Metropolitan Chicago at noontime: Lincoln, Belmont, and Ashland Avenues, January 3, 1917.
New Resources from SAA

Guide and Resources for Archival Strategic Planning (GRASP)

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 repositories needs. The computer program is for an IBM-compatible personal computer (with printer) that has at least 360K memory. 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)

Published by National Association of Government Archives and Records Administrators (December 1990)
$95 SAA members, $120 nonmembers, plus postage and handling.

Table of Contents

SAA Awarded Preservation Grant / 3
Preservation Program Officer / 3
What Council Did / 4
Amendment / 5
From the U.S. Archivist / 6
SAA Short Subjects / 8
Spotlight / 9
Obituary / 9
Annual Meeting Update / 10
1992 Directory of Consultants / 11
Education Notes / 12
1992 Guidelines for Proposals / 13
Librarians and Physical Plant / 15
Trial of Stephen Cary Blumberg / 16
National Archives News / 18
World View / 20
Archivists’ Calendar and Wanted / 21
Professional Opportunities / 24
Acquisitions Editor Wanted / 28

Automating the Archives: A Beginner's Guide

by Richard Kesner and Lisa Weber


$3.50 SAA members,
$5 nonmembers, includes postage and handling.

To order, call SAA at (312) 922-0140
Use your Visa or Mastercard!
SAA Receives NEH Preservation Grant

The National Endowment for the Humanities (NEH) recently awarded the Society of American Archivists a $645,554 grant for a Preservation Training Program which will train 60 archivists over a three-year period to serve as preservation administrators in institutions across the country. This grant, the largest received to date by SAA, is one of 29 preservation projects in 18 states and the District of Columbia totalling more than $12 million recently awarded by NEH.

The purpose of the new SAA Preservation Training Program is to create a critical mass of institutional preservation programs managed by competent archival administrators and to do so as rapidly and efficiently as possible. The program has been structured to focus primarily on management issues. Sessions will examine the standard preservation topics from the point of view of their implications for a manager developing and administering a program. In addition, participants will be assigned to implement several of the key modules of a preservation program at their home institutions as an integral part of their training.

The primary component of the program is three sequential workshops, each building on the one preceding it, offered at six-month intervals. The first workshop is scheduled for June 1992. The series will be presented four times, once in each of four regions of the country: the Northeast, the Southeast, the Midwest, and the West. To the greatest extent possible, faculty will be drawn from the same regions, in an effort to build a regionally-based cadre of archival preservation administrators. Ten to fifteen participants will be selected to attend, thus producing a nationwide corps of forty to sixty archivists trained as preservation administrators who will be responsible for managing preservation programs at as many archival institutions.

The program has been structured in this way in order to integrate development of an operational preservation program at the participant's home institution with classroom training. This structure is modeled on that of the sequential library training program offered by the University of California at Berkeley. The central feature of this model is that participants are given assignments both before the start of the training program and between its segments. These built progressively toward systematic preservation programs at their institutions.

A five-member advisory committee will provide guidance to the program director and the SAA executive director on implementing the program. The committee consists of Brenda Banks, Georgia Department of Archives and History; Nicholas Burckel, Washington University Libraries; David B. Gracy II, University of Texas at Austin; Howard Lowell, State Archivist of Delaware; and Trudy H. Peterson, National Archives and Records Administration.

The principal author of this grant is Margaret S. Child, a consultant on preservation-related projects. She was assisted by an advisory committee consisting of Lisa Fox, field service officer for SOLINET; Karen Garlick, senior conservator for the National Archives and Records Administration; Anne R. Kenney, assistant conservation librarian, Cornell University; and Christine Ward, chief of the bureau of archival services for the New York State Archives and Records Administration.

Members of the advisory committee and the SAA Preservation Task Force will hold office hours at the SAA annual meeting in Philadelphia to discuss the program and answer questions from anyone who is interested in participating.

WANTED:
Director for
SAA Preservation Training Program

The Society of American Archivists invites applications for a position funded by a three-year grant from the National Endowment for the Humanities to conduct a training program for archival preservation administrators.

This position requires an individual with strong management skills as well as substantial experience in archival administration. Candidates should have experience in archival administration in both developing and conducting staff training or continuing education programs for adults. Knowledge of the basics of preservation is also required.

The successful candidate should begin work at the SAA office in Chicago on January 2, 1992. The project is scheduled for completion in December 1994. A full-time Program Assistant will also be supported with funds from the grant. Project staff will have the assistance of SAA's executive director, education officer, and meeting planner. The starting salary is $40,000 per year plus benefits.

To apply, send a letter of application; a resume; and the names, addresses, and telephone numbers of three references to Anne P. Diffendal, Executive Director, SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

Preference will be given to applications received before September 1, 1991, so that interviews can be scheduled at the SAA annual meeting in Philadelphia, September 24-29, 1991. Please direct all questions about the position to the SAA Executive Director at (312) 922-0140.

July 1991 3
At its meeting on June 12-16, 1991, in Chicago, the SAA Council:

- devoted one and a half days to considering, revising, and adopting a three-year plan for the work of Council and the Society. This document had been prepared by the Council Committee on Goals and Priorities;

- adopted an operating budget for the 1991-92 fiscal year that anticipates revenues of $908,745 and expenses of $879,250. The estimated surplus of $29,495 fulfills a Council goal to create a reserve by increasing the General Fund Balance by an amount representing at least three percent of annual expenses for the next three years;

- adopted a capital budget that will allow for improving the office computer system by increasing hard disk capacity and upgrading the software, and for automating the inventory and sales of publications;

- increased to $100 the amount of support annually allotted to Roundtables for their mailings;

- learned that Vice President Frank Burke has made the following appointments of newly elected Council members to Council Committees: Waverly Lowell - Council Committee on Sections and Roundtables; Mary Janzen - Council Committee on Committees; Randall Jimerson - Council Committee on Task Forces, Boards, and Representatives;

- received reports from SAA staff regarding the 1991 and 1992 annual meetings, membership, the education program, publications, records scheduling, and disaster planning for the SAA office, the NHPRC CART grant project, and the NEH preservation training program grant;

- approved a petition for the creation of the Local Government Records Roundtable;

- adopted the Standards Board’s recommendation that SAA become a voting member of the National Information Standards Organization (NISO);

- accepted comments from the Committee on Education and Professional Development on revised ALA standards for accreditation of graduate library education and directed President Trudy Peterson to transmit these comments to the appropriate ALA subcommittee;

- adopted interim procedures developed by the Standards Board for its own work to be reviewed by Council in June 1993;

- adopted the charge for the new Committee on Legal and Legislative Issues;

- referred to the Standards Board the “Principles of Institutional Evaluation” proposed by the Committee on Institutional Evaluation and Development;

- accepted comments from the Committee on Archival Information Exchange on the ICA’s Principles for Archival Arrangement and Description and directed President Peterson to transmit these comments to the appropriate ICA body;

- affirmed the Committee on Professional Standard’s prerogative to interpret the meaning of “in good standing” in its selection of Fellows this year, but asked that the Committee make recommendations to Council no later than December 1, 1991, regarding future applications of the provision;

- accepted the report of the Task Force on Development regarding fund raising for an endowment;

- asked the Committee on Regional Archival Activity to suggest means for involving the regionals in the consideration of the revised Code of Ethics;

- endorsed the use of alkaline paper for SAA publications;

- approved sections on Task Forces, duties of officers, and procedures for hiring an executive director for inclusion in the Council Handbook;

- adopted a process for selecting future annual meeting sites and a schedule for deciding on the site for 1996;

- approved guidelines and procedures for developing and submitting SAA grant proposals;

- adopted model formats for reports to Council from Task Forces and from Council Committees;

- established an Education Office Advisory Board for the SAA continuing education program;

- asked the Public Information Committee to explore the feasibility of a nationwide Archives Week in October 1993 and report to Council by May 1992;

- directed Vice President Burke to send a letter to the appropriate Congressional committees in support of Senator Paul Simon’s bill expanding the definition of “fair use”;

- asked the Committee on Education and Professional Development to prepare a report on archival education issues for Council’s June 1992 meeting;

- moved liaison responsibility for the Editorial Board, the Standards Board, and the Education Office Advisory Board from the Council Committee on Committees to the Council Committee on Task Forces, Boards, and Representatives, effective following the September Council meeting; and

- set the next meeting of Council to convene at the annual meeting in Philadelphia on September 24, 1991, 9:00 a.m.
Proposed Constitutional Amendment

This notice of an amendment to the SAA Constitution, which has been recommended by a majority vote of Council at its meeting on February 23, 1991, is hereby given to the members.

The proposed amendment to Article XI will be voted on at the Society's annual business meeting on Thursday, September 26, 1991, in Philadelphia and may be adopted by a majority of the members present and voting.

The present Article XI is as follows: "When funds are available, the Society shall publish a quarterly journal, newsletter, and other such publications as the council may designate. Members shall be entitled to receive the serial publications, and subscriptions shall be accepted from others at such rates as may be directed by council."

Since this article was drafted the number of serial publications, such as newsletters of sections and roundtables, has grown. Such publications are not received by all members. At its February 1991 meeting, Council decided to clarify the wording of the Constitution in order to avoid any confusion about which serial publications are to be received by all members. It designated the American Archivist and the SAA Newsletter as the only two serial publications that all members shall receive in right of membership. Such is clearly the current expectation. Any other policy is too expensive for SAA or for the subventors of serial newsletters such as those of the roundtables.

Accordingly, Council approved an amended Article XI to read as follows:

"When funds are available, the Society shall publish a quarterly journal, a newsletter, and other such publications as Council may designate. All categories of membership shall be entitled to receive the quarterly journal and the newsletter, and subscriptions to the journal may be accepted from others at such rates as may be directed by council."

Describing Archival Materials: The Use of the MARC AMC Format

edited by Richard P. Smiraglia

This informative new volume celebrates the increasing use and influence of the MARC format for Archives and Manuscripts Control (AMC). As the format and its companion, the online archival catalog, gain acceptance among archivists, several major issues evolve, including the adoption and adaption of standards for archival control data and the acceptance of archival control techniques for use in library collections. This is an important volume for anyone who must be familiar with basic techniques of archival collections management, as well as those archivists who might need basic instruction in relevant library cataloging techniques.

The Haworth Press (1990), 228 pp., hard cover
$29 SAA members, $35 nonmembers
plus postage and handling

Order your copy today from SAA,
(312) 922-0140
Use your Visa or Mastercard!

ACCESSIBLE ARCHIVES, INC.
697 Sugartown Road • Malvern, PA • 19355 • (215) 296-7441
The week of March 18 was an extraordinary one for the National Archives and Records Administration. In the space of three consecutive days, NARA hosted three important, stimulating, and well-attended meetings that should be of interest to the entire archival and records community: a technology forecast conference, our annual preservation conference, and a forum on optical media.

Each of these meetings focused in one way or another on the implications of technology, new formats for records, and the challenge of both to archivists and other information professionals everywhere. They raised issues, including some troubling ones—which, of course, is exactly what they were intended to do. Fortunately, they also gave us some ideas about how to handle these issues.

The theme for these meetings was sounded by Douglas Van Houweling, the keynoter at the technology forecast conference. Van Houweling, Vice Provost for Information Technology at the University of Michigan, observed that "commerce in ideas" is becoming the dominant feature of our world and challenged archivists to preserve records that document the shift to an "international society of ideas."

Van Houweling depicted for the approximately 200 persons attending the conference a vision of a world that we as archivists cannot control; instead, he said, we must fully grasp our potential role in the world. He went on to emphasize the tremendous opportunities that "the digitization of everything," as he put it, may bring in providing greater access to information.

Van Houweling and others at this conference also described a radically different style of work, "adhocracy," that is increasingly having an impact in the modern workplace. Adhocracy is characterized by workgroups that are temporary, crossdisciplinary, and based on shared knowledge. Archivists used to relying on organizational structure for the retrieval of information or for historical understanding will have to find other ways of ensuring that the deliberations and decisions of an adhocracy like this are recorded and preserved in a way that future users can understand them. Van Houweling advised archivists not to focus too much on the current "transitional technology" but to concentrate on devising incentives for encouraging records creators to preserve evidence of their activity.

Other issues at the technology forecast conference dealt with the changing nature of documentation itself. Michael Spring of the University of Pittsburgh contended that archivists are faced with a data explosion, not an information explosion (a nice distinction), and new forms—and quantities—of documentation. The new documentation, he said, is likely to supplement and not supplant what archivists, and thus users, already enjoy.

I think there is a good deal of merit in this point of view. Archivists will need to integrate the increasing volume of electronic records with records in other formats. They will need to develop largely new skills, techniques, and therefore training to handle this situation. They will need new resources. We can scarcely imagine the implications of the technological developments that this conference identified, but we must begin now to struggle with these issues.

NARA's annual preservation conference, our sixth, dealt with the related issue of the preservation of electronic records. In his keynote, Ken Thibodeau of the National Archives highlighted the technological problems facing the archival profession as it endeavors to prevent the loss of all this new information created and stored on electronic media. Thibodeau urged archivists to think of the preservation of electronic records not as a "conservation" program but rather as a transportation program from the past to the future: that is, since no electronic medium can be considered permanent, archivists would be well advised to focus their attention—and their resources—on ensuring that information in electronic formats can be transferred from one medium to another as technology continues to evolve.

Other sessions at the preservation conference delved into technical topics associated with magnetic and optical media and the importance of standards for the preservation of electronic records. Once again, in my opinion, those who attended (again nearly 200, our capacity) came away challenged by information and viewpoints we ignore at our peril.

The optical media forum, the third of the three conferences I referred to, deserves a fuller discussion than I can give it here. Suffice it to say that the National Archives and representatives from nearly twenty state archives met to talk about a joint project that is identifying some issues and options that archivists should consider as this new technology becomes increasingly commonplace. Perhaps I will be able to return to the subject of optical media once the report now in preparation has been published.

I am proud of NARA's role in sponsoring and organizing these three meetings, and others like them. Raising the knowledge level of our own staff, as well as that of other members of the archival and records communities, is one of my fundamentals goals. It is one contribution that the National Archives, with its talented staff and national perspective, can make to the advancement of the entire profession. At the same time, we at the National Archives always learn something from the experience and concerns of those who attend such meetings. In the end, we all benefit by having sounder archival practices, a fuller documentary record, and a higher degree of professionalism.

