

The Society of American Archivists

# SAA Newsletter

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## Proposed Federal Budget Cuts Archives Funds

The impact of the FY82 budget proposed by the Reagan Administration on the nation's documentary heritage-- on archives, users of archives, and archivists-- will be severe.

In addition to slashing the program budget of the National Archives and Records Service, an agency already reeling from the effects of a decade of inadequate funding, the FY82 budget cuts out a massive proportion of the federal grant funds which have been available to support archival projects in recent years.

A special mailing to all SAA individual members in March provided details of the legislative situation and suggested contacts to Members of Congress. An update follows:

National Historical Publications and Records Commission Legislation reauthorizing the grant program of NHPRC has been introduced in the House of Representatives by Rep. Jack Brooks (D-TX). SAA will testify in favor of the Brooks bill (HR 2979) in a late April hearing before the Subcommittee on Government Information and Individual Rights, chaired by Rep. Glenn English (D-OK). Still required if NHPRC grant funding is to be available in FY82:

- 1) Passage of the House reauthorization bill.
- 2) Introduction and passage of reauthorization legislation in the Senate. The pivotal Senate subcommittee in this matter is chaired by Sen. Ted Stevens (R-AK).
- 3) Amendments to the Administration's appropriations bills. This issue will be considered in the House by an Appropriations Subcommittee chaired by Rep. Edward Roybal (D-CA) and in the Senate by an Appropriations Subcommittee chaired by Sen. James Abdnor (R-SD).

National Endowment for the Humanities The Research Resources Program, a source of significant support for archives projects, will suffer a 33% slash from the \$4,500,000 which was available this fiscal year to approximately \$3,000,000 in FY82. A planned allocation of \$1,000,000 in FY82 for conservation programs has been eliminated but conservation requests will be given consideration within the program itself, as has been the case in recent years. NEH's budget is being considered in the House by a panel chaired by Rep. Sidney Yates (D-IL) and in the Senate by a subcommittee chaired by James A. McClure (R-ID).

## SAA '81 : A Bonanza in Berkeley

Over 90 sessions, seminars, and workshops, a record number for the Society's annual conference, will offer participants in SAA's California meeting a wide range of educational opportunities. The meeting, which will take place September 1-4 on the campus of the University of California in Berkeley, will most certainly offer something for everyone.

In an effort to enable meeting participants to attend more sessions than at past meetings, the 1981 Program Committee, chaired by John Fleckner and William Joyce, has scheduled sessions beginning Tuesday morning. In all, there are eight time slots for meeting sessions between Tuesday and Friday.

A number of sessions will explore various aspects of the concept "the one world of archives." Among the sessions built around this principle are "Professional Literature: Retrospect and Prospect;" "Archivists as Educators;" "Toward a National Information System for Archives and Manuscripts;" "Collecting Plans and Strategies;" and "Records Management and Records Appraisal at the Systems Level."

Other sessions reflect the broad spectrum of interests and concerns of the archival profession: "Access to Business Archives;" "Oral History and the Written Word;" "Machine-Readable Records: Applied Research and Secondary Analysis;" "Documentary Editing in the Post-Boyd Era;" "Archives and the Handicapped;" "Managing Folklore Collections;" "Issues in Micrographics;" "Preservation of Sound Recordings;" and "Documenting the Spirit: The Archives of Evangelical Movements."

More meeting participants than ever will be able to attend limited enrollment seminars and workshops. A total of 29 will be offered on such topics as "Planning for Archivists;" "Archives in the Ancient World;" "Basic Computer Concepts;" "Understanding 19th Century Financial Records;" "Designing and Editing Newsletters;" "Grants Planning;" and "Appraisal of Machine-Readable Records."

Table Topics, an innovation at the 1981 meeting, will afford meeting participants the opportunity for informal discussion over lunch in the residence hall dining facility. Several tables will be reserved on Tuesday, Wednesday, and (page 2),

## Berkeley Bonanza, cont.

Thursday for discussions of a variety of topics. Among those scheduled to date are: "Photographic Conservation: State-of-the-Art;" "Sharing Problems of Description;" "Videotape Preservation;" "De-accessioning Collections in Public Repositories;" "Subject Access to Large Collections;" and "Sharing Problems of a One-Person Religious Archives."

Although the meeting officially begins on September 1, several pre-conference activities have been scheduled.

Four tours have been scheduled for Monday afternoon, August 31, all designed to acquaint meeting participants with some aspect of the Bay Area. The "Dashiell Hammett Walking Tour" will travel to the sites in San Francisco where Hammett lived and worked, and the sites that inspired his novels. The "San Francisco Highlights Tour" will take in many of San Francisco's famous landmarks, including the Golden Gate Bridge and Chinatown. The "Berkeley Campus Tour" will take participants to the top of the Campanile, to Sproul Hall and Sather Gate, and to numerous buildings designed by major American architects. The "Conservation Tour" will visit the Imago Handmade Paper Mill and the Palace of the Legion of Honor, Paper Conservation Section.

Three pre-conference workshops have been scheduled:

*Starting an Archives* What is an archival program? How do you set one up? These topics will be the focus of this workshop, scheduled for August 29-30. Information will be presented at a basic level and will be pertinent to any type of archives.

The workshop will provide an understanding of the nature of an archives, the theories and principles of archival administration, and an overview of the basic techniques of archival work, including collecting, arrangement, description, and reference. The instructors will discuss administrative concerns such as determining what resources are required to establish an archival program, selling the idea of an archives, budgeting and staffing for the program, working with committees, and establishing effective public relations. Enrollment is limited and pre-registration is required. To obtain an application form, contact Joyce Gianatasio at SAA headquarters.

*Basic Archival Conservation* Working from the premise that conservation is a primary responsibility in archives and manuscripts collections management, this workshop will address the following topics: causes of material deterioration, storage and environmental controls, application of conservation procedures to archival processing, preservation microfilming and photocopying, care and handling of non-print materials, developing a disaster preparedness plan, and means of planning and implementing a conservation program. Through demonstration and hands-on training, workshop par-

ticipants will learn the following basic conservation techniques: identification and removal of foreign objects, flattening, simple testing for pH level and ink solubility, methods of dry cleaning, simple paper mending, polyester encapsulation, and the care and treatment of bound volumes. Throughout the workshop emphasis will be placed on means of incorporating conservation philosophy and techniques into all phases of archival processing. This workshop is part of SAA's Basic Archival Conservation Program, funded by the National Endowment for the Humanities. Pre-registration is required and enrollment will be limited. To obtain an application, contact Mary Lynn Ritzenthaler at SAA headquarters.

*Architectural Records* Archivists in every type of repository are accessioning an increasing volume of architectural material because it provides such a rich source for social and cultural history. While basic archival methodology applies for much of it, architectural material also requires some degree of specialized knowledge to care for it properly. This workshop, scheduled for Monday, August 31, will acquaint archivists with the fundamental approaches and techniques used in handling architectural records. Topics will include terminology, collection development, appraisal, arrangement, description, conservation, and preventive maintenance. The registration fee is \$55; enrollment will be limited. To apply, contact Deborah Risteen at SAA headquarters.

The annual meeting program packet, containing meeting and housing registration forms and the complete schedule for the meeting, will be mailed to all SAA individual and institutional members in mid-June. Others interested in receiving the packet should contact SAA headquarters.

SAA's 1982 meeting is slated for Boston, October 19-22. Minneapolis will be the 1983 site, October 5-8.

### SAA Staff

Ann Morgan Campbell	Executive Director
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# Housing in Berkeley: Some Questions and Answers

The SAA staff has received many questions about housing for the annual meeting at the University of California, Berkeley. The answers to some of the most frequently asked questions are provided below. If you have questions you would like answered, write or call Joyce Gianatasio at SAA headquarters.

1. *What are the residence halls like?*

University of California, Berkeley, residence halls are modern, well-maintained high-rise buildings with a spectacular view of San Francisco Bay. There are several lounges in each building where SAA workshops and seminars will be held during the day, and members may meet and visit in the evening. Centralized bath facilities are located on each floor and will be designated "men" and "women." Showers have private dressing areas. Coin-operated laundry facilities, vending machines, public telephones, and an ice machine are available in each building. A recreation area, including a weight room, is located beneath the dining hall and will be available to meeting participants.

