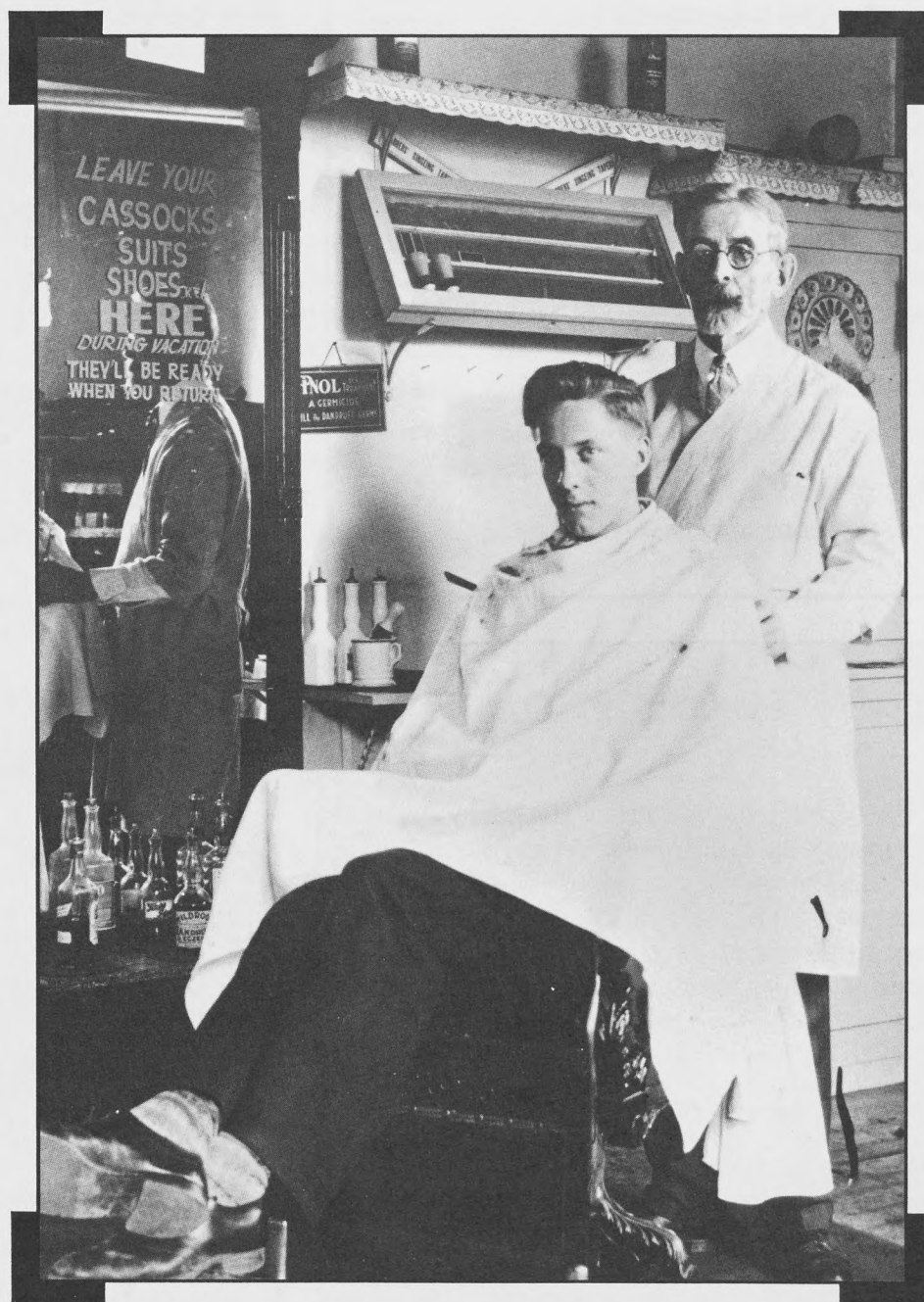




Newsletter

The Society of American Archivists

September 1992



The all-purpose barbershop. A seminarian attending St. Francis Seminary in Milwaukee, Wisconsin, in the early 1930s receives a trim at the institute's barbershop. A message on the mirror advises: "Leave your cassocks, suits, shoes here during vacation. They'll be ready when you return!"

Table of Contents

A (New) Future for NHPRC / 3
SAA Short Subjects / 4
Spotlight / 5
Obituaries / 5
From the U.S. Archivist / 6
Washington Beat / 7
Education Notes / 8
Preservation / 9
Standards Activity Report / 10
News Clips / 11
Calendar of Meetings / 11
Wanted / 11
New Directory of Consultants / 12
Guidelines for Proposals for 1993 SAA Annual Meeting / 13
Application for 1993 Program Proposals / 14
Professional Opportunities / 15

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.

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Cover Note: Photograph courtesy of the Archdiocese of Milwaukee.

A (New) Future for NHPRC

by John Fleckner

Will 1993 bring new life to the fifty-eight-year-old National Historical Publications and Records Commission?

By this time next year the U.S. Congress must decide to extend the life of this venerable granting agency. Or, it may allow NHPRC to fade into oblivion. Your efforts as an individual and as a member of the Society of American Archivists and other professional associations, will make a difference in this decision.

The fifteen Commission members—representing each branch of the federal government and six historical and archival associations—believe the NHPRC mission to preserve and publish historical records is even more urgent today than it was in 1934. At its June meeting, the Commissioners formally approved a request to Congress to "reauthorize" the agency for six more years. They also asked Congress to increase the maximum funding allowed for NHPRC from the current \$10 million to \$18 million by 1998. Unfortunately, Congress has never actually allocated as much as \$6 million in any fiscal year.

The Commissioners requested this major increase for historical records despite the current federal budget situation. They based their action on the results of a two-year

planning process which examined Commission goals and objectives and the needs of the historical records community.

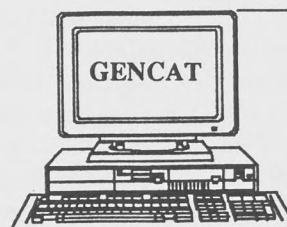
With a reauthorized Commission and levels of funding requested in the NHPRC plan, Americans can expect better care of and access to their historical documents. Archivists will be better trained and will work with more effective tools and techniques. Without NHPRC and the funding it needs, individual archivists, the profession, and our archival institutions will lose a vital force for growth and improvement in our capabilities and services. The nation will lose a unique source of funding and advocacy on behalf of our documentary heritage.

John Fleckner, SAA's representative to NHPRC, will introduce a resolution during the Business Meeting at the SAA Annual Meeting on September 16 in Montreal. This resolution is in support of reauthorization and increased funding. SAA will inform members about the course of reauthorization legislation during the next twelve months. And every archivist will have an opportunity to act—through calls, letters, and other means—to build a new future for NHPRC.

Bookworm & Silverfish

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Short Subjects

1993 SAA Publications Catalog

The 1993 SAA Publications Catalog was printed in August and mailed along with this issue of the *SAA Newsletter* to all members of the Society of American Archivists. The catalog features 100 titles—more than any previous edition. This includes 20 new titles published by the Society or acquired for distribution within the last year.

The publications listed address a variety of subjects important to the archival profession and are divided into the following easy-access categories: introduction to archives, preservation, appraisal, continuing education, writings about archives, automation, archival management, publications for special archives, and nontextual records. In addition, there are separate sections for the Archival Fundamentals Series, Basic Manual Series, *American Archivist*, SAA, brochures, and reports.

The Society is your resource for archival literature. If you need additional catalogs, please contact SAA publications at (312) 922-0140.

Code of Ethics for Archivists

The SAA Code of Ethics for Archivists is also included in this mailing of the *SAA Newsletter*. The Code is a revision of the one first adopted in 1980. It serves to inform new members of the profession of the high standards of conduct in the most sensitive areas of archival work; to remind experienced archivists of their responsibilities; and to educate people such as donors of materials, dealers, researchers, and administrators about the work of archivists and to encourage them to expect high standards. Also included with the Code is a three-page commentary which discusses each point of the Code.

Out of Print

Keeping Archives, the internationally-acclaimed manual on archival administration, edited by Ann Pederson and published in 1987 by the Australian Society of Archivists Incorporated, is out of print and no longer available.

A second edition, edited by Judith Willis, is in progress and is slated for publication by D.W. Thorpe and the Aus-

tralian Society of Archivists in April 1993. New chapters include Preservation, Legal Responsibilities and Issues, and Managing Records in Special Formats. In addition, chapters 1 (Introducing Archives and Archival Programs), 5 (Acquisition), 6 (Appraisal), and 9 (Finding Records), are being revised.

In its absence, SAA recommends the publications available in the Archival Fundamentals Series. See page 3 of the new 1993 SAA Publications Catalog for details.

This Month in Montreal

The November issue of the *SAA Newsletter* will have coverage of the 56th SAA annual meeting being held this month at the Le Centre Sheraton in Montreal. Highlights will include the new SAA Fellows named, awards honoring individuals and groups for their contributions to the archival profession in 1991, notes on the Council meeting, as well as a general summary of the meeting. Also available will be information about ordering audio cassettes of selected presentations at the conference. All of this and more in the next issue of the newsletter!

Update of Directory of Archival Organizations

The *Directory of Archival Organizations*, formerly the *Directory of Regional Archival Organizations*, is being revised for 1993. Regional, state, municipal, and other archival organizations are encouraged to send updated information about officers, newsletter editors, and membership contacts to Archival Directory, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605 or fax (312) 347-1452. Please send this information by November 10. SAA would like to make this directory available to members and others in January 1993.

In addition, regional, state, municipal, and other archival organizations are also encouraged to add SAA to their mailing lists for newsletters and other information. Please use the address listed in the above paragraph. SAA appreciates the opportunity to stay abreast of important information through these mailing lists.

Directory of Consultants

The second edition of the *SAA Directory of Consultants* will be published later this fall and mailed to SAA membership in January. It will also be available to others free by request.

Listings will appear in four categories: archivists; manuscript appraisers; conservators and preservation administrators; and attorneys. The latter category was added this year. 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, fax and e-mail numbers, and a brief description of services offered or areas of specialty.

Each full entry is \$60. An additional \$15 covers a "see also" reference. Space for display advertisements is also available. For more information on listing your consultant services in the forthcoming *SAA Directory of Consultants*, see the application on page 14 of this newsletter.

Archival Education Directory

The *SAA Directory of Archival Education, 1993-94*, compiled by SAA's Office of Education, provides the latest, most complete information about the many and diverse archival training programs available in the United States and Canada. For anyone looking to further their education in the field of archives, this directory is a valuable reference. For your free copy, contact Education Office, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140.

American Archivist

The summer 1991 issue of the *American Archivist* (54:3) was mailed to all members in July. If you have not received a copy, please contact SAA publications at (312) 922-0140. The next two issues, fall 1991 (54:4) and winter 1992 (55:1) are in production and will be mailed to members by next month.

New Education Program Assistant

Tara Shimandle assumed the position of SAA Education Program Assistant on June 30, 1992. She replaces SAA staffer Nancy Van Wieren, who is pursuing educational and employment opportunities at Concordia College in nearby River Forest, Illinois.

Tara is a 1991 graduate of Bennington College in Vermont, where she majored in literature. While at Bennington, she worked in the library in the reference and cataloging departments, as well as edited the school's prestigious literary magazine, *SILQ*.

