A member of the Mountaineers 1907 expedition to the Olympic Mountains poses with her catch on the Elwha River in Washington State.
From the Executive Director's Desk

by Donn C. Neal

One of SAA's important but sometimes overlooked services is what we do to bring jobs and archivists together. SAA's activities in this area apparently began in an organized fashion about 1957, although even before then employers surely must have used the SAA annual meeting as a way of identifying and interviewing potential new staff members, as they do now.

In 1966, SAA began a placement newsletter, which in 1973 was transformed into the SAA Newsletter—and which has continued to carry vacancy announcements to the present time. Sometime thereafter (I'm not sure when), we began to publish, in the months between issues of the SAA Newsletter, the Employment Bulletin. Nearly 400 members subscribe for an additional fee to this bimonthly listing of professional opportunities. (You can sign up when you renew your membership.)

Under our current policy, an employer who advertises a position is entitled to one posting in the SAA Newsletter and one in the Employment Bulletin. The announcement could appear in either place first, depending on when it is received in the SAA office. Beginning with the January 1988 issue of the SAA Newsletter, we instituted a charge for these job announcements. Interestingly, the principal motivation for charging was to limit the amount of space the announcements were consuming, although then-Managing Editor Bill Burck and I also were conscious of the new revenue that would come to the SAA office. During the last fiscal year, we earned nearly $6,000 by publishing these advertisements.

One of the virtues of the job announcements in this newsletter is that they can be read by anyone who has access to it. Because many copies of the newsletter go to institutional members, and others are passed from one archival colleague to another, the readership of the SAA Newsletter is many times the number of our (2,700+) individual members. As a result, advertising a position in the SAA Newsletter ensures that news of a vacancy is circulated as widely as possible. Indeed, Society publications are the only vehicle that can promise to reach all corners, and levels, of the archival community in the United States.

Carrying these announcements is thus a service that SAA provides to individual archivists, to their employing institutions, and to the profession at large. By reading the advertisements, moreover, one not only keeps up with who has left which job, and who is able to hire for a new position, but can take the pulse of the employment situation within the archival profession: the current number of openings, salary ranges, job responsibilities, educational requirements, and other job-related matters—for instance, whether certification is becoming a qualification for employment.

I have no doubt, therefore, about the usefulness of the job announcements in either of these two SAA publications. I would like to know, though, if employers consider our rates fair, and if our institutional members consider their discount (at present, $35) to be reasonable. Are there ways we can make this particular service even more useful? I sometimes wonder if we are getting all of the vacancy notices that we should; are some employers unaware that advertising with SAA is the best way of publicizing a vacancy?

Recently, we have reassessed just how involved SAA should be in controlling the content of announcements we publish. In 1989, Council tightened our statement governing announcements that are "inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments," but beyond these broad guidelines employers are free to specify whatever criteria they wish.

There has also been some discussion of whether we should refuse to list advertised salaries that fall below some established minimum. Does printing such a salary help to demean the professionalism of the position? (Substandard salaries are particularly galling when the listing is from an institution that offers a graduate archival education program.) But who is to say what is "substandard," and aren't Continued on page 3
potential candidates better off knowing just how poorly the institution values the position? This is a difficult issue to call. SAA has also offered two other “placement” services. By filling out a Qualification Summary Sheet and sending us fifteen copies of a resume, a person who is seeking a new position can for one year become part of our Candidate Register—a confidential (and therefore objective) listing of persons who are seeking employment. There is no charge to SAA members who register; non-members must pay a sizeable fee, currently $50. The SAA office sends the qualification summaries to employers who ask for the current Register. Candidates are listed by number alone; only when an employer requests additional information about certain candidates do we forward their resumes. The rest is up to the employer and the candidate.

It is my opinion that the Candidate Register does not work as well as it might, so we do not provide employers with the service that they expect when they use it. Many of those who are seeking positions do not register with us, and so an employer does not get a representative picture from the Register of the potential pool of candidates. In addition, the Register is difficult to keep up to date: over the space of a year, resumes can change substantially, and some of the candidates take positions but continue to be listed.

Should we seek to expand this service? By increasing the staff time and other resources devoted to the Candidate Register, we might be able to increase the number of candidates listed, ensure that their files are kept up to date, and try to match an employer’s needs with candidate qualifications. But would this service even then become sufficiently useful to the archival community? And would this be the best use of additional SAA staff time? Would candidates pay to be a part of this expanded service, or employers to use it? Perhaps we would be better off to abandon the whole idea, rather than to limp along with a product that we cannot be completely proud of. After all, times have changed: most positions are advertised for open competition, and few employers today rely upon registers like the one SAA created years ago, when they did.

I’ve decided, therefore, to propose to Council that SAA discontinue the Candidate Register effective September 30, 1990. Council will consider this proposal at its August meeting.

The third opportunity SAA provides, beyond job advertisements and the Candidate Register, is a placement service at the annual meeting. Employers who wish to conduct interviews inform us of that fact, and we bring for their inspection copies of the resumes of candidates who wish to be considered. In addition, we post job announcements and schedule the interviews themselves.

Here, too, we face some choices. Only those persons who attend the annual meeting can be interviewed, of course, but there is not much we can do about this fact of life. (Anyone who attends the annual meeting can browse through the postings, though.) I wonder if enough employers are aware of the service, and if we do a good enough job in promoting it. Having someone sit at the placement table in the exhibit area for several days does consume staff time that we could use otherwise, and much of this time is spent waiting for candidates and employers to appear.

Should we charge employers—and perhaps also candidates—for the privilege of using our space to post announcements and for our assistance in arranging interviews? Bear in mind that SAA pays to rent and furnish the booth—as well as to hire temporary staff to give us enough hands at the annual meeting. Some revenue from employers and candidates would help us to offset these costs, which now are borne by dues and registration fees. Perhaps we should simply receive announcements of positions, collect these in binders, and make the binders available in the SAA publications booth. We are going to experiment with this sort of “self-service” placement service at the Seattle meeting, and we will assess its success afterwards.

How to handle these three services within the SAA office has been an ongoing concern at least since I arrived in 1986, and I suspect before then as well. They don’t fit within anyone’s “natural” job description. For now, we think of them as part of our educational effort, broadly defined, and so Nancy Van Wieren, the paraprofessional in that office, deals with employers who wish to advertise, edits and types the actual advertisements, counsels candidates, maintains the Candidate Register, and helps to operate the placement service at the annual meeting. Nancy spends several days per month at these duties.

With our new desktop publishing capabilities, some of this work will be less onerous, and can be shared with our Managing Editor, Teresa Brinati. The fact remains that—in their present configuration, at least—SAA’s job-related services are something of an orphan. If we want to expand those services, some other solution will have to emerge. Even keeping them within the Education Office compromises somewhat the ability of that office to perform its central function.

The archival profession is small, and news of many jobs travels by word of mouth. Nevertheless, as the only national archival association SAA plays a crucial role in circulating news of positions and assisting potential candidates. A professional organization ought to be active in this area. Like every thing else we do, though, we need to reexamine our placement services to make sure they are achieving what we want to achieve, and I welcome your thoughts about the issues I have raised above.
I read with interest James Carson’s report on tapeloading records from MINARET to OCLC in the March 1990 newsletter, and it has prompted me to respond with similar information for the MicroMARC program.

Tapeloading from MicroMARC to OCLC is a simple operation. We were the first institution in the country to do this, and have been pleased with the results. Even though we are an OCLC library, I find there are numerous advantages to having our manuscripts cataloging data on both an in-house and national system. For example, MicroMARC does all my record keeping, lets me run reports, and do Boolean searches. Through OCLC, our collections may be accessed nationally. By tapeloading, I do not have to double-key each record into OCLC, but still am able to produce cards through OCLC. For the time being, we are maintaining both an on-line and hard card catalog.

The MicroMARC software has a built-in record transfer feature in the MARC INPUT/OUT-PUT (MARCIO) module of the program, designed to share information between institutions using MicroMARC or to tapeload onto one of the national bibliographic utilities. The MARCIO module converts records to and from USMARC:AMC format automatically. After creating a file of MicroMARC record ID numbers to be transferred to tape (I use WORDSTAR, placed in my MicroMARC directory), I simply run the MARCOUT program. It is menu driven and very straightforward. It allows me to include or exclude donor and purchase information. I do no editing whatsoever to the records in the database. In order for each record to be blocked, however, I must select the “Add CR (carriage return) and LF (line feed) to end of each record” option. After running the program, I transfer the converted records as a file to floppy disks. I usually tapeload about 100 records at a time; these fit quite comfortably on a 5 1/4” disk. Multiple disks may be converted to tape at the same time.

I mail my floppy disks to Michigan State University for transfer to tape because we do not have the data processing facilities necessary. MSU charges about $50 per tape load transfer, including the tape. I prefer to have MSU mail the tape back to me, and then I mail it to OCLC (MSU will mail the tape to OCLC if you prefer; MSU also keeps a backup in their mainframe just in case anything goes wrong). OCLC loads the tape and can generate a dump report that gives each complete record with the OCLC number. Then, I sit down at the OCLC terminal and produce cards.

All of the above takes very little time and is quite painless; I can create a file of 100+ MicroMARC record IDs, run the program, and have the floppy in the mail to MSU in about 45 minutes. A caveat: in order to tapeload onto OCLC, you must follow all national standards in your cataloging, even though MicroMARC was designed primarily as an in-house system. At this stage, the biggest hassle is mailing the floppy and the tape. I have not looked into transfer by modem, but the possibility of being able to send the floppy directly to OCLC might one day be a reality. I would be glad to provide more information to anyone contemplating tapeloading from MicroMARC to OCLC.

Sally Childs-Helton
Manuscripts Cataloger, Indiana Historical Society
Chair, SAA MicroMARC Users Group Roundtable

As a member of both SAA and the National Genealogical Society (NGS), I was interested to read the comments of Peter Bunce and Elizabeth Mills in the May 1990 SAA Newsletter. While both articles are informative and useful, neither author provided specific instructions for SAA. I would like to present the SAA membership with three ideas that I have been considering relative to the interaction of archivists and genealogists.

First, SAA should establish a Genealogy Section, or at the very least, a Genealogy Roundtable. Upon joining SAA a few years ago, I was surprised to learn that the organization had no institutional program for relating to genealogists who—as Mr. Bunce acknowledges (p. 18)—“form the largest user group served by federal, state, and local repositories.” We genealogists and archivists who serve primarily genealogists need permanent representation in SAA. NGS has taken great strides in supporting archival facilities, including archivists in its programs, and informing the genealogical community of archival concerns. Although many individual archives have reached out to genealogists, SAA has not been a leader in this area.

Secondly, SAA should sponsor regional workshops at which genealogists instruct archivists in basic genealogical methodology and uniquely genealogical sources such as the LDSIG. Many archival conferences have included sessions on genealogists, but most of them tend to be tag-team matches between the two groups—both communities share their concerns and acknowledge problems without developing specific solutions or plans of action. Every archivist should know some basic techniques of genealogical research. Also, knowledge of genealogical sources outside one’s institution enables archivists to make proper referrals.

In addition to education, these workshops should also focus on regional cooperation. Archives and genealogical societies within a certain geographical area could develop programs that would benefit both communities. NGS should be a leader in urging local societies to support these efforts. In short, let’s work together on common problems—deteriorating local records, user-friendly finding aids, etc.

Thirdly, SAA should lead the archival profession in demanding that archival education include a genealogy component. When I attended the Modern Archives Institute about five years ago, genealogical researchers were busily working down the hall from the classroom, yet little more than passing mention was made of their impact on the archival field. The Modern Archives Institute should have a session on basic genealogical research, and every academic archival program should include at least one course which provides an introduction to genealogy. Does the much-touted certification test contain any genealogy questions? Since genealogy is a fact of life in most archives, let’s prepare archivists for it.

In closing, I would like to urge the archival and genealogical organizations to maintain the dialogue that has been developing. Furthermore, I hope that we move beyond dialogue to cooperative efforts with the national societies taking a leadership role. Because “talk is cheap,” specific programs must be implemented, evaluated and improved. I welcome comments on my suggestions, and I look forward to some appropriate action in this area.

Jonathan R. Stayer
Reference Archivist, Pennsylvania State Archives
Historian, Stayer Reunion
SAA Executive Director to Join NARA Staff

Donn C. Neal, SAA’s Executive Director since 1986, has announced his resignation in order to accept a position as Director of Congressional and External Affairs at the National Archives and Records Administration. In that capacity he will coordinate NARA’s congressional relations and public affairs programs, including relationships with organizations in the United States and abroad. Neal will leave the Society shortly following the 1990 annual meeting in Seattle.

SAA President John A. Fleckner said: “On behalf of all the Society’s membership, I extend our sincere thanks to Donn Neal for his service to SAA. Some of Donn’s contributions are quite public and obvious; many others are best appreciated from behind the scenes. But, taken together, Donn’s achievements represent an impressive record. The Society of American Archivists is far stronger for Donn Neal’s four years of stewardship.

“Some members know Donn best from his regular column in the SAA Newsletter. Always thoughtful and stimulating, Donn wrote to us with his characteristic grace and clarity. But Donn’s commitment to communicating with members extended far beyond the written word. Donn was on the road constantly to local and regional association meetings, to archival institutions, and to meetings with colleagues in related professions. In all these venues Donn represented the Society and the profession effectively and knowledgeably. Donn won us new respect and confidence, and with them came new friends, new members, and new contributors to SAA.

“Donn’s tireless work on behalf of the certification program is but one example of his efforts. Skirting controversial policy issues, Donn carried out the decisions of the Council energetically and expertly. Neither an opponent nor proponent, he retained the confidence of all while steering the Society through the many complications of implementing certification.

“Perhaps Donn’s most lasting legacy is the solid foundation he has laid in the Chicago office. Donn has recruited and retained a staff of professionals who bring outstanding service to SAA members in every area of operations. Donn has nurtured our education initiative and has overseen its transition from grant-funded special project to a fully supported SAA program. Today our automated information and accounting systems assure efficient operations and full accountability in finances and membership. Our publications staff uses automated systems to produce and deliver timely and handsome newsletters, annual meeting programs, and special publications. Planning for our annual meetings has become more sophisticated as the meetings themselves have become more complex, and the Society has negotiated excellent terms for meetings through 1995.

“I want to add a personal note of thanks as well. Donn offered wise counsel and solid judgement on each occasion I had to seek it from him. In several instances Donn picked up for me when I dropped the ball. In all our dealings Donn has been a model of integrity and professionalism, blended with a healthy dose of good humor and good sense.

“I know that all of us join in wishing Donn the very best in meeting his newest challenge. We are especially pleased that he will remain as a member of SAA and a professional colleague.”

Wanted: Executive Director

The Society of American Archivists is initiating a search for an executive director to replace Donn Neal (see above story). The position announcement appears on page 23 in the employment opportunities section of this issue of the SAA Newsletter. At its meeting in June, Council appointed a screening committee to conduct the search and to recommend finalists. Outgoing President John Fleckner will serve as chair. Four other committee members will be appointed this month.