Together with the National Archives' other efforts in the area of electronic records, ranging from more explicit guidelines on such records for federal agencies to the study of data transfer standards, the National Archives is taking the lead in defining and exploring what new developments like these mean for archivists. I hope you will have the opportunity to share your own thoughts on these matters with us by attending one of our conferences in the future.
As an AASLH Member You Will Receive…

- History News, the bimonthly magazine
- History News Dispatch, the monthly newsletter
- Technical Leaflets and Reports, up-to-date sources for practical advice
- Discounts on books, leaflets, reports, and video-tape programs
- Annual Meetings, with informative sessions, practical “how-to” workshops and exciting events
- AASLH Awards Program, recognizing excellence in the history field
- Professional Development Opportunities, through workshops, seminars, and conferences
- Important updates of the Common Agenda Program

For membership information contact
AMERICAN ASSOCIATION
FOR STATE AND LOCAL HISTORY
172 Second Avenue North, Suite 202
Nashville, Tennessee 37201 • (615) 255-2971
Council Member Resigns

Terry Eastwood who joined the SAA Council in the fall of 1989 tendered his resignation in mid-April. He had approximately one and a half years remaining in his term. Eastwood, chair of the Master of Archival Studies Program at the University of British Columbia, cited commitments as an archival educator and family obligations placing increasing demands on his time. Noting that the decision to remove himself from Council was "not an easy one," Eastwood thanked all of his colleagues in the United States for their kindness and friendship.

James O'Toole of Boston, a Council member whose term in office expires this fall, has been selected by Council to fill the gap left by Eastwood. O'Toole will now serve until the fall of 1992.

SAA President Trudy Peterson noted that Eastwood will be missed on Council and that he "contributed an important perspective to Council deliberations...as an archivist interested in archives around the globe."

Donations to SAA

As reported in the last issue of the SAA Newsletter (May 1991), several donations have been made to the Society in honor of the late Albert H. Leisinger, a retired official of the National Archives and Records Administration and SAA Fellow, who died in early March. The Society has received additional donations in Mr. Leisinger's name from Harold and Lucille Pinkett and Fred Shelley. The Society expresses its grateful appreciation to these individuals for their munificence, as well as to May R. Leisinger, who requested that these donations be made in honor of her husband. Their generous gifts will be applied to SAA's education fund.

Scholarship Awarded to Modern Archives Institute

Mary Lee Perona has been selected as the recipient of the Colonial Dames Scholarship to the Modern Archives Institute this summer.

Since 1974, The Colonial Dames of America, Chapter III, has provided funds to assist archivists who desire to attend the Modern Archives Institute. The cash award of $1,200 covers the cost of tuition, helps the winner to travel to the Institute, and may be applied toward subsistence costs while the Institute is in session. The Society is grateful for this valuable support.

Over the years, thirty archivists have benefitted from this generosity. Typically, there is one award-winner at the summer Institute and another at the winter one.

For more information about how and when to apply for one of these awards, see the box below.
SAA Education Directory

The 1991-92 edition of the SAA Education Directory, listing graduate and continuing archival education programs in the United States and Canada, will go to press in August. If your program appeared in the 1990-91 Directory, you should have received information for updating your entry for the 1991-92 edition. If you have not been notified, or if your program did not appear in the 1990-91 Directory, and you want to be included in the upcoming edition, please contact the SAA Education Office, 600 S. Federal, Suite 504, Chicago, Illinois 60605. The fee for inclusion in the Directory is $50 for SAA institutional members and $80 for all others.

Since November 1990, the SAA Office has distributed over 1,200 copies of the 1990-91 SAA Education Directory free of charge to prospective students, college and university career counseling offices, and archival educators.

ALA Standards for Accreditation

The American Library Association is undertaking a revision of its 1972 Standards for Accreditation of graduate library education programs. SAA Vice President Frank Burke, who has served as a member of ALA's Standards Revision Subcommittee, will chair a session at the SAA annual meeting where comments from archivists will be solicited.

If you are interested in receiving a copy of the draft of revised standards, contact the Accreditation Officer, ALA, 50 E. Huron Street, Chicago, Illinois 60611, (312) 944-6780.

Correction

In the News Clips department of the May 1991 SAA Newsletter, one of the members of the Intergovernmental Records Program Advisory Committee was incorrectly identified as Micheal Evans. The copy should have read: Michael Stevens, assistant state archivist, Wisconsin Historical Society.

We regret this error.

Philip Bantin, former University Archivist at UCLA, has recently accepted a position as Head, Archives and Manuscripts at the Burns Library, Department of Special Collections, Boston College. Larry Burgess of the A.K. Smiley Public Library in Redlands, California, is the 1991 recipient of the California Heritage Preservation Commission Archivist Award of Excellence. The award recognizes those individuals who have done exceptional work in the archival field. Roland Baumann, archivist at Oberlin College, received the Margaret Cross Norton Award from the Midwest Archives Conference. The award is presented every other year in recognition of the best article to appear in The Midwestern Archivist. Baumann's article on "Oberlin College and the Movement to Establish an Archives" was cited for its broad value to archivists interested in understanding the mix of institutional and professional issues that provide the fundamental shape of an archival program. Kenneth Duckett, longtime leader and noted author in the field of archives, was awarded emeritus membership in the Midwest Archives Conference. Duckett is a founding member of MAC whose distinguished archival career has extended from his first position at the State Historical Society of Wisconsin in 1951 through service as head librarian at the Oregon Historical Society, curator of manuscripts at the Ohio Historical Society, University Archivist and the first curator of special collections at Southern Illinois University to his position as Curator of Special Collections at the University of Oregon Library, from which he retired in 1990. Several members of the NARA staff were honored recently at a ceremony sponsored by Government Computer News: Robert D. Bohanan for excellence in the acquisition of automated resources for archives; Thomas E. Brown for excellence in the archival administration of the machine-readable records of the Federal government; Charles Dollar for excellence in the management of electronic records; Kenneth Thibodeau for excellence in the management of the permanently valuable machine-readable records of the Federal government; and Lisa B. Weber for excellence in the promotion and development of automation in the archival field. Steven Bean has recently joined the archives staff of the Evangelical Lutheran Church in America, Chicago. Jim Keneklis, Jr., has been appointed assistant director of Northeast Document Conservation Center. Gerard Malanga, an archivist who is an internationally recognized authority on Andy Warhol with whom he worked for seven years, has been appointed Archivist of the Albert Schweitzer Center, in Great Barrington, Massachusetts.

Obituaries

Wilbur G. Kurtz Jr., 78, of Lithonia, Georgia, former director of archives for the Coca-Cola Company, died of liver cancer in early May. Kurtz joined the Coca-Cola Company in 1941 and headed public relations and special promotional activities before becoming director of archives, a department he established in 1969. Kurtz retired in 1977. He received a bachelor's degree from Emory University in 1935 and a master's in 1936. He was a founder of the Atlanta Civil War Round Table in 1949; member of a Georgia Civil War Centennial Commission in 1961; and a member of the advertising committee of the Advisory Council of a United States Civil War Centennial Commission. Kurtz also belonged to the Society of American Archivists, where he was an active member of the Business Archives Section, American Records Management Association, American Association of Museums, American Advertising Federation, Sons of the American Revolution, and National Trust for Historic Preservation.

Bernice Rhodes Strong, 66, archivist emeritus of the Daughters of the Republic of Texas Library at the Alamo, died of cancer in San Antonio on June 12. Strong had been a member of the DRT Library staff since 1980 and served as archivist from 1985 to 1990. Strong was widely respected as a historical researcher and was a member of the Academy of Certified Archivists.
Annual Meeting Update

by Catherine M. Mason

Preliminary Program

The Preliminary Program was mailed to SAA members during the last week in June. This smartly designed program features all the essentials: preconference workshop information, annual meeting session descriptions and times, tempting tours, index to participants, schedule-at-a-glance, REGISTRATION FORMS, hotel and transportation information, as well as other fascinating facts about Philadelphia. Take advantage of discounted registration fees by registering before August 28, 1991. If you have any questions, or did not receive a copy of the Preliminary Program, please contact Cathy Mason at (312) 922-0140.

Be sure to take your copy of the Preliminary Program to Philadelphia, because the Final Program will contain ONLY the schedule-at-a-glance with meeting room assignments.

Transportation

We have made getting to and around Philadelphia easy for you. Special rates have been arranged with American Airlines as well as Amtrak. In addition, for transportation within Philadelphia, Budget Rent A Car is offering group rates, and is headquartered in the Adam's Mark Hotel. Ample free parking is available at the hotel for those attendees planning to drive their own cars to the annual meeting.

Due to the eight-mile distance between the Adam's Mark Hotel and downtown Philadelphia—Center City—three days of shuttle bus transportation is being provided. The SAA Yellow Shuttle Bus will run Thursday, September 26, from noon to midnight; Friday, September 27, from 10:30 a.m. to 4:30 p.m.; and Saturday, September 28, from noon to midnight. A three-day shuttle bus pass is available for $6.

Donation for Local Repositories Guide

The University of Pennsylvania Archives has generously donated $5,000 to help defer the cost of printing the local repositories guide for the 1991 SAA Annual Meeting in Philadelphia. The Society would like to thank the University of Pennsylvania Archives for their generous support.

Added Special Attractions at the Meeting

The Commission on Preservation and Access is providing the Giant Brittle Book Exhibit which will appear in the Exhibit Hall Wednesday through Friday.

In recognition of the 200th anniversary of the Bill of Rights, the travelling Bill of Rights Exhibit, sponsored by the Pennsylvania Humanities Council, will also be displayed in the Exhibit Hall.

The Description Section is again sponsoring a Finding Aids Fair at the SAA annual meeting in Philadelphia. This year there will be no special theme, although in consideration of the setting, some examples of old finding aids or finding aids for early American history collections would be appropriate. The Finding Aids Fair will be successful if large numbers of registers, inventories, and other items are on display. Please make it a point to contribute this fall. All submissions, regardless of subject content, will be welcome. Either bring your finding aids to the SAA annual meeting in Philadelphia and drop them off at the Finding Aids Fair exhibit location (booth #9) or mail them to: Penelope Krosch, University of Minnesota Archives, 10 Walter Library, 117 Pleasant Street S.E., Minneapolis, Minnesota 55455. Contributors who want their samples back should mark them “To Be Returned” and pick them up before the exhibit area closes at 2:30 p.m. on Friday, September 27. Any questions regarding the Finding Aids Fair may be directed to Penelope Krosch at the above address or calling (612) 624-0562.
Exceed Your Grasp!

Consultants, would you like to reach thousands of people for mere pennies???


Here is your opportunity to zero in on a target market of several thousand people that NEED your services. SAA is the oldest and largest professional association for archivists—more than 4,600 individuals and institutions committed to the preservation and use of archives, manuscripts, and current records.

The new SAA 1992 Directory of Consultants will be published by SAA this fall and distributed FREE of charge to all 4,600 SAA members—people who are interested in the kind of services that you provide. Copies will be available to others upon request for the cost of shipping and handling.

Listings* will appear in three easy-access categories:

- Archivists
- Manuscripts Appraisers
- Conservators and Preservation Administrators

Within each category, listings will be alphabetized by an individual's last name OR name of firm. Each entry will consist of: Name, Address, Telephone Number, Fax Number, E-Mail Number, and a Description—75 words or less—of Services Offered and/or Areas of Specialty.

Consultants may select to be listed in more than one category. EACH full entry is $60. An additional $15 covers a "see also" reference.

Space for display advertisements is also available. Submit camera-ready artwork in the following sizes:

- 1/8 page - $80 (3 1/2" wide x 2 1/8" tall)
- 1/4 page - $110 (3 1/2" wide x 4 1/4" tall)

DEADLINE for listings and ads is October 1, 1991.

* A listing in the 1992 Directory of Consultants does not imply SAA endorsement.
Co-Sponsor a Workshop

The SAA Education Office is currently planning the schedule for continuing education courses to be given in conjunction with meetings of regional associations in the spring of 1992. Regional archival associations and other groups who have co-sponsored SAA workshops have found them to be an effective means of adding a new educational dimension to their meetings. As a bonus, many have discovered that SAA workshops also draw participants from outside the region, who come to attend the workshop and end up registering for the meeting as well.

Curriculum. The Society offers a wide variety of workshops on fundamental and applied, or advanced topics. Most courses are one or two days in length and can be incorporated into regional meetings as preconference events that will add little to lodging and subsistence costs for participants. At the same time, these short courses can be easily combined with one another to form a longer three- to five-day symposium or institute.

Standard features of SAA workshops include advance readings, case studies and exercises, audiovisuals, and bibliographies. While all elements contribute to a successful continuing education experience, the Office of Education has found the readings, a bound compilation of recent articles on the workshop topic, to be an excellent way to help bridge the gap between those who come to the workshop with little or no knowledge and those who come with some background and experience. The readings also help to reduce the amount of time the instructor must spend reviewing basic terminology and concepts. This enables him/her to pack more into each day of teaching. The readers are generally updated annually, or more often, depending on the wishes of the instructor.

Expenses. Expenses for SAA workshops depend upon the extent of assistance each co-sponsoring group is willing or able to provide. If time and money are short, SAA can present the workshop with little or no direct cost to your organization; but if your group would like to provide certain services that will help to keep individual tuition rates low, SAA can plan with this in mind as well.

The process by which workshops are priced is complex, but the principle is simple: SAA establishes its fees on a "break-even" basis that includes actual out-of-pocket costs—printing and mailing brochures; duplicating and distributing readers and handouts; instructor's honorarium, travel, lodging, and meals; meeting room rental; audio-visual rental; and coffee breaks—plus an administrative fee that covers a portion of staff time and incidental costs that support the development of new workshops and the general operation of the Office of Education. These costs are divided by the target enrollment for the workshop, and each participant's tuition is set according to the resulting cost-per-person figure.

Cosponsoring organizations can help to reduce the costs for their members by covering some of the expense. For example, many regional archival associations have access to meeting space or audiovisual equipment, and contributing these can reduce SAA's cost by a considerable margin. All of these savings are passed on directly to participants.

Scheduling workshops. The first step in co-sponsoring an SAA workshop is to contact the SAA Office of Education at 312/922-0140. With the increased popularity of co-sponsorship and the limited number of workshops the SAA can offer during any given year, early planning is important.

Workshops available for Spring '92:
- Archives: An Introduction
- Arrangement and Description
- Administration of Photographic Collections
- Appraisal
- Advanced Appraisal
- Ethics
- Business Archives
- Collection Development Policies
- Documentation Strategy
- Law and Ethics
- Management for Archivists
- Advanced Management: Personnel
- Public Relations
- Records Management for Archivists
- Understanding the USMARC Format for Archival and Manuscripts Control

Additional workshops are currently under development and may be ready for the spring schedule. For more information, contact Jane Kenamore at the Education Office, (312) 922-0140.

