

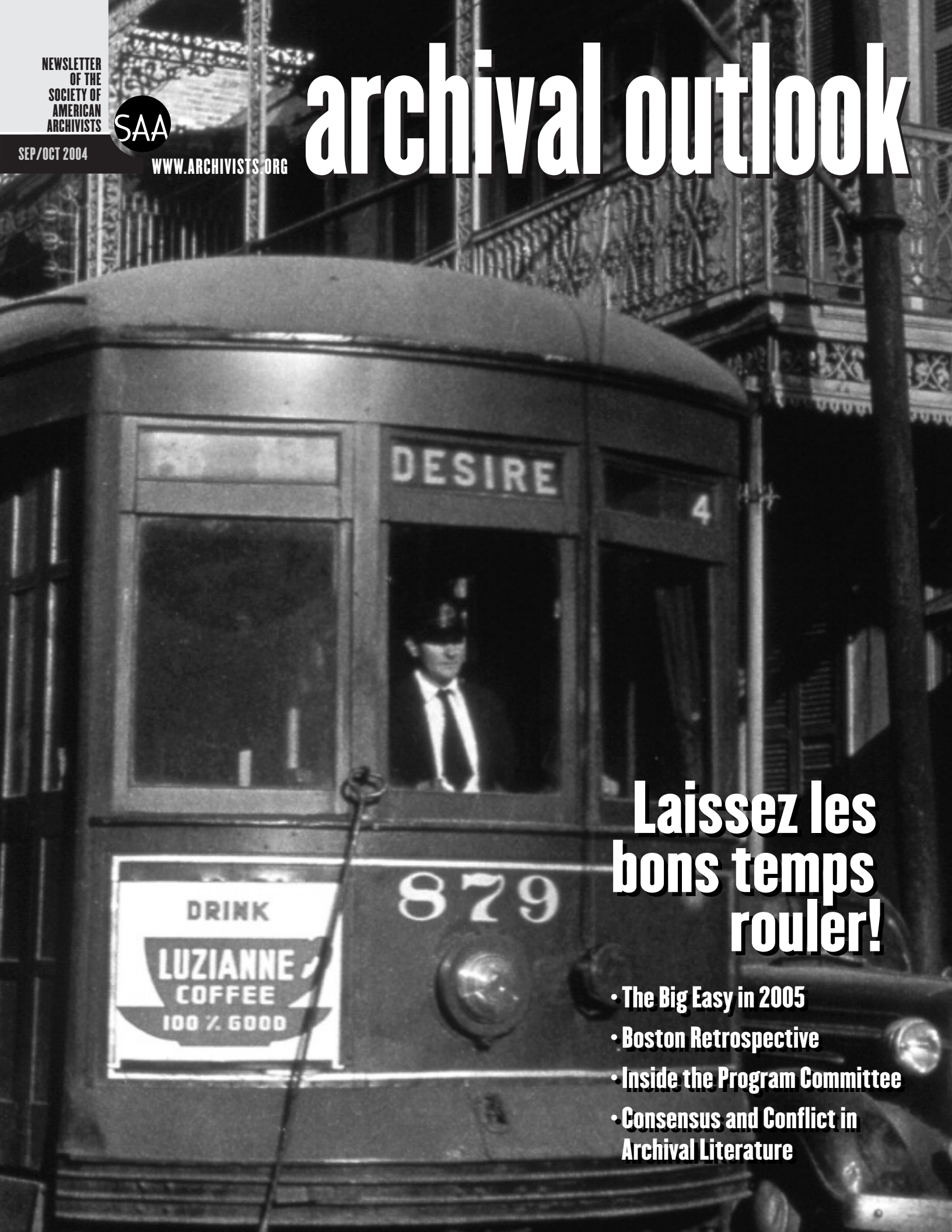
NEWSLETTER
OF THE
SOCIETY OF
AMERICAN
ARCHIVISTS

SAA

SEP/OCT 2004

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archival outlook



**Laissez les
bons temps
rouler!**

- The Big Easy in 2005
- Boston Retrospective
- Inside the Program Committee
- Consensus and Conflict in Archival Literature

table of contents

features



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Boston 2004 Retrospective

Five New SAA Fellows Honored 10

And the 2004 SAA Awards Go To 13

Coming Together: Unity and Diversity
Randall Jimerson 3

Annual Business Meeting Report
Nancy Beaumont 4

This Was No Ordinary Tea Party! Teresa Brinati 6

First Impressions and Veteran Experiences Scott W. Schwartz 7

Sing a Song of Archives Randall Jimerson 9

"Demystifying" the SAA Program Committee
Mark A. Greene and Christine Weideman 18

"The Big Easy": New Orleans to Host SAA's 69th Annual Meeting John T. Magill 20

All SAA Publications Must Be In Agreement? Consensus and Conflict in Archival Literature
Richard J. Cox 22

columns

From the Archivist of the United States: NARA Reaches Major Milestone in Electronic Records Management 24

departments

Washington Beat 25

Bulletin Board 29

Professional Opportunities 31

on the cover



"Laissez les bons temps rouler!" (Let the good times roll!)

The Desire streetcar became the most famous street railway in the world following the tremendous success of the Tennessee Williams play, "A Streetcar Named Desire," which opened on Broadway in 1947 for a two-year run and subsequently was made into a movie in 1951. The story opens with Blanche DuBois coming to New Orleans to visit her sister, the pregnant Stella, and the sister's husband Stanley Kowalski. To get to their seedy apartment, she has to take a streetcar named Desire. Although the last Desire streetcar ran the line in 1948, there's still plenty of reasons to visit New Orleans. "The Big Easy" is the host city for SAA's 69th Annual Meeting, Aug. 15-21, 2005. Mark your calendars now and plan on attending! Photograph by Todd Webb, 1947. Courtesy of The Historic New Orleans Collection. Submitted by JOHN T. MAGILL.

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.

NANCY P. BEAUMONT
Executive Director
nbeaumont@archivists.org

TERESA M. BRINATI
Director of Publishing
tbrinati@archivists.org

SOLVEIG DESUTTER
Education Director
sdesutter@archivists.org

BRIAN P. DOYLE
Graphic Designer & Webmaster
bdoyle@archivists.org

RODNEY FRANKLIN
Publications Assistant
rfranklin@archivists.org

LEE GONZALEZ
Office Assistant
lgonzalez@archivists.org

CARLOS SALGADO
Program Coordinator
csalgado@archivists.org

JEANETTE SPEARS
Member Services Coordinator
jspears@archivists.org

JODIE STRICKLAND
*Education & A*CENSUS Project Assistant*
jstrickland@archivists.org

Archival Outlook (ISSN 1520-3379) is published six times a year and distributed as a membership benefit by the Society of American Archivists. Contents of the newsletter may be reproduced in whole or in part provided that credit is given. Direct all advertising inquiries and general correspondence to:

Teresa M. Brinati, Director of Publishing, Society of American Archivists, 527 S. Wells St., 5th Floor, Chicago, IL 60607; 312/922-0140; fax 312/347-1452; tbrinati@archivists.org; www.archivists.org.

∞ *Archival Outlook* is printed on paper that meets the requirements of the American National Standards Institute—Permanence of Paper, ANSI Z39.48-1992.



Coming Together: Unity and Diversity

The following address was presented during the closing plenary session of the SAA Annual Meeting on August 7, 2004.

As archivists we all share some essential common values and perspectives, we have many of the same aspirations, and we are united in a profession that performs an essential function in society.

We are a diverse profession. We celebrate our differences and our special areas of expertise. SAA has long recognized these affinities, and has created sections, roundtables, and other groups to allow us to meet with those from similar institutions, or those who share the same functional responsibilities or particular interests. It is important for us to have these gatherings and to learn from each other.

However, at our annual meetings, such as this one in Boston, I think it is essential, both symbolically and

spiritually, for us to open and close our common gathering by meeting in one room. At these plenary sessions we celebrate our unity, our common values, our shared interests, and our dedication to pursue the professional goals we hold as the Society of American Archivists.

As always there are differences that divide us and threaten that shared purpose we hold dear. It is easy at times to focus on these specializations and not

the broader and sometimes more abstract values that we share with all other archivists. Some of us must necessarily view the records in our care as legal and administrative tools essential for evidence and accountability. In some repositories the archival materials we manage are used primarily for historical or cultural purposes. It is tempting to define the archival world as one or the other—legal or historical; public or private; evidence or information; administrative or cultural. However, I think it is essential to remember our unity of purpose and vision.

We are small in number, but we are great in spirit. We are dedicated to common values. In his 1990 presidential address John Fleckner articulated what many of us feel to be the essential truths and values of the archival profession. He reminded us that, "what we archivists do is essential to the well-being of an enlightened and democratic society." Speaking of the satisfaction he had found as an archivist, he said, "... this is

my joy in doing archives. To be, at once, a master practitioner—with esoteric knowledge and uncommon skills—and a participant in the most profoundly and universally human of all undertakings: to understand and preserve the past on behalf of the future."

In similar spirit one of the people who completed this year's A*CENSUS survey added this final comment:

This is the single most entertaining profession I can imagine. It combines the past and future in the current moment. It ranges from minute detail to broadest perspective. It is personal and social. It spans human experience. It provides a way to know people who lived long before you and the chance to affect people who come after. I love what I do.

I like to think that any one of us could have written this—that each of us is capable of feeling the joy and fulfillment of our work as archivists.

If we can unite around our core values as archivists, we can fulfill our vital role in society. We can protect the rights of citizens, hold our public leaders accountable, and ensure the preservation of documents that can be used and interpreted to scuttle efforts to create an "official" history that perverts the truth.

United as a profession of archivists, we can build stronger alliances with those who share many of our goals and values—librarians, records managers, historians, museum curators, historical editors, oral historians, but also consumer advocates, legal investigators, government officials, religious leaders, and public citizens, who depend on accurate and reliable records and on the cultural information they may also contain.

With these stronger alliances we can become more effective as public advocates on behalf of records and archives. In the past year SAA has further strengthened both our commitment to public advocacy—a momentum that has been building for several years—and our role as an organization that can work effectively in alliances with other groups. A few examples:

- SAA's advocacy for the District of Columbia Archives has focused attention on the plight of our capital city's neglect of its records; the result

continued on page 26

Archives can ensure not a more diverse or more just society, but at least one in which the rights and interests of all social groups—even the most marginalized and neglected—are protected and documented.



Annual Business Meeting Report: FY2004

The following report was presented at the SAA Annual Business Meeting on August 5, 2004.

What a year it's been! I've spoken with many of you in the past year. On most days, in fact, I've spoken with two or three current or past members to hear their concerns or questions, to ask them to what extent SAA is or is not meeting their needs, to listen to their ideas for improving our services and products, and to encourage them to get involved at some level in SAA. The response has been gratifying, if not strictly measurable.

Here's a summary of what's been going on in the past year:

The A*CENSUS survey launched on April 30 to 11,900 individuals identified through the collective efforts of 68 organizations that supplied their mailing lists. Through the remarkable work of principal research consultant Vicki Walch, the Working Group chaired by

Peter Hirtle, and MSI, our survey research firm, we now have preliminary results of that survey. Much more to come, of course, as the analysis is done by Vicki and a cadre of special research consultants in the areas of graduate education, continuing education, leadership, diversity, and certification. I'm especially proud to say that 83 percent of SAA members participated in the survey!

It was a year of transition for SAA's publishing program as we

worked to replenish our "front list" of titles. With 20 projects in the pipeline, we faced the financial challenge of some bestsellers being out of print while new editions are being developed. Lately, we've been on a roll. *Ethics and the Archival Profession*, by Karen Benedict, was released in November 2003. And the work was done last fiscal year to ensure release at this meeting of three new titles: *Museum Archives* (edited by Deborah Wythe); *Managing Archival and Manuscript Repositories* (by Michael Kurtz); and *Describing Archives: A Content Standard* (the new APPM, created by the CUSTARD Project Steering Committee). Several more new books will be published in the early fall, and several more in the spring.

You'll be receiving a completely redesigned **print publications** catalog this fall, and we expect that shopping cart functionality will be tested and available for the online catalog by the end of this month.

On the periodicals front, we published three issues of *American Archivist* in FY04 and that publication is now "caught up" and on schedule. And beginning with the March/April issue, *Archival Outlook* is now available to SAA members as a PDF file on the print date and it remains online for two months.

The Web site, always under construction, has been further enhanced. Throughout the year we used the home page to share "hot" news and information about association activities and, as I mentioned, we worked to develop and test the shopping cart functionality of the site.

As section newsletters have moved from print to electronic distribution, we also recently launched a **new communication tool for sections**: announcement lists. These lists are automatically updated as the membership database changes, ensuring that sections are communicating with all their members. The announcement lists are new, and we expect that sections will find creative ways to use them to enhance member communication.

SAA offered **28 workshops on a wide variety of topics** in 2004, serving the needs of 593 attendees. We ventured into Web seminars for the first time, with offerings of "Ethics" and "When Institutions Compete for a Collection." The first had lukewarm participation; the second had 78 virtual attendees. Although the Education program did not meet projected income due to a variety of factors, we held the line on expenses and have a strong program planned for 2005.

You'll have noticed by now that this **Annual Meeting** is "cozy." With 1,360 pre-registrants and many more to come on site this week, we fully expect to achieve a new record outside of Washington, D.C., which traditionally has been the highest draw.

I must alert you at this point to rapidly escalating audiovisual expenses for the Annual Meeting. The expenses in Birmingham in 2003 totaled \$14,400. In Los Angeles, that expense rose to \$30,000. This year, due to many, many requests—and many last-minute requests that require us to shift equipment among rooms—our current estimate is that we will spend close to \$50,000 for AV in Boston. We'll negotiate that, of course, but the point is that we must take a hard look at this area. I could certainly make the case that

continued on page 28

Such talent SAA has among its members, its section and roundtable leaders, its committees and task forces, its Council members.

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Making History Modern

Boston 2004: This Was No Ordinary Tea Party!

By TERESA BRINATI, SAA Director of Publishing

SAA's 68th Annual Meeting exceeded attendance expectations when it drew some 1,449 archivists, allied professionals, and students to Boston's Park Plaza Hotel during the first week in August.

"'Cozy' comes close to describing the Boston 2004 attendee experience!" said SAA Executive Director Nancy Beaumont. "Conference planning is always challenging when an organization is growing. When the meeting site was selected several years ago, who would have dreamed that the Annual Meeting would grow so rapidly? We're very grateful to attendees who sought out other opportunities to learn—or to have fun—when sessions were standing room only."

The 65 sessions in the program offered something for everyone: from ethical issues to EAD outsourcing, from tracking down copyright ownership in visual materials to future directions of women's history repositories and diversity in the archival profession. Several sessions addressed current events, including: how the USA PATRIOT Act can affect a repository and the patron records it keeps; the policies and procedures eBay has in place to deal with stolen materials offered for sale

on its Web site; President Bush's Executive Order

13292 on the review and declassification of government records and its impact upon archival practice; and emerging legislation and public policies that govern the life cycle of Canadian records. The popular "Archives Unplugged" sessions featured national experts who provided basic information on core archival topics. On the digital front, a number of sessions were devoted to the nuances of digital rights management systems, how desktop computers are used in university environments, establishing and running institutional repositories, managing architectural records in electronic format, and the use patrons make of electronic archival resources.

"Everyone I was associated with thought the sessions were of extraordinarily high quality," said Karen Benedict, archival consultant.

New this year was a session on "Native American Perspectives on the Treatment and Usage of Tribal Materials in Archives." Representatives from the Table Bluff Reservation-Wiyot Tribe, Colville Confederated Tribes, Three Affiliated Tribes of North Dakota, Colorado River Indian Tribes, Gila River Indian Community, and San Gabriel Band of Gabrieleño Indians addressed how tribes integrate their own Native American principles, traditions, and cultural practices in the maintenance, protection, preservation, and supervision of tribal collections. During the Presidential Reception, the tribal representatives presented SAA President Tim Ericson with beautiful crafts, artwork, and jewelry.

"I had a great time and enjoyed meeting so many individuals from many parts of the country," said Briana Leigh Bob, Archives and Records Collection Coordinator for the Colville Confederated Tribes. "At first I was hesitant about participating on the session panel; I'm thankful I did. The response we received was overwhelming, but we were confident we did a good job in presenting a much-needed topic."

A provocative opening plenary session focused on a contentious contemporary issue—government secrecy. SAA President Tim Ericson traced the historical development of a national administrative structure that allows government



(Above) Alison Stankrauff was the grand prize winner of the raffle benefitting the Donald Peterson Student Scholarship Fund.



(Above) Amelia Flores (Colorado River Indian Tribes), Briana Leigh Bob (Colville Confederated Tribes), and SAA President Tim Ericson.

(Below) A "connah" in Boston's trendy North End neighborhood.



