

The Society of American Archivists

SAA Newsletter

AUGUST 1986

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SAA PRIORITIES SELECTED

The Council of the Society has established, for the first time, formal priorities to help shape the work of the Society. To facilitate the initial round of priority selection, Council choose from the larger list of priorities recommended by the Committee on Goals and Priorities for the entire archival community.

The five selected by Council were:

- 1) Develop, implement, and monitor standards for establishing professional competence and for archival programs. (GAP priority II-2).
- 2) Train archivists to plan for the development of their programs and resources. (GAP priority II-4).
- 3) Develop comprehensive educational programs. (GAP priority II-1).
- 4) Promote the development of coordinated and cooperative collecting strategies. (GAP priority I-3).
- 5) Educate records creators about the benefits and obligations of preserving documentation of enduring value. (GAP priority I-4).

The five priorities are expected to be reflected in 1986-87 work plans developed by the Executive Office for SAA staff activities. SAA sections, committees, task forces, and other bodies are urged to discuss the potential application of the five priorities to their work. Council will refine reporting formats for all SAA groups to encourage planning and action to address current Society priorities during the coming year. In the meantime, the Council urges Society members to support efforts of the Committee on Goals and Priorities to promote action on the fuller set of goals and priorities for the archival community.

See the 1986 report of the Task Force on Goals and Priorities (pp. 32-35) for a fuller discussion of issues in each priority area.

This Special August NEWSLETTER includes important information for annual meeting participants. Notices of particular interest to those traveling to Chicago are highlighted with the Society's 50th anniversary logo.



EXHIBITS AT SAA MEETING

Archivists and manuscript curators attending SAA's Chicago meeting will have an opportunity to visit an exhibit area that can offer on eof the most productive experiences of their working year. Exhibits will be open for three days only: Tuesday, August 26 through Thursday, August 28 from 8:00am-4:30pm.

Exhibitors are investing considerable sums to bring their people and products to Chicago to meet you. The whole thing can be a bit confusing but plan your coverage to include:

- One. Visit your current suppliers...despite the fact that you may be well-acquainted with their products and services. Discuss pricing, service and product developments to meet your changing needs.
- Two. Visit the competitors of your supplies...if only to reassure yourself that you're dealing with the right people and getting the best quality and service.
- Three. Visit potential suppliers...those companies with whom you may be doing business in the future as your organization changes and grows.

Once you have planned your coverage of specific exhibits, set aside some time for a relaxed walk through the entire exhibit area. Browse feely. Stop at any booth that happens to catch your eye. There's no better way to get a feel for what's happening (and about to happen) in the profession...and you just might discover something that could change the direction of your archives or even your career.

Cont. on page 2



EXHIBITS CONTINUED

WHILE IN CHICAGO . . .

Excellent restaurants in interesting places:

The Walnut Room serves very good food on the seventh floor in Marshall Field's State Street store--one of Chicago's great institutions. Be certain to take in the building's Tiffany dome and sample Frango mints. State & Randolph. 781-1000.

The Chestnut Street Grill offers some of the best seafood in town, an extensive West Coast wine list, and superb cappuccino ice cream. In Water Tower Place, a glitzy urban shopping center a few blocks walk from the Marriott where you'll find shopping opportunities ranging from Lord & Taylor to Brookstones, from Laura Ashley to the Banana Republic. 845 N. Michigan Avenue. 280-2720.

Near SAA's offices in the restored printing district, consider lunch at one of Chicago's great restaurants--Michael Foley's Printers Row. Fairly expensive, really grand American food. 550 S. Dearborn, 461-0789.

The Dining Room of the Art Institute, second level off the Columbus Avenue entrance, serves delicious nouvelle food, in a lovely room with a spectacular view of Lake Michigan. 443-3600, ext. 3543. Michigan Avenue at Adams.

Spiaggia offers a notable Northern Italian menu in beautiful surroundings--2 story atrium, acres of Italian marble, excellent view of Lake Michigan from 34 ft. high windows. Its less expensive next-door-neighbor, Cafe Spiaggia, is recommended as well. Pizza is very, very special at both places. Located in One Magnificent Mile, one of Chicago's new architectural highlights. 980 N. Michigan Avenue, 280-2750.

--Ann Morgan Campbell

CHICAGO TRADITIONS

Important Pig Out Opportunities Within Walking Distance of the Marriott:

RIBS--Carson's, 612 W. Wells. Great barbequed baby back ribs, 280-9200. Excellent Fixings.

CHEESEBURGERS--Billy Goat Tavern, 430 N. Michigan. On lower Michigan Avenue near the Chicago Tribune Building. This landmark burger joint was the inspiration for the "cheeseburger, cheeseburger, cheeseburger," Saturday Night Live skit. 222-1525.

Cont. on back cover

Remember, the exhibitors are on your side! Don't hesitate to ask for a demonstration of anything being shown. Try it, test it. Listen to the questions and comments of the other visitors in the booth. Get involved.

At NEWSLETTER pretime, exhibitors at the Chicago meeting include: Wei T'o Associates, Inc., University Products, Inc., Light Impressions Corp., OCLC, Pohlig Bros., Inc., Franklin Distributors Corp., Process Materials Co., Conservation Resources International, Inc., Michigan State University, Photofile, Inc., Bradford Systems Corp., and Cactus Software, Inc.

In addition, the SAA Publications Booth will display all publications offered by the Society's extensive publication service, which will be available for purchase on-site.

CORRECTIONS

Please make the following corrections in your annual meeting program:

The Photographic Collections Tour is on Tuesday, August 26, from 1:00pm-3:00pm.

The Opening Session will begin at 4:30pm Wednesday, August 27.

The dates for the "Understanding the MARC Format for Archival and Manuscripts Control" workshop in conjunction with the Mid-Atlantic Regional Archives Conference (MARAC) have been revised. It will be held Wednesday, October 29th and Thursday, October 30, 1986. For more information contact Lisa Weber at SAA (312) 922-0140.

SAA STAFF

- Ann Morgan Campbell Executive Director
Bernice Brack Membership Assistant
Sylvia Bruck System Administrator
Al Correa Publications Assistant
Diane Mobley Publications Assistant
Patricia Palmer Program Coordinator
Toni Pedroza Administrative Aide
Troy Sturdivant Publications Assistant
Lisa Weber Program Officer
Julia M. Young Editor, The American Archivist



MARC VISUAL MATERIALS GROUP

On Tuesday August 26 from 1-4:30 pm, the Prints & Photographs Department of the Chicago Historical Society will host a meeting of the MARC-VM Interest Group. All those currently using (or considering using) the format are invited to attend this organizational meeting. Issues addressed will include local differences in interpretation and application of specific MARC-VM fields (045, 545, 300, 69x, 752, etc.), choice of subject thesarus for 6xx terms, and concerns raised by those who have had experience in implementing the MARC-VM format.

If you plan to attend or require more information, contact Maureen O'Brien Will, Prints and Photographs, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614, 312-642-4600.

A NEW GROUP FORMED

The Gay Task Force of the American Library Association announces the formation of a Working Group on the Gay and Lesbian Subject Thesaurus. The Group's goal is the creation of a comprehensive taxonomy of terms which can be used to organize collections of materials dealing with gay and lesbian subjects in a logical and sensitive manner. Such a standardized list would supply archives with a nationally uniform subject language which could facilitate the work of researchers. Interested persons and organizations may contact Erich J. Kesse, University of Florida Libraries, Gainesville, Florida 32611 (904) 392-0351.

WANTED

The City of Los Angeles is in the process of seeking a repository for its police department files relating to the assassination of Senator Robert F. Kennedy. The files, comprising approximately 35 cubic feet, consist of about 50,000 pages, over 2,000 photographs, about 200 tape recordings, over 100 pieces of evidence, and several films, video, and audio tapes. Repositories must be financially capable of redacting and processing the files, expected to cost about \$100,000, over a two-year period. Representatives of interested repositories should contact Ms. Diane S. Nixon, Director, National Archives-Los Angeles Branch, P. O. Box 6719, Laguna Niguel, CA 92677.

SPRING AMERICAN ARCHIVIST

Publication of the spring issue of the AMERICAN ARCHIVIST has been delayed. Members may expect that issue to be delivered in late August, with the summer issue soon afterwards.

SAA CELEBRATES

SAA's 50th anniversary banquet will be the focus of the celebration of the Society's history at the Chicago meeting.

President Shonnie Finnegan's address will concentrate on the organization's history and pivotal figures in that history will be honored at the event.

Special recognition will go to former SAA presidents, Society Fellows, and all members whose membership extend over 20 years time.



WOMEN IN SAA HONORED

At a gathering which will directly follow Session #87--An Infinite Variety: Women's Past, Present and Future in SAA, on Friday, August 29, President Shonnie Finnegan will honor our foremothers. All meeting participants are invited. A cash bar will be set-up. Check your pocket program for the exact location.

INDIVIDUAL CERTIFICATION

A plan for certification of individual archivists has been under active consideration by the Society since 1984-85. An open forum to address the issue is scheduled on Thursday, August 28, from 11:45 a.m. to 12:45 p.m., at SAA's 50th annual meeting in Chicago.

There follows an updated version of the certification plan. It was prepared by a committee of SAA Council, taking into consideration the reactions of individual archivists and regional archival associations to the plan that was originally published in July 1985.

Council's schedule for the future consideration of the proposal includes a membership poll in the fall. A decision on the issue is anticipated at Council's January 1987 meeting. The decision is expected to be influenced by discussions of the issue over the past year, the results of the fall membership poll and Council's analysis of the Society's resources to support the proposal.

KEY POINTS TO CONSIDER IN THE REVISED CERTIFICATION PLAN

Purpose of Certification

--Certification is designed for the practicing professional. Qualifications include both education and experience. Certification will not affect entry into the profession.

Initial Certification

--Certification by petition to be available for only the first two years.

--Certification by examination to be the standard and continuing means of demonstrating professional competence.

--Interim Board to determine the scope and content of the examination.

Recertification

--Five-year term dropped from the revised plan. Interim Board to consider extending length of certification period.

--Recertification achievable through either (a) taking the current version of the examination or (b) submitting evidence of continued archival experience and activities.

--Point system dropped. Interim Board to develop recertification plan based on on-the-job experience, continuing education, contributions to the archival profession, and activities in allied areas.

Administration

--Academy of Certified Archivists (ACA) to be constituted after 100 archivists have been certified, rather than the 200 proposed in the 1985 plan.

--Members of the Interim Board to be appointed by Council but need not be Fellows of the Society as originally proposed.

--Members of the permanent governing board to be elected by the members of the Academy.

--ACA to be independent and financially self supporting.



Come to the

COUNCIL OPEN FORUM

Thursday, August 28

11:45 a.m. - 12:45 p.m.

BACKGROUND OF THE CERTIFICATION MOVEMENT

1936-1977

Beginning with Albert Ray Newsome's presidential address at the first SAA annual meeting in 1936, SAA's membership has considered numerous proposals and plans for a structure and procedures to establish standards for the archival profession. Members of the Society have continued to discuss the need for standards and the most effective means to develop them and to apply guidelines and requirements that would meet with the approval of both the SAA membership and the profession at large.

Dolores Renze's 1960-61 annual report as secretary of the Society noted the concern among the membership for standards that would recognize archivists as professionals with their own identity and practices. Herman Kahn reinforced the concern for identifiable criteria in his 1970 presidential address, commenting that "there is no valid method of proving that one is an archivist unless one is already in a job that requires him to do archival work."

In 1976, SAA became a sponsor of the Institute of Certified Records Managers. By 1977 a specific plan for a procedure to certify individuals as qualified archivists had been prepared by the Committee on Education and Professional Development (CEPD) for presentation at that year's SAA meeting. Council tabled the plan following the discussions at the annual meeting in Salt Lake City.

