



Newsletter

The Society of American Archivists

July 1992



Mary Piper, Lady of the Plains, circa 1905, Laramie, Wyoming.

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You ought to be in !

Receiving the *SAA Newsletter* is but one of the many benefits of joining the Society of American Archivists. The newsletter provides timely information about what's going on in the archival profession. If you are looking for fraternity among your peers, professional development, business contacts, job opportunities, subscriptions to this newsletter and the *American Archivist* quarterly journal, and much, much more, then

You ought to be in

SAA, founded in 1936, is the oldest and largest national professional association for archivists and institutions interested in the preservation and use of archives, manuscripts, and current records. Society members serve in government agencies, academic institutions, historical societies, businesses, museums, libraries, religious organizations, professional associations, and numerous other institutions. Still interested? We would like to hear from you. For information about joining SAA, contact Debra Mills, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140.

SAA Newsletter

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Cover Note: Photographer unknown. Sepia-toned silverprint reprint from 5"x7" silverprint. This portrait of Mary Piper is from the "Wyoming Women" exhibit, American Heritage Center, University of Wyoming.

CONSULTANTS WANTED

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

List your services in the forthcoming

SAA 1993 Directory of Consultants.

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

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

Listings* will appear in four easy-access categories:

- ◆ Archivists
- ◆ Attorneys
- ◆ Conservators and Preservation Administrators
- ◆ Manuscript Appraisers

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

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

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

- ◆ 1/9 page - \$80 (2 3/8" wide x 3 1/8" tall)
- ◆ 1/4 page - \$110 (5" wide x 4 1/4" tall)

DEADLINE for listings and ads is October 1, 1992.

* A listing in the *1993 Directory of Consultants* does not imply SAA endorsement.



1993 Directory of Consultants

Firm Name: _____

Your Name: _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____

Fax: (_____) _____

E-Mail: _____

◆ On a separate sheet of paper, type a description—75 words or less—of your services offered and/ or areas of specialty.

◆ Alphabetize listing by: ☐ Firm Name—\$60
☐ Your Name—\$60

Category _____

◆ Optional "see also" reference—\$15

Category _____

◆ Optional camera-ready advertisement:

☐ 1/8 page—\$80 ☐ 1/4 page—\$110

Payment

Prepayment required. All payments must be in U.S. funds, either check or charge.

Total \$ _____

☐ Check # _____

☐ Visa

☐ Mastercard

Card # _____

Expiration Date _____

Signature _____

Return a copy of this form, a description of your listing, and/or camera-ready advertisement along with a check by October 1, 1992, to:

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

What Council Did ♦ ♦ ♦

At its meeting on June 11-14 in Chicago, the SAA Council:

- ♦ revised its three-year plan;
- ♦ welcomed Don Wilson, Archivist of the United States, for an extended discussion of topics of mutual interest;
- ♦ adopted an operating budget for the 1992-93 fiscal year that anticipates revenues of approximately \$925,000 and expenses of \$898,000 with a surplus of three percent of annual expenses to meet Council's goal of increasing the General Fund balance;
- ♦ set up an internship program to encourage participation in the Society by new members;
- ♦ chose Chicago as the site for the 1997 annual meeting;
- ♦ decided to conduct an Annual Giving Campaign again this year;
- ♦ received a plan from SAA staff for membership recruitment and retention;
- ♦ revised the guidelines for the Host, Membership, and Public Information Committees and the Education Office Advisory Board;
- ♦ reviewed the draft of a strategic plan for the society and plans for involving members in discussion of the document prepared by the Committee on Goals and Priorities;
- ♦ approved a request from the Committee on the Status of Women to hold a reception at the 1993 annual meeting in New Orleans;
- ♦ affirmed that employment opportunities will appear only in the *SAA Newsletter* and the *Employment Bulletin*, not in any other newsletters of the Society;
- ♦ chose Anne Van Camp and Bill Wallach to serve as the Council members on the Nominating Committee;
- ♦ dedicated an upcoming special issue of the *American Archivist* on automation education to the memory of Harold Naugler;
- ♦ resolved that officers and Council members shall not serve on other SAA constituent bodies;
- ♦ decided to send Requests for Proposals to several association management firms;
- ♦ chose the dates of January 29-31 and June 10-13 for the 1993 Council meetings; and
- ♦ adjourned until the next meeting of Council at the SAA Annual Meeting in Montreal on September 12, 1992, at 9:00 a.m.

SAA Internships Available

Council has adopted an internship program which is aimed at encouraging participation in the Society by students and those new to the profession. SAA members are eligible to serve as interns if they have been members of SAA for less than five years. The Vice President/President-Elect appoints, as appropriate, an intern in consultation with the chair of a given committee, task force, or board. Interns serve as non-voting members for a term of one year. They are expected to attend the SAA annual meeting and assist in the work of the group throughout the year. For an application form and a listing of the available internships, please contact Anne R. Kenney, SAA Vice President, 701 Olin Library, Cornell University, Ithaca, New York 14853. You may also respond electronically by email (LYDY@CORNELLA.bitnet) or fax (607) 255-9346. To ensure consideration, applications must be received by August 15, 1992.

SAA Investigates Association Management

The value of SAA members' volunteer services to the Society grows each year. Demands on SAA resources also grow as its committees, task forces, roundtables, and sections undertake projects important to the profession. These projects are increasingly complex and require funding in excess of what is available. SAA Council is concerned about the lack of funds to support important initiatives and to enhance membership services. In addition, the Executive Director has a three-year contract and has stated her intention not to renew, and the Society thus faces a second expensive search in four years. As part of its long-range planning and analysis of resource allocation, Council voted to solicit proposals from several association management firms. The process of investigating this option will involve SAA office staff and Council in the effort to assemble information on each office function and the costs of providing it. Council and staff will work on the project through the end of 1992, at which time Council will review proposals and determine a response. Additional information on the process will be included in a future issue of the *SAA Newsletter*.

Proposed Constitutional Amendment

This notice of an amendment to the SAA Constitution, which was recommended by the Professional Standards Committee and accepted by a unanimous vote of Council at its meeting on January 25, 1992, is hereby given to the members in the July 1992 *SAA Newsletter*.

The proposed amendment to Article V. will be voted on at the Society's annual business meeting on Wednesday, September 16, 1992, in Montreal and may be adopted by a majority of the members present and voting.

The present "Article V. Fellows of the Society of American Archivists" is as follows:

"There shall be a special class of members, known as Fellows of the Society of American Archivists, which shall consist of members elected to that class by a seventy-five percent (75%) vote of the Committee on Professional Standards of the Society of American Archivists. Their number shall be no more than five percent (5%) of the total individual membership reported at the last annual business meeting of the Society. No member of the Society shall be elected a Fellow who has not been a full member of the Society in good standing for at least seven (7) years immediately preceding election. A duly elected Fellow shall retain this designation so long as membership in good standing is maintained in the Society.

The Committee on Professional Standards shall be guided by the following criteria:

1. appropriate academic education and professional and technical training in any of the fields of the Society's interest;
2. professional experience in any of the fields of the Society's objectives for a minimum of seven (7) years, which shall include evidence of professional responsibility;
3. contributions to the profession demonstrating initiative, resourcefulness, and commitment;
4. writings of superior quality and usefulness contributing to the realization of the Society's objectives;
5. contributions to the archival profession through active participation in the Society of American Archivists and innovative or outstanding work on behalf of the Society."

The proposed amendment would retain the first paragraph and the first of the five criteria from the present Article V. A new statement of three additional criteria would replace the remainder of the Article.

The amended statement of criteria reads as follows:

"The Committee on Professional Standards shall be guided by the following criteria:

1. appropriate academic education and professional and technical training in any of the fields of the Society's interests;
2. professional experience in any of the fields of the Society's objectives for a minimum of seven (7) years, which shall include evidence of professional responsibility of exceptional extent or quality;
3. contributions to achieving the goals and objectives of the profession, through such activities as writings of superior quality and usefulness, outstanding leadership of archival institutions and/or development of archival programs, and outstanding contributions to archival education. Contributions must be of significant scope and duration, demonstrating initiative, resourcefulness, and commitment;
4. contributions to the archival profession through active participation in the Society of American Archivists and innovative or outstanding work on behalf of the Society rendered and sustained over a period of many years."



Short Subjects

Volunteers Needed for Booth at ICA

During the International Congress on Archives (ICA) conference, September 7-11, 1992, the SAA will have a booth in the exhibit hall. From among those attending the ICA conference, SAA needs volunteers to assist SAA staff in promoting the Society, its publications, and membership. Volunteers are needed for approximately two-hour intervals. All slots listed below are open. To volunteer, contact SAA Managing Editor Teresa Brinati at (312) 922-0140.

▼ *Monday, September 7*

1 pm - 3 pm
4 pm - 6 pm
6 pm - 8 pm

▼ *Tuesday, September 8*

9 am - 11 am
11 am - 1 pm
1 pm - 3 pm
3 pm - 5 pm
5 pm - 6:30 pm

▼ *Wednesday, September 9*

9 am - 11 am
11 am - 1 pm
1 pm - 3 pm
4 pm - 6 pm

▼ *Thursday, September 10*

9 am - 11 am
11 am - 1 pm
1 pm - 3 pm

▼ *Friday, September 11*

9 am - 11 am
11 am - 1 pm
1 pm - 3 pm
4 pm - 6 pm

Oral History Program for SAA Archives

During the 1991 Annual Meeting, the members of the Oral History Section decided to begin an oral history program for the SAA Archives. Because the interviewing, transcribing and editing are being done by volunteers, the program is, of necessity, narrowly defined. James E. Fogarty of the Minnesota Historical Society has begun to interview former SAA presidents. The plan is to continue the program by interviewing the outgoing president each year. The interviews will be limited to about an hour, and the discussion will be restricted to the Society in

general and the presidency in particular. The unedited tape and edited transcript of each interview will be deposited in the archives after the narrator has had an opportunity to review the transcript.

