

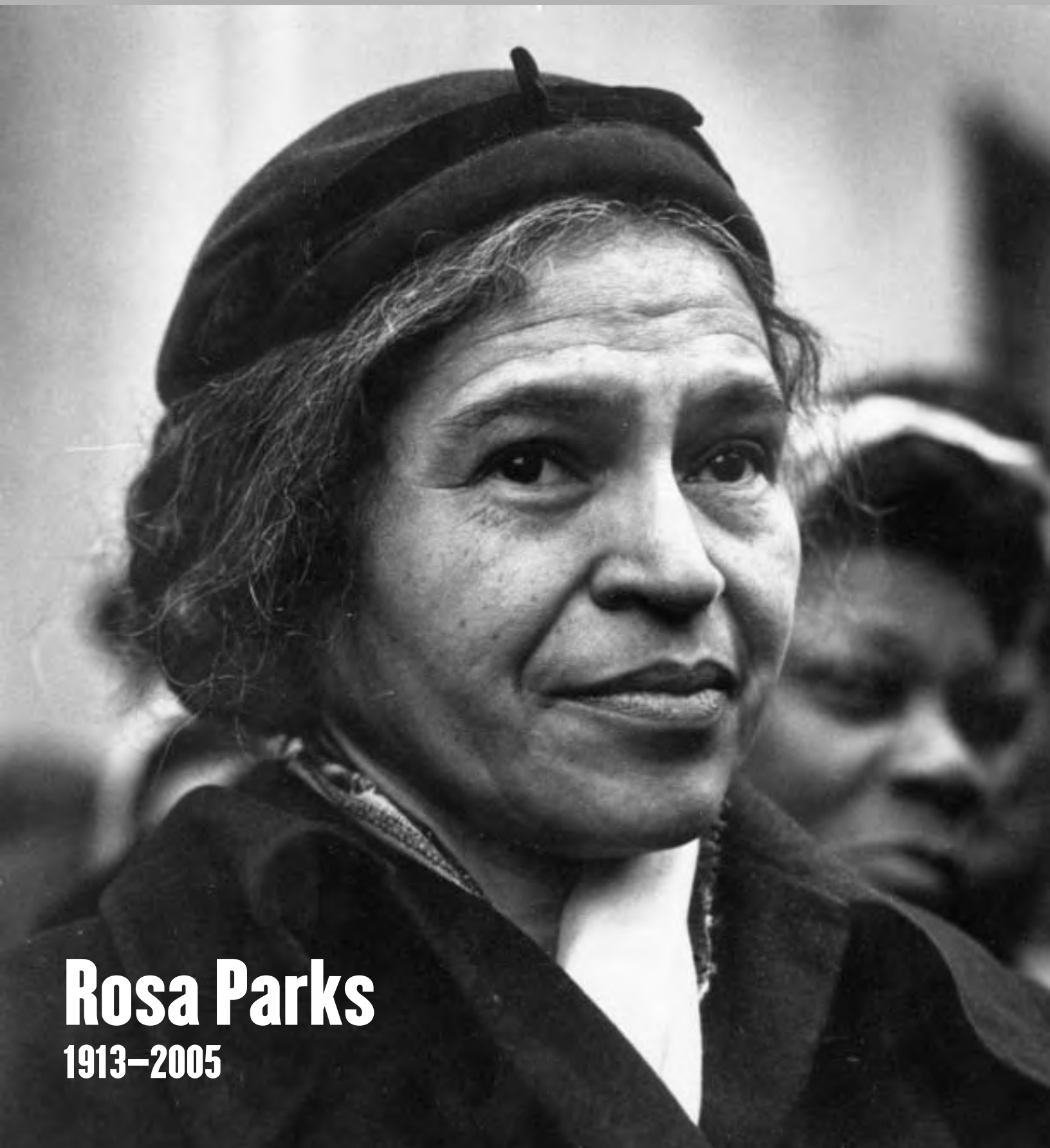
NEWSLETTER
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archival outlook



Rosa Parks

1913–2005

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on the cover



Rosa Parks, a black seamstress whose refusal to relinquish her seat to a white man on a city bus in Montgomery, Ala., almost 50 years ago helped set in motion the civil rights movement of the 1950s and 1960s, died at her home in Detroit on October 24, 2005. She was 92 years old. Cover image of Mrs. Parks at a voter registration rally in Detroit in 1964. Courtesy Walter Reuther Library, Wayne State University. Submitted by **THOMAS FEATHERSTONE** and **LOUIS JONES**.

archival outlook

the society of american archivists
serves the education and information needs of its
members and provides leadership to help
ensure the identification, preservation
and use of the nation's historical record.

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A Professional Response to Disaster

After hurricanes Katrina and Rita blew through the South, archivists across the country immediately began asking what they could do to help. Following on the tails of SAA's Annual Meeting in New Orleans in August, many archivists were particularly empathetic with our colleagues in affected areas. Many offered time and money. A number of repositories offered temporary positions for displaced archivists needing a job.

In addition to addressing the immediate aftermath of the hurricanes, we must also think of the broader issues of preservation and protection of cultural

resources. One of our core responsibilities is protecting our collections. How well are we prepared for disaster—not only from future hurricanes, but also from earthquakes, fires, and other tragedies, large or small?

On a tactical level, we must ensure that we are prepared. Given human nature, it's easy to put off

disaster planning and devote our attentions to things with more immediate rewards. In fact, surveys indicate that many repositories have no disaster plan, and many of the plans are outdated. We all must take time to ask: What if it had been me?

- After Katrina hit, many discovered that they could not contact coworkers. Home numbers were useless because people had evacuated, and work email systems were not functioning.
- The storm surge literally washed away a city hall in Mississippi, leaving only a slab. But because the staff knew that the city council minutes were of vital importance, they had moved the minutes to a more secure bank vault before the storm hit—and the minutes were saved.
- At my agency a few months ago, a fire alarm went off. It was a false alarm, but the act of going through the steps helped identify areas in which we could improve.

Does your repository have an up-to-date list of emergency contact numbers for staff and disaster serv-

ice companies? Have your most essential collections been identified so that copies can be stored offsite or so that they will be first for recovery? Does your staff know how to respond in case of alarm or disaster? These three steps, at a minimum, can help buy time in case a disaster strikes.

One approach to keeping disaster plans up to date would be for everyone in the archives profession—and others in affiliated professions—to observe an annual disaster preparedness day. One colleague suggested calling it "May Day Mayday." On May 1 of every year, every archives would make time to do a few key activities, such as updating contact lists, having a disaster drill, identifying the most essential collections, and checking supplies for recovery efforts.

"May Day Mayday" would not be the time to write a disaster recovery plan. That takes more than a day. The intent is to make sure that every repository takes a few key steps so that they know what to do and to practice the knowledge to make it real, and not just a policy on paper.

As a profession, we can—and should—do other things.

- At the federal level, we must work to ensure that recovery of essential and historical records is part of FEMA's mandate. Without documentation, people cannot rebuild their lives or protect their rights.
- We should advocate for a national initiative that, through the National Archives, would provide states with funds for disaster planning and preparedness. Because federal programs are based on local government records, the federal government has a clear interest in protecting those records.
- On a regional level, repositories and professional organizations can build partnerships for emergency preparedness and response.

But the work begins with individuals—individuals within professional organizations who are willing to volunteer to work on these programs and individuals within repositories who will take on a leadership role. Ultimately, every professional archivist must make preservation a priority.

What will you do today to be better prepared? ❖

One approach to keeping disaster plans up to date would be for everyone in the archives profession to observe an annual disaster preparedness day on May 1—a "May Day Mayday."



from the executive director

Nancy P. Beaumont • nbeaumont@archivists.org

The Week(s) in Review

Here's a taste of what's been going on at 527 South Wells Street since we got "home" from New Orleans 2005:

We reviewed all accounts and invoices for Annual Meeting expenses and paid our bills. In some cases, we altered standard procedures to accommodate our New Orleans vendors, whose systems were disrupted by the hurricanes.

Working with the Society of Southwest Archivists, we set up an Emergency Disaster Assistance Fund, developed tracking and recording procedures, implemented a solicitation plan, thanked each contributor, and issued checks to four grant recipients. SSA manages the process of selecting awardees. Contributions to date: \$23,000. Thank you!

The SAA Council voted to offer a one-year dues waiver to members in hurricane-affected areas of the Gulf Coast, and Brian and Jeanette attempted to contact all 50 eligible members by phone, email, and/or mail to notify them of the waiver option. **At October-end, SAA had 4,332 members—yet another new membership record!**

We staffed conference call meetings of the newly formed Development Committee, which is looking at our fundraising infrastructure and drafting a development plan, and the Archives and Archivists Listserv Task Force, which is exploring options for hosting the A&A list (at the request of the current listserv administrator).

We ordered the printing for the President's Annual Appeal letter. Watch your mail!

We worked with the American Association of Museum Directors to distribute information about the Artists' Fair Market Value Deduction legislation that will be considered by Congress in November, and packaged the material so that the Acquisitions and Appraisal and Manuscript Repositories sections and the Congressional Papers Roundtable could forward it to their members for action.

We worked with our strategic planning consultant to outline next steps in that process and plan for a Council discussion at its January 2006 meeting.

Solveig, Jodie, and Carlos put on 13 workshops for 318 participants, complete with processing of registrations, participant letters, and CEU certificates; worked with faculty to produce syllabus materials; and compiled attendee evaluations to share with presenters. Marketing for the workshops entailed 20 targeted e-mailings and six postings to listservs.

And because our education program is only as viable as our next set of offerings, Solveig continued work on 12 programs scheduled in early 2006, representing 41 contracts (with instructors, sponsors, and hotels) and 12 sets of information for course descriptions, locations, transportation, and lodging. She also presented A*CENSUS survey results on continuing education at the Midwest Archives Conference meeting.

Also underway in Education: a mailer to promote the winter/spring workshops, development of two new web seminars, working with the Committee on Education to revise the ACE Guidelines, and exploring new seminar topics, sponsors, and collaborations. And, unfortunately, Solveig is interviewing for a replacement for Education Coordinator Jodie Stauffer, who left SAA in October.

Although publications orders have slowed since the frenzy from July to September—when Rodney processed 707 orders—it's been busy. Since October 1, he's completed another 250 orders, many of them including more than one book. Given the health of the book publishing program and our critical need to process orders quickly and accurately, we're interviewing vendors to handle the pick/pack/ship functions more efficiently than we can.

Teresa completed review of page proofs for several upcoming books, including *Photographs: Archival Care and Management*, *Political Pressure and the Archival Record*, and *Architectural Records*.

We completed negotiations with Mary Jo Pugh to serve as editor of *The American Archivist*, effective January 1 (see page 12). Teresa reviewed page proofs of the journal's Fall/Winter issue, made time to exhibit at the fall meetings of ARMA (with Brian) and the Society of Rocky Mountain Archivists, and prepared a table display for the British Society of Archivists meeting. And she edited two issues of *Archival Outlook*.

Carlos finished a long-term project to ensure the accuracy of the list of Distinguished Fellows. (See www.archivists.org/recognition/fellows.)

Brian and Carlos continually updated the website with Hurricane Katrina information, new education and publication offerings, and home page news. And Brian posted, on behalf of Vice President Elizabeth Adkins and the Appointments Committee, the 2006 appointments application form. (See www.archivists.org/membership/volunteer.)

We're in the market for a sorely needed new association management software system, and all staff members have participated in describing (in exhaustive detail) our requirements (and wish lists!). The RFP was issued to 16 firms, with a deadline of November 10. Now the real work begins. . . .

And then there are the constant, day-to-day requests from members and others. Just today, Teresa received a request from an Argentine library student for a copy of Harold Pinkett's article in the Summer 1981 issue of the *American Archivist*. She faxed it to him. How we wish that the journal back issues were available online. But that's another project. . . .

Oh—and one of the "home" teams won the World Series! ❖



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First Responders

LSU Assists New Orleans with Hurricane Recovery Efforts

TARA LAVER, Assistant Curator for Manuscripts, **MARK MARTIN**, Assistant Curator for Image Resources, and **ELAINE SMYTH**, Special Collections Curator, LSU Libraries, Louisiana State University, Baton Rouge

As the staff of Louisiana State University Libraries Special Collections returned to work a few days after Hurricane Katrina made landfall in New Orleans on August 29, many of us had difficulty focusing on our everyday jobs. Evacuees poured into Baton Rouge while LSU faculty and staff worked frantically with emergency officials to set up shelters and field hospitals on campus. Via website and television, we watched horrified as a vast human tragedy continued to develop in Katrina's aftermath.

For many of us, getting that new finding aid posted, that collection cataloged, or the next exhibit planned suddenly seemed irrelevant. We wanted to do something to help. Stints at the on-campus shelters sorting clothes, entertaining children, caring for pets, transporting supplies, and running errands offered one way to contribute. Indeed, many of us wished we were doctors or nurses so we could help more directly. But when evacuees of a different sort—records, books, and photos from New Orleans's diverse archives and libraries—made their way to Baton Rouge and LSU Special Collections, we had the opportunity to put our skills and facilities to good use.

In anticipation of receiving collections from New Orleans, Special Collections set up a kind of "archival ER" in Hill Library's large lecture hall. Tables, paper towels, blotter paper, large plastic bags, Rescubes (collapsible corrugated high-density polyethylene boxes for the transport of wet archival materials), rolls of newsprint, silicone release paper, and box fans were laid out in readiness.