1978-1985

Interest in standards and principles remained keen among many within the Society, however, and though the plan had been tabled, the concept of certification remained under discussion. The next official effort to consider the issue occurred in May 1984 when the SAA Council asked the CEPD to prepare a report detailing a program for the certification of archivists. At the annual meeting in October, SAA President Andrea Hinding appointed a subcommittee of CEPD to undertake this task.

After gathering information about certification programs in other professions, the subcommittee submitted a report that included a plan for implementing archival certification. CEPD then forwarded the report to the SAA Council. Council appointed two of its members to serve as liaisons to the SAA membership on the certification issue and adopted an agenda to provide for discussion of the plan by as wide an audience as possible. The plan was published in the July 1985 SAA Newsletter in time for consideration at the annual meeting in October in Austin, Texas. In addition, the regional archival associations were asked to schedule sessions to discuss certification during their late winter or spring meetings.

1986

Shonnie Finnegan, current president of SAA, appointed a subcommittee of Council in February 1986 to gather the information from the regional discussions, collate data and suggestions, analyze comments, and incorporate recommendations for modifications into a revised draft plan. Cooperation from the regionals was outstanding, and hundreds of individuals expressed their preferences and concerns. Many of those attending the sessions also wrote individual comments. Although many respondents suggested revisions to the original plan and some expressed opposition to certification itself, others indicated that interest in the concept of certification was still quite active.

The Council subcommittee addressed the recommendations and criticisms in its report to the June Council meeting. Council agreed to the publication of the following revised draft as a basis for discussion among members attending the 1986 annual meeting in Chicago and for an advisory poll of the entire membership by mail this fall. Members are urged to attend the Council Open Forum on Thursday, August 28, from 11:45 a.m. to 12:45 p.m., and respond to the questions in the poll when they receive it.

Approval of certification remains an open question. The 1987 Council and officers will study the responses to the poll as well as any further comments received prior to the January 1987 Council meeting when a vote on the certification plan is scheduled. Council urges all SAA members to review the following plan and to register their views in the poll, or by letter.

ARCHIVAL CERTIFICATION PLAN

The certification plan presented below is a modified version of the one originally published in the July 1985 issue of the SAA Newsletter. It incorporates changes in wording as well as some more substantive changes. These changes have been made in response to the comments and recommendations received from the many archivists who participated in discussions about certification at regional meetings during the past year as well as those who wrote letters to the original certification subcommittee, the Committee on Education and Professional Development, and the SAA officers and Council.

I. STATEMENT OF PURPOSE

A distinguishing mark of a profession is its willingness to set standards. A profession views its practice as a public charge and maintains the performance standards of its practitioners through formal procedures controlled by the professional peer group. Standards show that the profession as a whole takes seriously its responsibility to the public. Accountability, responsibility, and competence are the fundamental premises behind the program of archival certification. The program proposes both a service offered by the profession to its members, who wish to demonstrate a basic level of competence, and a service to a society which depends on professional archivists to keep in trust its documentary heritage. Certification can offer the professional a credential and the public a demonstration that the individual has mastered a defined body of knowledge and the skills necessary for successful archival practice.

The certification program for archivists is based on the belief that each archivist will determine individually whether to seek certification. An archivist seeking his or her first professional position is not eligible for certification. An archivist seeking his or her first professional position is not eligible for certification; certification is available only to the practicing professional. After employment for a certain period, an archivist is free to take advantage of the certification program or not as the individual's work, achievements, and expectations dictate. Certification of individual archivists is one way to promote the vitality of the profession and encourages practitioners to keep informed about professional developments, participate in archival activities, and continue to demonstrate a mastery of professional skills.

II. DEFINITIONS

"Certification" is the general term for the process of measuring an individual's basic level of knowledge of archival principles and techniques and competence in applying them. "Initial certification" refers to an individual's first certification which will remain in effect for a specified period. The plan presented here will ultimately rely solely on an examination for initial certification; however, for a limited period after implementation of the program, certification will be possible through a petition process (also known as "grandfathering"). "Recertification" is the process by which an individual renews his or her certification upon expiration of the period of certification. The body formed by all archivists who have achieved certification will be called the "Academy of Certified Archivists" (ACA).

III. INITIAL CERTIFICATION

Applicants for initial certification must offer a combination of education and experience. More of one requires less of the other; more experience is required for certification by petition than certification by examination. For certification by petition, a combination of education and experience is required; for certification by examination, a combination is needed to qualify to take the examination.

A. Certification by Petition

Certification by petition will be available only for the first two years because it is intended only as a means of starting the program easily and ac-

knowledging the special situation of those for whom certification was not available earlier in their careers. Certification by examination will be available as soon as the governing board is able to administer it.

For certification by petition, these combinations of education and experience are indicated:

Five years' professional experience plus a master's degree plus or including graduate study in archives administration, or

Six years' professional experience plus a master's degree, or

Seven years' professional experience plus a bachelor's degree.

"Professional experience" is to be identified as such whenever possible by the personnel classification system of the employing institution because the governing board cannot audit job descriptions in hundreds of institutions. When this is not possible, an applicant should submit job descriptions and letters from supervisors. The governing board will provide a definition of "professional experience" in terms of discretion and responsibility and with reference to the practices of respected archival institutions.

B. Certification by Examination

Those archivists who have acquired specified levels of education and professional experience will be qualified to take an examination to achieve certification. The following combinations of education and experience are proposed:

One year's professional experience plus a master's degree plus or including graduate studying archives administration, or

Two years' professional experience plus a master's degree, or

Three years' professional experience plus a bachelor's degree.

The examination will have these characteristics:

1. It will take one full day (for thoroughness).
2. It will test each candidate's basic knowledge of all aspects of archives administration (to assert the unity of the profession and the relatedness of its functions).
3. It will have separate parts for separate aspects of archives administration. A person who passes only some parts may retake the others for a proportional fee (for fairness and reduction of cost).
4. It will include essay questions (to provide a more convincing determination of competence).
5. There may be some opportunity to choose from among more difficult questions in areas of special knowledge (to give credit for advanced competence).

IV. RECERTIFICATION

Recertification at the expiration of the initial certification period shall be required to encourage individuals to maintain and improve their competence and to demonstrate that they have kept abreast of the archival literature and developments in the archival profession.

The Academy of Certified Archivists shall determine the duration of the initial certification period and the specific requirements for recertification.

Recertification should be available by (a) taking the current version of the certification examination, or (b) submitting evidence of continued professional archival experience and activities during the period of initial certification sufficient to meet the basic requirements for recertification established by the Academy of Certified Archivists.

The following guidelines for determining eligibility for recertification based on continued professional experience and activities are offered for consideration by the Academy:

1. Requirements should include both (a) additional experience gained through employment as a professional archivists and (b) participation in outside activities that increase knowledge of or contribute to the archival profession. The relative weight to be assigned to (a) and (b) shall be determined by the Academy.

2. Full-time professional employment should not be required for recertification.

3. The requirements for participation in outside activities should be sufficient to make substantial and rewarding demands while being within reach of individuals with low salaries and little or no released time for professional activity.

4. Credit should be extended to all activities that improve individual competence and contribute to professional development. Relevant activities include but are not limited to:

- membership in professional organizations (international, national, regional, state, and local)
- attendance at professional meetings (international, national, regional, state, and local)
- continuing education (e.g., academic courses, workshops, institutes)
- teaching in professional courses, workshops, and institutes
- conference presentations (e.g., delivering papers, participating in panel discussions)
- publications (e.g., books, articles, book reviews)
- awards from a professional organization or for an archival product.

5. While most of these activities will be pursued through organizations, publications, and educational institutions serving the archival profession directly, the Academy should also acknowledge the benefits available through participation in allied professional fields (e.g., history, library and information science, management).

6. An individual who is unable to achieve recertification at the conclusion of the initial certification period because of temporary circumstances affecting professional participation (e.g., serious illness, parental leave, full-time schooling) may be granted a limited extension of certification for up to two years. During that period, the individual could meet the necessary requirements for recertification without sitting for the examination. If an archivist's certification expires and is allowed to lapse beyond this limited period, he or she should have to pass the examination to regain certified status.

V. ADMINISTRATION

Upon the certification of one-hundred (100) archivists, the Academy of Certified Archivists (ACA) will be established. The ACA will be a non-profit corporation separate from any existing organization, will consist of all archivists who have been certified, and will be responsible for an ongoing program of certification and recertification. The ACA is to be self-supporting, relying on the fees associated with the certification process as its primary source of continuing income. Prior to the establishment of the ACA, certification will be administered by an interim board.

A. Start-up Procedures

Upon ratifying the plan, the SAA officers and Council will choose a seven-person interim board consisting of a chair, a vice-chair, and five members. Persons will be sought whose character, experience, achievements, and contributions to the archival profession are widely known and recognized. An effort will be made to balance the interim board through gender and geographical and institutional representation. The interim board will serve for three years or until the organizing meeting of the Academy of Certified Archivists takes place, whichever comes first.

The interim board will, within nine months, develop criteria and procedures for certification by petition and, within eighteen months, develop criteria and procedures for initial certification by examination. It will seek incorporation as a separate, non-profit organization and develop internal administrative procedures as needed. The interim board will receive financial and administrative support from the Society of American Archivists and from grant funds as available. The final responsibility of the interim board will be to oversee the organizing meeting of the Academy of Certified Archivists.

B. Permanent Governance

The Academy of Certified Archivists will be established at the first annual meeting of the Society of American Archivists that follows the certification of one-hundred (100) archivists. The members of the ACA will elect the first members of its permanent governing board at that same meeting.

The governing board of the ACA will consist of seven members: the president, a vice-president for examination development, a vice-president for examination administration, a vice-president for recertification, a secretary-treasurer, and two members at large. The board will be chosen from and elected by the members of the ACA. Terms of board members will be three years and will be staggered to assure continuity and momentum in ACA affairs.

The governing board will be responsible for defining, establishing, and administering all aspects of the archival certification process, including the type and nature of archival experience qualifying toward certification, the length and content of examination, and the requirements for recertification. Boards of appeal for resolving disputed decisions regarding both certification and recertification will be instituted. The board will also set fees, oversee the financial affairs of the Academy, and report regularly to the membership regarding the activities and status of the ACA.

The Academy of Certified Archivists and the governing board will meet at least once a year, probably in conjunction with the SAA annual meeting. Other meetings of the board will be held at the call of the president.

SCHEDULE FOR CONSIDERATION OF ARCHIVAL CERTIFICATION PLAN

Early August 1986	Distribution of revised plan to the SAA membership in the <u>SAA Extra</u>
Thursday, Aug 28, 1986 11:45 a.m.-12:45 p.m.	Council Open Forum devoted to discussion of the revised certification plan
Fall 1986	Poll distributed to SAA membership soliciting views on certification plan
January 1987	SAA Officers and Council vote on certification



Pre-Conference Workshops



As this special issue of the NEWSLETTER went to press, enrollment was still open in the following pre-conference workshops in Chicago. To apply, send your check and the following information to the Chicago office: name, mailing address, daytime telephone number, employing institution (if any), job title and responsibilities, and what particularly you would hope to learn in the workshop.

Archives: An Introduction—August 24-26

This workshop is designed for those who currently have responsibility for archives or manuscript collections but have little or no previous training. Topics to be covered include archival terminology, accessioning and appraisal, arrangement and description, reference, copyright, ethics, and standards. The workshop requires advance reading, and participants will take part in practicum exercises. Instructors will be Megan Desnoyers, Kennedy Library, and Timothy Walch, National Archives and Records Administration.

Limited Enrollment.

Fee: \$120

Archives Go Public: Ideas and Techniques—August 24-25

This workshop will introduce a variety of techniques that can be used to communicate the value and use of archival collections to various user groups, resource allocators, influence leaders and other constituencies. There will be an introductory session on Sunday evening. Workshop instructors, representing the corporate and non-profit sectors, will explain how special events, public service announcements, press releases and other techniques can be used to attract media attention and communicate with various audiences. Participants will work in small groups to develop promotional campaigns which will be presented and critiqued by the others. Participants will also be urged to bring ideas and suggestions to be shared.