(Left) SAA President Tim Ericson presented Shari E. Christy with a certificate of appreciation for her 11 years of outstanding service as "Meeting Assistant Par Excellence." (PHOTO ©2004 NICOLE BURKART)



A packed session at SAA's Boston 2004 Annual Meeting
(PHOTO ©2004 NICOLE BURKART)

officials to operate in secrecy in his presidential address, "Building Our Own Iron Curtain: The Emergence of Secrecy in Government." Nadine Strossen, president of the American Civil Liberties Union, provided a dynamic commentary in her keynote speech on the implications of the USA PATRIOT Act for archivists, librarians, and records managers. (Both presentations are available online at www.archivists.org/conference.)

"The opening plenary session was particularly inspiring, and set a tone for the rest of the conference," said Elizabeth W. Adkins, Director of Global Information Management for Ford Motor Company. "There was a good array of speakers and topics, and the addition of Native American speakers and topics brought a wonderful fresh perspective to the meeting."

Nearly 250 attendees enhanced their conference experience by participating in the more in-depth training offered in nine Pre-conference Workshops. These one- and two-day seminars included "Encoded Archival Description," "Administration of Photographic Collections," "Copyright: The Archivist and the Law," "Archival

continued on page 8

A provocative opening plenary session focused on a contentious contemporary issue—government secrecy.

Read the remarks of outgoing SAA President Tim Ericson and ACLU President Nadine Strossen online at www.archivists.org/conference.

First Impressions and Veteran Experiences in Boston

SCOTT W. SCHWARTZ

"Students, students everywhere" was one of the many positive observations made at SAA's 2004 Annual Meeting in Boston. Of the 1,449 total archivists participating in the meeting, 157 were students, which is a 50 percent increase from the preceding year.

"I was thrilled to see so many students at this year's annual meeting," said Fynnette Eaton, SAA's treasurer and Council's liaison to students. "The mixer was wonderful. I loved the fact that so many students stayed for the entire event. The student posters and presentations were excellent: thoughtful, innovative, and eloquent. A couple of them could be published. I hope to see more people attend the student session next year."

This viewpoint was reinforced by Maureen McClarnon, a graduate student from the University of North Carolina at Chapel Hill. "The student paper session was the best one I attended," McClarnon enthused. "All three papers were interesting and all three speakers were engaging. I spoke to several people afterward who said that this is usually the case. Maybe there should be more than one session. I plan on submitting a paper next year."

Students and newly minted archivists from some of North America's finest archival programs were the focus of some lively discussion during the Student Forum on Friday afternoon (August 6) and the Archival Educators Roundtable on Saturday morning (August 7).

"To me one of the most energizing aspects of the meetings is all the bright, enthusiastic young archivists who keep appearing. We must be doing something right if we are attracting that caliber of successors," remarked Ellen Garrison, professor at Middle Tennessee State University.

One such budding archivist, Caitlin Cooper, a graduate student from Louisiana State University, wrote about her first conference experience: "It was a little overwhelming. There were so many people and so many things to do. I learned a lot in the sessions on the USA PATRIOT Act, Ethics, MARC and EAD, and Management. I even felt comfortable enough to offer a comment during the Ethics and 'How to Get the Most Out of SAA' sessions." Cooper added that having the student mixer and student posters in the same area provided opportunities for students from a variety of educational institutions to meet each other.

The downside of near-record-breaking attendance at the conference was logistical challenges. Session rooms at the Boston Park Plaza Hotel were unable to accommodate the overflow due to space constraints and safety issues.

"There is no doubt that the crowding was at least partially a result of the cumbersomeness of this particular hotel, but it was also a result of the success of SAA in planning the meeting," said William J. Maher, University Archivist at the University of Illinois at Urbana-Champaign. "In fact, it was my perspective that people should be encouraged that we have a Society that is of such vitality that the sessions are overflowing."

H. Thomas Hickerson, Associate University Librarian at Cornell University, who has attended 33 consecutive SAA Annual Meetings,

continued on page 8

First Impressions and Veteran Experiences in Boston

continued from page 7

echoed this sentiment: "Many of our seasoned attendees, who are accustomed to attending much larger professional meetings, find the ease and comfortable ambiance of the SAA meeting a most pleasant change, even when logistics prove less than ideal."

Karen Benedict, an archival consultant, added: "Everyone thought that the sessions were of extraordinary high quality and, if disappointed at being closed out of a particular session, there were always others of interest to choose from in that time slot." Benedict further noted that a former intern who was attending the conference for the first time found the experience stimulating and worthwhile. "She now sees that there is a great deal to be gained, not only intellectually but socially, in becoming involved with the members of the profession," Benedict said.

The conference enjoyed many successes, among them the student raffle.

With its slogan "You snooze, you lose," the raffle was anything but a sleeper. More than \$3,000 was netted for the Donald Peterson Student Scholarship Fund—the largest amount raised in the four years the raffle has been conducted and bringing the fund endowment to nearly \$15,000. Although the words, "Have you got your raffle ticket, every ticket is a winner," may happily be a faded memory for some, the first impressions and veteran observations of all who attended this year's meeting will last forever.

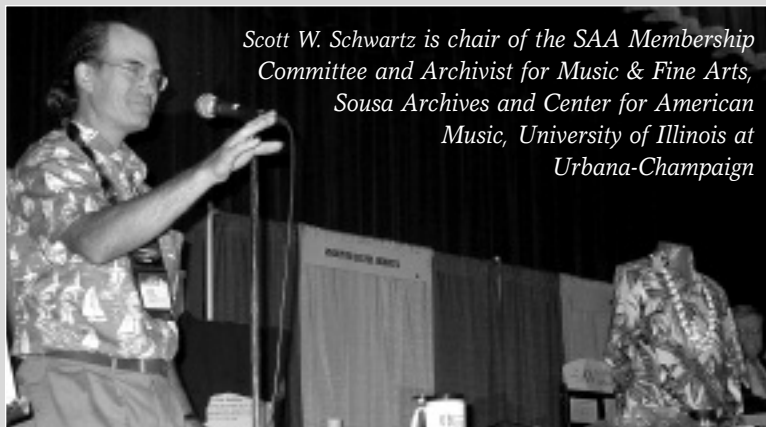
A debt of gratitude is owed to everyone who helped make this year's raffle a success, including SAA's Membership Committee, Key Contacts, Business Archives Section, Daniel Alonzo, Nancy Beaumont, Teresa Brinati, Jenny Brown, Bruce Bruemmer, Michael Bullington, Kathleen Collins, Anne Diffendal, Ed Galvin, Cydney Hill, Carol Jacobs, Diane Kaplan, Philip Mooney, Bruce Parham, Gerri Schaad, Daniel Sokolow, Elizabeth Steinberg, Rachael Stewart, Katie Tiger, Karen Underhill, Sheryl Williams, John Wright, and Susan Young.

Finally, to all of the very generous people who purchased those hot little red raffle tickets, thank you! ❖

**... People should be encouraged
that we have a Society
that is of such vitality. . . .**

—WILLIAM J. MAHER

*University Archivist at the
University of Illinois at
Urbana-Champaign*



Scott W. Schwartz is chair of the SAA Membership Committee and Archivist for Music & Fine Arts, Sousa Archives and Center for American Music, University of Illinois at Urbana-Champaign

Boston 2004: This Was No Ordinary Tea Party!

continued from page 7

Perspectives in Digital Preservation," "Building Digital Collections," "Leaky Pipes and Broken Windows," "Designing Usable Web Sites," "Preserving Digitally Signed Documents," and "Oral History: From Planning to Preservation."

"Thanks to an outstanding team of instructors, SAA was able to offer participants a rich variety of educational offerings and we will continue to do so throughout the year around the country," said SAA Education Director Solveig DeSutter.

The SAA conference also included the usual mix of tours, special events, resource sharing, and an exposition:

- The city of Boston provided a beautiful and historic setting for touring, whether it was a walking tour of Beacon Hill, a boat cruise along the Charles River, or a jaunt to Lexington and Concord, birthplace of the American Revolution.
- The opening reception at the Boston Children's Museum allowed attendees to get in touch with their "inner child." The closing reception at the fabled .406 Club in Fenway Park had the band, Red Box Panic, delighting the audience with its musical parodies. (See related story on page 9.)
- The "Archivists Career Center" connected individuals seeking employment with those institutions and organizations seeking candidates. More than more than 200 attendees visited the center.
- The "SAA Bookstore" displayed 150 titles and took book orders from 560 conference attendees. An author book signing for three of the most recent titles published by SAA attracted dozen of attendees.
- Finally, a record number of suppliers of archival products and services —54— exhibited their wares at the International Archives and Technology Exposition.

"The success of the meeting speaks to the terrific work of the Program Committee [co-chaired by Chris Weideman and Mark Greene] and the Host Committee [chaired by Gregor Trinkaus-Randall]. These volunteers committed their time and efforts to producing a truly outstanding learning experience," remarked Roland Bauman, adjunct professor of history at Oberlin College. "Another striking aspect to the meeting was the high number of students in attendance. The profession as a whole benefits from their growing involvement at the SAA Annual Meeting." ❖



Sing a Song of Archives

RANDALL JIMERSON, SAA President



This may be the year that archives achieve a major breakthrough in music. It may be a sign of the popular culture's growing awareness of archives, or simply that archivists have: a) explored their syncopated personalities, and b) hired creative musicians to perform at archival events. Whatever the reason, three songs about archives made their debut in 2004.

During the SAA Annual Meeting's closing reception at the .406 Club in Boston's fabled Fenway Park, attendees boogied to live music performed by Red Box Panic, including two parodies about archivists written by the band. Band member and lyricist Steve Stein explained the creative process in composing one of the tunes, *Ballad of the Heroic Unnamed Archivist Named Joe*.

Stein said: "I noticed a couple of really big news stories in the past month that centered on archives and archivists. There was always an archivist—a hero—at the center of the stories. But the stories never mentioned any of their names. There's a place in Denver called the Federal Records Center, which is the home of the archives of the Defense Finance Accounting Service. And somewhere in that archive is an archivist who was sent on a wild goose chase in search of some 30-year-old Alabama Air National Guard payroll records, in connection

with a press inquiry into the Air National Guard service of one Lt. George W. Bush. Those records were given up for lost, but were just located by some unnamed archivist. Now, I know [Boston] is John Kerry's home town and all, but this song is not about Kerry or Bush or anything like that. It's the story of that heroic unnamed archivist, and how missing records become found. One thing I have to tell you is that since the phrase 'heroic unnamed archivist' doesn't lend itself to easy rhymes, we gave that archivist a name, an easy-to-rhyme name: Joe."

Red Box Panic also performed a parody entitled *Catalogued*. The lyricist, Mike O'Brien, was delighted by the reception the band and its music received at the SAA reception. "We all had a real fun time that night and hope everyone at the conference did as well."

In addition, during the Western Archives Institute last June, a group of musicians on guitar, ukulele, and kazoo performed "The Archives Song," which was written by Jeff Rosen of the Labor Archives at San Francisco State University. A live recording is available at <http://online.sfsu.edu/~jrosen/Archivessong.htm>.

For those who missed these musical events, the lyrics for these songs are reproduced here for your enjoyment.

Ballad of the Heroic Unnamed Archivist Named Joe

Sung to the tune of *Johnny B Goode*

Lyrics by Steve Stein ©2004

Way up in Colorado there's a guy I know
in the Federal Records Center by the name of Joe
he's been there 30 years and the work was hard
keeping all the records for the national guard
He could always tell what to keep and what to throw
But there was one little paper—where did it go?

Oh no
Where did it go!
No! Where did it go?
No! Joe didn't know!
No! Where did it go?
No! Oh, no! Joe didn't know!

Well his boss's boss in Washington called one day
He said you better listen to what I have to say,
We gotta find the payroll, 'cause the Boston Globe
is lookin up some records for a little probe
There's this guy, his commander said he didn't show
and it all happened 30 years ago!

Oh no! Where did it go!
No! Where did it go?
No! Joe didn't know!
No! Where did it go?
No! Oh, no! Joe didn't know!

Joe had got a record number from the Pentagon
How was he to know they got the number wrong
10 days later Joe was sortin' through the years' receipts
and he came across the binder with the payroll sheets
Well Joe he was a hero, the record's found
oh that's the end of the run-around

Oh Joe Oh way to go

Joe, oh way to go!
Joe, Joe is a pro.
Joe! Joe, way to go
go, go, go
Joe is a pro

Catalogued

Sung to the tune of John Fogerty's *Center Field*
Lyrics by Mike O'Brien ©2004

Well you bind the books and sort the files
a new box came in today
it's time again this collection is for real
rounded spines and a dog eared page,
it's a brown old manuscript
all of you can understand the way I feel

(Chorus)

Let me archive, I'm ready to tag today
Let me archive, I'm ready to tag today,
look at this — it can be — catalogued.

Well I spent my time ever since I was nine
saving everything I could find
I was quite a grump when someone threw it out
So hey Mel Dewey, tell Waldo Leland,
and Theodore Calvin Pease
Say it ain't so, the time to preserve is now

(Chorus)

Got a beat up glove, a homemade bat,
and a smelly old pair of shoes
Someday I hope to play with the Fenway nine
If I can just hit it out of here a hundred times a year
These shoes will be preserved for all time

(Chorus)

The Archives Song

Lyrics and music by Jeff Rosen © 2004

Chorus:

*At the archives they've got lots of stuff;
You write with pencil — wear little white gloves;
Look to see what the people said;
Someday we'll all be dead.*

I went down to archives,
To learn about my old Aunt Sue;
Left my backpack outside the door;
My water bottle too.

(Chorus)

They've got family papers and ar-ti-facts;
Old photos with chips and cracks;
All protected from U-V rays;
Saved for another day.

They've got rare books and man-u-scripts;
All given with Deed of Gift;*
Old letters from every time and place,
Saved in a cool dark place.

So come on down to the archives;
We've got a shelf for you;
Make sure you give us the copyright;
Your old diaries too.

We'll accession you with a Deed of Gift;
Legal papers to prevent a rift;
We'll write a record so you're easy to see;
Maybe an E.A.D.**

(Chorus x 2)



Gregory S. Hunter, Sara S. Hodson, Alden Monroe, Karen Jefferson, and Daniel Pitti (pictured left to right) were recently named Fellows of the Society of American Archivists, which is the highest honor bestowed on individuals by SAA for outstanding contributions to the archival profession.

Five New SAA Fellows Honored

Sara S. Hodson, Gregory S. Hunter, Karen Jefferson, Alden Monroe, and Daniel Pitti were named Fellows of the Society of American Archivists on Aug. 6, 2004, during an awards ceremony at SAA's 68th Annual Meeting in Boston. Hundreds of meeting attendees packed the ballroom of the Boston Park Plaza Hotel to salute the new Fellows. Established in 1957 and conferred annually, the distinction of Fellow is the highest honor bestowed on individuals by SAA and is awarded for outstanding contributions to the archival profession. Hodson, Hunter, Jefferson, Monroe, and Pitti join 143 current members so honored out of a membership of nearly 4,000.

The Committee for the Selection of SAA Fellows evaluates nominees on the following criteria: appropriate academic education and professional and technical training; a minimum of seven years of professional experience in any of the fields encompassed in the archival profession; writing of superior quality and usefulness in advancing SAA objectives; and contributions to the archival profession through work in and for SAA.

As specified by the SAA constitution, election as Fellow is by 75 percent vote of the Committee for the Selection of SAA Fellows. The committee consisted of the five immediate past presidents of SAA—Steven Hensen (chair), Peter Hirtle, Lee J. Stout, H. Thomas Hickerson, and Luciana Duranti—and three Fellows selected by Council—Jackie Dooley, Ellen Garrison, and Waverly Lowell.

SAA welcomes new Fellows and extends its thanks to those involved in the nomination and selection process. Following are citations for the Fellows presented during the awards ceremony.

SARA S. "SUE" HODSON is Curator of Literary Manuscripts at the Huntington Library in San Marino, California. In summarizing her distinguished 30-year career, nominators wrote the following:

"She is a distinguished and consummate professional, a thoughtful scholar with keen intelligence and deep-rooted integrity, and a thoroughly warm and compassionate person."

"Sue is passionate about what she does and how it makes a difference to people's lives."

"Even more than her particular accomplishments and contributions, Sue has been remarkable for the warmth, generosity, and enthusiasm with which she has infused the projects and organizations she serves. She does not seek the limelight, and is apt to redirect praise aimed at her toward those with whom she worked."

"Her experience, her thoughtfulness, and her unflinching ability to argue and yet leave no doubt for an instant that she respects the views of her opponent, have made her a trusted and widely admired colleague."

Hodson has served on the Huntington Library staff in increasingly responsible positions since 1973. She has published extensively on the Huntington's literary collections and is particularly known as a scholar of the 20th-century novelist Jack London. Two forthcoming books reflect the breadth of her scholarly and curatorial accomplishments: *Poems in Manuscript*, to be published by the Huntington, and *Human Documents: Photographs by Jack London*, written in collaboration with Jeanne Campbell Reesman. Reflecting her scholarly interests, Hodson is currently president of the Jack London Society.