Tara's recent work experience includes brief stints at advertising agencies in Chicago. Her avocation is poetry and her hobbies include knitting and jumping rope.

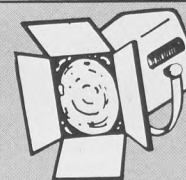
Welcome aboard, Tara!

Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held January 25 - February 5, 1993, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers a portion of the tuition, travel, and housing expenses at the Institute. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Frank C. Mevers, New Hampshire State Archives, 71 S. Fruit Street, Concord, New Hampshire 03301, by December 1, 1992.

Spotlight



....Leslie Hanson Kopp, co-founder of Preserve, the organization dedicated to dance preservation and documentation, has transferred its center of operations to the Jacob's Pillow Dance Festival. Kopp may now be reached at Preserve at Jacob's Pillow, P.O. Box 287, Lee, Massachusetts 01238, (413) 243-4110....Frederick J. Stielow, former associate professor for the School of Library and Information Science at Catholic University of America, is the new executive director of the Amistead Research Center in New Orleans....Joan M. Daley, formerly of the Chicago Mercantile Exchange, is the new project archivist for the Circuit Court of Cook County, Illinois....Sister Rita Bergamini, S.P., the first full-time archivist for the Sisters of Providence, Sacred Heart Province, Seattle, Washington, has relinquished her responsibilities for the archives after twenty years and will take a sabbatical. Loretta Zwolak Greene, formerly assistant archivist, assumed the post of archivist. After her sabbatical, Sister Rita will return part-time to the archives to work on special projects....Tyler Walters, assistant university archivist at Northwestern University, will become the next university archivist at Iowa State University on October 12th....The Rhode Island State Archives has appointed R. Gwenn Stearn, former branch archivist for Suffolk Record Office in Lowestoft, England, to the post of local government records coordinator; Susan Millard, a former NEH Preservation Planning Grant Administrator in Rhode Island, to the post of local government records analyst; and Margot A. McLaren as reference archivist....

Obituaries

Helen M. Knubel, archivist of the Lutheran Church and former SAA member, died of respiratory failure in July at the age of 91 in Bronxville, New York. Considered the foremost archivist of the history of the Lutheran Church in North America, Knubel assembled and maintained records of the earliest settlement of Lutherans in the United States and Canada.

Knubel organized the library and archives of the National Lutheran Council, which coordinated the work of more than 30 Lutheran groups. From 1954 to 1966, she was secretary of research and statistics of the Council and from 1967 through her retirement in 1971, she was associate director of the Office of Research, Statistics, and Archives to the Council's successor, the Lutheran Council in the U.S.A. She also founded the Oral History of Cooperative Lutheranism in America.

Knubel's formal schooling was interrupted at age 15, when she was struck by polio, which forced her to use a wheelchair for the rest of her life. She later studied at the New School for Social Research, New York Theological Seminary, and Columbia University School of Library Service.

Among her many honors, Knubel received the Distinguished Service Award from the Lutheran Historical Council.

Elizabeth C. Sizer, died at the age of 67 in her home in Austin, Texas, last May after a long illness. Sizer, a regular attendee at SAA annual meetings, is the wife of SAA retired member and the former state archivist of Arkansas, Sam Sizer.

Sizer graduated with a degree in psychology from the University of Texas in 1945. She designed an innovative program for training of staff at the Austin State School. In the mid 1970s, she worked closely with Elizabeth Kubler-Ross, author of the definitive *Death and Dying*, to produce a television program for statewide viewing in Arkansas and travelled extensively to address a variety of groups on death and dying. In addition, she founded, secured funding for, and served as the director of the Northwest Arkansas Hospice Association, the first such group in the state.

Sizer is survived by her husband, her father, and four daughters and grandchildren.



From the Archivist of the United States

by Don W. Wilson

Three recent calls to archivists, in widely different states, produced the same unhappy news. The first archivist reported that he cannot travel outside the state, even to a major professional meeting, without written authorization from the governor. The second is unable to return telephone calls to another state because of stringent budgetary constraints. Calls to the third archivist reach an answering machine because his staff, including secretarial support, has been almost entirely eliminated due to lack of funding.

These telephone calls brought home to me in graphic terms how archival institutions all across the country are experiencing deep and painful cuts in staff and programs. Some are having to cut their budgets again and again. A less-than-robust economy has worked its inexorable effects on archival repositories, from the largest state archives to the smallest historical society. Resources have been reduced, and archives must compete grimly with other agencies and programs for the resources that are available. All across America, archives are at risk, perhaps as never before.

All of us recognize that our society is wrestling with a great many compelling needs. As taxpayers and as citizens, we cannot argue that archives should take precedence over unemployment benefits, or increased law enforcement, or the correction of environmental damage. Only our elected representatives, and through them we as citizens, can decide how to allocate limited resources among the multitude of needs. But archivists and their friends can, and should, assert the value and lasting importance of archival holdings and programs so forcefully that archival needs are not overlooked in the decision-making process.

It takes money to operate an archives. It takes money to build and sustain adequate facilities and a professional staff. It takes money to work with records creators so that archival records are in fact accessioned. It takes money to arrange and describe these records, and to preserve them properly for users. It takes money to

assist those users in learning about and in consulting records. It takes money to cope with the vast technological changes that are affecting both records creation and recordkeeping. And it takes money to acquaint the public as a whole with its archival riches, and the importance of these riches to our shared history and culture.

Ultimately, though, an archives is a bargain. It enables an organization to function more effectively, and more efficiently. It enables users to find the particular information they must have. An archives enables people to verify their rights, and to hold government accountable for its actions. And it enables all of us to become more knowledgeable about our common past and—dare we say it?—wiser. With the help of archival records, we understand better the choices that we face, as well as why we must make them.

Archives are essential, therefore, for our democratic society to thrive. This statement is more than a pious platitude, more than a vague wish, more than reflected self-interest. Archives represent unique and indispensable treasures and services without which our society would be much poorer, in resources and in spirit.

Nor is this value just an abstract notion. In his SAA manual, *Understanding Archives and Manuscripts*, James O'Toole has cited some illustrations of the practical utility of archival holdings:

"Medical researchers...use archival records to trace the symptoms and patterns of disease in their search for treatment and cure. Public health officials use archives to locate toxic waste sites in the interests both of cleaning them up and of protecting the public. ...A number of public and private archives in the recent past have made their records available in settling Native American land claims and other treaty disputes and in coming to court decisions that are acceptable and fair to all concerned. One state archives has seen its records used to establish the rights to offshore oil reserves, and the resulting revenue helped keep tax rates low while maintaining state services. In all these cases, the public at

large reaps substantial benefits from supporting public and private archival programs. The return on the investment in archives is substantial."

In museums, in businesses, in religious organizations, in universities, and in countless other places the story is the same: archival records and programs are worth the investment in them. They produce tangible benefits—sometimes actual savings—in addition to those benefits that cannot be measured in monetary terms.

In our thousands of separate governmental jurisdictions, too, archives are essential. They make it possible for persons to track their families, to understand the development of American democracy, to verify their rights. And they make it possible for governments to conduct the people's business better—and more cheaply.

We must redouble our efforts to increase awareness of the multiple values of archives. When people ask me how they can help archives in these trying times, I tell them: Let archivists know that you value the work that they do. Let those to whom the archives reports know this, too. Publicize the good work of archivists, and win new friends for them. Contribute money to supplement their programs. Contribute your own time as a volunteer. Use archival collections, demonstrating anew each time you do that archives are not mere storehouses but are vital centers for research and history.

So far, the National Archives has been able to secure most of the funding we need to maintain and strengthen our programs even while we are preparing for our major new facility, Archives II. But none of us can remain indifferent to the picture I have described. We all benefit when there is a prosperous and successful archival community. We all suffer when that community is weakened, and when archives are less effective or less visible or less used. We all have something vital at stake, therefore, in a healthy, vigorous, and diverse archival community. I know you will want to join with me in seeking ways to ensure that such a community continues to exist.



Washington Beat

by Page Putnam Miller

Authorization Legislation for the National Archives Introduced

On June 9 Representative Bob Wise (D-WV) introduced H.R. 5356, the National Archives and Records Administration (NARA) Authorization Act of 1992. Two weeks later Senators Herb Kohl (D-WI), John Glenn (D-OH), and David Pryor (D-AR) introduced a parallel bill, S. 2892. Although the National Historical Publications and Records Commission (NHPRC), a part of NARA, operates under authorization legislation, NARA has had no such legislation.

In addition to establishing relatively low appropriations ceilings for both NARA and NHPRC, the bill would create two advisory committees—one focusing on general issues and the other on electronic records—to advise the U.S. Archivist.

The proposed legislation has thirteen sections which address such diverse issues as establishing a Visiting Scholars Program to provide expenses for researchers to travel to Washington, assuring that photocopying prices do not exceed costs, increasing authority for the U.S. Archivist to issue to federal agencies binding guidelines, establishing a more comprehensive definition of the term "record" to insure inclusion of computerized and electronic information, providing for copies of documents to be treated as federal records, increasing the endowment requirement for Presidential Libraries from twenty percent to forty percent, instituting a seven year term for the U.S. Archivist, and requiring that the Deputy Archivist be a Presidential appointment confirmed by the Senate.

It is most unlikely that there will be any movement on these bills during this session of Congress. However, indications are that this legislation will receive serious attention. Those interested in more information on this legislation should contact Page Putnam Miller, NCC, 400 A Street, SE, Washington, D.C. 20003.

NARA Motion Picture Research Room

On May 28 the National Archives published in the Federal Register a proposed rule change for use of self-copying equipment in the Motion Picture Research

Room. With this proposal NARA is modifying the "clean research room" policy it put in place at the end of 1991 and which caused a strong negative reaction from users whose ability to use the collection had been significantly reduced. The proposed rule allows users to bring one piece of copying equipment into a newly designated unrestricted research area in order to make personal use copies of unrestricted file, video, and audio records.

Study on Privileged Access Released

In June the Center for Public Integrity released the study, *For Their Eyes Only: How Presidential Appointees Treat Public Documents as Personal Property*. Prepared by investigative journalist Steve Weinberg, the report details specific case studies of former Reagan cabinet members and their use of classified documents in their memoirs.

"Why, twenty years after Watergate, do we still allow government officials to shade or filter the truth to their own liking," said Charles Lewis, Executive Director of the Center. Noting that there are roughly a billion pages of government documents still classified, Lewis asserted that "the entire classification system is hopelessly outmoded."

Of special interest to scholars is an appendix that provides information for each administration since Truman on how former high-ranking officials have used classified documents for their memoirs.

Copies of *For Their Eyes Only* may be secured by sending \$10 to the Center for Public Integrity, 1910 K Street, NW, Suite 802, Washington, D.C. 20006.

General Accounting Office Releases Report on Department of Energy Record Keeping Practices

In May the General Accounting Office released a report titled *Department of Energy Management: Better Planning Needed to Correct Records Management Problems*. The report noted that in 1988 the National Archives made over thirty specific recommendations regarding all phases of the Department of Energy's (DOE) records management.

Despite some efforts at correcting these

problems, GAO found that DOE still needs to implement adequate documentation practices, perform comprehensive inventories of all its records, establish procedures to prevent records from being removed or destroyed when employee leave or contracts end, and develop plans or set specific target dates to ensure the correction of its records management problems.

