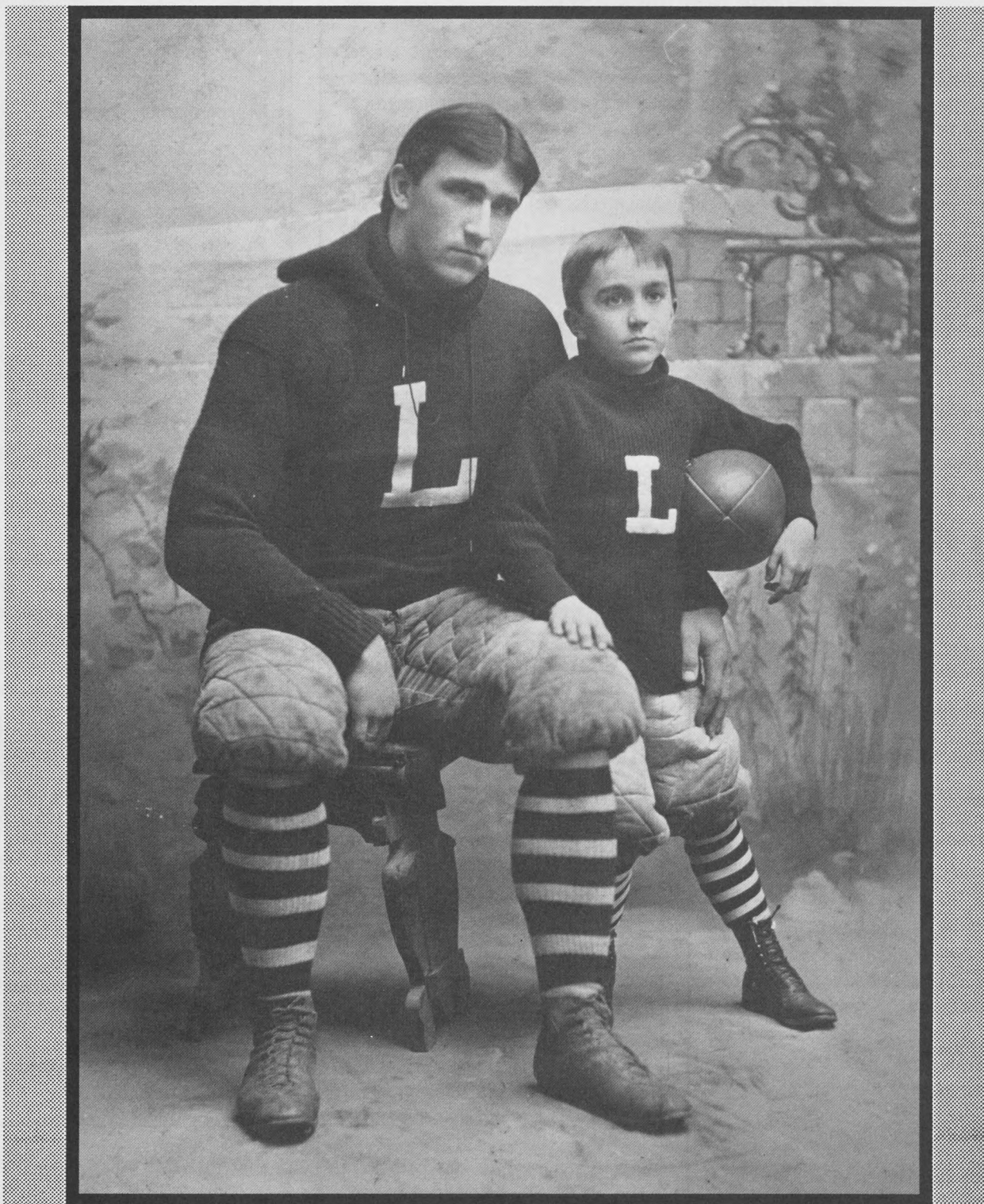




# Newsletter

The Society of American Archivists

September 1991



Charles R. "Babe" Rhinehart, Lafayette College, class of 1898, and friend.

## New Resources from SAA

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

Use your Visa or Mastercard!

### Care and Identification of 19th-Century Photographic Prints

This is the first and only reference book devoted solely to the care and identification of 19th-century photographic prints. It covers the history of early photographic print processes from 1840-1900; identification and forms of deterioration; stability of specific print materials; collection management; proper storage, handling, and display. A key feature of this book is its practical, detailed system to help individuals identify various photographic and photomechanical print processes. This data is contained in a unique, easy-to-use "Identification Guide." This book is especially for conservators and preservation administrators responsible for the care of photographic collections in archives, historical societies, museums, galleries, libraries, government agencies, or corporate collections. A great companion piece to *Archives and Manuscripts: Administration of Photographic Collections* (SAA 1984).

Published by Eastman Kodak Company (1986), 116 pp., soft cover  
\$20 SAA members, \$25 nonmembers, plus postage and handling

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### 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.

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**Cover Note:** Lafayette College Photograph Collection, David Bishop Skillman Library, Easton, Pennsylvania.



# What I Did on My Summer Vacation: Records Management at SAA from an Intern's Perspective

by Lee C. Fosburgh

Creating a records management policy for any repository, business, or association is no easy task. When the association that you are creating the policy for is the oldest and largest national professional association for archivists, you would expect the job to be somewhat easier. I found this to be anything but the case serving as a summer intern at the Society of American Archivists. Mountains of out-of-date records were being retained within the SAA office. In addition, records with no historical value were being sent to the SAA archives at the University of Wisconsin-Madison. With much help from the SAA staff, we turned chaos into order. A level of physical and intellectual control over SAA's records has once again been achieved.

As a graduate student of archival study at the University of Wisconsin-Milwaukee, I learned first hand that the textbooks are correct in their premise that no record-creating body is exempt from disorder if a proper records management policy is not implemented. SAA's situation exemplified this scenario. On arrival at the SAA office in Chicago, I found a friendly staff who were enthusiastic about my project. They realized immediately the merits of a sound records management policy and were eager to work with me. As many records managers will tell you, this is not always the case. I believe the proper chemistry between the records manager and office staff helps immensely in creating and implementing a viable records management program. There were no barriers to going through SAA staff members' records. Cherished space for records is limited in most offices. Once SAA staff members saw how records management benefitted both the office and their own work environment, they were eager to see the process through.

My first task was to gain physical control over the records. I achieved this

by doing a complete records inventory of all departmental records. I found records in diverse places: from the fifth-floor storage rooms in a warehouse a mile from the SAA headquarters to orderly filing cabinets in staff members' offices. The inventory first shed light on the condition of the records. I discovered many records within the office that had ceased to have administrative value to the Society. Furthermore, records with no historical value or permanent office value, such as outdated financial records, were being sent to the SAA archives in Madison. Also, records such as office memoranda and duplicated correspondence were being kept inhouse and/or sent to the SAA archives. A records survey helped both me and the staff to envision the magnitude of the problems that existed. We worked together in setting retention and disposal dates. By working with the staff I was able to get a better understanding of what records were important for the daily running of the office.

After completing the inventory and records survey I devised a detailed weeding policy. As much as I bristled at the thought of weeding the records myself, I succumbed for two reasons: first, the staff had little time on their hands and only two of the ten staffers are archivists. Second, by weeding through the files with staff members, I was able to teach them which records could be identified easily as having no value.

Most weeding had to be done by the item level. This made the job very time consuming. In all, I destroyed approximately twenty cubic feet of records; sent six cubic feet to the SAA archives; and set retention-disposal dates on another twelve cubic feet. Retention and disposal forms were created to help keep control over the Society's records. Staff members were informed that the upkeep of the retention and disposal forms was vital to making the records management system work.

Once physical control was gained over the records, a records management schedule could be created.

Records management manuals were developed for all five departments of the Society—education, financial, membership, publications, and executive director. The manuals address such issues as information on records management, handling of SAA records, weeding guidelines, retention and disposal policy, and disaster prevention. SAA staff have been briefed on the records management policy. Not only are they glad to be dug out from the piles of records, but Frank Cook and his staff at the SAA archives at the University of Wisconsin-Madison will be glad to receive records of enduring value. Maybe my effort has made life at SAA just a little more enjoyable (one SAA staff member told me, "It felt like a weight off my shoulders to get the records out of my office!").

I use the word "we" so many times because the one thing that I have learned this summer is that records management is a "we process." A successful program cannot be implemented or maintained unless the people within the office feel that they are part of the process. A working relationship must be maintained to make it all click.

Even though my internship in Chicago is done, there is more work confronting SAA in the future. In the spring of 1992 I have scheduled an independent study which will involve traveling from school in Milwaukee to the SAA archives in Madison to create a series of all the publications produced by the Society. I also hope to rid the archives of the accumulation of nonenduring records that the Society has sent over the years. At the end of spring I hope to report to you that SAA has thwarted the onslaught of the mass accumulation of records—if I do not get buried alive!



## Short Subjects

### Montreal Expos

Even though Philadelphia looms on the horizon, now is the time to begin thinking about SAA's 1992 annual meeting in Montreal. The Program Committee has adopted as its theme "Archives: A Global View."

The Montreal meeting will have a distinctly international "flavor." The global aspect of the meeting is an obvious one in the geographical sense because SAA will be meeting in Canada, just after the International Congress on Archives, and overlapping with the Association of Canadian Archivists (ACA) and the Association des Archivistes du Québec (AAQ). SAA, ACA, and AAQ have agreed to reciprocal registrations, so that anyone who registers for the SAA meeting will be able to attend ACA and AAQ sessions at no extra cost. This will permit a wider exploration of the archival world, including differing views on international standards and other archival concerns as well as interconnections and opportunities for cooperation.

"A Global View" will not only permit us to look beyond our borders in the geographical sense, but also beyond the borders of our discipline, for example, the relationship of the archival community to the libraries, museums, or art galleries. Archivists can look beyond their individual documents and collections and see archival records within the context of a continuum of informational resources: "A Global View" of a multi-media collection—with archival records and other materials each as an integral part of a larger whole.

The 1992 Program Committee's goal is to take an active role in shaping individual sessions in order to create a program that has global appeal! The committee members welcome suggestions from SAA members both about issues and concerns that need to be addressed, and about the ways to address them most effectively.

Montreal presents us with a unique forum where we can meet and learn from our colleagues in other countries. It is an opportunity for each of us to expand our own vision, to look beyond the traditional borders we impose on our thinking, and view our work in a more "global" context. (See the July 1991 SAA Newsletter, pp. 13-14, regarding program proposals for 1992.)

### Yellow Pages Hits the Streets

The SAA *Yellow Pages-1991 Directory of Individual Members* was published in July and mailed to SAA members in early August. Members who have not received a copy should contact the SAA office. The directory is available to nonmembers for \$50, plus postage/handling. (This price supersedes that listed in the SAA *Bookcase 1991*.) Contact SAA publications at (312) 922-0140.

### MAC and SAA Link Up with Archives Overseas

The Midwest Archives Conference (MAC) has adopted a program that establishes relations with several archives in English-speaking Africa and Asia, and SAA has agreed to join the effort. The program will furnish complimentary copies of the *Midwestern Archivist* (soon to be retitled *Archival Issues: Journal of the Midwest Archives Conference*) to the national archives in Botswana, Zimbabwe, India, Sri Lanka, and to the Pakistan Historical Society. SAA will provide overrun copies of the *American Archivist* to MAC for mailing.

The program is the brainchild of James E. Fogerty and is part of the Program Initiative Fund established by MAC Council last year. It recognizes the fact that talented staffs of many third-world archives do not have access to professional publications published in the United States because of funding and exchange rate disparities. The program has been enthusiastically received by the recipients, who furnish MAC with their own occasional publications as they are issued. The Director of the National Archives of Botswana wrote that the journals are "a valued addition to our reference collection."

For information on the program and its operation, contact James Fogerty, Minnesota Historical Society, 690 Cedar, St. Paul, Minnesota 55101, (612) 296-9989.

### Gracy Edits ICA Newsletter

David B. Gracy II is the editor of *ICA Education and Development News*, the newsletter that jointly serves the education group and the Commission on Archival Development.

### Directory of Consultants

This fall, the SAA 1992 *Directory of Consultants* will be published and mailed to SAA membership. Listings will appear in three easy-access categories: Archivists; Manuscript 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 a name, address, telephone number, fax number, e-mail number, and a description—75 words or less—of services offered and/or areas of specialty.

Each full entry is \$60. An additional \$15 covers a "see also" reference. Space for display advertisements is also available. For more information on listing your consultant services in the forthcoming directory, contact SAA for an application, (312) 922-0140, or fill out page 11 of the July 1991 SAA Newsletter and return it to the SAA office.



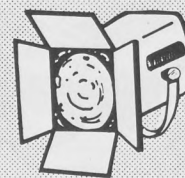
This issue of the SAA Newsletter is the first to be printed on alkaline, acid-free printing paper manufactured with no groundwood

pulp. It meets the requirements of the American National Standard for Information Sciences—Permanence of Paper for Printed Library Materials, ANSI Z39.48-1984. The standard recommends that publications printed on such paper be identified through the use of the infinity symbol (∞). Look for this symbol on the newsletter's masthead on page 2.

### Did You Know...

SAA Council member Robert Sink of the New York Public Library made an interesting discovery. While perusing an article entitled "The Literature of Academic Libraries: An Analysis" in *College and Research Libraries*, he discovered that the *American Archivist* is the 13th most cited journal in the ERIC database for information on academic libraries. It is cited more often than the *Chronicle of Higher Education*, but much less often than *College & Research Libraries*, which, not surprisingly, topped the list!





