

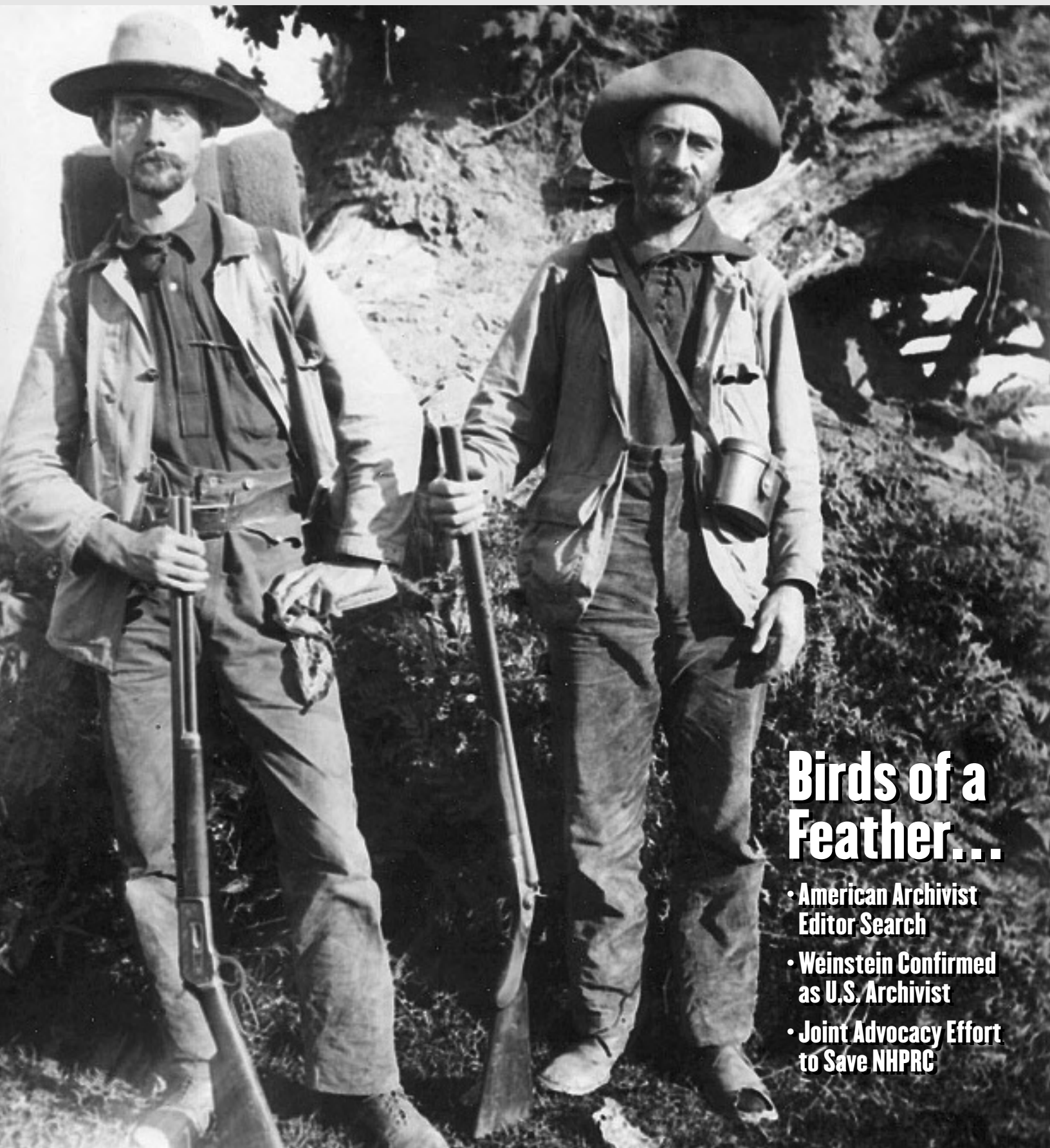
NEWSLETTER
OF THE
SOCIETY OF
AMERICAN
ARCHIVISTS



MAR/APR 2005

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archival outlook



Birds of a Feather...

- American Archivist Editor Search
- Weinstein Confirmed as U.S. Archivist
- Joint Advocacy Effort to Save NHPRC

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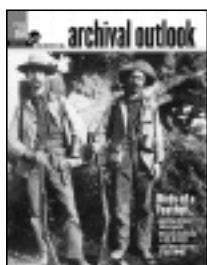
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Birds of a Feather

Oberlin College students and bird enthusiasts William L. Dawson '1897 (left) and Lynds Jones '1892 (right) at the end of a trip over the Cascade mountains and down the Skagit River in Washington in August 1900. Subsequently, Dawson became an ornithologist and publisher of bird books for various states, including California, Ohio, and Washington; Jones stayed on at Oberlin to become a professor of ornithology and zoology. File photo from the Oberlin College Archives. Submitted by **ROLAND BAUMANN**.

archival outlook

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

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A Public Voice for Archivists

I have personal ties to recent advocacy issues. Funding for my first job as an archivist came from the National Historical Publications and Records Commission (NHPRC). The person who hired me, Dr. Robert M. Warner, was later appointed Archivist of the United States. When I assumed my first management position, I turned to NHPRC for grant funds to develop a records management and archives program. My predecessor in my current position was former Archivist of the U.S. Dr. James B. Rhoads.

Given these experiences, I have taken a personal as well as a professional interest in the two most important public advocacy initiatives led by SAA this year. As I write this column (February 25, 2005), SAA's concern about the nomination of the new Archivist of the United States is reaching a conclusion. Meanwhile

the threat to eliminate NHPRC is becoming an unprecedented crisis. SAA has worked closely with allied professional groups at the national, state, and local levels to raise a united public voice on behalf of archivists. Here, briefly, are two stories of archival advocacy.

Since the National Archives gained its independence from the General Services Administration in 1985, archivists and historians have sought to protect it from partisan influences. Since the April 2004 White House announcement that Dr. Allen Weinstein would replace

John Carlin as Archivist of the U.S., SAA has worked to ensure the independent and non-partisan nature of the position of Archivist of the U.S. Twenty-five professional organizations of archivists, historians, and librarians joined with SAA in issuing a public statement calling for an explanation for Carlin's removal.

The Senate held a hearing on the Weinstein nomination in July 2004. At that time several senators questioned the White House's failure to explain the circumstances under which John Carlin had been asked to step aside. No historians, archivists, or other citizens concerned about this nomination were invited to present testimony. SAA publicly stated that we would not endorse the nomination, nor would we oppose it, because the process by which it was brought forward did not comply with legal requirements.

After considerable delays, on February 10, 2005, the Senate confirmed Dr. Weinstein as Archivist of the United States. He has met with the leaders of SAA,

NAGARA, COSHRC, and other groups and has pledged collaboration with us and his support for reforming the nomination process. SAA looks forward to developing close working relations with Dr. Weinstein, and we remain committed to the nonpartisan political independence of NARA and of the Archivist of the U.S.

Why should we care about who serves as Archivist of the United States? How does it affect us? Efforts to limit access to public records, particularly presidential records, significantly affect our ability to hold government leaders accountable and to know the truth about public events. The Archivist of the U.S. bears responsibility for upholding the law, for ensuring public access to government records, and for preserving an essential part of our nation's heritage.

One of the most frequent concerns of archival advocacy relates to funding for archives. This ranges from cutbacks in state and local support for public archives to national issues such as threatened budget cutbacks for NARA and the grant programs of NHPRC. A year ago SAA mobilized the support of many other historical and regional archival associations to oppose proposed funding cuts for NARA and NHPRC. This year the very survival of NHPRC is at stake. The Bush Administration has proposed a FY2006 budget that would eliminate not only all grant funding from NHPRC, but also all staff positions and overhead support.

Advocacy requires collaboration. In February 2005, SAA joined with NAGARA and COSHRC to form a Joint Task Force on Advocacy, which has begun its work with the campaign to save NHPRC and which will address other concerns as they arise. These three national archival groups joined forces with the Association for Documentary Editing, which represents staff of many of the publication projects funded by NHPRC. We are busy mobilizing support and preparing information to help Congress and public citizens understand the vital importance of public grant funding for historical documents and archives.

If federal, state, and local governments—and privately supported foundations and organizations—provided adequate support for history, archives, and museums, such advocacy efforts would not be necessary. From sad experience, however, we know that this is not the case. Archivists need to increase their engagement in public policy discussions and to assert the need for an archival perspective on public policy. As the largest and oldest association of archivists in the United States, SAA has a responsibility to speak out on behalf of archival concerns. SAA will continue to offer a public voice for archivists. Please join us. Together we *can* make a difference! ❖

A year ago SAA mobilized the support of many other historical and regional archival associations to oppose proposed funding cuts for NARA and NHPRC. This year the very survival of NHPRC is at stake.



Spreading the Word

Like most professionals, archivists want to be recognized for what they do. Higher salaries would be great, of course, but many members tell me that what they *really* want is for “everyone” to know what an archivist is and does. More easily said than done, but here’s a sampling of some articles and letters to the editor that made it into several influential media outlets in recent months:

Brenda Banks, Deputy Director of the Georgia Archives, was profiled in the “Career at a Glance” section of *Black Enterprise*. The information-packed one-page article entitled “A Guardian of History” highlighted qualifications of archivists, stressed the flexibility of the profession, and included this: “Banks admits that the Society of American Archivists has...been ‘too busy working on what we do than advertising who we are and why it’s good to be who we are.’ Now they are focused on proving that the archival profession isn’t ‘just about dusty old musty books and papers. It’s about preserving information and providing access to information.’” (Nov. 2004)

Four Chicago-based archivists—Linda Evans of the Chicago Historical Society, Patrick Quinn of Northwestern University, Becky Haglund Tousey of Kraft Foods, Inc., and Jac Treanor of the Archdiocese of Chicago—were published in the *Chicago Tribune’s* “Voice of the People” column in response to a fortuitous series of articles: “We were gratified to see three articles in three days illustrating the critical nature of archives and records in understanding our collective past (“Bilandic documents drip with blizzard of irony,” Nov. 8; “Records of WWII troops up on Web,” Nov. 9; and “Clinton library piques early interest,” Nov. 10). Records of enduring value ‘matter,’ whether the story is local to Chicago, of national interest, or of international import. It’s the archivist’s job to identify, preserve, and provide access to the historical record, whether in a corporate, institutional, or ‘special collections’ environment. You provided your readers with snapshots of times past that will most surely help them gain perspective on today and tomorrow. By the way, the Society of American Archivists, representing more than 4,000 professional archivists worldwide, was founded in 1936 and is headquartered in Chicago’s own South Loop.” (Nov. 19, 2004)

The National Archives, which does some splendid media relations work, received widespread coverage of the opening of the “Public Vaults” in November 2004, but, perhaps in the category of “bad press is better than no press,” also received widespread coverage of “Hundreds of Items Missing from National Archives” in December.

SAA President Rand Jimerson was quoted in the lead of a *NYTimes.com* article by Felicia Lee entitled

“Questions and Praise for Google Web Library,” which considers Google’s plan to convert certain holdings at Oxford University and some leading U.S. research libraries into digital files: “Mr. Jimerson said, ‘A scanned image will only tell you some things, and the sheer volume of records makes scanning everything very difficult.’ But he added that he supported Google’s plan in theory. ‘I recall the story of a gentleman being in a library and watching a researcher sniff books,’ he said. ‘It turned out that the aroma of vinegar was still embedded in those that had been treated with vinegar to prevent cholera during an epidemic.’” (Dec. 18, 2004)

And the media was stirred up a bit in February and March when **the Weinstein nomination** was approved by the Senate and he was sworn in as Archivist of the United States. A *Washington Post* editorial on Feb. 7 might have been drafted by SAA, given its similarity to views expressed in the “Statement on the Nomination of Allen Weinstein to be Archivist of the United States” that has resided on the SAA Web site since last April. A *Federal Computer Week* story on Feb. 17 managed to get across one or two of our perspectives, although Rand was misquoted and had to set the record straight (also a media “opp”!). An article by Bruce Montgomery, faculty director of archives at the University of Colorado, in the March 6 Outlook section of *The Washington Post* (“Their Records, Our History”) made an eloquent case for the Archivist of the U.S. having the authority to preserve full public access to presidential records—and for renewal of bipartisan efforts to overturn Executive Order 13233.

My morning wake-up call by National Public Radio reminds me that “archives” is in the news all the time—sometimes overtly, sometimes between the lines, sometimes mentioned in terms of corporate records or a religious archive or an original audiotape.

The articles are there, but the link between the archives and the professionals who establish and maintain them is made far too infrequently. You can help establish the link. Take the next step, beyond the outreach that you may do on behalf of your repository, and help to promote your profession. Look for an opportunity to tell your story (see Rand’s Message from the President in the last issue of *Archival Outlook*), to comment on articles appearing in your local media (much like the four Chicago-based archivists did), to talk to a group of 6th or 8th or 10th graders about what archivists do. And let us know when you make a presentation or get some press. We keep a clips file, and we’ll begin sharing those clips and ideas with our readers as “Spreading the Word” becomes a regular feature in *Archival Outlook*. ❖



CALL FOR APPLICANTS

Editor, *The American Archivist*

The Society of American Archivists (SAA) announces the availability of the position of Editor of the *American Archivist*. Founded in 1937, this semi-annual journal is the premier scholarly periodical for archivists and, with more than 4,800 subscribers, enjoys the largest circulation of any English-language archival journal.

SAA seeks a dynamic individual with excellent communication skills who will increase the visibility of the *American Archivist* to archival and related communities, enhance the number of high-quality submissions, and maximize technological resources to streamline production and increase reader access to past and current issues.

Candidates should possess the following qualifications:

1. Demonstrated leadership skills that allow him or her to present a vision of the journal that places it at the center of the profession's intellectual dialog.
2. Demonstrated ability to develop and nurture relationships with authors, both established and newly emerging, to encourage them to explore interesting questions and submit material to the journal.
3. Ability to nurture interesting but not completely satisfactory submissions to successful publication.
4. Ability and willingness to pay special attention to the need to develop ideas in newly emerging areas of the profession and support the thoughtful re-examination of past professional insights, and address issues of particular relevance to historically under-represented populations.
5. Excellent personal communication and writing skills, including the ability to edit scholarly material, to communicate successfully with those who make submissions, and to report to those in SAA with oversight responsibility for the journal.
6. Sufficient financial skill to manage the journal within the budget established for it.
7. Sufficient time-management skills to complete tasks in an acceptable manner and, most importantly, to publish the journal at appropriate and regular intervals as established within the annual budget work plan.

The Editor is responsible for: Solicitation, selection, peer review, and final approval of articles and features. He or she works with authors and prospective authors on necessary revisions; reviews page proofs before publication; appoints and works closely with department editors; and coordinates *American Archivist* Editorial Board activities.

The Editor reports to SAA's Council. The Director of Publishing handles journal production and business matters; a part-time copyeditor assists the Editor in copyediting and proofreading.

