



Newsletter

The Society of American Archivists

May 1991



An appointment at Klotz Florist Beauty Shoppe, Milwaukee, Wisconsin, 1927.

To the Editor:

This is in response to the letter from Mr. Bradford Koplowitz in the March 1991 [SAA Newsletter]. Given the facts which Mr. Koplowitz presents, I find the evenness of his tone both admirable and surprising. If, indeed, an apparently plagiarized grant proposal was not investigated as such, but simply referred to another reviewer (and subsequently funded), this is a state of affairs that would justify prose in as many shades of purple as any writer could muster.

Mr. Koplowitz's experience prompts me to observe that copied proposals are only one bone in what may be the biggest skeleton in the archival profession's closet—namely, the whole business of grants and administration thereof. (How many recent SAA program sessions have addressed any aspect of grants other than the getting of them?) In my five-plus-year career as a grant rat, I've worked on three separate projects. Only one of the three seems likely to have any significant

and lasting effect on the day-to-day operations of the sponsoring repository. Despite the usual mechanics of reporting, and the usual optimistic jargon one finds in grant reports, I wonder whether this experience is far off average.

From a human-resource standpoint, the grant system stinks. Employers often have to fill grant-funded positions, not once, but twice or thrice, as the original incumbents abandon ship for permanent positions elsewhere—who can blame them? Of course, from the employees perspective, being on the grant merry-go-round is a nerve-wracking business. For starters, there are the predictable problems of frequent relocation and lack of employment security—just try getting a mortgage when your job turns into a pumpkin in a year. (Mortgage, shmortgage—just try getting a decent vacation.) Beyond that, given current trends in the structuring of fringe benefits, even grant rats who manage to stay in the same metropolitan area find themselves changing banks and doctors as often as they change jobs. I don't think it's much of an exaggeration to say that the current grant system, like the visiting-lecturer revolving door in higher education, is taking cells off the stomach linings and years off the lives of many talented young people.

I'd like to see an archival-services corporation which would have a number of archivists on its permanent staff. Institutions obtaining grants could then contract with such a corporation for the necessary work, rather than hiring staff onto their own payrolls. Such an arrangement would save employers the turnover headaches they must now endure; and even though employees might have to relocate from time to time, they would at least enjoy some continuity in employment and fringe benefits. However, I'm not enough of a businessperson/entrepreneur to judge whether such a system would really work, or (assuming it would) to undertake the task of getting things from the current point A to this point B.

Arthur L. Hyatt

Table of Contents

<i>American Archivist</i> Editor Wanted / 3
Review Editor Sought / 3
Election Results / 4
What Council Did / 6
SAA Short Subjects / 8
Spotlight / 9
Obituary / 9
From the U.S. Archivist / 10
Campaign 3,000 / 12
Education Notes / 14
Annual Meeting Update / 15
News Clips / 16
World View / 17
Awards Available / 18
Wanted / 19
Archivists' Calendar / 20
Professional Opportunities / 21

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Cover Note: Kwasniewski Photo Collection, Golda Meir Library, University of Wisconsin-Milwaukee.

American Archivist Editor Wanted



The Society of American Archivists announces the availability of the position of editor of the *American Archivist*, the quarterly journal of the Society. The term of the current editor, David Klaassen, expires in the spring of 1992. His successor, who will serve a three-year term, will be selected this fall and will begin work no later than January 1992. Applications for the position will be accepted

until August 1, 1991, and interviews will be conducted at SAA's annual meeting in Philadelphia, September 25-29, 1991.

Candidates for editor should:

- be widely knowledgeable in matters of professional interest and concern to archivists and manuscript curators;
- be well-acquainted with the literature of the profession;
- have proven writing and editorial skills and an interest in journal editing;
- work effectively with a variety of authors;
- be sufficiently experienced with computers (primarily word processing) to manage the preparation of all edited copy in electronic form;
- be industrious, imaginative, and well-organized so that adequate material for issues is prepared on a timely basis; and
- have a schedule that permits travel to professional meetings.

The editor is responsible for the solicitation, selection, and final approval of articles and features. He or she works with authors and prospective authors on necessary revisions; reviews galley and page proofs before publication; and appoints and works closely with department editors.

The editor reports to SAA's executive director and also receives advice and assistance from SAA's editorial board. The Society's managing editor, Teresa Brinati, handles business and production matters. The Society pays the wages of a part-time copy editor, who assists the editor in copy editing and proofreading.

Past editors have found that the duties constitute as much as 50% of full-time, and that substantial institutional support is highly desirable. The Society will entertain compensating the editor directly but would prefer a released-time arrangement, with the Society reimbursing the host institution for reasonable and necessary expenditures connected with editorial work.

Applications should consist of:

- a letter outlining the candidate's ideas about the *American Archivist* as the journal of record for SAA, recommendations about how the journal might better serve the needs of the archival profession, and details of potential support to be provided by the candidate's institution;
- a resume emphasizing writing and editorial experience;
- writing samples or citations thereof;
- names and telephone numbers of three references; and
- any other information the candidate may think helpful.

These materials should be sent no later than August 1, 1991, to Anne P. Diffendal, Executive Director, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605. Direct all questions about the position to the executive director at (312) 922-0140.

American Archivist Seeks Reviews Editor

SAA invites applications from its members interested in serving as reviews editor of the *American Archivist*. The three-year term of the current reviews editor, Anne Kenney, expires this year; her successor's responsibilities would begin with the 1992 volume and continue through 1994.

The reviews editor solicits books and other materials to be reviewed, selects reviewers, edits submissions, proofreads copy, and prepares brief notes and lists of publications not fully reviewed. The reviews editor works closely with the editor and managing editor of the journal. Ability to meet quarterly deadlines is necessary, as is institutional support for photocopying, postage, and telephone expenses. Ability to work with computer text files received in different formats is desirable.

Interested individuals should send a letter of application and a resume by June 15, 1991, to David Klaassen, Editor, *American Archivist*, 101 Walter Library, University of Minnesota, Minneapolis, Minnesota 55455. To discuss the position in advance of an application, telephone (612) 624-4377.

Kenney Takes the Helm in Fall of 1992

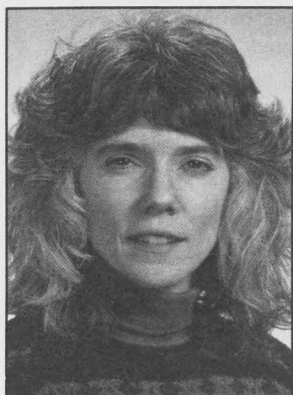
SAA members have elected Anne R. Kenney as the Society's vice president for 1991-92. Kenney, assistant director of the Department of Preservation at Cornell University, will assume the vice presidential post at the 1991 annual meeting in Philadelphia and will serve in that capacity until the 1992 annual meeting in Montreal, when she will become SAA's 48th president.

In a post-election interview, Kenney said that getting the Society's strategic plan up and going is a high priority. Kenney also ranked as top priority increasing SAA's membership and the membership's role in running the Society. In addition, Kenney said that she would like the Society to increase and strengthen its ties with Latin America and Mexico. She would like to extend an invitation to SAA annual meetings to Latin American and Mexican archivists and even consider having an annual meeting south of the border.

In her candidate statement Kenney discussed what priorities she would set and what new roles and initiatives she envisioned for SAA and the archival profession in the 1990s, both nationally and internationally. She emphasized the need for SAA to develop means for integrating multiple archival interests. She also noted that with the growing number of repositories primarily collecting machine-readable records, SAA must reach out to the vast number of data archivists and be prepared to offer them professional assistance.

Kenney outlined five ways in which the Society can address the challenges of the 1990s and promote unity. In her candidate statement, she suggested the following: "(1) SAA can start by articulating its mission through the development of a strategic plan for itself, where goals and objectives are matched to resources. (2) SAA must continue to work in an area of professional development....(3) SAA needs to become actively involved in the development, adoption, and promulgation of standards....(4) SAA must strive to be inclusive, to welcome the diverse body of individuals who call themselves archivists.... (5) Internationally, [SAA] must forge alliances with our Mexican and Latin American colleagues."

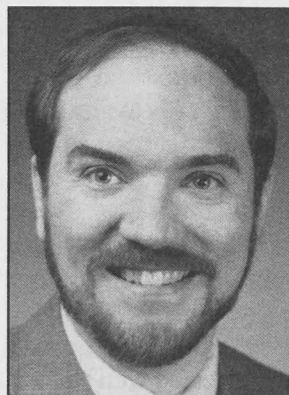
Kenney currently chairs the Committee on Goals and priorities and has served on numerous other SAA committees. She is also the reviews editor of the *American Archivist* and recently guest edited the journal's special preservation issue (53:2).



Anne R. Kenney



Mary Janzen



Randall Jimerson



Waverly Lowell

Janzen, Jimerson, and Lowell Join Council

Mary Janzen, Randall Jimerson, and Waverly Lowell have been elected to Council by SAA membership and will serve from the 1991 annual meeting through the 1994 annual meeting.

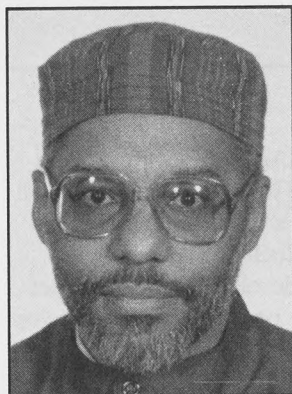
Janzen is assistant to the president of the Chicago Historical Society. In her candidate statement, she stressed that the need for SAA to pay increased attention to individual members, "giving them concrete demonstrations of what they get in return for their dues investment." She noted that SAA's "Campaign 3,000," a membership acquisition program currently in progress (see page 14), "is an essential new initiative."

In addition, Janzen urged SAA members to take advantage of the 1992 annual meeting in Montreal, which coincides with the International Council on Archives meeting. In her candidate statement, she cited it as an opportunity "to join colleagues from other parts of the world to determine how we can get more out of our existing international exchange programs, such as [SAA's] Holmes Award, and to identify other areas of international cooperation."

Jimerson is director of Historical Manuscripts and Archives and university archivist of the University of Connecticut. In his candidate statement, Jimerson noted that "SAA's priorities should continue to focus on providing services to individuals and on publicly advocating archival concerns and needs." He also stated that two issues are paramount in SAA's professional planning: meeting the information needs of both current and potential archives users in an increasingly sophisticated society; and contributing to the selection, management, preservation, and use of information, in cooperation with librarians, records managers, database creators, research services, and other information specialists. "[SAA's] response to the challenge of providing efficient and timely information services in a highly competitive environment will largely determine [its] ability to survive as a profession," according to Jimerson.

Lowell is director of the San Francisco branch of the National

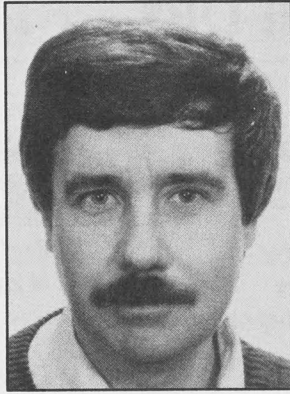
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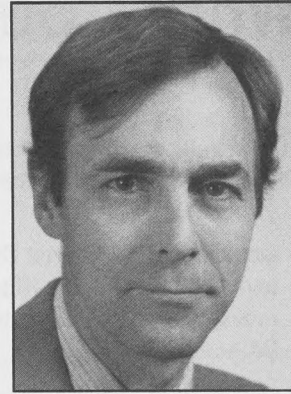
Tom Battle



Lori Hefner



Peter Wosh



William Maher

Battle, Hefner, and Wosh to Serve on Nominating Committee

The SAA election also yielded three members for the 1992 Nominating Committee: Tom Battle, director of the Moorland-Springarn Research Center at Howard University; Lori Hefner, archivist and records manager of the Lawrence Berkeley Laboratory; and Peter Wosh, director of Library and Archives Services for the American Bible Society.

Candidates for the Nominating Committee had to respond to the questions, "What kinds of leaders will SAA need in the 1990s? What qualities are most important in selecting candidates for offices in SAA?" Battle, Hefner, and Wosh concurred in their candidate statements that SAA leadership should reflect the "diversity" and "broad spectrum" of the Society's constituency and that the "inclusion of new voices and perspectives" would be beneficial.

Janzen, Jimerson, and Lowell

Continued from previous page

Archives and Records Administration. She emphasized in her candidate statement the continued exchange of information on the development of standards, preservation, electronic records, and cooperative documentation, as well as the promotion of programs and standards for archival education as the Society's priorities. She also noted that SAA and the archival profession, nationally and internationally, should develop and implement a strategy to encourage the allied professions of scholars, information managers, records managers, and librarians to recognize the common concerns, responsibilities, professional issues and shared goals which unite these specializations.