Lee C. Fosburgh

## Summer Job

Lee C. Fosburgh, (pictured above) a 24-year-old graduate student in history/library science at the University of Wisconsin-Milwaukee, spent the summer as an intern at the Society of American Archivists' office in Chicago. Fosburgh reports on the records management program he implemented for SAA on page 3 of this newsletter.

## SAA Welcomes Haitian Archivist

In August, the Director of the National Archives of Haiti, Jean Wilfrid Bertrand, had the opportunity to visit the SAA office. Bertrand is currently participating in the International Visitor Program sponsored by the United States Information Agency and is travelling in this country for a month.

Bertrand met with SAA Executive Director Anne P. Diffendal and discussed his plans to implement a system of records management of government documents at various ministries throughout Haiti. Bertrand departed with a number of SAA publications in his possession!

## Book Thief Sentenced; Deadline Set for Claiming Stolen Books

Stephen Cary Blumberg was sentenced in Des Moines federal court on July 31 to nearly six years in prison and fined \$200,000 for stealing more than 21,000 rare books valued at more than \$21 million, from hundreds of libraries across the United States and Canada. (See "Witness for the Prosecution: The Trial of

Allen. W. Jones retires from Auburn University on September 15, 1991. Jones has been named Emeritus Professor of History and Archival Administration. He has served as Director of the University Archives from 1969 to 1986 and Professor of History from 1966 to 1991. Jones began the Archival Administration training program at Auburn University in 1973 and his last class finished in August....**Father Paschal Baumstein**, O.S.B., C.A., archivist at Belmont Abbey College, has been promoted to Archivist and Historian of the College, effective immediately. **Sheila Fava** has been named Personal Assistant to the Archivist and Historian.... **Charlotte Hegyi**, has recently been appointed Archivist for Hobart and William Smith Colleges....**John F. Hackett**, former Archives Specialist with the Office of the Architect of the Capitol at the United States Capitol, has recently been appointed Administrator and Archivist for the City of Alexandria, Virginia....**Joseph A. Settanni** has moved his records and information resources management consulting business from New York City to Montana. Settanni may be reached at: P.O. Box 695, Helena, Montana 59624, (406) 449-8640....**Dennis A. Daellenbach** has recently been appointed Assistant Director of the Reagan Presidential Library. Daellenbach has been Assistant Director of the Gerald R. Ford Library since March of 1989....**Carla Hanin** has recently joined the staff at the Archives of Ontario as Conservator. Carla can be reached at: Archives of Ontario, Conservation Unit, 77 Grenville Street, Toronto, Ontario M7A 2R9. Tel: (416) 327-1522.... **Michael L. Gillette** has recently been appointed to head NARA's Center for Legislative Archives. Gillette was formerly the Director of the Presidential Election Study at the LBJ School of Public Affairs, University of Texas at Austin. He also serves as Special Assistant for World War II programs to the Archivist of the United States....**Becky Haglund Tousey**, formerly of the Chicago Public Library, has recently accepted a position at the Kraft General Foods, Inc. Archives in Morton Grove, Illinois....**Christopher M. Beam**, director of the Edmund S. Muskie Archives at Bates College, has been appointed to the Advisory Committee on the Records of Congress. The committee was established recently to review policies and practices in Congress and the National Archives that affect the management and preservation of the records of Congressional offices and committees....

## Obituary

**Sally Merryman**, the first Chief Archivist and Historian of Texas Instrument in Dallas, died on May 24, 1991. Mrs. Merryman was a member of SAA.

Stephen Cary Blumberg," *SAA Newsletter*, July 1991, p. 16.)

Blumberg, 43, of St. Paul, Minnesota, received less than the maximum possible sentence of eight years and one month because he helped investigators identify the sources of many of the stolen items.

The Federal Bureau of Investigation (FBI) has established October 18, 1991, as the deadline for filing claims for materials stolen by Blumberg and confiscated by the FBI. The Book Return, a 16,000-record inventory of the stolen materials, has been searchable on EPIC, OCLC's online refer-

ence system, since last March. After October 1, the Book Return will be removed from EPIC.

Claims for stolen materials should be directed to Special Agent Jerry A. Tucker, FBI, P.O. Box 548, Omaha, Nebraska 68101. Claims should include: author, if known; title; publication date, if known; OCLC record number; value of item being claimed, any other unique detail that may prove book ownership, such as book note, autograph, book number, etc. The FBI will verify all claims. Direct questions to Special Agent Tucker at (402) 348-1210.



## From the Archivist of the United States

by Don W. Wilson

Since its creation nearly sixty years ago, the National Archives has felt a special obligation to stay abreast of developments in the archival field and to advance that state of archival knowledge. Whether the subject is preservation, standards for archival products, or the implications of electronic recordkeeping, the National Archives has established a worldwide reputation for leadership in research and innovation.

I am pleased to say that this reputation continues to grow. It is vital for this country's national archival institution—its largest archival institution, by far—to prepare for the future by analyzing new and emerging technologies and their potential applications to archival programs and processes. Indeed, NARA has earmarked significant human and technical resources with which to undertake or contract for the kinds of research and evaluation activities that are called for. Only by doing so can the National Archives acquire the information and insights that will enable it to adjust to and to influence the future that we as archival professionals must work within.

Those who work in other archival settings have often found NARA's activities in research and development to be helpful. After all, microenvironments (the subject of one current study) are microenvironments, whatever archival repository they are in; fires within movable shelving (which NARA also recently studied) might occur anywhere that such shelving is found; and optical media technology (which we have been examining in conjunction with NAGARA) will affect all of us.

The National Archives has a tradition of sharing the results of its research and evaluation activities. I am committed to having NARA distribute its findings and insights as widely as possible. In my discussions with the SAA Council, I have learned that NARA's activities in research and development are not as well known throughout the archival profession as all of us would like. I thought, therefore, that readers of the *SAA Newsletter* might like to have a summary of some of the research projects the National Archives has recently completed or is currently engaged in.

Since 1983, most of this research has been centered within NARA's Archival Research and Evaluation Staff, part of the Office of the Archivist. A copy of the complete document from which this summary is taken can be obtained from the Director of this Staff, William Holmes. Here are some highlights.

Four years ago, NARA contracted with the National Institute of Standards and Technology (NIST—the former National Bureau of Standards) to develop a reference testing methodology for predicting the life expectancy of optical media. NIST has prepared a draft report, which generally confirms the validity of using accelerated aging techniques. The report also confirms the need for an industry-wide, reference testing methodology that employs certain agreed-upon definitions and procedures. In a follow-on activity, NARA and NIST will develop and test guidelines on the care and handling of optical media.

The vast bulk of NARA's finding aids, similar to other repositories, are on paper or microfilm. Computer database and text retrieval software offers considerable promise for creating machine-readable finding aids that can facilitate reference to archival documents through computer-based search and retrieval. NARA is now experimenting with different methodologies for retrospective conversion of its finding aids. We have also explored converting both handwritten and poorer-quality typed and printed materials to electronic form. NARA continues to monitor commercial developments in this area, evaluating accuracy rates, processing speeds, and the development of systems that both capture images digitally and perform intelligent character recognition of the text itself.

The management, dissemination, and storage of scientific and technical data of long-term value is an area of great interest and concern to the National Archives, to agencies, and to users of the data. NARA has undertaken two initiatives to explore the archival ramifications of the management and storage of scientific data. We are working with the National Oceanic and Atmospheric Administration to study

such matters as the costs of storing electronic data of this sort over time, the longevity of the technologies involved, and the disposition of scientific data of long-term value. In the second initiative, NARA is exploring with the National Research Council the feasibility of a study of selection criteria for scientific data. Such criteria must take into account the concerns of the agencies, of scientists who seek to use the data immediately, and of future users.

NARA has also worked with NIST on the archival management of electronic records; one result of that cooperation was our Technical Information Paper Number 8, *A National Archives Strategy for the Development and Implementation of Standards for the Creation, Transfer, Access, and Long-Term Storage of Electronic Records of the Federal Government*. As part of the implementation of the strategy, NARA is actively participating in two national standards development technical committees. If agencies use standard formats for their electronic records, NARA will be able to accommodate them better; similarly, if NARA can maintain its holdings of electronic records in standard formats, users will find it easier to use them. As new data transfer standards are developed and implemented, NARA will engage in cooperative projects to experiment with and evaluate actual transfers of complex data structures between different computing environments.

Scholarly research methods of archival users seem to be moving toward a preference for computer analysis of global libraries of digitized textbases. NARA is following this trend and considering its implications for the management of archives. We want to know how reference services will have to adapt, whether we should accession machine-readable textbases developed by scholars, and whether existing holdings of archival and manuscript materials will have to be converted into electronic form. We are, in short, examining the role of archives in the electronic age. NARA staff members are exploring this issue in collaboration with

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## APPRAISALS OF ARCHIVAL COLLECTIONS

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

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

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

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

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

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## Washington Beat

by Page Putnam Miller

### Foreign Relations Historical Series and Declassification Legislation Passes Senate

On July 29 the Senate passed an amended version of H.R. 1415, the State Department Authorization Act of 1992 and 1993 which includes a section on the Foreign Relations of the United States historical documentary series and on State Department policy for declassifying historical documents over thirty years old. The legislation would place the series on the thirty-year timetable with volumes appearing thirty years after the events recorded, would give statutory authority to advisory committee of outside scholars, and would establish a policy of systematic declassification for all but the most sensitive thirty-year-old State Department records. On May 15 the House had passed H.R. 1415, which included a diluted version of the bill passed by the Senate. While the House bill would put the series on a thirty-year timetable and mandates that other agencies cooperate with the State Department's Historical Office in the preparation of the volumes, it significantly undermines the role of the professional associations in the selection on advisory committee members. At the prodding of the White House, the House bill gives the president special privilege to claim the withholding of information from the series and calls for a study on declassification rather than instituting a new systematic declassification policy for thirty-year-old records.

The Senate amended version H.R. 1415 dealing with declassification policy received bi-partisan support with strong endorsements from both Senators Pell (D-RI) and Helms (R-NC). Senator Claiborne Pell, who has been the key champion of this legislation summarized during the floor statements the criteria for continued classification of sensitive records beyond thirty years. Pell stated that "it is my strong hope and belief" that the provisions for continued declassification "will be used sparingly on an item-by item and document-by document basis rather than serving as a reason for wholesale withholding of entire categories or lots of records." Although Senator Helms noted that he would have preferred a fifteen year

or twenty year standard to the thirty year one, he urged support for this measure because, as he put it, "too much about our foreign policy is hidden for too long from public scrutiny." A House/Senate Conference Committee meeting, probably in September, will work out the difference between the House and Senate versions of H.R. 1415.

### White House Conference on Library and Information Services

In July over 2,000 delegates, official observers, and invited guests participated in the second White House Conference on Library and Information Services. After three days of presentations and small groups discussions, the delegates debated the proposed resolutions, most of which had emerged from earlier state conferences. The delegates approved 94 recommendations. Most of the resolutions focused on the role of libraries in education and literacy, while some resolutions addressed specific national information issues, such as the need to amend the Freedom of Information Act to ensure access to all non-exempt information, the importance of the Depository Library Program making available information in electronic formats, and the recommendation to support proposed legislation to establish and fund the National Research and Education Network (NREN).

### Copyright Legislation on Fair Use of Unpublished Material Introduced

On May 9 Senator Paul Simon introduced S. 1035 which would direct the courts to apply the full fair use analysis to all copyrighted works, both published and unpublished. As Chair of the Judiciary Committee Subcommittee on the Constitution, Simon has recognized the need for a balanced approach under the fair use clause of the Copyright Act of 1976, section 107. "By enacting that clause," Simon stated in his floor statement, "Congress in effect ratified a doctrine that the courts have long recognized: that there can be limited fair use of copyrighted material for purposes such as scholarship or news reporting without infringing on the author's copyright." Simon was

joined by Senators Leahy, Hatch, DeConcini and Kennedy in introducing S. 1035, which is the product of months of negotiations between the scholars, authors, publishers, and the computer industry. The Judiciary Committee has recommended S.1035 and a vote is expected soon. There has been little action, however, on H.R. 2372, a similar bill which was introduced in the House on May 30 by William J. Hughes, the Chair of the House Subcommittee on Intellectual Property and Judicial Administration.

### Update on FY'92 Budget for the National Archives

In June the House passed legislation which included \$152 million, the president's request, for the National Archives, and earmarked \$5.4 million for the NHPRC (the current level for NHPRC is 5.25 million, however, the president earmarked only \$4 million for NHPRC). In July the Senate passed an appropriations bill that budgets \$154 million for the National Archives with \$6 million specified for NHPRC. Recognizing the already tight budget of the National Archives, the Senate added \$2 million to the president's request to cover the additional amount needed to increase the NHPRC appropriation. A House/Senate Conference committee will work out the differences between the two bills in September.

### Paperwork Reduction Act

There seem to be even more complications facing the Paperwork Reduction Act in the 102nd Congress than the 101st. There are now two separate bills in the Senate. S. 1044 introduced by Senator John Glenn (D-OH) is a compromise bill resulting from long negotiations in the 101st Congress between advocates for the computer industry and public interest groups. S. 1139 introduced by Senator Sam Nunn (D-GA) represents the concerns of the small business community and is a very different bill which does not address many information issues. At this time hearings have not been planned for either of these bills.

Continued on page 18



Stay up to date on the latest ideas in documentation and curatorship in archives and special library collections!