Institutional support is highly desirable. SAA will entertain compensating the Editor directly but would prefer a released-time arrangement, with SAA reimbursing the host institution for reasonable and necessary expenditures connected with editorial work.

The term of the current Editor, Philip B. Eppard of the State University of New York at Albany, expires on December 31, 2005. His successor, who will serve a three-year term, will be selected this summer and will begin work no later than January 1, 2006. Interviews of finalists will be conducted on August 15, 2005, at SAA's Annual Meeting in New Orleans.

Please send a letter of interest and curriculum vitae, no later than May 15, 2005, to:

AAselection@archivists.org

OR

American Archivist Editor Selection Committee
Society of American Archivists
527 S. Wells Street, 5th Floor
Chicago, Illinois 60607

Questions about the position should be directed to Nancy Beaumont, SAA Executive Director, nbeaumont@archivists.org or 312/922-0140.

Weinstein Confirmed as Archivist of the United States

SAA Congratulates New NARA Head, Calls for Due Process in Future Archivist of the United States Appointments

Historian Allen Weinstein was confirmed as Archivist of the United States in February, a position that places him at the head of the National Archives and Records Administration (NARA).

"During informal conversations, Dr. Weinstein has expressed his commitment to the independence of NARA and pledged collaboration with professional archival organizations," SAA President Randall C. Jimerson said. "We look forward to working closely with him as he assumes this vital leadership position."

At the same time, SAA reiterated its concern that the process of nominating a new Archivist of the United States "was undertaken outside both the letter and the spirit of the law" and compromises the political independence of NARA. Weinstein was originally nominated on April 8, 2004, to succeed John Carlin, who has served as NARA head for 8 years.

"Congress intended that filling the position of Archivist of the United States should involve an open process, with consultation with appropriate professional organizations that could speak from knowledge and experience concerning the qualifications of nominees," SAA stated in July 22, 2004, written testimony to the Senate Governmental Affairs Committee, which conducted hearings on Weinstein's nomination. The President has power to remove the Archivist, but if he takes this action, the law calls for him to provide Congress with an explanation of his reasons. "Despite repeated requests, we still have not received an explanation of why this nomination had to move so quickly that interested

professional associations could not be consulted," Jimerson said. "The nomination should have been postponed to allow the process prescribed by law to be followed. At a minimum we hope that the Senate Governmental Affairs Committee will begin working with interested professional associations to establish a more formal—and more accountable—procedure that can be used for future nominations."

Given the absence of due process, SAA chose neither to support nor to oppose Weinstein's appointment. "However," Jimerson said, "I have personally assured Dr. Weinstein that SAA will offer our assistance and cooperation. As Archivist of the United States, he has a pivotal role in the preservation of the nation's archives, including records held at NARA and in the states. He takes office at a time of crisis as the President's budget includes significant cuts in the NARA budget that pose a major threat to the preservation of the nation's historical memory."

Dr. Weinstein is the founder of The Center for Democracy, a nonprofit, privately funded organization providing global

democratic assistance. He was formerly professor of history at Boston University, Georgetown University, and Smith College. In addition, he served as a member of *The Washington Post* editorial staff for a year and was executive editor of *The Washington Quarterly* at Georgetown's Center for Strategic and International Studies. He is the author of several books, including *The Haunted Wood: Soviet Espionage in America—The Stalin Era* and *Perjury: The Hiss-Chambers Case*. ❖



Allen Weinstein (second from left) joined SAA President Randall C. Jimerson, COSHRC President Kathleen Roe, and NAGARA President Timothy Slavin at a dinner on February 4 in Washington, DC, along with the boards of each organization, which had gathered for a joint planning meeting. Photo courtesy of Vicki Walch.

NHPRC Budget Zeroed Out for FY2006

More than 150 federal programs are slated to be slashed or eliminated in the FY2006 budget recommendations released by the White House on February 7. In that proposed budget, the National Historical Publications and Records Commission (NHPRC) has been targeted to receive no funding. This will mean no funds for the grants program and no funds for staffing to support NHPRC programs. In addition, the overall budget for the National Archives and Records Administration has significant decreases in other areas of importance. The relevant section for NHPRC specifically states:

"National Historical Publications and Records Commission Grants.—This program provides funding for grants that the Commission makes, nationwide, to preserve and publish records that document American history. The Budget proposes no new grants funding for the National Historical Publications and Records Commission in 2006."

The full budget document is available at www.gpoaccess.gov/usbudget/fy06/. See pages 1188-1192.

SAA, the Council of State Historical Records Coordinators (COSHRC), and the National Association of Government Archives and Records Administrators (NAGARA) have formed a Joint Task Force on Advocacy to take action collaboratively to save NHPRC funding. The group is also coordinating efforts with the National Coalition for History and the Association for Documentary Editing. An action plan is now being implemented.

What can you do to help?

Take the first step. Fax letters to the House and Senate Appropriations committees, their individual members, and staff, urging them to restore funding for NHPRC. (E-mail is given less credence because congressional offices are deluged by it, and regular mail is being slowed by irradiation procedures. Faxing is the best long-distance means for getting your message to Congress. Of course, if one of your Senators and/or your Representative serve on an Appropriations committee and you have a chance to pay a visit to his or her Washington or home office, that's the very *best* way to communicate!)

The committees began meeting on March 1, so it's important to fax your letter(s) as soon as possible. One key message to present to Congress is that the exceptional benefits afforded by NHPRC come at a very low cost and have long-lasting effects. Specific stories of the impact that NHPRC has had on local institutions and programs can be especially effective. The SAA Web site has items to assist you in your letter-writing effort. Visit www.archivists.org/news/nhprc-FY2006.asp.

Check out www.humanitiesadvocacy.org, a new Web site that includes easy-to-use links to Congressional offices and more information about archives-related issues. SAA, COSHRC, and NAGARA are members of the National Coalition for History, which co-sponsors the site.

Let us know who you know. Do you or your repository have a long-standing relationship with a member of one of the Appropriations committees? Or with someone else who may have influence in helping to save NHPRC? Please let us know. Contact SAA Executive Director Nancy Beaumont at nbeaumont@archivists.org or 312/922-0140. We'll keep a record of contacts so that we can call on you if needed.

Let us know about your progress. We'd like to track the flow of information to Congress. If possible, please forward a copy of your correspondence or a note about your contact to Nancy Beaumont at nbeaumont@archivists.org.

Keep your eye on the SAA Web site. We'll update you regularly on the status of the budget discussions.

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Volunteering 101

Sign Up to Serve on an SAA Committee and Develop Your Professional Skills!

RICHARD PEARCE-MOSES, Vice President/President-Elect

I've had the chance to serve the Society of American Archivists on committees and task forces and as a representative to other organizations. Those experiences have been some of the most rewarding benefits of my membership in SAA:

- I gained invaluable experience. I had the opportunity to work with some of the best and brightest in the profession. SAA volunteers reflect the Society's diversity, and watching their different working styles taught me excellent lessons in leadership and interpersonal skills. And that service gave me the experience and visibility necessary to be nominated for elected office.
- I had a chance to explore many different facets of the profession in depth. Conversations with colleagues resulted in broad insights into issues and a more nuanced under-

standing of the profession. Participation in SAA has been an important part of my continuing education, on par with formal education and workshops.

- I've been able to work with others who are interested in developing best practices and standards that address a wide range of problems. Rather than having to solve these problems on my own, the committee's work gave me a head start.
- And, of course, one of the greatest benefits of participating in SAA is the number of close friends I've made.

I encourage you to invest in your career by taking advantage of this important benefit of SAA membership. Although volunteering is often seen as altruistic and self-sacrificing, choosing the right position can have direct rewards to *you*.

How do you get involved?

Find a good fit. Check the list of open appointments below for an area that might interest you. (See the SAA Handbook online for more information about the groups.) But don't limit yourself. Consider volunteering in an area that is outside your principal interests—so that you expand your horizons!

Come to "Committee Day." Many committees hold meetings on the day before the Annual Meeting. You don't have to be appointed to a committee to attend meetings. If you attend, you'll be able to participate informally and gain more visibility in the Society.

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

Volunteer. It's hard for the members of SAA's Appointments Committee to know everyone. Complete a volunteer application online at www.archivists.org/membership/volunteer.

Background on the Appointments Process

One of the principal duties of SAA's Vice President is to appoint people who will begin their service during his or her term as President. (Most committee appointments are for three years.) Typically an Appointments Committee assists in identifying good candidates for the positions. The Committee solicits nominations from the membership at large and from current

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Get Jazzed by the New Orleans 2005 Program

Come to SAA's 69th Annual Meeting, August 15–21, 2005, at the Hilton New Orleans Riverside

We all have our pet anxieties that keep us awake at night, whether work related or family related or general and free floating. What are the particular worries that keep Program Committee chairs tossing and turning during the first few months of conference planning? It's an age-old dilemma, and it goes like this: When the conference is in an especially exciting location, more members are likely to attend. But if the location is too exciting (we fret), will anyone come to the sessions?

In the clear light of day, we remember that while the committee and its chairs give shape to the program, ultimately it is SAA's members who provide the substance. And if the members provide the substance, then the members must be interested in attending. Right?

Such were the concerns this year. Let's face it: Is there an American city more compelling than New Orleans? Among the proposal submitters, the Program Committee, and the chairs, could we make an equally compelling program—one that would provide something to stimulate all sectors of our diverse membership?

We think the answer is a resounding "Yes!" The setting will be dazzling, right on the Crescent City waterfront and within easy walking distance of the French Quarter. Our goal has been to present you with sessions that will astound you during the day in a city that you'll want to explore at night with old friends and new colleagues. Be sure to note the sessions on New Orleans architecture and jazz preservation, which will prepare you to enjoy your surroundings even more.

We're especially pleased this year to debut the "Archives Seminar" track. This new series is modeled on the popular "Archives Unplugged" series, now in its fourth year, which provides attendees the opportunity to create their own track by attending consecutive sessions that provide overviews of core aspects of archival practice. The Archives Seminar track applies the same model to focused, intensive discussion of a range of new or especially complex topics—organizational, intellectual, cultural, or technological—that archivists face today. Advance readings (with citations to be posted on SAA's Web site) promise fast-paced and challenging discussions.

Did you respond to the A*CENSUS survey in 2004? Two sessions will cover the results of this first-ever, comprehensive survey of the archives profession, including an "incubator session" designed to focus future planning based on the survey's findings. Increasing diversity of the archival profession is

sure to be one area of focus, and several sessions will help to inform these discussions—from managing diversity programs in the workplace, to documenting the rise of a Latino community, to ethnic and minority cultures making use of modern archives theory.

If you're interested in archives in an international context, consider learning about the records of Truth Commissions, archives in wartime Iraq or the Balkans, outreach to third-world archives, European corporate records-keeping or, closer to home, the work of Canadian archivists and archival systems.

The Annual Meeting traditionally presents the chance to hear reports on current research, to learn about advances made by colleagues, and to share common dilemmas and solutions. Join your fellow archivists in discussing third-party rights and privacy, lone arranger solutions, the nature of the reference process, and new approaches to deaccessioning and

minimal processing. You'll hear about "SHRABs," Encoded Archival Context, and the Archivists' Toolkit. Are you subject to the "Curatorial Curse"? Attend New Orleans 2005 to find out!

Digital assets can be both blessing and curse. Learn more at the "Archives Unplugged" session on their management, or hear about working models of digital archives, e-mail management, and several collaborative electronic

records projects springing up in smaller repositories. And don't miss the opportunity to hear about the cutting-edge research done by students in our graduate programs, the best of which will be presented in the Student Paper Session.

The learning certainly doesn't stop when the sessions end each day. At New Orleans 2005, you'll meet and mingle in the Exhibit Hall, at section and roundtable meetings, and at the many social events that SAA has planned. There's lots to learn at these occasions, too!

Pet anxieties aside, serving on the SAA Program Committee is a peak experience—one that we will always remember and highly recommend to others. Chief among the benefits has been the opportunity to serve with a group of dedicated volunteers and staff whose common goal is simply stated but not simply accomplished: To make New Orleans 2005 the best professional conference you've ever attended. Let the good times roll! ❖

The 2005 Program Committee is chaired by Elisabeth Kaplan of the University of Minnesota Libraries and Kathy Marquis of the Albany County (Wyoming) Public Library.

Our goal has been to present you with sessions that will astound you during the day in a city that you'll want to explore at night with old friends and new colleagues.

The New Orleans 2005 Preliminary Program will be available online at www.archivists.org/conference beginning April 1.

Visit Historic City Park in New Orleans

SALLY K. REEVES

City Park in New Orleans is a 1,500-acre former sugar plantation and marshland. With vast expanses of moss-draped waterways, trim-cut greenswards and hoary oak forests, the park is a natural wonderland and can provide a breathtaking leisure experience for those who attend SAA's 69th Annual Meeting in New Orleans August 15–21, 2005.

For the first-time visitor, a trip to the park by streetcar is a pleasurable outing. One can take the bright red Canal Line car from downtown (walking distance from the conference hotel, Hilton New Orleans Riverside) and ride to the park via an easy transfer to the Carrollton Avenue Spur. From the end of the line at the great pylons of the Monteleone Gate and placid Bayou St. John, walk into the park down an avenue of sycamores to the New Orleans Museum of Art.

The principal 1910 Beaux-Arts building was designed in Chicago. Its frieze of names at the roofline is an honor roll of turn-of-century art sensibilities. The museum is free on Thursdays, when it also stays open until 8:30 p.m. During the SAA conference, the museum will be featuring its venerable "New Orleans Triennial" exhibition, a juried survey of contemporary Southern art from Virginia to Texas. This year will feature printmaking only. The permanent collection is strong in French and American art and "Arts of the Americas," with some wonderful Peruvian paintings. There are important works by Degas, Picasso, Braque, Dufy, and Miro.

To the rear of the building is an old bridge across a neck of the lagoon system. Across the bridge is Victory Drive and down that drive to the left, the recently installed Sydney and Walda Besthoff Sculpture Garden. The works are set under moss-draped oaks with little bridges over one of the park lagoons, and in groves of pines, magnolias, and camellias.

The New Orleans Botanical Garden is just steps from the Besthoff Sculpture Garden. You may enter through the graceful Pavilion of the Two Sisters, which looks like a French-style *orangerie* leading to the garden. Inside the Pavilion is a shop and bookstore. Old garden roses and hybrid teas are in profusion in August, as are a bounty of

lilies, cannas, hibiscus, and other outdoor tropicals that flourish in our humid climate. Many more Art Deco-style fountains and statuary await the visitor in the garden.

Benches, bridges, lagoons in winding chains of moss-hung and mysterious waters, vast sweeps of golf links, islands, forests, shrubbery—all were added in the 1930s when WPA workers and dollars rebuilt the park's infrastructure. Ultimately founded from a bequest of New Orleans and Baltimore merchant John McDonogh, the park legally dates to 1854. McDonogh died in 1850, leaving the Allard sugar plantation to the city, along with a vast bequest to New Orleans and Baltimore for public education. For 40 years after his death the city struggled to find the political

will and the money to make the park a reality. Not until 1891, when what we would call "neighborhood activists" received the job of management via the City Park Improvement Association, did City Park actually begin to function regularly. Since that August day nine years before the turn of the 20th century, the park has been a labor of love for its board, staff, and volunteer supporters.

