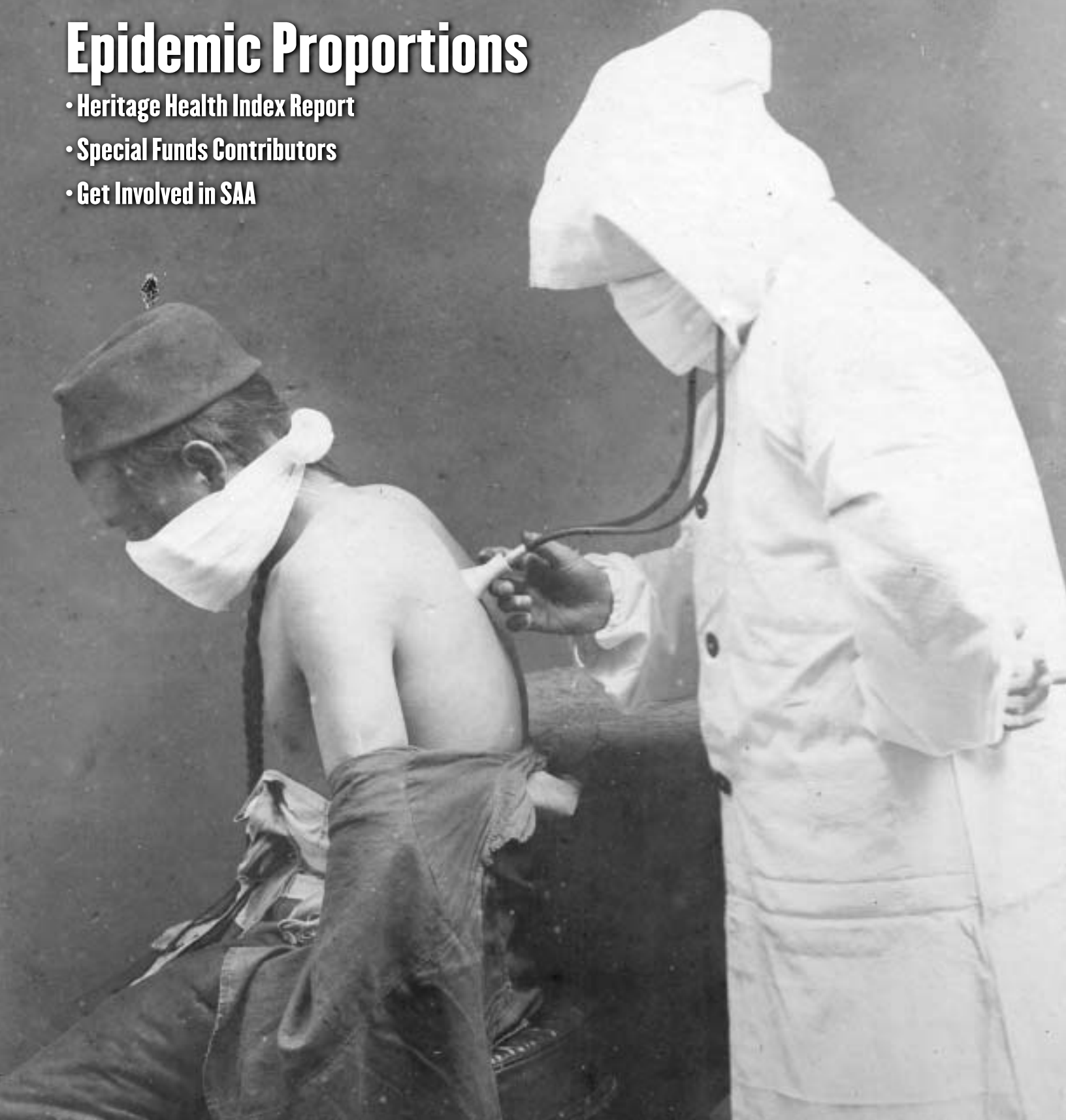


# archival outlook

## Epidemic Proportions

- Heritage Health Index Report
- Special Funds Contributors
- Get Involved in SAA



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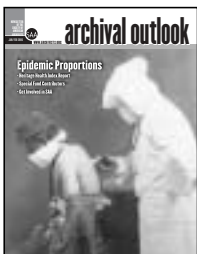
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**Epidemic Proportions.** An especially virulent strain of the bird flu spread from Asia to Europe in 2005. With governments and global health organizations taking the threat of a flu pandemic seriously, a big push is on to develop new and faster ways to make flu vaccines. Nearly 100 years ago, pneumonic plague—a severe flea-borne bacterial disease affecting the lungs—devastated regions of Asia and eventually claimed the lives of more than 40,000. In 1911, Oscar Teague, MD, an Alabama native, accompanied Richard P. Strong, MD, on a fact-finding mission to the Manchurian province of China. They spent three months in the city of Mukden investigating the pneumonic plague epidemic while treating patients and conducting research into the cause of the outbreak. Drs. Strong and Teague represented the United States at the International Plague Conference, held in China on April 3–28, 1911. Photo courtesy of the UAB Archives, University of Alabama at Birmingham. Submitted by **TIM PENNYCUFF** and **JENNIFER BECK**.

# 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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## Reconceptualizing and Reengineering the Archival Profession

I'm convinced that, in order to flourish in the digital era, archivists must be as comfortable working with electronic records as they are with paper records. For most archivists—possibly for most people—paper is second nature. We seldom think much about the activities of filing, retrieving, or reading paper records. But for many, electronic records remain somewhat alien; filing,

retrieving, or reading those records may require a call to a "geeky" friend or tech support.

During the past several months, I have spent a fair amount of time talking with colleagues about the new skills that archivists need to work with digital materials. In a recent conversation, Joan Krizack of Northeastern University reframed the issue, noting that,

"The larger question is, 'What is our job in the digital era?'" Joan's comment helped shift my attention from techniques to purpose, from tactics to strategies. Before we consider how digital records demand new techniques, we must first think about how the digital era requires a fundamental rethinking of what we do.

Information technologists and others are staking claims on archival turf, and the new format is forcing significant—potentially revolutionary—changes on our profession. This reality poses a very real threat to our profession if we fail to respond and adapt. Rather than reacting with fear, we should embrace the digital era for the new opportunities it provides. We must take advantage of digital materials and technology to achieve our core responsibilities in new ways.

**I believe that archivists' core responsibility is to help individuals and society remember what is important by capturing and protecting records that provide authentic and reliable information about the past.** That objective does not change in the digital era, nor do the intermediate goals of appraisal, physical and intellectual control, reference and access, or preservation change.

**Archivists appraise records to identify those of permanent value.** We know how records may be used over time, by different audiences for different purposes. We understand the documentary universe,

including areas that are well covered in existing collections, as well as gaps in that universe. I firmly believe that appraisal is the archivists' single most important job and the skill that differentiates the profession. We must look for new uses for information in digital forms and how technology can be used to find new value in records.

**Archivists acquire materials while protecting their authenticity and reliability.** The web and intranets offer new opportunities to acquire information that was often hard to find. As a result, we have a chance to build more complete collections. At the same time, we must find ways to demonstrate that materials captured by the archives (rather than delivered by the creator) are trustworthy.

**Archivists arrange and describe their collections to maintain physical and intellectual control and to preserve context.** Traditionally these practices were based on the principles of provenance and original order. We focused on aggregates (collections, series, and folders) rather than items to scale the task to a manageable size. Given the exponential growth of electronic records, archivists have a lot to teach others about working with large collections of information. At the same time, we should recognize that the ability to automate the analysis of large collections of digital materials offers new approaches that, for some purposes, may be superior.

**Archivists preserve the materials in their collections, protecting them from the threats of deterioration, disaster, theft, and malicious destruction.** Digital preservation will be more than locks and keys, migration, and controlled environments, but will include firewalls and robust backups. Preservation programs will include media and software migration. The good news is that the ease of duplicating electronic records means we can keep disaster recovery copies of all our records offsite.

**Finally, archivists help patrons find the records they need.** Many archivists have successfully embraced the web as a means to let the world know about and gain access to our collections. More and more finding aids and digitized collections are accessible through the Internet, not just in reading rooms.

*continued on page 23*

**Before we consider how digital records demand new techniques, we must first think about how the digital era requires a fundamental rethinking of what we do.**



## My Hero

I lost my real-life hero when my dad died on November 12. He would have been 90 years old on December 15.

"Perk" was a worthy member of the "Greatest Generation"—an appellation in which I firmly believe. His passion was flying. He graduated from West Point in 1941; took flight training throughout the south and west (my parents once calculated that they had lived in 47 different places during their marriage); was a squadron commander in the Berlin Airlift; and spent a good portion of his Air Force career running large aircraft maintenance facilities.

His last active-duty assignment was at Davis Monthan Air Force Base in Tucson. He saw an opportunity at the Military Aircraft Storage and Disposition Center—the "Boneyard"—to tell a story to future generations about his passion. He conceived and co-founded the Pima Air and Space Museum, which today has more than 250 aircraft of all types on display. Much later, he served on the board of the San Diego Aerospace Museum.

Dad was always my biggest fan, so it's no surprise to me that he had a strong interest in emergency medicine when I worked for the American College of Emergency Physicians, or that he suddenly developed a keen understanding of physical therapy issues when my career took me to the American Physical Therapy Association.

But the move to SAA was special.

Dad fell and broke his hip in January 2003. The week before, I had scheduled a phone interview with the principals of the firm that SAA had hired to recruit a new executive director. When my cell phone rang, I was sitting with my dad in his room at the rehab center, and the last thing on my mind was being interviewed for a new (albeit my dream) job. I had com-

pletely forgotten the appointment. I explained the situation to the recruiters and rescheduled for the next week, but realized that I was probably "toast." My dad assured me that "no decent human being" would hold this against me. As a Washingtonian at the time, I didn't really believe him. . . . But when I called him several months later to tell him that I'd gotten the job, he exclaimed, "See, I told you those archivists are decent! And they're smart, too!"

He adopted archivists and archives more passionately than he had emergency medicine or physical therapy. He read every issue of *Archival Outlook* and the *American Archivist*, asking me questions and sharing his opinions about them. He clipped articles about archives from the *Wall Street Journal* and the *Arizona Republic*, and never failed to call excitedly when "archives" were mentioned on CNN or the network news programs.

On a visit to my parents' home in Phoenix last September, I returned from the grocery store to hear both of them yelling for me from the back of the apartment. Rushing in breathless, I found both Perk and Jane sitting rapt with attention as Archivist of the United States Allen Weinstein was interviewed on C-SPAN. A couple of groupies. . . .

Dad proudly displayed our "Archivists make it last longer!" bumper sticker, and referred to it with a twinkle in his blue eyes. Although he teased me about working with "folks who wear Birkenstocks," he had grave concerns about the implications of the USA PATRIOT Act and other challenges to privacy and access to public records.

My dad was my champion out of fatherly love. He was your champion because he valued preserving the past and making it accessible—and he admired your role in making that happen. ❖

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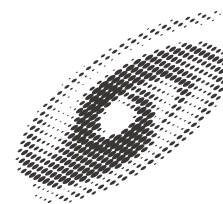
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# Heritage Health Index Finds Millions of Precious Artifacts at Risk in U.S. Collections

Full Report Online at [www.heritagehealthindex.org](http://www.heritagehealthindex.org)

The first comprehensive survey ever to assess the condition of U.S. collections concludes that immediate action is needed to prevent the loss of millions of irreplaceable artifacts held in public trust. Improper storage conditions and the lack of realistic disaster planning top the list of chronic problems.

