

Get Jazzed!

- Dreaming of New Orleans 2005
- Elizabeth Adkins Elected Vice President
- Preservation Considerations for Digitization of Archival Materials



table of contents

features

SAA Election Results

Teresa Brinati

- Elizabeth Adkins Elected Vice President/President-Elect 6
- Ben Primer, Carla Summers, Sheryl Williams Join Council 6
- David Gracy, Donna McCrea, and Diane Vogt-O'Connor
To Serve on 2006 Nominating Committee 8

Marching To New Orleans '05



- Welcome to a Land of Dreams Bruce Boyd Raeburn 10
- SAA Conference "Withdrawal" Tanya Zanish-Belcher 12
- Raffle To Support Student Scholarship Scott Schwartz 14

Preservation Considerations for

- Digitization of Archival Materials Sammie L. Morris 9

- CSU-Sacramento, Kent State Establish SAA Student Chapters . . . 14

columns

- President's Message: *Why I Am an Archivist* 3
- From the Executive Director: *The Power of Words* 4
- From the Archivist of the United States: *An Awesome Privilege* . . 16

departments

- Washington Beat 18
- National News Clips 20
- World View 21
- Currents 22
- Bulletin Board 27
- Professional Opportunities 31

on the cover

Get Jazzed!

Two sax players cut loose at the Dew Drop Inn, a popular cabaret in New Orleans, ca. 1954. Photo by Ralston Crawford. Courtesy of the Ralston Crawford Collection, Hogan Jazz Archive, Tulane University. Submitted by **BRUCE BOYD RAEburn**.



archival outlook

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of its members and provides leadership to
help ensure the identification, preservation
and use of the nation's historic record.

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Why I Am an Archivist

I knew that Uriah Parmelee had died long ago, but reading the report of his death still made me slump back in my chair. For two days in the spring of 1975 I had been sitting in the reference room at the Duke University Manuscripts Department, reading his Civil War letters. From Parmelee's enthusiasm as an 1861 Union volunteer, to his disgust with Lincoln's slowness to embrace emancipation as a war measure, I had followed his military career and political awakening. I admired his commitment to ending slavery and had begun to think of him as a kindred soul. When he wrote to his mother two weeks before Appomattox, he assured her that he was "in perfect health." But the next letter in the file, in a different handwriting, described Parmelee's death at the Battle of Five Forks

on April 1, 1865. With this unexpected news I felt as if I had lost a friend.

I soon regained my composure, and resumed the methodical ritual of taking notes. Uriah Parmelee became part of my doctoral dissertation on sectional consciousness during the Civil War. But in this moment I realized for the first time the power of archival documents to connect us to the past and to let us enter the world of our ancestors. The direct connection to the past that we can find in manuscripts and archives is even more

powerful than can be conveyed in history, literature, or film. Real people, often long since dead, created these documents or received them, and the experience changed them in ways great or small.

When I realized that some people got paid to work with such documents, I was hooked. Back in Ann Arbor to write my dissertation, I applied to be a graduate assistant at the Bentley Historical Library. In the first collection I processed, the papers of an obscure 19th century farmer in Michigan, I discovered a letter from a former slave in Virginia. I soon took an NHPRC-funded position processing temperance and prohibition papers, including the records of the Woman's Christian Temperance Union. As the first person to examine these records in more than 60 years, I discovered a rich correspondence between Frances Willard of the WCTU and an array of national reformers, including Susan B. Anthony—now available for public research.

When the grant project ended, I obtained an assistant archivist position at Yale University. While processing the Bingham family papers I met two of the donors, whose father, Hiram Bingham III, had

discovered the Inca ruins of Machu Picchu in Peru before becoming a U.S. Senator. The family papers began with Hiram Bingham I, the first missionary to Hawaii in 1820, and his son Hiram II, the first missionary to the Gilbert Islands. This direct link to the archival past made the often tedious processing of manuscripts vibrant with real people and connected these historical figures to people I knew personally.

As the first archivist hired at the University of Connecticut, I spent 15 years meeting people in all walks of life, from the President of the University to the truck drivers who transported archival collections, from the head of the Connecticut AFL-CIO to Members of Congress, from whom I was soliciting archival collections. I was able to fill gaps in the archival record by acquiring labor union records, papers of political activists, and records of such organizations as the Prince Hall Masons, an early black fraternal group.

One of the most memorable experiences I had, however, came when a 65-year-old woman phoned with a reference request. She needed proof of her age in order to begin collecting Social Security. The City of Hartford voter registration records, which we had acquired when the state retention requirement expired, provided the needed proof of her birth date. Because of our archival records she could obtain her retirement checks. Similar requests came several times a year. I thus learned that archives are more than repositories of historical resources. They also protect the rights and benefits of all citizens—even the poorest and most needy.

When anyone asks me why I am an archivist, these are the stories I want to tell. Sometimes I settle for the short-hand of saying that I want to help preserve the past so we will know our social heritage. Sometimes I refer to the rights of citizens, or the necessity of keeping public officials accountable for their actions. But underlying these general platitudes are the stories from my own experience.

My father dedicated his life to public service—as a prison chaplain in Virginia, a civil rights activist in Alabama, a community welfare director in Elmira, New York, and co-director of a peace center in Roanoke, Virginia. After putting aside a career in architecture to raise five children, my mother later co-directed the Roanoke peace center and then worked on Capitol Hill as a Congressional liaison for the Church of the Brethren. One of my sisters served as a Peace Corps volunteer in Honduras before developing AIDS education programs in developing countries; my other sister has been a social worker helping troubled teens, halfway house

continued on page 25

The direct connection to the past that we can find in manuscripts and archives is even more powerful than can be conveyed in history, literature, or film.



The Power of Words

My friend Paula is a word person, and she told me recently about a Web site—www.wordcount.org—that a word person has to love. Click on the site and you'll see displayed, in order of frequency of use, the 86,800 most frequently used English words.

Can you guess where I began my journey? Human nature being what it is, I started with "Nancy" (number 9,368). And then I noticed the words on either side: "trainees" and "toe." "Beaumont" (16,907) appears between "intrigue" and "navigator." I liked that one so much that next I tried "Perkin" (25,683), which is wedged between "beet" (rather inelegant, I think) and "monetarist" (which, I admit, I had to find in the dictionary).

The Web site developer understands the inevitability of users moving quickly from looking up individual words to being "intrigued" or amused by the words near them in sequence. He/she addresses this: "The goal is for the user to feel embedded in the language, sifting through words like an archaeologist sifts through sand, awaiting the unexpected find. Observing closely ranked words tells us a great deal about our culture. For instance, 'God' is one word from 'began,' two words from 'start,' and six words from 'war.' Another sequence is 'america ensure oil opportunity.' Conspiracists unite! As ever, the more one explores, the more is revealed."

In words that span from "the" (number 1) to "conquistador" (number 86,800), where would you expect "archives" and "archivists" to appear?

"Archives" is number 8,645, between "deterioration" (preservationists unite!) and "imaginary," and ahead of lots of such common and important words as "religions" and "accidental" and "armchair" and "cousins" and "bankrupt." "Archivists" appears rather later on the list at number 32,971, between "rebellions" and "reversals." Other words of note in the context of the archives profession: "history" at 491, "library" at 1,252, "records" at 1,349, "historian" at 5,687, and "librarian" at 8,222.

Clearly there's work to be done to move "archivists" up on the list. . . . What are your ideas about how we might work together to accomplish this task?



Which words might best describe our plans for New Orleans 2005, SAA's 69th Annual Meeting, in the Crescent City in August?

"Jazzy" (45,138), "informative" (10,674), "exciting" (2,901), "fun" (1,988), and "educational" (1,750) certainly come to mind. (So does "humid" [19,201], but we won't let that get in our way!)

By now you will have received in the mail the New Orleans 2005 Preliminary Program, or you may already have reviewed the information (or registered!) on SAA's Web site. You'll see that the educational programming is outstanding—with something for everyone from first-timers to old hands. Here's your best chance all year to get in-depth coverage of an archival topic of special interest (via a pre-conference program), to brush up on the basics in an "Archives Unplugged" session, or to challenge yourself with big ideas at our all-new "Archives Seminars." The good news is that at New Orleans 2005, you can choose all of the above and more!

As SAA continues to grow it's especially important that you have opportunities for informal conversation, and the social events are planned to give you a taste of The Big Easy as you reconnect with old friends and make new ones. Take advantage of the wealth of information shared at section and roundtable meetings and in the Exhibit Hall, and "honor thy colleagues" at the Awards Ceremony—which is also a wonderful way to find out about new work being done in the profession.

All of this at no increase in registration fees, thanks to the generosity of SAA's exhibitors and sponsors. For best rates, register by the Early-Bird deadline of June 17. We've negotiated some excellent room rates at the Hilton New Orleans Riverside, too—related to that August "humidity" factor....



SAA is growing. With 4,143 members at the end of April, it's clear that more and more archivists are understanding the necessity for and benefits of building the profession's collective voice. You'll be especially glad that you're an SAA member when you see the lineup of new books and education programs in store for you in the next six months. *I'm* especially glad that you're a member *every day*.

I have just one word for you, and it's a distressingly low number 1,655 on the wordcount.org list: *Thanks!* ♦

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And they should never fade away.



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SCENE SAVERS

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Making History Modern

Elizabeth Adkins Elected Vice President/President-Elect

By TERESA BRINATI, Director of Publishing

In April members of the Society of American Archivists elected **ELIZABETH ADKINS** vice president. She will begin her one-year term this August and then become SAA's 62nd president in 2006–2007. Adkins is director of Global Information Management at Ford Motor Company in Detroit.

"I am honored and humbled by this opportunity to serve SAA and to work with all its members," Adkins said in a recent interview. "SAA has enjoyed outstanding leadership in the past, and my predecessors leave very large shoes to fill."

A member of SAA since 1979, Adkins has served SAA in a variety of capacities: treasurer and Council liaison to Student Chapters, chair of the Business Archives and Acquisitions and Appraisal sections, co-chair of the Program Committee and Committee on Public Information, and co-instructor of the Business Archives Workshop. In 2002 she was named a Fellow of SAA.

Adkins's other professional activities include membership and service in the Academy of Certified Archivists, where she was elected president in 1995–1996, as well as the Midwest Archives Conference, the International Council on Archives, and ARMA International. She is a frequent presenter at conferences as well as a contributor to the professional literature.

Candidates for SAA vice president/president-elect were required to answer the following questions posed by the Nominating Committee: *What do you see as the number one problem that SAA faces today? What programs and/or projects would you advance to solve that problem?*

"It should not come as a surprise that, as a former SAA treasurer, I see SAA's number one problem as inadequate resources to do the many things that we want and need to do," Adkins wrote in response to the committee's questions. "Our budget is stretched to the limit and our aspirations far exceed our ability to pay."

Adkins stated that recent SAA priorities have included conducting and analyzing the A*CENSUS survey; improving



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and adding to educational offerings; undertaking an ambitious electronic publishing effort; encouraging greater diversity in SAA and its leadership; playing a leadership role in the international archival community; monitoring and publicly discussing major societal issues with archival implications; and increasing our collaboration with allied organizations.

She noted that many of these initiatives require funds above and beyond SAA's current annual income, but believes that SAA must find the resources necessary to sustain these important efforts and other good ideas advanced by the membership.

"I would look to the A*CENSUS survey and ongoing membership feedback to clarify what our members need and want to advance themselves and the profession, and use that information to help set SAA's priorities," Adkins said. Conducted in May 2004, A*CENSUS is a comprehensive nationwide survey of the archival profession. Preliminary results of the survey are available at www.archivists.org/a-census/index.asp.

Building on the creativity and resourcefulness demonstrated by SAA leadership and staff in finding ways to overcome limited resources is one way to tackle the problem, according to Adkins. "Recent success stories have included increased emphasis on fundraising activities, such as annual voluntary contributions to special SAA funds, annual meetings that attract strong attendance through outstanding program offerings, exceptional publication offerings, and careful management of the Society's investments," she said.

She also noted another encouraging sign—SAA's membership base reaching an all-time high of 4,143 individual and institutional members.

"I would work with the Council to consider shifting some resources into modest marketing efforts, so that we can continue to increase our membership base," Adkins asserted. "And I would explore opening the door a little wider to permit vendors to sponsor more SAA activities or to advertise more extensively." ❖

Ben Primer, Carla Summers, and Sheryl Williams Join Council

SAA members elected Ben Primer, Carla Summers, and Sheryl Williams to Council in April. Their three-year terms begin this August following the conclusion of SAA's 69th Annual Meeting in New Orleans and they will serve through the conference in 2008. They will succeed outgoing Council members Frank Boles, Elaine Engst, and Joel Wurl.

Candidates for Council were required to answer the following questions posed by the Nominating Committee: *What is the most pressing concern for Council today? What will it be in 2010?* Their respective responses, along with brief biographical sketches, follow.



BEN PRIMER is the associate university librarian for Rare Books and Special Collections at Princeton University in New Jersey. A member of SAA since 1981, he has most recently served on the Program Committee. He is also active in the Mid-Atlantic Regional Archives Conference and is a member of the New Jersey State Historical

Records Advisory Board, Midwest Archives Conference, Society of Georgia Archivists, Society of Southwest Archivists, and Society of Historians of American Foreign Relations.

Primer stated that SAA's most pressing concern is to figure out how to relate to the many archivists in state and regional archives organizations that are "alienated" from SAA. "In particular, I believe we need to reach out to the regional organizations and involve them in SAA, to be mindful that many of our members work in small shops with little institutional support and low incomes," Primer wrote in his candidate statement.

The biggest problem facing the archival profession, according to Primer, is replacing the Baby Boomers who will be retiring. "We need to begin now to bring bright young scholars into the profession, and I personally believe that will involve more than just those coming out of library and archival programs," Primer said. "I already find it difficult to find people to hire who have a good grounding in the history of the book, in appropriate literary and historical course work, and in basic archival theory."



CARLA SUMMERS is head of the Department of Special Collections at University of Central Florida Libraries in Orlando. A member of SAA since 1980, she has served on the Program Committee, steering committees for the College and University Section and the Congressional Records Roundtable, and as a mentor in the Mentor Program. She is the

founding president of the Society of Florida Archivists, was elected treasurer of the Academy of Certified Archivists, and is a member of ARMA International and the Institute of Certified Records Managers.