Some of the features dating to earlier periods are the lagoon and its oak grove in the front along City Park Avenue and the bayou. Tucked inside is the stately Peristyle, a colonnaded platform guarded by a pair of lions. It was built in 1906 as a romantic dancing pavilion.

Visitors can have lunch and an ice cream at the old restored "Casino," now the Timkin Building, near the sculpture garden or ride the antique miniature train in Storyland. To see the vast green forested expanses in the rear of the park requires an automobile.

Like the city's smaller uptown Audubon Park, City Park's beauty derives from a combination of an elegantly classical built environment set within a careful imitation of the natural landscape of rural Louisiana. Both are worth a visit, and on any day will be filled with native New Orleanians and visitors loving the parks and being nurtured in return.

*Sally K. Reeves of the New Orleans Notarial Archives
may be reached at skrono@gnofn.org.*



View in New Orleans Botanical Garden. Courtesy Sally K. Reeves.

February 2005 Council Meeting

SAA Leaders Identify “Mega Issues,” Develop Advocacy Action Plan

While 24 hours may seem like a long time to sit in meetings, it's precious little when there are important discussions to be held. But SAA Council members completed their ambitious 24-hour agenda during the group's February 4-6 meeting in Washington, DC.

Putting first things first, on February 4 Council members met with Washington, DC-based facilitator James Dalton to identify the “mega issues” that are likely to affect the foundations of the archival profession in the next five years (and beyond). As these issues are refined in coming weeks, the Council will use them to develop strategic initiatives for the profession and the organization.

Joint advocacy efforts was the main topic of a Saturday morning planning session with the governing boards of the Council of State Historical Records Coordinators (COSHRC) and the National Association of Government Archives and Records Administrators (NAGARA). The group focused on developing an action plan to help restore funding for the National Historical Publications and Records Commission. For an outline of the issue, and to learn more about what you can do to help ensure NHPRC's continuation, see the SAA Web site at www.archivists.org.

Then in a 7-hour session on Saturday afternoon and Sunday morning, the Council took the following actions:

- Following nearly two years of development by the Committee on Ethics and Professional Conduct that included a public comment period and an open forum at the 2004 Annual Meeting, the Council **approved a revised Code of Ethics**. SAA's new Code (see page 13) is aspirational rather than restrictive, in keeping with a trend in association law that is intended to limit liability for professional associations that are not equipped to ensure members' compliance with ethics codes.
- Approved a Committee on Education and Professional Development (CEPD) recommendation that the **Online Education Directory** be made as comprehensive as possible, in keeping with SAA's goal of being the primary clearinghouse of information within the profession. Staff will develop an implementation plan for FY2006, the major features of which are: 1) a free basic listing intended to ensure the comprehensiveness of the directory and 2) a fee-based enhanced listing that will provide education programs with a marketing opportunity and SAA with non-dues revenue to support other Society efforts.

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Code of Ethics for Archivists

Preamble

The Code of Ethics for Archivists establishes standards for the archival profession. It introduces new members of the profession to those standards, reminds experienced archivists of their professional responsibilities, and serves as a model for institutional policies. It also is intended to inspire public confidence in the profession.

This code provides an ethical framework to guide members of the profession. It does not provide the solution to specific problems.

The term "archivist" as used in this code encompasses all those concerned with the selection, control, care, preservation, and administration of historical and documentary records of enduring value.

I. Purpose

The Society of American Archivists recognizes the importance of educating the profession and general public about archival ethics by codifying ethical principles to guide the work of archivists. This code provides a set of principles to which archivists aspire.

II. Professional Relationships

Archivists select, preserve, and make available historical and documentary records of enduring value. Archivists cooperate, collaborate, and respect each institution and its mission and collecting policy. Respect and cooperation form the basis of all professional relationships with colleagues and users.

III. Judgment

Archivists should exercise professional judgment in acquiring, appraising, and processing historical materials. They should not allow personal beliefs or perspectives to affect their decisions.

IV. Trust

Archivists should not profit or otherwise benefit from their privileged access to and control of historical records and documentary materials.

V. Authenticity and Integrity

Archivists strive to preserve and protect the authenticity of records in their holdings by documenting their creation and use in hard copy and electronic formats. They have a fundamental obligation to preserve the intellectual and physical integrity of those records.

Archivists may not alter, manipulate, or destroy data or records to conceal facts or distort evidence.

VI. Access

Archivists strive to promote open and equitable access to their services and the records in their care without discrimination or preferential treatment, and in accordance with legal requirements, cultural sensitivities, and institutional policies. Archivists recognize their responsibility to promote the use of records as a fundamental purpose of the keeping of archives. Archivists may place restrictions on access for the protection of privacy or confidentiality of information in the records.

VII. Privacy

Archivists protect the privacy rights of donors and individuals or groups who are the subject of records. They respect all users' right to privacy by maintaining the confidentiality of their research and protecting any personal information collected about them in accordance with the institution's security procedures.

VIII. Security/Protection

Archivists protect all documentary materials for which they are responsible and guard them against defacement, physical damage, deterioration, and theft. Archivists should cooperate with colleagues and law enforcement agencies to apprehend and prosecute thieves and vandals.

IX. Law

Archivists must uphold all federal, state, and local laws.

Approved by the SAA Council, Feb. 5, 2005.

Reading is as fundamental to human life as anything we can identify. Richard Rhodes, in his book about writing—*How to Write: Advice and Reflections* (New York: Quill, 1995)—states, “reading is the one necessary prerequisite for writing” (p. 7). Will anyone object if I restate this? Reading is the one necessary prerequisite for working as an archivist. By this, I mean that any individual’s comprehension of archival knowledge derives from reading the basic characterizations of this knowledge, and, as well, keeping current with it throughout one’s career. Rhodes also surmises, “sometimes I think writers are people who run out of good books to read and decide in desperation to write their own” (p. 87). This may be what propels some to

ing number of doctoral dissertations being completed on archival topics. Practice will remain an important component of professional knowledge, but so will theory and methodology that is so often better examined through serious research and reflective writing.

Individuals who have written about the nature of reading and its future have made some powerful assertions about its importance in our daily lives. Reading has been tied to personal transformation, lifelong learning, and a window into humanity’s past and accumulated wisdom. Mark Edmundson, in his provocative book *Why Read?* (New York: Bloomsbury Publishing, 2004), muses that the “test of a book lies in its power to map or transform a life” (p. 129). I like to think that working archivists reading one of SAA’s new publications might have their careers, if not their lives, changed by what they encounter in its pages. Perhaps they will discover a new approach to appraisal or reference or, even, light upon a new aspect of the archival community that they had not thought of before. Perhaps they will think differently than they did before they encountered the publication.

One of the potentially powerful aspects of reading is to realize that most practicing archivists share a common set of readings about their profession. Lynne Sharon Schwartz, in her wonderfully titled *Ruined by Reading* (Boston: Beacon Press, 1996), ruminates about the discipline of writing, saying “I read enough to find out how the discipline works, which is by accumulation and accretion, making a mosaic. You gather and place enough pieces, then step back and look” (p. 2). Archivists, reading through the Archival Fundamental Series II or the growing number of entries in the Archival Classics Series, have the opportunity to do the same. One of the reasons for building SAA’s publications program is to strengthen the view of the archival mosaic, so that archivists can possess a greater sense of the nature and importance of their mission in society.

For a long time, I have worried about the degree to which archivists indulge in reading, or, if they read at all. It is the rare message on any of the various listservs serving the archival community where one might find a reference to an interesting scholarly or professional discourse on some aspect of archival work. Robert Alter, in his criticism about the loss of reading as a pastime by those pursuing literary studies, *The Pleasures of Reading in an Ideological Age* (New York: W. W. Norton and Co., 1996), described how a “whole generation of professional students of literature have turned away from reading” (p. 11). In the archival profession, one might wonder whether there ever was

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Reading and Archival Knowledge

RICHARD J. COX

write books about archival topics, but it seems that the literature, both professional and scholarly, of use to the archivist is growing in depth and quality. And I fundamentally believe that *new* and *important* additions to the archival literature will derive from individuals interacting with what constitutes the existing written characterization of our discipline’s knowledge. Gaps, weaknesses, and particular perspectives all can be addressed only by an immersion in archival knowledge.

Some in the field might contest this perspective.

For a long time, many have seen practice and experi-

ence as keys to becoming an archivist. The growth of graduate education and the ongoing transformation of continuing education have challenged or enhanced, depending on one’s vantage, traditional avenues to becoming an archivist. However, the source of much of the professional

literature continues to be practice, either as it is codified through the process of writing, such as we might discern in T.R. Schellenberg’s classic books, or as it is challenged by research testing the assumptions supporting practice, such as we might find in the grow-

I like to think that working archivists reading one of SAA’s new publications might have their careers, if not their lives, changed by what they encounter in its pages.



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**Privacy & Confidentiality Perspectives:
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edited by MENZI BEHRND-KLODT and PETER WOSH

**Providing Reference Services
for Archives and Manuscripts**
(Archival Fundamentals Series II)
by MARY JO PUGH

Fall

**Political Pressure
and the Archival Record**
edited by MICHAEL COOK,
MARGARET PROCTER,
and CAROLINE WILLIAMS

Summer

**Arranging and Describing
Archives and Manuscripts**
(Archival Fundamentals Series II)
by KATHLEEN ROE

**A Glossary of Archival and
Records Terminology**
(Archival Fundamentals Series II)
by RICHARD PEARCE-MOSES

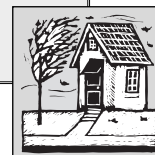
Winter

**Photographs: Archival Care
and Management**
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DIANE VOGT-O'CONNOR,
with contributions by
HELENA ZINKHAM, BRETT CARNELL,
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As 109th Congress Convenes, President Submits Budget—with NHPRC Zeroed Out

Dubbed the “reform Congress” by Republican leaders, the 109th Congress convened on January 4 to consider a complete package of government reforms proposed by the Bush administration, from opening the Arctic Refuge to oil exploration to comprehensive tort reform and overhaul of the Social Security system. The freshman class included nine new senators and just 38 representatives—the smallest incoming House class since 1989. The genial atmosphere in which both Republican and Democratic leaders spoke of the need to improve relations with opposition party members dissolved quickly in the House as members debated new rules. Some interesting new rules: one that allows members to take relatives other than spouses and children on official trips, and several new rules regarding deadlocks in committee.

The Federal Budget

President Bush advanced to Congress in early February a proposed FY2006 budget of \$2.57 trillion (see www.gpoaccess.gov/usbudget/fy06/). The proposal guts many domestic programs—some 150 federal programs are slashed or eliminated entirely. For better and worse, here’s a brief summary of how the proposed numbers look for archives-related activities:

NEH: \$138 million, the same as was recommended in FY2005. (But inflation and increased costs of operations translate into a programmatic cut.) This includes \$11.2 million for the “We the People” initiative, including such new activities as support for projects to digitize copies of scholarly editions and to prepare reference works on important figures and events in American history and culture. There is also a new national history competition for elementary and middle school students.

Historic Preservation Fund: \$38.7 million, the same as in FY2005. The budget includes \$12.5 million in matching grants to advance the goals of the “Preserve America” initiative, which provides one-time assistance to communities to demonstrate long-term approaches to using historic resources in an economically sustainable manner. To pay for that initiative, the “Save America’s Treasures” program (which has benefited several state archives programs) sees its funding cut from \$30 million to \$15 million.

Institute for Museum and Library Services: \$262 million, up \$21.5 million from FY2005. For the museum services section: \$39 million, a \$4.1 million increase. Includes support for a new program to fund African American museums and a related training program in African American history. For the library section: level funding at \$221 million.

National Archives and Records Administration: \$323 million, a 1.3 percent increase over FY2005. The recommendation includes \$281 million for operations and about \$6.1 million for facility construction. There is the requisite \$36 million for the Electronic Records Archives initiative, and \$100,000 to enable the Inspector General to increase investigations of missing or stolen documents.

National Historical Publications and Records

Commission: The most draconian archives-related proposal in the proposed budget is termination of all new grant funding and staff support for NHPRC. During the past 40 years, this small agency has awarded \$153 million in grants to more than 4,000 state and local government archives, colleges, universities, and individuals to preserve and publish important historical records documenting American history. The proposal to zero out the program seems especially bizarre given that President Bush signed legislation (P.L. 108-383) last year reauthorizing the agency at \$10 million per year for 5 years. Just last month the White House appointed two new representatives to serve on the commission. The Office of Management and Budget has given little support to NHPRC over the years, and once again it is targeted.

One hopeful sign for NHPRC is that last year, when the administration advanced only a slightly less harsh budget proposal (one that called for the elimination of just 65 programs), Congress ultimately axed only five. If any lesson can be drawn from that budget battle, it is that programs that saw their funding restored had their own dedicated and vocal constituencies who were willing to go to bat on their behalf.

A Call to Action!

Efforts to restore funding for programs targeted for cuts or elimination will be especially challenging this year, as Congress faces a record deficit projection of \$427 billion for FY2005 along with an ongoing war on terrorism, expensive new homeland security needs, a costly war in Iraq (which isn’t even included in the budget proposal), and a steadily declining dollar that is having little impact on balance-of-trade inequities.

The pressure is on Congress to regain control over spending. If the archives and history communities are to see the programs they care about hold their own or grow, we must mount a concerted grassroots effort.

The governing boards of SAA, the Council of State Historical Records Coordinators, and the National Association of Government Archives and Records Administrators met in early February and agreed to form a joint task force focusing on advocacy. The first task of that group is to coordinate efforts to overcome the NHPRC crisis. The National Coalition for History (of which SAA, COSHRC, and NAGARA are members), together with the National Humanities Alliance and the Federation of State Humanities Councils, has launched the “Humanities Advocacy Network”—a new legislative action tool that enables users to take direct action in communicating with governmental officials. Please use the new Web site at www.humanitiesadvocacy.org. The network is designed to serve as the central location for advocacy where those who care about supporting our nation’s investment in archives, education, research, preservation, and public programs in the humanities can get information and take action.



Documenting Democracy Chronicles 40 Years of NHPRC History

Documentary Democracy, a new publication from the National Historical Publications and Records Commission (NHPRC), presents an illustrated 40-year his-

tory of success stories from NHPRC's grant program, including projects ranging from preserving and publishing documents to research in the latest electronic records technology. As former Archivist of the United States John Carlin writes in the foreword, "the chronology of 40 years of documenting democracy at the NHPRC is itself part of the record, part of the essential evidence of your government at work." To request a copy, contact Richard Cameron at richardcameron@nara.gov.