Council also adopted a timetable and procedures for the search. In addition to applications for the position, Council is encouraging members to make nominations of appropriate persons. These nominations should be mailed to:

John Fleckner
Archives Center C340
National Museum of American History
Smithsonian Institution
Washington, D.C. 20560.

Nominations should be received by September 10, 1990.

Council also authorized the Executive Committee to recruit an interim director to serve in the period before the new executive director assumes responsibilities.
At its regular meeting on June 22-24, 1990, the SAA Council

♦ approved in principle a statement to be presented to the Archivist of the United States regarding the leadership role of the National Archives and Records Administration;

♦ adopted a set of rules for future SAA business meetings (see page 7);

♦ met with Amita Jones, Acting Executive Secretary of the Organization of American Historians, to discuss how to develop a proposed conference on graduate education;

♦ met with David Klaassen, Editor of The American Archivist, to examine its editorial and production processes, and how The American Archivist can be returned to, and keep, its regular publication schedule;

♦ created a Council committee to explore alternative structures for the editorship of The American Archivist, beginning at the conclusion of Klaassen’s term in 1991;

♦ discussed a staff report on the Society’s continuing education program and requested a plan for the program’s further development;

♦ chose the Mayflower Hotel in Washington, D.C., as the site of the 1995 Annual Meeting (August 31-September 3), with guaranteed room rates of $95 single and $115 double;

♦ by lot chose Nicholas Burckel and James O’Toole to represent Council on the 1990 Nominating Committee;

♦ adopted final versions of charges for SAA’s standing committees;

♦ broadened the eligibility criteria for the Distinguished Service Award;

♦ created two new roundtables: Women Religious Roundtable and Architectural Records Roundtable;

♦ at the request of the Committee on Goals and Priorities, simplified the three-year planning document and limited its requirements for SAA roundtables, representatives, and certain standing committees;

♦ modified the description of the J. Franklin Jameson Award for Archival Advocacy to emphasize the national impact of the advocacy, wherever the contributions are made;

♦ urged archivists to participate in state preconferences for the White House Conference on Library and Information Services and encouraged the use of CGAP reports as the basis of an archival agenda for the Conference;

♦ approved a new Task Force on Development;

♦ passed resolutions dealing with copyright legislation, the relocation of the National Archives-New England Region, and financial accounting for contributed collections;

♦ adopted a new by-law, contingent on passage of a proposed constitutional amendment by the 1990 Annual Business Meeting, dealing with notification of dues payments and termination of membership for non-payment of dues;

♦ approved a policy statement on the closing of archives (see box);

♦ unanimously approved a revised dues schedule to propose to the 1990 Business Meeting and authorized sending a letter of explanation to the membership;

♦ approved a budget for the Society for fiscal year 1990-91;

♦ adopted a new by-law requiring Council to review the dues schedule at least every third year;

♦ commended the Working Group on Standards for Archival Description its recommendations and, upon the advice of the SAA Task Force on Standards, accepted the recommendation that SAA create a Standards Board; and

♦ in executive session, approved a process, calendar, and job announcement for the search for a new Executive Director and asked John Fleckner to chair the screening committee.

Copies of the SAA statement on the closing of archives are available upon request from the SAA office. Send a self-addressed, stamped envelope if you would like a copy.
In an effort to ensure that orderly procedures will prevail at future SAA business meetings, the SAA Council has reviewed and approved the following rules. These rules will be presented for adoption at the 54th Annual Business Meeting, which will be held in Seattle on Sunday, September 2, 1990.

1. Full members, associate members, student members, and honorary members may vote at the SAA annual business meeting. Institutional members cannot vote.

2. All members may participate in discussions at the business meeting. Nonmembers may speak by general consent of the membership; if a member calls into question the participation by a nonmember, the chair will ask for a vote by the members present. A simple majority will provide consent to speak.

3. Persons seeking recognition from the chair shall identify themselves for the record, giving their names, institutional or other affiliation, and whether they are members or nonmembers.

4. In any question of the membership status of an individual, the SAA office roster of members for the month in which the annual meeting begins will be definitive.

5. One hundred individual members constitute a quorum.

6. Debate shall be limited to five minutes for each speaker; no speaker may have the floor twice on the same question until all who wish to speak have spoken.

7. All resolutions brought before the business meeting for action and submitted to the Council Resolutions Committee no later than noon of the day preceding the business meeting shall be available in writing at the meeting. Resolutions from the floor may be considered by majority vote of those present.

8. Changes to the By-Laws of the Society may be adopted by a majority vote of those attending.

9. Amendments to the Constitution that have been approved by Council in advance of the business meeting may be adopted by a majority vote. Amendments to the Constitution that have not been approved by Council may be adopted by a two-thirds vote.

10. At the beginning of the meeting the President will announce the agenda and rule on proposed additions. After the agenda has been adopted by the majority of the members present, it can be departed from only by the general consent or by a two-thirds vote if any member requests a vote.

11. Proxy votes are not permitted.

12. Aside from the rules above, Robert's Rules of Order (latest revised edition) will govern the business meeting.
Philadelphia Meeting

SAA Staff Member Honored
Jane Kenamore, SAA Education Officer and Senior Archivist, was honored in May by the Society of Southwest Archivists. She received SAA's Certificate of Merit for her distinguished contributions to the objectives of the Society.

New Sustaining Members
Archivo Luis Munoz Marin of San Juan, Puerto Rico, the Alabama Department of Archives and History, and the Victoria State Bank of Melbourne, Australia, are new sustaining members of SAA. We thank them and all of the other sustaining members for their support.

Colonial Dames
Sandra Macias has been selected as the recipient of the Colonial Dames Scholarship to the Modern Archives Institute this summer. Since 1974, The Colonial Dames of America, Chapter III, has provided funds to assist archivists who desire to attend the Modern Archives Institute. The cash award helps the winner to travel to the Institute, and with subsistence costs while the Institute is in session. Over the years, nearly thirty archivists have benefitted from this generosity. Typically, there is one award-winner at the summer Institute and another at the winter one.

The Colonial Dames have now increased their semi-annual contribution to this award from $900 to $1,200, so that it can continue to keep pace with ever-rising costs of travel and housing. The Society is grateful for this valuable support.

For more information about how and when to apply for one of these awards, contact the current chair of the Colonial Dames Subcommittee of the SAA Awards Committee, Philip Cronenwett of Dartmouth College, Hanover, New Hampshire 03755.

Outreach Materials Needed
The SAA College and University Archives Section Outreach Publications Committee is seeking items for inclusion in an academic outreach publication. Please send such outreach instruments as news releases, alumni magazine articles, newsletters, brochures, calendars, conference or lecture series flyers, exhibit information, guidelines for transferring records to the archives (but not records management/records center guidelines), archives records/MSS collections pathfinders or information sheets, class assignment sheets, and other presentations or project support materials.

These outreach instruments may cover more than the campus archives (e.g., special collections) but must feature the campus archives. Please send one or two copies of each piece and any background information that may be helpful by August 10 to George Bain, 110 Columbia Avenue, Athens, Ohio 45701-1307.

Finding Aids Fair
The Description Section is again sponsoring a Finding Aids Fair at the SAA annual meeting in Seattle. The theme for the 1990 fair is "Describing Performing Arts Collections." Collections of performing arts material--dance, music, theatre--present a challenge to the archivist because of the variety of formats encountered. Organizing material as diverse as scrapbooks, video tapes, and scripts or scores requires imagination and flexibility. If realia, such as costumes, props, or painted backdrops, are accessioned, how is this material handled?

The fair will be successful if a large number of registers, inventories, and other items are on display. Please contribute to the fair, especially if you have finding aids that fall within this theme. All submissions, regardless of subject content, are welcome. Guides or listing of holdings on specific subjects are always of interest. Please include cost and order information if appropriate.

Bring your finding aids and guides to the SAA annual meeting in Seattle, where you can drop them off at the Finding Aids Fair booth in the exhibit hall, or mail them to the address listed below. Contributors who want their samples returned should mark them "To Be Returned." Contact Penelope Krosch, University of Minnesota Archives, 10 Walter Library, 117 Pleasant Street S.E., Minneapolis, Minnesota 55455, (612) 624-0562.

Directory of Business Archives
The following entry for the Directory of Business Archives in the United States and Canada was recently received and added to the publication. A revised edition is available from the SAA publications department ($9 SAA members; $12 nonmembers.)

Entry: Seaboard Life Insurance Company, 2165 West Broadway, P.O. Box 5900, Vancouver, BC, Canada V6B 4B5. Contact Person: Guy Robertson, Archivist, Telephone: (604) 734-1667. Type of Business: Insurance and financial products. Hours of Service: By appointment only.

Holdings: Inclusive Dates: 1912-present; Total Volume: 525 cubic feet; Description: This collection documents the history of Seaboard Life, its predecessors, and its affiliates, including Saskatchewan Life, Fidelity Life, Friends Provident (U.K.), and Cosmopolitan Life. Records consist of minutes, annual reports, legal files, stock certificates, policy samples, contracts, correspondence, in-house publications and grey literature, building plans, advertising materials, audio-visuals, photographs, and artifacts.

Conditions of Access: At the discretion of the archivist, students in MLS, MAS, business management, and history programs must provide a letter of reference from their academic advisors.

Out of Print
The SAA Publications Department will no longer stock Manuscripts: The First Twenty Years. It is out of print.
Modern Archives Institute for 1991
The National Archives and Records Administration in cooperation with the Library of Congress, announces the Modern Archives Institute for 1991. The two-week program provides an introduction to archival principles and techniques for individuals who work with personal papers or the records of public and private institutions and organizations. The fee is $450 and includes publications and instructional materials. For more information, contact Modern Archives Institute, Office of Public Programs (NEE), Room G-10, National Archives and Records Administration, Washington, D.C. 20408.

1989-90 Leadership List Changes
Please make the following changes and additions to the Roundtables listed in the SAA 1989-90 Leadership List:

- **RLIN Users (new chair)**
  La Vonne Gallo, Research Libraries Group, 1200 Villa Street, Mountain View, California 94041, (415) 691-2264

- **Women's Collections (new roundtable)**
  Lucinda Manning, co-chair
  Columbia University, Special Collections, Milbank Memorial Library, Teachers College, New York, New York 10027 (212) 678-3072

Teresa Taylor, co-chair
New York University, University Archives, Bobst Library, 10th Floor, 70 Washington Square South, New York, New York 10012 (212) 998-2644

Did You Say, “SAA?”
Yet another new “SAA” has surfaced. We don’t mean South African Airlines, which has been in existence for many years, but rather the “South Atlantic Anomaly.” Bill Joyce found a reference to this SAA in a recent article. The South Atlantic Anomaly is a small weak spot in the Earth’s magnetic field that is causing problems for sensitive spaceborne instrumentation. Under SAA’s influence, the article says, “spacecraft can go barmy, losing data, having computer upsets and seeing ghostly images where none exist.” It sounds to us as if the new SAA has patterned itself after the old one.

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**Photo Play**

Photographs are now being accepted for another volume in the Archival Fundamentals Series, *Providing Reference Services for Archives and Manuscripts*, by Mary Jo Pugh. Specifically, 3"x5", 4"x6", 5"x7", or 8"x10" black and white glossies of the following are welcome:

- document with difficult handwriting;
- box of records as received with file folders with original file titles and original order;
- bibliographic instruction archivist teaching a class;
- happy reference interview;
- selection of forms;
- French Revolution decree opening archives to all;
- user in reading room;
- family watching an historical documentation on television;
- historical photographs displayed on a wall at McDonalds or another public place;
- an advertisement using historical records;
- a staff magazine using historical sources;
- an exhibition of history at an institution (corporate or otherwise);
- books resulting from historical research;
- young people in an archives reading room;
- teacher with an historical document surrounded by happy children;
- National Archives and Records Administration teaching kits;
- television crew photographing historical records;
- advertisement for the American Experience series;
- family pedigree chart;
- family reunion;
- pamphlet(s) of "Sources for Genealogists" from various repositories;
- organization chart for an entire organization;
- institutional filing manual;
- book shelf of guides and inventories;
- sample of repository brochures;
- shelf of NUCMC;
- user at an OCLC or RLIN terminal;
- title page of women's history sources;
- user at microfiche or microfilm reader;
- smiling person at reference desk;
- National Archives and Records Administration brochure on citations;
- a reading room;
- a consultation room;
- tilt-top table in use;
- book holder;
- archivist or user with white gloves on handling photos;
- archivist or user using a magnifying glass;
- archivist or user using tape recorder/player;
- user placing belongings in a locker;
- user taking notes with a typewriter or computer;
- page placing withdrawal placard in place of withdrawn item in stacks;
- user with open folder in front, box from which it came to the side, and truck with boxes parked next to the table;
- person being registered at computer terminal;
- staff member at photocopy machine;
- user filling out request form and flagging documents for copying;
- exhibits;
- events at conferences;
- published documents (guides); and
- video tapes.

Each archivist whose photographs are used will receive a complimentary copy of *Providing Reference Services for Archives and Manuscripts*. In addition, individual and/or institutional credit will be given.

Please clearly identify each photograph submitted as to place, date, activity, person, photographer, and institution. Photographs will be returned if accompanied by a request and a self-addressed, stamped envelope. Please submit all photos by October 1, 1990, to Roger Fromm, University Archivist and Special Collections Librarian, Andrus Library, Bloomsburg University, Bloomsburg, Pennsylvania 17815. If you have a question about a prospective submission, Fromm may be reached at (717) 389-4204.

July 1990 9
"MicroMARC:amc provides a major breakthrough in making the MARC-AMC format accessible to all archivists"

MicroMARC:amc can now import and export records from all USMARC formats.

MicroMARC:amc

Recipient of the 1988

C.F.W. COKER PRIZE

"for exceptional quality that advances the practice of archival description"

MicroMARC:amc is a comprehensive microcomputer system based on the USMARC AMC format.

- Enter & update records with ease
- Do searches on any field in your holdings
- Produce full reports, either predefined or user created

"Anyone wishing to use the MARC format on microcomputers must consider this system" American Archivist

"The manual is contextually excellent throughout" Library HI TECH News

Now $795 (U.S. dollars) for the complete system, documentation and support.

For free demo disk visit our exhibit booth at Seattle SAA meeting or write to:
MicroMARC:amc
c/o University Archives & Historical Collections
Michigan State University
EG13 Library Bldg
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Obituaries

Robert Brookhart, assistant to the Archivist of the United States, died of an embolism in May. He was 53 years old and lived in Washington, D.C. Brookhart, a native of Pocatello, Idaho, was a graduate of Columbia University and served as associate dean of the Graduate School of Arts and Sciences and as associate provost. In 1976 he became executive director of the Public Documents Commission, established by Congress to deal with the disposition of official papers accumulated by the Presidency. The following year he joined the National Archives and Records Administration, where he served as an external affairs officer.

Chester M. Lewis, retired chief librarian and director of archives for The New York Times, died of pneumonia in May after a long bout with throat cancer. Lewis, 76, whose career at The Times spanned 46 years, introduced microfilming to replace the large bound volumes of back issues of The Times and later became a director of the Microfilming Corporation of America. In 1947 Lewis was appointed chief librarian and in 1969 was named director of archives, a post he held until his retirement a decade later. Lewis was also president of the Special Libraries Association in 1955 and 1956.