Salvaging Collections from New Orleans

The first materials to arrive were approximately 20 linear feet of albums, cassettes, film, ephemera, manuscripts, photographs, sheet music, and scrapbooks from the Louisiana State Museum's Jazz Collection. Housed in the Old U.S. Mint at 400 Esplanade Avenue, these materials, which represent about one percent of the total Jazz Collection, were damaged when a large portion of the building's copper roof ripped off. The museum has the largest collection in the world of instruments owned and played by important figures in jazz, including Louis Armstrong's bugle and cornet, Kid Ory's trombone, and Sidney Bechet's soprano saxophone; over 10,000 photographs documenting the local music scene from about 1950 onward; more than 10,000 recordings in all formats; as well as sheet music, posters, film, and art works. Museum staff were able to survey their collection, with the assistance of a National Guard escort, and on September 2, they delivered the wet collections to LSU. Because they were wet with rainwater, as opposed to the contaminated



Damp materials salvaged from the Louisiana State Museum in New Orleans were laid out for air drying by Special Collections staff in the Hill Memorial Library lecture hall at Louisiana State University in Baton Rouge. *Photo by Leah Jewett.*

floodwater, the collections were relatively clean; few items showed evidence of mold. LSU Special Collections' Conservator Don Morrison and Curator Elaine Smyth triaged the materials, and with the assistance of Special Collections staff, air-dried the bulk of the recovered collections. A sheet music collection and the museum's own scrapbooks required freezing.

As the scale of damage in New Orleans became apparent, Associate Dean Faye Phillips received approval from university officials for Special Collections to assist in recovery efforts in any way she considered appropriate, and not limiting our assistance to only other state schools or agencies.

Another institution with which Special Collections has been working closely is the Catholic Archdiocese of New Orleans. More than 700 volumes from the book collection of Notre Dame Seminary, which is operated by the archdiocese, are presently stored at LSU for safekeeping. The seminary's holdings include rare and important versions of the Bible from foreign countries, most notably one of three copies known to exist of the *Complutense Polyglot Bible* (1514–1517), incunabula, other religious texts, Louisiana church parish histories, some New Orleans and Louisiana titles, and a few manuscript collections. Among the latter are Archbishop Philip Hannan's personal papers from Vatican Council II during the 1960s. Additionally, the Catholic Diocese of Baton Rouge Archives received 66 volumes of sacramental and financial records and congregational minutes from New Orleans-area and southeast Louisiana churches damaged or destroyed by Hurricane



Louisiana State University Image Resources Curator Mark Martin inspects color transparencies from New Orleans' photographer Donn Young's collection that miraculously survived. *Photo by Joe Scott.*

Katrina. Volumes from one church were found in the middle of the street. Archives staff washed the volumes, and they were placed in Special Collections' freezer. An additional 129 volumes and 4 linear feet

are being stored in the library's stacks.

Another group of materials requiring freezing was the newspaper archive of the *Saint Bernard Parish Voice*. Saint Bernard Parish was one of the hardest-hit areas, and flooding there submerged 100 volumes of issues spanning 1890 to the present. Staff from the Louisiana Press Association retrieved the newspapers and brought them to LSU.

A more active and arduous role for Special Collections staff developed a little over a month after Katrina made landfall. On the morning of September 30, Special Collections received a telephone call from New Orleans photographer Donn Young, whose studio was flooded by both Katrina and Rita. Unable to save his 35-year archive of work without help, Young donated the collection to the LSU Libraries in order that something might be saved. When Special Collections' Image Resources Curator Mark Martin arrived to survey the materials, he found some 80 containers in which approximately 100 cubic feet of material were stewing in a mix of contaminated water, leached photography chemicals, and muck. Despite its condition, the documentary value of the work was clear. Believing there might be some salvageable materials, Special Collections staff began an urgent search for a rental truck, much in demand in the aftermath of two hurricanes, to transport the materials to Baton Rouge.

On October 2, Phillips, Smyth, and Martin drove to Metairie to load the truck. Some of the largest containers, too heavy to be lifted safely, were repacked into smaller boxes. After four hours the truck was loaded and headed back upriver. Over the next four days Special Collections staff assembled behind the library to triage the collection.

As expected the damage was extensive, since photographic materials do not take well to being underwater for a month. Most of the 35-mm color negative and color positive film was completely destroyed, as was almost all the 120-mm black-and-white negative film. Some of the 4"x5" color negative and color positive film that had been placed in Mylar sleeves survived; some of the 35-mm black-and-white negative film looked as if it might be salvageable.

There were also more than 1,000 CD-ROMs in the mix. The aluminum layer on many of these disks had completely debonded leaving a transparent disk behind, while many others suffered some degree of damage rendering them unreadable on local MAC disk readers. Funds are being sought to outsource data recovery for these disks. A sampling of disks with

no visible damage revealed 4 out of 5 were still readable without using extraordinary measures; unfortunately, these undamaged disks form a very small fraction of the whole.

The LSU Libraries' salvage operation reduced the size of the collection from approximately 100 cubic feet to approximately 28 cubic feet, which was immediately placed in the walk-in freezer to stabilize the materials and give the staff time to develop an action plan for the next phase of recovery. It is anticipated that perhaps as little as 5 cubic feet of material will survive.

Revisiting Disaster Recovery Practice

The aftermath of Hurricanes Katrina and Rita has pointed out many areas of disaster recovery practice that need to be reconsidered. Most training assumes recovery can begin within 48 hours of damage. In New Orleans, the earliest anyone could survey their collections was three days after the storm, and most archivists were not granted access until a week or more had passed. Another assumption is that the water causing the damage has come from a broken pipe, firemen's hoses, or rainwater, and is therefore clean. Katrina's floodwaters, however, contained chemicals and bacteria. Just as government at all levels is reviewing its response, so must the archival community learn from this unprecedented disaster. ❖

Emergency Disaster Assistance Grants Awarded

In October, the SSA-SAA Emergency Disaster Assistance Grant Fund awarded \$2,000 grants to the Louisiana Museum Foundation, Newcomb College Center for Research on Women (Tulane University), the New Orleans Notarial Archives, and the Tyrrell Historical Library. The fund was established by the Society of Southwest Archivists and SAA to address the stabilization and recovery needs of archival repositories that have been directly affected by hurricanes Katrina and Rita. Any repository that holds archival records or special collections and that is located in hurricanes Katrina and Rita-affected areas of Alabama, Florida, Louisiana, Mississippi, or Texas is eligible to apply for this grant. The repository need not be a member of SSA or SAA.

Grant monies may be used for the direct recovery of damaged or at-risk archival materials; such services as freeze drying, storage, transportation of materials, and rental facilities; supplies, including acid-free boxes and folders, storage cartons, cleaning materials, plastic milk crates, and protective gear; and to defray the costs for volunteers or other laborers who assist with the recovery.

Initially grants of up to \$2,000 are being awarded. Additional requests may be considered if funds remain available. As of mid-October, \$21,266 had been raised through donations. This total includes seed contributions from SSA and SAA. ❖

To apply for grant assistance or to make a donation to the SSA-SAA EDA Fund, visit www.archivists.org/news/katrina_fund.asp.



Recovering Records in the Wake of Hurricanes Katrina, Rita

Hurricanes Katrina and Rita, which struck the Gulf Coast states of Louisiana, Mississippi, Texas, and Alabama, have devastated the lives of millions of Americans who lost loved ones, homes, and jobs. Also at risk for victims of Katrina and Rita are records which document the individual and collective memories of this region—"identity loss."

Imperiled were (and still are) records such as property deeds, birth certificates, and personal papers, as well as records documenting rights and entitlements, such as Social Security and veterans' benefits—all crucial in the recovery and rebuilding processes.

Also at risk are records that document the routine operation of the federal government—the actions of regional offices of departments and agencies and federal courts in those areas—as well as records of state and local governments.

As a "first preserver" of such documents, the National Archives and Records Administration helps to assess, recover, and preserve these irreplaceable records. NARA staff has already spent the weeks after the hurricanes working with federal agencies and our partners in state and local government to begin to identify and recover records. We have sent both financial resources and staff from around the country to the affected areas and will continue to do so as long as needed.

Here are some of the things the National Archives has done to date:

- NARA conservators have held training sessions and workshops for various federal and state officials and others on dealing with damaged or contaminated documents. They will provide these sessions to other interested parties when possible.
- Staff members from NARA's regional archives in Atlanta and Fort Worth traveled to the affected areas, when they were allowed to do so, to assess damage to records and offer advice and assistance on records recovery.
- The National Personnel Records Center in St. Louis provides expedited service to hurricane-related requests from veterans and retired civil servants who need documents from their personnel files so they can establish or re-establish their identities.
- A special section on the www.archives.gov website lists agency contacts and provides links to information on records recovery and preservation for federal agencies and courts, state and local governments, cultural institutions, and the general public.
- The National Archives is working closely with the appropriate federal authorities to secure representation on

teams of federal officials that evaluate damaged buildings to determine the nature of records damage and what type of assistance from NARA will be needed.

- The National Archives has authorized federal agencies to destroy contaminated records that represent a risk to health, life, or property if those records have a temporary disposition of 10 years or less and if the information in them is likely captured, at least in part, in other sources.

Because we also have a professional responsibility to ensure the preservation of non-federal historical records that tell the story of America, I have taken several actions in my capacity as chairman of NARA's National Historical Publications and Records Commission (NHPRC).

Emergency grants of up to \$25,000 from NHPRC's Fiscal Year 2005 funds have been authorized for the state archives in Texas, Louisiana, Mississippi, and Alabama for disaster assessment and response activities. Additional grants in each state of up to \$100,000 from FY 2006 funds will be considered as soon as those funds are appropriated. NHPRC is working closely with the Council of State Archivists and the Society of American Archivists to identify other funds and sources of support.

Individual units and individual staff members at the National Archives have also stepped forward to offer assistance. When the Federal Emergency Management Agency sent out a call for federal employees to volunteer to work for a month in the hurricane-damaged region, quite a few staff members applied.

In Chicago, several NARA employees from the Great Lakes Region helped staff a FEMA satellite tele-registration center to receive applications for federal disaster assistance from victims of Hurricane Katrina.

At the *Federal Register*, editors stopped the presses to add publication of an important Treasury Department ruling that allowed financial institutions to cash government-assistance checks for Hurricane Katrina victims without requiring identification, which in many cases had been lost.

Foundations and institutes affiliated with the Presidential libraries contributed nearly \$83,000 to a special fund to aid Katrina victims.

In the aftermath of the unprecedented damage to a large part of the Gulf Coast region, we are learning once again the vital importance of access to records, not only to governments and institutions, but also to individuals and families. For our part, the National Archives will work diligently to fulfill its mission to provide expertise in the areas of records management, recovery, and preservation. ♦



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PAT Project Lessons Learned: Archivists' Perspectives

I believe that technology presents a great challenge to the records professions. Unless archivists and records managers are as comfortable with electronic records as they are with paper, others may take on the responsibility of managing electronic records through their lifecycle. Unless we reinvent ourselves—adapting archives to the digital era—we may see our professions reinvented by those who can adapt technology to archives. Many archivists, including many who are relatively new to the profession, find themselves needing to learn an entirely new skill set.

The question is: What skills do archivists need to thrive in the digital era? At the 2005 Annual Meeting in New Orleans, I invited sections, roundtables, and others to address that question. A group of archivists and technologists working on the Persistent Archives Testbed Project offers their thought-provoking opinions in the article that follows. I encourage others in SAA to express their ideas as well.

—Richard Pearce-Moses, SAA President, 2005–2006

The Persistent Archives Testbed (PAT) Project¹ is a collaborative initiative funded by the National Historical Publications and Records Commission (NHPRC) and the National Archives and Records Administration (NARA). The goal of the project is to conduct case studies that test the feasibility of using data grid technology to manage electronic records, with archival and technological functions practically and appropriately allocated in a distributed network.

The following test sites are partnering with the San Diego Supercomputer Center (SDSC) for these case studies:

- Michigan Department of History, Arts, and Libraries (precinct-level electoral results databases)
- Ohio Historical Society (e-mail)
- Kentucky Department for Libraries and Archives (web records)
- Minnesota Historical Society (digital images)
- Stanford Linear Accelerator Archives and History Office (project websites and related e-documents)

Each of these test sites has installed and is using the same technology (grid brick hardware and Storage Resource Broker [SRB] software²) in different organizational environments with different information technology (IT) infrastructures to support a variety of archival functions, using very different collections of electronic records. The following table explains which archival functions will be analyzed by each test site.

| | Kentucky (Web Records) | Michigan (Databases) | Minnesota (Digital Images) | Ohio (E-mail) | SLAC (E-documents) |
|--------------|---------------------------|-------------------------|-------------------------------|------------------|-----------------------|
| Appraisal | | | | X | |
| Accessioning | X | X | | X | X |
| Arrangement | X | X | | X | X |
| Description | X | X | X | X | X |
| Preservation | X | X | X | | X |
| Access | X | X | X | | X |

Several common themes emerged when we asked archivists involved in the PAT Project, “What specialized skills do you think archivists need to work with electronic records?”