"Understanding the USMARC Format for Archival and Manuscripts Control" Stated for Philadelphia

In response to member requests, SAA will offer a preconference workshop on "Understanding the USMARC Format for Archival and Manuscripts Control," on September 23-24, 1991, in conjunction with the Annual Meeting in Philadelphia. The instructors will be Kathleen Roe of the New York State Archives and Records Administration and Debbie Pendleton of the Alabama Department of Archives and History.

Update on CART Curriculum Project

The May, 1991 SAA Newsletter reported on the Curriculum Conference for Electronic Records held in Washington, D.C., on March 17-18. Sponsored by SAA's Committee on Automated Records and Techniques (CART) and funded by the National Historical Publications and Records Commission (NHPRC), the conference compiled a series of learning objectives covering four broad areas:
- Basic Concepts and Terminology
- Electronic Records
- Automated Techniques
- The Archival Perspective in the Modern Information Environment

At this writing, the final draft of the learning objectives is still in the review process.

At the mid-year meeting of CART on April 25-26, the committee decided that a second conference, smaller than the March meeting, was necessary to give final approval to the learning objectives and to determine delivery systems for the curriculum. As a result, SAA has submitted a

Continued on page 21

by Jane Kenamore
GUIDELINES FOR PROPOSALS TO THE 1992 SAA PROGRAM COMMITTEE

The 1992 Program Committee invites submission of program proposals for the meeting in Montreal, Canada, September 14 - 18, 1992. This proposal form is designed to facilitate fully developed sessions. Fully developed proposals have a better chance of being adopted.

Proposals should:

- be limited to 75 words;
- identify the targeted audience;
- address issues of importance from several perspectives; and
- allow for adequate coverage of the session topic in the time allowed.

The Program Committee encourages proposals that may include, but are not limited to, the following formats:

- **Traditional**: Open session: two-hour timeframe consisting of two to three fully prepared papers of 15 to 20 minutes each and a comment and discussion period.

- **Work-in-Progress**: Open session: two-hour timeframe consisting of two to three presentations of 15 to 20 minutes each, describing on-going research topics, and at least one hour for feedback and discussion.

- **Panel Discussion**: Open session: two-hour timeframe consisting of a panel of 3-5 individuals providing a variety of theories or perspectives on the given topic.

- **Point/Counterpoint**: Open session: two-hour timeframe designed to give two distinct perspectives on a specific issue; the chair serves as moderator for the panel and facilitates discussion.

- **Workshop**: Limited enrollment: two-hour timeframe; an interactive session, usually designed to teach or refine archival skills.

- **Seminar/Roundtable**: Limited enrollment: two-hour timeframe; usually designed as a directed discussion among archivists sharing a common experience or preparation.

- **Special Focus Session**: Open session: one-hour timeframe designed to highlight innovative archival programs, new techniques, and research projects; audience participation is significant.

These guidelines are suggestive. Please note that archivists who participate in the program must register and secure institutional or personal funding. Nonmember non-archivists are eligible for complimentary registration upon request.

1992 Program Committee Members: Tim Ericson (Chair), University of Wisconsin - Milwaukee; Joan Schwartz (Deputy Chair) National Archives of Canada; Nancy Bartlett, Bentley Historical Library; Bruce Bruemmer, Charles Babbage Institute; Paul Conway, National Archives and Records Administration; Terry Cook, National Archives of Canada; Elena Danielson, Hoover Institution; Margaret Hedstrom, New York State Archives and Records Administration; Phil Mooney, Coca Cola Company Archives; Nora Murphy, Episcopal Diocese of Boston; Pat Nolan, Hagley Museum and Library; Ann Pederson, University of New South Wales; Faye Phillips, Louisiana State University; Helen Samuels, Massachusetts Institute of Technology; Mark A. Vargas, University of Wisconsin - Milwaukee; Danny Williams, Tuskegee Institute.

Send all proposals to Tim Ericson, Milwaukee Urban Archives, P.O. Box 604, 2311 E. Hartford, Milwaukee, Wisconsin 53201 (Fax 414/229-4380).

PROPOSALS MUST BE POSTMARKED BY OCTOBER 18, 1991.
1. Session Title: ____________________________________________________________

2. Type (check one): □ Traditional □ Work-in-Progress □ Panel Discussion
   □ Point/Counterpoint □ Workshop □ Seminar/Roundtable □ Special Focus

3. If this proposal is submitted on behalf of an SAA group, give name of group:
   ____________________________________________________________

4. Description of Proposal—attach additional sheet if necessary (75 word limit, see Guidelines):
   ____________________________________________________________

PARTICIPANTS:

Chair / Comment / Leader (circle one) ________________________________
Institution: ______________________________________________________
Mailing Address: _________________________________________________
Phone: ___________ Fax: __________________
Paper Title: ______________________________________________________

Name: ___________________________________________________________
Institution: ______________________________________________________
Mailing Address: _________________________________________________
Phone: ___________ Fax: __________________
Paper Title: ______________________________________________________

Name: ___________________________________________________________
Institution: ______________________________________________________
Mailing Address: _________________________________________________
Phone: ___________ Fax: __________________
Paper Title: ______________________________________________________

Name: ___________________________________________________________
Institution: ______________________________________________________
Mailing Address: _________________________________________________
Phone: ___________ Fax: __________________
Paper Title: ______________________________________________________

Contacted/Agreed to Participate? □ Yes □ No  □ Yes □ No  □ Yes □ No  □ Yes □ No
SAA Member □ Yes □ No  □ Yes □ No  □ Yes □ No  □ Yes □ No
Introduction

The Society of American Archivists’ first Code of Ethics and Commentary drew on Wayne Grover’s 1955 Code of Ethics for National Archives training, were based on the profession’s experiences in the 1960s and 1970s and were adopted by Council in 1980. In January 1988, the SAA Council authorized the appointment of an Ethics Task Force to “consult with interested parties” about “a review of the Society’s statement on ethics” and “recommend any revisions or additions.” In the summer of 1988, President Sue Holbert appointed David Horn, Trudy Peterson, Robert Sink, Anne Van Camp, and Maynard Brichford to the task force. After an initial meeting in Atlanta, the task force used the November 1988 issue of the SAA Newsletter to invite members and others to submit comments, concerns and suggestions for revisions or additions. Several specific actions were reported as ethical issues, but no standards of conduct were offered by mail or at open task force sessions at the annual meetings.

At the 1989 St. Louis meeting, the task force reached general agreement on revisions that placed the Code in the context of general and personal standards of ethical conduct, broadened its applicability to additional areas of archival responsibility, updated the Commentary, and agreed upon provisions for publicizing the Code and reviewing alleged violations. After formal approval by the task force at the Seattle meeting in 1990, the SAA Council considered the report at its February 1991 meeting. Although Council had a “very positive” reaction to the report, it requested that the task force submit the Code and Commentary to the membership for review in 1991. It is Council’s intention to provide archivists with an opportunity for the full review and public discussion of ethical issues. An Open Forum on the Code is scheduled for the SAA annual meeting in Philadelphia, on Friday, September 27, at noon. The task force has agreed to receive comments, make changes as warranted and resubmit the Code and Commentary at the Council’s winter 1992 meeting.

During the 1980s, American society has been very concerned about ethics in public and professional life. Ethics has been in the headlines and on the agendas at professional meetings. Since the appointment of the task force, ethics workshops, program sessions at SAA and regional meetings and archival courses have focused professional attention on ethics. The task force asks that you reflect on your archival experience, examine specific instances where ethical issues are involved, read the Code and Commentary and send us your ideas on general principles of ethical conduct. This is your opportunity to contribute to shaping and sharing the Society’s Code of Ethics. As trustees of our documentary heritage, archivists have a responsibility for bearing witness to the essential values required for their stewardship.

Maynard Brichford  
Chair, SAA Ethics Task Force
Code of Ethics and Commentary

The Committee charged with the responsibility for writing a code of ethics for archivists decided that there should be a basic code that is short enough for easy reading—a summary of guidelines in the principal areas of professional conduct. In addition there should be a longer Commentary, to explain the reasons for some of the statements and to be a basis for discussion of all the points raised. The Code of Ethics is in italics; the Commentary is in Roman type.

I. The Purpose of a Code of Ethics

The Society of American Archivists recognizes that ethical decisions are made by individuals, professionals, institutions, and societies. Some of the greatest ethical problems in modern life arise from conflicts between personal codes based on moral teachings, professional practices, regulations based on employment status, institutional policies and state and federal laws. In adopting a formal code of professional ethics for the society, we are dealing with only one aspect of the archivist’s ethical involvement.

Codes of ethics in all professions have several purposes in common, including a statement of concern with the most serious problems of professional conduct, the resolution of problems arising from conflicts of interest, and the guarantee that the special expertise of the members of a profession will be used in the public interest.

The archival profession needs a code of ethics for several reasons: (1) to inform new members of the profession of the high standards of conduct in the most sensitive areas of archival work; (2) to remind experienced archivists of their responsibilities, challenging them to maintain high standards of conduct in their own work and to promulgate those standards to others; and (3) to educate people who have some contact with archives, such as donors of material, dealers, researchers, and administrators, about the work of archivists and to encourage them to expect high standards.

A code of ethics is not a moral or a legal statement, but it implies moral and legal responsibilities. It presumes that archivists obey the laws and are especially familiar with the laws that affect their special areas of knowledge; it also presumes that they act in accord with sound moral principles. In addition to the moral and legal responsibilities of archivists, there are special professional concerns, and it is the purpose of a code of ethics to state those concerns and give some guidelines for archivists. The code identifies areas where there are or may be conflicts of interest, and indicates ways in which these conflicting interests may be balanced; the code urges the highest standards of professional conduct and excellence of work in every area of archives administration.

This code is compiled for archivists, individually and collectively. Institutional policies should not obstruct the archivists in their efforts to conduct themselves according to this code; indeed, institutions, with the assistance of their archivists, should deliberately adopt policies that comply with the principles of the code.

II. Introduction to the Code

Archivists select, preserve, and make available records and papers that have lasting value to the organization or public that the archivist serves. Archivists perform their responsibilities in accordance with statutory authorization or institutional policy. They subscribe to a code of ethics based on sound archival principles and promote institutional and professional observance of these ethical and archival standards.

Commentary: The introduction states the principal functions of archivists. Because the code speaks to people in a variety of fields—archivists, curators of manuscripts, records managers—the reader should be aware that not every statement in the code will be pertinent to every worker. Because the code intends to inform and protect non-archivists, an explanation of the basic role of archivists is necessary.

III. Collecting Policies

Archivists arrange transfers of records and acquire papers in accordance with their institutions’ purposes and resources. They do not compete for acquisitions when competition would endanger the integrity or safety of records and papers. Archivists do not solicit the records of an institution that has an established archives. They cooperate to ensure the preservation of materials in repositories where they will be adequately processed and effectively utilized.

Commentary: Among archivists generally there seems to be agreement that one of the most difficult areas is that of policies of collection and the resultant practices. This section of the code calls for cooperation rather than wasteful competition, as an important element in the solution of this kind of problem. Institutions are independent and there will always be room for legitimate competition. However, if a donor offers materials that are not within the scope of the collecting policies of an institution, the archivist should tell the donor of a more appropriate institution. When two or more institutions are competing for materials that are appropriate for any one of their collections, the archivists must not unjustly disparage the facilities or intentions of others. As stated later, legitimate complaints about an institution or an archivist may be made through proper channels, but giving false information to potential donors or in any way casting aspersions on other institutions or other archivists is unprofessional conduct.

It is sometimes hard to determine whether competition is wasteful. Because owners are free to offer collections to several institutions, there will be duplication of effort. This kind of competition is unavoidable. Archivists cannot always avoid the increased labor and expense of such transactions.

IV. Relations with Donors, and Restrictions

Archivists negotiating with transferring officials or owners of papers seek fair decisions based on full consideration of authority to transfer, donate, or sell; financial arrangements
From the President
by Maygene Daniels

During the summer months, the Academy of Certified Archivists is deeply involved in final preparations for the annual offering of the examination for certified archivist, which is given at the time of the Society of American Archivists annual meeting. Arrangements are made for test sites in the SAA convention hotel and in the other cities where the examination is to be offered—this year Atlanta, Chicago, Dallas, and Los Angeles. Examination proctors are hired and the examination is printed and distributed.

For archivists applying for the examination, perhaps the most important aspect of the summer’s activities is the review of each applicant’s education and experience to determine whether he or she qualifies to sit for the examination. Certification is intended to demonstrate that an individual has the knowledge and experience needed for independent professional performance. Many of the archivists involved in developing archival certification believed strongly that practical experience is needed for basic professional performance. On the other hand, education—particularly graduate archival education also was felt by many to be critically important in gaining necessary knowledge for archival administration.

Based on these two considerations, a combination of education and qualifying professional experience were established as basic requirements to sit for the examination; thus, an archivist with a master’s degree that includes nine semester hours of graduate study in archives administration and one year of experience; an archivist with any master’s degree and two years of experience or an archivist with a bachelor’s degree and three years of qualifying professional experience all would be eligible to sit for the examination.

Because of the many variations in archival positions and academic programs, the ACA Candidate Handbook provides more information and definitions of qualifying professional archival experience and graduate study in archives administration.

Everyone recognizes that no single combination of education and experience will be ideal to achieve the objectives of certification and that debate will continue as archival education opportunities continue to grow and as the profession develops. Because the ACA examination is practice-based and tests knowledge and skills that are used by archivists in their professional practice, archivists with more experience may find it easier to succeed in the examination. On the other hand, education, in particular graduate archival education, provides knowledge that may be equally important for success. Certainly as we gain experience with the examination, we will all understand better the importance of both education and experience in our work.

At this time, the Academy is above all pledged to ensure that existing guidelines are administered fairly and with sensitivity to the profession’s current needs.

Each application is reviewed under a process established by ACA Vice-President Deborah Skaggs to ensure that the candidate’s education and experience are documented and properly evaluated. The Vice-President first reviews each application for completeness and then forwards it to two members of the ACA elected Board of Regents who in turn independently evaluate applicant qualifications. An appeals process is available for any unsuccessful applicant who wishes his qualifications to be reconsidered.

A short time remains before this year’s application deadline for the examination, which will be given on September 25 in Philadelphia, Atlanta, Chicago, Dallas and Los Angeles (see announcement on the final page of this newsletter). We encourage all archivists who are not already members of the ACA to consider applying.

Continued on next page

Academy of Certified Archivists Newsletter

Volume 9 / July 1991

ACA Board of Directors
Mid-Year Meeting
April 19-21, 1991
Washington, D.C.