Schlesinger Library Renovation Completed

After an extensive renovation, the Radcliffe Institute's Arthur and Elizabeth Schlesinger Library on the History of Women in America in Cambridge, Mass., reopened to the public in February. The library is home to an unparalleled collection of American women's history, including letters, diaries, photographs, books, periodicals, and oral histories and is particularly strong in suffrage, women's rights, social reform, family history, health and sexuality, work and professions, and culinary history. The \$7 million renovation improved the safety and security of these valuable holdings by improving temperature and humidity controls and reconfiguring library space and traffic flow. Areas on the first and second floors feature expanded exhibit and seminar facilities, and the double-height reading room, reminiscent of the original Radcliffe Library, offers patrons a comfortable working space.

Northwest Digital Archives

The Northwest Digital Archives is an online searchable database of guides to primary sources at 13 research institutions in Idaho, Montana, Oregon, and Washington. The database now contains more than 2,200 guides on numerous topics in Northwest history. Institutions currently represented are: Montana Historical Society Archives, Oregon Historical Society Research Library, Oregon State University Archives, Oregon State University Special Collections, Pacific Lutheran University Archives and Special Collections, Seattle Municipal Archives, University of Idaho Library Special Collections and Archives, University of Montana Maureen and Mike Mansfield Library, University of Oregon Libraries, University of Washington Libraries, Washington State Archives, Washington State University Libraries Manuscripts, Archives and Special Collections, Western Washington University Center for Pacific Northwest Studies, and Whitworth College. The project began in 2002 with funding from the National Endowment for the Humanities and National Historical Publications and Records Commission. Check out <http://mwda.wsulibs.wsu.edu>.

Calling All Archivists: Survey on Digital Asset Management

The Association of Moving Image Archivists (AMIA) is conducting a survey to determine how digital asset management has changed since its first survey 6 years ago. To ensure participation from as diverse a group as possible, AMIA invites all archivists to complete the survey—even those who don't primarily work with films and videos—and also vendors of digital asset management solutions.

Visit www.amia-net.com. There are three separate questionnaires aimed at different audiences. One questionnaire is for new users, or for facilities that are just starting to think about getting into digital asset management. The second questionnaire is for organizations that have been working with a digital asset management solution and understand how it has helped their organization. The third questionnaire is for the companies that create and provide digital asset management solutions.

You can assist AMIA by completing one of these questionnaires by April 30, 2005. Data collected will benefit the whole archival community. If you fill in contact information, AMIA will share the survey results with you. A summary of the results and findings will be published on the AMIA Web site, www.amianet.org. The specific responses from each questionnaire will not be made public and your privacy will be respected and protected. Thank you in advance for helping the archival community better understand what is happening in digital asset management.



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Communist Party Archives Online

The archives of Communist International (Comintern) are now available online. Founded by V.I. Lenin in 1919 and at its height composed of 70 communist parties based in Europe, Asia and North America, Comintern coordinated the legal and semi-legal activities of the member organizations, toward the goal of world proletarian revolution. Josef Stalin dissolved Comintern in 1943. The Comintern Online project was initiated in 1992 and includes an online inventory of the complete archives of the organization (1.2 million images of the most frequently used documents are available to researchers). It is managed by the International Committee for the Computerization of the Comintern Archives composed of representatives of the Council of Europe, the Rosarchiv, the Russian State Archive of Socio-Political History (RGASPI), the International Council on Archives, and eight partner organizations, which included the national archives of Switzerland, Germany, France, Italy, Sweden, the Ministry for Education and Culture of Spain, the Library of Congress, and the Open Society Archives of Budapest, Hungary. Visit www.comintern-online.com.

CCA Asks Government to Establish Archives Grant Program

On November 22, 2004, Canadian Council of Archives Chair Fred Farrell testified before the House of Commons Standing Committee on Finance on increased and stable funding to fulfill the increasing role that Canada's archives play in that country's knowledge-based economy. Farrell submitted two specific recommendations to the Standing Committee. One encouraged the government of Canada to renew its investment in the culture and heritage sector and ensure stable multi-year funding for culture and heritage institutions to help them improve their capacity to meet the evolving cultural needs of Canadians. The second sought to assist the viability of the federal government's research agenda in all parts of the country through the establishment of a \$75 million multi-year grant program to assist archives in delivering archival content to Canadians. The CCA is a network of thirteen provincial/territorial councils and more than 800 archival institutions that works toward preserving and making available Canada's documentary heritage.

Australians Draft "Professional Knowledge" Statement

A joint committee of the Australian Society of Archivists and the Records Management Association of Australasia has produced a draft "Statement of the Professional Knowledge Required by Recordkeepers." The statement is meant to solicit comments from archivists, records managers, and other interested parties on exactly what is the body of domain-specific professional knowledge that recordkeepers need and that should inform the content of graduate courses. The document is divided into three categories presented in the form of tables: Core Knowledge (knowledge that is domain specific to the professional practice of recordkeeping); Support or Subsidiary Knowledge (knowledge that enables recordkeepers to work

effectively in a range of work environments and to meet business and community expectations); and Other Professional Knowledge (knowledge that is possessed by members of other professions but an understanding of which is required by recordkeepers to enable them to integrate related activities into the recordkeeping environment). The statement was produced in response to a discussion that emerged during a session on this topic during the June 2004 meeting of the Archives and Records Education Stakeholders Forum (ARES). ARES was launched in 2002 as a joint effort of the Australian Society of Archivists and the Records Management Association of Australasia to discuss education issues on a regular basis. For more information on the ASA/RMAA joint statement visit www.archivists.org.au.

Rejuvenating African University Libraries

The Mortenson Center for International Library Programs, University of Illinois at Champaign-Urbana, is working with the Carnegie Corporation of New York on an initiative aimed at rejuvenating African university libraries. In March 2004, Mortenson Center director Barbara Ford and assistant director Susan Schnuer traveled to Ghana, Nigeria, Tanzania, and Uganda to assess the needs of seven university libraries that the Carnegie Corporation hopes to assist through its Partnership to Strengthen African Universities initiative. At each university location Ford and Schnuer, accompanied by Joyce Latham of the UI Graduate School of Library and Information Science, met with library staff to discuss training and technology needs. They generally found that the librarians they interviewed suffered from a lack of up-to-date computer technology, marginalization within the university community, and professional isolation. In a report submitted to the Carnegie Corporation last June, Ford, Schnuer, and Latham recommended training strategies to be delivered regionally, nationally, and internationally.

ICA and IFLA Offer Assistance in Tsunami Aftermath

On January 6, 2005, the presidents of the International Council on Archives (ICA) and the International Federation of Library Associations (IFLA) sent a letter to the executive directors of the major international intergovernmental organizations (the United Nations, UNESCO, UNICEF, the World Health Organization, etc.) offering ICA and IFLA assistance in the aftermath of the tsunami that hit south Asia in late 2004. The letter stated that "even in the face of the urgent needs to bury the dead and to provide shelter, clean water, and food for the living, it is vital to begin recovery operations on libraries and archives. Loss of archival information will hamper both the identification of victims and the reestablishment of communities." The letter also stressed the importance of seizing the opportunity to rebuild better archival and library facilities. "ICA and IFLA can provide advice on preservation and conservation of important resources, but also on the reestablishment of services, buildings and the other elements of this enormous challenge." To read the letter in its entirety, go to www.ica.org.

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Making History Modern

MICHAEL R. BULLINGTON was recently appointed the Manager of the McDonald's Golden Archives and Museum in west suburban Chicago. He was formerly Assistant Archives Manager at Kraft Foods Inc.



LEONORA A. GIDLUND has been appointed Director of the Municipal Archives Division, New York City Department of Records and Information Services. She formerly held the position of Deputy Director and was responsible for the appraisal, accessioning, arrangement and description of NYC government records. Leonora began her archival career working in Special Collections at Georgia State University in Atlanta.

CHARLES HARGROVE has been appointed Project Archivist at the Japanese American National Library in San Francisco. The library was awarded a one-year NHPRC grant to arrange and describe more than 30 years of accumulated archival collections previously inaccessible to researchers. Charles comes to California from the District of Columbia, where he was an archivist at the Carnegie Institution of Washington, and previously, project archivist at the Smithsonian Institution Archives.



Stepping Out: The Golden Age of Montreal Night Clubs, 1925-1955, by **NANCY MARRELLI**, was published by Véhicule Press in November 2004. Marrelli is the director of archives at Concordia

University in Montreal. This delightfully illustrated book features photographs and memorabilia from the Concordia archives that capture the era's lively jazz and nightclub scene in Montreal, giving the city its reputation as the "Paris of North America." For more information, visit www.vehiculepress.com/titles.html.

and memorabilia from the Concordia archives that capture the era's lively jazz and nightclub scene in Montreal, giving the city its reputation as the "Paris of North America." For more information, visit www.vehiculepress.com/titles.html.



DEBRA S. NOLAN has been named executive director of the Library Binding Institute. An association consultant based in Tequesta, Fla., Nolan was a long-time SAA staffer. She served SAA in a variety of capacities from 1991 to 2003, mainly as a meeting planner and also as interim co-executive director.



If Ever Two Were One: A Private Diary of Love Eternal, edited by **BRIAN A. SULLIVAN**, was published by Regan books in late 2004. Sullivan, senior reference archivist at Harvard University Archives, transcribed the journals kept between 1855 and 1903 by Francis Ellingwood Abbot. Through journal

entries, letters, and images of souvenirs long preserved, the true romance of a Victorian-era Harvard student and his beloved wife provide an engrossing read. For more information, visit www.reganbooks.com.

SAA Member Donates to Grenada Mission

The National Archives of Grenada was damaged significantly during the 2004 hurricanes in the Caribbean. To support the good works of the Caribbean Regional Branch of the International Council on Archives (CARBICA) in an assessment mission to determine what recovery steps are needed, one generous SAA member has donated \$1,000 to the Margaret Cross Norton Fund. SAA has, in turn, transferred the gift from the unrestricted Norton Fund to CARBICA for the emergency mission.

For more information about SAA's special funds, see www.archivists.org.

Obituary



R. JACKSON ARMSTRONG-INGRAM, 50, passed away Oct. 21, 2004, in Henderson, Nevada. A native of Belfast, Northern Ireland, he earned a B.A. from Goshen College in 1978.

A member of SAA for 12 years, he set up the St. Joseph County Archives in South Bend, Indiana, in 1991, supervising two moves in almost as many years. He worked with a variety of record holders in the area, including St. Mary's College and the St. Joseph County Public Library Genealogy Room. In addition, Jackson taught evening Cultural Anthropology courses as an adjunct at Indiana University South Bend from 1993 to 1997.

In 1997, Jackson moved to Carson City, Nevada, to continue archival work at the State Archives, becoming the state's first Electronic Records Archivist from July to October of 1999. After working as Archivist and Records Administrator for the city of Henderson, Nevada, from 1999 to the end of 2001, he became State Archivist for the state of Alaska in 2002. Health problems forced a return to Henderson where he continued to free-lance as an editor, consultant, and author for Kalimat Press, as well as a lecturer and consultant to other organizations. He wrote two books on Bahá'í subjects for Kalimat Press: *Written in Light: Abdu'L-Baha and the American Bahá'í Community, 1998-1921* (1998) and *Studies in Babi and Bahá'í History: Music, Devotions, and Mashriq'L-Adkhar* (1988). In 2002, he published a book on Henderson, Nevada, entitled *Images of America: Henderson*. His work on electronic archives includes *Digital Imaging Guidelines for Nevada Libraries and Archives* (2003).

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—Excerpted from *South Bend Tribune* (Dec. 4, 2004)

Saving the National Treasures

In February the PBS television show, *NOVA*, aired a special program entitled "Saving the National Treasures" examining a five-year multimillion-dollar project to restore America's priceless Charters of Freedom (i.e., the Declaration of Independence, the Constitution, and the Bill of Rights) now on display at the National Archives. In the segment, "A Conservative Approach," conservators **CATHERINE NICHOLSON** and **MARY LYNN RITZENTHALER** of the National Archives' Document Conservation Laboratory reflect on their nail-biting work, reveal what's really on the back of the Declaration, and explain why conservators today, unlike in the past, avoid heavy-handed restoration.

To read transcripts of the program, visit: www.pbs.org/wgbh/nova/charters/.

An Archival Story

Editor's Note: In his column in the Jan./Feb. 2005 issue of Archival Outlook, SAA President Rand Jimerson invited members to send him examples of how they explain the value of archives.

Dear Mr. Jimerson,

I read your article in *Archival Outlook*. I am new to the field. As a matter of fact, I have been an Archivist for all of three months. I work for a Religious Order and my job title is "Heritage Coordinator."

I liken archival work to sorting through a family chest. For this community, in particular, it is the stories of love in action which define us past, present and future. When I had the opportunity to go through a deceased grandmother's chest, I had a similar experience. Each thing in that trunk had a special story to it. I knew the stories because my grandmother and I were close and she shared these stories with me through the years. But to see the living evidence of what she had spoken to me about, was an eye and heart opening experience.

Of course, I assume my metaphor for this kind of work will be different in a year or more, but new into the role, these are the sensations evoked.

Sincerely,

JEANNE GUILFOYLE
Wheaton Franciscan Sisters Corporation
Wheaton, IL

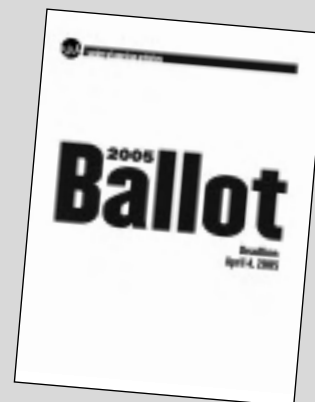
Share the latest developments in your career with SAA colleagues and friends. Send news to tbrinati@archivists.org.

2005 SAA Ballot: Cast Your Vote

Individual members of SAA will be receiving the 2005 ballot this month.

Please take a moment to vote for a vice president/president-elect, three Council members, and three Nominating Committee members. All ballots must be postmarked by Apr. 4, 2005, to be counted.

Election results will be posted in late April on the SAA Web site and published in the May/June issue of *Archival Outlook*. If you are an individual member and have not received a ballot, please contact Lee Gonzalez at lgonzalez@archivists.org or 312/922-0140.



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Volunteering 101

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leaders. But the Committee also strongly encourages individuals to volunteer.

Here are some of the qualities that the Vice President and Appointments Committee look for when appointing individuals:

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

ent perspectives are represented on committees, including those of different cultures as well as different geographic regions and types of repository.

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

- Individuals may be elected or appointed to only one position at a time.
- Individuals are not reappointed to another term unless there is a critical requirement to continue some aspect of the work beyond the appointment period.