Janzen, Jimerson, and Lowell will join Brenda Banks, Terry Eastwood, James Fogerty, Robert Sink, Anne VanCamp, and William Wallach on Council. They will replace outgoing Council members Nicholas C. Burckel, Linda M. Matthews, and James M. O'Toole.

Maher is Next Treasurer

William Maher, archivist at the University of Illinois at Urbana-Champaign was elected to a three-year term as treasurer by SAA membership. He will assume this post at the annual meeting this fall and hold it through the 1994 annual meeting.

Maher is a former president (1987-89) and secretary/treasurer (1981-83) of the Midwest Archives Conference. In these posts, he monitored budgeting for its expanding membership and services, and developed and implemented policies for its growing financial resources. In his candidate statement, Maher said that "the key to success was linking expenditure and income analysis with an understanding of organizational character and goals."

In work at the University of Illinois and for the National Endowment for the Humanities, Maher has specialized in budget planning and expense monitoring. Maher also noted in his candidate statement that "SAA's current financial reporting system provides an excellent basis for the treasurer to ask questions and pursue the issues needed to ensure that SAA goals continue to be reflected in financial policy, and that sufficient financial resources will be available to support core activities."

Voter Turnout

One thousand twenty-nine SAA members out of approximately 2,800 eligible to vote, participated in the election this year. This figure is slightly down from last year, when a record number of voting members—1,087—exercised their right to vote.

Many thanks to the Chicago-area volunteers, led by Becky Tousey of the Sulzer Regional Library, who donated several hours of their time to count ballots. This includes Elisabeth Wittman and Tom Rick of the Evangelical Lutheran Church Archives; Joan Daley of the Chicago Mercantile Exchange Archives; Stuart Campbell of Rush Presbyterian St. Luke's Medical Center Archives; Kevin Kerr of the Chicago Transit Authority Records Center; Nancy Sandleback of the Archdiocese of Chicago Archives; Roger Dahl of the National Baha'i Archives; and Steve McShane, who drove in from the Calumet Regional Archives in Gary, Indiana. We thank you for your support!

What Council Did ♦ ♦ ♦

At its regular meeting on February 22-24, 1991, in Washington, D.C., the SAA Council:

- ♦ met with U.S. Archivist Don Wilson and members of his staff to discuss mutual concerns and the relationship of SAA and NARA;
- ♦ adopted the FY'89-'90 audit report;
- ♦ approved a plan of the Membership Committee for an incentive program to attract new members to SAA;
- ♦ established a working group to develop a three-year plan for SAA's continuing education program;
- ♦ approved offering, as a member benefit, group term life insurance through Albert H. Wohlers Co., similar to the disability insurance plan offered last fall;
- ♦ accepted in principle the recommendation of the Standards Board that SAA join the National Information Standards Organization (NISO); and decided to study further the costs and benefits of membership;
- ♦ charged the 1991 Nominating Committee to consider a recommendation of the 1990 Nominating Committee that the Society have an uncontested vice-president/president-elect slate;
- ♦ selected Robert Sink and Terry Eastwood as the Council representatives on the 1991 Nominating Committee;
- ♦ sent greetings to The Netherlands Society of Archivists on the occasion of its centennial;
- ♦ charged the Professional Standards Committee to develop a recommendation on the meaning of the term "in good standing" when determining the eligibility of a prospective SAA Fellow;
- ♦ elected Maygene Daniels and Harold Pinkett as the two Fellows to serve on the 1991 Professional Standards Committee;
- ♦ accepted the recommendation of the Awards Committee to amend the guidelines for the Oliver Wendell Holmes Award and the Philip M. Hamer and Elizabeth Hamer Keegan Award;
- ♦ adopted recommendations of the Committee on Goals and Priorities that planning efforts at this time be focused primarily on the Society in the decade of the '90s;
- ♦ agreed to convene the June Council meeting one day earlier to discuss the document that has been prepared for Council's work by the Council Committee on Goals and Priorities;
- ♦ reaffirmed that members have the right to belong to two sections as part of their basic membership; decided that members now may participate in two functional or two institutional sections instead of one of each.
- ♦ received the report of the Task Force on Ethics; and directed the proposed Code of Ethics and Commentaries be distributed to the membership for review and resubmitted to Council for consideration at its winter 1992 meeting;
- ♦ received the final report of the Task Force on Consultants and endorsed the idea of publishing a list of archival consultants and manuscript appraisers, as well as a brochure with suggestions on choosing and making effective use of the services of such individuals;
- ♦ directed the SAA president to appoint members of a joint working group with the ALA Association for Library Collections and Technical Services (ALCTS) to develop a model contract governing the commercial reproduction of library and archival materials;
- ♦ agreed to co-sponsor with ALCTS a program session at the ALA meeting on statewide presentation planning;
- ♦ accepted the final report of the Task Force on Legal and Legislative Affairs; and established a new SAA standing committee responsible for monitoring legislative matters, which will include the executive director of NCC and NAGARA as *ex officio* members;
- ♦ decided to sponsor jointly with ALA an award to the developers of neutral sizing;
- ♦ appointed John Fleckner as SAA's representative on the National Historical Publications and Records Commission;
- ♦ adopted recommendations of a committee of the Editorial Board to develop a long-range plan for nonserial publications;
- ♦ adopted amendment to Article XI (Publications) of the SAA Constitution (the proposed amendment will appear in the July 1991 *SAA Newsletter*);
- ♦ authorized a project to prepare for publication of a one-volume *Encyclopedia of Archives*;
- ♦ adopted a statement regarding liaison with other professional groups; and
- ♦ set the next meeting of Council to convene in Chicago on June 13, 1991, following the planning meeting on June 12.

APPRAISALS OF ARCHIVAL COLLECTIONS

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

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

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

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

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





Short Subjects

Fellow Nominations Wanted

The SAA Committee on Professional Standards invites members of the Society to nominate colleagues for election as Fellows of the Society in 1991.

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

A nomination form appeared in the January *SAA Newsletter* on pages 5-6. Additional forms are available from the SAA office (312) 922-0140. Completed forms must be postmarked by June 1, 1991, and addressed to the chair, Frank B. Evans, National Archives and Records Administration, Office of Records Administration (NI), 601 "D" Street, N.W., Room 9122 Patrick Henry Building, Washington, D.C. 20408. A nomination submitted in 1990 that did not result in the election of a Fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Amplifications or revisions may be submitted if desired.

Donations to SAA

Albert H. Leisinger, a retired official of the National Archives and Records Administration and an SAA Fellow, died of cardiac arrest March 3 in Washington, D.C. (see obituary on page 9). His wife, May R. Leisinger, requested that donations in his name be sent to the Society of American Archivists. SAA has received donations from Edith D. Blair, Jeanette Rod, Robert Jacobi, and Barbara Walton. The Society expresses its grateful appreciation to Mrs. Leisinger and its gratitude to these individuals for their munificence. Their generous gifts will be applied to SAA's education fund.

New Working Group to Define Archival Information System Architecture Guidelines

During the next year, a group of ten archivists, assisted by a grant from the National Historical Publications and Records Commission, will develop guidelines that describe the "architecture" of archival information systems.

The NHPRC grant, administered by the Utah Division of State History, enables the working group (whose members are listed below) to complete a project begun in 1990 by David Bearman, Ted Weir, and Richard Szary during a Bentley Fellowship.

This project follows up on a recommendation by the Working Group on Standards for Archival Description: "In order to achieve a better understanding of the information needs for the effective administrative, physical, and intellectual control of archival materials, archivists should give the definition of an archival information architecture a high priority on their research agenda and seek the resources for its development." *American Archivist* 52:4 (fall 1989) p. 473.

The project's goal is to develop a comprehensive model that defines the scope and function of an archival information system. It will be written so that archivists can understand it and use it to help them (1) establish systems for new archival programs; (2) evaluate existing systems—manual or computer-assisted; (3) evaluate system or software; and (4) describe requirements to vendors or system designers. It should also help clarify the relationship between data elements and archival process, and be a framework within which to understand or adopt various technical standards.

The working group's primary product—the archival information system architecture guideline—will be an outline that describes what each component of an information system should do (i.e., its functional requirements), and the types of data used or generated by each component. There will also be a user manual, including case studies, to help archivists apply the guidelines in different situations.

Members of the working group are David Bearman (Archives and Museum

Informatics), Jackie Dooley (University of California-San Diego), Wendy Duff, Max Evans (Utah Division of State History), Tom Hickerson (Cornell University), Kathleen Roe (New York State Archives), Chris Seifried (National Archives of Canada), William Wallach (Bentley Library), and Ted Weir (National Archives and Records Administration).

For more information about the working group, or to receive copies of the draft guidelines and related documents as they evolve, contact the project coordinator, Marion Matters, 1936 Sargent Avenue, St. Paul, Minnesota 55105, (612) 698-6949. Or e-mail 70731.2506@compuserve.com (accessible via Internet).

Archivists for the Congregations of Women Religious

Two years ago at the SAA meeting in St. Louis, several archivists took a collective look at the future of religious archives for congregations of women religious. Much of what they saw disturbed and challenged them. They decided to form an association of Archivists for the Congregations of Women Religious (ACWR), which would take as its mission:

- active and effective religious collaboration with Network of History of Women Religious and all historians who conduct research and publish writings in the field of women's studies and church history;
- enhancement of professional services to researchers and writers by archivists of women's religious congregations through collaborative archival efforts;
- collaboration with Leadership Conference of Women Religious in long-range planning for preservation of archival resources;
- development of documentation strategies to assure access to historical resources maintained by women religious congregations for women's studies and church history;
- mutual sharing of archival and records management expertise within ACWR as well as in broader archival circles; and
- encouragement of professional growth and development and commit-

Spotlight



ment to archival profession of ACWR membership.

Several dozen archivists from various congregations joined the group. In spring 1990, ACWR members and supporters successfully petitioned SAA to become a roundtable. The first roundtable meeting of ACWR was held last fall at the SAA meeting in Seattle. A task force was commissioned to design the organizational structure of ACWR, and last December, the ad hoc committee and task force met in Wichita, Kansas, to decide the structure and to plan for the coming year. Eleven archivists and one historian, from all regions of the United States, serve on the committee and a sister from Oregon serves as secretary.

ACWR is encouraged by the strong support and interest by archivists and major superiors from more than 150 congregations. Several archivists have joined or renewed membership in SAA and others are enrolled in archival training programs as a result of ACWR's commitment to professional excellence.

SAA Newsletter Issues Missing from Archives

While reviewing back files of the *SAA Newsletter* for a patron, J. Frank Cook noticed that several of the following issues were missing from the SAA archives:

- Prior to March 1973 (if any)
- September 1974
- March 1978
- January 1979
- January 1982
- March 1982
- May 1982
- July 1982

Any member willing to donate an original (if in good condition) or a photocopy of any of these issues should contact J. Frank Cook, B134 Memorial Library, University of Wisconsin, Madison, Wisconsin 53706, (608) 262-8899.

Leadership List

The new chair of SAA's Library Archives Task Force is James Corsaro, Associate Librarian, Manuscripts and Special Collections, New York State

The Archivist of the United States Don W. Wilson has announced the appointment of **Ralph C. Bledsoe** as Director of the Ronald Reagan Library, located in the Simi Valley-Thousand Oaks area of California. Bledsoe served as a Special Assistant to President Reagan from 1982 to 1988....AMIGOS Bibliographic Council, Inc. announced that **Tom Claeson** has joined the staff as AMIGOS Preservation Service Manager. The service will document the preservation needs of libraries and archives in the Southwest and assist in planning affordable programs to meet those needs....**Kathryn Otto**, formerly of the Johnson County (KS) Archives and Records Management Program, has been appointed State Archivist of Montana....**Iona McCraith**, formerly Conservator at the City of Toronto Archives, has recently joined the staff at the Archives of Ontario as Head Conservator. She may be reached at: Archives of Ontario, Conservation and Reproduction, 77 Grenville Street, Toronto, Ontario, M7A 2R9, Canada, (416) 327-1521....**Beth Lindblom** has recently joined the Archdiocese of Boston as assistant archivist....

Obituary

Albert H. Leisinger, 75, a retired official of the National Archives and Records Administration and an SAA Fellow died of cardiac arrest March 3 at Sibley Memorial Hospital.