The need for archivists to have at least a basic understanding of the technological environment in their organization and its impact on records creation/recordkeeping:

“Archivists need a basic understanding of our organizations’ IT environment (hardware, software, networks, etc), and what that environment is capable of in relation to what the archivists are trying to achieve.” —*Pari Swift, Ohio*

“I think archivists need a general education about IT, one that will provide us with a basic understanding of the functions and features of our organizations’ hardware, software, and network. . . . This is an evolving environment, so archivists’ general education will have to be ongoing.” —*Jean Deken, Stanford*

“XML. The current lingua franca of interoperability. If we’re trying to exchange, convert, share, whatever data, that’s the first option people examine these days.” —*Bob Horton and Shawn Rounds, Minnesota*

“I am also learning that knowing the basics about the hardware and the software used to create and store particular electronic records deeply informs the archival process. For example, at SLAC we have been learning this the hard way (is there any other way to learn?) via our analysis of our project web crawls. We are learning that the structure of a crawl itself—the way it gathers material, the parameters that are set (what is included, what is excluded)—needs to be documented because the crawl establishes the scope and content of the electronic materials that are gathered. We have learned that not all crawls are created equal, which is fine, so long as one deliberately structures a crawl

to produce specific results, verifies that it operates as structured, and then documents the decisions made about parameters and the materials that may have been excluded. This seems obvious to me now, but it was not at all obvious when we started out." —*Jean Deken, Stanford*

The need for effective and continuing communication with professionals from other disciplines:

"Because archivists will continually need to rely on others who have more technical skills, they must learn to convey their needs effectively." —*Glen McAninch, Kentucky*

"We need to learn the IT vocabulary and the IT 'world view' if you will, and we need to learn how to communicate the archival 'world view' in terms that IT professionals can understand." —*Jean Deken, Stanford*

"Also, it may be old, but it's still true—effective and efficient communication is based on having a common language, especially in technology-related projects. We need to be able to talk to the IT people without misunderstanding so that we can (a) properly and fully use the technology ourselves and (b) distill necessary information into understandable language for our user communities to increase comfort level with the technology and therefore acceptance and use." —*Bob Horton and Shawn Rounds, Minnesota*

"We need to recognize that there are many IT specializations/functions. For example, I need to work with the Michigan Department of Information Technology (DIT) to get my grid brick installed and maintained. In this situation I am the client, and they are a service provider. They don't need to know a whole lot about what the project/tools are used for to provide good service. Whereas, when I am working with my research partners at SDSC, I have to explain archival principles and objectives. Sometimes I have to set limits on activities, and sometimes I have to pose questions about the limits of technological capabilities." —*Caryn Wojcik, Michigan*

"First, we need to agree to a common language in which to communicate with IT. Next, archivists need to be able to go to the IT department with new ideas for managing and preserving electronic records. It is important to make our needs known before decisions are made at either end. It would benefit both the IT staff in knowing what they could do to help us and the archivists in knowing what options are available." —*Pari Swift, Ohio*

The implications on archival practice presented by IT tools:

"Many fundamental archival principles do not need to change to accommodate the special needs of electronic records. Implementation is different, but the principles remain sound. For example, authenticity is a big issue for our case study. We want to make the data accessible and usable for the researcher without altering it. However, there is a temptation to alter the data because it contains errors.

In the paper world, identifying these errors would be difficult and time consuming—so it was not even considered an option. In the electronic world, it is easy and tempting. We have to remind ourselves that just because we can identify and correct the errors does not mean that we should. The role of the archivist (fundamental principle) is to present the original data without modification. This is why the archives is a trusted repository." —*Caryn Wojcik, Michigan*

"Some of the IT skills that an archivist might need to acquire are dependent on the ease of use of the tools necessary to capture, import, manage, and preserve records in an electronic format or the need to capture records and metadata in the most efficient manner." —*Glen McAninch, Kentucky*

"Documentation. If both the archivists and the IT people are producing shared written documentation at each step, the workflow/system can be more easily and consistently implemented, analyzed to see whether it meets performance requirements, and modified to address future needs." —*Bob Horton and Shawn Rounds, Minnesota*

"Communication and education. Now that technologies are relatively more stable and standardized, the challenges are more political, social, and cultural. How do we implement a new technology? How do we train a workforce to do something different? How do we re-design our organizations? How do we form new communities?" —*Bob Horton and Shawn Rounds, Minnesota*

continued on page 23

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Mary Jo Pugh Named Editor of *American Archivist*

The Society of American Archivists is pleased to announce that Mary Jo Pugh has been named Editor of the *American Archivist*,

effective January 1, 2006. Pugh will succeed Philip B. Eppard, who is stepping down after 10 years in the post.

"SAA is delighted that Mary Jo Pugh has accepted a three-year term as journal editor," said SAA President Richard Pearce-Moses. "She brings to the position a special talent for both appreciating archival theory and understanding the practicalities of what archivists do. Her ideas for continued development of our flagship publication are both ambitious and exciting!"

Pugh has earned distinction as a practicing reference archivist, editor, author, teacher, and SAA leader. Named a

Fellow of SAA in 1992, she has published widely in the professional literature. Her influential ideas on reference and access are embodied in the newly published volume in the Archival Fundamentals Series II, *Providing Reference Services for Archives and Manuscripts* (SAA, July 2005). She contributed the first edition of that title to the original Archival Fundamentals Series (for which she also edited three additional volumes). Her seminal article on reference, "The Illusion of Omniscience: Subject Access and the Reference Archivist," in the *American Archivist* (vol.45), received SAA's Fellows' Ernst Posner Award in 1983.

"I am honored to be selected as editor of the *American Archivist* and eager to facilitate discussion of the exciting trends and issues in archival theory and practice with readers in all settings and stages of learning," said Pugh, who holds a BA in history, with honors, from the University of Chicago, and both an MA in American history and MLS from the University of Michigan.

Pugh began her career as reference archivist at the Michigan Historical Collections, Bentley Historical Library, University of Michigan. After moving to California, she served as a consulting archivist with organizations such as the Smithsonian Institution, the Eugene O'Neill Foundation, and Bank of America. She is currently supervisory archivist of the Historic Documents Department at San Francisco Maritime National Historical Park. She also taught archival administration at the University of Michigan, the University of California Berkeley, Emporia State University (Denver campus), and the Western Archives Institute.

Pugh has served SAA in a variety of leadership capacities, including on the governing Council and committees. She served on the board of regents of the Academy of Certified Archivists and has contributed to both the Society of California Archivists and the Michigan Archival Association, of which she served as president and newsletter editor. She has been a reviewer for the National Endowment for the Humanities and the National Historical Publications and Records Commission for many years.

Published since 1938, the semi-annual *American Archivist* is the premier scholarly periodical for archivists and, with more than 4,900 subscribers, enjoys the largest circulation of any English-language archival journal. Pugh is the 20th editor of the journal.

For a history of *American Archivist* editors, visit www.archivists.org/governance/handbook/app_f.asp AAEditors. ❖

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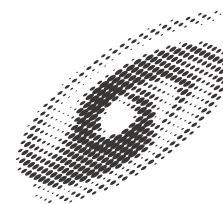
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Slate of Candidates for 2006

ANNE J. GILLILAND and MARK A. GREENE

Vie for Presidency



The Nominating Committee of the Society of American Archivists has proposed the following slate of candidates for election in 2006.

VICE PRESIDENT/PRESIDENT-ELECT

Anne J. Gilliland, *University of California, Los Angeles*
Mark A. Greene, *American Heritage Center*

COUNCIL

Paul Bergeron, *Office of the City Clerk, Nashua, NH*
Rebecca Hankins, *Texas A&M University*
Leon Miller, *Tulane University*
Jane Nokes, *Scotiabank Group*
Sheryl Vogt, *University of Georgia*
Nancy Zimmelman, *California State Archives*

TREASURER

Ann Russell, *Northeast Document Conservation Center*
Bruce Bruemmer, *Cargill Incorporated*

NOMINATING COMMITTEE

Mimi Bowling, *Consultant*
Su Kim Chung, *University of Nevada, Las Vegas*
Teresa Mora, *University of California, Berkeley*
Scott Schwartz, *University of Illinois, Urbana-Champaign*
Cheryl Stadel-Bevans, *Library of Congress*
John Slate, *City of Dallas*

Individual members of SAA will vote for vice president/president-elect, three Council members, one treasurer, and three Nominating Committee members. The candidate elected vice president will serve a one-year term beginning in August 2006 and then will become SAA's 63rd president in 2007-2008. The candidates elected to Council and as treasurer will serve three-year terms beginning in August and running through the August 2009 Annual Meeting. Those elected to the Nominating Committee will serve one-year terms.

All candidates are required to respond to the following questions related to their prospective offices:

Vice President: How would you describe the current state of SAA as an organization that serves as the most important voice of the archival profession, and what changes would you like to see occur?

Council: What three crucial issues should SAA address to ensure the strength of our profession? Do you have any specific suggestions on how to best address these issues?

Treasurer: SAA members expect the Society to provide a broad range of educational, informational, and program services. What specific strategies would you pursue to increase SAA's revenue sources?

Nominating Committee: SAA faces demographic changes in the near future as a generation of professional leadership begins to retire. What strategies should the Society take in order to cultivate a new and diverse leadership?

These questions were formulated by this year's Nominating Committee: Diane Vogt-O'Connor (chair), David B. Gracy II, Donna McCrea, and Council members Kathryn Neal and Peter Wosh. Candidates' responses to the questions posed, along with biographical information, will appear in the ballot. An eligible member of SAA may also be placed on the ballot by submission of a petition signed by 50 individual members. Such petitions must be received by the SAA office by February 10, 2006. In addition, voters will have the opportunity to write in candidates on the ballot.

Ballot Mailing and Deadline

The 2006 SAA ballot will be mailed to all individual members in February. If you have not received a ballot by mid-March, please contact SAA Office Assistant Lee Gonzalez at 312/922-0140 or lgonzalez@archivists.org. The deadline for returning ballots is April 5, 2006. ❖

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SAA Sections and Roundtables Address More Than Special Interests

BRIAN DOYLE, Director of Member and Technical Services

In the world of professional associations, special-interest groups (SIGs) play an important role. They provide members with opportunities to network with colleagues who “till the same soil” and they complement other professional activities, such as publishing, continuing education, and annual meeting presentations. In addition, they foster leadership development and serve as a mechanism for members to engage in important work and projects to advance the profession.

In my new capacity as Director of Member and Technical Services, I made it a point to attend a number of group meetings at SAA's Annual Meeting in New Orleans in August. I discovered that, true to their mission, sections and roundtables are engaged in dynamic work that addresses not only their specific interests but also two of the key strategic issues recently identified by the SAA Council, technology and diversity.

Technology

For example, the EAD Roundtable meeting attracted more than 100 archivists to several informative presentations, including one on the Archivists' Toolkit Project (www.archiviststoolkit.org/). Described by roundtable member **CHRIS PROM** as “tremendously important,” this project seeks to develop an open-source suite of digital tools and applications that will increase archival processing efficiency, lower the costs of archival description, and promote standardization for collection and item description.

Several SAA members are key players in the Archivists' Toolkit Project, including **BRAD WESTBROOK**, **KELCY SHEPHERD**, and **NEW YORK UNIVERSITY** (an institutional member). According to **CAROL MANDEL**, co-principal investigator and Dean of Libraries at NYU, “We recognized that we were missing a critical tool—essentially an ‘integrated library management system,’ or ILMS, for archival processing. That is a gap that we hope the Archivists' Toolkit will fill.”

Diversity

The Archivists and Archives of Color (AAC) Roundtable is perhaps the best known among those SAA groups that are addressing issues of diversity. The AAC Roundtable website (www.archivists.org/saagroups/aac/) is chock-full of information, including a directory of members, links to its listserv and other online resources, and digital copies of every AAC newsletter going back to 1987. Commenting on AAC's mission, Section Co-chairs **TERESA MORA** and **PETRINA JACKSON** emphasize the group's commitment “to finding effective ways to educate students of color about the importance of collecting and preserving

records of enduring value . . . and to recruit them to the field.”

A number of other groups are also focused on diversity. SAA's recently formed Native American Archivists Roundtable seeks to bring to the foreground issues that are unique to the curation of Native American materials. Acting Chair **DAVID GEORGE-SHONGO** notes, “The implications surrounding the Native American Graves Protection and Repatriation Act (NAGPRA) rank high on our agenda.”

The Museum Archives Section reports that it is planning to develop a Directory of Museum Archives in North America that will specifically include information on collections that document minorities. According to section chair **KRISTINE KASKE**, “We have begun working with the Asian-American community and hope to branch out from there.”

Preservation

Special-interest groups also serve a special function in providing content expertise and facilitating rapid response when critical, time-sensitive issues arise. In the aftermath of Hurricane Katrina, SAA Preservation Section Chair **GREGOR TRINKAUS-RANDALL** participated in an important, ongoing series of conference calls hosted by Heritage Preservation and the Heritage Emergency National Task Force (www.heritagepreservation.org/programs/taskforce.htm). Information from these proceedings has been posted on the SAA website and on the Preservation Section's announcement list, which has seen more activity in the last two months than ever before.

According to Trinkaus-Randall, his role as section chair has helped him to make important contributions to recovery efforts. “Being in a position to distribute information has served a crucial role,” he remarked. “People were desperate for information.”

Share SIG News with SAA

These are just a few examples of ways in which SAA special-interest groups are working to address vital concerns. We can be certain that many more important projects are underway in other groups. If your SIG has news to share, please send it to bdoyle@archivists.org.