## PRIMARY SOURCES & ORIGINAL WORKS

**Editor: Lawrence J. McCrank, PhD**

Dean of Library and Instructional Services, Ferris State University, Big Rapids, Michigan

*"The first issue of this new journal explores its broad international theme through the lens of excellent scholars, internationally based, who provide a fully interdisciplinary examination. It will prove instructive for and useful to cultural historians, social historians, archivists, literary scholars, librarians, and applied information scientists. . . ."*

George W. Bain, Head, Archives & Special Collections, Ohio University Libraries

*"The new journal, Primary Sources & Original Works, offers archivists an opportunity to examine their own field in a broader context of specialized historically oriented libraries because it contains works analyzing several types of repositories. In addition to works on archives and archival methodology, the useful methodological articles based on library studies may provide archivists with models for further, new forms of analysis to be incorporated into archival studies."*

Thomas E. Weir, Archives Research and Evaluation Staff, National Archives, Washington, DC

**Primary Sources & Original Works** is the only journal devoted entirely to research, documentation, and curatorship of primary sources and original works in archives, museums, and special library collections. This new quarterly journal is under the editorship of Lawrence J. McCrank, who has authored and edited a dozen monographs, published more than 50 scholarly articles and many reviews, and has had versatile experience in special collections, libraries, archives, and museums throughout the USA and Europe.

Volume 2, No. 1—Spring 1992. Quarterly (4 issues).

Volume 3, No. 1—Spring 1993. Quarterly (4 issues).

Subscription rates (per volume):

Special Discounted Rate for Individuals: \$25 / Institutions: \$45 / Libraries: \$45

**Primary Sources & Original Works** is the successor title to the journal *Special Collections*. The last issue of the journal published under the previous title was Volume 4, No. 2.

Don't miss these important books on archives and library security!

### COMPUTERS AND ACCESS TO MEDIEVAL AND RENAISSANCE MANUSCRIPTS

NEW BOOK!

Edited by Wesley M. Stevens

This practical new book is a detailed guide to various databases and computer services worldwide that provide access to medieval manuscripts. The book provides thorough descriptions of electronic cataloging methods and the databanks either in progress or in existence that include them.

(A monograph published simultaneously as *Primary Sources & Original Works*, Vol. 1, Nos. 3/4.) \$22.95 hard. ISBN: 1-56024-224-8. Available Fall 1991.

### THE BIBLIOGRAPHIC FOUNDATIONS OF FRENCH HISTORICAL STUDIES

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Edited by Lawrence J. McCrank, PhD

This comprehensive new book covers a wide variety of topics, from historical film sources to Canadian publications to bibliographic records dating from the French occupation of Louisiana territory. This volume draws together an impressive list of bibliographic sources on French historical studies.

(A monograph published simultaneously as *Primary Sources & Original Works*, Vol. 1, Nos. 1/2.) \$29.95 hard. ISBN: 1-56024-150-0. Available Summer 1991.

### THE SHROUD OF TURIN

NEW BOOK!

*A Case Study in Document Authentication*

Edited by Paul C. Maloney, MA

This fascinating volume sets forth an in-depth study of some of the investigations of the Shroud of Turin, and of the evidence both for and against its authenticity. Experts and researchers present well-documented papers on the Shroud's history and the attempts to prove or disprove the claims of its origin—showing that questions about the date and the image on the Shroud are not yet answered.

(A monograph simultaneously published as *Primary Sources & Original Works*, Volume 2, Nos. 3/4.) \$24.95 hard. ISBN: 1-56024-105-5. Available Spring/Summer 1992.

### LIBRARY CRIME AND SECURITY

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Alan Jay Lincoln, PhD, and Carol Zall Lincoln, MLS

This book provides information that will be of great practical use to all library professionals concerned with the problem of crime in their libraries, focusing on the patterns of library crime in several countries.

(A monograph published simultaneously as *Library & Archival Security*, Vol. 8, Nos. 1/2.) \$24.95 hard. ISBN: 0-86656-480-2. 1987.

### THE PROTECTION OF THE LIBRARY AND ARCHIVE

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Martin H. Sable

*"Provides a valuable service to the profession . . . because of the national attention being given to library security and preservation . . ."*

*Abbey Newsletter*

(A monograph published simultaneously as *Library & Archival Security*, Vol. 5, Nos. 2/3.) \$32.95 hard. ISBN: 0-86656-246-X. 1983.

### PROTECTING YOUR COLLECTION

*A Handbook, Survey, & Guide for the Security of Rare Books, Manuscripts, Archives, & Works of Art*

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*Journal of Security Administration*

(A monograph published simultaneously as *Library & Archival Security*, Vol. 4, Nos. 1/2.) \$29.95 hard. ISBN: 0-917724-78-X. 1982.

### LIBRARY OVERDUES

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(A monograph published simultaneously as *Library & Archival Security*, Vol. 6, Nos. 2/3.) \$29.95 hard. ISBN: 0-86656-376-8. 1985.

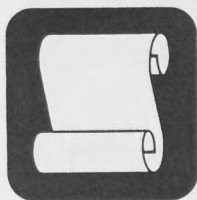


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## Education Notes

by Jane Kenamore

### NHPRC Supplemental Grant for CART Project

In its meeting on June 27, NHPRC voted to fund SAA's proposal for a two-day conference to outline a plan for implementing the curriculum goals for automated records and techniques developed in the March 1991 conference. Representatives to the conference will devise two learning matrices to designate which of the learning objectives are appropriate for graduate archival education and which should be addressed in continuing education.

The conference, scheduled for November 1-2, 1991, in Chicago, will include six educators and CART members, in addition to the SAA executive director and education officer: William Wallach of the University of Michigan; Margaret Hedstrom of the New York State Archives and Records Administration; James M. O'Toole of the University of Massachusetts at Boston; Richard M. Kesner of Babson College; Leon Stout of Pennsylvania State University; and Victoria Irons Walch, Project Consultant.

### Continuing Education: November 1991

SAA has scheduled four workshops for November 1991:

- "Advanced Appraisal" is scheduled for November 1-2, 1991, in Winnipeg, Manitoba. Co-sponsored by the Association of Manitoba Archivists, and the instructor will be Frank Boles of the Clark Historical Library, University of Central Michigan.

### Oral History Transcription

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This workshop will incorporate three basic elements: a broad review of appraisal practice, and institution specific policy review, and a "hands on" appraisal exercise that uses an actual collection to demonstrate how appraisal practice and policy interact. Registrants are expected to be familiar with basic appraisal theory.

- "Photographic Collections Management" is scheduled for November 2, 1991, in Pullman, Washington. The workshop will be co-sponsored by the Department of Public History, Washington State University. The instructor will be Richard Pearce-Moses of Arizona State University.

The workshop will present a model for gaining intellectual control over holdings. This model, which can be adapted for word processor or database, will serve as a springboard for discussion of a wide range of collection management issues.

- "Oral History in the Archives: An Introduction" is scheduled for November 6-7, 1991, in Bloomington, Indiana. The workshop will be co-sponsored by the Midwest Archives Conference. The instructors will be James E. Fogerty of the Minnesota Historical Society and William J. Marshall of the University of Kentucky.

The two-day workshop will provide a basic overview of oral history and its integration into archives and manuscript collections. Participants will receive instruction on researching, framing, and conducting oral history interviews; videotaping interviews; dealing with narrators; transcription; recordkeeping; ethics; and legal issues pertaining to oral history.

The "Oral History" workshop will be held in conjunction with the fall 1991 meeting of MAC in Bloomington, Indiana, November 7-9. Twenty-one sessions will feature topics such as "Videodisc Technology," "Automation and Reference: The Promised Land?" "Advanced Processing Roundtable: Eliminating Bottlenecks," "Developing Collecting Policies for Photographs," "It's All on Tape: Preserving and Cataloging Audio and Video Tape Recordings," and "See You in Court: Archivists Dealing with the Judicial System."

- "Arrangement and Description" will be held on November 14, 1991, in Rough River Dam State Resort Park, Kentucky. Co-sponsored by the Kentucky Council on Archives, the workshop will feature Ellen Garrison, co-developer of the workshop, as the instructor. Garrison is with the Center for Popular Music, Middle Tennessee State University.

The one-day workshop will present the fundamental archival theory that is the basis for arranging and describing archives and manuscripts, along with several "hands-on" exercises and case studies that apply to situations pertaining to the administration of both archival and manuscript collections.

"Arrangement and Description" will be held in conjunction with the fall 1991 meeting of the Kentucky Council on Archives. Sessions will focus on the role of archival and manuscript repositories in Kentucky, as the state launches its Bicentennial in 1992.

These workshops are open to any SAA member. For more information, please contact Jane Kenamore or Nancy Van Wieren at the SAA Education Office, (312) 922-0140.



# Planning for SAA

by Anne R. Kenney, Chair, Committee on Goals and Priorities

A major shift in the planning process within SAA has occurred in the past year. Council and the Committee on Goals and Priorities (CGAP) have agreed to move from planning on a professionwide basis to planning specifically for the Society. While recognizing its national role as the largest professional body of archivists, SAA nonetheless has committed itself to this more focused direction for much of the 1990s.

This change resulted from initiatives taken by both CGAP and Council. In June 1988, Council charged CGAP with preparing an assessment of the state of the archival profession since the publication of *Planning for the Archival Profession*, the report of the GAP Task Force, published in 1986 (hereafter referred to as the GAP Report). To assist in fulfilling this charge, CGAP hired consultant Vicki Walch to identify which activities had been planned, undertaken, and/or completed in the last five years, and to determine how well these activities aligned with the goals and objectives prescribed in the GAP report. Walch identified over 480 separate activities through a search of the literature, and concluded that the GAP Report represented a touchstone document that has provided a model for long-range planning efforts undertaken by other associations and institutions. Of the three goals identified in the GAP report, identification, administration, and use of records of enduring value, the greatest number of activities has occurred in the area of administration, with the least number occurring under the goal of use. Walch also identified a number of new initiatives that were not covered by the GAP Report (e.g., fund raising, assessment activities).

In addition to the Walch report, CGAP compared activities to the recommendations contained in the second GAP report, *An Action Agenda for the Archival Profession: Institutionalizing the Planning Process* and to the annual reports that have been required of all SAA units for the past two years. CGAP came to some general conclusions: (1) there is little overlap between the goals of the profession as stated in the GAP Report and the planning efforts of SAA; (2) there is little evidence of systematic planning that is Societywide; and (3) planning tends to stop short of implementation.

In its five year assessment report submitted to Council in February 1991, CGAP recommended that SAA develop and adopt a strategic plan that initially at least identified goals and objectives for the Society rather than the profession. It further recommended that Council commit Society resources to the implementation of this plan. Finally, CGAP recommended that until this plan could be developed, Council should adopt for immediate action a number of short-term priorities around which to focus its work for the next several years.

Council accepted CGAP's five-year assessment report and concurred in virtually all of the recommendations, modifying a few of the suggested short-term priorities, based on its own independent efforts to develop a Council Three-Year Plan. Council agreed with CGAP that planning efforts at this time should be directed toward planning for the Society in this decade, and appointed a working group to develop an SAA strategic plan. This group consists of the members of CGAP; two Council representatives, Anne Van Camp and Bob Sink; and Anne Diffendal as

ex officio member. Over the next year, this working group will develop a draft plan for SAA that will be widely disseminated for comments prior to its submission to Council for review and adoption. CGAP and the other members of the working group will meet on Wednesday, September 25, at the annual meeting. Interested members of the Society are invited to attend this meeting.

Members of the 1991-92 SAA Committee on Goals and Priorities are: Paul Conway (Chair), National Archives and Records Administration; Nick Burckel, Washington University; Margaret Child, Consultant; Mary Ann Coyle, University of Maryland; Larry Dowler, Harvard University; and Margaret Hedstrom, New York State Archives and Records Administration.

## Archivists' Calendar

**October 13-19, 1991**

*New York State Archives Week*; third annual celebration to promote public awareness and use of documentary resources.

**November 7-9, 1991**

*Mid-Atlantic Regional Archives Conference*; Marriott Hotel, Roanoke, Virginia; contact John Straw, (703) 231-9214.

**November 7-9, 1991**

*Midwest Archives Conference Fall Meeting*; Indiana University in Bloomington; contact Sandra Taylor, (812) 855-2452.



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# NHPRC Looks to the Future

by John A. Fleckner

For nearly two decades, the National Historical Publications and Records Commission (NHPRC) has supported thousands of projects throughout the country to improve the work of archivists and the care of historical records. (For even longer it has supported hundreds of documentary editing projects.) Today, the venerable Commission is undertaking a thorough re-examination of its past efforts and future directions. As SAA's new representative, I stepped into this exciting process at my first meeting on June 26-27, 1991.

The focal point of NHPRC's reassessment is a plan drafted by recently-appointed Executive Director Gerald George, with input and review from Commission staff. Now under committee review in an early draft form, the plan will go to the full Commission in September for consideration at our next meeting in November. The heart of the document is a statement of priorities and activities to guide NHPRC. The plan also reviews existing legislation, policy, and recommendations aimed at the Commission by such outside groups as SAA's Committee on Goals and Priorities. The plan will be a vital tool in securing Congressional reauthorization of NHPRC next year. It also will aid in efforts to increase funding for the Commission's grant programs.

Gerald George and the Commission are drawing on many sources in shaping the plan. Key among them are the "historical documents study" now being completed and a forthcoming NHPRC-endorsed report on electronic records. In addition, NHPRC

staff have participated in long planning discussions with George.

Here are some of the questions I hope to see addressed in our planning efforts. Should NHPRC's role as advocate for historical records interests be expanded beyond the history and archives communities? Should NHPRC support more studies of the *process* of developing sound archival programs (and somewhat fewer projects to attempt to develop new programs)? Should it undertake (or support) systematic evaluation of its initiatives in other areas, e.g. Native American archives, preservation, and local government records? What is the most productive way to apportion the Commission's limited resources among the various activities it supports? Should NHPRC support archival education and training (or is that exclusively the responsibility of individuals and associations)? What should be done with long-term historical editing projects whose end dates are sometimes unclear?