Heritage Preservation, the country's leading conservation advocate, in partnership with the Institute of Museum and Library Services (IMLS), details these and other findings in *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*. Key findings of the report include:

- 80% of U.S. collecting institutions do not have an emergency plan to protect collections with staff trained to carry it out.
- 65% of collecting institutions have experienced damage to collections due to improper storage.
- 190 million objects are in urgent need of conservation treatment.
- The most urgent need at U.S. collecting institutions is environmental control.

"*A Public Trust at Risk* concludes that only very few collecting institutions in the U.S. have enough funding to ensure the safety of their collections," said Debra Hess Norris, chairperson of Heritage Preservation and professor in the Art Conservation Program at the University of Delaware/Winterthur. "Heritage Preservation urges private donors and public officials nationwide to lead new efforts to preserve the nation's collected heritage, in light of this and other of the report's findings."

The Heritage Health Index survey is unique in examining the state of preservation across the entire spectrum of collecting institutions, large and small, from internationally renowned art museums and research libraries to local historical societies and specialized archives. The report chronicles the preservation needs of 4.8 billion artifacts held in U.S. collections, among them rare books, manuscripts, photographs, prints, maps, films, videos, sound recordings, digital materials, sculptures, paintings, drawings, textiles, flags, airplanes, furniture, toys, shells, animal and plant specimens, fossils, and prehistoric pottery shards.

The product of extensive planning and a year-long implementation process, *A Public Trust at Risk* was made possible by major support from IMLS and the Getty Foundation, with

additional generous grants from The Henry Luce Foundation, The Samuel H. Kress Foundation, The Bay and Paul Foundations, The Peck Stacpoole Foundation, and The Gladys Krieble Delmas Foundation.

## Environment Is the Worst Enemy

The Heritage Health Index finds that the conditions in which objects are stored often pose the chief threat to collections. Data show that collections in a quarter of American collecting institutions are vulnerable to all three of the greatest threats to delicate objects—fluctuations in temperature, light,

and humidity—because these institutions report having no environmental controls to protect collections.

Sixty-five percent of the collecting institutions in the country reported that parts of their collections have been damaged in the past due to improper storage. Nearly as many reported that they store a large part of their collections in areas that are overcrowded and therefore susceptible to damage.

In *A Public Trust at Risk*, Heritage Preservation shows that millions of historic documents, photographs, and other objects are kept in areas where they are vulnerable to flooding, overheating, light, and infestation by insects. Many are crowded onto shelves, where condition problems go undetected. Others are stored in acidic containers and, thus, are vulnerable to a slow decay brought about by leaching acids and other chemicals.

## Collections Vulnerable to Swift and Catastrophic Loss

Emergencies are inevitable facts of life, from major disasters like Hurricane Katrina to more quotidian occurrences like leaking water pipes. Yet *A Public Trust at Risk* found that fully 80% of American collecting institutions do not have an emergency plan with staff members trained to carry it out.

Extrapolating from that statistic, Heritage Preservation estimates that more than 2.6 billion objects are at risk from disaster striking their home institutions.

"The high percentage of museums, libraries, and other collections without an emergency preparedness plan is one of the surprises of this report, and a cause for alarm," said Lawrence L. Reger, president of Heritage Preservation. "Every collecting institution should have an emergency preparedness plan that includes its collections, and staff should be trained to implement the plan."

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**"A Public Trust at Risk concludes that only very few collecting institutions in the U.S. have enough funding to ensure the safety of their collections."**

*continued on page 28*





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# Making a Difference: SAA Special Funds Contributors

It's hard to know exactly why people contribute their time or money. Most often, we're told, individuals are stimulated by a sense of wanting to "give back." Throughout the summer and fall, many individuals did, indeed, give back to the profession and the Society—by volunteering their time to serve on committees or contributing their money to one or more of SAA's Special Funds. The Special Funds extend the reach of the Society's mission by providing scholarships, program funding, and awards that benefit the profession and its members in many ways.

In early September, the Society of Southwest Archivists and SAA joined forces to create a very "special" Special Fund with a very "special" mission: To assist our archival colleagues whose

repositories were ravaged by Hurricanes Katrina and Rita. Through the generosity of many, the SSA-SAA Emergency Disaster Assistance Fund has raised more than **\$34,500**—and disbursed more than **\$15,000** in grants to repositories in need. SSA volunteers have donated their time to create and implement a grant review process; SAA has taken on *pro bono* administration of the program. Given the extraordinary hospitality of our hosts at New Orleans 2005 in August, this is one small way in which we can "give back". . . .

SAA thanks and salutes the following 165 individuals and organizations for their generous contributions to the Special Funds from July to December 2005:

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July 1–December 31, 2005

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	Judith Wiener

## Contributions of \$1,001 to \$5,000

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Society of American Archivists	

# Get Involved!

## You Can Help the Profession While You Build Your Skills...

ELIZABETH ADKINS, Vice President/President-Elect

Serving as a committee or task force member, or as an SAA representative to another organization, is one of the greatest benefits of your membership in the Society of American Archivists. Why? Although volunteering is often seen as altruistic and self-sacrificing, choosing the right position can have direct rewards to you:

**You'll gain invaluable experience by volunteering within SAA.** You'll have the opportunity to work with some of the best and brightest in the profession. SAA volunteers reflect the Society's diversity, and watching their different working styles will teach you excellent lessons in leadership and interpersonal skills. And if you aspire to serving in an elected leadership position, committee membership will give you the experience and visibility to begin that journey.

**You'll have a chance to explore many different facets of the profession in depth.** Conversations with colleagues result in broad insights into issues and a more nuanced understanding of the profession. Participation in SAA committees can be an important part of your continuing education, on a par with formal education and workshops.

You'll work with others who are interested in developing best practices and standards that address a wide range of problems. Rather than having to solve these problems on your own, the committee's work can give you a head start.

And, of course, one of the greatest benefits of participating in SAA is the number of close friends you'll make.

### How Do You Get Involved?

**Find a good fit.** Check the list of open appointments below for a group that might interest you. (See the SAA Handbook online at [www.archivists.org/governance/handbook](http://www.archivists.org/governance/handbook) for more information about the groups.) But don't limit yourself. Consider volunteering in an area that is outside your principal interests—so that you expand your horizons!

**Come to "Committee Day."** Many committees hold meetings on the day before the Annual Meeting. You don't have to be appointed to a committee to attend meetings. If you attend, you'll be able to participate informally and gain more visibility in SAA. For a schedule of committee meetings, be sure to review the 2006 Joint Meeting Preliminary Program when it's delivered to you in April.

**Speak up!** Introduce yourself to those in leadership positions and others on the committee that you may wish to serve, either by email or, if you have the chance, in person.

**Volunteer.** It's hard for the members of the SAA Appointments Committee to know everyone. Complete a volunteer application online at [www.archivists.org/membership/volunteer](http://www.archivists.org/membership/volunteer).

### Background on the Appointments Process

One of the principal duties of SAA's vice president/president-elect is to appoint people who will serve during his or her term as president. (Keep in mind, though, that most committee appointments are for three years, whereas the SAA president serves a one-year term.) Typically an Appointments Committee assists in identifying good candidates for the positions. The committee solicits nominations from the membership at large and from current leaders. But the committee also strongly encourages individuals to volunteer. I'm pleased and proud that Thomas Battle and John Fleckner have agreed to serve as the 2006 Appointments Committee.

Here are some of the attributes that the vice president/president-elect and Appointments Committee look for when appointing individuals:

- **Expertise, experience, and interest.** Committees certainly benefit from members who have a background in the tasks at hand. But appointed groups benefit from innovation and creativity as much as knowledge of established best practices, so your perspective may be just what is needed.
- **Developing leadership in the profession and the Society.** Committees must have members with varying levels and types of experience in order to prepare individuals to take the reins in the future. Service is a wonderful way to develop your knowledge and skills!
- **Commitment and willingness to work.** Many committees require a commitment of an hour or two per week on average, although that work may be concentrated into a few bursts of energy. Only you can judge the demands on your time and how much you're willing to commit to service within SAA. It's important to honor your commitments—at home, at work, and on an SAA-appointed group. Attendance at committee meetings before the Annual Meeting is not always required, but it is always strongly encouraged.

### SAA's Commitment to Diversity

The vice president and Appointments Committee seek to ensure that many different perspectives are represented on committees, including those of different cultures as well as different geographic regions and types of repository.

To ensure that as many members as possible can take advantage of the benefits of volunteering, SAA follows a number of traditions:

*continued on page 27*

# Raising Public Awareness

## Passing on Our Passion for Archives

TAWNY RYAN NELB, Nelb Archival Consulting, Inc.

Have you noticed how much the archival profession is growing? There is tremendous demand for our services and interest in what we do. Since I am rarely involved in the trenches teaching archival classes, I have noticed it by the growth in attendance at archival meetings compared to when I first entered the profession, by the growth of membership in SAA (4,329 as of this writing!), by the number of jobs listed in the SAA Online Employment Bulletin and on the archival list-serv, and, most recently, by the number of calls I've gotten from those interested in becoming an archivist. I find this especially striking because although I do consulting all over the country, I live in a medium-size town (40,000 people), in the center of the lower peninsula of Michigan. Although it is a thriving community, it is not a metropolis.

The increased interest in the archival profession has been a pleasant surprise to me, especially in light of the strategic issues recently identified by SAA. This last year I've had three types of inquiries:

- New college graduates with a penchant or love for history but little direction of how to make a living in that field;
- "Newbies" who have been working in the history field, say for a museum for five years or less, but want to explore other disciplines within history; and
- People with history backgrounds who have been out of the workforce for a while and want to get back into the field.

Sharing the lessons we all have learned as archivists can be incredibly valuable to those struggling to find direction. For example, explain exactly what archivists do; give a tour of your archives and explain why and how it operates; keep handy referrals to state, regional, or national archival organizations (see [www.archivists.org/assoc-orgs/directory/index.asp](http://www.archivists.org/assoc-orgs/directory/index.asp)), as well as the myriad archival graduate programs now available across the country (see [www.archivists.org/prof-education/edd-index.asp](http://www.archivists.org/prof-education/edd-index.asp)); share opinions on certification; assist with writing resumes and suggest ways to enhance a resume through publishing, giving lectures, or presentations at conferences; and provide interview tips. Of course, it is not these things that hook them into the archival profession. The hook comes when explaining the Nancy Drewesque (I'm showing my age here) thrill archivists get from discovering documents that fill in the pieces to historical puzzles, even as we balance it against the more mundane requirements of our profession. Passion sells.



Historical documents captivate people, and so does an archivist's passion for the profession. Marquette University archivists Nicholas C. Burckel (left) and Philip Runkel (right) shared their enthusiasm about an exhibit with actor Martin Sheen when he visited the John P. Raynor, S.J., Library last year. Dan Johnson, photographer. Marquette University Archives.

After one such session, I received a thank you not only from the student, but also from the parent who commented that our discussion gave the wannabe archivist a clear picture

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**The hook comes when explaining the . . . thrill archivists get from discovering documents that fill in the pieces to historical puzzles, even as we balance it against the more mundane requirements of our profession.**

of what she had to do to enter the profession, provided concrete suggestions for moving forward in this career path, and mentioned areas where training could enhance employment opportunities. Such guidance or mentorship is what I hope someone would give to my own children within their professions of choice.

Give yourself some credit for accumulated experience and reconfirm the reasons you have stayed an archivist all these years. You have something to offer those newbies, those youngsters, those searching for direction. For the many archivists out there already sharing their life's work with others, keep it up. For those who want to get started, offer to talk to high school kids on career day. Approach the faculty of your local community college's history, American studies, or library studies departments to talk about the archival profession.

When you give a lecture at a subject-related conference, welcome further contact from students or others. Offer an hour of your busy day every few months. Of course you don't have time. Make the time. Despite all the things we do as archivists, few things are as satisfying as seeing others take up our passion. Each of us has a professional responsibility to raise public awareness about archives. And to pass on our passion. ❖

# Broadening Perspectives at the 2006 Joint Meeting in D.C.

JENNIFER DAVIS MCDAID

Visit the nation's capital for the first-ever Joint Annual Meeting of SAA, NAGARA, and COSA, July 31–August 6, 2006, at the Washington Hilton.