"Our most pressing concern today and in 2010 is the transfer of knowledge and responsibility—intellectual capital—to the next generation of archivists," Summers stated in her candidate statement. She noted that by 2010, 13.3 percent of the general population will be retired, 16.5 percent by 2020. She cited early results from A*CENSUS, which indicated that 40 percent of all respondents were between the ages of 45 and 59, which means that by 2010 those archivists will be 51 and 65.

"Solutions could include developing exit strategies for retiring archivists, funding fellowships and travel for new archivists, continuing to educate those who find themselves responsible for programs, and investigating what other professions are doing to deal with this phenomenon," Summers said.



SHERYL WILLIAMS is curator of the Kansas Collection in the Spencer Research Library at the University of Kansas in Lawrence. A member of SAA since 1978, she has served on the Membership Committee (where she has been the key contact for Kansas since 1996), steering committee of the Manuscript Section, and the J. Franklin

Jameson Archival Advocacy Award Subcommittee. In addition, she was elected vice president of the Midwest Archives Conference in 2002 and is a founding member of the Kansas City Area Archivists.

In her candidate statement, Williams said that the most pressing issue for Council today and in 2010 is the same—"the need to provide relevant education for all members as the profession and society continue to experience great change."

She noted that SAA has done an excellent job in offering educational opportunities through meetings, workshops, and publications. "But we need to continue to work hard to insure that we are providing what members need, when they need it, and at a cost that they can afford," Williams said. "Part of the education needed will be the ability of archivists to respond to changes as they occur, and remain a significant player, in a more diverse and interdisciplinary environment." ♦

SAA Appointments: Get Involved!

Serving as a committee or task force member, or as an SAA representative to another organization, is one of the greatest benefits of your membership in SAA. Find out why and apply for a position at: www.archivists.org/membership/volunteer.

Leadership Orientation for Section, Roundtable, and Committee Chairs

New Orleans 2005 Annual Meeting
Wednesday, August 17, 2005
3:00 PM-4:00 PM

David Gracy, Donna McCrea, and Diane Vogt-O'Connor To Serve on 2006 Nominating Committee

The SAA election in April also yielded three members to serve on the 2006 Nominating Committee: David B. Gracy II, Donna McCrea, and Diane Vogt-O'Connor. The Nominating Committee is responsible for identifying and selecting next year's slate of candidates. Two members of Council also serve on the committee.

Candidates were required to respond to the following questions posed by this year's committee: *What qualities are necessary for leadership in SAA? How would you go about identifying individuals with those qualities in order to create a strong slate of candidates for office?*



DAVID B. GRACY II is the Governor Bill Daniel Professor in Archival Enterprise in the School of Information at the University of Texas at Austin. A long-time member of SAA, he was named a Fellow in 1979 and has served as president and on Council.

Gracy identified three components for successful leadership of a national professional association: 1) personal characteristics; 2) a sustained demonstration of competence in managing increasingly responsible projects and groups in both employment and professional environments; and 3) deep, broad, and firm knowledge in the field and profession.

Gracy suggested looking to leadership already being demonstrated in Sections and other groups within SAA, and by SAA members in regional archival organizations and in allied associations. "We need to ensure as much as possible geographic, gender, and other balances, as well as representation of major constituencies . . . [and] we need to look for up-and-coming young archivists hungry to put their talents to work on the national scene," Gracy added.



DONNA MCCREA is the head of Archives at the University of Montana-Missoula. She has been a member of SAA since 1998 and has served on the Program Committee.

"Candidates should have an appreciation of member needs and solid professional experience," McCrea wrote in her candidate statement. "SAA's leaders should also be able to grow the organization's internal vitality by welcoming new members, cultivating existing talent, promoting diversity within the membership and the profession, and encouraging active member participation."

McCrea said that she would "seek out and follow up on the recommendations of a wide variety of groups and individuals including SAA's Council, Sections, Roundtables, Task Forces and Committees, as well as local and regional organizations."



DIANE VOGT-O'CONNOR is the senior archivist for Regional and Affiliated Archives at the National Archives and Records Administration. She has been a member of SAA since 1976 and has served in numerous leadership capacities, including chair of the Standards Committee, Visual Materials Section, and Preservation Section. She is also

the co-author of the forthcoming publication, *Photographs: Archival Care and Management* (SAA, 2006).

In her candidate statement, Vogt-O'Connor wrote, "I believe that SAA benefits most from leaders who are active, curious, engaged in the profession, generous with their time, cooperative and innovative." She added, "We will find these leaders because they are visibly engaged in our profession as lifelong learners. . . . We will find these individuals because of their accomplishments, their cooperative relationships with others, and the quality of their work. SAA leaders hide in plain sight, awaiting our invitation to serve."

Vogt-O'Connor will serve as chair of the 2006 Nominating Committee. ♦

Ballot Box

The 2005 ballot was mailed in February to 3,358 individual members of the Society of American Archivists who were asked to vote for a vice president, three Council members, and three members to serve on the Nominating Committee. Approximately 27 percent of the ballots mailed were cast (928).

SAA thanks all candidates for standing for office, congratulates those elected, and welcomes them to important leadership positions.

Trends in SAA Voter Participation

YEAR	BALLOTS MAILED	VOTES CAST	PARTICIPATION %
2005	3,358	928	27%
2004	3,020	831	27.5%
2003	2,961	870	29.3%
2002	2,930	802	27.5%
2001	2,847	828	29%

Thank You!

A special "thank you" to the official SAA ballot counters—Becky H. Tousey, Pamela Shaffer, and Diane Pugh—for volunteering a morning of their time to tabulate the votes cast in the 2005 SAA elections.

Preservation Considerations for Digitization of Archival Materials

SAMMIE L. MORRIS

When starting digitization projects, preservation is often mentioned as one of the goals and benefits of the scanning function. In particular, computer technology literature frequently stresses the importance of "backing up" precious documents and photographs by scanning them and placing them onto CDs or other media. The implication of this literature is that the paper copy may be destroyed, or even willingly thrown away, but the scanned version will live forever. This is a troubling belief, particularly when it is shared by administrators, patrons, and sometimes even by our colleagues in the library community. Part of the problem relates to the inherent appeal of digitization. It is an activity in libraries and archives that is well supported by granting agencies and administrators for its mass sharing capabilities and its publicity-generating power. Yet, to archivists concerned not only with documenting the human record, but preserving the artifactual evidence and intrinsic value of original materials, the increasing pressure to jump on the digitization bandwagon is often viewed with skepticism. But is there a middle ground? Can digitization serve a preservation function? This issue is still under debate, and it is important for archivists to remain informed as technology changes.

For archivists dealing with electronic records, the permanent accessibility of the electronic information is of utmost concern. This is not only an issue of the longevity of the media on which the information is stored, but also the ongoing obsolescence of computer hardware and software to read the information. Likewise, digital media is ephemeral, and digital files must be maintained, backed up, refreshed, and migrated on a regular, ongoing basis to remain accessible with current hardware and software. Digitized items cannot be viewed without computer equipment and software, and some electronic information can be easily manipulated, making items extremely difficult to authenticate (although there are current initiatives to increase authentication for electronic records—see, for example, the National Archives of Australia's *Recordkeeping and Online Security Processes: Guidelines for Managing Commonwealth Records Created or Received Using Authentication or Encryption*, May 2004). For these reasons, the act of digitization is still not considered a preservation standard, although standards do exist for digitization practices. According to Janet Gertz, in "Selection Guidelines for Preservation," digital files "reside on unstable media and must survive repeated processes

of migration or perhaps emulation which have yet to be fully worked out, and which require long-term commitment to funding of perpetual maintenance. . . . The consensus among most American preservation officers is that digitization alone does not constitute preservation." (Joint RLG and NPO Preservation Conference, Guidelines for Digital Imaging. Accessed February 17, 2005: www.rlg.org/preserv/joint/gertz.html.) Despite these drawbacks, digitization remains appealing to archivists as a means to greatly enhance access to collection materials. Digitization allows for remote access by simultaneous users of often hidden or difficult to access collections. It garners publicity for institutions, allowing them to showcase their rare and unique holdings online. Unfortunately, there is still the misconception by some that digitization equals preservation in and of itself. The potential impact this attitude could have on the archives of tomorrow remains to be seen.

Digitization must not be viewed as a substitute for other preservation activities. For those responsible for the longevity of collection materials in an age of technological flux and uncertainty, microfilm remains, for now, the preferred long-term preservation medium.

Digitization must not be viewed as a substitute for other preservation activities. For those responsible for the longevity of collection materials in an age of technological flux and uncertainty, microfilm remains, for now, the preferred long-term preservation medium. Those institutions that can afford to may combine the advantages of scanning for access purposes with the preservation benefits of microfilming by using the model of hybrid conversion. According

to Abby Smith, hybrid conversion involves "creating preservation-standard microfilm and scanning it for digital access purposes, or, conversely, beginning with a high-quality scan of the original and creating computer-output microfilm (COM) for preservation purposes." ("Why Digitize?" Council on Library and Information Resources, February 1999. Accessed February 17, 2005: www.clir.org/pubs/reports/pub80-smith/pub80.html.) Valuable materials, such as rare and unique archival documents, photographs, and artifacts, must be retained in original form regardless of the existence of digital or microform surrogates.

This is not to say that digitization is without preservation benefits. Creation of digital surrogates can serve to enhance existing preservation efforts by reducing the handling of original materials. This can be especially beneficial for decreasing wear and tear to fragile or unusually rare, valuable items. Decreased access to originals also helps protect items from potential theft or mutilation, and digital surrogates can serve as backups in

continued on page 26



WELCOME TO A LAND OF DREAMS

BRUCE BOYD RAEURN, New Orleans 2005 Host Committee/Curator, Hogan Jazz Archive, Tulane University

Come to SAA's 69th Annual Meeting, August 14–21, 2005, at the Hilton New Orleans Riverside

New Orleanians are a people who backslide fearlessly into the future, so enamored are they of a vivid and vestigial past. Some have argued that the city's progressivism lies in its ability to ignore current trends (although here the casino craze would have to be overlooked), favoring instead a heritage that has yielded much of what is regarded today as the essence of the nation's musical culture (jazz, rhythm and blues, rock and roll), the product of a homegrown blend of the American vernacular and Creole sensibilities. New Orleans possesses a history that is special—French, Spanish, and African rather than Anglo—and it is etched into the landscape in myriad ways, from shotgun doubles to graveyard “ovens” and streets that ripple like asphalt bayous. Conditions are tough, especially the heat and humidity which persist for half the year, but they stimulate endurance. Louis Armstrong could march with the Tuxedo

**The sights of New Orleans
are inextricably linked with
the sounds, and the combined
effect is like a reverie . . .**

Brass Band for four hours in the blazing July sun and then play a dance job from 8 p.m. until 4 a.m. at Economy Hall. Although many of the old jazz sites (like the Economy, which fell to Hurricane Betsy in 1965) are gone, the music remains in the miasma, waiting to be reclaimed by each new generation. Trumpeter Nicholas Payton's vibrant tone and power are rooted in the same streets that nurtured Armstrong's craft, and he knows it. It's a continuum with a pronounced sense of place, street level, right here in New Orleans.

The sights of the city are inextricably linked with the sounds, and the combined effect is like a reverie, dreamy and somewhat fuzzy but always penetrating, so that every visit to New Orleans becomes a prelude to the next trip. Jazz is a didactic story, a parable of multiculturalism, which tells how musicians of diverse ethnic backgrounds came to find common cause in a new and expres-

sive music, a theme song not only for a generation but also for a nation. It grew out of the city's black community but soon became more generally a young people's music, a revolution that placed the destiny of music making in the hands of the players themselves, depending less on the composer's dicta and more on a symbiosis of ears and heart. It was dance music: the waltz, quadrille, or mazurka, now giving way to the slow drag, the shag, and the belly rub. The dance hall became the crucible for jazz experimentation, but in New Orleans there was also dancing in the streets, on riverboats, at camps on Lake Pontchartrain, and even in the ballrooms of mansions on St. Charles Avenue and in the Garden District.

The other "District" (Storyville) offered a focal point for observing the Sporting Life attitudes that defined the social implications of jazz, yet the music had permeated all sections and walks of life before the first jazz recordings were made by a New Orleans band in New York in 1917. As one local advertisement for the Original Dixieland Jazz Band's "Livery Stable Blues" put it, "Here is positively the greatest dance record ever issued. Made by New Orleans musicians for New Orleans people, it has all the 'swing' and 'pep' and 'spirit' that is so characteristic of the bands whose names are a by-word at New Orleans dances." Technology made these records available, but it was the spirit that moved them.

Hybrids existed on all levels, apparent in the cultural cross-fertilization of the Mardi Gras Indians or in the French-speaking Creole population below Canal Street. Jelly Roll Morton (Ferdinand Joseph LaMothe) was the first composer of jazz to achieve widespread recognition, but he began as a Mardi Gras Indian Spy Boy and a Creole piano professor in Storyville. In 1923, he participated in the first racially integrated jazz recording session with the white New Orleans Rhythm Kings for Gennett Records in Richmond, Indiana (a company that also made promotional discs for the Ku Klux Klan). A common musical language and a sense of shared experience made these interactions possible, along with an adventurous spirit in the face of risk. Jazz was all about ability and opportunity; it rose above considerations of race, class, and ethnicity to offer a model of cooperative collective improvisation that was more than just musical. When New Orleans musicians began to travel extensively in the years around World War I, they took their culture (language, cuisine, folk remedies, and Sporting Life style) with them, the product of life in neighborhoods such as the Battlefield, Tremé, Irish Channel, Vieux Carré, and the Seventh Ward. Those who left town in search of celebrity often found it: Louis Armstrong, Jelly Roll Morton, Sidney Bechet, Joe Oliver, Kid Ory, Leon Roppolo, George Brunies, and Barney Bigard—they all made a mark on jazz and played crucial roles in its development and evolution.

What is often forgotten is that jazz continued to flourish in these same neighborhoods even after the heroes had departed. During the 1920s Oscar "Papa" Celestin, Sam Morgan, Abbie Brunies' Halfway House Orchestra, the New Orleans Owls, Jones and Collins Astoria Hot Eight, and many others kept the musical home fires burning, and recordings of these bands show a remarkable diversity of jazz styles present in the Crescent

continued on page 12

SAA's 69th Annual Meeting in New Orleans

August 14-21, 2005

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SAA Conference “Withdrawal”

TANYA ZANISH-BELCHER

I missed the 2004 SAA Annual Meeting in Boston. After attending every SAA Annual Meeting between 1993 and 2003, I was forced to choose between SAA and a long-anticipated course at the University of Virginia's Rare Book School for which I had finally received scholarship funding. Unable to be in two places at once, I convinced myself that Rare Book School would be the better choice. Besides saving some money and needing to brush up on my rare book knowledge, it seemed a good time for a break from SAA.