For additional information on SAA sections, roundtables, and student chapters, please visit:

www.archivists.org/saagroups/sections.asp

www.archivists.org/saagroups/roundtables.asp

www.archivists.org/students/chap_dir.asp ❖

"Shoes for the Children" SAA's Records Management Program

MICHAEL DOYLEN, SAA Archivist

In 1988, SAA Executive Director Donn Neal received a request for copies of SAA's records management plan, records schedules, and archival policy. Neal replied, "If SAA has a formal, written 'records management' policy, I am not aware of it. . . . Maybe to no one's real surprise, SAA doesn't seem much more advanced than any other organization: the case of the shoemaker's children, perhaps."

Neal wasn't exactly right. SAA's constitution, written in 1936, contained the germ of a records management plan. It directed officers and committee chairs to turn over "minute books, correspondence, and other records of the Society and its committees" to the secretary when their terms expire. This "plan" may have been sufficient to manage the retention and disposition of the Society's records during the early decades of the organization, but today SAA requires a more detailed approach.

The SAA Council recently took action to ensure that SAA's history is better cared for. At its May 19–22, 2005, meeting, Council members passed the following motion:

That the Executive Committee be authorized to review and approve retention and disposition schedules for SAA records series. Proposed schedules will be developed by the SAA Archivist, in consultation with the records creators (staff, officers, committee chairs, et al.). Schedules will be reviewed, approved, and signed by the SAA Archivist, the Executive Director, and (on behalf of the Executive Committee) the President. General retention schedules for common administrative records of subcommittees, sections, and roundtables may be developed to reduce the need for separate schedules for each individual unit, although programmatic and policy records for such units will be developed and approved for each unit as appropriate.

Beginning this year, the SAA Archives at the University of Wisconsin–Milwaukee will initiate action based on the Council's authorization, drafting general retention schedules that will address the largest needs of the organization. Information about schedules approved by the Council will then be conveyed directly to the affected record creators, published in *Archival Outlook*, and posted on the finding aid for the Society of American Archivists' records (www.uwm.edu/Library/arch/findaids/uwmms172/index.html).

If you have questions about SAA's records management program or its archives, please contact Michael Doylen, SAA Archivist, at the University of Wisconsin–Milwaukee, (414)229-6980 or doylenm@uwm.edu. ♦

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by MARY JO PUGH

Society of American Archivists (July 2005)

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by MICHAEL KURTZ

Society of American Archivists (August 2004)

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NARA Selects Lockheed Martin to Build ERA; Advisory Committee Announced

U.S. Archivist Allen Weinstein announced on September 8 the awarding of a \$308 million, six-year contract to Lockheed Martin to build the Electronic Records Archives (ERA) system for the National Archives and Records Administration (NARA). The ERA system will capture and preserve the electronic records of the federal government, regardless of format; ensure hardware and software independence; and provide access to the American public and federal officials.

NARA said that Lockheed Martin was chosen to build the archives of the future "based on the technical merit of the solution it proposed, the excellence of their system and software engineering methodology, and the quality of their project management." The announcement came following a one-year design competition between Harris Corporation and Lockheed Martin. The system's initial operating capability is targeted for release in FY 2007.

Lockheed Martin was selected based on its ability to design a system which addresses in considerable depth NARA's business needs, on the one hand, and on the other hand, a system that entails a modern, service-oriented architecture. NARA's business needs encompass handling rapidly-growing volumes of electronic records, ensuring the authenticity of those records, preserving them for the long term, and providing public access while protecting privacy and sensitive information.

At the same press conference, ERA Program Director Kenneth Thibodeau announced the formation of a high-level

committee to advise Weinstein on issues related to development, implementation, and use of the ERA system. The Advisory Committee on the Electronic Records Archives (ACERA) will bring together experts in computer science and information technology, archival science and records management, information science, the law, history, genealogy, and education.

The 20-member committee includes David Carmicheal, state archivist of Georgia; Jerry Handfield, state archivist of Washington; Richard Pearce-Moses, director of digital government information at the Arizona State Library and Archives; Jonathan Redgrave, partner at Jones Day; Sharon Dawes, director of the Center for Technology in Government and associate professor of public administration and policy, SUNY Albany; Luciana Duranti, chair and professor of archival studies, School of Library, Archival and Information Studies, University of British Columbia, and director of the InterPARES Project; Daniel Greenstein, associate vice provost for scholarly information and university librarian, California Digital Library, University of California; Andy Maltz, director, Science and Technology Council, Academy of Motion Picture Arts and Sciences; David Rencher, director, Records and Information Division, Family and Church History Department, The Church of Jesus Christ of Latter-day Saints; and Kelly Woestman, professor and history education director, Pittsburgh State University. The committee is governed by the provisions of the Federal Advisory Committee Act.

Congress Nears Decision on NHPRC Funding

The House has approved a Transportation/Treasury appropriation bill that allots \$7.5 million—\$5.5 million in grants and \$2 million for administration—for the National Historical Publications and Records Commission (NHPRC) in FY 2005–2006. This is significantly more than the president's FY2006 budget proposal, which zeroed out all monies for NHPRC, but less than the figure (\$8 million for grants and \$2 million for administration) advanced by the archives and history communities. The Senate recommended just \$5 million for grants and no funding for administrative support. Final numbers will be decided by House and Senate conferees soon.

Implementation of Google Library Database Delayed

The on-line search company Google has announced a temporary halt in its program to make searchable, digital copies of the contents of university libraries at Harvard, Stanford, and the University of Michigan in order to grant publishers and copyright holders the chance to opt out of having their protect-

ed works copied. But a major publishing trade association deemed the program "inadequate" and stated that the Google Print Library Project is built on a foundation of "purposeful" copyright violation.

Google intended to continue focusing on digital conversion of books currently in the public domain until November 1, 2005, when it would resume scanning of copyrighted works. This delay would allow publishers to notify Google of works that they would want to exclude from the searchable database.

Google asserts the opt-out policy is consistent with the way in which the company has conducted relations with website owners. Senior product manager Adam Smith said, "This program is consistent with the principles of fair use, and it will allow authors to write more books, and allow publishers to sell more books." But Patricia Schroeder of the Association of American Publishers states, "The program still sets [a] damaging precedent that copyrighted works could be reproduced at will as long as a copyright holder had not preemptively objected." Two other central issues are yet to be adequately

addressed: 1) how authors will know whether their work has been copied, and 2) how revenue derived from sales is to be shared with copyright owners.

In December 2004, Google negotiated a deal with Oxford University and the New York Public Library that permitted the company to make copies of all public domain books deposited at those two institutions. Google's agreements with the three university libraries have proven more problematic. At these institutions, Google has been given access not only to works in the public domain but copyrighted books as well. In marketing the project, Google intends to display small samples of a digitized book at its website (www.print.google.com) and then direct searchers who want to purchase a book to authorized sites for purchase. But some publishers feel that even though Google is displaying only small samples of a particular work, the company has violated copyright by making wholesale copies and keeping the copies on their computers.

The Association of American University Presses recently requested that Google specifically address sixteen questions about program parameters, future plans for storage, and use of copied materials. Google rejected the association's suggestions after receiving a briefing. Discussions continue.

Legislation Pending: The Artist/Museum Partnership Act

Legislation that could provide tax relief for authors and scholars who donate their research to archives and non-profit organizations in order to gain a tax deduction is one step closer to

becoming law. In February 2005, Senator Patrick Leahy (D-VT) introduced the Artist-Museum Partnership Act (S. 372) in the Senate. This legislation amends the Internal Revenue Code of 1986 to allow taxpayers who create literary, musical, artistic, or scholarly compositions to take federal income tax deductions if they donate their notes, manuscript rough drafts, and research notes to qualified archives and other tax-exempt organizations and meet other provisions stipulated in the law. Although S. 372 has languished in the Senate Finance Committee, it has now been wrapped into a larger bill (S. 1780) known as the CARE Act, which was introduced in the Senate on September 28.

Crafted by a bipartisan coalition led by Senators Rick Santorum (R-PA) and Joseph Lieberman (D-CT), the CARE Act provides incentives to increase charitable giving. In the last Congress, the Artist's bill was also included in a slightly different version of the Senate version of the CARE Act. On the House side, new Majority Leader Roy Blunt (R-MO) is preparing to introduce a version of the CARE Act that does not include the Artist's bill. But Hill insiders report that Blunt favors this addition and will support it in the conference that will reconcile the House and Senate versions once they pass their respective chambers.

Given the magnitude of recent natural disasters and pressure on the government to support relief efforts that could be aided by non-profit organizations, the CARE Act holds promise of passing prior to the end of this session of Congress. ❖

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Disaster Relief for Cultural Institutions

A new resource from the Heritage Emergency National Task Force identifies federal funding to help make an emergency plan, buy disaster supplies, or train staff for next year's hurricane season. *Before and After Disasters: Federal Funding for Cultural Institutions* provides information on 15 federal grant and loan programs to help cultural institutions and historic sites prepare for and recover from disasters. Up to 50 copies of the guide can be ordered at no charge from the FEMA publications office. Phone (800)480-2520 and ask for FEMA publication #533. The 32-page booklet can also be downloaded at www.heritagepreservation.org/PDFS/Disaster.pdf.

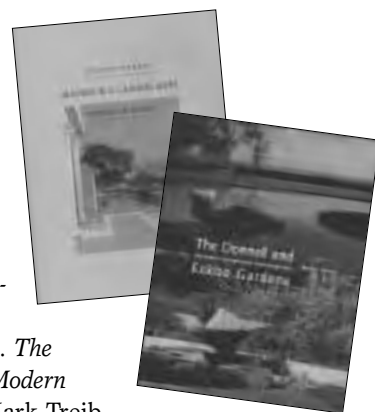
Post Card Collection Book and Website

San Juan Sampler showcases selections from the Nina Heald Webber Southwest Colorado Postcard Collection at the Center of Southwest Studies at Fort Lewis College, Durango, Colorado. It offers a glimpse of some quaint towns in the San Juan Mountains, and the spectacular Million Dollar Highway that connects them. This book is one of numerous projects commemorating the 40th anniversary of the Center of Southwest Studies. Visit <http://swcenter.fortlewis.edu/images/SWImagesHome.htm#M194> to view 430 of the postcards.



Berkeley/Design/Books Series

The first two volumes from the Berkeley/Design/Books Series, intended to promote historical and critical scholarship on subjects drawn from the holdings of the Environmental Design Archives at the University of California, Berkeley, and published by William Stout Publishers, are now available. *The Donnell and Eckbo Gardens: Modern Californian Masterworks* by Mark Treib, and *The Nature of Authority: Villa Culture, Landscape, and Representation in Eighteenth-Century Lombardy* by Diane Harris are sponsored by the College of Environmental Design and are devoted to the study of architectural and landscape history as well as the broader topic of the built environment. For more info, visit www.stoutbooks.com/cgi-bin/stoutbooks.cgi/.



Preservation Photocopy Project

New York State will provide more than \$37,000 for a Columbia University-led effort to preserve and photocopy endangered color atlases and other oversize materials currently housed in the libraries at Columbia, New York University, and SUNY Stony Brook. The volumes to be copied include municipal atlases published in Europe and the United States in the late nineteenth and early twentieth centuries, and a distinctive, large-format Chinese arts journal published between 1934 and 1937. Many of these items are in constant use by library patrons and show signs of extensive damage and deterioration. The project will produce approximately 4,350 preservation photocopies on acid-free paper that can be shelved in open-stack areas of the libraries, so that the originals can be protected in closed or off-site storage facilities.

Ella T. Grasso Papers at Mount Holyoke

The Mount Holyoke College Archives and Special Collections are pleased to announce that the Ella T. Grasso Papers are now open to the public. The 108-linear-feet collection spans the years 1919–1981, with the bulk dating from 1970 to 1974, and primarily documents Grasso's work as a member of the United States Congress. The collection provides primary sources on veterans' affairs, the Vietnam War, President Richard Nixon's impeachment, gas prices and fuel shortages, family planning and birth control, and education legislation. Of special interest are the files on family planning and control, as this was the year of the Supreme Court's decision on *Roe v. Wade*. Grasso, who earned both BA and MA degrees from Mount Holyoke College, became the first woman governor of Connecticut. The finding aid of the collection is at <http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm301.html>.



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New External Affairs Appointment at NARA

National Archives Photo
by Earl McDonald



Archivist of the United States Allen Weinstein appointed **DAVID McMILLEN** to the newly created position of External Affairs Liaison. McMillen, who assumed the post on October 30, 2005, will manage the planning and execution of a continuous program of liaison and partnering

with allied professional, scientific, and technical organizations. He will be responsible for assuring that NARA mission, goals, services, and policies are clearly communicated with professional audiences and that partnering opportunities are appropriately explored and executed. He will be the full-time liaison to all of NARA's stakeholder and customer communities, including SAA.

McMillen comes to NARA from the professional staff of the House of Representatives Committee on Government

Reform, where he has served since 1995. He previously held a similar position with the corresponding Senate Committee for four years. He advised Members of Congress on a broad range of information policy issues, including the Freedom of Information Act, the Federal Advisory Committee Act, the Paperwork Reduction Act, the Presidential Records Act, the Privacy Act, electronic government, confidentiality of information collected by the government on individuals and businesses, and the laws governing the operation of the National Archives and Records Administration. He managed the reauthorization of the National Historical Publications and Records Commission in both the Senate and the House.

"I am confident that he will help us strengthen existing relationships and build new ones with genealogists, veterans, historians, archivists, technologists, information policy experts, and others," Weinstein said.