Leisinger, a resident of Washington, D.C., was born in New York City. He graduated from Cornell University, where he also received a master's degree in history. In 1941, he moved to Washington and joined the staff of the National Archives. Except for a period in World War II, during which he was an analyst for the Foreign Economic Administration, he remained at the archives until he retired in 1981.

In 1961, Mr. Leisinger was named director of the Exhibits and Publications Division, which later became the Educational Programs Division. In 1962, he organized a notable exhibit on the Civil War. Later, he was special assistant to the archivist for the United States for academic relations, deputy to the assistant archivist and director of the Scientific and Technological Division.

The International Council on Archives appointed Mr. Leisinger chairman of its committee on micrographics. He held that post for eight years, and during that time he conducted seminars on archives in Africa, Latin America, Malaysia, and Thailand.

In retirement, Mr. Leisinger was a consultant on various projects, including one concerning Mexican land claims in New Mexico. In addition to SAA, he was also a member of the American Historical Association and the National Micrographics Association.

Library, Cultural Education Center, Empire State Plaza, Albany, New York 12230, telephone (518) 474-5963, fax (518) 474-5786.

American Archivist

The special preservation issue of the *American Archivist* 53:2 (spring 1990) was mailed in early March. The summer 1990 issue of the journal, 53:3, was mailed in early April. Please contact the SAA office if you have not received these issues of the journal.

The annual bibliography, which until recently has been a regular feature of the

journal since 1942, will resume publication in the fall 1990 issue (53:4). Compiled at the offices of the Archives Library Information Center (ALIC), it will include 1988 writings. The issue is due out this summer.

Membership Directory

The 1991 *SAA Membership Directory* will be printed in June and mailed to members in July. If you have not responded to the address update mailed last fall, please contact Bernice Brack, SAA membership assistant, with any corrections at (312) 922-0140.



From the Archivist of the United States

by Don W. Wilson

Earlier this year, on March 3-6, I paid my first visit to Ottawa, Canada. My trip had a double purpose. First, I was finally able to accept the invitation of Dr. Jean-Pierre Wallot, the National Archivist of Canada, to visit the National Archives of Canada. This is the national archival agency with which the National Archives of the United States has had perhaps the closest ties over the years, and I was eager to learn more about it, its current activities, and its plans for the future.

In addition, my own visit to Ottawa was arranged to coincide with the visits of Dr. Charles Kecskemeti, the executive director of the International Council on Archives, and of Dr. Klaus Oldenhage, ICA's treasurer. Both Dr. Wallot and I currently serve on the ICA Executive Committee, and Dr. Wallot will become the president of ICA for a four-year term beginning in 1992. Because all four of us were in Ottawa together, we were able to review some ICA developments and look ahead to Dr. Wallot's service as president.

One of the ICA matters we discussed in Ottawa was the status of the planning of the Twelfth Congress, which will be held in Montreal in September 1992. For the first time since 1976, archivists in both the United States and Canada will have the chance to attend an ICA Congress in North America, and I hope that many U.S. archivists will take advantage of this extraordinary professional opportunity. Since the SAA meeting is being held in Montreal immediately following the Congress, it will be possible for someone to attend all or parts of both meetings. And, of course, the two Canadian national archival associations will also be meeting in Montreal at that time, meaning still more opportunities for personal contacts and professional exchanges at an international level.

Among the other ICA matters Dr. Wallot and I discussed was the appointments he will be making to ICA committees for 1992-96. Early next year, I will suggest to him the names of some Americans who have demonstrated an interest in serving on these committees. We have made an effort recently in this country to expand the involvement in these committees beyond NARA's own staff, and I believe that we should continue that process.

In addition, we are attempting to bring more of these ICA committee meetings to the United States. The Committee on Conservation and Restoration is meeting in Washington, D.C., this month, and the Committee on Reprography is meeting in Hyde Park, New York, in August and September of 1992. It is our hope to have at least one of the ICA committees meet in the United States each year. If you are interested in becoming more involved in international archival affairs, contact Donn Neal, who holds the international portfolio at NARA. He also serves on SAA's International Archival Affairs Committee.

I look forward to seeing many American—and Canadian—archivists at the ICA Congress in Montreal. You will come away from your visit north of the border, as I did, full of admiration for the quality of work that our Canadian colleagues are doing and impressed by how much we can learn from them. This adds an international dimension to the kind of sharing that archivists pride themselves on, and that makes the entire profession stronger.

United States Members of ICA Bodies 1988-1992

Committee on Archival Buildings and Equipment (CBQ)

Adrienne C. Thomas
National Archives and Records Administration

Committee on Audiovisual Archives (CAV)

James Fogerty
Minnesota Historical Society

Committee on Automation (CDP)

Charles Dollar
National Archives and Records Administration

Committee on Conservation and Restoration (CCR)

*Kenneth Harris
Library of Congress

Committee on Current Records (CRC)

Larry Hackman
New York State Archives and Records Administration

Committee on Professional Training and Education (CPT)

Francis X. Blouin, Jr.
University of Michigan

Committee on Reprography (CRA)

Alan Calmes
National Archives and Records Administration

Working Group on the Records of Science and Technology (PST)

*Helen Samuels
Massachusetts Institute of Technology

Section of Archivists of International Organizations (SIO)

Gertrude Long
International Monetary Fund

Section on Business Archives (CBA)

Anne Van Camp
Hoover Institution

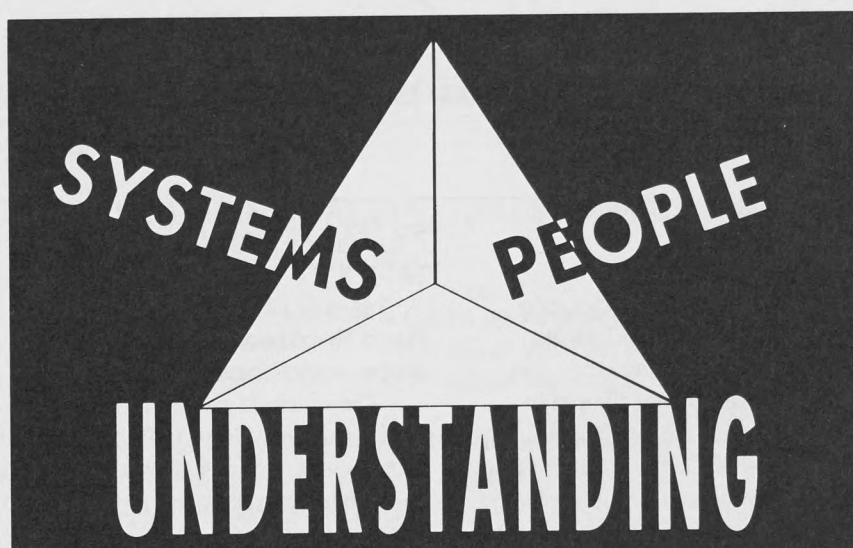
Section of Professional Archival Associations (SPA)

Frank Evans
National Archives and Records Administration

U.S. Correspondent for *Archivum*

R. Michael McReynolds
National Archives and Records Administration

*Chair



54th ASIS Annual Meeting
October 27-31, 1991
Washington, D.C.

Plenary Speakers

- * **Robert Maxwell**, Chairman of Maxwell Communication Corporation
- * **Ben Shneiderman**, originator of Hyperties software; author of *Software Psychology*
- * **Donald Lindberg**, Director, National Library of Medicine
- * **Mitchell D. Kapor**, Chairman of ON Technology, Founder of Lotus Development and Chair of the Electronic Frontier Foundation

Workshops, Seminars, & Tutorials

- Telecommunications & Networking
- Library Automation & Networks
- Language & Information Processing
- Filtering in Health Sciences
- Hypertext Engineering
- Full Text Management
- Artificial Intelligence
- Research Methodology
- Classification Research

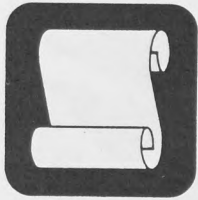
The theme of the 54th Annual Meeting of the American Society for Information Science compound: *People Understanding Information Systems and Information Systems Understanding People*. What constitutes understanding? What kinds of understanding are necessary, desirable, appropriate and possible? How can such understanding be achieved? These questions urgently need answers and will be specifically addressed at this meeting.

For a complete description of the program and registration information on this significant meeting which will bring together basic and applied researchers, academia and industry, researchers and users, in a stimulating intellectual and social environment, call, write or fax to:

American Society for Information Science
8720 Georgia Avenue, Suite 501
Silver Spring, MD 20910
Voice: (301) 495-0900
Fax: (301) 495-0810

TECHNICAL TOPICS

- Mergers & Internationalization of Information Industry
- Libraries as Publishers
- National Archives & Elect. Records
- Geographic Info Systems
- Managing Federal Data bases
- Z39.50 IR Protocol
- Quality Control of Large Databases
- Legal & Ethical Issues in Elect. Networking
- Information Literacy
- Cultural Diversity Issues
- End User Search Systems
- US Patent Classification System
- Elect Document Delivery
- Cognitive Aspects of Classification
- Perspectives of Accreditation
- Humans in Human-Machine Interface
- Teaching the Human-Computer Interface
- Programs for Organizing Images
- Pacific Rim Policies and Issues
- Electronic Collaboration
- Indexing of Hypermedia
- Computer Tools for Indexers
- Understanding Elect. Publishing
- Effects of CALS
- Determinants of Quality and Value
- Information Seeking Behavior of Managers
- Natural Language Processing & IR
- Unified Medical Language Systems Project
- Navigating Large Data Spaces/Expert Systems in Our Future
- Popularization of Science
- MEMEX 46 years later
- Environmental Scanning
- End User Studies
- Bibliographic Database Design
- Information Seeking Behavior
- Social Construction of IT
- Elect. Research Networks
- E-Mail & Voice Messaging Channels
- Sublanguage Analysis
- User based IR Interface w/ OPACs
- Strategic Planning
- Acceptance of Info Systems
- Searching of Remote Users on OPACs
- Adaptation Process in Implement of IS
- Elect Encyclopedias-Adaptive Systems
- Obstacles to Machine Supported Collaboration
- Navigation in Info Systems
- Integrating Text and Image
- Planning new systems
- Analysis of Voice Mail
- Computer Conferencing
- Individual Differences in IR
- Evaluating Multimedia IR Systems
- Participatory System Design
- Assessing the Info Environment
- Subject Terms in OPACs
- Linguistic Analysis of Nominal Expressions
- Analysis of End-user Search Behaviors
- Expert Systems Interfaces for Online DBs



Education Notes

by Jane Kenamore

Electronic Records Curriculum Conference

SAA's Committee on Automated Records and Techniques (CART) sponsored a Curriculum Conference in Washington, D.C., on March 17-18, to draft learning goals and objectives in the field of electronic records and automated techniques. The conference was funded by the National Historical Publications and Records Commission and included representatives from graduate archival education and continuing education, as well as CART.

Six papers provided background information for the conferees: "A Decade of Development: The Education Programs for Automated Records and Techniques within the Society of American Archivists," by Thomas E. Brown of NARA; "Teaching Archivists about Electronic Records and Automated Techniques," by Margaret Hedstrom, of the New York State Archives and Records Administration; "Teaching Archivists about I/T Concepts: A Needs Assessment," by Richard Kesner; "The Roles of Graduate and Continuing Education Programs in Preparing Archivists for the Information Age," by Richard M. Kesner of Babson College; "Can Automated Records and Techniques Be Integrated into Archival Education?" by Terry Eastwood of the University of British Columbia; and "Educating Archivists for Automation," by Lisa Weber of NHPRC. All of the papers, with the exception of Weber's paper, will be published in a forthcoming edition of the *American Archivist*. Weber's paper previously appeared in *Library Trends* (Winter 1988).

Project coordinator Victoria Irons Walch led the process to draft learning goals and objectives that will be used as guidelines in graduate, as well as continuing education in electronic records and automated techniques. Walch was assisted by Mary C. Chobot, Curriculum Consultant of Annandale, Virginia. Dr. Chobot is the immediate past chair of ALA's Standing Committee on Library Education (SCOLE) and has served recently as a consultant to the Library of Congress American Memory Project. The final version of the goals and objectives, not com-

plete at this writing, will appear in the July *SAA Newsletter*.

CEPD to Explore New Graduate Archival Education Guidelines

The Committee on Education and Professional Development chaired by Bonnie Hardwick of the Bancroft Library at the University of California at Berkeley, met on Saturday, March 16, in Washington, D.C. A major order of business was to discuss new graduate archival education guidelines that would eventually replace the guidelines adopted by Council in 1988.