The ACA Board held its mid-year meeting in Washington, D.C. The following report details actions and decisions of the Board. Members attending included: Maygene Daniels, President; Deborah Skaggs, Vice-President; Karen Benedict, Treasurer; Karen Paul, Secretary; and Linda Evans, Mary Jo Pugh, and Patrick Quinn, Regents. Linda Henry attended as SAA Liaison.

Examination Review and Evaluation

- An extensive review of the history, development, and status of the exam was conducted. The Board voted to establish an Exam Development Committee. Extensive discussion regarding the mission of this seven-member committee, to be appointed by the President, took place. This committee is scheduled to meet in Philadelphia.

- A candidate exam application review packet was presented to the Board by Deborah Skaggs. Recommendations for further development and distribution of this were made. The packet outlines procedures for the Applicant Review Committee.

- A revised edition of the Candidate Handbook was presented. Recommendations for production and distribution were made.

- An extensive discussion regarding the question of whether or not to prepare a reading list for the examination was conducted. The Board decided not to prepare a reading list or bibliography as members felt that the role delineation document serves as an outline of the subject areas covered by the
Nominations and Elections

Treasurer's Report

- The issue of essay and multiple choice questions was discussed and it was decided to prepare an article on this for the newsletter.

- It was decided to develop an option paper on the experience and education requirements now needed by an individual in order to sit for the exam. Mary Jo Pugh will develop this paper.

Membership and Outreach

- A sample press release announcing individual election to the ACA was presented by Karen Paul and reviewed by the Board. It was decided to offer to send this press release to publications and individuals designated by ACA members.

- The ACA Board elected Sule Greg Williams to the Academy.

- It was decided to staff an ACA Table in the exhibit hall at the SAA Annual meeting. Individual Board members were reminded to publicize the ACA exam and meeting at every opportunity.

- The Board voted to establish a 5-member outreach task-force whose job would be to establish priorities for the suggestions forwarded by the Membership and Outreach Committee and develop a 3-year plan for implementation. Members will be appointed by the President.

Treasurer's Report

- A budget was presented to and accepted by the Board.

- It was decided to establish a sub-committee of the Finance Committee to review audit, insurance, and investments procedures and report to the next ACA Board meeting.

- A policy of Board member meeting expenses was established.

Nominations and Elections

- A Teller Committee for the '91 elections was established under the leadership of Patrick Quinn.

- Procedures for transferring files to the newly elected officers are to be developed by the Treasurer and Secretary through the preparation of "exit reports." In this connection, a calendar of ACA yearly activities will be developed by the Secretary.

ACA Committees

- It was decided that the President would distribute a model charge for ACA committees which would be used to develop charges for the newly established ACA Committees.

- New ACA committees include Ethics, Exam, Finance, Nominations, Teller, Recertification, and a Membership and Outreach Task Force.

Professional Examination Service Contract

- A report of the ACA officers meeting with PES staff in New York in February was presented. This was followed by a full discussion regarding possible alternatives. The Board unanimously decided to rewrite and renew the contract. A draft contract was approved in principle with details still to be worked out by the President.

Ethics

- A draft ACA confidentiality policy was distributed. It was decided that names of individuals who sat for the exam shall not be released by the Academy, and the names of ACA members are a matter of public record. A revised statement is being prepared for the ACA Handbook.

- It was decided to establish a committee of three to study the SAA Code of Ethics and draft a proposal for ACA. The President will appoint this committee who will be asked to research other certifying bodies, use the National Commission for Certifying Agencies guidelines where appropriate, and report to the next mid-year meeting.

Recertification

- Background on recertification was presented. It was decided to alter the term of certification from eight to five years, when recertification begins. Also, beginning in 1992, newly certified individuals will be certified for a term of five years. (See separate article in this newsletter for full discussion).

- It was decided that passing the certification examination will be a qualification for recertification.

- It was further decided to establish a Recertification Committee to outline options and make recommendations on recertification. It will also be the charge of this committee to communicate plans and seek suggestions from the membership.

Board Membership

- Ann Diffendal's resignation was accepted. Linda Evans' term was extended a year to replace Ann.

Recertification

by Mary Jo Pugh

Although recertification was an integral part of the Archival Certification Plan adopted in 1987, its implementation was left to the Academy of Certified Archivists. The original plan simply called for recertification to begin eight years after initial certification. Since most members of the Academy were certified by petition in the fall of 1989, the first period of recertification will begin in the fall of 1997. ACA must begin to plan now because time is needed for Academy members to weigh alternatives, determine standards and procedures, and undertake to meet the requirements.

Planning for recertification is critical for the future of the Academy. Recertification raises both intellectual questions about the nature of the archival profession and practical concerns about the continued vitality of the Academy. Substantively, recertification involves defining (or redefining) the qualifications expected of a certified archivist. Practically, recertification must generate the membership dues that constitute the major source of income sustaining the ACA.

Recertification is based on the concept that in an ever changing world, professional archivists must continue to learn and extend skills, or inevitably fall behind.
It is intended to ensure that every certified archivist continues to maintain a current level of competency, regardless of when initial certification was achieved. This is particularly important for ACA because of the number of archivists who initially qualified by petition.

At its April 1991 board meeting, ACA officers and regents initiated preliminary planning for recertification by resolving several critical issues. First, after considering alternative schedules for recertification, the board decided that the next term of certification will be five years, rather than the eight years of the first cycle. In view of the rapidly changing nature of the profession, eight years was felt to be too long, and the board members concluded that the initial term had been set at eight years to allow the newly formed Academy time to institute necessary procedures. The board discussed alternative patterns, such as requiring recertification at shorter intervals (perhaps every two years) at lower fees. In view of the great amount of work involved in administering recertification and the burden on the individual members, the board concluded ACA should avoid administering frequent recertifications.

Second, the board decided that archivists certified by examination in 1992 and following years will also be certified for a period of five years. Thus the term of certification for ACA members by petition and, in the future, members by examination will begin coverage in 1997.

The 1986 certification plan indicated members could qualify for recertification by one of two methods. The first method is taking the test current at the time of recertification. At the April meeting, the ACA officers and board members had an opportunity to see and discuss the present certification examination and were pleased, in general, by its quality. Although the examination will change over time, the meeting participants were reassured that ACA procedures result in the construction of a meaningful certification examination. Therefore, the board agreed that an ACA member could renew certification by completing successfully the test current at the time of recertification (contingent on meeting the requirements to take the examination and paying the ACA membership dues).

Again following the 1986 certification plan, the board began to outline the requirements for the second method of renewing certification, that is, providing evidence of continued professional growth and development, such as satisfactorily performing archival work, writing for publication, participating in workshops or classes, teaching workshops or classes, and participating in professional organizations and activities. Several members expressed the belief that it would be fair to require evidence of continuing professional commitment as a qualification for recertification, but the discussion highlighted the complexities involved in structuring a fair and meaningful method for demonstrating professional growth and development for a diverse membership.

Therefore, the board charged the President to appoint a committee to outline options and make recommendations to the board. The committee also was charged to communicate with ACA membership about recertification plans. The Committee will meet with members in Philadelphia to develop option papers. Regent Mary Jo Pugh will act as liaison with the Committee.

### Academy of Certified Archivists

#### Examination Deadline: August 2, 1991

**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 and 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 fee ($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.
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: 7:00 - 8:00 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. Academy members and nonmembers are welcome and encouraged to come. You do not need to purchase breakfast to attend the meeting.

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

Academy of Certified Archivists
and benefits; copyright; plans for processing; and conditions of access. Archivists discourage unreasonable restrictions on access or use, but may accept as a condition of acquisition clearly stated restrictions of limited duration and may occasionally suggest such restrictions to protect privacy. Archivists observe faithfully all agreements made at the time of transfer or acquisition.

Commentary: Many potential donors are not familiar with archival practices and do not have even a general knowledge of copyright, provision of access, tax laws, and other factors that affect the donation and use of archival materials. Archivists have the responsibility for being informed on these matters and passing all pertinent and helpful information to potential donors. Archivists usually discourage donors from imposing conditions on gifts or restricting access to collections, but they are aware of sensitive material and do, when necessary, recommend that donors make provision for protecting the privacy and other rights of the donors themselves, their families, their correspondents, and associates.

In accordance with regulations of the Internal Revenue Service and the guidelines accepted by the Association of College and Research Libraries, archivists should not appraise, for tax purposes, donations to their own institutions. Some archivists are qualified appraisers and may appraise records given to other institutions.

It is especially important that archivists be aware of the provisions of the copyright act (effective 1 January 1978) and that they inform potential donors of the possible effects of such changes as the limiting of protection of unpublished material, which was once perpetual, but is now life of the author plus fifty years.

Archivists should be aware of problems of ownership and should not accept gifts without being certain that the donors have the right to make the transfer of ownership.

Archivists realize that there are many projects, especially for editing and publication, that seem to require reservation for exclusive use. Archivists should discourage this practice. When it is not possible to avoid it entirely, archivists should try to limit such restrictions; there should be a definite expiration date, and other users should be given access to the materials as they are prepared for publication. This can be done without encouraging other publication projects that might not conform to the standards for historical editing.

V. Description

Archivists establish intellectual control over their holdings by describing them in finding aids and guides to facilitate internal controls and access by users of the archives.

Commentary: Description is a primary archival responsibility and occupies much of the time of the archivists. It is not sufficient for archivists to hold and preserve materials; they also facilitate the use of their collections and make them known. Finding aids, repository guides, and reports in the appropriate publications permit and encourage users in the institution and outside researchers.

VI. Appraisal, Protection and Arrangement

Archivists appraise records and papers with impartial judgment based on thorough knowledge of their institutions' administrative requirements or acquisitions policies. They maintain and protect the arrangement of documents and information transferred to their custody to protect its authenticity. Archivists protect the integrity of records and papers in their custody, guarding them against defacement, alteration, theft, and physical damage, and ensure that their evidentiary value is not impaired in the archival work of arrangement, description, conservation, and use. They cooperate with other archivists and law enforcement agencies in the apprehension and prosecution of thieves.

Commentary: Archivists obtain material for use and must insure that their collections are carefully preserved and therefore available. They are concerned not only with the physical preservation of materials but even more with the retention of the information in the collections. Excessive delay in processing materials and making them available for use would cast doubt on the wisdom of the decision of a certain institution to acquire materials, though it sometimes happens that materials are acquired with the expectation that there soon will be resources for processing them.

Some archival institutions are required by law to accept materials even when they do not have the resources to process those materials or store them properly. In such cases archivists must exercise their judgment as to the best use of scarce resources, while seeking changes in acquisitions policies or increases in support that will enable them to perform their professional duties according to accepted standards.

VII. Privacy and Restricted Information

Archivists respect the privacy of individuals who created, or are the subjects of, records and papers, especially those who had no voice in the disposition of the materials. They neither reveal nor profit from information gained through work with restricted holdings.

Commentary: In the ordinary course of work, archivists encounter sensitive materials and have access to restricted information. In accordance with their institutions' policies, they should not reveal this restricted information, they should not give any researchers special access to it, and they should not use specifically restricted information in their own research. They determine whether the release of records or information from records would constitute an unwarranted invasion of privacy.

VIII. Use and Restrictions

Archivists answer courteously and with a spirit of helpfulness all reasonable inquiries about their holdings, and encourage use of them to the greatest extent compatible with institutional policies, preservation of holdings, legal considerations, individual rights, donor agreements, and judicious use of archival resources.

SAA Code of Ethics and Commentary 3
They explain pertinent restrictions to potential users, and apply them equitably.

Commentary: Archival materials should be made available for use (whether administrative or research) as soon as possible. To facilitate such use, archivists should discourage the imposition of restrictions by donors. Once conditions of use have been established, archivists should see that all researchers are informed of the materials that are available, and are treated fairly. If some materials are reserved temporarily for use in a special project, other researchers should be informed of these special conditions.

IX. Information about Researchers

Archivists endeavor to inform users of parallel research by others using the same materials, and, if the individuals concerned agree, supply each name to the other party.

Commentary: Archivists make materials available for research because they want the information in their collections to be known as much as possible. The same motive prompts them to inform researchers that other people are working in the same area; such information can avoid duplication and perhaps lead to cooperation among researchers. In many repositories, public registers show those who have been working on certain topics, so the archivist is not revealing restricted information. By using collections in archival repositories, whether public or private, researchers assume obligations and waive the right to complete secrecy. Archivists do not reveal all the details of one researcher’s work to others, and they do not prevent a researcher from using the same materials that others have used.

As members of a community of scholars, archivists may engage in research, publication, and review of the writings of other scholars.

X. Research by Archivists

When archivists use their institutions’ holdings for personal research and publication, such activities should be reported to their employers and made known to others using the same holdings. Archivists who collect manuscripts personally should not compete for acquisitions with their own repositories, should inform their employers of their collecting activities, and should preserve complete records of personal acquisitions.

Commentary: If archivists do research in their own institutions, there are possibilities of serious conflicts of interest—an archivist might be reluctant to show to other researchers material from which he or she hopes to write something for publication. On the other hand, the archivist might be the person best qualified to research in areas represented in institutional holdings. The best way to resolve these conflicts is to clarify and publicize the role of the archivist as researcher.

At the time of their employment, or before undertaking research, archivists should have a clear understanding with their supervisors about the right to research and to publish. The fact that archivists are doing research in their institutional archives should be made known to patrons, and archivists should not reserve materials for their own use. Because it increases their familiarity with their own collections, this kind of research should make it possible for archivists to be more helpful to other researchers. Archivists are not obliged, any more than other researchers are, to reveal the details of their work or the fruits of their research. The agreement reached with the employers should include in each instance a statement as to whether the archivists may or may not receive payment for research done as part of the duties of their positions.

XI. Complaints About Other Institutions

Archivists avoid irresponsible criticism of other archivists or institutions and address complaints about professional or ethical conduct to the individual or institution concerned, or to a professional archival organization.

Commentary: Disparagement of other institutions or of other archivists seems to be a problem particularly when two or more institutions are seeking the same materials, but it can also occur in other areas of archival work. Distinctions must be made between defects due to lack of funds, and improper handling of materials resulting from unprofessional conduct.

XII. Professional Activities

Archivists share knowledge and experience with other archivists through professional activities and assist the professional growth of others with less training or experience.

Commentary: Archivists may choose to join or not to join local, state, regional, and national professional organizations, but they must be well informed about changes in archival functions and they must have some contact with their colleagues. They should share their expertise by participation in professional meetings, or by publishing. By such activities, in the field of archives, in related fields, and in their own special interests, they continue to grow professionally.

XIII. Conclusion

Archivists work for the best interests of their institutions and their profession and endeavor to reconcile any conflicts by encouraging adherence to archival standards and ethics.