Rev. Joel W. Lundeen, former associate archivist of the Lutheran Church in America (now merged to form the Evangelical Lutheran Church in America) died in April in Grand Forks, North Dakota. Lundeen, 72, created the professionally competent archives for the denomination. He also helped to establish the Swenson Swedish Immigration History Center at his alma mater, Augustana College, Rock Island, Illinois. He has written extensively in the fields of archives, library science, and hymnology. An accomplished musician, he authored or translated six hymns included in the Lutheran Book of Worship (1978). After his retirement in 1983, Lundeen created the major index to the 55-volume American edition of the works of Martin Luther.

Grace Lee Nute, distinguished history scholar and a founding member of the Society of American Archivists, died in May in California. Nute began her career in 1921 after completing a Ph.D. in American History at Harvard University. As curator of the manuscripts collection at the Minnesota Historical Society, she was among the first to experiment with microfilm as a way to preserve manuscripts. Her pamphlets, especially The Care and Cataloging of Manuscripts, are guideposts in the field throughout the United States and Europe. Nute is best known for her many books and articles on the northern Minnesota voyageurs, fur traders, and explorers.

Spotlight

...Patricia Gordon Michael, formerly the executive director of the Staten Island Institute of Arts and Sciences, has been named the new director of the American Association for State and Local History....Shirley Herd and Virtea Downey, founders of the Black Women in the Middle West Project, were joint recipients of the Midwest Archives Conference President's Award, which recognizes individual support of the archival profession....John D. Kendall, head of special collections and rare books at the University of Massachusetts at Amherst Library, is the first recipient of the New England Archivists' Distinguished Service Award....Georgeann Palmer, SAA meeting planner and director of membership services, married Brian Qualey, a Chicago-area accountant, in May....Paul Conway, former SAA preservation program officer, is conducting a study of users and uses of archival materials during the next year for the National Archives and Records Administration....Thomas Wilsted, formerly archivist/administrator at the Salvation Army Archives and Research Center, has been appointed associate director of operations at the American Heritage Center at the University of Wyoming....David Nathan, formerly archivist with the New England Medical Center, and Elizabeth Cousins, formerly records manager with the Public Facilities Department of the City of Boston, have joined the staff of the Archives and Records Management Division for the City of Boston....Sarah Cooper of the Southern California Library for Social Studies and Research is the first recipient of the California Heritage Preservation Commission Archivist Award of Excellence....At the Library of Congress: Paul G. Sifton and Oliver H. Orr, historical specialists in early American history and the Civil War and Reconstruction periods respectively, have retired; Kenneth E. Harris has been appointed director for preservation; Alice L. Birney has transferred from the Subject Cataloging Division to become a specialist in American literature in the Manuscript Division; Karen A. Stuart has moved from the Maryland Historical Society to become an archivist in the LC Manuscript Division's Preparation Section; and Michael J. Klein, formerly of the California State Archives, has joined the staff of the LC Manuscript Division's Reference and Reader Services Section....Effective July 2, William E. Tydeman became Idaho's first full-time state archivist....Richard Kesner, a consultant for RMK Associates, is the chief information officer for Babson College....Donald West of North Charleston, South Carolina, has been named archivist/historian for the Avery Research Center for African American History and Culture....Paul Hensley has been named assistant director of the Winterthur Library in Delaware and will continue to serve as the Winterthur archivist....David W. Palmquist will head the New York State Archives and Records Administration's regional advisory services unit and oversee a program that provides technical advice and assistance to local governments through nine regional offices around New York State....The National Historical Publications and Records Commission welcomed two new members recently: Anne P. Diffenbald, representing SAA, and John Alexander Williams, representing the American Historical Association....Kathy Marquis, formerly of the Massachusetts Institute of Technology Archives, has joined the staff of the Minnesota Historical Society....Marion Matters, formerly of the Minnesota Historical Society, is the new library development automation specialist for the Minnesota Office of Library Development Services and a part-time consulting archivist....

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Annual Meeting Update

SAA Preliminary Program Corrections
Please note the following additions and corrections to the Preliminary Program for SAA's 54th annual meeting in Seattle.

Business Meeting, Sunday, September 2, 5:45 p.m.-7:00 p.m.
Complimentary Reception, Exhibit Hall, Thursday, August 30, 5:00 p.m.-6:00 p.m.
Cash Luncheon, Exhibit Hall, Friday, August 31, and Saturday, September 1, Noon-1:30 p.m.
Group Health Tour, Thursday, August 30, 1:00 p.m.-2:00 p.m., CANCELLED.
Kiana Lodge Salmon Dinner Cruise, Friday, August 31, 5:45 p.m.-11:30 p.m.

Donations for Local Arrangements Guide
The Northwest Archivists, Inc., have generously donated $500 to help defer the cost of printing the local arrangements guide for the 1990 annual meeting in Seattle. The remaining costs will be graciously covered by a donation from the Washington State Archives. SAA would like to thank both the Northwest Archivists, Inc., and the Washington State Archives for their generous support.

Seattle Arts Attractions

"Citizens! Protect monuments, buildings, objects and documents from former times. All of these are your history and your pride. Remember that this is the basis upon which our new art shall flourish!"

Vladimir Lenin
November 1917

In Seattle your artistic sensitivities will be stimulated by varied arts attractions, including the legacy of Lenin's admonition. Three major Russian art exhibits will be featured in the Puget Sound region and an exhibit of historical artifacts and documents from Russian colonial Alaska will be shown in Tacoma. "Moscow: Treasures and Traditions" has its exclusive West Coast showing in Seattle at the Washington State Convention and Trade Center through September 30. This exhibit of over 250 Russian masterworks dating from the 16th Century is jointly sponsored by the Smithsonian and the USSR Ministry of Culture.

The University of Washington's Henry Gallery hosts "Art into Life: Russian Constructivism, 1914-1932," the first major exhibit of post-Revolutionary Russian avant garde art. Almost all of the exhibit's works are being seen in the West for the first time. The Tacoma Art Museum exhibits the fruit of modern Soviet conceptual artists who, until recently, produced their work underground.

"Russian America: The Forgotten Frontier" combines over 400 artifacts and documents to recreate the 130 year history (1741-1867) of Alaska as a Russian Territory. The Washington State Historical Society in Tacoma hosts this exhibit through October 21.

Beyond the Russian influence, Seattle's arts scene shimmers in late summer. The Seattle Art Museum hosts the largest and perhaps most important showing ever mounted of Northwest art. This exhibit of non-Native American art spans more than a century and is almost as sweeping as the view across Puget Sound from the steps of the Museum.

Capping a typically active Seattle summer is the Bumbershoot arts festival, a four-day smorgasbord of entertainment over the Labor Day weekend. Held at the 74-acre Seattle Center, one of the most visited urban recreation centers in America, Bumbershoot provides entertainment for the whole family. Fourteen stages accommodate over 500 performers, artists display and sell their wares, and 30 local restaurants keep attendees from going hungry.

While in Seattle, you may also want to attend some of the SAA annual meeting sessions.

Labor Day Hike

Archives and Historical Records Week

In honor of SAA's 54th annual meeting in Seattle, Governor Booth Gardner has proclaimed August 27 to September 2 as Archives and Historical Records Week in Washington State. On hand for the proclamation signing were 1990 Host Committee members (left to right) Donnie Crespo, Weyerhaeuser Company (co-chair); Sid McAlpin, Washington State Archives; Jim Moore, Washington State Archives (co-chair); Karla Rutherford, Office of the Secretary of State; and Scott Cline, Seattle Municipal Archives.
Interviewers and Archivists

by Donald A. Ritchie, Senate Historical Office

An author conducts a series of interviews while researching for a book. When published, the citations read “interviews in personal custody.” Does that author have a responsibility to place the interviews in an archives, to make them available for verification and general research use?

Both the American Historical Association (AHA) and the Oral History Association (OHA) answered that question in the affirmative when they recently adopted new standards for interviewing. “Interviewers should arrange to deposit their interviews in an archival repository that is capable of both preserving the interviews and making them available for general research,” recommends the AHA. The OHA reiterates that point in its newly revised evaluation guidelines, asking further: “Has the independent/unaffiliated researcher properly obtained the agreement of the repository prior to making such representation? Is the transfer consistent with agreements or understandings with interviewers? Were legal agreements obtained from interviewees?”

These new standards are intended to create awareness among those who interview for their own research, to make them consider the needs of other scholars. In some instances they may have the only interview with an individual who may have since died. Even if the individual has been interviewed by another oral history program, the researcher’s particular questions may shed a new light on that person’s experiences. Other scholars who examine an author’s oral source material may also draw different conclusions from those of the original interviewer, just as researchers disagree over the meaning of written documentation.

Whether academics or freelance writers, graduate advisors or graduate students, most interviewers have never considered giving their interviews to an archives. When reminded of the value of their interviews, interviewers are usually willing to make them more widely available but have little idea how to go about doing it.

Archivists need to take a more active role in acquiring oral documentation. University of Kentucky Archivist Terry L. Birdwhistell, who chaired the OHA guidelines revisions, estimates that nearly eighty percent of the 300 interviews added annually to the University of Kentucky Library’s collection are generated outside the archives staff by “historians, political scientists, anthropologists, sociologists, graduate students in various disciplines, and an assortment of independent and freelance researchers.” He warns, however, that “the preservation of personal interviews generated by historians is a two-way street.” Interviews can be valuable additions to an archival collection, but they will often arrive untranscribed, unindexed, unabstracted, and without any type of legal release form.

Ideally, archivists and scholars should work together from the start of a project rather than at its conclusion, to assure that the interviews are conducted, processed, and documented, and that they have appropriate legal releases to create the most usable collection. A graduate student interviewing for a dissertation could benefit by the loan of a tape recorder. Students, faculty members, and independent researchers could use the archives’ legal release forms for their interviews. Researchers and archivists might cooperate on grant proposals to state humanities commissions to fund the transcription of interviews. They could also work together towards abstracting and indexing the interview materials to meet the archives’ standards and to make the material as accessible as possible.

In anticipation of receiving oral history donations to its collections, an archives should establish guidelines for accession of oral documentation, including sample legal releases, recommended tape for long-term preservation, and other processing standards. One model is the guideline for federal oral history projects that the National Archives issued in 1987. (Copies may be obtained through George Chalou, National Archives and Records Administration, Washington, D.C. 20408.) Further assistance can be obtained through SAA’s Oral History Section (contact James Fogerty, Minnesota Historical Society, 690 Cedar Street, St. Paul, Minnesota 55101) and from the Oral History Association (contact Richard Candida Smith, Secretary, 1093 Broxton Avenue, #720, Los Angeles, California 90024).

Editor’s Note: To obtain copies of the AHA statement and the OHA guidelines on interviewing, send a self-addressed, stamped (25 cents) envelope to the SAA office.

CONSERVATION AND RESTORATION OF MAPS

— Removal of old cloth linings and surface varnish
— Stain reduction
— Washing, deacidifying, drying, and flattening
— Remounting the map on new paper and cloth linings
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The Evolution of an SAA Workshop

As regional organizations across the country begin to plan 1991 meetings, SAA has received several calls requesting information on how to co-sponsor an SAA workshop. The procedure is really quite simple. The regional president or program chair should make the initial contact with the SAA Education Office. Together, we make tentative plans that include selection of the workshop subject, instructor, and date, along with a calculation of the budget and fees.

After the regional council confirms the plans, the SAA Education Office draws up a contract that is signed by a representative of the regional and the SAA Education Officer. Once the contract is signed, the SAA Education Office prepares workshop publicity that includes SAA and regional newsletter announcements, along with a direct mailing to the regional membership and SAA members in surrounding states. This office also handles the duplication and distribution of workshop readings, registration, hiring the instructor, and paying his/her expenses. We work with the regional to make appropriate local arrangements.

The entire procedure usually requires a minimum of six months, from the beginning telephone call to the actual workshop. To ensure that a particular workshop will be available when your regional wants it, a nine-month lead time is recommended. Some workshops are one day in length; some are two; and some can be adapted in length and content to fit the needs of the co-sponsoring group. All workshops sponsored by SAA adhere to our philosophy of continuing education, which includes the use of lecture to present new material and small group exercises for practical application of archival theory and techniques. The curriculum includes the following workshops:

Archives: An Introduction
This workshop is designed for non-professionals who have been assigned temporary or part-time archival duties. The workshop is intended to provide a foundation for additional archival education. Topics include introductions to terminology; arrangement and description; reference and access; copyright; ethics; and standards.

Arrangement and Description
The purpose of this workshop is to help participants develop the analytical and decision-making skills they need to process archival collections for access, while adhering to basic archival theories.

Arrangement of Photographs
This workshop is designed to assist archivists faced with a backlog of unprocessed or poorly processed photographs. Participants will consider how researchers look for and use photographs; how to describe photographs; problems of arrangement and description; preservation; and collections management.

Appraisal
What to keep and what to throw away? Participants will review the essentials of appraisal theory and techniques for practical application in a variety of archival situations. They will examine traditional approaches, as well as more recent developments, in the area of archival appraisal.

Advanced Appraisal
This workshop is designed for the experienced archivist who is familiar with the basic theory and techniques of appraisal. Records selection will be discussed as a decision-making process that integrates repository collection policies and strategies, and specific appraisal criteria.

Business Archives
This workshop focuses on the basic functions and services performed by a business archives and on some more specialized topics of interest to business archivists. It is designed for persons currently responsible for the care of business records, who have little or no previous archival training, and to persons who anticipate that they will have responsibility for corporate records in the future.

Collection Development
Designed for archivists responsible for collection development, acquisitions, and policy decisions, this workshop provides instruction in the history of collection, the theoretical basis for collecting policies, cooperative collecting, and the elements of a collection development policy.

Documentation Strategy
How can institutions collecting in the same region or subject area avoid collecting gaps or needless duplication? This seminar introduces the idea of a documentation strategy that involves the efforts of archivists, records creators, and users to analyze existing records on a particular subject or region; to determine what should be retained; and to agree on who will have the primary responsibility for preserving specific records.

Ethics
Ethical issues are the basis for the laws and policies that govern the administration of archives. This workshop will examine ethical issues involved in collecting policies; relations with donors; appraisal; arrangement; privacy; research by archivists; and professional activities.

Law and Ethics
Archivists regularly face legal and ethical issues surrounding the acquisition, access, loan, and copyright status of documents in their care. This five-day institute addresses topics such as appraisal for tax deductions, privacy, expungement of documents, copyright, archival security, and gathering and using information about researchers.

Library Standards for Archival Description
Designed for archivists who must use library cataloguing tools to participate in bibliographic networks, this workshop introduces participants to the use of the Anglo-American Cataloguing Rules and the Library of Congress Subject Headings.
From the President
by Greg Hunter

The last few months have been busy ones. As David Olson reports in this issue of the newsletter, an ACA committee met to consider appeals of petition decisions. Karen Paul, in addition to editing the ACA Newsletter, has been working with the Membership and Outreach Committee to design an informational brochure about ACA. Karen Benedict has focused on budgeting and financial projections so that the Academy will know the resources it has available to meet its program objectives.