Appointments are available in 2005-2006 for the following groups:

- ALA/SAA/AAM Joint Committee (2 positions)
- *American Archivist* Editorial Board
- American Library Association: CC:DA Liaison
- Awards Committee and Subcommittees:
 - C.F.W. Coker Award
 - Colonial Dames of America Scholarships and Donna Cutts Scholarship to the Modern Archives Institute
 - Distinguished Service Award
 - Philip M. Hamer and Elizabeth Hamer Kegan Award
 - Oliver Wendell Holmes Travel Award
 - J. Franklin Jameson Archival Advocacy Award
 - Sister M. Claude Lane, O.P., Memorial Award
 - Waldo Gifford Leland Award
 - Theodore Calvin Pease Award
 - Harold T. Pinkett Minority Student Award (2 positions)
 - Preservation Publication Award
- Committee on Education and Professional Development (3 positions)
- Diversity Committee (3 positions)
- Committee on Ethics and Professional Conduct (3 positions)
- Fellows Steering Committee
- Host Committee (several positions for Joint SAA/NAGARA/COSHRC meeting in Washington, DC)
- International Council on Archives Liaison
- International Council on Archives: Professional Archival Association Liaison
- ARMA/SAA Joint Committee on Records and Archives
- National Information Standards Organization (NISO) Liaison
- National Institute for the Conservation of Cultural Property (NIC) Liaison
- Publications Board (3 positions)
- Standards Committee (3 positions)



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Sign up to serve!

To volunteer to serve on a committee, task force, or as representative to other archival organizations, visit www.archivists.org/membership/volunteer.

What Council Did

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- Charged a Council task force to review and clarify the **role(s) of CEPD with regard to graduate and continuing education matters**, and recommend appropriate changes in the current structure that may serve to enhance SAA's ability to address these key areas.
- Approved unanimously a staff recommendation to proceed with **replacement of SAA's current association management software system**, beginning with retaining the services of a consultant to assist in developing a requirements document and request for proposal. Among the most serious limitations of the current system: no integrated Web content management; inability to import Web-based transactions (e.g., membership applications, event registrations, publication orders), resulting in manual re-keying of information; excessive use of custom reports; and no support for real-time credit card transactions. Council members agreed that such SAA objectives as enhanced interconnectivity and electronic aggregation of information cannot be achieved with existing systems, and that a new software system is critical to meeting current and emerging member needs and expectations.
- In response to a petition signed by 69 members and submitted to the Council in August 2004, agreed to appoint a Council task force to **review SAA's guidelines for the Annual Meeting proposal submission process** and to determine the appropriate role for section and roundtable endorsements in that process.
- Approved formation of **two new roundtables**: the Issues and Advocacy Roundtable and the Metadata and Digital Object Roundtable. Both roundtables will have organizational meetings on August 17 at New Orleans 2005.
- Approved a request from the Lesbian and Gay Archivists Roundtable that the \$1,000 received by LAGAR for its assistance in compiling data for the *Encyclopedia of LGBT History in America* be used to fund the Annual Meeting registration fee of an individual of LAGAR's choice through a "**Lesbian and Gay Archivists Roundtable Outreach Fund**," until such time as the fund is exhausted.
- Completed revisions to **SAA guidelines for the American Archivist Editor and Editorial Board**, and particularly those dealing with recruitment and selection of the Journal editor. See page 5 for the Call for Applicants for Journal Editor. And to learn more about SAA's guidelines for the Editorial Board and other appointed groups, see www.archivists.org/governance/handbook/index.asp.
- Adopted the Minutes of the August 2004 Council meetings, which are available for viewing at www.archivists.org/governance/index.asp.

The SAA Council will meet again May 20-22 in Chicago. If you have requests or concerns that you would like to bring to the Council's attention, contact President Rand Jimerson (rand.jimerson@wwu.edu) or Executive Director Nancy Beaumont (nbeaumont@archivists.org). ❖

Reading and Archival Knowledge

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a generation who could focus on reading, partly because of the long-term emphasis on apprenticeship and partly because of the lack of interesting and crucial texts for reading.

In some ways, the archival community is at a new crossroads in how it accesses knowledge. There is more published than ever before on the nature of the record, the archive, or the role of the archives in society, much of it constituting scholarship from fields just discovering the archival community and some of it deriving from new scholarship from long-entrenched area studies. I recently discovered, for example, a cluster of new studies on the nature of medieval documents providing interesting insights into the role of the archives in society, focusing on the nature of forgeries, the symbolic importance of documents, the role of records in the administration of institutions and government, why records are so critical to the sustenance of a community, and a host of other topics that will resonate even for the archivist contending with the challenges of modern records and recordkeeping systems.

Reading such accounts of medieval and Renaissance recordkeeping reveals that many perceived modern problems are not so new at all, but are intrinsic to the nature of recordkeeping (whatever the era). The medieval scholars consider matters like the challenge of reliability, accessibility to the information found in these records, the evolving nature and construction of new document forms, and the use of records for legal and governmental claims. Such studies represent a fresh interest in the nature of the record and the systems creating and sustaining them. Alfred Hiatt, in his analysis, notes, "by comparison with the history and theory of the book, the history and theory of the document has undoubtedly been underdeveloped." Things are looking up, with studies on literacy, reading, and more efforts to develop a "semiotics of the document," to understand the "visual, verbal, and even tactile" sense of documents (pp. 11-12). And with the books described here, we can see evidence of this. At the least, we learn that records have been important for a very long time, and that the issues and concerns challenging the continued use of documents we often believe are unique to us are, in fact, quite old.

Even though I am by no means an expert on medieval studies, I can recognize the importance of reading about the history of records and recordkeeping systems in that much earlier era. Consequently, we have added four new books on this topic to the Society's publications catalog: Robert F. Berkhofer, III, *Day of Reckoning: Power and Accountability in Medieval France* (Philadelphia: University of Pennsylvania Press, 2004); Alfred Hiatt, *The Making of Medieval Forgeries: False Documents in Fifteenth-Century England* (London: The British Library and University of Toronto Press, 2004); Sandra Raban, *A Second Domesday? The Hundred Rolls of 1279-80* (Oxford: Oxford University Press, 2004); and Ingrid D. Rowland, *The Scarith of Scornello: A Tale of Renaissance Forgery* (Chicago: University of Chicago Press, 2004). We wish all happy and productive reading. ❖



2005 CALENDAR

March 31-April 1

NAGARA, NARA-SW Region, Society of Southwest Archivists, Texas State Library and Archives Commission, and the University of Texas at Austin School of Information joint forum on electronic records issues (E-Records Forum) in Austin, Texas. This year's forum includes NARA's top management speaking on meeting technology's challenge for records management, including the Electronic Records Archives; a representative from the General Accountability Office speaking on the GAO report concerning the use of Social Security Numbers in Federal, State, and Local records; and speakers on Enterprise Content Management, Electronic Case Filing, Archiving Websites, New Technologies, and other electronic records issues. Registration and other information is posted at www.nagara.org.

April 4-6

The Conservation Center for Art and Historic Artifacts (CCAHA) presents "Where Artifact Meets Exhibition: Advances in Preservation Planning & Design," a three-day Educational Series to be held at the Walters Art Museum in Baltimore, MD. For information, visit www.ccaha.org or contact CCAHA's Preservation Services Office at 215/545-0613 or ccaah@ccaaha.org.

April 21-23

The spring meeting of the Mid-Atlantic Regional Archives Conference (MARAC) will be held at the Crowne Plaza Hotel in Albany, New York. The meeting is being co-sponsored by both the New York Archives Conference and the Capital Area Archivists of New York. The program theme, "Archives Lost and Found in Translation," will address the many ways in which archival documents are translated, from literal translation of Dutch colonial documents into English, to the translation that occurs when people use archival materials to write history, create works of fiction, and render historically accurate works of art. Featuring a wide range of speakers, including Pulitzer Prize winning novelist William Kennedy, NHPRC Executive Director Max J. Evans, and artist Len Tantillo, the program promises to be an enlightening one. For further information, visit the conference section of the MARAC Web site at www.lib.umd.edu/MARAC/Spring2005.htm.

April 28-30

Spring meeting of the Midwest Archives Conference in Chicago at the Wyndham Hotel. For more information: www.midwestarchives.org.

May 24-27

"Tribal Archives, Libraries and Museums: Preserving our Language, Memory and Lifeways," National Conference II, in Mesa, Arizona. For more info: www.statemuseum.arizona.edu/aip/leadershipgrant/natlconf/index.shtml.

June 8-11

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

June 13-24

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

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

July 10-22

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

a commitment to an archival career.

The principal faculty member will be David B. Gracy II, the Governor Bill Daniel Professor in Archival Enterprise, School of Information, the University of Texas at Austin and a Fellow of the Society of American Archivists. The program will feature site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

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

August 15-21

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

September 6-9

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

September 24-27

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

FUNDING

2005-2006 NHPRC Electronic Records Fellowships

The National Historical Publications and Records Commission (NHPRC) Electronic Records Fellows program, a collaborative of the

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

AIP Center for History of Physics

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

SAA SPRING 2005 EDUCATION CALENDAR

LEADERSHIP AND MANAGEMENT OF ARCHIVAL PROGRAMS

April 11, 2005 • University Park, PA

DESIGNING USABLE WEB SITES

April 15, 2005 • New York, NY

BASIC ELECTRONIC RECORDS

April 27, 2005 • Chicago, IL

ARCHIVAL PERSPECTIVES IN DIGITAL PRESERVATION

April 28-29, 2005 • Boston, MA

ADMINISTRATION OF PHOTOGRAPHIC COLLECTIONS

April 29-30, 2005 • Edwardsville, IL

UPDATED!

PRESERVING YOUR HISTORICAL RECORDS: AN ARCHIVAL HOLDINGS MAINTENANCE WORKSHOP

May 2, 2005 • University Park, PA

STYLE SHEETS FOR EAD – DELIVERING YOUR FINDING AIDS ON THE WEB

May 12-13, 2005 • Berkeley, CA

DESCRIBING ARCHIVES: A CONTENT STANDARD (DACS)

May 17, 2005 • Washington, DC

REVISED!

MARC ACCORDING TO DACS: ARCHIVAL CATALOGING TO THE NEW DESCRIPTIVE STANDARD

May 18-19, 2005 • Washington, DC

UNDERSTANDING ARCHIVES: AN INTRODUCTION TO PRINCIPLES AND PRACTICES

May 19-20, 2005 • Seattle, WA

NEW!

IT TRAINING FOR PRACTICING ARCHIVISTS Digital Libraries and Digital Archives Digitization of Archival Materials

May 20-21, 2005 • Boston, MA

ARRANGEMENT AND DESCRIPTION OF ARCHIVAL RECORDS

June 6, 2005 • University Park, PA

ARCHIVAL PERSPECTIVES IN DIGITAL PRESERVATION

June 9-10, 2005-03-03 • Lexington, KY

NEW!

WEB SEMINAR – SECURITY IN THE READING ROOM

June 7, 2005 • *Additional info forthcoming*

For details or to register, visit www.archivists.org/prof-education.
Questions? Call 312/922-0140 or email education@archivists.org.

301/209-3174; fax 301/209-0882; e-mail swearat@aip.org. *Deadlines for receipt of applications are June 30 and Dec. 31 of each year.*

Brown University Research Fellowship Program

The John Nicholas Brown Center is now accepting applications for its Research Fellowship Program. The center supports scholarship (research and writing) in American topics, primarily in the fields of art history, history, literature, and American studies. Preference is given to scholars working with Rhode Island materials or requiring access to New England resources. Open to advanced graduate students, junior or senior faculty, independent scholars, and humanities professionals. We offer office space in the historic Nightingale-Brown House, access to Brown University resources, and a stipend of up to \$2,500 for a term of residence between one and six months during one of our two award cycles each year: January through June; July through December. Housing may be available for visiting scholars. *Application deadlines are: Nov. 1 for residence between January and June; Apr. 15 for residence between July and December.* To request an application, please contact: Joyce M. Botelho, Director, The John Nicholas Brown Center, Box 1880, Brown University, Providence, RI 02912. 401/272-0357; fax 401/272-1930; Joyce_Botelho@Brown.edu.

California Institute of Technology

The Victor and Joy Wouk Grant-in-Aid Program offers research assistance up to \$2,000 for work in the Papers of Victor Wouk in the Caltech Archives. The Maurice A. Biot Archives Fund and other designated funds offer research assistance up to \$1,500 to use the collections of the Caltech Archives. For all funds, applications will be accepted from students working towards a graduate degree or from established scholars. Graduate students must have completed one year of study prior to receiving a grant-in-aid. For the Biot award, preference will be given to those working in the history of technology, especially in the fields of aeronautics, applied mechanics and geophysics. No applicant may receive more than two awards, and awards will not be given to the same applicant in consecutive 12-month periods. Grants-in-aid may be used for travel and living expenses, for photocopy or other photo-reproduction costs related to the research project, and for miscellaneous research expenses. Funds may not be used for the purchase of computer software or hardware. For further information: <http://archives.caltech.edu>. *Applications will be reviewed quarterly, on January 1, April 1, July 1 and October 1 of each year.*

Carl Albert Congressional Research and Studies Center Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program, which provides financial assistance to researchers working at the Center's archives. Awards of \$500-\$1,000 are normally granted as reimbursement for travel and lodging. The Center's holdings include the papers of many former members of Congress, such as Robert S. Kerr, Fred Harris, and Speaker Carl Albert of Oklahoma; Helen Gahagan Douglas and Jeffery Cohelan of California; Sidney Clarke of Kansas; and Neil Gallagher of New Jersey. Besides the history of Congress, congressional leadership, national and Oklahoma politics, and election campaigns, the collections also document government policy affecting agriculture, Native Americans, energy, foreign affairs, the environment, the economy, and other areas. The Center's collections are described online at www.ou.edu/special/albertctr/archives/. The Visiting Scholars Program is open to any applicant. Emphasis is given to those pursuing postdoctoral research in history, political science, and other fields. Graduate students involved in research for publication, thesis, or dissertation are encouraged to apply. Interested undergraduates and lay researchers are also invited to apply. The Center evaluates each research proposal based upon its merits, and funding for a variety of topics is expected. No standardized form is needed for application. Instead, a series of documents should be sent to the Center, including: (1) a description of the research proposal in fewer than 1000 words; (2) a personal vita; (3) an explanation of how the Center's resources will assist the researcher; (4) a budget proposal; and (5) a letter of reference from an established scholar in the discipline attesting to the significance of the research. *Applications are accepted at any time.* For more information, please contact: Archivist, Carl Albert Center, 630 Parrington Oval, Room 101, University of Oklahoma, Norman, OK 73019; 405/325-5401; fax 405/325-6419; channeman@ou.edu.

CLIR/DLF Fellowship

The Council on Library and Information Resources (CLIR) and the Digital Library Federation (DLF) are pleased to announce a new opportunity for librarians, archivists, information technologists, and scholars to pursue their professional development and research interests as Distinguished Fellows. The program is open to individuals who have achieved a high level of professional distinction in their fields and who are working in areas of interest to CLIR or DLF. For more information, visit

www.clir.org. The fellowships are available for periods of between three and twelve months and are ideal for senior professionals with a well-developed personal research agenda.