As part of efforts to strengthen the archival and records profession, the Council of State Archivists (CoSA), the National Association of Government Archives and Records Administrators (NAGARA), and the Society of American Archivists (SAA) are pleased to announce plans for a joint meeting of the three organizations. The conference will serve as the annual meeting for each of the three organizations, giving members (and others) the opportunity to gather at a single meeting to strengthen our collaborative efforts. The joint meeting concept was ratified by the governing boards of all three organizations, and is part of the ongoing collaboration by CoSA, NAGARA, and SAA to advance the causes of our profession.

Archivists and records managers will gather in Washington, D.C., for a wide array of informative education sessions, preconference workshops, tours of local repositories, special events, exhibits, and networking opportunities. An important goal of the meeting is to broaden our perspectives and to focus on the commonalities between archivists and records managers working in different spheres to preserve and make available the rich documentary heritage of the nation.

Packed with famous sights, free attractions, and an endless calendar of special events, Washington, offers a variety of experiences for history-minded conference-goers.

The conference hotel, the Washington Hilton, enjoys a garden setting that overlooks the city's impressive skyline. Conveniently located on upper Connecticut Avenue and only a quarter of a mile from the Dupont Circle Metro station, the hotel sits just minutes from Georgetown, Adams-Morgan, Embassy Row, the Washington business district, and all local points of interest. Dupont Circle, at Connecticut and "P" Streets, N.W., is the hub of a lively neighborhood of Victorian row houses and Beaux-Arts mansions, many of which have been restored to house embassies, international restaurants, boutiques, and more. The area features many museums including the Phillips Collection, America's first modern art museum, which showcases treasures by Renoir, van Gogh, Picasso, Mondrian, and O'Keefe. Visitors can also check out local artists at the nearby independent galleries.

At the National Archives, the Public Vaults exhibition brings visitors beyond the Rotunda and creates the feeling of entering the stacks and vaults of the National Archives. Containing over 1,100 records and 22 state-of-the-art interactive stations, the exhibition shows the raw materials from which history is made, while also relaying compelling personal stories of both our nation's leaders and ordinary Americans. Also on permanent display are the Charters of Freedom—the

Flappers at an outdoor sports event, possibly a football game at Griffith Stadium, Washington, D.C., ca. 1920s. The stadium was built in 1903 for the Washington Senators baseball team and demolished in 1965. Scurlock Studio Records.





A 1941 banquet at the Willard Hotel in Washington, D.C., for Virginia senators and representatives in the United States Congress. Courtesy of The Library of Virginia.

Declaration of Independence, Constitution, and Bill of Rights. Across the street at the U.S. Navy Memorial, visitors can learn more about the nation's naval heritage and honor those who served at sea.

The Program Committee received more than 140 proposals for the joint conference's eighty sessions. The co-chairs, Bob Horton of the Minnesota Historical Society and Tom Hyry of the Yale University Library, actively sought proposals that incorporated the concerns of those working in government settings; that addressed topics of concern to all the sponsoring groups; and that concerned other aspects of contemporary archival theory and practice. Look for traditional sessions, open sessions on works in progress, panel discussions, workshops, roundtables, and special focus sessions designed to highlight innovative archives or records management programs, new techniques, and research projects.

The main session days (Thursday, Friday, and Saturday) will each start with a joint plenary session focusing on a high-interest topic. The president of each of the three organizations will lead one of the hour-long plenaries. The Thursday plenary will focus on Technology, led by SAA's Richard Pearce-Moses. On Friday, CoSA's David Carmicheal will lead a plenary on Advocacy and Public Awareness. Saturday's plenary on Disaster Planning and Preparedness will be led by NAGARA's Timothy A. Slavin. In addition, the Council of State Archivists is organizing an information fair which will focus on three topics—Disaster Preparation



The Lincoln Memorial, ca. 1920. Courtesy of The Library of Virginia.

and Planning; Archives Week; and Diversity.

For more on this exciting conference, visit the websites of SAA ([www.archivists.org](http://www.archivists.org)), NAGARA ([www.nagara.org](http://www.nagara.org)), and CoSA ([www.statearchivists.org](http://www.statearchivists.org)). Details will follow as they become available. Mark your calendars and stay tuned!

—Jennifer Davis McDaid is deputy coordinator of the Virginia State Historical Records Advisory Board, The Library of Virginia, and co-chair of the 2006 Joint Annual Meeting Host Committee.

# More News from SAA...



## Latest *American Archivist* Now in Print

The Fall/Winter 2005 *American Archivist*—Philip Eppard's final issue as editor—went to press in December and should arrive in member/subscriber mailboxes sometime in January. The cover image is a nod to the lead research article in the issue, "More Product, Less Process: Revamping Traditional Archival Processing," by Mark Greene and Dennis Meissner. As backlogs of unprocessed materials grow and threaten to overwhelm

archivists, you may feel like the image in Edvard Munch's famous painting *The Scream*. Meissner and Greene review the state of processing and offer a set of proposals that they argue will both keep you from throwing up your hands in despair and help you make records available to researchers in a more timely fashion.

Other research articles include "Picking Our Text: Archival Description, Authenticity, and the Archivist as Editor" by Heather MacNeil; "Public Memory Meets Archival Memory: The Interpretation of Williamsburg's Secretary's Office" by Richard J. Cox; "The Forbidden Files: Creation and Use of Surveillance Files Against the Independence Movement in Puerto Rico" by Joel A. Blanco-Rivera; and "The Rise of Confidentiality: State Courts on Access to Public Records during the Mid-twentieth Century" by Dwayne Cox.

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In addition, Angelika Menne-Haritz reconsiders an archival classic, Ernst Posner's *Archives and the Public Interest*. Posner's book will be reissued by SAA this spring. Eight book reviews, Council meeting minutes, and the volume index round out the issue. ♦

## 2006 Ballot to Be Mailed in February

Individual members of SAA will have the opportunity to vote for a vice president/president-elect, treasurer, three Council members, and three Nominating Committee members when the 2006 ballot is mailed in February. If you have not received a ballot by mid-March, please contact SAA Office Assistant Lee Gonzales at 312/922-0140 or [lgonzales@archivists.org](mailto:lgonzales@archivists.org). The deadline for returning ballots is April 5, 2006. (Please note that associate members and institutional members are not eligible to vote and will not receive a ballot.) ♦

## Education Update

If you're interested in professional development opportunities . . .

- "Understanding Photographs: Introduction to Archival Principles and Practices" was presented at the Library of Congress in November to glowing evaluations. The next presentation will be May 18–19, 2006, at Penn State University. The next two courses in this series, slated for development later this year, will address digital photographs and legal and ethical issues of ownership, access, and use of photographs.
- "U.S. Copyright Law," a joint offering of SAA and Copyright laws.com, will be offered online January 23–February 24, 2006, and March 6–April 28, 2006. Only SAA members may register via the SAA website to receive a special discount.
- *Calendar versus Catalog*. What is the difference between the SAA Education Calendar and the Education Catalog? The Catalog includes all programs that SAA can offer to interested co-sponsors. The Calendar lists scheduled and sponsored programs and dates. If you're interested in having your institution co-sponsor and host a program, contact [education@archivists.org](mailto:education@archivists.org). There are many advantages to co-sponsorship, including complimentary registration, not to mention savings on employee travel and lodging expenses!
- *Web Seminar CDs and handouts*, including "When Institutions Compete for a Collection," "Security in the Reading Room," and "EAD Tips & Tricks: Converting Data Between MARC and EAD," are available for purchase via the SAA online catalog ([www.archivists.org/catalog](http://www.archivists.org/catalog)). ♦

## Advocacy in Action—NHPRC Receives Funding!

Nearly a year ago, funding of the National Historical Publications and Records Commission (NHPRC) looked grim—the federal government was threatening to zero it out. Thanks to advocacy efforts by the archives and history communities, and particularly SAA members, the National Archives funding bill, including \$7.5 million earmarked for NHPRC, was signed by President Bush in November! For more details, see the Washington Beat column on page 17. ♦



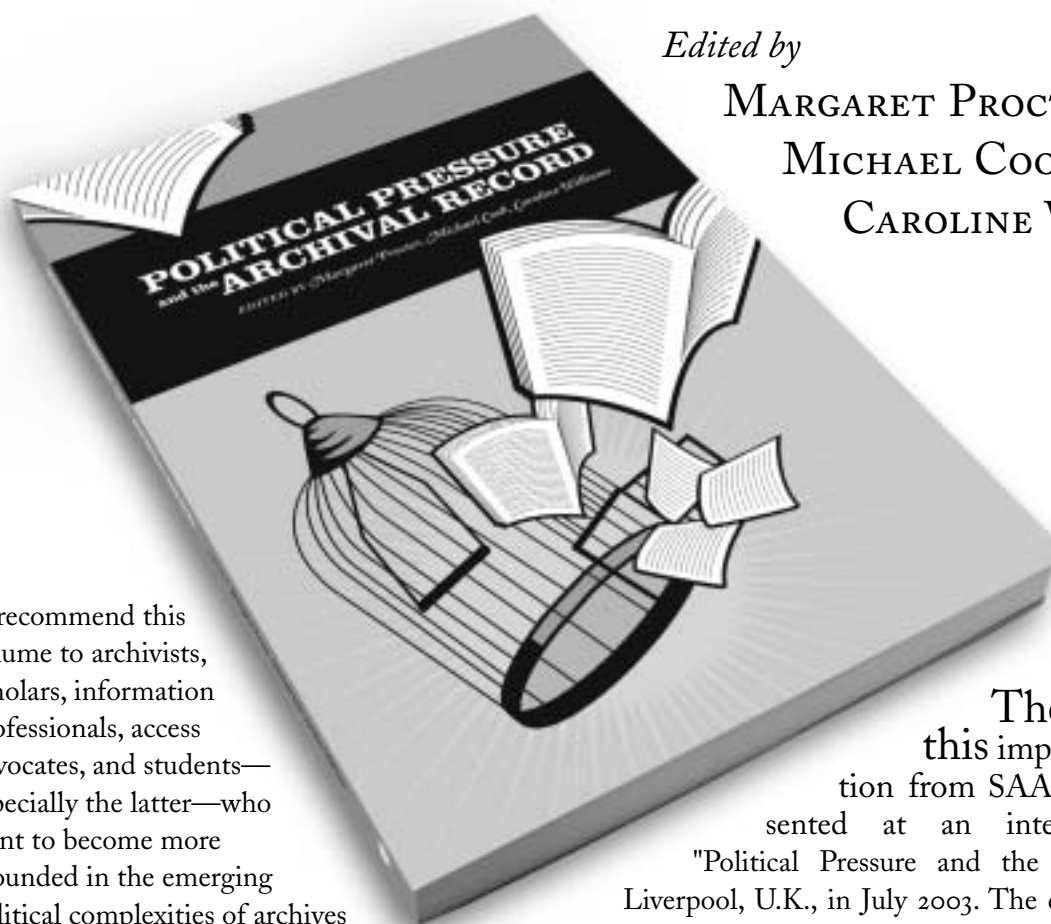
# POLITICAL PRESSURE and the ARCHIVAL RECORD

*Edited by*

MARGARET PROCTER

MICHAEL COOK

CAROLINE WILLIAMS



"I recommend this volume to archivists, scholars, information professionals, access advocates, and students—especially the latter—who want to become more grounded in the emerging political complexities of archives and records keeping."