Northwest Digital Archives Update

The Northwest Digital Archives (NWDA) provides enhanced access to archival and manuscript materials in Idaho, Montana, Oregon, and Washington through a union database of Encoded Archival Description (EAD) finding aids. NWDA's Phase II began on July 1, 2005, with additional support from the National Endowment for the Humanities. During this phase, six new institutions and 11 continuing institutions will contribute an additional 1,600 finding aids to the database. The project's website and the finding aids database are located at <http://nwda.wsulibs.wsu.edu/>.

"Growth of Democracy in Tennessee" Project

A \$928,080 grant from the Institute of Museum and Library Services is allowing the University of Tennessee Libraries to begin a \$1.8 million project called "Growth of Democracy in Tennessee," which will build a free website of 10,000 historically significant items from across the state. The university, together with the grant's nine partner institutions—Middle Tennessee State University, Knox County Public Library, East Tennessee Historical Society, Tennessee State Library and Archives, University of Memphis, Memphis and Shelby County Public Library, Tennessee State University, Vanderbilt University, and Brentwood Public Library—will gather materials from their collections and elsewhere throughout the state. These materials will be part of the Volunteer Voices initiative at www.volunteervoices.org.

Utah State Archives Newsletter Online

The latest issue of *For the Record: A Newsletter of the Utah State Archives* is online at <http://archives.utah.gov/newsletterOct05.htm>.

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Archives Law Enacted in Cambodia

The Cambodian Parliament enacted the country's first Archives Law in August. Passed by a clear majority, the law provides the National Archives of Cambodia (NAC) the powers it previously lacked to acquire records that have been accumulating since 1979 in various Cambodian government ministries and agencies. The law was drafted in 2003 with the assistance of the National Archives of France. NAC dates back to the 1910s when Cambodia was under French colonial administration. After independence in 1954, NAC continued to operate though with reduced staff and resources. During the period of Khmer Rouge rule, 1974–1979, a period of wholesale murder and destruction, government ministry files were obliterated but materials in the NAC remained relatively intact if uncared for. Since 1995 NAC has been rearranging and describing its holdings with support from various international donors including the Australian, Swiss, and French Embassies, the French Cultural Center, the Toyota Foundation, and the Japan Foundation Asia Center.

UK News

- Natalie Ceeney recently was appointed the new chief executive of the National Archives of the U.K. She succeeds Sarah Tyacke, who had been Keeper of the Records/National Archivist since 1992. Ceeney was previously director of operations and services at the British Library, where she managed

all of the library's services, including its famous reading rooms and its remote storage services. In accepting her new position, Ceeney stated: "I look forward to working with colleagues at the National Archives as well as the wider library, archive, and records management community to ensure that we build on existing success and play a major role in assisting archives across the U.K. to be as widely accessible as possible, now and in the future."

- The British Library has established an Endangered Archives Program to safeguard material relating to pre-modern or pre-industrial phases of society, non-Western societies in particular. The program makes grants to individual researchers to locate relevant collections, to arrange for their transfer to a suitable local repository, and to deliver copies to the British Library. The program embraces manuscript and rare print materials, visual materials (drawings, paintings, prints, posters, photographs), and audiovisual recordings, as well as objects and artifacts. The first grants were awarded to twenty projects last May. For more information, see www.bl.uk/angeredarchives.

International Conference on University Archives

The Michigan State University Archives hosted the 2005 annual seminar of the International Council on Archives Section on University and Research Institution Archives (ICA/SUV). Michigan State University Archivist Fred Honhart is president of SUV. Held in early September, the seminar attracted 85 participants from 13 countries. Its theme was a comparison of Central, North, and South American college and university archives with other university archives around the world. Ian Wilson, Archivist and Librarian of Canada, was the featured speaker at the opening plenary session and Lorentz Mikoletsky, ICA president and director general of the Austrian State Archives, delivered summary remarks. Session topics included digitization projects, science and technology, acquiring and supporting private archives, recordkeeping at universities, multicultural collections, electronic records management, processing twentieth-century manuscripts, the preservation challenge, and an open discussion on acquiring and supporting non-university collections.

Recordkeeping in the Congo

In September, the International Records Management Trust (IRMT) sponsored a mission to the Democratic Republic of Congo to evaluate the status of court recordkeeping practices. Johanna Smith of the International Monetary Fund Archives and Haruna Jaiteh, former court registrar at the high court and now Deputy Secretary of the Ministry of Justice in the Republic of The Gambia, spent two weeks in the capital, Kinshasa, examining files and interviewing recordkeepers and others responsible for creating and maintaining court records. At the mission's conclusion, Smith and Jaiteh recommended improvements to the courts' records management system and, with additional members of the project team, devised a pilot and training program to follow on another visit to Kinshasa.



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PAT Project Lessons Learned

continued from page 11

"Project management, first and foremost. The opportunities for collaboration are always in the context of projects. . . . Archivists have to know how projects should work and how to make them work. This is especially important if we actually talk someone into the development of an enterprise-wide electronic records project, where we'll have to write the budgets, negotiate the contracts, manage contractors, and so on." —*Bob Horton and Shawn Rounds, Minnesota*

"Hmmm . . . I'm learning more Unix. I'm learning more about web software, and about crawling software."
—*Jean Deken, Stanford*

And then we asked the computer scientists and engineers participating in the PAT Project, "What specialized skills do you think archivists need to work with electronic records?"

"Archivists bring a world view to the project in which fixity of records, authenticity, and integrity dominate. A critical skill for archivists is the ability to map to a world view in which the infrastructure that supports preservation evolves. The information technology used to manage preservation does not have the fixity properties that are being associated with the records. The approach taken in IT is to create abstractions of the capabilities that are needed for preservation. The archivist then needs to become comfortable working with the abstraction rather than a single fixed system. Examples include the ability to replicate authentic copies across multiple types of storage systems (the authentic data do not need to be in a single location), the ability to organize records in logical collection hierarchies (the physical order of the data do not need to be the same as the logical order)." —*Reagan Moore, SDSC*

"What seems crucial for archivists is the ability to know enough about the IT approaches (without having to be an expert) in order to help ask the right questions and challenge the IT viewpoint, in essence, staying engaged in the conversation and steering the collaborative approach, while in turn staying open to the possibilities of having to adapt their traditional best practices to new approaches."
—*Richard Marciano, SDSC*

The PAT Project began in January 2004 and is scheduled for completion in December 2006. We are confident that, in the near future, the project team will be able to share with our colleagues many more lessons learned. Please check the project website for updated information. ❖

Contributing Authors: *Mark Conrad, National Archives and Records Administration; Jean M. Deken, Stanford Linear Accelerator Center; Bob Horton, Minnesota Historical Society; Richard Marciano, San Diego Supercomputer Center; Glen McAninch, Kentucky Department for Libraries and Archives; Reagan Moore, San Diego Supercomputer Center; Shawn Rounds, Minnesota Historical Society; Pari Swift, Ohio Historical Society; and Caryn Wojcik, Michigan Department of History, Arts, and Libraries.*

1 For more information, please visit the project website, [/www.sdsc.edu/PAT/](http://www.sdsc.edu/PAT/).

2 For more information about the Storage Resource Broker, please visit www.sdsc.edu/srb/.

Donald Peterson Student Scholarship Fund Endowed!

SAA's Donald Peterson Student Scholarship Fund is now fully endowed. This fund will enable students and recent graduates from graduate-level archives programs to actively participate in future SAA Annual Meetings. The first award will be given in 2006 (see pages 28–29 for nomination information).

The driving force behind the establishment of this student scholarship fund was the SAA Membership Committee. In 2001 the committee began with a simple idea: it wanted to help promote greater student involvement at the Annual Meeting. The committee held raffles during SAA conferences to raise funds for a special scholarship. This year in New Orleans it added a silent auction to its repertoire. The 2005 Student Scholarship Raffle and Silent Auction raised \$5,237. Through the generosity of the many individuals who have attended recent SAA conferences and purchased raffle tickets, as well as those who provided donations for the silent auction's maiden voyage in August, the scholarship is endowed one year ahead of schedule.

Special thanks to Arcadia Publishing Company, Gaylord Brothers, Hollinger Corporation, IImage Retrieval, Kraft Foods, McDonalds Corporation, Metal Edge, National Archives Gift Shop, Preservation Technologies LP, Procter and Gamble, RLG, Smithsonian Jazz Masterworks Orchestra, University Products, Winthrop Group and the SAA Business Archives Section for their continued support of the student scholarship raffle and auction. The scholarship is named for a New York lawyer and philatelist who had a deep appreciation of world history and preservation. ❖

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BRENDA BERNIER was recently appointed senior photograph conservator in the Weissman Preservation Center at the Harvard University Library, which will officially launch a university-wide photograph preservation program. The university's photographic holdings, estimated at more than 7.5 million items in 48 Harvard repositories, date back to the emergence of photography in the 1840s. Bernier was formerly senior photograph conservator at the National Archives and Records Administration.



The Board of Trustees of the Alabama Department of Archives and History announced in October that it will name the facility's \$18 million west wing in honor of **ED BRIDGES**, director of state archives since 1982. "Having his name linked to this structure is a gift to us, not to him," said Rev. Oscar Lipscomb of the Mobile Catholic Archdiocese, echoing the sentiments of other trustees. "Naming this building is special, and [Bridges] stands high in our estimation."

The president of the Alabama Archives and History Foundation, Occlo Malone, added, "I've never known anybody with more knowledge of Alabama history and its people." Bridges, who grew up in southwest Georgia, has won many accolades in the past two decades for his tireless efforts on behalf of the state archives, including being named a Fellow of SAA. But this honor both surprised him and moved him to tears. "The archives is the passion of his life," said his wife, Martha, who is a librarian at The Montgomery Academy. (Excerpted from *Montgomery Advertiser*, Oct. 10, 2005.)



DAVID B. GRACY II recently received the Austin History Center Association's 2005 Katherine Drake Hart History Preservation Award. Gracy was selected for his noteworthy contribution to the preservation of Austin and Travis County history. In addition to being the Governor Bill Daniel Professor in Archival

Enterprise in the School of Information at the University of Texas, Gracy is a longtime Austin History Center supporter and AHCA board member. He has served in several roles with AHCA, including the chair of the annual Audray Bateman Randle Lecture Series. Gracy's roots in Austin go back more than 120 years. His father, grandfather, and other family members contributed in substantial ways to shaping the city. "Having a place where I can see Austin's history as it developed in the words of those making that history gives me a place in the continuity of Austin that neither I nor anyone could have without the Austin History Center," Gracy said.

Newly Retired . . .

NICHOLAS C. BURCKEL, dean of libraries and associate professor of history at Marquette University, has announced his retirement effective December 2005. Before joining Marquette ten years ago, Burckel was the associate dean of libraries at Washington University in St. Louis. Burckel's career as library administrator, archivist, and historian included serving as president of SAA and being named a SAA Fellow, president of the Midwest Archives Conference, board member of the Center for Research Libraries, two-term presidential appointee to the National Historical Publications and Records Commission, and Editorial Board member of *Portal: Libraries and the Academy*. Burckel is the editor or co-author of six books, more than a dozen articles, and 100 reviews in archival, library, and history journals. Burckel received the Distinguished Alumnus Award from the University of Wisconsin-Milwaukee in 2002 and the following year he received the Wisconsin Library Association's Librarian of the Year Award.



In October, **ELISABETH KAPLAN** began a new position at the University of Minnesota as University Archivist and co-director of the Libraries' new University Digital Conservancy. Beth was previously the archivist at the Charles Babbage Institute, University of Minnesota Libraries.



KRIS KIESLING is the first Elmer L. Andersen Director of Archives and Special Collections at the University of Minnesota Libraries. This new position was created to honor the former governor, a great friend to the Libraries and the University.

In her new job, Kris directs the archives and special collections of the University Libraries and sets policy for rare and archival material throughout the Library system. Kris comes to Minnesota from her previous position as Associate Director for Technical and Digital Services at the Harry Ransom Humanities Research Center, University of Texas at Austin.



KATHRYN NEAL is the new associate university archivist at the University of California, Berkeley. She was formerly manuscripts and archives librarian at San Diego State University.

ELENA DANIELSON retired in September as director of the Hoover Institution Library and Archives at Stanford University after 27 years of service. "In 1968 at age 20, while on a junior year abroad exchange program in Goettingen, Germany, I wrote in my diary: 'I am studying to be a librarian, but I really want to be an archivist,'" Danielson recalled. She was hired in 1978 by the Hoover as an archival specialist, after receiving a PhD from the German Department at Stanford University. Her interests focused on documenting the cultural and political interactions between Germany and its Slavic neighbors. With an estimated 64 million documents from all over the world, the Hoover proved an ideal place for the study of the archives of Central Europe. Danielson has published voluminously and presented widely on this topic throughout her career. Among her accolades, she is a Fellow of SAA and received its 2005 Fellows' Ernst Posner Award for her article, "Privacy Rights and the Rights of Political Victims: Implications of the German Experience," in *American Archivist* 67 (and which is also included in *Privacy and Confidentiality Perspectives* [Chicago: SAA, 2005]).

ROY TURNBAUGH retired in September as Oregon State Archivist after two decades of service, and as only its third state archivist in 60 years. His most significant achievement was leading a transition from paper to electronic recordkeeping and transmission. Oregon led the nation in January 1994, when it became the first to place public archives on the Internet. The website now has more than 70,000 pages. After earning a doctorate in U.S. history in 1977 from the University of Illinois, Turnbaugh began his archival career at the Illinois State Archives where he was director of information services for six years. He was a Mellon Fellow at the University of Michigan in 1984 and that same year received SAA's C.F.W. Coker Award for an innovative finding aid. In 1999 he received SAA's Fellows' Ernst Posner Award for his article, "Information Technology, Records, and State Archives," in *American Archivist* 60. He served as president of NAGARA and also as a board member of NHPRC.

