing the ACA Newsletter to the widest possible audience.

Having explained the reasons for this publication, I now will turn to a report on my activities as president. One of my areas of responsibility has been liaison with other organizations. Quite naturally, SAA has been the organization with which we have worked the closest. ACA and SAA have entered into an agreement for this year covering the services that the SAA office will perform as secretariat for SAA and the cost for these services. We have been very pleased with the care and attention to ACA's needs shown by Donn Neal and his staff, and we look forward to working with them very closely throughout the rest of the year.

I also have been in contact with the president of the Institute of Certified Records Managers (ICRM) and various officials of the Association of Records Managers and Administrators (ARMA). In order to advance further the dialogue between archivists and records managers, the president of ICRM and I have an understanding that one of us will visit the other's next board meeting. I am looking forward to learning much from our records management colleagues who have had a certification program for over fifteen years.

In addition to dealing with related professional organizations, I have been working on formalizing the structure of ACA. We have retained an attorney in Washington, D.C. who now is drafting by-laws for the organization. Once the by-laws are approved, the attorney will prepare the certificate of incorporation and the filing for IRS tax exemption. During every step of this process, I will seek the advice of the ACA Organization and Structure Committee, which at present time is composed of the following ACA members: Roland Baumann, James Byers, John Burns, Kim Eford, Denise Gluck, David Horn, Mark Jones, David Moltke-Hansen, Eva Moseley, Clifford Muse,

Shirley Oldemeyer, and Joseph Settani. Any other ACA member willing to serve on this committee should feel free to contact me.

We have also begun to look at the nature and frequency of the certification examination. In this regard, I have had a number of discussions with Dr. Gerald Rosen of Professional Examination Service (PES). Although the officers of ACA have not yet approved any changes (we plan to discuss this at our meeting at the end of March), I believe ACA should move toward a longer examination that would include a strong case-study component. I also believe ACA should administer the examination regionally as well as at the SAA Annual Meeting. Please watch the next issue of the *ACA Newsletter* for more information about this year's examination schedule.

My final role as president, one that I am only now beginning in earnest, is the framing of questions and areas of concern for the ACA membership in general, and next year's ACA officers in particular. To begin the discussion, I am presenting two questions along with typical arguments I have heard over the past few months. We welcome the input of all ACA members and intend to publish letters dealing with both sides of these issues in the next *ACA Newsletter*.

1. Should ACA take a very broad approach to professional archival issues?

A. Yes. As a major professional organization, ACA should be a national presence on all issues of concern to archivists.

B. No. ACA should not duplicate the efforts of SAA and other organizations. ACA should restrict its focus just to certification.

2. Should graduates of approved archival training programs be permitted to sit for the certification examination immediately upon graduation, thereby waiving the experience requirement?

A. Yes. Recent graduates of programs probably know more now than they ever will. It doesn't make sense to make them wait a year.

B. No. Certification should remain post-employment, since archival work is so practice-based. We should only be certifying individuals with experience.

In addition to publishing members' comments on these two issues, future issues of the *ACA Newsletter* will include other questions of concern. Please let me know if you have other questions that you think we should publish.

As I conclude this first president's report, I want to thank ACA officers and members for your support during the hectic first few months of the Academy. The interest and enthusiasm I have seen give me great confidence in the future of the Academy. I look forward to seeing all of you at the ACA Business Meeting in Seattle.

Vice President's Report

In addition to general duties shared by all officers, I have been specifically involved in the development of the appeals process for ACA. This has entailed the establishment of a committee to process and consider appeals resulting from certification by petition. Committee members are Susan Davis, David B. Gracy, and Deborah Skaggs. A charge to this committee has been written and approved by the ACA officers. I have handled all correspondence with appellants, and the basic process has been established.

In the near future, I will be involved with developments pertaining to implementation of the examination at its next sitting in late August, including review of the candidate handbook. A committee will be organized to work in this area. In the course of this work, I have met with a number of members and consultants of the former Interim Board for Certification and have endeavored to incorporate their insights into ongoing planning.

Incidentally, one of my very first tasks was to design and produce our new ACA letterhead, which many of you will have seen by now.

Secretary's Report

As secretary I am charged with the usual secretarial duties, such as keeping minutes, collecting reports and information for the ACA working files, arranging minutes, and keeping the other officers informed (in other words, spending time on the telephone). A newly designed certificate for those members who qualified by passing the examination was another project. At present, I do not maintain a comprehensive membership database as this resides at our secretariat at SAA.

Of particular interest to the membership are the activities of the Membership and Outreach Committee, which I chair. To date this committee has the following members: Sister Mary Rose Cunningham, Jean Deken, Larry Geller, Michael Holland, Leon Miller, Toby Murray, and Mark Sorensen. I am looking for additional committee members with creative ideas, as the success of the certification program will be partially dependent on membership and outreach activities. Coordination of the *ACA Newsletter* is a first priority. A membership directory will be published this spring and will be distributed to all members. Another priority this year is to produce a pamphlet that explains the ACA to prospective members, archival educational program instructors, and employers of archivists. A final activity is in the area of long-range planning. This entails engaging in discussions with the membership and interested parties to determine long-range goals both for certification and for outreach strategies and projects.

A final major activity of the secretary is to assist with the development of the ACA elections process. A committee will be formed to assist in this area.

Treasurer's Report

As of February 5, the deadline for this newsletter, there were an even 500 fully paid members of the Academy. The Academy has set up an interest-bearing checking account with BancOne Corporation, Columbus, Ohio. Membership fees received by the Treasurer since November have been deposited in this account.

Other monies of the Academy received by SAA prior to the actual formation of the association have now been transferred to the Academy's account, since SAA and ACA have completed the final reconciliation of the books. I travelled to the Society's Chicago office on February 6 to meet with SAA's Treasurer, Linda Henry, Executive Director, Donn Neal, and Director of Financial and Automated Operations, Jim Sauder, in order to review the final accounting. (An earlier trip was cancelled due to bad weather in Chicago.)

ACA's fiscal year will end on June 30, 1990, in order to allow sufficient time to close and audit the books, and to prepare a financial statement for the membership at our business meeting in Seattle. Setting our fiscal year in accordance with SAA's will facilitate our first audit, which will also include financial information from SAA. Our auditor will be chosen in accord with SAA to simplify the process of our joint financial information being presented this year.

At the next meeting of the Board of the Academy we will review our financial status and prepare the budget for 1990-91. After receiving the balance of our monies from SAA, and establishing our needed liquidity for the next three quarters of the year, we will invest the balance in certificates of deposit.

Two members of the Academy, Jane Nokes and Nancy Loe, have expressed interest in serving on the Finance Committee. Ideally, I would like to have a total of four members who plan to attend the Seattle SAA meeting, and who will therefore be present to meet to discuss and formulate long-range plans for the financial stability and growth of the Academy. Anyone interested in serving on the Finance Committee should contact me.

How to Contact the ACA Officers

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Vice President:

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Karen D. Paul, CA, Senate Historical Office Washington, D.C. 20510 (202) 224-3351

Treasurer:

Karen Benedict, CA, 2980 Leeds Road Columbus, Ohio 43221 (614) 481-4282

Forum:

The Certification Examination

Dear Colleagues:

The good news is that the certification examination was not as bad as I had expected and will provide a useful basis for the future. The bad news is that the examination is extremely flawed and brings into question the supposed expertise of its high-priced constructors. These comments arise from an archival educator with both course work and practical experience in testing, as well as from one of the first twenty-one to have taken the certification examination in 4. Louis.

Keeping in mind the good news side, let me attempt some constructive criticism. The test was built on an inherent contradiction. The proclaimed practice-based context for the test is antithetical to the knowledge-based requirement of a profession. Indeed, the exam was heavily rooted in Schellenburg and demanded awareness of archival literature; however, this factor was really not announced to the candidates and some of the publications cited may have been outside of the expected purview of a typical archivist without some prior notice (e.g., AACR2). The remedy is quite obvious and can be implemented prior to the next test. Put together a selected reading list. Such a step is more honest and would help alleviate the admitted problems of the designers in coming up with an adequate list of questions by providing ready reference sources for questions.

Another suggestion for later on in the process is the inclusion of essays or short narrative answers. Put bluntly and as justified by a large body of evidence, a multiple choice test alone cannot adequately evaluate a discipline like archives. Ours is a synthetic field, drawing from a number of disciplines and at least partially dependent on holistic methodologies. It lacks the structured or highly precise vocabulary and reliance on positivistic methods of traditional scientific and social scientific pursuits, elements best suited to a multiple choice structure. The true test of an archivist is the ability to synthesize, and this cannot be tested by picking one of four choices; moreover, we have a responsibility to be sure that our candidates have written communication skills.