1991-92 Leadership List

Please note the following changes to the leadership list:

Membership Committee

Leon Miller, Chair
Tulane University
Manuscripts Librarian
Howard Tilton Memorial Library
New Orleans, LA 70118-5682
(504) 865-5685
Fax (504) 865-6773

Committee on Education and Professional Development

Frank Boles, Chair
Central Michigan University
Clarke Historical Library
Mount Pleasant, MI 48859
(517) 774-3965

1993 Program Committee

SAA Vice President Anne R. Kenney has appointed the members of the 1993 Program Committee. Elaine Engst of Cornell University will chair the committee. Other members are: Jackie Dooley, Getty Center for the History of Art and the Humanities; Karen Garlick, National Archives and Records Administration; Mark Greene, Minnesota Historical Society; Raimund Goerler, Ohio State University; Jean Hrichus, Chase Manhattan Bank; Carla Kemp, University of Florida; Katharine Morton, Yale University; Timothy Murray, University of Delaware; Brent Thompson, Latter Day Saints Church; Diane Vogt-O'Connor, Smithsonian Institution Archives; Bill Walker, Aids History Project, University of California-San Francisco; and Donald West, Avery Research Center for African American History and Culture.

In developing the 1993 program, the committee has been given the mandate to encourage: sessions that address topics in ways that cut across traditional boundaries, with integrated presentations; sessions for groups that have not traditionally

seen SAA as being responsive to their interests; 2020 VISION follow-up sessions; and sessions of special interest to archivists working in Central and South America. Additionally, a special effort will be made to identify younger archivists as speakers for the this program. The 1993 SAA Annual Meeting will be held at the Sheraton Hotel in New Orleans Louisiana, August 3 - September 5.

New C&U Archives Book

The Management of College and University Archives, by William J. Maher, was recently published under joint imprint by the Society of American Archivists and Scarecrow Press. This first and only basic text on the management of college and university archives assesses the current status and conditions of academic archives; articulates the basic principles that should determine the operating goals; and synthesizes the external professional standards and techniques with a systematic overview of what is practical. Both archivists and related professional will benefit from this publication.

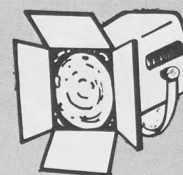
Available to SAA members for \$45 and to nonmembers for \$49.50, plus \$5.25 postage and handling. To order, contact SAA publications at (312) 922-0140. Prepayment required. Visa and Mastercard accepted.

5th Volume in AFS Series

Providing Reference Services for Archives and Manuscripts, by Mary Jo Pugh, is the fifth volume to be published in the Archival Fundamentals Series. It is now available from SAA. See the advertisement on page 12 for further details.

Reprints of "Archival Bestiary"

Copies of "An Archival Bestiary" by Trudy H. Peterson are now available from SAA. This whimsical article, which analyzes the origins, relationships, and evolution of archival terms and expressions, was originally published in the *American Archivist* (spring 1991). Copies are \$5 for both SAA members and nonmembers (includes postage and handling). To order, contact SAA publications at (312) 922-0140. Prepayment required. Visa and Mastercard accepted.



....**Virginia Nelle Bellamy** recently received an honorary Doctor of Humane Letters degree from The Episcopal Theological Seminary of the Southwest. A citation lauded her accomplishments as an "Archivist, Historian, Scholar, and Faithful Leader in the Episcopal Church." The citation noted: "Starting with two car loads of boxes of assorted papers, manuscripts, photographs, and journals (all of which testified that creation must indeed come out of chaos), [Dr. Bellamy] patiently and carefully organized one of the finest archives of a major religious denomination in this country." Dr. Bellamy is slated to retire this summer after 33 years as archivist of the Episcopal Church, USA. As she organized the first-rate archives, she also taught church history at the Seminary of the Southwest, site of the national Episcopal church archives in Austin, Texas....**David W. Carmicheal** has added the responsibilities of County Records Manager to his duties as New York's Westchester County Archivist....**Diana Maull**, formerly Assistant County Archivist, has been appointed Assistant Deputy for Archives in Westchester County, New York**Christopher Gratzel**, formerly with the Dutchess County Archives and the Rockefeller Archive Center, has been appointed Assistant County Archivist in Westchester County, New York....During the months of June and July the American Heritage Center at the University of Wyoming and the Mississippi Department of Archives and History will support an exchange of professional staff. American Heritage Center archivist, **D. Claudia Thompson**, will be working in Mississippi on USMARC-AMC cataloging and with Mississippi staff on a movable shelving installation. During the same time period **Forrest Galey**, head of special collections in Mississippi, will work at the American Heritage Center on special projects connected with OCLC cataloging and planning a move into the Center's new building....Louisiana State University Libraries announces

the appointment of **Louise E. Martin**, a faculty member, to the position of processing archivist for the Louisiana/Lower Mississippi Valley Collection in Special Collections. Martin has been serving as university archivist for the past two years in a grant-funded project for the LSU Libraries....**Diane S. Nixon**, Regional Director of the National Archives and Records Administration - Pacific Southwest Region in Laguna Niguel, California, is the recipient of the California Heritage Preservation Commission's 1992 Archivist Award of Excellence. Nixon received the award, which recognizes exceptional performance in the archival field, for her work on the *Directory of Archival and Manuscript Repositories in California* (3rd edition) published by the Society of California Archivists....**Ruth C. Hale**, head of the Archives and Records Department at the Georgia Tech Library, Atlanta, is the first winner of the Society of Georgia Archivists' Carroll Hart Archival Education Scholarship for the Georgia Archives Institute....**Leslie S. Hough** has been named director of the Archives of Labor and Urban Affairs at Wayne State University. Hough succeeds **Philip P. Mason** who is returning to a faculty position with the University....**Sue Holbert**, formerly of the Minnesota Historical Society (for 23 years, most recently as State Archivist) is now consulting on archives and records management and also writes and edits on contract. She currently is consulting at Lutheran General Health Care System and Lutheran General Hospital, Park Ridge, Illinois....The University of British Columbia is pleased to announce the appointment of **Ken Haycock** as professor with tenure and director of the School of Library, Archival, and Information Studies....The **California State Archives** has moved to an interim facility in Roseville while it awaits construction on its new building. The facility is located at 201 North Sunrise Avenue, Roseville, California 95661, (916) 773-3000....

Obituary

SAA Fellow **Harold Naugler**, well known in the archival community for his dedication to the development of electronic records programs and the advancement of archival education, died on April 26, 1992.

After serving as head of the Queen's University Archives, Mr. Naugler joined the Manuscript Division of the National Archives of Canada as an archivist in 1970. In 1976, he became the director of the Machine-Readable Archives Division and spent the next ten years building an internationally-recognized program that has served as a model for others to follow.

Mr. Naugler was loyal to several professional organizations. He served as chairman of the Automation Committee of the International Council on Archives, co-chairman of SAA's Task Force on Automated Records and Techniques, and chairman of the Education Committee of the Association of Canadian Archivists.

Mr. Naugler was considered a visionary who helped to

shape the electronic records field, as well as many professional programs and initiatives with which he took an active interest over the years. He was dedicated to the archival profession and to the advancement of those programs, particularly electronic records and education, that would help to strengthen it.

In memory of his legacy, friends and colleagues of Mr. Naugler have established a memorial scholarship fund at the University of British Columbia for students enrolled in the master of Archival Studies Program in the School of Library, Archival, and Information Studies. The scholarship will be awarded to an outstanding student whose interest and studies concentrate on the design, development, control, and preservation of modern records systems. The scholarship is inspired by Mr. Naugler's lifelong interest in archival education and the intellectual development of younger members of the profession.

Please send donations to the Harold Naugler Memorial Fund, c/o Development Office - Awards Services, University of British Columbia, 6253 Northwest Marine Drive, Vancouver, British Columbia V6T 1Z1 Canada.



From the Archivist of the United States

by Don W. Wilson

It was 150 years ago this December that America's only "Archives War" took place. In 1842, Texas was enjoying its brief but celebrated period of independence, between the time when it was part of Mexico and when it joined the Union. In the midst of ongoing debates about the location of the new republic's capital city, as well as threats from a Mexican army, Texas President Sam Houston decided to withdraw the government from Austin to the city named for himself. He sent a body of Texas rangers to collect the Lone Star Republic's archives and to remove them to Houston.

Some of the residents of Austin, though, feared that if the archives left Austin, these records—along with the rest of the government—might never return to their city. Organizing and arming, they prepared to resist with force the President's attempt to take the official documents away from Austin. President Houston was stymied, but a few months later he tried again. This time, the armed rangers he sent to seize the archives were successful: they loaded the documents on wagons and headed off to the temporary capital, now Washington-on-the-Brazos. But Austin's citizens were not ready to give up. They sent a party after the rangers and recaptured the archives at gunpoint. As it turned out, Austin won the "Archives War," for the Lone Star Republic's archival records remained there until the rest of the government also returned to that city for good.

This incident is worth remembering as we reach the height of our quadrennial political season. What does it tell us? The way I see it, Texans on both sides of this dispute recognized that achieving their political objectives depended upon possessing the official records of the Republic of Texas, and with these documents the aura of legitimacy and permanence that surrounded them. Both factions were prepared to use force to ensure that the archives would belong to them.

Archivists, who so frequently lament how the archival records and historic documents they hold in trust are unappreciated and neglected, can be cheered by the fact that both sides attached such value to

the official records of the Lone Star Republic. The willingness of Texans to defend, and fight for, the ownership of these records is something we can commend. In recent times, we have seen, especially in Eastern Europe and the former Soviet Union but also elsewhere, how a country's official records have again been regarded as worth sacrificing and even fighting for. During the events of August 1990, Russian archivists—among them the man who now heads the archives of Russia, Rudolf Pikhov—risked their very lives to secure control of their country's important records.

The Texas Archives War tells us more, I believe. How refreshing to see archival documents at the center of things! But not all of that attention was beneficial, for the republic's archives was thrust directly into the political maelstrom. As a result, the archives became not just a political issue but both the cause and the spoils of a conflict involving the fate of the government itself.