Hodson is best known to her SAA colleagues as an expert on issues of privacy and confidentiality, and it is in this area that her most enduring contributions to the profession may lie. She helped to found and has long been a leader of the Privacy and Confidentiality Roundtable, serving as chair from 1996 to 1998, and her paper on privacy in the papers of authors and celebrities is forthcoming in the *Privacy Reader* scheduled for publication by SAA this year. She has spoken and published on these issues many, many times. More praise from her colleagues: "Sue's fervor for both privacy rights and access, coupled with an innate sense of justice and fairness towards all parties . . . make her ideally suited to consider and resolve these often difficult issues."

Hodson has generously served as chair or member of numerous other SAA groups over the years, including a term as chair of the Manuscript Repositories Section. She has been a member of the Academy of Certified Archivists since 1990. She has also contributed in many ways to the Society of California Archivists, for which she was honored with the SCA Lifetime Achievement Award in 1996. A nominator described her as one of the most "knowledgeable, energetic, and eminently collegial forces in the California archival community."

— Jackie Dooley, *University of California, Irvine*

GREGORY S. HUNTER is Professor in the Palmer School of Library and Information Science of Long Island University. In summarizing his distinguished 27-year career, nominators wrote that, "He embodies all the qualities that SAA seeks to honor with selection as a Fellow. He is a committed archivist, records manager, teacher, writer, presenter, and consultant." Hunter bridges a variety of communities and is known to be "broad and versatile" and "a high-energy, tireless contributor to, supporter of, and champion of the archival field."

A long-time New Yorker, Hunter received his undergraduate degree from St. John's and his master's and doctoral degrees from New York University. He began his professional career as a business archivist with Chase Manhattan Bank and was later Manager of Corporate Records for ITT. He also spent six years as Director of Archival Programs for the United Negro College Fund. From this background, he learned archival and records management practice from the ground up.

With the completion of his doctoral studies, Hunter took his teaching from workshops and adjunct assignments to being a full-time educator. In addition to his current post at the Palmer School of Library and Information Science, he has taught at Columbia, St. John's, the University of Puerto Rico, and the Georgia Archives Institute, and has made more than 200 presentations at professional meetings, workshops, and seminars. One of his supporters noted that, "His approach has been a rare combination of the theoretical and practical. He investigates archival questions with rigorous methodology, but passes on his knowledge in a practical, down-to-earth manner."

This clearly comes through in his publications as well. His more than 25 articles and seven books cover a variety of topics, but his two best-known works, the award-winning *Preserving Digital Information* and *Developing and Maintaining Practical Archives*, now in its second edition, are standouts. Many

archival educators use the latter title as a textbook in their own archives courses, as well as referring to it in day-to-day work.

Hunter's dedication to his profession has been evident at all levels as he has provided leadership and service to the Archivists Round Table of Metropolitan New York, the Long Island Archivists Conference, the Mid-Atlantic Regional Archives Conference, and the Academy of Certified Archivists, for which he was a charter member and the group's first president. Within SAA, he has chaired the Committee on Education and Professional Development and the Publications Board, served on Annual Meeting program committees, and been an officer of the Business Archives Section, editing the online version of the *Directory of Business Archives in the United States and Canada*.

— Lee J. Stout, *Pennsylvania State University*

KAREN JEFFERSON is Head of Archives and Special Collections at the Atlanta University Center. In nominating Jefferson for her exemplary professional achievements, supporters noted that, "In her work as a practicing archivist, she has built and managed distinctive programs and collections. As a dedicated member of SAA for 21 years, Karen has filled many important roles. Perhaps most importantly, she has made SAA a better organization for African American professionals, and has made SAA a better organization as a result. As a kind and caring guide and teacher, she has served as a mentor and a model for young African American information professionals. As a leader in SAA, she has been a wise and forceful presence in the governance of our Society."

Jefferson received a BA in history from Howard University in 1974 and an MS in library science in 1975 from Atlanta University. She soon joined the staff of the Moorland-Spangarn Research Center at Howard University in Washington, DC. From her start as a Library Technician in 1975, she remained there for 18 years, serving as Curator of Manuscripts from 1987 to 1993, supervising a staff of twelve and managing a collection of 6,000 linear feet. During her time there, Jefferson did much to create the archival professionalism that now characterizes the Research Center. Though dating its origin to 1914, the University had only in 1973 begun to provide support for a professionally staffed manuscript program.

In 1993, Jefferson joined the staff of the National Endowment for the Humanities as a Program Officer in the Division of Preservation and Access. During her three years at NEH, she advised prospective applicants and monitored active grants, devoting particular attention to encouraging and advising in the development of strong proposals by Historically Black Colleges and Universities.

Jefferson then moved to Duke University, where she worked with the John Hope Franklin Research Center for African and African American Documentation, focusing on identifying and acquiring materials and encouraging their use. After two years at Duke, she moved to the Robert W. Woodruff Library of the Atlanta University Center as Head of Archives and Special Collections, where she has responsibility for the archives that supports Clark Atlanta University, the Interdenominational Theological Center, Morehouse College, and Spelman College.

Since moving there, she has done much to revitalize a struggling program and to make its collections a valued element in the life of the colleges.

In SAA, Jefferson was a founding member of the Archives and Archivists of Color Roundtable, serving as co-editor of its newsletter and compiling the *Archivists of Color Directory*. She has served on the Awards Subcommittees for the Colonial Dames Scholarship and for the Harold Pinkett Award. She served on the SAA Task Force on Diversity, is currently a member of the Publications Board, and served on the Society's Council from 1997 to 2000.

Jefferson also has been active in the work of other archival and library organizations as a committee member, instructor, author, and editor, including the Association of Certified Archivists, SOLINET, the Society of Georgia Archivists, and the Historically Black Colleges and Universities Archives Institute. She has served as a valued consultant to national and regional archival programs. In 2003 she was honored by the University of Maryland with the James Partridge Outstanding African American Information Professional Award.

— H. Thomas Hickerson, Cornell University

ALDEN N. MONROE is Head of Collections Management at the Alabama Department of Archives and History in Montgomery. Monroe has been a leader in developing and promulgating descriptive standards regarding archival control within bibliographic networks, moving the profession forward in a critical area at a critical time. As a member of the RLG Archives, Manuscripts, and Special Collections Program

Committee, he introduced the concept of controlled vocabulary and a thesaurus of function for government records described in the RLIN database.

In reviewing his contributions to the profession and to SAA, one of several nominators cited "his dedication to archival work and the profession, his archival sense, calm presence, and sound judgment." He has been a prolific contributor to many Society of American Archivists committees and task forces.

Known for his capabilities as "a great archivist, mentor, and colleague who takes his profession rather than himself seriously," Monroe was honored by his nominators as follows: "Alden is one of those very special people who do the essential yet often unsung work of our profession—the work that others defer in doing because it is hard, time-consuming, and does not always earn great recognition. He is the backup singer; the person who does all the essential work of providing the constant rhythm, the depth and the harmony necessary to support and sustain the music, doing the difficult and unheralded work that makes everything come together."

— Waverly Lowell, University of California, Berkeley

DANIEL PITTI is Associate Director of the Institute for Advanced Technology in the Humanities at the University of Virginia, Charlottesville. While at the University of California, Berkeley, Pitti started the Berkeley Finding Aid Project in 1993 as a platform to explore the application of markup technologies to archival description. Through Pitti's brilliant conception and collaboration with leading archival descriptive experts, the project evolved into a tool known as Encoded Archival Description (EAD), now widely recognized as the international standard for providing access to archives and manuscripts via the Internet.

As one nominator noted: "The road to becoming a Fellow of the Society of American Archivists has many forks. Some attain it through long and outstanding work in the archival trenches and in professional service. Others arrive through scholarly achievement and intellectual accomplishment by adding to and stretching the theoretical boundaries of what used to be called 'archival economy.' And then there are those few who erupt upon the scene like some cosmic event, who so dramatically change the very landscape of what we do, how we do it, and, indeed, even who we are. Daniel Pitti is such a person."

Pitti has been tireless in his efforts to promulgate EAD by conducting workshops and seminars and giving talks and presentations in countless national and international forums. As one of his supporters noted, ". . . acceptance of EAD did [not] fall from the skies like manna. It required a lot of explaining, educating, exhorting, and just plain politicking to convey its merits. . . . The international acceptance of EAD is due in good measure to Daniels's work as promoter, teacher, writer, and all-around evangelist." He has helped to elevate the archives profession into a position as a leader in information technology.

As another supporter pointed out: "EAD is significant not only for enhancing archival description and increasing access to primary sources, but for providing a framework that is now being used in a wide variety of settings."

— Steven Hensen, Duke University



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And the 2004 SAA Awards Go To . . .

The Society of American Archivists celebrated outstanding archival achievements in public service, outreach, and writing, and provided scholarship assistance to students at an awards ceremony held Aug. 6, 2004, during SAA's 68th Annual Meeting in Boston. Hundreds of conference attendees packed the ballroom of the Boston Park Plaza Hotel to salute the successes of their colleagues. The annual competition recognizes accomplishments of the preceding calendar year.

The Awards Committee, co-chaired by Diane Dimkoff and Daria D'Arienzo, worked with subcommittees in the selection process for each award. SAA heartily congratulates the following award recipients and extends its thanks to all who participated in the competition.



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Distinguished Service Award

THE BANCROFT LIBRARY at the University of California, Berkeley, received SAA's 2004 Distinguished Service Award. Established in 1964, the award recognizes a North American archival institution that has provided outstanding public service and has made an exemplary contribution to the

archival profession. **CHARLES FAULHABER**, director of the library, accepted the award on behalf of the institution.

The Bancroft is well known for its rich and varied collections documenting the history of California, the American West, and beyond. Home to half a million books, 50 million manuscripts, and more than 3 million photos and other pictorial items, the Bancroft has compiled a distinguished record of outreach to its many and varied constituencies through its print and digital publication programs. In an age when many institutions are forsaking traditional publication programs, the Bancroft deserves praise, indeed, for its continuing commitment to the value of print as a means of sharing its resources with the scholarly world. In addition, the Bancroft has also helped usher in the new digital age, with wide-ranging programs that have contributed to the development of EAD and Web-based resource sharing.



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Sister M. Claude Lane, O.P., Memorial Award

JOHN (JAC) TREANOR, vice chancellor for Archives and Records, Joseph Cardinal Bernardin Archives and Records Center, Archdiocese of Chicago, received SAA's 2004 Sister M. Claude Lane, O.P., Memorial Award for his significant contribution to the field of religious archives.

Established in 1974, the award is sponsored in conjunction with and funded by the Society of Southwest Archivists.

Since his 1986 appointment to oversee and direct the archives and records management program of the Archdiocese of Chicago, Treanor has transformed a small, inaccessible collection into one of the largest diocesan archives in the world. While nurturing the confidence and support of church leaders, he located and rescued records stored in warehouses and cemetery vaults and created a records management program to accurately identify permanent and historical records early in their life cycle to facilitate their transfer to the archives. Through his establishment of an open access policy, previously inaccessible records are available to researcher and administrator alike. In 1996, through meticulous archival planning and management, Treanor secured a state-of-the-art archival repository known as the Joseph Cardinal Bernardin Archives and Records Center. Today the center contains more than 8,000 cubic feet of permanent and historical records and is a model for all Catholic dioceses.

Active promotion of archives has long been another of Treanor's distinguishing characteristics. He is a founding member of the Association of Catholic Diocesan Archivists, where he has served in a variety of leadership positions, including president. He is a frequent presenter at various conferences and institutes. Through his advocacy, leadership, and example, many Catholic dioceses and religious orders within the United States have implemented professional archival programs in their own institution, and have hired professionally trained archivists based on his recommendations.



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Philip M. Hamer and Elizabeth Hamer Kegan Award

SAA's 2004 Philip M. Hamer and Elizabeth Hamer Kegan Award for increasing public awareness about manuscripts and archives was presented to the **PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION** in recognition of its publication, *Documenting Pennsylvania's Past: The First Century of the*

Pennsylvania State Archives. **WILLIS L. SHIRK, JR.**, editor of the publication, accepted the award. The award was established in 1973 and named for two SAA Fellows and former presidents.

Documenting Pennsylvania's Past: The First Century of the Pennsylvania State Archives celebrates the centennial of the founding of the Pennsylvania State Archives. Well-written and interesting essays reveal a deep understanding of Pennsylvania's past and the records that document its heritage. Extensive use of attractively reproduced archival documents illuminate this story of Pennsylvania. What could have been a dry institutional study is instead an exciting look at the state of Pennsylvania and its people. *Documenting Pennsylvania's Past* is an excellent outreach tool for the Pennsylvania State Archives and a model for other archives to follow.



C.F.W. Coker Award

RLG'S EAD ADVISORY GROUP

received SAA's 2004 C.F.W. Coker Award for its Encoded Archival Description Guidelines. Established in 1983, the award honors the memory of SAA Fellow C.F.W. Coker. The Coker Award recognizes finding aids, finding aid systems, projects that involve innovative develop-

ment in archival description, or descriptive tools that enable archivists to produce more effective finding aids. Nominees must, in some significant way, set national standards, represent a model for archival description, or otherwise have substantial impact on descriptive practices.

RLG's EAD Guidelines have found a broad audience since their release in August 2002. They have been adopted by various archival projects, including the Northwest Digital Archive, the Online Archive of California, and the North Carolina EAD Project.

"We saw it as an essential part of the basic toolkit for archivists dealing with EAD—if you didn't have something like this, you'd have to invent it," said Terry Abraham, head of special collections and archives at the University of Idaho library, and chair of the SAA subcommittee that determined this year's award recipient.

Accepting the award on behalf of RLG's EAD Advisory Group was program officer **MERRILEE PROFFITT**, RLG's representative in this collaborative effort. Chaired by Dennis Meissner of the Minnesota Historical Society, the EAD advisory group is composed of archivists and digital content managers, including Greg Kinney at the University of Michigan, Mary Lacy at the Library of Congress, Naomi Nelson at Emory University, Richard Rinehart at the Berkeley Art Museum/Pacific Film Archive, David Ruddy at Cornell University, Bill Stockting at the National Archives, Michael Webb at the University of Oxford, and Timothy Young at Yale University. The guidelines are freely available to the archival community at www.rlg.org/en/page.php?Page_ID=450.



Waldo Gifford Leland Award

SAA's 2004 Waldo Gifford Leland Award for writing of superior excellence and usefulness in the field of archival history, theory, or practice was presented to **GREGORY S. HUNTER** for *Developing and Maintaining Practical Archives: A How-To-Do-It Manual* 2nd edition (Neal-Schuman Publishers, Inc.).

Established in 1959, the award is named for one of North America's archival pioneers and SAA's second president.

The 456-page large-format book provides a comprehensive, intelligent, and fresh overview of what archives are and what archivists do, presented in a style nicely suited to beginners in the field or students in introduction to archives classes. Hunter's discussions of such standard areas as accessioning and arrangement are practical, sensible, and true both to practice and theory.

He covers newer topics of archival concern, such as managing digital records and developing a perspective on EAD without assumptions that could lead to confusion. And he includes very recently developed insights to tasks such as appraisal, where theory and practice are both in constant development.

Hunter's style is straightforward, even pleasantly pithy at times, and he injects humor to lighten topics that otherwise could get pretty tedious. Extra features, such as an abundance of boxed quotations from archivally relevant news stories, illuminate real-life applications. His assured tone and wide knowledge of the field convince readers that they have all the essential background needed to make a more detailed study of any aspect of the archival domain.



Preservation Publication Award

SAA's 2004 Preservation Publication Award was presented to **ANNE R. KENNEY** and **NANCY Y. MCGOVERN** of Cornell University for their Web-based tutorial, *Digital Preservation Management: Implementing Short-term*

Strategies for Long-term Problems. Established in 1993, the award recognizes the author or editor of an outstanding work published in North America that advances the theory or practice of preservation in archival institutions.

Informative as well as entertaining, the *Digital Preservation Management* tutorial delivers exactly what the title promises. Based on international standards, it can serve a wide audience not only world-wide but also across the spectrum, from resource allocators to archivists to preservation librarians. To all, it offers a clear expression of what is needed for long-range planning while providing concrete and positive ways of moving forward via short-term strategies.

Fellows' Ernst Posner Award

SAA's 2004 Fellows' Ernst Posner Award was presented to James O'Toole and George Bolotenko for their respective articles in the two most recent volumes of the *American Archivist*. The award, established in 1982 by the Fellows of SAA and named for former SAA President Ernst Posner, recognizes an outstanding essay dealing with some facet of archival administration, history, theory, and/or methodology published in SAA's semi-annual journal.



JAMES O'TOOLE (left), a professor of history at Boston College who specializes in American religion, is the recipient of the Posner Award for his essay, "Democracy—and Documents—in America," published in volume 65 of the *American Archivist*. On the occasion of a new translation of *Democracy in America*, O'Toole's essay brings to the forefront

Tocqueville's insights on "the subtle but recurrent role of records and documents which [he] identified in the success of

American democracy." As O'Toole points out, "[W]ithout ever speaking of accountability . . . Democracy in America recognized that records might serve that crucial purpose in a free society...[T]he easy accessibility which citizens had to information in all forms helped undergird a society in which privilege and power, potent and grasping though they might be, would always face countervailing forces." This "documentary basis for American democracy," according to O'Toole, makes Tocqueville's work worthy of examination in "an age in which democratic institutions seem newly challenged...and the nature of records is changing dramatically."



