

NEWSLETTER  
OF THE  
SOCIETY OF  
AMERICAN  
ARCHIVISTS



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# archival outlook



## Champion Efforts

- SAA Code of Ethics Revision
- Rediscovering Lester J. Cappon

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### on the cover

*The first modern Olympic Games were convened in Athens, Greece, in 1896. Since then, the world's greatest sports competition has been held every four years and this August will return to the fabled Greek city, where athletes from around the globe will compete for gold, silver, and bronze medals. At the 1912 Stockholm Olympics, Olympian James Duncan hurled the discus for the U.S. and won a bronze medal. Photo courtesy of the University of Illinois Archives, John R. Case Papers (Series 26/20/65, Box 2). Submitted by CHRISTOPHER J. PROM.*



# archival outlook

**the society of american archivists**  
serves the educational and informational needs  
of its members and provides leadership to  
help ensure the identification, preservation  
and use of the nation's historic record.

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## SAA Mentors Needed

I just completed my application to join the SAA mentoring program (again), and I am using my last column as SAA President to urge others to do the same. I had been a mentor a couple of times in the past and really enjoyed the experience. So why did I "lapse"? I can't give a good reason. It doesn't really take much time and I enjoyed it as an interesting way to meet new colleagues. I found that I learned some useful new ideas as well.

For those who are not familiar with the program, it was started about ten years ago as an initiative of the SAA Membership Committee. It seeks to cultivate a means for career development by pairing experienced archivist mentors with protégés who are new to the profession. Many of the participants are graduate students in archival education programs who will soon be completing their studies and looking for their first

professional position. But others are new to the profession because they have just been assigned the responsibility for overseeing the archives unit in their organization, or because they are working in jobs in which archives is one of the "other duties as assigned." For others, working in an archives represents a second career after having been employed in a related field such as librarianship or records management.

Mentors may suggest continuing education opportunities, such as workshops or annual meeting sessions that might help protégés achieve their career goals. They may review and make suggestions on drafts of session presentations or resumes, or recommend sources of information for archival policies, procedures, and guidelines. Mentors are also in the position to introduce protégés to other professional colleagues. Protégés are free to ask questions about career goals; becoming involved in SAA's committees, sections, or roundtables or in regional associations; or current issues and trends in the archives profession.

There are now between 40 and 50 pairs of mentors/protégés participating in the program. But demand on the part of protégés is higher than the number of volunteer mentors who are available. We need more help from members. The SAA office staff

has been working to make information about the program more easily accessible to anyone who is interested. Links to the program are almost impossible not to find on the SAA Web site. On the home page, click on *About SAA* (then on *Member Benefits*) or on *Members* or on *Education* (then on *Student Information*). The Web site also includes an online application that can be used by either those in search of a mentor or those who are willing to share their expertise, as well as guidelines that help participants structure their relationship and focus their expectations. Gerianne Schaad, from the University of Texas San Antonio, is the volunteer SAA Mentoring Coordinator and Jeanette Spears is the contact person in the Chicago office.

Protégés and mentors are matched by a number of preferential criteria, including geographic region, type of archives, and other factors. Generally the mentor and protégé are asked to stay in contact for one year, but frequently these initial contacts develop into longer friendships.

SAA supports the mentoring program in a variety of ways. In addition to matching mentors with protégés, the Society provides a coffee reception at the Annual Meeting where mentors and protégés can get together to become better acquainted and to share their experiences with others. (In Boston, the coffee will be held on Friday from 10:30 to 11:00 am in the Career Center.) In addition, SAA has been working to make the mentoring program a more effective tool in its goal to become a more diverse organization. In the online application, it is now possible to indicate expertise or an interest in African-American, Latino/Hispanic, and Native American archives in addition to other categories.

Archivists have always valued the contacts we make through memberships in professional associations and sharing our questions and expertise with others who have similar interests. We are pleased to share models for policies and procedures and methods that we use in various aspects of our work. For those who have never had the experience of being an SAA mentor—or who, like me, have lapsed for awhile—I urge you to get involved. It's a rewarding way to make a contribution to the growth and development of our profession, and you'll probably make some new friends along the way.

See you all in Boston! ♦

**Archivists have always valued the contacts we make through memberships in professional associations and sharing our questions and expertise with others who have similar interests.**



## Associations and Affinities

Associations are in the business of creating and supporting relationships. Much of what they do is to build on the similarities of interests, needs, ideas, approaches, and goals of their members and external groups. They're very much about the sort of natural attraction—affinity, if you will—that brings individuals together.

SAA has special affinities with our funding agency partners, for example, and particularly with the Institute for Museum and Library Services (supporter of the A\*CENSUS survey project) and the National Historical Publications and Records Commission. I'm happy to report that NHPRC will fund, at \$38,890, SAA's request for a grant to support the ongoing work of the Encoded Archival Description Working Group. The June 2004 to May 2006 project will focus on revising the EAD Application Guidelines, developing

formal schema, further "internationalizing" EAD, identifying and developing toolkits and style sheets for smaller repositories, and proposing a structure for long-term maintenance and support of the standard.

Increasingly our affinities span continents. When Margaret Turner, president of the International Council on Archives/Section on Professional Associations, notified SAA last month that severe budget cuts in the Italian Archival Administration are threatening the operation of archives throughout Italy and that the country faces a

severe shortage of professional archivists in the state sector because there has been no recruitment since 1984, SAA joined with other ICA members to petition the Italian Ministry of Culture on these issues. SAA's interest in ensuring the future of Italian archives is similar to that of colleagues from around the world whose collective letters, we hope, will help make a difference in that country.

### Affinity Agreements

Many associations design partnership programs with suppliers or vendors to endorse or market products or services to the association's members in exchange for cash and/or other benefits. These sorts of agreements are known within the association management world as "affinity agreements." They must be

approached judiciously, of course, and they can be an excellent source of enhanced member benefits and/or non-dues revenue.

Speaking of enhanced member benefits: SAA recently became a member of Club Quarters, an 11-hotel chain that offers unique user-friendly services in a club-like setting. Club Quarters hotels are located in New York (midtown near Fifth Avenue and downtown near Wall Street), Philadelphia (opposite Liberty Place), Boston (near Faneuil Hall), Washington, DC (near the White House), Chicago (in the Central Loop near SAA Headquarters and at Michigan and Wacker), Houston (off Rusk and Main Streets), San Francisco (across from Embarcadero Center), and London (in Gracechurch near the Bank of England and adjacent to St. Paul's Cathedral). Your SAA membership entitles you to use Club Quarters at the member rate—whether your stay is for business or leisure.

All Club Quarters offer free high-speed wireless Internet access, complimentary coffee, newspapers, magazines, and games in the Club Room, free use of a computer with free Internet access in the Club Room, and many standard hotel amenities. Entry is restricted, and only guests with room key cards have access to floors. Rates are outstanding, and member reviews from the two Chicago locations and the Washington, DC, hotel have been excellent. You can reserve a room by calling Club Quarters Member Services at 212-575-0006 or in Europe at 44 (0) 20-7666-1616. Or you can book online at [www.clubquarters.com](http://www.clubquarters.com).

Here's the affinity part: Your password is "saa." That's it. No strings, no kickbacks. Just a good deal. Be sure to mention that you're an SAA member. We hope that you will take advantage of this benefit of belonging to SAA, and that you will report back any negative (or positive!) experiences.

A recent chat on the Archives and Archivists Listserv speculated on the possibility of pursuing group health insurance for SAA members under an affinity agreement. I've already contacted a few vendors to learn more about their services. Other possibilities for investigation include affinity credit cards, student loan programs, group purchasing programs, even rental car discounts. Judicious use of affinity agreements can add value to individuals' memberships while also providing much-needed non-dues revenue support to the Society. In that context, I welcome your ideas for new "affinities" that would be of interest to you.❖

---

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# Comments Sought on Proposed Revision to SAA Code of Ethics

Charged by the SAA Council to propose revisions to the Society's Code of Ethics, the Committee on Ethics and Professional Conduct is soliciting comments on the draft presented below.

The code was last revised in 1992. (See [www.archivists.org/governance/handbook/app\\_ethics.asp](http://www.archivists.org/governance/handbook/app_ethics.asp) for the 1992 version.) On advice of legal counsel, this draft revision eliminates commentary on each principle, as well as guidelines and procedures for interpretation of the code and mediation of disputes. In addition, to simplify and clarify the new code, the committee has removed the portions of the 1992 code that addressed matters of individual professional conduct or institutional best practice, rather than ethical principles *per se*. The proposed code is intended to be aspirational.

The proposed revision is open for member comment, and will be discussed at an open forum at SAA's 68th Annual Meeting on Wednesday, August 4, from 4:00 to 5:30 p.m., in the Georgian Room at the Boston Park Plaza Hotel. To share your opinions and ideas via email, send your comments to [ethics@archivists.org](mailto:ethics@archivists.org).

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## Draft Revision to SAA Code of Ethics

### Preamble

A code of ethics for archivists should establish high standards for archival practice. It should introduce new members of the profession to those standards, remind experienced archivists of their professional responsibilities, and serve as a model for institutional policies. A code of ethics should also inspire public confidence in the profession.

This code is intended to provide an ethical framework to guide members of the profession, and not to provide specific solutions to particular problems.

The term "archivist" as used in this code encompasses all those concerned with the selection, control, care, custody, preservation, and administration of historical and documentary records of enduring value.

### I. Purpose

The Society of American Archivists recognizes the importance of educating the profession and general public about archival ethics by codifying ethical principles guiding the work of archivists. This code provides a set of principles to which archivists aspire.

### II. Professional Relationships

Archivists select, preserve, and make available historical and documentary records of enduring value. Archivists cooperate, collaborate, and respect each institution and its mission and collecting policy. Respect and cooperation form the basis of all professional relationships with colleagues and users.

### III. Judgment

Archivists should exercise professional judgment in acquiring, appraising, and processing historical materials. They should not allow personal beliefs or perspectives to affect their decisions.

### IV. Trust

Archivists should not profit or otherwise benefit from their privileged access to and control of historical records and documentary materials.

### V. Authenticity and Integrity

Archivists strive to preserve and protect the authenticity of records in their holdings by documenting their creation and custodial history and preserving the intellectual and physical integrity of those records. Archivists may not alter, manipulate, or destroy data or records to conceal facts or distort evidence.

### VI. Access

Archivists strive to promote open and equitable access to their services and the records in their care without discrimination or preferential treatment, in accordance with cultural sensitivities, institutional policies and legal requirements.

### VII. Privacy

Archivists respect the privacy of donors, users, and individuals and groups who are the subjects of records or who had no voice in their creation or donation. Archivists should respect the confidentiality of information in the records in their custody and recognize all legal, social, cultural, spiritual, and indigenous restrictions to access.

### VIII. Security/Protection

Archivists protect documentary materials in their custody, guarding them against defacement, physical damage, deterioration, and theft. Archivists should cooperate with colleagues and law enforcement agencies to apprehend and prosecute thieves and vandals.

### IX. Law

Archivists become familiar with and uphold all federal, state, and local laws and statutory requirements pertaining to custody of archival records and archival practice. ♦



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# SAA Council Adopts FY05 Operating Budget, Discusses Foundation Options

The SAA Council reviewed and adopted the proposed FY05 SAA budget and held extensive discussions of fundraising techniques and alternatives for structuring SAA's 501(c)(3) special funds at its June 4-6, 2004, meeting in Chicago.

The June 4 agenda included a workshop on fundraising techniques and development of priorities to be addressed by the organization's special funds. Council members agreed to form an ad hoc task force to explore the best means to manage the Society's 501(c)(3) funds, via either a Council development committee or a separate foundation board, for the purposes of enhancing fundraising efforts and streamlining accounting. The task force will make its first report to the Council in August.

With an eye to maintaining SAA dues at current levels but enhancing member services, advocacy efforts, and outreach to related organizations, the Council adopted a budget for 2004-2005 that projects income of \$1,510,710, expenses of \$1,494,835, and net revenue of \$15,785. Activities will focus on increasing the development of new educational and publications offerings, stimulating membership growth, strengthening existing advocacy coalitions, and seeking non-dues revenue opportunities through coordinated advertising and sponsorship sales efforts and affinity agreements.