—*Thomas Connors, National Public Broadcasting Archives at the University of Maryland*

Society of American Archivists (2005)  
345 pp., Soft cover  
SAA Member price: \$29.95  
(list: \$42.00)  
Product Code: 480



The 20 essays in this important new publication from SAA originally were presented at an international conference, "Political Pressure and the Archival Record," in Liverpool, U.K., in July 2003. The dynamic of the conference derived from presenters' exploration of the effects of "political pressure" beyond any narrow subject boundaries. Records and record-keeping are features of practically all human activity, and no human activity operates outside the framework of a political system. Consequently no activity is "safe" from politics and, potentially, from perceptible political pressure. The essays come from a wide range of disciplines—history, archives, the law, social and anthropological sciences—and a far-reaching geography—Australasia, Asia, Europe, Africa, and North America. They consider subjects spanning some 200 years. This volume will encourage further studies to explore and develop understanding in this area of political and ethical activity.



# Strengthening NARA's Dialogue with SAA

Over the years, the National Archives and Records Administration has partnered with private institutions and other agencies on major projects and programs. We have also carefully nurtured important relationships with our stakeholder and customer communities.

These professional organizations—including the Society of American Archivists as well as those representing historians, genealogists, veterans, and records managers, to name only a few—provide us with valuable advice, expert assistance, and grassroots support.

When I became Archivist in early 2005, I made it clear that it would be a personal priority to open our doors even wider to dialogue and collaboration with the many organizations that share interests and relationships with this agency.

To strengthen these ties, I have created the position of External Affairs Liaison and, after a careful search process, I have appointed David McMillen to this post. He comes to us after a long and impressive career on Capitol Hill as a senior staff member of the House and Senate committees that have oversight jurisdiction over this agency.

As a result of his Congressional service, Dr. McMillen is very familiar with the Archives' mission and activities. He has advised members of Congress on issues involving this agency and managed the reauthorization of the National Historical Publications and Records Commission in both the House and Senate.

Working as a member of our Congressional Affairs and Communications Staff, Dr. McMillen will plan and help to execute a continuous program of liaison and partnering with allied professional, scientific, and technical organizations. He will help the Archives to strengthen existing relationships and build new ones with archivists, genealogists, veterans, historians, technologists, information policy experts, and others. McMillen begins his work at a significant moment in NARA's relationships with our stakeholders in professional organizations.

During the first phase of our work in 2005 to write a new, ten-year strategic plan (2007–2017), these external organizations were invited to provide their views on our mission, activities, and goals. They did, and I am grateful for their contributions. These responses included ideas and comments from the

important perspective of those who not only use the vast resources of the National Archives, but who look to this agency for leadership in managing, preserving, and making records accessible.

The new strategic plan now being drafted will be shared with stakeholder and customer communities in the spring. Once again, we will ask for their views and recommendations.

The strategic plan is important because it will establish NARA's goals, set priorities, determine how personnel are deployed, and affect how the agency spends its Congressional appropriations. Just as important, it will give the Congress, the President, our stakeholders (including SAA), and our customers a yardstick by which to measure our progress toward the goals and to hold us accountable.

Our relationship with SAA and other organizations is part of the Archives' extensive efforts to reach out, linked to a vibrant network of public-private partnerships, collaborations, and joint ventures. Over the years, these arrangements—some formal, some informal—have been woven into the fabric of the National Archives at all levels. They have been developed by the agency as a whole, by various units within NARA, and by individual staff members who, on their own, have introduced the National Archives to new audiences through professional and personal ties with community organiza-

tions, schools, and genealogical groups.

To design and build the Electronic Records Archives, for example, we have partnered with some of the nation's leading research institutions, tapping the best minds on information technology issues. Partnering with these institutions has allowed us to keep pace with cutting-edge research as we build an archives to preserve and make accessible the electronic records of today's and tomorrow's government.

Countless cooperative arrangements throughout the agency have given the National Archives a foothold in the education of young people and helped us improve the civic education of all Americans. Teachers and students benefit from such collaborations as National History Day. University students can tap into resources available in nearby Presidential libraries. Through such efforts, the reach and impact of the

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**Our relationship with SAA and other organizations is part of the Archives' extensive efforts to reach out, linked to a vibrant network of public-private partnerships, collaborations, and joint ventures.**

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*continued on page 27*



## President Signs NARA Funding Bill

Following a voice vote by the U.S. Senate agreeing to a conference report on the Treasury/Transportation appropriations bill for FY 2006, President Bush on November 30, 2005, signed the bill that will result in appropriations of more than \$283 million for the National Archives and Records Administration and \$7.5 million (\$5.5 million for grants and \$2 million for administration and staffing) for the National Historical Publications and Records Commission (NHPRC).

The bill provides \$37.914 million for the Electronic Records Archives (ERA) project, including \$22 million in multi-year funds that must be spent by September 2008. In the construction line item, \$9.8 million is earmarked for the LBJ presidential library plaza renovation, the next phase of the construction of the Alaska regional archives facility, and redesign planning for the JFK presidential library. In addition, \$4 million will go to the Nixon Library: \$2 million for the moving of papers to its California location and \$2 million for construction of the archival facility to house them.

As regular readers of this newsletter are aware, our advocacy efforts on behalf of the NHPRC this year were something of a challenge. Very special thanks are due to National Coalition for History member organizations (particularly SAA, the Council of State Archivists, and the Association for Documentary Editing) and others (most notably the National

Humanities Alliance) for their sustained effort to see that NHPRC funding was not zeroed out this year—as was originally recommended by the White House.

Although work on the Treasury/Transportation appropriations bill is now finished, several other appropriations matters of interest to the archives and history communities remain unresolved. Chief among these is the fate of H.R. 3010, the appropriation bill for the Departments of Labor, Health and Human Services, and Education that includes funding for several history initiatives, among them the \$120 million "Teaching American History" initiative. Congressional observers were stunned when, a few days before the Thanksgiving recess, 22 rank-and-file Republicans joined with every Democratic member of the House to defeat the \$142 billion conference report by a vote of 209 to 224. This was the first time since 1995 that the final version of a spending bill was defeated on the House floor. Of central concern was nearly \$1 billion worth of pet projects and four additional earmark projects that had been added to the HHS side of the bill. The bill has been sent back to the conferees with additional instructions, although Hill insiders report that one solution being discussed is that a Continuing Resolution would be passed to fund government programs covered by the bill in 2006 at 2005 spending levels.

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### Meeting Report: NHPRC

At the biannual meeting of the NHPRC commissioners in November 2005, Archivist of the United States Allen Weinstein reported that, despite a tough budget environment, "the NHPRC is alive and well" and that Congressman Roy Blunt (R-MO) had agreed to serve on the commission as the House representative. Executive Director Max Evans announced the availability of a new set of publications; noted several staff retirements and new hires (including the appointment of Lucy Barber, currently with the California State Archives, to replace retiring Michael Meier); reported on the status of the formula-based state grant program; announced that the commission members would meet in early February 2006 for a strategic planning discussion; and noted that the NHPRC grant guidelines would expire shortly and that a new system of grant tracking and monitoring has been put in place. In the future, all guidelines and application forms will be available only online.

### Meeting Report: Advisory Committee on the Records of Congress

Karen Haas, recently appointed Clerk of the House, presided over a meeting of the ACRC on November 30 at the

National Archives building. She noted that an updated version of the *Biographical Directory for Congress* (a joint project of the House and Senate and last published in 1991) will soon be published. Emily Reynolds, Secretary of the Senate and co-chair of the committee, presented Archivist of the United States Allen Weinstein with a copy of a recently assembled directory entitled *Faces of the Senate*, a pictorial collection of all former members of the United States Senate from 1789 to 2005. Weinstein highlighted the status of the agency's FY2006 funding and discussed recent NARA actions and programs. He proudly noted NARA's role in facilitating timely release of the papers generated by Judge John Roberts before his confirmation as Chief Justice of the Supreme Court. Within a span of weeks, NARA released 79,000 papers related to Roberts, a process that normally would have taken four to six months. He then discussed the effects of hurricanes Katrina, Rita, and Wilma on archives in affected states, and noted that the archives community does not have an authorized seat with the Federal Emergency Management Agency (FEMA). He believes this must change if NARA is to provide leadership and assistance in times of disaster.

*continued on page 28*

**Outreach in Action:****Michigan State Produces DVD on Archives and Historical Collections**

The University Archives and Historical Collections at Michigan State University recently produced a DVD, *Preface to the Past: Introducing the MSU Archives' Resources*. This informative video on how to use the archives has five parts:

- "Introduction" — A brief history and collection content of the University Archives and Historical Collections.
- "The Collections" — University Archives, Historical Collections, and Films.

- "Archives 101" — Archival terms and research basics.
- "At the Archives" — The reading room, and rules and handling of collections.
- "Information" — Reproduction of materials, reference and citing, copyright, location, and credits.

*Preface to the Past* is also available online in QuickTime or Windows Media Player format at [www.msu.edu/unit/msuarhc/dvd.htm](http://www.msu.edu/unit/msuarhc/dvd.htm). For more information, contact Frederick Honhart, director of University Archives and Historical Collections, at 517/355-2330 or [honhart@msu.edu](mailto:honhart@msu.edu).

**Four Men Sentenced in Manuscript Thefts**

A scheme to steal rare manuscripts and sketches from a university library—including texts by Charles Darwin—has landed four men a seven-year prison sentence. U.S. District Judge Jennifer Coffman sentenced the men on December 6, 2005, to 87 months in prison for thefts from the Transylvania University Library in Lexington, Kentucky. It was the minimum allowed by federal guidelines. Among the items stolen were a first edition of Charles Darwin's classic *On the Origin of Species* and sketches by naturalist John James Audubon.

The four were arrested in February after investigators traced e-mail sent to Christie's in New York, where authorities said the men tried to sell the items before auction house officials became suspicious. Eric Borsuk, Charles Allen II, Warren C. Lipka, and Spencer W. Reinhard pleaded guilty in April to robbery, conspiracy, and theft of major artworks. All four were 20 years old at the time of the theft in December 2004.

**Design Award for Southeast Regional Archives and Records Center**

Peck Peck & Associates, Inc. of Woodbridge, Virginia was recently awarded the "Presidential Citation for Sustainable Design" by the Washington Chapter of The American Institute of Architects for their design of the Southeast Regional Archives and Records Center in Atlanta, Georgia. Officially dedicated in July 2005, the 117,000-square-foot facility includes 46,000 square feet of stacks which hold in excess of

230,000 cubic feet of archival records dating from 1716 through the 1990s. "It has the latest technology in the world," said U.S. Senator Max Cleland. "It's a one-stop shopping center (for records and history) and it will



Aerial View of Records Center, Visitor's Center and Amphitheatre

lead the way archives will be done in the future." Archivist of the United States Allen Weinstein said, "It's the jewel in our crown"—meaning NARA's holdings. The project was a "first" in that it represents the coming together of federal government, state government, and academic institutions to achieve a "state-of-the-art" facility that is both secure and environmentally designed.

**Newberry Library Modern Manuscript Materials Available**

Thanks to a grant from the National Endowment for the Humanities, the Newberry Library's Roger and Julie Baskes Department of Special Collections has completed processing and making available over 700 feet of its modern manuscript materials. The two-year grant—"Voices of the Prairie: Preserving and Enhancing Access to Midwest Manuscript Collections"—ran from September 2003 to September 2005, and included the processing of the papers of prominent figures in the Chicago Literary Renaissance, as well as individuals and organizations involved in the arts and social and progressive movements in the Midwest.

Among the many collections that were processed, preserved, and described in EAD-encoded finding aids are of the writers George Ade, Sherwood Anderson, Jack Conroy, Malcolm Cowley, Floyd Dell, Alice French (pen name: Octave Thanet), Henry Blake Fuller, Ben Hecht, and Ring Lardner; editorial cartoonists John Fischetti and John McCutcheon; The Arts Club of Chicago and the Dill Pickle Club; The Charles H. Kerr Publishing Company; and social activists Graham Taylor and Eugene V. Debs.