For my part, I have tried to bring two matters to conclusion. The first involves the incorporation of ACA. Working with the law firm of Jenner & Block, the ACA officers have prepared initial bylaws for the Academy. As this issue goes to press, we are awaiting final word on ACA’s incorporation.

The second matter I focused on was the election of the next team of leaders for the Academy. Early on I decided not to run for reelection as president—I believe it best for ACA to have a new president look independently at this year’s actions and to develop plans for the future. In order to separate the election process from this year’s leadership, I appointed a three-person nominating committee, which I thought represented well the diverse membership of ACA: Roland Baumann (chair), Wilda Logan Willis, and Lori Hefner. I gave the Nominating Committee the difficult task of quickly putting together a slate of two candidates for each office. The committee developed an excellent slate. As we plan for the annual meeting in Seattle, we would be happy to hear from any ACA members.

Lastly, if you have not received your Certified Archivist certificate, please contact Nancy Van Wieren at SAA, (312) 922-0140.

Slate Set for 1990-1991
by Roland M. Baumann, Chairman

The ACA Nominating Committee, consisting of Roland M. Baumann (chairperson), Loretta Hefner, and Wilda Logan Willis, began its work last April. Based on directives from ACA officers and following guidelines outlined by the bylaws, the Nominating Committee was charged with identifying candidates for the following positions: president and vice president; secretary and treasurer; six regents; and three members of the Nominating Committee. Candidates were drawn from a list of approximately 750 ACA members.

From the beginning the Nominating Committee was sensitive to developing the strongest possible slate but with all due respect to achieving balance in gender, geographical location, size and type of institution, and minority representation. Final selection was based on this criteria and availability.

Given more lead time we suspect that in the future the nomination’s process and the final ballot will more closely respond to what is being done by the major regional archival associations and the Society of American Archivists. Specifically, there needs to be more input from the membership in nominating candidates. This is the challenge for the 1991 Nominating Committee.

The following individuals have agreed to stand for office:

Candidates for President
Richard J. Cox, University of Pittsburgh, School of Library and Information Science
Maygene Daniels, National Gallery of Art

Candidates for Vice President
Karen L. Jefferson, Howard University
Deborah S. Skaggs, Alabama Department of Archives and History

Candidates for Secretary
Terry P. Abraham, University of Idaho, Moscow
Karen D. Paul, United States Senate Historical Office

Candidates for Treasurer
Karen M. Benedict, Consultant
Raimund E. Goerler, Ohio State University

Candidates for Regents
Thomas C. Battle, Howard University
Philip C. Bantin, University of California, Los Angeles
Ann P. Difandall, Consultant
Linda Evans, Chicago Historical Society
Idilio Garcia-Pena, New York Municipal Archives
Jacquelin Goggin, Clark University
David B. Gracy II, University of Texas, Austin
N. Claudette John, CIGNA Corporation
Mary Jo Pugh, Consultant
Patrick M. Quinn, Northwestern University
Mary Elizabeth Ruwell, Northeast Document Conservation Center
Brent G. Thompson, LDS Church, History Department

Candidates for Nominating Committee
R. Joseph Anderson, Balch Institute for Ethnic Studies
Florence E. Borders, AMISTAD, New Orleans
Scott Cline, Seattle Municipal Archives
Anne R. Kenney, Cornell University
Michael L. Miller, National Archives and Records Administration
Donna M. Wells, Gallaudet University
Report of the Vice President
by David J. Olson

The Academy’s Committee on Appeals, which is composed of: David Moltke-Hansen (Chair), Susan B. Davis, David Gracy II, Debra Skaggs, met in Raleigh, North Carolina last April. Procedures to handle appeals pending from the petition process were discussed and adopted. Each case was evaluated, review forms filled out, and, as a result, the majority of the appeals have been decided. Remaining appeals were decided by June 1, 1990. Completion of this process will end the era of certification by petition. In addition, I participated in the Examination Item Writing Workshop held in Chicago in mid-May. Several questions will be added to the “item bank” as a result of this session.

Finally, I decided during these months not to seek an additional term as an officer of the Academy. This decision is partly due to my responsibilities in North Carolina and for personal reasons. However, it was also done as one small attempt to begin an ACA tradition. It is my belief that with over 700 certified archivists (who represent the best in our profession) that there is no shortage of potential leaders for our organization. We should never establish a small clique of leadership in this academy. Positions of leadership should rotate among our membership to as great an extent as possible. Our membership is our greatest resource and we should utilize it to the hilt!

Membership and Outreach Committee News
by Karen Paul, ACA Secretary

Special thanks to all who volunteered to serve as liaisons with archival regional, state, and local groups. A reminder to distribute the information about the exam sites for 1990 and the 1991 questionnaire. (This information can be found in volume 2 of the ACA Newsletter.)

The committee has completed work on an ACA Brochure which should be available from the ACA office by the time you receive this newsletter. An ACA Membership Directory is planned for distribution at the annual meeting. This can be accomplished only if people send in their data base forms as requested.

ACA MEMBERSHIP DIRECTORY
A reminder to Academy members to fill out and return the membership directory form included in the May ACA Newsletter. Unless forms are returned promptly, we will not have the directory ready for the annual meeting.

BY-LAWS OF
THE ACADEMY OF CERTIFIED ARCHIVISTS, INC.

ARTICLE I
The name of the Corporation shall be The Academy of Certified Archivists, Inc.

ARTICLE II. PURPOSES

Section 1. Not For Profit. The Corporation is organized under and shall operate as an Illinois Not For Profit Corporation, and shall have such powers as are now or as my hereafter be granted by the Illinois General Not For Profit Corporation Act of 1986.

Section 2. Purposes. The purposes of the Corporation are to:
A. Administer certification examinations in archival management;
B. Provide for the re-certification of members;
C. Promote the value of certification to the archival profession and the general public;
D. Define and advance professional concepts and issues; and
E. Recognize significant contribution to the archival profession.

Section 3. Rules. The following rules shall conclusively bind the Corporation and all persons acting for or in behalf of it:
A. No part of the net earnings of the Corporation shall irure to the benefit of, or be distributable to its members, regents, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. Notwithstanding any other provision of these bylaws, the Corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under section 501(c) (6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
B. Upon the dissolution of the Corporation, the Board shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) or 501 (c) (6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
C. The Corporation shall not adopt any practice, policy or procedure which would result in discrimination on the basis of race, religion, or creed.

ARTICLE III. REGISTERED OFFICE, AGENT, AND SEAL

Section 1. Registered Office and Agent. The Corporation shall have and continuously maintain in the State of Illinois a registered office and a registered agent whose office shall be identical with such registered office, and may have such other offices within or without the State of Illinois and such other registered agents as the Board may from time to time determine.

Section 2. Seal. The Board shall provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of the Corporation and the words “Corporate Seal, Illinois.”

(Continued on next page)
ARTICLE IV. MEMBERS

Section 1. Classes of Members. The corporation shall have one class of members. Persons shall be eligible for membership who have met the qualifications established by the Board.

Section 2. Election of Members. Members shall be elected at the first meeting of the Board by a majority vote of the members of the Board. Thereafter, members shall be accepted from time to time by the Board after successful completion of a certification examination approved by the Board and payment of dues and completion of other requirements as determined by the Board.

Section 3. Voting Rights. Each member shall be entitled to one vote on each matter submitted to a vote of the members.

Section 4. Resignation. Any member may resign by filing a written resignation with the secretary. A resigning member shall not be entitled to a dues refund.

Section 5. Termination of Membership. The Board by affirmative vote of two-thirds of all the members of the Board may expel an individual member for cause after an appropriate hearing.

ARTICLE V. MEETINGS OF MEMBERS

Section 1. Annual Meeting. An annual meeting of the members shall be held in each year at such time as the Board may determine, and at a place selected by the Board for the transaction of such business as may come before the meeting.

Section 2. Special Meeting. Special meetings of the members may be called either by the president, the Board, or by not less than one-half of the members having voting rights.

Section 3. Place of Meeting. The Board may designate any place, either within or without the State of Illinois, as the place of meeting for any annual meeting or for any special meeting called by the Board. If no designation is made or if a special meeting be otherwise called, the place of meeting shall be the registered office of the corporation in the State of Illinois; provided, however, that if all the members shall meet at any time and place, either within or without the State of Illinois, and consent to the holding of a meeting, such meeting shall be valid without call or notice, and at such meeting any corporate action may be taken.

Section 4. Notice of Meetings. Written or printed notice stating the place, day and hour of any meeting of members shall be delivered, either personally or by mail, to each member entitled to vote at such meeting, not less than five nor more than sixty days before the date of such meeting, by or at the direction of the president, or the secretary, or the officers or persons calling the meeting. In the case of a special meeting or when required by statute or by these by-laws, the purpose for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed delivered when deposited in the United States mail addressed to the member at his or her address as it appears on the records of the corporation, with postage thereon prepaid. Any member may waive notice of any meeting.

Section 5. Informal Action by Members. Any action required to be taken at a meeting of the members of the corporation, or any other action which may be taken at a meeting of members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter therein.

Section 6. Quorum. The members holding at least fifty of the votes which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting from time to time without further notice. An act of the majority of those members present and voting shall constitute an act of the membership.

ARTICLE VI. OFFICERS

Section 1. Officers. The officers of the Corporation shall be a president, a vice president, a secretary, and a treasurer. Two or more offices may not be held by the same person. Officers need not be residents of Illinois.

Section 2. Election and Term of Office. The president, vice president, secretary and treasurer shall be elected by the membership for two-year terms; provided that, in 1990 only, the secretary and treasurer shall be elected to a one-year term. The officers shall be elected by mail ballot prior to the annual meeting of the membership nearest the expiration of their term of office and shall serve until their successors have been duly installed at the conclusion of the annual meeting. Any president who has served a full two-year term shall not be eligible for re-election as president. Other officers shall be eligible for re-election as president. Other officers shall be eligible for re-election to one additional two-year term.

Section 3. Removal. Any officer may be removed by the affirmative vote of two-thirds of the members of the Board whenever in its judgement the best interests of the Corporation would be served thereby.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board for the unexpired portion of the term.

Section 5. President. The president shall be the principal executive officer of the Corporation and shall in general supervise and control all of the affairs of the Corporation. He or she shall preside at all meetings of the Board and shall be the chairperson of the Board. He or she may sign, with the secretary or any other proper officer of the Corporation authorized by the Board, any deeds, mortgages, contracts, or other instruments which the Board have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these by-laws or by statute to some other officer or agent of the Corporation; and in general shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board from time to time.

Section 6. Vice President. In the absence of the president or in the event of the president's inability or refusal to act, the vice president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice president shall perform such other duties as from time to time may be assigned to him or her by the president or by the Board. In addition, the vice president shall have responsibility for the development and administration of the certification examination.

Section 7. Treasurer. The treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for moneys due and payable to the Corporation from any sources whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these by-laws; and in general perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him or her by the president or by the Board.

Section 8. Secretary. The secretary shall keep the minutes of the meetings of the Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these by-laws; and in general perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned to him or her by the president or by the Board.

ARTICLE VII. BOARD OF REGENTS

Section 1. General Powers. The affairs of the Corporation shall be managed by its Board of Directors, which shall be referred to as the Board of Regents, or the Board.

Section 2. Composition, Tenure, and Qualifications. The number of regents shall be ten: six regents-at-large and the four officers. Each regent-at-large shall hold office for a three-year term and until his or her successor has qualified; provided, that of the six regents-at-large whose terms commence in 1990, two shall be elected for two-year terms, and two shall be elected for one-year terms. Regents-at-large may not be re-elected unless they have served a term of less than three years. The term of office of each regent-at-large shall commence at the conclusion of the annual meeting following his or her election. Notwithstanding the foregoing, an initial board may consist of fewer than ten persons.

Section 3. Regular Meetings. A regular annual meeting of the Board shall be held at such time and place as may be designated by resolution by the Board without other notice than that by-law and such resolution.
dition. The Board may provide by resolution the time and place, either within
or without the State of Illinois, for the holding of additional regular meet-
ings of the Board without other notice than such resolution.

Section 4. Special Meetings. Special meetings of the Board may be
called by or at the request of the president or any two regents. The person
or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Illinois, as the place
for holding any special meeting of the Board called by them.

Section 5. Notice. Notice of any special meeting of the Board shall be
given at least ten days previously thereto by written notice delivered
dPersonally or by mail to each regent, or by telegram to each regent deposited in
the United States mail in a sealed envelope so addressed, with postage
thereon prepaid. If notice be given by mail, such notice shall be deemed
to be delivered on the day following the day such notice is deposited in
the United States mail. If notice be given by telegram, such notice shall be
deemed to be delivered when the telegram is delivered to the telegraph
company. Any regent may waive notice of any meeting.

Section 6. Quorum. A majority of the Board shall constitute a
quorum for the transaction of business at any meeting of the Board, pro-
vided, that if less than a majority of the regents are present at said meet-
ing, a majority of the regents present may adjourn the meeting from time
to time without further notice.

Section 7. Manner of Acting. The act of a majority of the mem-
bers of the Board present at a meeting at which a quorum is present shall
be the act of the Board, except where otherwise provided by law or by
these by-laws.

Section 8. Informal Action by Regents. Any action required to
be taken at a meeting of the Board or any action which may be taken at a
meeting of the Board may be taken without a meeting if a consent in writ-
ing, setting forth the action so taken, shall be signed by all of the regents
entitled to vote with respect to the subject matter thereof.

Section 9. Vacancies. Any vacancy occurring in the Board to be
filled by reason of an increase in the number of regents shall be filled by
the Board. A member of the Board selected to fill a vacancy shall be elect-
ed for the unexpired term of his or her other predecessor in office.

Section 10. Compensation. Regents as such shall not receive
any salaries for their services, but by resolution of the Board, expenses of
attendance, if any, may be allowed for attendance at each regular or spe-
cial meeting of the Board.

ARTICLE VIII. COMMITTEES

Section 1. Committees of Regents. The Board, by resolution
adopted by majority of the regents in office, may designate one or more
committees, each of which shall consist of two or more regents, which
committee, to the extent provided in said resolution, shall have and exer-
cise the authority of the Board in management of the Corporation; but the
designation of such committees and the delegation thereto of authority
shall not operate to relieve the Board, or any individual regent, of any
responsibility imposed upon them by law.

Section 2. Nominating Committee. The membership shall elect
a nominating committee consisting of three members elected to terms of
one year each; provided, that the president shall appoint the first nominat-
ing committee. The nominating committee will prepare a slate for presen-
tation to the membership with two candidates for each vacancy among
the officers, the Board, and the nominating committee members. The election
procedures shall be established by the Board.

Section 3. Other Committees. Other committees not having and
exercising the authority of the Board in the management of the
Corporation, may be designated by a resolution adopted by a majority of
the regents present at a meeting at which a quorum is present. Except as
otherwise provided in such resolution, members of each such committee
need not be regents of the Corporation, and the president of the
Corporation shall appoint the members thereof. Any member thereof may
be removed by the Board whenever in their judgment the best interest of
the Corporation shall be served by such removal.

Section 4. Term of Office. Except for members of the nominat-
ing committee, each member of a committee shall continue as such for a
term determined by the Board unless the Committee shall be sooner ter-
m, or unless such member shall cease to qualify as a member thereof.