Single copies of this report (GAO/RCED-92-88) are free. Call GAO at (202) 275-6241.

OMB Circular on Information Resources Is Revised

This spring the Office of Management and Budget issued a proposed revision of OMB Circular NO. A-130, *Management of Federal Information Resources*. The deadline for comments in August. If you wish to receive copies of the proposed circular call Peter Weiss, Information Policy Branch, OMB, (202) 395-4814.

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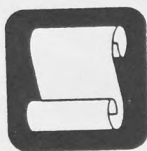
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Education Notes

by Jane Kenamore

Business Archives: The Basics and Beyond

The dates for the workshop "Business Archives: The Basics and Beyond," have been changed, in order not to conflict with the fall meeting of the Midwest Archives Conference. The workshop is scheduled to be held at the new Sheraton Hotel in Chicago, Thursday-Saturday, November 12-14, 1992. Instructors Phil Mooney of Coca Cola, Inc., and Elizabeth Adkins of Kraft/General Foods will cover topics, such as gaining management's support for the archives; the role of records management; appraisal and selection of archival records; arrangement; description; reference, access, and legal issues; and using oral history in business archives programs. Included with the course will be tours of two Chicago business archives: The William Wrigley Jr. Company and Playboy Enterprises.

USMARC to Be Offered Twice in the Fall

"Understanding the USMARC Format for Archival and Manuscripts Control" is scheduled to be held twice in the coming months. SAA, in co-sponsorship with the Association of St. Louis Area Archivists, will hold the USMARC workshop on Thursday and Friday, October 29-30, 1992, at the new quarters of the Missouri Historical Society in St. Louis. Instructors will be Marion Matters, consultant and former Automation Officer for SAA, and Debbie Pendleton, Acting Assistant Director, Public Services Division, of the Alabama Department of Archives and

History. The New England Archivists will co-sponsor the second USMARC workshop on Thursday and Friday, November 5-6, 1992, at the Massachusetts Archives at Columbia Point, in the Boston area. Instructors will be Kathleen Roe, Director of Statewide Archives and Technology Services, New York State Archives and Records Administration, and Marion Matters.

Photographic Collections Management

"Photographic Collections Management" will be held at the Memorial Union of North Dakota State University on Friday, October 23, 1992. Co-sponsored and funded in large part by the North Dakota State Historical Records Advisory Board, the workshop will address problems of problems of reference and access, arrangement, and description of photographic collections. The instructor will be Richard Pearce-Moses, Curator of Photographs at Arizona State University. He is the author of *Photographic Collections in Texas: A Union Guide* (Texas A&M University Press, 1987).

Architectural Records: Identification, Preservation, and Access

"Architectural Records: Identification, Preservation, and Access" will be held on November 4, 1992, in Cleveland, Ohio. The workshop will cover the different types of architectural records that exist and how to identify them; appraisal; arrangement; description; practical ways to insure preservation of the records; and ways for the archivist to become an activist in collecting and preserving documentation of the built and planned environment. The instructor will be Tawny Ryan Nelb, consultant. Ms. Nelb is formerly of Yale University and is immediate past chair of the Architectural Records Roundtable of SAA. "Architectural Records" will be held in conjunction with the fall meeting of the Midwest Archives Conference in Cleveland on November 5-7, 1992. The MAC meeting will feature a plenary session with Stephen Minter of the Cleveland Foundation on "Why Support Archives and Historical Programs?" Over twenty other sessions are scheduled, including a follow-up session on philanthropy as a field of study and documentation, and a presentation that will examine the impact of the Americans with Disabilities Act on archival and manuscript repositories.

Deadline Extended for 1993 Preconference proposals

The Education Office Advisory Board has extended the deadline for 1993 preconference proposals. Sections, Committees, Roundtables, and individuals proposing one or two-day workshops have until October 1, 1992, to submit written proposals to the SAA Education Office. Proposal should include the following elements: Title; Length of workshop; Name of section or roundtable proposing, if applicable; Suggested instructors; Paragraph description of workshop; Goals; Intended audience; Detailed outline and schedule; List of advance readings; Case studies; Audiovisual needs; Budget, including travel, honoraria requested, and photocopying needs.

If you have any questions regarding a prospective proposal, please contact Jane Kenamore at (312)922-0140.

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Preservation

by Evelyn Frangakis

We are pleased to announce the selection of the faculty for the Preservation Management Training Program. This outstanding group has been culled from two distinct areas, the archives conservation community and the archives administration community. All faculty have experience working in archives as conservators or administrators with preservation management responsibilities. The Preservation Program Director is teaching each of the twelve workshops within the four series to be offered across the country. She will be assisted by the co-faculty listed below for the designated workshop.

Northeastern Series (I):

- | | |
|------------|------------------------------------------------------------------|
| Workshop A | Diana Alper, <i>National Archives and Records Administration</i> |
| Workshop B | Karen Garlick, <i>Smithsonian Institution Archives</i> |
| Workshop C | Chris Ward, <i>New York State Archives</i> |

Midwestern Series (II):

- | | |
|------------|----------------------------------------------------|
| Workshop A | Maria Holden, <i>New York State Archives</i> |
| Workshop B | Kathy Ludwig, <i>Minnesota Historical Society</i> |
| Workshop C | Gerry Munoff, <i>University of Chicago Library</i> |

Western Series (III):

- | | |
|------------|--------------------------------------------------------------------------------------------------|
| Workshop A | Judith Fortson, <i>Hoover Institution, Stanford University</i> |
| Workshop B | Jane Klinger, <i>National Archives and Records Administration - San Bruno, California Branch</i> |
| Workshop C | Anne Kenney, <i>Cornell University Libraries</i> |

Southeastern Series (IV):

- | | |
|------------|-----------------------------------------------------------------------------|
| Workshop A | Hilary Kaplan, <i>Georgia Department of Archives and History</i> |
| Workshop B | Mary Lynn Ritzenthaler, <i>National Archives and Records Administration</i> |
| Workshop C | Brenda Banks, <i>Georgia Department of Archives and History</i> |

Program brochures, which include application information, were mailed to all SAA individual and institutional members last May. Those who did not receive one and wish to should contact Danielle Feuillan at (312) 922-0140.

REEL BOXES FOR MICROFILM STORAGE AND PRESERVATION

Acid free and lignin free boxes for storage and preservation of microfilm reels.

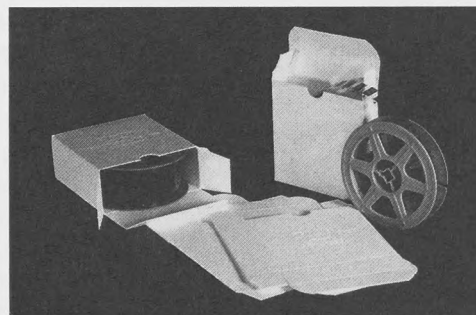
Century Microfilm Box

Archival storage boxes, available in 16mm and 35mm sizes, are constructed of a high quality acid free (PH 8.5+-.5) and lignin free (less than 1%) paper that is buffered with calcium carbonate (3% minimum). These microfilm boxes also help prevent microblemishes, commonly known as measles or "redox." Designed for convenience, the Century microfilm boxes fold flat for shipping and storing. Simply pop up and write the identifying information directly on the cream colored surface or attach a label. Technical specifications conform to ANSIIT 9.2-1991, "American National Standard for imaging media (photographic processed films, plates and paper-filing enclosures and storage containers)."

Sizes: 16mm 3-3/4" x 1" x 3-3/4"

35mm 3-3/4" x 1-5/8" x 3-3/4"

Now available for Federal Government purchasers on GSA schedule.



REEL BOXES WITH REAL ADVANTAGES

- Used by commercial and government records storage facilities, libraries, museums, historical societies and archives.
- Acid free and lignin free preservation qualities meet current ANSI standards.
- Custom printing available on all boxes.
- "ACID FREE" debossing identifies the archival quality storage boxes.
- Box material has passed stringent criteria of Photography Activity Test.

CENTURY ARCHIVAL PRODUCTS a division of
POHLIG BROS., INC.
2419 E. Franklin Street
Post Office Box 8069
Richmond, Virginia 23223
(804)-644-7824

Standards Activity Report

by Victoria Irons Walch

As of August 10, 1992:

SAA Standards Development Projects

SAA Committee on Institutional Evaluation (CIED)

● *SAA Principles of Institutional Evaluation*

Published in the July 1992 *SAA Newsletter* for review and comment. Comment period closed 9/1/92. CIED will discuss responses at its meeting on 9/21/92.

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.

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 1992 *SAA Newsletter*: Circulating for review; CAIE will prepare SAA's response following a discussion at its meeting on 9/14/92. 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.

● *ANSI Z39.2 Information Interchange Format* Balloting closed 6/22/92; SAA cast a "yes" vote.

● *ANSI Z39.14 Writing Abstracts* Balloting closed 6/15/92; SAA cast a "yes" vote.

● *ANSI Z39.40 Compiling U.S. Microform Publishing Statistics* Balloting closed 6/15/92; SAA cast a "yes" vote.

● *ANSI Z39.47 Extended Latin Alphabet Coded Character Set for Bibliographic Use* Balloting closed 7/29/92; SAA cast a "yes" vote.

● *ANSI Z29.52 Order Form, Multiple Titles of Library Materials* Balloting closed 6/15/92; SAA abstained.

● *ANSI Z39.53 Codes for the Representation of Languages for Information Interchange* Balloting closed 6/15/92; SAA cast a "yes with comments" vote.

● *ANSI Z39.61 Patent Application Data* Balloting closed 6/15/92; SAA abstained.

● *ANSI Z39.72 CD-ROM Mastering* (7/20/92) Balloting closed 7/20/92; SAA abstained.

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

● *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)

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, which will prepare recommendations at its meeting on 9/14/92.

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.

American Society for Testing and Materials (ASTM)

● *Proposed standards development activity on library adhesives*

Glen Ruzicka, chief conservator, Conservation Center for Art and Historic Artifacts, attended the planning meeting on 7/13/92 as SAA's representative. The Standards Board will discuss his recommendations on 9/14/92.

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.



News Clips

Grants for Travel and Research at the Rockefeller Archive Center

The Rockefeller Archive Center, a division of the Rockefeller University, invites applications for its program of Grants for Travel and Research at the Rockefeller Archive Center for 1993. The competitive program makes grants of up to \$1,500 to researchers in any discipline, usually graduate students or post-doctoral scholars, who are engaged in research that requires use of the collections at the Center, which include the records of the Rockefeller family, the Rockefeller Foundation, the Rockefeller University, and other philanthropic organizations and associated individuals. The deadline for applications is December 31, 1992; grant recipients will be announced in March. Inquiries about the program and requests for applications should be addressed to Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, North Tarrytown, New York 10591-598.

SCA Occasional Papers Series

The Society of Colorado Archivists recently published another issue in its Occasional Papers series, *The Function and Force of Reader Registration Procedures* (No. 3), by Bonnie Hardwick of The Bancroft Library. The paper is based on a presentation made by Hardwick at the 1990 SAA Annual Meeting in Seattle. Topics include access policy, repository rules, registration/access forms, daily logs, use logs, a compilation of repository rules, and a generic registration form. The cost of this paper is \$3.