Commentary: The code has stated the “best interest” of the archival profession—such as proper use of archives, exchange of information, and careful use of scare resources. The final statement urges archivists to pursue these goals. When there are apparent conflicts between such goals and either the policies of some institutions or the practices of some archivists, all interested parties should refer to this code of ethics and the judgment of experienced archivists.
Custodians Together: Librarians and Physical Plant Personnel

by Joel Clemmer

Reflecting the growing concern over deteriorating contents of the nation's libraries, 102 librarians, physical plant personnel, and architects recently met in Washington, D.C., to discuss preservation of library and archival material. The conference, jointly sponsored by the Association of Physical Plant Administrators of Universities and Colleges and the Commission on Preservation and Access, had the goal of fostering better working relationships among participant groups in order to improve environmental conditions for library and archives material. Much of the content of the nation's libraries is threatened by acidification, fire (as recently demonstrated at Los Angeles Public Library), water damage, and other potentially destructive forces. Conference planners identified understanding and close cooperation among concerned professions as critical to meeting the threat.

The conference was begun by a keynote address from Billy E. Frye, Vice President for Academic Affairs and Provost of Emory University, and chair of the Commission on Preservation and Access. Frye provided convincing evidence of the magnitude of investment in the nation's research libraries (each of which has an estimated replacement cost of $150-200 million dollars), as well as the threats to preservation of their contents. Primary among the latter is the "acid paper" and subsequent embrittlement problem endangering up to 80% of collections. He outlined the commission's microfilm project as one of the most effective solutions. Donald G. Kelsey, Library Facilities Planning Officer for the University of Minnesota, followed Frye by providing detail on the deterioration of paper and the effects of fluctuating temperature and relative humidity. Mr. Kelsey also briefly reviewed the effects of airborne pollutants and daily maintenance from the library point of view. He pointed out that staff with specialized knowledge, such as custodians, can be immensely helpful in identifying problems if mechanisms are in place to get their input. The first day of the conference continued with an entertaining and demonstrative dialogue between Nancy Gwinn, Assistant Director for Collection Management, and Michael League, Director, Office of Plant Services for the Smithsonian Institution. This role playing exercise clearly demonstrated the challenges of communication within organizations in ways the audience readily identified with. Finally, Lawrence Steubing, Assistant Director for Engineering/Support Services for the Smithsonian Office of Plant Services, introduced a hypothetical case study outlining the challenge of renovating the John Smith Library at Midwestern University. The library facility offered a challenging panoply of problems, including inadequate space and patchwork mechanicals. Participants had the evening to consider John Smith's array of challenges.

The final day of the conference led off with reviews of specific facility issues by Smithsonian experts. These included architectural, electrical, and HVAC issues by Lawrence Steubing; security by Robert Burke; fire suppression systems by J. Andrew Wilson; and custodial maintenance by Charles Dunn. These were followed by the Smithsonian's Howard Wink on maintaining the facility for a reliable environment. While the series of presentations successfully delivered an information base from which participants could deal with the challenges of the case study, they also served to reinforce a principle theme of the conference: that, in the words of Howard Wink, "Success comes when the facilities manager and customer (librarian) understand each other's problems."

Maureen Sullivan, Conference Facilitator and formerly of the Yale University Libraries, guided the group into the final exercise of the day. Seven sub-groups broke off to consider the case study and report back. The reports again reinforced the need for cooperation among professions ("The librarians in our group talked about what should be done; the engineers and physical plant people wanted to talk about how to do something"), as well as providing opportunity for a high degree of innovative thinking ("Consider moving the college to a milder climate," "Put everything in a new addition and leave the old building as a monument to 1949 architecture").

Maureen Sullivan closed the successful conference with a summary of a principle theme: librarians and physical plant personnel work in the same institutions and thus share the same mission. Success for each depends on collaboration and communication.

The development of the conference itself was a manifestation of collaboration between the Association of Physical Plant Administrators and the Commission on Preservation and Access. The Smithsonian participants were chaired by Michael League. The Commission's planning team consisted of Joel Clemmer, DeWitt Wallace Library, Macalester College; Donald Kelsey, University of Minnesota Libraries; and Patti McClung, Research Libraries Group.

Oral History Transcription

Accurate! Dependable! Experienced!

Oral history interviews transcribed by a former archivist. Confidentiality and quality are assured. We pay careful attention to the details. Standard- and micro-sized audio tape cassettes can be accommodated.

Complete transcripts can be shipped via Federal Express for extra-fast return service.

Contact:
Liz Roach, President/Owner
All Quality Secretarial Service
66 Glenbrook Road
Morris Plains, NJ 07950
Telephone (201) 829-0090
Price list available on request.
Witness for the Prosecution: 
The Trial of Stephen Cary Blumberg

Stephen Cary Blumberg, 42, of St. Paul, Minnesota, was arrested in March 1990 for the theft of some 21,000 rare books valued at $20 million. The books, stashed in a Victorian mansion in Ottumwa, Iowa, were stolen from institutions across 45 states and Canada. Fraser Cocks is curator of Special Collections at the Knight Library, University of Oregon, a Blumberg target. Last January, Cocks was subpoenaed to testify at Blumberg’s trial.

I left Eugene early Thursday morning, January 24, 1991, arrived in Des Moines around 1:30 central time, and checked into the Embassy Suites Hotel, directly across the street from the United States Courthouse where the trial was taking place. Following the instructions accompanying my subpoena, I left a message with the District Attorney’s office that I was available and spent the rest of the afternoon in my room reading and waiting.

Federal Bureau of Investigation agent David Oxler, who supervised the field operation that led to Stephen Cary Blumberg’s arrest and who assisted with the trial preparation and presentation, called me about 6 p.m. and we arranged to meet for drinks and dinner at the hotel with Linda Reade, the assistant district attorney who tried the case, and other members of the prosecution “team.” Other librarians there included: Tyrus Harmsen, former Occidental College librarian now in charge of the Zamorano Club rare book collection held at the College; Susan Allen of the Hannold Library, Claremont College, whose incunabula and rare book collection Blumberg had decimated; Jan Barnhart, associate director of the Center for Southwest Research, from whose collection Blumberg had selectively helped himself; Lynne Newell of the Connecticut State Library which lost a number of eighteenth-century titles to Blumberg. (Yvonne Wulf, assistant director for collection development at the University of Michigan Hatcher Library, arrived early the next morning.)

Also with us was an FBI agent, John something-or-other, from Detroit who had worked with Oxler and had been one of those who searched Blumberg’s house in Ottumwa, Iowa, on the night of March 19, 1990. The last member of the party was a large, bulky man with a round cherubic face, pink up-turned nose—really, his eyes did twinkle—and a neatly trimmed salt and pepper beard. When he sat down, I failed to catch his name, so I leaned over and asked Oxler, who was next to me, who the guy was. “Oh,” he said, “that’s Kenny Rhodes, our informant. Watch your wallet.”

The smirch.

From this point on, I began to notice discrepancies between the official what-

Stephen Cary Blumberg (Des Moines Register)

had stolen because he would be the one to sentence Blumberg, and she wanted to make sure that he put Blumberg away for a good, long stretch. She wanted to get across that Blumberg knew what he was doing, knew it was wrong, and should be severely punished for his deliberate, conscious actions. We all agreed with that, of course. I was to lead off and would be on the stand at 9 a.m. on Friday morning. She asked that I be in her office no later than 8:30 a.m. for a last minute strategy session.

Rhodes, voice hoarse from several hours of testimony on the stand that day, kept talking. After Reade had left before dinner to do some final preparation for the next day, he gradually took over the conversation with his stream of anecdotes. And, of course, we academics were all intrigued with this inside look at the life of a real criminal. Rhodes, for his part, knew exactly the effect he was having—indeed this is his stock in trade, and he has done, by his own lights, quite well by it. (I had to keep reminding myself that Rhodes is no choirboy, that he has a criminal record. Blumberg is not the only sociopath involved in this case.) Rhodes told us that Blumberg had an ambition to become the greatest rare book thief of the century, if not of all time. That he wanted to surpass the famous David Shinn who was finally caught and jailed early in the 1980s after many years of embezzlement from the libraries for which he worked.

Rhodes spun tales of surveillance, of Blumberg hiding in library air shafts waiting for the staff members to close up and go home, of nights spent casing Pasadena book dealer Henry Clifford’s house and daily routine, of routine forays into libraries during the day. Rhodes pointed out that if Stevie did not bathe, nonetheless he would change his appearance when he felt it necessary. Blumberg would put on a sports coat and carry a briefcase, and looking like a seedy academic, do his daytime reconnaissance without interference. Oregon, Rhodes said Blumberg told him, was “a piece of cake” and that he had returned to Special Collections several times. Rhodes
said that Blumberg was an expert locksmith, and that since the Oregon library elevator was key-operated, it was likely that Blumberg used the elevator to get into the Special Collections stacks. (Repeating this story to me twenty-four hours later, Rhodes said that Blumberg had been in our Special Collections twice.) Blumberg sleeps but little. It is his habit to read constantly through the night, cat-napping, waking, reading, dozing, waking, reading again, never fully sleeping. He would read for hours as Rhodes drove across the southwest pulling a trailer full of stolen antiques and books.

There were also tales of life in the seventeen room Victorian house Blumberg bought in Ottumwa, Iowa, and used as his primary storage area for books and manuscripts. Stevie liked its location near the high school where there was a constant traffic of adolescent males to watch, befriend, and occasionally employ as members of a burglary ring. One of these boys, Brian Teeuwee, a male prostitute who went on many reconnoitering and burglary missions with Blumberg, was a prime prosecution witness. Rhodes lived there for weeks at a time, learning to deal with the senile house-keeper, Mr. Hill, who is handy with an axe and feels he must protect Blumberg from a malevolent world.

Indeed, there is more than a hint of suppressed anger and violence in Blumberg’s life. Along with an ever-present bag of gold coins hung inside his coat, Stephen carried a handgun and was willing to use it. Rhodes went on at great length about the time Stevie, arguing with a compatriot at the door, became enraged, turned and ran up the wide, sweeping central stairs, and then lunged back down firing wildly with a .357 magnum pistol at his tormentor who ran for his life. One can only imagine what the neighbors thought about this incident.

Rhodes claims to have been Stevie’s best friend from the time he met him in the mid-70s until 1989 when the FBI converted him. Rhodes, who looks in his late forties, first worked in the family business in Detroit installing stereos in cars. Good with his hands, he is even better in sensing the profit to be made from ingratiating himself with yuppie baby boomers and satisfying their hunger for status articles. Leaving the auto stereo business behind, he went up-market and began to manufacture hand-made reproductions of Tiffany lamps and develop a sideline in antiques and collectibles. In the course of marketing his lamps and establishing a clientele he met Blumberg who provided him other (unspecified) contacts. Applying a pastel shade of self-pity to this autobiographical account, Rhodes said that his Tiffany lamp business was soon undercut by cheap mass-market reproductions. He implied that as a true craftsman he would not stoop to producing for the mass market and had no choice but to turn to other pursuits.

Inferring from Rhodes’s tale, the demise of his Tiffany lamp enterprise led him more and more to work as the front-man for the reclusive and anti-social Blumberg who preferred to stay out of the public eye. Rhodes’s visibility and his finely tuned instinct for self-preservation made him vulnerable. To the FBI he was an ideal snitch, willing to rat on a buddy for $56,000. As Rhodes explains it, however, he simply took up another career working undercover for the FBI. And he is quite blunt in expressing his feeling that the compensation he received for his services was inadequate, indeed less than he had been led to believe he would receive. Once again, the resourceful, but unappreciated craftsman, a victim of mass culture.

The dissonance between the official record and the folk knowledge with which Rhodes swamped me became even more pronounced on Friday morning when I was called to testify. At 8:30 a.m., dressed in my best suit and a conservative tie, I walked across the street in light snow to the courthouse door. Suddenly, I could see the past, that he had to save the past, that he had to keep stealing books, manuscripts, antiques, collectibles in a frantic effort to keep the world from dissolving.

Our goal was to counter that story by emphasizing the historical and monetary value of the materials stolen, making it clear that these items had not been picked up at random by a befuddled drifter bedeviled by his dysfunctional childhood, but had been cleverly selected and stolen by a knowledgeable and unscrupulous professional possessing esoteric skills as a locksmith and second-story man. Oxler told me that he doubted there would be any cross-examination. The facts were beyond dispute. I was fully conscious for the first time that this was an unusual trial, not one to establish guilt or innocence, but one conducted entirely to determine the mode and duration of punishment. Punishment that would be determined by establishing the state of mind of a defendant who would not or could not tell anyone, for the record, what was inside his head.

Oxler and Reade then walked me upstairs and seated me on a hard bench outside the courtroom door. Suddenly, I could feel my nerves. This was important: the one chance we had to nail this creep. I would set the tone, make that first impression on the jury on behalf of all the victimized libraries and my colleagues who would follow me to the stand. At 9:03 a.m. the jury filed by on the way into the courtroom. Too soon, Oxler poked his head around the door jam and said, “Let’s go.”

Continued on page 22...
Expert Systems Report

The National Archives and Records Administration (NARA) has announced the release of Expert Systems Technology and Its Implications for Archives, a new technical report by Avra Michelson of the Archival Research and Evaluation Staff. The report is the ninth in a series of Technical Information Papers published by NARA.

The report explores the potential application of expert systems technology to archival programs and processes. It both alerts archivists to a technology successfully used in business, government, and the scholarly community and describes some ways in which this new software might improve archival operations and functions.

Expert systems are computer programs that help humans complete a task, solve a problem, or make a decision that requires logical reasoning. In a typical application, an expert system considers a problem, examines relevant knowledge stored in the system, “reasons” about the problem, and then recommends a course of action.

Federal agencies are increasingly relying on expert systems technology to perform standard managerial tasks involving such activities as the development of constraint-driven schedules, strategic and operational planning, selection of one course of action from alternatives, classification of objects into categories to allow for further processing, and identification of patterns in interpreting vast amounts of information. The Social Security Administration, for example, is developing an expert system to help its claims representatives identify the pertinent issues in a claim, arrive at a determination of eligibility, and produce a customized response to the claimant. Michelson found an increasing tendency among agencies to place exclusively in expert systems regulations and procedures that historically appeared in a manager’s file.

The library profession is exploring expert systems technology chiefly to assist in cataloging, information retrieval, reference, and the development of shared databases. At the National Agricultural Library, for instance, one application—available both at the Library itself and on a floppy disk—including an expert system that can respond directly to patrons’ queries on African aquaculture. A recent study of expert systems in operation in business and industry found a large increase in the productivity of staff who use expert systems technology to aid in performing tasks.

Expert Systems Technology and Its Implications for Archives distinguishes expert systems from conventional programs and describes the knowledge-engineering process used to develop these new systems. After assessing the current status of expert systems technology, its benefits, and its limitations, the report concludes by evaluating the potential usefulness of this new technology in the management of archives.