Please do not bring up specious arguments on legal threats or the impossibility of objectively analyzing an essay test. I have run a fairly thorough LEXIS search through the case law on testing and certification, and the results suggest no real danger for open, voluntary programs. Beyond personal experience in grading comprehensive exams at the masters and doctoral level, the success of ETS in advanced placement History and

English tests suggests that at least one testing service has confidence in such measures. Obviously, expenses will increase with such an addition, but money is no longer a major issue and competency should always have been the first issue.

Several other problems existed in terms of a just balance among the various aspects of archival work and the expected level of knowledge on certain topics, especially preservation. These apparently arose from a flawed sample base, skewed by more expert practitioners who were selected as representative of the field, and the ignoring of our 1988 Graduate Education Guidelines. Some of the questions asked could have been answered in more than one way, especially if someone had any advanced knowledge of automated descriptive practices. Please note, too, testees were encouraged to guess (a 1 in 4 chance), and I find it hard to justify the merits of "good guessing" as a criterion for competency. One can also get picky over the absence of a double blind or similar method to see if a non-archivist could pass the examination—such is a *normal* scientific and inexpensive step that should not be overlooked and cannot be easily replaced by other forms of internal validation.

Rather than further quibbling or more details, I will give my grade: D+ to C-. Passing and an acceptable start, but we have a good way to go.

FREDERICK J. STIELOW
Catholic University of America

Dear Colleagues:

I am happy to have the opportunity of responding to Fred Stielow's letter about the first ACA certification examination. For certification to be a meaningful part of the archival profession, we need the thoughtful comments of Fred and many others within the discipline. I hope other archivists will follow Fred's example and communicate their comments and concerns to any of the ACA officers. But since communication works both ways, I must point out that many of the specific concerns raised in Fred's letter were addressed during the SAA meeting. At a Saturday morning session, Dr. Gerald A. Rosen, Vice President of Professional Examination Service, discussed the development of the exam and answered numerous questions from the floor. Though Fred's letter questions the "supposed expertise" of the exam constructors, Fred did not avail himself of this opportunity to query the exam constructors directly and to satisfy himself personally of their level of expertise.

At the Saturday session, another SAA member raised the issue of "double-blind testing" (giving the exam to a non-archivist), which Fred had mentioned earlier in the SAA meeting. Gerry Rosen pointed out that, while double-blind testing is *one* method of validating an examination,

Continued on back page

there are other methods as well. In the case of ACA, the content validation of the exam was established question by question: for each question, a group of archivists reviewed the content of the question and determined its appropriateness for use on the exam. In further conversations I have had with Dr. Rosen, he pointed out that double-blind testing may be "normal" in some areas, like drug testing, but that it is not "normal" for certification exams and it certainly is not "inexpensive."

Beyond the double-blind issue, a more fundamental question in Fred's letter deals with the use of a multiple choice format for the certification exam. I do have to admit that at the start I, too, was sceptical about a multiple choice exam. But participating in the two-day item writing workshop in 4. Augustine, Florida, changed my mind. Item writing was a very intense and challenging experience. Each attendee wrote ten or fifteen items in advance of the meeting. We spent the two days of the workshop critiquing each other's questions and writing additional ones. In judging questions, we looked at both the accuracy of the question and the appropriateness of the required information for a professional exam. Writing and critiquing questions was one of the most difficult professional activities I ever have undertaken. Nevertheless, it was a rewarding experience that I recommend to anyone interested in trying to quantify what it means to be an archivist. I left 4. Augustine with a renewed faith in both the appropriateness of certification and the competence of the testing company SAA had employed. I am certain that PES's sixty other certification and licensure clients also feel the same way.

This is not to say that the ACA exam is so perfect that it will never change. Everyone involved in the process realizes that the 1989 exam was a beginning rather than an end. Speaking personally, rather than on behalf of ACA, I would like to see us move toward both a longer examination and one that contains more case studies (a multi-paragraph scenario followed by several related questions). PES has reacted favorably to both ideas. Will ACA ever implement a full essay exam? Perhaps it will in the future, but I think it is the responsibility of ACA officers over the next few years to give the multiple choice format a sufficient trial so that it may be properly evaluated in the future.

In either case, I do not think our primary motivation should be a sense of "responsibility to be sure that our candidates have written communication skills." Individual certification cannot solve all the problems of hiring competent staff members. Since the certification exam is *post-employment*, there will be other ways to assess the communication skills of prospective employees: samples of finding aids, papers completed during graduate coursework, etc. Were the exam pre-employment, I would feel a greater obligation to assess writing skills. I see the

development of these skills as the province of graduate archival training. As a profession, we must insist on this and revise our graduate education guidelines to reflect this fact.

In terms of Fred's dichotomy between a "practice-based context for the test" and a "knowledge-based requirement for a profession," I am not clear what he is trying to say. As I have experienced archival work, it involves applying a body of theory to the daily practice of dealing with records and papers. I do not see the split between the two. Our profession is both theory *and* practice, and any certification examination should reflect both aspects of our work. I am advocating the wider use case studies on the exam because I believe they will offer the best opportunity of combining archival theory and practice. While questions about Schellenberg (note the correct spelling) will not disappear, they will be more along the lines of determining how Schellenberg applies to a particular case study.

Fred is correct that a reading list for exam candidates would be helpful. We are looking seriously at this for 1990. But it would be inaccurate to conclude that 1989 candidates had absolutely no guidance. The entire examination development process was governed by an SAA "Role Delineation Document" that was circulated widely (see the *SAA Newsletter*, January 1989, pages 6-8). The test specifications as printed in the newsletter mention two of Fred's areas of concern: AACR2 (see knowledge statement K-28) and preservation (K-35 through K-39). Therefore neither subject should have been a surprise.

Yes, we do have a way to go with certification, both in terms of the exam and numerous other areas (the role of the Academy, relationships with SAA, recertification, etc.) Maybe we won't yet receive an "A" from everyone, but I do feel we are doing better than a "D plus." Wherever we are on the curve, however, open discussion can only lead to further improvement. My thanks again go to Fred for providing me the opportunity to clarify several points. I look forward to hearing from other members of the archival profession over the course of the year.

GREGORY S. HUNTER, CA
President,
Academy of Certified Archivists

ACA Facts

Number of petitions received: 756
 Number approved (as of February 6, 1990): 687
 Number of petitions pending (additional documentation being sought): 26
 Number of individuals certified by examination on October 26, 1989: 20
 First person certified: Frank B. Evans, April 17, 1989

Coming soon: Membership Roster

Society of American Archivists 1990 Awards Competition

Continued from the front page

Distinguished Service Award

Created in 1964, this award, a plaque, recognizes a North American archival institution that has given outstanding service to its public and has made an exemplary contribution to the archival profession. This award was established through the generosity of three SAA Fellows: Leon de Valinger Jr., Mary Givens Bryan, and Dolores Renze.

J. Franklin Jameson Archival Advocacy Award

Established in 1989, this award honors an individual, institution, or organization not directly involved in archival work that promotes greater public awareness, appreciation, or support of archival activities or programs. It honors historian J. Franklin Jameson, who labored for over 25 years to establish the United States National Archives.

C.F.W. Coker Prize for Finding Aids

Established in 1983, this award recognizes finding aids, finding aid systems, projects that involve innovative development in archival description, or descriptive tools that enable archivists to produce more effective finding aids. To merit serious consideration, the nominee must, in some significant way, set national standards, represent a model for archival description, or otherwise have substantial impact on descriptive practices. This award honors SAA Fellow C.F.W. Coker.

Philip M. Hamer and Elizabeth Hamer Kegan Award

Established in 1973 with an initial gift by Elizabeth Hamer Kegan and modified in 1987, this award recognizes an archivist or editor who has increased public awareness of a specific body of documents through compilation, transcription,

or public presentation of archives or manuscripts for educational, instructional, or other public purpose. The award honors two SAA Fellows and former presidents, Philip M. Hamer and Elizabeth Hamer Kegan.

Oliver Wendell Holmes Award

Established in 1979, this award enables overseas archivists already in the United States or Canada for training to augment this with travel to other American archival institutions, national or regional archival meetings, or archival institutes. The award honors SAA Fellow and former president Oliver Wendell Holmes. For further information about eligibility and application rules, contact Anne Van Camp, chair of SAA's International Archives Affairs Committee, Hoover Institution, Stanford University, Stanford, California 94305-6010.

Waldo Gifford Leland Prize

Created in 1959, this prize encourages and rewards writing of superior excellence and usefulness in the field of archival history, theory, or practice. Monographs, finding aids, and documentary publications published in North America are eligible. Periodicals are *not* eligible. The award honors Waldo Gifford Leland, one of America's archival pioneers and SAA's second president.

Theodore Calvin Pease Award

Created in 1987, this award recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. Eligible manuscripts must be unpublished, 15-20 pages in length, and conform to stylistic guidelines of *The American Archivist*. Papers examining major trends and issues in archival administration are preferred. The award honors Theodore Calvin Pease, first editor of *The American Archivist*.