Section 5. Chairperson. The president shall appoint one mem-
er of each committee as chairperson.

Section 6. Vacancies. Vacancies in the membership of any
committee may be filled by appointments made in the same manner as
provided in the case of the original appointments.

Section 7. Quorum. Unless otherwise provided in the resolution
of the Board designating a committee, a majority of the whole committee
shall constitute a quorum and the act of a majority of the members pre-
sent at a meeting at which a quorum is present shall be the act of the
committee.

Section 8. Rules. Each committee may adopt rules for its own
government not inconsistent with these by-laws or with rules adopted by
the Board.

ARTICLE IX. CONTRACTS, CHECKS, DEPOSITS, AND
FUND

Section 1. Contracts. The Board may authorize any officer or
officers, agent or agents of the Corporation, in addition to the officers so
authorized by these by-laws, to enter into any contract or execute and
deliver any instrument in the name of and on behalf of the Corporation
and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, Etc. All checks, drafts or other orders
for the payment of money, notes or other evidences of indebtedness
issued in the name of the Corporation, shall be signed by such officers,
agent or agents of the Corporation and in such manner as shall from time
to time be determined by resolution of the Board. In the absence of such
determination by the Board, such instruments shall be signed by the trea-
surer.

Section 3. Deposits. All funds of the Corporation shall be
deposited from time to time to the credit of the Corporation in such banks,
trust companies or other depositories as the Board may select.

Section 4. Gifts. The Board may accept on behalf of the
Corporation any contribution, gift, bequest or devise for the general pur-
poses or for any special purpose of the Corporation.

ARTICLE X. BOOKS AND RECORDS

Section 1. Record Keeping. The Corporation shall keep correct
and complete books and records of account and shall also keep minutes of
the proceedings of its Board and committees having any of the authori-
ity of the Board.

Section 2. Archives. The Board of Regents shall designate an insti-
tution to preserve the Academy's records of enduring value.

ARTICLE XI. FISCAL YEAR

The fiscal year of the Corporation shall be determined by the Board.

ARTICLE XII. WAIVER OF NOTICE

Whenever any notice whatsoever is required to be given under the
provisions of the Illinois General Not For Profit Corporation Act of 1986
or under the provisions of the Articles of Incorporation or the by-laws of
the Corporation, a waiver thereof in writing signed by the person or persons
entitled to such notice, whether before or after the time stated therein,
shall be deemed equivalent to the giving of such notice.

ARTICLE XIII. AMENDMENTS TO BY-LAWS

These by-laws may be altered, amended or repealed and new by-
laws may be adopted by a majority of the membership present at any reg-
ular meeting or at any special meeting, provided that at least fifteen days'
written notice is given of intention to alter, amend or repeal and to adopt
new by-laws at such meeting.

ARTICLE XIV. INDEMNIFICATION

The Corporation shall indemnify all officers and Board members of
the Corporation to the full extent permitted by the Illinois General Not For
Profit Corporation Act of 1986, and shall be entitled to purchase insurance
for such indemnification of officers and regents to the full extent as deter-
mined from time to time by the Board of the Corporation.
Management for Archivists

This workshop is for archivists who are now, or someday expect to find themselves, in administrative positions. Participants will deal with the planning process and how management concepts can be used to utilize human, financial, physical, and institutional resources.

Records Management for Archivists

This workshop is for the archivist who finds himself/herself with records management responsibilities. Major workshop topics include strategic planning for the records management function; obtaining upper-management authorization and user support; marketing records services; conducting records inventories; researching and devising records schedules; designing and operating records centers; conducting feasibility studies for file management and imaging technologies; and establishing a vital records program.

Reference

Good reference services distinguish an active research repository from a records warehouse. This workshop examines the overall reference process as it applies to archival and manuscript collections. Major topics include reference and the institutional mission; intellectual control and the reference process; issues of access, privacy, and copyright; the development of a reference strategy; the evaluation of reference tools; and the evaluation of reference service.

Starting a Program for Electronic Records

This workshop is designed to teach program managers to develop and implement a plan to administer and preserve electronic records created by computers, laser optics, and other new technologies. Participants will learn how to formulate a plan that will guide the development of a program over the next five to ten years; how to build support for the program; how to identify resource needs; and how to utilize existing resources in the implementation of the program.

Public Relations

A good public relations program brings in users, donors, funding, and an admiration for historical records and the archival profession. Participants will learn the best approaches to the print, visual, and sound media; how to assess the public relations potential in daily operations; how to work with a public relations professional; and how to plan activities that fit staff and institutional resources.

Sound Recordings in Archives

Archivists are encountering an increasing array of recording formats in their repositories. This workshop introduces a brief history of recorded sound; identification of specific recording formats, such as instantaneous discs, laminated discs, and magnetic media; storage and preservation issues; archival description and cataloguing; use policies; legal issues; and an introduction to current issues in preservation re-recording.

Understanding the USMARC Format for Archival and Manuscripts Control

This workshop is designed to provide participants with an understanding of the structure and use of the USMARC format, the standard for structuring cataloguing data, so that it can be exchanged between automated systems.

Other SAA workshops are under development. Contact Jane Kenamore at the SAA office, (312) 922-0140, if you have an idea for a workshop that should be developed.

Seattle Preconference Workshops

Just a reminder — the registration deadline for 1990 preconference workshops in Seattle is July 27. Registrations postmarked after that date will carry a late fee of $10.

At this writing, all workshops are still open, though Records Management, Management for Archivists, and Understanding the USMARC Format for Archival and Manuscripts Control are filling fast. Other workshops available are Library Standards for Archival Description; Digging Out: Organizing and Establishing Photographic Archives; Finding the Wherewithal: Grant Writing and Administration; Wax, Wire, and Tape: Sound Recordings in Archives; Reference: An Introduction; The Media is the Message: Public Relations for Archivists; and Archives: An Introduction. For more information on any of the preconference workshops, please contact Jane Kenamore or Nancy Van Wieren at the SAA office.

Automation to be the Focus of Fall, 1990 MARAC Conference

The Mid-Atlantic Regional Archives Conference scheduled for November 1-3, 1990, in Alexandria, Virginia, will focus on ways to use automation to assist in the administration of archives, concentrating specifically on microcomputer techniques for the enhancement of archival practice. Five day-long automation tracks will include "Ten PC Software Packages: Users' and Vendors' Perspectives"; and the "Use of Computers for Appraisal; Description; "Reference"; and "Institutional Management."

SAA will co-sponsor a preconference workshop, "Understanding the USMARC Format for Archival and Manuscripts Control," before the MARAC meeting, October 31-November 1, 1990.

For more information on the meeting or the MARC workshop, please call Donald Harrison, (202) 501-5575, or the SAA Education Office, (312) 922-0140.

SGA Features Law and Ethics

The fall meeting of the Society of Georgia Archivists is November 8-9, 1990, in Decatur, Georgia. It will feature the SAA workshop on "Ethics" and SGA meeting sessions on "Copyright" and "Access." The meeting will also include a session on "Disaster Preparedness."

For more information about the SGA meeting or the "Ethics" workshop, please contact Barbara Mann at (404) 727-6887 or Jane Kenamore at (312) 922-0140.
Bentley Fellows

The Bentley Historical Library, University of Michigan, has awarded eight fellowships to support research on problems relating to modern documentation. Recipients of this year's fellowship are David Bearman, Archives & Museum Informatics; Anne Gilliland, University of Cincinnati; Peter Parker, Historical Society of Pennsylvania (ret.); Paule Rene-Bazin, Direction des Archives de France; Cynthia Swank, Inlook Group; Richard Szary, Yale University; Thomas E. Weir, Jr., National Archives and Records Administration; and Xi Yuqing, State Archives, People's Republic of China. The eighth year of the Research Fellowship Program for Study of Modern Archives is funded by the Andrew W. Mellon Foundation; the Division of Research Programs, National Endowment for the Humanities; and the University of Michigan.

Research topics for individual fellowships are: the development of machine-readable records programs in an academic environment (Gilliland); the value of administrative records for management of cultural institutions (Parker); the interrelationships of archival training, technology, and the production of finding aids in France and the United States (Rene-Bazin); the role of corporate culture in the creation, survival, and use of post-WWII records (Swank); and commonalities and differences in Chinese and American archival practices (Xi Yuqing).

Three fellows (Szary, Weir, and Bearman) will be working as a team and will comprise a drafting committee to develop guidelines to define an archival system architecture. The project is an outgrowth of the important work undertaken by the Working Group on Standards for Archival Description.

Further information about the 1990 program and application forms for the 1991 summer program are available from William Wallach, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 48109-2113.

The Bentley Library will host an open meeting Friday, August 31, 1990, 9:30 a.m.-10:30 a.m., at the SAA annual meeting in Seattle to discuss with potential applicants individual and team fellowship programs.

Selecting Mass Deacidification Processes

Technical and scientific information to support decision making by archives and libraries investigating mass deacidification as a preservation alternative is provided in Technical Considerations in Choosing Mass Deacidification Processes (May 1990, The Commission on Preservation and Access). This publication takes a scientific stance, advocating the most conservative path to making decisions and giving the safety of collections the highest priority. A basic assumption is that no existing or future mass process will be perfect. Among the publication's conclusions: if decision makers assemble a useful body of data and test results and then follow a logical evaluation procedure, they will be able to identify a choice—or, as is most likely, several choices.

Copies of the publication are available for $5 (prepaid) from The Committee on Preservation and Access, 1785 Massachusetts Avenue, NW, Suite 313, Washington, D.C. 20036.

OCLC and RLG to Cooperate on Compatibility in Computer Linking

OCLC and the Research Libraries Group (RLG) have agreed to cooperate in the implementation of standards for computer linkages. The agreement is a significant outcome of the collaboration between OCLC and RLG on technical standards that started in 1987, according to Kate Nevins, OCLC Vice President, Corporate Relations, and Wayne Davison, Associate Director, Development, RLG. OCLC and RLG have been working cooperatively to develop consistent input to computer-related technical standards of national and international standards organizations.

A new memo of understanding between the two organizations notes, "As part of this agreement, OCLC and RLG will work together, as each organization evaluates new interlibrary lending and search and retrieval protocols, to assure compatibility of implementation decisions regarding computer-to-computer linkage."

National Public Broadcasting Archives

The four major public broadcasting organizations are finally on the same frequency. The Corporation for Public Broadcasting (CPB), the Public Broadcasting Service (PBS), National Public Radio (NPR), and the National Association of Public Television Stations (NAPTS) announced in June that all of their records are committed to the National Public Broadcasting Archives, making it the single most important collection of public broadcasting archives in the nation.

Housed at the University of Maryland at College Park Libraries, the archives will contain historical records, kinescopes, audio and visual tapes, films, and personal papers. The archives will not only continue to seek the records of other organizations and individuals, but will initiate an oral history program to capture the memories of those who helped to make public broadcasting one of the most significant phenomena in the 20th century.

Financial support for the project is also being provided by the Corporation for Public Broadcasting, Ford Foundation, Public Broadcasting Service, National Public Radio, Station WTTW (Chicago), Station WGBH (Boston), Station WETA (Washington, D.C.), Station KCET (Los Angeles), Station WNET (New York), Station WHYY (Philadelphia), and Children's Television Workshop.

McCormick Endowment

A $292,000 endowment to support the International Harvester/McCormick Archives at the State Historical Society of Wisconsin has been established by Brooks McCormick. It is the first such endowment ever given to the Society for the permanent administration of one of its collections.

The gift, which is being received over a three-year period, will enable the Society to hire a half-time archivist to provide reference services, inventory unprocessed records, and establish controls over them. The archivist will be known as the F. Ger-
ald Ham Archivist for the McCormick International Harvester Collection, a tribute to Ham, who recently retired as state archivist and who is one of the leaders in his field nationally. The Ham Archivist will not be employed until the Society has received the full endowment in 1992-1993.

**NARA Forecast Conference**

The National Archives and Records Administration is considering holding a forecast conference next January on information management issues and possible answers. The conference would be designed "to sort out the useful products and significant trends" in information technology. Trends and soon-to-be-released information products would be discussed. The goal of the 1991 conference, according to Archivist of the United States Don W. Wilson, is "to stimulate insight and to clarify the implications of technology and to profit the information profession as a whole."

Wilson has invited SAA and its members to suggest topics, sessions, and speakers for the conference. Contact Charles Dollar, Deputy Director, Archival Research and Evaluation Staff (NSZ), National Archives and Records Administration, Washington, D.C. 20408, (202) 501-5512.

**NARA Contact List**

To assist researchers in their preparation for research visits to the National Archives and Records Administration in Washington, D.C., a primary contact list with names and telephone numbers for more than 100 subjects is available from the Textual Reference Division, National Archives and Records Administration, Washington, D.C. 20408.

**Archives Week in New York**

The Archivists Roundtable in New York is sponsoring the second annual New York Archives Week, October 1-7, 1990. Throughout the week, archivists and archival educators representing various repositories—religious, government, medical, social services, business, education, moving image, labor and museums—will present lectures, symposia, film festivals, walking tours, and exhibitions.

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### Regional Report

#### Society of Maine Archivists Born

On an uncharacteristic 90°F April afternoon in Lewiston, Maine, the archivists of Maine established a new regional association to encourage the use, selection, and preservation of records in their vast state. Its new president is Samuel W. Shogren of the Dyer Library-York Institute Museum. Twenty-seven people attended the meeting, including representatives from historical societies as well as municipal, academic, religious, and corporate repositories. The meeting was held in conjunction with the Spring 1990 New England Archivists meeting at Bates College and received financial support from New England Archivists during this New England Archives week.

The concept for the new Society was presented to a Fall 1989 conference sponsored by the Maine State Archives, and an organizing committee was formed. During the winter months, the committee wrote by-laws, suggested a name, justified the need for a distinct archivists group in Maine, nominated a slate of officers, and established a dues structure. The newly-elected Board is poised to accept members, distribute an informative newsletter, and organize a series of local neighborhood support meetings throughout the state this summer. For more information about the Society of Maine Archivists, contact Samuel W. Shogren, SMA President, c/o Dyer Library/York Institute Museum, 371 Main Street, Saco, Maine 04072.

#### Rhode Island Archivists Elect New Officers and Move State Archives

The Rhode Island Archivists (RIA) recently elected new officers for the coming year. The officers are: President, Timothy A. Slavin, State Archivist; Vice-President, Robert Chase, Assistant Records Analyst for the Public Records Administration Program; and Secretary-Treasurer, Cindy Bendroth, Manuscript Curator at the Rhode Island Historical Society. RIA also published a new quarterly newsletter, *i.e. information exchange*.

The Rhode Island State Archives commemorated the bicentennial of Rhode Island's statehood by moving to new quarters last May in Providence. This move marks the first time in the history of Rhode Island that the State Archives has been located outside the State House, where they most recently have been confined to two small rooms in the basement. The move also affords the opportunity to make available for research approximately 10,000 cubic feet of historical records that have been housed in the State Records Center since the early 1950s.

The new address is: Rhode Island State Archives, 343 Westminster Street, Providence, Rhode Island 02903, (401) 277-2353.