The preceding two papers in the series are also available: *Ethics and the Archival Profession* (No.1), by Mary Ann G. Cutter, discusses moral decision-making in the archival profession; and *Photographic Enclosures: Buffered or Non-Buffered?* (No. 2), by J. Todd Ellison, presents the issue of alkaline buffering for photographic enclosures. Copies of these two papers are \$2 each.

Please include 50¢ per order to cover postage and handling. Send orders to Rutherford W. Witthus, 2054 Clarkson Street, Denver, Colorado 80205.

NEH Awards \$18.7 Million Grants

The National Endowment for the Humanities (NEH) recently announced 54 new grants totaling \$18.7 million that will help museums, libraries, and other institutions across the country preserve endangered material culture collections, books, and historic newspapers. A number of the grants will help organizations improve access to manuscripts and other source materials important for humanities research and education.

All of the grants announced today were made by the Endowment's Division of Preservation and Access, which supports a range of preservation and access efforts. Museums, archives, libraries and other institutions receive support to microfilm deteriorating publications, stabilize material culture collections, increase access to collections or provide preservation training for staff.

The 54 grant recipients announced today are in 25 states, the District of Columbia and Puerto Rico.

NHPRC Recommends 37 Grants Totalling \$1.4 Million

The National Historical Publications and Records Commission (NHPRC) met in June and recommended \$1,205,500 for 28 historical records projects, \$73,100 for 2 continuing documentary editions projects, \$48,00 for 4 subventions to university presses, and \$75,000 for 3 fellowships in historical editing. The grant recommendations were made in response to more than \$4,250,000 in requests. The next meeting of the Commission is scheduled for November 17 and 18, 1992. The next deadline for application submissions for proposals is October 1, 1992.

Applications materials for records or publications projects may be requested by phone or by mail: NHPRC-NP, National Archives Building, Washington, D.C. 20408. Publications: (202) 501-5605. Records: (202) 501-5610

Calendar

October 11-16

New York Archives Week, sponsored by Archivists Round Table of Metropolitan New York. Contact: Leonora Gidlund, City of New York Municipal Archives, 31 Chambers Street, Room 101, New York, New York 10007, (212)566-1787.

November 14

New England Archivists Fall Meeting; Old Sturbridge Village, Sturbridge, Massachusetts. Contact: Lora Brueck, NEA Registrar, Gordon Library, Worcester Polytechnic Institute, 100 Institute Road, Worcester, Massachusetts 01609, (508) 831-5413.

November 20

Africana Librarians Council (formerly Archives Libraries Committee) of the African Studies Association fall meeting at the Weston Hotel in Seattle. The meeting agenda will appear in the Africana Libraries Newsletter. For further information contact Onuma Ezera, Chair, Africana Librarians Council, Africana Library W 312, Michigan State University Libraries, East Lansing, Michigan 48824, (517)355-2366 or Nancy Schmidt, Chair-elect, African Studies Specialist, Library E660, Indiana University Library, Bloomington, Indiana 47405, (812) 855-1481.

Wanted

1940 Arrangement/Description Manual

The archivist of The Netherlands is looking for two copies of the following publication: *Manual for the Arrangement and Description of Archives*, drawn up by direction of the Netherlands Association of Archivists, by S. Muller, J.A. Feith, and R. Fruin. Translation of the second edition by Arthur H. Leavitt. Published in New York: The H.W. Wilson Company (1940). Please forward any information about this publication to Eric Ketelaar, General State Archivist, Rijksarchiefdienst, Prins Willem-Alexanderhof (20), 2595 BE's-Gravenhage, The Netherlands.

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

Academy of Certified Archivists Newsletter

Volume 15/ September 1992

New ACA Officers Elected

Congratulations to the newly elected officers of the Academy of Certified Archivists (ACA), whose term of office will begin after the Business Breakfast Meeting in Montreal, September 15, 1992.

President

James B. Rhoads
Director, Graduate Program in Archives and
Records Management
Western Washington University
Bellingham, Washington

Vice President

Elizabeth W. Adkins
Archivist, Kraft General Foods, Inc.
Morton Grove, Illinois

Board of Regents

Joseph Anderson
Director, Library and Archives
Balch Institute of Ethnic Studies
Philadelphia, Pennsylvania

Claudette John
Archivist/Historian, CIGNA Companies,
Philadelphia, Pennsylvania

Nominating Committee

Tom Wilsted, Chairperson
Associate Director/Operations,
American Heritage Center,
and Instructor of Archival Education,
University of Wyoming
Laramie, Wyoming

David Klaasen
Archivist and Associate Professor
Social Welfare History Archives
University of Minnesota Libraries
Minneapolis, Minnesota

Nancy Zimmerman
Archivist, California State Archives
Sacramento, California

Sincere appreciation to outgoing Board members for their hard work and leadership: Maygene Daniels, President; Deborah Skaggs, Vice-President; Board of Regents: Linda Evans and Patrick Quinn.

ACA Meets in Montreal at the Le Centre Sheraton

Monday, September 14, 9:00 am - Noon
Certification Examination

Tuesday, September 15, 7:00 am - 8:15 am
ACA Breakfast Business Meeting

Tuesday and Wednesday, September 15-16, 8:00 am - 5:00 pm
ACA Information Booth in Exhibit Hall

Wednesday, September 16, 7:00 pm - 8:00 pm
Open Forum on Certification Renewal

Board Meeting

May 8-9, 1992

The ACA Board met for two days last May at the Chicago Historical Society. Anne Diffendal, SAA Executive Director, sat in on the May 8th meeting, and Elizabeth Adkins joined the meeting for the afternoon to report for the Finance Committee. Highlights of the meeting were as follows:

Executive Committee Meeting

The ACA Officers met May 7th at the SAA Office with Anne Diffendal and Nancy Van Wieren (former ACA Secretariat) to review the ACA Secretariat. It was concluded that the Secretariat is running efficiently. Upcoming activities for the Secretariat will be to update the Membership Directory and ACA brochure. Also, the membership database will have to be expanded to include fields related to certification maintenance.

Examination Committee

The Committee met with the Professional Examination Service in January (see report in May 1992 *ACA Newsletter*). The Candidates Handbook has been revised and restructured, including a checklist to assist applicants in submitting complete applications. Candidates who reapply to take the exam, may indicate on the new application the date their application was previously approved so that the entire application packet need not be resubmitted. The Role Delineation developed to help in preparation of exam questions, and used as a guide for applicants to study for the exam, is found to be a very useful tool in defining the work of archivists.

The Board unanimously approved the following recommendations.

- (1) Score reports will be listed by domain to help unsuccessful candidates prepare for retaking the exam.
- (2) To qualify for the exam, the time of employment will be calculated to include the time period up to the date the exam is given.

Secretary's Report

Nineteen of the 46 new members requested press releases be sent announcing their successful passing of the certification exam and membership in ACA. Eighty letters publicizing the examination

were sent to regional archival organizations, including twelve to Canada. ACA brochures were sent for registrants at meetings of the Society of California Archivists, Southern Archives Conference, and Conference of Inter-Mountain Archivists.

Treasurer and Finance Committee Report

The Treasurer and Finance Committee Reports were discussed with a view to reducing expenditures and increasing income. Several recommendations were approved, including the elimination or reduction of the *ACA Newsletter*. Communications with members could be handled through periodic mailings, and press releases sent to archival publications.

Nominations Committee

Procedures for the work of the Nominations Committee were discussed. Linda Evans and Patrick Quinn will serve as liaisons between the Board and the Committee to strengthen communications.

Outreach Task Force Report

The detailed report of the Task Force was discussed. The Board unanimously approved the establishment of a standing committee to develop and implement outreach activities. Kaye Lanning Minchew agreed to chair the committee and will draft a charge for the work of the committee.

Ethics Task Force

The report of the Task Force revealed many areas for consideration by the Board. The Board will continue deliberations about these issues. In the interim, should an ethics issue arise, the Board will convene a committee of five to advise the Board. The Committee will be comprised of the three most recent past ACA Presidents and two outgoing Board members.

Recertification Task Force

Recertification/certification maintenance was the major focus of the Board meeting. The task force report provided an excellent blueprint for how ACA might proceed with this issue. (See articles on certification maintenance for details of current considerations for recertification.)

ACA Board, Officers, and Staff

Regents

Linda Evans (1992)
David B. Gracy II (1993)
Kaye Lanning Minchew (1994)
Mary Jo Pugh (1993)
Patrick Quinn (1992)
Wilda Logan Willis (1994)

President

Maygene Daniels (1992)

Vice President

Deborah Skaggs (1992)

Secretary

Karen L. Jefferson (1993)

Treasurer

Ronald G. Watt (1993)

Nominating Committee

Harry Keiner (1992)
Margaret Kimball (1992)
Gregor Trinkaus-Randall (1992)

ACA Secretariat

Tara Shimandle

The *ACA Newsletter* is published periodically by the Academy of Certified Archivists, Inc. Founded in 1989, the Academy is an independent, non-profit organization for certifying professional archivists. Direct all inquiries and correspondence to:

ACA Secretariat

Academy of Certified Archivists

600 S. Federal, Suite 504

Chicago, Illinois 60605

Proposed Certification Maintenance Program

by Maygene Daniels, ACA President

This year a proposed program to provide a mechanism for certified archivists to renew their certification has been developed by the Academy of Certified Archivists (ACA). The Recertification Task Force, ably chaired by Linda Edgerly, investigated recertification in other professions, reviewed recertification proposals and plans, assessed opinion with the archival profession, and prepared a proposal for recertification of archivists. This proposal provided the framework for an extensive discussion of certification maintenance at the spring meeting of the Academy's Board that resulted in the proposed program.

Certification maintenance always has been considered an essential part of archival certification. It is based on the recognition that an archivist must remain abreast of new developments and maintain basic skills if he or she is to be effective. This is particularly important given technological changes and other new developments in the archival profession.

Certification maintenance also is intended to help ensure the validity and meaning of certification for employers and society, to offer certified archivist guidelines to measure their own progress, and to contribute to the continuing development of the archival profession.

The proposed certification maintenance program provides a mechanism for certified archivists to renew their certification for a five-year period either by (1) successfully completing the examination for certified archivists; or by (2) accumulating credits for professional employment, activities, and contributions.

The program encourages certified archivists to sit for the examination as the simplest means of demonstrating continued competence.

The program also provides the option of permitting certified archivists to demonstrate their continued professional development by participating in a variety of activities over a five-year period. This option recognizes that archivists maintain and

develop their professional skills through a variety of activities. It therefore assigns credits for continuing employment; continuing education; professional participation; professional service; and archival writing, publishing, and editing.

The certification maintenance program particularly recognizes that archivists live and work in many different environments; therefore it is designed to be reasonable achievable regardless of work environment, geographic location, or personal situation. It has no specific requirements other than that the required number of credits be earned. However, the number of credits that can be earned in each category of activity is limited to ensure a balance professional approach.

The ACA Board is seeking comments on the proposed certification maintenance program as extensively as possible during the coming months. A decision concerning the program will be made as soon as possible after comments and reactions have been considered and analyzed.

Coming Soon!