Sister M. Claude Lane Award

Created in 1974, this award recognizes individuals who have made a significant contribution to the field of religious archives. The award honors Sister M. Claude Lane and is co-sponsored by the Society of Southwest Archivists

Use the nomination form on the next page for the awards listed above. The deadline is May 1, 1990.

Fellows' Posner Prize

Established in 1982, this award recognizes an outstanding essay dealing with some facet of archival administration, history, theory, and/or methodology that was published during the preceding year in *The American Archivist*. There are no nominations for this award. The winner is selected by a subcommittee comprised of three SAA Fellows. The award honors SAA Fellow and former president Ernst Posner.

Colonial Dames Scholarship Award

Established in 1974, this award enables two archivists each year to attend the Modern Archives Institute of the National Archives and Records Administration. The Award is given in conjunction with the Colonial Dames of America, Chapter III, Washington, D.C. The application deadline for the summer 1990 institute is April 15--see page 4 in this issue for application information. The application deadline for the winter 1991 institute is November 1, 1990.

Society of American Archivists 1990 Awards Nomination

Name of Award: _____

Person/Organization to receive Award: _____

Address: _____

City/State/Zip: _____

Telephone: (_____) _____

Person making the nomination: _____

Address: _____

City/State/Zip: _____

Telephone (_____) _____

Please answer the following questions about the nominee. Attach additional pages if necessary.

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

List supporting documents (three copies must be submitted with this nomination form).

Return this form by May 1, 1990, to Valerie G. Browne, Loyola University of Chicago, Cudahy Library #219, 6525 N. Sheridan Road, Chicago, Illinois 60626, (312)508-2660.

News Briefs

Host Institutions Wanted for NHPRC Fellowships

For the 1991-92 year, the National Historical Publications and Records Commission (NHPRC) is offering two fellowships in archival administration, one at a college and university archives or special collections unit, the other at a state archives. The two positions will focus on active, hands-on experience in administration and management.

NHPRC is now accepting applications from state archives, college and university archives, and special collections units interested in serving as a host institution for the two fellows to be selected. The application recipient deadline is September 1, 1990. The program is jointly funded by NHPRC and The Andrew W. Mellon Foundation.

NHPRC views the fellowship program, which is beginning its sixth year, as an opportunity for professional archivists with two to five years of work experience to gain new or additional experience with administrative procedures and problems.

NHPRC has raised the fellows' stipends from \$28,000 to \$35,000, with a benefit payment of \$7,000. Host institutions are also given \$500 to interview prospective applicants. The two host institutions will be selected by November 1, 1990. At this time, application forms for prospective *individual* fellows will be made available.

Individual applications are due February 1, 1991. The two fellows will be selected by the host institutions from the pool of eligible applicants. The fellowships will begin in September 1991.

Prospective institutions should request guidelines and application forms from NHPRC, National Archives Building, Washington, D.C. 20408, or contact Laurie A. Baty at (202)523-5386. Host applications must be received no later than September 1, 1990.

NEH Awards More Than \$2.5 Million for Preservation Projects

The National Endowment for the Humanities (NEH) announced more than \$2.5 million in new grants for projects in preservation. The funds will support efforts to microfilm deteriorating collections of books, newspapers, manuscripts, archival records, and other resources for scholarly research and to support education and technical assistance for preservation professionals. NEH awarded the outright and matching grants, which range in size from \$8,000 to \$724,814, to 14 institutions in 12 states.

The largest of the grants announced goes to Research Libraries Group, Inc. (RLG), of Mountain View, California. A national consortium of major universities and research institutions, RLG will use the new grant of \$724,814 to support the microfilming of the archival collections in American history at 13 institutions in nine states: Brigham Young, Brown, Cornell, Emory, Yale, and New York Universities; the New York Historical Society; the New York Public Library; the New York State Library; the Hoover Institution; the University of Florida; the University of Minnesota; and the Bentley Historical Library at the University of Michigan.

U.S. Newspaper Programs (USNP) in Arkansas, Georgia, Kentucky, Texas, and Wyoming received new grants to support their efforts to document and microfilm their states' newspapers. To date, NEH has approved grants to 38 states and two U.S. territories.

Three of the grants announced will provide various types of technical support for preservation efforts or training for preservation professionals. The Northeast Document Conservation Center at Andover, Massachusetts, will receive two of these grants: an award of \$102,960 will support workshops on preservation that over the next three years will train approximately 360 supervisors at libraries and archives to manage microfilming projects. Another grant of \$8,000 will allow the center to conduct a technical assessment of its need to expand its photographic preservation services.

Pittsburgh Regional Library Center will use an NEH grant of \$202,678 to

support a preservation education program for librarians and archivists in western Pennsylvania, West Virginia, and western Maryland.

NARA Preservation Conference

The National Archives and Records Administration will host their fifth annual preservation conference, "Exhibits and Conservation: A Delicate Balance," March 29, 1990, at the National Archives Building Theatre (5th Floor) Washington, D.C., from 9:30 a.m. - 5:00 p.m. (reception 5:00 p.m. - 7:00 p.m.).

The conference will address practical and philosophical issues pertaining to the creation and installation of exhibits using archival materials. The potential conflict between making archival records available to broad audiences via exhibition and ensuring long-term preservation will be discussed. Specific topics to be covered include institutional benefits to be derived from an exhibition program; preservation concerns in selecting material to be exhibited; conservation issues pertaining to the exhibit environment and installation; materials to avoid in exhibit fabrication; and the use of facsimiles. In addition, case studies will be presented that exemplify the necessary balance between preservation and outreach. Preregistration required: \$40.

For more information, contact the Conference Coordinator: (202)523-1546

Opening the 1920 Census

On Monday, March 2, 1992, the Archivist of the United States, Don Wilson, and the directors of the National Archives and Records Administration's eleven regional archives from coast to coast will unlock microfilm cabinets housing the 1920 census microfilm. This simple act will be the culmination of four years of work by more than forty staff members at a cost, not including salaries, of over \$1 million. In preparation for the opening of the 1920 census, the National Archives will have produced seventeen complete duplicate sets of the material--more than 3,400 miles of film, roughly the distance from Washington, D.C., to San Francisco.

Archival Administration in the Electronic Age: An Advanced Institute for Government Archivists

by Richard Cox,
University of Pittsburgh

In 1988 the Council on Library Resources awarded the School of Library and Information Science at the University of Pittsburgh a \$60,676 grant to cosponsor, with the National Association of Government Archives and Records Administrators, an advanced institute for government (primarily state) archivists. The purpose of this Institute is to provide intensive instruction for government archivists on the characteristics and projected changes in modern information systems and the management tools needed for operating in this new environment. The first part of this Institute was held at the University of Pittsburgh on June 4-16, 1989, with sixteen state archivists and two National Archives staff in attendance; the next phase has been planned for the first two full weeks of June 1990.

The origins of this Institute stem from the state historical records assessment grants funded by the National Historical Publications and Records Commission and other similar assessment efforts, such as the 1985 Report of the Committee on the Records of the Government, that identified the challenges to archivists of the new electronic records information technology.

In response to such concerns, NAGARA established a committee (consisting of Edwin C. Bridges, David Hooper, and Larry J. Hackman) in 1987 to develop the concept of a management institute for state archivists that could equip these individuals to provide better and more effective leadership and management of their institutions and the archival profession. Other archivists and faculty at Pittsburgh, including Dean Tony Carbo Bearman, were added to the group planning the initial part of the 1989 Institute after funding was secured and the University of Pittsburgh had been selected as the host institution. During the Institute, Liisa Fagurlund (World Health Organization in Geneva,

Switzerland) served as moderator and Richard Cox acted as reporter.

The experiences of the early-to-mid 1980s led the NAGARA committee to seek an institute experience that would address the management needs of state archives, improve state archivists' capability to conduct strategic planning, develop cooperative links among state archives and between the state institutions and the National Archives, and aid the state archivists in coping with electronic records. Management and electronic records tracks were developed and carried out during the first institute to meet these needs.

The electronic records track included presentations by Edie Hedlin (National Archives), John McDonald (National Archives of Canada), Margaret Hedstrom (New York State Archives and Records Administration), and David Bearman (Archives and Museum Informatics) on the various ways that archivists have sought to cope with modern electronics records technology. Faculty from the School of Library and Information Science at University of Pittsburgh (Edie Rasmussen, Kenneth Sochats, Michael Spring, and James Williams) lectured on various elements of information technology, including changes in information standards, scanning, electronic printing, networks and communications technologies, work station display technologies, electronic data processing and retrieval, and electronic transmission and storage.