My list of long-range issues for the Commission to consider is only a beginning. As your representative to NHPRC, I welcome your list of concerns and suggestions. I hope to report back to you from time to time on NHPRC activities, but please do not hesitate to contact me for further information or to express your opinions. You may reach me by letter (John Fleckner, Room C340, National Museum of American History, Washington, D.C. 20560), telephone (202/357-3270), or electronic communication (Fax 202/786-2453 or bitnet AAWA001@SIVM).

## U.S. Archivist

continued from page 6

colleagues at the Rand Corporation, assisted by a grant from the Bentley Library.

I mentioned earlier the study of microenvironments. Here again NIST worked with us, this time to evaluate the effects of these microenvironments on archival materials. For instance, does the storage of documents in acid-free boxes protect them from atmospheric pollutants? Are dead-air spaces more or less beneficial to archival materials than freely circulating air? Do documents "stew in their own juices" if they are encapsulated? Preliminary results of tests indicate that enclosures help, but further research is needed—and will continue.

In yet another project being conducted by NARA with NIST, we are studying the aging characteristics of polyester-backed recording materials (magnetic computer, audio, and video tape). Preliminary

results indicate that magnetic tape may well last twenty years if maintained in an ambient environment. This points to the importance of filtered air, acid-free containers, and carefully controlled temperature and relative humidity. The report also notes that hardware obsolescence will generally become that ultimate limitation on a tape's lifetime because the tape will probably outlast the availability of the equipment needed to read it.

Finally, the National Archives is paying special attention to the most important documents it preserves: the Declaration of Independence, the Constitution, and the Bill of Rights. Using very sophisticated technology, we are monitoring the condition of those documents to determine whether they are experiencing any further degradation over time. There has been none since we began this project in 1987.

This technology, and some additional ones we are studying, could also be used to monitor how the aging process affects works of art and other artifacts.

Two other projects undertaken by the Archival Research and Evaluation Staff—on the Optical Digital Image Storage System and on Expert Systems—were described in the July *SAA Newsletter*, and so I have not discussed them here.

As you can see, the Archival Research and Evaluation Staff is engaged in a variety of projects that touch several broad areas of archival practice. I think you can see, too, that many of these projects have meaning for archivists in other settings. If you have any questions or other thoughts about the research activities I have mentioned, let me know.



# Academy of Certified Archivists Newsletter

*Volume 10 / September 1991*

## WHAT'S A PROFESSION? WHO CARES?

Over the past century, Americans have become increasingly conscious of their professional identities. Religious affiliation, ethnic background, regional loyalties, and other components of their self-esteem have become relatively less important.

Professions customarily express their goals in altruistic terms, but they routinely include a measure of enlightened self-interest. Any successful organization must be motivated in part by enlightened self-interest, which is not the same as greed.

A profession's enlightened self-interest includes defining the boundaries of its authority and who may operate within them. If the profession fails to do this, someone else eventually may do it for them. At that point, it ceases to be a profession in any meaningful sense.

Some have charged that ACA's efforts are tardy and weak. This may be true, but given the obstacles to certification, could a more vigorous charter have been approved sooner? What difference does it make now, anyway? Others claim that ACA's demands are too high. Compared with other professions, there is no credible evidence for this position.

What is a profession? In part, it is an organization that protects the interests of its members. Who cares? Anyone who's a member of the profession should care. Currently, ACA is the best mechanism available to define who is and is not a professional archivist. Anyone who wants that definition to be clear should support the ACA.

Dwayne Cox  
University Archivist  
Auburn University

### From the Secretary (Outgoing)

by Karen D. Paul

As I conclude two years of service as ACA's Secretary and chair of the Membership and Outreach Committee, I especially wish to thank each committee member for helping ACA to communicate to archivists everywhere. Interest in professional certification continues to grow, thanks to our collec-

tive efforts. Your assistance with producing the membership brochure and directory was particularly appreciated.

Many of you contributed substantively to the list of ACA developmental issues and ideas that will be reviewed by the new task force chaired by Karen Benedict. Please continue to share your thoughts and insights with us.

Looking back, I attribute a growing personal appreciation for certification to conversations with

many of you. Because you represent archivists from diverse situations and backgrounds, your common evaluation of certification as a meaningful professional indicator has been significant to my increased understanding. Through our association, I have become more convinced than ever of the value of certification for archivists.

For some, the value translates directly into dollars, for others, it conveys a certain validity and authority which otherwise is lack-

ing. Certification also is measured in personal terms, through increased self-assurance and improved stature among one's professional colleagues.

It has been truly exciting and incredibly rewarding to participate in something as important for our professional development as the creation of a certification process. Thank you for sharing your enthusiasm and interest in ACA. Please continue to assist by distributing brochures and information to those who are interested and who can benefit.

## **Certification Examination Committee Established**

by Deborah Skaggs  
Vice President

At its midyear meeting last April, the Academy's Officers and Board of Regents approved the establishment of an Examination Committee. It will meet for the first time in Philadelphia during the annual meeting of the Society of American Archivists. This organizational meeting will focus on reviewing previous exam development and administration procedures, clarifying the committee's responsibilities, and outlining a plan of activities for the upcoming year.

The committee's main goal is to monitor and seek to develop a certification examination that tests an applicant's knowledge and experience needed for independent professional performance. This year's committee work plan will focus on evaluating previous examination performance; review-

ing and revising, where needed, each item (question) in the examination data bank; analyzing the adequacy of the "Role Delineation" document; identifying key areas for further item development, and constructing next year's examination. In accomplishing these projects, the Examination Committee may recommend to the Academy's Board of Regents and Officers procedural changes concerning the examination administration in addition to policy changes relating to the examination.

The Examination Committee consists of six members appointed by the president to staggered three-year terms. The first committee will consist of two members appointed to three-year terms, two appointed to two-year terms, and two appointed to a one-year term. Committee members who have served complete three-year terms cannot be immediately reappointed to the committee. Members who have served less than three-year terms may be reappointed to a full term. The vice president is an ex-officio member of the committee and may serve as chair.

Following these guidelines, president Maygene Daniels recently appointed the following Academy members to the Examination Committee, who will serve the following terms:

Deborah Skaggs (1991-1992)  
(ACA Vice President and Chair)

Eva Moseley (1991-1994)  
Timothy L. Ericson (1991-1994)  
Nancy Sahli (1991-1993)  
H. Thomas Hickerson (1991-1993)  
Dario D'Arienzo (1991-1992)  
William J. Morison (1991-1992)

**Academy of Certified Archivists**

The establishment of an Examination Committee is an important step for the Academy in continuing to develop and administer a quality Certification Examination. The committee welcomes suggestions from the membership.

## **RECERTIFICATION TASK FORCE**

A Recertification Task Force has been established to propose elements of a recertification program for the Academy of Certified Archivists, to obtain members responses to the program, and on the basis of these responses to prepare a recertification plan for Board approval. Chaired by Linda Edgerly, the committee will develop a preliminary recertification plan and information strategy for review at the mid-year meeting of the ACA Board. A final draft plan is to be available for board action at its fall 1992 meeting.

Recertification is considered to have several values for a certification program. It is based on the belief that in a changing profession, a practitioner must continue to remain abreast of new developments and to maintain basic skills if he or she is not to gradually become less effective. Recertification is a method of encouraging professionals to undertake activities necessary to maintain their basic competence in an evolving field and to ensure the validity of the credential.

Because a program for certification also is intended to promote a strong, vital profession, service to professional organizations also may be considered a component of recertification.

At its spring meeting, the ACA Board reviewed the schedule for



recertification and made several important decisions that will affect the task force's work. The period of initial certification for those who were certified by petition and for those who took the examination in 1989, 1990, and 1991 was at the outset established as eight years.

This relatively long initial period recognized that many of the benefits of certification might be deferred for the first Academy members because of the time required for organizational start-up. Taking into account recommendations of the Professional Examination Service and balancing administrative and financial concerns, the Board decided that beginning in 1992 and thereafter the period for initial certification would be five years and that recertification would be for five years as well. Archivists who were certified when the Academy was established in the fall of 1989 thus will be eligible for recertification in the fall of 1997 and gradually the Academy will be on a consistent five year certification/recertification schedule.

Establishment of a recertification plan in the fall of 1992, as scheduled, will allow five years for the first certified archivists to meet recertification requirements.

#### **ETHICS TASK FORCE**

Under the guidance of its chairman, Nicholas Burckel, the ACA Ethics Task Force has begun to investigate issues relating to ethics and discipline within the context of certification, to analyze the relationship of SAA's Code of Ethics for Archivists to concerns of ACA, and to propose

elements of an ethics policy for the ACA. Based on the experience of other certification programs, the task force will be particularly concerned to identify principles and systems of an ethics and disciplinary program within the context of certification and will investigate the implications of any program for enforcement.

The task force will prepare a preliminary report for consideration by the ACA Board at its mid-year meeting, evaluate member reaction and comment, and prepare recommendations for consideration by the Board at the 1992 annual meeting.

#### **OUTREACH AND DEVELOPMENT PLANNING TASK FORCE**

The Outreach and Development Planning Task Force has been established to identify means of providing information about ACA and of gaining support for its work among its major constituencies, including archivists, archival employers, and the general public. Consisting of five members, the task force will be responsible for establishing goals and objectives of ACA outreach and development activities, identifying and defining ACA's main constituencies, and outlining techniques for reaching each of these groups, including an analysis of the costs, benefits, and pitfalls of each activity.

ACA already has developed a long list of outreach ideas to build support among archivists, to encourage qualified professionals to seek certification, to work among archival educators to

achieve improved communication, to lobby employers to recognize certification, and to build support in society at large. Because all outreach and development projects cannot begin instantly, the task force will be primarily responsible for establishing priorities among these activities and developing an orderly and cost-effective plan for proceeding. A long-term goal of the task force will be to recommend a continuing mechanism for an ACA outreach and development program.

The task force will seek to have its recommendations in place by mid-year so that the ACA Board will be able to assess them and respond promptly to urgent needs.

ACA secretary Karen Jefferson will work closely with the task force as it proceeds with its work.

#### **FINANCE COMMITTEE**

The Finance Committee of ACA has been established to work with the treasurer to ensure wise and proper management of ACA finances. The committee will provide oversight of the Academy's financial procedures and review audit results. It also will advise the treasurer concerning development of ACA's annual budget and will monitor the state of the Academy's finances to ensure a stable organizational structure.

The committee consists of three members, Jim Fogerty (chair), Elizabeth Adkins, and Raimond Goerler, appointed to staggered three-year terms to ensure continuity.

## ACA COMMITTEES AND TASK FORCES

### Nominating Committee:

**Margaret Kimball (Chair)**  
*Stanford University*

**Harry Keiner**  
*Cigna Companies*

**Gregor Trinkaus-Randall**  
*Massachusetts Board of  
Library Commissioners*

### Examination Committee:

**Deborah Skaggs (Chair)**  
*Alabama Department of  
Archives and History*

**Eva Moseley**  
*Radcliffe College*

**Tim Ericson**  
*University of Wisconsin-  
Milwaukee*

**Nancy Sahli**  
*National Historical Publications  
and Records Commission*

**Tom Hickerson**  
*Cornell University*

**Daria D'Arienzo**  
*Amherst College*

**Bill Morrison**  
*University of Louisville*

### Finance Committee:

**Jim Fogerty (Chair)**  
*Minnesota Historical Society*

**Elizabeth Adkins**  
*Kraft General Foods*

**Raimond Goerler**  
*Ohio State University*

### Recertification Task Force:

**Linda Edgerly (Chair)**  
*Winthrop Group*

**Roland Baumann**  
*Oberlin College*

**Megan Desnoyers**  
*John F. Kennedy Library*

**Kristine Haglund**  
*Denver Museum of Natural History*

**Linda Henry**  
*National Archives*

**David Olson**  
*North Carolina Department of  
Archives and History*

### Ethics Task Force:

**Nicholas C. Burckel (Chair)**  
*Washington University*

**Fynnette Eaton**  
*National Archives*

**Diane Vogt-O'Connor**  
*Smithsonian Institution*

### Outreach and Development Planning Task Force:

**Karen Benedict (Chair)**  
*Consultant*

**Ruth Kerns**  
*George Mason University*

**Leon Miller**  
*Tulane University*

**Fred Stielow**  
*Catholic University of America*

**Tom Wilsted**  
*University of Wyoming*

## PES Contract Renewal

ACA has agreed to a new three-year contract with the Professional Examination Service for maintenance and administration of the examination for certified archivists. Under the new contract, which will become effective after the completion of the 1991 examination and will remain in effect through the administration of the 1994 examination, PES will continue to maintain the data bank of examination questions, to produce, distribute and score the annual examination, and to provide professional guidance for its continued development and interpretation. Each year PES also will prepare a series of statistical analyses of examination performance to ensure that questions on the examination are meaningful and effective and that the examination itself can be updated and improved.

**ARE YOU PLANNING TO  
ATTEND THE SAA ANNUAL  
MEETING IN PHILADELPHIA?  
IF SO, JOIN US FOR BREAK-  
FAST 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 is 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.