Archie K. Davis Fellowships

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

Ian Maclean Research Grant

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

Pennsylvania Historical and Museum Commission

The Pennsylvania Historical and Museum Commission invites applications for its 2005-2006 Scholars in Residence Program, including applications for collaborative residencies. The Scholars in Residence program provides support for up to eight weeks of full-time research and study in manuscript and artifact collections maintained by any Commission facility, including the Pennsylvania State Archives, The State Museum of Pennsylvania, and 25 historic sites and museums around the state. Collaborative residencies fund research that relates to the interpretive mission and advances the programmatic goals of a PHMC program or facility,

including the agency's history sites and museums. A collaborative residency proposal must be filed jointly by the interested scholars and host program/facility. Residency programs are open to all who are conducting research on Pennsylvania history, including academic scholars, public sector professionals, independent scholars, graduate students, educators, writers, filmmakers, and others. Residencies are available for up to eight weeks between May 1, 2005, and April 20, 2006, at the rate of \$375 per week. Deadline for application is January 14, 2005. Complete information and application materials are available at www.phmc.state.pa.us or by contacting: Division of History, Pennsylvania Historical and Museum Commission, Commonwealth Keystone Building-Plaza Level 400 North St, Harrisburg, PA 17120-0053; ph. 717/787-3034; lshopes@states.pa.us.

The Pepper Foundation's Visiting Scholars Program

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

Recording Academy Grants

The National Academy of Recording Arts & Sciences, Inc., also known as the Recording Academy, awards grants to organizations and individuals to support efforts that advance: 1) archiving and preserving of the musical and recorded sound heritage of the Americas; 2) research and research implementation projects related to music teaching methodology in early childhood and the impact of music study on early childhood development; and 3) medical and occupational well being of music professionals. Priority is given to projects of national significance that achieve a broad reach and whose final results are accessible to the general public. Grant amounts generally range from \$10,000-\$20,000. For projects of particu-

larly broad scope or importance applicants may request support in excess of the standard guidelines. The Recording Academy reserves the right to award each grant on a case-by-case basis. Grant requests may span a time period from twelve to twenty-four months. The grant application is available online at www.GRAMMY.com/grantprogram. Applicants must use the current grant application only.

Rockefeller Archive Center Visiting Archivist Fellowship

The Rockefeller Archive Center has established a Visiting Archivist Fellowship geared to professional archivists from the developing world. The Visiting Archivist will be in residence at the Center for up to one month for the purpose of enhancing professional development and expanding his/her knowledge of the Center's holdings relating to the fellow's country or region. The Visiting Archivist will receive a \$5,000 stipend for a four-week period. The stipend is intended to cover the costs of housing, food and local transportation. Inquiries about the program and requests for application materials should be sent to Darwin H. Stapleton, Executive Director, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, New York 10591.

Save America's Treasures

The National Park Service in partnership with the President's Committee on the Arts and the Humanities, the National Endowment for the Arts, the National Endowment for the Humanities, and the Institute of Museum and Library Services is seeking applicants for its Save America's Treasures 2005 grant program. Save America's Treasures makes critical investments in the preservation of our nation's most significant cultural treasures. Grants are awarded for preservation and/or conservation work on nationally significant intellectual and cultural artifacts and nationally significant historic structures and sites. Grant amounts range from \$50,000 to \$1 million to conserve collections, and from \$250,000 to \$1 million for historic property and sites projects. All the awards must be matched 1:1. Complete guidelines, applications and information, as well as a database of previous awardees, can be found at www2.cr.nps.gov/treasures/index.htm. **Deadline for applications is Feb. 1, 2005.** For general information, contact Kimber Craine at kcraine@pcah.gov or 202/682-5661.

Morris K. Udall Archives Visiting Scholars Program

The University of Arizona Library Special Collections houses the papers of Morris K. Udall, Stewart L. Udall, David K. Udall, Levi Udall and Jesse Udall. The library's holdings

also include related papers of noted politicians Lewis Douglas, Henry Ashurst and George Hunt. To encourage faculty, independent researchers, and students to use these materials, the Morris K. Udall Archives Visiting Scholars Program will award up to three \$1,000 research travel grants and four \$250 research assistance grants in the current year. Preference will be given to projects relating to issues addressed by Morris K. Udall and Stewart L. Udall during their long careers of public service on environment, natural resources, Native American policy, conservation, nuclear energy, public policy theory and environmental conflict resolution. **Eligibility:** The grants are open to scholars, students, and independent researchers. **Awards:** The \$1,000 research travel grants will be awarded as reimbursement for travel to and lodging expenses in Tucson, Arizona. These grants do not support travel to locations other than Tucson. The \$250 research assistance grants will be awarded to assist local researchers. **Application Procedures: Applications will be accepted and reviewed throughout the year.** Please mail a completed application form with three sets of the following materials: 1) a brief 2-4 page essay describing your research interests and specific goals of your proposed project; and 2) a 2-3 page brief vita. To request an application, contact: Roger Myers, University of Arizona Library Special Collections, P.O. Box 210055, Tucson, AZ 85721-0055, myersr@u.library.arizona.edu.

U.S. Capitol Historical Society Fellowship

Inaugurated in 1986, the Capitol Fellowship Program has provided financial support to more than a score of scholars researching important topics in the art and architectural history of the United States Capitol Complex. Fellowship support permits scholars to use the extensive documents housed in the Office of the Architect of the Capitol, the Library of Congress and the National Archives. Graduate Students enrolled in a degree program in art or architectural history, American history, or American studies and scholars with a proven record of research and publication may apply. The proposed topic must directly relate to some elements of art or architecture within the United States Capitol complex: the Capitol, the congressional office buildings, the Library of Congress buildings, the Supreme Court buildings, and the Botanic Garden. Depending upon the scope of the proposal, the fellowship may be requested for a minimum of one month and a maximum of one year. The amount of the fellowship will be \$1500 per month, up to a maximum of \$18,000 for a full year. **Applications must be postmarked by March 15.** Further information is available from www.uschs.org/01_society/subs/01d_01.html.



ARCHIVES/MEDIA ASSISTANT

*Susquehanna University
Selinsgrove, PA*

The Library seeks a candidate to oversee the University Archives Collection; work with faculty to advance student use of the Archives for research; recommend retention of old and selection of new materials; and process existing collections and incoming materials. Will maintain order of the collections; create and update finding aids; and supervise student workers. Candidate will staff the

Media Center desk and circulate collections and equipment as needed. **Qualifications:** Bachelor's degree in library science, history or related discipline; some archival coursework; archival, library or other appropriate experience; good communication skills essential; ability to learn basic troubleshooting for audio/video equipment. Ongoing, part-time, 9.5 month position with partial benefits. Review of resumes will begin immediately and continue until the position is filled. **To apply, contact:** Dr. Rebecca Wilson, Susquehanna University, Blough-Weis Library, 514 University Ave, Selinsgrove, PA 17870; 570/372-4321; fax 570/372-4310; wilsonb@susqu.edu; www.susqu.edu.

implementation of strategies to employ digital technologies. Promotes Special Collections and participates in related professional organizations and activities. Provide general reference service. **Requirements:** ALA-accredited M.L.S. or graduate degree in history or related field. Graduate level course work in archival administration. Supervisory experience. Two years plus of relevant experience with manuscript processing. XML markup experience. Effective analytical and writing skills. Demonstrated working knowledge of EAD and descriptive tools such as LCSH, AACR2, and AAPM or DACS. Flexibility and capacity to thrive in a rapidly changing environment. Excellent interpersonal skills. Ability to lift and carry heavy boxes weighing 40 pounds. **Preferred:** Web authoring and database design. ACA certification. **Salary and Rank:** \$40,500-\$44,500 for 12 months commensurate with the candidate's experience. Appointment at a faculty rank, on a contract renewal basis. Submit a cover letter addressing the above qualifications; resume; name, address and phone number of three references, including immediate supervisor. Review of materials will begin March 4, 2005 and continue until the position is filled. **To apply, contact:** Wyndra Carter, Georgia State University, University Library, 100 Decatur Street, Atlanta, GA 30303-3202; 404/651-2172; fax 404/651-2476; libwkc@langate.gsu.edu; www.library.gsu.edu.

HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

Rate: 92¢ per word

**INSTITUTIONAL MEMBERS OF SAA
RECEIVE A 50% DISCOUNT.**

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

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

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

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

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

ARCHIVIST

*Montefiore Medical Center
Bronx, NY*

Montefiore Medical Center is one of the largest health-care systems in the nation and, as the University Hospital and Academic Medical Center for the Albert Einstein College of Medicine, a leading center for medical education and research. You will be responsible for acquiring, arranging, preserving and providing access to the material of MMC archives, including publications, correspondences, reports, presentations, photographs and other documents. Requires a M.L.S. from an ALA accredited library school with an archives concentration or a master's degree in history with an archival concentration/archival management certificate. A minimum of two years experience in an archives environment is essential. Excellent oral presentation, written communication, reference and research skills a must. Strong computer skills including all Microsoft Office applications. Certification by the Academy of Certified Archivists preferred, working knowledge with digitization technology a plus. **Experience The Montefiore Difference.** We offer a competitive salary and comprehensive benefits package. If you would like to join our team and not only be a part of the difference but make one, please send your resume with current salary to: Career Services, Montefiore Medical Center, 111 East 210th Street, Job Code WKA-05004, Bronx, NY 10467; fax 718-920-2242; wkkelley@montefiore.org; www.montefiore.org. We are an equal opportunity employer.

**ARCHIVIST/COORDINATOR,
ARRANGEMENT AND DESCRIPTION**

*Georgia State University
Atlanta, GA*

Georgia State University is seeking an Archivist to manage the processing of manuscript collections related to southern labor, popular music, women's activism or Georgia State University. The successful candidate plans and carries out the workflow of the processing unit with the Special Collections Department to ensure the physical processing/arrangement of the Library's manuscript holdings; help create intellectual access to materials; ensures correct application for the description of archival and manuscript collections; serve as a liaison with other departments in the Library as well as other Special Collections repositories at a state and national level on joint digital endeavors; lead the

ARCHIVIST AND LIBRARIAN

*Lehigh County Historical Society
Allentown, PA*

Seeking an experienced, innovative, and energetic leader to direct the Society's library and archives department. The collection includes over 10,000 books, 50,000 photographs, and 20,000 manuscripts documenting the almost 200 years of the County's history. Strengths of the collection include Pennsylvania-German materials, genealogy, and items related to the history of Allentown. The Society celebrated its 100th anniversary in 2004, and in April 2005, it moves to its new, state-of-the-art facility, which includes a large reading room with public computer access and ample storage and processing areas. **Departmental responsibilities include:** appraising, cataloging (Minaret database), developing, preserving, and providing reference for the collections; developing public programs; managing the budget; supervising volunteers; and applying for grant funds and managing resulting projects. Work as a team with education and museum collections curator on exhibits. **Qualifications:** Master's degree in history, library science or related field, with formal coursework and/or professional experience in archival management; two years of professional experience in the archival or library field; experience with developing projects and writing successful grant applications; familiarity with digitizing archival materials and with genealogy research. Full time position, including some Saturdays. Send cover letter, resume, and a list of three references. **To apply, contact:** Archivist Search, Lehigh County Historical Society, P.O. Box 1548, Allentown, PA 18105-1548; fax 610/435-9812.

ARCHIVIST FOR INSTITUTIONAL RESEARCH AND PUBLIC SERVICES

*The Archives of the Episcopal Church
Austin, TX*

Opening available for an experienced professional interested in historical inquiry, archival practice, and the organization of knowledge. The Research Archivist is the Archives' public contact and has a significant influence on institutional perceptions of the agency's contribution to organizational memory and mission. The job involves a variety of archival responsibilities; uncommon good sense and judgment, excellent writing and communication skills, and appreciation for faith traditions are qualities required beyond expected professional competencies.

Qualifications: minimum 2 years experience in research-related activity, preferably in an organizational archives; M.A. in a field of information studies or public history; solid computer skills. Salary minimum is \$41,200, negotiable DOE; excellent benefits, EOE. Send resume, letter, names of three references or e-mail attachments with subject line: Job Application. **To apply, contact:** Vicki Beaman, HR Manager, The Archives of the Episcopal Church, P.O. Box 2247, Austin, TX 78768; research@episcopalarchives.org; www.episcopalarchives.org/research_archivist.html.

ARKANSAS HISTORY COMMISSION DIRECTOR

Little Rock, AR

Salary: Up to \$74,200 depending on experience and qualifications. **Closing date:** 3/11/2005. Known as the State Historian, this position serves as a leader in regard to matters of state and local history. Answers to a board of commissioners, has charge over a professional and support staff of 20, and an operating budget in excess of \$1.3 million. Must possess extensive knowledge of Arkansas history, principles of archival management, modern archival/curatorial processes, and experience in both fiscal and personnel management. Excellent research and writing skills are required. Must have a propensity to relate to state legislature. Government experience would be helpful, but not necessarily required. The person selected must have been granted a doctoral degree in the field of history by a duly accredited institution of higher education, or the commission may select a person who, as determined by the commission, has the equivalent of a doctoral degree. This determination shall be based upon the academic background, editorial ability, knowledge of and interest in history, and experience on that field. This position offers a full benefit package including paid holidays, annual and sick leave, health insurance and retirement pension. EOE/AA/ADA. Women and minorities are encouraged to apply. For a more detailed description to be emailed to you, send an email with only the subject line "History Commission Director Job Description" to mary.stiles@arkansas.gov. Only job description requests, not resumes or job applications, should be sent to this address. For additional listings call our job line at 501/340-3993 or visit our Web site at www.arkansas.com/employment or www.ark-ives.net.

To apply, contact: Arkansas Department of Parks & Tourism, Dept: S03PH, One Capitol Mall, Little Rock, AR 72201; 501/682-7742; fax 501/682-1364; natural.jobs@mail.state.ar.us; www.arkansas.com or www.ark-ives.net.

ASSISTANT ARCHIVES MANAGER

*Kraft Foods Inc.
Morton Grove, IL*

Kraft Foods Inc., the second largest food company in the world and largest food company in North America, is looking for a dynamic and creative individual to join our Archives team in our Morton Grove, Illinois location. Under the direction of the Archives Manager, the Assistant Archives Manager will be involved in all aspects of archival activity including: acquiring, appraising, accessioning, and arranging and describing company records that have historical and enduring business value. They will oversee security and physical preservation. They will oversee key research projects and provide reference services to employees, business partners and others on questions involving the company's brands and history. They will assist with the implementation and administration of databases and web-based tools and oversee processing projects and the setting of processing priorities. **The successful candidate must possess the following:** Master's degree in history, library science or related field with graduate level coursework in archives; Excellent verbal and written communication skills; Demonstrable historical research experience; Ability to multi-task; 3-5 years experience in an institutional or business archives; Ability to work independently or with teams; Ability to perform the physical activities associated with an archival environment. **Preferred qualities include:** strong analytical and organizational skills; knowledge of electronic record keeping and electronic records management; familiarity with DAM and EDMS tools; Certified Archivist. This full-time position offers a competitive salary and benefits package. No relocation assistance available. Qualified candidates may submit their resume and letter of interest to hire@kraft.com. Kraft is an equal opportunity/affirmative action employer M/F/D/V **To apply, contact:** hire@kraft.com.