The strategic planning track mainly consisted of a series of lectures and discussions by John E. Prescott of the Joseph M. Katz Graduate School of Business, University of Pittsburgh. Prescott provided an instruction to strategic planning and then focused on industry, assumption, and stakeholder analysis; the assessment of institutional strengths and weaknesses; the preparation of mission statement; strategic issue

identification; and the process of developing strategic plans and planning for the plan. Throughout Prescott's presentations, the participating archivists carried out exercises in small groups as well as individual exercises relating to their own states. Rounding out this track was a presentation by Edward Levine, staff director of the Florida Legislature's Joint Committee on Information Technology Resources, about the information and changing nature of information policy in Florida.

A number of conclusions emerged from the first Institute regarding state archives and electronic records:

1. The archival management of electronic records is probably the most important, and certainly the most complicated, issue currently before the archival profession.
2. Dealing with electronic records leads to a fundamental re-thinking of other aspects of archival administration and the management of archival institutions.
3. Strategic management and planning techniques can be a useful and powerful tool in determining how to administer electronic records.
4. Electronic records are as much a political issue as a technical and administrative matter.
5. The present situation with electronic records is still fluid enough for archivists and their institutions to influence the creation and administration of these records.

These issues have become the focus for the second phase of the Institute, to be held in 1990.

This phase has two major objectives. First, it will seek to promote the state strategic plans for electronic records, a process commenced during the 1989

Continued on next page

Automation Notes

by Kathleen Roe,
New York State Archives and
Records Administration

The January meeting of the American Library Association's MARBI (Machine Readable Bibliographic Information) Committee was dominated by the review of a proposal for a classification format. As a result, the number of proposals of direct concern to archivists were limited. Discussion was held on proposal 89-14, which related to changes to some of the codes in leader byte 06. The proposal recommended including a code for "mixed materials," allowing archivists to indicate those collections or series in which there are a variety of forms of material, none of which are dominant (such as a collection with correspondence, maps, photographs, and ephemera). It also recommended adding a code for manuscript language material. MARBI members discussed the proposal, and Kathleen Roe, the SAA liaison, indicated areas in the definitions that were confusing and might cause problems in application with archival materials.

With the urging of the SAA liaison and several other MARBI members, the proposal was not voted on at this meeting. It was felt that a final decision could not be reached without having a companion proposal, 89-15, also avail-

able for discussion. Proposal 89-15 was introduced last June, discussed at MARBI, and sent back for revision. It related to defining a leader byte for archival control. The LC Network Development Office was not able to revise that proposal in time for the January meeting, and so a second version was not introduced. A revised version should be introduced for the June 1990 ALA MARBI meeting, so perhaps a final vote on both 89-14 and 89-15 can take place at that time.

Although issues relating to the leader bytes may seem a bit esoteric to many archivists, this set of proposals could be extremely helpful to archivists with a variety of forms of material in their holdings. To date, it has only been possible to indicate that information is under archival control; specifics of the form of material could not be identified in the leader byte. With the proposed separate form of material (leader byte 06) and a new field for archival control, it would be possible to indicate that a repository, such as a state historical society, has language material under archival control, maps under bibliographic control (that is, following standard library cataloging practice), maps under archival control (that is, treated as series or collections following archival descriptive principles), photographs under bibliographic control, and machine-readable files under archival control. This would allow the institution to bring together records either by form (such as producing a guide to all map holdings). Ultimately, this is a very useful approach, especially for institutions participating in shared catalogs with other members of the same institution, or with regional or

national databases.

The Committee on Archival Information Exchange currently has a review group of SAA members who are reviewing and providing comments to the SAA liaison on the MARBI proposals. This group includes: Debra Bucklen, Virginia State Library and Archives; Jackie Dooley, University of California at San Diego; Steven Hensen, Research Libraries Group, Inc.; and Debbie Pendleton, Alabama Department of Archives and History. Any members of SAA interested in participating in this group should contact Kathleen Roe, New York State Archives and Records Administration, Room 11A40, Cultural Education Center, Albany, New York

Do You use MARC Field 583?

The Association for Library Collection and Technical Services' Task Force on Bibliographic Control of Master Negative Microforms is developing national guidelines for cataloging preservation microfilm. If you use MARC Field 583 (Preservation Action Note), please respond to the following questions.

- 1) Who is currently using the 583 field to record preservation action information?
- 2) Where has the 583 field been implemented? (In what systems?)
- 3) Have you standardized inputting requirements for types of actions and, if so, would you share any documentation available?
- 4) If you do not currently use the 583 field but intend to, please describe how you will be using it?

Please send responses to Nancy Elkington, Chair, ALCTS Task Force, 701-A East Homestead Road, Sunnysdale, California 94087.

Advanced Institute for Government Archivists

Continued from previous page

phase. Second, the 1990 Institute will seek to identify national information policy issues having an impact on electronic records and the role of the states in addressing these issues. During June the participants will receive briefings and participate in discussions about some important recent studies relative to electronic records and information policy,

have an opportunity to discuss matters with key players in the development of state and national information policy, review and critique their efforts to develop state planning in these areas, and listen to presentations on systems design and archival appraisal in the context of the modern electronic age.

This Institute has also been an experiment in advanced continuing education in the archival profession. Most of the continuing education that has been offered throughout the years has concentrated on introductory, and occasionally mid-career, levels. The success of the

first phase of the Institute suggests the need for additional advanced institutes, workshops, seminars, and formal courses for archival administrators and archival specialists and technicians. Consideration will be given to having other advanced institutes on different topics for state and other archivists.

Individuals wanting a copy of a full report on the initial part of the Institute should contact Richard J. Cox, Lecturer, School of Library and Information Science, University of Pittsburgh, Pittsburgh, Pennsylvania 15260.

Archivists' Calendar

April 21

"Speaking of History...An Exploration of the Methods and Uses of Historical History" symposium sponsored by the Kansas City Area Archivists; \$20 for KCAA members and \$25 for nonmembers; contact Dave Boutros at (816)276-1544 or Patrice Shelda at (816)926-6272.

April 25-29

Society of California Archivists Annual Meeting; Omni Hotel, San Diego; contact Roxanne Nilan at (415)926-3091 or Geoffrey Wexler at (619)534-2533.

May 4-5

"Archival Issues for the '90s," 22nd Annual Lake Ontario Archives Conference at the State University of New York College in Brockport; contact the Local Arrangements Committee at (716)428-7331.

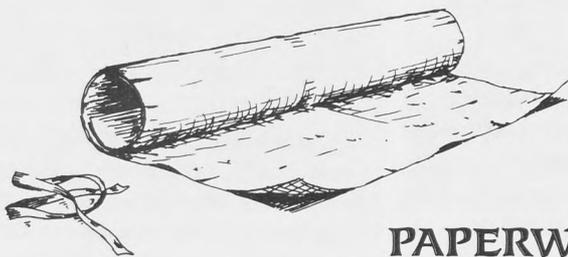
SPOTLIGHT



Eugene J. Bockman, commissioner of the New York City Department of Records and Information Services (DORIS) since 1977, retired last December. Bockman, a Certified Archivist and long-standing member of SAA, began his career in the New York Public Library. He served as director of the Municipal Reference Library from 1958-1977 and of the Municipal Archives and Municipal Records Center from 1975-1977, at which time these units were consolidated into a mayoral department. Bockman was responsible for drafting the local law creating the agency....As part of an organizational change at Washington University Libraries, **Nicholas C. Burckel**, formerly director of public services and collection development, has been appointed associate dean for collections and services....**Jane Rosenberg** has been named the new assistant director of the division of research programs in charge of the reference material program, including tools and access grants, for the National Endowment for the Humanities....**Kenneth N. Hopkins**, formerly assistant records manager of the City of Fort Worth, has accepted the position of Heritage Center Archivist at the Fort Worth Public Library....Historian and archivist Chuck Hill has been selected to oversee the establishment of an archives for Project HOPE, an international non-profit health education foundation based in Virginia....**Lynn Wolf Gentzler**, formerly the assistant director of the Western Historical Manuscript Collection-Columbia, is the new assistant director of the State Historical Society of Missouri....**Diana Maull** has been named assistant archivist for the County of Westchester, New York. Maull was formerly archivist at the Haviland Records Room, Archives of the New York Yearly Meeting, Religious Society of the Friends of New York City....**Joy Rich**, former assistant archivist at the Salvation Army Archives, is now assistant librarian at the New York Genealogical and Biographical Society library....**Gerald J. Munoff**, assistant director for administration and development in the university library at the

University of Chicago, has been appointed deputy director....**Lisa Pruitt**, formerly assistant archivist at Oberlin College, is the new curator of special collections at Furman University....**Jane Pairo** has been named the first manager of the preservation program at the Southeastern Library Network (SOLINET)....**Susan Stitt** has been appointed president of The Historical Society of Pennsylvania. Stitt was previously director of The Museums at Stony Brook, New York....**Thomas J. Kemp** has been appointed the librarian of The Historical Society of Pennsylvania. Previously, Kemp was the assistant director of the Pequot Library in Southport, Connecticut....**Frederick J. Heuser, Jr.**, has been appointed director of the U.S.A. Presbyterian Church's department of history....**Martin J. Usdan**, president of Heller & Usdan, Inc., has announced the acquisition of **Archivart**, formerly Process Materials, a leading supplier of archival products for conservation and restoration. They may be reached at Archivart, Division of Heller and Usdan, Inc., 7 Ceaser Place, Moonachie, New Jersey 07074, (201)804-8986....