**... I felt left out
by not attending
the SAA conference.**

How wrong I was about the break! Rare Book School was a wonderful learning experience, but much to my surprise, I felt left out by not attending the SAA conference.

I realized that I missed the social interaction with friends from around the country as well as the chance to share with colleagues what had been happening at my repository over the past year. Email just can't take

the place of face-to-face interaction. And if I thought previous SAA meetings were manic in terms of keeping up with archival colleagues, what will it be like in New Orleans this August with 2 years' worth of catching up to do?!!

I know that some members feel increasingly detached from SAA as it grows larger. One way to feel more connected is to participate in the Mentoring Program, the Membership Committee, or the Navigator Program. They're all great ways to make connections and meet archivists from around the country. So look for me on Bourbon Street, August 14-21, at SAA's 69th Annual Meeting. I'll be there, doing some serious networking with my SAA colleagues! ❖

Tanya Zanish-Belcher is Associate Professor and Head of the Special Collections Department and University Archives at Iowa State University.

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Land of Dreams

continued from page 11

City in that decade. Some elements of the musical culture—especially brass band funerals and Creole songs—remained parochial, reflecting how the city's cultural landscape could resist the media-driven forces of standardization that were transforming America and eroding regional distinctiveness. Instead, New Orleans kept its quirks and learned to celebrate them, so that today it is possible for Americans to enjoy a truly unique and exotic regional culture without applying for a passport.

The continuity is still unbroken, and what was true for Jelly Roll a century ago applies all the way down the piano line, subsuming Professor Longhair, James Booker, Dr. John, and Henry Butler in a tradition that only makes sense in New Orleans. The spell of the funk reigned at Funky Butt Hall, just as it did later at the Dew Drop Inn, and does now at Tipitina's, where it's all about “rubbin' up” on the tradition and having a little fun.

As Spencer Williams revealed in “Basin Street Blues,” New Orleans is a land of dreams, bordered only by the limits of imagination. The environment from which jazz emerged remains a “crazy quilt” of diverse and sometimes contradictory threads, but it retains a unified identity as a place where music is essential to the fabric of life—a necessity. As in the “second line” processions that follow, and sometimes swallow, the brass bands in the streets, New Orleans is a place where uninvited guests are expected and even welcome, subject to the appropriate “right place, right time” considerations, because the music beckons them here. ❖

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Raffle To Support Student Scholarship

SCOTT SCHWARTZ, Sousa Archives and Center for American Music, University of Illinois at Urbana-Champaign

Shiny coffee mugs, colorful books, breath-taking photographs, tempting sweets, Hawaiian shirts, and more are among the prizes in this year's raffle, to be held during SAA's Annual Meeting in New Orleans this August, and benefiting the Donald Peterson Student Scholarship. Have you got your raffle ticket? One for \$2, but \$5 will get you three. It's a bargain at twice the price. You can't go wrong. Every ticket's a winner! Just ask Fynnette Eaton, who won a prize in last year's raffle. "You have to play to win!" Fynnette advises. The grand prize this year will be one complimentary SAA Annual Meeting registration for 2006 in Washington, D.C. (valued at \$300+). Second prize will be five volumes in the Archival Fundamental Series II (valued at \$175).

For those not comfortable playing the raffle odds, a silent auction is being introduced this year. It, too, will support the Donald Peterson Student Scholarship. Some of the prizes that were typically given away during the raffle will now be available for silent bidding. All that is required is a watchful eye to make sure that your bid hasn't been raised by one of your

colleagues! If you thought humor was the order of the day at last year's raffle, just sit back and observe friends in the heat of last-minute bidding as the auction draws to a close. Who will triumphantly carry away the cherished prizes?

The Donald Peterson Student Scholarship, created with an anonymous donation of \$2,000 in 2001, was established to support the attendance of students and recent graduates from archival programs within North America to the annual conference. The archival profession's vitality depends on the ongoing infusion of new talent, knowledge, and perspectives that are nurtured in graduate archival programs. The student scholarship is nearly fully endowed, but your continued support for this fund represents a tremendous investment in a healthy SAA for the future. Last year we raised more than \$3,000. This year's goal is \$3,500.

There is no better gift or legacy to leave our profession than the full endowment of this scholarship for tomorrow's archival leaders. Please join me in supporting SAA's students and recent graduates. Every ticket—and bid—is a winner! ❖

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CSU-Sacramento, Kent State Establish SAA Student Chapters

SAA welcomed two new student chapters in May from Kent State University and California State University, Sacramento.

Kent State University Graduate Student Chapter
President: Shannon Bohle
11 members

Faculty Advisor: Roland M. Baumann
Archivist & Department Head, Oberlin College

California State University, Sacramento Student Chapter
President: Greig L. Best
9 members

Faculty Advisor: Sheila K. O'Neill
Head, Department of Special Collections and University
Archives, California State University Sacramento

Established in 1993, there are now 22 SAA student chapters. These chapters serve as a means of introducing new archivists into the profession, as well as enhancing education by providing an additional focus for students to discuss archival issues, identify with the profession, and engage in professional activities. The chapters also promote communication among student members and ultimately develop leaders of tomorrow's archival profession. For more information, visit: www.archivists.org/students. ❖

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Grand prize

Raffle tickets \$2
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Tickets available at the
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Treasures from the far and
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attention in the Exhibit Hall.
Bidding begins August 18th,
5:30 and ends August 19th,
4 p.m.

Raffle drawing will take place
in the Exhibit Hall on Friday,
3:45 p.m.

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Image from Swiss Archives and Center for American Music, Edward J. Myers Sheet Music Collection, 12/9/96, University of Illinois at Urbana-Champaign



An Awesome Privilege

I am honored to be the ninth Archivist of the United States and to assume leadership of this confident and vigorous independent agency, the National Archives and Records Administration. I look forward to working with SAA members on programs and initiatives to advance our shared goals and interests.

As I have said both to NARA staff and to our colleagues in the broader historical and archival community, this is a critical juncture for NARA. We live in a world of imperiled budgets, increasing dependence on electronic records and retrieval, unprecedented security and preservation concerns, and profoundly insufficient attention to civic and democratic education. To meet these and other challenges, we must work cooperatively and creatively.

In this context, I would be remiss in not pointing out the leading educational role over the past decades played by the National Historical Publications and Records Commission (NHPRC), not only in making possible the definitive editions of the writings of the Founders and other great Americans but in decentralizing the distribution of recognition and reward among state and local archivists, historians, social scientists, and civic activists. I believe that sober second thought will lead OMB, the White House, and the bipartisan leadership of Congress to reconsider this action and restore this vital program.

I have asked the NARA family—with help from our friends in the broader historical and archival community—to commit to a total effort over the next half-decade to achieve at least two great goals simultaneously.

The first involves fulfillment of NARA's major electronic records initiatives, the Electronic Records Archive (ERA), the Electronic Records Management (ERM) initiative and related ones, including the continued evolution of strategic directions for the Federal Records Management initiative. In short, NARA should assume its leadership role in the fulfillment of electronic archival and records management projects at this crucial moment in design of a government-wide system.

At the same time, NARA is committed to create, expand, extend, and—where necessary—redesign educa-

tional and public programming throughout its orbit. This can be done while pursuing a greater number and variety of public and educational programs—linked to school curricula where possible—involving Washington, DC's educational resources, those of every NARA regional archives and records center, and the extraordinary resources of the Presidential library system—acting in partnership where possible with state and local archivists.

Here in Washington, the Librarian of Congress and I have already begun preliminary discussions exploring prospects for new cooperative educational efforts (some of them online) involving the extraordinary staff talents and documentary resources of both institutions.

In my previous work both in this country and abroad—whether in developing the National Endowment for Democracy, managing The Center for Democracy for 18 years, or trying to assist conflict resolution in Central America, the Philippines, or Southern Africa—I have tried to build consensus. Where that proved impossible, of course, I have been prepared to act decisively. Under my stewardship, NARA will remain absolutely non-political and professional. Researchers will receive candid and courteous treatment at all times. Internal disagreements

will be debated respectfully. Civility is crucial in our imperfect world if only to recognize the limits of our own knowledge.

As Archivist, I will enforce the laws regarding access to public records at all times and instances to the very best of my ability. Where problems occur, it will be my intention to pursue solutions (through dialogue and persuasion if possible) at the earliest possible moment. My personal job description is transparent. The Archivist of the United States works for the American people, indifferent to partisanship regardless of which political party dominates the Congress or the Executive branch of government. Therefore, the Archivist must display at all times scrupulous independence and a devotion to the laws and principles governing the responsibilities of his office. At all times, he serves as the designated custodian

A passion for working on archives or records management is obviously essential to performing NARA's mission successfully. I know that many NARA employees share that passion, as do our professional colleagues in SAA and other archival organizations.

continued on page 25

A series of small navigation icons typically found in Beamer presentations, including symbols for back, forward, search, and other slide controls.

Although funding is competitive, strong ideas are more important than fully-framed proposals for this program, which offers mentoring to those who wish to improve their skills in research and proposal-writing. Applicants who would like help developing their ideas should contact paul.conway@duke.edu, tibbo@ils.unc.edu, or tim.pyatt@duke.edu as soon as possible with their ideas.

The deadline for applications for the 2005 Fellowships is June 17th, 2005. Please see the project website for more information, application forms, and instructions: <http://www.ils.unc.edu/nhprcfellows>.





House Committee Holds First Public NARA Appropriations Hearing in Years

On April 26, 2005, Archivist of the United States Allen Weinstein appeared before the House Subcommittee on Transportation, Treasury, and Housing and Urban Development, Judiciary, and District of Columbia to deliver testimony on behalf of the National Archives and Records Administration (NARA) in support of the Bush Administration's budget request of \$313.846 million for FY 2006. This was the first

House hearing in some five years in which the NARA budget was addressed in a public forum. Weinstein briefly summarized the administration's position and then responded to questions from members of the subcommittee. Topics addressed ranged from the funding needs for the National Historical Publications and Records Commission (NHPRC) and the Electronic Records Archives, to the proposed transfer of the Nixon Library from a private foundation's control to NARA's oversight and management.

While Representative John Olver (D-MA), the Ranking Minority member, was the only Democrat present, a half-dozen Republican members attended and all spoke of the need to provide funding for NHPRC that the president's budget proposal recommends be zeroed out (see related story).

In Weinstein's brief verbal remarks, which summarized a 15-page written statement (www.archives.gov/about_us/archivists_speeches/speech_04-26-05.html), he highlighted the needs for base-funding increases to cover the increased costs of routine operating expenses, the need to continue funding for the Electronic Records Archives, and to extend the reach of public outreach programs. He also addressed security and access issues, and discussed the Nixon Library Transfer (see related story below).

Every member present expressed strong support for the restoration of funding for NHPRC, and several also expressed their ongoing support for the goals and funding for the Electronic Records Archive program. Most of the questions posed by Ranking Minority member Olver dealt with the proposed February 2006 transfer of the Nixon presidential library from the private Nixon Library Foundation to NARA.

When asked specifically about the zero funding proposal for NHPRC, Weinstein answered by stating that from the moment he was sworn in to office, he had gone on record "most respectfully" disagreeing with the decision of the Office of Management and Budget to zero out NHPRC. Representative Regula reinforced Weinstein's position by asking, "then I take it you wouldn't object if we restored funding?" to which Weinstein offered no objection.

Chairman Knollenberg concluded the hour-long hearing by thanking Weinstein for "bringing a kind and gentle budget request" to the subcommittee for their consideration. Knollenberg stated that while the committee still did not have an allocation from the House Budget Committee, he and his staff would "try their best to help" address the needs of NARA.

Efforts will now begin to focus on the Senate. For information on what you can do to help restore funding for the NHPRC, visit the SAA Web page dedicated to this issue: www.archivists.org/news/nhprc-FY2006.asp.

Coalition Works to Save NHPRC

As virtually every archivist in the country knows by now, the Bush administration has proposed zeroing out all funding for NHPRC—zero funds for grants and zero funds for programmatic support and staffing. To counter this, archivists, historians, and humanities supporters, including the Society of American Archivists, have joined forces in an unprecedented advocacy effort to see that a minimum funding level of \$8 million is provided for NHPRC grants program and an additional \$2 million for staffing and other program administration related costs in the FY 2006 federal budget.

For both archivists and historians, much is at stake. If Congress permits NHPRC to be zeroed out of the federal budget, this important program, which has played an essential federal leadership role and has an outstanding success record of using a small amount of federal funds to leverage other contributions, would come to an end. This would be devastating to projects such as editing and publishing the papers of nationally significant individuals and institutions; the development of new archival programs; the promotion of the preservation and use of historical records; regional and national coordination in addressing major archival issues; and a wide range of other activities relating to America's documentary heritage.

Since February, a concerted effort by archival and history groups targeting the members of the House Subcommittee on Transportation, Treasury, HUD, Judiciary, and District of Columbia Appropriations Subcommittee and the full House Appropriations Committee urged lawmakers to restore funding for NHPRC. Based on the responses of members of Congress during the recent NARA appropriations hearing (see related in this section) and based on the numbers of letters and testimony submitted for the record to the subcommittee (over 100 letters from national and regional organizations were received—dwarfing the number of letters the committee received on other NARA issues) some level of funding in the House is highly likely.

Weinstein Set to Bring Nixon Library into Presidential Library System

In an effort to bring the private Nixon presidential library into the presidential library system, Archivist of the United States Allen Weinstein recently traveled to Yorba Linda, California, to tour the private Richard Nixon Library and Birthplace and meet with its foundation board.

In a statement released by NARA, Weinstein said, "I am pleased to announce that plans for accepting the Nixon Library into the National Archives Presidential Library system in the winter of 2006 continue on track." An exchange of what NARA officials characterized as "general terms of agreement letters" between the Archivist and Nixon foundation officials suggests that an agreement in concept (though not yet in writing) has been reached regarding the donation of the library to the federal government. For more information, visit <http://nixon.archives.gov/news/library.html>.

Berger Pleads Guilty to Archives Theft

On April 1, 2005, Samuel R. Berger—the Clinton Administration's national security advisor from 1997 to 2000—pleaded guilty to stealing five classified documents and destroying some other materials pertaining to terrorist threats during his tenure as national security advisor during the Clinton administration.