Luciana Duranti of the University of British Columbia, presented the graduate archival guidelines adopted by the Association of Canadian Archivists, as a basis for discussion. In contrast to the SAA guidelines, which call for nine semester hours of graduate archival education, including a practicum, the ACA guidelines recommend a full two-year course in graduate archival education, including five courses per semester for three semesters; one semester devoted to writing a thesis; and a practicum recommended for the summer between the two academic years. In addition, the ACA guidelines recommend that a graduate archival program be autonomous, and that the autonomy should be attested by mention of the program in the official name of the university department to which it is attached.

The Canadian guidelines do not list required courses, but they do list subjects that should be covered during the two years of study. It is the responsibility of the program to devise the course structure, in which the recommended subject matter is presented.

Between now and its September meeting, CEPD will examine the ACA guidelines and determine their relevance to American graduate archival education. If CEPD does vote to adopt new SAA graduate archival education guidelines based on the Canadian model, the SAA Council must accept the guidelines, before they become official.

For more information on the Canadian guidelines, please see *Archivaria* (Winter 1989-90) pp. 128-141. For the full text

of the SAA Guidelines (1988), please see *American Archivist* (Summer 1988) pp. 380-388.

Plans Finalized for 1991 Preconference workshops in Philadelphia

The schedule and fees for 1991 pre-conference workshops in Philadelphia are listed below. For descriptive information on the courses, please see the Education Notes in the January *SAA Newsletter*, or call Jane Kenamore at (312) 922-0140.

Advanced Management for Archivists: Personnel; September 25, 1991; SAA member \$95; nonmember \$130.

Reference Management: Legal and Ethical Issues; September 24, 1991; SAA member \$120; nonmember \$150.

Architectural Records: Identification, Preservation, and Access; September 24, 1991; SAA member \$110; nonmember \$145.

Cataloging with the Art and Architecture Thesaurus in the USMARC Format; September 25, 1991; SAA member \$70; nonmember \$95.

User Studies; September 23-24, 1991; SAA member \$160; nonmember \$195.

Elements of Preservation Management; September 23-24, 1991; SAA member \$210; nonmember \$245.

Records Management for Archivists; September 23-24, 1991; SAA member \$165; nonmember \$195.

Through the Camera's Eye: Video-taping Oral History; September 24, 1991; SAA member \$105; nonmember \$135.

Volunteers and Friends: Recruitment, Management, and Satisfaction; September 24, 1991; SAA member \$115; nonmember \$150.

Reference Use of RILIN's AMC File; September 25, 1991, 1:30 p.m. - 5:00 p.m.; SAA member \$50; nonmember \$75.

Managing Electronic Records; September 23-24, 1991; SAA member \$150; nonmember \$185.

Archives: An Introduction; September 23-25, 1991; SAA member \$225; nonmember \$260.

Academy of Certified Archivists Newsletter

Volume 8 / May 1991

From the President

by Maygene Daniels

On Taking the Examination

I am writing to encourage every qualifying archivist who is not already a member of the Academy of Certified Archivists to consider taking the certification examination this year. As more archivists become familiar with the exam, much of the uncertainty surrounding it will inevitably disappear. In fact, I would almost wish that the examination could be made available to many archivists immediately for study and discussion so that its import and qualities could be better understood, but of course this is not possible. I can, however, share with you my own personal perceptions. The views of a new member of the Academy who sat for the 1990 examination and an explanation of how the examination was developed by our professional colleagues also are included in this issue of the *ACA Newsletter* to provide further information.

Let me share my personal experience.

When I took office last September, it quickly became apparent that understanding the exam would be essential to reasonably guide the affairs of the Academy. Thus, arrangements were made for members of the Executive Committee to give themselves the examination last fall.

In order to assess it with as open a mind as possible, I took the exam "cold," without any special preparation, but with a good night's sleep behind me. My experience was reassuring. Contrary to my expectations for a multiple-choice exam, I found many of the questions to be intellectually challenging and interesting and not at all simplistic. Yet at the same time, the elements of most of the questions, even the most complex, could be unraveled to produce a correct answer. It seemed to me that the examination could be understood by individuals with basic knowledge of archival principles and practice, yet that

it could be confusing to anyone with imprecise or incomplete information. The exam could in fact test archival skill, not simply skill in test-taking.

The examination's content and coverage also were reassuring. A majority of the questions dealt with archival concerns and approaches so fundamental that every archivist should be able to answer them correctly. Others dealt with issues of important fact relating broadly to archival practice that also would be important for all archivists to know. Although I found several questions that covered relatively more obscure technical information, remembering that a score of 70 has been set for certification, it seemed to me that every journeyman archivist should be able to succeed on the examination, given reasonable preparation. Conversely, because most questions on the exam cover essential materials, it seemed to me that anyone not achieving this score should have additional preparation before undertaking independent archival responsibility. I also was reassured that I was able to achieve a reasonable score on the examination without any special preparation, suggesting that it measures basic archival knowledge used daily in practice.

My score certainly would have been improved by study of subject areas identified in the "role delineation" for archivists in the candidate handbook, and I would urge anyone considering the exam to review and prepare for it. Yet at the same time, basic knowledge of archival principles and practice was sufficient to score comfortably within the passing range.

With these perceptions in mind, I urge all qualifying archivists to consider taking the examination this year. New members of the profession will find a useful measure of their own professional mastery and probably a reassuring demonstration that they have achieved journeyman level professional knowledge. More experienced members of the profession will find the examination an intellectually intriguing review of basic archival practice, and a refreshing insight into the professional

concerns and ideas of their colleagues. There is no limit to the number of times an individual can sit for the exam, and there should be no stigma attached to sitting for the examination several times before achieving a passing score.

Few people consider it fun to take a test, yet I suspect that most archivists, whatever their level of experience, would find sitting for this exam an interesting and informative experience. I encourage you to do so.

The Examination for Certified Archivist

The examination for certified archivist is a "practice-based" examination that measures whether an individual has a professional-level mastery of archival principles and of the practices applied in archival work. The examination differs from typical college course examinations because it is based on the work and required knowledge of practicing archivists. Format educational goals, on the other hand, are normally broader-based, encompassing theory, history and overall knowledge of a subject area.

Because the goal of the ACA examination is to measure practice-related knowledge and skills, its validity is measured by how well it tests whether an individual possesses the level of knowledge necessary to practice successfully as an archivist. A valid examination is developed by using well-defined and tested steps based closely on study of the profession.

The methodology used to construct the ACA examination was the result of many years of research by the fifty-year-old Professional Examination Service (PES). It consists of several phases, the first of which is formulation of a "role delineation" for the profession which describes the duties of archivists and the knowledge and skills needed to perform them. This information is used to develop test specifications, to construct questions, and to select questions for each examination.

The role delineation for archivists was constructed for the certification examination by a committee of archivists broadly representing the profession's diversity. It identifies seven major areas or "domains" of archival practice, including selection or appraisal; arrangement and description; reference service and access; preservation and protection; outreach and promotion; program assessment; and professional, ethical and legal issues. Each of the seven major domains is comprised of "task statements" that outline the duties included in each domain, and "knowledge statements" that describe what archivists need to know in order to perform that particular domain of practice. For example, the domain "arrangement and description" includes the specific task "analyze the existing arrangement and description of documents and plan for any further arrangement and description that may be necessary." The accompanying knowledge statements include "the corollary principles of provenance and original order," "the history and range of filing practices," "the concept of five levels of arrangement," and so on. Preceding the domains is a listing of eleven general knowledge statements that are applicable to several or all of the seven major areas of professional practice.

The ACA role delineation was validated by a larger group of archivists, who reviewed the seven domains and evaluated the relative importance of each within the overall range of archival activities. The test specifications were derived from this extensive analysis and review.

The ACA role delineation is reproduced in the January 1989 *SAA Newsletter* and is included in the Candidate Handbook for the certification examination, which is available by request from the ACA Secretariat in the SAA Executive Office. A careful reading is recommended for those interested in understanding certification as well as for those considering sitting for the examination.

The examination is composed of questions developed by archivists representing all areas of professional practice in "item-writing workshops" directed by PES. Questions (or "items") are formulated as problems that can be resolved by selecting a response from among several choices. The panels of archivists reviewed these questions in the workshops and rated them to determine their rele-

vance and importance to the particular subject in question. The archivists also evaluated each question to ensure that it is job related and at an appropriate level of difficulty. The items also were reviewed by PES to check for conformity to psychometric principles, editorial correctness, and clarity. By the time a question is entered into the ACA "item bank" of examination questions, its content, relevancy, and accuracy have been doubly validated.

In the final step of examination formulation, PES selects questions from the ACA "item bank" to compose a 100 question examination that proportionately reflects the various "domains" of archival knowledge identified in the "role delineation" document. This initial selection is then substantively reviewed for coverage and variety by representatives of ACA before the final form of the examination is established. It then is printed and administered in accordance with standards and procedures developed by PES.

The examination is scored by PES and score reports are sent directly to candidates. Based on cumulative performance on the examination, PES generates and evaluates statistics to determine reliability and validity of the examination as a whole and the effectiveness of the individual questions of which it is composed. This permits the Academy of Certified Archivists to identify any deficiencies and correct them. Each year, as the examination is taken and reviewed, the data bank of questions becomes stronger. For those interested in statistics, some of the measures taken include reliability coefficients, distractor data, frequency distribution tables, and standard deviation.

Because the final measure of success for the examination is its effectiveness in determining whether an individual possesses knowledge and skills necessary to perform as an archivist, the examination must remain close to developments in the archival profession. To do so, more "item-writing workshops" are held periodically and the role delineation on which test specifications are based is formally reviewed at established intervals. Thus the examination is an evolving document that will continue to reflect the profession and its needs in the future.

How to Prepare for the Examination

The content and coverage of the

examination for certified archivist are based entirely on the archivist's role delineation, which was created as part of the exam development process. The role delineation identifies seven major content areas or "domains" of archival practice and defines the functions and activities or "tasks" that comprise each domain as well as the knowledge that archivists know and apply in each area. General knowledge statements that relate to several areas of archival practice also are included.

One approach to exam preparation might be to develop a study plan that includes both classics of archival literature and more recent publications in the seven major content areas of archival practice defined in the role delineation, with particular attention to the tasks and knowledge relating to each area. The study plan also might take into account the relative emphasis given in the exam to each of the seven content areas. The approximate percentage of the examination devoted to questions in each area is listed in the Candidate Handbook.

The Candidate Handbook is available on request from the ACA Secretariat.

Reflections on the Certification Examination

by Amelia Winstead, CA (1990)
Alabama Department of Archives and History

May, 1989. My thoughts as I leave the hallowed halls of my graduate institution with degree in hand center on the knowledge that hard work and perseverance paid off. I was now qualified to practice my chosen profession. In May, 1990, I decided to take the additional steps required to have my peers recognize me as a qualified professional. I applied to take the Academy of Certified Archivists' Certification Examination.

My application was accepted and I began preparing for the exam. Preparation proved to be easy. Having obtained a master's degree in Archival Management, I had received a solid foundation in archival theory and practice. Work experience, gained during both my university and graduate studies and as a full-time employee of the Alabama Department of Archives and History, gave me a practical knowledge of reference, arrangement, and

appraisal methods to supplement my studies.

After reading the Candidate Handbook, I thought that the Society of American Archivists' Basic Manual Series would be a good review of the areas tested. The Alabama Department of Archives and History has a substantial professional library for the use of its employees. During my graduate work, I had acquired my own library of archival materials. Utilizing these resources, I reviewed and studied the SAA Basic Manual Series, T. R. Schellenberg's *Modern Archives*, and Oliver W. Holme's *"Archival Arrangement - Five Different Operations at Five Different Levels"* as preparation for the examination.

The day of the exam arrived and I was terrified! This one exam could influence my career as an archivist. If I failed to pass the exam, could I ever consider myself as a fully-trained, professional? The decision to apply to take the exam had been so simple. I wanted to be recognized as having obtained the education and training required to be labelled a "professional," to be called a certified archivist. My resolve to complete and pass the examination strengthened, I read the first question.

Later that day, as I left Atlanta, I realized that the exam had not been "impossible." The Candidate Handbook had provided me with information regarding the subject area breakdown of the exam and with sample questions. Everything that I needed to know regarding the makeup of the exam had been given to me. There were no tricks or surprises. I may not have scored 100 percent, but I was confident that I had succeeded in achieving the title, Certified Archivist.

Indeed, I survived the test.

Academy of Certified Archivists Examination Fact Sheet

Eligibility

To sit for the examination, a candidate must have one or more of the following:

- A master's degree with minimum of nine semester hours of graduate study in archives administration and a minimum of one year of qualifying professional archival experience.