In other action, the Council:

- Adopted the minutes of the February 7-8, 2004, meeting. To view the minutes, go to [www.archivists.org/governance/minutes/min020704.asp](http://www.archivists.org/governance/minutes/min020704.asp).
- Suggested revisions to a draft Code of Ethics that was developed by the Committee on Ethics and Professional Conduct and that will be fielded to the general membership for comment (see page 6).
- Agreed to join in an *amicus curiae* brief in the *Faulkner v. National Geographic Society* case, which concerns whether digitizing a published work that contains contributions from freelancers is a violation of copyright (and is not protected by 201c).
- Reviewed and discussed reports from the representative to the Heritage Emergency National Task Force, the ARMA/SAA Joint Committee on Records Management and Archives, the Membership Committee, the Electronic Publications Working Group, the Committee on Ethics and Professional Conduct, the Committee on Education and Professional Development, the Diversity Committee, and the SAA staff.
- Adopted several recommendations of the newly formed Diversity Committee, including: 1) that an update on diversity initiatives be included in the reporting requirements for Council, the SAA office, and all SAA units; 2) that the President Elect and the Appointments Committee report to Council on the demographics of committees and indicate what was attempted to seek diversity among committee members; 3) that Council provide for an orientation for SAA leaders (eg, committee and task force chairs, Section and roundtable chairs), with inclusion of requirements for diversity reporting and importance of diversity initiatives as a priority; 4) that the 2005 Annual Meeting Program and Host committees address diversity issues by incorporating appropriate programming (e.g., sensitivity to cultural differences, ownership, access, and use of archival materials) and local arrangements activities (e.g., tours, diversity fair) into the meeting experience; and 5) that the 2004 Annual Meeting Program Committee report on the extent to which that program addresses diversity issues. Council members also supported in principle a recommendation that SAA develop an award to acknowledge contributions to, or achievements in, diversity, and referred that recommendation back to the Committee for further development.
- Agreed to changes in the administration of the Harold T. Pinkett Minority Scholarship Award that would permit expansion to two recipients in 2004 and provision, beginning in 2005, of a free year of SAA student membership to the winner.
- Reviewed draft changes to Society procedures related to recruitment and selection criteria for the *American Archivist* editor, in anticipation of issuing a request for proposal to recruit a journal editor whose term would begin effective January 1, 2006. (See minutes of the February 2004 Council meeting.)
- Reiterated its previous decision that hard-copy Section and roundtable newsletters will be funded by SAA only through summer 2004; newsletters provided after that date must be sent electronically.
- Voted to establish a new student chapter at Wright State University.
- Adopted a resolution honoring the New York Archivists Round Table on the occasion of its 25th anniversary (see resolution, page 9).
- Adopted a special resolution honoring Debra Mills Nolan for her many years of service to SAA (see resolution, page 9).
- Elected Joel Wurl to serve on the Council Executive Committee, and appointed Council members Elaine Engst and Frank Boles to the Nominating Committee. ♦



# Archivists Round Table of Metropolitan New York Commended on Its 25th Anniversary

The Council of the Society of American Archivists hereby extends its congratulations and best wishes to the Archivists Round Table of Metropolitan New York, Inc., on the occasion of its 25th anniversary.

Founded in 1979 with only ten initial members, the Round Table grew to 180 members within two years and has now increased in size to more than 330 archivists from 160 different institutions. Such growth illustrates vividly that the Round Table has been successful in meeting the needs of area archivists and has become an important resource for New York's archival community.

Notable among the Round Table's accomplishments are the following:

- Its role during 1979 in initiating New York Archives Week as a means to celebrate metropolitan New York's diverse history, raise public awareness of the area's archives, and recognize individual and institutional use and promotion of archives. The Archives Week program was a notable success and has continued since 1979. It is now held annually in October and includes such activities as the Family History Fair, lectures, exhibits, and an awards ceremony.
- Working with a group of concerned historians and other professionals during the early 1990s in order to bring both the city and state governments to the aid of the New York Historical Society, which had planned to close its library, a nationally significant cultural resource.
- Initiating a major campaign advocating the return of former New York City Mayor Rudolph Giuliani's records to the New York Municipal Archives. Partially through the Round Table's advocacy effort, city laws were revised to ensure public control over the records of city government.

Perhaps most important, throughout its 25 years the Round Table has provided a forum in which members of the Metropolitan New York archival community can come together to discuss issues of professional concern. Among its many activities are the following:

- Monthly meetings held at repositories around the city between September and June focus on practical and professional issues, or on the relation of the archival profession to topics of current public interest.
- Since 1999, the Round Table's Web site ([www.nycarchivists.org](http://www.nycarchivists.org)) has provided members and friends with information on relevant events, professional development, and job opportunities.
- The Round Table publishes *Metropolitan Archivist*, a semi-annual newsletter with articles on substantive archival issues, book reviews, and ART news. The Round Table prints and distributes its annual *Membership Directory* and maintains an online *Repository Directory* of member institutions. It promotes professional development through continuing education workshops and professional education opportunities that attract an audience from metropolitan New York and beyond.

The Council of the Society of American Archivists commends the Round Table's ambitious program that is in the best tradition of a regional archival association's unique ability to provide professional support and educational opportunities to those who comprise its geographical constituency.

The Society of American Archivists is proud to be associated with Archivists Round Table of Metropolitan New York, and we look forward to working with the Round Table and its members during the coming years.

*Society of American Archivists Council, June 17, 2004*

## Council Special Resolution Honoring Debra Mills Nolan



**Whereas** Debra Mills Nolan, CAE, served the Society of American Archivists with distinction for more than 11 years as director of meetings, associate executive director, interim co-executive director, and independent contractor; and

**Whereas** Debra dedicated herself to meeting the needs and interests of SAA members and leaders throughout her tenure; and

**Whereas** Debra introduced many creative approaches to program management that led to innovations of great benefit to SAA; and

**Whereas** Debra's consistently positive attitude, generosity of spirit, and good humor generated great enthusiasm among members, leaders, staff, and vendor colleagues;

**Therefore Be It Resolved That** the Council of the Society of American Archivists thanks Debra for her outstanding contributions and wishes her well in all future endeavors.

*Society of American Archivists Council, June 17, 2004*

# Boston's Changing Face

by Lorna Condon and Tamar Granovsky, SAA Host Committee

## Boston 2004 is here!

Archivists from around the world will arrive in the "Hub" to participate in SAA's Annual Meeting at the Boston Park Plaza Hotel, August 2-8, 2004, and to experience the city's cultural, social, intellectual, and recreational offerings. This sampling of photographs provides a glimpse of Boston's rich but ever-changing history. . .

### Faneuil Hall

The area of Faneuil Hall has been a meeting place and mercantile hub since the early-eighteenth century. The present Faneuil Hall structure is an admixture of an original design dating from the mid-1700s, and a redesign and enlargement undertaken by architect Charles Bulfinch in 1805. Adjacent to Faneuil Hall are the Blackstone Block (the oldest streets in the city of Boston), the Union Oyster House (the oldest continuously operated restaurant in the United States), the Holocaust Memorial, and the buildings and plaza of Boston's Government Center.



(Left) Faneuil Hall, 1981. Photograph by Peter Vanderwarker. (Above) Faneuil Hall, circa 1900. Photograph by Henry Peabody.

These historic photographs, unless otherwise noted, are from the collection of Historic New England/SPNEA. The recent photographs are by well-known photographer Peter Vanderwarker and are used with his kind permission. Vanderwarker is co-author with Robert Campbell of "Cityscapes," a semi-monthly column in *The Boston Globe Magazine*. Their book, *Cityscapes of Boston*, was published in 1992. Vanderwarker is a frequent user of libraries and archives.

## Paul Revere House

Legendary patriot Paul Revere lived in this house in Boston's North End at the time he made his famous ride to warn his countrymen that the British were on the march. After Revere sold the building in 1800, the house was altered to allow for shops on the first floor, including at various times a candy store, a bank, and a cigar store, and tenements above. In 1902, Revere's great grandson purchased the property to prevent its demolition. Shortly afterwards, the Paul Revere Memorial Association was formed to preserve both the house and the memory of Paul Revere. The association renovated the house to resemble its late-seventeenth-century appearance and opened it to the public in 1908 as one of the first historic house museums in the United States.

(Above) Paul Revere House, circa 1900. Photograph by Henry Peabody.  
(Right) Paul Revere House, 1985. Photograph by Peter Vanderwarker.



## The Big Dig

To address the increasing traffic problems caused by the influx of automobiles into the city of Boston in the 1950s, the Central Artery, an elevated super highway cutting through the heart of Boston, was constructed. Despite high hopes for this new roadway, completed in 1959, traffic problems only worsened, and the Central Artery became one of the most congested highways in the country. In 1991 construction on "the Big Dig," the underground replacement for the Central Artery, began and continues today. The challenge of providing uninterrupted access to the city and its neighborhoods during this construction project is enormous. The project is considered to be the largest public construction project in U.S. history and the most technically challenging civil engineering project in the world.



(Near left) Central Artery Construction, 1954.  
Photograph courtesy of Peter Vanderwarker.  
(Far left) Central Artery Demolition, 2004.  
Photograph by Peter Vanderwarker.

# Another Perspective on Native American Tribal Archives

by BRIANA LEIGH BOB, Colville Confederated Tribes

During the SAA Annual Meeting in Boston, "Native American Perspectives on the Treatment and Usage of Tribal Materials in Archives" will be a featured "Presidential" session on Friday, August 6, 2:00–3:30 p.m.

Tribes are sovereign nations and each possesses its own unique tribal government structure, constitution, and laws. This creates a vast diversity in how tribes manage their own archival collections.

There will be seven tribal representatives to offer their experience of working with tribal archive collections. This panel discussion will address how tribes integrate their own Native American principles, traditions, and cultural practices in the maintenance, protection, preservation, and supervision of tribal collections. In addition to professional archival management practices, the special considerations of tribal collections and management will be discussed. This will include how tribes manage restricted materials, collections, recordings, ceremonial objects, and sensitive photographs.

Boston 2004 provides a wonderful occasion and a unique opportunity to share our Native American perspectives about

tribal archives. We extend a heartfelt thank you to SAA President Timothy L. Ericson of the University of Wisconsin-Milwaukee for his support, guidance, and contributions to Native American Tribal Archives.

MARNIE ATKINS, *Cultural Director*  
Table Bluff Reservation—Wiyot Tribe

BRIANA L. BOB, *Archives & Records Collections Coordinator*  
Colville Confederated Tribes

BELLE CHASE  
Three Affiliated Tribes of North Dakota

AMELIA FLORES, *Director*  
Colorado Indian River Tribes Library & Archives

SHIRLEY JACKSON  
Gila River Indian Community

KIMBERLY MORALES-JOHNSON  
San Gabriel Band of Gabrieleno Indians

MALISSA MINTHORN, *Director*  
Tamastslikt Cultural Institute



## *Line up!*

*...for deep discounts on  
archival publications!*

Stop by the SAA Bookstore to purchase SAA's newest titles—*Museum Archives*, *Describing Archives: A Content Standard*, and *Managing Archival and Manuscript Repositories*. Learn more about the Society's role as the leading clearinghouse for archival resources in print and discuss your ideas with Publishing Director Teresa Brinati. Open Thursday, 9:30 a.m.–5:00 p.m., Friday, 8:00 a.m.–5:00 p.m., and Saturday, 8:00 a.m.–noon.

***Half-price sale on display copies! Begins Saturday at 8:00 a.m.***

*Plus, receive a 10% discount on all book orders!*



## SAA Annual Business Meeting

### New day and time!

Thursday, August 5, 12:30–1:30 p.m.  
Boston Park Plaza Hotel  
Georgian Room

All SAA members are welcome to attend the annual business meeting, which features reports by the officers and executive director and other business brought before the membership. SAA bylaws stipulate that any resolution brought before the business meeting for action must be submitted to the Council Resolutions Committee no later than noon of the day preceding the business meeting (i.e., Wednesday, August 4, noon). The 2004 Council Resolutions Committee members are Kathryn Neal, Chris Paton, and Peter Wosh. Resolutions from the floor may be considered by majority vote.

## SAA and ACLU Presidents to Address Government Secrecy at Boston 2004 Opening Plenary Session

Nadine Strossen, president of the American Civil Liberties Union, will join SAA President Timothy L. Ericson for a provocative opening plenary session on Aug. 5, 2004, during SAA's 68th Annual Meeting in Boston. Ericson's Presidential Address, "Building Our Own Iron Curtain: The Emergence of Secrecy in American Government," will explore the historical development of an administrative structure that allows government officials to operate (or attempt to operate) in secret. Strossen will address the implications of the USA PATRIOT Act for archivists, librarians, and records managers.

## "Archives Unplugged" Sessions

SAA continues the tradition of offering the very popular "Archives Unplugged" sessions during the Annual Meeting in Boston, in which national experts provide basic information on core archival topics. Back by popular demand is "Fundamentals of Electronic Records," and new "unpluggeds" include archival management, copyright, managing literary collections, and collection ownership issues. One will help you learn the ins and outs of being active in SAA, and another will provide tips on writing strong SAA session proposals.

For additional information, visit

[www.archivists.org/conference/boston2004/boston2004.asp](http://www.archivists.org/conference/boston2004/boston2004.asp)

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# Creating a Classic

## Rediscovering Lester J. Cappon

RICHARD J. COX, SAA Publications Editor

When I began my career as an archivist in the early 1970s, there were far more limited opportunities for formal educational preparation than there are today. I took advantage of the one graduate course available to me, and I signed up for several multi-week institutes that were then about the best option for getting some systematic training in archival work. Other than this, I read everything I could get my hands on, from Schellenberg's and Jenkinson's tomes to a cover-to-cover, first-to-most-recent-issue devouring of the *American Archivist*. To this day, I sometimes mention to students that one of my primary motives in designing and teaching in a graduate archival education program is to ensure that no one has to go through what I did in gaining a foundational knowledge for archival work.

I have always been an avid reader and I enjoyed my exploration through the much smaller professional literature that then existed. While traipsing through the journal literature provided little in the way of any systematic orientation to archival practice, I discovered a number of authors and writings that had a profound impact on my thinking about archives. I was quite impressed with the essays by Lester J. Cappon, traversing a variety of issues about the nature of archival knowledge and the responsibility of archivists to sustain that knowledge. Cappon was particularly astute in his ruminations about the role of historical inquiry in archival work, and since I was then working at a private historical society largely oriented to serving local historical researchers, his ideas were particularly relevant to my own work.