According to Michelson, there are many potential benefits for archivists of expert systems, ranging from greater productivity to increased consistency in decision-making. “Archivists need a deep understanding of expert systems technology before attempting to determine its suitability to archival domains, or its likely effect on core mission functions.” They must, she says, develop a strategy for integrating expert systems into the general management of archives, devise a method for appraising existing expert systems, and determine an appropriate response to the increasing scholarly use of new, “intelligent” research methodologies. Michelson cites several examples of these methodologies, chiefly in the area of digitized textbases. “In the future,” she states, “the majority of scholars can be expected to choose computers in combination with intelligent software as the research method of choice.”

Expert Systems Technology and Its Implications for Archives represents the culmination of eighteen months of research on artificial intelligence and expert systems. In preparing the report, Michelson and other members of NARA’s Archival Research and Evaluation Staff received briefings from professional staff of many of the country’s most advanced artificial intelligence research laboratories. They also met with managers of expert systems applications now in operation, observed demonstrations of applications either in use or in development, evaluated relevant literature, and participated in training sessions. The final report was reviewed by a team of technical advisors and contains an extensive bibliography.

A limited number of copies of Expert Systems Technology and Its Implications for Archives are available without charge to members of the archival community. Contact Archival Research and Evaluation Staff (NSZ) at (202) 501-5540 or write to Archival Research and Evaluation Staff (NSZ), National Archives, Washington, D.C. 20408.

Optical Disk System Report

The National Archives and Records Administration (NARA) has completed a major project, begun in 1984, that examined and evaluated the feasibility, potential benefits, and costs of using digital imaging and optical disk storage technologies for archival information. The NARA project, which employed a large-scale pilot production facility to capture and test a representative sample of original documents from the Civil War period, produced a rich amount of data and experience. Entitled Optical Digital Image Storage System Project Report, the 378-page report of the project is the tenth in a series of technical information papers available from the National Archives.

Conducted jointly by the Archival Research and Evaluation Staff and the Office of the National Archives, the ODISS project was a response to the commercial development of information systems equipment and software that provide new methods for creating, storing, and manipulating electronic records. One of these technologies is the capture and use of digital images of documents. Since these images comprise extraordinarily large volumes of digitized data, another development of interest is the evolution of optical storage media that can provide compact storage for the massive amounts...
of information that digital imaging systems require.

The ODISS project involved evaluating the conversion of paper and microform documents to optical digital media, the costs and efficiency of using these media for storage of information, the capability of a digital imaging system to retrieve stored images, the suitability of creating printed document images from digital data, and staff and public reaction to and acceptance of an image retrieval system.

In digital imaging, electronic scanning devices convert physical documents into facsimile representations consisting of digital data, sometimes enhancing the image before it is stored at extremely high densities on an optical disk, usually one that cannot be erased once the information is recorded. In the ODISS project, NARA created and used index information to conduct searches for files that met user-specified criteria and retrieved page images for display or printing. Additional information about the equipment and techniques employed can be found in the published study.

The advantages for archivists of document conversion to such alternate media as optical disks or microform are that conversion limits the physical handling of original documents, reduces storage space requirements, and enables the distribution of records to multiple sites. Critical archival issues also include the stability of the new storage medium; the speed, capabilities, and accuracy of retrieval; the simplicity of system that users work with; and decentralized distribution. In addition, a system must be cost-effective, taking into consideration the speed at which documents can be scanned, the reduction in the amount of space required, the improved access to documents, and the retirement of the original documents.

The ODISS project used standard document preparation procedures, and the scanning process employed caused no damage to the original records. The study found that the use of digitally scanned images facilitated the substitution of any images that needed to be replaced. It was determined that a scanning density of 200 dots per inch usually yielded images of acceptable readability from documents and most microforms, and enhancement algorithms significantly improved the legibility of stained, faded, and low-contrast documents.

Manufactures of optical disks generally claim that their products will remain stable for up to 100 years. Moreover, repeated use of the disks causes no loss of information, and the disks themselves require no special environmental storage conditions. Repeated generational copying can also be performed without any loss of information; such copying is required so that the information on the disks can be transferred from one system to another over time.

The study also found that an adequately trained staff member could retrieve images using the ODISS system substantially faster than was possible using a paper-based manual system but that further investigation and development in user interfaces are called for before a full-scale automated search and retrieval system can be provided to researchers. Staff members became proficient within a short period of time, but a simple and easy-to-use search and retrieval interface must be included in a public workstation.

Other strengths of the ODISS search and retrieval system include a greatly enhanced flexibility in combining index search terms, which supports a wide range of historical inquiry otherwise not possible, and—in theory—the capacity to extend distribution to a wide variety of locations; unfortunately, costs for equipment and software to support such distribution remain prohibitive at this time.

The ODISS project also compared the costs of an optical digital image storage system and four other alternatives against a baseline manual reference system in which original paper records are used for retrieval. None of the alternatives that involve a conversion of the records appears to be cost-competitive at this time, although it is conceivable that rapid advances in the technologies involved could alter this picture in the future. Retrospective conversions are expensive, labor-intensive processes, and so they always suffer a cost disadvantage in comparison to maintaining and using existing holdings of records; in addition, any process that performs a conversion usually entails significant capital costs at the outset.

Nevertheless, there may be other, intangible benefits that would warrant a conversion. The ODISS project showed that digital imaging technology can enhance the legibility of images captured from poor-quality documents (paper and microform alike) and can permit copying from one generation to another without loss of data or detail. Rapid, accurate access to the files and a better level of service are also possible. Finally, use of this technology can help to achieve a reduction in the amount of storage space, and the original documents can be retired from active service.

The ODISS project is one of a number of advanced research and development studies undertaken by the National Archives, principally through its Archival Research and Evaluation Staff. For more information, contact the Director of the Staff, William Holmes. A limited number of copies of Technical Information Paper Number 10, Optical Digital Image Storage System Project Report, are available from the National Archives by contacting Ruth Gardner at (202) 501-5540.

---

**Havoc in Hunan**

*The Sisters of Charity in Western Hunan, 1924-1951*

This is the story of women religious who entered the lives of Chinese men and women and their children with love and devotion in a time of grave political danger—a story captured for future generations by Sister Mary Carita Pendergast, S.C.

College of Saint Elizabeth Press (1991)
251 pp., soft cover
$14.95 plus $1.50 postage

To order, send a check, payable to Sisters of Charity, to:

College of Saint Elizabeth Press
2 Convent Road
Morristown, New Jersey 07960-6989
American Archivist Consults in Guatemala
James Stroud of the Harry Ransom Humanities Center of the University of Texas at Austin recently served as consultant to evaluate several archival collections in Guatemala. Stroud's work (underwritten by Plumsock Mesoamerican Studies) is a result of his directing the SAA Preservation and Conservation Institute for Latin American Archivists in 1989.

SAA Oliver Wendell Holmes Award
Overseas archivists who are planning to visit North America in 1992 should note that SAA Council has approved revised guidelines for the administration of the Oliver Wendell Holmes Award. Established in 1979 in honor of the late Oliver Wendell Holmes who served as SAA President, this award allows overseas archivists already in the United States or Canada for training to augment this by traveling to the Society's annual meeting. This may be of particular interest to archivists planning to attend the XIth Congress of the International Council of Archives to be in Montreal, Canada, September 6-11, 1992, since the 1992 SAA annual meeting will also be held in Montreal immediately following the ICA meeting. The deadline for award nominations, which should be submitted to the Chair of the Awards Committee, is June 1, 1992.

Past recipients of this award have included archivists from Malawi, the People's Republic of China, Denmark, New Zealand, Australia, Liberia, Italy, Mexico, the Netherlands, the USSR, and Zimbabwe.

New Catalog of French National Archives Publications
The French National Archives recently issued a new catalog of its publications. Of particular interest are those dealing with archival practice in France. Included are volumes dedicated to administration, conservation, design and construction of archives, security, terminology, and thesaurus construction, among other topics. Holdings of the French National Archives are described in specialized guides, including microfilm holdings, sources for literary history, genealogical materials, and Latin America. The guides to various sections of the archives describe the holdings in the following categories: L'Ancien Regime, 1789-1940, Marine et Outre-Mer, Fonds Divers (notarial records of Paris, papers of families, individuals, businesses, associations, and specialized collections). Some 32 exhibit catalogs, annual reports of the director, publications on laws governing archives, and proceedings of various archival meetings are but a few more of the publications listed. Information on microfilm publications of the archives is also contained in this particular catalog. Copies of the 62-page publication of the French National Archives may be obtained, free of charge, from Boutique des Archives, 60, rue des Francs-Bourgeois, 75141 Paris Cedex 03, France.
Archivists' Calendar

August 21-24, 1991
American Association for State and Local History
51st Annual Meeting
Dearborn, Michigan; contact: AASLH (615) 255-2971.

September 20, 1991
Second Annual Colorado Archives Day
Sponsored by the Society of Colorado Archivists.

September 22-29, 1991
Society of American Archivists Annual Meeting
Adam's Mark Hotel, Philadelphia; see details on page 10.

September 23-26, 1991
Association of Records Managers and Administrators
36th Annual Conference
Marriott's Orlando World Center, Orlando, Florida; for more information, call (913) 341-3808.

November 7-9, 1991
Mid-Atlantic Regional Archives Conference
Marriott Hotel, Roanoke, Virginia; theme: "Business, Industry, and Labor Archives"; contact John Straw, Virginia Tech, University Libraries, Special Collections Department, P.O. Box 90001, Blacksburg, Virginia 24063-9001, (703) 231-9214.

November 7-9, 1991
Midwest Archives Conference Fall Meeting
Indiana University in Bloomington; for registration information contact Sandra Taylor, Curator of Manuscripts, Lilly Library, Indiana University, Bloomington, IN 47405, (812) 855-2452.

November 23-24, 1991
Archives-Libraries Committee (African Studies Association) Fall Meeting
Adam's Mark Hotel, St. Louis; the meeting agenda will appear in the Africana Libraries Newsletter; contact Peter Malanchuk, Africana and Political Science Bibliographer, University of Florida, University Libraries, Gainesville, Florida 32611, (904) 392-4919 or Mette Shayne, Francophonic African Bibliographer, Northwestern University Library, Evanston, Illinois 60208, (708) 491-2934.

October 15-18, 1992
Oral History Association 1992 Annual Meeting
Stouffer Tower City Hotel in Cleveland, Ohio. Proposals for papers, panels, media presentations, or entire sessions should be sent by December 1, 1991, to Dr. Donna M. DeBlasio, Program Chair, Youngstown Historical Center of Industry and Labor, P.O. Box 533, Youngstown, Ohio 44501, (216) 743-5934.

Education Notes
Continued from page 12

Wanted

Archival Materials on Canada's U.N. Relief Role
I am working on a manuscript on Canada's role in the United Nations Relief and Rehabilitation Administration (UNRRA) and am looking for archival materials on Canada's U.N. Relief role. Please send any information to Susan Armstrong Reid, 25 Harcourt Drive, Guelph, Ontario, N1G 1J7 Canada.

Archival Wit and Humor
David Mattison, librarian and ex-archivist with the British Columbia Archives and Records Service, Victoria, is seeking material for an anthology of archival wit and humor (anecdotal tales, cartoons, jokes, puns, riddles, etc.). Contributions (typed or IBM-PC disk ASCII text file) can be sent to David Mattison, 2236 Kinross Avenue, Victoria, BC, Canada V8R 2N5.

50th Anniversary Pfaff Sewing Machine Catalog/Issue
Entire (cover to cover) 1912 Jubiläumskatalog/Ausgabe Pfaff Nä­
maschinefabrik Kaiserslautern Germany. Good photocopy acceptable.

Also, Pfaff publicity material of 1911-1913. Please contact Bowdoin Davis, 2111 Lake Montebello Terrace, Baltimore, Maryland 21218.
The Trial of Stephen Cary Blumberg

Continued from page 17

tials. She brought over the list of missing items I had prepared, asked if it represented what we had lost, and had the list entered as evidence. I relaxed, my nerves gone. I told what I did, pointed out the kinds of materials Oregon collected, described the procedures used in presenting materials for use in Oregon's rare book and manuscript reading room, explained the importance of these items, and recounted how we discovered that the materials had been missing. At one point, in an apparent attempt to rattle me, the defense attorney asked me to speak up. The judge instructed me to pull the microphone closer, which I did.

Reade brought over to the witness stand two boxes of manuscripts from the Joel Palmer (nineteenth-century Indian agent and early Oregon politician) and Oliver Applegate (nineteenth-century businessman, rancher, and politician) collections that had been recovered from Otumwa and asked me to describe them and say why they were important. Throughout the routine, I tried to maintain regular, but not slavish, eye contact with the jury and gave myself chances to look around the courtroom as I talked. Four reporters sat in the front spectators' seats behind the defense. (Rhodes later complained to me how few news media types were there as compared to the crowd present on the March day when Blumberg had been arraigned.) To their left sat six college students observing the proceedings, and towards the back wall a couple of courthouse regulars. And, of course, Blumberg, washed and clean in a red pullover jersey, green shirt, and presentable jeans. His hair combed forward over his forehead and his mustache trimmed, he looked less pop-eyed than his pictures show. He refused to meet my eye. (Rhodes told me later that that had not been the way it had been with him. While he was testifying, Blumberg had not looked away from him, and while not showing any particular emotion, had tried to eat him with his eyes. Rhodes wasn't particularly surprised or distressed at this.) After twenty-five minutes Reade turned me back over to the judge.

The judge asked if the defense wanted to cross-examine. Yes, one of them would like to ask me a few questions. (There were two, a black man who had been on the case since Blumberg's arraignment in March, and a white man who conducted the cross-examination. Reade told me later that afternoon that my questioner had been added to the defense just a week or two before the trial started, and that his sudden appearance indicated some turmoil in "their" camp.) Focussing on our procedures for controlling manuscripts and books, he wanted to know how we had discovered the missing items, how often we read the shelves. Fall of 1987, and sporadically, I answered. I did not know exactly when the shelves had been read prior to 1987. He wanted to know if I agreed that there was no technological obstacle in the way of reproducing manuscript materials. I agreed. He then asked if we ever did that. I said generally only for individual research use. We went around on this issue a couple of times, he becoming more grumpy with my answers. I was puzzled by his interest and assumed his irritation was a ploy to undermine my credibility. (Reade told me later that he was looking forward to sentencing and was really talking to the judge. If the defense could convince him and the jury that the stolen materials—because they had been or could be reproduced—were less valuable than the appraisal had said they were, then Blumberg's sentence would be correspondingly lighter.)