According to a plea statement before a U.S. District Court judge in Washington D.C., "On or about September 2, 2003, and October 2, 2003 . . . Defendant Samuel R. Berger . . . knowingly removed classified documents from the National Archives and Records Administration stored and retained such documents at places . . . which . . . were unauthorized locations for storage or retention of such classified documents." Berger faced up to one year in prison and a \$100,000 fine but under a plea agreement, he managed to avoid a prison term entirely and agreed to pay a lesser fine of \$10,000; he also lost his security clearance for three years.

Berger appears to have pilfered copies of five documents and actually destroyed three of them. The Berger theft raises several questions relating to the uniform enforcement of NARA document access policies. To that end, and as part of the plea agreement, Berger must cooperate with the NARA Investigator General's office, which will conduct a review of security procedures. Berger also agreed to take a polygraph test about his activities at NARA facilities. Clearly, had Berger been subjected to the same security procedures as is typically enforced on other researchers who make use of NARA research facilities (i.e. no bags, pencils, pens, or papers except NARA provided notepaper) Berger probably never would have had the opportunity to steal any documents, either mistakenly or on purpose.

Nazi War Crimes Board Renewed

On March 25, 2005, President George W. Bush signed legislation to amend the Japanese Imperial Government Disclosure Act of 2000 and thereby extended the life of the Nazi War Crimes and Japanese Imperial Government Records Interagency Working

Group for another two years. Legislation (S. 384) was introduced by Senator Mike DeWine (R-OH) along with Senators John Cornyn (R-TX) and Dianne Feinstein (D-CA) on February 15, 2005. The issue stems back to the debate about CIA openness and declassification of historical records relating to Nazi war criminals.

Bush Library Releases PRA Documents

The George Bush Presidential Library has released the second batch of Bush presidential records formerly withheld under relevant provisions of the Presidential Records Act (PRA) "confidential advice" restrictions (P-2/P-5). A complete list of the documents can be found at <http://bushlibrary.tamu.edu/research/releaseddocuments.html>.

Subscribe to NCH WASHINGTON UPDATE

Because SAA is a member of the National Coalition for History (NCH), SAA members can receive the weekly NCH Washington Update, which contains news and information on the issues of concern to history and archives professionals. The articles in Update can also be used in your own organizational publications. To subscribe, send an e-mail message to listserv@h-net.msu.edu with the following text in the body of the message (and only this text): SUBSCRIBE H-NCH firstname lastname, institution. Back issues of the NCH Washington Update are maintained by H-Net at www2.h-net.msu.edu/~nch.

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New UNESCO Archives Portal

More than 7,500 Web sites of archives and archival resources all over the world can be accessed through the new version of the UNESCO Archives Portal that was launched in March at www.unesco.org/webworld/portal_archives. The directory, which receives more than 7,000 visits a month, also provides a news service. All content can be accessed by regions and countries.

Visitors to the UNESCO Archives Portal can also browse through pre-established categories or search for specific words. They can add a new link or modify an already existing link. The "In Focus" section presents Web sites of archives that are particularly interesting.

The UNESCO Archives Portal, along with the Libraries Portal, the Free Software Portal and the Observatory of the Information Society, is one of the clearinghouse services of WebWorld, the Web site of UNESCO's Communication and Information Sector and part of the UNESCO Knowledge Portal.

Bancroft Library Is Moving

In 2005, The Bancroft Library at the University of California, Berkeley, will relocate to temporary quarters during a state-mandated seismic retrofitting of its building, and, thanks to many donors, a much-needed upgrading of its facilities. The library will be closed for approximately three months during its move, and then will reopen in a temporary location where it will operate for at least two years. The Bancroft Library has been in its current location, the Doe Library Annex, since the 1950s. Bancroft's open hours will be reduced during preparations for the move.

On June 1, 2005, Bancroft will close to the public in order to move its collections. A temporary reading room will tentatively reopen in October at 2121 Allston Way, just off campus in downtown Berkeley. While in the temporary space, not all materials will be available and there may be a delay in paging materials, as most items will be housed off-site.

Other Bancroft Library programs affected by the move include the Mark Twain Papers and Project, the Regional Oral History Office, the Center for the Tebtunis Papyri, and the University Archives. The Mark Twain Project has already moved to temporary quarters at 2195 Hearst Avenue in Berkeley. The Regional Oral History Office (ROHO) will be moving to Evans Hall on the Berkeley Campus in spring 2005. The Center for the Tebtunis Papyri and University Archives will be moving with Bancroft to its temporary location.

For more information and updates about the move, please visit the Bancroft Web site at <http://bancroft.berkeley.edu/info/move> or call 510/642-3781.

Northwest Digital Archives Expands

NEH recently awarded the Oregon State University Libraries \$300,000 for continued development and expansion of the Northwest Digital Archives (NWDA). The NWDA provides

integrated access to regionally significant archival and manuscript materials in Idaho, Montana, Oregon, and Washington through a union database of Encoded Archival Description (EAD) finding aids available online at nwda.wsulibs.wsu.edu.

Oregon State University Libraries will continue to be the lead institution for the project and Washington State University will host and provide the technical infrastructure for the finding aids database. The 2-year project (to begin July 1, 2005) will build on the strong foundation established by initial funding awarded by NEH to the OSU Libraries for establishment of the consortium in July 2002. As of early April 2005, the NWDA database includes 2,385 finding aids describing archival collections at 16 repositories. The new NEH funding will support the addition of at least five new institutions to the consortium and a minimum of 1,600 finding aids to the NWDA database from a minimum of sixteen institutions (five new and eleven continuing).

The NWDA will continue its work with the Online Archive of California (OAC) to explore creation of tools and the means for creating a union search interface across consortia. Questions about the NWDA may be directed to Larry Landis, Consortium Director, 541/737-0540 or larry.landis@oregonstate.edu.

ECURE Proceedings Online

University research is producing a tremendous flood of digital content, and faculty are just treading water in managing it, according to keynote speeches at the ECURE 2005 conference in February and March at Arizona State University. The 5th annual conference on Preservation and Access for Digital College and University Resources brought together a unique blend of resources to discuss and analyze the issues related to managing institutional information in electronic form. Conference proceedings are available at the ECURE Web site (www.asu.edu/ecure).

Turns of Phrase: Folksonomy

According to *World Wide Words* (Issue 439, May 7, 2005), "folksonomy" has entered the lexicon: "Though this term has become known online in the past year and the idea behind it is arousing interest in the technology community, it is rare outside such specialist groups. This may be changing. A folksonomy is a type of classification system that spontaneously arises out of the way users tag items of information with freely chosen keywords (a more common term, in fact, is 'tagging'). Such tags might be attached to photographs that individuals upload to Web sites such as Flickr, or to sites listed on StumbleUpon, a user network for sharing information about them. It's a 'bottom-up' form of informal classification that's fundamentally different than the 'top-down' type imposed from above, such as the Dewey system for classifying books. A useful article on the word on the Wikipedia site (<http://quinion.com?FSMY>) says it's a blend of 'folk' and 'taxonomy.'" For more information, check www.worldwidewords.org.



ICA Executive Board Meets in D.C.

The Executive Board of the International Council on Archives met at the National Archives and Records Administration in Washington, D.C., April 26-30, 2005. The Executive Board manages ICA operations between the Annual General Meetings. Twenty-six people, representing Category A members (national archives institutions) and ICA branches, sections and secretariat, attended the meeting. Newly appointed U.S. Archivist Allen Weinstein welcomed the board members to the nation's capital.

Prior to the start of its deliberations, attendees listened to presentations by Joan van Albada (ICA Secretary General), Francis Blouin (Bentley Historical Library and member of ICA Programme Management Commission), H. Thomas Hickerson (Cornell University and member of ICA Working Group on Archives and Human Rights), and Shohei Muta (Japan Center for Asian Historical Records, National Archives of Japan). Van Albada offered a brief history of ICA; Blouin presented a discussion of electronic records projects at the Bentley; Hickerson discussed digital projects at Cornell; and Muta demonstrated the National Archives of Japan's new bilingual Web site.

Deliberations addressed matters of governance and leadership, ICA projects and programs, finances, and international cooperation. Considerable attention was given to financial issues, particularly to national archives institutional and professional association members who are in arrears, and the need to establish a firmer financial structure for the ICA. A task force was appointed to give this matter further consideration.

ICA Holds First Election

ICA has announced the results of its first election, which occurred under the new constitution approved at the Vienna Congress of 2004. Lorenz Mikoletsky (Director General of the Austrian State Archives) was elected president. Mitsuoki Kikuchi (president of the National Archives of Japan) was elected Representative of the Category A members. Moncef Fakhfakh (director of the Tunisian National Archives) and Zohar Aloufi (presidium member of the Israel Association of Archivists) were elected to the Audit Commission. Ross Gibbs (Australian National Archives), Gerard Ernisse (Historical

Center of the National Archives of France), Alicia Casas de Barran (General Archives of the Nation of Uruguay), and Cheryl Pederson (ARMA International) were elected to the Bureau of the International Conference of the Round Table on Archives (CITRA). CITRA is the annual meeting of heads of national archival institutions, of chairmen of national archival professional associations, and of heads of ICA sections and branches. Direct elections are part of a recent and ongoing effort to make ICA more accountable to its members, more transparent in its operations, and more democratic in its deliberations.

New Zealand Public Records Act

A Public Records Act was passed by the New Zealand Parliament in April. The new Act, which replaces the Archives Act of 1957, reflects changes in technology, legislation, and recordkeeping practices. Its objectives are to promote accountability between the Crown, the public, and government agencies; enhance and promote confidence in the integrity of public records; enhance and promote historical and cultural heritage; and encourage partnership and goodwill in relation to public records. The act introduces two key duties to which all public offices and local authorities must adhere: the requirement to create and maintain full and accurate records that are accessible over time and the requirement to gain the Chief Archivist's authorization before disposing of public records.

Software Tool for Records Assessment

The International Records Management Trust (IRMT) has recently made available the Records Management Capacity Assessment System (RMCAS). Funded by the World Bank, RMCAS is designed to help assess records and information systems in the public sector. IRMT's aim in making this tool available is to offer an objective means of evaluating whether the infrastructure and capacity exist to manage records effectively and, at the same time, to provide a methodology to identify problems and begin to find solutions. RMCAS has modules for measuring records and information systems in the financial management, human resource management, and legal and judicial areas. It can also be applied generically. RMCAS can be downloaded at www.irmt.org.



Electronic Records Workbook Online

Electronic Records: A Workbook for Archivists, prepared by the International Council on Archives Committee on Current Records in an Electronic Environment, is available in English for free online. This ICA Study no. 16 takes a practical approach to managing and preserving electronic records throughout the records lifecycle.

To download, visit: www.ica.org/biblio.php?pdoid=285

Danish Visitors

In mid-April, the SAA office hosted two international visitors: **RUTH HEDEGAARD** and **ASBJOERN HELLMUM** of Denmark.

Ruth, a librarian at the Vendsyssel Historical Museum and Archives, and Asbjørn, the Vejle City Archivist, had been invited by the Family History Library in Salt Lake City, Utah, to discuss development of a common search database for material found in different cultural institutions. "We have been involved in the development of a Danish database, called NOKS, which makes information about collections in archives, libraries, and museums simultaneously accessible via the Internet," Ruth explained. "The NOKS database consists of the digital records from the three types of institutions collected in one database."

At the Family History Library, they also delivered a lecture on the state of archives in Denmark, and Danish sources of material of genealogical interest. Their three-week itinerary included visits to the Chicago Historical Society, the Bentley Historical Library, and SAA, where they met with staff, took a tour of the office, and received information about the association and its activities.

"We have used the opportunity to visit several institutions and learn about archives and their cooperation with other heritage institutions throughout the country," Asbjørn said. He explained that in Denmark the cultural heritage is mainly situated in archives, libraries and museums, whereas in the United States it is much more complex, and material can be found in many different institutions and collections.

"Because the need to have good search tools to find relevant material is even greater in the U.S., it is natural that this country is further ahead with Internet initiatives," Asbjørn and Ruth added. "In that respect, we have learned that SAA plays an important role!"



The Dallas Municipal Archives, City Secretary's Office, City of Dallas, Texas, is the 2004 recipient of the Texas Historical Commission's Award of Excellence in Preserving History. The award recognizes the Dallas Municipal Archives' locally-funded project to process and make accessible the late 19th-mid 20th century records of the Dallas Park and Recreation Department, as well as an exhibit and publication. The award was presented at the Commission's annual Historic Preservation conference April 15th.

KEN HAYCOCK, professor at the University of British Columbia and senior partner with Ken Haycock & Associates Inc., has been appointed professor and director of the School of Library and Information Science at San Jose State University.



LAURA ANNE HELLER has been appointed project archivist in the Special Collections and Archives Department of Berea College's Hutchins Library, where she will process the records of the Council of the Southern Mountains, 1970-1989. Her two-year appointment is being funded by an NHPRC grant.

Heller earned her MLIS with an emphasis in Archives from the University of Southern Mississippi in May 2004.

The Huntington Library in San Marino, Calif., launched a new magazine for members in April. The debut issue of *Huntington Frontiers* featured a discussion with **SUE HODSON** about the issue of privacy and literary manuscript collections in an article by Traude Gomez titled, "Who Decides What's Private in the Papers of Authors and Celebrities?"

HELMUT KNIES has been appointed to the new position of Collection Development Coordinator in the Library-Archives of the Wisconsin Historical Society. Knies will have responsibility for appraisal and acquisition of all library and archives collections, including books, government documents and records, newspapers and serials, manuscripts, maps, photographs and films, and sound recordings. He will also develop and maintain donor relations and represent the Historical Society in University of Wisconsin libraries collection development committees. Knies previously held the position of collection development archivist. He also has extensive experience in the appraisal and selection of Wisconsin government records. In 2001-02 he researched and wrote an assessment of the WHS library's acquisition program.



MICHELLE LIGHT became Head of Special Collections Technical Services for the University of Washington Libraries in Seattle in January. Previously, she was Assistant Archivist at Northeastern University in Boston.