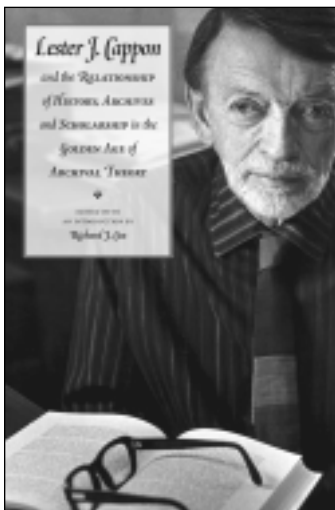
Cappon, as I subsequently discovered, was at the end of his career while I was just starting my own. I met him only once, when I attended my first Society of American Archivists meeting, and talked with him just long enough to shake his hand and exchange pleasantries. I doubt that I was ever on his radar screen, since he died (1981) just about the time I became active in SAA and other archival professional activities. However,

Cappon's writings remained useful to my own work. When I heard about his death, I wrote to the director of the Newberry Library, Cappon's last professional home, and suggested that someone ought to pull together his various essays on archives and documentary editing (especially considering the successful publication of Margaret Cross Norton's essays only a few years before). Nothing happened with this suggestion.

Cappon's scholarship continued to be of personal use nevertheless. In the mid-1980s, when a debate about the relationship of history to archival practice erupted in the pages of *Archivaria*, I made a small contribution to the debate by writing about Cappon's half century of musings about the

identity of the archivist ("Archivists and Historians: A View from the United States," *Archivaria* 19 [Winter 1984-85]: 185-90). I continued to cite a few of his other writings on a regular basis, such as his 1955 essay on manuscripts as archives when I engaged in a debate about the nature of the record during a visit to Australia in 1995 ("The Record in the Manuscript Collection," *Archives and Manuscripts* 24 [May 1996]: 46-61). More importantly, I found some of his essays about the history of documentary editing and archival scholarship to be particularly useful for my students to read and to understand that some of the current concerns in the field had been issues for a very long time.

When I assumed the position of SAA Publications Editor in 2002, I discussed with the Editorial Board various series of publications that the Society ought to support and Cappon and his contributions to the professional literature re-appeared in my own thoughts. The re-issuing of archival classics by SAA—*Manual for the Arrangement and Description of Archives* by the Dutch triumvirate, the British volume *Selected Writings of Sir Hilary Jenkinson*, and the American volumes *Norton on Archives* and Schellenberg's *Modern Archives*—all seemed to be obvious choices. Yet, the re-issuance of the 1976 Norton essay collection gave pause, because the rediscovery of Norton's seminal



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**Cappon's seminal writings—  
discoursing on archival theory,  
collecting, archivists and  
historians, and archivists  
and documentary editors—  
paint another part of the  
professional landscape in its  
most critical formative years.**



thinking about government records management and its relationship to archival work was due to the publication edited by Thornton Mitchell. If the late-nineteenth-century Dutch volume provided a window into the origins of the modern archival profession and one of the first statements on the nature of modern records, then Jenkinson, Norton, and Schellenberg covered other traditions and influences on the formation of archival principles in the first half of the twentieth century. Still, not all perspectives in this formative period were represented by these archival pioneers.

Cappon's writings, the most important of which were written in the last quarter of his life, provided the perspective of the historian on archives, a topic that seems to be re-emerging in new historical and other scholarship on all things archival. Cappon struggled with whether the archivist was a historian, just as Norton advocated the records management identity and Schellenberg seemed to tread a middle ground (as was being reflected by his employer, the National Archives). Cappon's seminal writings—discussing on archival theory, collecting, archivists and historians, and archivists and documentary editors—paint another part of the professional landscape in its most critical formative years. Cappon's hitherto uncollected writings represent another archival classic as well, and suggest, with their forthcoming publication by SAA, that an important role of the Society's publications program is to provide a firm foundation for understanding its history and that of the profession.

Lester J. Cappon and *The Relationship of History, Archives, and Scholarship in the Golden Ages of Archival Theory* will be published by SAA this fall. Embarking on the preparation of this volume, besides suggesting other similar collections or reprints of long out of print work, also provided another value of undertaking such efforts. My first task was in gathering up and reading all of Cappon's essays, introductions, edited works, and other writings. My next task was in examining his personal papers located at the College of William and Mary and the records related to his institutional postings as an archivist and editor at the University of Virginia and Colonial Williamsburg Foundation. I opted to discuss only briefly his last career as a cartographic historian (at the Newberry) as being somewhat out of my focus on his work as an archivist.

Cappon's private documentation yielded all kinds of interesting insights about his more public writings, more than can be shared here. For example, many of his published essays in the archival literature drew upon his earlier annual reports as archivist at the University of Virginia, demonstrating the importance that the earlier generation of archivists placed upon such reports. As another example, a large portion of Cappon's essays were the result of invitations to him to address controversial issues at professional conferences, reflecting the then greater importance of these conferences in supporting the professional literature. And, perhaps most important, Cappon's personal papers revealed that he had sought to become a full-time educator of archivists long before there were such academics and that he struggled most of his career to complete a seminal work on historical manuscripts administration, a task never completed because of his other responsibilities.

Hopefully, the forthcoming publication by SAA of eleven

of Cappon's essays will help provide a window into a critical time in the emergence of the modern American archival community. As I reported on Cappon and his writings at the 2003 International Conference on the History of Records and Archives in Toronto, an examination of Cappon's life work also served as a reminder of other important matters. It should remind us of our own mortality, as many have already forgotten Cappon's role in the profession. Cappon's writings also serve as an important generational link between archival pioneers like Jenkinson and later commentators like H.G. Jones, Frank Burke, and F. Gerald Ham. Third, Cappon's essays remind us of the continuing debate about the role of history in archival knowledge. That Cappon's life and professional career also should remind us of our own important work in preserving documentation. And, finally, Cappon's career is a clarion call for skeptics about present fads and trends in the profession. Indeed, as I worked on Cappon, and as I relate in my introductory essay about him in the new volume of his writings, I entered into a continuous imaginary debate with him about many cherished notions of archival work.

How many other archival classics remain to be re-discovered? I have a few ideas, but I hope to hear from others as well about books that should be reprinted and essays that should be collected. ❖

*Richard J. Cox is the SAA Publications Editor and a professor of archival studies at the University of Pittsburgh. He may be reached at [rcox@mail.sis.pitt.edu](mailto:rcox@mail.sis.pitt.edu).*

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## A Tale of Two Visitors



**CLAIRE MARTIN**, a student-curator in archives in the Institut National du Patrimoine in Paris, recently completed a two-month internship in Ann Arbor, Mich., at the Bentley Historical Library. During her stay she had the opportunity to visit other archives,

libraries, and professional organizations, including SAA headquarters in Chicago and the Midwest Archives Conference spring meeting in Milwaukee.

Students of the Institut are required to do an internship abroad. "I chose the Bentley Historical Library, where I was able to experience the U.S. archival system and to work on a specific project regarding the University of Michigan Museum of Art," Claire explained during her visit to SAA in early June. "I had to prepare an on-line exhibit promoting the museum and its history through the collections of the Bentley Library."

Claire is also working on her Ph.D. at the University of Sorbonne in Paris; her research focuses on early-seventeenth-century France and the links between Protestantism and king's service through the life of Benjamin Aubery du Maurier, a nobleman who became ambassador to the Low Countries.

Her training at the Institut was completed in June. "I have applied for a position as head archivist in the Departmental Archives of Lozère in Mende in southern France, where I hope to begin my archival career in July," Claire said.



**NORMA PALOMINO**, library director at the Universidad Torcuato di Tella in Buenos Aires, Argentina, also visited SAA in June. Earlier that month Norma attended the annual meeting of the Seminar on the Acquisition of Latin American Library Materials

(SALALM) in Ann Arbor, Mich., and then had business at the University of Chicago.

"My responsibilities at Universidad Torcuato di Tella are expanding and will now include archives," Norma shared during her visit. Norma earned a M.S.I.S. from the University of Texas at Austin last year. "A Ph.D. student at Texas recommended that I stop by SAA if I was ever in Chicago."

Norma joined SAA as an associate member and also purchased several books. "My luggage will be much heavier, but I am eager to share these resources with colleagues in Argentina," she declared.



**JEANNETTE BASTIAN**, assistant professor at the Simmons College Graduate School of Library and Information Science in Boston, has been promoted to associate professor with tenure.

Thanks to a \$1.4 million endowed gift, **HEATHER BRISTON** is now the Richard and Mary Corrigan Solari University Historian and Archivist at the University of Oregon. The gift makes Briston, who has been the university archivist for almost three years, one of the few holders of an endowed archivist position in the United States. Interest earnings from the endowment will cover her salary, freeing up money to hire a technician. Briston plans on completing a project to identify and inventory everything in the archives.

**TERESA BURK** has been appointed research services archivist in the Special Collections and Archives of Emory University's General Libraries. She previously served a nine-month Librarian Fellowship in Special Collections and Archives, and as Circulation and Reserves Desk Supervisor for five years, also at the General Libraries.

The Society of Ohio Archivists awarded Wright State University Head of Special Collections and Archives **DAWNE DEWEY** its 2004 Merit Award, given to individuals who have by excellence in deeds, actions, or initiatives improved the state of archives in Ohio over the past year. Archives of the Wright Brothers at Wright State University played an enormous role in the research and activities that took place as part of 2003 worldwide celebration of the Centennial of Flight. Dewey traveled nationally and internationally representing, displaying and discussing these unique and valuable archival treasures and also served as an expert to many media outlets, including National Public Radio and the Discovery Channel.



**MICHAEL J. FOX**, assistant director for Library and Archives, Minnesota Historical Society, is the University of Wisconsin-Madison School of Library and Information Studies Alumni Association alumnus of the year for 2004. The award was presented in May during SLIS's graduation ceremony at the

Wisconsin Historical Society, where Fox was one of the featured speakers. Fox earned a B.A. in American history (1968) and master's degree in library science with a specialization in archives administration (1973). He began his career at the Wisconsin State Historical Society in 1973 where he served in a variety of positions—library cataloger, map curator, local records archivist, public records archivist, and chief of the Public Records Section—before joining the Minnesota Historical Society. Internationally recognized as an archival teacher and consultant, Fox has served on numerous library association and archival committees. He is a prolific writer and popular

conference speaker. One of his most notable contributions has been in the development and promulgation of Encoded Archival Description.

**FREDERICK L. HONHART**, director of University Archives and Historical Collections at Michigan State University, has been elected president of the University and Research Institution Archives Section of the International Council on Archives. He will serve out the term of his predecessor, Don Richan, archivist of Queen's University, Canada, who passed away in February after a brief illness (see "Obituaries," *Archival Outlook*, March/April 2004, page 19). The section will be meeting at Michigan State University in September.

**ELIZABETH RUSSEY** has been appointed manuscripts processing archivist in the Special Collections and Archives of Emory University's General Libraries. Prior to coming to Emory, she served for 18 months as project archivist in the Burke Library at Union Theological Seminary. Previous to that, she was a graduate assistant at the National Trust for Historic Preservation Library and an intern at the National Archives and Records Administration.

**RICHARD E. TURLEY, JR.**, managing director of the Family and Church History Department of The Church of Jesus Christ of Latter-day Saints, recently received the prestigious Historic



**TROY HENDERSON** (left) and **MIKE NICHOLSON** (right) joined the SAA staff for the summer to assist in the processing of annual meeting registrations and other

conference tasks. Troy and Mike, who have known each other for five years, are both Ph.D. candidates in history at Loyola University Chicago.

Preservation Award of the Daughters of the American Revolution. Turley oversees the Church's Archives and Records Center, History Library, and Museum of Church History and Art. Under his direction, the popular *FamilySearch.org* Web site was launched in 1999 and today averages more than 11 million hits per day. With his guidance, the Church also issued a series of CD products containing valuable historical data.

*Share the latest developments in your career with SAA colleagues and friends. Send news to: Teresa Brinati, Director of Publishing, tbrinati@archivists.org*

## Obituaries



**BETTY FURDON**, 57, died April 20, 2004, of breast cancer. A researcher, archivist, linguist, teacher, and activist for social justice, Betty was most recently employed at Harvard University Real Estate Services (formerly Harvard Planning and Real Estate) from 1995–2004. She was a member of the Women's Community Cancer Project, librarian at the Cambridge Women's

Center, and a researcher for Political Research Associates.

Betty was a native of Arlington, Mass., and a graduate of Boston State College. During her first career, Betty served as an educator from 1968–1980. She came to archives as a professional genealogical researcher, after researching her own family history. Betty conducted Boston-area genealogical research for clients, 1991–1997, and conducted non-genealogical research for the video documentary, *The History of the Boston Women's Movement*. Betty worked at: Cambridge Women's Center Archives, 1995–1997; Episcopal Diocese of Massachusetts, Diocesan Library and Archives, 1987–1996; and Boston Redevelopment Authority Archives, 1986–1988. Betty also served as a researcher for *Mobilizing Resentment: Conservative Resurgence from the John Birch Society to the Promise Keepers* by

Jean Hardisty (Boston: Beacon Press, 1999), a book on the resurgence of conservatism in the last three decades. Betty also served as the newsletter editor for TIARA, the Irish Ancestral Research Association. Betty was just as skilled at organizing people, particularly around feminist issues and funding of breast cancer research, serving as a volunteer archivist and librarian at the Women's Community Cancer Project and the Women's Center in Cambridge. Betty is survived by life partner Mary Leno.