ASSISTANT, ARCHIVES / RECORDS MANAGEMENT

*United States Tennis Association
White Plains, NY*

This position provides administrative, clerical, and technical support to the USTA Archivist/Records Manager in the development and operation of the USTA records management and archives program. The position also provides administrative support on a 20% part-time basis for the Office of the Executive Director. **Qualifications:** High school graduate; some college preferred; Knowledge of common office software; Typing and data entry skills—minimum 35 wpm; Ability to lift 30 lbs.; Experience in an office work environment performing common administrative and clerical functions; Knowledge of tennis; Familiarity with functions and activities of USTA; Experience working with

records and filing systems; Writing skills and experience. **To apply, contact:** Human Resources, United States Tennis Association, 70 West Red Oak Lane, White Plains, NY 10604; http://lusta.recruitmax.com/ENG/.

ASSISTANT ARCHIVIST

*Wenner Media
New York, NY*

Wenner Media seeks an organized and detail oriented individual, who is familiar with the nature of archival work, to track files and artifacts, update inventories, scan and upload materials to the inventory system, maintain supplies, handle clerical work and special projects. The ideal candidate must understand the importance of historic context, accuracy in documenting and care in manipulating delicate archival materials. Proficiency in Photoshop, scanning and Excel are required. **To apply, contact:** Pamela Pariser, Wenner Media, 1290 6th Ave/Floor 2, New York, NY 10104; fax 212/484-1721; hr2@wennermedia.com.

ASSISTANT CATALOGER

*Pacifica Radio Archives
North Hollywood, CA*

This 3/4-time (30 hours a week) position provides clerical and technical support to the PRA Director and Archivist in the development and operation of the PRA records management. The position also provides support for PRA Web site and for special projects as designated. Salary commensurate with experience. **Qualifications:** High school graduate; some college preferred; Knowledge of common office software; Typing and data entry skills—minimum 35 wpm, Ability to lift 30 lbs.; Experience in an office work environment performing common administrative and clerical functions; Familiarity with functions of HTML and MySQL; Experience working with records and filing systems. **To apply, contact:** Brian DeShazor, Pacifica Radio Archive, 3729 Cahuenga Blvd. West, North Hollywood, CA 91604; 818/506-1077; fax 818/506-1084; pacarchive@aol.com; www.pacificaradioarchives.org.

ASSISTANT RECORDS MANAGER

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

The American Catholic History Research Center and University Archives at The Catholic University of America seek a professional archivist with training and experience working in archives as well as expertise in records management policies and procedures. He/she will also be expected to perform reference, arrangement and description, and conservation work with the entire collection as part of the Center's professional staff but also to advise and assist the Archivist and Associate Archivist in surveying, inventorying, and scheduling for disposition university records of various formats including textual, photographic, and electronic. Experience working in an archives and either a master's degree in the humanities with courses in

archives methods or an M.L.S. with an archival concentration and courses in records management is required. Familiarity with internet applications for archives and experience in providing reference on, and processing collections is preferred. The Center collects records and papers of The Catholic University of America as well as materials documenting the history of Catholics in America, particularly Catholic social justice movements, Catholic intellectuals and leading activists, and national Catholic organizations. The Assistant Records Manager must be a self motivated team player with good research, writing, and communications skills. The position is funded for three years with a salary in the mid thirties and an attractive benefit plan. **Send letter and resume to:** Employment Manager, Office of Human Resources, The Catholic University of America, 620 Michigan Avenue, NE, Washington, DC 20064; 202/319-5050; resumes@cua.edu. Regardless of their religious or denominational affiliation, all employees are expected to respect and support the University's mission. The Catholic University of America is an Affirmative Action/Equal Employment Employer. EOE/AA/V/D/M/F.

ASSOCIATE LIBRARIAN OF HOUGHTON LIBRARY FOR COLLECTIONS

*Houghton Library
Harvard College Library
Cambridge, MA*

Reporting to Librarian of Houghton Library, manages work of Library's curatorial departments; supervises/coordinates accessibility of collection through acquisition of all Library materials (purchase and gift), collection management (including loan/permission policies/digital projects), and public programs related to collections (including oversight and development of exhibitions/publications); provides leadership for planning/development/management of Library's curatorial affairs and creates an integrated operation from several formerly separate units; supervises 4 Curators and a Library Assistant; serves as primary liaison to the Conservator for Houghton Collections and the Weissman Preservation Center. The curatorial departments consist of 11 members (9.5 FTEs) and include a Curator of the Donald and Mary Hyde Collection of Dr. Samuel Johnson, a Curator of Modern Printed Books and Manuscripts, a Curator of the Harvard Theatre Collection, and the Philip Hofer Curator of Printing and Graphic Arts, who also serves as the Curator of Early Books and Manuscripts; works closely w/Librarian/curatorial staff, and Associate Librarians for Public Services and Technical Services in long-range planning/establishing of policies/procedures. It is expected that in the near future significant time will be spent on grant-funded/digital projects in which the 3 Associate Librarians will play a major role in planning/implementation. **Requirements:** M.L.S. or equiv degree w/significant curatorial/managerial experience within a special collections library, preferably within an academic setting, including proven skills working with a variety of people and supervision of staff. An advanced degree in a sub-

ject pertinent to collections of Library is preferred; must have excellent communication/development skills w/high energy and imagination for this crucial new position, as well as a willingness to work in close cooperation w/colleagues in shaping the future of Houghton Library. **To apply, contact:** Job requisition #21816; www.jobs.harvard.edu.

ASSOCIATE LIBRARIAN OF HOUGHTON LIBRARY FOR TECHNICAL SERVICES

*Houghton Library
Harvard College Library
Cambridge, MA*

Reporting to Librarian of Houghton Library, manages Library's technical services; has primary responsibility for accessibility of collection through acquisitions, cataloguing, and shelf preparation of all Library materials, covers wide range of special collections, including rare books, serials, archival/manuscript collections, audiovisual materials (prints, drawings, photographs, video and sound recordings), realia and digital files. Access to collection is provided by 3 local catalogues (HOLLIS, OASIS and VIA); provides leadership for planning/development/management of Technical Services and creates an integrated operation from 2 formerly separate workflows; supervises Senior Cataloguer for Printed Books, Senior Cataloguer for Manuscripts, Technical Services Librarian and Shelf Preparation Team. Department of Technical Services consists of 21 members (20.5 FTEs); works closely w/Librarian and Associate Librarians for Public Services and for Collections in long-range planning/establishing policies/procedures. It is expected that in near future significant time will be spent on grant-funded/digital projects in which the 3 Associate Librarians will play a major role in planning/implementation. **Requirements:** M.L.S. or equiv degree with significant managerial experience, preferably in a special collections library in an academic setting, including proven skills working w/variety of people and supervision of staff. Knowledge of current cataloguing standards for all formats & awareness of emerging trends and technologies in tech processing e.g.: (MARC21, EAD, AACR2). Demonstrated experience in integrated library system, preferred w/Ex Libris Aleph online system. Reading knowledge of at least 2 foreign languages and broad humanities background, required. Must have excellent communication/development skills w/high energy and imagination for this crucial new position, as well as a willingness to work in close cooperation with colleagues in shaping future of Houghton Library. **To apply, contact:** Job requisition #21818; www.jobs.harvard.edu.

CURATOR OF THE DONALD AND MARY HYDE COLLECTION FOR DR. SAMUEL JOHNSON

*Houghton Library
Harvard College Library
Cambridge, MA*

Reporting to Associate Librarian of Houghton Library for Collections for the Houghton Library, manages the Hyde Collection of Dr. Samuel Johnson and Library's general collection of 18th-century manuscripts/ printed books. Oversees man-

agement, care, and development of Collection through acquisitions, correspondence, exhibition and publication, and selection of materials for conservation and preservation. Works closely w/other curatorial staff and w/Associate Librarian for Collections in long-range planning and establishing of policies and procedures. Develops collection through purchases and gifts. Works w/members of rare book trade, private collectors and potential fund donors. Interacts with members of the Department of Technical Services as materials are acquired and processed. Participates in conservation and preservation decisions related to the collections. Provides consultation on use of collection. Produces timely/informed correspondence about collection. Interacts w/researchers, faculty, students and members of the Department of Public Services. Participates in committees. Supervises and contributes to ongoing projects. Performs research on the collection and on related materials, resulting in lectures, publications, and exhibitions, which will disseminate results of curatorial research. Facilitates work of other colleagues in Library and in the field. **Requirements:** M.L.S. or equiv degree and an advanced degree in an academic discipline related to holdings of the Hyde Collection required. Familiarity with 18th century in England, Europe and North America. Significant experience within a special collections library, preferably within an academic setting, including proven skills working with a variety of people. Knowledge of at least 2 European languages is preferred. Microsoft Office. Experience w/diverse research resources preferred. **To apply, contact:** Job requisition #21817; www.jobs.harvard.edu.

CURATOR, MANUSCRIPTS AND ARCHIVES

*The University of Southern Mississippi Libraries
Special Collections, McCain Library and Archives
Hattiesburg, MS*

Curator, Manuscripts and Archives: The University of Southern Mississippi Libraries seeks an experienced archival professional to lead its historical manuscripts and university archives program. The curator of manuscripts and archives communicates with potential donors to acquire new materials, arranges and describes collections, assists researchers, manages preservation, establishes policies and plans for the unit, collaborates on digital projects, and oversees retention of university records. The curator of manuscripts and archives, supervises the archives specialist and reports to the head of Special Collections. The successful candidate will have either a master's degree in archival or library science from an ALA-accredited program or a master's/doctoral degree in a closely related field; significant experience in an archival setting; excellent donor relation skills; demonstrated knowledge of archival principles and conservation techniques; knowledge of records management and descriptive standards for archives, including USMARC and APPM; supervisory experience; excellent research skills; and strong oral and written communication skills. The University Archives holds more than 10,000 cubic feet of historical manuscripts and records, specializing in the Civil Rights movement,

the timber and railroad industries in Mississippi, the Civil War, university records, and other original materials associated with Mississippi history and culture. Among its holdings are the papers of Theodore G. Bilbo, William Colmer, Will D. Campbell, and Victoria Gray Adams, as well as the Herbert Randall Freedom Summer photographs. The University Archives is a unit of the Special Collections Department, which also includes the internationally recognized de Grummond Children's Literature Collection, the Mississippiana Collection, Rare Books, and the Digital Program, which is currently engaged in the Civil Rights in Mississippi Digital Archive project funded by the Institute for Museum and Library Services. The salary range is mid-30s to mid-40s and commensurate with experience. Benefits include a choice of retirement plans, health insurance, and 33 days combined personal and sick leave. Librarians at the University of Southern Mississippi hold tenure-track, 12-month positions and have faculty status and rank. Professional activity and service are expected. **Review of applications will begin March 21, 2005, and continue until the position is filled.** Send a letter of application, vitae, and the names, addresses, phone numbers, and e-mail addresses of three current professional references to: Peggy Price, Head of Special Collections, The University of Southern Mississippi, McCain Library and Archives, 118 College Drive #5148, Hattiesburg, MS 39406-0001; 601/266-5077; fax 601/266-6269; Peggy.Price@usm.edu; www.lib.usm.edu/~spcoll. AA/EOE/ADA.

DIGITAL INITIATIVES LIBRARIAN

*Lafayette College
Easton, PA*

Lafayette College seeks a dynamic librarian/archivist to provide expertise and leadership in managing the digital assets of the College's libraries and other academic units. As a member of the Department of Special Collections and College Archives, the incumbent will participate with staff in Library Systems and Instructional Technology in managing the libraries' digital information environment. Responsibilities include creating and managing digital collections produced from the holdings of Special Collections and College Archives; helping set policies, priorities, and practices for the production and management of digital content; and working with other college constituencies in support of the creation, archiving, and dissemination of digital content. The incumbent will also take the lead in coordinating initiatives relating to the management and preservation of electronic college records, as well as participating in the library's instruction and outreach program, and providing reference and processing services for Special Collections and Archives. Qualifications include experience in creating and providing access to research and scholarly materials in digital form; experience with text-encoding and metadata standards; experience with digital asset management tools and Web programming; ALA-accredited master's degree in library, information science, or archival administration or equivalent combination of advanced degree and rel-

evant experience. Special collections and/or archives training and experience, highly desirable. Salary is commensurate with qualifications and experience. Review of applications will begin immediately and continue until the position is filled. Submit a letter of interest, resume, and three references with e-mail addresses and phone numbers. Lafayette College is a highly selective, private liberal arts college of 2,100 undergraduates located 1-1/2 hours from New York City and Philadelphia, with degree programs in the liberal arts, sciences, and engineering. Women and minorities are encouraged to apply. An equal opportunity employer. **To apply, contact:** Chair, Digital Initiatives Librarian Search, Lafayette College, Skillman Library, Easton, PA 18042; 610/330-5150.

ELECTRONIC RECORDS PROJECT ARCHIVISTS

*Smithsonian Institution Archives
Rockefeller Archive Center
Washington, DC and Sleepy Hollow, NY*

The Rockefeller Archive Center and the Smithsonian Institution Archives announce two archivist job opportunities in relation to their Collaborative Electronic Records Project. **Job description:** This position requires specialized expertise in archival appraisal, processing, and preservation; an appreciation of the complex relationships within and between digital objects; comprehension of the informational contents and uses of records; an understanding of current electronic record management methodologies and issues and



Executive Director of the Schlesinger Library & Librarian of the Radcliffe Institute

An outstanding opportunity to manage and direct the operations of the nation's premier repository on the history of women in the United States and to represent the Radcliffe Institute for Advanced Study of Harvard University in the local and national library/archival community.

The Arthur and Elizabeth Schlesinger Library on the History of Women in America is a world-renowned collection of manuscripts, books, and visual materials on women's lives and activities in the United States and draws thousands of researchers each year. The library, housed in a newly-renovated building, has an annual budget of \$2.5 million, and an experienced, collaborative staff of 25 who are exceptionally dedicated to the library's mission. The Executive Director/Librarian has primary responsibility for daily administration of the library; oversees the heads of its departments; and manages the budget and human resources. This resourceful leader will also set the direction for collection policy, guide the implementation of new information technologies, represent the Radcliffe Institute on the Harvard University Library Council, and collaborate with other Radcliffe officers on public outreach and fundraising.

To view a complete list of qualifications and apply, please go to www.atwork.harvard.edu/employment (Req. 22211). The names of three references must be submitted with a cover letter and resume. Application deadline is April 5, 2005, but applications will be accepted until the position is filled.

Our long list of benefits includes health and dental coverage for you and your family; 3 or more weeks of vacation plus holidays; excellent tuition and retirement benefit plans; access to Harvard's vast cultural and recreational resources; and much more. Harvard University is an Affirmative Action/Equal Opportunity Employer.



current and emerging professional cataloging standards for archival materials. Anticipated funding for three years. **Job location:** One position is based at the Smithsonian Institution Archives in Washington, DC. The second position is based in Sleepy Hollow, NY. **Skills required:** Excellent written and oral communication skills; ability to work collaboratively on an inter-institutional project; planning and project management; and physical ability to move boxes weighing up to 40 pounds. **Educational requirements:** Master's or equivalent experience in archives and information technology. **For the full details of this position announcement, go to:** Smithsonian Institution Archives, www.sih.si.edu/job.htm, Announcement# 05PH-1010, Rockefeller Archive Center, www.rockefeller.edu/hr/jobs.php?key=catlist&cat=prof&ref=1102346803. The Smithsonian Institution is an Equal Opportunity Employer. The Rockefeller University is an Equal Opportunity Employer. **To apply, contact:** Riccardo Ferrante, Smithsonian Institution Archives, 900 Jefferson Dr. S.W. MRC414, Washington, DC 20013 ; 202/357-1421 x45; fax 202/357-2395; ferranter@si.edu.