#### California Heritage Preservation Commission Archival Award of Excellence

An Archivist Award of Excellence was established by the California Heritage Preservation Commission to honor individuals who have done superior work in archives and records management within California. Applicants must have worked with materials that are primarily related to California; performed work that is clearly identified as archival, records related, or manuscript related; and completed the work within the past five years. Areas as diverse as developing a major outreach program, completing a conservation project, establishing a model program, overcoming obstacles in program development, providing significant financial support, or recruiting community support for an archival program may be considered.

Applications must be submitted by September 15, 1990. Application forms are available through the California State Archives, 1020 "O" Street, Room 130, Sacramento, California 95814, or by contacting Joe Samora at (916) 445-4293.
Museum Archives: From Roundtable to Section

The year 1990 dawned with a major change for the Museum Archives Roundtable. At the January Council meeting, the roundtable was transformed into a section. This status change is reflective of the tremendous interest and growth in museum archives over the past few years. Roundtables are informal, loosely structured groups whose purpose is to promote discussion, communication, and information exchange among their members. For the past three years, the Museum Archives Roundtable was successful in linking museum archivists together and providing a forum for sharing experiences and concerns. Its semi-annual newsletter became the main vehicle for information exchange for over 300 museum professionals. Roundtable-sponsored sessions at the SAA annual meetings were always well attended.

However, as museum archivists defined their needs and priorities, it became apparent that a more task-oriented structure would better serve their purpose. The roundtable's mission will hold true for the new section: to encourage museums, historical societies, and museum organizations to form archives and to learn about archival practices; to provide communication between museum archivists; to continue collaborative association with museum organizations; and to address and discuss issues faced by museum archivists.

The Museum Archives Section's three-year plan focuses on three areas: publications, outreach, and education. The publications objective is to evaluate and assess present museum archival literature so as to identify and develop relevant publications that address current issues, concerns, and needs of museum archivists. Outreach will be concerned with continuing and expanding ties with relevant national and regional professional organizations, such as the American Association of Museums, the American Association for State and Local History, and the New England Museum Association, so as to increase awareness of the need and importance of establishing archives programs in museums. The section's education goal will address the educational needs of museum archivists through the development of training materials and sponsorship of regional workshops.

The first meeting of the Museum Archives Section will take place in Seattle. The meeting will consist of a presentation on the Thomas Eakins Collection by Cheryl Leibold, archivist at the Pennsylvania Academy of Art, with the rest of the meeting devoted to organizing and formalizing the structure of the new section. If you are an archivist who works in a museum or historical society and would like to tap into a network of professional colleagues, please plan to attend the section meeting.

The Museum Archives Section has come a long way since the days of the SAA Task Force on Museum Archives. Through the efforts and hard work of many devoted and talented archivists, museum archives has become a recognized subject within the greater archives arena.

For more information about joining the Museum Archives Section or to receive the section's newsletter, please contact Theresa Rini Percy, Director of Research Library, Old Sturbridge Village, Sturbridge, Massachusetts 01566, (508) 347-3362.

RLG Government Records Project

The Research Libraries Group's Government Records Project (GRP), funded by the National Historical Publications and Records Commission for two years from March 1989 through February 1991, brings together six state and two municipal archives to expand the representation of public records in the Research Libraries Information Network (RLIN) and to develop standards, guidelines, and vocabularies as a basis for the creation and use of such data in a shared national database. These eight institutions—the state archives of Georgia, Kentucky, Massachusetts, Nevada, Oregon, and Virginia, and the archives of the District of Columbia and the City of New York—are not the only participants in the project, however. At their own expense, the seven states that participated in the NHRPC- and CLR-funded Seven States Project—Alabama, California, Minnesota, New York, Pennsylvania, Utah, and Wisconsin—as well as the National Archives and Records Administration are cooperating in the current project's activities, many of which are the outgrowth of that earlier project.

In addition to adding almost 30,000 public records descriptions to RLIN over the two-year project, objectives include evaluating the use of RLIN for sharing appraisal information, increasing standards use and developing guidelines for government records, constructing special vocabularies for function and form of material, testing reference use of RLIN, and working with NARA's Intergovernmental Records Project (IRP) to test a shared approach to managing and providing access to intergovernmental records. To meet these objectives, the project participants formed a steering committee and three working groups: Appraisal, Descriptive Practices, and Controlled Vocabulary.

The Appraisal Working Group has established guidelines and minimum standards for two local fields that are used for appraisal and retention and disposition information. They have focused on ensuring consistent terminology and defining the kinds of information that need to be present if appraisal data is to be useful in a shared database.

After extensive review, guidelines for the use of fields have been developed, and the first set was approved for use by project members last April. Work is continuing on more guidelines. The Controlled Vocabulary Working Group developed vocabulary of function terms and protocol for its application. The Art and Architecture Thesaurus agreed to include function terms in the AAT and to maintain the list.

The project is also circulating its own newsletter, the GRP Standard, which will be issued every other month.

18 SAA Newsletter
Foreign Relations Series and Declassification Policy

On June 7 the Senate Foreign Relations Committee addressed some of the problems of access to historical documentation in their mark-up of the supplemental authorization of appropriations for FY 1991 for the Department of State. Senator Claiborne Pell (D-RI), chair of the committee, inserted a section in the bill that would give considerable review authority to the Advisory Committee of outside scholars, would put the series on a thirty-year timetable, and introduces for the first time in legislation the principle of automatic classification. The bill states that all forty-year-old State Department records, with very few exceptions, will be available for researchers. Since the current Advisory Committee is mainly a rubber-stamping body with little authority, and since many volumes are coming out thirty-five years after the events, this legislation signals some major reforms. Although historians applaud the introduction of automatic declassification, there is considerable concern that forty years is much too long. There are some strong indications that the time may be reduced to thirty years prior to the floor vote. There have been a number of articles in the press on the problems with the volumes.

Appropriations Legislation

Although the budget summit seems to be making little progress, the House appropriations subcommittees may begin work soon on recommendations for agency budgets, using the budget resolution passed some time ago by the House. There are some indications that the House Subcommittee on Treasury, Postal Service, and General Government, which has jurisdiction over the National Archives and Records Administration budget, may mark up their FY 1991 appropriations bill next week.

Copyright

On July 11, the House and Senate will hold a joint hearing to consider H.R. 4263 and S. 2370 legislation to amend the copyright law to clarify that the principle of fair use established for published copyrighted works also applies to unpublished copyrighted materials. For the past several weeks plans for the hearing have been held up by opposition to the bills from the computer industry. Considerable efforts, however, are being made to work out existing snags.

Paperwork Reduction Act

On June 7 the Senate Governmental Affairs Committee marked up S. 1742, reauthorization for the Paperwork Reduction Act. Major differences (regulatory and not information policy issues) still exist between the Senate bill and H.R. 3695, which was marked up on March 13 but for which no committee report has been filed. Reports on mark-ups generally must be filed three days prior to floor votes.

NEH Reauthorization

Despite the whirls of controversy surrounding the reauthorization of the National Endowment for the Arts (NEA), there has been no criticism of NEH. However, since NEA, NEH, and the Institute of Museum Services are reauthorized by the same piece of legislation, it is possible NEH could be reauthorized for only one year and not five, if that is the strategy taken for NEA.

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July 1990
Two Overseas Archivists Seek Temporary Employment in the U.S.

Two overseas archivists have recently expressed an interest in having a short-term employment or internship experience in an archival repository in the United States. Here are brief descriptions of their backgrounds and interests.

Dr. Brijendra M. Sankhdher, a professional archivist who has worked for a decade at the National Archives of India, is hoping to secure a temporary position in the United States for a year or two while he studies the American system of archives. At the present, he is working as a Research Officer at Jawaharlal Nehru University, where he is using his experience and training in the field of archives. Dr. Sankhdher holds a Ph.D. in modern history and is an established scholar in 19th-century British history relating to India and the colonial rule.

Karen Y. Muller is presently the archivist for New Zealand’s largest company, Fletcher Challenge Ltd., which has subsidiaries in several countries including the United States. Before that, she worked for the New Zealand National Archives, where she received most of her professional training. Having studied English and History (with a Master of Arts in the latter), she has particular areas of interest in local government, business (especially legal), and university archives and information services. Ms. Muller says she would welcome any offer to work in North America but would prefer New England or the West Coast. She hopes for a temporary position of at least three months.

The SAA office will be happy to make the connection between these two overseas archivists and any interested repositories. Contact Donn Neal for a copy of the resume and address for either one.

Archives and Europe without Boundaries

The Netherlands’ Society of Archivists (VAN), the oldest archival society in the world, will celebrate its centennial in 1991. On the occasion of this landmark, VAN will organize a European Symposium of Archivists October 2-5, 1991, in Maastricht, the most European town of the Netherlands.

The theme of the symposium will be "Archives and Europe Without Boundaries." Part of this theme originates in the open­ning of the state borders inside the European Community following 1992. Part of it originates in the effect of recent technological innovations regarding the control and use of archives.

Central to all of this will be the impact of post-1992 Europe on both the historical and cultural identity of regions and nations, and on the local and national archives’ services and their staff and users. This central theme will be looked at from five different angles. Each viewpoint will be treated in two keynote papers given in a plenary session. Auxiliary papers will be delivered in succeeding parallel sessions. In the latter the emphasis will be on spontaneous discussion from the floor.

Working languages will be French, German, and English (simultaneous translation will be provided for the plenary sessions). The symposium will be open to archivists from within and from outside Europe and also for members of related professions.

For further information, contact Conference Secretariat, c/o Mrs. Anka Zoetjes, Ministry of Welfare, Health, and Cultural Affairs, P.O. Box 5406, 2280 HK Rijswijk, The Netherlands.

Archivists in Soviet Union

Last May, four archivists from the United States visited the Soviet Union to participate in a symposium on "Finding Aids in the American and Soviet Archives." Trudy Peterson and Ted Weir of the National Archives and Records Administration, along with Kathleen Roe of the New York State Archives and Records Administration and Larry Dowler of Harvard University, attended the symposium in Moscow.

The symposium included papers by Soviet archivists on a variety of topics related to the finding aids systems of various archives. The American papers focused on broader issues, such as the effects of automation and standardization. In addition to participating in formal sessions, the group visited the Central Archives of the Ancient Acts (primarily pre-1800 materials), the All-Union Scientific Research Institute for Documentation and Archival Affairs, and the Moscow City Archives.

The symposium is part of a continuing series of exchanges of US-USSR archivists, initiated in 1987 and supported by the International Research and Exchanges Board.
The Canadian Council of Archives (CCA) was founded in 1985 to provide leadership and coordination for the evolving Canadian archival system. One of the first actions of the Council was the funding of a detailed survey of Canadian archival institutions to determine their needs and their priorities. The ten provincial and two territorial archival councils provided the CCA with data from a total of 627 institutions. With regard to conservation, only 9% of the institutions surveyed indicated that they had the necessary facilities and equipment to conserve archival textual records properly, while only 13% had the trained staff to carry out these functions.

In the short term, the top priorities were arrangement and description, conservation, physical facilities and equipment, and staff development. For long-term planning, however, the priorities were staff development, conservation, and arrangement and description tied with physical facilities and equipment.

In response to the needs assessment, the CCA's Planning and Priorities Committee identified two planning streams. The priority stream, "Preserving the Archival Heritage," has an emphasis on conservation, with particular stress placed on the development of a national strategy.

In November 1988, the CCA Conservation Committee asked all of the archival councils to prepare provincial or territorial conservation strategies by the end of January 1989. Despite the tight deadline, all of the councils responded with alacrity. The submissions from the councils were reviewed by the CCA Conservation Committee, and a summary document, "The National Strategic Conservation Plan," was compiled in August 1989. The strategic plan reflects the needs of archives in all political jurisdictions in Canada. The stress is placed on preventive conservation in the three priority areas of training and information, research and development, and cooperative assistance programs (including conservation planning, preservation copying, upgrading facilities, and holdings maintenance).

It was agreed that any assistance provided to the archival councils by the CCA would have to be in the context of strategic conservation plans prepared by the councils and the archives for their own jurisdictions. As well, appropriate preventive conservation measures would have to be in place before assistance could be provided for conservation treatment. And, finally, the CCA Conservation Committee would review the assistance provided and its impact.

The national strategy was presented to ministers and deputy ministers from both levels of government in the fall of 1989. There was widespread support for this initiative. In addition, there was general agreement regarding the necessity of committing the suggested figure of $1,000,000 in federal funds, to be matched by an equivalent total in money or services from other jurisdictions annually for the next ten years.

To date, the provinces and territories have been able to identify the necessary $1,000,000 for the first year of the implementation of the conservation strategy, and they await the federal government's commitment of its share. The CCA Conservation Committee is optimistic, however, that it will still be possible to commence the implementation of a national conservation strategy for Canada in the near future.
Wanted

Dixon Historic Landscape Films

I am presently conducting research on historic landscapes in and around Dixon, Illinois. I have found references to three films which, if located, would be invaluable:


- A film of the Dixon Centennial Celebration; Pathe Sound News (Pathé Exchange, Inc., Branch Office, 1023 S. Wabash Avenue, Chicago), September 23, 1930; Reference: correspondence from J.J. Clark, Manager, Pathe Exchange to Dixon Park Board President Louis Pitcher, October 15, 1930; Sources checked: Dixon Public Library, Dixon Park District, Chicago phone book. No results.

- A film of a "New Deal Celebration" in Dixon; Universal Community Service (cameraman-Mr. Chapman); January/February 1934; contracted by Dixon Chamber of Commerce and George C. Beier of Beier & Co., Dixon, Illinois; Reference: Dixon Evening Telegraph, January 19 and February 21, 1934; Sources: Dixon Public Library and Dixon Chamber of Commerce. No results. Inquiries to George Beier family and Northern Illinois University Library

Send any information about these films to Dean Sheaffer, P.O. Box 361, Dixon, Illinois 61021.

American Girlhood Ephemera

I am writing a book on the changing historical experience of American girlhood. In addition to traditional documentary materials by adolescent girls (diaries, letters, composition books), I am looking for collections that include photographs of girls' groups and activities and/or ephemera collected and generated by girls in the period 1870 to the present. If your repository has such materials, please contact Joan Jacobs Brumberg, c/o Department of Human Development, Martha Van Rensselaer Hall, Cornell University, Ithaca, New York 14853-4401, (607) 255-0846.

Call for Papers

The Society for History in Federal Government invites proposals for its annual meeting in April 1991 in Washington, D.C. The society will consider any proposal that relates either to history of the federal government or history as practiced within the federal government. This includes narrative histories, archival activities, documentary editing, material preservation and exhibition, library, and other related aspects. Please send a one page precis of the proposed papers and sessions, as well as curriculum vitae of the participants to include institutional affiliation. Address inquiries and proposals to Jack Shulimson, SHFG Program Chair, c/o Marine Corps Historical Center, Building 58, Washington Navy Yard, Washington, D.C. 20374-0580, (202) 433-3840. The deadline for proposals is October 31, 1990.

Archivists' Calendar

September 10, 1990
National Information Standards Organization Annual Meeting and Program; New York Public Library, 5th Avenue at 42nd Street, New York, New York; contact NISO, P.O. Box 1056, Bethesda, Maryland 20827.