Fortunately, that kind of politicization is rare in this country. The National Archives, like most other governmental archives in the United States, is largely insulated from the political and ideological arguments that can divide us as citizens. We have developed in this country an enviable tradition of archival independence and professionalism. We do not, thank goodness, witness the winnowing out of politically embarrassing or destructive documents—a "cleansing" of the archives so that the official record reflects only the point of view that happens to be in command.

The National Archives selects records for retention only on the basis of their potential value for accurately documenting the activities of the federal government. We must serve all of the creators of federal records, whatever their politics and wherever they work within the government.

In addition, we must serve all users equally, whatever their political allegiance or research objectives. Thus the National Archives serves all the people, no matter which party is currently in power or which political philosophy the American voters have endorsed.

Friends and users of the National Archives—archivists, historians, genealogists, and many others—throughout the country fought intensely during the 1980s to re-establish the agency as an independent entity. With that goal achieved in 1985, they mounted an impressive and effective campaign to ensure that a professionally qualified Archivist of the United States would be appointed to head it. It is essential that the National Archives become neither a political issue nor a trophy of victory.

Of course, the National Archives must function within the essentially political factors that characterize the federal government and determine the resources we have to carry out our work. These factors range from the overarching structure of checks and balances to the trench warfare of partisan politics. The Archivist of the United States is appointed by the President and confirmed by the Senate. And although the National Archives is by definition an Executive Branch agency, and thereby a part of the administration, it receives its funding from Congress, must work closely with Congress, and acquires the official records of Congress (as well as those of the Supreme Court).

The National Archives is not wholly immune from politics, therefore; but we surely do not want to become the object—or the victim—of that politics. By focusing on identifying and preserving the entire record for the future and by refusing to be influenced by partisan motives, the National Archives adds to its reputation as one of the most trusted, credible agencies in all of government. A mark of that reputation is the role of the Archivist in receiving and securing the results of presidential elections. We have earned our reputation for integrity and evenhandedness. I am proud of that record, and I am unequivocally committed to maintaining it.

For the National Archives, then, the results on November 3 will be no politics, as usual. We are content to let Texans remember the Archives War of 1842 as a singular event: a time when an archives became so conspicuously political that shots were nearly fired.

Special Demonstration

Tuesday, September 15, 1992

MicroMARC:amc

Recipient of the 1988 Society of American Archivists

C.F.W. COKER PRIZE

Join us during the SAA meeting in Montreal for a detailed presentation on the operations and functions of MicroMARC:amc by Dr. Frederick L. Honhart and Anders Johanson of Michigan State University. Learn why archival institutions in the United States and abroad have found MicroMARC:amc to be an effective tool for automated collection control for repositories of any size.

MicroMARC:amc is a comprehensive microcomputer system based on the USMARC AMC format capable of importing and exporting records from all USMARC formats.

Return coupon below, call or E-mail to register. Hurry, enrollment limited!

MicroMARC:amc registration form

Society of American Archivists meeting, Tuesday, September 15, 1992

Name _____ Check time preference

Address _____ am ____ pm ____

_____ Phone _____

MicroMARC:amc

c/o University Archives & Historical Collections

Michigan State University

EG13 Library Bldg

East Lansing, MI 48824-1048

(517) 355-2330 Bitnet address 20669MMA@MSU

MSU is an Affirmative Action/Equal Opportunity Institution

Annual Meeting Update

by Debra S. Mills

They're Here!

The 1992 ANNUAL MEETING PROGRAMS were mailed in early June to all SAA members and *American Archivist* subscribers. By now you should have received a copy. The program lists detailed information about SAA's 56th annual meeting, which will be held from September 11 - 17, in Montreal at the Le Centre Sheraton. It also includes descriptions of sessions, tours, special and other events, preconference workshops, and conference and hotel registration forms. All prospective attendees are encouraged to bring the program with them to the meeting. If you have not yet received a program, please contact Debra Mills at (312) 922-0140.

It is important to note that credit cards (Visa or Mastercard) will be accepted for preregistration only. During on-site registration, only travelers checks, personal checks, and cash in U.S. or Canadian currency will be accepted.

Frequent flyers who travel back and forth between the United States and Canada offer this helpful hint. If you have a passport, bring it. It will expedite your movement in and out of the country. If you do not have a passport, a birth certificate is the next best thing.

The SAA meeting is being held in conjunction with three other conferences—International Congress on Archives, Association of Canadian Archivists, and Association des archivistes du Quebec. As a result, the theme for the meeting, as adopted by the program committee, is "Archives: A Global View." There is a comprehensive offering of sessions which address a broad range of subject matter and will stimulate audiences to a greater awareness of contemporary issues and future possibilities. There are eleven preconference workshops slated, which address topics that run the gamut from an introduction to archives to using laser disk and electronic imaging technology. There are sixteen interesting tours and a variety of special events. And if that's not enough, the SAA meeting site—the Le Centre Sheraton Hotel—is ideally located in the heart of Montreal near restaurants, museums, and shopping. See the back page of this newsletter for more information about the city. Rendezvous in Montreal this September!

Your Support Needed For A Successful Fair

The Description Section is again sponsoring a Finding Aid Fair at the upcoming meeting of the Society of American Archivists. This year our Canadian hosts are especially invited to contribute to the Fair. A new feature will be the availability of electrical outlets for those who wish to exhibit automated finding aids. SAA is providing the outlets with the condition the Finding Aid Fair demonstrations do not compete with paying exhibitors. Those wishing to use this opportunity should indicate on the sheet available at the table when and what is to be exhibited. The Fair will be successful if a good variety of registers, inventories and other approaches to describing collections are displayed. Either bring your finding aids to SAA in Montreal or mail them to: Penelope Krosch, University of Minnesota Archives, 10 Walter Library, 117 Pleasant Street, S.E., Minneapolis, Minnesota 55455. Contributors who want their samples back should notify me or plan to pick them up before the exhibit area closes. Computers will not be supplied nor should they be left unattended. Any questions regarding the Fair may be directed to the above address or call (612) 624-0562. My e-mail address is p-kros@uminn1.bitnet.

SAA to Sponsor International Business Archives Forum

Attendees of the ICA, ACA, AAQ, and SAA meetings in Montreal should not miss the unique opportunity to attend the International Business Archives Forum. There will be no charge for this event, which will be held between the ICA and SAA meetings. Anyone interested in business history and corporate archives is welcome to attend.

The Forum will be held Friday, September 11, at Le Centre Sheraton, from noon to 4:15 pm, and will include a catered luncheon. The keynote speaker will be Professor Duncan McDowall of Carleton University in Ottawa, author of a forthcoming book on the Royal Bank of Canada. He will discuss "Wonderful Things: History, Business, and Archives Look to the Future."

Three panelists, one each from Europe, Canada and the United States, will then provide brief presentations designed to stimulate further discussion. They will address such issues as collecting practices, outreach programs, interfacing with records management, and the impact of recent political, economic and communications technology changes on business archives operations. The presentations will be followed by a discussion period, and after the forum is concluded a cash bar will be set up so that participants can continue to meet with one another and share information.

There is a total seating capacity of 120 in the room we will use, and we are setting aside a block of 45 seats for international participants. All other seats will be held on a first-come, first-come basis. To ensure your participation in this unique event, please send your registration form in early. A copy of the form is below.

See you in Montreal!

REGISTRATION FORM International Business Archives Forum

Name _____
Title _____
Institution _____
Address _____
City/State/Zip _____
Special Dietary Needs _____

PLEASE RETURN FORM TO Elizabeth Adkins, Archives Manager, Kraft General Foods, Inc., 6350 Kirk Street, Morton Grove, Illinois 60053 or fax (708) 998-7699.

RETURN DEADLINE: August 15, 1992

NOTE: Due to the need to plan for the luncheon, registrations received after the deadline will not be accepted.



G.A.P. Track

by Margaret Hedstrom, Committee on Goals and Priorities

2020 VISION to be Featured at Montreal Meeting

The Committee on Goals and Priorities has organized a series of five special sessions called 2020 VISION for the SAA Annual Meeting in Montreal. These sessions will present a composite view of the future as envisioned by four experts from disciplines outside the archival profession. The speakers will offer new perspectives on social and cultural change, trends in technology, organizational change, and research trends. At each session, archivists will discuss the likely impact of anticipated changes on the nature of records, the uses and users of archives, and on archives as institutions. A final wrap-up session will draw conclusions about significant changes that should be factored into plans for the profession and for archival programs.

Although it is not possible to predict the future with certainty, planners encourage organizations to consider changes in the "external environment" when they develop strategic plans. As archivists scan the environment and contemplate the future, we cannot help observing significant trends that may reshape many aspects of archival work. As a new century approaches, it is apparent that information will be created, maintained, and used in new and unfamiliar ways. The users of archives will change as the American population ages and becomes more diverse. Archival records may be used for a much wider variety of research which employs new and innovative techniques to locate, retrieve, and analyze records. These changes may require archivists to develop new skills, and they may significantly alter archival practice. What sort of archivists will be needed in the year 2020 to manage the archives of that day? What roles will archival institutions be required to perform? What sort of world will emerge in the next generation, and what niche will archives fill in the information age?

The 2020 VISION sessions will provide fresh perspectives and thoughtful commentary to help us sort out these questions. The session on technology trends will feature a presentation by Ronald Weissman, Director of Strategic Marketing at NeXT Computers. Before assuming

his position at NeXT, Weissman was responsible for computer and information services at Brown University and the University of Maryland. Weissman addressed the ICA Symposium on Current Records in Ottawa in 1989. Luciana Duranti, assistant professor at the School of Library, Archival, and Information Studies, University of British Columbia and John McDonald, Director of the Information Management Standards and Practices Division, National Archives of Canada, will comment. David Bearman, President of Archives and Museum Informatics, will chair the technology trends session.