2. *What will it cost to stay in the residence hall?*

The estimated cost of the room and board package is \$110 per person for shared rooms, \$145 for single rooms. Residence hall accommodations are provided as a package with no reduction in price for late arrival, early departure, or missed meals.

3. *What does the price include?*

The room and board package will include:

Room	Monday, Aug. 31
Room, breakfast, lunch	Tuesday, Sept. 1
Room, breakfast, lunch	Wednesday, Sept. 2
Room, breakfast, lunch	Thursday, Sept. 3
Room until 3:00, breakfast	Friday, Sept. 4

This package also includes maid service during the week and a basket of fruit upon arrival. Bed linen and towels will be provided, but bring your own alarm clock--there will be no wake-up service.

4. *Do I need to pay in advance?*

To ensure that your residence hall room is reserved, SAA must receive your housing registration form and full payment by August 14. We regret that we cannot accept vouchers as payment.

5. *If I need to cancel my reservation, will I get a refund?*

Complete housing refunds will be issued in response to written requests received by SAA headquarters prior to August 19. After that date, partial refunds will be made reflecting costs incurred by the Society. In every case, requests for refunds

must be made in writing and mailed to SAA headquarters.

6. *I would like to keep costs down by sharing a room, but I don't know many SAA members. Can you help me find a roommate?*

The headquarters office will be happy to assign roommates to persons who would like to share a room but who do not have a roommate preference.

7. *Will single rooms be available?*

The majority of residence hall rooms are double occupancy, although a limited number of singles will be available. Participants will be asked to specify whether they want a single or a double room. Single rooms will be assigned on request as long as they are available. If more people request singles than can be accommodated, the headquarters office will arrange for participants to be housed in double rooms and will refund the difference in price.

8. *My husband would like to accompany me to the meeting. Can he stay in the residence halls, too?*

Spouses may stay in the residence halls by purchasing the room and board package. Various floors will be designated "men," "women," and "co-ed."

9. *I will be taking a late-night flight to California on August 31. Will I be able to check in to the residence hall after 11:00 pm?*

Group check-in will begin Monday, August 31, from 12:00 noon until 8:00 pm at Cheney Hall. Persons who arrive after 8:00 pm will be registered and admitted to their room by a resident hall assistant. Directions for contacting the assistant will be posted on the door of Cheney.

10. *I would like to spend some extra time in Berkeley, either before or after the meeting. Is that possible?*

Rooms will be available for annual meeting participants beginning Friday, August 28. The cost of a residence hall room prior to August 31 will be \$15 per person for a shared room, \$20 for a single room. Bed linen and towels will be provided, however, cafeteria meals and maid service will not begin until Tuesday, September 1.

Persons who wish to extend their stay past Friday, September 4, may make individual reservations at the University's Guest Residence Hall located at 2400 Durant Ave. Advance reservations are recommended, but a deposit is not required. The cost of a shared room is \$10 per person per night, or \$14 for single occupancy. Cafeteria meals are not available after September 4. To make a reservation, call (415) 632-5925. (cont. on p. 5)

## FBI Field Files: NARS Appraises a Mountain

Charging that the Federal Bureau of Investigation and the National Archives and Records Service had not complied with an earlier court order designed to determine the adequacy of NARS' appraisal of FBI field files, a district court judge has directed that the two agencies report to him regularly on their progress.

"Close and constant supervision by the court is necessary because the agencies have not complied with an earlier order to develop a plan for retaining potentially valuable files at FBI headquarters and field offices," said Judge Harold H. Greene of the U.S. District Court of the District of Columbia.

Judge Greene, who originally instructed the Bureau and the National Archives on January 10, 1980, to produce their plan and a timetable to put it into effect "within 90 days" said he thought at that time that "the participants would comply in good faith."

The judge's new directive followed a lengthy hearing in which the agencies tried to explain why they had been unable to develop a joint inspection plan during the past 14 months. George N. Scaboo, speaking for the National Archives, said that NARS had approved a "plan and a timetable for examining FBI records, a record-retention program, and a schedule of disposition" by the end of February, 1980. However, he said the FBI would not allow government archivists to have access to its files.

James E. O'Neill, Assistant Archivist for Presidential Libraries, now heads the NARS team responsible for complying with the court order. Charles Dollar, Director of NARS Technical Assessment Division, is acting as O'Neill's deputy.

The task is mammoth. The FBI has an estimated 5 million case files in its 59 field offices. There are 214 classifications under which the files are kept, ranging from kidnapping, espionage, and the motor vehicle seat belt act to desertion. That last classification contains an estimated 500,000 files in Washington alone.

NARS plans to approach the appraisal problem by developing a systematic sampling procedure to identify case files to be inspected. These files will then be examined and their characteristics entered onto a data collection sheet which asks approximately 75 questions. From these sheets, a statistical profile of each of the Bureau's 214 file classifications will be developed. Concurrently, an administrative history of each of the file classifications will be prepared.

Each classification will then be reviewed in terms of its statistical profile, its administrative history, and, ultimately, its archival value.

It is anticipated that NARS personnel will inspect 5800 case files at the FBI's Washington headquarters. All files at three of the Bureau's largest field offices will be inspected. In addition, four other field offices will be visited where unique activities may have led to the creation of records which require special attention.

After headquarters and field office case files have been analyzed, conclusions will be drawn as to duplication, linkage, etc. This process will be assisted by another facet of the project which will isolate significant persons, organizations, and events and inspect headquarters and field files relating specifically to them.

The National Archives has detailed 17 archivists, plus support staff, to the FBI appraisal project which is expected to last approximately 8 months. In normal times, 17 archivists comprise the total professional staff involved in appraising the entire records output of the federal government. An observer noted that the staff involved in the project included many of the "best and the brightest" NARS employees, and commented that the agency could ill afford this allocation of human resources at a time when there are so many demands on its staff. An informal estimate of the cost of the project provided to the *Newsletter* by a high-ranking NARS official is \$500,000.

If Judge Greene accepts NARS' plan, it is anticipated that a final comprehensive FBI records retention plan will be submitted for his review by October 26, 1981. The methodology for appraising voluminous materials developed for the NARS/FBI project will be of interest to the profession and the National Archives will make it available to interested persons.

### Security Register Continues to Operate

In 1975, SAA received a grant from the National Endowment for the Humanities to set up an Archival Security Program. One of the projects begun during the grant period was the National Register of Lost or Stolen Archival Materials, a listing of missing items that includes author's name, type of document, date, recipient, and a description of the contents.

Although grant funds for the project have been expended, SAA headquarters continues to maintain and distribute the Register once a year in July. There is no charge for listing items on the Register and no charge for receiving the complete listing, which is mailed to all institutional members of SAA, plus collectors, dealers, and all other interested persons. To list a missing item on the Register or to obtain a copy of the complete 1981 Register, contact Deborah Risteen at SAA headquarters.



## Housing in Berkeley, cont.

12. My wife and 5-year-old son will accompany me to the California meeting. Where would you recommend that we stay?

Because there are no play areas near the residence halls, and because balconies could pose a danger to young children, the University encourages families with accompanying children under the age of 15 to obtain housing in a nearby hotel. A limited number of rooms is being held for meeting participants at two area hotels, the Hotel Durant and the Claremont Resort Hotel. When making reservations, be sure to specify that you are attending the meeting of the Society of American Archivists.

The Hotel Durant, a rather modest hotel, is immediately adjacent to the residence halls. Reservations may be made prior to August 17 by writing to the Hotel Durant, 2600 Durant Ave., Berkeley, CA 94704, or by calling (415) 845-8981. Rates are \$34 for single rooms and \$42 for double rooms, plus 10% city room tax.

The Claremont Resort Hotel, located at Ashby and Domingo in Berkeley, was originally built as an elegant country estate. Persons staying at the Claremont should plan to drive or take public transportation to the University. Make reservations before August 10 by writing to the Claremont Resort Hotel, PO Box 23363, Oakland, CA 94623 or calling (415) 843-3000. Singles are \$68.00 and doubles are \$78 plus the current 8% city room tax.

SAA headquarters has a list of other alternate housing in both Berkeley and San Francisco.