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Professional Opportunities

As a service to members, SAA 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 rate schedule entitles an employer to post one job in one issue of the *SAA Newsletter* and in one issue of the *SAA Employment Bulletin*:

under 125 words	\$35
25-199 words	\$70
200-299 words	\$105
300+ words	\$140

(Numbers, abbreviations, etc. each count as one word.) Institutional members may subtract \$35 from the above rates. Job ads will not be posted unless accompanied by a check or purchase order for the applicable amount. We will edit ads that do not conform to the style illustrated by the job postings in this issue.

The *SAA Newsletter* is published in January, March, May, July, September, and November and is sent to all SAA members. The *SAA Employment Bulletin* is available to individual members at a cost of \$18 per year only at the time of renewal of your membership. Individual issues may be purchased for \$5. The *Employment Bulletin* is published in February, April, June, August, October, and December.

Deadlines for all issues are the 5th of the month preceding publication. Announcements received after the deadline will be charged a \$15 late fee. For more information about SAA's employment services, contact Nancy VanWieren at (312)922-0140.

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

ARCHIVIST

*Office of the National Archives
Washington, DC*

The National Archives seeks qualified individuals for professional staff in entry level positions. RESPONSIBILITIES: Arrange, describe, and preserve records in a variety of media; apply declassification guidelines; and assist researchers. QUALIFICATIONS: Requires 18 semester hours (graduate or undergraduate) in U.S. history or American political science or government; 12 semester hours (graduate or undergraduate) in history, government, public administration, American civilization, or economics; and one full year (i.e., 30 semester hours) of graduate education in some related field. Ranking factors are: (1) knowledge of U.S. history, (2) knowledge of research methodology, and (3) ability to communicate orally and in writing. SALARY: Starting at Federal civil service pay grade GS-7 (currently \$20,195 annually); successful completion of a 2 year on-the-job training program offers a GS-11 pay grade (currently \$29,891). Application information: To apply submit a completed Standard Form 171 (Application for Federal Employment), a narrative statement describing accomplishments relative to the three ranking factors, and a copy of all graduate and

undergraduate transcripts to the National Archives and Records Administration, Personnel Operations Branch (NAPO), 9700 Page Blvd., Room 2002, St. Louis, MO 63132. INTERVIEWS: Staff will conduct interviews during the Organization of American Historians annual meeting in Washington, DC, March 22-25, 1990. For an interview appointment, application form, or information, write to Mary Rephlo, Office of the National Archives (NN-B), NARA, Washington, DC 20408. For additional information, or to schedule interviews in another location, telephone Mary Rephlo or Cynthia Fox at (202) 523-3089.

ARCHIVIST

Northern State University

Northern State University seeks a qualified individual for the position of archivist. The successful candidate must hold either an ALA-accredited MLS or a masters degree in archival sciences. A second degree in history or another appropriate subject is desirable but not required. RESPONSIBILITIES: Include the organization and arrangement of archival and special collections (including the Harriet Montgomery Water Resources Collection), the preparation of descriptive inventories and indexing of collections, reference service both to users of archives and patrons of the library in general, and the supervision of student assistants. Some bibliographic instruction required. QUALIFICATIONS: The individual in this position must have a thorough knowledge of standard manuscript and archival processing and preservation techniques, the ability to work independently as well as with other staff members and with the general public, and a commitment to public service. SALARY: Minimum salary is \$19,000 for a nine-month appointment. Summer appointments available but not required. Northern State University is a Carnegie Class IIA comprehensive, multi-purpose institution providing both undergraduate and graduate programs typical of regional institutions of higher education. Northern State University enjoys popular support and twelve consecutive years of growing enrollment. Nominations are solicited and applications with resumes and three letters of reference are invited. Address nominations and applications to Dr. Thomas O. Flickema, Vice President for Academic Affairs, Northern State University, Aberdeen, South Dakota 57401. Consideration of applications will begin on February 15, 1990, and will continue until the position is filled. The position is available August 15, 1990.

FIELD WORKERS

*The Beckman Center for the History of Chemistry
University of Pennsylvania*

The Beckman Center for the History of Chemistry at the University of Pennsylvania seeks two recent Ph.D.s to do scholarly work on "The Contemporary Revolution in the Bio-molecular Sciences". RESPONSIBILITIES: The successful candidates will be involved in the development of documentation strategy and the identification of strategic sites for research on the historical, social and ethical

dimensions of the modern bio-molecular sciences. The positions, funded by a grant from the Andrew W. Mellon Foundation, are full-time for twelve months beginning in the summer of 1990, with possible renewal for a second year. To apply, send curriculum vitae and names, telephone numbers of three references to Professor Arnold Thackray, Director, The Beckman Center for the History of Chemistry, 3401 Walnut Street, Philadelphia, PA 19104-6228.

ARCHIVIST/REFERENCE - INSTRUCTION LIBRARIAN

University of Wisconsin-Parkside

The Library/Learning Center of the University of Wisconsin-Parkside seeks an Archivist/Reference Librarian. RESPONSIBILITIES: The successful candidate will coordinate the services and functions of the library's University Archives and Area Research Center, including supervising one full-time clerical staff member and serving as campus records manager. As Reference-Instruction Librarian the candidate will provide reference service to users; participate in the bibliographic instruction program on basic and advanced levels; participate in collection development, serving as library liaison to designated departments; perform online searches in designated subject areas; and participate in a variety of outreach programs. QUALIFICATIONS: Requires a graduate library degree from an ALA-accredited library school; graduate level course work or extensive experience in archives administration; demonstrated effective speaking, writing, and human relations skills; flexibility; strong public services orientation; must enjoy teaching and working with undergraduate students; professional commitment to librarianship and archives administration. Desirable: Experience in archives administration, records management, online database searching, reference service, and teaching; demonstrated interest in and knowledge of current trends in bibliographic instruction; interest in historical research. SALARY: Minimum \$23,185. To apply: Send letter of application, current resume, graduate transcripts, and three current letters of reference, including telephone numbers, to: Kate Owen, Chair, Search and Screen Committee, Library/Learning Center, UW-Parkside, Box No. 2000, Kenosha, WI 53141 by March 15, 1990. Late submissions will be considered if a suitable candidate pool is not identified by the deadline. Effective starting date is July 1, 1990, or as soon as possible thereafter.

HEAD OF TECHNICAL SERVICES

Louisiana State University

Louisiana State University Library is seeking a Head of Technical Services that reports to the Head of the Louisiana and Lower Mississippi Valley Collections, participates in the general administration of the LLMVC. RESPONSIBILITIES: Supervision of the arrangement and description of archives and manuscript groups, including the preparation of finding aids and the creation of MARC AMC records; coordination of automated systems, including RLLN, NOTIS, and personal computers; advising on cata-

logging of printed materials; conservation and preservation activities; developing new procedures and acquiring new technologies; reference duties as assigned. Supervises a staff of .5 FTE professional, 1.5 FTE paraprofessionals, and graduate and student assistants as assigned. **QUALIFICATIONS:** Requires a masters degree in librarianship or other relevant field; a minimum of three years experience in technical services of special collections; supervisory experience; strong interpersonal skills; demonstrated effectiveness in both oral and written communications. **Desired:** Master's degree from a program accredited by ALA; familiarity with the applications of automated technologies to special collections operations, especially RLIN and NOTIS; experience in the administration of grant-funded projects; and a record of active professional involvement. **Tenure-track appointment at the Assistant or Associate Librarian level. SALARY:** Competitive, commensurate with experience and qualifications, minimum \$23,000. Submit a letter of application, together with a resume and the names, addresses and telephone numbers of at least three references, to Sharon A. Hogan, Director of Libraries, Louisiana State University, Baton Rouge, LA 70803. Position will remain open until filled; review of applications will begin on April 1, 1990.

SENIOR STATE ARCHIVIST

Office of Secretary of State of Washington
Job opening with the Office of Secretary of State, Division of Archives and Records Management for the State of Washington. The classification is for Senior State Archivist with the working title of Accessions and Reference Services Archivist. The job is located in the Olympia/Tumwater/Lacey area. **QUALIFICATIONS:** Master of Arts degree in history or a related field and three years of professional experience in the field or archives or records management or two years as a State Assistant Archivist with a certificate in archives administration from a program approved by the Society of American Archivists or a certified records manager certificate issued by the Institute of Certified Records Managers. A bachelor's degree in history or a related field and two years additional professional archives or records management experience may be substituted for the Master of Arts degree. **SALARY:** \$22,188 to \$28,236 D.O.E. Contact David Owens, Archives and Records Management Division, Office of Secretary of State, 12th and Washington Street, EA-11, Olympia, Washington 98504-0418 or phone (206) 753-5485 for a job announcement and an application. Please do not send resume at this time.