Tora Bikson, a researcher at the RAND Corporation, will present a paper on changes in organizational structure. Dr. Bikson's research focuses on changes in the structure of organizations and the organization of work groups as a consequence of new communications technology. She served on an expert panel convened by the National Academy of Public Administration to investigate electronic record keeping in the federal government and she addressed the NHPRC-sponsored conference on electronic records research issues in 1990. Joan Warnow-Blewett, Associate Director, Center for the History of Physics at the American Institute of Physics, and Victoria Irons Walch, consultant, will provide the comments for this session which will be chaired by Paul McCarthy, University Archivist at the University of Alaska in Fairbanks.

Ramon Gutierrez, Chair of the Ethnic Studies Department at the University of San Diego, is the featured speaker for the session on social and cultural change. Dr. Gutierrez, a historian, has received numerous awards for his research on Latin American, American, and Chicano history, including a prestigious MacArthur Fellowship. His recent book, *When Jesus Came, the Corn Mothers Went Away: Marriage, Sexuality, and Power in New Mexico, 1500-1846*, won both the Frederick Jackson Award and the James A. Rawley Prize at the 1992 meeting of the Organization of American Historians. Nancy Sahli, Director of the Records Program at the National Historical Publications and Records Commission, and Debra Newman Ham, African American History and Culture

Specialist at the Manuscripts Division of the Library of Congress, are commentators for this session. John Fleckner, Chief Archivist, Museum Archives of the National Museum of American History, will serve as chair.

The session on Research Trends will feature Peter Lyman, Dean of University Libraries, University of Southern California. Lyman is an ethnographer who is interested in the impact of technology on academic disciplines and libraries. Avra Michelson of the National Archives Research and Evaluation Staff will chair the session. Lawrence Dowler, Associate Librarian at Harvard University, and Constant Gould, Program Officer at the Research Libraries Group (RLG), will comment.

Hugh Taylor, a consulting archivist who retired from the National Archives of Canada after a distinguished career, will chair the final wrap-up session. Bearman, McCarthy, Fleckner and Michelson, chairs of the four trends sessions, will summarize their respective sessions. Taylor will present a broad overview of significant trends and their likely impact on archives and archival practice. All 2020 VISION sessions are designed to solicit audience participation. During the final wrap-up participants will have extensive opportunities to discuss the issues that these sessions undoubtedly will raise.

The 2020 VISION sessions come at a particularly opportune moment. As CGAP drafts a long-range plan for SAA, 2020 VISION presents an opportunity for expert advice on significant trends, careful consideration of their likely impact on archives, and responses from SAA members who can attend some or all of the session in Montreal. Papers and commentaries from the featured speakers will be published as a special issue of the *American Archivist*. The 2020 VISION sessions are supported by generous contributions to SAA from Xerox Corporation, the Coalition for Networked Information, Research Libraries Group (RLG), and Chadwyck-Healey, Inc. For more information, contact CGAP members Margaret Hedstrom at (518) 474-6771 or Larry Dowler at (617) 495-2971.



Preservation Program Assistant

Danielle Feuillan joined the staff of SAA as a Preservation Program Assistant in late April. Ms. Feuillan graduated from Barnard College, Columbia University, in 1991 with a B.A. in art history. Her primary responsibility at present is workshop site selection and logistics. She is also busily conducting research for the preservation program's curriculum. Ms. Feuillan has a personal interest in libraries, archives, and preservation.

SAA Preservation Program News

SAA's archival preservation management training program is now accepting applications for all workshop series. Brochures detailing the program and outlining the workshop schedules were sent to all SAA individual and institutional members last May. An application cover sheet with accompanying instructions was included in the brochure.

The Northeastern series will kick off the training program. The dates and location for the Northeastern workshop

series are as follows:

- Workshop: A November 7-12, 1992
New Brunswick, NJ
- B March 20-25, 1993
New Brunswick, NJ
- C July 31- August 5, 1993
New Brunswick, NJ

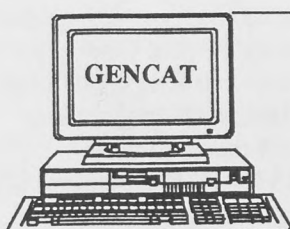
We are currently working on site selection for the Midwestern, Western, and Southeastern workshops. As sites are selected and dates confirmed, they will be announced in future issues of the SAA *Newsletter*.

This training program will benefit institutions that are seeking to create comprehensive preservation programs within their institutions. The program will train one individual from a given repository to act as a preservation administrator for the institution. The program is innovative: it introduces the idea of preservation as an integral part of overall archival management. It seeks to blend preservation func-

tions into overall archival policies, functions and programs so that preservation is not a stand-alone function, but a part of the overall archives program.

Without the substantial subsidy of this program from NEH, this training program would not be possible. The NEH-SAA subsidy is between \$12,000-\$18,000 per institution. Because of this, we have been able to keep the institution's costs down to a minimal \$750 for the training program. This cost includes registration, housing, breakfasts and lunches for all three workshops in a series. That's quite a subsidy and this is a unique opportunity for institutions to build comprehensive preservation programs. By making this program institution based, NEH is making an investment in archives across the country, to build preservation programs, models for others to follow, and a network to link these individuals and programs together.

For additional information about the archival preservation management training program, please contact Evelyn Frangakis or Danielle Feuillan at (312) 922-0140.



Thinking of automating?

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1-800-663-8172
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by Mary Jo Pugh

Archivists must make their holdings available for use by a wide variety of constituencies. This publication identifies current and potential users and discusses creating reference facilities and public programs to meet their needs for information. This is the fifth volume published in the Archival Fundamentals Series.

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Education Notes

by Jane Kenamore

SAA to Offer Business Archives Course

For the first time since 1988, SAA will offer "Business Archives: The Basics and Beyond." Scheduled for November 5-7, 1992, in Chicago, the course will examine issues including management support for archives, archives/records management relationships, oral history projects, legal issues, and fundamental archival topics, such as appraisal, acquisition, arrangement, description, reference, and access. The three-day course will also include in-depth tours of two corporate repositories in Chicago.

Instructors for the course will be Philip Mooney of the Coca-Cola Company and Elizabeth Adkins of Kraft-General Foods. Mooney is past chair of the Business Archives Section of SAA and has taught this course several times in the past. Adkins is the chair of the Business Archives Section and has over ten years' experience in corporate archives, serving first with Laird-Norton in Seattle and moving to Kraft in 1987.

CEPD Update

The Committee on Education and Professional Development met on May 8-9, in Pittsburgh, to review the first draft of guidelines for a Master's Degree in Archival Studies. Frank Boles of Central Michigan University, who was appointed chair of the Committee on the resignation of Bonnie Hardwick in February, will incorporate revisions recommended by the Committee in their recent meeting and will present a second draft at the committee meeting scheduled for September 14 in Montreal. It is hoped that the Committee can present a completed draft of the guidelines to the Standards Board shortly after the September meeting. If recommended for review as a new standard, the proposed guidelines will be available in the SAA Office for review and comments before final consideration by Council.

In other business, the Committee drafted a position paper addressing questions posed by Council regarding the role of CEPD in archival education; issues that

should be addressed in a review of continuing education for the profession; the role that SAA and CEPD should play in the area of graduate and continuing education; how to coordinate SAA's education offerings and education initiatives; and possible changes in CEPD's guidelines and recommended changes to clarify the role and responsibilities of CEPD in the area of archival education and professional development. The paper was presented to Council at its June meeting.

New Workshops Offered in Montreal

The new workshop "Appraising and Managing Legal Documents and Case Files" will be offered in Montreal in response to requests for assistance from archivists uncertain about the significance and/or meaning of 19th- and 20th-century legal documents in their holdings. The half-day course will cover the identification and definition of documents encountered most often; appraisal; processing; sampling; and managing legal case files in the context of the American legal system.

The instructor will be Menzi Behrmd-Klodt of CUNA Mutual Insurance Society, who is an attorney, as well as an archivist. The workshop is scheduled for Sunday morning, September 13, 8:30 a.m. - 12:30 p.m.

Other new offerings in Montreal include "From Photos to User Fees: Managing Archival Reproduction Services," a one-day course that can be taken alone or in conjunction with "Photographic Collections Management"; "Managing Historical Agencies in Hard Times"; "Security in Archives and Manuscript Repositories"; and "Using Laser Disk and Electronic Imaging Technology in Archival Preservation and Reference Programs." SAA will also offer "Archives, Personal Papers, and Manuscripts" for the first time in Montreal.

For a complete description of all the workshops, please see the 1992 SAA Annual Meeting Program or the "Education Notes" section in the March SAA *Newsletter*.

ACA News

Recertification Plans on the Move

The Academy of Certified Archivists Board met at the Chicago Historical Society in May to review a proposal for certification maintenance prepared by the Task Force on Recertification. The proposal outlined two options by which certified archivists could maintain certification: (1) take the certification examination, or (2) submit a credit based application outlining activities engaged in to keep abreast of developments in archival theory and practices.

The certification exam is reviewed and revised on an annual basis to keep up with changes in the archival profession. Therefore, the exam taken for certification would be different from the exam taken for recertification.

The credit based application would be divided into several sections, and the applicant would accumulate points for each section. Proposed sections include: employment; education; professional participation (i.e. presenting papers at conferences, leading a workshop, seminar, or institute); professional service (i.e. membership in and/or service as an officer in professional archival organizations); writing, publishing, and/or editing of archival related subject matter (including editing of archival newsletters).

ACA members will receive a mailing this summer describing the proposal in more detail. All interested archivists are welcome to the open forum on recertification to be held at the meeting in Montreal, September 16, 1992.

The next newsletter of the Academy of Certified Archivists will be published in September 1992.