PROPOSAL FOR CERTIFICATION MAINTENANCE

Certified archivists will receive the proposed Certification Maintenance Program description and additional explanatory information in a future mailing. The proposal is also available on request from the ACA Secretariat, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

ACA Exam Theme of CIMA Conference

by John Lamborn, CIMA Immediate Past President

"Improving the Odds: Preparing for the ACA Exam," was the theme for the 1992 spring meeting of the Conference of Inter-Mountain Archivists (CIMA) held May 27-29 at the University of Nevada, Las Vegas. Conference sessions focussed on the major "domains" of archival practice, and session leaders developed presentations correlating practices to the professional responsibilities described in the Role Delineation document.

An opening reception hosted by the James R. Dickinson Library featured a keynote address by Leon C. Miller of Tulane University. Mr. Miller noted that archival certification is gaining greater acceptance as the "basic credential for archival work," and that the ACA certification examination is, "intended to test what you need to know to do that work." Mr. Miller advised that the Role Delineation document be carefully reviewed in preparation for the exam since it is that document which, "sets out the

archival principles used to construct the exam questions." Following Mr. Miller's remarks, exam applications and candidate handbooks provided by the Academy of Certified Archivists were distributed.

Conference sessions on May 28 included presentations on "Preservation" (Toby Murray, University of Tulsa), "Arrangement and Description" (Brad Cole, Utah State University, and Nancy Young, University of Utah) and "Records Appraisal" (Carrie Townley-Porter, Townley-Porter Associates, Reno, Nevada). Session topics on May 29 included "Outreach" (Jeanie Simmonds, Utah State University, and Leon Miller), "Acquisitions" (Greg Thompson, University of Utah, and Alan Virta, Boise State University), and "Access/Reference and Legal Issues" (Jeff Kintop, Nevada State Archives; Jeff Johnson, Utah State Archives; and Stan Larson, University of Utah). In addition, an informal forum discussing the certification

process was provided by Ron Watt, ACA Treasurer.

A post-conference survey found that those in attendance ranked the keynote address as the most informative presentation. Seventy-eight percent felt that the conference provided them with a better understanding of certification and better prepared them for the ACA examination. Although sixty-four percent of attendees viewed ACA certification as positive for the profession, only twenty-eight percent reported plans to take the ACA examination prior to the conference. After the conference, thirty-five percent reported plans to seek certification. The greatest incentives for seeking certification were, "job requirement" and "career advancement."

For a copy of the conference report or tapes of conference sessions, contact: Richard Davis, CIMA Secretary/Treasurer, P.O. Box 1048, Salt Lake City, Utah 84110-2048.

Are you interested in becoming a Certified Archivist?

Yes, I am interested in becoming a certified archivist. Please send information about taking the examination to:

Name _____

Address _____

City/State/Zip _____

Daytime Telephone () _____

Mail this form to:

*Academy of Certified Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605*

Fax (312) 347-1452



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:

(circle one) Chair / Comment / Leader _____

Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Contacted/Agreed to Participate?

☐ Yes

☐ No

SAA Member

☐ Yes

☐ No

Name: _____

Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

☐ Yes

☐ No

☐ Yes

☐ No

Name: _____

Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

☐ Yes

☐ No

☐ Yes

☐ No

Name: _____

Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

☐ Yes

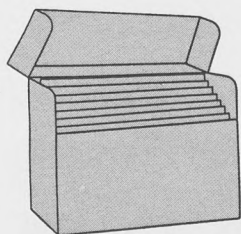
☐ No

☐ Yes

☐ No

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

5. Audiovisual Requirements



Professional Opportunities

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

The following rate schedule, 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.

FOUR POSITIONS

*The American Heritage Center
University of Wyoming
Laramie, Wyoming*

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

ARCHIVIST (Position #4349):

Responsibilities: Reporting to the Manager/Arrangement and Description, the archivist will arrange significant and/or difficult manuscript collections, prepare inventories, abstracts, and OCLC cataloging work sheets. H/she may be called upon to respond periodically to in-person, written, or telephone reference inquiries. May supervise part-time student assistants. **Qualifications:** Master's degree in American studies, American history or library science or an equivalent combination of education and experience. Prefer one year of experience and certified archivist. **Salary:** \$17,460 minimum.

LIBRARY SPECIALIST - CATALOGING ARCHIVIST

(Two positions—#7197 & #7198—funded for two years by NHPRC): **Responsibilities:** Reporting to the Manager/Arrangement and Description, the cataloging archivist will be responsible for collecting data on processed American Heritage Center archives and manuscripts collections. Using this data he/she will create collection-level descriptions on the Online Cataloging Library Consortium (OCLC) database. The cataloging archivist will be responsible for maintaining MARC-AMC cataloging standards and for applying the appropriate Library of Congress sub-

ject headings. **Qualifications:** BA plus three years of progressively responsible library work experience or equivalent combination of education and experience. Prefer master's in history, library science, or another social science; certified archivist; knowledge of western history; and six to twelve months creating MARC-AMC records. **Salary range:** \$19,212 - \$30,408.

MANAGER / AMERICAN HERITAGE CENTER

(International Archive of
Economic Geology)

(Position #7386):

Responsibilities: Reporting to the Associate Director/Operations, the manager assumes responsibility for planning, management, and operation of the Anaconda Geological Collection and related petroleum, mining, and geological collections in the American Heritage Center. Provides reference services and supervises staff assigned to the IAEG. Prepares budgets and monitors expenses. Assists in writing grant proposals and in seeking government, corporation, and foundation support. This position will begin January 1, 1993. **Qualifications:** Master's degree in geology, American history, library science, or an equivalent combination of education and experience. Prefer certified archivist. **Salary:** Starting \$21,132 - \$27,299.

All positions qualify for standard University benefits which include 22 days annual leave, medical insurance and TIAA-CREF retirement plan. Send application (indicating position name and number), resume and the names, addresses, and telephone numbers of three references to: Dr. Michael Devine, Director, American Heritage Center, c/o Personal Services Office, P.O. Box 3422, Laramie, Wyoming 82071. Closing date for receipt of applications is October 21, 1992.

Professional Opportunities

ASSISTANT DIRECTOR OF ARCHIVES

*LaGuardia Wagner Archives
LaGuardia Community College, CUNY
Long Island City, New York*

Duties: Candidate will be responsible for overseeing programs and archival collections; administer the following public programs: historical calendar, public lecture series, elementary school curriculum, and museum exhibits; act as historical advisor for Archives programs; prepare grant applications; and work with faculty and students to integrate the Archives into the College curriculum. **Qualifications:** Baccalaureate degree; experience with archival processing, preservation, and microfilming required; MA in History or related field and/or doctorate preferred. **Salary:** \$23,035 to \$26,260; excellent fringe benefits package. Send resume and cover letter by November 1, 1992, to: Dr. Richard K. Lieberman, Director, LaGuardia and Wagner Archives, LaGuardia Community College, 31-10 Thomson Avenue, Long Island City, New York 11101.

LIBRARIAN/ARCHIVIST - SPECIAL COLLECTIONS

*Indiana University at South Bend
Franklin D. Schurz Library
South Bend, Indiana*

Responsible for the operation of campus archives, including planning, collection development, arranging and describing materials, and public services. Special Collection (e.g. theatre and rare books), are a secondary responsibility. Duties also include a substantial amount of general reference service, assigned time at the Reference Desk, evening/weekend rotation, and library instruction. Position reports to Director and is assisted by one support person. **Qualifications:** ALA-accredited MLS; formal archival training or appropriate experience; working knowledge of preservation techniques; strong commitment to provision of general reference service and library instruction; ability to work well independently and with others; ability to communicate effectively orally and in writing. Second master's degree, previous experience with special

collections, computer literacy preferred. Must be able to meet responsibilities of tenure-track appointment. Salary dependent upon qualifications and experience; Assistant Librarian, \$25,000; Associate Librarian, \$30,000. Application deadline October 15, 1992, or until position is filled. Send letter of application, resume, and names of three references to: Judith Gottwald, Chair, Search & Screen Committee, Franklin D. Schurz Library, Indiana University at South Bend, P.O. Box 7111, South Bend, Indiana 46634. Indiana University is an AA/EOE employer and encourages women, minorities and disabled individuals to apply.

ARCHIVIST

*Martin P. Catherwood Library
Cornell University
Ithaca, New York*

Responsibilities: This position emphasizes reference work and bibliographic instruction using both historical manuscripts and contemporary information sources. Under the supervision of the Director and Archivist of the Labor-Management Documentation Center, the incumbent will work primarily within the manuscript repository of the nation's largest academic library in industrial and labor relations. The incumbent also assists in the Reference Department of the Library as a reference librarian to develop knowledge of the book and serial collections which are closely related in subject matter to the Center's holdings. In all, half of the position's time will be expended on reference duties relating to both the manuscript and the book collections of the library. The balance of the position's duties include manuscript cataloging and may also include assisting in collection development, exhibits, and records management among other archival duties. **Requirements:** MLS or equivalent graduate degree with formal archival coursework from a recognized archival training program required. Degree in American history with course work on labor history and demonstration of serious research is highly desirable. Good communication and interpersonal skills are essential, as is some experience with MARC-AMC.

Some knowledge of AACR 2, 2nd edition, reference, and the Library of Congress Rule Interpretations and Subject Headings is desirable as well as some experience with online database searching. **Salary:** Salary and rank depend on qualifications (minimum \$24,200). **Closing:** Applications requested by October 15, 1992, but accepted until position is filled. Apply to: Ann Dyckman, Personnel Director, 102 Olin Library, Cornell University Library, Ithaca, New York 14853-5301. Send cover letter, resume, and list of addresses and telephone numbers for three references.

ARCHIVIST

*Archives of Labor and Urban Affairs
Wayne State University
Detroit, Michigan*

An entry-level position responsible for the records of the Service Employees International Union (SEIU) held by the Archives. **Responsibilities:** Assisting with the transfer of records to the Archives, arrangement and description of the material, responding to retrieval requests from SEIU, assisting with the union's records management program, reference service to patrons, using the records, and other related duties. **Qualifications:** Graduate degree in history or other relevant field, completion of a formal archival training program with graduate-level coursework preferred, and the ability to interact effectively with SEIU staff and members. Certified archivist preferred. **Salary:** Negotiable with excellent fringe benefits. Send applications to: Warner W. Pflug, Walter P. Reuther Library, Wayne State University, Detroit, Michigan 48202.

ARCHIVIST

*The Clarke Historical Library
Central Michigan University
Mount Pleasant, Michigan*

Responsibilities: The archivist, working under the direction of the director of the Clarke Historical Library (CHL), will be responsible for appraising, arranging, and describing a wide-ranging body of historical records housed in the CHL. The records primarily document the history of Michigan. CHL concentrates on documenting the history of Michigan and the

Old Northwest Territory. **Required Qualifications:** MLS from an ALA accredited institution and formal training in archival theory and practice. **Preferred Qualifications:** one or more years professional experience working in an archives, experience with creating MARC-AMC records, experience using major bibliographic utilities, MA in history or related degree, knowledge of Michigan history, and demonstrated written and verbal communication skills. **Salary and Fringe Benefits:** Position is an ongoing, 12 month appointment. Minimum salary of \$27,000, commensurate with qualifications. Excellent fringe benefits package. To apply, send letter or application, resume, and names, titles, addresses, and telephone numbers of three references to: Chairperson, Selection Committee, 207 Park Library, Central Michigan University, Mount Pleasant, Michigan 48859. Position available January 1993. Applications will be accepted until the position is filled. Review of applications will begin October 15. Central Michigan University (AA/EO institution) encourages diversity, and resolves to provide equal opportunity regardless of race, sex, disability, sexual orientation, or other irrelevant criteria. CMU is a state institution with an enrollment of 18,000 on-campus students and an off-campus constituency of about 12,000 students.