## World View

by Anne Gilliland-Swetland

*The World View column features information about archival activities in countries outside the United States and international activities with which archivists are involved. Send any information or other contributions to Anne Gilliland-Swetland, Bentley Historical Library, University of Michigan, 1150 Beal, Ann Arbor, Michigan 48109-2113.*

### Foreign Archival Publications Available Through the Bentley Historical Library

The Bentley Historical Library has agreed temporarily to house foreign archival periodicals and occasional publications received by the SAA Chicago Office. In an attempt to ascertain the level of interest in such publications among SAA members, the Bentley is willing to loan items through Inter-Library Loan and to make copies of articles under the copyright law "fair use" provision for the standard Bentley photocopy fees for the period September 1991 through August 1992. A bibliography of titles held by the Bentley is available upon request. Please make inquiries through Marjorie Barritt or Nancy Bartlett, Bentley Historical Library, University of Michigan, 1150 Beal, Ann Arbor, Michigan 48109-2113.

### Czech Archivists Issue Invitation for Cooperation on Automation

The Archival Bureau and the National Central Archives of Czechoslovakia wish to invite United States archivists who are interested in issues relating to archival automated systems to contact any of the following representatives involved with the Czech automation program:

Dr. Ivan Bittner  
Dreyerova 626  
152 00 PRAHA 5  
Czechoslovakia

Dr. Vacslav Babicka  
Oldrichova 9  
128 00 PRAHA 2  
Czechoslovakia

Dr. Frantisek Prochazka  
EXPRIT  
Na Rymani 7  
153 00 PRAHA 5  
Czechoslovakia

Dr. Ivan Hlavacek  
Charles University  
Katedra PVH a archiv. studia  
Namesti J. Palacha  
PRAHA  
Czechoslovakia

Czech archivists, whose national association, the Czech Archival Society, was established in 1990, are eager to expand professional and personal contacts around the world in all facets of archival work. Contact Dr. Vladimaira Hradecka (Secretary of the CAS), Okresni Archiv Prahazapad, Podskalska 19, 128 25 Praha 2, Czechoslovakia.

### New Zealand National Library Establishes Oral History Centre

The National Library of New Zealand is establishing an Oral History Centre within the Alexander Turnbull Library which will

bring together two groups already formally supported by the National Library: the Oral History Collection in the Turnbull Library, and the New Zealand Oral History Archive (NZOHA). Moves to establish the New Zealand Oral History Centre were given impetus this year by the million-dollar Sesquicentennial Gift from the Australian Government, to mark New Zealand's 150th year as a nation. The Turnbull Library already has a collection of about 5000 recorded interviews and has developed an automated database capable of providing online access to oral history holdings throughout the country. NZOHA, which disbanded in 1990 after ten years of operation and whose assets were also transferred to the Turnbull Library, recorded the life histories of some 450 New Zealanders in 56 projects. Its educational work included the training of interviewers, and the provision of advice to groups and individuals interested in recording oral history.

### XIIth International Congress on Archives

Registration forms for the XIIth International Congress on Archives, to be held September 6-11, 1992, in Montreal, are available from: Coplanor Congres Inc., 511 Place d'Armes, Room 600, Montreal, Quebec, Canada H2Y 2W7, telephone (514) 848-1133.

## Preservation Microfilming



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## Archival Survival

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Brooklyn, New York 11215  
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## News Clips

### Bentley Historical Library Names Fellows for 1991 Archival Research Program

The Bentley Historical Library, University of Michigan, announces the award of four fellowships to support research on problems relating to modern documentation. The ninth year of the Research Fellowship Program for Study of Modern Archives is funded by the Andrew W. Mellon Foundation and the University of Michigan. The program is co-directed by the Bentley Library's Francis X. Blouin and William K. Wallach. The recipients of this year's fellowships include: Amy Rule, Center for Creative Photography, University of Arizona; Avra Michelson, National Archives and Records Administration, and Jeff Rothenberg, RAND Corp., who were awarded a team fellowship; and F. Gerald Ham, who was also awarded a team fellowship.

"Documenting Photography" is the title of Rule's research project, which will focus on strategies to collect the manuscript record of photography. The aim of the project according to Rule, a curator of photography, is to stimulate discussions among archivists, museum curators, and photo librarians and to encourage rational planning for the collection of manuscripts pertaining to photography.

Two Fellows—Michelson and Rothenberg—will be working as team leaders as part of a new thrust for the program that complements the continuing individual fellowship program. Michelson and Rothenberg will prepare a draft paper on "The Impact of Technology on the Research Process: Archives in the Year 2000." They will then circulate the draft paper to an invited team

of eight reviewers from the archival, library, and information science professions. The team will meet in Ann Arbor for several days to critique the Michelson and Rothenberg's work. Based on the comments from this group, the team leaders will revise their document for publication, possibly as a report published by the RAND Corp. and as an article for a professional journal.

F. Gerald Ham will lead another team of archival educators and historians who will examine the role of historical studies in the education of archivists. The publication resulting from the team's efforts will, it is hoped, stimulate debate among archivists and lead eventually to a consensus on the value of a historical perspective in the education and work of archivists.

### Summer 1992 Bentley Fellowships Available

The Bentley Historical Library will host the tenth year of its Research Fellowship Program for Study of Modern Archives in summer 1992. Both individual fellowships and team fellowships are available for research on problems associated with the nature, selection, administration, preservation, and use of modern records. The program will award research stipends to individual fellows of \$3,500. A housing allowance is also awarded. Fellowship awards to teams are based on a separate budget that typically has included modest stipends along with travel expenses for the team. Further information about the 1992 program is available from William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 48109-2113. The Bentley Library will host an open house for prospective Fellows at the SAA annual meeting in Philadelphia (Friday, September 27 from 9:30 a.m. - 10:30 a.m.)

### NHPRC Awards Three Archival Fellowships for 1991-92

The National Historical Publications and Records Commission (NHPRC) has announced the selection of three Fellows in Archival Administration for 1991-92. The fellowships support advanced administrative training for archivists who already have work experience and graduate education in their field.

The host institutions and their fellows for 1991-92 are:

- Oregon Office of the Secretary of State, Archives Division, Salem, Oregon. Albert C. Minnick. Minnick is currently an archivist at the Alaska State Archives. While in Salem, he will work directly with state archivist Roy Turnbaugh and his deputy as a member of the administrative unit.
- Regents of the University of California, University of California, Los Angeles, Film and Television Archives, Los Angeles, California. Lisa D. Kernan. Kernan is presently an independent consultant. While at the UCLA Film and Television Archives, she will serve as the administrative assistant to archive director Robert Rosen.
- Delaware Department of State, Division of Historical and Cultural Affairs, Bureau of Archives and Records Management, Dover, Delaware. Gail E. Farr. At the present time, Farr is an archivist at the Philadelphia Maritime Museum. During her fellowship, she will serve on the administrative staff of state archivist Howard Lowell.

## ARCHIVAL APPRAISAL

BY FRANK BOLES

with Julia Marks Young

This new, ground-breaking handbook is based on 7 years of research, including a study of the appraisal practices at 15 archival institutions. It offers a detailed paradigm for appraising material for archival selection and retrieval, including modules on:

- the value of information
- the cost of retention
- decision-making for selection.

Frank Boles is Director of Clarke Historical Library at Central Michigan University.

**ARCHIVAL APPRAISAL** (1-55570-064-9, 6 x 9, 120 pp., \$39.95) NOW AVAILABLE FROM NEAL-SCHUMAN PUBLISHERS, 100 VARICK STREET, NY NY 10013  
TELEPHONE (212)925-8650 FAX (212)219-8916





The archival fellowships are funded jointly by NHPRC's Records Program and The Andrew W. Mellon Foundation. For more information on the program, contact Laurie A. Baty of the Commission staff at (202) 501-5610.

#### **NHPRC Grants**

In June, the National Historical Publications and Records Commission (NHPRC) recommended 42 grants totalling \$1,413,884. This included \$49,700 for two continuing documentary editions projects, \$16,148 for a planning and grant conference, and \$1,273,036 for 36 historical records projects.

For more information about the grants awarded in June, or grants available in the future, contact NHPRC, National Archives Building, Washington, D.C. 20408.

#### **NEH Grants**

The National Endowment for the Humanities' Reference Materials Program of the Division of Research Programs recently recommended 22 grants totalling \$2,575,000. For more information about these awards, contact Jane A. Rosenberg, National Endowment for the Humanities, Washington, D.C. 20506.

#### **Commission on Preservation and Access Issues Report**

The Commission on Preservation and Access has recently issued a report entitled "From Microfilm to Digital Imagery." This study by Yale University Library for the Commission explores the feasibility of a project to study the means, costs, and benefits of converting large quantities of preserved library materials from microfilm to digital images. The effort identifies requirements for a major, multi-year project to convert materials from film to digital format, to provide both intra- and inter-institutional access to the stored images, and to investigate the broader implications for enhanced intellectual access to digitized scholarly materials.

Copies are available, while supplies last, for \$5, with prepayment by check required. Contact the Commission on Preservation and Access, 1785 Massachusetts Avenue, N.W., #313, Washington, D.C. 20036-2117.

#### **New Series from SARA**

The New York State Archives and Records Administration has recently published several booklets on many aspects of sound records and information management in its State Government Records Management Series. Two booklets in the series will be of particular interest to archivists. *Managing Records in Automated Office Systems* discusses information management problems that are commonly associated with automated office systems and provides guidance to help program managers and staff utilize office technology for effective records creation, storage, maintenance, and retrieval. *Introduction to Optical Disk* provides a brief introduction to optical imaging technology, describes the components of an optical disk imaging system, reviews how an optical disk system operates, and summarizes some of the basic considerations for implementing an effective optical imaging system.

For more information on the series, contact the New York State Archives and Records Administration, State Government Records Division, The State Education Department, Cultural Education Center, Albany, New York 12230.

#### **The New Yorker Loses 72 Boxes of Archives**

When *The New Yorker* magazine moved offices from one side of the street to the other last February, it announced that it would bestow its archives on the New York Public Library. Five hundred cartons of papers, including 50 years' worth of manuscripts, rejection notices, and memos of some of America's favorite writers, were tagged for the library.

According to an article in the *New York Times* (June 20, 1991), *The New Yorker* did not announce that 72 boxes were discarded by mistake during the move. They are believed to have contained galleys and page proofs, rejected manuscripts and accounting files dating back to the magazine's founding in 1925.

According to the article, the lost 72 boxes had been labeled for transfer to the public library and were left in a basement that also had many trash cartons marked for removal by a private sanitation company. The article reported that the boxes were hauled out with the trash during the four-day move last February.

Before the move, public library staff took a cursory look through the mounds of paper, selecting the equivalent of a 1,000-foot stack. However, the library did not catalog the papers before the move. Few people expect the lost papers to be found.

**The Salvation Army Archives  
and Research Center has moved.  
They may be reached at:**

**The Salvation Army  
Archives and  
Research Center  
P.O. Box 269  
615 Slaters Lane  
Alexandria, Virginia 22313  
(703) 684-5500  
Fax (703) 684-3478**

## Dear Colleagues: The Letters of Margaret Cross Norton

*This article is excerpted from "The Working Papers of Margaret Cross Norton 1934-1957," which appeared in For the record... (spring 1991), the newsletter of the Illinois State Archives. It is reprinted with permission from the Illinois State Archives.*

Margaret Cross Norton (1891-1984) was a founding member of the Society of American Archivists in 1936. She also served as vice-president (1936-1937), council member (1937-1942), president (1943-1945), and editor of the *American Archivist* (1946-1948). Upon her death, Norton left the bulk of her estate to the Society. With this bequest, Council established the Norton Education Fund, which helps support SAA's continuing education program.

Norton served as the first superintendent of the Illinois State Archives from April 1, 1922 through April 15, 1957. During her thirty-five year tenure she developed a model state archives program; oversaw the construction of a state of the art archives building, which was one of the first in the United States designed specifically for archival purposes; successfully advanced the concept of the administrative value of archival records to their parent institutions; and wrote extensively on practical as well as theoretical aspects of archival work. As a woman of her times Norton's leadership in a relatively new and male-dominated field was most unusual. That she was so well accepted was due to her superior professional competence, her congenial personality, and her ability and willingness to do hard work.

The Illinois State Archives houses the bulk of Margaret Norton's working papers from roughly 1934 through her retirement in 1957. These materials chronicle the development of the Illinois State Archives program, Norton's dominant role in that development, her evolving thought which was based on practice, and her broader professional activities in which she shared her experiences and empirical observations and worked with colleagues to establish and define an emerging American profession. By way of illustrating the richness of this collection what follows are small excerpts

from Margaret Norton's working files.

The following transcription is from a letter written by Norton to David C. Duniway of the Oregon State Archives on February 13, 1946.

*Please accept my heartiest congratulations on your appointment as State Archivist of Oregon. I knew you were under consideration, but I had not heard who finally was selected. You are one of the younger archivists whom I have been watching with interest and sympathy for some years, and I am happy that this opportunity for constructive work has come to you.*

*The next year or so you will probably work harder than you have ever worked before or will ever work again. It will probably seem utterly hopeless to get your fellow state officials to see any necessity for what you are doing or to cooperate with you except insofar as they can use you as a medium for destroying records. I have been through all this, and I wish I could give you a picture of my early days here rather than the one you have now of my nice mahogany desk in my beautifully decorated office. Not long ago I met my first assistant. She asked me if I preserved the old black sateen smock which I bought when I first came here. She said that would be a true archive. I used to take off my dress, put on the smock, tie up my hair in towels and go into the vaults. I would wait until after everyone else had left the State House so that I could clean up enough to appear in public. Among my early implements was a three-foot length of gas pipe which I kept beside me in case the rats in the basement and attic bothered me. Fortunately I never had to use it. Equally fortunately, I am not a normal woman in that rats and mice do not frighten me. I usually was surrounded by a ring of them watching to see what I was going to tear up next. The work was hard, but I gained twenty pounds the first year, and certainly never again will live as fully as I did in those first few years of struggle. I had no appropriation the first two years except for my own salary, having to beg even paper and pencils from friends in the State House.*

With the danger of war looming in 1940, Norton was active on the SAA committee investigating measures to protect archives against this hazard. She considered the new State Archives Building to be the most secure structure available to house the permanently valuable records of Illinois government. The new building had been officially dedicated on October 26, 1938, on the occasion of SAA's second annual meeting which was held in Springfield that year. The building's twelve stack levels contained thirty large vaults, each of which was designed to be sealed off automatically from all other in the event of fire. Fourteen of these vaults were designated for materials officially transferred to the archives and sixteen were for the use of state departments. That is, departments were provided secure storage space for their permanently valuable records which still had semi-current use. And those departments maintained ownership of these records and had their own keys to their respective vaults in the archives.