## The American Archivist:

### Good Things Come in Small Packages

The decreased size of the Winter and Spring 1981 issues of the *American Archivist* has caused concern among some SAA members. In fact, the 96-page issues recently published contain nearly as much reading material as the thicker issues published in 1980. The slim journals utilize less expensive, thinner paper stock. A smaller type size enables the editors to get 20% more reading material per page. In addition, the budget for the journal allows for a significant increase in pages per issue--up to 128. Future issues of the *American Archivist* will contain more reading material than ever before.

## Council Meeting Scheduled

SAA's Council will meet May 17-19 at Airlie House in Airlie, Virginia. An agenda for the Council meeting will be available from SAA headquarters after May 10.

## Scholarship Winner Announced

Susan A. Chapdelaine, Assistant Archivist for the City of Providence, Rhode Island, has been awarded the Colonial Dames Scholarship to the June session of the Modern Archives Institute at the National Archives. The scholarship is funded by the Colonial Dames of America, Chapter III, and awarded by SAA. The scholarship winner was chosen by a subcommittee of SAA's Award Committee consisting of Judith A. Koucky, NARS, chair; George Stansfield, National Defense University; and Richard J. Cox, City of Baltimore Archives. Announcements of the availability of scholarships to future Institutes will appear in the *SAA Newsletter*.

## Preservation of Library Materials Proceedings of a Seminar

Joyce R. Russell, Editor

This thorough presentation of techniques for preservation will be welcomed by librarians, archivists, and others concerned with the deterioration of library materials. Some of the field's foremost experts discuss the use of techniques, such as mass deacidification, lamination, and encapsulation of archival materials, and other methods of preventing damage caused by environment and accidents. Also included are an overview of bookmaking and maintenance and a checklist of audiovisual aids for the teaching of preservation. *Preservation of Library Materials* will serve as a valuable addition to all libraries, archives, schools, and centers where information is stored.

Soft Cover / 96p. / ISBN0-87111-270-1 / \$9.50

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# National Information Systems Position Paper

*At its January 24-26 meeting, SAA Council approved a position paper submitted to it by the Society's National Information Systems Task Force. Meetings of the Task Force, under the leadership of Richard Lytle, are funded by a grant from the National Endowment for the Humanities. The position paper was a product of a meeting held January 8-10 in the Washington, D.C. area. Members of the Task Force are Maynard J. Brichford; John Daly; Charles Dollar; Lawrence Dowler; Max Evans; Steven Henson; H. Thomas Hickerson; Charles G. Palm; and Nancy Sahli. David Bearman and Eleanor McKay were also invited to participate in the January meeting. The text of the position paper follows.*

## 1. Introduction

The Society of American Archivists has accepted the challenge to promote a national information system for archives and manuscript collections which meets the diverse requirements of archival institutions and their clienteles. The Society's Task Force on National Information Systems for Archives and Manuscript Collections has prepared this position paper to present its plan for development of a national information system.

A national information system must meet the needs for national access to archives and manuscript collections while supporting the special information needs of repositories. More specifically, the national information system must encompass the archival resources of the nation while meeting the needs of four distinct types of institutions: federal archives and manuscript repositories; state archives and historical agencies; academic archives and manuscript collections; and historical societies, business archives, religious archives, museums, and other special collections. We anticipate a number of benefits arising from the development of a national information system. These will include:

Providing intellectual access to the nation's archival and manuscript resources, and providing a means for repositories to disseminate and exchange information.

Establishing an intellectual framework for describing and improving access to archival resources.

Facilitating the adoption of automated techniques by archival repositories.

The national information system we envision would consist of one or more databases, created by a variety of organizations and institutions, linked together by a shared format. Data gathering will consist of operations such as NUCMC and the NHPRC database, library bibliographic utilities such as

OCLC and RLG, and many individual repositories which compile data on their own holdings. The national information system must not be exclusively dependent on a specific computer or computer program. It must be implemented in stages without requiring the abandonment of currently developed systems. Emphasis should be placed now on means for coordinating these independent data-gathering activities to ensure a national system responsive to the needs of archives and their users.

A primary requirement in the development of a national information system is agreement on elements for archival description. An investigation of descriptive practices at a broad variety of repositories was conducted and a report submitted. This study identified standard description categories for archives and manuscript collections. For the purpose of exchange in a national information system, it will be necessary to derive specific data elements from the standard description categories. In addition, the exchange of data within a national information system will depend upon adherence to a technical format incorporating these data elements. The definition of data elements and the creation of a standard technical exchange format for data communication are currently being considered by the Task Force.

In order to ensure the timely and effective development of a comprehensive national information system the SAA must lead in promoting research. This research will encompass an analysis of user needs, potential uses of the system, problems of subject access, indexing and retrieval strategies, administrative benefits to archivists from such a system, appropriate technologies to provide user access to merged data files, and studies of multi-institutional information systems. Explicit attention should be given to political factors which will affect the success of the system, notably the incentive for repositories to maintain the currency of their descriptive records, and for institutions to make data available to researchers.

## 2. Recommendations of the National Information Systems Task Force

### A. Role of the Archival Profession.

The archival profession should exert formative influence on the national information system via the Society of American Archivists and its Task Force on National Information Systems for Archives and Manuscript Collections.

### B. Standard Descriptive Categories.

The Task Force has identified standard descriptive categories required for a national information system. When standard data elements are derived, we recommend their use as an essential preliminary step in the creation of a searchable national database. (cont. on next page)



C. Commitment to Data Exchange.

All repositories creating machine readable data about archives should be urged by the SAA and required by funding agencies to commit themselves to the exchange of data required for the national system at cost.

D. Information Systems Development.

Repositories should be encouraged to develop automated information systems that satisfy both their special needs and the commitment to data exchange. Funding agencies should be encouraged to support development of such systems within this context.

E. Undertake Necessary Research.

The Task Force and funding agencies should cooperate to ensure that research is undertaken to determine the ultimate character of a national information system.

*The Society of American Archivists has submitted a supplemental grant request to the National Endowment for the Humanities to support the on-going work of its National Information Systems Task Force. The goal of the program is the design of a standard format for the description of archives and manuscript materials. The National Archives, the NHPRC Data Base project, the Library of Congress and the Advisory Committee on Archives and Manuscripts of the Research Libraries Group have agreed to participate in a working group organized by the SAA Task Force to draft a format which will then be submitted to the profession for review.*

**Watch Your Mailbox**

In the next month, SAA individual members will receive three important mailings from the headquarters office. The 1981 version of the *Directory of Individual Members* includes names, addresses, business telephone numbers, and business affiliations for individual members of the Society, plus addresses and phone numbers for SAA officers and Council, PAG, task force, and committee chairs, and headquarters staff. The 1981 annual meeting program packet will contain all the materials necessary to register for SAA's 45th annual meeting in Berkeley, California, September 1-4, plus a complete program booklet outlining all activities scheduled during the meeting. The program packet will also be mailed to SAA institutional members. Individual members will also receive the 1981 ballot, containing candidates' biographical sketches and answers to questions posed by the nominating committee.

# Protect your valuable artifacts in the same system that houses Presidential papers.

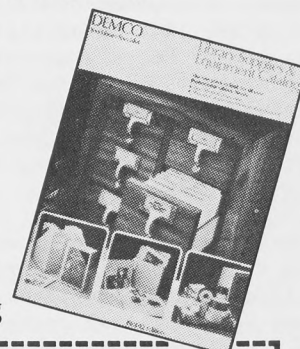


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Nantucket, Massachusetts A Connecticut woman recently discovered an 1880 manuscript written by a sailor who was aboard the whaler *Essex* when it was sunk by a sperm whale, a story re-created by Herman Melville in *Moby Dick*. The 80-page manuscript, written by Thomas Nickerson, was found in the woman's attic. Nickerson, who was 17 at the time the *Essex* went down on November 20, 1820, writes that a whale struck the boat "with such force as to shock every man upon his feet." Only eight of the shipwrecked sailors survived, five of whom drifted at sea for three months, living off bread, fish, and the flesh of crewmen who died.