ARCHIVIST III

Utah State Archives
Seeking candidates for a senior professional position. **RESPONSIBILITIES:** Supervises and coordinates the work of the archivists/record managers. Appraises government records; prepares retention schedules; writes descriptions of record series; negotiates decisions before the State Records Committee; trains agency officers; and assists state and local government agencies in solving records management

problems. An active member of the archives management team and helps set policies for the archives. **QUALIFICATIONS:** A bachelor's degree with major study in history, library science, the social sciences, public or business administration or related fields, plus three years of full-time professional employment in archives and/or records management, or equivalent combination of education and experience. Must communicate effectively in writing and speaking. Must also have a knowledge of principles and practices of modern archives and records administration. Familiarity with micrographics; data processing; training techniques; systems analysis; analytical writing and speaking; and public relations is desirable. **SALARY:** \$22,550 to \$27,729, with a 30% benefit package. To obtain an application call the archives (801) 538-3012 or write Utah State Archives, State Capitol, Salt Lake City, Utah 84114. Applications accepted until position is filled.

PROGRAM OFFICER

The Research Libraries Group, Inc.
The Research Libraries Group, Inc.(RLG), a not-for-profit consortium of research institutions based in Mountain View, California, seeks a Program Officer to manage the Archives, Manuscripts, and Special Collections (AMSC) Program, the largest of RLG's subject-based programs. This is an ideal position for an archivist or special collections librarian with excellent leadership abilities and communication skills, as well as an interest in automation and its potential uses in research institutions. The central goal of the AMSC Program is to promote the use and usefulness of the RLG consortium and the Research Libraries Information Network (RLIN), RLG's automated information system, for the archival, manuscripts, and special collections communities. The AMSC Program Committee sets goals, designs and implements cooperative projects, and addresses issues of mutual concern in the areas of bibliographic control and technical processing, public services/shared resources, preservation, and collection development and management. It is advisory to the president of RLG and includes representatives from 61 libraries, archives, museums, and special collections repositories in North America. **RESPONSIBILITIES:** Coordinates and supports the activities of the AMSC Program; includes organization and preparation of agendas for meetings of the AMSC Program Committee and associated working groups and task forces. Plans, designs, and implements cooperative projects in such areas as retrospective conversion and preservation. Conducts long-range planning to anticipate future projects and needs. Represents RLG in a leadership role at the national level on program issues before the archival and research library communities and makes public presentations on the program as appropriate. Works with other organizations/projects, including SAA, NAGARA, and the RBMS Section of ACRIL, to develop collaborative activities. Collaborates on developing grant proposals and funding strategies to fund projects sponsored by the AMSC Program. Drafts and develops publications that support the activities of the AMSC Program. Participates on project teams for those projects generated by and of par-

ticular interest to the AMSC Program. Tracks and monitors on-going projects, such as the NHPRC-sponsored Government Records Project. **QUALIFICATIONS:** MLS and/or advanced degree in an academic discipline or equivalent combination of education and experience. Minimum of five years professional experience as an archivist or librarian in a research library, archives, or equivalent. Ability to provide leadership in the design, development, and implementation of a wide range of programs and projects at the institutional and network level. Ability to motivate individuals and encourage participation. Ability to conceptualize problems and think strategically. Demonstrated capacity for administration of programs and activities involving several institutions or individuals. Demonstrated ability to communicate effectively both orally and in writing. Interest and ability to represent RLG in a leadership role at the national level on program issues. Willingness to travel, approximately 20-25 days a year. **SALARY:** Up to \$53,000 per year, with excellent fringe benefits. Submit letter of application, resume, and names/addresses/phone numbers of three references to: Ms. Linelle Russ, Human Resources Officer, Research Libraries Group, 1200 Villa Street, Mountain View, CA 64041-1100,

ARCHIVIST/LIBRARIAN

Washington and Lee University
RESPONSIBILITIES: Challenging opportunity to establish and direct the services, program, and staff of the retired U.S. Supreme Court Justice Lewis F. Powell, Jr. collection. **QUALIFICATIONS:** This position requires an ALA-accredited MLS degree with concentration in archives. Candidate must have significant archival training and experience. Knowledge of MARC AMC format, computer applications for archives and preservation techniques are required. **SALARY:** The position includes competitive salary commensurate with qualifications and experience and an excellent benefit package. Applications received by April 15, 1990 will receive first consideration. Please send resume and three references to Sarah K. Wiant, Director of the Law Library, Washington and Lee University, Lewis Hall, Lexington, VA 24450.

PROJECT ARCHIVIST

*American Institute of Physics
Center for History of Physics*
Participate in a major study that will extend the documentation strategy of the American Institute of Physics to cover multi-institutional collaborations (e.g., an experiment run at a national laboratory by a team from a number of universities). Despite the importance of these transitory "mini-institutions," little is known about their historical evolution or how to document them. With the aid of consulting historians, archivists, sociologists of science, and scientists, the AIP project will identify historical patterns of collaboration, define the scope of the documentation problems, field-test possible solutions, and recommend future actions to preserve the historical record. The initial two years of the long-term study focus on the area of high-energy physics. **RESPONSIBILI-**

TIES: The Project Archivist will play a central role in activities such as developing data files, conducting interviews and searches for documentation, participating in the development of guidelines and reports on project findings, and helping administer the project. **QUALIFICATIONS:** A master's degree in history or library science with coursework or experience in archives and/or physical science is preferred; alternative degrees and experience in science, history, archives, and library science will be considered. The AIP offers competitive salaries and is an equal opportunity employer. Send resume and letter of application to Joan Wamow, AIP Center for History of Physics, 335 East 45 Street, New York, NY 10017. The position is open until a suitable candidate is found.

ARCHIVIST

Fidelity Investments

Fidelity Investments, one of the nation's largest privately-held investment firms, seeks an archivist for the business and personal papers of Fidelity's founder. The material is housed in a climate-controlled storage/ work room at Fidelity headquarters in Boston. The papers must be arranged and catalogued using a computer database. The successful candidate will be an experienced archivist capable of establishing and carrying out all aspects of the project. An MLS and experience in business archives is preferred. The position will be offered on a project basis and is estimated to last nine months to a year. Qualified candidates are invited to call Paula Casson at (617) 570-4789 or send a resume, including salary requirements to: Human Resources Department, Fidelity Investments, Mailzone 17A, 82 Devonshire Street, Boston, MA 02109.

ARCHIVIST

Friends of Olana

Olana, the family home/work of art, designed by artist Frederic Church is interviewing for an archivist. One year appointment. **RESPONSIBILITIES:** Include appraisal, arrangement, and description of artist's and family correspondence, business and estate papers. Also proper archival filing and storage. **QUALIFICATIONS:** MA in library science or archives management. MLS preferred. Familiarity with MARC/AMC. **SALARY:** \$20,500 plus benefits. Send resume to James Ryan, Olana State Historic Site, RD 2, Hudson, NY 12534.

LIBRARY PUBLIC POLICY ARCHIVIST

University at Albany

RESPONSIBILITIES: Reporting to the Head of Special Collections and Archives, the Public Policy Archivist is responsible for surveying, appraising, accessioning, organizing, describing, preserving, and making accessible the University's Archives of Public Affairs and Policy, which includes political and professional papers, records of public-interest groups and associations, labor records, and other archival materials relating to New York State policy issues in the twentieth century and especially since 1950. The archives collecting focus includes, but is

not restricted to, educational policy, public-sector unionism, civil rights, women's rights, and criminal justice. **QUALIFICATIONS:** Required: MLS from ALA-accredited institution or appropriate professional credentials and training or experience in archives administration. Preferred: MA in American history and experience with USMARC/AMC-format cataloging. **SALARY:** Commensurate with education and experience. Salary minimum \$21,600 - \$26,000. To apply: Send letter of application, a current resume, and the names and addresses of three references to: Christine M. Travis, Personnel Officer, University Libraries-UL 139, University at Albany, State University of New York, 1400 Washington Avenue, Albany, NY 12222. Review of letters of application and resumes will begin March 30, 1990.

DEPUTY STATE ARCHIVIST

State Historical Society of North Dakota

RESPONSIBILITIES: Appraise, accession, arrange, and describe archives and manuscripts. Plan, coordinate, and supervise archival functions within team-oriented archives-library operations. **QUALIFICATIONS:** MA in archives administration or history with course work in archives administration and two years archival or related experience. Experience with MARC AMC desirable. **SALARY:** \$20,496 - \$22,400. Send resume and three references to Robert J. Schlobohm, Deputy Superintendent, State Historical Society of North Dakota, North Dakota Heritage Center, Bismarck, ND 58505 by March 30, 1990.