The defense asked if the materials we had lost, which had been recovered in Otumwa, had been harmed. No, they had not, but some had been put out of order and this was potentially harmful because materials not in order are effectively lost. (Later that night John, the Detroit FBI agent, admitted that if things were out of order it was probably their fault, not Blumberg's. The task of packing 20,000 books, boxes of manuscripts, as well as the antiques and collectibles, was an enormous, monotonous chore, and as the work progressed from the morning of the 20th of March, they became less and less fastidious about how they handled the materials.) Finished, the defense released me to the judge, who had questions of his own.

The judge wanted to know how we generally organized manuscript materials. Generally chronologically, I said. He wanted to know if the security arrangements in Special Collections had been changed after the discovery of the theft. I said yes. With a big smile, he said he wouldn't ask me to describe them. I laughed with everyone else and said I wouldn't tell him even if he had asked. I also pointed out that in the discussions pertaining to the construction and renovation project, Special Collections' security had been given particular attention. He said I could step down. And out I went. I had been on the stand for about forty minutes. As I left, the judge called both attorneys to the bench for a discussion. Reade told me later that he did not want the testimony from all the other witnesses to take as long as mine, that he had gotten the point.

Now that I had completed my testimony, I was free to observe the trial. I came back into the courtroom, took a seat near the back, and watched my colleagues go through their paces more rapidly than I had. As each of them finished, they joined me. We were all sitting in a row, like the students who had left after the mid-morning break. Harmsen explained that the Zamorano Club, an association of book collectors and printers, had lost valuable California items. Susan Allen, from Claremont which had lost books worth $644,000, created the biggest stir of the day when Reade brought Claremont's copy of the Nuremberg Chronicle to the stand. Allen crisply explained why it was worth $35,000. Printed in 1492, it is the last book of world history not to mention Columbus. Jan Barnhart from New Mexico barely caught her breath before her testimony was brought to a close, but she and Lynne Newell from the Connecticut State Library, excited the interest of the spectators and reporters by talking about the seventeenth and early eighteenth-century books that Blumberg had stolen from them.

Indeed, when during the break all the materials being used as exhibits in court were left on display for the jurors to see, the judge called in all the other judges and their clerks so that they, too, could look at the old books, the Nuremberg Chronicle attracting the most attention. During the break, and after court adjourned for the day at 12:30 p.m., reporters approached the three women for more information about the books they had described, ignoring Tyrus and myself. Also trolling the halls for information was a private investigator working for Blumberg who just happened
to be writing a book on the whole affair. He also had no interest in talking about Oregon's manuscripts.

After the break, Reade called in Yvonne Wulf who testified briefly about all the books stolen from the University of Michigan's Hatcher Library stacks. Reade then called to the stand Matthew McGue, a psychology professor at the University of Minnesota who slightly resembled Blumbeig. Blumbeig stole McGue's photo-identification and used it to gain entrance to libraries and check out books. McGue denied that he had gone to any of the research libraries or signed any of the documents from those libraries where their records ostensibly showed he—or someone using his name—had been. There was no cross-examination. Reade then read into the record stipulated testimony, similar to that given by the six of us, from representatives of Wayne State University, the University of Minnesota, the University of Cincinnati, Dartmouth College, the University of California-Riverside, Colorado College, and the State Historical Society of Wisconsin. All in all, entered in evidence on Friday were 3,345 items worth $2,310,377 from eighteen separate institutions. (An "item" could mean anything from a single pamphlet or book to a multibox manuscript collection.)

Seated as a spectator for the remainder of that court day, I was struck again by the contrast between the well-worn rhythms of the court, a gracious saraband in which we all stood to receive the jury and the judge, in which the oath was unthinkingly recited time and again, in which participants offered and the judge accepted evidence, a somnolent morality play intended to obscure the messy and fascinating events and emotions that gave rise to the ritual. Again, I was struck by what seemed to me to be the curious nature of the trial: not a question of whether there was to be punishment, but rather what was to be its nature.

After court had adjourned for the weekend at 12:30 p.m.—too late for any of us to check out of the hotel or arrange for different flights back home—we gathered in Reade's office for a wrap-up session. She and Oxler told us that they thought we had all done well and that overall the case was going smoothly. The only worry they had, Oxler said, was that no strong personality had emerged to take the lead in the jury. That meant that it was even harder than usual to predict how they might be reacting. Of course, we all wanted to know when the trial was going to be over and when we could get our stuff back. In this connection, Reade pointed out that the books, manuscripts, and all the other recovered items had not, themselves, been entered as evidence. What had been entered instead were the lists we had prepared of these 3,345 "items." The practical consequence of this was that the stolen materials themselves did not have to be held once this trial was over: the official record of the trial, which would be used if there was to be an appeal, included only the lists not the actual books and manuscripts. Thus, regardless of the jury's verdict and whether or not there would be any appeal, we would have to wait only until the sentence was passed before the materials would be available to us to take back.

Reade explained further that her insistence that Blumbeig pay a $250,000 fine—to be used to pay the expense of shipping all the recovered items back to the rightful owners—had scuttled the plea bargain—process. Now she was hoping to convince the judge to make such restitution part of the sentence. Sentencing, she thought, would come six to eight weeks after the verdict was rendered. Reade and Oxler thanked us all, we exchanged compliments, and filed out, agreeing once again to get together for a post-mortem over drinks and dinner. Reade turned back to a stack of telephone messages on her desk, picked up the receiver, and started dialing.

Throughout the afternoon, I thought more about how Reade was putting the case together, how she was shaping a "master narrative" to give meaning to the collection of inchoate details which Rhodes and all the rest of us had provided piecemeal. If she could tell it convincingly enough to overwhelm the competing narrative being presented by the defense, then what tale she spun would become true. What I had seen as restful was actually a fragile equilibrium of competing tensions held in balance by the elaborate rules of the legal profession. This is our equivalent of the Indonesian instinct for equilibrium does not, unfortunately, explain everything. For as much as play consolidates, it also subverts. On Friday night, all of the prosecution team had drinks at the hotel, and then five of us, including Kenny Rhodes, went out to dinner. It was a long and cheerful evening, dominated by Rhodes's stories about Blumbeig. Expansive and increasingly avuncular, Rhodes paid for the meal, showing respect for his new friends and colleagues—and potential marks. I checked my back pocket after the waiter told us that the bill had been taken care of. But I also told Rhodes, who likes martinis, that if he was ever in Eugene, Oregon, I would take him to the Electric Station restaurant where they make very good martinis.

In a study of the values promulgated by children's television shows in the 1950s, one critic discerned what he termed the "Clarabell factor." Clarabell the clown was the antic spirit behind all the mischief perpetrated on the Howdy-Doody Show. The earnest master of ceremonies, Buffalo Bob, and the morally correct puppet, a little boy named Howdy-Doody, were forever chastising Clarabell and vainly extracting promises of future good behavior from the androgynous figure of the clown. The purpose in dramatizing the conflict between Clarabell and his mentors, of course, was to provide moral lessons illustrating the necessity for civilized conduct to the children watching the show. Yet it was clear that the audience loved Clarabell best—I remember and even envy Clarabell to this day. We all knew that Buffalo Bob was right and that Howdy-Doody exemplified behavior we must emulate.

We need Linda Reade and David Oxler and the legal system; but we also need morally androgynous figures like Kenny Rhodes. I'll take him to dinner at the Electric Station, and I'll watch my wallet.

On January 31, 1991, Stephen Cary Blumbeig was found guilty of four counts of possessing and transporting stolen property. Sentencing is scheduled for July 31. I have no word on Kenny Rhodes's future plans.

July 1991 23
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:

**SAA Newsletter**

- under 125 words $35
- 126-199 words $50
- 200-299 words $70
- 300+ words $105

**SAA Employment Bulletin**

- under 125 words $35
- 126-199 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 $16 per year only at the time of renewal of your membership. Individual issues are available to SAA members for $4 and to nonmembers for $7. The bulletin is published in February, April, June, August, October, and December.

**Employment Bulletin**

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) 922-0140. 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.

---

**ASSISTANT ARCHIVIST**

Nicholls State University

Thibodaux, Louisiana

**Responsibilities:** Work closely with the head of special collections and archives. Include planning and managing the rare map collection, surveying, accessioning, organizing, describing, preserving, and making accessible the collection. **Qualifications:** MLS or relevant advanced degree; prefer broadcasting and PC knowledge. **Salary:** $14,000 to $15,000/year. For further information, contact: Brad Miller, Special Collections Librarian, Thousand Oaks Library, 1401 E. Janas Road, Thousand Oaks, California 91362, 805/497-6282.

**CURATOR OF COLLECTIONS**

Historical Society of Washington, D.C.

**Responsibilities:** Manage research library in rapidly growing organization devoted to non-federal history of nation’s capital. Priorities are to expand collections now numbering over 100,000, provide support for Washington history research, participate in exhibition planning, work with other Washingtoniana repositories, supervise interns and volunteers. **Qualifications:** MA in history/American studies, minimum two years research library or archival experience. Manuscript processing, supervisory experience preferred. Must relate well to public, staff, volunteers. **Salary:** Mid-twenties, benefits. Applications accepted to July 15; start September 3. Application letter, resume, references to Jane North, Director, Historical Society of Washington, 1307 New Hampshire Avenue, N.W., Washington, D.C. 20036.

**PROJECT ARCHIVIST**

LIBRARIAN I

Seeley G. Mudd Manuscript Library

Princeton University Libraries

Princeton, New Jersey

**Responsibilities:** One-year temporary appointment to appraise, preserve, arrange, describe and catalog holdings of Mudd Library dealing with World War II; to produce a guide to the holdings; to plan an exhibition. In consultation, will survey the holdings for processing and determine a plan; will supervise students. The archivist and students will enter collection descriptions into the RLIN AMC database, as well as under university on-line catalogs. **Qualifications:** Graduate degree, preferably in 20th century U.S. history, and/or MLS with formal archival training at the graduate level. Familiarity with USMARC AMC format, library automation, and microcomputer applications. Ability to appraise historical records. Knowledge of archival arrangement and description; understanding of conservation practices. **Salary:** Starting for L-I rank: $28,200 per annum. Send application (resume; names, titles, addresses, and phone numbers of three references) by July 31, 1991, to: Archivist Search Committee, c/o Human Resources Librarian, Princeton University Libraries, One Washington Road, Princeton, New Jersey 08544.

**CURATOR OF MANUSCRIPTS**

ASSISTANT UNIVERSITY ARCHIVIST

Southern Illinois University

Carbondale, Illinois

Assistant Professor. Continuing, tenure-track, 12-month, full-time appointment. **Responsibilities:** Administer literary and historical manuscripts collections and assist University Archivist in all phases of acquisition, bibliographic control, and reference. **Qualifications:** MLS from ALA-accredited program or MA in Literature, Philosophy, or Historical Studies. At least three years professional experience. Begin September 1, 1991. **Minimum Salary:** $25,000. Applications will be accepted until July 15 or until position is filled. For position description or to apply (including resume and three references) contact David Koch, Curator of Special Collections, Morris Library, SIUC, Carbondale, Illinois 62901.

**HEAD OF LIBRARY**

ACCESS SYSTEMS

Indiana Historical Society

Indianapolis, Indiana

The Indiana Historical Society is accepting applications for the position of head of library access systems. The Society, founded in 1830 and located in Indianapolis, is a well-endowed, private, nonprofit corporation. The Society’s library, the William Henry Smith Memorial Library, is a repository of documentary and visual materials that relate to the history of Indiana and the Old Northwest. **Responsibilities:** For the implementation of processes that provide access to and control over all library materials. **Duties include:** Definition and coordination of cataloging and classification policies/procedures for all library collections; supervision of OCLC operations including liaison work with OCLC, INCOLSA, and other networks; supervision of departmental staff; assuming a leadership role in the library for all matters involving computer automation; and providing reference service. Position reports to the director of the library. Complete position description available upon request. **Required:**

---

**PART-TIME ARCHIVIST**

Thousand Oaks Library Foundation

Thousand Oaks, California

Thousand Oaks Library Foundation seeks qualified archivist for the American Library of Radio and Television at the Library. Position (20 hr./wk.) is contractual for one year, renewable. **Responsibilities:** Oversee arrangement, indexing, and preservation of documentary collections of American broadcasting materials, including sound recordings. **Qualifications:** MLS or relevant advanced degree; prefer broadcasting and PC knowledge. **Salary:** $21,000 to $23,000. Administrative/12 month. State of Louisiana benefits package. Applications will be accepted until the position is filled (pending university approval). Send letter of application, resume, and names of three references to: Carol Mathias, Head of Special Collections and Archives, Ellender Memorial Library, P.O. Box 2028, Thibodaux, Louisiana 70310.
MLS from an ALA-accredited library school. Experience with AACR2 cataloging rules, Library of Congress classification, LCSH, and USMARC formats. Preferred: Experience with office and library computer technology, including use of OCLC; serials management; additional MA in history or background in history; experience working with historical collections. Salary: Beginning salary range $30,000 to $33,500. The Society, an equal opportunity employer, has an excellent benefits program. Applications will be accepted until the position is filled. Send a letter of application, resume, and any supporting materials, along with the names, current addresses, and telephone numbers of three professional references to: Susan Brown, Personnel Administration, Indiana Historical Society, 315 W. Ohio Street, Indianapolis, Indiana 46202-3299.

ARCHIVIST
Sibley Music Library
Rochester, New York
Responsibilities: Establishes and directs program for management of and access to historic and archival records of the Eastman School of Music, distinguished for the excellence of its contributions to American music. Qualifications: (1) professional education in archival and records administration; (2) 2-5 years of experience in records management, including use of relational databases; (3) research experience in American cultural history. Salary: commensurate with qualifications and experience. Generous benefits. Position is supported by NHPRC grant, available July 1, 1991, through December 30, 1993, with commitment to continuation at least 3 FTE. To apply: Send letter, resume, three references to M.W. Davidson, Librarian, Sibley Music Library, Eastman School of Music of the University of Rochester, 27 Gibbs Street, Rochester, New York 14604.

MANUSCRIPT SPECIALIST
Western Historical Manuscript Collection
Columbia, Missouri
Entry level position, available September 1, 1991. Responsibilities: Primary duty is assisting with reference service, helping patrons in reading room and answering reference inquiries; arrangement and description of collections as time permits. Occasional Sunday hours. Qualifications: BA in history or another social science; preference may be given to candidate with MA in history or another social science and archival training and/or experience. Excellent oral and written communication skills necessary. Salary: $15,900 plus University of Missouri benefits. Position carries University of Missouri academic (non-regular) status. Annual leave, 26 days; sick leave, 24 days per year. Send letter of application, resume, and names, addresses, and telephone numbers of three references to Nancy Lankford, Western Historical Manuscript Collection, 23 Ellis Library, University of Missouri-Columbia, Columbia, Missouri 65201. Application deadline: August 15, 1991.