Obituaries



ERIKA CHADBOURN, 90, passed away on June 10, 2005, in California. She was founding curator of manuscripts and archives in the Harvard Law School Library.

Chadbourn joined the library staff in 1966 and in the following 19 years had entire responsibility for the administration of the Manuscript Division. When she

retired in 1985, she had assembled the country's pre-eminent academic collection of manuscripts relating to modern legal history. Containing more than 1.5 million letters, other original documents, and memorabilia, dating primarily from 1860 to 1975, the collection included the papers of such distinguished alumni as Oliver Wendell Holmes, Jr., Louis Brandeis, Learned Hand, Felix Frankfurter, and other influential Harvard Law School faculty.

Many of these collections were solicited by Chadbourn herself, aided by her husband, Fessenden Professor of Law James Harmon Chadbourn, and her wide network of friends and colleagues. Under Erika's direction all of these collections were processed, and detailed finding aids were prepared.

Chadbourn was just as assiduous in her efforts to alert scholars to the research materials under her care and was a great believer in the value of library exhibitions, three of which were described in *The New Yorker* under "The Talk of the Town."

Chadbourn received her early education in her native Germany, and held a BA from the University of Delaware and a BS in library science from Drexel University. She also attended the Institute of Archival Administration of the University of Denver. She was an active member in the New England Archivists, the Oral History Association, and SAA.

Vermont Law School professor and biographer Sheldon M.

Novick's characterization of Chadbourn as "a gentle and determined representative of the visitable past" is an apt and elegant tribute paid to her by scholars who found her guidance invaluable. She was a tireless champion of the collections she had gathered. As a volunteer in her retirement, she continued to process materials, produce finding aids, and mount library exhibits. Perhaps her greatest legacy can be found in the hundreds of books and articles based on the collections of the Manuscripts Division—those raw materials she carefully acquired and cataloged that are essential for scholarship.

—David Warrington, *Harvard Law School Library*

EARL MICHAEL HENNEN, JR., 46, died August 16, 2005, at his home in Jackson, Miss.

Following graduation from the University of Mississippi in 1981, Hennen worked at the Museum of Natural Science for a year before beginning his archival career at the Mississippi Department of Archives and History. He served for five years as an archivist with the records of state government before being appointed in 1985 as curator of manuscripts, which position he held at the time of his death. During his tenure as curator, Hennen was instrumental in the acquisition and processing of state historical collections, including the Judith Sargent Murray Papers and the Medgar and Myrlie Evers Collection.

Hennen was an active member of the Society of Mississippi Archivists, having served on its board of directors and as its president, and of the Mississippi Historical Society. He became a certified archivist in 1989 and was a member of the Academy of Certified Archivists. Recognition of his archival work came in 1991 when Hennen was invited to be a member of the Archival Technology Delegation to the People's Republic of China. Hennen was a member of SAA since 1988.

—Excerpted from *The Clarion-Ledger* (Miss.), August 18, 2005

Distinguished Fellows of the Society of American Archivists

Established in 1957 and conferred annually, the distinction of Fellow is the highest honor bestowed on individuals by SAA and is awarded for outstanding contributions to the archival profession. This summer SAA staff member Carlos Salgado pored through back issues of the *American Archivist* to develop a definitive list of Fellows and found that 285 had been named in the past 48 years. Two variations of the list (alpha order and by year conferred) are available online at www.archivists.org/recognition/fellows_list.asp. Your feedback is welcome at csalgado@archivists.org.

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* Indicates past president of SAA † Indicates deceased

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The Committee on the Selection of SAA Fellows invites members to nominate colleagues for selection as Fellows of the Society of American Archivists. Nominees must be individual members of SAA in good standing for the past seven consecutive years. Other criteria on which the committee evaluates nominees are:

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- Writing of superior quality and usefulness in advancing SAA's objectives; and
- Contributions to the profession through work in and for SAA.

The Committee on the Selection of SAA Fellows includes the five most recent past presidents of the Society and three additional members—all Fellows—elected annually by SAA

officers and Council during the January Council meeting.

A nomination form is available at www.archivists.org/recognition/fellows.asp. **Completed forms must be postmarked by Feb. 28, 2006**, and addressed to the chair:

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A nomination submitted in 2005 that did not result in the election of a fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Enhancements or updates may be submitted if desired. Fellows are elected by a three-quarters vote of the committee. In accordance with SAA's constitution, the total number of Fellows may not exceed five percent of the SAA membership as of the previous annual business meeting.

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Honor Thy Colleagues



The 2006 SAA Awards Competition recognizes achievements of the preceding year. Winners will be selected by subcommittees of the SAA Awards Committee. Awards will be presented in August during the Joint Annual Meeting in Washington, D.C. Brief descriptions of the awards are listed below. Please visit the SAA website (www.archivists.org/recognition) for full awards criteria and policy, lists of past recipients, and nomination forms. Nominations and requests for additional information should be addressed to the Awards Committee:

PHILIP MOONEY, Co-chair
pmooney@na.ko.com

BRENDA GUNN, Co-chair
bgunn@mail.utexas.edu

c/o Society of American Archivists
527 S. Wells St., 5th Floor
Chicago, IL 60607-3922
312/922-0140 • Fax 312/347-1452

The deadline for award nominations is Feb. 28, 2006 (except for the Theodore Calvin Pease Award, which has a deadline of May 31, 2006). Nominations will not be considered unless all materials, including books and other supporting documentation, are postmarked by that date.

Distinguished Service Award

Created in 1964, this award recognizes a North American archival institution, organization, education program, or non-profit or governmental organization that has given outstanding service to its public and has made an exemplary contribution to the archival profession. Each nominee must be supported by three SAA members, each representing a different institution. A person may not nominate his/her own institution. This award was established through the generosity of three SAA Fellows: Leon de Valinger, Jr., Mary Givens Bryan, and Dolores Renze.

J. Franklin Jameson Archival Advocacy Award

Established in 1989, this award honors an individual, institution, or organization not directly involved in archival work that promotes greater public awareness, appreciation, or support of archival activities or programs. Contributions should have a direct or indirect national impact. Nominations, which must include three letters of support, will remain eligible for two years, and additional supporting documentation may be submitted the second year. This award honors historian J. Franklin Jameson, who labored for more than 25 years to establish the United States National Archives.

C.F.W. Coker Award

Established in 1983, this award recognizes finding aids, finding aid systems, projects located primarily in North America that involve innovative development in archival description, or descriptive tools that enable archivists to produce more effective finding aids. To merit serious consideration, the nominee must, in some significant way, set national standards, represent a model for archival description, or otherwise have substantial impact on descriptive practices. This award honors SAA Fellow C.F.W. Coker.

Philip M. Hamer-Elizabeth Hamer Kegan Award

Established in 1973 and subsequently modified by Council, this award recognizes an individual, organization, institution, or group of individuals, organizations, or institutions who have increased public awareness of manuscripts and archives through compilation, transcription, public presentation, exhibition, or publication. The award honors two SAA Fellows and former presidents, Philip M. Hamer and Elizabeth Hamer Kegan.

Theodore Calvin Pease Award

Created in 1987, this award recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. Eligible manuscripts must be unpublished, 15-20 pages in length, and conform to stylistic guidelines of the *American Archivist*. Papers examining major trends and issues in archival administration are preferred. The award honors Theodore Calvin Pease, first editor of the *American Archivist*. **The deadline for this award is May 31, 2006.**

Waldo Gifford Leland Award

Created in 1959, this award encourages and rewards writing of superior excellence and usefulness in the field of archival history, theory, or practice. Monographs, finding aids, and documentary publications published in North America are eligible. Periodicals are not eligible. The award honors Waldo Gifford Leland, an American archival pioneer and SAA's second president.

Oliver Wendell Holmes Award

Established in 1979, this award enables overseas archivists already in the United States or Canada for training to travel to or attend the SAA Annual Meeting. The award honors SAA Fellow and former president Oliver Wendell Holmes.

Sister M. Claude Lane Award

Created in 1974, this award recognizes individual archivists who have made a significant contribution to the field of religious archives. The award honors Sister M. Claude Lane and is funded by the Society of Southwest Archivists.

Preservation Publication Award

Established in 1993, this award recognizes the author(s) or editor(s) of an outstanding work, published in North America, that advances the theory or the practice of preservation in archival institutions. Eligible publications include articles, reports, chapters, and monographs in print, audiovisual, or electronic form.

Fellows' Ernst Posner Award

Established in 1982, this award recognizes an outstanding essay dealing with some facet of archival administration, history, theory, and/or methodology that was published during the preceding year in the *American Archivist*. There are no nominations for this award. The winner is selected by a subcommittee composed of three SAA fellows. The award honors SAA fellow and former president Ernst Posner.

Harold T. Pinkett Minority Student Award

Established in 1993, this award encourages minority students to consider careers in the archival profession and promotes minority participation in SAA. The award provides complimentary registration to the SAA Annual Meeting to a minority student enrolled in a postsecondary institution. Nominees

must have a minimum scholastic grade point average of 3.0 (B) while enrolled in the academic year preceding the award. Preference will be given to full-time students. The award honors archival pioneer Harold T. Pinkett.

Colonial Dames of America Scholarships and Donna Catt Scholarship to the Modern Archives Institute

Since 1974 SAA has awarded the Colonial Dames Scholarships, which enable two archivists each year to attend the Modern Archives Institute of the National Archives and Records Administration. One scholarship supports attendance at the Winter Institute, held in January/February, and the other supports attendance at the Summer Institute, held in June.

In 2002 the Colonial Dames added a third scholarship, the Donna Catt Scholarship, to support attendance at the Summer Institute.

Candidates must 1) be an employee of an archival institution or agency with a fair percentage of holdings predating 1825; 2) have been employed for less than two years as an archivist or archives trainee; and 3) be working with archives or manuscripts, regardless of title.

Each award funds up to \$1,200 in support of tuition, travel, and living expenses. **The deadline for applications to the Summer Institute is Feb. 28.** (The deadline for the Winter Institute was Nov. 1.)

In the application, please submit in triplicate (original and two photocopies) a resume accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications.

Spotlight Award

Established in 2005, the Spotlight Award recognizes the contributions of individuals who work for the good of the profession and of archival collections and whose work would not typically receive public recognition. The nominee(s) should have made outstanding contributions to the profession in one or more of the following ways: participating in special projects; exhibiting tireless committee or advocacy work; responding effectively to an unforeseen or pressing need or emergency; contributing innovative or creative ideas to the profession; performing extraordinary volunteerism; and/or quietly but effectively promoting the profession.

Donald Peterson Student Scholarship

Established in 2005, this award enables a student or a recent graduate from a graduate-level archival program in North America to attend SAA's Annual Meeting. The goal of the scholarship is to engender greater participation in the activities of SAA by the student or recent graduate. Their participation must include either a presentation of research during the Annual Meeting or active participation in a SAA-sponsored committee, section, or roundtable. The award funds up to \$1,000 in support of registration, travel, and accommodation expenses associated with the Annual Meeting. The award is named for a New York lawyer and philatelist who had a deep appreciation of world history and preservation.



SAA EDUCATION CALENDAR

WINTER/SPRING 2006

Basic Electronic Records Management — New England Area

January (date TBA)

Describing Archives: A Content Standard (DACS)

February 22 — Los Angeles, CA

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

February 23–24 — Los Angeles, CA

Describing Archives: a Descriptive Standard (DACS)

March 8 — Minneapolis, MN

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

March 9–10 — Minneapolis, MN

Describing Archives: a Descriptive Standard (DACS)

March 10 — Boston, MA

IT Series for Practicing Archivists — Atlanta, GA

Understanding Web Technologies — March 24, 2006

Networking and Telecommunications for Archivists — March 25, 2006

Oral History: From Planning to Preservation

March 27 — University Park, PA

Real World Reference: Moving Beyond Theory

April 10–11 — Birmingham, AL

Describing Archives: a Descriptive Standard (DACS)

April 24 — Albany, NY

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

April 13–14 — Indianapolis, IN

Archival Perspectives in Digital Preservation

April 27–28 — University Park, PA

Understanding Photographs: Introduction to Archival Principles and Practices

May 18–19 — University Park, PA

IT Training for Practicing Archivists — Atlanta, GA

Digitization of Archival Materials — May 19

Digital Libraries and Digital Archives — May 20

For details or to register, visit
www.archivists.org and click on education.

Questions? Contact us at
education@archivists.org or 312/922-0140.

IN THE WORKS: Advanced Electronic Records Management; Management Institute; Becoming a Film-Friendly Archivist; Copyright and the Law; Electronic Records Web Seminar; and Style Sheets for EAD.

2006 CALENDAR

January 5–8

The American Historical Association (AHA) Annual Conference in Philadelphia. For more info: 202/544-2422 or www.historians.org/annual/index.cfm.

January 13–14

"Best Practices in Collections Stewardship: Writing a Collections Management Policy" will be offered by the American Association of Museums (AAM) in Raleigh, N.C. Collections care is a core responsibility for all museums that have or use collections. Led by John Simmons, author of the forthcoming AAM publication on collections policies, this seminar will provide step-by-step guidance on developing and writing a collections management policy. For more info: Stephanie Essex, 202/289-9114 or www.aam-us.org.