Limited Enrollment.

Fee: \$75

Educational Program for Machine-Readable Records—August 25-26

The SAA Task Force on Automated Records and Techniques has developed a two-day workshop to train archivists to administer machine-readable records. Certain components or modules of the core curriculum have been given over the years as workshops at SAA annual meetings. There will be four modules to the curriculum, each one-half day in duration: records management; appraisal; description and documentation; and processing and reference. The workshop will present information in a straight-forward, non-technical manner on the assumption that participants do not have any data processing experience. Instructors are Margaret Hedstrom, New York State Archives; Thomas Brown, National Archives and Records Administration; Ross Cameron, National Archives and Records Administration; and Katharine Gavrel, Public Archives of Canada.

Limited Enrollment.

Fee: \$60

Planning for Success—August 24-25

This 1-1/2 day workshop is designed for project directors, department heads and others responsible for the management of archival programs. It will develop planning skills to help archives not only to survive, but flourish through programs and services that will enhance their value to parent institutions and strengthen awareness and support by the public. Instructors will be Liisa Fagerlund, Utah State Archives, and Roger Black, Director of Government Services, KMG Main Hurdman.

Limited Enrollment.

Fee: \$75

**51st Annual Meeting of the Society of American Archivists
September 2-6, 1987
Grand Hyatt Hotel, New York, New York**

GUIDELINES FOR PROPOSALS TO 1987 SAA PROGRAM COMMITTEE

The 1987 Program Committee invites submission of program proposals for the meeting in New York, NY, September 2-6, 1987. The proposal form is designed to accommodate fully developed sessions, but we also welcome proposals for individual presentations or suggestions for session topics.

Session proposals shall be judged on the following criteria: 1) do they address issues of importance from a variety of perspectives? 2) can the topics be adequately addressed in the time allowed? and 3) do they appeal to a broad audience while focusing on particular conditions or needs?

● **Open Sessions** may be of two types. The *traditional session* of two or three speakers offers participants the opportunity to present fully prepared papers of 15 to 20 minutes duration. Each paper should identify the issue and the perspective of the author, the research methodology used, and the conclusions or hypotheses reached. The role of the chair/commentator is to stimulate thoughtful discussion, allowing sufficient time for audience participation within the two hour time period.

The 1987 Program Committee also encourages the development of shorter sessions featuring *work-in-progress presentations*. Two or three participants will present 10-15 minute introductions to research topics, outlining the critical questions to be answered, presenting their research strategies, and suggesting anticipated results. The presentations should stimulate discussion by offering the speakers a forum for presenting tentative findings at a stage where audience feedback can be particularly valuable. Work-in-progress sessions will be scheduled for an hour each, with half of the time reserved for discussion.

● **Limited-Enrollment Sessions** are those which involve extensive interaction among participants or the use of a demonstration that is ineffective with a large audience. They may take the form of a *workshop* designed to teach archival skills or a *seminar/round table* for directed discussion among persons sharing a common experience or preparation. Proposals should describe the skills to be taught, techniques to be employed, issues to be addressed, and/or advanced preparation to be assigned.

● **Poster Sessions** provide an alternative for presentations not suited to traditional sessions. Each presenter prepares a poster for display during the conference and is available for questions and discussion during designated times of a half hour each. Poster sessions are intended to accommodate three types of presentations: 1) research reports - either to report findings or to seek input from others; 2) project/activity reports - to describe techniques and results; and 3) issues forum - to present an issue for discussion which is of professional or broader social concern.

These guidelines should be viewed as suggestive, not restrictive. We welcome creative suggestions for sessions that do not necessarily fit any one of the formats above.

Members of the committee are: Nicholas C. Burckel (chair), Washington University; Kathleen D. Roe (deputy chair), New York State Archives; Sylvia Arden, San Diego Historical Society; Thomas C. Battle, Howard University; Fynnette L. Eaton, National Archives and Records Administration; Gregory Hunter, ITT Corporation; C. Lynn Lady, Kentucky Department for Libraries and Archives; Lydia Lucas, Minnesota Historical Society; William J. Maher, University of Illinois-Urbana; Charles R. Schultz, Texas A & M University; Barbara T. Simmons, American Antiquarian Society; Elizabeth Yakel, Archdiocese of Detroit.

Send all proposals to: Nicholas C. Burckel, Washington University Libraries, Campus Box 1061, St. Louis, MO 63130. Proposals must be postmarked by October 10, 1986.

SAA PROGRAM PROPOSAL 1987

Deadline: Postmarked by October 10, 1986

Proposed by:
Institution:
Address:

Phone:

For Committee Use

Number: _____

Postmarked: _____

DESCRIPTION

1. Session Title:
2. Open Session (*traditional*) _____ (*work-in-progress*) _____ ;
Limited-Enrollment Session (*workshop*) _____ (*seminar/round table*) _____ ;
Poster session _____ .
3. Description of Proposal - see guidelines (use additional paper if necessary).

PARTICIPANTS

Check box if individual has been contacted about this session and has agreed to participate.

Chair/Comment/Leader: _____
 Institution: _____
 Address: _____ Phone: _____

Name: _____
 Paper Title: _____
 Institution: _____
 Address: _____ Phone: _____

Name: _____
 Paper Title: _____
 Institution: _____
 Address: _____ Phone: _____

Name: _____
 Paper Title: _____
 Institution: _____
 Address: _____ Phone: _____

PAC ADOPTS MARC

The Public Archives of Canada (PAC) has adopted the MARC (MACHINE-Readable Cataloging) Format for the communication of data describing archival holdings of its Archives Branch. The MARC format will be used for holding data within the Archives Branch and with certain external organizations.

The Archives Branch is the custodial arm of the PAC, consisting of seven divisions responsible for the acquisition, conservation and public use of federal archives, film, television and sound archives, machine-readable archives, manuscripts, maps, photographs and picture collections.

A MARC Working Group has been formed as a subcommittee of the Archives Branch EDP Committee. Its task is to recommend which MARC formats should be adopted and how they should be implemented. It will also assess the long-term impact of MARC on Archives Branch operations, particularly in terms of increased access to holdings.

For more information please contact Christopher Seifried, Coordinator, Archives Branch MARC Working Group, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario, K1A, ON3, telephone (613) 995-4324.

MELLON/BENTLEY FELLOWS

The Bentley Historical Library announces the availability of fellowships for summer, 1987 through its Research Fellowship Program for study of Modern Archives. With funds received from the Andrew W. Mellon Foundation and the National Endowment for the Humanities, the library offers fellowships for research on problems associated with the administration, use, and preservation of modern records. Professional archivists, historians, and other scholars at any stage of their professional career are eligible for fellowships. For application forms and further information contact Francis X. Blouin or William K. Wallach, Bentley Historical Library, University of Michigan, 1150 Beal Avenue, Ann Arbor, MI 48109-2113. The Library will sponsor an open house at SAA's annual meeting in Chicago on Friday, August 29, at 11:15 am to discuss the program.

ROUNDTABLE MEETINGS

Roundtables, a new SAA addition to the list of groups in which members can become involved, are informal groups formed to promote discussion and communication, exchange information or engage in similar activities centered around an archival topic. Roundtables provide an opportunity for members with similar professional interests to meet at annual meetings and to communicate throughout the year. SAA Council created Roundtables to recognize interest groups smaller and less formal than SAA sections, committees and task forces. Roundtables will meet from 11:15 a.m.-12:45 p.m. on Wednesday, August 27. Those scheduled to meet are:

Archival Educators
Archival History
Archives Management
Congressional Papers
Labor Archives
Museum Archives
Performing Arts
RLIN Users
Science, Technology, and Health Care

Roundtables are open to all meeting participants. For information on joining a roundtable, contact the chair after the meeting.

RAYMOND LEAVES SAA

Andrew Raymond has submitted his resignation as program officer to the Society.

He joined SAA's staff in spring 1985 with primary duties in the area of education and support for the work of several task forces.

Raymond will continue his association with the Society on a consultant basis as project officer for an NEH-funded conference for conservation administrators that is slated for summer 1987.

SAA REPORTING GROUPS

All chairs of SAA sections, committees and task forces, as well as the Society's representatives to various boards and other bodies, are asked by Council to provide annual reports for review by the governing body and publication in the NEWSLETTER. Reports received for 1985-86 are reprinted.

SAA committees and task forces are generally scheduled to meet at the Chicago annual meeting, August 26th. SAA sections will meet on August 27th. Meetings are open to everyone. Check your meeting program for times.

ANNUAL REPORTS
from
SAA Sections, Committees, Task Forces and Representatives

Sections

ACQUISTIONS--No report submitted.

AURAL & GRAPHIC RECORDS--Chair reported no activity.

BUSINESS ARCHIVES--The program committee is soliciting ideas for session proposals for the 1987 annual meeting. . .The section is compiling an update for the Select Bibliography on Business Archives and Records Management. The update will provide information on literature published since 1984. . .The section will produce a computer-generated mailing list of business archives in North America including the name of the corporation, archivist, address and telephone number. Members attending the section meeting in Chicago will discuss whether the list should be expanded to include information on holdings, access, and finding aids. . .The 1986 meeting will also include a discussion of a proposed study of the status of documentation of American businesses in the twentieth century. . .The section produces a biannual newsletter which provides a forum for information regarding projects, publications, conferences, and other topics of interest to business archivists.

COLLEGE & UNIVERSITY ARCHIVES--The section is continuing its popular program, "Adopt an Archives," in which experienced archivists are matched with less experienced archivists who request assistance. . .As a follow-up to the recommendations of the self-study committee, section members approved a set of by-laws during the Austin meeting. . . Now in its fourth year of publication, The Academic Archivist is both a journal of record and a vehicle for information exchange. The April 1986 issue focused on the topic of certification for academic archivists. . .A committee was formed to investigate the necessity and feasibility of surveying section members. Recommendations will be presented at the Chicago annual meeting.

CONSERVATION--Section members have begun to work with ALA sections to discuss the broader issues of preservation that affect both archives and libraries. Cooperation between the professions will continue to be a priority of the section during the coming year. Topics under discussion include curator/conservator relations, education for preservation professionals in libraries and archives, and a pre-conference on preservation at the 1987 summer ALA meeting. . . Conspect News was issued twice during the past year. The newslet-

ter serves as a vehicle for the exchange of preservation information among the membership. . .The section meeting in August will feature an update on communications between regional cooperative preservation programs and a presentation on the Newberry Library's new environmental control system. . .During the coming year, a committee for long-range planning will study the goals and objectives of the section in relation to the needs of the membership to determine the direction of the section and its future activities.

DESCRIPTION--The Description Section has undertaken an ambitious program to increase its visibility and make lasting contributions to the profession. A number of working groups have been established to work on particular projects. . .AS part of SAA's fiftieth anniversary celebration, Debra Nygren is chairing a group which will presenta "retrospective finding aids fair" during the section's open house at the annual meeting. Kathy Brennan is preparing for the exhibit of current finding aids now a tradition at SAA meetings. SAA members are urged to contact these individuals and to bring finding aids, past and present, to Chicago. . .A committee is examining the impact of archival certification upon descriptive practices. . .A working group is exploring the possibilities of developing a publication related particularly to archival description.

GOVERNMENT RECORDS--In keeping with Council guidelines, the Steering Committee voted to add the position of vice-chair, and Richard Cox was elected to the position. . .The section submitted an unprecedented number of session proposals to the 1986 Program Committee. . .The section's chair and former chair participated in an NHPRC-sponsored meeting to discuss the possible formulation of a national historical records program. . .An effort is underway to obtain member input on future projects and activities of the section.

MANUSCRIPT REPOSITORIES--At their meeting in Austin, section members elected officers and members of the steering committee. Following a brief business meeting, participants divided into groups to discuss certification of archivists, micro-computer applications and the MARC format, and collection policies of manuscript repositories. . .The August meeting will include the presentation, "Visions from the Past, Great American Collectors: Draper, Bancroft, and Hamilton."