SPECIAL COLLECTIONS ARCHIVIST (LIBRARIAN I)
University of North Dakota
Grand Forks, North Dakota
#1-191 The University of North Dakota invites applications for an entry level Librarian/Archivist position. Qualifications: A master’s degree in history or a graduate library degree from an ALA-accredited program preferred. Also preferred: formal archival course work and training from a recognized archival training program; proven archival processing skills; knowledge of professional archival standards and methods; demonstrated ability to express ideas clearly and concisely, both orally and in writing; strong interpersonal skills and a demonstrated ability to establish rapport and work with the public and staff; experience in USMARC-AMC format; computer and indexing experience; and knowledge of established standards for the conservation and preservation of library materials. Holdings of the UND libraries exceed two million items and serve 12,000 students. The UND libraries participate in OCLC, MINITEX, and the On-Line Dakota Information Network (ODIN) and the libraries have implemented the public access catalog, cataloging, circulation, interlibrary loan, and acquisitions functions of the PALS system. Salary: $19,000 to $25,980. Deadline for applications is August 15, 1991. Late applications may be considered if no appointment is made from original pool. Send letter of application, resume and three (3) letters of recommendation to: Diane L. Nelson, Assistant Director, Personnel Services, P.O. Box 8010, University of North Dakota, Grand Forks, North Dakota 58202, (701) 777-4361.

ASSISTANT UNIVERSITY ARCHIVIST
Northwestern University Library
Evanston, Illinois
With lakefront campuses in both Evanston and Chicago, Northwestern University has a total enrollment of over 13,000 and more than 1,600 full time faculty. The university’s programs in arts and sciences, speech, music, journalism, engineering, law, management, education, and the health sciences are nationally recognized. The university archives collects, maintains, and provides access to official records, manuscripts, serials, monographs, and other materials documenting the activities of the university, its faculty, and the history of the Northwestern community. Its holdings date from the early nineteenth century and total approximately 10,000 linear feet. The archives has a staff of 3.5 FTE professionals plus student assistants. Responsibilities: Arrangement and description (processing) of official university records of enduring value and papers of faculty, administrators, staff, students, and alumni. Supervision and coordination of student assistants. Administering and servicing collection of 250,000 photographs and all other non textual records held by the university archives. Providing user services as needed. Preparing and mounting exhibits. Engages in acquisitions and field work. Carries out other duties as assigned. Qualifications: Master’s degree in history, archival administration, library science, or other field related to archives, or equivalent previous archival training and experience. Certified Archivist (CA) or willingness to prepare for and take the archival certification examination. Some familiarity with archival automation. Willingness and sufficient physical strength to work with archival materials in bulk. Excellent communication and interpersonal skills. Salary: $23,500 minimum. Send letter of application and resume, including names and addresses of three references to Rachel Blegen, Personnel Manager, Northwestern University Library, Evanston, Illinois 60208-2300. Applications must be received by August 1, 1991. Employment eligibility verification required upon hire.

DEPUTY DIRECTOR/ARCHIVIST
The Presbyterian Church
Philadelphia, Pennsylvania
The Presbyterian Church (USA) (PCUSA) seeks a Deputy Director/Archivist to administer the Department of History’s regional office in Montreat, North Carolina. The department of history is the national archives and research center for the PCUSA and is headquartered in Philadelphia. Responsibilities: Administer the archives (approx. 5000 cubic feet) and library (approx. 50,000 volumes) in conjunction with the manager of archives in Philadelphia. Supervise staff of nine employees. Propose and monitor budget for the Montreat office. Represent the department of history at professional meetings and before denominational bodies. Qualifications: At least five years of increasing administrative responsibility in the management of a university archives, historical society, manuscript repository, or comparable institution. MLS with formal archival training essential. A second master’s degree in American or Church history is an asset. Familiarity with the structure and polity of the PCUSA, working knowledge of Presbyterian history and government, particularly a knowledge of the Presbyterian Church in the U.S. and its predecessor bodies, is an important asset. Expertise in budget preparation, grant writing, supervision, and management essential. The Deputy Director for Montreat reports to the Director of...
the Department of History in Philadelphia.

**Salary:** In the mid 30s. Interested candidates should send resume, three references, and a brief statement of management philosophy to: Frederick J. Heuser, Jr., Director, Department of History, 425 Lombard, Philadelphia, Pennsylvania 19147. Position available this fall.

**MANAGER OF THE LIBRARY/ASSISTANT DIRECTOR**
The Presbyterian Church
Philadelphia, Pennsylvania

**Responsibilities:** Manages the library department which includes a staff of eight FTE and two PTE. Administers the reference, cataloging, and microfilming services through appropriate staff liaison. Coordinates library services in Philadelphia with the Department's regional office in Montreal, North Carolina. Reports to the Director of the Department and along with the Deputy Director in Philadelphia and the Deputy Director in Montreal participates in departmental-wide planning for both Philadelphia and Montreal. Performs diverse administrative functions at the request of the Director. Serves as Associate Editor of American Presbyterians: The Journal of Presbyterian History. Represents the department at professional meetings and participates in denomination-wide activities in the Philadelphia area as well as in the denomination's administrative headquarters in Louisville, Kentucky.

**Qualifications:** MLS with formal archival training, plus an additional graduate degree in history, preferably American Presbyterian/Reformed history. Knowledge of the structures, mission, polity, and heritage of the Presbyterian Church (USA) considered an asset. Editorial experience, including copy-editing, layout/design, and indexing. Management and supervisory experience essential. At least five to seven years of increasing administrative responsibility in managing a library or archives in a university, historical society, or comparable institution.

**Salary:** High 30s. Standard medical, pension, and vacation benefits. Interested individuals should send resume, three references, and a brief statement of management philosophy to: Frederick J. Heuser, Jr., Director, Department of History, 425 Lombard Street, Philadelphia, Pennsylvania 19147 by October 1, 1991. Position available March 1992.

**ARCHIVIST**
Yale University Library
New Haven, Connecticut

Term Appointment: 9/1/91 - 8/31/92

Twelve hours per week, minimum rank: Librarian I. **Responsibilities:** Arranges and describes records from Kingman Brewster’s tenure as Yale President. **Qualifications:** MA degree in history or related discipline and/or an MLS from an ALA-accredited library school. One-year archival processing experience. Effective oral and written communication skills. Familiarity with word-processing systems. Ability to work effectively in a team setting with administrative, professional, and support staff. Familiarity with description standards for archival materials, particularly the USMARC Format for Archives and Manuscripts Control and Archives, Personal Papers, and Manuscripts desirable. Formal archival training or education highly desirable. Familiarity with Yale University history and activities desirable. **Salary:** $15,900 and benefits package available. Application deadline: August 9, 1991; applications will be accepted until the position is filled. Please send letter of application, resume, and the names of three references to Diane Y. Turner, Acting Head, Library Personnel Services, Box 1603A Yale Station, New Haven, Connecticut 06520.

**GOVERNMENT DOCUMENTS/DATA SERVICES**

**REFERENCE LIBRARIAN**
University of Georgia
Athens, Georgia

Entry-level position. The Government Documents/Data Services Reference Librarian is a position that enhances user access to a large government documents collection and a growing resource of machine readable data files. Librarians in the Government Documents Department provide extensive reference assistance in U.S. Government documents, United Nations, Georgia and Canadian documents, British, French, and West Germany parliamentary documents, and other selected foreign government publications. Data Services, a unit of the Government Documents Department, maintains a large and increasingly significant collection of machine readable data files obtained through participation in the Georgia State Data Center (U.S. Census) and the Inter-university Consortium for Political and Social Research (ICPSR) as well as from other sources. This position links computer accessed files and printed government information by guiding users to the most appropriate source, regardless of format and will require in-depth knowledge of the contents of ICPSR and census data collections and published census information. The Government Documents/Data Services Reference Librarian reports to the Head of the Government Documents Department and will spend approximately 60% of the work week in the Government Documents Department and 40% in the Data Services Unit. **Qualifications:** MLS from ALA-accredited school. Required: Minimum two years experience acquiring and processing manuscripts and archives; relevant supervisory experience; strong interpersonal and communication skills. Preferred: Additional graduate degree in the social sciences and familiarity with AFC format. **Salary:** Commensurate with education and experience, minimum $38,000. Apply to: Christine M. Travis, Library Personnel Officer, University Libraries - UL 139, University at Albany, State University of New York, 1400 Washington Avenue, Albany, New York 12222. Deadline: Review of letters of application and resumes will begin July 31, 1991. Please include the names, addresses, and phone numbers of three references who we can contact.
PROJECT ARCHIVIST
International New Thought Alliance
Mesa, Arizona
International New Thought Alliance (INTA) is a 76-year-old religious organization dedicated to spiritual enlightenment of the individual and to world peace. Founded in America, it is a world-wide movement with members in the United Kingdom, Latin-America, Europe, Africa, Soviet Union, Japan, and elsewhere. Core collection is located in new facility, Addington/INTA Archives and Research Center, on headquarter grounds in Mesa, Arizona. Dedication was January 6, 1991. Responsibilities: Seeking a pioneer archivist to organize, describe, supervise, preserve, and promote a multimedia collection. Excellent communication skills, broad knowledge of all archival activities, including computer applications and oral history, are desirable, as is background in grant writing. Position initially dependent on NHPRC two-year, start-up grant to begin September 1, 1991. Salary: Starting salary is $22,000 plus benefits. INTA is committed to a continuing program after grant period, when a performance evaluation can result in a permanent position with salary negotiable. Retirees and individuals on one- or two-year sabbaticals will be considered. Resume/references to: Lynne Anderson/Patricia Delks, Search Committee, 8624 Winding Wood Drive, Port Richey, Florida 34668, (813) 863-0605.

Library Specialist
The Research Libraries of The New York Public Library seeks a Specialist to work in The Schomburg Center for Research in Black Culture/Manuscripts, Archives and Rare Books.
Working under the direction of the Assistant Chief Librarian for Manuscripts, Archives and Rare Books you will serve as processing archivist for the Preservation of the Black Religious Heritage Project. Will be responsible for accessioning, processing and preparing manuscript collections for microfilming and related reference and information services.
To qualify you should have a Master's degree in Library Science, the Social Sciences or Humanities and minimum 2 years archival experience. Substantial knowledge of Black history and culture and good oral/written communication skills required. Familiarity with MARC-AMC desirable.
Salary is competitive, excellent benefits. Please forward your resume with salary requirements to:
Doreen Casey, Personnel Representative
The New York Public Library
8 WEST 40 STREET, 2ND FLOOR
NEW YORK, NY 10018
Candidates selected for consideration will be contacted for an interview.
An Equal Opportunity Employer M/F

The University of British Columbia
DIRECTOR
School of Library, Archival and Information Studies
The School of Library, Archival and Information Studies seeks a Director as of 1992. It is a graduate professional school administering separate two-year programs leading to the degree of Master of Library Science and Master of Archival Studies. There are 120 students enrolled in the two programs, 12 full-time faculty, and a number of part-time faculty and sessional lecturers.
The appointment will be made at the rank of Professor with tenure, assuming that suitable qualifications are offered. If a suitable qualified candidate is not found, the University will consider an appointment at the rank of Associate Professor.
RESPONSIBILITIES: The Director is responsible for the general administration and coordination of the School's activities. In addition, the Director is expected to contribute to the development of the library and archival professions through membership and work in professional associations and learned societies, to engage in research leading to publication, and to teach.
QUALIFICATIONS: The basic qualifications for appointment are a record of sustained and significant scholarly research, evidence of outstanding administrative ability, and a recognized degree in library science or information science from an ALA-accredited program, or a graduate degree in archival studies or a related discipline. Also desirable are an earned doctorate and teaching experience in an academic program for information professionals, and thorough knowledge of library and information science education.
SALARY: Salary will be commensurate with qualifications and experience. The University provides generous pension, medical and dental plans. In accordance with Canadian Immigration requirements, this advertisement is directed to Canadian citizens and permanent residents of Canada. The University of British Columbia encourages qualified women and minority applicants.
Applications and requests for information should be addressed to: Dr. M. Patricia Marchak, Faculty of Arts, Room B130, Buchanan Building, The University of British Columbia, Vancouver, B.C. CANADA V6T 1Z1.

July 1991 27
Wanted: Acquisitions Editor

The Society of American Archivists announces a new position of Acquisitions Editor, to be responsible for the Society’s publications other than the *American Archivist* and the *SAA Newsletter*.

The duties of the Acquisition Editor include:

- developing concepts for new publications and evaluating proposals submitted;
- recruiting potential authors; editing manuals, readers, and other SAA non-serial publications;
- identifying titles from other publishers to be offered by the Society; and
- investigating opportunities for joint publications with other organizations and publishers.

Candidates for Acquisitions Editor should:

- be widely knowledgeable in matters of professional interest and concern to archivists and manuscripts curators;
- have proven writing and editorial skills; and
- be industrious, imaginative, and well-organized so that the non-serial publications program meets the needs of the Society and the profession.

The Acquisitions Editor reports to the Society’s Executive Director and receives advice and assistance from the Editorial Board. The Society’s Managing Editor handles production and business matters. The Society pays for the services of a part-time copy editor who assists the editor in copy editing and proofreading.

The successful candidate will have the opportunity to shape this position and to give direction to the non-serials program. This is a part-time position, the amount of time required to be determined largely by the interests and circumstances of the incumbent. The Society urges candidates to explore the extent of institutional support that may be possible and to be explicit about that topic in the application. The Society will either compensate the Editor directly or negotiate a released-time arrangement, with the Society reimbursing the host institution for reasonable and necessary expenses connected with editorial work.

Applications should consist of:

- a letter in which the candidate outlines his or her conception of the nature of the Society’s non-serial publications program, describes how it might better serve the needs of the Society and of the profession, and details the support that his or her institution is willing to provide;
- a full resume that emphasizes appropriate writing and editorial experience;
- a sample of writing, or citations thereof;
- the names and telephone numbers of three references; and
- any other information that the candidate may think helpful.

These materials should be sent no later than September 1, 1991, to Anne P. Diffendal, Executive Director, Society of American Archivists, 600 South Federal, Suite 504, Chicago, Illinois 60605; (312) 922-0140. Questions about the position should also be directed to the Executive Director. An appointment is expected to be made in the fall of 1991 so that the Acquisitions Editor can begin work no later than January 1, 1992.

---

**SAA Newsletter**

The Society of American Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605

July 1991