The war threat gave added weight to Norton's argument for the storage of archival material in the archives building. She was able to write Dorsey W. Hyde, Jr., special assistant to the Archivist of the United States, on August 14, 1942, with some self-satisfaction.

*Next week the Illinois and Michigan Canal records are to be transferred to the State Archives. When this transfer is completed we are proud to be able to say that we will have in the state Archives building all the important state archives except the land records of the Auditor's office and the Civil War and World War records of the Adjutant General's office. These two particular files are in fire-proof vaults but their transfer will probably have to await changes in personnel. A large part of these records are not under the direct jurisdiction of the the Archives, having been placed in departmental vaults under the jurisdiction of the departments but at least they are under our roof. I doubt if any other State can come anywhere near reaching this percentage of transfer.*

Norton chaired SAA's first Commit-



tee on Classification and Cataloging beginning in 1937 and in 1938 she issued "Illinois State Library Catalog Rules: Series for Archival Material." An article entitled "Problems of Archives Classification" appeared in the July 1939 issue of the *American Archivist*. It was written by Paul Lewinson of the National Archives. Norton wrote Lewinson on August 9, 1939, to compliment him on his fine piece and to draw parallels to her own work.

*Your suggestion that it may be practicable to work out a classification nomenclature based upon recurring types of records in various departments is something towards which I have been fumbling myself. As you have doubtless observed, in my cataloging rules, I have based my classification of series within the departmental classification, first by function and second by type.*

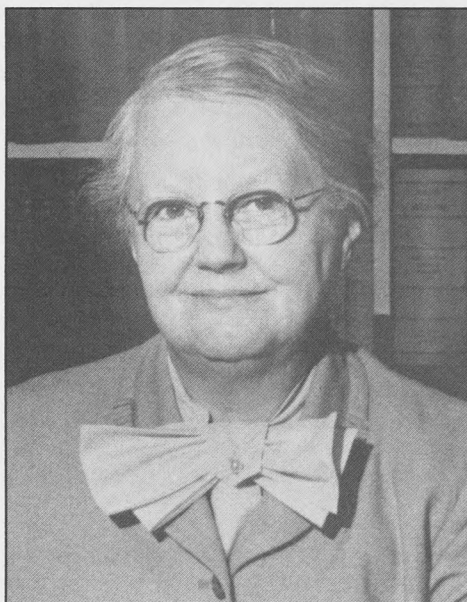
In response to a letter W.B. Hessel-tine, professor of history at the University of Wisconsin, had written Norton concerning the program for an upcoming meeting of the Mississippi Valley Historical Association she replied in a letter of September 19, 1939.

*As an archivist, I have been disturbed by the evident lack of preparation on behalf of most graduate students for work with manuscripts. They do not know how to handle the papers from a physical angle, and they seem to lack technique in research involving manuscripts. I find that the average student expects to find the contents of manuscript collections in an encyclopedic form, and lacks technique and imagination for reading over masses of material for the color and spirit of the times, as well as for finding obscure new material. In other words, I fear our American History students, for the most part, are not being trained in the newer types of source material, which involve masses of documents.*

Norton served as the editor of the *American Archivist* from 1946 through 1948. Her successor in that position was Karl L. Trever of the National Archives. On June 22, 1951, she wrote him in part as follows.

*I felt strongly then, and I feel the same now, that the periodical should take an aggressive attitude towards keeping all*

*archivists up to date about what is happening in the archival world, not only as to what is going on now, but also as to trends in the business world which are likely to affect the types of records we shall be getting in the future and the way we shall handle them. For instance, we have heard altogether too little about the implications of the punchboard machines. Some librarians are even predicting that electronics will revolutionize the methods of getting at knowledge and that the catalogs and indexes of the past will disappear. I feel now, as I have always felt, that the American Archivist is weakest on the subject of mechanical aids. I think it might be well to have a committee whose duty it shall be to review such magazines as Office Management and Equipment for ideas on new machines which might have an application to records making and keeping.*



Margaret Cross Norton

Norton's September 1953 monthly report included an eleven-page single-spaced report on her attendance at the SAA's annual meeting which was held in Detroit that year. She related disagreement concerning the certification of archivists in that report.

Dolores Renze submitted a resolution requesting the president to appoint a committee on certification of archivists but her working was vague and she refused to elaborate on it so Wayne Grover got up and said he would be glad to talk with her about it though he saw no particular point; the resolution was voted down.

*Dolores and Leon have a strong feeling that there are too many people being*

*appointed archivists, especially in the states, who are not qualified and that the Society of American Archivists should set up some standards and perhaps an institute of acceptable archivists. About a dozen of us were asked to discuss this and she had, of course, a file of letters. I suggested that the National Association of State Libraries had been talking about the same problems for years and only succeeded in alienating the support of state libraries headed by politicians; I didn't think that the Society was in a position to take an effective hand in the matter; that an institute would probably either blanket in a lot of present persons or else limit the number to people whose long service would not make the honor mean anything but an honor. I suggested as a substitute that the Committee or State Archives be requested to collect data on what has already been done in the matter of establishing standards through civil service schedules. Leon took violent exception to everything that I said and felt the time has come for the Society to take a stand on the subject of qualifications for archives. Attached is a copy of the letter which Mrs. Renze sent to Dr. Grover after the meeting, which seems to me to be a rather fair statement of the present status of discussion. Just what has excited Leon de Valinger so greatly I do not know, but it was obvious that there had been campaigning to get him on the Council. While I am not at present sympathetic to the attempt to classify memberships in the Society, I aim to keep in touch with the developments.*

Roger Thomas of the Maryland Hall of Records and secretary of SAA wrote Norton on January 29, 1952, asking her to continue serving on the Committee on State Archives. Transcribed below is her reply in its entirety.

January 31, 1952

Dear Mr. Thomas:

*Why do folks dangle temptations in front of persons who have just made such good New Year's resolutions? Of course I want to continue on the Committee on State Archives, but, I just mustn't. I've just come through another bout with my*

Continued on page 18

## Norton

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hereditary enemy, high blood pressure, this last spell being sufficiently serious that I definitely decided at one point to retire next summer.

After stormy sessions with physicians who just cannot get out of their heads that all unmarried women are suffering from Freudian frustrations I did what I occasionally indulge in when I cannot make my point otherwise, I staged a tantrum in Dr. Patton's office. I pointed out to him that I am well aware of the classic causes for nervous and blood pressure breakdowns:

1. I am decidedly beyond the age where the male of the species as such has any interest to me.
2. I am not lonely—I reminded him that he had to post a "no visitor sign" the last time I was in the hospital because my friends wore me out.
3. I am not bored—ever know an archivist who had a chance to be?
4. I have no family disturbances—I have no relatives closer than second or third cousins, most of whom I haven't seen for thirty years and don't care if I never see again.
5. I love my work and my boss and my staff and my neighbors are congenial also.
6. I am not worried about finances—probably should be, but no worse off than the rest in these days.
7. I'm not trying to find a solution to world problems.

It was really funny, because this doctor isn't my family doctor but a young surgeon in a clinic to whom I had gone because he had operated on me a couple of times. I am easily old enough to be his mother. I had always before rather stood in awe of him because he was always so stiff and correct that I thought he was an iceberg. It seems, he has been a little afraid of me!

Well, anyhow, he promised to take me on as patient and started out by doping me with medicine that put me to sleep for four straight days. Last Saturday he said he had reviewed all my case records and realizes that all that ails me is that at my age I should be driving in first gear, but instead of that am going in third gear all the time. He said, "I'll compromise on second gear for you, but you must cut down on committee work, overtime, writing, and shift as much of your office responsibility as possible. You are going to have to retire sooner or later, and I realize that you don't want to do so. But it is not too early to be making your plans and to be finishing any programs you may have yourself. If you can cut down and we get your pressure down a bit, I do not think it will be necessary for you to retire this year."

So, much though I do want to continue working on David's committee, I mustn't do it.

Miss Rogers wants to know as soon as possible when the SAA is going to meet in Lexington. The Illinois Library Association meets here in October, and she wants, if possible, to prevent a conflict of dates and she thinks she can arrange the time here if she knows about ours soon enough.

Too bad our President had to be in the Army. I guess he thought I thought he wasn't being fair to the Society when I said something about that to him, but he is necessarily missing all the fun of being President because he is so busy.

Thanks for asking for suggestions, but I am quite satisfied with the way the Secretary is doing his work.

My best regards to everyone in Maryland.

Sincerely,

Marjorie Cross Norton

## Washington Beat

continued from page 8

### Wide Information Network for Online Data Act of 1991

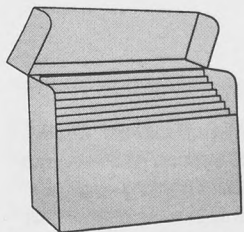
On June 26 Representative Charlie Rose (D-NC) introduced H.R. 2772, a bill to establish in the Government Printing Office a single point of online public access to a wide range of federal databases. This bill is called the "GPO Wide Information Network for Data Online Act of 1991 (WINDO)." At present subscriptions to databases, such as the Economic Bulletin Board, are handled through the agency that created the database. There is no one place for purchasing electronic data. The bill provided that prices will reflect reproductive costs. Beginning with a core of existing databases sold by individual agencies, public access to electronic information would expand as the system matures.

### Freedom of Information Act

In July the 9th Circuit Court of Appeals in San Francisco ruled in a FOIA case that the FBI had not adequately made a case for withholding 1971 and 1972 records about the FBI's investigation of the singer John Lennon. This case originated in

1983 when historian Jonathan Wiener requested documents for a book, *Come Together: John Lennon in His Time*, which was subsequently published in 1984. Wiener's lawyers argued that the documents reveal that the FBI investigated Lennon in 1971 and 1972 but found no evidence of criminal activity. Indications are that the withheld documents will show that the late FBI Director J. Edgar Hoover had expressed a desire that Lennon be deported from the United States before the 1972 Republican Presidential convention and that the Lennon investigation was part of a broad effort to suppress political dissent. Although many of the documents had been withheld based on the FBI's conclusion "that release of the withheld documents would damage national security," the court concluded that "the FBI has again failed to state the specific harms which may result from the release of a particular document" and stressed that the FBI had provided no explanation for "seemingly far-fetched harms such as the FBI's claim that release of the withheld information will 'lead to ... military retaliation against the United States.'"





## Professional Opportunities

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

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

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

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

The *SAA Newsletter* is published in January, March, May, July, September, and November and is sent to all SAA members. The *SAA Employment Bulletin* is available to individual members at a cost of \$18 per year only at the time of renewal of your membership. Individual issues are available to SAA members for \$5 and to nonmembers for \$10. The bulletin is published in February, April, June, August, October, and December.

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

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

The American Heritage Center is seeking candidates to fill two vacancies. The Center is one of the largest manuscript repositories in the United States and has substantial collections in the following areas: Wyoming, the American West, conservation, water resources, economic geology, the performing arts, transportation and Western authors. Here are the positions:

### MANAGER/REFERENCE SERVICES

*University of Wyoming*  
*Laramie, Wyoming*

**Responsibilities:** Reporting to the Associate Director/Operations, the Manager for Reference Services manages, plans, schedules, and supervises the activities of a 2.5 person reference unit. Activities include the development of policies and procedures, planning unit budgets and responding to ongoing in-person, telephone, and mail reference inquiries.

**Qualifications:** Four years of professional archival experience including one year of working directly with scholarly and general researchers. Graduate degree in American

studies, American history and/or library science, or an equivalent combination of education and experience. Prefer certified archivist. **Salary:** \$21,132 to \$27,000 commensurate with qualifications and experience.

### ARCHIVIST

*University of Wyoming*  
*Laramie, Wyoming*

**Responsibilities:** Reporting to the Manager/Arrangement and Description, the archivist will arrange significant and/or difficult manuscript collections, prepare inventories, abstracts and OCLC cataloging work sheets. He/she may be called upon to respond periodically to in-person, written, or telephone reference inquiries. May supervise part-time student assistants. **Qualifications:** Master's degree in American studies, American history or library science or an equivalent combination of education and experience. Prefer one year experience and certified archivist. OCLC experience helpful. **Salary:** \$17,544 to \$22,655 commensurate with qualifications and experience.

Both positions qualify for standard university benefits which include 22 days annual leave, medical insurance and TIAA-CREF retirement plan. Send application, resume and the names, addresses and telephone numbers of three references to: Dr. Michael Devine, Director, American Heritage Center, c/o Personnel Services Office, P.O. 3422, Laramie, Wyoming 82071. Closing date for applications is October 23, 1991.