News Clips

NHPRC Fellowships for 1992-93

The National Historical Publications and Records Commission (NHPRC) has selected two Fellows in Archival Administration for 1992-93. The fellowships, funded jointly by NHPRC and the Andrew W. Mellon Foundation, support advanced administrative training for archivists who already have work experience and graduate education in their field. The host institutions and their fellows are:

- University of Wyoming, American Heritage Center, Laramie, Wyoming - Kris A. White. White is currently an manuscript librarian and archivist at the Oregon Historical Society in Portland. At the American Heritage Center, she will be involved in general activities such as personnel supervision, budgeting, planning, and fund raising.
- State Historical Society of Wisconsin, Division of Archives and Research Services, Madison, Wisconsin - Anne Marie Baker. Baker is currently the curator of the Adams Museum in Deadwood, South Dakota. In addition to administrative duties at the State Historical Society of Wisconsin, Baker will work directly with strategic planning for the division, budgeting, and section, division, and agency-wide meetings.

For more information on the NHPRC fellowship program, contact Laurie A. Baty at (202) 501-5610.

1993 Bentley Fellowships

The Bentley Library will host the tenth year of the research fellowship program in Summer 1993. Both individual fellowships and team fellowships are available. The program will award research stipends to individual fellows of up to \$4,000. 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 1993 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 Montreal.

Preservation Microfilming Handbook and Discovering RLIN

Two new books have recently been published by the Research Libraries Group (RLG). The *RLG Preservation Microfilming Handbook* is a 204-page manual prescribing practices and procedures for libraries and other institutions involved in preserving monographs and serials on microfilm. The handbook features detailed guidelines—based on accepted national and international standards—for prefilming, targeting, and filming of monographs, pamphlets, and serials. Appendices supplement this information. A chart (15x30 inches) for identifying defects in camera negatives is also enclosed. The handbook is \$75 per copy, plus applicable sales tax and \$5 for shipping and handling.

Discovering RLIN is a 52-page illustrated booklet designed to introduce reference librarians and scholars to the rich and var-

ied contents of the Research Libraries Information Network (RLIN) database. The 52-million record database has been created over the past 15 years by more than 100 members of the RLG consortium and others who have contributed bibliographic records of their holdings. The booklet includes sections on materials ranging from current journal citations to incunabula and rare books. It covers unique archival materials in RLIN such as letters, manuscripts, photographs and other still images, film and videotape, sound records, computer files, and realia. The booklet is \$10, plus applicable sales tax, prepaid by check or money order made out to the Research Libraries Group.

To order *RLG Preservation Microfilming Handbook* or *Discovering RLIN*, contact Distribution Services Center, The Research Libraries Group, Inc., 1200 Villa Street, Mountain View, California 94041-1100.

Preserving the Illustrated Text

Preserving the Illustrated Text, the final report of the Joint Task Force on Text and Image, was published last April by the Commission on Preservation and Access. The 30-page report examines the complex issues involved across a broad spectrum of disciplines in preserving text-cum-image materials. The Joint Task Force explored the problems of image preservation for scholarly research purposes in order to provide an informed foundation for a nationwide strategy for preservation of and access to these resources. The group examined the attributes and distribution of images in endangered books and periodicals, explored the characteristics of the uses and users of these materials in different disciplines, and assessed the current and potential capabilities of both analog and digital technologies to provide convenient, continuing access consonant with disciplinary requirements. Send to: Trish Cece, Communications Assistant, Commission on Preservation and Access, 1400 16th Street, N.W., Suite 740, Washington, D.C. 20036-2217

Disaster Recovery Yellow Pages

The second edition of the *Disaster Recovery Yellow Pages*, by The Systems Audit Group, Inc., and *The Disaster Recovery Journal* was recently published. The 200-page comprehensive listing is designed to help users locate scores of crucial but hard-to-find recovery services throughout the United States. It contains more than 1,600 vendors and covers more than 800 categories, such as trauma counselors; drying and dehumidification of paper records; smoke odor counteracting services; emergency rental of computer equipment. The reference contains five sections which cover restoration services, mobile buildings, emergency equipment, software for file and data recovery, as well as publications and videos for use in training before disaster strikes.

Disaster Recovery Yellow Pages comes in a three-ring binder. The price is \$98 per copy, plus \$3 for shipping and handling. To order, contact The Systems Audit Group, Inc., 67 Chester Street, Newton, Massachusetts 02161, (617) 332-3496.

Calendar

September 11-17

Society of American Archivists Annual Meeting in Montreal at the Le Centre Sheraton. See also "Annual Meeting Update" on page 10 of this newsletter. Contact SAA Meeting Planner Debra Mills at (312) 922-0140.

August 28-30

15th Annual Conference of the Archives and Records Association of New Zealand. Contact Mary Donald, Conference Convener, Taranaki Museum, P.O. Box 315, New Plymouth, New Zealand.

October 15-18

The annual meeting of the Oral History Association in Cleveland, Ohio, will include a video workshop and a workshop on editing oral history for radio. There will be no extra charge for the workshops, but registration is limited. Theme: Multi-culturalism and Oral History. For additional information, contact Richard Candida Smith, Executive Secretary, Oral History Association, 1093 Broxton Avenue, #720, Los Angeles, California 90024.

October 29-31

Mid-Atlantic Regional Archives Conference (MARAC) Fall 1992 Meeting at the Hyatt Regency in Buffalo, New York. Theme: Public Outreach in Archives. Contact Heidi Ziemer at (716) 852-3846.

Wanted

Information on Historic Earthquakes in California

New information pertaining to effects of large earthquakes in Central California is sought for a seismic hazard study in the San Francisco Bay area. Primary sources, such as letters and diaries of 19th-century American travelers and settlers in California may contain information that would help to constrain the locations and magnitudes of earthquakes on June 10, 1836; June 1838; October 8, 1865; October 21, 1868; and April 10, 1890. Improved understanding of these historic earthquakes could help to reduce the hazard in central California during future events. Contact Martitia Tuttle, Lamont-Doherty Geological Observatory of Columbia University, Palisades, New York 10964, (914) 359-2900. ext 277; or Mary Ellen Ryan, Research Museum Services, 94 Pike Street, Suite 31, Seattle, Washington 98101, (206) 625-9450. We plan to attend the SAA meeting in Montreal. Look for a notice at the meeting announcing a gathering or exhibit.



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, 1150 Beal Avenue, Ann Arbor, Michigan 48109 or through e-mail: Internet usergflj@ub.cc.umich.edu.

Russian-American Genealogical Archival Service Created

The National Archives Volunteer Association (NAVA) and the AROS Society, Ltd. (Archives of Russia), signed an agreement in April 1992 creating the Russian-American Genealogical Archival Service (RAGAS). The service, which will operate throughout the Commonwealth of Independent States, will facilitate the handling, by archival repositories in the former Soviet Union, of inquiries from Americans who are interested in locating information about their families.

Under the agreement, the American side of the service will accept inquiries concerning genealogical information; distribute a bilingual form for inquiries; and forward completed forms to AROS for fulfillment. AROS will create a computer database of genealogical information from orders received from the American side; translate requests into Russian, if necessary; analyze the information; and ensure that it is forwarded to the proper archival repository. Rates for archival inquiries and research using AROS were also fixed under the agreement. RAGAS will provide an expert estimate of the costs incurred for a search and will return the results to the inquirer via NAVA.

The signing ceremony concluded a ten-day visit to the United States of six representatives from archives in the former Soviet Union. The representatives visited several repositories holding genealogical records and met with delegates of national genealogical societies. In a related move to promote free exchange of genealogical records and archival technology, the representatives from Belarus and Ukraine also signed separate protocols of intention with NAVA.

For further information, contact Patricia Eames, National Archives and Records Administration (202) 501-5205.

British Library Joins RLG

Last March, the British Library became the first overseas member of the Research Libraries Group, Inc. (RLG). Two areas of collaboration within the RLG framework are expected to be collection preservation and the development of online access to historic collections. With the British Library participating as an active RLG member, London will become RLG's European hub for telecommunications with the RLIN information system. Dr. Brian Lang, chief executive of the British Library, gave the keynote address at RLG's annual meeting in California in June.

Principles of Institutional Evaluation

Proposal for Formal Approval of the Principles of Institutional Evaluation

Note from the SAA Standards Board: The "Principles of Institutional Evaluation" is the first document submitted for consideration under the new procedures for development and review of proposed SAA standards (see the January 1991 SAA Newsletter for details). There are several steps involved, all designed to ensure that such documents receive wide circulation and that the membership and other concerned parties have ample opportunity to comment before any proposed standards are finally voted on by SAA Council.

All members are urged to examine this document carefully. Once the review period is closed, the Committee on Institutional Evaluation and Development (CIED) will review the comments it has received and determine what steps are necessary to address any concerns raised. The ultimate goal is to achieve consensus, but not necessarily unanimity, on the principles presented in the document. Before the document is deemed ready for approval as an SAA standard and forwarded to Council for their vote, CIED must convince the Standards Board that they have made the strongest possible effort to consider all reasonable opinions and to resolve most disputes.

Submit comments or suggestions to Susan E. Davis, 6606 Carlsbad Drive, Madison, Wisconsin 53705, who is coordinating the review process for CIED. For full consideration, it is suggested that substantive comments be submitted in writing. All comments must be received no later than September 1, 1992.

Events leading to the development of the Principles of Institutional Evaluation began in 1977 with the appointment of a Task Force on Institutional Standards. During the subsequent fifteen years, responsibility for formulating these particular standards has fallen on a series of task forces and committees, most recently CIED, which is now proposing that the "Principles" be considered for approval under SAA's recently developed standards procedures.

The ten principles that follow have already appeared in several SAA publications, including *The Evaluation of Archival Institutions* (1982), *Archives Assessment and Planning Workbook* (1989), and a series of articles by William Joyce in the SAA Newsletter (May, July, and November 1989; May and September 1990). The framework derives from the accreditation approach adopted by the American Association of Museums. Variations of the principles have been issued by other archival organizations.

The purpose of the principles is to provide an objective and consistent framework against which archives can measure their development. Each principle points to a fundamental aspect of an archives' operations and describes a basic level of resources or activity. Archives are encouraged to use these principles as a basis for self-evaluation and program development. Institutions wishing to embark on a fuller self-study should consult the additional information in the *Archives Assessment and Planning Workbook* (available from SAA publications at 312/922-0140).