**A. VENABLE LAWSON**, 82, director of the Division of Librarianship (later Division of Library and Information Management) at Emory University from 1965 to 1988, died May 14, 2004, at his home in Atlanta.

Noted for his strong advocacy for libraries and for library outreach and public service programs, Lawson recruited faculty and students who believed that libraries and librarians should be community leaders and innovators, engaged in the community and energetic in instruction and outreach programs. Under his leadership, the Emory program worked with the Georgia Department of Archives and History to offer the Georgia Archives Institute as an intensive summer credit course introducing archives administration to the library school master's program.



## Preparing for a Nixon Library within NARA

As many of you know by now, on April 8, 2004, President Bush nominated Allen Weinstein to be the next Archivist of the United States. I pledged to the NARA staff that I will remain in my position as Archivist until the nominee is confirmed and sworn in. In the meantime, I believe it is important to continue to move forward on the many challenges NARA faces and the many strategic initiatives we have underway.

To that end, I want to explain the impending changes in how the records of the 37th President of the United States are to be preserved and made available to the public.

Since Richard M. Nixon resigned the presidency 30 years ago this summer, the official White House records of his administration have resided not in a Presidential Library, as is the case for ten other former presidents, but with the National Archives and Records Administration in College Park, Maryland—in compliance with the Presidential Recordings and Materials Preservation Act (PRMPA) of 1974.

However, those records are finally headed for a government-operated Presidential Library, just like the ones NARA operates for all other presidents from Herbert Hoover on, where they will be under the care of professional archivists who are NARA employees working in a NARA facility.

Congress cleared the way for the move to a NARA-operated Nixon Library in the Consolidated Appropriations Act for 2004, which allows for the transfer of those records from College Park to Yorba Linda, California. In Yorba Linda, the Richard M. Nixon Presidential Library and Birthplace Foundation now operates a private Nixon Presidential Library.

A remodeling and expansion project is under way at the library in Yorba Linda. When the work is completed and is certified as in compliance with NARA requirements, a "Report to Congress of the Proposed Richard M. Nixon Library" will be submitted to the lawmakers for review. Congress will have 60 session days to review the proposed plan. Upon approval by Congress, the library will be turned over to the National Archives, and transfers of Nixon records from College Park to Yorba Linda will begin.

Once the records from College Park are moved to Yorba Linda, all the records of Richard Nixon's career—in the House, the Senate, the vice presidency, the presidency, and his active post-Presidential years—will be in one place for scholars and historians to view.

Some individuals in the archival and historical communities have expressed concerns about the future accessibility of these records. Let me explain what will and will not happen to them in the years to come.

First, and most important, the review of and access to the Nixon materials will always remain under the exclusive control of NARA. When these materials are transferred to Yorba Linda, they will simply be moving from one NARA facility to another.

The records of the Nixon presidency (1969–1974) are important because they document a tumultuous time in our country's history—one that saw major shifts in our foreign policy, large-scale civil unrest at home, the creation of new domestic programs, and the landing of men on the moon. Ultimately, the burglary of the Democratic National Committee headquarters and the subsequent series of events that led to President Nixon's resignation have made Watergate the most well-known legacy of his presidency.

The 1974 legislation required that these records be retained by NARA in the Washington area. We first kept them in our building in downtown Washington, later at our annex on Pickett Street in Alexandria, Virginia, and now in our College Park facility.

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### **The records of the Nixon Presidency (1969–1974) are important because they document a tumultuous time in our country's history . . .**

This law stipulated that those Nixon presidential materials and tapes that were relevant to the understanding of "abuse of governmental power" and Watergate were to be processed and released to the public as quickly as possible. NARA completed that work many years ago. Since then, NARA has been reviewing, declassifying, and opening the historical materials relat-

ing to constitutional and statutory duties of the president and his White House staff. However, the law also required that, as NARA reviews records and tapes, we must segregate and return to President Nixon (and his estate) any materials identified as "personal private" or "personal political."

Our FY 2004 appropriations legislation stipulated that no Nixon records will be transferred to Yorba Linda until the U.S. Archivist certifies to Congress that there exists in California a suitable archival facility to house these documents and that the spaces for the public, the staff, and storage meet the required standards developed under the Presidential Libraries Act.

The point at which the library will be a federal facility will depend on how quickly existing space can be retrofitted and new construction completed according to NARA standards and requirements. At the moment, there is no precise timetable for transferring the Nixon records to California.

However, because we don't expect our College Park review of the Nixon tapes and many of the Nixon materials to be complete until 2008 or later, it is likely that the library will

*continued on page 24*

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# NARA General Oversight Hearing Called for Prior to Archivist Confirmation

The National Coalition for History and several archives and history organizations have requested the Senate Governmental Affairs Committee—the committee that will be considering the nomination of historian Allen Weinstein as Archivist of the United States—to establish a new procedural precedent in the process of confirming a new archivist. The coalition urged the committee to hold a general oversight hearing on the management of the National Archives and Records Administration (NARA) prior to a confirmation hearing each time a new Archivist is to take office.

In a letter to committee staff, the history coalition stated that “general oversight hearings are rare events (no such hearing has been conducted by the Senate in at least a decade) and neither the House nor Senate Appropriations committees regularly assess the operating programs of NARA during the annual appropriations cycle. By conducting such a hearing prior to confirming a new Archivist, the Governmental Affairs Committee could be provided with valuable information and insights about the changing needs and priorities of NARA.”

As envisioned the oversight hearing should include a comprehensive assessment of the progress and problems in carrying out the NARA Strategic Plan, as well as an assessment of specific programmatic and activity centers such as digitization and electronic records, documentary acquisition and access, administration of the Presidential Records Act (PRA) and presidential libraries, the National Historical Publications and Records Commission (NHPRC), the administration of the regional archives and records centers, public outreach programs, and

internal management, staffing, and training practices. The history coalition stated that “such a hearing would serve to educate both the Committee and the nominee about the needs of the National Archives when a new archivist takes the helm.” Committee staff took the recommendation under advisement and agreed to discuss the suggestion with the senators.

The request for the oversight hearing came one day after an early May meeting between representatives of history and archival community (including the SAA) with Senate staff. The meeting was the first step in the congressionally sanctioned requirement for “consultation” with history and archives organizations when filling a vacant Archivist of the U.S. position. During that meeting the participants discussed the confirmation process and general criteria for filling a vacant U.S. Archivist position. The meeting also included a frank discussion of a number of issues and concerns regarding the specific qualifications of the nominee.

Representing the archival and history communities at the meeting were Timothy L. Ericson (Society of American Archivists), Bruce Craig (National Coalition for History), Lee Formwalt (Organization of American Historians), Arnita Jones (American Historical Association), and Karl Niederer (Council of State Historical Records Coordinators). Attending the meeting on behalf of the Senate Governmental Affairs Committee were representatives of Senators Collins and Lieberman as well as staff for Senators Richard J. Durbin (D-IL), Carl Levin (D-MI), and Frank Lautenberg (D-NJ).

## NHPRC Adopts New Directions and Announces Grants

At its May meeting, the National Historical Publications and Records Commission (NHPRC) set a new course. The commission adopted a new strategic plan as well as a new mission statement: “The NHPRC promotes the preservation and use of America’s documentary heritage essential to understanding our democracy, history, and culture.” The commission issued a call for leadership in public policy, distribution of the nation’s most important traditional documents in American history, and for the creation of a national network for state and local documentary preservation and utilization.

The commission also approved a new vision statement: “America’s documentary heritage preserves the rights of American citizens; checks the actions of government officials; and chronicles the national experience. Democracy demands an informed and engaged citizenry. By preserving our documentary heritage and promoting its distribution and use, the people seek to guarantee the protection of the rights of all, hold accountable government and other public institutions, and increase under-

standing of our history and culture for generations to come. The NHPRC is a public trust for documenting democracy.”

Six new goals were also adopted for the NHPRC:

- 1) Exercise leadership for public policy in the preservation of and access to America’s documentary heritage; 2) Expand the distribution of the most important traditional documents in American history; 3) Promote a national network for state and local documentary preservation and utilization efforts; 4) Support institutions that promote preservation, dissemination, and use of historical records; 5) Support institutions in meeting the challenges of preserving and managing electronic documentation; 6) Support education and training of professionals engaged in preservation and dissemination.

At the meeting the commission also recommended to the U.S. Archivist grants of up to \$5.873 million for 71 projects in 27 states and the District of Columbia. Funds up to \$2.2 million were awarded to records access projects to preserve and make accessible important documents and archives in collections around the country. Included among these grants are the



archival collections of Japanese Americans during World War II at the Japanese American National Library; the architectural records in the Bertrand Goldberg Archive at the Art Institute of Chicago; photographs from the Louisiana Purchase Exposition of 1904 at the Field Museum of Natural History; the Records of the YWCA of the USA at Smith College; film footage from the *Eyes on the Prize* documentary film at Washington University in St. Louis; and New York City's General Society of Mechanics and Tradesmen records dating from 1785 to 1955. Finally, the commission provided support for two State Historical Records Advisory Boards and funded two Electronic Records Projects to create records management systems for Maine state agencies and archival collections at Tufts University and Yale University.

### Plaintiffs File Motion in PRA Case

In April, plaintiffs party to the suit to overturn President Bush's Executive Order 13233, which relates to the administration of the Presidential Records Act (PRA), filed a motion to "alter or amend" the judgment entered in March that dismissed the plaintiffs case on standing and ripeness grounds (see "Court Issues Decision on Presidential Records Suit" in *Archival Outlook*, May/June 2004, page 23).

Scott L. Nelson, the attorney handling the case for the Public Citizen Litigation Group, filed papers on behalf of


historical, archival, and government openness organizations requesting that the court reconsider its dismissal. Nelson cites two reasons in the motion: first, "that the Court's decision appears to overlook the uncontested fact that EO 13233 is currently being applied on an ongoing basis to all releases of Reagan presidential documents and Bush vice-presidential documents" so that the plaintiffs injuries "is by no means speculative or hypothetical"; and second, that the court's opinion seems to rest in part on "a misapprehension of fact" as 74 pages of materials "are still being withheld under the Executive Order."

The motion was filed just days after Public Citizen was notified of a denial of its FOIA appeal on some 74 pages of materials (11 separate documents) of Reagan era records that have yet to be released to scholars under constitutionally-based privilege provisions of the PRA. The privilege claims asserted on these documents were originally claimed by the legal representatives of former President Reagan and were concurred by President George W. Bush (for the list of withheld documents see "Special Postings—Withheld Reagan PRA Papers" at [www2.h-net.msu.edu/~nch/](http://www2.h-net.msu.edu/~nch/)).

Scholars who believe that these materials have potential research value and would be interested being listed with other researchers on an affidavit proclaiming the importance of these materials are urged to contact Scott Nelson at [Snelson@citizen.org](mailto:Snelson@citizen.org). ♦

## Elegant Solutions for Preservation

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## Vatican Archives Supplement

*Vatican Archives: An Inventory and Guide to Historical Documents of the Holy See – Supplement #1, The Archives of the Congregation for the Doctrine of the Faith* was published by the Bentley Historical Library in Ann Arbor, Mich. It was edited by Francis X. Blouin along with Peter Horsman, Leonard Combs, and Elizabeth Yakel. This supplement to the original single-volume reference provides a brief historical overview of the Congregation for the Doctrine of the Faith, then lists the archival records and summarizes their contents and scope. For more information, contact Fran Blouin at [fblouin@umich.edu](mailto:fblouin@umich.edu).

## Florida Repositories Guide

"Guide to Archives and Manuscript Repositories in Florida" is now available at <http://library.ucf.edu/SpecialCollections/GuidetoRepositories/floridaguidecentralcounty.html>. The guide, compiled by Carla Summers, is searchable by city or county, and a listing for Central Florida is grouped separately. For more information, contact Carla Summers at 407/823-2788 or [csummers@mail.ucf.edu](mailto:csummers@mail.ucf.edu).

## Heritage Health Index Survey Begins in July

*Tell Heritage Preservation About Your Collections*

In July the Heritage Health Index questionnaire will arrive at 15,000 archives, historical societies, libraries, museums, and scientific organizations nationwide. This survey of the condition and preservation needs of collections will—for the first time—produce a national picture of the state of artistic, historic, and scientific collections held by the full range of institutions that care for them.

"Survey respondents have a unique responsibility to assure that the evidence of our artistic, historical, and scientific heritage survives into the future," said Dr. Robert S. Martin, director of the Institute of Museum and Library Services (IMLS). "I encourage all institutions that receive the Heritage Health Index survey to complete it thoroughly and promptly." The Heritage Health Index is administered by Heritage Preservation in partnership with IMLS.

Heritage Preservation estimates that about 50,000 institutions hold collections, including books, manuscripts, paintings, photographs, archeological artifacts, natural history specimens, historic objects, audio-visual materials, and digital media. The survey will be distributed to collecting institutions of all types and sizes in all U.S. states and territories. The Heritage Health Index will provide baseline information that is needed to guide future preservation planning and programs, target urgent needs for increased funding, and establish a more secure future for the nation's cultural heritage. For updates on the Heritage Health Index, check the Heritage Preservation Web site at [www.heritagepreservation.org](http://www.heritagepreservation.org).