Los Angeles, California One of the most critical concerns of film archivists at the moment is the crisis of color fading. Films made in color in the last 30 years, including "Lawrence of Arabia," "2001: A Space Odyssey," and "Jaws," have begun to fade soon after being released. The problem stems, for the most part, from the fact that film stocks and dyes used today are unstable and not intended for long-term use. Director Martin Scorsese is so disturbed by this problem that he has submitted a petition signed by hundreds of his colleagues to Eastman Kodak, the developers of the coloring process that has been found to make film particularly susceptible to fading. Scorsese is so concerned, in fact, that his most recent film, "Raging Bull," was made in black and white partly because he wants more assurance that it will be preserved.

Salt Lake City, Utah The Mormon church has described as of historical but not practical significance a recently discovered manuscript indicating that Joseph Smith, the church's founder, had intended that his son, Joseph 3d, rather than Brigham Young, succeed him as its president. Representatives of the Utah church presented the 1844 manuscript, apparently in the hand of one of Smith's secretaries, to representatives of the Reorganized Church of Jesus Christ of Latter-day Saints, founded by Joseph 3d in 1860 to embrace those Mormons who remained in the Midwest after Brigham Young led most of the elder Smith's followers to Utah.

The succession has been a point of contention between the Reorganized Church, which holds that Smith intended the presidency of the church be conveyed to his lineal descendents, and the Utah church, which contends that Smith suggested that the church's presidents be drawn from among its senior council. The manuscript, obtained by the Utah church from Mark W. Hoffmann, a collector, who reportedly acquired it from a descendent of one of Smith's secretaries, contains the key phrase: "For he shall be my successor in the Presidency of the High Priesthood and a Seer, and a Revelator and a Prophet unto the church which appointment belongeth to him by blessing and also by right."

The document was turned over to the Reorganized Church in exchange for one of the few existing copies of an 1833 Mormon scripture, the Book of Commandments.

Dallas, Texas Neiman-Marcus has begun a search for 75 years of Neiman-Marcus memorabilia to stock an archives chronicling the history of the company. The firm issued a bright poster of founder Stanley Marcus, dressed as Uncle Sam, proclaiming that "Uncle Stanley needs you" to search offices, trunks, and closets for historic items relating to the company. A permanent display of the archival material will be set up at the Dallas store. The archives will be the focus of Neiman-Marcus' 1982 marketing program in an effort to call attention to N-M's 75th anniversary.

Normal, Illinois Goldfish-swallowing contests; a controversial visit by Clarence Darrow; intense athletic rivalries between literary societies in the 1920's and '30's; severe penalties, even expulsion, for smoking or drinking on campus: such memories of Illinois State University alumni are being preserved for future use through an oral history project instituted last spring. At Illinois State class reunions, a member of the alumni services staff tape records interviews with selected class members. Topics vary from class to class but usually include reminiscences about social events, personalities of faculty members and administrators, trends, campus buildings, and styles of dress and pastimes typical of the time. Ten class reunions are held every year, so, by 1983, 50 years of university history will have been recorded.

College Station, Texas In 1945, an elite corps of scientists and engineers invaded Germany on the heels of the victorious Allied armies. They were known as the Technical Oil Mission, and their orders were simple: seize all documents on the synthetic fuels industry that had powered the Nazi war machine. Today more than a half million pages of Nazi papers on synfuels are stored at Texas A & M University's Center for Energy and Mineral Resources. They are supervised by a staff that has processed only a fraction of the material. U.S. Department of Energy sources doubt that further study of the material is worth the effort. But some private experts disagree. In the past two years, 34 companies and government agencies have requested copies of the materials in the hope that the German effort might provide some clues to the solutions to present-day problems. That, says project director Spencer Baen, is reason enough to proceed with the work on the material. "If all these people keep coming here," he insists, "there must be something of value." But he may never know for sure. Unless the university can raise \$1 million to support its research, it plans to close the project next August --and it may never be clear whether Germany's syn-fuel experts knew any secrets worth saving.



# SAA Basic Archival Conservation Program

## A Basic Bibliography for Conservation Administration

*This brief bibliography suggests titles of books, articles, and newsletters which will provide useful information for planning and administering a program for the conservation of archival and library materials.*

### BOOKS AND REPORTS

- Baker, John P. and Marguerite C. Soroka, eds. *Library Conservation: Preservation in Perspective*. Stroudsburg, Penn.: Dowden, Hutchinson and Ross, 1978.
- A selection of thirty-four readings from the period 1946-1976 organized to address philosophical and administrative aspects of conservation.
- Bohem, Hilda. *Disaster Prevention and Disaster Preparedness*. Berkeley: Office of the Assistant Vice President--Library Plans and Policies, Systemwide Administration, University of California, April, 1978.
- Suggests a fairly comprehensive list of factors and options to be considered when establishing a disaster preparedness plan. Available from the Office of the Assistant Vice President, Library Plans and Policies, University of California, Berkeley, CA 94720.
- Bruer, J. Michael. *Toward a California Document Conservation Program*. San Jose: California Library Authority for Systems and Services, October 1, 1978.
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  - #3--Preserving Leather Bookbindings
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  - #5--Preserving Newspapers and Newspaper-Type Materials
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*The Abbey Newsletter*. (Ellen McCrady, Editor, 5410 85th Ave., #2, New Carrollton, MD 20784).

*AIC Newsletter and Journal of the AIC*. (Publications of the American Institute for Conservation of Historic and Artistic Works, Martha Morales, Executive Secretary, 1511 K St., N.W., Suite 725, Washington, DC 20005).

*Conservation Administration News (CAN)*. (Robert H. Patterson, Editor, University of Wyoming Libraries, Box 3334, University Station, Laramie, WY 82071).

*History News*. (American Association for State and Local History, 1400 8th Ave., S., Nashville, TN 37203).

"Conserva-tips," a monthly column, has featured the following articles in recent months:

"During a Fuel Crisis . . . Safeguards for Collections," January, 1980, p. 56.

"How to Flatten Old Documents," March, 1980, p. 45.

"Museum Lighting," April, 1980, p. 46.

"How to Prevent Mildew," June, 1980, p. 58.

"Paper and Plastic Preservers for Photographic Prints and Negatives," October, 1980, pp. 42-45.

"Care of Video Tapes," December, 1980, p. 39.

"Emergency Storage for Nitrate Films, January, 1981, pp. 38-41.

"Conservation Records," February, 1981, p. 48.

The AASLH also publishes Technical Leaflets which are issued with *History News* on a periodic basis and are often devoted to conservation topics.

*Library and Archival Security.* (The Haworth Press, 149 Fifth Ave., New York, NY 10010).

*The Library Scene.* (Library Binding Institute, 50 Congress St., Suite 633, Boston, MA 02109).

*National Preservation Report.* (Preservation Office, Library of Congress).

Supersedes *Newspaper and Gazette Report.*

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May, 1981

Through a nationwide series of workshops, consultant visits, and the publication of a manual, the Basic Archival Conservation Program of the Society of American Archivists will, over a two-year period, provide training and guidance which will enable archivists to assess the conservation needs of their institutions and to establish realistic programs and procedures to address those needs. The target audience includes archivists, manuscript curators, and others with direct responsibility for archival and manuscript materials. The information to be conveyed through the Program will relate to the physical nature of collection materials, proper methods of handling and storage, basic means of prolonging record life, as well as basic conservation techniques which can be incorporated as an integral part of archival processing procedures. A comprehensive approach which integrates conservation practices with all other aspects of archival management will be employed. The guiding philosophy of the Program is that conservation impacts on all phases of archival activity from appraisal functions through transporting, cataloging, storage, and exhibition and research use of collections, and that archivists need to maintain a conservation perspective throughout.

Twelve basic workshops will be conducted in geographically distributed regions of the United States beginning in Spring, 1981; the consultant service, which will be offered to approximately 50 institutions, will commence in Summer, 1981. The basic conservation manual will be published by the conclusion of the project in late 1982.

*The Basic Archival Conservation Program is funded by the National Endowment for the Humanities.*

#### STAFF

Mary Lynn Ritzenthaler  
Program Director

Linda Ziemer  
Program Assistant

#### ADVISORY COMMITTEE

Shonnie Finnegan  
State University of New York  
at Buffalo

Mary Todd Glaser  
Northeast Document Conservation Center

Howard Lowell  
Consultant

William McDowell  
South Carolina Dept. of  
Archives & History

Edward R. Gilbert, Technical Advisor  
Conservation Consultant

For further information, contact: Basic Archival Conservation Program, Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606, (312) 922-0141.