A total of 42 distinct collections were completely processed and cataloged in this grant. The finding aids for all of the collections are available online at the Newberry Library webpage: [www.newberry.org/collections/ModMss.html](http://www.newberry.org/collections/ModMss.html). In addition, xml versions of all finding aids are available on RLG's Archival Resources website, and finding aids are also accessible from OCLC's WorldCat database.



## Icabod Flewellen Collection Established at East Cleveland Public Library



Icabod Flewellen (1916–2001)

The East Cleveland Public Library was awarded funding in 2005 from The Cleveland Foundation to process the Icabod Flewellen collection, which will be housed in the Debra Ann November Research Learning Center in the library's new wing. Flewellen was born July 6, 1916, in Williamson, West Virginia, and settled in Cleveland, Ohio, in 1945 after being discharged from the army. Flewellen, who passed away in 2001, devoted his life to documenting the contributions of individuals of African descent. His collection of African American books and memorabilia began in his home in 1953 and was later incorporated in 1960 as the Afro-American Cultural and

Historical Society. He has been dubbed "Father of African American Museums." The Flewellen collection consists of more than 400 cubic feet of books, correspondence, photographs, audiovisual material, framed pictures, and portraits. Half of the collection (correspondence, awards, and audiovisual material) has been inventoried and a finding aid will be created shortly.

—Submitted by Rita Knight-Gray, Project Archivist

## Amos Vogel Papers Acquired by Columbia

Columbia University's Rare Book and Manuscript Library has acquired an archive of papers from Amos Vogel, the avant-garde film curator, educator, and historian who co-founded the New York Film Festival in 1963. The collection includes manuscripts and printed documents related to the development and programming of Vogel's revolutionary Cinema 16 film club and the New York Film Festival, as well as thousands of notes, photo stills, and promotional materials for films viewed or screened by Vogel. The archive also features notes and slides from Vogel's university lectures and his unorthodox film history, *Film as a Subversive Art* (1974), along with Vogel's correspondence with notable film enthusiasts including John Cage, Elia Kazan, Dwight MacDonald, Arthur Miller, Nelson Rockefeller, and Upton Sinclair. The library can provide users with limited access to the Vogel papers while they are being processed. For more information, contact 212/854-5153.

## HRAB Grant Awarded to Charleston Library Society

The Charleston Library Society (CLS) was awarded a grant by the South Carolina State Historical Records Advisory Board (SHRAB) to microfilm records that have been maintained in their original state since the organization's founding in 1748. CLS is the third oldest private library in the United States. The records pertain to membership, trustees, finances, and collections. The South Carolina Department of Archives and History assisted in the task of microfilming over 200 years worth of records. These early records are now available on microfilm for viewing during the library's daily hours of operation. For more information, see [www.sciway.net/lib/cls\\_home.html](http://www.sciway.net/lib/cls_home.html).

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## ICA Addresses “Records and Archives in a Global Age”

The International Conference of the Roundtable on Archives was held in Abu Dhabi, United Arab Emirates, November 27–29, 2005. The conference, known as CITRA by its French acronym, is the annual professional meeting of the delegations attending the Annual General Meeting of the International Council on Archives (ICA). CITRA serves as a forum for international discussion on matters of interest to the archival and records management professions. CITRA's 2005 opening ceremony was held at the Emirates Palace hotel and was attended by delegates and UAE dignitaries. The opening ceremony included speeches by the UAE minister of presidential affairs and the minister of information and culture, as well as speeches by ICA President Lorenz Mikoletsky (director general of the Austrian State Archives) and the president of the CITRA Bureau, Mitsuoki Kikuchi (director of the National Archives of Japan). Elizabeth Longworth, director of UNESCO's Information Society Division, also addressed the opening gathering, as did Dr. Abdullah El Reyes, director of the UAE Center for Documentation and Research.

The general theme of the conference was “Records and Archives in a Global Age.” Presentations addressed such topics as “Records and Archives as Essential for Good Governance and Development,” “The Social Responsibility of Key Players in Globalization,” and “Learning from Events of Global Significance.” (The effects of war and natural disasters on cultural materials were addressed in the latter session.) SAA President-Elect Elizabeth Adkins and ARMA International President Cheryl Pederson spoke about transparency, privacy, and accountability in the second session on the social responsibility of key players in globalization.

Meetings of various ICA units, including the Executive Board and Program Commission, preceded the CITRA sessions. The Executive Board discussed a variety of issues that would be brought to the ICA Annual General Meeting, which was held following CITRA. The Annual General Meeting (AGM) is a new feature of ICA governance, replacing the quad-

rennial General Assembly with a more frequent and more representative venue for discussion and debate. The 2005 AGM deliberated on officer position vacancies, election procedures, and ICA finances. ICA's presence at the World Summit on the Information Society was noted. Reports also were delivered on CITRA 2006 to be held in Curaçao and the International Congress on Archives to be held in Kuala Lumpur in 2008.

The financial crisis facing the ICA received considerable attention by the AGM. A report by the Executive Board Task Force on Revenue Structure recommended a restructuring of membership fees with the more affluent national archives institutional members (Category A members) serving as sustaining institutions to ensure funding support for the Paris secretariat. This was seen as a discussion document that would be addressed formally and informally between CITRA 2005 and CITRA 2006 and taken up for further action in Curaçao. In the meantime a budget for 2006 was presented and accepted. AGM resolutions called for recognition of the importance of archives and recordkeeping systems for good governance and development; adoption of legislative provisions by governments to ensure the protection of individual privacy; stronger support from the UN system to the International Committee of the Blue Shield to intensify its efforts in the prevention of and recovery from disasters; and following up with the World Summit on the Information Society on the vital necessity of preserving information for the long term. A resolution of thanks was offered to the government of the United Arab Emirates and to the Director of the Center for Documentation and Research for their hospitality and generosity.

Delegations from approximately 80 countries attended CITRA 2005 (about 120 registrants). Besides the opening ceremony, special events included the dedication of the new Center for Documentation and Research (which serves as UAE's national archives), a closing evening gala and feast, and an excursion to Al-Ain and Dubai.

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### New Academic Program for Long-Term Preservation of New Media and Digital Information.

In April 2006 the Stuttgart Academy of Art and Design in Germany will debut a two-year MA degree program in the long-term preservation and restoration of analogue and digital photographs, video recordings, and digital cultural and archival heritage. Classes will be taught by visiting international professionals. By cooperating with leading research institutions, the academy will create a knowledge pool. Conservators for new

media and digital information will not only acquire technological insight, but they will also use real-world projects at partner institutions in Germany and elsewhere. Expecting an international group of students and teachers, most classes will be taught in English. However, basic knowledge of the German language will be required. For more information, visit [www.abk-stuttgart.de](http://www.abk-stuttgart.de).





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**AMY COOPER CARY** joined the University of Wisconsin-Milwaukee in August 2005 as Archival Studies Program Coordinator, where she will be teaching courses in archives administration and working to further develop the Certificate of Advanced Study in Archives and

Records Administration. Prior to accepting the position in Milwaukee, she was at the University of Iowa for three-and-a-half years as special collections librarian and assistant head of special collections. Cooper Cary also held the position of archivist and special collections librarian at the University of South Dakota, and was an assistant in the University of Michigan's Special Collections Department.



**CHARLES M. DOLLAR** received the Institute of Certified Records Managers' prestigious Emmett J. Leahy Award for outstanding contributions to the records and information management profession. The award, which was given during the ARMA International Annual Conference in

Chicago in September, is the highest level of recognition given a professional information and records manager. Christine Ardern, chair of the award committee, said, "Long before records managers were raising concerns about electronic records, the archival community was facing the challenges of how to maintain and make accessible electronic data and records of historical value. (Charles Dollar) recognized the challenges and issues related to the long-term preservation of electronic records, created a vision, and embarked on an action plan to proactively address these challenges."



**TIMOTHY ERICSON** retired from his position of Director of Archival Studies in the School of Information Studies (SOIS) at the University of Wisconsin-Milwaukee (UWM). However, he will continue teaching at UWM as an adjunct instructor. He joined UWM in 1989 as university

archivist and taught as an adjunct instructor from 1990 to 2003. For the past two years he has been teaching on a full-time basis and working to develop an Advanced Study Certificate in Archives Administration. Prior to UWM he was the Education Officer at SAA and held archival positions at the Wisconsin Historical Society and the University of Wisconsin-River Falls. A former SAA president, he will continue serving on the steering committee for SAA's NHPRC-funded Native American Scholarship program.

**MARK HARVEY** has been named state archivist of Michigan. Harvey, who headed the state archives reference services from 1997 to 2005, is a graduate of Calvin College. He earned both an MA in history and archival administration and an MLIS in

information and technology studies from Wayne State University. "The State Archives fosters a user environment that pairs 21st-century technology with centuries-old paper documents and helps researchers find the archival sources to tell their own stories," said Harvey. He replaces Dave Johnson, the former state archivist who retired in July after 31 years of service.

**MARY BETH HERKERT** was recently appointed state archivist of Oregon. She succeeds Roy Turnbaugh, who retired in September 2005 after 20 years as state archivist. During Turnbaugh's tenure, Herkert worked in all levels of the State Archives, from processing archivist to manager of the records management unit. She holds a master's degree in history from the State University of New York, Albany, and is a Certified Records Manager.



**SUSAN KING**, an archivist at Morrisson-Reeves Library in Richmond, Ind., shows off her book, *Richmond: Postcard History Series*. The book features 200 photographs culled from postcards, along with captions about the scene depicted. She wrote the book as the library's contribution to the Richmond Celebrates Bicentennial. Richmond will be 200 in August 2006. All sale proceeds benefit the library.



**ROBERT SPINDLER**, university archivist and administrator of Archives and Special Collections at Arizona State University Libraries, gave the keynote address at the 2005 Electronic Records Fellowship Symposium sponsored by the National Historical Publications and Records

Commission. The symposium was hosted by University of North Carolina, Chapel Hill, and Duke University. Spindler's presentation, "In Search of Strategic Direction: Digital Preservation Advocacy in Higher Education," reviewed four efforts to facilitate selection and long-term preservation of electronic records and other digital products of Arizona State University. He called archivists and librarians to lead the development of a "culture of stewardship" at their institutions, noting the decay of recordkeeping practices in the face of declining public support for higher education, increasing calls for accountability, and changing technologies. Spindler said, "Archival records are no longer a by-product of the normal course of business; data is. Sustainable electronic records require specific actions by designers of enterprise information systems and the creators of digital products." He called for formation of broad coalitions of diverse professionals and influential administrators to support the preservation of vital institutional records as a first priority. ♦

## Obituary

**HOWARD B. GOTLIEB**, a pioneer in higher education institutions in the collecting of the personal papers and artifacts of living authors and public figures, died on December 1, 2005, in Boston, from complications following surgery. He was 79.

In 1963, Gotlieb was appointed director of special collections at Boston University and charged with building the university's holdings. The limited resources of the university at the time did not hamper a man of such richness of personality and with the bold vision to approach individuals who were still alive and collect their archives. Although some of his choices were considered idiosyncratic, Gotlieb, through flattery and charm, amassed a collection of some 2,000 individuals in the fields of literature, criticism, journalism, drama, music, film, civil rights, diplomacy, and national affairs.

The collections include Nobel Prize Winners Martin Luther King Jr. and Elie Wiesel, Isaac Asimov, Fred Astaire, Senator Edward W. Brooke III, Bette Davis, Douglas Fairbanks Jr., Oriana Fallaci, Frances Fitzgerald, Joan Fontaine, Martha Gellhorn, Sue Grafton, David Halberstam, Angela Lansbury, Dame Alicia Markova, John Marquand, W. Somerset Maugham, Speaker of the House John W. McCormack, Dan Rather, and Richard Yates. As a result of his talents, the university's Special Collections Department was renamed the Howard Gotlieb Archival Research Center in October 2003 on its 40th anniversary.