CATALOGER OF ARCHITECTURAL DRAWINGS

*Avery Architectural & Fine Arts Library
Columbia University
New York, New York*

Temporary position, 12-15 months. This position provides original cataloging of architectural drawings in the Visual Materials file in RLIN for collections of three modern American architects. Provides preliminary processing of collections; creates machine-readable bibliographic records with description and subject analysis, and selection of subject terms from the Art and Architecture Thesaurus (AAT); provides authority work, (including assisting in submitting names to NACO); inputs records into RLIN; assigns, revises and trains student assistant in relevant tasks.

Requirements: An ALA-accredited MLS; thorough knowledge of AACR 2 and LC MARC format as demonstrated by a minimum of one year of cataloging experience with each; experience with cataloging using RLIN, OCLC, or a local online system; and knowledge of one computer program (Microsoft Word, WordPerfect, etc.). Preference will be given to candidates with backgrounds in architecture or architectural history. Familiarity with the Art and Architecture Thesaurus (AAT) is desirable. This position is temporary for one year, with possible extension for additional three months. **Salary range:** Librarian I: \$30,000 - \$39,000; Librarian II: \$32,000 - \$43,200. Excellent benefits include assistance with University housing and tuition exemption for self and family. We are particularly interested in minority candidates for this position. Send resume, listing names, addresses, and telephone numbers of three references to: Kathleen Wiltshire, Director of Personnel, Box 35, Butler Library, Columbia University, 535 West 114th Street, New York, New York 10027. Cover letter must specify "Cataloger of Architectural Drawings." Early applications are encouraged; applications will be accepted until position is filled.

ASSOCIATE DIRECTOR/EDITOR

*The American Historical Association
Gainesville, Florida*

The American Historical Association, the University of Florida, and the Conference on Latin American History, seek an Associate Director for a new joint effort to improve access to Latin American and Hispanic manuscripts in the U.S. With funding from the National Endowment for the Humanities, the project initially will survey repositories for collections concerning or originating in Latin America and the Hispanic Caribbean prior to 1900, with plans to produce ultimately an electronic database available through national networks. Under the supervision of the Project Director, the Associate Director will oversee the day-to-day operation of the project office at the University of Florida, including the supervision of the project secretary and graduate assistants, liaison with the project's Regional Advis-

ers, coordination of work flow, maintenance of financial records, and adherence to all grant deadlines. The Associate Director will bear particular responsibility for maintaining consistency in all data collection and toward that end will be expected to implement, under the supervision of the Project Director, appropriate principles and procedures of bibliographic cataloging and subject/authority control. The qualifications for the position include formal training and experience as an archivist and graduate training in history, with specialization in Latin American history. PhD preferred. The successful candidate must have appropriate language facility (Spanish required, with preference for Portuguese as well), a strong computer background, experience with the USMARC-AMC format, and excellent administrative skills. Although the position will not be tenured and will not involve teaching, the Associate Director will be affiliated with the Department of History at the University of Florida in Gainesville. Initial appointment will be for eighteen months commencing January 1993, but reappointment is expected through the duration of the five-year project. Salary will be comparable to that of an associate professor. Send a letter of application accompanied by a current c.v. to the Project Director: Dr. John F. Schwaller, Associate Dean, The Schmidt College of Arts and Humanities, Florida Atlantic University, Boca Raton, Florida 33431. Letters of recommendation are not required at this time, but names and addresses with telephone numbers of three references should be included. Deadline for applications is October 31, 1992.

ARCHIVIST

*Smithsonian Institution
New York, New York*

The Smithsonian Institution's National Museum of the American Indian is seeking candidates for the position of Archivist at its George Gustav Heye Center, New York, New York. Candidates must have demonstrated ability to organize, manage, and maintain an archival facility and possess skill in the maintenance and use of an archival automated computer system.

Professional Opportunities

Knowledge of Native American history and culture is most desirable as well as experience in the provision of reference and research service. This is a federal position. Relocation expenses may be paid and there is an excellent benefits package. To apply, send a completed form SF-171 (Application for Federal Employment) to: Smithsonian Institution, Office of Human Resources, Branch 2, Attn: 92-2142G, P.O. Box 23293, Washington, D.C. 20026-3293. For full details, please call (202) 287-3102 (our 24-hour/touchtone activated/automated request center), press 9, and request Vacancy Announcement No. 92-2142G. For job information only, call Howard Toy, (202) 357-1301.

AREA RESEARCH CENTER / UNIVERSITY ARCHIVIST

*University of Wisconsin-River Falls
Chalmer Davee Library
River Falls, Wisconsin*

Salary range: \$28,776 - \$35,970 (twelve months), academic staff appointment.

Required qualifications: Formal archival education at the graduate level and either an MLS degree from an ALA-accredited library school or a master's degree in history or related field. Minimum of two years archival experience in a professional position. **Duties Include:** Administer, develop, organize, process, and provide appropriate access to records held in the Area Research Center (a regional repository for the State Historical Society of Wisconsin) and the University Archives. Provide instruction to the University community in Area Research Center resources by actively participating in the library's instruction program. Coordinate community outreach activities. **Application Deadline:** October 2, 1992. Send resume, official transcripts, and names of three references with letter of application to: Linda M. Olson, Search & Screen Committee Chair, Chalmer Davee Library, University of Wisconsin-River Falls, River Falls, Wisconsin 54022-5015. Women and minorities are strongly urged to apply. Under a court-approved settlement and Wisconsin statutes, UW-System institutions are required to provide a list of all

nominees and applicants except those who request confidentiality during the application process. The names of final candidates, however, may be revealed in compliance with an open records request.

PROJECT ARCHIVIST

*Virginia Historical Society
Richmond, Virginia*

Responsibilities: Under a one-year grant from the National Historical Records and Publications Commission, the project archivist will sort, arrange, and prepare finding aids to the Thornton Tayloe Perry collection of western Virginia and West Virginia historical manuscripts. The archivist will also generate MARC-AMC formatted records, prepare sub-collections for microfilming, and compile a published guide to the collection. Position as associate archivist may become permanent in 1994. **Salary:** \$25,000 with excellent fringe benefits package. **Apply to:** E. Lee Shepard, Senior Archivist, Virginia Historical Society, P.O. Box 7311, Richmond, Virginia 23221-0311, with letter of interest, current resume, and list of three references by October 15, 1992. Position open January 1, 1993.

INTERN

*Tiffany & Company
Parsippany, New Jersey*

Tiffany & Company has established a global reputation for its exclusive designs and products. We are currently seeking an Intern for our Archives Department. We seek a graduate student interested in full-time, temporary employment for fall/winter of 1992. Prior archives experience preferred. Please send resume, salary requirements to: Tiffany & Company, Human Resources Department, 801 Jefferson Road, Parsippany, New Jersey 07054-3718.

PROJECT ARCHIVIST

*Historical Society of Western Pennsylvania
Pittsburgh, Pennsylvania*

Requirements: MA in History, MLS, or related degree; experience in archival arrangement and description; working knowledge of USMARC-AMC, national bibliographic standards, including APPM

and LC Subject Headings. **Description:** Full-time, two-year project funded by NHPRC. Arrange seven large archival collections and produce descriptive inventories and catalog on OCLC. Supervise interns and volunteers. Reports to Coordinator of Processing. **Salary:** \$25,000 plus benefits. Send cover letter, resume, three references, and an example of a finding aid to: Dr. Carolyn Schumacher, Deputy Director for Library and Archives, Historical Society of Western Pennsylvania, 4338 Bigelow Boulevard, Pittsburgh, Pennsylvania 15213, (412) 681-5533.

ARCHIVIST

*Region 6 Evangelical Lutheran Church in America
Columbus, Ohio*

Archivist will establish and develop the Region 6 archives of the ELCA, Trinity Seminary, Columbus, Ohio, including the acquisition, arrangement, description, and referencing of the collections, developing use policies, records management, and outreach programs. **Qualification:** MA in history, library science, or related discipline with archives component. Two years demonstrated archival experience; effective communication skills; knowledge of Lutheran history and computer experience preferred. Half-time position, \$11/hour with benefits. Send application letter, resume, and three letters of reference to Roger Southward, Trinity Lutheran Seminary, 2199 East Main Street, Columbus, Ohio 43209. Position available September 15, 1992.

COORDINATOR OF REFERENCE SERVICES

*Delaware State Archives
Dover, Delaware*

Salary: \$17,147 - 22,863. **Requirements:** Experience with application of archival principles, practices and standards, the methods and techniques used in archival record analysis, arrangement, description and reference services. Experience with freedom of information and copyright, etc., restrictions. Experience with organizing and participating in archival outreach programs. **Description:** This position reports to the Deputy State Archivist on

the administration of the public research room, directly supervising three reference room attendants, and coordinating the work of others who provide assistance to the research room staff. Under the direction of the Deputy State Archivist, this position plans, assigns, reviews, and evaluates work of subordinates; creates and implements policies and procedures for research room functions; performs sophisticated reference work/assists researchers with difficult projects; compiles reports on activities for program area; prepares descriptive materials for collections; coordinates exhibits and outreach activities. May administer Historical Markers program. For copy of State application form or further information contact: Joanne A. Mattern, Deputy State Archivist, Delaware State Archives, Hall of Records, Dover, Delaware 19901, (302) 739-5318.

PROJECT ARCHIVIST

*Rockefeller Archives Center
North Tarrytown, New York*

Responsibilities: Will process the archives of the Social Science Research Council deposited at the Rockefeller Archive Center. The archives document the history of an organization founded in 1923 and devoted to promoting and developing research in all areas of the social sciences. **Qualifications:** MA in history (or related field) with archival certification and two years experience, or five years of archival experience expected; training in the social sciences or experience with social science records desirable. **Salary:** Position is available for one year with extension to three years probable. Up to \$31,000 with benefits. Send letter of application and resume (including references) to: Darwin Stapleton, Director, Rockefeller Archives Center, 15 Dayton Avenue, North Tarrytown, New York 10591.

ARCHIVIST

*Buddhist Churches of America (BCA)
Institute of Buddhist Studies (IBS)
Berkeley, California*

BCA, the oldest and largest Buddhist denomination in America offers an 18-month, temporary full-time position funded by an NHPRC grant to establish an

archives and records management project. **Responsibilities:** Under the supervision of the BCA/IBS Archives Advisory Committee and Project Director, the archivist is responsible for survey of BCA records; soliciting additional records germane to BCA holdings from BCA temples and families; evaluate, arrange, and describe individual and institutional collections; produce inventories and listings; assist in developing written archival policies; develop and implement a records management program; produce retention schedules; and oversee production of a *Guide to BCA Archives*. **Qualifications:** Minimum of BA in appropriate discipline, with preference of MA. At least three years archival/records management experience. **Preferred:** Proficiency in Japanese language. Working knowledge of online systems (RLIN) and MARC-AMC format. Annual salary range is \$22,000-30,000, depending on qualifications and experience. Position available fall 1992. Applications received until position filled. Send resume and three references to: BCA/IBS Archive Advisory Committee, Institute of Buddhist Studies Library, 1900 Addison Street, Berkeley, California 94704.