The American Association of Museums honored **ROBERT S. MARTIN**, director of the Institute of Museum and Library Services, at its annual meeting in May. Appointed by President

Bush in 2001, Martin's term ends in July. In a resolution, AAM noted that Martin "has served with particular distinction." During his four years as director, IMLS has awarded 4,318 grants, totaling more than \$861 million. These federal grants have helped museums and libraries advance their public mission with funding for educational programs, community outreach, leadership development, and care and digitization of collections. Congratulations, Bob!



McGill University has appointed **JOHANNE PELLETIER** to the position of Associate Secretary General and University Archivist, effective August 1, 2005. In this role, Johanne will retain responsibility for the University Archives and join the team in the McGill

University Secretariat, providing support and counsel to the Board of Governors and the Senate, as well as to the (Interim) Secretary-General. Pelletier joined the staff of her alma mater in 1997 and has been active in a broad range of initiatives and committees, including in her current role as Chair of the Senate Committee on Information Technology Standing Committee on Administrative Computing and as a Sexual Harassment Assessor. Prior to joining the University, she served as Archives Advisor with the Ontario Ministry of Culture and Communications.

WENDY RICHTER was recently appointed Arkansas State Historian by the Arkansas History Commission (AHC). AHC was established in 1905 and currently preserves and protects the official archives of the state, collects materials which impact Arkansas history, copies official records and other historical data, and encourages historical research. Richter brings a wealth of experience to the commission as an Associate Professor and Archivist and the current Head of the Special Collections Department of the Riley-Hickingbotham Library at Ouachita Baptist University (OBU). Richter holds a master's degree in Public History from the University of Arkansas at Little Rock and is currently a candidate for her Ph.D. in Heritage Studies at Arkansas State University.

TIMOTHY A. SLAVIN was recently appointed Director of the Delaware Division of Historical and Cultural Affairs. Slavin formerly served as Director of the Delaware Public Archives. During his five years as Director, visitation to the Archives building has nearly tripled to 15,000 a year while the Division's award-winning Digital Archives Web site has become one of the most popular in state government with more than 17,000 visitors each month. Slavin was particularly instrumental in the State's successful efforts to convince the National Archives to return Delaware's original copy of the Bill of Rights for annual displays in Dover. **C. RUSSELL MCCABE** will now serve as Director of the Delaware Public Archives.

PAOLO CHERCHI USAI, a pioneer in film preservation, is the 2005 recipient of the Award for Distinction in Scholarship and Conservation, given by Heritage Preservation and the

College Art Association. As Senior Curator of the Motion Picture Department of George Eastman House (1989-2004), he founded the L. Jeffrey Selznick School of Film Preservation, the first institution of its kind in the United States. His students now direct educational archives all over the world in nonprofit and public institutions as well as in film studios.

Columbia University Libraries and Information Services has appointed **ANNEMARIE VAN ROESSEL** as a Project Archivist. During the one-year appointment she will be working with the Avery and Preservation staffs on unprocessed and underprocessed collections. Previously, she worked as a researcher and an archivist at the Ernest R. Graham Study Center for Architectural Drawings and the Ryerson Library at the Art Institute of Chicago.

ANITA M. WEBER was recently promoted to Director of Information Resources Management Services at History Associates Incorporated (HAI). During her eight-year tenure at HAI, she has managed projects as diverse as re-housing maps for the Library of Congress, developing museum nomenclature, and designing archival storage facilities. Weber has more than twenty-five years of experience with personal and corporate records. She holds an M.L.S. from Kent State University as well as a master's degree in history from Northern Illinois University.



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Obituary



C. HERBERT FINCH, JR., 73, retired Assistant Director of Cornell University Libraries, died on April 27, 2005.

Born on a wheat farm near Boise City, Cimarron County, Oklahoma, in 1931, he attended public schools in rural Oklahoma. Despite a decade of drought and dust storms when the family farm could not bring in a wheat crop, his family avoided the Okie move to the West when his father became a

rural mail carrier. He earned a baccalaureate degree in English literature and ministerial studies from Oklahoma Baptist University in 1953 and a Bachelor of Divinity degree from Southern Baptist Seminary, Louisville, in 1957. For 8 years during his collegiate and seminary studies, he pastored African American and rural churches in Oklahoma and Kentucky. He left the ministry in 1957 to begin study toward a doctorate in American labor history at the University of Kentucky. During these years, he was active in the civil rights movement in Kentucky.

While earning his Ph.D., he became an archivist for the University of Kentucky Library where he collected documentation in his field. His work brought him to the attention of Cornell archivists who were also interested in labor records.

He joined the Cornell University Libraries in 1964 as assistant University Archivist under Edith Fox. Over the next 32 years, he developed comprehensive documentary and manuscript collections, not only in labor history, but also in the history of architecture, city and regional planning, ornithology, human sexuality, and university history. He also served in a variety of administrative positions, including that of university library development officer, the first such position in the country. He headed the Labor Management Documentation Center, now the Keel Center in the School of Industrial and Labor Relations, from 1970 to 1978, working extensively with railroad unions, and was adjunct professor in the Department of Collective Bargaining.

He initiated the New York Historical Resources Center, patterned after the Federal WPA-PWA study of national historical resources and based in Cornell Libraries. He hired a professional staff to describe manuscript and archival collections in local historical societies and public libraries across the state to create a central description of these resources for researchers nationwide. The center program was widely copied in other states. Interested in linking citizens in New York towns and cities with professional historians, he supported programs that took historians into local communities, providing discussions, oral histories, and other public programs. He often said that most of his management

skills were learned bossing threshing teams in Oklahoma when he was 10 or 12 years old.

His professional services were extensive and his colleagues and friends, often the same, are many across the country. He served on the Governor's Commission on Libraries and worked with 13 other state research libraries to secure funds for conservation and collection development. He was Cornell's representative to the South Central Research Council, the NYS Records Advisory Commission, working for the establishment of a State Archives, and was a member of the National Archives and Records Administration Advisory Council. He was a member of the American Library Association, the American Historical Association, the Organization of American Historians, and the Southern History Association. He was particularly active in the Society of American Archivists, where he won awards both for himself and for Cornell University. He served on numerous SAA committees, the Council of the Society, and its Executive Committee. In 1969 he was named a Fellow of the Society. He often said that his best accomplishment, apart from enlarging the collections of an already fine university library, was having brought many young men and women into the profession, mentoring them and seeing them advance.

Following his retirement from Cornell, he provided consulting services to area records management and archival organizations and local historical societies statewide.

In the Ithaca community, he was instrumental in founding the Coddington Road Community Center, was a member of the Town of Ithaca Planning Board and, most recently, president of the DeWitt Historical Society of Tompkins County, now the History Center. He had enormous intellectual curiosity, a retentive memory, an ecumenical outlook, an unceasing interest in discussion and argument and a wide streak of sentiment, disciplined by intellect. His story telling skills, combining the rhythms of folklore and the facts of history, were captivating and his accent was an amalgam of Oklahoma and Kentucky refrains, charming all who knew him, particularly his Yankee friends.

He is survived by his wife, Elsie Freeman Finch; by sons Douglas, Ithaca, and Philip, Boston, and daughter Diana Finch Chase (John), Interlaken; by two stepsons: Jared Freeman (Wendy Weinberg), Bethesda, Md., and Matthew Freeman (Amanda), Rockville, Md., and by four grandchildren: Katherine, Megan and John Chase, Jr., and Jesse Benjamin Freeman.

Gifts in his memory can be made to Hospicare of Ithaca and to the Division of Rare and Manuscript Collections, Kroch Library, Cornell University. A memorial service and celebration of his life will be held on Sunday, July 10, at 11:00 a.m. at Cornell's Sage Chapel. ❖

President's Message

continued from page 3

residents, and school children in Haiti. One brother is an artist and mental health worker who just completed a graduate program in counseling services; and my other brother is a social worker who developed an award-winning service program for teenage fathers.

Coming from such a family, I have often felt that I had taken a less service-oriented career path, that I was not doing enough to help other people. But I feel better about my career choices when I reflect on the experiences I have had—the people who received retirement benefits because of my work as an archivist, those who discovered links to their family's past, the researchers who understand more clearly how their home communities developed, and the public officials who may think twice before violating the public trust. As an archival educator for nearly 25 years, I have also had the privilege of seeing other people join this professional community, develop their talents and abilities, and contribute to their own institutions and constituencies.

I am an archivist because I can thus contribute to a richer human experience of understanding and compassion. I can help to protect the rights of citizens, and to hold public figures in government and business accountable for their actions. I can provide resources for people to examine the past, to comprehend the present, and to prepare for a better future. This is the essence of our common humanity.

In addition to this, I have remained an archivist for three decades because I have become part of a larger professional community. Apart from my family and a few college friends, I have known many of my fellow archivists longer than anyone else. I rely on these friends for advice and encouragement. But most of all, when I want to share joys and triumphs or recall shared experiences, I have colleagues on whom I can always depend. Without this professional network, represented most clearly for me by SAA but also by regional and state associations of archivists, my career as an archivist would miss an important component. As members of SAA, we share a powerful bond—a commitment to public service, a belief in the power of truth and authentic records, and a joy in sharing these gifts with others. That is why I am an archivist. ❖

From the Archivist of the United States

continued from page 16

of America's essential "records that defy the tooth of time."

This Spring we are celebrating, with appropriate programs on NARA's past, present, and future, the 20th anniversary of its status as an independent agency. Led by former Archivist Bob Warner, a dedicated band of NARA staff members; historians, archivists, genealogists, and NARA users; the media; and finally key players in Congress restored NARA's independence effective April 1, 1985.

Today NARA has a state-of-the-art building in College

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Park, MD, as well as new and improved facilities across the country. The majestic National Archives Building in downtown Washington, DC, has been remodeled and the National Archives Experience provides a greater public awareness and offers visitors a truly unique glimpse into the records of our nation. The Electronic Records Archives is addressing previously intractable electronic records issues and has created for NARA a pioneering role in this far-from-resolved realm.

A passion for working on archives or records management is obviously essential to performing NARA's mission successfully. I know that many NARA employees share that passion, as do our professional colleagues in SAA and other archival organizations. The wellsprings of motivation in each of us are personal and complex, ranging from core values (and core documents) to traditions, moral and religious beliefs, and a concrete work ethic. Additionally, we at the National Archives and Records Administration have as our professional and personal template not only the Charters of Freedom but the entire governmental documentary heritage (literally) at our fingertips. What an awesome privilege it is to care for these records and to help ensure access to them.

As one of NARA's newest employees, I have asked myself every day since first coming to work: What better opportunity than at NARA to do something great in proximity to the heritage and values for which so many Americans, whether great figures or ordinary folk, have fought over the more than two centuries of our national lifespan? ❖

Digital Preservation

continued from page 9

case the originals are lost in a disaster or theft. For this reason, it is advisable to store backups of digitized materials in a separate location from the originals. Managers of digital collections should take steps to ensure that their digital files will remain accessible over time. This requires an organizational commitment to the ongoing maintenance (and resulting cost) of the digital collection. Ongoing maintenance includes such functions as data entry and data cleaning, ensuring the usability of access applications, regularly accumulating statistics, providing support for end-users, upgrading server hardware and operating system software over time, maintaining server security, and ensuring that restoration of applications and data from backups is always possible. (NISO Framework Advisory Group. "A Framework of Guidance for Building Good Digital Collections." Bethesda, MD: NISO Press, 2004. Accessed March 15, 2005: www.niso.org/framework/Framework2.html.) In addition to ongoing maintenance functions, it is advisable to print out copies of frequently used items once they have been scanned. This provides an additional backup in case the original or digitized versions are lost to disaster or theft. It also allows users who may not be comfortable viewing materials on a computer to utilize the printed scan instead of the original item. Unfortunately, projects that are designed to reduce handling of originals are successful only if users are then required to utilize the scanned or printed version of an item instead of the original. This can be difficult to implement depending on the users of the institution and what they have been allowed access to in the past. Naturally, there may be rare occurrences when a researcher will still need to view the original, but the majority of users can satisfy their needs using a digital surrogate or facsimile.

Before scanning an item, the effects of digitization upon the item should be considered. For example, if there is concern that the scanning process itself could damage the item, one might choose to photograph the original item, then scan the film version instead of the original. Automatic sheet feeding scanners are fast and efficient, but they can destroy brittle paper. Digital cameras can subject light-sensitive materials to prolonged light exposure. As John F. Dean writes, "Every digital imaging project concerned with the capture of artifacts must involve the preservation of the digital image and the original artifact and, at the very least, digitization should do no harm to the original source document." ("Digital Imaging and Conservation: Model Guidelines," *Library Trends*, Vol. 52, No.1, Summer 2003, pp.133-137.) For items that are difficult to access, rapidly deteriorating, or at risk of obsolescence due to the media on which they are stored, digitization can provide or enhance access.

Several factors should be considered prior to devoting staff time and funding towards digitization of collection materials. The following preservation questions should be addressed prior to digitizing an item:

- Is the item fragile or in need of special handling?
- How much handling can the item withstand?
- Would the scanning process cause irreparable harm to the item?

- Does the item need to receive conservation treatment prior to scanning?
- Is the item stored on a medium that is currently difficult to access, deteriorating rapidly, or in danger of obsolescence?
- Can the item be captured adequately in digital form, in order to serve as a surrogate for the original?
- How will the item be safeguarded during the digitization process?
- Will items in the process of being scanned be stored in a secure, environmentally stable location during open and closed hours?
- Will items be protected from light, heat, moisture, food, drink, and other sources of damage during the digitization process?
- Will those responsible for the scanning be trained in handling rare, original materials? Will they wear gloves?
- Will access to the original item be restricted after digitization, thereby reducing handling of the originals?

In summary, digitization has much to offer archivists in terms of increased access to holdings and generating prestige for archival institutions. By placing digital images of collection materials online, an institution can broaden its user base, remain open twenty-four hours a day to simultaneous researchers around the world, and entice donors to contribute their precious collections to an archives. Yet, until a mechanism exists for timely and cost-efficient permanent storage of digital files, archivists would be wise to hang onto their microfilm. ♦

Sammie L. Morris is Assistant Professor of Library Science and Archivist at Purdue University. She may be reached at Morris18@Purdue.edu.

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2005 CALENDAR

June 8-11

Association of Canadian Archivists 2005 annual conference in Saskatoon, Saskatchewan, Canada. Theme: "Theory and Practice." For more info, <http://archivists.ca/conference/>.