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ORAL HISTORY--The Oral History Section is continuing its work on the text of a manual on oral history for archives. Section members and other interested persons met in Austin to discuss the content and value of the manual.

REFERENCE, ACCESS, AND OUTREACH--The section meeting in Austin included a brief presentation on the current status of the Chadwyck National Inventory of Documentary Sources project. Members elected new steering committee officers. . .The second Outreach Fair included presentations on projects ranging from school kits to videotapes used for orienting students to a college research center and for presenting "historic minutes" on a church cable television network. . .The section published the first issue of its newsletter and plans to publish two more issues this year. . .Members will vote on a set of bylaws at the August meeting. . .Members are working with the MAC Task Force on Archives and Society and the Description Section to develop guidelines for and to provide more comprehensive examples of citations drawing upon archives and manuscripts than may be found in other sources

RELIGIOUS ARCHIVES--The Chicago annual meeting will provide a tour of local religious archives. . . The Archival Spirit is distributed three times a year and features news items from religious archival programs. A forthcoming issue will include reflections by SAA members who have long been associated with religious archives. . .Members are tabulating the results of a survey regarding the various levels of security given to different classes of records in religious archives. . .Members attending the August section meeting will consider amendments to the bylaws and elect a secretary and steering committee member.

Committees

ARCHIVAL INFORMATION EXCHANGE--No report submitted.

AWARDS--The Committee reviewed nominations and will select winners to be presented at the Chicago meeting during the Opening Session. Award winners will be listed in the September Newsletter.

EDUCATION & PROFESSIONAL DEVELOPMENT--In June 1985 the committee approved a draft plan for individual certification developed by its working group. Council adopted a schedule to allow members of the profession a broad opportunity for discussion and response before final action is taken. . .At its meeting in October, the committee reviewed the 1977 Archival Education Guidelines and reached a consensus that dynamic changes in the profession during the past decade dictated their revision. A subcommittee subsequently drafted new guidelines which are not being reviewed by committee members.

GOALS & PRIORITIES--The Committee on Goals and Priorities (CGAP) formally succeeded the task force of the same name at the Society's annual meeting in November 1985. Funding for committee's work is provided in part by a grant from NHPRC. The final report of the task force, Planning for the Archival Profession, was distributed to all SAA members and non-members in related agencies and organizations. The early impact of the report appears to be very favorable. CGAP has developed a simple format for studying the twelve priority areas identified by the task force. This written analysis, which looks at current conditions and forces and which identifies actions necessary to promote progress, will become the basis for CGAP's annual report and for its own plan of action for the following years. . .CGAP members and others are working to finalize a proposal to convene a National Congress on Historical Records as SAA's contribution to the celebration of the bicentennial of the constitution in 1987. The congress would bring together many of the diverse organizations, agencies, and individuals outside the archival profession who contribute to the preservation of the nation's historical record. It would reiterate the significance of historical records and their preservation and address some of the major issues in which future cooperation is essential.

INTERNATIONAL ARCHIVAL AFFAIRS--The committee is responsible for promoting contacts between American archivists and professional archivists worldwide and for monitoring archival issues of international concern on behalf of the Society. . .In honor of SAA's fiftieth anniversary, the International Archival Affairs Committee has coordinated letters of greeting and invitation from the Society's president and executive director to or-

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ganizations of professional archivists throughout the world. Archivists from England, the Netherlands, France, and Italy, the others are expected to join the SAA for its anniversary celebrations. Several program sessions reflecting the Society's past accomplishments and future challenges within the context of the international world of archives will help provide an international flavor to the meeting. . .Members of the committee participated in discussions with various officials concerning using funds made available by withdrawal from UNESCO for archival projects. They also coordinated the Society's participation on a proposed U.S.-U.S.S.R. Archives Committee and began preliminary discussion of appropriate archival involvement in the 1992 celebrations of the 500th anniversary of the discovery of America. . .The committee continued to encourage increased SAA participation in activities of the International Council on Archives. It also encourages American archivists who have participated in international archival activities to share information and experiences with their North American colleagues. . .Information was provided to American archivists interested in visiting archival institutions in other nations and also to archivists visiting the U.S. from abroad. The committee worked with ICA representatives to take maximum advantage of the visits to the U.S. by prominent archivists from around the world who attended the International Archival Round Table Conference held in Austin immediately prior to SAA's annual meeting there.

HOST 1986--With SAA headquartered in Chicago, the executive office played a more active role in local arrangements. The committee name was changed from Local Arrangements to Host Committee. . .To promote the fiftieth anniversary meeting, co-chair Archie Motley delivered a short talk on Chicago and its attractions at the closing luncheon in Austin. An attractive brochure and map of Chicago were distributed. . .Committee members worked with the SAA staff to select the site of the opening reception and to obtain a financial contribution toward the expenses. They also worked to facilitate the planning of a reception hosted by the Chicago Public Library's Conrad Sulzer Regional Library in conjunction with the Chicago Area Archivists and a reception honoring women's roles in the history of SAA. Open houses have been arranged at numerous area repositories, and a list of those institutions and directions for reaching them is being compiled.

NOMINATING 1986--Virtually all of the work of the committee was completed during the Austin meeting. Candidates were agreed upon and asked to run for office. Additional candidates were selected to run in place of those who declined. The election was conducted by mail. Election results appeared in the July Newsletter.

PROGRAM 1986--The Program Committee has developed 108 sessions for the Chicago annual meeting. They will involve the participation of 345 archivists and other professionals. One-fifth of the general sessions will address the anniversary theme "SAA at Fifty: Past Accomplishments and Future Challenges." . . .Committee members solicited proposals through the SAA Newsletter and at section meetings. Two hundred ten proposals were received and evaluated by the committee. After the committee meeting in Chicago, members were assigned responsibility for specific sessions. Participants were contacted, session descriptions edited and abstracts were obtained.

PROGRAM 1987--Committee chair Nicholas Burckel, Washington University in St. Louis has begun selecting committee members. Kathleen Roe, New York State Archives, has agreed to serve as deputy chair of the committee.

PROFESSIONAL STANDARDS--The committee will select Fellows of the Society. The names will be announced at the annual meeting and published in the September Newsletter.

REGIONAL ARCHIVAL ACTIVITY--At its meeting in Austin, the committee received a report of the Task Force on Archives and Society and from regional delegates on their organizations response to the initiative. . .The committee reorganized its Newsletter Award Subcommittee which is composed of seven members and will deliver a report at the Chicago meeting. . .The committee published its first newsletter, CRAA NEWS, which included summaries of the archives and society activities of ten regional organizations. . .The Directory of Regional Organizations was printed in August of 1985 and distributed. The 1986 Directory will be distributed at the Chicago meeting. . .The committee was represented by the chair, James Fogerty, at regional organizations during 1985, discussing the committee's work, promoting membership in SAA, and distributing information on the annual meeting.

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STATUS OF WOMEN--The committee was established in 1973 as a means of monitoring women's status in the SAA and coordinating efforts to improve that status. During the past year, the committee sought to promote and increase the participation of women in SAA by cooperating with the Women's Caucus and contributing to its newsletter, by maintaining the Women's Roster and furnishing it to the Program Committee and by submitting several session proposals for the annual meeting.

Task Forces

ARCHIVES & SOCIETY--"The Image of Archivists: Resource Allocators' Perceptions," a study commissioned by SAA in 1984, was presented by Sidney Levy at the Austin annual meeting. Task Force members met with Levy in December and then circulated a follow-up report, "Archivists' Resource Allocators: The Next Step." . . .The task force produced a general purpose brochure on archives which is being used in donor contacts, as an outreach tool to acquaint public library users with archives and their sources, and in a variety of other ways. . . .A number of sessions organized by the task force were presented at the annual meeting in Austin; others are scheduled for the Chicago meeting. The Austin meeting also offered task force members the opportunity to meet with Peggy Barber, ALA's associate executive director for communications, and to learn about ALA's successful public relations campaign and its ten-year outreach plan. . . .A marketing workshop was developed and presented to the New England Archivists and to a number of non-archival organizations. It was also presented for task force members in Chicago in February. . . .The task force carried the archives and society message to the regional meetings through a series of addresses on that topic.

AUTOMATED RECORDS AND TECHNIQUES--Task force members provided assistance to the SAA program officer responsible for the automated archival information program in the establishment of a clearinghouse for archivists interested in automated applications in archives as well as machine-readable records. They also maintained contact with other SAA committees, sections, and other professional organizations regarding common concerns.

.Members are responsible for the presentation of numerous papers and workshops at regional, national, and international meetings. They also assisted in the development of the annotated bibliography on automated techniques and machine-readable records. . . .The task force conducted research to identify the major commercial database management systems and began to analyze these to determine if built-in routines exist to create a software independent output of such historical files. Members began assessing the problems associated with the appraisal, acquisition, processing, and servicing of such data.

COPYRIGHT--The task force held its final meeting in Austin in November 1985. Based on the lack of activity on copyright issues of concern to archivists, the task force decided that a formal task force was no longer needed and that the work of copyright oversight could best be left to the sections. The chairs of the Manuscript Repositories Section and the Reference, Access, and Outreach Section agreed to establish an informal committee with overlapping membership to monitor copyright developments in Congress and the courts and to recommend more formal, direct action by SAA should it be required.

INSTITUTIONAL EVALUATION--The task force encompasses three activities: data collection, principles or standards for evaluation, and institutional evaluation. During the past year, the task force's census project progressed through three phases of data collection: questionnaire design, data collection and dataset construction, and preliminary data analysis and initial reporting. During the coming year the task force will distribute the census reports as widely as possible and evaluate the strengths and weaknesses of the project. . . .The "Principles of Institutional Evaluation," published in draft form in the SAA Newsletter in January 1980, was published as the center section of the July 1986 Newsletter and offprinted for wider and more accessible distribution. . . .The task force is also working to integrate the results of the census with the principles of institutional evaluation to assist the profession in institutional evaluation. It is working to identify common areas from the guide to self-study that should be included in a shorter self-evaluation instrument and identify points of comparison with the census data. . . .The task force will present a session at the Chicago meeting entitled "The Census of

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Archival Institutions: The Data and Its Uses" and will also conduct an open house to demonstrate the uses of the dataset and answer questions about the process of institutional evaluation.

Representatives

ADVISORY COMMITTEE ON THE MANAGEMENT, PRESERVATION, AND USE OF LOCAL GOVERNMENT RECORDS--No report submitted.

ANGLO-AMERICAN CATALOG REVISIONS--The most important task of the committee this year has been to review an overall plan for reworking the cataloging rules for computer files. The committee is also beginning to look into a similar reworking of the AACR rules for cartographic records.

ASSOCIATION OF RESEARCH LIBRARIES--No report available.

COUNCIL OF NATIONAL LIBRARY AND INFORMATION ASSOCIATIONS--CNLIA cited several accomplishments during the past year. A number of articles dealing with archives were included in the 1986 edition of the Bowker Annual of Library and Book Trade Information, a basic library reference book. Future editions also will address archival concerns. Preliminary plans are underway for the 1989 White House Conference on Libraries. SAA's representatives will work to ensure that archival interests are part of the conference. A Joint Committee on Cooperation has been formed to assist member associations with common needs. Cooperative purchasing is one area being considered. There is continued development of standards in the field through the National Information Standards Organization, which was created many years ago by CNLIA as the Z39 Committee.