Principles of Institutional Evaluation

1. Legal Authority and Purpose

There must be explicit documentation of an archives' legal status and authority. The archives must have a format statement of its purpose.

2. Governing Authority and Administration

The governing authority of the archives should adopt statements of basic policy and establish areas of administrative authority. There should be a clear understanding of the differences between governance and administration. Staff should be involved in both the planning and evaluation of specific objectives and priorities established to carry out the statement of purpose. If the archives is part of a larger institution, the administrator of the archives should be involved in the planning and evaluation processes of that institution as they affect the archives.

3. Financial Resources

Financial resources dependably available to the archives must be adequate to carry out its stated purpose. These available resources should be identified in a separate budget for the archives. Staff should have the opportunity to contribute to the budget-making process, and the administrator should be involved at a higher level if the archives' budget is part of a larger budget.

4. Staff

Every archives must include on its staff at least one person who possesses, through training or experience, professional competence in archives management. The archives must also have sufficient staff to supply services commensurate with its volume of holdings, the needs of its researchers, and programs designed to meet goals and objectives.

5. Physical Facilities

The archives should provide adequate and suitable space and facilities for processing, storage, and use of its records and for other programs (such as conservation, education, and microfilming) that are designed to meet stated goals and objectives.

6. Building Archival and Manuscript Holdings

An archives must have authority to receive the records of the institution of which it is a part. If the repository acquires private papers or records from other organizations, it should have a formally adopted written acquisitions policy identifying the types of records the archives will attempt to acquire.

In order to identify records to be retained or destroyed, the archives, in conjunction with the other administrative subdivisions of the parent institution, should prepare or approve records disposition schedules. Where appropriate, the repository should devise a manuscripts acquisition strategy that will enable it to obtain the types of materials that are compatible with its acquisition policy.

All acquisitions should be appraised to identify permanently valuable materials. The archives should maintain records to document the acquisitions process and should record wherever possible the provenance of all accessions.

7. Preserving Archival and Manuscript Holdings

The archives should maintain environmental conditions at appropriate levels, and suitable techniques should be employed to protect, repair, and restore records. The archives should guard against fire, water, light, adverse temperatures and humidity conditions, acidic pollution of air, dirt, mold, and vermin. Trained personnel should use only conservation methods that do not harm records. It is essential that nitrate or other unstable photographic materials be copied on safety film and the unstable originals destroyed.

While making recordings available to interested users, the archives should also take precautions to protect records from theft, damage, and abuse by staff and users. The archives should also develop policies and procedures to protect against such hazards, and should also develop policies and procedures for dealing with emergencies that may arise.

8. Arrangement and Description

Records and papers should be arranged in accordance with basic archival principles, namely the principle of provenance and the principle of original order. That is, records of different sources should not be intermingled, and records should be retained, whenever possible, in their original organizational pattern and in their original filing arrangements in order to preserve all relationships. If the original order has been lost, documents and files of documents should be arranged or grouped in a meaningful relation of one another. Documents should be properly boxed, labeled, and stored so that they are easily maintained and readily retrieved.

The archives should design a system of finding aids that provides essential information about the holdings for users and enables the archivist to retrieve materials. Finding aids should employ first the techniques of group and series description before undertaking item description; a brief description of all records is preferred to a detailed description of some of them. The level of description of records depends on their research value, the anticipated level of demand, and their physical condition. Finding aids may include, as appropriate, guides, inventories or registers, card catalogs, special lists, shelf and box lists, indexes, calendars, and for machine readable-records, software documentation.

9. Access Policies and Reference Services

The archives must provide opportunity for research in the records it holds. The archives should be open for research use on a regular and stated schedule. It should provide adequate space and facilities for research use and should make its records available on equal terms of access to all users who should abide by its rules and procedures. Any restrictions on access should be defined in writing and carefully observed.

The archives should provide information about its holdings and assist and instruct users in their use. Staff members familiar with the holdings and capable of making informed decisions about legal and ethical considerations affecting reference work should be available to assist readers. The archives should report its holdings to appropriate publications so that potential users may know of their existence. The archives should assist users by providing reproductions of materials in its possession whenever possible.

10. Outreach and Public Programs

The archives should identify its various constituencies in terms of its purpose, plan and implement methods to assess the needs of these groups in relation to the resources of the institution, and devise outreach programs that will fit their needs. These programs may include workshops, conferences, training programs, courses, festivals, exhibits, publications, and similar activities, aimed at such groups as students, faculty members, scholars, administrators, researchers, donors, records creators, or the general community.

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Standards Activity Report

by Victoria Irons Walch

SAA Standards Development Projects

SAA Committee on Institutional Evaluation (CIED)

- *SAA Principles of Institutional Evaluation*

Published in this issue of the SAA Newsletter for review and comment (see pages 16-17).

For additional information or to submit comments, contact Susan E. Davis, 6606 Carlsbad Drive, Madison, Wisconsin 53705, who is coordinating the review process for CIED. Deadline for comments is September 1, 1992.

Received by SAA from other organizations

International Council on Archives (ICA)

- *ICA Statement of Principles Regarding Archival Description*, 1st version, rev.

- *ISAD (G): General International Standard Archival Description*

Received from the International Council on Archives, Ad Hoc Commission on Descriptive Standards, for review and comment.

Activity since original report in May issue of *SAA Newsletter*: Circulating for review; CAIE will prepare SAA's response. To obtain copies of the documents, send \$7.50 to cover copying/handling to SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605, Attn: Standards.

To comment on the documents contact Kathleen Roe, Chair, CAIE, New York State Archives and Records Administration, Cultural Education Center, Albany, New York 12230.

National Information Standards Organization (NISO)

Received by SAA's voting representative and alternate who circulate proposed NISO standards to appropriate subgroups and individuals within SAA.

Recent votes on NISO standards:

- *ANSI Z39.69 Patron Record Data Elements*

Balloting closed 5/15/92; SAA cast a "yes" vote.

NISO standards currently circulating for review (date balloting closes for each is in parentheses):

- *ANSI Z39.2 Information Interchange Format* (6/22/92)

- *ANSI Z39.14 Writing Abstracts* (6/15/92)

- *ANSI Z39.40 Compiling U.S. Microform Publishing Statistics* (6/15/92)

- *ANSI Z39.47 Extended Latin Alphabet Coded Character Set for Bibliographic Use* (7/29/92)

- *ANSI Z29.52 Order Form, Multiple Titles of Library Materials* (6/15/92)

- *ANSI Z39.53 Codes for the Representation of Languages for Information Interchange* (6/15/92)

- *ANSI Z39.61 Patent Application Data* (6/15/92)

- *ANSI Z39.62 Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels* (8/17/92)

- *ANSI Z39.70 Format for Circulation Transactions* (8/17/92)

- *ANSI Z39.72 CD-ROM Mastering* (7/20/92)

For additional information or to comment on the documents: Contact Christine Ward, SAA's NISO Representative, New York State Archives, Cultural Education Center, Albany, New York 12230.

ALA/SAA Joint Committee on Archives and Library Relationships

- *ALA/SAA Joint Statement on Access*

Received from the ALA/SAA Joint Committee on Archives and Library Relationships for SAA approval.

Activity since original report in January 1992: Circulating for review.

To obtain a copy: Send a self-addressed, legal-sized envelope and \$3 for handling to the SAA office.

For additional information or to comment on the document: Contact Richard Cox, SAA Chair, ALA/SAA Joint Committee, University of Pittsburgh, School of Library & Information Science, Pittsburgh, Pennsylvania 15260.

ALA/ACRL Rare Books and Manuscripts Section

- *RBMS Guidelines Regarding Thefts in Libraries*

- *RBMS Guidelines for Borrowing Special Collections Materials for Exhibition*

- *ACRL Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections*

Received from the Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association for possible SAA endorsement.

Activity since original report in January 1992: Comment period closed, under review by Standards Board.

To obtain a copy: All three statements have been published in *C&RL News* (March 1988, May 1990, and March 1990, respectively).

For additional information or to comment on the documents: Contact Judith Fortson (the Standards Board member who is coordinating the review), Hoover Institution, Stanford, California 94305-6010. Phone: (415) 723-3166.

U.S. Office of Management and Budget (OMB)

- *OMB Circular A-130, Management of Federal Information Resources*

Published in the Federal Register on April 29, 1992; comment period closes 120 days from date of publication.

Possible response from SAA now being considered by Government Records Section and Committee on Automated Records and Techniques.

To submit suggestions for possible SAA comment on Circular A-130, contact Edwin Bridges, Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, Alabama 36130.

American Society for Testing and Materials (ASTM)

- *Proposed standards development activity on library adhesives*

An SAA representative will attend the planning meeting on Monday, July 13, 1992, in Philadelphia.

Does your group have a standard under development or is it considering starting such a project? To obtain further information on how to make it an official SAA standards development project, contact Vicki Walch, SB Chair, 65 N. Westminster Street, Iowa City, Iowa 52245.



56th Annual Meeting of the Society of American Archivists
September 2 - 5, 1993
Sheraton Hotel, New Orleans, Louisiana

GUIDELINES FOR PROPOSALS TO THE 1993 SAA PROGRAM COMMITTEE

The 1992 Program Committee invites submission of program proposals for the meeting in New Orleans, Louisiana, September 2 - 5, 1993. This proposal form is designed to facilitate **fully developed sessions**. Fully developed proposals have a better chance of being adopted.

Proposals should:

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

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

- ▼ **Traditional:** Open session: two-hour timeframe consisting of two to three fully prepared papers of 15 to 20 minutes each and a comment and discussion period.
- ▼ **Work-in-Progress:** Open session: two-hour timeframe consisting of two to three presentations of 15 to 20 minutes each, describing on-going research topics, and at least one hour for feedback and discussion.
- ▼ **Panel Discussion:** Open session: two-hour timeframe consisting of a panel of 3-5 individuals providing a variety of theories or perspectives on the given topic.
- ▼ **Point/Counterpoint:** Open session: two-hour timeframe designed to give two distinct perspectives on a specific issue; the chair serves as moderator for the panel and facilitates discussion.
- ▼ **Workshop:** Limited enrollment: two-hour timeframe; an interactive session, usually designed to teach or refine archival skills.
- ▼ **Seminar/Roundtable:** Limited enrollment: two-hour timeframe; usually designed as a directed discussion among archivists sharing a common experience or preparation.
- ▼ **Special Focus Session:** Open session: one-hour timeframe designed to highlight innovative archival programs, new techniques, and research projects; audience participation is significant.