June 13-24

Georgia Archives Institute in Atlanta, GA. Designed for beginning archivists, manuscript curators, and librarians, the 38th Georgia Archives Institute will offer general instruction in basic concepts and practices of archival administration and management of traditional and modern documentary materials. The Institute is sponsored by the Georgia Archives, the Society of Georgia Archivists, and the Atlanta Regional Consortium for Higher Education. Dr. Gregory Hunter, Associate Professor in the Palmer School of Library and Information Science at Long Island University, will be the instructor during the first week. Topics will include acquisition, appraisal, arrangement, description, reference, and legal and administrative issues. The second week of instruction will begin with training on preservation by Christine Wiseman, Preservation Manager at the Georgia Archives. To link archival theory with real world application, students will also participate in individualized, three-day practicums at local archival repositories.

Tuition is \$500. *Enrollment is limited and the deadline for receipt of application, resume, and \$75 application fee (refunded if not admitted to Institute) is April 1, 2005.* Tuition does not cover transportation, housing, or meals. Housing information is available upon request. (The Society of Georgia Archivists awards one scholarship for the Institute consisting of full payment of tuition.) For an application or information: www.georgiaarchivesinstitute.org or contact Anne A. Salter at asalter@oglethorpe.edu or 404/364-8514.

July 10-22

19th annual Western Archives Institute at the University of California, Davis. The intensive, two-week program provides integrated instruction in basic archival practices to individuals with a variety of goals, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those who have expanding responsibility for archival materials, those who are practicing archivists but have not received formal instruction, and those who demonstrate a commitment to an archival career.

The principal faculty member will be David B. Gracy II, the Governor Bill Daniel Professor in Archival Enterprise, School of Information, the University of Texas at Austin and a Fellow of the Society of American Archivists. The program will feature site visits to historical records repos-

SAA 2005 EDUCATION CALENDAR

Arrangement and Description of Archival Records

June 6, 2005 • University Park, PA

Archival Perspectives in Digital Preservation

June 9-10, 2005 • Lexington, KY



Web Seminar – Security in the Reading Room

June 7, 2005



Web Seminar – EAD Tips & Tricks: Converting Data between MARC and EAD

July 19, 2005

PRE-CONFERENCE COURSES AT NEW ORLEANS 2005

AUGUST 14, 2005



Describing Archives: A Content Standard (DACS)

AUGUST 15, 2005



Becoming a Film-Friendly Archivists



Describing Photographs in the Online Environment

AUGUST 15-16, 2005

Copyright: The Archivists and the Law



Security in Archives & Manuscript Repositories



MARC According to DACS: Archival Cataloging to the New Descriptive Standard

Style Sheets for EAD—Delivering Your Finding Aids on the Web

AUGUST 16, 2005



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Describing Archives: A Content Standard – Bloomington, IN

Archival Perspectives in Digital Preservation – Richmond, VA

Oral History – Tucson, AZ



Understanding Photographs:

Archival Principles & Practices (Part I) – TBD

IT Series for Practicing Archivists – Atlanta, GA

Business Archives – Atlanta, GA

Copyright: The Archivist and the Law – Columbia, MO

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Questions? Call 312/922-0140 or email education@archivists.org.

itories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

Tuition for the program is \$650 and includes a selection of archival publications. Housing and meal plans are available at additional cost. Admission is by application only and enrollment is limited. **The application deadline for the 19th Western Archives Institute is March 15, 2005.** The application package is available on the California State Archives' Web site at www.ss.ca.gov/archives/archives.htm and on the Society of California Archivists' Web site at www.calarchivists.org. Please contact 916/653-7715 with any questions.

August 15-21

SAA's 69th Annual Meeting in New Orleans at the Hilton New Orleans Riverside. Featuring education sessions, preconference workshops, tours of local repositories, special events, exhibits and networking opportunities. For more information: www.archivists.org/conference/index.asp.

August 31-September 2

The Universiteit van Amsterdam and the Archiefschool, and the Netherlands Institute for Archival Education and Research will host the Second International Conference on the History of Archives and Records, "Archival Affinities—Adapting and Adopting Archival Cultures," in Amsterdam. The conference will focus on intercultural and cross-national influences on recordkeeping and archival theory, the dissemination and reception of theories and ideas on archives and recordkeeping, and will feature speakers come from all over the world. The session themes are recordkeeping legacies, recordkeeping crossing frontiers, shaping and reshaping the archives, and memory and writing in archival cultures. The Programme Committee consists of Eric Ketelaar, Agnes Jonker and Peter Horsman. The conference program, registration and accommodation, and other information is available at <http://i-chora2.archiefschool.nl>.

September 6-9

2005 meeting of the International Council on Archives Section on University and Research Institution Archives at Michigan State University in East Lansing, Mich. Theme: The comparison of Central, North, and South American college and university archives with other university archives around the world. Subthemes of the conference will include science and technology, multicultural archives, collecting materials across borders, collecting non-university material, and athletics. For more info: archives.msu.edu/icasuv.

September 24-27

10th Annual National Archives Workshop, "Preserving Our Past for Our Future," in Metairie, LA. For more info, contact James Harding at 504/382-9286 or jhardingnola@cox.net.

March 16-18, 2006

Archivists are invited to join colleagues from a variety of humanistic disciplines in exploring the topic of "travel, tourism, and resorts" at the 27th annual conference of the Nineteenth-Century Studies Association (NCSA), to be held in Salisbury, Maryland (near the historic resort of Ocean City). One-page proposals for papers with 20-minute presentation times on topics relevant to the study of travel, tourism, and resorts during the 19th-century should be sent to Program Directors Heidi Kaufman (kaufman@udel.edu) and Lucy Morison (lxmorrison@salisbury.edu).

FUNDING

2005-2006 NHPRC Electronic Records Fellowships

The National Historical Publications and Records Commission (NHPRC) Electronic Records Fellows program, a collaborative of the School of Information and Library Science at the University of North Carolina at Chapel Hill and Duke and UNC University Libraries, is looking for its second class of Fellows! The 2004-2005 Fellows, Nancy Kunde, Helen Samuels, Rebecca Schulte, and Druscilla Simpson are well underway with their projects and will present results at SAA 2005. Again this year we are seeking archivists and records managers—or teams of archivists, records professionals, and academics—with an interest in studying some aspect of electronic records to apply for these non-residential Electronic Records Research Fellowships. We will be funding 4 \$15,000 fellowships this year. Please visit www.ils.unc.edu/nhprcfellows for more information. **This year's submission date is June 15, 2005.** You need not have fully-formed project at this time; we can help you turn your idea into a proposal. This fellowship is primarily for working archivists, but as mentioned above, archivists and academics can team up on a project. We can "match-up" anyone who would like to work with someone with similar interests. Please contact Helen Tibbo at tibbo@ils.unc.edu or Paul Conway at Paul.Conway@duke.edu if you wish to discuss a possible project. This program is based on a previous one in Massachusetts; you can see the work of their fellows at www.masshist.org/fellowships/fellows.cfm?fellowship=nhprc.

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

The Victor and Joy Wouk Grant-in-Aid Program—new in 2003—offers research assistance up to \$2000 for work in the Papers of Victor Wouk in the Caltech Archives. The Maurice A. Biot Archives Fund and other designated funds offer research assistance up to \$1500 to use the collections of the Caltech Archives. For all

funds, 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. No applicant may receive more than two awards, and awards will not be given to the same applicant in consecutive 12-month periods. Grants-in-aid may be used for travel and living expenses, for photocopy or other photo-reproduction costs related to the research project, and for miscellaneous research expenses. Funds may not be used for the purchase of computer software or hardware. For further information on holdings and online resources, please consult the Archives' Web page: <http://archives.caltech.edu>. Application forms may be downloaded from the Web site (through the link "Grants-in-Aid") or may be obtained by email or by writing to the Archivist at the letterhead address. *Applications will be reviewed quarterly, on January 1, April 1, July 1 and October 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.

Archie K. Davis Fellowships

To encourage more extensive and intensive research in the history, literature, and culture of North Carolina, the North Caroliniana Society offers on a competitive basis Archie K. Davis Fellowships to assist scholars in gaining access to collections. Modest stipends vary in size and are intended to cover only a portion of travel and subsistence expenses while fellows conduct research in North Caroliniana. Research in pre-twentieth century documentation is particularly encouraged, but awards also have been made for studies of more recent materials. Further information is available from www.ncsociety.org/davis or by mail from Dr. H.G. Jones, North Caroliniana Society, Wilson Library, UNC, Campus Box 3930, Chapel Hill, NC 27514-8890.

GRAMMY Foundation Grant

The 2006 GRAMMY Foundation Grant Application is online at www.grammyfoundation.com/grants. The GRAMMY Foundation awards grants between \$10,000 and \$40,000 in the following areas. **Research Projects:** The GRAMMY Foundation Grant Program awards grants to organizations and individuals to support efforts that advance the research and/or broad reaching implementations of original scientific research projects related to the impact of music study on early childhood development, the human development and the medical and occupational well being of music professionals. **Archiving and Preservation Projects:** The GRAMMY Foundation Grant Program awards grants to organizations and individuals to support efforts that advance the archiving and preservation of the music and recorded sound heritage of the Americas. *Applications must be postmarked by October 1, 2005, with award decisions made by March 1, 2006.* Please direct any questions to grant@grammy.com.

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.

NEH Grant Deadlines

June 15: Education Programs: Institutional Grants for Historically Black, Hispanic-Serving, and Tribal Colleges and Universities (www.neh.gov/grants/guidelines/institutional.html); **July 1:** Preservation and Access: Education and Training (www.neh.gov/grants/guidelines/pet.html); United States Newspaper Program (www.neh.gov/grants/guidelines/pcac.html); **July 15:** Preservation and Access: Grants to Preserve and Create Access to Humanities Collections (www.neh.gov/grants/guidelines/pcac.html). Reference Materials Grants (www.neh.gov/grants/guidelines/referencematerials.html); **Sept. 1:** Research Programs: Fellowship Programs at Independent Research Institutions (www.neh.gov/grants/guidelines/fpiri.html).

NHPRC Electronic Records Fellowships

See page XX for details.

The Pepper Foundation's Visiting Scholars Program

The Claude Pepper Foundation seeks applicants for its visiting scholars program, which provides financial assistance for researchers working at the Claude Pepper Center's archives at Florida State University. The Claude Pepper Library's holdings include papers, photographs, recordings, and memorabilia of the late U.S. Senator/Congressman Claude Pepper and his wife, Mildred Webster Pepper. Pepper served in the U.S. Senate from 1936-1950 and the U.S. House of Representatives from 1962-1989. The visiting scholar's program is open to any applicant pursuing research in any of the areas related to issues addressed by Claude Pepper. *Application deadlines are Apr. 15 and Oct. 15.* For additional information and an application form, contact: Grants Coordinator, Claude Pepper Center, 636 West Call Street, Tallahassee, FL 32306-1122; 850/644-9309; fax 850/644-9301; mclaughli@mailier.fsu.edu; <http://pepper.cpb.fsu.edu/library>.

Processing Grants for Physics, Astronomy and Allied Science Collections

The Center for History of Physics, American Institute of Physics, is pleased to announce its 2005 Grants to Archives. The deadline for applications is August 1, 2005. The grants are intended to make accessible records, papers, and other primary sources which document the history of modern physics and allied fields (such as astronomy, geophysics, and optics). Grants may be up to \$7,500 each and can be used to cover direct expenses connected with preserving, inventorying, arranging, describing, or cata-

logging appropriate collections. Expenses can include staff salaries/benefits and archival storage materials but not overhead or equipment. The AIP History Center's mission is to help preserve and make known the history of modern physics, astronomy, and allied sciences, and the grant program is intended to help support significant work to make original sources in these fields accessible to researchers. Preference will accordingly be given to medium size or larger projects for which the grant will be matched by the parent organization or other funding sources. For grant guidelines check the Center's Web site at www.aip.org/history/grntgde.htm or call 301 209-3165. Inquiries are welcome, and sample proposals are available on request. A list of previous recipients is on our Web site. **Deadline for receipt of applications is August 1, 2005.**

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, AZ 85721-0055, myersr@u.library.arizona.edu.

Dianne Woest Fellowship in the Arts and Humanities

The Historic New Orleans Collection announces a new fellowship to support scholarly research and promote the history and culture of Louisiana and the Gulf South. The inaugural Dianne Woest Fellowship in the Arts and Humanities will be awarded in 2006. Applications may be downloaded at www.hnoc.org. **Deadline:** August 1, 2005. For more information, call Dr. Alfred Lemmon, Director of the Williams Research Center, at 504/598-7124, or Dr. Jessica Dorman, Director of Publications, at 504/598-7174.

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ARCHIVES CATALOGING INDEXER

Zimmerman Associates Inc.
Washington, DC

Zimmerman Associates, Inc. (ZAI) is currently seeking an archives cataloging indexer to work on our U.S. Mint contract. The qualified individual will be responsible primarily for creating indexes to the entire collection down to the folder level. The indexer will also enter subjective cataloging information to existing catalog database records, and to create catalog database

records. This position requires a lot of data entry on a daily basis. The archives cataloging indexer will also be asked to assist the archives staff to process, arrange, describe, and digitally convert archival collections, as well as to create and maintain finding aids according to established local practice. Provide historical and administrative context to archived work as needed, and other related duties as assigned. Qualified individual will also possess an associates or undergraduate degree, and/or archival or library experience. Working knowledge of Library of Congress Subject Headings (upon which our controlled vocabulary is based), and AACR2 cataloging rules. **To apply, contact:** work@zai-inc.com

ARCHIVES MANAGER

Kingdom of Bahrain, Prime Minister's Court
Government Historical Archives
Manama, BAHRAIN

The Kingdom of Bahrain is seeking to upgrade its historical archives to state-of-the-art computerized systems for retrieval and research, and to ensure appropriate preservation of its collection of original materials dating over 2 centuries and including documents, books, maps, photographs and negatives. **Responsibilities:** Develop and implement a strategic plan for the archives, which includes research functionality, accessibility, indexing, and materials preservation. Manager will establish an organization scheme for the collection, and will lead & train locally-hired team members, manage digitization and preservation projects, and coordinate production elements. **Requirements:** Graduate degree with extensive experience in archives, museums, or library collections. Certified Archivist preferred. Excellent communication and interpersonal skills, combined with organizational and analytical abilities. Ability to work effectively within a multi-cultural team environment. Proven staff, technical and project management experience. **Terms:** Initial contract for 2 years, renewable. The tax-free salary in the range of \$60,000-70,000 for the Archives Manager. Benefits include: 6-weeks vacation, airfare for annual home visit, medical care, and subsidies for accommodation and children's schooling. **To apply, contact:** Dr. Beth Olsen, Office of the Prime Minister's Legal Advisor, PO Box 2088, Manama, Bahrain; fax +973-1721-5508; bolsen@sonic.net.