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GEORGE BOLOTENKO (left), an archivist in the Political Archives Section of Library and Archives Canada, is the recipient of the Posner Award for his article, "Frost on the Walls in Winter: Russian and Ukrainian Archives Since the Great Dislocation (1991-1999)" published in volume 66 of the *American Archivist*. His article addresses the national upheaval

caused by the paradigm shift from the Soviet Union to the evolving systems of government in Russia and the Ukraine. Most articles on the collapse of the archival system in the Soviet Union, Bolotenko notes, focus on legislative and structural issues. His intent, though, was to consider "the blood-and-bones reality of the effects of this transformation on the everyday life of archivists," and how these effects "imposed heavy personal burdens and posed extraordinary professional challenges" for Russian and Ukrainian archivists. Bolotenko writes compassionately about their decade of "privation and trials," to which they have responded with the utmost professionalism and, to use the author's phrase, "stoic heroism."



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Theodore Calvin Pease Award

SAA's 2004 Theodore Calvin Pease Award was presented to **CATHERINE O'SULLIVAN** of New York University for her student paper, "Diaries, Online Diaries, and the Future Loss to Archives; or, Blogs and the Blogging Bloggers Who Blog Them." Established in 1987, the award is named for the first editor of

SAA's semi-annual journal, *American Archivist*, and recognizes superior writing achievement by a student enrolled in archival administration classes or engaged in formal archival internship programs. The award includes forthcoming publication of O'Sullivan's paper in the *American Archivist*.

O'Sullivan's award-winning paper was prepared for a spring 2004 class in Archives, Historical Editing, and Historical Society Administration taught by Peter Wosh. In his nomination form, Wosh said, "I think this is one of the best research papers that I have received in the ten years that I have been teaching at NYU." The well-researched paper examines blogs, a particular form of electronic record that is becoming both more commonplace and more influential in public discourse. O'Sullivan prefaces her discussion of blogs with a historical consideration of

their paper-based antecedents—diaries. With this background in place, O'Sullivan then reviews the development of online diaries, or blogs, over the past several years, comparing and contrasting them to traditional diaries and delineating the challenges for archivists if they wish to preserve them. The paper concludes with some practical advice that might make this daunting task more feasible for the archival community.

One member of the Awards Committee commented, "This is a timely topic and represents fresh thinking on a very important issue for the profession. It also presents a topic in a way that I think will thoroughly engage archivists in manuscript repositories with electronic records issues."



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Oliver Wendell Holmes Award

SAA's 2004 Oliver Wendell Holmes Award was presented to **BART BALLAUX** of Belgium. Established in 1979, the award is named for an SAA Fellow and former president. The award assists overseas archivists, already in the United States or Canada for training, to travel to and attend SAA's conference.

Ballaux is enrolled in the Graduate School of Library, Archival and Information Studies at the University of British Columbia. He serves as a graduate research assistant on the InterPARES Project and is interested in research in the archival discipline. Ballaux completed a graduate degree in archival studies from the Free University Brussels and has taken postgraduate training in social-economic history at the N.W. Posthumus

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Institute in the Netherlands. He holds a bachelor's in modern history from Catholic University Leuven, Belgium.



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Harold T. Pinkett Minority Student Award

JOSUÉ HURTADO is the recipient of SAA's 2004 Harold T. Pinkett Minority Student Award. The award recognizes minority undergraduate and graduate students of African, Asian, Hispanic, or Native American descent who, through scholastic achievement, manifest an interest in becoming professional archivists

and active members of SAA. Established in 1993, the award honors the late Dr. Harold T. Pinkett, who served with distinction during his long tenure at the National Archives and Records Administration and was a Fellow of SAA. It is coordinated through the SAA Archivists and Archives of Color Roundtable.

Hurtado earned a B.A. in history from Stanford University in 1997 and a M.S.I. with a specialization in Archives and Records Management from the University of Michigan School of Information in 2004. He received the ALA Spectrum Scholarship in 2002 and the Chris Larew Memorial Scholarship in Library and Information Technology from LITA in 2003. His archival experience includes internships at the Bancroft Library at the University of California, Berkeley, volunteering at the New York Historical Society, and directed field experience at the Henry Ford Museum in Dearborn, Michigan.

Hurtado has also worked part-time at the Bentley Historical Library at the University of Michigan. Currently he works at JSTOR, the online scholarly journal archive.

Colonial Dames Scholarship and Donna Catt Scholarship Awards

Shugana Campbell, Ann T. Boltin, and Luciana M. Spracher received SAA's 2004 Colonial Dames Scholarship Award.

Established in 1974, the award enables new archivists to attend the Modern Archives Institute of the National Archives and Records Administration. Each scholarship covers \$1,200 of the total tuition, travel, and housing expenses associated with attending the institute. To be eligible for this scholarship an individual must have been employed less than two years as an archivist and work in an archives or manuscripts collection in which a fair percentage of the repository's holdings predate 1825. The award is funded by the Colonial Dames of America, Chapter III, Washington, D.C.

SHUGANA CAMPBELL, recipient of the Colonial Dames of America Scholarship to the summer 2004 Modern Archives Institute, is the reference archivist at the Amistad Research Center, Tulane University, New Orleans. She has also served as a processing archivist for the Center and as a graduate assistant for a McCain Archives and Library (University of Southern Mississippi) IMLS Digitization project. She received her M.L.I.S. in 2003 from the University of Southern Mississippi and her B.A. in history from Tougaloo College in 2001. In her cover letter for the scholarship application, Campbell noted, "I am still eager to learn and receive new and current archival methods to enhance my current institution."

ANN T. BOLTIN, recipient of the Donna Catt Scholarship to the summer 2004 Modern Archives Institute, is assistant archivist at the Catholic Diocese of Baton Rouge Archives. She began her association with the archives as an intern during a field experience and was then hired as assistant archivist. Boltin received her M.L.I.S. from Louisiana State University this summer. She earned her B.A. in history from the same institution in 1998. About attending the MAI, Boltin stated in her cover letter, "I am eager to learn more about the field, acquire practical knowledge, and meet other archivists."

LUCIANA M. SPRACHER, recipient of the Colonial Dames of America Scholarship to the winter 2004 Modern Archives Institute, is the principal historical researcher for her company, Bricks & Bones Historical Research. The company focuses on architectural, property, and genealogical research. Spracher also works as a project archivist for a variety of repositories in Savannah, GA. She has published several books and articles, including *A History of Thunderbolt, Georgia* (Thunderbolt Museum Society, 2003) and *Lost Savannah* (Arcadia Publishing, 2003). Spracher received her M.A. in public history from Armstrong Atlantic State University in 2002 and her B.A. in historic preservation from Savannah College of Art and Design in 1998. In a letter to the Colonial Dames in which she reflects on her MAI attendance, Spracher wrote, "The variety of backgrounds and institutions the participants in the program came from were amazing, and I learned just as much from hearing about their experiences and problems as from the experienced instructors brought in to lead the various sessions."

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SAA Council Exemplary Service Award

The following citation was read by SAA President Randall Jimerson and presented to **JOHN CARLIN** at the Boston 2004 Closing Plenary Session:

Whereas John Carlin has served with distinction as Archivist of the United States since 1995; and

Whereas he has enhanced communication with the Society of American Archivists, including preparing a regular column in *Archival Outlook*; and

Whereas he has fostered a new mission/vision statement that defines the National Archives and Records Administration as an agency that is essential in our democracy for protecting citizens' rights, holding government officials accountable, and documenting the national experience; and

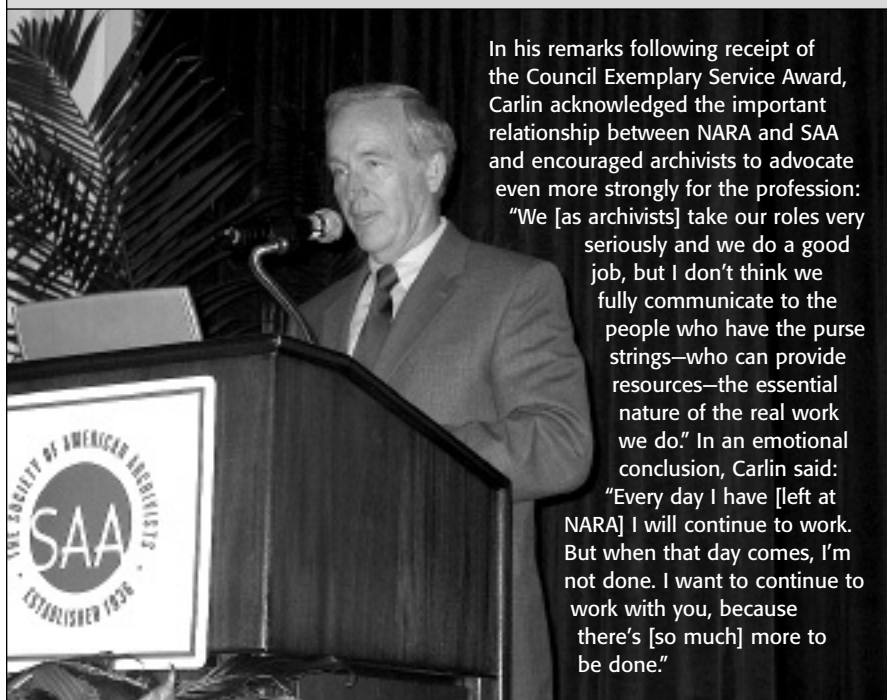
Whereas he has set priorities and new directions for NARA by developing and institutionalizing a ten-year strategic plan; and

Whereas he has secured record agency budget increases that have protected ongoing operations and funded new strategic initiatives, and has championed increased funding for the National Historical Publications and Records Commission; and

Whereas he has promoted access to records by reducing the agency's processing backlogs; has raised the public profile of the National Archives; and has dramatically increased NARA's online services via a robust Web site that includes a catalog of NARA's nationwide holdings and online access to electronic records; and

Whereas in partnership with other government entities and the private sector he is developing solutions for long-term preservation of and access to electronic records through the Electronic Records Archive program;

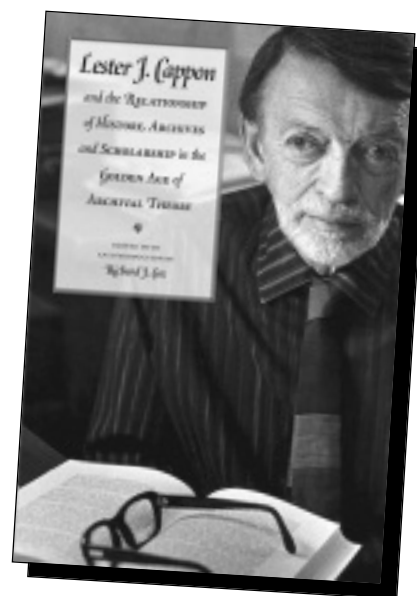
Therefore Be It Resolved That the Council of the Society of American Archivists recognizes John W. Carlin for his exemplary contributions to the archival profession.



In his remarks following receipt of the Council Exemplary Service Award, Carlin acknowledged the important relationship between NARA and SAA and encouraged archivists to advocate even more strongly for the profession:

"We [as archivists] take our roles very seriously and we do a good job, but I don't think we fully communicate to the people who have the purse strings—who can provide resources—the essential nature of the real work we do." In an emotional conclusion, Carlin said: "Every day I have [left at NARA] I will continue to work. But when that day comes, I'm not done. I want to continue to work with you, because there's [so much] more to be done."

Hot Off the Press!



Lester J. Cappon and the Relationship of History, Archives, and Scholarship in the Golden Age of Archival Theory

EDITED WITH AN INTRODUCTION BY
Richard J. Cox

The relationship of history, archival studies, and the emergent information disciplines continues to be a topic of debate in the modern archival profession. Lester J. Cappon (1900–1981) is the quintessential proponent of archival knowledge based on historical scholarship, and his writings remain prescient more than two decades after his death, writes Richard J. Cox in his introduction. The 11 essays featured in this volume cover the range of Cappon's primary interests—archival theory, archival collecting and appraisal, the relationship between archivists and historians or archives and history, and documentary editing.

Society of American Archivists (2004)
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“Demystifying” the SAA Program Committee

MARK A. GREENE and CHRISTINE WEIDEMAN, 2004 Program Committee Co-Chairs

During the course of creating and implementing the 2004 Annual Meeting program for Boston, several colleagues told us that the workings of the SAA Program Committee are completely opaque to them, leading one to challenge us to “demystify!” As a first step toward demystification, we gave a presentation on the inner workings of the Program Committee to one section meeting in Boston and to attendees of the “Archives Unplugged” session entitled “Tips for Strengthening SAA Session Proposals.” But those presentations reached only a tiny fraction of the SAA membership, and we are grateful for this opportunity to “tell our story” to the readers of *Archival Outlook*.

Committee Appointment Process: The Elusive “Perfect Balance”

The basic organization and procedures of the Program Committee have been consistent at least since 1992, when one of us first served. The co-chairs are appointed by the Vice President of SAA, as that individual will be President when the meeting takes place. (Ideally the co-chairs are appointed early enough to be full members of the preceding year’s committee in order that they can “learn the ropes” and ensure a smooth transition.) Through 2004 the total number of committee members was around 14; beginning with the 2005 Program Committee for New Orleans, the committee has been reduced to 11 to hold down costs.

The Vice President usually appoints two to four additional members of the committee. The co-chairs are responsible for choosing the rest of the members, and in so doing to work toward “balanced” representation in terms of age/experience, type of repository, geography, gender, ethnicity, and areas of functional expertise. In addition, because the committee does its most important work in a small meeting room during marathon sessions over the course of three days, consideration is given to how well the individual personalities will mix.

Perfect balance is impossible because there is much more variety within SAA than can be represented among 14 (or 11) individuals. There is also the difficulty of determining, for example, whether SAA units with hundreds of members should be represented more heavily than those with dozens of members. Program Committee members are asked, however, to represent SAA’s *entire* membership, not just their specific unit affiliations, and they are remarkably successful in doing so.

Soliciting and Selecting Proposals

The new Program Committee members visit all the section

and roundtable meetings (and, increasingly, committee and task force meetings) held during the preceding year’s Annual Meeting, sharing with those groups the theme of their program (if one has been identified) and any changes that have been made that year in the proposal process. They invite the units to contact them or the co-chairs with questions along the way toward submitting proposals. (Rarely have questions been posed.)

Year after year, more than 80 percent of proposal submissions are received during the last three days before the deadline, making it seem likely that they were hurried to completion. In the last few years, section and roundtable endorsements have been given a later deadline than proposal submissions in an attempt both to encourage more proposers to submit their sessions for endorsement by relevant units and to give the units adequate time to discuss and make thoughtful decisions about endorsements.

In 2003, units were asked to rank their endorsements, but very few did so. The 2004 Program Committee, seeking to determine whether the idea of rankings would improve the endorsement process, mandated rankings with endorsements. For reasons that still puzzle us, some SAA members assumed that the request for rankings meant *automatic* acceptance for highly ranked sessions. Because every year about half of the session proposals are not submitted to a unit for endorsement—including some that the committee thinks rank among the best—the Program Committees have used endorsements as only *one* of the factors to assess individual proposals and overall program balance. Due to the potential for misunderstanding, the 2005 Program Committee has dropped rankings entirely.

Once all submissions (109 in 2004) have been received, copies are distributed to committee members, who are asked to rate each proposal. The rating method has varied a bit over the years, but the basics have remained the same: members rate the proposals on “overall” structure (Is it complete? Does it contain all necessary information? Are all the speakers committed?) and “interest” (How good is it? Who would likely attend? Does it explain its purpose clearly? Are the speakers appropriate for the topic?). Those ratings, along with narrative

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of who submitted or
endorsed a given proposal.**

comments, are submitted to one of the co-chairs, who compiles them and generates reports for the group showing various perspectives on the rating data. We used the following reports in our deliberations:

1. Report by proposal number listing average ranking for each of the two fields and all comments in comments sections;
2. Report by proposal number listing average sum of both fields and all comments;
3. Report arranged by ranking in overall field (also showing average interest ranking for each proposal and comments);
4. Report arranged by ranking in interest field (also showing average overall ranking for each proposal and comments);
5. Report by average of sum of both rankings (i.e., all those with an average of 10 for the sum of both fields comes first, followed by proposals with an average of 9.9 for the sum of both fields, etc., and comments);
6. Report by type of session; and
7. Report by proposal number showing endorsement rankings by section/roundtable.

Armed with these reports, the committee assembles in December to create the program.

Over the course of three days, the 2004 Program Committee discussed the proposals and selected 49 to fill open session slots. (The 2004 conference had space for 63 sessions, of which seven were reserved for "Archives Unplugged" and seven for groups given a session by SAA President Tim Ericson.) The precise procedure for selection varies to some extent from year to year. We agreed to accept without specific discussion the 10 most highly rated sessions and to drop the 25 lowest-rated sessions from consideration, with the important exception that each committee member could "protect" one of those sessions for specific discussion. Including the "protected" sessions, 89 proposals were considered for the remaining 39 slots. Working through proposal by proposal, we debated the merits of each of the 89. Although we sought consensus, we took votes when necessary.