Born on October 24, 1926, in Bangor, Maine, Howard Bernard Gotlieb discovered archival work as a member of the U.S. Army Signal Corps in post-war Germany. He was assigned

to gather and collate the papers of various Nazi governmental entities. Gotlieb earned a bachelor's degree in history from George Washington University and a master's from Columbia University. He later did postgraduate work at Georgetown University and the London School of Economics before receiving his doctorate in International Relations from Great Britain's Oxford University.

After a stint as a foreign correspondent for a small press agency in Europe, Gotlieb returned to the United States and joined the staff of Yale University as a teaching associate in history and as a curator of historical manuscripts and university archivist, a position he held for seven years. Recruited by Boston University in 1963, he undertook the creation of what was described by *Library Journal* as "an archive that was not only useful today but that in 100 years would allow researchers to write definitively about the 20th century."

When reached for comment, David Halberstam noted: "Howard Gotlieb was an American original; wonderfully creative, always curious. He was far ahead of the curve in understanding the importance of the popular culture. In this he was prophetic. When he first asked me for my papers, I had just returned from Vietnam, and I thought he was kidding. Now some forty-one years and nineteen books later, I realize that he sensed something in me that I had not realized about myself. I loved dealing with him. Howard Gotlieb was subtle and joyous, a very special citizen of Boston, and he will be missed."

Gotlieb left no immediate family members.

—Boston University

## President's Message

*continued from page 3*

The challenge now is to help all archives provide this virtual access to their collections.

While the fundamentals of *what* we do remain the same, we must be willing to reconceptualize archives. We must think creatively about *what else* we can do to accomplish our goals. Similarly, we must be willing to reengineer *how* we do our jobs. We must recognize that techniques we used were not sacrosanct and often reflected a compromise between the ideal and the possible. For example, many patrons expect or want an exhaustive index to the holdings, but we give them a finding aid that is frustrating and unhelpful for their particular query. The archival goal is access, not finding aids, and digital materials present an unprecedented opportunity to reach that goal in ways that seemed an impossible dream not too long ago.

These new opportunities do not make everything we have done obsolete. In many instances, traditional and novel approaches will be complementary. Full-text search seems ready to take the place of finding aids as the primary search tool of online documents. But finding aids remain much more effective in documenting a record's context. We must not think

in terms of "either, or" but of "both, and." Can we develop a hybrid search engine that returns results in a structure organized by context?

If we are to succeed in the digital era, we must be prepared to completely reengineer our profession. We must keep foremost in our minds what we want to accomplish and then look for new and better ways to achieve those ends. If we blindly automate current practice, recreating a physical world in a virtual environment, we run the risk of recreating a system that suffers the limitations of the past and fails to take advantage of new tools at hand.

We must be open to radical new ideas that may portend a paradigm shift. To do that, we must learn a completely new set of skills in short order. We must be familiar with new tools to find new techniques that are appropriate to the digital era. However, we cannot be so focused on the tools and techniques that we forget what we are doing or why it is important. We must always remember, first and foremost, "What is our job in the digital era?" ♦

# 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](http://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](mailto:pmooney@na.ko.com)

BRENDA GUNN, Co-chair  
[bgunn@mail.utexas.edu](mailto: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.

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## Nominate a Fellow Today!

[www.archivists.org/recognition/fellows.asp](http://www.archivists.org/recognition/fellows.asp)

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:

- Appropriate academic education, and professional and technical training;
- A minimum of seven years of professional experience in any of the fields encompassed in the archival profession;
- Writing of superior quality and usefulness in advancing SAA'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](http://www.archivists.org/recognition/fellows.asp). **Completed forms must be postmarked by Feb. 28, 2006**, and addressed to the chair:

Timothy Ericson  
Committee on the Selection of SAA Fellows  
Society of American Archivists  
527 S. Wells Street, 5th Floor  
Chicago, IL 60607-3922  
312/922-0140 • Fax 312/347-1452

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.

For a complete list of SAA Fellows, visit [www.archivists.org/recognition/fellows\\_list.asp](http://www.archivists.org/recognition/fellows_list.asp).

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## Honor Thy Colleagues *(continued)*

### 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.)

### **NEW** 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.

### **NEW** 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. ♦



## Get Involved!

continued from page 10

Individuals may be elected or appointed to only one position at a time.

Individuals are not reappointed to another term unless there is a critical requirement to continue some aspect of the work beyond the appointment period.

### Appointments are available in 2006-2007 for the following groups:

- ALA/SAA/AAM Joint Committee (2 positions)
- *American Archivist* Editorial Board (2 positions)
- Awards Committee (co-chair), plus subcommittees:
  - C.F.W. Coker Award
  - Colonial Dames of America Scholarships and Donna Cutts Scholarship to the Modern Archives Institute
  - Distinguished Service Award
  - Fellows' Ernst Posner Award
  - Philip M. Hamer and Elizabeth Hamer Kegan Award
  - Oliver Wendell Holmes Travel Award
  - J. Franklin Jameson Archival Advocacy Award
  - Sister M. Claude Lane, O.P., Memorial Award (Chair)
  - Waldo Gifford Leland Award
  - Theodore Calvin Pease Award
  - Harold T. Pinkett Minority Student Award
  - Preservation Publication Award
  - Donald Peterson Student Scholarship Award
  - Spotlight Award
- Committee on Education: Subcommittee on Graduate Education (2 positions)
- Committee on Education: Subcommittee on Continuing Education (chair)
- Committee on Ethics and Professional Conduct (2 positions)
- Diversity Committee (2 positions, including co-chair)
- Fellows Steering Committee (2 positions)
- Host Committee for 2007 Annual Meeting (Chicago) (several positions, including Co-chair)
- ARMA/SAA Joint Committee on Archives and Records Management
- Membership Committee: Mentoring Program Representative
  - District 2 Representative (NJ, NY, PA)
  - District 4 Representative (FL, GA, KY, NC, SC, TN)
  - District 6 Representative (IL, IA, MN, WI)
  - District 9 Representative (AK, HI, ID, MT, WA, OR)
  - District 11 Representative (Canada)
- National Information Standards Organization (NISO) Liaison
- Publications Board (2 positions, including chair)
- Standards Committee (2 positions)
- Standards Committee: Technical Subcommittee on Descriptive Standards (TSDS) (2 positions, including co-chair)
- USMARC Advisory Board

(Note: Positions for the 2007 Annual Meeting Program Committee were closed on December 9 following widespread announcements via the SAA website and various listservs. These appointments have an earlier deadline because the work of the committee begins well in advance of the 2006 Joint Meeting.)

### Sign Up to Serve!

To volunteer to serve as a committee or task force member or as an SAA representative, visit [www.archivists.org/membership/volunteer](http://www.archivists.org/membership/volunteer). **APPLICATION DEADLINE: FEBRUARY 24, 2006.** ❖

## From the Archivist of the United States

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## Heritage Health Index

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### Staffing and Funding

The survey found that 80% of institutions nationwide have no paid staff dedicated to collections care. Without trained personnel, it is difficult to address many of the problems identified by the survey. Many collecting institutions are not sure what is in their collections or what condition they are in. Seventy percent of organizations nationwide do not have an up-to-date assessment of the condition of their collections.

Underlying the pervasive problem of staffing—and, indeed, all the problems cited in the Heritage Health Index—is the report's finding that only 40% of organizations in the U.S. regularly allocate funds for care of their collections. This being the case, small problems can become expensive ones, for a dollar spent on a safe environment is repaid several times over by the money saved on conservation treatments.

"Conservation is a subject that can engage the public, encourage participation in an institution, and attract financial support," said Mary Chute, acting director of IMLS. The Smithsonian American Art Museum discovered that its audience was curious about conservation through a series of surveys and focus groups. Now, when the museum reopens this summer, its Lunder Conservation Center will offer visitors a behind-the-scenes look at how art is conserved.

Norris pointed out that while the survey's findings are alarming, significant progress has been made in the past 20 years, due in part to attention at the federal level and from several national foundations. "Had this survey been conducted in 1984, the results would have shown an even worse situation."

### Methodology

More than 100 collections professionals helped to develop the Heritage Health Index, which was completed by the staff members of 3,370 museums, archives, historical societies, libraries, and scientific research organizations throughout the country. Responders ranged from small, regional collections, like the Hooker County Library in Nebraska, to the largest and most prestigious in the nation. These include the Smithsonian Institution's museums and centers, all the units of the National Archives and Records Administration (including presidential libraries), the Library of Congress, The New York Public Library, the American Museum of Natural History, the Harvard University Libraries and Art Museums, the Metropolitan Museum of Art, The J. Paul Getty Museum, the Museum of Modern Art, the Art Institute of Chicago, the University of California, Berkeley Libraries, and major National Park Service sites. The RMC Research Corporation of Portsmouth, New Hampshire, collected and tabulated data and consulted with Heritage Preservation on data analysis.

*A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections* is available online at [www.heritagehealthindex.org](http://www.heritagehealthindex.org). ♦

## Washington Beat

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Much of the meeting was devoted to reviewing the draft "Fourth Report on the Advisory Committee on the Records of Congress" scheduled to be printed in November 2006. The ACRC entertained a motion to include a note about the impact of irradiation of correspondence on long-term preservation and to go on record in support of additional corrective action to address the problem.

Senate Archivist Karen Paul reported on the recent Symposium on Presidential and Congressional Papers sponsored by the Brademas Center in New York. Her presentation stimulated discussion of current efforts preserve the papers of members of Congress.

### Library of Congress Envisions World Digital Library

The Library of Congress is launching a campaign to create the World Digital Library, an online collection of rare books, manuscripts, posters, and other materials that would be freely available for viewing via the Internet. Given the goal of bringing together materials from the United States, Europe, the Islamic world, Africa, and Asia, this may be the most ambitious effort ever undertaken in the realm of digital access.

According to Librarian of Congress James H. Billington, "We are aiming for a cooperative undertaking in which each culture can articulate its own cultural identity within a shared global undertaking." He added that he envisions the initiative as a public-private partnership. Google Inc., the first corporate contributor, has donated \$3 million to be used to develop the details of the project and to pay for global outreach.

The LC will most likely be working closely with the U.S. Copyright Office in order to avoid legal issues. Allan Adler, vice president for legal and government affairs at the Association of American Publishers, noted, "It is unlikely that publishers and authors and creators of other copyrighted works will have much to fear from this kind of project." The LC has assured possible critics that only works that are in the public domain, and therefore not subject to copyright protection, will be digitized. ♦

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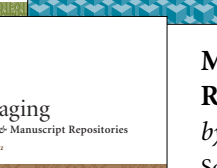
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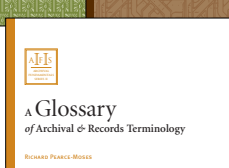
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SOCIETY OF AMERICAN ARCHIVISTS (AUGUST 2005)

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## SAA EDUCATION CALENDAR

### WINTER/SPRING 2006

#### Describing Archives: A Content Standard (DACS)

February 22 — Los Angeles  
 March 8 — Minneapolis, MN  
 March 10 — Boston, MA  
 April 24 — Albany, NY

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

February 23-24 — Los Angeles, CA  
 March 9-10 — Minneapolis, MN  
 April 13-14 — Indianapolis, IN

#### Managing Literary Manuscripts

March 13 — College Station, TX

#### IT Training for Practicing Archivists Series

Understanding Web Technologies: March 24 — Atlanta, GA  
 Networking and Telecommunications for Archivists: March 25 — Atlanta, GA

#### Oral History: From Planning to Preservation

March 27 — University Park, PA.  
 April 26 — Bloomington, IL

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

April 6-7 — Buffalo, NY

#### Becoming a Film-Friendly Archivist

April 7 — Edwardsville, IL

#### Real World Reference: Moving Beyond Theory

April 10-11 — Birmingham, AL

#### Archival Perspectives in Digital Preservation

April 27-28 — University Park, PA

#### Encoded Archival Description (EAD)

May 11-12 — Philadelphia, PA

#### Understanding Photographs: Introduction to Archival Principles and Practices

May 18-19 — University Park, PA

#### IT Training for Practicing Archivists Series — Atlanta, GA

May 19 — Digitization of Archival Materials  
 May 20 — Digital Libraries and Digital Archives

#### Basic Electronic Records Management

May 22 — Sacramento, CA  
 May 25 — El Paso, TX

#### US Copyright Law (online course)

*A joint offering of SAA and Copyrightlaws.com*  
 January 23 - February 24  
 March 6 - April 28

For details or to register, visit  
[www.archivists.org](http://www.archivists.org) and click on education.