## Visual Collections Portal Launched

David Rumsey and Cartography Associates recently launched "Visual Collections," a new digital image collection portal that includes more than 300,000 works from museums, universities, and private collections throughout the world. More than 30 collections are represented and range from the fine art of Museums and the Online Archive of California (MOAC) to early maps of Scotland from the University of Edinburgh's Charting the Nation collection. Visit [www.davidrumsey.com/collections/](http://www.davidrumsey.com/collections/).

## The Latest DigiCULT Publications

- "Virtual Communities and Collaboration" (January 2004), the fifth *Thematic Issue* produced by DigiCULT, concentrates on the question of how heritage institutions might benefit from fostering virtual communities related to core activities such as exhibitions, educational programs, or in support of scholarly communities.
- *The DigiCULT Technology Watch Report* is a major annual volume, covering six technologies expected to have a substantial impact on the future of cultural heritage projects, professionals working in the sector, and approaches to cultural materials. Report #2 addresses "The Application Service Model"; "The XML Family of Technologies"; "Cultural Agents and Avatars, Electronic Programming Guides and Personalisation"; "Mobile Access to Cultural Information Resources"; "Rights Management and Payment Technologies"; and "Collaborative Mechanisms and Technologies."

For more information about DigiCULT or a copy of these publications, visit [www.digicult.info/pages/index.php](http://www.digicult.info/pages/index.php) or contact John Pereira at [john.pereira@salzburgresearch.at](mailto:john.pereira@salzburgresearch.at).

## Prairie View A&M Unveils First Permanent Collection

The John B. Coleman Library of Prairie View A&M University recently unveiled its first permanent collection, which serves as a special tribute to Wilhelmina Fitzgerald Delco, formerly a prominent African American member of the Texas House of Representatives for 20 years, where she was the first woman and second African American to serve as Speaker Pro Tempore, the second highest position in the Texas House. She also served as chair of the House Higher Education Committee.

The life and career of Rep. Delco, a graduate of Fisk University, is chronicled in a permanent display that highlights her impact upon higher education in Texas, and the role she played in the development of Prairie View A&M University during the 1980s. The University Archives has been cataloging and preparing Delco's papers for the last three years. The 130 boxes of material consist of legislative papers, photographs, paintings and memorabilia.

—Submitted by Chris Anglim



## ICA Establishes North American Presence

The International Council on Archives has established the North American Archival Network of ICA (NAANICA). Membership in NAANICA is open to national and international archival associations based in North America and all North American Category A members of ICA (national archival institutions are Category A members of ICA.) NAANICA will serve as a central clearinghouse of ICA information and issues to the North American archival and related communities, it will encourage members to respond to ICA requests for input, it will inform ICA on North American issues related to the archival profession, and it will represent North America in the governing structure of ICA.

## ICA Participates in Human Rights Forum

The International Council on Archives participated in the first Forum on Human Rights in Nantes, France, May 16-19, 2004. Sponsored by UNESCO, the forum brought together a wide range of players in the field of human rights for the purpose of exchanging knowledge, ideas, and experiences on how to create global alliances to address the many challenges to human rights in the world today. The three main themes were terrorism, discrimination, and poverty. ICA's contribution included discussion of CITRA's recent resolutions on "Archives and Human Rights" (see "World View," *Archival Outlook*, March/April 2004) and a virtual exhibition produced jointly by ICA, Memoria Abierta, and Library Archives Canada.

## 60th Anniversary of UN Monetary and Financial Conference

The International Monetary Fund Archives, the World Bank Archives, and the Bank-Fund Joint Library have collaborated on an exhibit commemorating the 60th anniversary of the United Nations Monetary and Financial Conference, popularly known as the Bretton Woods Conference. From July 1-22, 1944, 700 people from 44 countries gathered at the Mount Washington Hotel in Bretton Woods, New Hampshire, to plan an economic system for the postwar world. The conference created the International Monetary Fund and the World Bank. The exhibit, which opened in July and will run through October, consists of text and photo panels with audio and video components. Since its two venues—the atrium of IMF headquarters and the nearby World Bank main complex, both in Washington, D.C.—are within the buildings' security perimeters, public viewing will be restricted. Colleagues interested in viewing the Bretton Woods exhibit should contact John LeGloahec at 202/623-9445 or [jlegloahec@imf.org](mailto:jlegloahec@imf.org).

## LC/Brazil Web Site

The Library of Congress and the National Library of Brazil have launched a collaborative Web site that explores the interactions between the U.S. and Brazil from the late-eighteenth to the late-nineteenth centuries. Titled "The United States and Brazil: Expanding Frontiers, Comparing Cultures," the site con-

## Going to Vienna? SAA Needs You!

Volunteers are needed to staff the SAA booth in the exhibit hall at the 15th International Congress on Archives, August 23-27, 2004, in Vienna, Austria. Please contact Teresa Brinati at [tbrinati@archivists.org](mailto:tbrinati@archivists.org) or 312/922-0140.

tains 10,000 images of manuscripts, maps, prints and photographs from collections held by both institutions. It represents the first phase of an ongoing project being carried out under a cooperative agreement signed by Librarian of Congress James Billington and Pedro Correa do Lago, president of the National Library of Brazil Foundation. Visit <http://loc.gov/rr/hispanic>.

## UK WWII Soldiers Catalog

The U.K. National Archives is in the process of entering the names of 12,000 soldiers cited for gallantry in northwest Europe between June 1944 and May 1945 into its online catalog (PROCAT). The names of 600 soldiers are now available. Each entry contains personal details of the soldier and a description of the valiant deed or deeds for which he was commended. The project should be completed by May 2005. For more information, visit <http://catalogue.pro.gov.uk/>.

## Australian Archives Holds Grandkids' Day

The National Archives of Australia held its annual Grandkids' Day in January and attracted 3,000 children, parents, and grandparents. This year's theme was inspired by an exhibit currently mounted at the National Archives in Canberra: "It's a Dog's Life: Animals in the Public Service." The exhibit consists of photographs, film clips, artifacts and documents dealing with ways in which animals have been used in Australian federal service.

## Canadian Youth Jobs Program

The Canadian Council on Archives participates annually in the federally based Young Canada Works (YCW) program. YCW places students and recent graduates in summer jobs in Canadian heritage organizations. This year CCA was able to place 92 young Canadians in jobs across Canada. Job titles include archives assistants and technicians, historical and genealogical researchers, newspaper indexers, public service and public program assistants, and documentalists and catalogers. Among the many sponsoring institutions are the City of Vancouver Archives, the University of British Columbia Library, the University of Alberta Archives, the Archives of the Roman Catholic Archdiocese of Newfoundland and Labrador, Dalhousie University Library, the National Ballet of Canada, and the Musée des Beaux Arts de Montreal. This program introduces young Canadians to the archival profession and assists in the recruitment of a new generation of archivists.

# SAA Office Enhances Web Services for Members

by BRIAN P. DOYLE, SAA Webmaster

## New Email "Announcement Lists" for Sections

In July SAA launched a new service that provides section leaders with a vital communication tool to share important news with members. Email "announcement lists" will keep members informed about the latest activities of the sections to which they belong. Sections may use these lists to announce availability of electronic newsletters on section Web sites, calls for article submissions, election information, etc. With the launching of these lists, printed section newsletters are scheduled to be phased out this August.

The new announcement lists differ from static, subscription-based lists. Section members are identified in SAA's central membership database and the lists are dynamically refreshed via a nightly routine. This ensures that the lists remain up-to-date and that all members receive important news pertaining to their sections. Because subscriptions are automatic, the lists are strictly moderated to ensure that all posts are relevant and on topic. Only section steering committee members are authorized to post announcements. Members are welcome to submit announcements for review and dissemination to their section steering committees (see [www.archivists.org/governance/leaderlist-subindex.asp?catID=4](http://www.archivists.org/governance/leaderlist-subindex.asp?catID=4)).

Members who do not wish to receive announcements have two options for "opting out": they may change their section membership, thereby removing themselves from the section in question; alternatively, they may send a global opt out request via email to [membership@archivists.org](mailto:membership@archivists.org), which will block *all* broadcast email from SAA.

If you have not received an initial welcome message via email for each of your two sections, it may be that SAA does not have your current email address on file. Please contact [membership@archivists.org](mailto:membership@archivists.org) to have your record updated.

## Changes to Online Membership Directory Login

This month, a number of changes are being made to the Web site login scheme. Previously, members used their email address as their user name. This has proved problematic because, in some cases, they do not uniquely identify a member record.

Under the new scheme, members will use their member ID number and a randomly-assigned password that may be customized upon a successful login. Members who do not know their ID number and password may retrieve them via email provided that their email address uniquely identifies their member record. Otherwise, members will need to contact SAA Member Services for assistance.



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## From the Archivist of the United States

*continued from page 18*

open as a federal facility even as some materials are still being reviewed in College Park.

Once open, the library will be staffed by NARA personnel employed by the federal government in accordance with federal personnel recruitment and hiring procedures. And at some point, a new director for the library will be appointed.

The Nixon Foundation, which now operates the private library in Yorba Linda, will still have a role at the library, just as the presidential foundations or institutes have at all of our other Presidential Libraries—sponsoring programs and raising funds for activities not financed with congressional appropriations. However, it will be the NARA staff working at the library who will be responsible for access to the records in accordance with the laws and regulations governing NARA and the PRMPA materials and in accordance with the deeds of gift for other donated materials at the library.

In addition to the records at College Park, other Nixon records currently stored in the NARA-Pacific Region archives at Laguna Niguel, Calif., will be moved to Yorba Linda.

Bringing all the records of President Nixon's White House tenure together with records of other parts of his career will make a NARA-operated Nixon Library a major research center for studying post-World War II America as well as the career and presidency of Richard M. Nixon. ♦

# Forthcoming August 2004!



## Describing Archives: A Content Standard

A product of the CUSTARD project (Canadian-U.S. Task Force on Archival Description), and funded by the National Endowment for the Humanities, *Describing Archives: A Content Standard* (DACS) is designed to facilitate consistent, appropriate, and self-explanatory description of archival materials and creators of archival materials. It can be applied to all types of material at all levels of description. Although the rules can be used for any type of descriptive output, examples of the application of the rules are provided for two widely used structure standards, MARC 21 and Encoded Archival Description (EAD). DACS will replace *Archives, Personal Papers, and Manuscripts (APPM)* as a content standard for catalog records. The volume consists of three parts: Describing Archival Materials, Describing Creators, and Forms of Names. Separate sections discuss levels of description and the importance of access points to the retrieval of descriptions. Appendices include a glossary, list of companion standards, and crosswalks to *APPM*, ISAD(G), ISAAR(CPF), MARC 21, and EAD.

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## Managing Archival and Manuscript Repositories

by Michael J. Kurtz

*"Managing Archival and Manuscript Repositories presents a holistic synthesis of theory and practice viewed in the context of the complexity of modern organizations. It is an indispensable reference uniquely geared to the specifics of working in the archives environment."*

—CASEY EDWARD GREENE  
Chair, SAA Archives Management Roundtable

*"Michael J. Kurtz has done an outstanding job of providing an updated overview of the management talents needed to oversee an archives program. This text is a must read not only for the student or beginning practitioner, but also for the experienced professional who wants to refresh his or her knowledge in light of evolving standards and practices."*

—ELIZABETH W. ADKINS, CA  
Director, Global Information Management, Ford Motor Company

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## CALENDAR

### August 2–8, 2004

Society of American Archivists Annual Meeting in Boston at the Boston Park Plaza Hotel. For more info, visit [www.archivists.org/conference/boston2004/boston2004.asp](http://www.archivists.org/conference/boston2004/boston2004.asp).

### August 23–29, 2004

15th International Congress on Archives in Vienna, Austria. Theme: "Archives, Memory, and Knowledge." For more info, visit [www.wien2004.ica.org](http://www.wien2004.ica.org).

### September 30–October 2

Mid-Atlantic Regional Archives Conference (MARAC) Fall Meeting in Pittsburgh at the Omni William Penn Hotel. For more information, visit [www.lib.umd.edu/MARAC/maraccon.htm](http://www.lib.umd.edu/MARAC/maraccon.htm).

### October 25–29, 2004 (Session I)

### April 11–15, 2005 (Session II)

### September 19–23, 2005 (Session III)

The 2004-05 Preservation Management Institute (PMI) includes three week-long sessions held in central New Jersey at the University Inn and Conference Center at Rutgers University. PMI is designed to give those responsible for collection care a grounding in the range of preservation issues, technologies, and management strategies to advance a preservation program. PMI combines classroom learning with guided assignments. As part of the work for this Institute you will conduct a survey of your institution and develop recommendations for improvements, draft a disaster plan, and develop components of a preservation plan. Evelyn Frangakis, the Aaron and Clara Greenhut Rabinowitz Chief Librarian for Preservation at The New York Public Library, is the director of the institute and the head instructor. Registration is limited to about 20 people. The registration fee is \$4,075 (travel and overnight room reservations not included). Scholarships available through the generosity of the New Jersey Historical Commission and the National Endowment for the Humanities. For more info, visit [www.scils.rutgers.edu/programs/pds/pmi.jsp](http://www.scils.rutgers.edu/programs/pds/pmi.jsp).

### October 28–30

Midwest Archives Conference (MAC) Fall Meeting in Des Moines, Iowa. For more information, visit [www.midwestarchives.org/conferences.htm](http://www.midwestarchives.org/conferences.htm).