## NHPRC, NEH Award Archival Grants

The February 19-20 meeting of the National Historical Publications and Records Commission took place just after the Commission learned the Reagan Administration's budget revisions call for an end to NHPRC grant funding as of October 1, 1981. With this in mind, the Commission deferred without prejudice many of the records grant proposals under consideration which might otherwise have been recommended for fiscal year 1982 support. Only 10 records grants, totalling \$183,006, were voted during the meeting.

The deferred records grant proposals, along with other applications, will be considered during the next Commission meeting, currently scheduled for June but which may be delayed until later in the fiscal year. Unless the Congress modifies the Administration's request, the next meeting is likely to be the final one for recommendations of funding.

A list of records grants recommended at the February meeting follows:

Phillips County, Arkansas: \$6,275 for a consultant study to assess records needs in the County and current state legislation of local records, and to develop a plan for a comprehensive County archives/records management program.

Colorado State University, Fort Collins, CO: \$26,280 (partial match) to accession and begin to process historical records of Colorado agricultural organizations identified under a previous NHPRC-sponsored survey project.

Atlanta University Center, GA: up to \$6,000 to assist in the planning and initiation of a joint archival program for the six traditionally black institutions that contribute to the Atlanta University Center.

Hawaiian Mission Children's Society, Honolulu, HI: a partial matching grant of \$7,850 to microfilm the Society's Missionary Letters Collection consisting of personal correspondence of American Protestant missionaries to Hawaii, ca. 1820-1900.

Kansas State Historical Society, Topeka, KS: \$64,054 to conduct a pilot survey of local government records in five representative counties, to develop model retention and disposition schedules, to prepare records manuals, and to offer workshops to help local officials apply the model schedules.

Webster County Court, Marshfield, MO: up to \$4,000 for a consultant to evaluate the County's records needs and make recommendations for the records' preservation and maintenance.

Monmouth County Historical Society, Freehold, NJ: a supplemental grant of \$6,050 to complete the

arrangement and description of the Society's manuscript collections.

City of Portland, OR: a supplemental grant of \$17,497 for the final phase of its archival development project.

Washington State Historical Records Advisory Board, Olympia, WA: a terminal grant of up to \$30,000 to institute a maintenance system to continue the Washington State Historical Records data base program and for drafting a statewide archives and records plan.

National Association of State Archives and Records Administrators (NASARA): a supplemental grant of up to \$15,000 for policy work of the Steering Committee of State Historical Records Advisory Boards, particularly in planning for archival needs assessment and reporting in the States.

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The Division of Research Programs of the National Endowment for the Humanities recently released a listing of grants made and accepted in fiscal year 1980. Grants for archival projects not previously reported in the *SAA Newsletter* are listed below. While the Reagan budget for FY82 cuts allocations for NEH's Research Resources Program, an important source of support for many archival projects, substantial funds will still be available. June 1 is the next deadline for proposal submissions. For more information, call (202) 724-0341.

Berkshire Theater Festival, Stockbridge, MA: \$1,000 to support a consultant with expertise in archives relating to American theatrical history who will analyze and evaluate the existing collection of the Berkshire Theater Festival and make recommendations on the preservation, display, and cataloging of these historic materials.

Western Carolina University, Cullowhee, NC: \$73,340 to support a consultant and continuing work on locating, microfilming, and preparing a guide to documents in European archives recording English, French, and Spanish dealings with Cherokee Indians in colonial America.

University of Colorado, Boulder, CO: \$31,576 to support a consultant and work on arranging and describing the papers of the Women's International League for Peace.

Illinois State Historical Society, Springfield, IL: \$99,266 to support a consultant and work on organizing the unprocessed manuscript collections of the Illinois State Historical Library.

## Grants, cont.

Carolina Charter Corporation, Raleigh, NC: gift of up to \$24,000 and matching up to \$24,000 to support the continuation and completion of micro-filming of archival records in Great Britain relating to North Carolina colonial history and the early South.

World Methodist Historical Society, Lake Junaluska, NC: \$8,050 to support gathering of information in 11 East Asian and Pacific countries on manuscript collections relating to Methodist/Wesleyan denominations.

Jones Memorial Library, Lynchburg, VA: \$9,100 to support description, preservation, and arrangement of 2,000 architectural drawings by two 20th-century architects who worked in central Virginia.

University of Pennsylvania, Philadelphia, PA: \$94,357 to support organization and preservation of the archives of the University Museum at the University of Pennsylvania.

California Historical Society, San Francisco, CA: \$30,292 to support processing of the records of 14 citizen, community, and social organizations involved in social change in California.

Dartmouth College, Hanover, NH: To support organization of the papers of members of the Cornish Colony of New Hampshire.

Conference on Latin American History, San Diego, CA: \$10,000 to support a conference to treat various aspects relating to Hispanic manuscript material in the United States, its nature and accessibility.

Harvard University, Cambridge, MA: \$8,195 to support the microfilming of the medieval and renaissance manuscript collection at Harvard.

Brown University, Providence, RI: \$44,504 to support a project to conserve, catalog, and make accessible to scholars and the public a collection of 20,000 images of the archaeology and anthropology of America.

Episcopal Diocese of Pennsylvania, Philadelphia, PA: \$1,000 to support a consultant to help establish policies and procedures for organizing, preserving, and making accessible the records of the Diocese.

St. Bernard Parish Police Jury, Chalmette, LA: \$13,298 to support arranging, microfilming, and indexing of late 18th and 19th century manuscripts of the Clerk of Court's Office of the parish.

University of Vermont, Burlington, VT: \$67,564 to support processing of Vermont business records in archival collections at the University.

University of Florida, Gainesville, FL: \$92,532 to support the preparation of a finding guide to a special collection of Spanish Florida Borderlands documents.

Eleutherian Mills-Hagley Foundation, Inc., Wilmington, DE: \$64,160 to support processing of the Pennsylvania Power and Light archival collection.

Hawaiian Historical Society, Honolulu, HI: \$3,750 to support a consultant to advise on formulation of a system to preserve and make accessible records of the Hawaiian sugar industry.

Association for Recorded Sound Collection, Manassas, VA: gift of up to \$550,539 and matching up to \$275,273 to support a survey of 600,000 pre-LP-era recordings through label filming and high resolution microfilming of recording surfaces, and indexing by author, composer, title, performers, label names, issue number, etc., the items that are now deposited in five public U.S. sound archives.

Meadow Farm Museum, Richmond, VA: \$1,000 to support a consultant to advise on a project to organize, conserve, and preserve archival materials of the Museum.

Utah State Historical Society, Salt Lake City, UT: \$49,008 to support documentation of the history of water rights and management in Utah.

East Tennessee State University, Johnson City, TN: \$15,881 to support preservation, copying, and dissemination of the "Burton Manning Collection" and the "Broadside Television Collection" on the traditions, crafts, and culture of southern Appalachia.

East Tennessee State University, Johnson City, TN: \$7,148 to support development of software programs for automating intellectual and administrative control over archival holdings in small and medium-sized repositories using micro-computers as an affordable alternative to manual or large-scale computer systems.

National Press Foundation, Washington, DC: \$17,500 to support an ongoing project to identify, arrange, and describe the records of the National Press Club and other journalistic groups in Washington, DC.

National Maritime Museum, San Francisco, CA: \$18,452 to support cataloging of four photo collections documenting Pacific Coast maritime history from the Gold Rush to the present day.

Essex Institute, Salem, MA: \$39,569 to support evaluation, arrangement, and conservation of manuscript collections which document the history of the shipping industry in Salem and Essex County, 1790-1840.



## Grants, cont.

American Jewish Congress, New York, NY: \$1,000 to support the preparation of procedures for arranging and describing the archival materials of the Commission on Law and Social Action of the American Jewish Congress so that this data will be accessible to scholars and researchers.

Temple University, Philadelphia, PA: \$56,242 to support locating, surveying, and selective acquisition of records relating to labor and business in 20th-century Philadelphia.

Presbyterian Historical Society, Philadelphia, PA: \$46,628 to support completion of processing the archives of the National Council of Churches of Christ in the U.S.