Questions? Contact us at  
[education@archivists.org](mailto:education@archivists.org) or 312/922-0140.

#### IN THE WORKS:

Grant Proposal Writing; Copyright and the Law; Building Digital Collections;  
 Basic Electronic Records Management Web Seminar;  
 Disaster Preparedness Web Seminar Series

## 2006 CALENDAR

#### 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](http://www.asu.edu/ecure) for details or contact ECURE co-chair Rob Spindler at [rob.spindler@asu.edu](mailto:rob.spindler@asu.edu).

#### April 19–22

Organization of American Historians annual conference in Washington, D.C. For more info, visit [www.oah.org/meetings/2006/index.html](http://www.oah.org/meetings/2006/index.html).

#### 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](http://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](http://www.calarchivists.org).

#### April 27–29

Midwest Archives Conference Spring Meeting 2006 in Bloomington Normal, IL. For more info: [www.midwestarchives.org/](http://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 20–23

"Libraries, Archives, and Museums in the 21st Century: Intersecting Missions, Converging Futures?" conference sponsored by the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL), a division of the American Library Association (ALA). IMLS scholarships to the conference are available. Further information and an online application form are available at [www.hrc.utexas.edu/rbms2006](http://www.hrc.utexas.edu/rbms2006).

#### 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](http://www.archivists.org) or [www.nagara.org](http://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](http://www.aip.org/history). Applicants should either be working toward a graduate degree in the history of science (in which case they should include a letter of reference from their thesis adviser), or show a record of publication in the field. To apply, send a vitae, a letter of no more than two pages describing your research project, and a brief budget showing the expenses for which support is requested to: Spencer Weart, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740; phone 301/209-3174; fax 301/209-0882; e-mail [sweart@aip.org](mailto:sweart@aip.org). **Deadlines for receipt of applications are June 30 and Dec. 31 of each year.**

### 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/](http://www.ou.edu/special/albertctr/archives/). The Visiting Scholars Program is open to any applicant. Emphasis is given to those pursuing postdoctoral research in history, political science, and other fields. Graduate students involved in research for publication, thesis, or dissertation are encouraged to apply. Interested undergraduates and lay researchers are also invited to apply. The Center evaluates each research proposal based upon its merits, and funding for a variety of topics is expected. No standardized form is needed for application. Instead, a series of documents should be sent to the Center, including: (1) a description of the research proposal in fewer than 1000 words; (2) a personal vita; (3) an explanation of how the Center's resources will assist the researcher; (4) a budget proposal; and (5) a letter of reference from an established scholar in the discipline attesting to the significance of the research. **Applications are accepted at any time.** For more information, please contact: Archivist, Carl Albert Center, 630 Parrington Oval, Room 101, University of Oklahoma, Norman, OK 73019; 405/325-5401; fax 405/325-6419; [channeman@ou.edu](mailto: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](http://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](mailto:derina.mclaughlin@naa.gov.au) before applying to discuss the scope of their research project. Further information: [www.naa.gov.au](http://www.naa.gov.au).

### IMLS Scholarships to Attend Conference on Libraries, Archives, and Museums

The Institute for Library and Museum Services (IMLS) has provided funding for 30 new and aspiring professionals to attend a major national conference organized by the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL), a division of the American Library Association (ALA). The conference, "Libraries, Archives, and Museums in the 21st Century: Intersecting Missions, Converging Futures?", will explore issues of mutual interest to libraries, archives, and museums. It will be held on June 20-23, 2006, at the Harry Ransom Humanities Research Center at The University of Texas at Austin. 300 attendees are expected. Students currently enrolled in a graduate program of library and information science or archival or museums studies, or graduates from such programs with less than five years of professional experience are eligible to apply for the IMLS-funded scholarships. The scholarships are designed to cover all costs associated with attending the conference, including registration, airfare, lodging and meals. At least 10 scholarships will be reserved for applicants from professionally underrepresented backgrounds. Further information and an online application form are available at [www.hrc.utexas.edu/rbms2006](http://www.hrc.utexas.edu/rbms2006). **The deadline for applications is March 1, 2006.** The two-and-a-half-day conference program will include a series of plenary

sessions that will address a broad range of topics from comparative viewpoints, including collecting purposes and strategies, audiences and access, legal issues, and professional education and development. A variety of seminar sessions and facilitated discussions will complement the conference theme. Participants will also be able to take advantage of special tours of the recently renovated Ransom Center and Jack S. Blanton Museum of Art, the Lyndon Baines Johnson Library and Museum, and other local cultural facilities. General registration will begin in February 2006, with an early-bird rate of \$195.

#### National Film Preservation Foundation

The National Film Preservation Foundation, charitable affiliate of the Library of Congress's National Film Preservation Board, invites applications for its 2006 film preservation and access grants. The NFPF grants fund the preservation of American silent films, home movies, newsreels, political ads, regional documentaries, and other historically and culturally significant "orphan films" that would be unlikely to survive without public support. Interested nonprofit and public institutions should **register by email by February 3, 2006; completed applications are due March 10**. For detailed guidelines, visit [www.filmpreservation.org](http://www.filmpreservation.org).

#### 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](mailto: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](mailto:myersr@u.library.arizona.edu).

#### 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](http://www.uschs.org).

#### ESSENTIAL READING

## PRIVACY & CONFIDENTIALITY PERSPECTIVES

### ARCHIVISTS & ARCHIVAL RECORDS

EDITED BY  
MENZI L. BEHRND-KLODT & PETER J. WOSH



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## HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

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

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

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

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

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

### ARCHIVE TRAINEE

NBC Universal  
Universal City, CA

NBC Universal has a current job opportunity for an Archive Trainee (Job #453995). **To apply, contact:** <http://www.universalstudios.com/jobs>.

### ARCHIVES COORDINATOR (INFRASTRUCTURE FOCUS)

Pixar Animation  
Archives Department  
Emeryville, CA

Pixar Animation Studios combines creative and technical artistry to create original stories in the medium of computer animation. Pixar has created six of the most successful and beloved animated films of all time: *Toy Story*, *A Bug's Life*, *Toy Story 2*, *Monsters, Inc.*, *Finding Nemo* and *The Incredibles*. Pixar has won 18 Academy Awards® and its six films have grossed more than \$3.2 billion at the worldwide box office to date. The Northern California studio will release its next film, *Cars*, on June 9, 2006. **Position Summary:** This is an archives generalist position whose main responsibilities will involve collaborative, client-centered and sometimes physical work in a team setting. You will also support the infrastructure of the department by building and implementing tools to help track and provide access to our collection of original artwork, documents and artifacts. In addition to database creation and maintenance, you will provide database user training, and arrange and describe archives collections as part of the archives team. You will work with productions as their collections transition to archives and will collaborate with the team to process the archives of each production as it concludes. **Responsibilities:** This position is responsible for receiving, processing and documenting the archives of each production, as part of the archives team; This position is also responsible for creating and relating databases in Filemaker Pro and creating other tools necessary for the tracking of collections, exhibition information, and publication information; Archives Coordinator is also responsible for database maintenance and for training other database users in the studio to use shared databases; Under direction of the Lead Archivist, is responsible for creating finding aids for the archives' collections and for inventorying material in both onsite and offsite locations.

**Qualifications:** Master's of Library and Information Science or equivalent; 2 years related experience in a special library or archives; Experience in arrangement, description of archival material; and Experience processing, cataloging and indexing specialized media materials (art, digital files, reference books, and film).

Pixar is an Equal Opportunity Employer. **Apply to our website:** Pixar Animation <http://job-search.pixar.careers.monster.com>.

### ARCHIVES COORDINATOR (RESEARCH FOCUS)

Pixar Animation  
Archives Department  
Emeryville, CA

Pixar Animation Studios combines creative and technical artistry to create original stories in the medium of computer animation. Pixar has created six of the most successful and beloved animated films of all time: *Toy Story*, *A Bug's Life*, *Toy Story 2*, *Monsters, Inc.*, *Finding Nemo* and *The Incredibles*. Pixar has won 18 Academy Awards® and its six films have grossed more than \$3.2 billion at the worldwide box office to date. The Northern California studio will release its next film, *Cars*, on June 9, 2006.

**Position Summary:** This is an archives generalist position whose main responsibilities will involve collaborative, client-centered and sometimes physical work in a team setting. Your additional responsibilities will be to support the research needs of Pixar by providing access to Pixar's collection of original artwork, documents and artifacts. You will perform research for internal and external clients, provide reference services for our circulating collections, and perform other projects of a long-term nature. You will also assist with the preservation of company assets, work with productions as their collections transition to archives and collaborate with the team to process the archives of each production as it concludes.

**Responsibilities:** Under direction of the Lead Archivist, this position is responsible for serving the information needs of internal and external clients, using Pixar Living Archive collections; Is responsible for tracking and documenting research performed for clients as well as any parallel research being conducted within the studio; Render media in preparation for output; Duties will include archiving current productions as part of the archives team, as well as enhancing the preservation of Pixar Living Archives collections; This position will serve as the primary point of contact for in-depth library circulating collection reference, and will share responsibility for access services for our archives collections; Collection management duties include selection of items to enhance our circulating collection of books videos and DVDs; This position may also share responsibility for selection and implementation of library catalog software. **Qualifications:** Master's of Library and Information Science or equivalent; 2 years experience providing refer-

ence service in a professional setting; Experience in arrangement, description of archival material; Experience in the safe handling of original artwork; and Thorough knowledge of 20th Century film. Pixar is an Equal Opportunity Employer. **Apply to our website:** Pixar Animation <http://jobsearch.pixar.careers.monster.com>.

#### ARCHIVES TECHNICIAN

*Mashantucket Pequot Tribal Nation  
Museum and Research Center  
Mashantucket, CT*

Under the supervision of the Assistant Archivist, technical services, the incumbent participates in accessioning, and arranging & describing archival record groups and special collections. An undergraduate degree in Native American Studies, anthropology, archaeology, or American history. Preference will be given to candidates with or working towards a Master's Degree in Library and Information Science from an ALA accredited program or Master's degree in History. Demonstrated knowledge of the principals of archival arrangement and description. The fulfillment of the duties of this position require knowledge in MS Word, Access, and Outlook; Online Public Access Catalogs found in most libraries; a Voyager local system, receiving and sending e-mail communications. The incumbent is also expected to know how to work standard office machines such as copier, printers and fax machines. The Mashantucket Pequot Tribe practices Indian preference in hiring and is an Equal Opportunity Employer. (MPTN Indian Preference Policy, MPTN Equal Employment Opportunity Policy). **To apply, contact:** Ardie Manuel, Mashantucket Pequot Tribal Nation, Rt. 2, P.O. Box 3777, Mashantucket, CT 06338; tel. 866-4-FOX-JOB; fax (860) 396-3598; [amanuel@mptn-nsn.gov](mailto:amanuel@mptn-nsn.gov); [www.foxwoods.com](http://www.foxwoods.com).