- Any master's degree with two years of qualifying professional archival experience.
- A bachelor's degree and three years of qualifying professional archival experience.

Examination Sites

The 1991 examination will be given in conjunction with the 1991 Society of American Archivists meeting in Philadelphia, with additional exam sites in Atlanta, Chicago, Dallas, and Los Angeles.

Examination Date

The examination will be given from 9:00 a.m. to 1:00 p.m., on Wednesday, September 25, 1991, at all examination sites.

Application Deadlines

To register for the 1991 Examination, the following application and fee schedule applies. Application fees are not refundable.

- August 2: Applications and fees (\$50) must be postmarked no later than midnight, August 2, 1991.
- August 12: Applications and fees (\$50) accompanied by a LATE FEE (\$75) must be postmarked no later than midnight, August 12, 1991.

Applications postmarked after August 12, 1991, will not be processed.

Certification Fees

The \$50 application fee is applied toward the \$275 certification fee. Successful candidates must pay the remaining \$225 within 30 days of notification of examination results. The late fee is not applied toward the total fee for certification.

Additional Information

The ACA Candidate Handbook and an application form are available from the ACA Secretariat, c/o Society of American Archivists, 600 South Federal, Suite 504, Chicago, Illinois 60605.

The Academy of Certified Archivists' Nominating Committee has proposed the following candidates for office:

SECRETARY

Lawrence Geller, American Field Service Archives and Museum
Karen T. Jefferson, Howard University

TREASURER

Fred Stielow, Catholic University of America
Ronald G. Watt, Latter Day Saints Church

REGENTS

Raimund Goerler, Ohio State University
Kaye Lanning Minchew, Troup County Georgia Archives
Daniel Williams, Tuskegee University
Wilda Logan Willis, National Archives and Records Administration

NOMINATING COMMITTEE

Harry Keiner, CIGNA Companies
Margaret Kimball, Stanford University
Beatrice R. Owsley, University of New Orleans
Robert Shuster, Billy Graham Center
Taronda E. Spencer, Wayne State University
Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners

From these groupings, one secretary, one treasurer, two regents, and three nominating committee members will be selected. The secretary and treasurer shall be elected for two-year terms; the regents shall be elected for three-year terms; and the nominating committee members for one-year terms.

Voters will have the opportunity to write in candidates on the ballot, which will be mailed in early May. If you have not received a ballot by May 15, please contact the SAA office. All ballots must be returned to the SAA office by June 1. **Ballots postmarked after June 1, 1991 will not be counted.**

The 1991 ACA Nominating Committee included Anne R. Kenney (chair), Florence Borders, and Scott Cline.

PLAN TO ATTEND THESE ACA-RELATED SESSIONS DURING THE 1991 SAA ANNUAL MEETING!

**Archival Education and the Certification Examination:
An Analysis**

A panel discussion of the structure and administration of the certification examination and its impact upon archival education and SAA's education and publication programs.

The participants have been involved in the initial creation of the exam; its subsequent writing and administration; the field of archival education; and SAA's educational and publication activities. They will discuss issues involving certification exam format and content, including the validity of the multiple-choice format to test procedures; and desired future modifications of the exam and its administration.

The panel will also examine the present and future impact of the certification exam on archival education; and the interaction among archival educators, SAA, and ACA in the examination process.

Chair: Karen Benedict

Panelists: James B. Rhoads, Deborah Skaggs, Mary Jo Pugh, Bonnie Hardwick (Chair of SAA's Committee on Education and Professional Development).

**Strength in Numbers:
Membership Development for
Archival Organizations**

This session will examine membership development strategies and issues for archival organizations. Chair Leon Miller of the Tulane University Libraries will discuss the Society of Southwest Archivists and "surviving sudden growth." Kevin Leonard of the Northwestern University Archives will look at "marketing for membership" and business techniques used by the Midwest Archives Conference, and Jesus F. de la Teja of the Texas General Land Office will discuss newsletters as membership tools. Maygene Daniels, president of the Academy of Certified Archivists, asks the question, "Do Credentials Count?" and responds with an analysis of membership issues in the ACA.

Michael E. Wilson, CA

The Academy of Certified Archivists was saddened by death of Michael E. Wilson in December 1990. Born December 31, 1949, in Long Beach, California, Michael was very active in the archival profession, having held various offices and presented numerous papers throughout his career. He was one of the earliest supporters of archival certification. Since 1982, he held the position of architectural archivist at the Houston Public Library. From 1977 to 1982, he served as assistant archivist at the Rosenberg Library at Galveston. He held a B.A. and an M.A. from the University of Denver (1975). In addition to being a founding member of the ACA, Michael was a member of the Society of American Archivists, the Society of Southwest Archivists, the Society of Architectural Historians, and the Pictorian Society of America. With Jane Kenamore, he co-edited *Manuscript Sources in the Rosenberg Library: A Selective Guide* (Texas A & M Press, 1983), and, more recently, had edited two published catalogs of holdings at the Houston Metropolitan Research Center of the Houston Public Library.

**ARE YOU PLANNING TO ATTEND THE
SAA ANNUAL MEETING IN PHILADELPHIA?
IF SO, JOIN US FOR BREAKFAST AND THE
THIRD ANNUAL MEETING OF THE
ACADEMY OF CERTIFIED ARCHIVISTS.**

Date: Friday, September 27, 1991

Time: 8:00 - 9:30 a.m.

Place: Adam's Mark Hotel, Philadelphia

Registration for the ACA Breakfast/Business meeting will be included in the SAA Annual Meeting Registration packet, or you may obtain a separate form from the ACA, c/o 600 South Federal, Suite 504, Chicago, Illinois 60605. Academy members and non-members are welcome and encouraged to come.

**PLEASE SEND ME APPROPRIATE INFORMATION
TO APPLY FOR THE EXAMINATION**

The exam will be given at these sites: Philadelphia, Pennsylvania; Atlanta, Georgia; Chicago, Illinois; Dallas, Texas; and Los Angeles, California.

I prefer taking the exam in (city/state) _____

Name _____

Address _____

City/State/Zip _____

I will ____ will not ____ be attending the SAA meeting in Philadelphia.

Mail this form to: *Academy of Certified Archivists
c/o 600 South Federal, Suite 504
Chicago, Illinois 60605
Fax 312/347-1452*

Annual Meeting Update

by Catherine M. Mason

Preliminary Program

The Preliminary Program for the 55th Annual Meeting in Philadelphia will be mailed in mid June. If you do not receive it by July 1, 1991, please call the SAA office. Also, as a reminder, be sure to bring the Preliminary Program to Philadelphia, because the Final Program will not contain detailed program or tour descriptions.

Program Committee

The 1991 Program Committee has reviewed and analyzed nearly 160 session proposals that were submitted by SAA membership and is now putting the finishing touches on a program that provides a look at new and recent archival trends, as well as continuing developments in established archival practice. The new trends involve presentations on the evolving technologies of electronic records, information management, and their impact on archival practice. Other sessions will present updates on archival standards development, mass deacidification processes, and archival management. Fresh ways of providing archival services are examined in sessions on the Vatican archives, entrepreneurial archives, and documentation techniques. In between, the program has sessions designed to appeal to almost any archival interest with participants coming from forty-four states, the District of Columbia, Canada, Australia, and the Soviet Union.

Schedule Corrections

There are three corrections in the schedule which appeared in the March 1991 SAA Newsletter. On Friday, September 27th, the last set of sessions are schedule from 3:30 p.m. to 4:30 p.m. instead of 3:45 p.m. to 5:45 p.m. On Saturday, September 28th, from 3:30 p.m. to 5:30 p.m., roundtables are scheduled instead of sessions. The Business Meeting is on Thursday, September 26th at 5:00 p.m. instead of Saturday, September 28th at 5:30 p.m.

Official Carrier

American Airlines is the official carrier for the Annual Meeting, and the meeting I.D. number is AN03Z1KQ. American is offering 40% off coach fares or 5% off the lowest published fares available (which includes the super saver fares in the continual air fare wars). If you wish to book your ticket with American, call your own travel agent, or American Airlines Group Desk at (800) 433-1790, or SAA's travel agent Joyann Hawker at (800) 543-0573 and refer to the meeting I.D. number. As a reminder, the 55th Annual Meeting will be held in Philadelphia at the Adam's Mark Hotel from September 25-29, 1991. The preregistration fee for SAA members is \$115, and \$150 for nonmembers. After the preregistration deadline of August 28, 1991, the fee for members is \$140 and \$175 for nonmembers. Student registration fees are \$55. Room rates at the Adam's Mark Hotel are \$87 for single occupancy and \$96 for double occupancy. The telephone number is (800) 231-5858. If you would like to have your name placed on a list of individuals seeking roommates, contact Catherine Mason at the SAA office. Also, contact her regarding childcare or any other needed information.


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Campaign 3,000: Membership Contest

by J. Frank Cook, SAA Membership Chair

From April through September of this year the Society of American Archivists will be conducting a drive to increase individual membership. Cathy Mason, our Director of Membership Services, designed the contest—a contest with prizes, yet!

For each new member in the "Regular" Individual Membership Category OR every four (4) "Full-Time Student" members a SAA member recruits during the campaign, he or she will receive the choice of either:

- (1) \$15 off annual dues; or
- (2) \$15 off a publication order in the form of a voucher which must be utilized by September 30, 1992.

Please note that only new—not renewing, "Retired", or "Associate"—individual memberships are eligible for the contest. Members whose memberships have lapsed since January 1, 1991, may not be counted for purposes of this contest.

Okay, now you know that you and your colleague cannot count each other's renewal notices, BUT there are still more fabulous prizes and you don't even have to shake Ed McMahon's hand on television to win! A special drawing will take place at SAA's annual meeting in Philadelphia, which is open to all indi-

vidual members of SAA who personally recruit three (3) or more members or twelve (12) or more student members. And we are not talking 15 bucks either:

- ▲ **FIRST PRIZE:** Paid roundtrip coach airfare (from U.S. or Canada) to the 1992 SAA annual meeting in Montreal, Canada.
- ▲ **SECOND PRIZE:** Paid Registration Fee and Convention Hotel Charges (room only) at the 1992 SAA annual meeting hotel (Sheraton in Montreal).
- ▲ **THIRD PRIZE:** Paid annual dues for next year.

Please note that the winner of the First Prize will have his or her choice of either that prize or the Second Prize should the latter provide greater value for that individual.

So if you're through selling Girl Scout cookies and band turkeys and have the latest sweepstakes envelope in the mail—get on with this contest. All you have to do is sign up the new member on the form on the next page (which you can photocopy for additional copies) and send it to SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605. This will then complete the membership process and give you credit for your recruited member. If you or the potential new member have questions about either the benefits of Society membership or this contest, please contact Cathy Mason at SAA (312) 922-0140, or the appropriate regional representative from the Membership Committee listed on the next page.

If you're worried about whether a professional association should be doing this sort of thing—hey, we need the members! Seriously, the future strength of the Society depends on each of us "selling" the values of membership to our colleagues and I do hope you will participate (I will, but not for the prizes). Good luck recruiting and I hope you don't pay any dues next year, get lots of free pubs, have a free flight to the annual meeting and/or don't have to pay any registration or hotel bills for the 1992 meeting!