ARCHIVES/SPECIAL COLLECTIONS/ REFERENCE LIBRARIAN

L. V. Johnson Library
Southern Polytechnic State University
Marietta, GA

Southern Polytechnic State University (SPSU) is a residential campus serving 4000 graduate and undergraduate students in such fields as: Architecture, Computer Science; and many areas of technology/engineering. We seek a computer-savvy, innovative and energetic individual to organize, maintain and promote archives and special collections. The position is a back up to the Head of Reference and works

in the evening and weekend rotations.

Requirements: Master's in library and information studies from an ALA-accredited library program; Some work experience in a library setting; Formal archival training. This 12-month, full-time position holds faculty status and is non-tenured. **To apply, contact:** Li Chen, L.V. Johnson Library, Southern Polytechnic State University, 1100 S. Marietta Parkway, Marietta, GA 30060; 678/915-7467; fax 678/915-4944; lchen@spsu.edu; www.spsu.edu/library.

ARCHIVIST

Mary Couets Burnett Library
Texas Christian University
Fort Worth, TX

Texas Christian University invites applications for the position of Archivist. TCU Special Collections includes rare books, manuscript records, and manuscript collections. Manuscript collections include the papers of TCU faculty and alumni, Southwestern writers, Amon G. Carter, and former Speaker of the U. S. House of Representatives Jim Wright. The Archivist, reporting to the Special Collections Librarian, will be responsible for processing manuscript collections. As part of processing, the Archivist will prepare finding aids including a biographical statement, scope and content note, and appropriate listing of materials. The Archivist will prepare or update catalog records in accordance with archival and library standards for entry into national and local databases. The Archivist will assist in public service functions such as providing reference service to researchers and preparing exhibits. In addition, the Archivist will provide input to departmental initiatives, including website design and providing electronic access to finding aids. Requirements include a master's degree from an ALA-accredited library school or an advanced degree in an applicable subject field with archival training and/or experience; knowledge of technology as it relates to the archival enterprise and to libraries specifically OCLC; skilled in some components of Microsoft Office; understanding of intellectual property issues as they relate to archives and manuscripts; familiarity with preservation and conservation issues as they relate to archives and libraries; and demonstrated verbal and written communication skills; and the ability to work effectively in a team setting with all levels of staff. Preferred qualifications include a second advanced degree; a year or more experience processing 20th century manuscript collections; supervisory experience; experience with EAD; proficiency with MS Word, Excel, Access, and Power Point; and experience with web design, HTML, or XML. **Salary:** from \$35,000. Application review will begin June 1, 2005 and continue until the position is filled. TCU is an AA/EEO employer. **To apply, contact:** Dr. June Koelker, Texas Christian University Library, 2913 W. Lowden, TCU Box 298400, Fort Worth, TX 76129; 817/257-7696; fax 817/257-7282; j.koelker@tcu.edu; http://lib.tcu.edu.

HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

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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
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Affirmative-Action regulations.**

ARCHIVIST

New York, NY

Publishing Company seeks an organized and detail oriented individual, who is familiar with the nature of archival work, to track files and artifacts, update inventories and scan and upload materials to the inventory system. The ideal candidate must understand the importance of historic context, accuracy in documenting and care in manipulating delicate archival materials. Proficiency in Photoshop, scanning and Excel required. Must be able to work independently. **To apply, contact:** Human Resources, humanresources_2@hotmail.com.

ARCHIVIST

South Carolina Historical Society
Charleston, SC

The South Carolina Historical Society, the state's oldest and largest private manuscript archive, is seeking an archivist who will process, organize and help create intellectual access to manuscript materials through finding aids and the online catalog; ensure the long-term preservation of the collections; assist researchers in the library; conduct occasional student orientations, and communicate with potential donors to acquire new materials. **Qualifications:** Master's degree in archival or library science (with an archival concentration) from an ALA-accredited institution; or, master's degree in public history; or an equivalent advanced degree. Preferred qualifications include archives and records management experience in an academic setting; experience in grant writing; training and experience in conducting research in primary and secondary sources; and knowledge of South Carolina history. Please mail cover letter, resume and references. **To apply, contact:** W. Eric Emerson, Ph.D., Executive Director, South Carolina Historical Society, 100 Meeting Street, Charleston, SC 29401; 843/723-3225 ext. 10; fax 843/723-8584; eric.emerson@schistory.org; www.schistory.org.

ARCHIVIST FOR REFERENCE AND COLLECTIONS

Digital Collections and Archives
Tufts University
Medford, MA

Digital Collections and Archives (DCA) is the steward of the university's permanently valuable records and collections created in any format, ensuring their permanent preservation and accessibility. The Archivist for Reference and Collections, in conjunction with department staff and the director, takes the lead in coordinating activities relating to the university's archival records and related manuscript collections. **Responsibilities include:** Developing and managing workflow for processing collections and for related reformatting and digital projects; Supervising student assistants; Working with the University Records Manager and university offices and faculty to solicit and appraise records and historical materials and to develop

tools to access materials in the archives, including digital library projects; Assisting faculty, students, alumni, and staff with their reference needs by answering questions and facilitating use of the collections for teaching and research; Participating in adopting metadata standards and developing descriptive practices; managing grant project coordinators, overseeing the project coordinators' work and overseeing the budgets of grant funded projects. Requires a master's in library science, with a concentration in archives management strongly preferred, and one to three years of experience. Must be familiar with current trends in archival management and digital library technology. Knowledge of XML and related technologies such as TEI, EAD, and HTML is required. Must also possess experience with scanners and image processing software and databases. **To apply, contact:** Marie-Josée Joubert, Tufts University; www.tufts.edu/home/careers.

ARCHIVIST / LIBRARIAN

Harvard Real Estate Services
Harvard University
Cambridge, MA

Duties And Responsibilities: Manages daily requests in the Property Information Resource Center (PIRC) by providing high level of customer service to primary audience: architects, engineers, project managers, facility managers, and the University community. Coordinates onsite and offsite access and retrieval of architectural and related records, and the reproduction and/or delivery of electronic content. Documents the PIRC's records and daily operations. Experience training and supervising staff and students. Acquires and oversees arrangement and description of new project construction drawings and materials from University capital improvement projects. Leads process improvement efforts for space planning initiatives and collections preservation and maintenance in proactive, team-oriented environment. **Required Education, Experience and Skills:** M.L.S. / M.L.L.S. degree or equivalent work experience required. High level of comfort with electronic management of paper and digital assets, and with oversight of process improvements. Supervisory experience preferred, but not required. Strong customer service orientation and ability to work effectively with employees of all levels, including senior staff. Excellent written and oral communication skills. Experience with records management, archival appraisal, familiarity with architectural records or subject knowledge of architecture helpful. Knowledge of web page management. Requires bending, lifting and the ability to lift and carry rolls of drawings and up to 40 pounds. Knowledge of Harvard a plus. **To apply, contact:** Kim Van Savage, 1350 Massachusetts Avenue, Holyoke Center, Room 1000, Cambridge, MA 02138; 617/496-0700; hprejobs@camail.harvard.edu.

ARCHIVIST PROGRAM MANAGER

Ruth Mott Foundation
Flint, MI

This new position requires collaboration with Foundation staff and the community to develop innovative ways for the archives to enrich its Foundation programs. **Description Summary:** Establish the archives as a distinguished community resource. Develop reports, proposals, and relationships that serve the Foundation's program areas, the community, and researchers. Deliver professional presentations. Build and manage conservation and curatorial program. Acquire and process paper/electronic documents, audiovisual materials, oral histories, and Mott family items including decorative arts and other memorabilia. Prepare abstracts and written materials that evaluate and summarize information from manuscripts, audiovisual materials, and other archival items. **Qualifications:** This position requires a graduate degree in history, library science or related field with graduate training in archival studies. Three to five years of relevant archival experience is required. Also essential are program development, research, managerial, and oral/written communication skills. Strong computer usage skills are required with archival software and MS Office software products. The Ruth Mott Foundation is a private family foundation serving the city of Flint and Genesee County. Acting as mentor, partner and catalyst, the Foundation promotes community vitality through four program areas: Arts, Beautification, Health Promotion and Applewood, the historic family estate. For more information about the Foundation, please visit our Web site at www.ruthmottfoundation.org. **To apply:** Please send your application letter and resume by email to: dmiller@rmfdn.org.

ASSISTANT HISTORIAN

National Society Daughters of the American Revolution
Washington, DC

The National Society Daughters of the American Revolution, a membership non-profit organization, has an immediate opening for an Assistant Historian in the Office of the Historian General. Primary duties include processing all Revolutionary War marker requests and assisting in the preparation of exhibits, research and reference requests, and using databases for record keeping, cataloging and information retrieval purposes. Bachelor's degree in history, or other relevant field of study, and minimum one-year relevant experience in history or related field, required. Applicable internship training will be considered toward the experience requirement. Excellent research, writing and analytical skills required. Proficiency in Microsoft Office Suite and/or database software is necessary. Salary based on qualifications and experience. **Salary maximum:** \$28,500. Send cover letter, writing sample and resume. **To apply, contact:** Human Resources Department, National Society Daughters of the American Revolution, 1776 D Street, NW, Washington, DC 20006-5303; fax 202/737-5702; resumes@dar.org; www.dar.org.

COLLECTION DEVELOPMENT ARCHIVIST

Wisconsin Historical Society
Madison, Wisconsin

The Wisconsin Historical Society, a nationally renowned archival repository holding government and private records documenting Wisconsin history and several key national subject areas, is seeking a Collection Development Archivist to help build its archival collections. This position is responsible for managing the acquisition of private papers and Wisconsin State government records. We seek a task-oriented individual with keen analytical skills who enjoys teamwork, but has the ability to work and travel independently when necessary; who has an interest in communicating and negotiating with potential donors of historical records; and who has the willingness to assume responsibility for using the Library-Archives' collecting policies to make informed recommendations and decisions about acquisitions. **Job Duties:** Identify, contact, and negotiate with donors of collections; appraise, evaluate, and prepare field reports and other written documentation on potential acquisitions; coordinate the transfer of new collections and complete pre-accessioning work; make recommendations for revisions in collecting policies. Annual starting salary is \$33,495. **Special Duties:** Ability to lift up to 35 lbs. Ability to obtain a valid Wisconsin driver's license. The preferred candidate will have an M.L.S. with a specialization in Archives Management and a master's degree in American history. **Job Knowledge, Skills, and Abilities:** Comprehensive knowledge and understanding of archival theory and practice, as typically acquired in an archives graduate school program; general knowledge of modern historical records collecting theory and practice; excellent written and oral communication skills; excellent word processing and related office applications skills; the ability to travel independently around the state of Wisconsin and out-of-state; the ability to read standard textual records in order to perform normal appraisal and processing activities. **Application Procedures:** For more information go to www.wisconsinhistory.org/about/employment/archivist.asp. **Application deadline is June 9, 2005. To apply, contact:** Alice L. Jackson, Wisconsin Historical Society, 816 State Street, Madison, WI 53706; 608/264-6448; fax 608/264-6415; alijackson@whs.wisc.edu; www.wisconsinhistory.org.

CURATOR OF PRINTED MATERIALS

Robert W. Woodruff Library/Atlanta University Center
Atlanta, GA

Salary Range: \$33,475-\$45,000. **Job Summary:** The Robert W. Woodruff Library of the Atlanta University Center is seeking an innovative, highly motivated, energetic librarian to help build and promote its Special Collections. This histori-

cal collection documents people of African descent with a specific focus on African Americans and includes unique and rare first editions, autographed titles, and limited printings. The incumbent will be responsible for the acquisitions, preservation and care, research access, and development of digital initiatives to strengthen, highlight, and broaden awareness of this outstanding collection. This position reports to the Head of Archives and Special Collections. **Duties and Responsibilities:** Manages Special Collections materials including monographs, serial publications, pamphlets and other special print materials; Develops and implements policies and procedures for collection development, cataloging, research access, preservation and care of Special Collections materials; Manages the acquisition of Special Collections materials through purchase and gifts; Provides reference services for Archives & Special Collections materials; Supervises and trains department staff to assist in activities related to the acquisitions, care, and research access to Special Collections materials; Serves as a liaison to faculty for the Archives and Special Collections department; Develops and implements user education and outreach activities including digital initiatives, exhibits, public programs, orientation, tours, and instructional programs; Performs other duties as assigned. **Qualifications:** Demonstrated knowledge of Black history resources; Ability to perform physical activities associated with an archival environment; Effective analytical, interpersonal and writing skills; Proficient with the Internet, microcomputers and Microsoft Office; Ability to work independently and as a member of a team; Available to work some evenings and weekend hours. **Education/Experience:** M.L.S. (Master's in Library Science) degree from an ALA-accredited institution; Academic background in African American studies desirable; 3-5 consecutive years experience supervising staff and working with Special Collections monographs, serial publications, pamphlets, and other special print materials. **Application Procedure:** Interested applicants should submit a letter of interest, resume, and the names, addresses and telephone numbers of three professional references to: Human Resources Director, Robert W. Woodruff Library/Atlanta University Center, 111 James P. Brawley Drive, SW, Atlanta, GA 30314; aclarke@auctr.edu. Review of candidates will begin immediately and continue until the position is filled. The Robert W. Woodruff Library (RWWL), constructed in 1982, serves four historically black institutions in the Atlanta University Center—Clark Atlanta University, Morehouse College, Spelman College, and the Interdenominational Theological Center. The Library serves 8,908 undergraduates and 1,425 graduate students. The Library holds 374,968 volumes, subscribes to 1,428 serials, holds 54,038 bound periodicals, 859,290 microforms, a growing number of electronic databases, and special collections and archives rich in African American materials. RWWL is a member of the GALILEO network, SOLINET, and ARCHE. **An Equal Opportunity Employer.**

DIGITAL RESOURCES ARCHIVIST

Digital Collections and Archives
Tufts University
Somerville, MA

This position is not available to start until July 1, 2005. Digital Collections and Archives (DCA) is the steward of the University's permanently valuable records and collections created in any format, ensuring their permanent preservation and accessibility. The Digital Resources Archivist is responsible for: Creating and managing digital collections generated from the holdings of the DCA and produced by members and organizations of the Tufts community according to accepted standards and best practices; Serving as a knowledge resource for the DCA and its constituents on rapidly changing standards and practices for digital content creation and management; Helping to set policies, priorities, and practices for the production and management of digital content; Conveying DCA policies on digital content creation to content creators, including faculty, staff, administrators, and students; Working with the University Records Manager and University Archivist in accessing and processing electronic records; Participating in the development of tools and workflows to facilitate management of the central digital repository; Assisting the Technology Manager in the research and development of: digital content creation and transformation tools such as metadata crosswalks and automated data retrieval application, automated XML document creation applications, XML transformation and reorganization applications, and data models for new types and formats of digital content. Requires an ALA-accredited master's degree in library information science, archival administration or the equivalent combination of advanced degrees and relevant experience. This position also requires one to three years of experience. The selected candidate must possess experience in creating and providing access to research and scholarly material in digital form. Experience with XML text-encoding, metadata standards and digital content modeling is essential. The ideal candidate must possess experience with digital asset management tools and Web services. Knowledge of XML and related technologies such as TEI, EAD, Perl, Unix shell scripting, XSLT, JSP and HTML is required. Some knowledge of Java is strongly desired, as is experience with special collections and/or archives training. **To apply, contact:** Human Resources, Tufts University; www.tufts.edu/home/careers.