JOINT AHA/OAH/SAA COMMITTEE ON HISTORIANS AND ARCHIVISTS--The chair of the joint committee wrote a letter to President Reagan reaffirming the committee's support of the essential criteria established by the National Coordinating Committee for the Promotion of History for the selection of the Archivist of the United States. He also wrote to others asking to support of these criteria. The committee endorsed SAA's grant application to NHPRC to extend the work of CGAP. Members discussed changes in programs at NEH, the nomination for chairman of NEH, and changes in guide-

lines for grants in the Division of Research. Washington-area members planned to prepare for a meeting with the new chairman of the Endowment when the chairman is confirmed by the Senate. In a letter to Richard Ekman, Head of the Division of Research, the joint committee expressed concern over possible diminution of support for archival/manuscript projects. Ekman responded by assuring that "the Division will probably continue its prior level of support for projects that are based in archival and manuscript collections as well as editorial projects on historical topics and figures." The committee encouraged the new editors of the American Historical Review and the Journal of American History to review new archival finding aids. Page Miller of the NCC was asked to begin a position paper on issues of concern to historians and archivists that may be open for discussion to the forthcoming reauthorization hearing for NHPRC. Members also discussed the status of previous concerns of the commission.

JOINT ALA/SAA JOINT COMMITTEE ON ARCHIVES AND LIBRARY RELATIONSHIPS--SAA and ALA agreed to the reorganization of this committee. As part of the reorganization, key publications are provided to joint committee members, and conference registration and publication subscriptions are offered at member rates. The committee is sponsoring a session at the summer 1986 ALA meeting entitled, "The Use of the USMARC Format for Archival and Manuscripts Control." The session allows SAA state-of-the-art cataloging to be brought to the attention of ALA. They will also sponsor "Employers, Certification, and Archival Credentials" at the 1986 SAA meeting. This will be a forum for informing SAA members of ALA's position on alternatives to the M.L.S. for initial hiring of professionals. The joint committee unanimously adopted a resolution endorsing the joint publication of a brochure on the donation of manuscripts, addressing issues of concern to each organization. This brochure is intended to serve as a companion piece to a brochure about the donation of rare books. Committee members are discussing ways for SAA and ALA to develop a joint celebration of the quincentennial of the discovery of the New World.

NATIONAL CONSERVATION ADVISORY COUNCIL--No report submitted.

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NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION--The second round of state assessment reports was completed. To emphasize the importance of the projects and finding reported in Documenting America, Ed Bridges met with the commission in June 1985. In response to the assessment activities and concerns voiced by the state coordinators, a subcommittee of the commission met with representatives of the state coordinators. The report to the commission recommended major policy changes including new provisions for the funding of the state board meetings. . .The commission is evaluating its own role in planning and coordinating archival activities on a national level and has held meetings to define potential elements of a national records program. Additional meetings will be held in the near future with concerned professional organizations to further this investigation and enlist the organizations' cooperation. . .In 1985 the commission issued a list of program emphases to clarify funding priorities and encourage proposals. In large part, the program emphases reflected priorities in the GAP and JCAST reports. . .For the past two years, the commission has sought proposals to encourage the archival preservation of the records of native Americans. The commission discussed the relative merits of funding individual processing proposals and large educational efforts. The recommendations from the meeting encouraged the educational approach. Revised guidelines for the native American initiative have been issued. . .A small meeting of archivists, members of the commission, and staff convened to reconsider NHPRC's policy not to fund the processing of congressional papers. The commission agreed that it should exert influence in this area by supporting publications on the preservation and management of congressional papers. . .A new cycle for submissions has been issued that will allow the commission to organize its work more effectively and support priority areas. . .In response to concerns about the preservation of the records in state archives, the commission funded a major assessment study. The final report was issued in February. . .Among projects funded by NHPRC this year, the RLG project has the greatest potential to benefit the archival community. Seven state archives will use the USMARC format to create a data base on public records. The project will examine the usefulness of the format for this sector, develop a thesaurus of terms des-

cribing state archives functions, and test the utility of sharing appraisal information in an online environment. . .In the next ten years, one-half of the publication projects funded by the commission will be completed. To help the commission plan for the future of the program, a meeting of editors, archivists, and commission members and staff was held in May. . .With new funds provided by NHPRC, SAA's CGAP will develop a plan of action for its priority areas and investigate the feasibility of a National Congress on Archives. The SAA education grant was funded in February 1985, and support continues for this work.

The WPA Historical Records Survey

A Guide to the Unpublished Inventories, Indexes,
and Transcripts

Compiled by Loretta L. Hefner

This guide is the product of a survey of unpublished HRS materials conducted by the Society of American Archivists with a grant from the National Endowment for the Humanities. It lists repositories in the United States which hold HRS materials. The guide contains summaries of HRS activity in each state, separate entries for repositories in which HRS materials have been located and lists of specific holdings in each repository.

Detailed lists of counties, municipalities, and denominations that are covered by inventory forms in specific project areas are included on microfiche.

(1980) 42 pp., paper. \$4 SAA members, \$6 others. A postage and handling charge will be added to all non-prepaid orders.

PLACEMENT SERVICE

Individual members seeking archival positions and institutions needing to fill archival positions should plan to make use of SAA's placement service during the annual meeting. The placement service will be located next to the SAA publication booth in the exhibit hall.

Resumes and position descriptions may be mailed to the attention of Sylvia Burck at SAA headquarters prior to August 20 or brought to the placement service booth on Tuesday, August 26. The service will be in effect during exhibit hours, 8am-4:30pm, Tuesday through Thursday.

Institutions planning to interview applicants at the meeting should contact Sylvia Burck at SAA headquarters for further information.



MORE CHICAGO TRADITIONS

BOAT TOURS:

Wendela Sightseeing Boats, 400 N. Michigan Ave., Daily 90 minutes river and lake cruises, \$6, \$3 for children under 12.

Mercury Sightseeing Boats, Michigan Avenue at Wacker Drive. Daily 90 minute cruises. 332-1353.

BUS TOURS:

American Sightseeing Tours, 500 S. Michigan Ave., A variety of tour schedules. 427-3100.

Gray Line Tours, 33 E. Monroe. A variety of tours available. 346-9506.

CARRIAGE RIDES:

Chicago Carriage Company. Stand is located at Pearson Avenue and Michigan Avenue next to Water Tower Place. 280-8535.

Coach Horse Livery. Stand located one block west of Michigan Ave at Pearson Street. 842-8500.

--Valerie G. Browne
Loyola University

John Hancock Center--The view from the 94th floor shows the most dramatic view of Chicago--the lakefront, Michigan Avenue, miles of parks, downtown Chicago, and surrounding neighborhoods. Open daily 9:00am-midnight. Adults \$2.50, Children \$1.50. 875 N. Michigan Ave.

Sears Tower--Chicago Experience and Skydeck Tour--The Skydeck is on the 103rd floor of the world's tallest office building offering a breathtaking view of the lakefront and neighboring states. The Chicago Experience is an exhibit with panels and photographs describing various aspects of life in Chicago.

Tickets will be available at the registration booth for discounted admission to the Visitors Center including the Chicago Experience and the Skydeck. The Skydeck hours are from 9:00am-11:30pm. 233 S. Wacker Dr. The tickets can be used any time during your stay in Chicago.

Observe the fascinating aspect of the American free enterprise system at the Chicago Board of Trade. The world's oldest and largest futures and futures option market. At the 5th floor visitors center, guides will deliver presentations and explain the market. Guests can view trading. Gallery hours are 9:00am-2:00pm weekdays. 141 W. Jackson Blvd.

Bargain shopping for women:

TH Mandy & Co., 225 N. Michigan Avenue (in Illinois Center building, 2nd floor) -- Designer and casual clothes at a discount, sale items always a good buy.

Talbots Surplus Store, 670 Northwest Highway, Park Ridge, 823-7700. For those wishing to make a trip to the suburbs, a trip to The Talbots Surplus Store may prove worthwhile. The markdowns are impressive--this is where items end up after they have been on sale in the main stores, when overstocks exist, and when items are returned from catalog sales. Take Congress-O'Hare el to Harlem and then catch a 209 bus right to the door.

The Crate & Barrel Warehouse Store, 1510 N. Wells St., A little out of style or a little out of season, the items here are the same great quality and design as the main stores at a reduced cost.

Continued on back cover

After a long day of meetings, relax and enjoy a quiet drink at ...

...95th floor of the John Hancock Center. A spectacular view of the city. 875 N. Michigan Ave.

...Greenhouse Bar at the Ritz-Carlton Hotel. A piano will soothe and entertain you. 160 E. Pearson at Water Tower Place.

If you prefer something a little more upbeat...

...the jumping Pump Room. A great Chicago landmark. 1300 N. State St at the Ambassador East Hotel.

...Ultimate Sports Bar & Grill. Watch whichever game is begin played on a big screen. 354 W. Armitage.

Then there is always Rush St...

...Sweetwater's (1028 N. Rush); Billy's (936 N. Rush); Arnie's (1030 N. State); Harry's Cafe (1100 N. Rush); Yvette (1206 N. State St.); Butch McGuire's (20 W. Division St); BBC (9 W. Division); and many, many more.

--Toni Pedroza



THE HALSTED STREET ALTERNATIVE

For those of you who want to expand your horizons beyond Michigan Avenue, north Halsted Street offers an interesting and eclectic alternative. Halsted, one of the oldest thoroughfares in city is located northwest of the loop. And, as "trendy" goes, this area is one of the places to shop, eat, see plays, barhop and hear music.

Shopping: American West, 2110 N. Halsted brings the southwest to Chicago offering native american arts and crafts. Unusual and often inspired places to buy clothes include Guiseppe, 2050 N. Halsted; Ringolevio, 2001 N. Halsted, Salamander, 2040 N. Halsted; and Port of Entry, 2032 N. Halsted.

Food: Blue Mesa, 1729 N. Halsted offers Southwestern American dinning in relaxing, white-washed abode and bleached pine surroundings; Halsted Street Fish Market, 1800 N. Halsted for serious seafood lovers; Foley's First Street, 1732 N. Halsted (owned by the same chef who runs the more expensive Printer's Row) for a bistro-like eclectic meal; and Fricano's, 2512 N. Halsted which specializes in seafood and Italian offerings. As "Chicago prices" go, these restaurants are considered moderate (\$12.00 - \$20.00). For dessert, go to Kid Millions Ice Cream Factory, 2808 N. Halsted and eat sinfully rich home-made ice cream.

Theaters: Halsted Street is a center for Chicago's theater scene. The Steppenwolf Theatre, 2851 N. Halsted supports an an 18-member company which is considered one of the city's and the country's foremost theater ensembles. The Briar Street Theatre, 3133 N. Halsted "houses" productions rather than maintains its own repertory company. The theater building, a reconverted delivery horse and carriage house for Marshall Field's, offers excellent viewing space.

Nightlife: The easiest way to tell which spot is the most popular is to follow the noise and the crowds. These days you'll find alot of people at Nicks, 1973 N. Halsted and The Beaumont, 2020 N. Halsted. For blues affectionados, Chicago is the place and B.L.U.E.S, 2519 N. Halsted, and Kingston Mines, 2548 N. Halsted, are two of the city's premiere blues clubs.

--Lisa Weber

Chicago's major museums are easily accessible to adult and family visitors. Nine major museums are located in city parks beside Lake Michigan. They range from the Chicago Academy of Sciences, Lincoln Park Zoo, and the Chicago Historical Society on the Near North Side to the DuSable Museum of African-American History and the Museum of Science and Industry on the South Side. Near the Loop are the Art Institute of Chicago and the "triangle" of the Field Museum of Natural History, the Adler Planetarium, and the Shedd Aquarium.

On Sundays and holidays, specially-marked "Culture Buses" provide guided tours of the North, South, and West Sides as well as transportation to many smaller museums, ranging from the Peace Museum to the Hull House and various ethnic museums. There are three culture bus routes. All routes begin at the Art Institute starting at 10:30 a.m. and depart at approximately 20 minute intervals. The last bus leaves at 4:50 p.m. For \$2.50, a visitor can ride the culture bus routes all day, and stop off, at will, to visit attractions.

For a listing of exhibitions and activities being offered during your stay in Chicago, consult the museum listings in the August issue of CHICAGO MAGAZINE. Please check the registration area for more information.