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

1993 Program Committee Members: Elaine Engst (Chair), Cornell University; Jackie Dooley, Getty Center for the History of Art and the Humanities; Karen Garlick, National Archives and Records Administration; Mark Greene, Minnesota Historical Society; Raimund Goerler, Ohio State University; Jean Hrichus, Chase Manhattan Bank; Carla Kemp, University of Florida; Katharine Morton; Timothy Murray, University of Delaware; Brent Thompson, Latter Day Saints Church; Diane Vogt-O'Connor, Smithsonian Institution Archives; Bill Walker, Aids History Project, University of California-San Francisco; Donald West, Avery Research Center for African American History and Culture.

Send all proposals to Elaine Engst, Division of Rare Books and Manuscript Collections, 2B70 Kroch Library, Cornell University, Ithaca, New York 14853, fax (607) 255-9346.

PROPOSALS MUST BE POSTMARKED BY OCTOBER 9, 1992.

SAA Program Proposal 1993

Please type. Deadline: Postmarked by October 9, 1992

Proposed by: _____

Institution: _____

Mailing Address: _____

Phone: () Fax: ()

For Committee Use

Number: _____

Postmarked: _____

1. Session Title: _____

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

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

PARTICIPANTS:

Contacted/Agreed to Participate?

SAA Member

(circle one) Chair / Comment / Leader _____

Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

Institution: _____

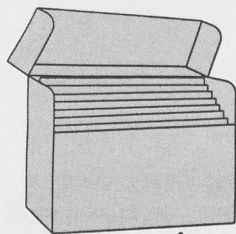
Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

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

5. Audiovisual Requirements



Professional Opportunities

New Rates

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, effective July 1, 1992, entitles an employer to post one job in one issue of the *SAA Newsletter* AND in one issue of the *SAA Employment Bulletin* for one fee:

92¢ per word
(Numbers, abbreviations, etc.
each count as one word.)

Institutional members receive a 50% discount. Job ads will not be posted unless accompanied by a 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 \$24 per year only at the time of membership renewal. Individual issues are available to SAA members for \$6 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 \$20 late fee. SAA's fax number is (312) 347-1452. For more information about SAA's employment services, contact SAA at (312) 922-0140.

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

REGIONAL ARCHIVIST

*South Central Research Library Council
Ithaca, New York*

Responsibilities: Manages grant-funded regional reference and advisory service in South Central New York. Provides ongoing advice, consultation, and education to historical records repositories in fourteen counties. Develops annual and long-range plans based on needs assessments, which will help develop and strengthen historical records program. **Qualifications:** BA or MA in history, government, archival administration, library and information studies, or related fields plus three years of experience in archival work. **Salary:** \$29,000 - \$34,000 plus excellent fringes. Starting date: Summer 1992. Send resume and names of three references to Janet Steiner, Executive Director, South Central Research Library Council, 215 N. Cayuga Street, Ithaca, New York 14850, (607) 273-9106.

ASSISTANT LIBRARIAN OR ASSISTANT ARCHIVIST

*Massachusetts Institute of Technology
Cambridge, Massachusetts*

Responsibilities: Accessions, appraises, arranges, describes, and preserves archival and manuscript materials. Performs research to appraise, organize, and describe collections and prepare finding aids. Catalogs collections and prepares RLIN automated records worksheets. Serves on reference desk. Assists and instructs users in use of collections. Provides archival and records management assistance to university offices. **Qualifications: Required:** BA and archival training; ALA-accredited MLS (for appointment as Assistant Librarian) or graduate degree in history with archival specialization or one of these graduate programs in progress, combined with substantive pre-professional experience; experience with bibliographic and research techniques; ability to communicate clearly in writing, to work systematically and carefully, to respect the confidentiality of records, and to communicate effectively in groups and with faculty, students, and peers. **Desired:** Experience with automated bibliographic systems, especially RLIN; knowledge of physical sciences, computer science, or engineering.

Hiring Salary Range: \$23,800 - \$27,500.

Resumes received by August 15 will receive priority consideration. Position will remain open until filled. Send complete applications (cover letter, resume, name, and addresses of three current, confidential references, sample finding aid or research paper) to: Search Committee for Assistant Archivist (SAA), MIT Libraries, Room 14S - 216, Cambridge, Massachusetts 02139. MIT is a smoke-free campus. The libraries offer excellent benefits, including tuition assistance, a children's scholarship program, and a relocation allowance. MIT is strongly and actively committed to diversity within its community. Applications are particularly encouraged from qualified women and ethnic minority candidates.

VISUAL COLLECTIONS ARCHIVIST

*Indiana Historical Society
Indianapolis, Indiana*

The Indiana Historical Society (IHS) is accepting applications for visual collections archivist, a full-time position in the IHS Library's visual collections department. The Historical Society, founded in 1830 and located in Indianapolis, is a private, nonprofit corporation. The IHS Library (William Henry Smith Memorial Library) is a repository of rare books, visual materials, manuscripts, archives, architectural collections, maps, ephemera, and related research materials that document the history of Indiana and the Old Northwest. The visual collections archivist reports to the curator of visual collections. **Major duties include:** processing visual materials; assisting with the acquisition of new material; maintaining departmental collection files and shelf lists. Other duties include: retrieving and reshelving materials for researchers; assisting in policy and procedure formation; and assisting with reference inquiries. A complete position description is available upon request. **The position requires:** (1) two years of experience in working with visual material in an archives, library, or museum; and (2) a master's degree in archival administration, library science, or museum studies with an emphasis in visual collections. The starting salary for this position is mid to upper twenties and is commensurate with skills

Professional Opportunities

and experience. The Society, an equal opportunity employer, offers an excellent benefits package. Applications will be accepted until the position is filled. Send a cover letter, resume, and the names, current addresses and telephone numbers of three professional references to: Susan P. Brown, Human Resources Director, Indiana Historical Society, 315 W. Ohio Street, Indianapolis, Indiana 46202-3299.

PROJECT ARCHIVIST

*Ohio State University
Columbus, Ohio*

Responsibilities: Processing and supervising the processing of the papers of Admiral Richard E. Byrd, a pioneer in polar exploration. Includes arranging and describing the collection and supervising the work of a graduate and an undergraduate assistants. Reports to the University Archivist who is the Project Director. The position begins October 1, 1992, and is funded for one year, with the strong possibility of renewal for a second year, by a Title II-C grant.

Qualifications Required: Graduate degree in history or library science, with courses in archival administration. **Desirable:** Knowledge of polar history or research and one year of experience as a processing archivist. **Salary:** \$24,000 - 26,000. Applications received by August 1, 1992, will receive first consideration. Apply to Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, Ohio 43210. Include names, addresses, and telephone numbers of three references. Women, minority, and handicapped persons are encouraged to apply.

UNIVERSITY RECORDS ARCHIVIST

*Michigan State University
University Archives & Historical Collections
East Lansing, Michigan*

Three-year appointment (continuing appointment possible). **Responsibilities:** Administration of the University Archives Records Program: a comprehensive collections management program including appraisal, records retention scheduling, records management services, and reference retrieval services for the University. Additional responsibilities include education outreach within and outside the University, and work with automated systems for management and description of records using the USMARC formats. Michigan

State University is a pioneer land-grant AAU research institution, with over 40,000 students, 3,900 faculty, located on over 5,000 acres. The Archives holds over 20,000 feet of records and has operated the records program for over ten years. The University Records Archivist works closely with all areas and departments of the University concerning the management of their records. The archivist also performs other professional archival functions as required. **Minimum Requirements:** MA in history or related field. Two years professional archival experience and/or graduate of archival education program which meets SAA guidelines. **Desirable Qualifications:** Include membership in the Academy of Certified Archivists, experience with academic records, publications, knowledge of the USMARC AMC format and the management of automated systems, and experience with electronic records. **Salary:** Negotiable depending upon qualifications and experience. The University benefits program is highly competitive. Submit a letter of application, vitae, and names of three references to Dr. Frederick L. Honhart, Director, University Archives and Historical Collections, EG-13 Library Building, Michigan State University, East Lansing, Michigan 48824-1048. Applications deadline for the position is July 31, 1992, or until a sufficient applicant pool has been received.

SPECIAL COLLECTIONS REFERENCE LIBRARIAN

*Washington and Lee University
Lexington, Virginia*

Washington and Lee University seeks an academic librarian with experience in special collections and reference to fill this dual-role position. **Special collections responsibilities:** Manages and develops the university archives, manuscript, and rare books collections; processes and catalogs manuscript and archival materials; implements university records management plan in coordination with the Administrative Computing Committee and Law School Archivist; provides reference service; prepares exhibits; supervises one full-time assistant and student workers. **Reference responsibilities:** Provides reference service, teaches in the bibliographic instruction program, and selects materials for the collection in one or more subject areas. **Qualifications:** ALA-accredited

MLS degree, academic library reference experience, and archival/special collections experience required. Advanced degree in relevant field, teaching experience, excellent organization and planning skills highly desirable. Twelve-month faculty appointment, tenure-track with rank of Assistant Professor, salary competitive. Position reports to the University Librarian. Send letter of application, resume, and names of at least three references with phone numbers to Barbara J. Brown, University Librarian, Washington and Lee University, Lexington, VA 24450. Review of applications will begin August 1, 1992, and continue until the position is filled.