MANAGER, DESCRIPTIVE AND PRESERVATION SERVICES, SPECIAL COLLECTIONS

Harvard Business School

RESPONSIBILITIES: Reporting to Director of Special Collections of Baker Library, Harvard Business School, plans and participates in accessioning, description, cataloging, and preservation of special collections. Catalogs rare books; implements MARC AMC format manuscript and archives cataloging; oversees archival description according to accepted inventory rules; maintains up-to-date entries in national databases; works with Director and other HBS staff to develop new local databases. Supervises one skilled support staff and six to ten professional-level and other skilled students/casuals in copy cataloging, archival arrangement and description, and preservation and conservation work. Supervises support staff in checking in, cataloging, and describing ephemera, and in accessioning new archives and rare books. Coordinates preservation and conservation work, including project research, planning, vendor interaction, workflow analysis and general supervision of regular and casual staff in preservation and conservation solutions, including microfilming, fine binding, paper treatment, space and environmental planning, etc. Plans long-term storage and stack utilization. Represents department on library, university and professional committees. Special collections consists of 1400 business manuscripts collections (1300 to the present); Kress Collection of rare books (1450-1850); archives of the Harvard Business School; prints, photographs, elec-

tronic media; and other printed historical collections at Baker Library. **QUALIFICATIONS:** Master's degree in library science or archives management and at least three to five years professional experience with increasing responsibility for special collections in a variety of formats, including rare books and manuscripts/archives. Significant experience in MARC format rare book cataloging. Strong supervisory skills. Demonstrated ability to organize and supervise description functions in a special collection department; competence in archival arrangement and description. Strong preservation experience, including competence in analyzing printed and manuscript materials for preservation and conservation treatment, including rare books, large archival collections, printed ephemera. History background helpful; familiarity with PC databases; willingness to learn to develop new automated access tools. Aptitude for change and development of new skills a must. Reading knowledge of German and one other European language preferred. Send resume and cover letter to: Peter Capodilupo, Human Resources, Morgan 10, Harvard Business School, Boston, MA 02163.

FIELD REPRESENTATIVE

Minnesota Historical Society

RESPONSIBILITIES: Position works with donors and potential donors of manuscript materials to identify, appraise, and acquire collections that document various aspects of Minnesota history. Also prepares acquisition reports to establish initial control of manuscript collections for use by donors and by other departments. Major collecting areas include politics, business, labor, education, philanthropy, and agriculture, among many others. The Field Representative is responsible for donor contact and contract negotiations, transfer and delivery of collections to the Society, and related work with donors and the public. **QUALIFICATIONS:** Extensive knowledge of manuscript identification, appraisal, evaluation, solicitation, and acquisition commonly acquired through a graduate degree and work experience. Knowledge of sufficient aspects of manuscript reproduction, conservation, storage, processing, and reference is helpful to deal with basic donor questions and to work effectively with other members of the Society's staff. Qualified applicant will possess a high degree of human relations skills to deal with varied public. Ability to speak and write clearly and accurately is essential; participation in public and professional activities is expected. Position involves periodic travel throughout the state. **SALARY:** \$26,000 - \$35,000 plus benefits. Full-time professional position. Send letter of application, resume, and names/addresses of three references no later than April 27, 1990, to: Mark A. Greene, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, MN 55101.

HEAD OF THE URBAN ARCHIVES

Temple University

To direct the activities of the Urban Archives, an important scholarly collection documenting the history and institutions of Philadelphia and the region

and coordinate activities with Temple's Center for Public History and other organizations in support of scholarship. **RESPONSIBILITIES:** The successful candidate will serve as a department head within the central library system under the leadership of the Associate Director for Collection Development and Public Services, and will contribute to the development of system-wide policies as a member of the libraries senior staff councils. He or she will head a permanent staff of four, including two other professional archivists and significant grant supported staff, activities, and programs. **QUALIFICATIONS:** Five years of professional experience, a significant part of which must be in archives, is required as is evidence of management and supervisory experience and potential. An ALA-accredited MLS is strongly preferred. Graduate study in history or like discipline is also strongly preferred. **SALARY:** Minimum \$33,000. Send letters of application, including resume and the names of three references that we may contact to James N. Myers, Director, Temple University Libraries, Philadelphia, PA 19122. Consideration of applications will begin immediately and will continue until the position is filled.

ARCHIVIST GS-12

National Archives and Records Administration
RESPONSIBILITIES: Plans and evaluates branch operations, conducts public outreach programs, conducts archival programs, and supervises technicians, aids, volunteers and student interns. **QUALIFICATIONS:** 18 semester hours in American history, political science or government, plus 12 semester hours in history, economics, American civilization, political science or public administration, and additional education and/or professional archival experience equal to a BA degree. Must also have progressively responsible professional archival experience, of which at least one year is equivalent to the GS-11 level. Related graduate education may be creditable towards some, but not all, of the required experience. **SALARY:** \$35,825. To apply: Send SF-171, Application for Federal Employment (not resumes) and transcripts (or OPM Form 1170/17 to NARA, Attn: NAP/DEU, 7th & Pennsylvania Avenue, NW, Washington, DC 20408. Cite announcement number DEU 90-5. Complete applications must be received or postmarked by April 13, 1990. Call (202) 724-1513 or (800) 634-4898 for information/forms.

RECORD ANALYST III

Clemson University Records Manager
RESPONSIBILITIES: Responsible for the operation of Clemson University's records management program including its Record Center. **QUALIFICATIONS:** Minimum of a bachelor's degree (graduate work in history, records management, or archives administration preferred) and at least two years of experience working in a records management program or equivalent. Extensive knowledge of records management principles and techniques; experience with microfilming and automated records keeping systems and equipment preferred; ability to effectively communicate and interact with a wide variety of people. **SALARY:** \$22,546 minimum. Send letter

of application with resume and names of three references to: Michael Kohl, c/o Clemson University, Personnel Service Division, 106 University Square, Clemson, SC 29634-5337. Closing date for application is April 6, 1990.

ARCHIVIST

Clemson University
New, entry-level position under the direction of the Head of Special Collections. **RESPONSIBILITIES:** Arrangement and description of manuscript collections that include personal papers and records of businesses and organizations, preparation of finding aids and workforms for bibliographic databases, supervision of support staff and student assistants, activities related to acquisition of collections, provision of reference services, and other duties as required. **QUALIFICATIONS:** Required: ALA-accredited MLS. Highly desirable: Training in archival management, an advanced degree in history, experience in preparing finding aids and using the AMC format, ability to work as a member of a team, skill in written and oral communication. **SALARY:** \$22,000 minimum. Faculty status, retirement, Blue Cross-Blue Shield, major medical, liberal leave. Application deadline: Applications must be postmarked no later than March 30, 1990. Position available June 1, 1990. Send letter of application; resume; and names, addresses, and telephone numbers of three references to: Dennis S. Taylor, Chair, Search Committee, R. M. Cooper Library, Clemson University, Clemson, SC 29634-3001.

REFERENCE ASSOCIATE

Minnesota Historical Society
RESPONSIBILITIES: Serve general public and MHS staff in accessing all types of collections in Division of Library and Archives: reference desk coverage, written correspondence, telephone communication. Involves reference department and MHS committee work to review policies and procedures for current work and new history center operation. **QUALIFICATIONS:** Reference desk experience in a library or archives required. Knowledge of Minnesota history preferred. Ability to work with the general public on a wide variety of reference queries essential. BA with at least two years reference experience, or MA, MLS or archival certification, with at least one years reference experience preferred. Must be able to work a flexible schedule, including Saturdays. **SALARY:** \$2,142.00/monthly minimum, plus benefits. Contact in writing with resume, by April 1, 1990, Barbara Jones, Head of Reference Department, Division of Library and Archives, 690 Cedar Street, St. Paul, MN 55101.

ASSISTANT ARCHIVIST

The Carl Albert Center
Seeking an Assistant Archivist at the Carl Albert Congressional Research and Studies Center, University of Oklahoma. **RESPONSIBILITIES:** Include planning, supervising, and performing processing work on collections related to the Congress;

assisting in grant applications, exhibits, and oral history, and other special projects. Assume duties of archivist when archivist is absent. **QUALIFICATIONS:** Required: Master's degree in library/archival science, history, political science, or related field; two years full-time experience in archival work; knowledge of professional archival standards and methods; demonstrated ability to communicate effectively both orally and in writing. Preferred: Supervisory experience in congressional collections; experience in MARC AMC format; computer experience. Desirable: Background in Oklahoma and Southwest United States history. Twelve-month appointment. **SALARY:** Competitive, with standard university benefits. Applications will continue to be received until the position is filled, but preference will be given to those received by April 16, 1990. Submit applications, including current vitae, to Office of Personnel Services, University of Oklahoma, Norman, OK 73019.