--Mary Janzen
Chicago Historical Society

NARA CONFERENCES

The National Archives and Records Administration is sponsoring two conferences:

December 9--The Second Annual Preservation Conference. This conference will address criteria for preservation photocopying, including equipment capabilities, toner stability, and paper quality. The role of preservation photocopy in archives and library conervation programs will be discussed as will problems posed by copying bound volumes and loose paper in a variety of formats.

December 10--Automating the Archives. This conference is intended to address issues of interest to archivists, automation specialists for records/information systems, vendors developing hardware and software for records systems, and federal agency records.

For registration information contact: Conference Coordinator, Archival Research and Evaluation Staff (NSZ), National Archives, Washington, DC 20408 (202) 523-1546.



CARL SANDBURG PLAY

Thanks to the efforts of Valerie Browne and Archie Motley, co-chairs of the Host Committee for 1986, the Society is pleased to announce a special presentation which will take place at the annual meeting -- "The Courtship of Carl Sandburg," a play written by Bob Gibson, the legendary Chicago folksinger. The play has been performed in two Chicago area theatres to excellent reviews as well as for CBS television. Not only is the play based on archival material, but it centers on the early years of Carl Sandburg, a well-known American writer who is closely associated with Chicago and the Midwest. Sandburg comes alive through excerpts from his letters, most memorably to his wife, Lillian Steinchen. His beautiful, moving, often searching and subtly witty prose is complemented by songs from American Songbag, an anthology of American folk music published by Sandburg in 1927, as well as by five original Gibson compositions. The play will be performed in the Marriott Hotel on Friday, August 29, 9:00 pm. There is no admission fee. More information will be available in your registration packet. The presentation is made possible through contributions from the following: Bradford Systems, Conservation Resources International, Inc., Chicago Historical Society, Loyola University of Chicago, University Products Inc., Photofile, Inc. and L.B.S. Archival Products.



PLANETARIUM VISIT

The SAA Host Committee has arranged for a visit to the Adler Planetarium to be added to the list of tours available during the annual meeting in Chicago. The tour will include the planetarium's museum and archives. On exhibit are 17th century broadsides concerning Halley's Comet, navigation instruments, timekeeping devices and other unusual items. The archives contain rare books, mostly dealing with astronomy; broadsides; some personal papers; and about 1200 early scientific instruments.

The Adler Planetarium tour is not listed in the printed program for the meeting. However, pre-registration is required. The tour is tentatively scheduled for Tuesday, August 26, at 9:30 am. If there is enough interest, a second tour may be arranged for Wednesday, August 27, in the same time slot. Enrollment is limited to 20 persons per tour. To register or for more information, call or write, by August 1 to Peter Bunce, Director, National Archives-Chicago Branch, 7358 So. Pulaski Road, Chicago, IL 60629 (312) 581-7816.

STARTING AN ARCHIVES WORKSHOP

What is an archival program? How do you set one up? These topics will be the focus of the Society's workshop. Information will be presented at a basic level and will be pertinent to the establishment of any type of archives.

The workshop will provide an understanding of the nature of an archives as well as the theories and principles of archival administration, and an overview of the basic techniques of archival work including description, arrangement, acquisition, and reference. The instructors will discuss such administrative concerns as determining what resources are required to establish an archival program, budgets, public relations, staffing, and working with committees. Participants will be given the opportunity to suggest special areas of concern which they wish the instructors to address.

DATES: Friday, September 12 beginning at 9:00 a.m. through Sunday, September 14 ending at noon.

DEADLINES: Applications and registration fees must be received by August 15, 1986. Enrollment is limited.

FEEES: The Registration fee is \$160. If institutional billing is required, a \$10 administrative fee will be added. Checks should be made payable to the Society of American Archivists and accompany the application form.

LOCATION: The National 4-H Center is located at 7100 Connecticut Avenue in Chevy Chase, Maryland. The Center has lodging, cafeteria-style meals and meeting space for the workshop participants. Housing information will be sent to you upon request. **NOTE:** Those not taking lodging at the Center will be charged a \$4 per day "commuter fee" for parking and use of the facilities. Meal tickets can be purchased.

For more information, contact Patricia Palmer at the SAA office: 600 S. Federal Street, Suite 504, Chicago, IL 60605;

Copy deadline for the September NEWSLETTER is August 27. In order to provide coverage of the annual meeting, the NEWSLETTER will be published during September.

Winner of the Waldo Gifford Leland Prize

Native American Archives : AN INTRODUCTION

JOHN A. FLECKNER

This booklet is one product of the Native American Archives Project, a cooperative effort by seven organizations and institutions with major funding from the National Endowment for the Humanities. The Project's other activities included a series of conferences on Native American Archives and two slide-tape programs. The purpose of all project activities is to promote the establishment and development of archives programs by Native American groups.

In the preface to *Native American Archives* author John A. Fleckner states the booklet's purposes: "[It] discusses how archives can contribute to long-range goals of Indian cultural self-determination as well as to more immediate administrative, educational, and cultural needs. It is also an introduction to some basic ideas about what an archives is and how it operates. Finally, it offers suggestions for assistance in areas such as technical training and resource development. Like the project of which it is a part, this booklet focuses on education about archives, not on in-depth training in becoming an archivist. Information about such training may be found in the text and appendices."

"It describes the requirements for establishing a new archives so clearly that it could well become the bible for any would-be archivist at the the Genesis of such a project."

"It is the best introduction to archives I have ever seen."

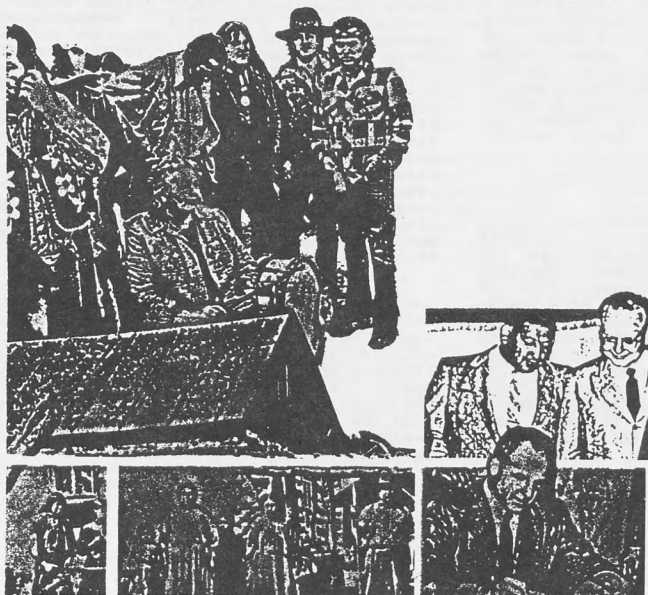
"The style of this manual is an unexpected delight, couching as it does, mundane matters in elegant language."



Native American Archives

AN INTRODUCTION

JOHN A. FLECKNER
FOR THE SOCIETY OF AMERICAN ARCHIVISTS



ORDER FORM

Please send me _____ copies of *Native American Archives: An Introduction*. (\$5.00 to SAA members, \$7.00 to others)

check enclosed

bill me (a postage and handling charge will be added to non-prepaid orders.)

Name _____

Address _____

City _____ State _____ Zip _____

Detach this form and mail it to the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

PROFESSIONAL OPPORTUNITIES

HEAD OF THE CONSERVATION DEPARTMENT, Minnesota Historical Society, St. Paul, MN. This position will head one of five departments in the Society's Division of Library and Archives. The collections of that division include around 250,000 volumes, 25,000 microfilm rolls, 150,000 photographs, 3,000 works of art, and 70,000 cu. ft. of manuscripts and archives. This is a new position created upon a merger of two divisions and several departments. It is an administrative position responsible for the Minnesota Historical Society's conservation laboratories, including the library book conservation lab (1 FTE), the photo lab (3 FTEs), and the microfilm lab (12 FTEs).

Description: Under the direction of the Assistant Director for Library and Archives, this position will plan and coordinate a comprehensive conservation/preservation program for the Minnesota Historical Society. Specifically, it will: 1) organize, plan and direct the work of the conservation, photo and microfilm labs (20 FTE); 2) make recommendations for the environment and security for the collections; 3) develop an institutional disaster plan; 4) work with other divisions and departments within the MHS on conservation-related issues such as exhibit standards and the conservation work on the art, three-dimensional, and archaeology collections; 5) develop training and education programs; 6) develop funding proposals; and 7) implement special projects. Qualifications: Advanced preservation training or significant preservation experience required. Advanced degree in a related area such as library science, museums, history, preservation, or conservation preferred. Minimum three years professional experience in a library, archives, museum, or other conservation laboratory facility, and two years administrative experience required. Successful candidates must be able to demonstrate well-developed interpersonal skills, competence in physical treatment of historical materials, knowledge of current preservation issues and concerns, and an understanding of the relationship between bibliographic control and preservation in a research facility. Salary: \$31,500 (min.) plus full benefit package. Available immediately. Send resume by August 15, 1986 to: Lila J. Goff, Assistant Director, Minnesota Historical Society, 690 Cedar Street, St. Paul, MN 55101.

ARCHIVAL SPECIALIST, Michigan State University, Archives & Historical Collections. Principal responsibilities include reference service and supervising the processing of University records, historical manuscripts, and photographs. The specialist must also be prepared to assist with other functions of the Archives, including records management, preparation of reports, etc. Salary: \$18,000 minimum depending on qualifications plus benefits. Minimum Qualifications: Master's degree in history or related field; completion of a graduate archival education program that meets standards established by the Society of American Archivists and/or one year, full-time, professional staff experience in an archival or manuscript repository. Desirable Qualifications: Additional graduate degree(s), publications, familiarity with automated systems, knowledge of the MARC AMC Format. Send letter of application, resume, and names of three references to Dr. Frederick L. Honhart, Director, University Archives and Historical Collections, EG-13 Library Building, Michigan State University, East Lansing, MI 48824-1048. Applications received prior to September 1, 1986, will receive preference; applications will be accepted until position is filled.

Two positions for the Getty Center for the History of Art and the Humanities.

ASSISTANT ARCHIVIST-REFERENCE & INVENTORY, Department of Archives & History of the Arts. The archives is a manuscript collection of personal and institutional papers related to the history of European art and architecture. There are three senior archivists with curatorial responsibility for the acquisition, analysis, and management of materials. The assistant archivist will assist researchers in the use of collections, and maintain or supervise the reference and retrieval of materials, handle initial reference inquiries, coordinate all archive catalog procedures on the RLIN system (from accessioning to final description); assist in the inventory, arrangement, and further analysis of specific collections, and in preparation of published guides and exhibitions, as required. He/she will present the collections and identify their scope through exhibitions and other public programs. Qualifications: Advanced degree or graduate work in archives administration with at least two years experience in cataloging and arrangement of manuscript collections. Wide knowledge of European art history and art historical research methods, reading knowledge of at least two modern European languages (French, Italian, German, Spanish preferred). Candidates with prior experience in MARC Format cataloging of manuscripts, archives, or special collections may be preferred. Position available September 1, 1986. Salary \$22,850 per annum plus excellent benefits. Send curriculum vita and a finding aid to: The Archives of the History of Art, Getty Center, 401 Wilshire Blvd., Suite 400, Santa Monica, CA 90401-1455.

INTERNSHIP, Archives of the History of Art. The archives seeks applications from those completing or having recently completed a graduate degree program in archival or library science for an internship in the arrangement, inventory, and description of papers of 19th and 20th century British and European artists. The intern will also be introduced to reference procedures and to MARC-format cataloging on RLIN. The intern may elect to work for any period from 8 to 10 months (not to commence before August 15, 1986) and to work from 28 to 40 hours per week. A stipend up to \$15,000 will be offered, depending upon the length and terms of tenure chosen and the qualifications of the applicant. Applications should include a curriculum vitae, an academic transcript, a finding aid or other sample of recent written work, and a letter of intent. Applicants with good reading knowledge of German, Italian, or French, and with a knowledge of Art History may be preferred. Send application to: Archives of the History of Art, Getty Center, 401 Wilshire Blvd., Suite 400, Santa Monica, CA 90401-1455.