## FUNDING

### AIP Center for History of Physics

The Center for History of Physics of the American Institute of Physics has a program of grants-in-aid for research in the history of modern physics and allied sciences (such as astronomy, geophysics, and optics) and their social interactions. Grants can be up to \$2,500 each. They can be used only to reimburse

direct expenses connected with the work. Preference will be given to those who need funds for travel and subsistence to use the resources of the Center's Niels Bohr Library (near Washington, DC), or to microfilm papers or to tape-record oral history interviews with a copy deposited in the Library. Applicants should name the persons they would interview or papers they would microfilm, or the collections at the Library they need to see; you can consult the online catalog at [www.aip.org/history](http://www.aip.org/history). Applicants should either be working toward a graduate degree in the history of science (in which case they should include a letter of reference from their thesis adviser), or show a record of publication in the field. To apply, send a vitae, a letter of no more than two pages describing your research project, and a brief budget showing the expenses for which support is requested to: Spencer Weart, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740; phone 301/209-3174; fax 301/209-0882; e-mail [sweart@aip.org](mailto:sweart@aip.org). **Deadlines for receipt of applications are June 30 and Dec. 31 of each year.**

### Brown University Research Fellowship Program

The John Nicholas Brown Center is now accepting applications for its Research Fellowship Program. The center supports scholarship (research and writing) in American topics, primarily in the fields of art history, history, literature, and American studies. Preference is given to scholars working with Rhode Island materials or requiring access to New England resources. Open to advanced graduate students, junior or senior faculty, independent scholars, and humanities professionals. We offer office space in the historic Nightingale-Brown House, access to Brown University resources, and a stipend of up to \$2,500 for a term of residence between one and six months during one of our two award cycles each year: January through June; July through December. Housing may be available for visiting scholars. **Application deadlines are: Nov. 1 for residence between January and June; Apr. 15 for residence between July and December.** To request an application, please contact: Joyce M. Botelho, Director, The John Nicholas Brown Center, Box 1880, Brown University, Providence, RI 02912. 401/272-0357; fax 401/272-1930; [Joyce\\_Botelho@Brown.edu](mailto:Joyce_Botelho@Brown.edu).

### California Institute of Technology Biot and Archives Research Funds

The Maurice A. Biot Archives Fund and other funds provided by the archives offer research assistance up to \$1,500 to use the collections of the archives of the California Institute of Technology. Applications will be accepted from students working towards a graduate degree or from established scholars. Graduate students must have completed one year of study prior to receiving a grant-in-aid. For the Biot award, preference will be given to those working in the history of technology, especially in the fields of aeronautics, applied mechanics, and geophysics.

The grant-in-aid may be used for travel and living expenses, for photocopy or other photo-reproduction costs related to the research project, and for miscellaneous research expenses. Funds may not be used for the purchase of computer software or hardware. For further information on holdings and online resources, please consult <http://archives.caltech.edu>. Application guidelines may be obtained by writing to: Archivist, 015A-74, California Institute of Technology, Pasadena, CA 91125. **Applications will be accepted year-round and will be reviewed quarterly on Jan. 1, Apr. 1, Jul. 1, and Oct. 1 of each year.**

### Carl Albert Congressional Research and Studies Center Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program, which provides financial assistance to researchers working at the Center's archives. Awards of \$500-\$1,000 are normally granted as reimbursement for travel and lodging. The Center's holdings include the papers of many former members of Congress, such as Robert S. Kerr, Fred Harris, and Speaker Carl Albert of Oklahoma; Helen Gahagan Douglas and Jeffery Cohelan of California; Sidney Clarke of Kansas; and Neil Gallagher of New Jersey. Besides the history of Congress, congressional leadership, national and Oklahoma politics, and election campaigns, the collections also document government policy affecting agriculture, Native Americans, energy, foreign affairs, the environment, the economy, and other areas. Topics that can be studied include the Great Depression, flood control, soil conservation, and tribal affairs. At least one collection provides insight on women in American politics. Most materials date from the 1920s to the 1970s, although there is one nineteenth century collection. The Center's collections are described online at [www.ou.edu/special/albertctr/archives/](http://www.ou.edu/special/albertctr/archives/). The Visiting Scholars Program is open to any applicant. Emphasis is given to those pursuing postdoctoral research in history, political science, and other fields. Graduate students involved in research for publication, thesis, or dissertation are encouraged to apply. Interested undergraduates and lay researchers are also invited to apply. The Center evaluates each research proposal based upon its merits, and funding for a variety of topics is expected. No standardized form is needed for application. Instead, a series of documents should be sent to the Center, including: (1) a description of the research proposal in fewer than 1000 words; (2) a personal vita; (3) an explanation of how the Center's resources will assist the researcher; (4) a budget proposal; and (5) a letter of reference from an established scholar in the discipline attesting to the significance of the research. **Applications are accepted at any time.** For more information, please contact: Archivist, Carl Albert Center, 630 Parrington Oval, Room 101, University of Oklahoma, Norman, OK 73019; 405/325-5401; fax 405/325-6419; [kosmerick@ou.edu](mailto:kosmerick@ou.edu).



## FALL 2004 SAA EDUCATION CALENDAR

### STYLE SHEETS FOR EAD—DELIVERING YOUR FINDING AIDS ON THE WEB

Sep. 9-10, 2004 • Boston, MA

### UNDERSTANDING ARCHIVES

Sep. 29-30, 2004 • Richmond, KY

### THE ADMINISTRATION OF PHOTOGRAPHIC COLLECTIONS

Oct. 1-2, 2004 • Tucson, AZ

### BUSINESS ARCHIVES...ESTABLISHING AND MANAGING AN ARCHIVES

Oct. 6-8, 2004 • Atlanta, GA

### GRANTS PROPOSAL WRITING

Oct. 12, 2004 • Minneapolis, MN

### REAL WORLD REFERENCE: MOVING BEYOND THEORY

Oct. 14-15, 2004 • College Station, TX

### ORAL HISTORY: FROM PLANNING TO PRESERVATION

October 27, 2004 • Des Moines, IA

For details or to register, visit  
[www.archivists.org/  
prof-education/  
seasonal\\_schedule.asp](http://www.archivists.org/prof-education/seasonal_schedule.asp) or  
contact [education@archivists.org](mailto:education@archivists.org)

### CLIR/DLF Fellowship

The Council on Library and Information Resources (CLIR) and the Digital Library Federation (DLF) are pleased to announce a new opportunity for librarians, archivists, information technologists, and scholars to pursue their professional development and research interests as Distinguished Fellows. The program is open to individuals who have achieved a high level of professional distinction in their fields and who are working in areas of interest to CLIR or DLF. For more information, visit [www.clir.org](http://www.clir.org). The fellowships are available for periods of between three and twelve months and are ideal for senior professionals with a well-developed personal research agenda.

### Ian Maclean Research Grant

The National Archives of Australia has established a new award open to archivists from all countries who are interested in conducting

research that will benefit the archival profession and promote the important contribution that archives make to society. To encourage innovation in research, partnerships between archivists and allied/other professionals are eligible. Joint applications from archivists residing in different countries are also encouraged. Stipend will be to AUS\$15,000 (approximately US\$11,000) at the discretion of the judging panel. Additional funding will be available to overseas applicants for travel to Australia if necessary. It is hoped that the award will provide the impetus for talented archivists to step forward to pioneer new and innovative projects. The research may be in the area of strategic analysis of current issues or in the development of historical narratives that provide additional context to the present. The research may involve major surveys and comparative analysis. The award commemorates the memory of the distinguished archivist Ian Maclean (1919-2003), whose career at the Australian Archives spanned 50 years. Prospective applicants should contact Derina McLaughlin at (+61 2) 6212 3986 or [derina.mclaughlin@naa.gov.au](mailto:derina.mclaughlin@naa.gov.au) before applying to discuss the scope of their research project. Further information about the award may be found at [www.naa.gov.au](http://www.naa.gov.au).

### The Pepper Foundation's Visiting Scholars Program

The Claude Pepper Foundation seeks applicants for its visiting scholars program, which provides financial assistance for researchers working at the Claude Pepper Center's archives at Florida State University. The Claude Pepper Library's holdings include papers, photographs, recordings, and memorabilia of the late U.S. Senator/Congressman Claude Pepper and his wife, Mildred Webster Pepper. Pepper served in the U.S. Senate from 1936-1950 and the U.S. House of Representatives from 1962-1989. Topics that can be studied include Social Security, Medicare, elder affairs, age discrimination in the work force, labor issues such as minimum wage/maximum hours, health care reform, National Institutes of Health, civil rights, crime, international affairs, FDR's New Deal and World War II. The visiting scholar's program is open to any applicant pursuing research in any of the areas related to issues addressed by Claude Pepper. **Application deadlines are Apr. 15 and Oct. 15.** For additional information and an application form, contact: Grants Coordinator, Claude Pepper Center, 636 West Call Street, Tallahassee, FL 32306-1122; 850/644-9309; fax 850/644-9301; [mclaughli@mailier.fsu.edu](mailto:mclaughli@mailier.fsu.edu); <http://pepper.cpb.fsu.edu/library>.

### Recording Academy Grants

The National Academy of Recording Arts & Sciences, Inc., also known as the Recording Academy, awards grants to organizations and individuals to support efforts that advance: 1) archiving and preserving of the musical and recorded sound heritage of the Americas; 2) research and research implementation projects related to music teaching methodology in early childhood and the impact of music study on early childhood development; and 3) medical and occupational well being of music professionals. Priority is given to projects of

national significance that achieve a broad reach and whose final results are accessible to the general public. Grant amounts generally range from \$10,000-\$20,000. For projects of particularly broad scope or importance applicants may request support in excess of the standard guidelines. The Recording Academy reserves the right to award each grant on a case-by-case basis. Grant requests may span a time period from twelve to twenty-four months. The grant application is available online at [www.GRAMMY.com/grantprogram](http://www.GRAMMY.com/grantprogram). Applicants must use the current grant application only.

### Rockefeller Archive Center Visiting Archivist Fellowship

The Rockefeller Archive Center has established a Visiting Archivist Fellowship geared to professional archivists from the developing world. The Visiting Archivist will be in residence at the Center for up to one month for the purpose of enhancing professional development and expanding his/her knowledge of the Center's holdings relating to the fellow's country or region. The Visiting Archivist will receive a \$5,000 stipend for a four-week period. The stipend is intended to cover the costs of housing, food and local transportation. Inquiries about the program and requests for application materials should be sent to Darwin H. Stapleton, Executive Director, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, New York 10591.

### Morris K. Udall Archives Visiting Scholars Program

The University of Arizona Library Special Collections houses the papers of Morris K. Udall, Stewart L. Udall, David K. Udall, Levi Udall and Jesse Udall. The library's holdings also include related papers of noted politicians Lewis Douglas, Henry Ashurst and George Hunt. To encourage faculty, independent researchers, and students to use these materials, the Morris K. Udall Archives Visiting Scholars Program will award up to three \$1,000 research travel grants and four \$250 research assistance grants in the current year. Preference will be given to projects relating to issues addressed by Morris K. Udall and Stewart L. Udall during their long careers of public service on environment, natural resources, Native American policy, conservation, nuclear energy, public policy theory and environmental conflict resolution. **Eligibility:** The grants are open to scholars, students, and independent researchers. **Awards:** The \$1,000 research travel grants will be awarded as reimbursement for travel to and lodging expenses in Tucson, Arizona. These grants do not support travel to locations other than Tucson. The \$250 research assistance grants will be awarded to assist local researchers. **Application Procedures:** **Applications will be accepted and reviewed throughout the year.** Please mail a completed application form with three sets of the following materials: 1) a brief 2-4 page essay describing your research interests and specific goals of your proposed project; and 2) a 2-3 page brief vita. To request an application, contact: Roger Myers, University of Arizona Library Special Collections, P.O. Box 210055, Tucson, Arizona 85721-0055, [myersr@u.library.arizona.edu](mailto:myersr@u.library.arizona.edu).



## HOW TO LIST A PROFESSIONAL OPPORTUNITY

SAA publishes announcements about professional opportunities for archivists and positions wanted. 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.

**Rate: 92¢ per word**

INSTITUTIONAL MEMBERS OF SAA  
RECEIVE A 50% DISCOUNT.

Announcements are posted weekly on SAA's Web site in the *Online Employment Bulletin* ([www.archivists.org/employment/](http://www.archivists.org/employment/)) and remain posted for up to two months. As a value added, announcements may also be published in *Archival Outlook* or the print version of the *SAA Employment Bulletin*.

Deadlines for all issues of *Archival Outlook* and *SAA Employment Bulletin* are the 15th of the month preceding publication. Job ads will not be posted unless accompanied by a purchase order for the applicable amount; ads will be edited to conform to the style illustrated in this issue. Job ads submitted via fax must be double-spaced. Ads may be submitted via fax, e-mail, on diskette, or regular mail.

The *SAA Employment Bulletin* is available to individual members at a cost of \$50 per year only at the time of membership renewal. The bulletin is published in February, April, June, August, October, and December. *Archival Outlook* is published in January, March, May, July, September, and November and is sent to all SAA members.

For more information contact SAA at  
312/922-0140, fax 312/347-1452,  
[jobs@archivists.org](mailto:jobs@archivists.org)

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

### ARCHIVIST

*Benjamin L. Hooks Institute for Social Change  
The University of Memphis  
Memphis, TN*

The Hooks Institute is recruiting a 24-month archivist to complete the processing and digitization of the Benjamin L. Hooks papers. The archivist will list, catalog, and prepare the papers for official archiving for the purpose of storage and research; develop workflow and technology applications; and train and supervise staff.