As sessions were accepted, they were posted onto a white board using colored self-stick notes and markers to give us an evolving graphical representation of how the program was shaping up by the traditional functional areas of archives (e.g., appraisal, reference) and other content areas (e.g., electronic records, diversity). As we came down to the last five open slots, each committee member was asked to identify one remaining session to champion during the last round of discussions. After we decided on the last sessions to be added to the program, three "alternates" were identified in case any of the accepted sessions should fall through before the program was printed. We then devoted several hours to arranging the accepted sessions into conference blocks, vainly attempting to avoid conflicts (by, for example, having two government records sessions opposite each other). As the final step, we assigned committee members as liaisons to each of the accepted sessions.

Crafting the Program

After the meeting, committee members work with the proposers and chairs of the accepted sessions to create session descriptions of fewer than 75 words and to provide complete and accurate speaker information for the printed program. The paperwork isn't complete until all audiovisual requests are in (a somewhat significant process, as the AV bill in Boston topped \$48,000!) and changes in presenters are identified and reported to the SAA office. There are other housekeeping details, but they aren't significant or interesting enough to describe here.

After the meeting, too, individual proposers and sections and roundtables are informed which proposals were not chosen. Proposers of sessions that were not accepted are invited to contact the Program Committee chairs for additional information, although few do so. The most frequent concern expressed at this point by section and roundtable leaders is that, because some of their proposed or endorsed sessions were not accepted, their topical or institutional area will be insufficiently represented in the program. Usually the response of the Program Committee co-chairs is that several other sessions relating to the unit's area of interest were accepted, but that those proposals had not been submitted for endorsement. The committee's considered judgment was that some proposals that were not submitted for endorsement were stronger than some that were.

The Program Committee is charged with crafting the best program possible, regardless of who submitted or endorsed a

continued on page 27

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“The Big Easy”

New Orleans to Host SAA’s 69th Annual Meeting on August 15–21, 2005

JOHN T. MAGILL, The Historic New Orleans Collection

For many people New Orleans is among the most romantic cities of the United States. In the popular mind it has long been associated with duels, pirates, Greek revival mansions, and moss-hung oaks, all enrobed in a devil-may-care attitude. It is little wonder that New Orleans has proven to be such a popular setting for romance novels.

No matter one’s impression of New Orleans, the city does indeed stand out among American cities, and as a result it can claim to be one of the most instantly recognizable places in the world. At once able to charm and intrigue, the city’s singularity is partly brought about by a blend of nearly three centuries of often disparate cultures that may be found not only in its way of life, but through its architecture, cuisine, and music.

Although now most often acclaimed by the world as “The Big Easy,” New Orleans has for a much longer time been called “The Crescent City” for the sharp, sweeping bend of the Mississippi River fronting the French Quarter, or Vieux Carré, where the French first gave it life in 1718. Its reason for being is twofold. It protected the southern end of France’s huge Louisiana territory from other colonial powers, and served as a trading center not only via the Mississippi River, but Lake Pontchartrain, which lies about five miles to the north and provides additional access to the Gulf of Mexico.

Indigenous Native Americans who populated the area were joined at first by French and German settlers. In 1719 the French introduced African slaves, who would soon make up about half of the population. Over time many slaves were

granted freedom and mixed with Europeans to create a population of often fair-skinned free people of color sometimes termed “Creoles,” a word also used to refer to Europeans born in the colony.

In 1762 Louisiana was ceded to Spain, and this introduced yet another nationality to New Orleans. The territory was reacquired by France in 1800, and then sold to the United States in 1803. In the decades following the Louisiana Purchase, waves of immigrants poured into the fast-growing city. Among the first were individuals fleeing the slave rebellions of Haiti. These refugees included both French and Africans, who not only reinforced existing ethnic traits in New Orleans, but infused the city with a touch of the Caribbean as well. Later in the 19th century, even larger waves of Irish, German, Italian, and other immigrants further enhanced the cultural melting pot of New Orleans.

While New Orleans has long been one of the New World’s most remarkable cultural blends, many of its different nationalities have retained elements of their original heritage, as they became less quickly Americanized than in other large cities. During the 19th century visitors rarely failed to mention the wealth of ethnic diversity to be found in the Crescent City, and this was especially true at the city’s numerous crowded and bustling public markets—those great local gathering places of which only the French Market remains.

Visitors have also been intrigued by the city’s spirited nature. Louisiana’s first American governor, William C.C. Claiborne,



COURTESY OF THE HISTORIC NEW ORLEANS COLLECTION

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... The charm of [the city] ...
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wrote of how much people in New Orleans loved to dance. Others pointed out that markets and many entertainment venues remained open on Sundays—something uncommon in most other parts of 19th-century America. From its earliest days as a French colony, one of the high points of the city's lifestyle has been the annual pre-Lenten celebration of Mardi Gras, which not only consists of public street revels, but is the height of the local social season. While New Orleans is not the only North American community to celebrate this festival with its ancient European roots, the Carnival season here is by far the largest and most exuberant. Distinctions such as this have helped

give New Orleans the reputation of being a carefree and relaxed community—prompting yet another of its nicknames: "The City That Care Forgot."

In many ways the perception of New Orleans is an "idea" based as much upon myth—and more recently public relations programs—as upon reality. The reality of New Orleans goes well beyond the image of an exotic, frolicsome city. It has almost always served as one of the greatest and most strategic shipping centers on the continent. It was America's unquestioned need to control New Orleans as a port of deposit for the nation's trade west of the Appalachian Mountains that prompted President Thomas Jefferson to approach Napoleon about purchasing only the "Isle of Orleans" from France, which led to its purchase of the entire Louisiana territory.

The decades after the Louisiana Purchase brought about New Orleans's greatest period of growth, and by 1840 it became the nation's fourth largest city with more than 102,000 residents. It was also one of its wealthiest. This is evident in the lavish ante-bellum homes still found in the Garden District, a historic neighborhood located several miles upriver—or Uptown—from the French Quarter and alongside the St. Charles Avenue Streetcar line which dates from 1835.

In spite of its strategic location, New Orleans's situation on a swampy, low-lying, flood-prone plain where a sizable portion of its land lies below sea level has always created a difficult existence. While the French may have brought a tradition of above-ground burial to New Orleans, the continuation of this custom became imperative here because of the

high water table. Before modern drainage and medicine, the city's long history was troubled by the constant threat of floods and epidemics, particularly mosquito-borne yellow fever, and neither of these was held in control until the early 20th century. These difficulties, coupled with the city's 19th-century economic dependence on the Mississippi River, helped create a slower local economy, while other southern cities forged ahead as rail and then air hubs.

By the early 20th century the city's greatest asset, the French Quarter, had fallen out of fashion and into serious decay. It was threatened not only with collapse, but with wholesale demolition until the establishment of protective organizations beginning in the late 1930s. Picturesque decay of its oldest neighborhoods coupled with its diverse culture added to the charm of New Orleans, which brought artists and writers like playwright Tennessee Williams to its confines, adding further to the exotic myth of New Orleans.

Although New Orleans ceased to rank as the south's largest city by the mid-20th century and its metropolitan population today numbers only about 1.4 million, it historically ranks as one the oldest and most established big cities in the United States. It proudly boasts one of the nation's earliest traditions of operatic performances, and has long been a leading center of fine arts. It is safe to say that New Orleans was already a sophisticated and internationally recognized world city by the 1830s, when most of its now larger, more modern southern counterparts were little more than woodland clearings. ❖



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All SAA Publications Must Be In Agreement?

Consensus and Conflict in Archival Literature

RICHARD J. COX, SAA Publications Editor

From time to time in working with authors, I have been asked if they could be given the working drafts and in-press versions of all current publication projects. This request always prompts me to ask why they would want to look through all this material. The response usually comes in two forms. First, they want to make sure that they are building a consensus on archival knowledge. Well, this makes sense, although with a couple of dozen works in progress, this could be a rather intimidating task. Second, they want to make sure all the publications agree with each other, including the one they are working on. Now, here we have an impossible assignment.

Such a request might seem rather reasonable, because the foundation of any professional mission is the never-ending quest to build a body of knowledge. In an earlier essay I described my views on the mythology of the basic manual, and my present reflection is an extension of those thoughts. Personally, I don't care if there is any agreement, because at the heart of any disciplinary knowledge there is debate, dissension, and discussion. All knowledge is constantly morphing, and while some general or rudimentary principles might stand the test of time, these same principles will be regularly reexamined and tested.

We can look to other familiar fields to see how this works. History, a discipline in which many archivists have degrees and read, is the classic case. On any given topic, there are multiple viewpoints, and most historical studies are revisionist to the degree that they build on and react to earlier research. The abolitionist John Brown is megalomaniac, political genius, puppet of Northern agitators, and so forth. The causes of the American Civil War are economic, sectional, racism, and the list goes on. While the diversity of perspectives may drive politicians, standardized test designers, and the average reader crazy, knowledge about such historical events and personages is complex and richer for them.

Some archivists might object that such a comparison is inadequate because they work in an applied field, with certain principles and practices that must be followed. Yes, there are certain principles, but are these inviolate with the constantly transforming technologies of recordkeeping? That such a ques-

tion can be asked suggests that there is room for disagreement in the archival community, but this is not even close to the most significant aspects of the matter. Consider more basic concerns such as the function of appraisal or, more noteworthy perhaps, the mission of the archivist.

A case can be made that the appraisal of records is the most crucial task carried out by the archivist, because the records identified as archival then affect all other archival functions from reference to preservation and representation. A case can also be made that appraisal is more art than science, and one of the most subjective assignments given archivists. We have appraisal methodologies stretching from intrinsic value to documentation strategies to functional analysis to macro-appraisal. We have debate about whether these are methodologies or theories.

And, just to complicate matters further, we have disagreement about whether archivists should even be involved in appraising records.

Archival appraisal appears rather mundane when we turn to what the mission of the archival profession is intended to be. When the Society of American Archivists finally defined the profession's mission in the mid-1980s via the Goals and Priorities Taskforce, many breathed a sigh of relief and moved on. We see variations of the "identify, preserve, and make available"

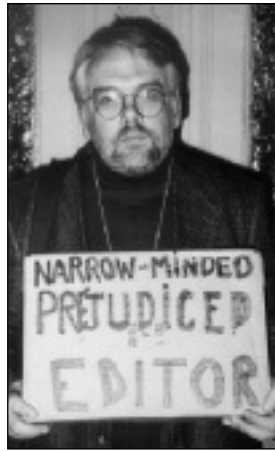
statement in institutional missions, professional essays, and just about everywhere else. However, we have added discussions and debates about other aspects of the mission, including evidence, accountability, and public and societal memory—just to mention a few of my personal favorites. While there are certain fundamental dimensions of the mission to which most archivists will agree, there are others that are open for argument.

The Society's publications will reflect both the aspects of professional consensus and conflict. While the basic manuals may be more consensus documents (although that does not necessarily have to be), readers, case studies, and other of the publication series may purposefully reflect matters of disharmony in order to open up the avenue for knowledge discovery. The health of a discipline's knowledge is not only its aspects of agreement, but also the work being done to stretch, test, and refine the knowledge.

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This dimension of the Society's publications program is sometimes the most difficult for archivists to accept or comprehend. When reviewers are solicited for a manuscript, they sometimes want to write assessments about whether they *agree* with a particular author—even though this is not what the reviewer is asked to do. Reviewers are asked to assess, among other things, the contribution of a manuscript to the professional literature. The guidelines readers are given state that they "should primarily examine the interpretation of the author. If the book is a manual, does it reflect best practices and provide appropriate options for the varied circumstances of archivists in diverse settings? Especially if the book is more theoretical, does it reflect debates in the profession and the literature on the topic? Simply put, is the book a fair and solid treatment of the subject at hand? It is especially important to catch any technical inaccuracies." As I have tried to emphasize here, contributions can take all forms, including adding to the consensus of a particular practice or principle or taking issue with some aspect of the professional knowledge. And while it might be interesting for us to know whether or not you agree with the author, this is not essential except as it relates to the potential contribution to the profession's knowledge.

The American archival community has had its share of ongoing debates about nearly every aspect of the field, but the



As editor of *American Archivist*, Richard J. Cox was the target of some good-natured teasing by archival colleagues

acceptance of the existence of these debates is difficult for some to accept. When I edited the *American Archivist* in the first half of the 1990s, I encountered some of the same challenges with reviewers who were evaluating submissions. I often learned more about the reviewers' ideas and viewpoints than about the quality and usefulness of the proposed article.

Those were more contentious days, or perhaps I was just younger. In one acrimonious debate on the Archives & Archivists Listserv, I was accused of being "narrow-minded and prejudiced" (among other things). Flying into Milwaukee shortly after this happened, I was greeted by some of my colleagues (you can guess their identities, but one just completed his stint as SAA president) with the sign I am seen holding here, one of those hilarious events reminding us of how good life really can be. And

while I am still opinionated and outspoken, don't worry—I don't have to agree with an author in order to see a publication project through to completion. All I'm looking for is a contribution to the profession's knowledge. ♦

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.

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NARA Reaches Major Milestone in Electronic Records Management

In August, after six years of research, NARA reached a major milestone in our goal to build the Electronic Records Archives (ERA), a revolutionary system that will capture electronic information, regardless of its format, save it permanently, and make it accessible on whatever hardware or software is currently in use.

Recently, I announced the two teams that will lead the way in designing a technological solution to the challenge of preserving electronic information across space and time. At the end of the one-year design competition, we will select one of these two contractors to build the ERA: Lockheed Martin, Transportation and Security Solutions Division, or Harris Corporation, Government Communications Systems Division.

We all know that electronic records pose the biggest challenge ever to federal record keeping. With the increase in the volume and complexity of electronic records and the continuing change in technology, electronic records of the 20th and 21st centuries will soon be lost or unusable unless we find a way to manage and preserve them. The rate of changing technology, combined with the expanding number of diverse and complex electronic records created daily, challenges the nation's ability to document the rights and entitlements of American citizens, the actions of federal officials, and our national experience.

For the next year, we will work intensely with both industry teams to refine the ERA requirements into system specifications that are precise enough to guide actual design and development of the system. Each team will design a system to support NARA's end-to-end process for lifecycle management of all federal records, and NARA will select one of the two to proceed with system development.

We will work with federal agencies to prototype collaborative tools for records management. We will work with the Department of Defense to ensure that the system we develop satisfies requirements for military personnel files. We will work with the Surgeon General of the U.S. Army to ensure that when they digitize soldiers' medical records, those records remain available and usable in providing medical care to soldiers and veterans. We will work with the Department of Energy to ensure that important records about our nuclear stockpiles are adequately protected and accessible when needed. And we will reach out to members of the public who are interested in accessing our holdings. Such interactions will give us better insight into the needs and desires of our customers both within and outside of government, and they will put us in a better position to evaluate the two designs.

The combined value of the firm-fixed price design contracts totals \$20.1 million for the first year. Over the life of the contract, it is potentially worth hundreds of millions of dollars, with countless ramifications for individuals, private businesses, government organization, our country, and our world.

At every step of the ERA process, we have partnered with the best and the brightest to develop solutions. ERA will make electronic information available virtually anytime, anywhere, to anyone with Internet access. We will start with government records, but there is no end to where ERA can take all of us.

The announcement of this milestone went unnoticed by a lot of people. But those of us who care for records know the important role that electronic records play, and will continue to play, in our society.

For example, recently the Department of Health and Human Services announced plans for a new nationwide health care information network where individual medical records could be maintained electronically and accessed whenever and wherever needed. This would enable doctors to see a patient's current medical file and have accurate information on which to base treatment decisions, thus potentially reducing medical errors and costs and improving treatment. In this way, the medical community would

be able to, in effect, transcend distance and space, giving a doctor in California access to the treatment information carried out by another doctor in New York.

But to make this system really work, we also must transcend time, meaning the information in an individual's medical file must be preserved intact, over the long term. In this way, the doctor of an elderly patient with heart disease will have access to the results of that patient's first ECG administered 30 years earlier.

Technology and solutions developed for ERA will make this possible, as well as countless other applications we have yet to imagine. Throughout the development of ERA, we will continue to seek input from archival professionals on the requirements and scope of ERA. Your expertise and knowledge of our daily work processes are critical to ensuring that ERA is a viable resource.

America runs on digital information, and ensuring its accessibility and usability now and over time is the challenge of our generation and we must meet it. Our ancestors left for us a rich record of themselves and they worked hard to preserve those records for us. With ERA we will be able to leave our great, great grandchildren the vital information they deserve about our turn on the planet. Without ERA, we may leave only a void of records forever lost to technology. ❖

America runs on digital information, and ensuring its accessibility and usability now and over time is the challenge of our generation and we must meet it



Allen Weinstein Gets Senate Confirmation Hearing

On July 22, 2004, the Senate Governmental Affairs Committee held a confirmation hearing on the pending nomination of historian Allen Weinstein to become Archivist of the United States. Weinstein is the Bush administration's choice to succeed John Carlin. The nominee generally impressed committee members with his answers to most of the questions put to him, including those relating to government secrecy. Weinstein was, however, taken to task by two Democratic senators for his position regarding the controversial Bush Executive Order 13233 that relates to the Presidential Records Act. The big surprise of the hearing was the introduction of a letter by Carlin confirming what historians and archivists had long suspected—that the White House asked the Archivist to resign.