PRESERVATION ADMINISTRATION INTERN

*Sterling Memorial Library
Yale University
New Haven, Connecticut*

Eleven-month position. **Responsibilities:** Surveys the condition of collections; processes materials received through the Library's basic preservation program; participates in administering grant-funded brittle book microfilming projects; undertakes minor collections conservation actions; and completes other appropriate special projects, based upon the intern's experience and interests. **Requirements:** MLS degree from an ALA-accredited library school. Knowledge of preservation and conservation practices and techniques, as demonstrated through previous relevant experience, and/or successful completion of a formal program in the preservation of library and archival materials preferred. Familiarity with the preservation of non-book materials is desirable. **Salary:**

\$30,000. **Rank:** Librarian I. This is an 11-month position. Benefits include 22 days vacation; 16 holiday, recess and personal days, and health care. Relocation expenses will not be paid. Applications received by October 31 will be given first consideration. To be assured of consideration, please send letter of application, resume, and names of three references to: Diane Y. Turner, Director, Library Personnel Services, Yale University Library, P.O. Box 1603A Yale Station, New Haven, Connecticut 06520.

CURATOR OF SPECIAL COLLECTIONS

*The University of Oregon Library
Eugene, Oregon*

Rank: Associate Professor or higher (renewable, fixed-term appointment). **Duties and Responsibilities:** Reports to the University Librarian. Administers Special Collections Department, consisting of 16,000 linear feet of manuscripts, 125,000 historical photographs, and 80,000 rare books and Oregon materials. Supervises two professional and two classified staff. Responsible for collection development including donor solicitation, public relations, reference and research assistance, and security. May teach credit courses through the Library Instruction Program or serve as a guest lecturer in other academic departments. May serve on Library and University committees. Performs special projects as assigned. **Qualifications Required:** MLS from ALA-accredited library school, or graduate degree in appropriate subject area, preferably with course work in rare books and manuscripts; minimum five years experience in special collections in an academic or research library; excellent oral and written communication skills; demonstrated administrative ability and leadership qualities; supervisory experience; positive public relations experience; and ability to work successfully with Library and University faculty and staff. **Also Desired:** record of achievement in national professional organizations; and reading knowledge of one or more foreign language. **Salary:** \$47,500 - \$53,000 for twelve-month appointment. Appointment

Professional Opportunities

beyond the minimum salary will be dependent upon qualifications, prior experience, and academic rank. Fringe benefits include choice of medical plans (Blue Cross/Blue Shield or HMO options), fully paid state or TIAA/CREF retirement plans, 22 vacation days, and low staff tuition rates. **Application Deadline:** Applications received on or before August 31, 1992 will be given priority consideration. **To Apply:** Send cover letter, resume, and names, addresses, and telephone numbers of four references to: Ms. Laine Stambaugh, Personnel Librarian, Knight Library, University of Oregon, Eugene, Oregon 97403-1299, (503) 346-1895, or fax (503) 346-3094. The University of Oregon Library is an ARL Library with current holdings of approximately 2 million volumes and over 18,000 serials subscriptions. The Library participates in OCLC. Catalog, circulation, acquisition and serials functions are automated using the INNOPAC system. The University of Oregon is an Equal Opportunity/Affirmative Action institution committed to cultural diversity. In compliance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986 will be required to show proof of their identity and right to work in the United States.

ARCHIVISTS

*Kansas State Historical Society
Topeka, Kansas*

Three positions. **General Qualifications:** Required MA degree in history, library science (ALA-accredited school), archival administration, or related field; effective oral and written communication skills; ability to work effectively with public and staff and to lift and carry boxes containing 50 pounds; preferred one year archival work experience.

REFERENCE ARCHIVIST: Provides reference assistance for State Archives manuscript, photograph, and library collections. Answers a wide range of research inquiries according to established guidelines. Prepares finding aids or other descriptive material to improve access to holdings. Previous reference experience

including familiarity with genealogical research is preferred.

GOVERNMENT RECORDS

ARCHIVIST: Surveys and schedules state agency records and performs other related records management functions. Arranges and describes archival collections and prepares various finding aids. Provides some reference assistance. Previous experience surveying and scheduling government records is preferred.

PROCESSING ARCHIVIST (pending approval): Arranges and describes archival and manuscript collections. Prepares finding aids and other materials to improve access to holdings. Undertakes basic conservation procedures. Previous processing experience is preferred. **Salary:** \$22,980 plus benefits. Review of applications will begin: September 15, 1992. **Contact:** Personnel Officer, Kansas State Historical Society, 120 West Tenth, Topeka, Kansas 66612 (913)296-2974.

PROJECT CATALOGERS/ ARCHIVISTS

*Chicago Historical Society
Prints and Photography Department
Chicago, Illinois*

Four (4) positions available in two projects (funded by NEH and NHPRC) to catalog and to preserve the Hedrich-Blessing Collection of Architectural Photographs. The 150,000 photographs acquired from this country's leading architectural photography firm document the work of world renowned architects and designers from 1929-69. **Responsibilities:** Catalogers (2) will edit and upgrade database records created from information on negative sleeves by doing minimal research and by applying national cataloging standards for visual materials. Archivists (2) will re-house and arrange negatives, identify preservation needs, and make preservation and storage location entries into the computer database. **Qualifications:** Cataloging positions require knowledge of Chicago or twentieth-century American architecture, word processing skills and database computing experience, and preferred knowledge of MARC format, AACR 2, visual authorities (such as LCTGM, GMGPC),

AAT, and LC Name Authorities. MA in architecture, history, art/architecture history, library science, museum studies, or a BA with commensurate skills or experience preferred. Archivist positions require knowledge of, and familiarity with, the handling of archival photographic materials. Must be able to use a personal computer to search and update the database. **Salary:** The cataloger positions will run from September 1, 1992, through June 30, 1994, at 20 hours per week at \$12 per hour. The archivist positions will run from October 1, 1992, through September 30, 1993, for 35 hours per week at \$10.45 per hour. Applicants should send resumes immediately to Larry Viskochil, Curator of Prints and Photographs, Chicago Historical Society, 1601 N. Clark Street, Chicago, Illinois 60614-6099.

CONSUMERS' RESEARCH ARCHIVIST

*(Grant Funded Position)
Rutgers University Libraries
New Brunswick, New Jersey*

Responsibilities: Reporting to the Head, Special Collections and under the general direction of the Manuscripts Librarian will survey and appraise the Consumers' Research Archives; develop and implement an arrangement and description plan for the archives; prepare descriptive cataloging and MARC tagging of materials to the RLIN manuscripts database; and design and compile a finding aid. **Qualifications:** MLS from accredited library school and/or a master's degree in history or related field; 2-5 years experience in a research library; familiarity with automated procedures and cataloging rules as they relate to manuscripts and archives; and supervisory ability. **Salary:** Compensation is \$31,132 for a 12-month Librarian IV appointment with possibility of renewal for following year. **Status/Benefits:** Non-tenure track, faculty status, calendar-year appointment, TIAA/CREF, health, and life/disability insurance, prescription drug, dental and eyeglass plans, tuition remission, one month vacation. **Library Profile:** Special Collections/Archives has systemwide responsibility for the acquisi-

tion and care of manuscripts, rare books, the University Archives, and comprehensive New Jersey Collections in all formats. The Rutgers University Libraries serve as the repository for the Consumers' Research Archives—a large and unique collection of materials documenting the early history of the consumer movement from 1930 to 1980. Included are extensive technical product testing files, subject files, correspondence, government war preparation files, photographs, and other topical files. Rutgers is a member of the Research Library Group, Association of Research Libraries and American Association of Universities. Submit resumes and three sources for current references to: Sandra Troy (APP.188), Libraries Personnel Officer, Rutgers University Libraries, 169 College Avenue, New Brunswick, New Jersey 08903 fax (908) 932-7637.

PROGRAM MANAGER/ ARCHIVIST *University of Maryland College Park Libraries*

College Park, Maryland

The University of Maryland College Park Libraries invites applications for the position: Program Manager/Archivist. One year contractual appointment. **Responsibilities:** Develops and maintains archival policies and procedures for the administration and use of the National Public Broadcasting Archives. Participates in survey and appraisal work; accessions collections deposited at the Archives at the UMCP campus. Directs the work of Program Analysts, student assistants, interns, and other staff on projects connected with the arrangement and description of collections. Develops finding aids and other research tools to assist the public in use of the collections. Provides reference assistance to users of the Archives; works with other library staff on public outreach and publicity. Assists in strategic planning, involving areas such as collection development, use of space, public relations, and grant funding. Acts as liaison between the University of Maryland at College Park Libraries and the Academy for Educational Development, a non-profit organization which presently is involved in the work of

the National Public Broadcasting Archives in collection development, fund raising, public relations and oral history. As University responsibilities for NPBA increase, the archivist will take on added responsibility in these key areas. **Qualifications:** Evidence of formal archival instruction and training required. Master's degree required; master's degree in Library Science with and emphasis on archival study preferred. **Experience:** At least three years of experience as a professional archivist, including administrative and supervisory experience required. In depth knowledge of archival appraisal and processing techniques, fund raising, public relations, preservation, strategic planning, oral history and use of computers preferred. Previous archival work experience at a large academic campus preferred. Previous responsibility for administering archival collections in the field of broadcasting preferred. **Salary:** \$29,702 minimum. Salary commensurate with experience. Available benefits. **Applications:** For full consideration, submit resume and names/addresses of three references by September 18, 1992. Applications will be accepted until the position is filled. Send resumes to: Ray Foster, Personnel Librarian, Library Personnel Services, McKeldin Library, University of Maryland, College Park, Maryland 20742-7011. The University of Maryland is an affirmative action, equal-opportunity employer. Minorities are encouraged to apply.

COLLECTIONS MANAGEMENT

Sunset Historical Gallery, Inc.

Kaller Historical Documents

Asbury Park, New Jersey

Exciting firm specializing in American historical manuscripts, documents, rare books, especially 1760s-1870s. Building a major institutional collection, servicing private collectors. **Responsibilities:** Assist with development and management of Special Collections. Process and describe individual items and collections, coordinate authentication, pre-preparation for exhibits. Work closely with principals and liaison with client's curator, libraries and research institutions. **Qualifications:**

BA or MA. Must be strong in history and/or library management. Ability to research, write clearly, and work carefully. **Desirable:** Computer experience with database management and text retrieval, scanning and word processing (WordPerfect). **Salary:** Commensurate with qualifications and experience. Excellent benefits, advancement, and bonus program. Send resume, three references, and salary history to: Robin Kaller/Sunset Historical Gallery, Inc., P.O. Box 173, Allenhurst, New Jersey 07711.