SAA Individual Membership Benefits

- The bimonthly *SAA Newsletter*
- The quarterly *American Archivist*
- Discounts on SAA publications
- Reduced registration fees for SAA events
- Eligibility for SAA leadership positions
- Full voting privileges in SAA elections and business meetings
- Participation in SAA sections and roundtables
- An annual meeting information packet
- Optional *SAA Employment Bulletin*



- *Microfilm and Source Document Conversion to Electronic Images on Optical Disks; 16 MM, 35 MM and roll film cartridges.*
- *Document image restoration using electronic enhancement and manipulation techniques.*
- *Image database creation with structured or free form word search capabilities.*
- *OCR Image to text conversion services.*
- *Electronic publishing of early American newspapers and manuscript materials. Available soon on CD-ROM Disks, The Pennsylvania Gazette, printed in Philadelphia, 1728-1800.*



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Thomas Frusiano
Department of Special Collections/
Archives
Rutgers University Library
169 College Avenue
New Brunswick, NJ 08903
(201) 932-7006

Diane Windham Shaw
3106 South 3rd Street
Whitehall, Pennsylvania 18052
(215) 250-5148

Peter Wosh
157 Sanford Avenue
North Plainfield, NJ 07060
(212) 408-1495

Region B

Bruce Ambacher
6920 Fern Place
Annandale, Virginia 22003
(202) 501-5575

Paul Chestnut
2039 New Hampshire Ave., NW,
#503
Washington, D.C. 20009
(202) 707-5389

Wilda Logan Willis
5712 Tuckerman Street
Riverdale, Maryland 20737
(202) 501-6033

Region C

J. Frank Cook
UW-Madison Archives
B134 Memorial Library
728 State Street
Madison, Wisconsin 53706
(608) 262-3290

Region C - continued

Nancy Lankford
23 Ellis Library
University of Missouri at Columbia
Columbia, Missouri 65201
(314) 882-6028

Eric Pumroy
University Library at IUPUI
815 West Michigan Street
Indianapolis, Indiana 46202
(317) 274-0464

Region D

Sharron Uhler
Colorado Springs Pioneers Museum
125 South Tejon Street
Colorado Springs, Colorado 80903
(719) 578-6650

Region E

Loretta Hefner
UC-Berkeley
Lawrence Berkeley Lab
1 Cyclotron Road
Berkeley, California 94720
(415) 486-5525

Region F

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Washington State Archives
Office of Secretary of State
12th & Washington
Olympia, Washington 98504-0418
(206) 753-5485

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Application for Individual Membership

Name _____

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Is this a business address? _____ business phone? _____

Employing Institution _____

Referred by SAA member _____

Regular Membership

- | | | | |
|-------------------------------|---------------------------|--------------------------------|--------------------------|
| <input type="checkbox"/> \$55 | Salary less than \$20,000 | <input type="checkbox"/> \$115 | Salary \$40,000-\$49,999 |
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Full-Time Student Membership

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Student at _____

Options

- ☐ \$24—One-year subscription to the bimonthly *SAA Employment Bulletin*
- ☐ \$15—First-class delivery of *SAA Newsletter* to members in the United States, Canada, and Mexico
- ☐ \$40—Air mail delivery of *SAA Newsletter* to members in all other countries

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News Clips

Intergovernmental Records Program

The National Association of Government Archives and Records Administrators (NAGARA) and the National Archives and Records Administration (NARA) have recently announced the formation of an intergovernmental Records Program Advisory Committee to identify and coordinate future directions in intergovernmental records projects in the government records community. Committee members are Frank B. Evans, director, Intergovernmental Records Program, NARA; Marie B. Allen, deputy director, Intergovernmental Records Program, NARA; Virginia Newton, state archivist, Alaska State Archives and Records Management; Peter Schinkel, director, Records Management Division, Georgia Department of Archives and History; Michael Evans, assistant state archivist, Wisconsin State Historical Society; and Sharon Thibodeau, director, Archival Publications and Accessions Control Staff, NARA.

Organized within NAGARA's Committee on Documentation Issues, the IRP Advisory Committee is currently working toward the creation of cooperative grant proposals in two areas: (1) cooperative appraisal or scheduling across levels of government in one or more program areas and (2) the creation and use of authorities for the names of government organizational units. Please contact committee members with your ideas in these areas and come to the IRP session at the NAGARA meeting—July 24-27, Westin Hotel, Chicago. The IRP session will include progress reports and a discussion of proposed future projects, identifying areas in which the IRP can be as useful as possible to federal, state, and local archivists and records managers.

NAGARA has recently published a summarized version of a major IRP report, *Sharing Information on Intergovernmental Records*. For a copy, contact Bruce Dearstyne, Executive Director, New York State Archives, 10A46 Cultural Education Center, Albany, New York 12230.

NHPRC Recommends 42 Grants

The National Historical Publications and Records Commission (NHPRC) met on February 14 and 15 and recommended 42 grants totalling \$1,658,127. The projects funded include \$736,253 for 15 continuing documentary editing projects; \$52,000 for three new documentary editing projects; and \$785,585 for 17 historical records projects. Also recommended were \$77,676 in subvention grants to help defray publication costs for six documentary editions and \$6,613 for the 20th annual Institute for the Editing of Historical Documents. The Commission also endorsed two documentary edition projects. The grant recommendations were made in response to more than \$3,255,900 in requests.

The next meeting of the Commission is scheduled for June 27-28, 1991.

Records Program application materials may be requested by phone or by mail from Records Program, NHPRC - NPR, National Archives Building, Washington, D.C. 20408, (202) 501-5610

NEH Awards 14 Grants

The National Endowment for the Humanities (NEH) recently awarded 14 grants, totaling more than \$3 million, which will support projects to preserve brittle books and other printed materials; expand NEH's ongoing program to preserve U.S. newspapers; assist in the creation of statewide preservation plans; and support research that will improve preservation technology.

The awards will allow institutions in 11 states to conduct preservation projects important to the study of history, literature, philosophy and other humanities disciplines.

Seven of the grants will support microfilming of books, periodicals, and archival documents and two grants will support the development of comprehensive preservation plans for the libraries, archives, historical societies and museums.

For more information, contact John McGrath at NEH, (202) 786-0449.

Inventory of Stolen Books Available on EPIC

The 16,000-record inventory of some 19,000 stolen books confiscated by the Federal Bureau of Investigation (FBI) and used as evidence in the recent trial of Stephen Blumberg is being mounted on the EPIC service, OCLC's online reference system. The database, which contains a bibliographic description and a list of holdings for each recovered item, will help libraries determine whether any of the stolen materials are from their collections.

The database, called *The Book Return*, has been available on EPIC since early March. It will be searchable by most of the same indexes as the OCLC Online Union Catalog. In addition, because of its small size and unchanging nature, this special database will be searchable by holding symbol, making it possible for a library to determine which of the recovered materials it has cataloged.

To access *The Book Return* database, libraries will use an EPIC service authorization, which can be obtained through regional networks or OCLC.

If, after searching *The Book Return* database, a library believes materials are from its collection, a claim should be sent, in writing, to Special Agent Jerry A. Tucker, FBI, P.O. Box 548, Omaha, Nebraska 68101. Claims should include: author, if known; title; publication date, if known; OCLC record number; value of item being claimed; any other unique detail that may prove book ownership, such as book note, autograph, book number, etc. A copy of a catalog card, system printout, and/or other proof of ownership should also be included for each item.

The FBI will verify all claims. Questions should be referred to Special Agent Tucker at (402) 348-1210.



World View

by Anne Gilliland-Swetland

The World View column features information about archival activities in countries outside the United States and international activities with which archivists are involved. Send any information or other contributions to Anne Gilliland-Swetland, P.O. Box 4503, Ann Arbor, Michigan 48106.

Ireland Opens National Archives

The National Archives of Ireland were opened on January 2, 1991, under the auspices of the National Archives Act of 1986. This Act, long lobbied for by the Irish Manuscripts Commission and the Irish Committee of Historical Sciences, was personally steered through the Irish legislature by then prime minister Garret FitzGerald. Since 1976, the Taoiseach's (Prime Minister's) Department had sought to establish a national archives and to release for public inspection, records of government departments created since the time of Ireland's independence from Great Britain in 1921. Under the terms of the Archives Act, offices and other bodies scheduled under the Act are obliged to deposit records more than thirty years old in the National Archives. Previously, government departments were at liberty to deny scholars access to their records, and most did so.

Society of Czech Archivists Founded

Last May a constituent assembly of Czech archivists convened at the Charles University in Prague to establish Ceska Archivni Spolecnost (The Czech Archival Society). The Society is open to professionals, paraprofessionals, students, and individuals or groups with an interest in archives. Its immediate goals are the establishment and development of good relations with the governmental, educational, scientific, and cultural institutions of a new Czechoslovakia.

Society of Greek Archives

The Society of Greek Archives held its first meeting on November 3, 1990, in Athens. The following officers were elected: Litsa Bafouni, president; Nick Karapidakis, vice-president; Nick Pantelakis, secretary; and Eleni Anagnostopolou, treasurer. The Society plans to hold an annual meeting every fall. For further information, contact N. Pantelakis, Hellenic Archives Society, B.O. 80031, 185 10 Piraeus, Greece.

"People's Archive" in the USSR

Under the leadership of Boris Ilizarov, chairman of the documentation center office of the Moscow Historical-Archival Institute, and with the support of voluntary contributions and donations, a new type of archival repository, the "People's Archive" is being created in Moscow. The idea of creating the "People's Archive" emerged as a conscious effort to collect and preserve the personal histories of ordinary Soviet citizens in the form of personal papers, letters, photographs, diaries, and other documentary sources. This is in direct contrast to the official philosophy of the Soviet Union Communist Party, which holds that govern-

ment-generated documents are the only source of information that archives should collect.

The "People's Archive" also wants to collect the documents of unofficial or private citizen groups and initiatives. Processing will be done by student volunteers and the materials then scanned and stored electronically.

Central American Archivists Meet in Costa Rica

On July 26 and 27, 1990, some one hundred and sixty Costa Rican, Nicaraguan, and Panamanian archivists gathered for Costa Rica's fifth annual conference on archives. The conference theme was "Conservation for Libraries and Archives." James Stroud of the Harry Ransom Humanities Center at the University of Texas, conducted the conference's workshop.

International Book Exchange

The Biblioteca Nacional of Spain has started an international book exchange. Recent lists have included several guides to Spanish archives. Interested individuals should contact Isabel Guillamon Duch, Canje Internacional de Publicaciones, Biblioteca Nacional de Espana, Paseo de Recoletos 20, 28071 Madrid, Spain.

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Awards Available

NHPRC Fellowships in Archival Administration: Host Institutions Needed

For the 1992-93 year, the National Historical Publications and Records Commission (NHPRC) is offering two fellowships in archival administration, one at a college and university archives or special collections unit, the other at a state archives. The two positions will focus on active, hands-on experience in administration and management. The Commission is now accepting applications from state archives and college and university archives and special collections units interested in serving as host institutions for the two fellows to be selected. The application receipt deadline is September 1, 1991. The fellowship program is funded jointly by the Commission and The Andrew W. Mellon Foundations.

The Commission views the fellowship program, now in its sixth year, as an opportunity for professional archivists with two to five years of work experience to gain new or additional experi-

ence with administrative procedures and problems. Institutions interested in applying to serve as one of the two host institutions should be able to expose the fellow to a wide variety of archival administrative experiences during the nine to twelve months that the fellow will be working with the host's archival staff.

The fellows' stipend is \$35,000, with a benefit payment of \$7,000. Host institutions also are given \$500 to interview prospective applicants.

The two host institutions will be selected by December 1, 1991. At that time, application forms for prospective individual fellows will be made available. Individual applications are due March 1, 1992. The two fellows will be selected by the host institutions from the pool of eligible applicants. The fellowship will begin in the late summer or early fall of 1992.

Prospective institutions should request guidelines and application forms from the NHPRC-NPR, National Archives Building, Washington, D.C. 20408. Host applications must be received no later than September 1, 1991. For further information, contact Laurie A. Baty of the Commission staff at (202) 501-5610.

APPRAISAL INSTITUTE

The School of Library and Information Science (SLIS), University of Pittsburgh, announces the opportunity to participate in a one week institute in archival appraisal focusing on its basic theory, principles, and applications to be held at the University of Pittsburgh, August 5-9, 1991. The institute is designed to assist beginning and experienced archivists to gain a fuller understanding of the nature and importance of archival appraisal, providing a review of basic principles, specific techniques, such as the collection policy, institutional collection analysis, documentation strategies, and the implications of electronic records for archival appraisal.

The institute will be taught by five different instructors. Richard J. Cox, University of Pittsburgh, archival educator and author of numerous articles and other writings on archival science, is the coordinator and host for the institute. Other principal instructors include well-known archival authorities and writers: David Bearman, Archives and Museum Informatics; Timothy Ericson, University of Wisconsin, Milwaukee; James O'Toole, University of Massachusetts at Boston; and Helen W. Samuels, Massachusetts Institute of Technology. All of the lecturers have written and lectured extensively on archival appraisal.

The cost of the institute for non-credit students is \$250. Individuals will be responsible for securing their own lodging, but information about lodging opportunities and their approximate cost is available from SLIS. Additional information about the institute and an enrollment form is available from SLIS by contacting Mary K. Biagini, 505 LIS Building, School of Library and Information Science, University of Pittsburgh, Pennsylvania 15260, (412) 624-9460. Registration deadline is July 14, 1991.

Fulbright Librarian/Archivist Award

The Fulbright Commission in London announces the availability of an award for a practicing librarian/archivist to research and develop the Memorial Library, 2nd Air Division (8th Air Force) Norwich, Norfolk, England. The Memorial Library is a collection of books, records, and war-time memorabilia relating to over 6,400 American airmen based in the Norfolk and Suffolk area who were killed in action between 1939-1945.