DIRECTOR OF ARCHIVES

Baltimore Washington Conference of the United Methodist Church
Baltimore, MD

Manage, inventory, and recording of Conference archives and curator of museum. Full time with benefits. **To apply, contact:** Dr. Thomas Connar, Baltimore Washington Conference of UM Church, 12430 Scaggsville Road, Highland, MD 21771; 301/854-2324; fax 301/854-2326; tcconnar@comast.net; www.bwconf2.org/archivehistory

DIRECTOR, JOHN W. HARTMAN CENTER FOR SALES, ADVERTISING & MARKETING HISTORY

*Duke University
Durham, NC*

Duke University Libraries is seeking a Director for the John W. Hartman Center for Sales, Advertising and Marketing History in the Rare Book, Manuscript, and Special Collections Library. The director provides leadership for the Hartman Center, building its collections, overseeing its services, developing its resources and programs and coordinating the work of its staff. The director must be knowledgeable about standard archival and library procedures, have experience in the acquisition of manuscript and archival collections, possess the ability to relate effectively with users and donors of archival material and demonstrate knowledge of and interest in advertising and/or marketing. Candidates should hold an ALA-accredited MLS and/or advanced degree in archives administration, American history or civilization, business history or other relevant subject area, and have at least three years of professional archival/special collections experience. Applicants are asked to send a cover letter, detailed resume and the names, addresses (postal and e-mail), and telephone numbers of three references. Duke University is an Equal Opportunity/Affirmative Action Employer. **To apply, contact:** Ann Elsner, Director of Administrative Services, Perkins Library, Duke University, Box 90193, Durham, NC 27708; fax 919/660-5923; library-jobs@duke.edu; www.library.duke.edu/about/jobs.

DIRECTOR OF LIBRARY AND INFORMATION SERVICES

*Lewis and Clark Trail Heritage Foundation, Inc.
Great Falls, MT*

A national non-profit, the Lewis and Clark Trail Heritage Foundation, Inc., seeks a full time Director of Library and Information Services to supervise its Library and Archives in Great Falls, Montana. The Library contains approximately 250 linear feet of archival material, over 1200 volumes of rare and modern books, journals and ephemera, and 7000 historic slides and photographs of the Trail. It is the official repository of all archival material from the 2003-2006 Lewis and Clark Bicentennial Commemoration. The Library Director is also the Foundation's webmaster and candidates should have the skills to update the Foundation's Web site. The position is responsible for establishing education programs with schools and libraries. A full job description can be found at www.lewisandclark.org. **To apply, contact:** Carol A. Bronson, Lewis and Clark Trail Heritage Foundation, Inc., P.O. Box 3434, Great Falls, MT 59403; 406/454-1234; cbronson@lewisandclark.org; www.lewisandclark.org.

GOVERNMENT RECORDS ARCHIVIST

*Montana Historical Society
Helena, MT*

The Montana Historical Society seeks two full-time, permanent Government Records Archivists.

Positions are responsible for accessioning, appraising, arranging, describing, and providing access to government records. Candidates will possess a Bachelor's in History or related field and an MLS or related degree, with emphasis on archives. Positions require knowledge of electronic cataloging and archival finding aids. Knowledge of MARC and EAD required. Knowledge of western American and/or Montana history preferred. The Montana Historical Society is the repository for the official records of the state of Montana. The MHS also holds manuscript, photographic, map, book, and artifact collections pertaining to Montana and the west. **Salary:** \$28,397 annually plus benefits pending classification. **Closes:** June 17, 2005. Submit letter of interest, resume and state of Montana employment application. **To apply:** Human Resources, Montana Historical Society, 225 N Roberts, PO Box 201201, Helena, MT 59620-1201; fax (406) 444-2696; mbannon@mt.gov.

LABORATORY RECORDS COORDINATOR

*Argonne National Laboratory
Argonne, IL*

The Technical Services Division of Argonne National Laboratory, one of America's premier science and technology R&D centers, located 25 miles southwest of Chicago, is seeking candidates for a Records Coordinator position. This position requires comprehensive knowledge of records management requirements, record types and record retention schedules, and computerized records locating and filing systems. Knowledge of workgroup software is required. Some knowledge of scientific terminology and interrelationship of scientific programs is desired. This requisite level of knowledge and skill is typically achieved through a Bachelor's degree in records management or library science with three to five years experience in records management. We offer a comprehensive compensation and benefits package. Please submit detailed experience and salary history through the Argonne Web site <http://www.anl.gov/jobs> under job search for requisition number TSD 308708. Argonne National Laboratory is operated by the University of Chicago for the U.S. Department of Energy's Office of Science. Argonne National Laboratory is an equal opportunity employer, and we value diversity in our workforce.

MANAGER OF ARCHIVES/RECORDS

*Library Associates
Riverside County, CA*

LIBRARY ASSOCIATES is seeking an experienced, dynamic visionary Manager for the County of Riverside, California. The incumbent will manage, plan, coordinate and direct an Archives and Records Management program: appraise, accession, arrange, describe, catalog, make available and perform research in records

of indefinite term value to ensure County records are retained and disposed of in conformance with legal requirements and business needs; 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; supervise professional, technical and clerical staff. For a complete job description and qualifications desired, please visit our Web site, www.libraryassociates.com—under job #62.

To apply: Joanne Schwarz, Library Associates, 8383 Wilshire Blvd, Ste. 355, Beverly Hills, CA 90211; 800/987-6794; fax 323/852-1093; jschwarz@libraryassociates.com; www.libraryassociates.com.

PROCESSING ARCHIVIST

*The Catholic University of America
American Catholic History Research
Center/University Archives
Washington, DC*

The American Catholic History Research Center and University Archives at The Catholic University of America seek a professionally trained archivist with a knowledge of American Catholic and/or American labor history. He/she will be expected to undertake the appraisal, arrangement, and description of records as well as perform reference and conservation work as part of the Center's professional staff. The candidate will be expected to be capable of moving and shelving heavy boxes, be familiar with computers and internet applications, especially EAD, and be versed in public programming. Experience working in an archives and either a master's degree in the humanities with courses in archives methods or an M.L.S. with an archival concentration is required. The Center collects records and papers of The Catholic University of America as well as materials documenting the history of Catholics in America, particularly Catholic social justice movements, Catholic intellectuals and leading activists, and national Catholic organizations. The Processing Archivist must be a self-motivated team player with good organizational, research, writing, and communications skills. The position is permanent with a salary in the mid thirties and an attractive benefit plan. The Catholic University of America is located on a metro-accessible, tree-lined campus in the northeast quadrant of the Nation's capital. CUA offers competitive salary and a generous benefits package, including health and life insurance, TIAA-CREF retirement, and tuition benefits for employees, their spouses and dependent children. For more information on benefits, please visit <http://humanresources.cua.edu/>. Regardless of their religious or denominational affiliation, all employees are expected to respect and support the university's mission. The Catholic University of America is an Affirmative Action/Equal Opportunity Employer.

EOE/AA/V/D/M/F. **To apply, contact:** Employment Manager, Office of Human Resources, The Catholic University of America, 620 Michigan Avenue, NE, Washington, DC 20064; 202/319-5050; fax 202/319-5802; resumes@cua.edu; <http://humanresources.cua.edu>.

PROCESSING ARCHIVIST, SPECIAL COLLECTIONS

*Texas State University—San Marcos
San Marcos, TX*

The Special Collections department of Texas State's Alkek Library seeks a permanent, full time Processing Archivist interested in southwestern culture. Through arranging, describing and preserving literary collections in the Southwestern Writers Collection, the person selected for this position will have the opportunity to gain extensive experience in archival administration, to work with a skilled team of self starters, and to play an integral role in this exciting and dynamic repository. **To apply, contact:** www.humanresources.txstate.edu/

REFERENCE ARCHIVIST II (SEARCH REOPENED)

*Georgia Archives
Morrow, GA*

The Georgia Archives is looking for an innovative, energetic, and service-oriented Reference Archivist to assist patrons in meeting their research needs. The Georgia Archives has recently moved into a state-of-the-art facility in Morrow, Georgia with the new National Archives-Southeast Regional Branch immediately adjacent. This is the first co-location of state and federal facilities in the nation and we anticipate increased usage at both archives. The Georgia Archives receives over 13,000 visitors a year and also provides reference service via telephone, mail, and our "Ask An Archivist" electronic reference system. For more information about the Archives, please visit www.GeorgiaArchives.org.

Description of Duties: Using the Georgia Archives holdings of state and local government collections, personal papers, and secondary source material, the Reference Archivist provides reference advice and assistance to a wide range of researchers engaged in genealogical and historical research both on-site and through phone, e-mail, and mail reference services. He/she also participates in the development and presentation of educational and training activities for patrons, staff, and students. **Additional Information:** This is a full-time position with excellent benefits including annual and sick leave, 12 paid holidays per year, insurance (group health, dental, vision, disability, accidental death, life, and legal), retirement plan, deferred compensation plan, and credit union eligibility. Hiring salary range is \$30,000-\$38,000, depending on education and experience. The work week is Tuesday through Saturday. The State of Georgia is an Equal Opportunity Employer. **Qualifications: Required:** Advanced degree in Archival Administration or

Library Science (from ALA-accredited program); or advanced degree in related field with graduate coursework in archival administration. Excellent interpersonal, analytical, oral and written communication skills; ability to work effectively with the public and staff. Two years of experience in an archival institution or library at a level equivalent to an Archivist 1. Proficiency in Microsoft Office programs. Ability to safely lift 30 lbs and climb ladders to retrieve records. **Preferred:** Education, training, or experience in Georgia history, Southern history, government records, or genealogical research; experience in presentations or public speaking. **Application Procedure:** **Application Deadline:** June 15, 2005. **Please note:** All qualified applicants will be considered but may not necessarily receive an interview. Only applicants selected for interviews will receive a letter of the position's status. **To apply, contact:** Anne Smith, Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260; asmith@sos.state.ga.us; www.GeorgiaArchives.org.

RESEARCH ASSOCIATE

*The Ford Foundation
New York, NY*

Reference and Research Services: Provides reference and research services from request analysis to fulfillment for both New York and overseas staff and outside researchers; Accesses a variety of external and internal resources both in hard copy and electronic formats to fulfill research request; resources include commercial online systems, CD-ROMs, the Internet, other web based reference sources, and Foundation information systems. **Resource Development:** Contributes customized content to Information Services Web site; Participates in various Information Services wide projects; Assists in evaluating, selecting and monitoring the use of material, including both hard and copy and electronic resources; Assists in supervising support and temporary staff; Assists in the preparation and M.L.S. or equivalent; At least 2 years reference/research experience preferably in a special library; Wide knowledge of externally published information sources in many fields of interest; Proficient in searching major online services (Dialog, Nexis, Dow Jones) and the Internet monitoring of the Research Center budget. Please check our Web site for a full posting. **To apply, contact:** Theresa Smith, The Ford Foundation, 320 East 43rd Street, New York, NY 10017; www.fordfound.org.

RESEARCH ASSOCIATE

*The Ford Foundation
New York, NY*

Responsibilities Includes: Provides reference and research services from request analysis to fulfillment for both New York and overseas staff and outside researchers; Participates in reference interviews with other research center staff and

in the delivery of research services to clients; Accesses a variety of internal and external resources to fulfill research requests, including foundation archival sources, databases and other information systems, the Internet and commercial online systems; Reviews manuscripts submitted by outside researchers for permission to publish, and negotiates permission process within the foundation; Develops electronic finding aids and other research tools for hard copy and electronic collections for research use, based on current and emerging standards. **Required Qualifications:** Master's degree archival studies or in library and information science with some coursework in archives; One-three years experience with archives; Experience in archival or library reference services and excellent research skills; Excellent communication, organizational and writing skills; Superior customer service orientation. Please check our Web site for a full posting. **To apply, contact:** Theresa Smith, The Ford Foundation, 320 East 43rd Street, New York, NY 10017; www.fordfound.org.

SPECIAL COLLECTIONS DIGITAL INITIATIVES LIBRARIAN

*The University of Mississippi
University, MS*

The Department of Archives and Special Collections at the University of Mississippi Libraries seeks applicants for the position of Special Collections Digital Initiatives Librarian. The position is a twelve-month, tenure track, assistant professor. Reports to the Head of Special Collections and coordinates selected digital initiatives projects regarding the overall management (production, capture, access, and preservation) of the digital intellectual output and digital conversion of Special Collections. **Required Qualifications:** ALA-accredited M.L.S. by date of appointment. Experience with current and emerging technologies in digital and Web-based library services. Knowledge of traditional and emerging metadata standards and experience with one or more major descriptive metadata standards: EAD, Dublin Core, or others. Experience with database design and development. Proficiency in Web page development and in the use of Web-authoring tools. Minimum salary is \$35,000, commensurate with experience. Includes a competitive benefits package. View the full job description at <http://jobs.olemiss.edu>. Applicants will be asked to include a letter of application, vita, and the names, addresses, phone numbers, and e-mail addresses of three current professional references. Review of applications will begin immediately and continue until the position is filled or an adequate applicant pool is obtained. The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer. **To apply, contact:** Apply online at <http://jobs.olemiss.edu>.



society of american archivists

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