In his opening statement Weinstein laid out his priorities and concerns should he be confirmed: 1) providing effective post 9/11 security for documents; 2) completing the redesign of the Federal Records Management initiative; 3) moving forward on NARA's electronic records initiative; 4) expanding NARA's education and public programming throughout the nation; 5) supporting the National Historical Publications and Records Commission "at effective budgetary levels"; 6) addressing internal administrative concerns such as loss of experienced personnel due to retirement; and 7) strengthening cooperation with the presidential library system. Weinstein concluded his remarks by stating he would view his role as Archivist as being "to preserve and assure timely and maximum access to our governmental records in the evolving historic saga of the American people."

Several senators then grilled the nominee on his position with regard to the Bush Executive Order 13233. In a staff questionnaire that Weinstein filled out prior to the hearing at the Committee's request, he stated that if confirmed as Archivist, "it would be my responsibility—so long as E.O. 13233 is in place—to oversee NARA's legal team in defending the Executive Order against court challenge." Senator Richard Durbin (D-IL) thought this curious and wondered why Weinstein felt obligated to defend the administration's order rather than the language in the Presidential Records Act itself. Durbin expressed his hope that Weinstein would "revisit this" and reconsider his position.

Senators Carl Levin (D-MI) and Durbin expressed concern that, contrary to provisions of the Archives Independence Act, the White House was requesting Carlin's resignation without stating a reason required in the law. Levin asked that the committee send a letter to the White House requesting an explanation of why Carlin was being asked to resign, as these actions endanger "the independence of the Archivist's office." If the committee declined to do so, Levin would do so independently.

Whereas Weinstein's chances of Senate confirmation appeared very good prior to the hearing, it is now dependent on the resolution of several issues unrelated to the nominee's

personal qualifications. Depending on how or whether the White House responds to the request for clarification of why Carlin is being removed from office, and depending on how the committee and/or its individual members decide to respond to Carlin's clearly stated request to remain in office for several more months, and depending on how the committee decides to deal with what appears to be a clear violation of intent of the Archives independence law, Weinstein's confirmation may well be delayed until after the November elections. The continued viability of the nomination may depend on who wins that presidential election.

NHPRC Needs Your Help!

In late July the National Coalition for History initiated an advocacy effort to raise the level of funding for the NHPRC grants program; \$6.4 million (a compromise between the President/House recommendation and last year's full funding level) is viewed as the lowest figure that would meet minimum programmatic needs. The coalition is urging NHPRC supporters to contact senators and request \$8 million for the program. The higher of the two figures is needed to ensure room to negotiate when the program is addressed by House and Senate conferees.

Based on the funding levels passed by the House Committee on Appropriations for the National Archives and Records

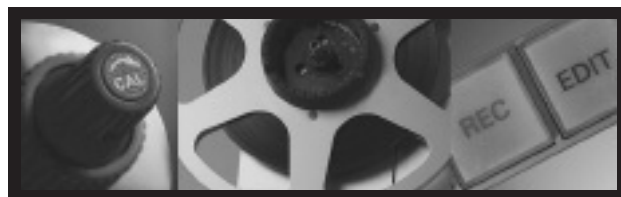
continued on page 26

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President's Message

continued from page 3

has been DC Council support for funding of a proposed new facility and for increased staffing.

- SAA's advocacy for enhanced funding of the National Archives and Records Administration and NHPRC has resulted in some short-term improvements in federal support for archival needs. But once again we need to send letters and phone calls to Congress to reverse the Bush administration's proposed funding cutbacks for NHPRC.
- SAA's advocacy for open access to government records has shone a spotlight on these important means of protecting citizens' rights. We have repeatedly issued position statements and sent letters to newspaper and journal editors demanding an end to governmental secrecy and limits on classification and restricted access to the public's records.
- SAA's advocacy has resulted in a coalition of more than two dozen allied organizations demanding an open hearing regarding the nomination of a new Archivist of the United States. With our partners, we have had an impact in ensuring an open and full nomination process.
- Our coalition continues to broaden and expand. The American Historical Association annual meeting in January 2005 will focus on the theme "Archives and Artifacts." SAA will be one of four allied professional organizations represented on a special panel on public advocacy.

SAA will continue to play a vital leadership role in bringing archival concerns to public attention and in advocating for better funding and increased attention to the requirements of recordkeeping and documentation in a democratic society. We can do so only by speaking with one voice as a united profession, and by forming alliances and partnerships with all organizations and groups committed to protecting the records and documents of our society.

We should embrace the power of archives. Archivists are *not* handmaidens of history, passive guardians of cultural treasures, or gatekeepers limiting access to endangered documents. As recent writers discussing the implications for archivists of postmodern thinking have declared, archivists play an active and essential role in shaping the contents of our repositories, in interpreting them (through finding aids, for example), and in either encouraging or limiting various types of access to "our" records.

This power carries a solemn obligation to use it wisely, to acknowledge that neutrality and objectivity are desirable but unattainable in a pure form, and to ensure that archives protect the public interest rather than the privileges of the political, economic, social, or intellectual elite.

Our archives—either at the level of individual repositories or at least collectively on a national level—should represent all people in our democratic society. The interests, perspectives, and stories of the common man and woman deserve to be protected and preserved, along with the records of government,

business, organized labor, religious institutions, and cultural organizations. Archives can speak truth to power, but only if we ensure their voices are heard. Archives can ensure not a more diverse or more just society, but at least one in which the rights and interests of all social groups—even the most marginalized and neglected—are protected and documented. We need to heed the call made a generation ago by Gerry Ham, Helen Samuels, Patrick Quinn, Gilda Lerner, Howard Zinn, and others to be activists in ensuring the preservation of these unheard voices.

As a profession we have made important progress in documenting previously marginalized groups. But just as in our broader society's quest for civil rights, there remains much to be done. Two years ago Rev. Fred Shuttlesworth spoke at our Annual Meeting in Birmingham, where he had led the local civil rights struggles a generation ago. A slip of the tongue led him to address us not as archivists but as "activists." But he then stated that *as archivists* we should also *be activists*.

We can start by reaffirming our Society's commitment to diversity. The SAA Committee on Diversity has begun an active agenda to meet its charge, approved by Council in June 1999, which states:

The Society of American Archivists is committed to integrating diversity concerns and perspectives into all aspects of its activities and into the fabric of the profession as a whole. SAA is also committed to the goal of a Society membership that reflects the broad diversity of American society. SAA believes that these commitments are essential to the effective pursuit of the archival mission "to ensure the identification, preservation, and use of the nation's historical record."

Finally, as we look forward to the coming year let us resolve together to renew our commitment to our shared values as archivists.

Let us not forget our specialized interests and diverse perspectives, but let us affirm our common goals and our determination to work together in new and stronger alliances.

Let us celebrate our own diversity, and commit ourselves to building an archival profession that truly and accurately reflects the diversity within our society—in our membership, in our archival programs, and in the activities of SAA.

Let us determine to be archival advocates—to speak out actively when the archival interests and needs of our society are threatened or neglected.

While we pursue these lofty goals, let us not lose our senses of humor, nor forget the sheer joy we feel as we revel in the professional career we have chosen. Let us embrace the excitement of discovery, the satisfaction of doing important work, the thrill of discovery, and the success that comes with every new triumph.

As we look forward to meeting together again next year in New Orleans, let us celebrate our diversity—and our unity as the Society of American Archivists. ♦

Celebrate Archives Week!

While most Archives Week activities occur in October, there is no fixed, nationally recognized date for the events. Instead, each association or state selects its own dates, often timing them to coincide with other events of local significance such as statehood days. This year, some celebrations began in late September while others won't occur until mid-November. Utah is unique in designating the entire month of October as Archives Month. The number of archival associations and repositories sponsoring Archives Week activities each fall continues to grow. In 2003, Archives Week events were held in some 32 states, up from 23 in 2002.

For Archives Week resources, including a directory of activities and sample planning guides, visit:

www.coshrc.org/arc/archweekdir.htm

Demystifying the SAA Program Committee

continued from page 19

given proposal. There is no correlation between specific representation on the Program Committee and the success of proposals created or endorsed by specific sections or roundtables. In 2004, for example, one roundtable generated two proposals that were rejected despite the fact that it had a disproportionately large number of members on the committee. Other units, with no members of their section or roundtable on the committee, had greater success with submissions.

In the end, the process of creating a program for the SAA Annual Meeting is subjective, though not without clear rationale. Faced with the same set of 109 proposals, a different committee would have chosen a somewhat different set of 49 sessions. In the end, the success of any committee is determined in large part by meeting attendance and distribution of attendees among sessions. (If, for example, a thousand people want to attend one session and there are only three people in each of the other sessions during that time slot, the program is probably not well balanced and diversified. On the other hand, some sessions are accepted with the assumption that they will draw only a small audience, and the committee must wrestle with deciding "how small is too small.")

We believe that serving on an SAA Program Committee and crafting a program is an intellectually creative and stimulating process—and one of the best assignments in all of SAA. Those appointed by the SAA Vice President often are individuals who simply contacted SAA to indicate their interest in serving. We encourage anyone who is interested to take that step. It's hard but rewarding work, and it's an opportunity to forge professional friendships that will last a lifetime. ♦

Mark A. Greene is Director of the American Heritage Center at the University of Wyoming. Christine Weideman is Assistant Director of Manuscripts and Archives at Yale University.

Washington Beat

continued from page 25

Administration (NARA) on July 22, 2004, funding for NHPRC in FY 2005 will be cut dramatically unless supporters act. Earlier in the year, President Bush recommended only \$3 million for the grant program, and that number has now formally been endorsed by the House Appropriation Committee. If this figure is allowed to stand and is not raised by the Senate, the NHPRC will experience a 70% cut over the "full-funding" level that was appropriated for it last fiscal year. This would be disastrous, resulting in curtailment of ongoing editing projects, grants for various archival initiatives, and/or reductions in staffing.

If your senator is listed below and you are a constituent, PLEASE WRITE to express your concern! For a listing of senators' addresses by state, go to www.senate.gov.

In the Senate, the subcommittee with appropriations jurisdictional responsibility for the NHPRC is the Transportation, Treasury and General Government Subcommittee made up of the following senators:

Richard Shelby (Chair, R-AL);
Christopher Bond (R-MO);
Robert Bennett (R-UT);
Ben Nighthorse Campbell (R-CO);
Kay Bailey Hutchinson (R-TX);
Mike DeWine (R-OH);
Sam Brownback (R-KS);
Patty Murray (Ranking Member, D-WA);
Robert Byrd (D-WV);
Barbara Mikulski (D-MD);
Harry Reid (D-NV);
Herbert Kohl (D-WI);
Richard Durbin (D-IL);
and Byron Dorgan (D-ND).

From the Executive Director

continued from page 4

the SAA Annual Meeting *should* be fully “wired” because we are and should be on the leading edge of electronic communication. But I ask you to look critically at the use of equipment this week, with an eye to whether our AV investment is being used to the fullest by presenters.

And speaking of records. . . . Thanks to the nonstop efforts of the Membership Committee, of our Key Contacts, of Council members, of all of you as you help spread the good word about membership in SAA, and of staff: **As of July 31, membership stands at 3,910—an all-time high for SAA!**

Membership, publication sales, meeting attendance, survey participation. . . . These are all key indicators of an association's progress and standing. But there are other measures of progress, measures that have to do with participation in the world at large and the sustainability of volunteerism within the organization—leadership both within and outside the association.

To what extent did we interact with the outside world?

SAA has a strong track record for advocacy, but the past year has presented us with more opportunities than “usual” to be at the table. Allen Weinstein's nomination took us by surprise on April 8. We thought we had a bit more time to prepare selection criteria for the Archivist of the United States. It took energy, enthusiasm, and good, clear strategic thinking to position SAA as a player in the selection discussions. The tag team of Ericson and Jimerson, supported by an enthusiastic Council, focused their efforts to develop materials, and Tim did a masterful job of soliciting endorsements to the Statement on Selection of the US Archivist. With more than 20 signatories, what a great example of collaboration! And the view from the outside is that the archival profession—and allied professions—are united and therefore should be paid attention.

Energy and enthusiasm led to publication of not one but two letters to the editor of *US News & World Report* in FY04—one by Ericson and the other by Jimerson. These experiences have helped us establish a rhythm for responding quickly to media opportunities, and that is a rhythm that serves us well, whether we're asked to comment on the state of the District of Columbia Municipal Archives or selection of a new Archivist of the United States.

Advocacy is mostly about sweat equity, but it also requires travel dollars to be at the table. We spent more on advocacy in 2004 than in prior years, and have budgeted for enhanced efforts in 2005 as a high priority of the association.

SAA's Diversity Committee met for the first time in 2004, and made a number of recommendations that were adopted by the Council. The group is geared up to work from the very comprehensive 1999 Task Force on Diversity Report to develop new strategies and *actions* that will help advance diversity initiatives both within and outside the organization.

Non-dues revenue is important to SAA's future, and our focus—quite appropriately—has been on product sales. But in the past year we've begun to look at opportunities in fundraising and affinity agreements for new sources of revenue. Our

newly formed relationship with Club Quarters Hotels provides a member benefit but no new revenue to SAA. There has been discussion on the A&A listserv about the feasibility of group health insurance and we will be looking into that, as well as other possible “affinities.”

Last year saw wonderful progress in many areas. But the challenges abound:

Internally, we must pay greater attention to orienting new members and new leaders and to improving communication between the SAA Council and staff office and the sections and roundtables. We must look at ways to convert SAA's oral tradition of “how things work” into a process that is transparent and open to all.

Externally, we must keep our eyes on the next opportunity to be at the table—and maintain the energy and enthusiasm to make sure our collective voice is heard.

The SAA office is stocked with aging equipment and an outmoded, highly customized association management software system that is anything but nimble. The infrastructure is in need of attention.

I mentioned last year at my first annual meeting that SAA has a remarkable—and remarkably lean—staff. My comment was pretty theoretical at the time; now I know of what I speak. That staff is even leaner this year. Please join me in thanking them for their hard work and commitment: Publishing Director Teresa Brinati, Education Director Solveig DeSutter, Webmaster Brian Doyle, Publications Assistant Rodney Franklin, Meetings Coordinator Carlos Salgado, Member Services Coordinator Jeanette Spears, Education and A*CENSUS Project Assistant Jodie Strickland, and, holding down the fort in Chicago this week, Office Assistant Lee Gonzales. Carroll Dendler, our finance and administration director, still works with us, albeit long distance from her new home in Arizona.

I'd also like to thank our member-volunteer meeting assistants—Shari Christy (who is retiring this year after 11 years as a meeting assistant), John LeGloahec (now in his third year as a volunteer and soon to be a father!), and intern Cheryl Beredo (who is also an intern on the Diversity Committee).

When SAA Meeting Consultant Debbie Nolan resigned in January, there were a few—quite a few—moments when I wondered how in the world we were going to get the A*CENSUS survey AND the Annual Meeting done. But then I met Paul Henning and Nicole Jackson and John Lechner of Conference and Logistics Consultants, and I knew this Annual Meeting was in good hands. . . . They've made it happen!

Such *talent* SAA has among its members, its section and roundtable leaders, its committees and task forces, its Council members. One person stands out for me in my first year at SAA. He has been teacher (but never lecturer), story teller (but not about any of you, of course), supporter, and friend. I'm going to miss him—not just because he was chair of the Search Committee that hired me, but because he's a wonderful leader and such a good man. Thank you, Tim!

And thanks to all of you for sharing your time and talent with SAA. I hope that we can count on you to continue your participation as we take on 2005! ♦



CALENDAR

October 15-16

New England Archivists fall meeting in Biddeford, ME, will feature workshops and sessions on archives and related subjects, as well as a special program on NEA's future directions. For more info: nls.lib.tufts.edu/newengarch/aboutArchives/index.html.

October 28-30

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

November 15-16, 2004

"Partnerships in Innovation—Serving a Networked Nation," a symposium co-sponsored by the National Archives and the University of Maryland, in collaboration with the San Diego Supercomputer Center, will bring together leaders from different communities to address the electronic records challenge facing the nation. For more information or to register: www.archives.gov/electronic_records_archives/presentations/innovations/fit_conference.html.

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. 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. **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.

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. For further information: <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 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. The Center's collections are described online at 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; channeman@ou.edu.