September 11-14, 1990
7th National Convention, Records Management Association of Australia; Sheraton Hotel & Towers, Brisbane, Queensland, Australia; theme: "Managing Information Today"; contact 7th National Convention, RMAA, P.O. Box 1213, Milton, Queensland, 4064, Australia.

September 13-15, 1990
The Lake Erie Archivists Conference; Windsor Hilton Hotel, Windsor, Ontario, Canada; a joint conference of the Southwestern Ontario Archivists Association, the Michigan Archival Association, and the Society of Ohio Archivists; registration fee: $35 Canadian; contact Mark Walsh, (519) 255-6782.

November 8-11, 1990
Oral History Association 1990 Annual Meeting; Cambridge, Massachusetts; contact Richard C. Smith, OHA Executive Secretary, 1093 Buxton Avenue, #720, Los Angeles, California 90024

November 5-8, 1990
ARMA International's 35th Annual Conference, San Francisco; educational sessions, exhibits featuring new techniques, products, applications for records, and information management; sponsored by the Association of Records Managers and Administrators, Inc.; contact Mary Hodges, (913) 341-3808.

November 15-17, 1990
"The Immigrant Experience Documentary History Conference" hosted by the Immigration History Research Center, University of Minnesota; participants will examine the state of documentation on American immigration and design a framework for the production of several volumes of edited archival material chronicling the experiences of various immigrant groups in the United States; contact Joel Wurl, IHRC Curator, 826 Berry Street, St. Paul, Minnesota 55114, (612) 627-4208.
Professional Opportunities

The Society of American Archivists is a national professional association of archivists, manuscript curators, and others who work to ensure the identification, preservation, and use of historical records. With headquarters in Chicago, the Society has a budget of nearly one million dollars and a staff of eight full-timers. The Society's Executive Director works with elected officers and a council of nine members who provide overall policy direction, but the Executive Director has latitude in undertaking initiatives to develop the Society's programs and resources.

Major Responsibilities: The Executive Director is responsible for the effective operation of the Society, overseeing the direction and coordination of all programs, projects, and major activities. In cooperation with appropriate Society officers, the Executive Director also is responsible for financial planning, management and development, administers grant-funded projects and a substantial publications program, and represents the Society to its diverse constituents and various public and private agencies. (A more detailed position description will be furnished to applicants.) Qualifications: Applicants must have a demonstrated appreciation of cultural values and involvement in cultural institutions, demonstrated administrative ability and organizational and financial planning skills, and experience working with a diverse constituency. An advanced degree and knowledge of archival activities and the needs of the profession are preferred. In addition, the successful applicant should be flexible, energetic, and self-motivated, have excellent communication skills, and be ready to accept the challenge of managing the Society and further developing its programs and resources.

Compensation is commensurate with qualifications and is competitive with professional associations with comparable budgets and programs. The minimum salary is $50,000 plus benefits. To apply, send a letter, a vita, and the names of three references to: John Fleckner, Chair, Screening Committee, Archives Center C340, National Museum of American History, Smithsonian Institution, Washington, D.C. 20560. Telephone: (202) 357-3270. Applications received by September 30, 1990, will receive preference. Nominations are welcome and must be received by September 10, 1990. Selection of an Executive Director is expected to be completed by February, 1991. The Executive Director should plan to assume responsibilities no later than June 1, 1991.
MANUSCRIPTS-ARCHIVES LIBRARIAN
University of Idaho
Moscow, Idaho

RESPONSIBILITIES: Identifies, solicits, accessiones, and appraises manuscript and archival materials; arranges and describes the manuscript and archival holdings of the department, including preparing finding aids and cataloging; supervises staff; maintains the physical integrity of the collections; and provides reference services to users of Special Collections.

REQUIRED QUALIFICATIONS: ALA MLS, strong interpersonal, oral, and written communication skills, along with a good sense of faculty responsibility and initiative. The ability to work effectively with others in and outside the Library is essential. Demonstrated ability, competence, and effectiveness in performing assigned responsibilities. DESIRED QUALIFICATIONS: Knowledge of Idaho and Western history, archival principles and practices, the application of USMARC-AMC, and one or more European languages. Experience acquiring and processing collections, using microcomputers.

SALARY: $21,500 - up, depending on experience and qualifications. Full faculty rank and benefits including TIAA, LOCATION: Moscow, population 18,000, hub of the nation's dry pea and lentil industry, and located in the soothing Palouse Hills with mostly moderate weather, offers excellent rural American small town values enhanced by the University. Moscow's Mardi Gras and the UI Lionel Hampton Jazz Festival are but two of the many cultural and community events that take place throughout the year. Recreation opportunities within a seventy-five mile radius are nearly countless. Review begins September 1, 1990. Send letter of application, vita and names of three references to Terry Abraham, Search Committee Chair, University of Idaho Library, Moscow, Idaho 83843, (208) 885-7951.

DIRECTOR
Sul Ross State University
Alpine, Texas

Sul Ross State University is seeking an experienced professional to serve as the Director of the Archives of the Big Bend. The archives contain 9,000 volumes of printed books, most relating to Texas and the Southwest, 2071 linear feet of manuscripts relating to the settlement and development of the Big Bend area, and the university's archives. RESPONSIBILITIES: Evaluation, planning, and development of policies and procedures for the archives of the Big Bend in the context of academic and administrative needs of Sul Ross State University. Duties include acquisition, technical processing, and provision of manuscript and university archives, and other materials of the department of special collections located in the Bryan Wildenthal Memorial Library. Supervise one full-time paraprofessional and two part-time assistants. Participate in planning information services for the learning resources division and in collection development, bibliographic instruction, and the delivery of library information services. Report to the Director of the Learning Resources Division of SRSU. QUALIFICATIONS: ALA-accredited MLS. Formal training in archival records management or two years' experience in successful processing and cataloging of manuscript, archival, or rare book collections. PREFERRED: BA or MA in American history. Experience with USMARC AMC, automated library procedures and services, current trends in bibliographic instruction, reference services, and collection development. Interest in United States and Mexican history, particularly the history of Texas and the Southwest. SALARY: $22,452 minimum. Salary commensurate with successful candidate's experience and education. Comprehensive benefits package. Send letter of application, resume, and the names of at least three references to: Director of Personnel, Sul Ross State University, Box C-13, Alpine, Texas. (915) 837-8058. Review of applications will begin on July 15, 1990 and continue until the position is filled.

DIRECTOR
American Medical Association
Department of Archives, History and Policy Information
Chicago, Illinois

The American Medical Association offers this challenging position to an accomplished medical archivist/historian. RESPONSIBILITIES: The Director manages two staff members. The Director is responsible for providing history of medicine reference; managing the maintenance of the Association's archives; and developing and maintaining special collections on the history of medicine, questionable medical practices, and Association policy. QUALIFICATIONS: The candidate must possess advanced degrees and significant experience/knowledge in both archives and history of medicine. The candidate must have supervisory or administrative experience. The candidate must have demonstrated success in working with peers and superiors to accomplish organizational objectives. The position offers an excellent salary and benefit package. To apply for this or other positions within the Department, please send resume to: Carol Sprague, Senior Corporate Recruiter, Division of Placement Job 1302, American Medical Association, 535 North Dearborn Street, Chicago, Illinois 60610-4377.

INTERN-Special Collections/Archives of the History of Art
The Getty Center for the History of Art and the Humanities
Santa Monica, California

The Special Collections division of the Getty Center seeks applications from those enrolled in or completing a graduate degree program in art history, cultural history, librarianship, or archival methods for an internship in the arrangement and description of papers relating to post-War avant-garde art movements. The intern will be introduced to cataloging in RILIN (AMC and VIM), to museum-type registration procedures, and to principles of special collections curatorial work. The appointment is for 9 months (beginning after July 1, 1990, and ending before June 30, 1991) and to work from 30 to 40 hours per week. A modest stipend and health benefits will be offered. Applications must include a curriculum vitae with references, an academic transcript, an archival finding aid or a recent example of written work, and a letter of intent. Applicants should have an interest in artistic and literary production from 1945 to the present and have some reading ability in modern European languages. For training archivist or librarian the position offers an unusual opportunity to solve complex cataloguing and description problems; for a historian, it offers experience working closely with primary source materials in an advanced interdisciplinary research environment. Respond to: Personnel Coordinator, The Getty Center for the History of Art and the Humanities, 401 Wilshire Blvd, Suite 400, Santa Monica, California 90401-1455.

Preservation Administration Intern
The Stanford University Library
Stanford, California

The Stanford University Libraries is seeking candidates for an eleven-month internship in Preservation Administration. The intern will participate in administrative assignments as well as conservation treatment project. QUALIFICATIONS: Candidates must have an MLS from an ALA-accredited library school and formal training or demonstrated equivalent in training or experience, as well as education or experience in preservation. Experience in a library or archives is preferred. Assistant Librarian $28,000 - $38,750. Submit letter of application, complete statement of qualifications, resume of education and relevant experience, and names and addresses of three references by July 15, 1990 to Librarian Human Resources Department Chief, Stanford University Libraries, Stanford, California 94305-6004. Cite #001-RARC on all correspondence.

MANUSCRIPT SPECIALIST
Western Historical Manuscript Collection
University of Missouri-Columbia
Columbia, Missouri

Entry level position available August 1, 1990. RESPONSIBILITIES: Primary duty is processing collections: arrangement and preparation of finding aids. May assist with reference service. May assist with microfilm program. QUALIFICATIONS: BA in history or another social science; preference may be given to candidate with MA in history or another social science and archival training and/or experience. Preference may be given to candidates with proven reference abilities. Excellent oral and written communication skills necessary. SALARY: $15,900 plus University of Missouri benefits. Position carries preference may be given to candidates with proven reference abilities. Excellent oral and written communication skills necessary. SALARY: $15,900 plus University of Missouri benefits. Position carries University of Missouri academic (non-regular) status. Annual leave, 26 days; sick leave, 24 days per year. Send letter of application, resume, and names, addresses, and telephone numbers of three references to Nancy Lankford, Western Historical Manuscript Collection, 23 Ellis Library, University of Missouri-Columbia, Columbia, Missouri 65201. Application deadline: August 30, 1990.

ARCHIVIST/LIBRARIAN I
City of Beaumont
Beaumont, Texas

The Tyrrell Historical Library is a growing research center devoted to archives, Texas, and genealogy, with active community support. Located in the heart of Beaumont's museum complex, the beautifully restored building is on the National Register of Historic Places. RESPONSIBILITIES: Conducts professional level duties to assist with the management of the Tyrrell Historical Library and the City's archival records. Instructs and supervises assigned library and archives
staff, including volunteers. Participates in the collection, preservation, cataloging, and maintenance of historical materials. Supervises and participates in the development of reference aids, indexes, collection guides, bibliographies, and abstracts. Conducts the physical transfer of archival manuscript materials to the Tyrrell Historical Library; inventories and processes archival records. Assists the manager with grant projects and public relations. Performs related duties as required. QUALIFICATIONS: Master's degree in history; formal archival training required. Familiarity with archival automation. STARTING SALARY RANGE: $18,970 - $20,300. Send resume and three professional references to: Sue Dismukes, Personnel Analyst, City of Beaumont, PO Box 3827, Beaumont, Texas 77704. Applications accepted until position is filled.

APPRAISAL ARCHIVIST
Records Management Division
Department of Archives and History
State of Alabama

Entry level position is available immediately.

RESPONSIBILITIES: Assist state and local government agencies in surveying and scheduling public records; formulate appraisal recommendations for presentation to the State and Local Government Records Commissions; prepare training materials and conduct training sessions for state and local government officials and their staffs; participate in the reappraisal project within the state archives. Professional development and activities are encouraged. MINIMUM QUALIFICATIONS: A bachelor's degree in history, political science, including or supplemented by courses in archival administration or a bachelor's degree in a closely related field, such as public administration, information sciences, or government, plus one year of responsible experience in archival work or records management in an archival reposito. SALARY: $18,699 - $28,392. The State of Alabama has excellent health and retirement benefits. Thirteen days of annual leave and thirteen days of sick leave are provided each year. HOW TO APPLY OR FOR MORE INFORMATION: Please contact: Deborah Stagg, Head, Records Management Division, Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, Alabama 36130, (205) 242-4452. Applications will be accepted and appointments made on an equal opportunity, merit basis, without regard to sex, race, or color.

DIRECTOR
Clarke Historical Library
Mt. Pleasant, Michigan

Central Michigan University is committed to diversity as an educational value and to taking affirmative actions to ensure equal opportunity in all areas of the University. Such factors as religion, national origin, race, color, sex, handicap, age, height, weight, marital status, veteran status, citizenship, or sexual orientation are not used as a basis for discrimination or harassment. In accord with this commitment to diversity and nondiscrimination, the Central Michigan University Libraries invite applications from qualified individuals for the following position. Central Michigan University is a library concentrating in the history of Michigan and the Old Northwest Territory. The library includes a sizable historical collection of children's literature. RESPONSIBILITIES: The Director is responsible for the administration, development, and promotion of collections and services. REQUIRED QUALIFICATIONS: ALA-accredited MLS or equivalent library knowledge/experience; MA in American history or American studies; library experience; relevant scholarly publications; knowledge of bibliographic resources, preservation, and historical materials including rare books and manuscripts; communication skills, public service orientation, and administrative/supervisory experience. STRONGLY PREFERRED QUALIFICATIONS: PhD in American history or American studies. DESIRED QUALIFICATIONS: Experience and/or training in public history; experience in grant writing and promotional activities; familiarity with library automation; and knowledge of publishing. It is a twelve-month, administrative position. SALARY: Commensurate with qualifications, minimum of $41,000. Excellent fringe benefits. Applications and nominations will be accepted until the position is filled. Review of candidates' files will begin immediately. Submit letter of application citing position; resume; names, addresses, and telephone numbers of at least three references to: Chairperson, Selection Committee, 207 Park Library, Central Michigan University, Mt. Pleasant, Michigan 48859.

ARCHIVIST
Michigan State University
East Lansing, Michigan

The University Archives and Historical Collections has available, pending approval, a one-year visiting Archivist position. RESPONSIBILITIES: The position involves providing reference service, processing records, and working with the University records program. The archivist will also create and revise the archives, USMARC Format bibliographic records using the MicroMARC: pc microcomputer system. QUALIFICATIONS: Minimum of a Master's degree in history or related field. Two years postgraduate professional experience and/or completion of graduate program in archival management that meets SAA guidelines. Familiarity with the USMARC - AMC Format is desirable. SALARY: $21,000 minimum, standard University benefit package, 22 days of vacation, and University holidays. One year appointment beginning July 1, 1990 or soon thereafter as possible. Submit letter of application, vita, names and addresses of three references to Dr. Frederick L. Honhart, Director, University Archives and Historical Collections, EG-13 Library Building, Michigan State University, E. Lansing, Michigan 48824-1048. Applications will be accepted until the position is filled. MSU is an Affirmative Action/Equal Opportunity institution.