BROADCAST ARCHIVIST

The Cincinnati Historical Society *Cincinnati, Ohio*

The Cincinnati Historical Society seeks a dynamic, entrepreneurial individual to assume direction of a pioneering regional broadcast archives established to collect, preserve, and make available for research, the historically significant broadcasting records of the Greater Cincinnati Area. Currently, the collections consist of 2-3 million feet of television news film and hundreds of video and audio tapes and programs on a variety of formats, ca. 1960-90. **Responsibilities:** Under the direct supervision of the Archivist, the Broadcast Archivist will direct collection and development and archival administration of CHS collections, and will negotiate storage, archival administration and consulting agreements with broadcasters. He or she will provide security, reference, and maintenance services for the collections and will participate in fund raising. He or she will establish policies, budgets, and fees, and will work as liaison between the Society and broadcasters, advisory committees, and donors. The Broadcast Archivist will recruit and supervise the staff and volunteers of the broadcast archives. He or she will coordinate research and publication programs dealing with broadcast history. The Broadcast Archivist will develop programs to promote public access to and awareness of the collection; will serve on staff committees; and will represent the Society at professional meetings. He or she will maintain control files and lead files and will submit

Professional Opportunities

regular reports to the Archivist. **Qualifications:** The individual selected for this position should have an MA in American history or archival administration and five years of progressively responsible experience in archival administration or records management positions, preferably in a broadcast archives. Knowledge of the broadcasting industry, its history, technology and terminology, is a prerequisite. Experience supervising and training staff and volunteers to process audiovisual collections is required. Experience using MARC format to catalog audiovisual collections and a knowledge of Cincinnati and Ohio broadcasting history is desirable. **Salary:** Negotiable, commensurate with qualifications and experience. **Liberal benefits.** **Interviews:** CHS will conduct interviews during the SAA meeting in Montreal. To apply, call Jonathon Dembo at (513) 287-7068; or send a letter of application, including name, address and telephone numbers, official transcripts, resume, salary history, and the names, addresses, and telephone numbers of three persons who are familiar with your work, to: Jonathon Dembo, Archivist, The Cincinnati Historical Society, 1301 Western Ave., Cincinnati, Ohio 45202.

PROJECT ARCHIVIST -

Term Appointment

*System Development Foundation Project
Stanford University Libraries
Stanford, California*

The Stanford University Libraries seek a librarian or archivist to direct the first phase of the System Development Foundation Project which aims to expand and enhance the Foundation, promote scholarly interest in the fields supported by the Foundation, and evaluate the impact of the Foundation on the evolution of recent and contemporary science and technology.

Responsibilities: Develop, plan, manage, and carry out a documentation strategy for high-technology firms in the Silicon Valley. Establish a list of companies and arrange site visits to gather information. Complete SDF collection guide and oral histories. **Qualifications:** Advanced degree (MA, MLS, or PhD, or equivalent)

in archives administration, librarianship, or other fields related to project. Experience in business, science, technology, archives preferred. **Salary:** Commensurate with qualifications and experience. \$32,000 minimum plus benefits. Send letter of application, resume, and names/addresses of three references to: Margaret Kimball, Special Collections, Green Library, Stanford, California 94305.

PROGRAM MANAGER

*Smithsonian Institution
Washington, D.C.*

National Museum of Natural History, Smithsonian Institution, Repatriation Office, invites applicants for the position of Program Manager (GS-340-12, GM-13/14, four-term term). **Responsibilities:** The Repatriation Office is charged with the responsibility of performing an inventory of human skeletal remains and funerary objects in order to ascertain the degree of association between these collections and Native American groups as mandated in federal legislation, Public Law 101-185, Section 11. Position entails all aspects of the management and coordination of the Repatriation Office, including: supervisory responsibilities for up to 20 staff (professional level anthropologists, archivists, museum technicians, administrative personnel); setting priorities for documentary process and subsequent monitoring of collection inventory and documentation; direct contact and negotiation with Native American groups over repatriation related issues; oversight of all administrative aspects of the office (budget preparation and fund management, personnel, etc.); input into development of repatriation policies and procedures; and serving as primary NMNH representative both within the Smithsonian Institution and outside agencies and groups. **Applicants Should Have:** Knowledge of Native American anthropology (ethnology, archaeology, or physical anthropology); skill in administrative procedures; skill in formulation and implementation of policy within an institutional setting; knowledge of collection management and/or documentary research programs; and knowledge of the legal and

ethical issues surrounding repatriation. PhD or postgraduate training in North American anthropology desired. **Starting Salary:** GS-12- \$38,861, GM-13- \$46,210, GM-14- \$54,607. For full details, please call (202) 287-3102 (our 24-hour/touchtone activated/automated request center), press 9, and request Vacancy Announcement No. 92-116H and a full application package. The Smithsonian Institution is an equal opportunity employer.

Librarian II/Archivist

*City of Beaumont
Beaumont, Texas*

The Tyrell Historical Library is a growing research center devoted to archives, Texana, and genealogy, with active community support. Located in the heart of Beaumont's museum complex, the beautifully restored building is on the National Register. **Responsibilities:** Conducts professional level duties to assist with the management of the Tyrell Historical Library and the City's archival records. Instructs and supervises assigned library and archives staff, including volunteers. Participates in the collection, preservation, cataloging, and maintenance of historical materials. Supervises and participates in the development of reference aids, indexes, collection guides, bibliographies, and abstract. Conducts the physical transfer of archival manuscript materials to the Tyrell Historical Library; inventories and processes archival records. Assists the manager with grant projects and public relations. Performs related duties as required. **Qualifications:** Master's degree in Library and Information Science from an ALA-accredited school, or a master's degree in history with formal archival training required. Familiarity with archival automation. **Starting Salary Range:** \$22,800 - \$24,192. Send resume and three professional references to: Cary Erickson, Personnel Analyst, City of Beaumont, P.O. Box 3827, Beaumont, Texas 77704. Applications accepted until position is filled.

The University of British Columbia School of Library, Archival and Information Studies

The School of Library, Archival and Information Studies is a graduate professional school administering separate two-year programs leading to the degrees of Master of Library Science and Master of Archival Studies. A full-time position is open in the **Master of Archival Studies** program effective July, 1993. Appointment may be made at either **Instructor or Assistant Professor** level, depending on qualifications.

Responsibilities: A normal teaching load at the School is two or three courses per term; there are two terms of thirteen weeks in the academic year. In addition to teaching duties, all faculty members are expected to participate in the work of School and University committees; to act as advisors to students; and to contribute to the work of professional and learned associations and societies. Appointees at the rank of Assistant Professor and higher are expected to engage in research leading to publication and to supervise theses in archival studies.

Subject Fields: The School is seeking candidates who will be able to plan and teach courses in two or more of the following areas: Design, implementation, and maintenance of archival information systems;



Application of computers to the administrative and intellectual control of archival materials; Administration of programs for electronic records; Records management; Reference services for archives; Description and indexing of archives.

Qualifications: The basic qualifications are a graduate degree in Archival Studies or a related discipline; substantial professional experience in the field of archives; a record of research and publication in the field of archives. University teaching experience would be an asset.

Conditions of Employment: This is a tenure-track position subject to final budgetary approval. Salary will be based on qualifications and experience. The University provides generous pension, medical, and dental plans. U.B.C. encourages qualified women and minority applicants. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada.

Application Closing Date: October 31, 1992. Appointment will be made on July 1, 1993. Applications and requests for information should be addressed to:

Dr. Ken Haycock, Director
School of Library, Archival and Information Studies
The University of British Columbia
#831 - 1956 Main Mall, Vancouver, B.C. CANADA V6T 1Z1
Telephone: (604) 822-4991

MANUSCRIPTS CATALOGER

Special Collections Department

The University of Virginia

Charlottesville, Virginia

A one-year, grant-funded position with the possibility of a two-year extension.

Responsibilities: Under the general supervision of the Director of Special Collections (Project Director) and the specific supervision of the Curator of Manuscripts/University Archivist (Project Coordinator), the Manuscripts Cataloger organizes, coordinates, oversees, and carries on the work of retrospective conversion of approximately one third of the 10,873 manuscript catalog records, and other activities designed to improve access to the manuscript collections. Specifically, the Manuscripts Cataloger: designs and implements the day-to-day work flow for the project; ensures that all work is carried out according to established standards; develops and implements detailed local procedures based on project requirements and Manuscripts Division procedures and

practices; resolves conversion problems; collects statistics and drafts periodic progress reports as needed for in-house and granting agency reporting; and edits or creates the more difficult or complex manuscript records. Supervises the work of two full-time staff and several student assistants. Contributes to the management of the division and department by advising supervisors, participating in staff meetings and serving on committees. May contribute articles about the grant project to appropriate publications. **Required Qualifications:** MLS from an ALA-accredited library school preferred or MA or PhD, preferably in American history or literature. Knowledge of automated databases, especially RLIN and OCLC; AACR 2, second edition, revised; Library of Congress Rule Interpretations and Subject Headings. Ability to assimilate detailed bibliographic and computer system data. Ability to write clearly and succinctly. **Preferred Qualifications:** Knowledge of microcomputers, word pro-

cessing and data management programs. Knowledge of American literature and Virginia history. Experience with cataloging manuscripts or archives, including MARC-AMC cataloging using on-line bibliographic utility. Experience, especially in the cataloging of manuscripts, in a manuscripts repository, archives, or in the special collections department of a major research library. **Benefits:** General faculty status, 22 days of vacation, generous sick leave, Blue Cross/Blue Shield, state and TIAA/CREF retirement plans. **Salary:** \$24,000 or higher, depending on qualifications. Send letter of application, resume, and names, addresses, and phone numbers of three references to: Gail Oltmanns, Director of Personnel and Planning, Alderman Library, University of Virginia, Charlottesville, Virginia 22903-2498. An equal opportunity, affirmative action employer.

History Saved

When rioting broke out in Los Angeles last April, the Southern California Library for Social Studies and Research (SCL) escaped the fires of civil unrest due largely to the efforts of one man, Chester Murray, the building manager. The library, which houses a remarkable collection of pamphlets, books, periodicals, films, and personal papers of local activists that trace the history of struggles for peace and social justice from the 1920s to the present, is located at Vermont and 62nd, just a few blocks from the flashpoint of the April 29th uprising. When an angry group headed north along Vermont that evening, Murray, who lives near the library, rushed to the building and persuaded the group to spare it. While almost everything nearby was looted and burned, including a branch of the Los Angeles Public Library, the SCL suffered only from a bit of graffiti.

Murray, the library's building manager since the mid '80s, started volunteering his services as a carpenter there in the '70s. "I think they left us alone because the people in the community respect this place," Murray said. "We invite people in the neighborhood to our events and they know we have a lot of black history here."

The library was founded in 1963 by Emil Freed who was concerned that the history of early progressive groups would be lost as leftists discarded or destroyed pamphlets during the McCarthy era. The library's collection currently includes 16,000 books, 21,000 pamphlets published by defense committees and labor unions, posters, audiotapes, documentary films, and 2,000 prints and slides which document labor, African American, and anti-war struggles.

Chester Murray sees hope for the future with the sparing of the library from the uprising. "We are here to help the community," he said.

From Harbor Independent News, July 9-22, 1992, and LA Weekly, May 8-14, 1992



Local school children view one of three murals that grace the walls of the Southern California Library for Social Studies and Research. None of the murals were damaged during the uprising in Los Angeles, April 29-May 2, 1992. This mural is dedicated to undocumented workers. One of the library's collecting areas is L.A. labor history.



Newsletter

The Society of American Archivists
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Chicago, Illinois 60605

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