LIBRARIAN

*Rare Book and Manuscript Library
Columbia University Libraries
New York, New York*

The Librarian is responsible for leading one of the world's preeminent collections of rare books and manuscripts. Located in the nation's publishing center, the Rare Book and Manuscript Library contains over 500,000 rare books and 26 million manuscripts in separate rare book and manuscript departments. The Rare Book Department has significant holdings in all subject areas except law, architecture, health sciences, and East Asian languages. The collections are particularly strong in English and American literature and history, Greek and Latin classical authors, sources of education, mathematics and astronomy, economics and banking, history of theater, photography, history of printing, and New York City politics. Medieval, Renaissance, and Near and Middle Eastern manuscripts are also housed in the Rare Book Department, along with cuneiform tablets, epigraphical specimens, papyri, paintings, drawings, maps, posters, portraits, and mathematical instruments. The manuscript department is the university's major repository for the extensive collections of original papers, letters, manuscripts and documents; the holdings include resources in nearly all subjects and academic disciplines, especially English and American history and literature, American publishers and literary agents, business and banking, librarianship, international affairs organizations, social work, oral history, and Russian and East European history and culture. The library also administers the Herbert H. Lehman collection and suite,

concerned with New York state government and U.N. Relief and Rehabilitation Administration materials. The librarian is directly responsible for fund raising, a robust acquisition-through-gifts program, and liaison with the faculty; and oversees all collection development preservation, exhibition, pre-cataloging, technical processing, manuscript processing, and publications programs. The librarian also works closely with the Columbia University Libraries Friends Group. Reporting to the Resources and Special Collections Groups Director, the librarian frequently serves in the role of deputy director. **Qualifications include:** Successful experience leading a special collections library or a comparable institution; interest and success in fund raising; knowledge of rare books and manuscripts; the ability to work harmoniously with colleagues throughout the library system; the capacity to build support for the advanced research and curricular needs of the university; and an accredited MLS, or advanced degree in an appropriate subject area. **Salary:** From a minimum of \$50,000. Excellent benefits include assistance with university housing and tuition exemption for self and family. The Search Committee will begin screening applications on September 1, 1992, continuing until the position is filled. To apply, send letter of interest, resume, and names, addresses, and phone numbers of three references familiar with your professional work, to: Kathleen M. Wiltshire, Director of Personnel, Box 35, Butler Library, 535 West 114th Street, New York, New York 10027.

DIRECTOR, UNIVERSITY ARCHIVES *Indiana University Libraries* *Bloomington, Indiana*

Responsibilities: Under the direction of the Dean of University Libraries, provides leadership, organization, and coordination for all aspects of the archival, records management, and historical preservation programs of the University's central administration and Bloomington campus. Oversees and supports the operations of an historic house museum. Supervises three professional/administrative and two clerical staff members. **Qualifications:** MA degree from an ALA-accredited library school, history, or other relevant discipline; significant experience in archives, prefer-

ably in an academic setting, and training in archival principles and practices; demonstrated administrative abilities and communication skills; knowledge of computer applications to archival processing.

Desired: Second master's or doctorate; knowledge of records management practices; knowledge of preservation techniques; familiarity with small museum administration. **Salary:** Commensurate with qualifications and experience. **Application information:** For a copy of the vacancy announcement, including application instructions, contact Betty Andis or Marilyn Shaver, Library Personnel, Indiana University Libraries, (812) 855-8196. Review of applications will begin on August 1 and continue until the position is filled.

PROJECT ARCHIVIST *Circuit Court of Cook County* *Chicago, Illinois*

The Clerk of the Circuit Court is looking for a full-time archivist to assist the record center manager identifying and preserving significant court documents. **Responsibilities:** Identify and prioritize documents for microfilming. Index, classify, describe, and preserve valuable court records. Establish accurate inventory of holdings. **Qualifications:** MA or MLS (ALA-accredited) with at least two years experience with court records. Certified Archivist preferred. Knowledge of records management and Chicago history recommended. **Salary:** \$36,516 with excellent hours and benefits. Send resumes to: Aurelia Pucinski, Clerk of the Circuit Court, Richard J. Daley Center, Room 1001, Chicago, Illinois 60602.

DIOCESAN ARCHIVIST *Diocese of Galveston-Houston* *Houston, Texas*

The Diocese of Galveston-Houston is seeking an archivist to institute a new historical archives separate from the current records department. Immediate Opening. **Qualifications:** MLS with archival and records management concentration, and several years relevant experience. Knowledge of the Catholic Church would be helpful. Full fringe benefits. Salary negotiable. Send applications to Personnel/Benefits Office, Mr. Fred Shetz, Director, P.O. Box 907, Houston, Texas 77001-0907.

ARCHIVIST *American Institute of Physics* *New York, New York*

Archivist sought for history center. **Responsibilities:** Assist in planning and implementation of accelerated records management program for Institute, prior to relocation. Participate in a wide variety of archival and library tasks. **Qualifications:** MLS or MA with courses in archives management or the equivalent in archives work. Minimum two years post-degree or professional experience required. Some training or experience in records management preferred. Scientific background not required. Must be willing to relocate to College Park, Maryland (near Washington, D.C.) in late 1993. Position opens September 1992. The Institute provides excellent benefits (including relocation reimbursement) and is an equal opportunity employer. **Salary:** \$30,000 - \$35,000 depending on experience. Submit resume and letter of application to: Joan Warnow-Blewett, Associate Director, Center for History of Physics, American Institute of Physics, 335 E. 45th Street, New York, New York 10017, (212) 661-9404 ext. 547 or fax (212) 986-5334.

PART-TIME ARCHIVAL ASSISTANT *National Society Daughters of the American Revolution* *Washington, D.C.*

Immediate opening to assist archivist with maintenance of archives of major women's organization and a manuscript and rare book collection of early Americana. **Responsibilities:** Accessioning, computerized cataloging, processing, and exhibits. **Qualifications:** MA in history or BA in history and MLS; knowledge of American history; one or two years archival manuscript experience; typing and computer skills; knowledge of WordPerfect 4.2 or 5.1 and of Ultracard MARC useful. Part-time position, 21 hours a week. Please send resume, including salary requirements, to: Personnel Director, National Society Daughters of the American Revolution, 1776 D Street, N.W., Washington, D.C. 20006-5392.

Rendezvous in Montreal

Montreal, celebrating its 350th anniversary in 1992, has a long and interesting history and many attractions for those attending the SAA Annual Meeting, September 11-17. Deciding which archives, museums, art galleries, or markets and parks to visit offers a formidable challenge. Fortunately, much of the city is concentrated between Mont-Royal and old Montreal.

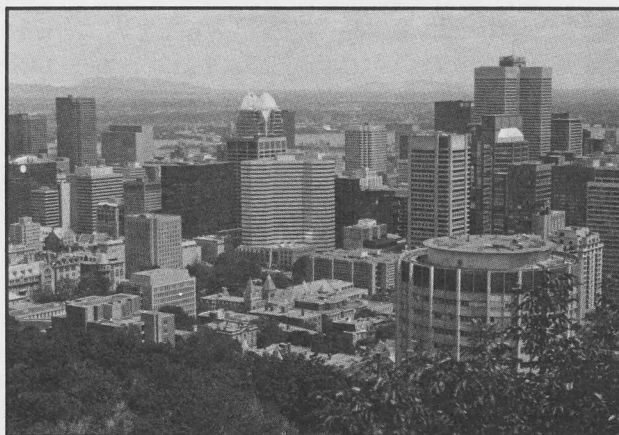
Several of Montreal's most notable museums have recently been renovated and enlarged or moved into totally new facilities. The Montreal Museum of Fine Arts features paintings, sculptures, and artifacts, and the Musee d'Art Contemporain collection is geared to modern works. The McCord Museum, has extensive Canadian history collections. Other museums include the Montreal Museum of Decorative Art, housed in the Chateau Dufresne, the Chateau Ramezay which was built in 1705 as the residence of the governors of Montreal, the Marc-Aurele Fortin Museum which displays Canadian Paintings, and the Marguerite D'Youville Museum, which is dedicated to the founder of the Grey Nuns, and features the colonial era. Of special interest are the Redpath Museum, exhibiting unique natural history collections, and the internationally-renowned Canadian Centre for Architecture. In addition, there is the Montreal History Centre which interprets the city's history. A great many art galleries are conveniently located on Sherbrooke, St. Denis and St. Laurent Streets.

A change of tempo is offered by Montreal's many parks and gardens, notably Mont-Royal (don't miss the lookout), Lafontaine Park, the Lachine Canal, Ile Sainte-Helene, and the Botanical Gardens. The Atwater, Jean-Talon, and Maisonneuve public markets are colorful and flavorful. The many churches

in Montreal include Saint-Joseph's Oratory, Notre-Dame Basilica, Mary Queen of the World Cathedral, and Christ Church Cathedral. Some of these churches have museums open to the public.

Public squares are a special feature in Montreal and many include interesting monuments and sculptures. The architecture of the city follows its development—from the early Norman houses, followed by the Gothic, Greek, Classical, and Baroque revivals, and the French Second Empire vogue to the art deco, international, and post-modernism styles. The 'Golden Square Mile' is an architectural banquet as well as a walk through parts of Canadian history.

Even if you do not visit anything else, go to Place Dermis (on the Metro Line) and see three icons of Montreal: Notre-Dame Cathedral (1824) with its spectacular blue and gold interior; the Seminary of St-Sulpice (1710); and the main hall of a cathedral of finance—the Bank of Montreal headquarters (mid-19th century with additions). At



A view of Montreal from Mont-Royal.

Place Dermis, you are in the middle of Old Montreal, probably the largest surviving 19th-century business zone in North America, with its stone and iron skeleton emporiums and warehouses, now converted to restaurants, condos, art galleries, and souvenir shops. You will also see old hotels such as Rasco's Bonsecours Market, and massive three- and four-story stone houses dating from the 18th century.

Excellent guide books are available to provide details of these and the many other Montreal attractions. Make sure you take advantage of the more than 3,500 restaurants for a 'pause cafe' to rest, reflect and plan your sight-seeing itinerary.



Newsletter

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

Non-Profit Organization
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July 1992

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