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. 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. Prospective applicants should contact Derina McLaughlin at (+61 2) 6212 3986 or derina.mclaughlin@naa.gov.au before applying to discuss the scope of their research project. Further information: 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

SAA 2004-2005 EDUCATION CALENDAR

ORAL HISTORY:

FROM PLANNING TO PRESERVATION

October 27, 2004 • Des Moines, IA

ENCODED ARCHIVAL DESCRIPTION

November 4-5, 2004 • Akron, OH

BASIC ELECTRONIC RECORDS

December 10, 2004 • Milwaukee, WI

"IT Training for Practicing Archivists" Series

BASIC PC HARDWARE AND SOFTWARE INTRODUCTION TO DATABASES DELIVERING DATABASES VIA THE WEB USE OF MARKUP LANGUAGES

November 5-6, 2004 • Boston, MA

NETWORKING AND TELECOMMUNICATIONS FOR ARCHIVISTS

UNDERSTANDING WEB TECHNOLOGIES

February 11-12, 2005 • Boston, MA

DIGITAL LIBRARIES AND DIGITAL ARCHIVES DIGITIZATION OF ARCHIVAL MATERIALS

May 20-21, 2005 • Boston, MA

UNDERSTANDING ARCHIVES: AN INTRO TO PRINCIPLES AND PRACTICES

March 17-18, 2005

Pennsylvania State University

ENCODED ARCHIVAL DESCRIPTION

March 31-April 1, 2005 • Tucson, AZ

LEADERSHIP AND MANAGEMENT OF ARCHIVAL PROGRAMS

April 11, 2005

Pennsylvania State University

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

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. 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; mلاغhli@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. 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.

CALLS FOR PAPERS

ECURE 2005

The conference co-chairs are soliciting proposals for sessions, individual presentations and poster sessions at "ECURE 2005: Preservation and Access for Electronic College and University Records." ECURE 2005 will be held in the Phoenix metropolitan area on Feb. 28-Mar. 2, 2005. ECURE strives to attract proposals that focus upon case studies and presentations of practical solutions to electronic records problems in higher education. Proposals will be accepted until November 1, 2004. For more information: www.asu.edu/ecure.

2006 OAH-NCPH Annual Meeting

The ninety-ninth Annual Meeting of the Organization of American Historians and the twenty-eighth Annual Meeting of the National Council on Public History will be held jointly at the Hilton Washington Hotel in Washington, D.C., on April 19-22, 2006. The program committee invites proposals from all practitioners of American history or related disciplines. The program theme, "Our America/Nuestra America," invites participants to explore the many meanings of "America" for people living in North America and beyond. The committee welcomes sessions that explore the transformation of U.S. society through immigration to and migration within the geopolitical boundaries of the nation-state. Proposals should be submitted electronically by January 15, 2005, at www.oah.org/meetings/2006/.



ARCHIVIST

Brooklyn Historical Society
Brooklyn, NY

Brooklyn Historical Society is an urban institution with focused genealogy and local history collections. This position reports to the Vice-President for Collections and is responsible for all aspects of archival administration, including reference and access, acquisition, outreach, arrangement and description, and cataloging. Works with Library Manager to achieve full library services, including Saturday opening, and includes supervision of staff,

volunteers, and interns. Works with exhibition planning and curatorial staff. Position requires a master's degree, either the M.L.S. from an ALA-accredited school or M.A. in U.S. history or the social sciences; prefer both degrees, knowledge of archival practice, and one-two years of experience in a similar environment. Must be able to lift a 40 pound record carton. **Wanted:** evidence of written and oral communication skills; familiarity with MARC:AMC format, and proficiency in MS Office programs. Located in friendly community in heart of Brooklyn Heights/ Downtown Brooklyn, near all trains. Minorities are encouraged to apply. **Resumes to:** Dr. Marilyn H. Pettit, Vice-President for Collections, Brooklyn Historical Society, 128 Pierrepont Street, Brooklyn, NY 11201; 718/222-4111 x293; fax 718/222.3794; mpettit@brooklynhistory.org; www.brooklynhistory.org.

ARCHIVIST

Center for the Study of Political Graphics
Los Angeles, CA

Center for the Study of Political Graphics (CSPG), a rapidly growing archive in Los Angeles with approximately 50,000 posters from progressive movements for social change, seeks experienced Archivist. Minimum 3 years experience in the museum or library field. Competitive salary and benefits. **For complete information:** www.politicalgraphics.org. **To apply, contact:** Carol Wells, Center for the Study of Political Graphics, 8124 West Third Street, Suite 211, Los Angeles, CA 91801; 323/653-4662; fax 323/653-6991; cspg@politicalgraphics.org.

ARCHIVIST

City of Hope
Duarte, CA

Archivist to create and maintain an active archival program for the City of Hope. B.A. degree in history, English or scientific field. M.A. or M.L.S. optional. Interest in academic research. Experience in library or historical society or teaching helpful. Local candidates preferred. EOE. **To apply, contact:** William Vincent, City of Hope; WVincent@coh.org; www.coh.org.

ARCHIVES MANAGER

Microsoft Corporation
Redmond, WA

Make your mark on history by joining the Microsoft Archives! As Archives Manager you will drive the strategy and execution for acquiring assets and building accessibility to our extensive collection of historical content. You will create solutions to provide global access to internal content and data on the intranet, in the Office System and through one-on-one research. **Responsibilities include:** developing standards for all aspects of archives collection management including access, preservation, security, processing, circulation and storage; designing and delivering archives research services; identifying appropriate archival content to digitize for electronic delivery company-wide; and collaborating with internal and external groups on exhibits. **Qualifications:** Master's Degree in library & information science, archival studies or equivalent experience; minimum of 5-7 years of related experience; effective leadership skills, self-directed; management experience preferred; proven experience developing and managing convenient, acces-

sible and cost-effective collections; ability to create innovative solutions that will delight customers; ability to meet aggressive deadlines and manage multiple assignments with sometimes conflicting priorities; ability to thrive in a team environment focused on excellence; and experience in a high-tech corporate environment preferred. **Req#/Job Code:** 115151. **To apply, contact:** Lora Poepping, Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399; lorap@microsoft.com.

ARCHIVIST

The MITRE Corporation
Bedford, MA

MITRE, one of Fortune's 100 Best Places to Work, is seeking an individual to manage and develop our corporate archives. Working with information services management and staff, the successful candidate will carry out the corporate archives program, in accordance with the mission statement and corporate needs. Bachelors degree in archival management, library science, or closely related discipline plus 5 years experience required. Master's degree in above disciplines is preferred. Certification as archivist is highly desirable. For details and to apply online, visit our Web site at www.mitre.org, click "employment", "search jobs", and search for "archivist". **To apply, contact:** The MITRE Corporation, 202 Burlington Rd., Rte. 62, Bedford, MA 01730-1420; www.mitre.org.

ARCHIVIST

Rosenberg Library
Galveston, TX

Archivist for the Rosenberg Library, Galveston, TX (located 50 miles southeast of Houston). Holdings from 1506 to present. **Setting:** The Rosenberg Library's Galveston and Texas History Center serves approximately 3,300 researchers annually. Its Texana collections, including manuscripts, photos, maps, architectural drawings, and oral history interviews, are nationally recognized. For a description, please go to www.gthcenter.org. **Requirements:** The Archivist is responsible for processing manuscripts, maps, and architectural records. He or she also handles reference and assists the Head of Special Collections with public programs, exhibits, publications, and professional development. The Archivist serves as the head of the department in the absence of the Head of Special Collections and performs other duties as assigned. **Qualifications:** M.A. or M.L.S. in archival-related studies or associated course work. Professional work experience in an archives desirable. Demonstrated strong processing skills. Demonstrated strong organizational, writing, and communication skills. Knowledge of Web site design desirable. Ability to lift 20 pounds required. **Salary:** \$31,343.27 annual, full-time. Benefits, including major medical, basic life insurance, long-term disability insurance, 401(k), paid vacation after 6 months' employment. **Position Open:** October 1, 2004. Send formal reply letter giving details as to qualifications, plus one copy of curriculum vitae, and names, addresses, and telephone numbers of three professional references. No phone calls, please. **To apply, contact:** Casey Edward Greene, Head of Special Collections, Rosenberg Library, 2310 Sealy, Galveston, TX 77550; 409/763-8854, ext. 117; fax 409/763-0275; cgreene@rosenberg-library.org.

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.

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Announcements are posted weekly on SAA's Web site in the *Online Employment Bulletin* (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

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



ARCHIVIST/MANUSCRIPT CATALOGER

Duke University Libraries

*Rare Book, Manuscript & Special Collections Library
Durham, NC*

Duke University Libraries is seeking an archivist/manuscript cataloger (one year term appointment) to process manuscript collections related to advertising, marketing, and sales; this position will also create finding aids for the collections, encode the text of inventories for the Web and assist with reference and outreach services. Requires ALA-accredited M.L.S. or advanced degree in American or European history, studies or literature; effective analytical and writing skills; working knowledge of standard archival procedures; strong computer skills; excellent interpersonal skills; ability to work independently and as a member of a team; and must be able to lift and carry heavy boxes weighing 40 pounds. Preference will be given to applicants with one year of experience doing archival processing; experience using library databases; and a working knowledge of principles for description of manuscript collections, such as APPM or DACS. For a complete position announcement, go to <http://library.duke.edu/about/depts/personnel/jobs>. Salary dependent on qualifications and experience; anticipated hiring range is \$36,850-\$41,000. Comprehensive benefits package includes upon eligibility 20 days vacation, 13 holidays, 12 days sick leave; health, dental, disability and life insurance; retirement plan options and professional development support. Duke University is an Equal Opportunity/Affirmative Action employer. The Perkins Library System has a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff. **To apply, contact:** Ann Elsner, Duke University, Box 90193, Durham, NC 27708; 919/660-5947; fax 919/660-5923; ann.elsner@duke.edu; <http://library.duke.edu/about/depts/personnel/jobs>.

ARCHIVIST/RECORDS MANAGER

*The County of Riverside
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, comput-

er 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. For more information; please visit our Web site at www.co.riverside.ca.us/depts/hr. No application form is required. EEO

ASSISTANT LIBRARIAN

*The American Philosophical Society Library
Philadelphia, PA*

The Society's Library, located near Independence Hall in Philadelphia, is a leading international center for research in the history of American science and technology and its European roots, as well as early American history and culture. The Library houses over 8 million manuscripts, 300,000 volumes and bound periodicals, and thousands of maps and prints. Outstanding historical collections and subject areas include the papers of Benjamin Franklin; the American Revolution; 18th and 19th-century natural history; western scientific expeditions and travel including the journals of Lewis and Clark; polar exploration; the papers of Charles Willson Peale, his family and descendants; American Indian languages; anthropology including the papers of Franz Boas; the papers of Charles Darwin and his forerunners, colleagues, critics, and successors; history of genetics, eugenics, and evolution; history of biochemistry, physiology, and biophysics; 20th-century medical research; and history of physics. The Library does not hold materials on philosophy in the modern sense. More information about the Society and the APS Library can be found at www.amphilsoc.org. The Assistant Librarian is a fulltime, newly created position in the Library. A member of Library's senior staff, the Assistant Librarian reports directly to the Librarian. **Training/experience:** M.L.S. [ALA] or M.A. + CA; second advanced degree in a subject area complementary to the Library's collection areas strongly preferred. Minimum five years experience in special collections, archives, or manuscript repository; hands-on knowledge of the application of technology in a special collections library setting-the Assistant Librarian's duties include supervision of technology as it is applied in the Library (web-based design and access tools such as EAD, XML, and CSS, scanning projects, management software, and others) and maintenance of existing technologies such as the OPAC and a robust, Society-wide web site; collection development of books and manuscripts; grant writing and administration grant-funded projects; experience with renovation supervision or large project management preferred; ability to build consensus among peers, a desire to work in a collegial atmosphere, excellent written and oral communication skills, and a familiarity with the academy, scholars,

and the scholarly research process. The Society offers a competitive benefits package, including generous health insurance options, and twenty-one vacation days. **Salary:** high 50's to low 60's, depending on qualifications. The American Philosophical Society is an EOE, and strongly encourages applications from women and minorities. **Applications review will begin on 1 November, 2004.** To apply, send letter of application, CV, and three references to: Dr. Martin L. Levitt, Librarian, American Philosophical Society Library, 105 South Fifth Street, Philadelphia, PA 19106; 215/440-3400; mlevitt@amphilsoc.org; www.amphilsoc.org.

ASSISTANT PROJECT ARCHIVIST

*Sophia Smith Collection
Smith College
Northampton, MA*

Limited term, 2 years. Smith College's Sophia Smith Collection seeks an Assistant Project Archivist to appraise, arrange, and describe the YWCA Records. **Qualifications:** Bachelor's degree in U.S. history or related field required, plus a minimum of six months experience processing archival records and manuscripts and/or an equivalent combination of education and experience. M.A. in U.S. history, and/or ALA-accredited M.L.S. highly preferred. Formal course work in archives administration required. Prefer experience working with organization records and some supervisory experience. Strong verbal and written communication skills and a commitment to a collaborative working process. **Salary:** \$30,000-32,000. Excellent benefits. **For complete job description go to:** www.smith.edu/hr/career_external.php. **To apply, contact:** Sophia Smith Collection, Smith College, Box 2160, 88A Alumnae Gym, Northampton, MA 01063; 413/585-2971.

COLLECTIONS MANAGER

*DeKalb Genetics Foundation
Sycamore, IL*

The DeKalb Genetics Foundation seeks a collections manager to accession corporate archives and museum objects. This is a one year, possibly two year independent contractor position that reports to the project's director. **To apply, contact:** Jim Bert, DeKalb Genetics Foundation, 1965B DeKalb Ave, Sycamore, IL 60178, 815/754-5750; jbsemperfi@aol.com.

COLLEGE ARCHIVIST

*Austin College
Sherman, TX*

To apply, contact: Dr. Michael Imhoff, Vice President/Academic Affairs, Austin College, 900 N. Grand Avenue, Sherman, TX 75092; fax 903/813-3008; lslaughter@austincollege.edu; www.austincollege.edu/JobDetail.asp?JobID=52&ItemID=828.

COMMUNITY OUTREACH ARCHIVIST

*Virginia Commonwealth University
JBC Libraries
Richmond, VA*

Virginia Commonwealth University Libraries (Richmond, VA) invites applications for a Community Outreach Archivist. Funded by the National Historical Preservation and Records Commission (NHPRC) for three years, the incum-



bent will lead the VCU Libraries in reaching out to Central Virginia's African-American, Hispanic, Women's Activist and Gay and Lesbian communities to collect the records of their communities. The VCU Libraries seeks an energetic, knowledgeable and creative archivist to advance this initiative in conjunction with the Project Director, two Archival Assistants and four volunteer liaisons as part of the Archives of the New Dominion initiative. Minimum salary \$42,500. Complete posting and qualifications at www.library.vcu.edu/admin/jobs/fac_commarchivist.html. **To apply, contact:** Sharon Smith, VCU Libraries, 901 Park Avenue, Richmond, VA 23284; 804/828-1107; fax 804/828-0151; srmorri1@vcu.edu.

CORPORATE ARCHIVIST

Torrance, CA

Corporate archivist to manage the physical and electronic archives of an international corporation located in Torrance, California, including budgeting, planning, supervision, marketing and managing internal and external requests. For more information see our Web site: www.libraryassociates.com (Job #04-493). **To apply, contact:** Joanne Schwarz, Library Associates, 8383 Wilshire Blvd., Suite 355, Beverly Hills, CA 90211; 800/987-6794; fax 323-852-1093; jschwarz@libraryassociates.com; www.libraryassociates.com.

CURATOR OF LITERARY, NATURAL HISTORY AND RARE BOOK COLLECTIONS/COORDINATOR OF ELECTRONIC SERVICES

University of Connecticut
University Libraries
Storrs, CT

Search #05A029. Working in a team environment, the Curator of Literary, Natural History and Rare Book Collections/Coordinator of Electronic Services performs functional and curatorial duties in support of Archives and Special Collections programs. The incumbent acquires new materials and provides reference services for collections in his/her curatorial area and provides a leadership role in planning and developing electronic access to archives and special collections. **Compensation:** The hiring range for this position is \$45,000-\$57,830. University benefits include 22 paid vacation days/year, 12 paid State holidays, health and retirement plans, and tuition reimbursement. The University of Connecticut has a strong commitment to diversity and seeks a broad spectrum of candidates. For more information about the University of Connecticut, the University Libraries or for a complete position description and application information, please visit our Web page at www.lib.uconn.edu/about/recruitment.

DIGITAL PROJECTS LIBRARIAN

Drake University
Cowles Library
Des Moines, IA

Drake University's Cowles Library is seeking to recruit a Digital Projects Librarian. This individual will manage the production, creation, and maintenance of the unique collections and services of the Drake Digital Repository (DDR). "The Drake experience is distinguished by collaborative learning among students, faculty, and staff and by the integration of the liberal arts and sciences with profes-

sional preparation." The individual in this position will be a member of the newly formed Digital Library and Teaching unit of the library. The mission of this unit is to continue the deployment of advanced digital content, access tools, and to further the collaboration with the teaching faculty to advance student-learning outcomes. This effort is supported by income from an information technology fee, and represents an exceptional opportunity for a highly motivated individual to participate in the development and growth of a dynamic 21st century library service. **Salary/Rank:** Faculty appointment (tenure-track); rank and salary (beginning in mid-40's) commensurate with qualifications and experience. A full position description is available at: <http://www.drake.edu/lib/job.html>. **To apply, contact:** Teri Koch, Drake University, Cowles Library, 2507 University Avenue, Des Moines, IA 50311; 515/271-2941; fax 515/271-3933; cowles.administration@drake.edu.