February 27–March 1

"ECURE 2006: Preservation and Access for Digital College and University Resources" at Arizona State University in Tempe. Visit www.asu.edu/ecure for details or contact ECURE co-chair Rob Spindler at rob.spindler@asu.edu.

April 20–22

MARAC spring meeting in Baltimore, MD, at the Tremont Plaza Hotel on Saint Paul. For more info: www.lib.umd.edu/MARAC/conferences/conferences.html.

April 27–29

Society of California Archivists Annual General Meeting at the Stanford Court Hotel, San Francisco. Details: www.calarchivists.org.

April 27–29

Midwest Archives Conference Spring Meeting 2006 in Bloomington Normal, IL. For more info: www.midwestarchives.org/.

May 17–20

The 40th annual Association for Recorded Sound Collections (ARSC) Conference will be held in Seattle, at the Red Lion Hotel on Fifth Avenue, and hosted by the University of Washington School of Music. Details at <http://arsc-audio.org/conference2006.html>.

June 28–July 1

Association of Canadian Archivists conference in St. John's Newfoundland and Labrador. Theme: "Living on the Edge"—The Place of Archives in the Heritage and Cultural Community." For more info: <http://archivists.ca/conference/>.

July 31–August 6

Joint Annual Meeting of NAGARA, CoSA, and SAA in Washington, DC, at the Washington Hilton and Towers. For more info: www.archivists.org or www.nagara.org.

FUNDING

AIP Center for History of Physics

The Center for History of Physics of the American Institute of Physics has a program of grants-in-aid for research in the history of modern physics and allied sciences (such as astronomy, geophysics, and optics) and their social interactions. Grants can be up to \$2,500 each. They can be used only to reimburse direct expenses connected with the work. Preference will be given to those who need funds for travel and subsistence to use the resources of the Center's Niels Bohr Library (near Washington, DC), or to microfilm papers or to tape-record oral history interviews with a copy deposited in the Library. Applicants should name the persons they would interview or papers they would microfilm, or the collections at the Library they need to see; you can consult the online catalog at www.aip.org/history. Applicants should either be working toward a graduate degree in the history of science (in which case they should include a letter of reference from their thesis adviser), or show a record of publication in the field. To apply, send a vitae, a letter of no more than two pages describing your research project, and a brief budget showing the expenses for which support is requested to: Spencer Weart, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740; phone 301/209-3174; fax 301/209-0882; e-mail sweart@aip.org. **Deadlines for receipt of applications are June 30 and Dec. 31 of each year.**

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.

Ian Maclean Research Grant

The National Archives of Australia has established a new award open to archivists from all countries who are interested in conducting research that will benefit the archival profession and promote the important contribution that archives make to society. To encourage innovation in research, partnerships between archivists and allied/other professionals are eligible. Joint applications from archivists residing in different countries are also encouraged. Stipend will be to AUS\$15,000 (approximately US\$11,000) at the discretion of the judging panel. Additional funding will be available to overseas applicants for travel to Australia if necessary. Prospective applicants should contact Derina McLaughlin at (+61 2) 6212 3986 or derina.mclaughlin@naa.gov.au before applying to discuss the scope of their research project. Further information: www.naa.gov.au.

The Pepper Foundation's Visiting Scholars Program

The Claude Pepper Foundation seeks applicants for its visiting scholars program, which provides financial assistance for researchers working at the Claude Pepper Center's archives at Florida State 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>.

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.

UNC-Charlotte Visiting Scholars Program

The Special Collections Department of the Atkins Library at The University of North Carolina at Charlotte announces the establishment of the Harry Golden Visiting Scholars Program. The program was established with a bequest by Mrs. Anita Stewart Brown to honor the memory of Harry Golden, author of the best selling book *Only in America* and publisher of *The Carolina Israelite*. Two grants of \$500-\$1,000 will be awarded each year to researchers using materials that are held by the Special Collections Department. Preference will be given to projects focused on the history and culture of the twentieth century South. For further informa-

tion on resources available in the department, follow the link to Special Collections at <http://library.uncc.edu>. The inaugural grant has been awarded to Kimberly Marlowe Harnett, a journalist in Portland, Oregon, who is writing a full length biography of Harry Golden. *For grants beginning in 2006/07, the deadline for applications is January 15, 2006.* Candidates will be notified by March 30. To apply, researchers should send a letter to Mr. Robin Brabham, Associate University Librarian for Special Collections, Atkins Library, UNC Charlotte, 9201 University City Blvd., Charlotte, NC 28223 or email him at rbrabha@email.uncc.edu. The letter must include a vita; a description of the research proposal and the extent of research already completed; an estimate of the research remaining; a summary of how the project will benefit by using resources in the UNC Charlotte Special Collections; and a projected budget. The grants will be given primarily to cover travel expenses, but other appropriate expenses will be considered on a case by case basis.

U.S. Capitol Historical Society Fellowship

Applications are invited for the 20th year of the U.S. Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the U.S. Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is \$2,000 per month. *Applications must be postmarked by March 15, 2006.* For more info, contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, DC 20515; 202/228-1222 or www.uschs.org.

CALL FOR PAPERS

FARMER Conference in U.K.

Forum for Archives and Records Management Education and Research (FARMER) conference at the University of Wales, Aberystwyth, on June 13-15, 2006, "Developing the 21st Century Professional: A Learning Continuum for Archivists and Records Managers." Submissions of papers invited on the following themes: defining the archives and records management discipline; research strategy lifelong learning. Papers will be selected for publication in either the *Records Management Journal* or the *Journal of the Society of Archivists*. For more information, visit www.liv.ac.uk/lucas/FARMER/index.htm or send an email to Jaqueline Spence at jds@aber.ac.uk. **Abstract submission deadline is December 23, 2005.**

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

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

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

**For more information contact SAA at
312/922-0140, fax 312/347-1452,
jobs@archivists.org**

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

ARCHIVAL ASSISTANT

Georgia O'Keeffe Museum
Santa Fe, NM

Project Description: The Georgia O'Keeffe Museum Research Center is seeking an Archival Assistant, who will be primarily responsible for digitizing materials from the William I. Homer Archives and placing them in archival storage boxes and folders. This is a grant-funded 2-year position. **Responsibilities:** Primary responsibility will be to digitize the materials and place them in archival storage boxes and folders within the allotted 2-year period under supervision of the Senior Archivist. **EDUCATION AND EXPERIENCE: Required**
Qualifications: Bachelor's degree in art history.

Demonstrated experience processing archival collections. Familiarity with current technologies used in library and archives settings. **Preferred**

Qualifications: Coursework in library/information science or related field with coursework/training in archival studies or records management. Prior experience working in an archive or manuscript repository in an academic or research library. Excellent analytical, collaborative, and interpersonal skills. Experience in preservation of archival materials in various formats. For further detailed information, please refer to: www.okeeffemuseum.org/opportunities/employment.html. **To apply:** Human Resources, Georgia O'Keeffe Museum, 217 Johnson Street, Santa Fe, NM 87501.

ARCHIVIST/LIBRARIAN

Ft. Belvoir, VA

Catalog classified and unclassified documents and evaluate and archive various media. Requires operating analog and digital a-v equipment (VHS, beta, U-matic, DVD, etc.). Degree in library science or archives and minimum of two years experience with print and non-print materials. Requires secret clearance. To apply, contact: Sheila Hess, 4520 East West Highway, Suite 510, Bethesda, MD 20814. jobs@ptfs.com. www.ptfs.com.

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 all Foundation programs. **Description Summary:** Establish the archives as a distinguished community resource and promote its use to researchers. Develop reports, proposals, and relationships that serve the Foundation's program areas, the community, and researchers. Deliver professional presentations. Stay abreast of archive field by engaging with professional archival organizations. 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. 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 website at www.ruthmottfoundation.org. To apply, please send your application letter, resume, and references by email to: dmiller@rmfdn.org.

ASSISTANT ARCHIVIST

American Institute of Physics
College Park, MD

The Center for History of Physics is seeking an Assistant Archivist with knowledge and experience in accessioning, preserving, processing and cataloging both traditional and digital collections. Knowledge of physics not required. The Assistant Archivist works with a team of archivists, librarians, and historians in a collegial environment. **Duties include:** accessioning and processing collections; cataloging; collections according to AACR2 and DACS standards, preparing EAD compliant finding aids; using Microsoft Access to maintain collection records and other information; helping conduct twice-yearly surveys of other archives; serving regular rotation at reference desk; and participating in technical projects as they arise. **Compensation:** Salary from \$38,300, depending on qualifications, plus generous benefits. **Qualifications:** Requires a master's degree in Library Science from an ALA accredited program or History with an archival concentration plus experience. Professional experience and familiarity with digital archival applications preferred. Must be able to lift 40-pound boxes of library materials. The Center for History of Physics is located in College Park, MD, and is easily accessible by car and public transportation throughout the Washington/Baltimore area. Our website is at www.aip.org/history. **Please send all inquiries to:** Donna Jones, American Institute of Physics, One Physics Ellipse, College Park, MD 20740. Fax 301/209-0847.

ASSISTANT ARCHIVIST

The Metropolitan Museum of Art
New York City

The Metropolitan Museum of Art seeks an Assistant Archivist in the General Counsel's Office. **Primary responsibilities include:** filing and researching the Museum's business records from the General Counsel's Office; providing historical information to Museum staff; facilitating limited research by outside scholars and students; maintaining inventory of Archival holdings, including the Archives Annex; formulating and assigning credit lines for acquisitions and entering them into TMS, and other related duties as required. Successful candidates will have past library and/or archival experience as well as strong writing skills. Must be detail oriented and have the ability to work independently and as part of a team. Proficiency in Word and Outlook is required. B.A. degree required, with a library science degree and/or Archival certificate preferred. Must have knowledge of archival procedures and knowledge of database systems. TMS preferred. **To apply, contact:** Human Resources, The Metropolitan Museum of Art, 1000 Fifth Avenue, New York, NY 10028; fax 212/570-3882; employ-oppty@metmuseum.org.

ASSISTANT, ASSOCIATE, OR FULL PROFESSOR

College of Information Studies
College Park, MD

The College of Information Studies invites highly qualified individuals to apply for tenured senior or tenure-track junior faculty positions. Areas of particular interest to complement existing strengths of the

faculty include: Archives and Records Management; Information Access; Information Policy; Information Technology and Organizational Context; Strategic Information Management. Application areas of particular interest include Public Libraries, Digital Libraries, and E-government. We are interested in information services for special populations, including information users of different ages, cultures, and socioeconomic backgrounds. Please see the full position announcement at www.clis.umd.edu.

Qualifications: Ph.D. or equivalent degree in information studies, library science, public or business administration, computer science, or a related information field; demonstrated record of research accomplishments or demonstrated potential for research excellence as appropriate to rank; and effective and innovative teaching. **For best consideration, apply by December 1, 2005.** The positions are expected to be filled by August 2006. Send inquiries and applications to the Search Committee Chair, Dr. Eileen Abels. The University of Maryland is an equal opportunity, affirmative action employer. **To apply:** Dr. Eileen Abels, Associate Professor, University of Maryland, College of Information Studies, Hornbake Building, South Wing, Room 4105, College Park, MD 20742-4345; 301-405-2045; fax 301-314-9145; eabels@umd.edu.

BUSINESS ANALYST—CORPORATE RECORDS

The Business Analyst will join a team of corporate records professionals to provide analysis and consulting services to all Russell businesses as part of a strategic corporate program to ensure accessibility, protection (including legal and regulatory compliance) of intellectual assets in the form of records information and records. The Analyst is responsible for ongoing review, evaluation and the implementation of control and compliance procedures to ensure operational efficiency and continuous improvement of business performance through the application of information management and records standards. Candidate will bring 5–10 years of experience in the financial services or technology industry with strong preference for records management experience and 4 yr degree; system analysis experience (financial, operation, and/or technical); information technologies/business integration experience; records, legal or compliance experience; excellent communication and project management skills. **Apply online at:** www.russell.com.

DIRECTOR OF LIBRARY, PUBLICATIONS & COLLECTIONS

*Minnesota Historical Society
St. Paul, MN*

The Minnesota Historical Society (MHS) seeks a strong leader for the Division of Library, Publications & Collections. The Division of Library, Publications & Collections includes the following four departments: Collections Management, Collections, Reference, and MHS Press. This position oversees four department heads and approximately 112 staff members. Candidates must possess, at minimum: BA degree or equivalent in history, museum studies, education, or a related field (advanced degree desired) at least ten years experience in library, archival, curatorial or conservation management, in progressively responsible positions including experience in managing human and financial resources. To request application materials, call the MHS job line at (651) 296-0542, or contact website at www.mnhs.org/about/jobs. Applications will be accepted until position is filled. EEO/AA.

FOLKLIFF ARCHIVIST (30430 ARCHIVIST)

*Alabama Department of Archives and History
Montgomery, AL*

The Alabama Department of Archives and History seeks qualified applicants for a Folklife Archivist position. This is a two-year grant-funded position to establish an Archive of Alabama Folk Culture. Duties include acquiring, collecting, cataloging, preserving, and publicizing multimedia collections relating to Alabama folk traditions. For a complete position description and application guidelines see www.archives.state.al.us/dept/folklifeearch.html. **To apply, contact:** Alabama State Department of Personnel, 64 North Union St., PO Box 304100, Montgomery, AL 36130-4100; 334/242-3389; fax 334/242-1110; www.personnel.state.al.us/.