**Requirements:** A master's degree in library science and three years experience in archiving large collections or an equivalent combination of related education and experience. **Preferred:** Experience with modern records collection and familiarity processing collections of modern African American history politics, and concerning the NAACP. Letters of applications, specifically addressing qualifications, and including a resume and names of three references should be sent to: D'Ann Penner, Ph.D., Benjamin L. Hooks Institute for Social Change, University of Memphis, University Center 405B, Memphis, TN 38152; 901/678-3974; [dpenner@memphis.edu](mailto:dpenner@memphis.edu). Initial review of applications will begin July 16, 2004, but will be accepted until the position is filled.

### ARCHIVIST

*College Misericordia  
Dallas, PA*

This position will be responsible for managing all activities of the Sister Mary Carmel McGarigle Archives. This includes participation in outreach activities to promote the use of archival materials, explaining archival resources and procedures to researchers, visitors, and other interested patrons who contact the Archives; performing basic cataloging using the integrated library system (SIRSI), maintenance of scrapbooks, preparation for future preservation projects, compiling statistics and preparing reports as needed, supervising student assistants, and preparing archival exhibits. Additional responsibilities include representing the College as a member of the Back Mountain Historical Society and actively participating in their endeavors, offering library reference service, and providing other related services as needed. **Qualifications** include a master's degree in library science from an accredited library program with appropriate course work and/or experience in an archives or special collection environment. A thorough understanding of basic library principles, procedures and philosophy of service. Knowledge of basic preservation practices is required. Computer literacy and experience with basic computer software programs in a Windows environment are essential. Knowledge of database searching techniques required; experience with MARC format highly preferred. Strong interpersonal skills including the demonstrated ability to work effectively and cooperatively with faculty, staff, colleagues and the general public as well as the ability to work independently and creatively in a rapidly changing work environment is highly desired. Attn: Human Resources, College Misericordia, 301 Lake Street, Dallas, PA 18612; [hr@misericordia.edu](mailto:hr@misericordia.edu); [www.misericordia.edu](http://www.misericordia.edu).

### ARCHIVIST

*Jewish Historical Society of MetroWest  
Whippany, NJ*

Archivist for Jewish Historical Society of MetroWest, Whippany, NJ (near Morristown). Collections from 1751 to present. **Requirements:** Professional experience regarding administration, arrangement, description, and processing of archival and manuscript records and ability to record such information on a customized computerized database. Useful to have a records management background and knowledge of oral history programs, microfilm, and Word 2002 software program. Position reports directly to President of Society. **Qualifications:** Minimum B.A. and M.A. or M.L.S. in archival-related studies or associated course work. Minimum three years experience. Preference given to certified archivist or related experience gained at similar institution. Good communication skills required. Salary is dependent upon qualifications. Send formal reply letter giving details as to qualifications; plus two copies of curriculum vitae, and names, addresses, emails, and telephone numbers of at least two professional references to: Robert R. Max, President, Jewish Historical Society of MetroWest, 901 Route 10 East, Whippany, NJ 07981-1156; 908/273/4850; fax 908/277/2058; [rrsbmax@bellatlantic.net](mailto:rrsbmax@bellatlantic.net)

### ARCHIVIST/RECORDS MANAGER

*The County of Riverside  
Records Management and Archives Program  
Riverside, CA*

The County of Riverside, Records Management and Archives Program in Southern California is seeking Archives & Records Management professionals. This position will perform a broad range of professional duties in archives and records management. The incumbent will perform administrative work in planning, coordinating, and directing archives and records management activities; appraise, accession, arrange, describe, catalog, make available, and perform research in records of indefinite term value; establish and periodically review and update records retention schedules to ensure County records are retained and disposed of in conformance with legal requirements and the business needs of agencies; assist in the establishment of efficient, cost effective and responsible recordkeeping countywide by providing advice and training to County agencies; promote professional and public awareness of the archives and records management program by making oral presentations, writing articles for publication, and participating in professional organizations; and do other work as required. **Education:** Graduation from a recognized college with a master's degree in archives and records management, library and information science, business or public administration, computer science, information management, or a closely related field; AND Certification as an Archivist (C.A.) or Records Manager (C.R.M.); AND five years of related experience in archives and records management at increasing levels of responsibility, two years of which must have been



in a supervisory capacity. Archivist/Records Manager (\$57,507.22–\$76,884.70 annually). The County of Riverside offers excellent benefits packages. This is an extended recruitment. Persons who have previously applied need not re-apply. You are invited to submit your resume and cover letter to: Joan L Diehl, The County of Riverside Human Resources Department, P.O. Box 1569, Riverside, CA 92502-1569; 909/955-3559; [jdiehl@co.riverside.ca.us](mailto:jdiehl@co.riverside.ca.us). For more information, please visit our Web site at [www.co.riverside.ca.us/depts/hr](http://www.co.riverside.ca.us/depts/hr). No application form is required. EEO.

## ARCHIVIST/REFERENCE AND INSTRUCTION LIBRARIAN

Franklin D. Schurz Library  
Indiana University South Bend  
South Bend, IN

Archivist/Reference and Instruction Librarian.

**Rank:** Assistant Librarian. Indiana University South Bend is seeking an energetic person to be responsible for the management and operation of the campus archives and library's special collection, including all aspects of planning, collection development, technical and public services for these areas. Works closely with campus administrators, faculty, and staff to collect and preserve appropriate campus records. Additionally, works regularly scheduled hours at the general reference desk, including some weekend hours, to provide assistance to university students, faculty, staff, and the public in locating materials and information in various formats; participates in a highly active Library Instruction program by planning and presenting instruction sessions for university courses and teaching sections of the required credit course on information literacy. Shares in university governance through memberships on committees. Reports to the Directory of Library Services.

**Required:** ALA-MLS with graduate level training in archival administration; strong communication and interpersonal skills. Ability to work as a team member as well as independently. Relates effectively with varied clientele. Must be able to meet the performance, professional development, and service requirements associated with a tenure-track appointment. **Preferred:** Archival experience, particularly at a university; experience with or knowledge of records management practices; experience creating archival finding aids; knowledge of encoded archival description; ACA certification; working knowledge of preservation techniques; recent reference experience; teaching, training, or library instruction experience. Position available beginning July 1, with a flexible starting date and will be at Assistant Librarian rank.

**Salary:** \$41,000. Applications received by July 6 will receive first consideration. Send letter of application, resume, and three letters of reference. IU South Bend is an Equal Opportunity, Affirmative Action employer. Visit our Web site.

**To apply, contact:** Rosanne Cordell, Chair, Search and Screen Committee, Indiana University South Bend, Franklin D. Schurz Library, P.O. Box 7111, South Bend, IN 46634-7111; fax 574/237-4472; [rcordell@iusb.edu](mailto:rcordell@iusb.edu); [www.iusb.edu/~libg](http://www.iusb.edu/~libg).

## ARCHIVIST FOR PRIVATE ART COLLECTION

Private Art Collection  
New York, NY

Experienced Archivist for Part-Time Employment. 2/3 days per week for an ongoing project of approximately 6 months duration. Candidates must possess at least one year's experience as a professional archivist. Must be fluent in Artsystems, provide excellent references, be self-motivated and assert great attention to detail. Responsibilities include object research, entering catalogue information into database, and continued maintenance of existing object files. **Salary:** \$17 per hour. **To apply, contact:** fax 212/988-1468.

## ASSISTANT ARCHIVIST

Earlham College  
Lilly Library  
Richmond, IN

The Earlham College Friends Collection and Archives, a part of Lilly Library, seeks an assistant archivist. Duties will include appraising, accessioning, processing, and preserving records from Earlham College and the Earlham School of Religion; processing and preservation of collections, including digitization, reflecting the history of Quakerism in the Midwest; and some work with rare books and pamphlets. Assist in providing reference service and supervising student assistants.

**Qualifications:** ALA-accredited M.L.S. or M.A. in history, religion, or related field with relevant experience or training. Knowledge of Quakerism desirable. Position carries administrative faculty status. **Starting salary:** \$33,000. For more information consult: [www.earlham.edu/positions.html](http://www.earlham.edu/positions.html). **Contact:** Jeanette Wilson, Lilly Library, Earlham College, Richmond IN 47374; 765/983-1269; [wilsoje@earlham.edu](mailto:wilsoje@earlham.edu). Applications, print or electronic, should include c.v. and names and contact information for three references. As a Quaker institution, Earlham especially welcomes applications from minorities, women, and Quakers.

## ASSISTANT ARCHIVIST

Ball State University  
Muncie, IN

Full-time professional position for Assistant Archivist available immediately. For job description and application procedures, visit [www.bsu.edu/library/positions](http://www.bsu.edu/library/positions). Dixie DeWitt, Ball State University, University Libraries, BL 218, 2000 University Avenue, Muncie, IN 47306; 765/285-5277; fax 765/285-2008; [ddewitt@bsu.edu](mailto:ddewitt@bsu.edu); [www.bsu.edu/library](http://www.bsu.edu/library).

## ASSISTANT ARCHIVIST

The Museum of Fine Arts, Houston  
Houston, TX

The Museum of Fine Arts, Houston is seeking an assistant archivist to document and store the museum's institutional records and manuscript collections. M.L.S./M.L.I.S. from an ALA-accredited program with an archival specialty and two years archival experience required. For a full description and details on how to apply, refer to

the museum's Web site. EOE. **To apply, contact:** Shirley Ligon, The Museum of Fine Arts, Houston, PO Box 6826, Houston, TX 77265-6826; 713/639-7562; fax 713-639-7597; [www.mfah.org](http://www.mfah.org).

## CORPORATE MANAGER OF ARCHIVES

SSM Health Care  
St. Louis, MO

Our Corporate Office has an opening for Corporate Manager of Archives in the Archives department. The Corporate Manager of Archives is responsible for soliciting and receiving donations; maintaining appropriate documentation for all accessioned items; computerized cataloguing, conserving and storing items; supervising support staff and coordinating internship programs; and planning and implementing the annual budget. The Corporate Archives Manager will also be responsible for implementing Archives policies and procedures. The position requires a master's degree in archival administration, history, library science or related discipline and three or more years archives management experience (preferably in corporate archives). In addition, experience with digitization techniques and technologies are preferred. Sponsored by the Franciscan Sisters of Mary and based in St. Louis, MO, SSM Health Care (SSMHC) is one of the largest Catholic systems in the country. The system owns, manages and is affiliated with 20 acute care hospitals and three nursing homes in four states: Missouri, Illinois, Wisconsin and Oklahoma. Nearly 5,000 affiliated physicians and 23,200 employees work together to provide a wide range of services that are compassionate, holistic and of high quality. SSMHC health-related businesses include information systems, home care management and support services such as materiel management and clinical engineering. SSMHC also owns an interest in Premier Medical Insurance Group Inc., one of Wisconsin's largest health maintenance organizations. In addition, SSM Health Care operates rehabilitation and pediatric services, long-term and residential care facilities, hospices and home health agencies as well as physician practices, ambulatory care centers, professional office buildings and shared services. SSM Health Care offers a comprehensive compensation package and desirable working conditions, including a generous tuition reimbursement and loan repayment package, and a matching 403(b) plan. Please submit a resume including salary history. EOE / AA Employer. **To apply, contact:** Joseph Conrod, SSM Health Care, 477 N. Lindbergh Blvd., St. Louis, MO 63141; 314/994-7902; fax 314/994-7900; [joseph\\_conrod@ssmhc.com](mailto:joseph_conrod@ssmhc.com); [www.ssmhc.com](http://www.ssmhc.com).

## CURATOR OF COLLECTIONS AND HEAD OF ARCHIVAL SERVICES

Radcliffe Institute for Advanced Study  
Murray Archives  
Cambridge, MA

Reporting jointly to the Dean and the Librarian, Radcliffe Institute for Advanced Study, oversees the general operations of the archives; with the assistance of the collection manager, identifies



potential data sets for the collection and negotiates complex memorandums of agreement with donors and patrons; develops and manages policies for ensuring confidentiality of sensitive data both qualitative and quantitative; establishes systems for tracking acquisitions and negotiations; working with the Institute Librarian, develops budget and long range and financial plans; represents the archives at meetings and conferences within the social science and data archives communities including those of the Harvard University libraries; undertakes outreach efforts with contributors and funding agencies to encourage more secure funding opportunities in the future for processing and archiving social science data. Proven track record in grant writing; solid research in qualitative and quantitative data; knowledge of long-term electronic data preservation issues; experience in handling sensitive data; knowledge of database and budget management; good interpersonal skills. Knowledge of library/archives operations a plus. Ph.D. in social science. Please apply online at [jobs.harvard.edu](http://jobs.harvard.edu) (Requisition #19992). **For additional information, contact:** George White, Radcliffe Institute for Advanced Study, Murray Archives, 10 Garden Street, Cambridge, MA 02138; 617/496-9416; fax 617/496-4640; [gwhite@radcliffe.edu](mailto:gwhite@radcliffe.edu); [www.radcliffe.edu](http://www.radcliffe.edu).