DIRECTOR OF ARCHIVES

Historical Society of Pennsylvania
Philadelphia, PA

Responsibilities include managing the manuscripts and graphics department, overseeing special archival projects, playing a lead role in collection development, developing archival projects, and serving rotations at a public services desk. This position requires an M.L.S. (archival concentration) or master's in American History/Studies; five years manuscript processing and three years supervisory experience; and strong organization, communication and writing skills; experience with project management and development; and familiarity with MS Office Suite, EAD, and other computer applications and automation techniques. **Salary:** \$40,000 (minimum). **To apply, contact:** Archivist Search Committee, HSP, 1300 Locust St., Philadelphia, PA 19107.

DIRECTOR/ARCHIVIST, WOMEN & LEADERSHIP ARCHIVES

Loyola University Chicago
Chicago, IL

Loyola University Chicago seeks an experienced archivist to direct the operations of its Women and Leadership Archives. The Women and Leadership Archives includes the records of Mundelein College, the last four-year women's college in Illinois before its affiliation with Loyola University Chicago, in addition to the records of women's organizations and the papers of women who have been leaders in their respective fields or communities. The Director/Archivist reports to the Dean of Libraries and is responsible for all aspects of archival administration including planning and policy development, budget management, appraisal and acquisition, arrangement and description, preservation, reference and access, outreach, donor and alumnae relations, and training and supervision of graduate assistants and volunteers. This position participates actively and collaboratively in programming for Loyola University Chicago's Gannon Center for Women and Leadership, which includes the Women's Studies Program, the Institute for Women and Leadership, the Heritage Center for Mundelein College, and other programs supporting women's scholarship, education, and networking. The Director represents the WLA on

the Library Planning Council, the Library Board, and other library committees and teams. **Required Qualifications:** ALA-accredited M.L.S./M.L.I.S. or M.A. in history, women's studies, or related field with relevant archival training or experience; minimum of five years of archival experience with at least two years experience in a supervisory position; demonstrated knowledge of current archival theory and practice; excellent organizational, analytical, and interpersonal skills; strong proficiency in oral and written communication; flexibility, creativity, and ability to work on teams; and ability to perform physical activities associated with archival practice. **Desired Qualifications:** Background or knowledge of women's studies; knowledge of PastPerfect or other archival management tools; knowledge of Web authoring tools and Web site management. Salary is commensurate with qualifications and experience. **To apply, contact:** Karla Petersen, Dean of Libraries, Loyola University Chicago, Cudahy Library, 6525 N. Sheridan Road, Chicago, IL 60626. Loyola University Chicago is an Equal Opportunity Employer/Educator.

DIRECTOR OF LIBRARY & ARCHIVES

Georgia Historical Society
Savannah, GA

Chartered by the Georgia General Assembly in 1839, the Georgia Historical Society is a private, non-profit organization that serves as the historical society for the state of Georgia and operates a library and archives at its statewide headquarters in Savannah, GA. The Library & Archives hold an unparalleled collection of material related to Georgia history including such treasures as an original draft of the U.S. Constitution; a compass and snuff box belonging to Georgia founder James Oglethorpe; records related to the Cherokee Removal of 1836; personal possessions of Confederate Generals Lafayette McLaws, James Longstreet, and John B. Gordon; and the papers of Girl Scout founder Juliette Gordon Low. The role of the Director of Library and Archives is to lead, plan, manage, and oversee a private library collection and archives and to ensure the provision of high-quality library services to patrons. The Director of Library and Archives works closely with the Executive Director to ensure that the work in the library and archives is in keeping with the strategic goals and objectives of the organization. Serve as the team leader for library and archives and is the primary contact and expert for the organization in these areas. Lead the day-to-day operations of the Library, including but not limited to: reference and information services, donor relations and acquisitions, events, temporary loans, equipment repair, and facilities management. This responsibility includes activities like establishing goals, developing work plans, monitoring statistics, managing facilities, and supervising on a day-to-day basis. This position directly supervises four full time positions and various part-time and contract employees. Knowledge, skills and abilities: Thorough knowledge of the principles and practices of archival and library functions. Demonstrated ability to administer the activities of a library and archives, to supervise the work of others, and to make decisions in an environment of limited resources and competing claims. Proven ability to establish and maintain effective working relationships with



superiors, subordinates, associates, officials of other agencies, and the general public. Must have demonstrated exceptional personal and communication skills that indicate an ability to communicate effectively with a wide range of people. Must be able to coordinate multiple tasks in a complete and accurate manner. Must possess initiative, good judgment, and foresight and be able to perform well under pressure. Good computer skills and understanding of technology in general required. **Education:** A Master's Degree in Library Science from an accredited college or university. Degree with archival concentration or component is preferred. **Experience:** Five to ten years of progressively responsible library administration experience including at least four years in a supervisory capacity and five years in the supervision of a major department in a large library or as a director of a smaller library. Education and experience with archival collections is highly preferred. Experience working in a historical society or special collections library is preferred. NO CALLS PLEASE. **To apply, contact:** Director of Library & Archives Search, Georgia Historical Society, 501 Whitaker Street, Savannah, GA 31401; fax 912/651-2831; lgculler@georgiahistory.com; www.georgiahistory.com.

DIRECTOR OF PUBLIC HISTORY PROGRAM

North Carolina State University
History Department
Raleigh NC

North Carolina State University invites applications for the position of Director of the M.A. Program in Public History. Appointment will be at the rank of tenured associate professor. Duties include administering the program, advising graduate students, and teaching graduate courses in public history as well as other undergraduate courses. Ph.D. in history, extensive experience in public history, and a strong publication record in American history are all required. NCSU's program is one of the top in the country with close ties to the North Carolina Museum of History, to the state government's Division of Archives and History, as well as to museums, archives and historical sites throughout NC and the Southeast. Graduates have an exceptionally high placement rate and work in positions across the country. For more information, visit the department's homepage: www.chass.ncsu.edu/history. NCSU is an AA/EEO and welcomes all people without regard to sexual orientation. ADA Accommodations: Ms. Susan Book; Ph: 919/515-2483; fax 919/515-3886; **Email:** sdbook@social.chass.ncsu.edu. Review of applications will begin November 1, 2004. We anticipate conducting interviews at American Historical Association's annual meeting, January 2005, Seattle. **To apply, contact:** David Zonderman, History Department NCSU, Box 8108, Raleigh, NC 27695-8108; 919/513-2222; fax 919-515-3886; zonderman@social.chass.ncsu.edu; http://www.chass.ncsu.edu/history.

LEAD ARCHIVIST

The Mary Baker Eddy Library
for the Betterment of Humanity
Boston, MA

The Mary Baker Eddy Library for the Betterment of Humanity seeks a Lead Archivist (job code: R-

190-A)to: lead the day-to-day functions of a growing archive; process collections-arrange, describe, preserve, catalogue, index, and provide access for all paper-based collections and other media; supervise archivists and staff; provide technical support for the collections database; manage digital assets-create, manage, and preserve digital assets related to the collections; maintain administrative records of the archives including donor files, collection management files, such as accession records, processing schedules, finding aids, and other relevant files. **Requirements:** M.L.S. or M.A. in history or related field with archives concentration; minimum of 3 years experience; management experience preferred. Knowledge of Microsoft Office Suite, MARC, HTML, and EAD a plus. Excellent writing, editing and proofing skills, along with excellent problem solving, interpersonal, and communication skills. **To apply, contact:** Human Resources, The Mary Baker Eddy Library for the Betterment of Humanity, 200 Massachusetts Avenue, Boston, MA 02115; 617/450-7008; jobs@marybakereddylibrary.org; www.marybakereddylibrary.org.

LIBRARIAN II

(or Librarian II on a training basis)
The New York Public Library for the Performing Arts
New York, NY

Eligibility Requirements: ALA-accredited master's degree in information and library studies. Undergraduate or graduate degree in music or substantial relevant experience in music or the performing arts. Successfully demonstrated professional experience required to be considered at the Librarian II level. Successfully demonstrated experience cataloging sound recordings or music materials into a bibliographic utility using the MARC format. Demonstrated ability to read bibliographic citation in at least two foreign languages, preferably a romance language and German. Demonstrated communication and interpersonal skills, including the ability to deal tactfully and effectively with staff and the public and to work independently with minimal supervision. Experience with archival processing and utilizing RLIN preferred. Experience revising catalog records. Working knowledge of Standardized General Markup Language (SGML) and Encoded Archival Description (EAD) preferred. Experience working with metadata schema such as Dublin Core preferred. Public service and supervisory experience preferred. Knowledge of sound recording history and technology preferred. **General Description:** Under the general supervision of the Librarian III/Cataloger, catalogs and processes archival collections of non-commercial sound recordings. Catalogs collections in RLIN AMC files and item level records in CATNYP. Updates preservation and access copy information. Encodes collections in EAD format. Works closely with digital library staff to produce online finding aids and to create hotlinks. Performs public service duties at the reference desk, by responding to telephone, email, regular mail and fax inquiries. Advises sound preservation staff on bibliographic documentation requirements. Represents division on NYPL committees dealing with archival processing. May supervise one data entry/processing assistant. Performs related duties as required. Equal

Opportunity Employer. **To apply, contact:** The New York Public Library, Human Resources Department, Job code LSA-L2RHA, 188 Madison Avenue, 5th Floor, New York, NY 10016; 212/592-7300; fax 212/592-7327; lsresumes@nypl.org; www.nypl.org.

MANAGER OF ARCHIVAL ACCESS

Survivors of the Shoah Visual History Foundation
Los Angeles, CA

To view complete job description, please go to <http://www.vhf.org>. **To apply, contact:** Human Resources, Survivors of the Shoah Visual History Foundation, PO Box 3168, Los Angeles, CA 90078-3168; fax 818/733-1424; RitaM@vhf.org; <http://www.vhf.org>.

MANAGER, CENTER FOR THE HISTORY OF FAMILY MEDICINE

American Academy of Family Physicians Foundation
Leawood, KS

To organize, catalog and maintain the CHFM; to coordinate the transfer of materials from the various family medicine organizations and individual donors; and to provide reference assistance to researchers and other authorized users of the collection. **To apply, contact:** Kelly Marsh, AAFP Foundation, PO Box 7388, Shawnee Mission, KS 66208; 913/906-6000; fax 913/906-6095; kmarsh@aafp.org; aafpfoundation.org.

MANUSCRIPT CURATOR

East Carolina University
Greenville, NC

Responsibilities: Reporting to the Head of Special Collections the Manuscript Curator directs and coordinates the work of 2.5 FTE staff and at least 3 students. The successful candidate will oversee the arrangement, description and maintenance of manuscripts and other collections and will also direct the operations of the Search Room providing access for all special collections. The Manuscript Curator will recruit, train, and supervise the staff and student assistants processing manuscript collections and serving in the Search Room. He or she will also be responsible for the creation and maintenance of finding aids, especially electronic finding aids. He or she will maintain several databases and will compile usage and public service statistics. Together with the Head of Special Collections and other members of the department, he or she will assist with the acquisition, promotion, development and preservation of these collections. The Manuscript Curator will cooperate with other department staff: to provide reference services, bibliographic instruction, and public programs; to engage in outreach, promotional, and digitization initiatives; and to obtain grant and endowment funding to support the manuscript collections. He or she will serve on library and university committees; work closely with teaching faculty, library faculty and staff, students, and researchers; and may perform subject liaison duties. Service to the university, community, and profession is expected. **To apply, contact:** Alan R. Bailey, East Carolina University, Joyner Library 2400, Greenville, NC 27858; 252/328.6514; fax 252/328.6892; baileya@mail.ecu.edu; www.lib.ecu.edu/facpos.html.



MEDICAL HERITAGE CENTER LIBRARIAN

Prior Health Sciences Library
The Ohio State University
Columbus, OH

The Ohio State University seeks a Medical Heritage Center Librarian to provide leadership and expertise for the MHC in the areas of medical history, collection development, budget management, staff development, strategic planning and fund raising. Faculty status with accompanying University requirements. Salary range \$46,000-\$52,000. Qualifications and more information at: <http://www.jobs.osu.edu>. Preference given to applications received by September 27, 2004. **To apply, contact:** Maureen Meck, Administrator, The Ohio State University, Prior Health Sciences Library, 376 West 10th Ave., Columbus, OH 43210; 614/292-4853; fax 614/292-5717; meck.1@osu.edu; www.jobs.osu.edu.

PART-TIME ARCHIVES ASSISTANT

Susquehanna University
Selinsgrove, PA

Academic year-32 weeks per year/16 weeks each semester-18 hrs/wk. This position will promote and assist in the use of the archives collection; work with faculty to advance student use of archives for research; recommend retention of old and selection of new materials; and process existing unprocessed collections and incoming materials. They will maintain order of collections; manage archives budget; create and update finding aides; order archival supplies, and supervise staff member and student workers. **Requirements:** Bachelor's degree in library science, history or related discipline; archival, library or other appropriate experience; ability to work independently and discreetly with sensitive or confidential records; excellent organizational and oral and written communication skills; and ability to lift and carry records containers. Some archival education and supervisory experience highly desirable. Position ends in May, 2007 and is a non-benefits eligible position. Review of resumes will begin immediately and continue until the position has been filled. SU is an EO/AA employer. **To apply, contact:** Dr. Rebecca Wilson, Susquehanna University, Blough-Weis Library, 514 University Avenue, Selinsgrove, PA 17870.

PROJECT ARCHIVIST

Avery Research Center
College of Charleston
Charleston, SC

The College of Charleston's Avery Research Center is seeking candidates for the position of Project Archivist. The successful candidate will have the following responsibilities: processing and developing inventories for newly acquired collections; reprocessing current collections as needed; updating finding aids and guides for all collections; developing and updating all archival processing procedures; assisting the executive director in acquiring and accessing new collections; assisting other archival staff in all areas of archival management; writing grants and securing extramural funding to support collections development, management and archival publications; writing, editing and publishing articles and other publications related to the Center's archives; acquiring

collections from flea markets, auctions and antique stores; and developing a process to digitize all Avery collections. **Minimum requirements:** A Bachelor's degree in Library Science or related field and three years experience in archiving large collections or an equivalent combination of related education and experience. **Preferred:** The candidate should have experience with modern records collection and familiarity with processing collections of modern African American history. The successful candidate will also have strong background knowledge of Charleston and South Carolina Lowcountry African-American history and culture. **To apply:** Submit a resume, unofficial college or university transcripts, and three letters of reference. **To apply, contact:** Dr. W. Marvin Dulaney, Avery Research Center, College of Charleston, 125 Bull Street, Charleston, SC 29424-0001; 843/953-7609; fax 843/953-7607; dulaneyw@cofc.edu.

PROJECT ARCHIVIST

Sophia Smith Collection
Smith College
Northampton, MA

Limited-term, 2 years. Project Archivist to appraise, arrange, and describe the YWCA Records; plan the integration and final arrangement of materials; prepare a preliminary finding aid according to SSC standard practices; and field reference queries. **Qualifications:** Bachelor's degree in U.S. history or related field required, plus a minimum of two years experience and/or an equivalent combination of education and experience. M.A. in U.S. history, and/or ALA-accredited M.L.S. highly preferred. Formal course work in archives and two years experience supervising student assistants and other staff required. Two years full-time equivalent experience processing organization records preferred. Strong verbal and written communication skills; familiarity with automated applications for archives administration; and a commitment to a collaborative working process. **Salary:** \$35,000-37,000. Excellent benefits. For complete job description go to www.smith.edu/hr/career_external.php. **To apply, contact:** Sophia Smith Collection, Smith College, Box 2160, 88A Alumnæ Gym, Northampton, MA 01060; 413/585-2971

PROJECT ARCHIVIST, PHOTOGRAPH COLLECTIONS

New York University
New York, NY

The Division of Libraries at New York University (NYU) seeks an experienced Project Archivist, Photograph Collections for the Tamiment Library to arrange, describe, and prepare for preservation five photographic negative collections of five New York City labor photographers that total approximately 153,000 images. This position is available for a term of two years. The position qualifications are: a master's degree in United States history, library science, or archival studies; some training in working with photographic collections. Two years of experience as an archivist working with photograph collections (or equivalent); some experience and familiarity with photograph conservation. Preference will be given to candidates with a background in labor history and/or photography; proficiency or familiarity with database software, particularly MS Access. **To apply, contact:** www.nyu.edu/hr/jobs/apply.

PROJECT ARCHIVIST—WILLIAM TIMBRELL'S LAND SURVEYS

The Booth Library
Chemung County Historical Society
Elmira, NY

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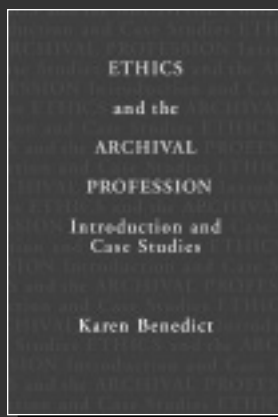
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