ARCHIVIST, Archives of Labor and Urban Affairs, Wayne State University. A tenure track position with responsibilities including field work, processing of collections, and assisting with supervision of reading room. Applicants must have graduate degree in history, library science, or related discipline. Archival training and a minimum of three years experience required. Position also requires ability to interact effectively with labor and community leaders and other potential donors. Salary range is \$18,090 to \$23,330. Send resume by September 1, 1986 to Warner W. Pflug, Assistant Director, Archives of Labor and Urban Affairs, Wayne State University, Detroit, MI 48202.

CURATOR OF PHOTOGRAPHS, Department of Archives & Manuscripts, University Libraries, Arizona State University, Phoenix area. Qualifications: Required: Master's degree in History, Library Science or a related discipline; formal coursework in archival administration; some experience with the administration, preservation, processing, and duplication of photographic images; evidence of supervisory potential. Preferred: Knowledge of the field of photography and photographic chemistry, including dark-room experience; experience as a photographic curator; reference experience; successful supervisory experience. Salary: Dependent on qualifications (\$18,000 minimum). General Information: One of several new professional positions being added to the staff of the Libraries on July 1, 1986, this archivist position reports to the Head of the Dept. of Archives and Manuscripts. The position supervises, coordinates, and directs the processing, preservation and reproduction of the department's photograph collections; assists substantially in the acquisition of graphic images; and provides reference assistance to users of the Arizona Collections. ASU has become an important repository of historic photographs which are expected to exceed half a million in number within the next two years. The Libraries are rapidly becoming fully automated and will soon begin an \$11.5 million building expansion which will permit the consolidation of all special collections. Application deadline: Recruitment will remain open until the position is filled. To ensure consideration, applications should be received by August 15, 1986, when review will begin. Application Procedure: Please send a letter of application which addresses all of the qualifications listed above, a current resume, and the names, addresses, and telephone numbers of four recent references to: Constance Corey, Assistant University Librarian, Hayden Library, Arizona State University, Tempe, AZ 85287; (602) 965-3417.

SPECIAL COLLECTIONS COORDINATOR/ARCHIVIST, Northern Arizona University Cline Library, Flagstaff AZ. Responsible for library department of three full-time staff in a separate facility of 17,774 sq. ft. housing collections of over 1,000,000 items. Position includes supervision, planning, budgeting, collection development, reference service to NAU and community. Qualifications: MLS from ALA-accredited school. Course work in humanities/history/Southwest studies preferred. Five years increasingly complex special collections/archives experience. Demonstrated management, planning, and budgeting experience. Knowledge of Arizona/Southwest preferred. Coordinates Friends activities. Willingness to participate as member of Library's administrative team in support of Library's strong public services tradition. Salary is \$28,000 minimum for 12-month academic professional status contract. Submit letter of application, resume, names/addresses of three references to Ms. Jean D. Collins, University Librarian, NAU Cline Library, Box 6022, Northern Arizona University, Flagstaff, AZ 86011-0051.

ASSISTANT, Historical Pictures Service, Chicago. Historical Pictures Service seeks mature, entrepreneurial assistant with archival/art-related skills including literacy and inventiveness. \$16,000 per annum. Please send resumes prior to the SAA conference in Chicago when interviews will be conducted. Send resumes to: Jeane Williams, 921 W. Van Buren, Chicago IL 60607.

PROFESSIONAL OPPORTUNITIES

ASSISTANT PRINTS & PHOTOGRAPHS LIBRARIAN, Museum and Library of Maryland History, Maryland Historical Society, Baltimore MD. Entry level position. Responsible for organizing and processing collection of prints, photographs, maps, and printed ephemera. Provides research assistance, aids in exhibition preparations. MA preferred. Resume with references by September 15 to Karen Stuart, Head Librarian, Maryland Historical Society, 201 W. Monument St., Baltimore MD 21201.

STATE ARCHIVIST/DEPUTY DIRECTOR, Indiana Commission on Public Records. The commission is seeking qualified applicants to manage its state archival program with supervisory responsibility over its records management, records center and micrographic units. This is a senior management position, reporting directly to the executive director of the commission. This position emphasizes management employing professional archival principles. Requires a master's degree, preferably in history, library science, or social sciences, and four years of professional archival experience and management. Experience in state archival programs desired. Salary range, \$29,536 - \$45,552. Submit inquiry, letter of application and resume to Edwin J. Howell, Executive Director, Commission on Public Records, 501 State Office Building, 100 N. Senate Ave., Indianapolis, IN 46204. Application deadline September 15, 1986.

PROJECT ARCHIVIST, University of Idaho, Moscow, ID. Project archivist to process records of Coeur d'Alene silver mining companies. Temporary, one-year, NHPRC-funded position; may be extended for a second year. Required: MLS or MA, formal archival training and/or significant experience in archival processing, supervisory experience, effective writing skills. Annual salary: Approximately \$18,000. Rank of Instructor. Full faculty status, good benefits, 24 vacation days. Project Director Terry Abraham will be available at the Chicago conference to meet with those interested in the position. Closing date: September 15, 1986. May be extended. Send resume including names of three references to Richard J. Beck, Associate Dean of Libraries, University of Idaho Library, Moscow, Idaho, 83843; 208-885-7070.

RECORDS PROJECT ADMINISTRATOR, American Association for State and Local History, Nashville TN. The American Association for State and Local History seeks a director for NICLOG, the National Information Center for Local Government Records, created with grant support from the National Historical Publications and Records Commission and the Mellon Foundation. The position will be available for at least two years. The starting salary is \$2,000 to \$2,500 per month plus excellent fringe benefits. The requirements are a minimum of three years experience as a records manager or archivist, dealing with local government records, with at least one year in program management. Formal training and CRM certification are desirable, along with editorial and public relations skills, familiarity with national professional associations in the field, and ability to work with a national committee that guides and helps carry out the program. The responsibilities are to coordinate a national effort to promote better records management, respond to technical inquiries, help develop and distribute printed and audiovisual promotional materials, and serve as liaison to the national committee and with professional associations. Position requires extensive national travel. Send resume to Gerald George, American Association for State and Local History, 172 Second Avenue, North, Suite 102, Nashville, TN 37201.

MANUSCRIPTS LIBRARIAN, Library, University of Delaware. Under the direction of the Head of Special Collections. Primary responsibilities include arranging and describing manuscript collections; preparation of finding aids; applying computer-based techniques to the control of and access to manuscript collections; physical maintenance and preservation of the collections. Other responsibilities: Special Collections reference and preparation of exhibits, participation in collection development for Special Collections. Collection development for non-Special Collections subject areas may be assigned. Special Collections include over 100,000 volumes and approximately 500,000 literary and historical manuscripts. Areas include American, English, and Irish literature, American history, exploration and travel, fine arts, the history of chemistry and early science, horticulture, landscape architecture, Delawareana, and numerous other specialized collections. In May 1986 Special Collections moved into a spacious, well appointed new area in library building still under construction, to be completed summer 1986. NOTIS integrated library system presently being implemented. Qualifications: ALA-accredited MLS. Strong background in American history, literature, or civilization preferred. Appropriate experience in an archives, rare book or manuscript repository including knowledge of MARC formats desirable. Rank and salary dependent upon experience and qualification. Vacation of 22 working days. Liberal sick leave. Employees' basic Blue Cross/Blue Shield, dental, major medical, and group life insurance all paid by the University. TIAA-CREF. Tuition remission. To apply send letter of application, current resume, and the names and telephone numbers of three references to Maida Cason, Personnel Officer, Office of the Director, University of Delaware Library, Newark, DE 19717-5267. To ensure consideration application must be received by August 15, 1986.

Three positions available at the Ohio Historical Society.

LOCAL GOVERNMENT RECORDS ARCHIVIST (Two positions, one at the Ohio Historical Society in Columbus and one at Wright State University in Dayton.) Responsibilities: inventory, appraise, accession, arrange, and describe county, city, and other local government records. Qualifications: master's degree in American history, library science, or related discipline and one year of archival experience, OR bachelor's degree in American history, library science, or related discipline and two years of archival experience. Familiarity with local government records and records management desirable.

REFERENCE LIBRARIAN/ARCHIVIST (one position). Responsibilities include providing specialized reference service in genealogical, academic, government agency and general research areas, sharing reference desk duties, and answering reference letters. Qualifications: master's degree in American history or library science with an undergraduate degree in American history, and one year direct work experience. Knowledge of Ohio and American history desirable. Minimum salary for all three positions is \$16,036 plus benefits. Apply by August 31 to Personnel Office, Ohio Historical Society, 1985 Velma Avenue, Columbus, OH 43211

UNIVERSITY ARCHIVIST, The Gelman Library, George Washington University, Washington, DC. Library Assignment: Special Collections Department. Manages a university-wide archives and records management program for administrative, fiscal, legal, and historical records of the university. Will direct comprehensive records survey. Responsibilities include developing and implementing policies and procedures for effective use of university archives and records. Will establish and maintain contact with all university offices and organizations and will educate and advise on program. Directs preparation of research aids for university archives; supervises compilation of on-line faculty publications database; advises researchers in the use of university archives and records. Supervises at least 1 FTE support staff and students. As with all professionals at Gelman Library, the University Archivist will serve as a subject specialist in assigned academic disciplines. Qualifications: Required: Formal training in archives; minimum two years experience in an academic or research library; strong interpersonal and communication skills; demonstrated administrative and organizational ability; supervisory experience and knowledge of preservation techniques and research use of archival collections; ability to interact effectively with administrators, faculty and staff. Preferred: ALA-accredited MLS; advanced degree in social sciences or humanities; knowledge of microcomputer applications to archival materials processing; experience in teaching; a record of professional involvement. Salary: from \$20,000. Salary is dependent upon background and experience. Please send current resume and names of three references to: Ms. Mattie Rogers-Allen, Executive Coordinator, Gelman Library, The George Washington University, Washington, DC 20052.

ARCHIVIST I, Manuscripts & Archives, Yale University Library, New Haven, CT. Responsible for the arrangement and description of manuscript collections. Includes: appraisal, organization, and preservation of collections; preparation of finding aids and of RLIN/AMC records for manuscript collections and microforms; supervision of archival assistants; occasional reference assistance; preparation of guides to the collections. Requires: MA in American history or related field and/or ALA-accredited MLS; formal archival training or education; one to two years archival processing experience desirable; familiarity with automated systems, particularly the RLIN/AMC file, and with the US MARC Archives & Manuscript Control Format desirable; ability to read foreign language(s) desirable. Salary from \$22,300. Send resume including names of three references by September 10, 1986 to Linda Green, Assistant Personnel Librarian, Yale University Library, Box 1603A Yale Station, New Haven, CT 06520.

SPECIALIST I, Rarebook Division, Manuscripts & Archives, The New York Public Library. Temporary position for 1 year under the general supervision of the Curator, will arrange and describe the records of the National Council of Women and prepare the collection for microfilming. Will perform some reference work. Perform related duties as required. We are seeking an individual with a BA and an MA in a pertinent subject area as well as formal archival training. Experience in arrangement, description, and preparation for microfilming, of archival materials desirable.

Please send resume and references to: Jane Kagan, The New York Public Library, Human Resources Dept., 5th Ave. & 42nd St., New York NY 10018.