#### ARCHIVIST

*Adams Museum & House  
Homestake-Adams Research Center  
Deadwood, SD*

Archivist responsible for implementing plan to establish the Homestake-Adams Research Center. Archivist serves as the political liaison; supervises two assistants; and assists with fund-raising. **Qualifications:** MA or MLS with graduate training in archival studies. Three years of relevant archival experience. Excellent communication skills with grant writing experience. Work well under pressure. Beginning salary \$32,000-\$35,000, plus benefits. Submit resume and three references. Deadline is January 15, 2006.

**To apply, contact:** Mary Kopco, Adams

Museum & House, P.O. Box 252, Deadwood, SD 57732; tel. 605/578-1928; fax 605/578-1094; [amhdirector@rushmore.com](mailto:amhdirector@rushmore.com); [www.AdamsMuseumAndHouse.org](http://www.AdamsMuseumAndHouse.org).

#### ARCHIVIST AND PROJECT DIRECTOR

*Consortial Survey Initiative  
Philadelphia Area Consortium of Special  
Collections Libraries  
Philadelphia, PA*

Innovative, energetic archivist sought for full-time, 30-month position to lead a survey of 21 Philadelphia-area repositories. For a full listing, see: [http://www.pacscl.org/news/2005/0511project\\_director.html](http://www.pacscl.org/news/2005/0511project_director.html) **To apply, contact:**

Matthew Lyons, Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia, PA 19107; tel. 215/732-6200 ext. 301; [mlyons@hsp.org](mailto:mlyons@hsp.org).

#### AUDIO-VISUAL PROJECT ARCHIVIST

*USTA  
White Plains, NY*

Preserve & make accessible the USTA USOpen film and video collection and other historical AV materials. One-year position only. Coordinates work w/vendors & consultants re film repair and restoration; coordinates development and operation of automated access and retrieval system for digital video files, inc. interfacing w/IT and training users; develops procedures for reference and circulation and catalogs film and video. **To apply, contact:** [www.usta.com](http://www.usta.com).

#### COLLEGE ARCHIVIST

*Buffalo State College  
Buffalo, NY*

Buffalo State College seeks a talented and collaborative archivist to administer and manage the Archives & Special Collections area and to participate in its associated educational programs. Competitive salary.

**Responsibilities:** Direct, organize, manage Archives and Special Collections in accordance with current archival standards and best practices, state law and guidelines, U.S. copyright law. Provide clear vision and strong leadership to acquire, maintain, and preserve collections. Oversee collection processing, preservation, and digitization. Develop fund raising opportunities and actively seek grant support. Explore digital initiatives and manage Web site [www.buffalostate.edu/library/archives](http://www.buffalostate.edu/library/archives).

Collaborate with Monroe Fordham Regional History Center and provide internship opportunities, teaching and learning experiences within museum studies program. Participate on committees. **Required Qualifications:** ALA-accredited MLS or masters in history with concentration in archival studies. Experience with

archival collections, archival administration and supervision. Familiarity with records analysis, archival accessioning, collection processing, electronic records management. Demonstrated knowledge of national standards, current trends in creation of digital records for archives and special collections material; knowledge of digital preservation. Ability to work successfully with diverse community of students, staff, faculty, researchers.

**Preferred Qualifications:** Two years experience in college or university archives, teaching experience in undergraduate setting, successful grant writing experience or participation in successful grant writing activity, digital project management experience, digital archives experience. Review of applications will begin immediately and continue until position is filled. Send letter of application indicating how your qualifications meet position requirements, résumé, and names and addresses of 3 references to: Gail Marinaccio, Chair, College Archivist Search Committee, E. H. Butler Library, Buffalo State College, 1300 Elmwood Ave., Buffalo, NY 14222-1095. For more information about the college, visit [www.buffalostate.edu](http://www.buffalostate.edu). Buffalo State is an affirmative action/equal opportunity employer.

#### DIGITAL INITIATIVES LIBRARIAN

*University of Louisville  
Louisville, KY*

The University of Louisville (UofL) seeks an energetic and innovative librarian to fill the newly-created position of Digital Initiatives Librarian. Reporting to the Associate Dean for Collections, Preservation & Digital Initiatives, the Digital Initiatives Librarian will define the position and play a major role in developing the Libraries digital initiatives. With the Dean of University Libraries leadership, UofL Libraries are a recent member of the Association of Research Libraries. UofL is Kentucky's metropolitan university serving 21,000 students in the largest urban area in the state. View information about the Libraries, UofL, the Louisville area and full position detail respectively at <http://www.louisville.edu/library/>; <http://www.louisville.edu>; <http://www.loukymetro.org/>; <http://library.louisville.edu/jobs/>. The appointment rank and salary will be commensurate with qualifications. Annual minimum salary - \$35,000 and a comprehensive benefits package. Library faculty appointments are tenure-track positions. Promotion and tenure require demonstration of scholarship and other criteria. Applications received by February 1, 2006 are given full consideration in the initial screening. Applications are accepted until the position is filled. Submit a

letter of application, resume, unofficial graduate transcripts, and name, address, phone number and e-mail address of three references to: Carrie Daniels, Archivist for Automated Systems & Co-Director Oral History Center, University Archives & Records Center, University of Louisville Ekstrom Library, Louisville, KY 40292; tel. 502/852-6674; fax 502/852-6673; [c0dani01@louisville.edu](mailto:c0dani01@louisville.edu). The University of Louisville is an Equal Opportunity/Affirmative Action Employer committed to cultural diversity. Women and minorities are encouraged to apply.

#### DIRECTOR

*Montana Historical Society  
Helena, MT*

The Montana Historical Society, created in 1865, is seeking a dynamic individual to lead the Society as its new Director. The new Director, in conjunction with the MHS Board of Trustees, will lead the society into the future, including planning and development of a new Montana History Center over the next five years. Salary \$76,524 to \$91,216 annually. Complete announcement and required application materials may be found at: <http://mt.gov/statejobs/statejobs.asp>. **To apply, contact:** Mary Ann Bannon, Montana Historical Society, PO Box 201201, Helena, MT 59620-1201; tel. 406/444-2697; fax 406/444-2696; [mbannon@mt.gov](mailto:mbannon@mt.gov)

#### RECORDS MANAGEMENT ANALYST

*Watson Wyatt Worldwide  
Arlington, VA*

Watson Wyatt Worldwide is seeking a Records Management Analyst. As a member of our Records Management team, you will have the opportunity to provide records analyst services to Watson Wyatt offices across North America. You will participate in the review and analysis of complex paper and electronic information systems for program improvement of Record Retention, Program Enhancements and Disposition Schedules. **Job Qualifications:** Bachelor's degree in Library Science with emphasis in information management preferred; Excellent customer service skills required to provide consultative services; Strong communication skills with the ability to convey very complex information to non-technical users; Demonstrated comprehensive knowledge of records management techniques and electronic records management practices, systems analysis, data management, and practices for imaging, e-mail and emerging electronic technologies and component hardware and software; Certification as a Certified Records Manager (CRM) highly desirable. EEO/AA EMPLOYER, M/F/D/V. **To apply, con-**

**tact:** [http://careers.peopleclick.com/jobposts/Client\\_WATSONWYATT/BU1/External/PCK346-20824.htm](http://careers.peopleclick.com/jobposts/Client_WATSONWYATT/BU1/External/PCK346-20824.htm)

#### RESEARCH SERVICES AND COLLECTION DEVELOPMENT LIBRARIAN

*Duke University  
Sallie Bingham Center for Women's History and Culture  
Durham, NC*

Duke University Libraries is seeking a Research Services and Collection Development Librarian for the Sallie Bingham Center for Women's History and Culture in the Rare Book, Manuscript and Special Collections Library. S/he will provide an array of research services that include reference, instruction and outreach; promoting the use of the Center's holdings for teaching and research; and assisting in donor relations and collection development. Requires an MLS from an ALA-accredited program and/or advanced degree in appropriate subject field, three to five years of relevant experience and demonstrated knowledge of women's history and culture. Librarian rank and compensation package dependent upon qualifications; anticipated hiring range is \$41,000-\$48,000. For a complete position announcement, please go to: <http://library.duke.edu/jobs/bingham-rscd-librarian.html>. **To apply, contact:** Ann Ayars, Duke University Library Human Resources, Box 90194, Durham, NC 27708; fax 919/660-5923; [library-jobs@duke.edu](mailto:library-jobs@duke.edu), <http://library.duke.edu/jobs/bingham-rscd-librarian.html>

#### STATE ARCHIVIST

*Montana Historical Society  
Helena, MT*

Responsible for the acquisition, arrangement, preservation, and general management of manuscript and government records collections; provides leadership within the state's archival community; supervises four professional staff. **Qualifications** include MLS, BA history, or equivalent, and 5 years experience. For full application information see <http://www.montanahistoricalociety.org/find-use/employment.asp>. **To apply, contact:** Mary Ann Bannon, Montana Historical Society, 225 N Roberts St., PO Box 201201, Helena, MT 59620-1201; tel. 406/444-2697; fax 406/444-2696; [mbannon@mt.gov](mailto:mbannon@mt.gov); [www.montanahistoricalociety.org](http://www.montanahistoricalociety.org)

#### VITERBI FAMILY ARCHIVIST

*University of Southern California  
Los Angeles, CA*

The Viterbi Family Archivist is a fixed-term, one-year position created to establish the

Viterbi Family Archives as a part of the Viterbi Museum of the USC Viterbi School of Engineering. The Archivist will work closely with Andrew and Erna Viterbi to collect, organize, and describe their and their family's papers, photographs, and memorabilia. The Archivist will also collect all of Dr. Viterbi's publications. These manuscript and published materials will be fully digitized to create a digital archive. In 2004 Dr. Andrew Viterbi and his wife, Erna, gave a major donation to USC, thereby naming the School of Engineering in their honor. Dr. Viterbi is a pioneer in the field of Wireless Communications, who received his Ph.D. in digital communications from USC. He was a co-founder of Qualcomm in 1985. He created the Viterbi Algorithm for interference suppression and efficient decoding of a digital transmission sequence, used by all four international standards for digital cellular telephony. He was inducted as a member of the National Academy of Engineering in 1978 and of the National Academy of Sciences in 1996. **Job Accountabilities:** Collect, process, and describe the Viterbi Family Archives according to USC Information Services Division practices and procedures. Establish a digital database of the Archives in coordination with ISD's Digital Archive team to ensure compliance with their best practices and procedures. **Campus/Location:** University Park Campus. This is a full time position.

**Minimum Qualifications:** MLS or equivalent ALA-accredited degree with formal training in archival theory and practice, or Master's degree in Archival Administration, or equivalent degree. Minimum of two years professional archival experience. Experience processing and cataloging manuscript and archival collections; experience creating and maintaining archival finding aids online, including EAD encoding. Strong working knowledge of XML. Familiarity with DACS, and LC cataloging standards. Familiarity with preservation and conservation standards for archival and manuscript collections. Experience creating and/or maintaining documentation of policies and procedures. Experience creating, capturing, and processing images and documents in a variety of digital formats; working knowledge of digital image file formats and software, such as Adobe Photoshop, PDF, JPG, TIFF, etc. Knowledge of metadata standards, such as Dublin Core, METS, EAD, and of digital asset management systems, such as DSpace and Documentum. Knowledge of issues related to long-term preservation of digital content. Familiarity with copyright issues in the digital realm. **To apply, contact:** <http://www.usc.edu/bus-affairs/ers/jobs/20326.html>



society of american archivists

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