### ASSISTANT ARCHIVIST

*Reference and University Records Program*  
*Bentley Historical Library*  
*University of Michigan*  
*Ann Arbor, Michigan*

Permanent, full-time position beginning January 1, 1992. Reports to the chiefs of Reference and the University Archives and Records Program. **Responsibilities:** Divided evenly between reference services and the appraisal, arrangement, and description of university records. **Necessary Qualifications:** Graduate degree in history, library science, or related fields, with coursework in archival administration. Knowledge of and experience in the administration of reference services and the appraisal, arrangement, and description of archival record groups. Demonstrated communication skills. **Desired Qualifications:** Ability to communicate effectively orally and in writing to a large and diverse group of researchers. Knowledge of and experience in: RLIN for reference services; audio-visual media and their use and duplication; word processing and database management in a

microcomputer environment; preservation concerns, especially as they affect researcher use of archives. **Salary:** \$23,000 per year with excellent fringe benefits. **Application Procedures:** Deadline: November 15, 1991. To ensure full consideration, submit a letter of application, resume, and names, addresses, and phone numbers of three references to: William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, 1150 Beal, Ann Arbor, Michigan 48109-2113. Representatives of the library will be available for informal discussions about the position at the SAA annual meeting. See Placement Service booth for further information.

### DIRECTOR

*Nebraska State Historical Society*  
*Lincoln, Nebraska*

Nebraska State Historical Society seeks applications/nominations for position of director. The Society administers museums (AAM accredited), archeological programs, research library, the state archives, historic sites, and state historic preservation office. Publications include *Nebraska History*. Annual budget 3.3 million, 105 full-time employees. The director reports to the Executive Board. **Qualifications:** The successful candidate will have administrative experience in broadly-based historical work, excellent communication skills, and be able to work effectively with diverse political, cultural, and ethnic groups. Training and experience in programming and budgeting highly desirable. Graduate degree related to one or more society programs required; earned doctorate preferred. Knowledge of Nebraska history, personal involvement in historical research and publication advantageous. **Salary:** Commensurate with training and experience. Send letter of application, resume, and three professional references to Frederick C. Luebke, P.O. Box 82554, Lincoln, Nebraska 68501. Applications must be postmarked by January 15, 1992.

### HEAD OF REFERENCE DEPARTMENT

*Minnesota Historical Society*  
*St. Paul, Minnesota*

**Responsibilities:** This position is responsible for the operations of the Society's public service areas which include library and archives reference functions. Immediate challenges include continuation of coordinating and merging existing public service areas and planning for and moving into new centralized facility (summer '92). The department, one of five in the Division of Library and Archives, has ten professional and two clerical positions. The collections of the Society include 250,000 volumes; 70,000 cubic feet of manuscripts and state and local government records; 25,000 newspaper

## Professional Opportunities

microfilms; 150,000 photographs; 3,000 works of art; and other materials relating to the history of the state. Candidates must be committed to public service. **Qualifications:** Knowledge of reference skills and procedures, historical research methodology and sources, and bibliographic utilities and reference databases required. Ability to design and implement new programs and to creatively manage a complex program is essential. Supervisory and managerial experience and reference experience in an archives or library required. Graduate degree in library science, history, or related field preferred. **Salary:** Minimum salary \$40,000/year. Send cover letter and resume by October 15 to Lila Goff, Assistant Director, Minnesota Historical Society, 690 Cedar, St. Paul, Minnesota 55101.

### REGISTRAR

*The Getty Center for the History of Art and Humanities*

*Santa Monica, California*

Resource collections division of the Getty Center seeks Registrar. **Primary Responsibilities:** Manage the receipt, unpacking, registration, and processing of Special Collections materials (manuscripts, archival documents, prints, drawings, photos, rare books); handle all associated paperwork — shipping, invoices, etc. Operate automated registration systems; maintain accession files, prepare accession sheets and preliminary cataloguing records. Assist with planning of storage space for collections and monitor environmental conditions in these areas; track movement of materials between storage areas and coordinating exhibition loan requests.

**Qualifications:** BA degree in art history or related discipline, three to four years' collection management or registrarial experience working in a library, archives or museum; experience working with online databases or automated systems; strong writing and verbal communication skills; good reading ability in modern European languages. The Getty Center for the History of Art and the Humanities is an institution dedicated to advanced research in the history of art, broadly defined as an integral part of human history and society. Its goals are to cross the traditional boundaries imposed on academic institutions and to bring together scholars from around the world to re-examine the meaning of art and artifacts within past and present cultures and to reassess their importance within the full scope of the humanities and social sciences. The resources for such scholarship include one of the nation's finest art historical libraries, a major collection of over one million photographs for the study of Western works of art and general cultural history, and a large collection of unpublished material and primary documentation on every aspect of the history of art, architecture, and the history of the discipline. Applications must include curriculum vitae with references, academic transcript, recent example of written work, and letter of intent. **Salary Range:**

\$29,800 to \$34,800, depending upon qualifications. Excellent benefits. Position available immediately. Send resume to: Personnel Coordinator, The Getty Center for the History of Art and Humanities, 401 Wilshire Blvd., Suite 400, Santa Monica, California 90401-1455.

### ARCHIVIST

*National Park Service*

*Fort Oglethorpe, Georgia*

The National Park Service anticipates filling the position of archivist GS-1420-11 (Salary range \$31,116 to \$40,449 per annum). This is a term position, not to exceed four years. Duty station will be at Chickamauga-Chattanooga National Military Park, Fort Oglethorpe, Georgia.

**Responsibilities:** Include processing and cataloging archival collections from various parks in the Southeast Region of the National Park System. Applications (Standard Form 171) must be received by October 12, 1991. Mail application to: Museum Services Division, National Park Service, 75 Spring Street, S.W., Suite 1144, Atlanta, Georgia 30303. Telephone: (404) 730-2201.

### PROJECT ARCHIVIST (ARCHIVIST II)

*Clemson University*

*Clemson, South Carolina*

As Project Archivist for a 27-month NHPRC-funded project, under the direction of the Head of Special Collections. **Responsibilities:** The archivist will be responsible for the arrangement and description of large textile company manuscript collections. Duties include appraisal, preliminary conservation, arrangement and description, selecting and preparing materials for microfilming, creation of finding aids, and preparation of MARC workforms.

**Qualifications:** A graduate degree in applied history, library science, or archival training and one year experience is required; or equivalency in education, training, and experience. Knowledge of archival management, textile industry history, and microfilming practices preferred. Anticipated starting date: November 1, 1991. **Salary Minimum:** \$20,545. Send a letter of application, a resume with names, addresses, and phone numbers of three references by September 30, 1991, to Michael Kohl, c/o Recruitment and Employee Services, 106 University Square, Clemson University, Clemson, South Carolina 29634-5337.

### PRESERVATION - Administration Intern

*Stanford University Libraries*

*Stanford, California*

The Stanford University Libraries is seeking candidates for an eleven month internship in Preservation Administration. The internship is funded from the Andrew W. Mellon Foundation in an effort to give qualified candidates the opportunity to apply administrative skills to preservation activities in a large research library environment. The intern will participate in administrative assignments as well as conserva-

tion treatment project. **Qualifications:** Candidates must have an MLS from an ALA-accredited library school and formal training or demonstrated equivalent in training or experiences, as well as education or experience in preservation. Experience in library or archives is preferred.

**Salary:** Assistant Librarian \$28,872 to \$36,708. Submit letter of application, complete statement of qualifications, resume of education and relevant experience, and names and addresses of three references by September 30, 1991, to Connie Brooks, Preservation Department, Stanford University Libraries, Green Library, Stanford, California 94305-6004. Position available on November 1, 1991. Cite #017 on all correspondence.

### PROJECT ARCHIVIST

*Center for American Archaeology*

*Kampsville, Illinois*

**Responsibilities:** Prepare finding aids to records of archaeological investigations, including field notes, forms, drawings, maps, slides, and photographs; prepare records for microfilming; arrange for permanent housing in new Collections/Records Center; undertake basic conservation measures as needed. **Minimum Qualifications:** Bachelor's degree in history, anthropology, or related field, with experience in archival processing and knowledge of records management. **Preferred Qualifications:** Master's degree in library science, history, anthropology, or related field, with formal coursework from recognized archival training program. Twelve-months FTE during 18-month project, beginning fall, 1991. **Salary:** Lows \$20s plus benefits. Send letter, resume, names, and contact information of three references to Principal Investigator, NSF Records Project, Center for American Archaeology, P.O. Box 366, Kampsville, Illinois 62053, (618) 653-4316. Application review begins September 30, 1991.

### ASSOCIATE HISTORIAN/ARCHIVIST

*Federal Judicial History Office*

*Washington, D.C.*

The Federal Judicial History Office of the Federal Judicial Center has an opening for an Associate Historian/Archivist. The office provides historical services to the judicial branch, the academic community, and the public. **Responsibilities:** Include production of research and reference tools and development of an archival program for judges' papers. **Qualifications:** PhD in American history or the equivalent; archival training and/or experience. **Desirable Qualifications:** Also include demonstrated oral and writing skills; evidence of successful scholarly publication; experience in the administration of historical programs and in the creating of research tools; knowledge of the history of the federal court system; familiarity with computerized databases. **Salary:** Range to \$50,260 depending upon demonstrated qualifications and experience. Civil Service rating is not required. All federal government benefits are applicable.



To apply, send your resume with cover letter highlighting relevant experience and qualifications, and the names of three references, to: Federal Judicial Center, Attn: Personnel Office (Ann.#91-27), 1520 H Street, NW, Washington, DC 20005. Position will remain open until filled.

### PROJECT ARCHIVIST

*University of California, San Francisco  
San Francisco, California*

**Responsibilities:** To conduct NHPRC-funded survey of records of AIDS groups and agencies in San Francisco. Identify relevant agencies, develop and distribute survey instrument and schedule records for deposit, develop records management basic guide, enter information in database. **Qualifications:** ALA-MLS, formal archives training; three years' archival experience; broad knowledge of AIDS; familiarity with WordPerfect, OCLC-MARC and AMC formats; temporary one-year grant-funded position. **Salary:** \$31,596, plus benefits. Send letter of application, resume, and three references by October 15, 1991, to Kenneth R. Weeks, The Library, University of California, San Francisco, California 94143-0840.

### PROJECT ARCHIVIST

*Roman Catholic Archdiocese of Milwaukee  
Milwaukee, Wisconsin*

This is an NHPRC-funded position, not to exceed twelve-months. In 1993 the Archdiocese will celebrate its sesquicentennial. This position, in a new archival program, provides the opportunity to work with important historical manuscript collections, archdiocesan office records, photographs, and other materials.

**Responsibilities:** The project archivist will be responsible for the appraisal, arrangement, description and preservation of archdiocesan records of enduring value: by processing existing archival collections including historical manuscripts, office records, print and non-print materials; by producing descriptive finding aids suitable for reference and research use; by assisting in the planning and managing of the use of space in the archives. To assist the archdiocesan archivist in the writing of an archdiocesan archives collection development policy and other policies as necessary. To participate in the writing of an archives assessment and planning report. **Qualifications Required:** ALA-accredited MLS; archival coursework or one year of archival experience in professional setting. Demonstrated experience processing archival collections. Ability to lift up to 40 pounds. **Qualifications Preferred:** Subject master's degree preferably with a concentration in church history, or a related field. Knowledge of automated applications in an archival setting. Reading knowledge of German and Latin helpful. **Salary:** \$23,000, with excellent fringe benefits. The Archdiocese of Milwaukee is an Equal Opportunity Employer that encourages applications from women and members of minority

groups, regardless of religious affiliation. Applications will be accepted until the position is filled. Review of candidates' files will begin immediately. Submit resume along with the names, telephone numbers, and addresses of at least three references to: Human Resources Office, Archdiocese of Milwaukee, P.O. Box 07912, Milwaukee, Wisconsin 53207-0912, (414) 769-3328.

### ARCHIVIST

*Buffalo & Erie County Historical Society  
Buffalo, New York*

Two-year, NHPRC-funded project to upgrade descriptions and create database for manuscript collections. **Responsibilities:** Editing records now in RLIN; producing new records for other collections. **Qualifications:** Master's degree in history or library science with archives courses; knowledge of AACR2, LC subject headings and AMC format; computer literacy. Experience with MicroMARC: amc desirable. **Salary:** \$20,000 plus benefits; possibility of becoming permanent position. Interviewing at SAA in Philadelphia. Send resume and names of three references by September 30 to Mary Bell, Director of Library and Archives, Buffalo and Erie County Historical Society, 25 Nottingham Court, Buffalo, New York 14216.

### ARCHIVIST

*Amon Carter Museum  
Fort Worth, Texas*

**Responsibilities:** Plan and implement the institutional archives of the Museum and related collections (including the papers of Amon G. Carter, Sr., Flint Porter, and Laura Gilpin), process and preserve archival materials, enter records in RLIN, and provide reference service as requested; work with photography collection curatorial staff in coordinating requests for use of archival material; one clerical assistant to be hired. **Qualifications:** Advanced degree in American history, library science, or a related field; certified archivist or receive certification from the Academy of Certified Archivists within one year of employment; minimum of two years experience with an archives; demonstrated administrative, organizational, and supervisory skills; familiarity with USMARC AMC format; active membership and participation in professional archival organizations; computer literate. **Salary:** Competitive; position funded by NHPRC grant, excellent benefits. Send letter of application and resume to Kathy Goodale, Personnel Services Coordinator, Amon Carter Museum, P.O. Box 2365, Fort Worth, Texas 76113-2365.