University of Kentucky Research Foundation, Lexington, KY: \$6,080 to support supplementation of a grant to organize photographic archives of the University of Kentucky's collection of glass-plate and other antique process photographs.

Bund Archives, New York, NY: \$3,385 to support development of appropriate finding aids covering European manuscript materials at the Bund Archives of the Jewish Labor Movement.

California School for the Deaf, Berkeley, CA: \$24,200 to support appraisal and preservation of a unique collection of research materials concerning the hearing impaired and the development of education for the handicapped.

University of Baltimore Educational Foundation, Baltimore, MD: \$50,477 to support assembling, processing, preserving, and indexing with the aid of a computer the records of major housing-related organizations in Baltimore.

University of Hawaii, Honolulu, HI: \$131,694 to support completion of a guide to American archival and manuscript sources relating to Asia and Oceania.

Waioli Mission House & Grove Farm Museum, Lihue, HI: \$10,800 to support preparation and printing of a descriptive record of the papers of Elsie H. Wilcox and Mabel I. Wilcox to supplement the archives of the Grove Farm Plantation, owned and operation by a single Yankee family since the mid-19th century.

California State University, Northridge, CA: \$17,995 to provide supplemental support for collecting and processing historical records of voluntary associations and special interest groups in the Los Angeles area.

St. John's University, Collegeville, MN: a gift of up to \$100,000 and matching up to \$100,000 to support the microfilming of pre-1600 manuscripts held in Portugal, thus adding to the collections of the Hill Monastic Manuscript Library.

Mother Bethel A.M.E. Church, Philadelphia, PA: \$3,695 to support planning for the indexing of microfilmed manuscripts and printed materials in the collection of the oldest independent black church in the U.S.

University of Texas, Dallas, TX: \$100,000 to support processing, arranging, and preparation of guides to the manuscripts and archives in the History of Aviation Collection.

Ancient Biblical Manuscript Center, Claremont, CA: \$17,500 to support reproduction, processing, and storage of the negatives of the Dead Sea Scrolls discovered since 1947 and rapidly deteriorating.

Jewish Historical Society of New Haven, New Haven, CT: \$36,550 to support organization of archival collections containing manuscripts, photographs, and other materials dating from the first permanent settlement of Jews in New Haven in the 1830s.

Fisk University, Nashville, TN: \$37,753 to support processing of four manuscript and archival collections that will provide study and research material for the Race Relations Institute at Fisk.

Balch Institute for Ethnic Studies, Philadelphia, PA: \$59,374 to support the processing of 11 manuscript collections dealing with immigration history and ethnicity.

Swedish Pioneer Historical Society, Chicago, IL: \$71,187 to support surveying and preparing a guide to unpublished materials relating to emigration from Sweden and the history of the Swedes in the United States from 1840-1950.

Huntington Library, San Marino, CA: \$20,190 to support completion of a guide to medieval and Renaissance manuscripts in the Huntington Library.

American Council on Education, Washington, DC: \$34,517 to support a project to preserve, arrange, and describe the entire archives of the American Council on Education which date from 1918.

Center for Migration Studies of NY, Inc., Staten Island, NY: \$36,285 to support microfilming of two Italian archival collections on Italian emigration to the U.S.

American Institute of Architects Foundation, Washington, DC: \$8,746 to support a conference that will be the first step toward establishing standards and guidelines for collecting, preserving, arranging, and accessioning architectural records.

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The *SAA Newsletter* is a bimonthly publication of the Society of American Archivists. The copy deadline for the July issue is June 15.

## The Lighter Side

The following communication from Samuel A. Sizer, University of Arkansas, was received recently by the Newsletter editor.

Few of us would argue with Lydia Lucas ("Efficient Finding Aids: Developing a System for Control of Archives and Manuscripts," *American Archivist* 44 [Winter 1981] 22) that, in compiling an "ideal inventory or register," the processor should strive to "record a maximum of usable information in a minimum. . .space," striving to point out, as economically as possible, the "topical foci" of a records unit and indicating what materials in it bulk "largest in quantity or importance"

In training our own neophyte processors toward these ends, we offer them, as an illustrative sample, the following six variations on a familiar theme.

1) Records pertain to ships, shoes, sealing wax, cabbages, and kings.

2) Records pertain to ships, shoes, sealing wax, cabbages, and royal personages, particularly kings.

3) Records pertain, for the most part, to ships, shoes, and sealing wax, although some material relates to cabbages and to kings.

4) Records pertain to: ships and other marine vessels; shoes and other wearing apparel; waxes, especially sealing wax; garden produce, specifically including cabbages; the Swedish, Spanish and other kings.

5) Subjects to which records pertain include ships, shoes, sealing wax, cabbages, and kings.

6) Records pertain to such subjects as ships, shoes, sealing wax, cabbages, and especially, kings.

7) Most of the records pertain to the Santa Maria, the Titanic, and other ships, and to hiking boots, bedroom slippers, and other shoes. Some of the material pertains to sealing wax, and a few files relate to such diverse subjects as cabbages and kings.



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## The Classifieds

All ads in the "Classified" section must involve archives-related items or services. SAA reserves the right to refuse inappropriate ads. The minimum charge for a classified ad is \$5.00 for 25 words or less. Beyond 25 words, the charge is 20¢ per word. In calculating the number of words, dates, numbers such as zip codes and street addresses, abbreviations, and titles should be counted as separate words. Ads must be submitted in writing and paid for in advance. Ads cannot be accepted over the telephone. Only SAA individual and institutional members may submit ads.

The copy deadline for ads appearing in the July, 1981, SAA Newsletter is June 15. Ad copy and payment should be sent to Deborah Risteen, SAA, 330 S. Wells St., Suite 810, Chicago, IL 60606

## Transitions...

LINDA HENRY has been named Archivist for the American Psychiatric Association in Washington, DC. . . PETER L. BANDURAGGA has been appointed Director of the Nevada Historical Society. . . The Chicago Historical Society has named ELLSWORTH H. BROWN as its new Director. . . LARRY TISE has been named Executive Director of the Pennsylvania Historical and Museum Commission. . . RICHARD N. KATZ has been appointed Project Archivist for the California Nurses' Association. . . OFRA D. CORE has accepted the position of Director of the Records Management Service at the United Nations.

## Wanted

The National Conservation Advisory Council (NCAC) is undertaking a study to quantify the conservation needs of museums, archives, libraries, and historic buildings. If your institution has undertaken a survey which summarizes and quantifies the overall condition of your collection, send a description of the survey and a summary of the results to Quantification Committee, NCAC, A&I 2225, Smithsonian Institution, Washington, DC 20560.

Information on the life and works of American artist da Loria Norman (1872-1935) who did rare book illumination and mystical painting. Contact Cynthia Norman, 214 "S" St., Washington, DC 20001.

## Consultants

Responsible restoration of 19th century photographs. 16 years experience. References. Karen R. Lewis. West Coast address: Bonfield Archival Consultants, 4171 23rd St., San Francisco, CA 94114. East Coast address: Archives, Harvard College Library, Cambridge, MA 02138.

Archives, manuscripts, visual collections, oral history, exhibits, and grant-writing help for businesses, libraries, historical societies, museums, and public record repositories. Bonfield Archival Consultants, 4171 23rd St., San Francisco, CA 94114. Write for workshop brochures: New England, Summer 1981 and West Coast, Fall 1981.

CONSULTANT: professional archivist with experience in federal, state, and local records, manuscripts, and business records. Harold Kemble, 188 Oak Hill Ave., Pawtucket, RI 02860.

## Publications

*Archival Management: Forms for the Eighties.* Still available, and each pre-paid order will also receive the LITTLE WONDER MIRACLE PROVENANCE TESTER. Send \$3.00 to Pyramyridion Press, Box 2863-C, Pullman, WA 99163.

## Training

RECORDS MANAGEMENT/SCHEDULING WORKSHOP: COPING WITH THE PAPER MOUNTAIN. July 13-16, 1981, sponsored by University of Delaware, Newark, DE 19711. Registration: \$140. A three-day seminar and laboratory training program for college and university administrative officers responsible for institutional record keeping. For more information contact: Candice Dalrymple, Continuing Education, University of Delaware, Newark, DE 19711 (302) 738-2750 (program content).