PROJECT ARCHIVIST
Albany Institute of History and Art
Albany, New York

Eighteen-month, NIHPRC-funded project. Full-time, temporary position, starting November 1990. RESPONSIBILITIES: Appraise, develop record retention schedules, accession, and describe the museum's institutional records. QUALIFICATIONS: Master's degree in history or library with specialization in archives. SALARY: $30,000 for eighteen months, standard benefits. Send letter of application to Prudence Backman, Chief Librarian, Albany Institute of History and Art, 125 Washington Avenue, Albany, New York 12210.

ARCHIVIST
Jefferson County
Golden, Colorado

Jefferson County, a suburban county near the mountains on the western edge of the Denver metropolitan area, seeks an archivist for a variety of departments. RESPONSIBILITIES: Locate and appraise a variety of records and historical collections, review and develop retention schedules and conservation or use programs; develop relationships with other curators, the Historical Commission or custodians of archives and records in the County; establish inventory procedure for various repositories; design computer-based communication systems between repositories; assist various departments with records management. QUALIFICATIONS: Requires four-year degree in archives, records management or closely related field and three years of related experience in archives or records management. SALARY: Minimum $24,348; excellent benefits. Call (303) 277-8676 for an application and job announcement. A completed application is required for consideration. Submit application to Jefferson County Personnel, 1801 19th Street, Golden, Colorado 80401 by August 15, 1990.

ASSISTANT UNIVERSITY ARCHIVIST/ARCHIVES SUPERVISOR
Oregon State University, Corvallis, Oregon

RESPONSIBILITIES: Directly supervises two archival specialists in both records management and archival activities and takes a leading role in operational and business aspects of university records program. Trains and directs staff and student workers as well as participating in historical records appraisal, accessioning, processing, describing, microfilming, indexing, and providing reference service. Also works with staff and university departmental records officers in inventory, records and systems analysis, scheduling, storing, and disposition of records. Will make presentations on historical and records management topics as well as working individually with researchers and departmental records officers. SALARY: Competitive and commensurate with qualifications and experience. This is a fully and continuously funded management level position. For additional information and application instructions contact: Michael Holland, University Archivist; Oregon State University Archives; Administrative Service B094; Corvallis, Oregon 97331-2103, Telephone: (503) 737-2165. Will be available to discuss the position at the 1990 Society of American Archivists meeting in Seattle.

ARCHIVIST, ASSOCIATE
The Joint Archives of Holland
Holland, Michigan

The Joint Archives of Holland has a two-year position open immediately for an associate archivist. RESPONSIBILITIES: Participate in the processing of archival materials, creation of registers and implementation of a USMARC format automated system (MicroMARC: pc). QUALIFICATIONS: Graduate degree in history, archives or library science with training in a recognized archival program. Experience should include archival processing and familiarity with USMARC format. A self starter who can work independently is essential. SALARY: $20,000 plus generous benefits. Send resume or for questions contact Larry J. Wagenaar, The Joint Archives of Holland, Hope College Campus, Holland, Michigan 49423.
ARCHIVIST, Manuscripts and Archives
Yale University Library
New Haven, Connecticut
Minimum rank: Librarian I
RESPONSIBILITIES: Arrangement and description of manuscript collections, university records, and microforms of manuscripts. Assists in public services functions of the department. QUALIFICATIONS: MA degree in history or related discipline and/or an ALA-accredited MLS degree. Formal archival training or education. Demonstrated ability to communicate effectively, both orally and in writing. Ability to work effectively in a team setting with administrative, professional, and supportive staff. Familiarity with automated archival information systems, particularly the RLINE/MARC file, and with description standards for archival materials, particularly the USMARC format for archives and manuscripts control and Archives, Personal Papers, and Manuscripts. One to two years of archival processing experience preferred. Reference or collection development experience in an archival setting preferred. Ability to read at least one foreign language preferred. SALARY: from $27,500 dependent upon qualifications and experience. Benefits include 22 days vacation; 17 holiday, recess and personal days; retirement plan; health care, and relocation assistance. Application deadline is July 31, 1990 or until position is filled. To apply, please send letter of application, resume, and names of three references to: Diane Y. Turner, Acting Head, Library Personnel Services, Yale University Library, P.O. Box 1603A Yale Station, New Haven, CT 06520.

ASSISTANT ARCHIVIST
Bank of America
San Francisco, California
RESPONSIBILITIES: Under the supervision of the Corporate Archivist, assists in evaluation, accessioning, processing, arranging and describing records of leading multinational banking institution; assists with reference, exhibition, special projects and operational reports as required. QUALIFICATIONS: MA in history, library science or related field with archival emphasis, and one to two years of professional experience. Ability to work well with staff and research environment. Working knowledge of IBM and USMARC/AMC format preferred. SALARY: $26,000 - $28,000 per annum based upon qualifications and experience. This is a full-time contract position for one year from the date of hire with possible renewal. To apply, send resume, letter of application and names of three references to: Marilyn B. Ghausi, Corporate Archivist, Bank of America, Unit 3218, P.O. Box 37000, San Francisco, California 94137. Position is open until filled.

PROJECT ARCHIVIST
The University of Tennessee Libraries
Knoxville, Tennessee
Two-year temporary position. RESPONSIBILITIES: Management of the archives collection, which contains the records of the board of trustees, university presidents, deans, school, and other administrators. Duties include organization of collection development and implementation of policies and procedures, specialized reference assistance, and supervision of library student assistants. Reports to the Head of University Archives. This position is a two-year grant funded position. Funding has been received from the National Historical Publications and Records Commission. REQUIRED QUALIFICATIONS: ALA-accredited MLS degree, and formal archival education with a minimum of three years of professional level archives experience; excellent organizational and communication skills; knowledge of the principles of records management and familiarity with archival preservation techniques as applied in research libraries; ability to work effectively and harmoniously with faculty, students, and members of the public. PREFERRED QUALIFICATIONS: Knowledge of online library system; familiarity with university organization and operations. Non-tenure track position. Twenty-four days annual leave, choice of state retirement plan or TIAACREF. Assistant Professor rank. SALARY: $25,000 - $28,000. Send letter of application, current resume, and names, addresses, and telephone numbers of three recent references to: Jill Keally, Head, Library Personnel Office, The University of Tennessee Libraries, 1015 Volunteer Boulevard, Knoxville, Tennessee 37996-1000. Review of applications will begin on September 1, 1990, and will continue until the position is filled.

REFERENCE ARCHIVIST
Massachusetts Institute of Technology
Cambridge, Massachusetts
RESPONSIBILITIES: For reference and outreach activities that include managing the reading room, assisting researchers, and training and scheduling staff assigned to public services; answering telephone and mail reference questions or assigning work as needed; carrying out publicity and outreach, including teaching, orientation and tours; preparing bibliographies and guides; supervising students and interns. Participates in management of Institute Archives, including issues relating to appraisal, description of collections, and automation. Oversees receipt and processing of MIT theses and collections of published material about MIT. Participates in system-wide activities of MIT Libraries. QUALIFICATIONS: ALA-accredited MLS with archival training and two years of professional archival experience required. Proven ability to carry out research and absorb new subject matter and good organizational and writing skills also required. Background in science and technology and experience with USMARC/AMC format desirable. Some evidence of professional growth and development required. SALARY: $25,000 to $30,000. The MIT Libraries offer excellent benefits, including tuition assistance, children’s scholarship program, and a relocation allowance. Appointment will be as Librarian II. Resume review will begin in August and continue until position is filled. Send resume with writing sample and names and addresses of three current, confidential references to: Search Committee for Reference Archivist (SAA), MIT Libraries, Room 14S-216), Cambridge, Massachusetts 02139. MIT is a smoke-free campus.

ARCHIVIST I (Academic Associate)
Wayne State University
Detroit, Michigan
A non-tenure track, beginning level position. Primary responsibility will be arrangement and description of collections. Requires graduate degree and archival training or related experience. Contact Warner W. Pflug, Archives of Labor and Urban Affairs, Wayne State University, Detroit, Michigan 48202. Deadline for application is August 1, 1990.

BUSINESS ARCHIVIST
The Cincinnati Historical Society
Cincinnati, Ohio
The Cincinnati Historical Society seeks a dynamic, entrepreneurial individual to assume direction of a pioneering regional business archives established to collect, preserve, and make available for research the historically significant business records of the Greater Cincinnati area. The business archivist will also provide consultation services, on a contract basis to local firms, for archival treatment and storage, records management, and historical publications. RESPONSIBILITIES: Under the direct supervision of the Archivist and the Head Librarian, the Business Archivist will be responsible for soliciting and negotiating new business archives and records management agreements and will accession new acquisitions. He or she will establish policies, budgets, and fees for the business archives with the approval of the Archivist and Executive Director. The Business Archivist will supervise the staff of the business archives and serve as records manager, manuscript processor, and cataloging supervisor for business archives and business-related collections. He or she will provide reference and maintenance services for the archives. The Business Archivist will also be responsible for securing the conservation and preservation of the collections under his or her jurisdiction. He or she will coordinate research and publication programs dealing with business history. The Business Archivist will also serve on staff committees and represent the Society at professional meetings. He or she will maintain control files and lead files and will submit a monthly report of activities to the Archivist. QUALIFICATIONS: The individual selected for this position must have an MA in American history and/or archives administration from an accredited college and at least five years of experience in archival administration and/or records management positions, preferably in a business archives or equivalent institution. The successful candidate must have demonstrated effective speaking, writing, and managerial skills and must have experience supervising and training staff and volunteers to process manuscript collections. The Business Archivist must have experience using USMARC-AMC format to catalog manuscript collections. Knowledge of business procedures, terms, and formats and a knowledge of Cincinnati and Ohio business history is desirable. SALARY: Negotiable, commensurate with qualifications and experience. Liberal benefits. INTERVIEWS: Staff will conduct interviews during the Society of American Archivists annual meeting in Seattle. For an interview appointment, send a letter of application and resume, including telephone numbers, college transcripts, salary history, and three letters of recommendation, to: Jonathan Dembo, Archivist, Cincinnati Historical Society, Eden Park, Cincinnati, Ohio 45202. For additional information, call (513) 241-4622. Consideration of applications will begin August 30, 1990, and will continue until the position is filled.
MANUSCRIPTS LIBRARIAN
Howard-Tilton Library, Tulane University
New Orleans, Louisiana

RESPONSIBILITIES: Planning and participating in the organization, preservation, and provision of reference service for manuscripts in approximately 3,500 collections, mainly 19th and 20th century Gulf South related. The Manuscripts Librarian supervises one and one-half full-time support staff and a number of student workers. Reports to the Assistant University Librarian for Special Collections and works collegially with other department heads. QUALIFICATIONS: Requires: MLS from ALA-accredited school or equivalent; archival training and several years relevant experience. Preference to candidates with an advanced subject degree, knowledge of USMARC/AMC, and French and/or Spanish. Appointment at Librarian II (minimum $23,500) or Librarian III (minimum $25,000) level depending on experience. Academic status and usual benefits, including immediate tuition waiver for self and dependents. Available September 1, 1990. Consideration of applications will begin September 4. Initial interview could take place at the Society of American Archivists conference August 27-September 3 in Seattle. Send letter of application, resume, and names of three references to: Andrea Brigalia, Administrative Assistant, Howard-Tilton Memorial Library, Tulane University, New Orleans, Louisiana 70118.

DIRECTOR
The American Film Institute
Los Angeles, California

NAMID to oversee development and implementation of the National Moving Image Database, including project research and design, budget, equipment acquisition, publications and manages the AFI Catalog of Feature Films. Familiarity with databases essential. Knowledge of STAR 3.0 Minaret systems, film history, television, video and related technologies. Salary commensurate with experience. Full-time. All benefits. Send cover letter, resume and salary history to: The American Film Institute/NCFVP, 2021 N. Western Avenue, Los Angeles, California 90027, Attn: Personnel/D-NAMID.

ARCHIVES CATALOGER
The United States Holocaust Memorial Museum
Washington, D.C.

RESPONSIBILITIES: Archives cataloger (part-time) to accession and catalog Holocaust oral history records, prepare indexes, and enter into database under supervision of Oral History Director and Chief Archivist. QUALIFICATIONS: Requires cataloging and word processing experience, and some knowledge of twentieth-century European and Holocaust history. Familiarity with German or Yiddish terms helpful. Begins October 1, 1990. Send curriculum vita to Dr. Linda Gordon Kuzmack, Director, Oral History Department, U.S. Holocaust Memorial Museum, 2000 L Street NW, #1717, Washington, D.C. 20036.

Search Reopened:
ASSISTANT ARCHIVIST
Oberlin College Archives, Oberlin, Ohio

RESPONSIBILITIES: Three-year professional appointment in college archives to begin around August 15, 1990. Under the direction of the Archivist, arranges and describes institutional records and manuscript collections; prepares finding aids and USMARC AMC records; performs reference work and other duties as assigned. QUALIFICATIONS: MA with formal training in archival administration preferred, as is some familiarity with computer applications to archival description. Experience preferred. SALARY: From $19,500 - $22,500, plus generous benefits. Send letter of application and resume with names of three references to Search Committee, Oberlin College Archives, 420 Mudd Center, Oberlin, Ohio 44074. Applications received by August 1, 1990 will receive first consideration but applications will be accepted until the position is filled.

PROJECT ARCHIVIST
Oberlin College Archives, Oberlin, Ohio

RESPONSIBILITIES: Two-year professional appointment in college archives to begin around October 1, 1990. Under the direction of the Archivist and Assistant Archivist will arrange and describe institutional records and manuscript collections, prepare finding aids, create USMARC AMC records and provide support to a NIPRC sponsored Recon project. QUALIFICATIONS: A graduate degree in history and/or ALA-accredited MLS with concentration in archives and special collections. SALARY: From $19,000 - $22,000, plus generous fringe benefits. Send letter of application and resume with names of three references to Search Committee, Oberlin College Archives, 420 Mudd Center, Oberlin, Ohio 44074. Applications received by August 8, 1990, will receive first consideration but applications will be accepted until the position is filled.

The Scott Memorial Library of Thomas Jefferson University has an immediate opening for a:

University Archivist/ Special Collections Librarian

Identifies and transfers University records, collections of papers and memorabilia that should be preserved in the Archives. Maintains rare book collection. Provides access to, and reference assistance for Special Collections and Archives. Organizes collections for ease of use and details holdings through inventories and other finding aids. Minimum 3 years professional, university or institutional archival experience with demonstrated managerial and organizational skills. Knowledge of MARC format, microcomputer technology, database management systems and outreach. Good verbal and written communication skills. Master's Degree in Library Science with archival or records management training. Expect to hire in the $30,000's.

Thomas Jefferson University is an academic health center consisting of a medical college, college of allied health sciences, college of graduate studies and hospital. The medical college was founded in 1824 and is one of the 10 oldest in the country. Located in central Philadelphia, a short walk from museums and historic sites, Scott Memorial Library provides information services to all divisions of the University through a fully automated system. The Library is staffed by 17 professionals and 25 technicians and has an annual operating budget of approximately $2.5 million.

The University offers an excellent flexible benefits package, including 100% tuition reimbursement.

Qualified applicants may send resume to:

Edward Tawyee,
University Librarian
Scott Memorial Library
1020 Walnut Street
Philadelphia, PA 19107

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