DIRECTOR

School of Library, Archival and Information Studies University of British Columbia
The School of Library, Archival and Information Studies seeks a Director as of July 1, 1991. It is a graduate professional school administering separate two-year programs leading to the degrees of Master of Library Science and Master of Archival Studies. There are at present 120 students enrolled in the two programs, twelve full-time faculty, and a number of part-time faculty and sessional lecturers. The appointment will be made at the rank of Professor with tenure, assuming that suitable qualifications are offered. If a suitably qualified candidate is not found, the University will consider an appointment at the rank of Associate Professor. **RESPONSIBILITIES:** The Director is responsible for the general administration and coordination of the school's activities. In addition, the Director is expected to contribute to the development of the library and archival professions through membership and work in professional associations and learned societies, to engage in research to publication, and to teach. **QUALIFICATIONS:** The basic qualifications for appointment are a record of significant scholarly research, evidence of outstanding administrative ability, and a recognized degree in library science or information science from an ALA-accredited program, or a graduate degree in archival studies or a related discipline. Also desirable are an earned doctorate and teaching experience in an academic program for information professionals, and thorough knowledge of library and information science education. **SALARY:** Salary will be commensurate with qualifications and experience. The university provides generous pension, medical and dental plans. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada. Application closing date: June 30, 1990. Applications and requests for information should be addressed to: Dr. David J. Elkins, Acting Dean, Faculty of Arts, Room B130 Buchanan Bldg., The University of British Columbia, Vancouver, B.C. V6T 1Y5, Canada.

ARCHIVES AND MUSEUM INFORMATION SPECIALIST

The Research Libraries Group, Inc.

The Research Libraries Group, Inc. (RLG), a not-for-profit consortium of research institutions based in Mountain View, California, seeks a specialist for the Archives and Museum Information System (AMIS) now under development. AMIS is a powerful local system linked to RLG's Research Libraries Information Network, that integrates a wide variety of descriptive and management activities that are common to a broad spectrum of cultural repositories. This is an ideal position for an archivist, special collections librarian, or museum professional with excellent leadership abilities and interest and experience in automation and its uses in research institutions. The AMIS specialist will be closely associated with RLG's Archives, Manuscripts, and Special Collections Program, the central goal of which is to promote the use and usefulness to the RLG consortium and RLIN for the archival, manuscripts, and special collections communities. The AMSC Program Committee sets goals, designs and implements cooperative projects, and addresses issues of mutual concern in the areas of bibliographic control and technical processing, public services/shared resources, preservation, and collection management and development. It includes representatives from sixty-one libraries, archives, museums, and special collections repositories in North America. **RESPONSIBILITIES:** Serves as principal staff support for AMIS, and as problem-solver and information resource within RLG on AMIS-related matters. Works with the prospective user community to ensure that the AMIS system, as implemented, meets the needs of that community. Plans, designs, and implements a strategy for marketing AMIS to prospective users. Makes presentations on AMIS at the national level at professional meetings such as SAA, NAGARA, ARLIS, RBMS, MCM, MDA, etc. Acts as principal liaison to organizations and task forces working on the development of networks, of cultural databases, and of relevant standards. Assists the AMSC Program Committee in coordinating and supporting the activities of the AMSC program, and in planning developing, and implementing cooperative projects to further the goals of the AMSC program. **QUALIFICATIONS:** MLS and/or advanced degree in an academic discipline or equivalent combination of education and experience. Minimum of five-years professional experience in a research library, archives, art museum, or other cultural repository. Ability to provide leadership in the design, development, and implementation of a wide range of programs and projects at the institutional and network level. Experience in the design, development, implementation and/or use of automated systems for archives, libraries, or museums. Ability to motivate individuals and

encourage participation. Ability to conceptualize problems and think strategically. Demonstrated ability to communicate effectively both orally and in writing. Interest and ability to represent RLG in a leadership role at the national level on issues related to AMIS. Willingness to travel, approximately twenty days a year. **SALARY:** Up to \$45,000 per year, with excellent fringe benefits. Submit a letter of application, resume, and names/addresses/phone numbers of three references to: Ms. Linelle Russ, Human Resources Officer, Research Libraries Group, 1200 Villa Street, Mountain View, CA 94041-1100.

COORDINATOR OF USER SERVICES, SPECIAL COLLECTIONS DEPARTMENT

Harvard Business School

RESPONSIBILITIES: In a busy Special Collections Department holding a distinguished set of manuscripts, rare books, and archives, is responsible for planning supervising and carrying out user services, including day-to-day operations and longer-term development of new and effective products and services. Supervises one FTE and four-six student workers to maintain prompt flow of material to patrons in person, by mail and by phone; administers access policies; develops new policies in accordance with overall mission of Baker Library and the special collections department. Answers complicated reference questions using find aids and databases. Organizes exhibits; writes short descriptions of hold-

ings and services; works with other HBS and other HU staff to publicize holdings; participates in developing automated descriptive tools. Assists manager of descriptive and preservation services in stack utilization. Creates databases and new automated systems for better administration of work flow, for record-keeping and for description of collections; trains staff in using these databases. Participates in hiring, training and developing support staff; hires and schedules and student/casuals. May represent department on library and university committees. **QUALIFICATIONS:** Graduate study in archives or library science; at least three years library experience, preferably in special collections; experience coordinating day-to-day operations of a public service facility, including supervisory responsibilities; background in history; or equivalent education and experience. Demonstrated ability to communicate well with senior scholars as well as administrators and support staff; understanding of issues of access and confidentiality; familiarity with all special collections functions, including accessioning, description, preservation/conservation, storage and access. Demonstrated strong supervisory skills; strong written and analytic skills. Familiarity with word processing or database creation preferred; reading knowledge of a European language preferred. Flexibility and desire to participate in development of new products and services in a changing environment a must. Send resume and cover letter to: Peter Capodilupo, Human Resources, Morgan 10, Harvard Business School, Boston, MA 02163.

The Superconducting Super Collider Laboratory located in Dallas, TX is a basic research laboratory for high energy physics. The SSC library will ultimately serve the information needs of 3-4,000 staff, researchers and visitors. The library will become a regional, national and international resource for the support of high energy physics research. High priority will be given to developing innovative electronic access and delivery systems.

Archivist/Records Librarian

The qualified candidate will possess an M.L.S or equivalent from an A.L.A. accredited institution or M.A. in relevant field. Experience in archives/records management required. Familiarity with NARA regulations, Freedom of Information Act and DOE regulations and applications are a must. Preference to individuals with American Archivists certification and demonstrated supervisory experience.

The selected individual will plan and implement a comprehensive archives and record management program for the SSC Laboratory; prepare finding aids; provide reference services; create an automated access system; appraise Laboratory documents and develop retention disposition schedules in accordance with federal guidelines. Will be responsible for preserving, communicating, and promoting the SSC's history and the use of archives to a wide audience at the local, regional, national and international level. Individual will supervise support staff, assist in Library operations as needed, serve on Library and Laboratory committees, and maintain effective relations with the regional and national Archives and Records Centers. Base salary will be a minimum of \$34,000.

Please send your resume with salary history and the names of three references to:



Super Collider

SSC Laboratory
2550 Beckleymeade Avenue
Dallas, TX 75237
Attn: Recruiting and Staffing/ALib

SSC is an Equal Opportunity Employer.
 Affirmative Action Employer.

Directory of Business Archives in the United States and Canada

4th edition

The entries for the directory were compiled from a questionnaire circulated to more than 300 businesses identified as having some kind of historical records program. The 158 entries are arranged alphabetically by corporate name. Each entry provides a mailing address for the business, a contact person's name and telephone number, a description of the company's principal business, and the archives' hours of service. The description of the company's archival holdings includes inclusive and predominant date spans, the total volume of holdings, and a brief summary of the most significant records groups. In addition, three indexes--an index by business type, a geographic index, and an index of contact persons--provide three other points of access to the entries.

Published by SAA, 1990; 96 pages, spiral bound
\$9 SAA members; \$12 nonmembers
plus shipping and handling

Archives, Personal Papers, and Manuscripts

A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries

2nd edition

compiled by Steven Hensen

The standard manual of rules for archival description and cataloging (originally published by the Library of Congress in 1983) has been revised and substantially expanded. Rules from the first edition have been clarified, amplified, and rearranged. Entirely new sections cover choice of entry and formulating headings for personal, geographic, and corporate names and uniform titles. Appendices contain several sample descriptions, MARC-coded versions for all examples given in the text, and tables relating the manual's descriptive elements and MARC fields. Absolutely essential for anyone doing archival description

Published by SAA, 1989; 196 pages, paper
\$19 SAA members; \$26 nonmembers
plus shipping and handling

To order these publications, call SAA at (312)922-0140



Newsletter

The Society of American Archivists
600 S. Federal, Suite 504
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