## Archivists' Calendar

The Office of Museum Programs of the Smithsonian Institution will offer a workshop on Museum Archives, June 22-26, 1981. For more information, write Workshop Series, Office of Museum Programs, Arts and Industries Building, Room 2235, Smithsonian Institution, Washington, DC 20560.

The following workshops, part of SAA's NEH-funded Basic Archival Conservation Program have been scheduled:

July 9-10: Rosenberg Library, Galveston, TX  
August 29-30: Berkeley, CA  
October 28-29: Missouri Botanical Garden, St. Louis, in conjunction with the Midwest Archives Conference.

Contact Mary Lynn Ritzenthaler at SAA headquarters for more information. (312) 922-0141.

For the seventh consecutive year the University of Vermont will offer a two-week course, "Oral History as a Research and Learning Tool: Problems and Procedures." The dates for the course are June 22-July 2. For more information, contact Summer Session, Grasse Mount, University of Vermont, Burlington, VT 05405.

"Going to the Source: An Introduction to Research in Archives," the National Archives' four-day course in the use of primary sources, will be offered May 19-22 in Washington, DC. For more information, write Elsie Freivogel, Education Division, NARS, Washington, DC 20408, or call (202) 523-3298.

The Archdiocese of Portland, Oregon, will hold a Conference on Catholic Archives: Preserving a Religious Heritage, on June 6, 1981. For more information, contact Mary Ryan, Archives, Chancery Office, Archdiocese of Portland in Oregon, PO Box 351, Portland, OR 97207.

Simmons College, Boston, will offer a new course in the summer 1981 session entitled "Conservation Management for Library and Archives." For more information, contact Sherelyn Ogden, Northeast Document Conservation Center, Abbot Hall, School Street, Andover, MA 01810.

The School of Library and Information Science at the State University of New York, Albany, will sponsor a workshop for college and university archivists on May 29, 1981. For further information, call Lucille Whalen (518) 455-6157 or Edward Oetting (518) 457-8562.

The Lake Ontario Archives Conference will hold its annual meeting June 19-20 in Buffalo, NY. For further information, contact Shonnie Finnegan, University Archives, 420 Capen Hall, SUNY at Buffalo, Buffalo, NY 14260.

The Moravian Archives' 1981 German Script Seminar will be held June 15-26 in Bethlehem, PA. For more information, contact Vernon H. Nelson, Moravian Archives, 41 W. Locust St., Bethlehem, PA 18018.

# Professional Opportunities

FILM ARCHIVIST, Appalshop, Whitesburg, Kentucky. To develop and direct a film archive. Knowledge and interest in Appalachian history and culture and film experience are desirable. The archivist will organize, catalog and store the Appalshop film collection; catalog and store the film, video tape and sound recordings currently being produced at Appalshop; and locate and collect and/or duplicate other material from private collections, television stations and other donors. Archivist will also assist in locating film materials for a series of films on the history of the Appalachian region which are currently being developed. Contact: Helen M. Lewis, Appalshop, Box 743, Whitesburg, KY 41858. Application deadline: June 1, 1981.

FIELD SPECIALIST, Women's Studies Archives Project, Bowling Green State University. A 12-month, NEH-funded position to survey and acquire women's records located within a 19-county region of northwest Ohio. Qualifications: M.A. in history, Women's Studies, American Studies or related field with minimum 1 year archival experience specifically in areas of surveying and acquisition. Salary: \$14,500 plus benefits. Send letter of application, resume and 3 letters of recommendation to Ann Bowers, Curator of Manuscripts, Center for Archival Collections, Bowling Green State University, Bowling Green, OH 43403. Application deadline: May 31, 1981.

*3 positions, Old Dartmouth Historical Society:*

ARCHIVIST. Responsible for arrangement, description, and preparation of finding aids for a collection of local history and maritime manuscripts and archives, under the supervision of Project Director, and for directing work of two salaried assistants plus volunteer assistants. Project is funded by NEH for 2 years beginning July 1. Qualifications: M.A. in history and/or archival training, plus minimum of 2 years archival experience. Salary: \$15,000.

MANUSCRIPT PROCESSOR (2 positions). To assist archivist in arrangement and description and preparation of finding aids. Qualifications: B.A. preferably in history. Archival training desirable. Typing skills preferred. Salary: \$11,000.

Send application with resume and 3 letters of reference to: Virginia M. Adams, Project Director, Whaling Museum Library, Old Dartmouth Historical Society, 18 Johnny Cake Hill, New Bedford, MA 02740. Application deadline: May 31, 1981.

RECORDS ANALYST, Record Controls, Inc. Under close supervision of firm consultant, the analyst will implement and direct improved records retention and management procedures in client firms. Extensive travel involved. Qualifications: library science degree preferred, business experience and knowledge of business record keeping practices helpful. Salary negotiable. Send letter and resume to: Record Controls, Inc., 477 Butterfield Road, Lombard, IL 60148. No closing date provided.

HEAD OF SPECIAL COLLECTIONS, Boston College. Reports to University Librarian. Plans and directs operations and staff. Formulates and implements collecting goals including solicitation and grant proposals. Develops and oversees security, public access, restoration/preservation policies and procedures. Qualifications: M.L.S. from ALA-accredited library school desirable and/or relevant advanced degrees and 5-8 years' experience including administrative/supervisory. Must have experience in book/paper conservation and archival methods. Knowledge of the book trade, rare and out-of-print materials, knowledge of English and Irish literature desirable. Knowledge of Catholic authors very desirable. Salary: low to mid-twenties. New position available on or about July 1. Send letter and resume to Dianne Rogers, Associate Director of Personnel, More Hall, Boston College, Chestnut Hill, MA 02167. (617) 969-0100, ext. 3333. No closing date provided.

ARCHIVAL PROCESSOR (2 positions) Social Welfare History Archives, University of Minnesota. 18-24 mo. positions on NEH-funded project (final 6 months dependent on pending funding). Responsible for arrangement and description of large collections of organizational records of settlement houses and human service organizations. Qualifications: Graduate work in American history, American studies, or related field; Master's degree preferred. Experience in archival arrangement and description, with formal archival training desired; writing ability demonstrated. Salary: \$16,000 + benefits. Starting date: July 1. Send resume, 3 letters of recommendation, and sample of writing (preferably a descriptive inventory or other finding aid) to: Charlene Mason, Central Administrative Services, 499 Wilson Library, University of Minnesota, Minneapolis, MN 55455. Application deadline: May 31, 1981.

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

LIBRARIAN/MANUSCRIPTS CURATOR, Clarke Historical Library, Central Michigan University. To catalog, maintain, and interpret collections of books, pamphlets, manuscripts and historical materials, primarily relating to the Great Lakes area. Responsible for supervision of reading room. ALA-accredited M.L.S. and relevant second Master's required. Familiarity with current cataloging codes, developments in machine-readable cataloging and pertinent cataloging experience desirable. Expected to engage in research leading to publication in areas appropriate to the collection. 12-month tenure track appointment with full faculty privileges. Target level instructor or assistant professor; salary and rank set according to academic credentials. Send resume and 3 letters of reference to the Selection Committee, 206 Park Library, Central Michigan University, Mt. Pleasant, MI 48859. Application deadline: June 15, 1981.

PROJECT ARCHIVIST, Emory University. For NEH-funded 15-month project to process 6 manuscript collections relating to the history of Atlanta. Archivist will be responsible, under general direction, for organizing, directing, and participating in the processing; for planning and supervising work of student assistants; and for preparing guides and indexes. Minimum qualifications: B.A. in humanities or social science with a strong background in American history, with at least 3 years' experience in processing manuscript collections and in directing manuscript processing; or M.A. in American history or related field with at least 2 years processing experience; or equivalent combination of training and experience. Demonstrated writing ability and ability to work independently. Familiarity with Atlanta history and supervisory experience desirable. Salary dependent upon qualifications and experience, but not less than \$14,000. Send letter of application with resume and names of 3 references to Linda M. Matthews, Special Collections Dept., Robert W. Woodruff Library, Emory University, Atlanta, GA 30322. Application deadline: June 15, 1981.