PROFESSIONAL OPPORTUNITIES

SUPERVISOR OF CONSERVATION & REPOSITORY SERVICES, South Carolina Department of Archives and History, Columbia, SC. Duties: Responsible for operation of the Document Restoration Shop and for helping to establish conservation policy for over 14,000 cubic feet of public records; trains and supervises five document restoration technicians and occasional interns in the restoration of the colonial, state, and local government archives of South Carolina dating from 1671; supervises two-and-a-half positions responsible for maintenance of the records in the stacks and two persons providing photocopy and microfilm services; works within broad guidelines to determine appropriate techniques, materials, and procedures for restoration treatment; performs highly skilled restoration tasks; participates in workshops and demonstrations; recommends purchases of supplies and equipment. **Qualifications:** In-depth knowledge of conservation problems and solutions; at least three years' professional experience in the conservation of archival materials, with at least one year of supervisory experience; familiarity with disaster preparedness and recovery techniques; ability to interpret conservation literature. Undergraduate degree in appropriate field; master's degree or postgraduate training in conservation, including some work in paper chemistry preferred. Salary: Grade 33 in the South Carolina state pay system with a salary range of \$22,106 to \$31,335; eleven holidays; fifteen days annual leave and fifteen days sick leave; fringe benefits package includes Social Security, state retirement, health insurance (with health maintenance option), and dental insurance. Send letter of application and curriculum vitae or resume and the names of three references to Harold W. Perry, Assistant Director for Administration, South Carolina Department of Archives and History, P.O. Box 11,669, Capitol Station, Columbia, SC 29211-1669. Applications should be postmarked by August 20, 1986 to allow for interviews at the annual meeting in Chicago.

REFERENCE ARCHIVIST (Search Reopened), Robert W. Woodruff Library, Emory University, Atlanta, Georgia. **Responsibilities:** plan, supervise, and participate in reference services for manuscripts, university archives, and rare books; promote use of collections through written communications and oral presentations. Provide assistance in Special Collections and general library collection development, and in manuscript processing as assigned. **Specific duties** include implementing and monitoring reference policies and procedures, supervising reading room, training and supervising reference assistants, overseeing departmental preservation activities, and disseminating information about collections. **Minimum qualifications:** archival training required; strong background in history or literature, preferably American required; MLS degree from ALA accredited program desirable; appropriate public service experience in an archives or manuscript repository desirable; or an equivalent combination of education and experience. Demonstrated strong communications and public relations skills required, as well as ability to work effectively with all segments of the academic community and general public. Salary and rank dependent upon qualifications and experience: Librarian I, \$17,000-\$20,000, Librarian II, \$20,000-\$27,500. Letter of application, resume, and names of three references to: Herbert F. Johnson, Director of Libraries, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322. Application deadline: September 15, 1986.

SUPERVISOR-RECORDS MANAGEMENT, South Carolina Department of Archives & History. The South Carolina Dept. of Archives & History is seeking a qualified person to file the position of Archival Records Management Supervisor II in the state's records management program. The position is responsible for supervising and implementing a comprehensive records management program for all agencies of state government. Duties will include supervising eight persons in the preparation of records retention schedules, identifying permanently valuable records, arranging for their transfer to the state archives for permanent retention, and conducting records management workshops. Supervisor will also have direct responsibility for the operation of a state records center with record storage capacity of approximately 100,000 cubic feet of records. Duties and responsibilities include receiving, storing, and disposing of records as specified in record retention schedules, operation of a microfilm vault, and other related responsibilities. The person filling this position must have a baccalaureate degree, preferably in history or archives-related fields, or business administration with a minor in history, and a minimum of four years direct experience in records management or archival administration. Salary range is \$23,911-\$33,892. Interested person should submit a written application including a transcript of college grades, mailing address, and telephone number to: Director, South Carolina Department of Archives and History, PO Box 11669, Columbia SC 29211. The application deadline is October 15, 1986. Interviews may also be arranged at SAA's annual meeting in Chicago during late August.

COLLEGE ARCHIVIST. Oberlin College seeks an experienced professional archivist to assume responsibility for the integrity and protection of the essential records of the college in order to assure the documentation of the development of a unique liberal arts college--the nation's first coeducational institution of higher learning and the first to admit blacks. The Archivist administers the institution's entire archival program, recommending, establishing and implementing policies for acquisitions, arrangement, description, preservation, and use. The Archivist directly supports the work of scholars within and without the college, and provide appropriate reference service for the local community. **Requirements:** Advanced degree in American history or related field; formal archival training; Ph.D. desirable. Three years experience, preferably with college or university records. Knowledge of or ability to learn US MARC AMC Format. A successful experience preparing grant applications. Acquaintance with computer applications for archival purposes and experience with operation of microfilm projects highly desirable. **Compensation:** a twelve month appointment; salary commensurate with experience and abilities; TIAA/CREF optional; sick leave; health and life insurance; generous vacation. Position open September 1, 1986. Applications received by August 20 given preference to permit interviews at SAA's Chicago annual meeting. Send application, along with resume, transcripts, and three letters of recommendation to William A. Moffett, Chairperson, Archivist Search Committee, Oberlin College, Oberlin, OH 44074.

HEAD OF THE PROCESSING DEPARTMENT, Minnesota Historical Society, St. Paul. This position will head one of five departments in the Society's Division of Library and Archives. The collections of that division include approximately 250,000 volumes 25,000 microfilm rolls, 150,000 photographs, 3,000 works of art, and 70,000 cu.

ft. of manuscripts and archives. This is a new administrative position responsible for the technical services, processing, and cataloging of the library and archives holdings of the Society. The department has 14 professional staff members. **Description:** Under the direction of the Assistant Director for Library and Archives, this position will manage and coordinate the processing and cataloging activities for library, archives and manuscripts, audio-visual, and special collections. A major initial responsibility will be to merge library and archival processing systems. **Qualifications:** Advanced degree in library, archives, or related field required. Minimum five years professional experience and three years administrative experience required. Experience with an automated cataloging database such as OCLC or RLIN required. Successful candidates must be able to demonstrate well-developed interpersonal skills, competence in cataloging and processing of library or archival material, and a working knowledge of current automation systems. Salary: \$31,000 (min.) plus full benefit package. Available immediately. Send resume by Aug. 15, 1986 to: Lila J. Goff, Assistant Director, Minnesota Historical Society, 690 Cedar St., St. Paul, MN 55101.

ASSISTANT ARCHIVIST, American Institute of Physics, New York City. Assistant Archivist sought for discipline history center. Responsibilities include arrangement and description of archives and manuscript collections as well as handling some reference and general library operations. Will participate in Center projects, particularly the conversion of its manuscript catalog to RLG-RLIN. Formal archival training with some processing experience required; MLS and computer experience preferred; science background not required. Generous benefits and competitive salary. Position may begin summer or fall 1986. Send resume and letters of application to Jean Hrichus, Librarian/Archivist, AIP - Center for History of Physics, 335 East 45th St., New York, NY 10017. Will be interviewing at SAA's annual meeting in Chicago in late August.

ARCHIVIST 1, Manuscript & Archives, Yale University Library. Under the supervision of the Archivist for Technical Services, responsible for the arrangement and description of manuscript collections. Duties include: appraisal, organization, and preservation of collections; preparation of finding aids and of RLIN/AMC records for manuscript collections and microforms; supervision of archival assistants; occasional reference assistance to researchers; preparation of subject guides to the collections. **Requires:** M.A. in American history or related field and/or ALA-accredited M.L.S.; formal archival training or education; one to two years archival processing experience desirable; familiarity with automated system particularly RLIN/AMC file, and with the US MARC Archives and Manuscripts Control Format desirable; ability to read foreign language(s) desirable. Salary: from \$21,000. Send letter of application, resume, and names of three references to Linda Green, Assistant Personnel Librarian, Library Personnel Office, Yale University Library, Box 1603A Yale Station, New Haven CT 06520.

PROFESSIONAL OPPORTUNITIES

ASSISTANT ARCHIVIST, Thomas Jefferson University, Philadelphia. This is a unique opportunity to participate in developing and organizing a medical university archives. The successful candidate will have the chance to assist in the inventory, arrangement, organization, description, and preservation of an existing collection. He/she will also participate in the creation and institution of the university's archival policies and program. All of this with an opportunity for advancement. Requirements include a Master's degree with formal training in archives administration, a minimum of two years of archives experience, and an interest and ability to work with researchers. The position is available now. Salary is negotiable. Applications should be sent to Robert T. Lentz, Archivist, Thomas Jefferson University, 11th & Walnut Streets, Philadelphia, PA 19107.

RECORDS ANALYST, Office of the District Attorney, New York County. The New York County District Attorney's Office is accepting applications for the position of Records Analyst. The position consists of inventorying records, producing records retention schedules, conducting systems studies, implementing Records Management Policies and Procedures and supervising a Records Room of eight to ten people. Applicants should be able to effectively communicate with personnel at various levels of government. Requirements: Graduate Degree in Records Management, Archives, Library Science or a related information field; and at least one year experience in a similar position. Salary: Up to \$25,000 annually. Excellent fringe benefits. Send resume to: Director of Personnel, Office of the District Attorney - New York County, 1 Hogan Place, New York, NY 10013.

UNIVERSITY ARCHIVIST (Search Reopened), Clemson University. NHPRC grant-funded position for one year to become permanent. Tenure-track with faculty status in the library. Responsibilities include the development of the university archives, reference work, and preparation of exhibits. Qualifications: ALA-accredited M.L.S. required; training in archives and records management highly desirable; an advanced degree in history desirable. Entry level position, available September 1, 1986. Salary: \$18,750 plus benefits. Send letter of application with resume and three references to: Chair, University Archivist Search Committee, R.M. Cooper Library, Clemson University, Clemson, SC 29634-3001. Application deadline: September 1, 1986.

Professional opportunities are listed in every SAA Newsletter and in the "Employment Bulletin," a bi-monthly job listing available to SAA individual members only at a cost of \$12 per year. Members interested in receiving the "Employment Bulletin" may subscribe at the time of their annual dues renewal. There is no charge to employers listing position in either the Newsletter or the "Employment Bulletin." SAA members wishing to register with the Placement Service must fill out a "Qualification Summary Sheet" and return it with 15 copies of their resume to SAA headquarters. For further information regarding the Placement Service, please contact Sylvia Burck at SAA headquarters.

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Museum Archives: An Introduction

by William A. Deiss

Museums not only preserve history, they are part of history. However, the role museums play in the cultural history of the world could be forgotten if their records are not saved.

This new publication from the Society of American Archivists is intended to encourage museum administrators to preserve historically valuable museum records. The author, who is assistant archivist for the Smithsonian Institution, discusses why a museum should have an archives, how to start an archives program (including establishing the basic authority of the archives and conducting a records survey), and basic procedures involved in the operation of a museum archives, such as arrangement, description, reference, and conservation.

This 40-page manual is available for \$4.00 to SAA members, \$6.00 to others from the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

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The new addition to SAA's Basic Manual Series emphasizes the need to consider conservation as an integral part of existing archival and curatorial functions.

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Publication of this manual is supported in part by a grant from the National Endowment for the Humanities.

Newsletter

The Society of American Archivists
600 S. Federal, Suite 504
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Ann Morgan Campbell, Executive Director (312) 922-0140

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--Ann Morgan Campbell

Pins And Needles

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International Museum of Surgical Sciences & Hall of Fame, 1524 North Lake Shore Drive, 642-3555. Holds an interesting array of medical equipment and artifacts.

Chicago Tattooing Co. 922 West Belmont Avenue 528-6969 Convenient to the Belmont stop on the North-South el line.

--Kevin Leonard
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Memorable Movie Theatres -- The Music Box 3733 N. Southport, 871-6604. Outside the Loop/ Michigan Avenue range but worth a visit. A true "picture palace" complete with stars in the ceiling, moving clouds, and organist.

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The Biograph Theatre, 2433 N. Lincoln (at Fullerton) 348-4123. Famous as the place where John Dillinger met his maker.

Fine Arts Theatre, 418 S. Michigan Avenue, 939-3700. Once home to legitimate theatre productions, The Studebaker Theatre and The World Theatre now house the four Fine Arts Theatres.

--Maureen O'Brien Will
Chicago Historical Society

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