### PROJECT ARCHIVAL TECHNICIAN

*General Commission on Archives and History  
The United Methodist Church  
Madison, New Jersey*

To assist the Archivist-Records Administrator in a sixteen-month project working primarily with (but not limited to) the records and papers docu-

menting women's history. **Responsibilities:** Mainly, performs all tasks pertaining to and necessary to accomplish their arrangement, description, preservation and permanent storage. **Qualifications:** Graduation from an accredited college with a bachelor's degree in history and/or the humanities. Must exhibit the ability and knowledge to fulfill the responsibilities listed above. Essential to read, write, speak, understand, or communicate in English sufficiently to perform the duties of the position. Acquired skills and experience in processing and preserving records, computer literacy, competence with the USMARC format including nonbook formats such as AMC and demonstrated ability to write clear concise series descriptions a definite plus. **Salary:** Commensurate with qualifications and experience, yearly minimum \$20,000 plus excellent benefits. The commission is an Equal Opportunity Affirmative Action Employer. Send letter of application, resume and three professional references to Personnel Officer, General Commission on Archives and History, The United Methodist Church, P.O. Box 127, Madison, New Jersey 07940. Fax # 201/408-3909. Telephone: 201/822-2787. All applications received by October 15 will be given full consideration.

### SPECIAL COLLECTIONS

*University of California  
San Diego Library  
La Jolla, California*

Temporary position for at least one but no more than two years (pending funding continuation). UCSD is an equal opportunity, affirmative action employer and specifically seeks candidates who can make contributions in an environment of cultural and ethnic diversity. **Responsibilities:** Under the supervision of the Project Supervisor, oversees the grant-funded processing of nine science-related manuscript collections. Supervises two paraprofessional library assistants and two FTE student assistants. Establishes the day-to-day workflow for the entire project and ensures that all work is carried out according to UCSD Library standards and in as timely a manner as possible. Analyzes the collections and plans the overall processing of each. Prepares final versions of descriptive collection guides, including bibliographical and content notes. Drafts progress reports to be submitted periodically to the granting agency. Submits descriptive notices of the completed academic employees, are expected to participate in librarywide planning and to be active professionally. **Qualifications:** MLS degree or equivalent. Minimum two years experience in the processing of large manuscripts or archives collections, including experience in arrangement, description, and online access. Excellent oral and written communication skills. Experience with word processing and database management systems, supervision of paraprofessional and/or student staff, and an educational background in science or the history of science are desirable.

## Professional Opportunities

**Salary:** Assistant Librarian, \$28,668 to \$36,696, or Associate Librarian I-IV, \$35,052 to \$41,160. To apply send a resume, cover letter, and list of three references by September 30, 1991, to: University of California, San Diego, Janet Tait, Academic Personnel Coordinator, Library Personnel Office, 0175H, 9500 Gilman Drive, La Jolla, California 92093-0175.

### HEAD OF COLLECTIONS CATALOGING *The Getty Center for the History of Art and the Humanities*

*Santa Monica, California*

The Resource Collections of the Getty Center for the History of Art and the Humanities seek experienced manager to direct the Collections Cataloging Section. The section is charged with the arrangement and bibliographic control of materials maintained as collections, including archives, photographs, and ephemera, with emphasis on visual materials. **Responsibilities:** Include developing and implementing procedures for organizing and cataloging collections, performing collections cataloging, coordinating work on local database systems, managing the activities of the Collections Cataloging Section, supervising the work of four catalogers and three cataloging assistants, and providing training and problem resolution for all staff handling collections records. Collaborates and coordinates activities with other resource collection units. Reports to the Head, Technical Services. The Center is dedicated to advanced research in the history of art, broadly defined as an integral part of human history and society. Its goal is to cross the traditional boundaries imposed on academic institutions by bringing together international scholars to reexamine the meaning of art and artifacts within past and present cultures and to reassess their importance within the full scope of the humanities and social sciences. The resources for scholarship, which include books, manuscripts, prints, drawings, documents, and photographs, are multidisciplinary with a particular focus on the history of the visual arts in Western civilization. **Qualifications:** ALA-accredited MLS, with training in archival management. Proven supervisory ability, including demonstrated planning and organization skills, successful experience in staff training/revision, flexibility, imagination, and ability to communicate effectively orally and in writing. Professional cataloging experience, including a firm knowledge of AACR 2, LC subject cataloging norms, authority control, and MARC coding (especially AMC and VIM formats). Significant experience in online bibliographic environment, including utilities (RLIN preferred) and local systems, and an awareness of national issues and trends in archival and bibliographic control. Reading knowledge of two European languages (French, German or Italian preferred). Subject strength in art history or related discipline.

**Salary:** Commensurate with experience and qualifications. Salary range is currently \$34,300 to \$40,100. Excellent benefits. Applications

received by September 20, 1991, will be given first consideration. Send letter of application and resume to: Personnel Coordinator, The Getty Center for the History of Art and the Humanities, 401 Wilshire Boulevard, Suite 400, Santa Monica, California 90401.

### HEAD OF MONOGRAPH CATALOGING *The Getty Center for the History of Art and the Humanities*

*Santa Monica, California*

The Resource Collections of the Getty Center for the History of Art and Humanities seek experienced manager to direct cataloging and accessioning for monographic materials. The Monographic Cataloging Section produces bibliographic records for materials in all monographic formats, covering all subjects, predominantly in Western languages. **Responsibilities:** Include managing the activities and workflow of the section, supervising the work of three catalogers and six cataloging assistants, providing training and problem resolution for all staff handling monographic records, performing monograph cataloging, collaboration and coordination with other resource collections units, development planning, and project definition and implementation. Reports to the Head, Technical Services. The Center is dedicated to advanced research in the history of art, broadly defined as an integral part of human history and society. Its goal is to cross the traditional boundaries imposed on academic institutions by bringing together international scholars to reexamine the meaning of art and artifacts within past and present cultures and to reassess their importance within the full scope of the humanities and social sciences. The resources for scholarship, which include books, manuscripts, prints, drawings, documents, and photographs, are multidisciplinary with a particular focus on the history of the visual arts in Western civilization. **Qualifications:** ALA-accredited MLS. Proven supervisory ability, including demonstrated planning and organizational skills, successful experience in staff training/revision, flexibility, imagination, and ability to communicate effectively orally and in writing. Professional cataloging experience, including a firm knowledge of AACR2 and earlier codes, LC classification and subject headings, bibliographic searching techniques, authority control, and MARC coding. Extensive experience in online bibliographic environment, including utilities (RLIN preferred) and local systems, and an awareness of national issues and trends in bibliographic control. Reading knowledge of two European languages. Subject strength in art history or related discipline.

**Salary:** Commensurate with experience and qualifications. Salary range is currently \$34,300 to \$40,100. Excellent benefits. Send letter of application and resume to: Personnel Coordinator, The Getty Center for the History of Art and the Humanities, 401 Wilshire Boulevard, Suite 400, Santa Monica, California 90401.

### CHIEF ARCHIVIST/HISTORIAN *Texas Instruments Incorporated* *Dallas, Texas*

**Responsibilities:** Texas Instruments seeks highly-qualified applicants for the position of Chief Archivist/Historian, responsible for managing and guiding the development of archives activities (in support of company sites around the world). The chief archivist/historian is expected to plan and implement archives operations which include collecting, organizing, preserving, and making accessible in appropriate form, permanent records regarding TI's origins, development, purposes, people, policies, products and performance. Other responsibilities include designing and planning for special physical facilities for archives; planning for and managing a budget; planning priorities and work schedules; supervising, training and development staff. An important priority is customer satisfaction, and the position is responsible for measuring and continuously improving the satisfaction of those who request information or support. The position also requires attention to support needs of other parts of the Corporate Communications Marketing organization, to include preparing written and oral presentations; reports; and documentation and editing for public reporting. Frequent interaction with Senior Company Management. **Qualifications Required:** Minimum of five years archival experience, (business archives preferred) including demonstrated ability in administration of an archival and records management program; ability to train and supervise staff; ability to communicate clearly, both orally and in writing; ability to work cooperatively and effectively with staff and "customers"; excellent organizational skills; MLS or MA in appropriate academic discipline, with formal coursework in archives administration and records management; skilled in use of PC and IBM-Compatible software. **Salary:** Negotiable, based on experience and skills. Send resume and the names of three references to: James A. Dukowitz, Texas Instruments Incorporated, P.O. Box 655474, MS 227, Dallas, Texas 75265, (214) 995-5550.

### ARCHIVIST OF THE EPISCOPAL CHURCH

*National Archives of the Episcopal Church*  
*Austin, Texas*

The National Archives of the Episcopal Church, located on the campus of the Episcopal Theological Seminary of the Southwest, provides both archival and records management service for the national church, which is headquartered in New York City. **Responsibilities:** The archivist reports to the Board of the Archives and is expected to provide leadership to, and to develop and coordinate all activities of the national church archives. These activities include policy development; budgeting and fund raising; serving as a consultant to dioceses, church groups and religious communities in appraisal and preservation of their archives; overseeing the



### WAYNE STATE UNIVERSITY



#### Director of the Archives of Labor and Urban Affairs and Senior Faculty Appointment

Wayne State University seeks a distinguished scholar to serve as Director of the Archives of Labor and Urban Affairs/University Archives. The Director reports to the Dean of the College of Urban, Labor, and Metropolitan Affairs (CULMA).

Nominations (including self-nominations) of distinguished scholars in labor-related areas, with knowledge and experience of archives and administration, are invited. The Director will be expected to provide imaginative leadership to one of Wayne State University's major scholarly resources. Scholars from major universities in the United States and Canada, as well as from institutions in many other nations, make over 1,500 visits to the archives each year.

The archives has a professional staff of twelve, an annual budget in excess of \$600,000, and holdings of 60,000+ linear feet of primary records (including photographs, films, and other audiovisual materials, as well as documents and other artifacts) about the American labor movement and twentieth-century urban America; there are significant collections touching upon the roles of women and minorities. The newly enlarged Walter P. Reuther Library also contains a fully-equipped conservation laboratory. The university offers a graduate certificate program in archival administration which currently enrolls about 40 students per year.

The College of Urban, Labor, and Metropolitan Affairs was established to enhance the university's urban mission in research, service, and teaching. Wayne State University is one of three major comprehensive research institutions in Michigan. It enrolls more than 33,000 students—including approximately 13,000 graduate and professional students—in more than 175 fields. Its main campus is located in the University/Cultural Center District of midtown Detroit.

The position will be filled at a tenured professorial level in an appropriate academic department or within CULMA itself. Salary for this position is negotiable. Nominations of women and minority candidates are strongly encouraged.

It is requested that letters of nomination include a curriculum vitae, if available, and the names of several references. Please address letters to: Professor H.V. Bohm, Chair, Archives Director Search Committee, College of Urban, Labor, and Metropolitan Affairs, 3198 Administration Building, Wayne State University, Detroit, Michigan 40202.

records management program of the national church office (including training of national church office staff); acquiring the private papers of selected church leaders; and supervising the appraising, accessioning, arranging, describing, preserving, and providing of reference service for the archival holdings of the church. The archivist supervises a staff of a half dozen, participates in the daily work of the archives, and is expected to participate in professional affairs.

**Qualifications Required:** Advanced degree in history, library and information science, or related field, with courses in archival administration and a record of scholarly publication; knowledge of archival automation; demonstrated administrative setting; knowledge of the structure, history, and teaching of the Episcopal Church and the Anglican communion; demonstrated strong communication and public relations skills. **Qualifications Preferred:** Certified archivist, theological training or education, dual degrees in both history and archival fields.

**Salary:** Low to mid 40s, commensurate with qualifications. **Submission:** For first consideration, (1) a resume and (2) a letter of application describing the qualifications of the applicant in terms of the responsibilities described above should be received by September 15, 1991, but applications will be accepted until the position is

filled. Applicants should arrange to have three letters of reference sent separately to be reviewed with the application. Address applications and supporting material to: David B. Gracy II, Archivist Search Committee, National Archives of the Episcopal Church, Box 2247, Austin, Texas 78768.

#### ASSISTANT DIRECTOR *State Historical Society of Missouri Columbia, Missouri*

**Responsibilities:** To assist in editing and publishing the Missouri Historical Review. Strong editing, research, writing, communication, grant writing and administrative skills desired. Must have capacity to work effectively with students, scholars, staff and general public. Some functional and administrative supervision exercised over professional and clerical staff. **Qualifications:** MA degree in American history or combination of education and experience from which comparable knowledge and abilities have been acquired. Three to five years experience in historical research, writing or library science necessary. **Salary:** \$25,200. Benefits include retirement plan, health, dental, life and disability insurance; tax deferred annuity program available. Application deadline, October 1, 1991.

Send letter of application, resume and three references to: James W. Goodrich, State Historical Society of Missouri, 1020 Lowry Street, Columbia, Missouri 65201.

#### ASSOCIATE LIBRARIAN

*Winterthur Library  
Winterthur, Delaware*

**Responsibilities:** The Winterthur library is looking for an experienced librarian to provide current and retrospective cataloging of collection items using USMARC AMC format for RLIN, and to provide reference assistance. With collection head, work with library conservator to plan space and materials needs for processing and housing of collection. Participate in establishing preservation conscious procedures for storage and handling of collection items. Promote manuscript collection through research culminating in exhibitions, manuscript collection guides and talks. **Qualifications:** MLS and professional cataloging experience, preferably with OCLC or RLIN. MA in American history or art history highly desirable. **Salary:** \$22,000 - \$28,000, depending on experience. Send resume by October 14 to: Human Resources Division, Winterthur Museum, Garden and Library, Winterthur, Delaware 19735.



## Desperately Seeking Reviewers

The *American Archivist* is looking to broaden its base of book reviewers. Since we last formally solicited reviewers four years ago, major changes have occurred within the archival world. We need your voice to keep the *American Archivist* diverse, inclusive, and reflective of a broad range of professional perspectives.

Please take a few minutes to indicate your interests on the form below and return it to the new book review editor:  
**Peter J. Wosh, Director of Archives/Library Services, American Bible Society, 1865 Broadway, New York, NY 10023.**

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