SPECIAL COLLECTIONS ARCHIVIST, New York Public Library. Position reports to Assistant Director of Rare Books and Manuscripts and will be responsible for supervision of technical staff, processing, collection development and public service. Graduate degree in Library Science, history or other relevant field. Substantial knowledge and experience required in manuscripts, archives, and archival management. Apply to: Betty Larkin, Personnel Representative, The Research Libraries, New York Public Library, 5th Avenue at 42nd St., New York, NY 10018. No closing date provided.



# Professional Opportunities

PROJECT ARCHIVIST (2 positions), North Dakota State Archives. 1-year, NHPRC-funded position. Under the direction of the State Archivist, will be responsible for arrangement and description of a wide variety of personal papers and organization records in the State Historical Society's manuscript collections. Emphasis will be on preparation of finding aids. Qualifications: B.A. in history or related field and at least 1 year experience in arranging and describing manuscript or archival collections. Additional experience preferred. Knowledge of archival theory and North Dakota or Northern Great Plains desirable. Demonstrated writing ability required. Salary: \$12,900-\$15,000. Project starting date: July 1. Send letter of application, resume and samples of work to Robert Schlobohm, Deputy Superintendent, State Historical Society of North Dakota, North Dakota Heritage Center, Bismarck, ND 58505. No closing date provided.

PROJECT ARCHIVIST, Milwaukee Public Library. 15-month project to process the papers of Carl F. Zeidler, Mayor of Milwaukee (1940-1942), and Frank P. Zeidler, Mayor of Milwaukee (1948-1960). The collection, for which a major finding will be written, includes public and private papers. Qualifications: M.A. in history, library science, or related discipline. Experience in archival or manuscript processing, preferably including preparation of finding aids for recent materials. Ability to select and work with student assistants. Salary up to \$23,000 for the 15 months, depending upon qualifications. Anticipated hiring May-June 1981. Direct inquiries to Paul Woehrmann, Project Director, or Orval Liljequist, Coordinator of Humanities, Milwaukee Public Library, 814 W. Wisconsin Ave, Milwaukee, WI 53233. Send applications including 3 references and resume to Project Director. No closing date provided.

*2 positions, Montana Historical Society:*

PHOTOGRAPHIC TECHNICIAN. Position beginning July 1, 1981 with responsibility for all darkroom work, including archival copy work for the Society's photographic collection, copying for patrons, and generation of prints for other Society programs. Some in-house documentary photography would also be required. Applicant must have B.A. in a general field, prefer a B.F.A. emphasizing photography. A minimum of two years experience with concentration on darkroom work is mandatory. Salary approximately \$14,200 plus benefits. Send letter of application, resume, and a sample portfolio of copy work to State Archivist, Montana Historical Society,

225 N. Roberts, Helena, MT 59601. Applications should be received by May 29, 1981.

CHIEF INTERVIEWER/ADMINISTRATOR. Will have major responsibility in conducting a 2-year statewide oral history project, to commence July 1. The applicant must have a bachelor's degree in history, American studies, or a related field. 2 years experience in oral history operations is mandatory. Prefer experience working in the western U.S. Starting salary approximately \$15,800. Applicants should send a letter of application, resume, and a tape of a recent interview to Director, Montana Historical Society, 225 N. Roberts, Helena, MT 59601 Applications must be received by May 29, 1981.

PROJECT ARCHIVIST, Melville J. Herskovits Library of African Studies, Northwestern University. 1-year NEH-funded project to arrange and describe unprocessed archival holdings including the records of African and African-related organizations and the papers of Africans and others concerned with African affairs. Other responsibilities include assisting with computerized access to above described collections, disseminating descriptions of the processed collections, and supervising paraprofessional staff. Applicants must have extensive archival experience, particularly as processor. An advanced degree in history, the social sciences, or library science is strongly desired. An African studies background would be helpful but not mandatory. Salary: \$15,000-\$17,000, depending upon qualifications. Send letter of application and names of 3 references to Lance Query, Personnel Librarian, Northwestern University Library, Evanston, IL 60201. Applications received before May 30 will be considered.

ASSISTANT DIRECTOR, Archives of American Art, New York, New York. (Smithsonian announcement number MPA-80-256-A). Will assist Director in the overall planning, direction, and management of the programs and operations of the Archives of American Art. Will have primarily responsibility for the Archives development programs, including membership, public relations, and publications; will work closely with trustees, committee members, donors, private museum officials of outside organizations, and Smithsonian personnel. Will serve as the Director's primary assistant for institutional planning; establishing state committees; identifying sources of support in the private sector; and will perform other related duties as assigned. Qualifications: 3 years of management and administrative experience. In addition, 3 years of specialized

experience in administrative, program, or managerial duties in a type of work directly related to this position. 1 year of experience must have been at a level of difficulty and responsibility comparable to that of GS 12/13. Study successfully completed at an accredited college or university may be substituted for general experience on the basis of 1 year of education for 9 months of experience; and 2 years of graduate study or a M.A. in public administration, business administration, art, or art history may be substituted for 2 years of the specialized experience. HOW TO APPLY: Send a current Personal Qualifications Statement, SF-171, giving the name and the announcement number of the job to Office of Personnel Administration, Arts and Industries Bldg. Room 1410, 900 Jefferson Drive, S.W., Washington, DC 20560. All applications must indicate the appropriate Civil Service eligibility. This federal full-time permanent position is subject to the President's limitation on hiring, and final selection may be either postponed or cancelled depending on priorities. No closing date provided.

CONSERVATION LIBRARIAN, Illinois State Historical Library. Will develop a comprehensive paper and book preservation program. Qualifications preferred: M.A. or M.L.S.; advanced organic chemistry, 2 years' preservation experience. Apply in writing to Roger D. Bridges, Head Librarian, Illinois State Historical Library, Old State Capitol, Springfield, IL 62706. Salary approximately \$16,500. No closing date provided.

*Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA members only, at a cost of \$10 per year. Members interested in receiving the "Employment Bulletin" may subscribe at the time of their annual dues renewal. The "Employment Bulletin" is issued in the months when the Newsletter is not published. SAA members may place their resumes on file at SAA headquarters and be added to the "Candidate Register" free of charge. For information regarding the placement service, contact Linda Ziemer at SAA headquarters. Persons interested in being added to the "Candidate Register" should request a Qualification Summary Sheet.*

*SAA's Placement Service will operate again at this year's annual meeting. Employers are urged to bring copies of job announcements and candidates should bring multiple copies of their resumes. Job listings will be posted at the placement booth. The Placement Service will assist employers in setting up interviews with candidates during the week of the meeting.*

# SAA Newsletter

The Society of American Archivists, 330 S. Wells St.  
Suite 810, Chicago, Illinois 60606  
Ann Morgan Campbell, Executive Director (312) 922-0140

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## Breakthrough Achieved in China Tour Plans

"The simple truth is that your tour promises to establish a whole new level of cooperation." So writes Norval Welch, president of Special Tours for Special People, Inc., the travel agency coordinating SAA's spring 1982 archives study tour to the People's Republic of China. He is speaking about a breakthrough that occurred recently when one of his staff members traveled to Beijing to work on their 1981 and 1982 tours.

Special Tours has been coordinating travel to China since 1972. From 1972 to 1980 Luxingshe, the Chinese International Travel Service, prepared itineraries and allocated them to travel agents who would then do their best to fit the itineraries to the needs of the groups wishing to visit China. In 1980, Luxingshe allowed travel agents to determine itineraries, which enabled agents to consult with tour sponsors in advance to determine what places a particular group would like to visit. "But," say Welch, "often we didn't really know."

Welch reports that the breakthrough occurred when, in the planning of SAA's tour, representatives of Special Tours and Luxingshe, plus an official of the State Archives Bureau, Zhang Tien-ming, "all three working together, met to change your itinerary!"

The three-week tour, tentatively scheduled to begin April 18, 1982, is booked to capacity. 32 SAA members, spouses, and friends will take part. The itinerary currently includes five nights in Beijing ("unheard of!" says Welch), followed by trips to Tsinan (two nights), Nanjing/Yangzhou (four nights), Qu-fu (two nights), Xi'an (three nights), Shanghai (three nights), Suzhou (two nights), and Guangzhou (Canton, one night), with exit to Hong Kong.

Welch reports that Zhang Tien-ming "is so anxious to meet with your people he can hardly wait until you get there." Zhang can rest assured that for the 32 tour participants, the feeling is mutual.