HEAD OF SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES

*San Diego State University
Library and Information Access
San Diego, CA*

San Diego State University Library and Information Access is seeking an energetic, creative, and experienced librarian to direct, organize, manage, coordinate, and administer the collection development, staff, and programs of Special Collections and University Archives. The successful candidate will report to the Associate Dean, Library and Information Access and work closely with the Dean on donor relations. The Head of Special Collections and University Archives is responsible for providing a clear vision and strong leadership that maintains and strengthens the collecting, preservation, and instructional programs; ensuring timely and effective access to the collections; guiding programming of special events, meetings, exhibits, and publications; advancing scholarship via digitization of unique holdings while promoting the continued relevance of the artifacts and of special collections to research and teaching; cultivating donors and solicits materials for Special Collections and University Archives; working closely with the Dean, development staff and the Friends of the Library to secure donations; developing, implementing and overseeing strategy for retention of university records within University Archives; and supervising Special Collections and University Archives volunteers, staff and student assistants. For a complete position description, required/preferred qualifications and submission procedures see <http://infodome.sdsu.edu/about/positions.shtml>. San Diego State University is the third largest academic institution in California and the oldest in the region. A part of the California State University system, SDSU serves an ethnically diverse student body of approximately 34,000 students. SDSU, a Title II research-intensive university, offers bachelor's degrees in 81 areas, master's in 72 and joint-doctoral degrees in 16. Its mission is to provide well-balanced, high-quality education for undergraduate and graduate students, and to contribute to knowledge and the solution of problems through excellence and distinction in teaching, research and service. Additional university information is available at <http://www.sdsu.edu>. Information about the Library and Information Access is at <http://infodome.sdsu.edu>. SDSU is a Title IX, equal opportunity employer and does not discriminate against individuals on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability or veteran status, including veterans of the Vietnam era. Please indicate the position for which you are applying. **Screening will begin October 31, 2005 and will remain open**

until the position is filled. To apply: Helen Henry, Library and Information Access, San Diego State University, 5500 Campanile Drive, San Diego, CA 92182; 619/594-4066; hhenry@mail.sdsu.edu.

HEAD, SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES

*Kansas State University
KSU Libraries
Manhattan, KS*

Core Duties: Provides visionary leadership for special collections and university archives; participates actively in shared decision-making for library planning, resource management, program and policy development. Serves as liaison to Digital Initiatives Department, academic departments, K-State Foundation, and the use of special collections and archives. Represents the libraries in university, local, state, regional and national venues. Contributes to the profession through publications, presentations and professional associations.

Requirements: MLS from an accredited institution. Strong leadership capability and experience in special collections and/or archives; excellent interpersonal and organizational skills; knowledge of issues, trends, principles and practices; strong user-orientation; knowledge and experience with technological applications and digital library development, collaboration, and communication and the capacity to thrive in an environment of change. An additional advanced degree is optimal. For full information, visit our web site at www.lib.ksu.edu/news/jobs.html. AA/EOE employer. Paid for by KSU. **To apply, contact:** Janet Garner, Kansas State University Libraries, 504 Hale Library, Manhattan, KS 66506, USA; 785-532-7400; fax 785-532-7415; ksul-hr@gw.ksu.edu.

METADATA LIBRARIAN/ARCHIVIST

*University of Georgia Libraries
Digital Library of Georgia
Athens, GA*

The Metadata Librarian/Archivist is responsible for metadata and authority control, student hiring and supervision, quality control, and other duties related to the development of digital resources as a part of the Civil Rights Digital Library Initiative at the Digital Library of Georgia, University of Georgia (<http://dlg.galileo.usg.edu/>). The Metadata Librarian/Archivist reports to the Project Manager and Digital Metadata Coordinator for the Digital Library of Georgia and works as a member of the DLG's Metadata and Site Development unit. The position is funded through a 2-year National Leadership Grant for Libraries awarded by the federal Institute of Museum and Library Services. The Civil Rights Digital Library Initiative consists of three primary components: 1) Web-accessible archive of streaming video derived from original news film from Atlanta and Albany, Georgia television stations, 2) civil rights portal providing a seamless virtual library on the Movement by aggregating metadata on a national scale, and 3) a learning objects component to deliver secondary Web-based resources to support the use of the video archive in the learning process. The Metadata Librarian/Archivist will play principal roles in the video archive and portal components of the initiative. Full description of duties and qualifications: www.libs.uga.edu/humres/jobs/faculty.html. Standard benefits package includes life, health and disability insurance; mandatory participation in state or optional retirement system, 21 days annual leave, 12 paid holidays. Salary minimum: \$32,000. Application procedure: Send letter of application addressing all qualifications, detailed resume, and

the names, addresses, email and phone numbers of three references by November 28, 2005. To apply, contact: Florence E. King, University of Georgia Libraries, Main Library, Athens, GA 30602. Phone 706/542-2716; fax 706/542-4144; libjobs@uga.edu.

PUBLIC SERVICES ARCHIVIST

*Disciples of Christ Historical Society
Nashville, TN*

The Public Services Archivist will be responsible for providing reference and research assistance to patrons, both in-house and long-distance, by determining service required, locating sources in the Society's Library and Archives to provide information needed, and providing photocopies and scanned images as requested. The archivist will conduct tours of the Historical Society for individuals and groups. The archivist will maintain records of patron activity. The archivist will be required to assist in areas outside of public service, including arrangement and description, data entry, and collection maintenance. Work outside normal business hours will be required at times. The Disciples of Christ Historical Society, a general unit of the Christian Church (Disciples of Christ), is an Equal Opportunity Employer.

Required: Master's level degree in a related field (Archival Services, Library Science, History, Theology). Evidence of excellent organizational and communication skills. Ability to lift and move archival records in 40-pound boxes. **Preferred:** Knowledge of the Stone-Campbell religious tradition within the context of the history of American Christianity. Experience working with database applications. Familiarity with historical research methods. **Compensation:** Salary is negotiable, depending on the qualifications of the successful applicant. Excellent basic benefits include paid vacation/sick leave, paid holidays, health care insurance, and retirement plan. **Application Deadline:** December 15, 2005. **To apply:** Sara Harwell, Disciples of Christ Historical Society, 1101 Nineteenth Avenue South, Nashville, TN 37212; 615/327-1444; fax 615/327-1445; harwellsj@dishistsoc.org.

RECORDS ANALYST

*Bose Corporation
Framingham, MA*

While reporting to the Corporate Records and Information Manager, you will be responsible for assisting with the professional practices governing the definition, retention, and disposition of records at Bose Corporation. **Projects will include:** Conducting records inventories; creating records schedules; facilitating records destruction; researching and applying regulatory, statutory, and industry requirements; supporting retention scheduling initiatives. Requires knowledge of records management and archival management principles and methodologies, awareness of current technology trends regarding information management and prioritizing work effectively. Must have outstanding oral and written communication skills, attention to detail and be self-motivated and disciplined. Qualified candidates will have a MLS or related degree, a minimum of 3 years experience as a records professional or in a related industry and the ability to lift and carry 40 pounds. Previous functional or industry knowledge is preferred. **To apply, contact:** www.bose.com/careers. Please use requisition #6633BR when applying.

SENIOR ARCHIVIST

*Georgia O'Keeffe Museum Research Center
Santa Fe, NM*

Position Description: The Georgia O'Keeffe

Museum Research Center is seeking a Senior Archivist to catalogue and oversee the digitization of the William I. Homer Archive. This is a grant-funded 2-year position. **Responsibilities:** Primary responsibility will be to catalogue the materials, establish its finding aids, manage the duties of the Archival Assistant, and oversee the digitization of the project.

EDUCATION AND EXPERIENCE: Required

Qualifications: Master's degree from an ALA-accredited Library/Information Science program or related field with coursework/training in archival studies or records management. Ability to work both collaboratively and independently. Excellent communication, interpersonal, and organizational skills. Professional experience working in an archive or manuscript repository in an academic or research library. Knowledge and experience with current technologies used in library and archive settings. Up-to-date knowledge of descriptive practices (including AACR2, APM, MARC, EAD, etc.), metadata standards, database management, and records management techniques. **Preferred Qualifications:** Knowledge of American art history from 19th-20th centuries. Web authoring experience and skills. Prior history of successful project management. For further detailed information, please refer to: www.okeeffemuseum.org/opportunities/employment.html. **To apply, contact:** Human Resources, Georgia O'Keeffe Museum, 217 Johnson Street, Santa Fe, NM 87501

SENIOR LIBRARIAN/ARCHIVIST

QVC Inc.

West Chester, PA

QVC's Information Services Department has an exciting opportunity for a talented individual to become a **Senior Librarian/Archivist** at our Studio Park (West Chester, PA) location. The successful candidate provides QVC clients with research, reference, and archival services to meet their information needs, utilizing a variety of bibliographic materials, online services, and outside sources to prepare value-added research packages such as competitive intelligence, intellectual property rights, market trends, and demographic surveys. Please visit www.QVC.com (Careers) for additional details.

Qualifications & Requirements: Master's Degree in Information or Library Science. Certified Archivists preferred. 5 years experience in a Corporate Information Center or Corporate Archives unit. Excellent oral and written communication skills with the ability to conduct oral presentations. Ability to work under pressure in order to meet strict deadlines. Ability to travel (10-15%) as required. **To apply, contact:** QVC Inc., http://careers.peopleclick.com/jobposts/Client40_QVC/B U1/External/PCK184-2621.htm.

UNIVERSITY ARCHIVIST

*Brown University
Providence, RI*

The Brown University Library is seeking a University Archivist to administer the Archives and related manuscript collections. Duties include faculty and alumni outreach; development and maintenance of organizational relationships on behalf of the Archives; acquisition and processing of archival collections; reference and instructional activities; development of exhibits, digital collections and programs; and supervision of staff and student employees. **Qualifications:** An MLS degree with an Archives concentration from an ALA-accredited program or an MA in History with relevant experience; subject expertise in history, preferably with post-graduate degree in relevant subject area; minimum of five years professional experience working with manuscripts and historical records with pro-

gressive levels of responsibility; ability to work in a complex library organization with a strong user service orientation, working independently and in groups; understanding of the scholarly communication process and research practices; highly effective oral and written communication skills; supervisory experience; experience with automated library and archival systems and electronic formats in an archival setting; understanding of Encoded Archival Description (EAD) and the arrangement and description of archival and manuscript collections. To apply, please visit Brown's Online Employment website (<https://careers.brown.edu>) and follow the instructions on how to complete an application, attach documents and submit your application. Documents should include cover letter and resume. Review of applications will begin immediately and continue until the position is filled. Brown University is an Equal Opportunity/Affirmative Action Employer. (JOB# B00778) **To apply, contact:** Brown University, <https://careers.brown.edu>, 401/863-2945, Gloria_Reynolds@Brown.edu.

VISUAL COLLECTIONS LIBRARIAN

*University of Mississippi
University, MS*

Job Description: The Department of Archives and Special Collections at the University of Mississippi Libraries seeks applicants for the position of Visual Collections Librarian. The position is a twelve-month, tenure track, assistant professorship and offers an opportunity to work independently and collectively with an extensive collection of world class photographic and film materials specializing in the American south, civil rights, and gender studies. **Qualifications/Skills: Required Qualifications:** ALA accredited MLS by the date of appointment; the ability to meet tenure requirements; knowledge of and experience with photographic and film materials; knowledge of automated access systems for manuscripts and archives; proficiency with web construction including web page design; knowledge of digitization and computer databases; familiarity with the management and use of digital images; demonstrated effective oral and written communication skills, and evidence of success in interaction with colleagues; ability to perform physical activities associated with archival environments; and public service experience. **Job Responsibilities:** Reports to the Head of Special Collections and is responsible for organizing, cataloging, and maintaining visual materials including still photography, moving images, and other appropriate visual materials in the Southern Media Archive and collateral materials of the Department of Archives and Special Collections. Also responsible for reference and user services related to visual collections. Assists, as needed, with reference, exhibits, outreach, and other curatorial functions in Special Collections. Creates and maintains access policies in accordance with best practices, copyright, license, and donor agreements. Minimum salary is \$35,000, commensurate with experience. Includes a competitive benefits package. 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:** Applications must be completed online at <https://jobs.olemiss.edu>.



society of american archivists

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Archives Week Heightens Public Awareness

Autumn traditionally has been the time of year when Archives Week activities occur. Some celebrations begin in September, while others are held in October or early November. The Council of State Archivists (CoSA) reports that the number of archival associations and repositories sponsoring Archives Week activities continues to grow. In 2002, Archives Week events were held in some 23 states. This year activities are being held in 4 regions and 35 states, along with comparable programs in Canada, England, and Ireland. The CoSA website provides a wealth of information about Archives Week in its Archives Resource Center (www.statearchivists.org/arc/archweek.htm).

Public awareness about the importance of archives and archival programs is one of three strategic issues recently identified by SAA, particularly in light of recent threats to cut vital funding to the National Historical Publications and Records Commission. Spreading the word about archives is an important outreach effort. It not only encourages public use of archival collections, but it also serves to enhance the value of archival records in the eyes of resource allocators.



This is one of many posters promoting Archives Week activities. Check out the poster gallery at www.statearchivists.org/arc/archweekposters.htm.

Let's make *Archives Week*
a national event in 2006.