#### DATA ARCHIVES MANAGER

*Radcliffe Institute for Advanced Study  
Murray Archives  
Cambridge, MA*

Reporting to the Curator of Collections and Head of Archival Services, manages the day-to-day operations of the archives; recommends and implements systems for data storage, description, and preservation, particularly of the video and audio data; assists curator in grant preparation and writing; supervises collection manager and other assistants processing qualitative and quantitative data; keeps abreast of and contributes to technical developments in the field such as the DDI; works closely with the technical staff of the VDC, cultivates working relationship with data librarians within the Harvard University Libraries as well as with the external world of data archivists. M.L.S., with a focus in digital object and archives management; very high level of technical expertise; knowledge of current metadata and data standards; background in/knowledge of quantitative social science; knowledge of audio, digital, and paper preservation issues. Experience with Web site design and statistical packages helpful. Please apply online at [jobs.harvard.edu](http://jobs.harvard.edu) (Requisition #19993). **For additional information, contact:** George White, Radcliffe Institute for Advanced Study, Murray Archives, 10 Garden Street, Cambridge, MA 02138; 617/496-9416; fax 617/496-4640; [gwhite@radcliffe.edu](mailto:gwhite@radcliffe.edu); [www.radcliffe.edu](http://www.radcliffe.edu).

#### DIRECTOR OF ARCHIVES AND HISTORY

*National Society Daughters of the American Revolution  
Washington, DC*

The National Society Daughters of the American Revolution (DAR), a nonprofit membership organi-

zation dedicated to promoting education, historical preservation and patriotism, is looking for an experienced professional to serve as the Director of Archives and History and to lead the work effort and activities of the NSDAR Archives and History program operations, which include the Americana Collection, the DAR Historical Research Library, and NSDAR Archives in the Office of the Historian General. This is a department head level position that requires skill and expertise in managing the archives and history program. Responsibilities involved in overseeing the NSDAR archives and history function include: supervising and prioritizing the activities pertaining to historical matters, such as historical markers and history awards; supervising and working with staff to appraise and accession items for inclusion in the collection; inventory and catalog material and records in the collection through the arrangement, description and development of finding aids, and establishing cataloging and processing priorities and levels of newly acquired and backlog material. The Director will oversee the planning, design, research and construction of exhibits and works with appropriate staff to develop publicity initiatives that highlight exhibits and promote the collection. **Qualifications:** Minimum seven years experience in an Archives/Special Collection setting, preferably in the nonprofit or museum environment, and at least 2 years experience in a supervisory capacity are required. Experience using automated Library information management systems, such as Re-Discovery or TLC/Library Solutions, is essential. ALA-accredited M.L.S. or M.A. in history, or political science (or related area), which preferably includes course work or concentration in archival studies or archival certification, is necessary. Requires knowledge of current issues and practices in the management of archives and manuscript collections. Must have superior technical skills using MS Word, Access and Library/Records Management or Archives-specific software. Must be able to communicate effectively, provide leadership and direction to staff, and work as a team player with departmental colleagues and other offices. Please send resume and cover letter with salary requirements. **To apply, contact:** Human Resources, National Society Daughters of the American Revolution, 1776 D Street, NW, Washington, DC 20006-5303; fax 202/737-5702; [resumes@dar.org](mailto:resumes@dar.org); [www.dar.org](http://www.dar.org).

#### DIRECTOR, UNIVERSITY ARCHIVES AND COLUMBIANA LIBRARY

*Columbia University  
New York, NY*

Columbia University seeks Director to oversee administration of University Archives and Columbian Library. Reporting to the Assistant Secretary of the University, incumbent develops and implements policies and procedures, goals, and outreach efforts; is responsible for collection development and surveys, and appraises collections in academic and administrative units; identifies funding sources and develops and writes grant applications; works closely with in-house administrators and faculty, and staff at other repositories

on collection; develops budget and supervises staff of two; oversees process for indexing, binding, and storing Trustees' Minutes and is a key participant in developing background materials used by the Trustees to identify Commencement honorees.

**Qualifications:** Bachelor's degree required. Master's degree in a related field and formal archival training or an M.L.S. and formal archival training, highly desired. Minimum four years' related experience required. Must be familiar with the USMARC format; have project and personnel management experience; excellent writing, communication, and interpersonal skills; and experience working under tight deadlines. Columbia University is an affirmative action/equal opportunity employer.

**To apply, contact:** <http://jobs.columbia.edu/applicants/Central?quickFind=90448>.

#### SPECIAL COLLECTIONS LIBRARIAN

*Martha's Vineyard Historical Society  
Edgartown (Martha's Vineyard), MA*

Job Description: The Martha's Vineyard Historical Society seeks an energetic archivist/special collections librarian. This position will develop and implement policies and programs following the goals of a recent Master Plan, implement cataloging, write grants, and work with donors and the public. The Librarian reports to the Society's Director, works closely with the Curator and Education Director, and supervises volunteers and student summer interns. **Qualifications: Required:** ALA-accredited M.L.S. with course work or experience in archives; experience with original cataloging of rare books and manuscript materials using AACR2, LCSH and USMARC; experience with current archive/records-management software and automation systems; strong written and oral communication abilities; a minimum of 5 years' experience in an archival position. **Highly desired:** Subject depth in American history. **Salary range:** \$45,000- \$65,000. Please send cover letter and resume. AA/EOE. **To apply, contact:** Betsey Mayhew, Martha's Vineyard Historical Society, P.O.Box 1310, Edgartown, MA 02539; 508/627-4441; fax 508/627-4436; [mvhist\\_bet@adelphia.net](mailto:mvhist_bet@adelphia.net); [marthasvineyardhistory.org](http://marthasvineyardhistory.org).

#### DIRECTOR OF ARCHIVES/LIBRARY SERVICES

*The Western Reserve Historical Society  
University Circle  
Cleveland, OH*

The Western Reserve Historical Society, Cleveland, Ohio, a non-profit corporation, seeks an energetic, resourceful, and experienced leader with a proven track record of work experience and achievement to head its archives/library. The Society, in addition to being one of the nation's foremost genealogical research centers, has the largest American history research collection in northern Ohio and is the principal repository for books, records, and papers relating to the growth and development of Cleveland and that portion of northeastern Ohio once known as the Western Reserve. The Director has primary responsibility for the administration of the archives/library functions and the growth,



use, and maintenance of its collections; for coordinating the activities of assigned staff; and for assuring that programs operate responsibly and within the limits of the approved budget. The Director integrates the archives/library in society exhibits, programming, education, and other intra-institutional activities and seeks partnerships with other cultural institutions, actively seeks grants and contributions, and develops and implements earned income initiatives. Candidates must have demonstrated ability in the area of automation and on-line access and scholarship evidence by publications, teaching, or the presentation of papers, and supervision of archival and/or library professionals. Candidates for this senior management position should have an advanced degree in American History, a related field, or library science, and a minimum of ten years of relevant work experience. It is essential that the Director has excellent communication skills and is a team builder and leader. If interested, submit letter, resume, and salary requirements. Position may close at any time. EOE. **To apply, contact:** Kemit J. Pike, Chief Operating Officer, The Western Reserve Historical Society, 10825 East Boulevard, Cleveland, OH 44106; 216/721-5722; fax 216/721-0891; [kemit@wrhs.org](mailto:kemit@wrhs.org); [www.wrhs.org](http://www.wrhs.org).

#### PROJECT ARCHIVIST

*Hutchins Library  
Berea College  
Berea, KY*

With funding assistance of a two-year NHPRC grant, Berea College seeks a project archivist to process, arrange, and describe the records of the Council of the Southern Mountains from 1970 through 1989. These materials comprise approximately 220 cubic feet, a small portion of which are photographs. They will supplement the already-processed records for the Council from its inception in 1912 through 1969, which are part of Berea's Southern Appalachian Archives. The history of the Council reflects the shifting styles, philosophies, and controversies of social reform efforts in southern Appalachia during much of the twentieth century. **Duties:** Primary responsibility for arranging and describing the unprocessed records of the Council. Work closely with the staff of Special Collections & Archives and supervise student assistants. In addition to basic processing, revise the existing CSM electronic finding aid to reflect the 1970-1989 additions, work with other staff on cataloging the collection, and assist with the development of dissemination efforts, both electronic and print. **Qualifications: Required:** A master's degree in library/information science or in history, including archival coursework; computer skills; ability to work both collaboratively and independently; excellent communications, interpersonal, and organizational skills. **Preferred:** Knowledge of Appalachian history and culture and professional experience working in an archive or manuscript repository in an academic or research library. Web authoring experience and skills. This is a 2-year, non-tenure track position. **Start Date:** September, 2004. Candidates should apply immediately by obtaining and completing an Application to Join the College Staff through People Services Department in Suite 100, Fairchild Hall on the Berea College campus. Information about the application process may be obtained by calling 859/985-3070 or 985-3050 or online at [www.berea.edu/hr](http://www.berea.edu/hr). For other information about the position, contact Steve Gowler, Head of Special Collections & Archives (Email: [steve.gowler@bera.edu](mailto:steve.gowler@bera.edu)). Completed application may be mailed to People Services, CPO 2189, Berea, KY 40404 or faxed to 859/985-3911. Berea College, in light of its tradition of social equality, welcomes all to learn and work here. Employment decisions are based on training, education and experience related to the requirements of the job. All applicants for employment are considered without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability.

**RECORDS MANAGER/ASSISTANT ARCHIVIST**  
*University of Wisconsin-Stevens Point  
Stevens Point, WI*

Responsibilities: With academic staff rank, full-time, this position serves as UWSP's designated Records Manager for compliance with State public records laws. Develops and implements campus-wide records management program, including electronic records. Reporting to the University Archivist, this position also provides reference service and assists in developing the collections of University Archives. Qualifications: Required Master's Degree (either MLS with records management/archives administration coursework or Master's in History with archives sequence preferred). Experience in records management or archives administration. Strong communication skills, service orientation, technical skills, ability to lift 30 pounds. **Details:** [www.uwsp.edu/equity/Positions%2003-04/04-24AS40.htm](http://www.uwsp.edu/equity/Positions%2003-04/04-24AS40.htm). **Screening begins:** July 23, 2004. UWSP is an AA/EOE. To apply, contact: Cathy Palmini, University of Wisconsin-Stevens Point Library, 900 Reserve Street, Stevens Point, WI 54481.

#### RECORDS MANAGER/ASSISTANT ARCHIVIST

*University of Wisconsin-Stevens Point  
Stevens Point, WI*

**SUPERVISORY ARCHIVIST**  
*Franklin D. Roosevelt Presidential Library  
Hyde Park, NY*

The Franklin D. Roosevelt Presidential Library seeks dynamic, experienced archivist/archives administrator to direct its archives department. The Library archives is a collecting and research facility of international importance that focuses on the lives of Franklin and Eleanor Roosevelt, the Great Depression and World War II. The Supervisory Archivist is the administrative head of the archives and oversees the planning, development, and implementation of a program of collection acquisition, processing, preservation, reference services, and research. S/he supervises a professional staff of six plus volunteers. The Supervisory Archivist is an active research historian, assisting scholars, responding to requests for information, and conducting independent research for the institution's programs, publications, and

exhibits. S/he represents the Library to the public, conducting tours, speaking to groups, participating in professional associations, etc. Candidates must possess 30 hours in history, political science, or government, 18 hours of which are American/U.S. focus. A Ph.D. in American History with a 20th century concentration is highly desirable. Education that includes American Studies and Archival Management is a plus. A successful candidate will have extensive archival experience with a demonstrated, comprehensive knowledge of U.S. history and the operation of the federal government. S/he will be thoroughly familiar with the methods, techniques, and requirements of scholarly research and will have a comprehensive knowledge of information technology and its use in preserving and disseminating historical information to the public. S/he must have extensive experience administering an archives program, including the supervision of professional staff, strategic planning, and administration of budgets. When the position is posted, applications MUST be made through the National Archives and Records Administration at [www.archives.gov](http://www.archives.gov). This is a GS-13 position \$75,039 to \$ 97,553 pa, plus benefits. Resumes and informal expressions of interest (not formal applications) may be sent to: JoAnn Morse, Administrative Officer, Franklin D. Roosevelt Library, 4079 Albany Post Road, Hyde Park, NY 12538. The Franklin D. Roosevelt Library is administered by the National Archives and Records Administration, a federal agency. Equal Opportunity Employer

#### UNIVERSITY ARCHIVIST

*University of Houston Libraries  
Special Collections and Archives Department  
Houston, TX*

**Salary:** \$40,000 to \$43,000 expected hiring range, depending on qualifications. For a complete position description and application instructions, please see: <http://info.lib.uh.edu/about/jobs.html>. The university archivist manages all aspects of the archives, including: active solicitation of selected university records; acquisition; and supervision of processing and preservation of institutional records and personal papers according to standard archival practice and records management procedures. The UH Libraries are a member of the Association of Research Libraries and hold over 2 million volumes. Reflecting the multicultural community of metropolitan Houston, UH is one of the most ethnically diverse research university campuses in the nation. Within easy reach of the Gulf of Mexico, the city of Houston enjoys a low cost of living and was recently rated 8th among livable North American cities by Places Rated Almanac. The University of Houston is an equal opportunity/affirmative action employer. Minorities, women, veterans, and persons with disabilities are encouraged to apply. **To apply, contact:** John Lehner, Library Human Resources Director; University of Houston Libraries; 114 University Libraries; Houston, TX 77204-2000; 713/743-9801; fax 713/743-9811; [jlehner@uh.edu](mailto:jlehner@uh.edu); <http://info.lib.uh.edu/>.



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