Applicants must hold U.S. citizenship; be working as archivists in public libraries, college or university libraries, or major research libraries outside American higher education; and have specialized training in archives work and a minimum of three years of library experience. Communication skills should be strong for possible speaking engagements and work with donors. Applicants should be enthusiastic about American cultural activities and be able to travel to give presentations.

The award is for £15,500 plus £4,500 expatriation allowance and travel for grantee and one dependent. The March 1991 exchange rate is £1 to \$1.95. The award is for twelve months, October 1992-October 1993, though there is some flexibility for a 9-12 month appointment. Deadline for applications is August 1, 1991. Contact CIES, 3007 Tilden Street, N.W., Suite 5M; Washington, D.C. 20008-3009, (202) 686-6245.

Reference Materials Awards

The National Endowment for the Humanities Reference Materials Program supports projects that organize essential resources for scholarship and improve access to information and collections. Awards are made in two categories: Tools and Access. Dictionaries, historical or linguistic atlases, encyclopedias, concordances, catalogues raisonnées, grammars, descriptive catalogs,

Continued on next page

Wanted

Call for Papers

Proposals for contributions to volume II of *Advances in Preservation and Access*, a new annual published by the Meckler Corporation, are invited by co-editors Barbra Buckner Higginbotham (Brooklyn College) and Mary E. Jackson (University of Pennsylvania). Please submit one-page abstracts for papers on current topics on library preservation, conservation, and related access issues, including education, cooperation, standards, management, and technique. The abstract should contain the name, address, and telephone (voice and fax) of the potential contributor; brief biographical data; and a 250-word abstract. In order to be considered for volume II all proposals must be received no later than July 1, 1991. Persons whose papers are accepted will be notified no later than September 30, 1991; papers (2,500-3,000 words in length) will be due January 1, 1992. Mail proposals to: Mary E. Jackson, Co-Editor, *Advances in Preservation and Access*, 431 E. Allens Lane, Philadelphia, Pennsylvania 19119-1104, (215) 898-7558.

Any Early Birds in Your Collection?

The Archives division of the National Air and Space Museum is creating a guide for materials relating to the Early Birds of America, Inc., an organization of individuals who soloed in an airplane, glider, or airship prior to December 17, 1916. In hopes of preparing as complete a guide as possible, the Air and Space Museum wished to include holdings that are in other repositories and/or part of other collections. These materials may take the

form of personal papers, scrapbooks, memorabilia, or corporate records relating to Early Flight (ca. 1900-1919). Should you have any materials that could apply to the Early Birds, please contact James Kohan or Paul Silbermann at the National Air and Space Museum, Archives - Building 12, 3904 Old Silver Hill Road, Suitland, Maryland 20746-3190, (301) 238-3480. Any references used in the guide will provide description, location, and access information. We feel these steps will provide researchers with as complete and helpful a guide as possible, enabling them to locate Early Bird materials wherever they may be preserved.

Unique Archival Material for PBS Baseball History

Ken Burns and Florentine Films, the makers of the much-acclaimed PBS documentary series, *The Civil War*, is producing a multi-part film history of baseball. We are looking for evocative images of baseball from the 1840's through the 1950's. Do you have lithographs, daguerrotypes, or photographs of any aspect of baseball including: semi-pro or industrial teams in action, children playing stick ball in urban and rural settings, women's teams, negro-leaguers, major-leaguers, fans, and even sandlots and ballparks? We are also anxious to find home-movies of the same from 1900 to 1959. Please contact Bruce Alfred, Florentine Films, c/o Cinergy, 321 West 44th Street, Suite 602, New York, New York 10036, (212) 757-5434.

Awards

Continued from previous page

and data bases are eligible in the Tools category. Archival arrangement and description projects, bibliographies, bibliographical data bases, records surveys, cataloging projects for prints, graphic, film, sound, and artifact collections, and indexes and guides to documentation are eligible in the Access category. The deadline for both categories is September 1, 1991, for projects beginning after July 1, 1992. For more information, write to: Reference Materials, Room 318, NEH, Washington, D.C. 20506.

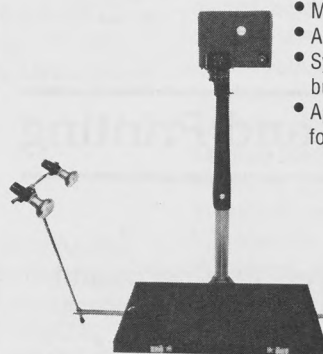
Archives/Records Administration Fellowships

The School of Information Science and Policy at SUNY Albany has received a grant of \$21,600 from the Department of Education under the Library Career Training Program of the Higher Education Act, Title II-B. The grant will fund two fellowships in archives and records administration for full-time students in the School's MLS program in the 1991-92 academic year. Interested applicants may contact Philip B. Eppard, School of Information Science and Policy, SUNY Albany, 135 Western Avenue, Albany, New York 12222.

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1991

Archivists' Calendar

June 4

Funding the Wadsworth Atheneum Archives: A Success Story
Sponsored by the New England Association Library and Archives Committee; to be held at Old Sturbridge Village, Sturbridge, Massachusetts; contact Penny Holewa at (508) 347-3362 by May 28, 1991.

June 8-13

Special Libraries Association 82nd Annual Conference
Theme: "Masterminding Tomorrow's Information: Creative Strategies for the '90s"; to be held in San Antonio, Texas; telephone (202) 234-4700.

June 10

Outreach and Inreach

The Society of California Archivists presents its Southern Spring Program at the A.K. Smiley Public Library, Redlands, California; contact Sue Hodson, SCA Vice President, (818) 405-2205.

June 10-21

21st German Script Seminar, Moravian Archives

Intensive training in reading old German Script as used in Germany and America; \$300 for tuition and materials; prerequisite:

reading knowledge of German; contact Vernon H. Nelson, Archivist, The Moravian Archives, 41 W. Locust Street, Bethlehem, Pennsylvania 18018, (215) 866-3255.

July 21-23

Congregation Heritage Workshop

Luther College, Decorah, Iowa; for archivists and others planning a congregation's anniversary; one-time registration fee for the congregation of \$135; individual fee of \$53 includes materials, meals, and on-campus housing; contact Rev. Roger W. Peterson, Luther College, Decorah, Iowa 52101-1045, (319) 387-1271

July 8-26

Fundamentals of Library and Archives Conservation Course

This basic course is essential for the effective management of programs of preventive and restorative preservation procedures for books, documents, maps, broadsides, audiovisual materials, computer-generated records, and works of art on paper. The course will be taught by George M. Cunha of the University of Kentucky and will be held on the campus of Wayne State University in Detroit, Michigan. Contact Kathleen Schmeling, Walter P. Reuther Library, Wayne State University, 5401 Cass Avenue, Detroit, Michigan 48202, (313) 577-4024.

July 20-27

Preservation Management for College Libraries

Sponsored by SOLINET and the Commission on Preservation and Access; designed for staff with responsibility for planning and coordinating decentralized preservation efforts in academic libraries; will be held on the campus of Washington and Lee University; contact Lisa L. Fox (404) 892-0943.

July 22-26

Preventive Care of Historic Photographic Prints and Negatives

The Getty Conservation Institute, Marina del Ray, California; designed for conservators, librarians, archivists, and curators responsible for the care of historic photographs; contact Cynthia Burton (213) 822-2299.

July 24-27

Managing Information Resources

1991 Annual Meeting of the National Association of Government Archives and Records Administrators (NAGARA); Westin Hotel, Chicago; contact Gaye Horton, The Council of State Governments, (606) 231-1887.

August 20-24

American Association for State and Local History 51st Annual Meeting

Dearborn, Michigan; contact AASLH at (615) 255-2971.

September 20

Second Annual Colorado Archives Day

Sponsored by the Society of Colorado Archivists.

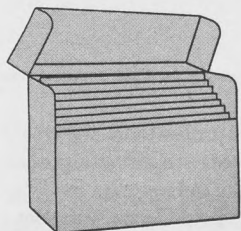
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Professional Opportunities

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

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

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

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

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

Deadlines for all issues of the SAA Newsletter and SAA Employment Bulletin are the 5th of the month preceding publication. Announcements received after the deadline will be charged a \$15 late fee. SAA's fax number is (312) 347-1452. For more information about SAA's employment services, contact Nancy VanWieren at (312) 922-0140.

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

ARCHIVIST/RESEARCHER

(Search Extended)

*Indiana University of Pennsylvania
Indiana, Pennsylvania*

Seeks an Archivist/Researcher to assist with the University's participation in America's Industrial Heritage Project (AIHP). The Archivist/Researcher will participate in the development and implementation of an acquisitions program to identify, locate, appraise, and accession materials related to project themes; develop procedures for processing these materials in conformity with the archival practices used in the Special Collections department; process, conserve, and prepare finding aids for these materials; and assist researchers. Reports to Special Collections Librarian. This is a grant funded position with an initial appointment of six months, with strong probability of continued funding; position available July 1, 1991. **Qualifications and Experience:** MA in appropriate area (e.g., labor, industrial, social, public history); course work in archival administration. **Salary:**

\$11,140 for six months plus benefits. Send letter of application, resume, and names and phone numbers of three references to: Mr. Phillip Zorich, 203 Stapleton Library, Indiana University of Pennsylvania, Indiana, Pennsylvania 15705. Deadline for receipt of applications is May 31, 1991.

ARCHIVAL ASSISTANT

*National Society Daughters of the American Revolution
Washington, D.C.*

Immediate opening to assist archivist with maintenance of archives of major women's organization and a manuscript and rare book collection of early Americana. **Responsibilities:** Accessioning, computerized cataloguing, processing, and exhibits. **Qualifications:** MA in history or BA in history and MLS; knowledge of American history; one or two years archival/manuscript experience; typing and computer skills; knowledge of WordPerfect 4.2 or 5.1 and of Ultracard MARC useful. Benefits include seven-hour work day. Full-time position. Please send resume, including salary requirements, to: Personnel Director, National Society Daughters of the American Revolution, 1776 D Street, NW, Washington, DC 20006-5392.

DIRECTOR

*NEDCC Microfilming Service
Andover, Massachusetts*

Northeast Document Conservation Center seeks a librarian or archivist with marketing skills to direct preservation microfilming service and photographic copying service. Management experience, some knowledge of microforms or photography. Advanced degree in related field. Low to mid 30s commensurate with experience. Send resume to: NEDCC, 100 Brickstone Square, Andover, Massachusetts 01810.

PROJECT ARCHIVIST

*Tudor Place Foundation, Inc.
Washington, D.C.*

Responsibilities: Develop archival program for manuscript collections and institutional archives of historic sites, to include appraisal, arrangement, and description of 120,000+ items, and preparation of guide and other finding aids. **Qualifications:** MA in American history, American studies, and/or MLS with specific archival training. Two years previous experience with manuscript collections and/or starting an archival program desirable. The position, dependent on NHPRC funding, is for 18 months, to begin September 1, 1991.

Salary: \$24,000 per annum plus benefits.

Send letter of application, resume, and three references to Eleanor Preston, Curator, Tudor Place Foundation, Inc., 1605 32nd Street, N.W., Washington, DC 20007.

TECHNICAL ARCHIVIST

*The University of Alabama Libraries
Tuscaloosa, Alabama*

Responsibilities: The University of Alabama seeks applications for the position of Technical Archivist to provide technical expertise in the arrangement, description and preservation of manuscripts, university archives, maps, photographs and book collections in a large and growing Special Collections department; assist with reference activities and collection development; and direct microfilming activities of the department. Assist with supervision of interns and student assistants. **Qualifications-Required:** An MLS from a program accredited by ALA with appropriate training and experience in manuscripts/archival management; or an MA in history or American studies, preferably with a specialization in Southern history. Familiarity with all facets of preservation, manuscripts arrangement and description with knowledge of AACR2 and OCLC-MARC system and AMC format. Good interpersonal skills with ability to communicate with the public and donors; evidence of excellent verbal and written communication skills, organizational ability, initiative, and flexibility. Working knowledge of historical research sources, methods, techniques, and experience with standard bibliographic tools in the humanities and social sciences. Desired: Knowledge of Alabama and Southern history; familiarity with microcomputer applications in an archival setting; a minimum of three years experience in a special collections library or archival repository. Strong benefits, tenure earning track, instructor rank. **Salary:** Minimum \$21,500. To apply send letter of application, resume, and the names and addresses of three references to: Yvonne Mixon, The University of Alabama Libraries, TA Search, P.O. Box 870266, Tuscaloosa, Alabama 35487-0266 by the application deadline of June 1, 1991.

MUSEUM ARCHIVIST

*The John & Mable Ringling Museum of Art
Sarasota, Florida*

Under direction of Librarian, establishes and administers archives in accordance with generally accepted archival practice. **Responsibilities:** inventory, appraise, arrange, describe, and process inactive records including Ringling's

Professional Opportunities

personal papers, circus papers and photographs, and museum records; implement and maintain records management program Museum; answer reference questions from staff and public relating to archival materials; prepare finding aids, write reports and guide. This is a NHPRC grant-funded position. **Preferred qualifications:** MLS or MA in appropriate academic discipline and two years of archival experience. Formal course work in archives administration and records management may be substituted for one year of work experience. **Salary:** \$21,000 annually plus benefits. Review of applications begins May, 1991. Send letter of application, resume, and three references to: Personnel Office, The John & Mable Ringling Museum of Art, 5401 Bay Shore Road, Sarasota, Florida 34243.

ARCHIVIST

*Bethune Museum
Washington, D.C.*

Responsibilities: Under the general direction of the Executive Director, will direct and administer programs of the archives; formulate archival policies and procedures; pursue an aggressive acquisitions policy; maintain and establish donor contacts; process historical records and manuscripts; prepare guides to collection and reference aids describing the inter-relatedness of archival collections; perform outreach services promoting the archives.

Qualifications: Include two years administrative experience, one of which should be in archival administration or related function; an advanced degree in history with a specialization in African American women's history, or a closely related field; professional archival training and experience in arrangement and description of organizational records. Apply to: Mary McLeod, Bethune Museum-Archives, Inc., 1318 Vermont Avenue, N.W., Washington, D.C. 20005.

ARCHIVIST

*Jefferson National Expansion Memorial
St. Louis, Missouri*

Jefferson National Expansion Memorial is a National Park Service unit which includes the Gateway Arch and the Old Courthouse, located in downtown St. Louis. The park was created to commemorate and interpret the westward expansion of the United States during the 19th Century, and the history of St. Louis as a gateway to the west. The park's archives primarily contain collections relating to the administrative history of the park, including the international architectural design competition which led to the construction of the Gateway Arch. This position is funded by the park's non-profit cooperating association, the Jefferson National Expansion Historical Association. This is a full-time, permanent position. **Responsibilities:**

ties: Responsible for overall management of park archives, including collections processing, reference services, publications, and supervision of volunteers and interns. **Qualifications:** (1) Professional education in archival administration and records management, with either a bachelor's degree in related discipline and two years of archives work experience or a master's degree in a related discipline; (2) Experience working with archival collections; (3) Knowledge of USMARC AMC and experience in working with IBM-compatible softwares, preferably dBase, WordPerfect, and Nutshell; (4) Ability to train and supervise interns and volunteers; (5) Ability to communicate clearly, both orally and in writing; (6) Ability to work cooperatively and effectively with patrons and staff. **Salary:** Starting annual salary of \$25,717. Excellent benefits. Send letter of application, resume with complete educational and employment history, official academic transcript(s), and names, addresses, and phone numbers of three references to: Jefferson National Expansion Memorial, 11 North Fourth Street, St. Louis, Missouri 63102, Attention: Kathryn Thomas. Applications must be post-marked by May 31, 1991.

MANUSCRIPT SPECIALIST

*Western Historical Manuscript Collection
University of Missouri-St. Louis
St. Louis, Missouri*

Position available July 1, 1991. **Responsibilities:** Include processing historical collections, preparing finding aids, and providing reference help to researchers. **Qualifications:** Bachelor's degree in history or one of the humanities or social sciences, and archival training or experience. **Salary:** Starting is \$15,000 plus health care benefits. Send letter of application and resume to Ann Morris, Western Historical Manuscript Collection, Thomas Jefferson Library, University of Missouri-St. Louis, 8001 Natural Bridge Road, St. Louis, Missouri 63121, or call (314) 553-5143. Application deadline: June 1, 1991.

ARCHIVISTS

*Laird Norton Company Archives
Seattle, Washington*

Laird Norton Company was established in 1855 by two families. The company, a forest products business, is still owned and operated by the decedents of the founding families. The company has an archives which includes an extensive photograph collection, oral history collection, and personal and corporate records. **Responsibilities:** The company seeks an archivist on a project basis to assist in the establishment of a database, further records processing, to conduct additional oral histories, and assist in making the collection accessible to trained company personnel. **Qualifications:**

Minimum of three years professional archival experience; business archives preferred; graduate degree from an accredited program in library/archival sciences; experience with computer applications required; ability to work independently. **Salary:** \$25,000 to \$29,000 with benefits. Send letter of application, resume and the names of three references to: Elizabeth Clapp, Laird Norton Company Archives, 801 Second Avenue, Suite 1300, Seattle, Washington 98101.

ARCHIVIST

*The Christine Dunlap Farnham Archive
Brown University
Providence, Rhode Island*

Temporary Position: Full-time for 12 months or part-time for 15-18 months. **Responsibilities:** Implementing collection development policies, acquiring and preserving documents relating to the history of women at Brown University, of Brown alumnae, and of women in Rhode Island. Emphasis will be given to processing manuscript/archival material. **Requirements:** Graduate work in a field of the humanities, with work or publications in women's history; experience or training in archival management; knowledge of computers. An MLS degree from a ALA-accredited library school is desired. **Appointment Range:** \$25,300 - \$27,425 based upon experience. Interested candidates should send letter of application, resume and names of three references by June 1, 1991, to Michele Wise, Department of Human Resources, Brown University, Box 1879/FGR040, Providence, Rhode Island 02912. Applications will be accepted until the position is filled.

ASSISTANT ARCHIVIST

*Auburn University
Auburn University, Alabama*

Assistant Archivist for Arrangement and Description. **Responsibilities:** Reports to Head of Archives, one of eight departments in the reference and information services division. Overall responsibility for arrangement and description of archival and manuscript holdings related to the history of Auburn University, agricultural and rural life in Alabama, and other aspects of Alabama history; supervision of graduate and undergraduate student assistants involved in arrangement and description; responsibility for creation of current and retrospective records of holdings for OCLC and NOTIS databases; and hands-on arrangement and description of material. **Qualifications:** An ALA-accredited MLS with a three-course configuration in archival administration, an MA degree in archival administration, or an MA degree in history with a three-course configuration in archival administration is required. Two years of experience as a full-

time, professional archivist may be substituted for archival course work if the candidate has an MLS degree or an MA degree in history.

Demonstrable knowledge of archival arrangement and description, including the USMARC AMC format, is required. Membership in the Academy of Certified Archivists is preferred.

Salary: Minimum \$25,000, higher with experience; twelve-month appointment; participation in state teachers retirement (mandatory); TIAA or other additional voluntary retirement plans available; twelve days sick leave; health/life/disability insurance benefits; and twenty days annual leave. Beginning date negotiable. The position is currently open. Application review process begins May 15, 1991. Applications must include resume, undergraduate transcripts, and names, addresses, and telephone numbers of at least three current references. Apply to Dr. Dwayne Cox, Archives, Ralph Brown Draughon Library, Auburn University, Alabama 36849-5607, (205) 844-1708.

ARCHIVIST

*Office of the National Archives
Washington, D.C.*

The National Archives seeks qualified candidates for entry level archivist positions.

Responsibilities: Arrange, describe, preserve, and declassify records; assist researchers.

Qualifications: Requires 18 semester hours (graduate or undergraduate) in U.S. history, political science or government; 12 semester hours (graduate or undergraduate) in history, government, public administration, American civilization, or economics; and one full year of graduate education in one of these fields.

Salary: Starts at GS-7 (currently \$21,023) annually and increases to GS-9 (currently \$25,717) after one year; upon successful completion of a 2-year training program, trainees are promoted to GS-11 (currently \$31,116).

Application Information: For a copy of the vacancy announcement, which contains the application instructions, call the National Archives and Records Administration, Personnel Operations Branch (NAPO), at 1-800-827-4898. Due to the limited number of openings, first consideration will be given to candidates eligible for direct hire under outstanding scholar provisions, i.e., those who have 3.45 or above undergraduate GPA or who were in top 10% of undergraduate class. Apply by June 7, 1991. For additional information, call Mary Rephlo or Cynthia Fox at (202) 501-5310.

NEW Publications from SAA

▲ *Guide and Resources for Archival Strategic Planning (GRASP)*

Published by the National Association of Government Archives and Records Administrators in December 1990 and distributed by SAA, this guide for archival repositories systematically addresses preservation needs for staffing, facility, and holdings. GRASP consists of three coordinated tools:

- (1) The *GRASP Computer-Assisted Self Study* asks archivists multiple-choice questions about preservation issues that affect archival functions. Through artificial intelligence, the computer program derives and reports suggestions tailored to a repository's needs. The computer program is for an IBM-compatible personal computer (with printer) that has at least 360K memory. It is available on both 3 1/2" and 5 1/4" disks.
- (2) The *Grasp Manual* provides specific preservation planning strategies. (205 pp., paper cover, three-hole punched and shrink wrapped)
- (3) The *GRASP Resource Compendium* contains more than 600 pages of readings and citations to help develop and guide a preservation program. It is divided into six sections: resources, administration, security & disaster, physical plant & environment, record materials, and reprography. (645 pp., paper cover, three-hole punched and shrink wrapped)

To assure its usefulness and broad applicability, GRASP was tested during the last two years at 23 repositories, including state and local government archives, and nongovernment historical societies.

\$95 SAA members, \$120 nonmembers, plus postage and handling.

▲ *Choosing and Working with a Conservator* by Jan Paris

This new publication offers sound, broadly applicable guidelines to help institutions and patrons choose the right conservator or service center, then explains how the client and conservator work together to get the desired results. It provides clear, direct guidance to help you identify and evaluate conservators, check references, and negotiate a treatment plan. Also contains a bibliography, information resources, conservation training programs, and regional conservation centers throughout the U.S., with details about their services and specializations. This is a valuable tool for archivists and librarians.

SOLINET (1990) 32 pp., paper cover

\$10 SAA members, \$12 nonmembers plus postage and handling

▲ *Introduction to the USMARC Format for Archival and Manuscripts Control* by Marion Matters

This introduction is a substantial revision of the introduction to *MARC for Archives and Manuscripts: The AMC Format* by Nancy Sahli (SAA 1985) and is used in the SAA workshop "USMARC Format for Archival and Manuscripts Control." For many archivists and manuscript curators, the USMARC AMC format may seem to be a new approach to archival description and administrative control. In actuality, it is based on the familiar content of archival finding aids. This is a good introductory resource for the novice who has never worked with the USMARC format.

SAA (1990) 24 pp., paper cover

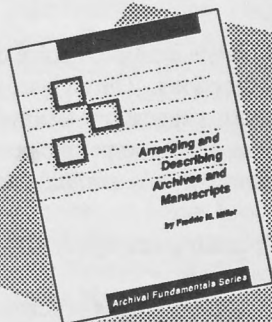
\$5 SAA members, \$7 nonmembers, plus postage and handling

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Arranging and Describing Archives and Manuscripts

by Fredric M. Miller

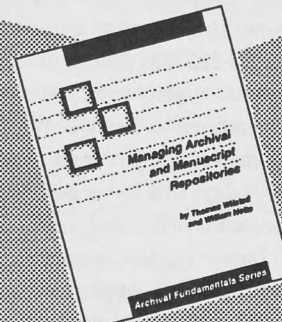
This volume follows the continuum of activities designed to provide administrative, physical, and intellectual control over archives and historical manuscripts. At its core are the three basic activities of accessioning, arrangement, and description. The manual is designed to be especially helpful to the novice archivist coming to the profession either through educational programs or the assignment of new archival responsibilities. Numerous tables and sample forms help guide the reader. SAA (1990) 131 pp., paper cover



Understanding Archives and Manuscripts

by James M. O'Toole

The purpose of this volume is to help the reader understand where recorded information comes from, what these records are made of, what services they perform, how they can be organized and managed, and how they are used. This publication will appeal to the beginning archivist, the archival student, the administrator contemplating the establishment of an archives, as well as the potential donor thinking about depositing records in an archives. Numerous illustrations enhance the text. SAA (1990) 79 pp., paper cover



Managing Archival and Manuscript Repositories

by Thomas Wilsted and William Nolte

This volume seeks to provide archivists with an introduction to the concepts and functions of modern management. The emphasis is on applied management: the use of management techniques to enhance the performance of archives and related repositories. Chapters include "The Archivist as Manager," "Managing Archival Facilities," "Financial Management," "Fund Raising and Development," "Technology and the Archival Manager." SAA (1991) 106 pp., paper cover



Newsletter

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