FILM LIBRARIAN/RESEARCHER/DUBBER

*Producers Library Service
North Hollywood, CA*

Full-time; Handle stock footage requests; research library's database; make videotape dubs for clients. Data entry. Must have knowledge of history and pop culture; command of English. Film and TV post-production knowledge a plus. Some office work required. Benefits & parking. Salary negotiable. **To apply, contact:** Joe Farley, Producers Library Service, 10832 Chandler Blvd., North Hollywood, CA 91601; 818/752-9097; fax 818/752-9196; joe@filmfootage.com; www.filmfootage.com.

HEAD OF ARCHIVAL SERVICES

*University of Northern Colorado
Greeley, CO*

The University of Northern Colorado Libraries seeks applicants for the position of Head of Archival Services and Assistant Professor of University Libraries, position number 20830. This is a tenure-track faculty position that reports to the Associate Dean. Provides innovative leadership for archival services comprised of University Archives and the James A. Michener Special Collection. Manages the Archival Services Department and supervises one full-time librarian and 1.9 FTE staff. Responsible for reference service, collection development, organization, maintenance and preservation of the collections which include archives and manuscripts in paper and electronic formats as well as book collections. Develops print and electronic indices, guides, and finding aids. Responsible for outreach through publications, presentations, and library exhibits. Collaborates on digital initiatives. Prepares grants in support of department activities. Participates in reference service at the main library reference desk or in the library instruction program. Must be knowledgeable in professional archival standards, principles, concepts, and practices; must have good knowledge of the applications of technol-

ogy to archival management and access; must have strong interpersonal skills and the ability to work cooperatively with library personnel, university constituencies, and the broader community.

Required: Earned master's degree from an ALA-accredited library school; three years of experience in archives appropriate to the position; supervisory experience. **Preferred:** Formal archival training or certification as an archivist; experience with applications of technology to archival management and access; experience with digitization; experience in grant-writing; experience providing reference service and/or library instruction. **Salary minimum:** \$41,000 (negotiable) per year. **Starting date is June 1, 2005** (negotiable). Satisfactory completion of a background check is required after a conditional offer of employment has been made. This position is contingent on funding from the Colorado State Legislature and approval by the Board of Trustees, and is subject to the policies and regulations of the University of Northern Colorado. **All application materials must be postmarked by March 11, 2005.** Send letter of application highlighting candidate's suitability, resume and the names, mail and e-mail addresses, and telephone numbers of three references. UNC is an AA/EO employer and committed to fostering diversity in its student body, faculty and staff. **To apply, contact:** Joan Lamborn, Attn: Head of Archival Services Search Committee, University of Northern Colorado, James A. Michener Library, Campus Box 48, Greeley, CO 80639-0091; 970/351-2601; fax 970/351-2963; libarchsearch@unco.edu.

HEAD ARCHIVIST

*The Mary Baker Eddy Library
Boston, MA*

The Mary Baker Eddy Library for the Betterment of Humanity seeks a head archivist to lead the day-to-day functions of a growing archive; Process collections—arrange, describe, preserve, catalogue, index, and provide access for all paper-based collections and other media; Supervise archivists, volunteers, interns, and other staff; Provide technical support for the collections database; Manage digital assets—create, manage, and preserve digital assets related to the collections; Maintain administrative records of the archives including donor files, collections management files, such as accession records, processing schedules, finding aids, and other relevant files. **Requirements:** Candidate must possess an M.L.S. or M.A. in history or related field with archives concentration and at least 3 years experience; management experience preferred. Excellent writing, editing, proofing, print, and online reference skills, along with excellent problem solving, interpersonal, and communication skills. Must be able to comfortably lift 40 lbs or more. Good working knowledge of Microsoft Office Suite. MARC, HTML, and EAD, a plus. **To apply, contact:** Human Resources, The Mary Baker Eddy Library, 200 Massachusetts Avenue, Boston, MA 02115; 617/450-7000; fax 617/450-7048; jobs@marybakereddylibrary.org; www.marybakereddylibrary.org.

HEAD OF ARCHIVES

*Georgia Institute of Technology
Library and Information Center
Atlanta, GA*

The Georgia Tech Library and Information Center invites applications for an energetic, flexible, and innovative professional to lead its Archives Department in delivering client-centered archival services to the academic community. The Georgia Institute of Technology, with nearly 20,000 faculty, students, and staff, is one of the nation's outstanding universities and a leading center for research and technological development, with nationally recognized programs in science and engineering. The Library and Information Center (www.library.gatech.edu), a member of the Association of Research Libraries, is central to the Institute's curricular and research programs. As an ARL library supporting nearly 5,000 graduate students and over \$300 million per year in research activity, Georgia Tech provides a platform that will challenge creative leaders on the frontier of new ways to manage intellectual content as well as records of enduring value. Working with a team of archivists and librarians, the Archives, in collaboration with library units such as Systems, Digital Initiatives, Cataloging, and Information Services, provide the basis of an infrastructure needed to address the future of digital content and electronic records along with their Web-based access via new, emerging forms of metadata. The Head of the Archives Department reports to the Associate Director for Technology and Resource Services. This position offers an opportunity for an entrepreneurial leader to coordinate the library's growing archives and records programs and to provide vision and leadership, reshaping the Archives to meet the university's digital agenda for information resources and services. The Head of Archives is responsible for the department's planning, assessment, and operations. This position will lead department-wide planning, policy and procedure development, manage staff (currently three archivists, records manager, records coordinator, archives assistant, and students) and promote the department's resources. The Archives' objectives are to: Assist Institute offices in creating and utilizing records retention schedules; manage the records center facility; collect institute records and publications, faculty and alumni papers, photographs, and other materials of enduring value; serve the information needs of the Institute community and the public about Georgia Tech; support the Institute's outreach services; provide instructional support through curriculum-based projects and other research; and promote and support scholarly/historical research relating to the historical activities of the Georgia Tech. **Qualifications-Required:** ALA-accredited M.L.S. or equivalent advanced degree. Minimum three years of archival and/or records management experience and management/supervisory experience; evidence of ability to work well with staff, users, donors, knowledge of appropriate technologies such as EAD and other web-based applications, understanding of issues related to electronic records, digital conversion of archival materi-

als, evidence of understanding intellectual property issues; excellent interpersonal and communication skills; and a demonstrated record of professional contributions. Demonstrated capacity to provide leadership and vision for archives and records management in an increasingly digital environment. Demonstrated ability to work collaboratively inside and outside the library in cross-functional project working groups. **Desired:** Archives and records management experience in an academic setting; success in grantsmanship. **Salary:** Salary is competitive and based on qualifications and experience. The minimum salary for this position is \$55,000.00. **Benefits:** Librarians and archivists are members of the General Faculty and are non-tenured. Georgia Tech offers a comprehensive benefits package, which includes 21 days vacation, 11 paid holidays, 12 days sick leave, health/dental insurance options, optional pre-tax benefits, support for research and professional activities, and retirement options including TIAA/CREF. Relocation Allowance supported by the Price Gilbert, Jr. Charitable Fund. Visit the Georgia Tech home page at www.ohr.gatech.edu to view the benefits package. **Contact Information:** Applications will be reviewed upon receipt and will be accepted until the position is filled. Employment is contingent on proof of the legal right to work in the United States. Send letter of application, resume, and names, addresses, phone numbers and e-mail addresses of 5 references. **To apply, contact:** Sharon West, Georgia Institute of Technology, 704 Cherry Street, NW; Atlanta, GA 30332-0900; sharon.west@library.gatech.edu; www.library.gatech.edu.

PART-TIME ARCHIVIST

*Hillwood Museum and Gardens
Washington, DC*

Hillwood Museum & Gardens, an art collector's estate museum in Washington, DC, seek an experienced, highly organized archivist to care for the Post Family Papers and institutional records. Duties include preserving, cataloging, and making the collections accessible. The archivist also solicits donations. Advanced degree in archival studies or a related field; 2-3 years of experience in managing an archive, preferably in a museum setting; strong management, communication, organizational, financial oversight, and planning skills; experience with online databases; and the ability to work effectively as a team member are required. Experience with planning and relocating collections to a new facility and some foreign language proficiency (French or Russian preferred) extremely desirable. Position available immediately. **To apply, contact:** Judy Small, Hillwood Museum and Gardens, 4155 Linnean Ave. NW, Washington, DC 20008; 202/243-3949; fax 202/966-1623; jsmall@hillwoodmuseum.org.

PRINCIPAL MANUSCRIPT PROCESSING LIBRARIAN, SPECIAL COLLECTIONS

*Stanford University Libraries
Palo Alto, CA*

Req #006607. The Stanford University Libraries seeks qualified candidates to plan/execute the workflow of the Manuscripts Processing Unit within the

Department of Special Collections to ensure the physical processing/arrangement of Stanford University Libraries, manuscript holdings; manage/oversee the Assistant Manuscripts Processing Librarian and Manuscript Specialists; help create intellectual access to materials via the online catalogue, traditional finding aids, finding aids marked up in the Encoded Archival Description (EAD) language, and other appropriate means; work with Preservation Department staff to coordinate the preservation of materials from manuscript collections; serve as the Department's main resource in ensuring correct application of RLIN AMC, VIM, and other relevant standards for the description of archival and manuscript collections; recruit/train/supervise the manuscript processing staff; lead the development/implementation of strategies to employ digital technologies (i.e., HTML and SGML); supervise library specialist support staff and student employees involved in various digital projects, including EAD markup, departmental web authoring and database design; serve as a liaison with other Special Collections repositories at a national level on joint digital endeavors; provide reference assistance at the public services desk; and collaborate with Department Head and SULAIR staff to develop/write grants to seek extramural support for processing manuscript materials. Requires an ALA-accredited MLS or similar archival certificates, OR equivalent training and experience; a post-baccalaureate degree, preferably in the humanities/social sciences; 5 years of relevant experience with manuscript processing; at least 3 years of experience with web authoring, SGML markup, and/or database design; proven success with the timely/efficient processing of large/complex archival collections; the demonstrated ability to manage library specialist support staff and to coordinate resources to process archival and manuscript collections; thorough knowledge of RLIN AMC format and other related standards; familiarity with the needs of academic researchers; working knowledge of current technologies for the broadcast dissemination of information (e.g. the Web and related applications); and knowledge of 1 or more Western European languages (Spanish or German preferred). Grant writing experience and experience in a research library highly desired. Compensation and rank based on qualifications and experience. **Preference will be given to applications received by March 31, 2005.** Applicants should supply a cover letter, a complete statement of qualifications, a full resume of education and relevant experience, and the names and addresses of 3 references that have knowledge of their professional qualifications for this position. **To apply:** Visit our Web site; copy and paste your PLAIN text resume into our resume builder behind the "I Want This Job" link. http://jobs.stanford.edu/openings/display.cgi?Job_Req=006607&JFam=NIL&JOBICODE=1592.

PROCESSOR

*The La Guardia and Wagner Archives
Long Island City, NY*

The La Guardia and Wagner Archives of LaGuardia Community College, The City University of New York, seeks a candidate with background in archival

procedures to process historic documents. Candidates must know standard archival techniques in the arrangement and description of historical records and be able to prepare a finding aid. The successful candidates will be processing the papers of the New York City Council. **Qualifications:** A bachelor's degree in history or political science. M.L.S. with archival coursework, experience in archives, or archival certificate preferred. Good communication skills are essential. Candidate will work 20 hours a week, \$16 per hour. Eligible for health and welfare benefits. All positions are subject to budget ability. Position renewable as of July 1, 2005. **To apply, send cover letter and resume to:** Douglas DiCarlo, La Guardia and Wagner Archives, LaGuardia Community College, 31-10 Thomson Avenue, Long Island City, NY 11101; fax 718-482-5069; ddicarlo@lagcc.cuny.edu; www.LaGuardiaWagnerArchive.LAGCC.CUNY.EDU.

PROJECT ARCHIVIST

*Civil Liberties Project
New York University
Division of the Libraries
New York, NY*

The Division of Libraries at New York University (NYU) seeks an experienced Project Archivist for its civil liberties project. The Tamiment Library contains special collections specializing in the history of labor and the Left. Under the supervision of the Associate Head for Archival Collections, the project archivist is responsible for the arrangement and description of the library's civil liberties collections including the records of the National Lawyers Guild. Some reference work is also required. The position qualifications are: Master's degree in United States History, Library Science, or Archival Studies and at least one year of archival experience; ability to do Encoded Archival Description and MARC cataloging is preferred. Please apply through NYU's application management system: www.nyu.edu/hr/jobs/apply. At this page click on "External Applicants" then "Search Openings." Type 3223BR in the "Keyword Search" field and select search. NYU offers a generous benefit package including 22 days of vacation annually. NYU is an Equal Opportunity/Affirmative Action Employer.

PROJECT ARCHIVIST

*Sigma Chi Corporation
Evanston, IL*

We are a leadership development organization with over 200,000 living members. We have a museum at our headquarters location containing historical documents, artifacts, and regalia. This position will be responsible for collecting, analyzing, cataloging, and preserving archival and manuscript collections in order to properly interpret the history of our organization. **Main Objectives:** To preserve Sigma Chi's history through its collections; to maintain, collect, exhibit, and interpret the history of sigma Chi; to establish a permanent records collection and a uniform collections policy; to organize collections to provide for more efficient use. **Requirements:** ALA-accredited M.L.S. or equivalent advanced

degree; minimum three years of archival experience; familiar with digital conversion of archival materials; a demonstrated record of professional contributions. **To apply, contact:** Brad Nihls, Sigma Chi Corporation, 1714 Hinman Ave., Evanston, IL 60201; 847/869-3655; fax 847/869-4906; brad.nihls@sigmachi.org.

REFERENCE ARCHIVIST

*Georgia Archives
Morrow, GA*

The Georgia Archives is looking for an innovative, energetic, and service-oriented Reference Archivist to assist patrons in meeting their research needs. The Archives has recently moved into a state-of-the-art facility in Morrow, Georgia. The National Archives-Southeast Regional Branch is constructing a new facility adjacent to the Georgia Archives that is expected to open in the spring of 2005. This is the first co-location of state and federal facilities in the nation and we anticipate increased usage at both archives. The Georgia Archives receives over 13,000 visitors a year and also provides reference service via telephone, mail, and our "Ask An Archivist" electronic reference system. For more information about the Archives, please visit www.GeorgiaArchives.org. **Description of Duties:** Using the Georgia Archives holdings of state and local government collections, personal papers, and secondary source material, the Reference Archivist provides reference advice and assistance to a wide variety of researchers engaged in genealogical and historical research both on-site and through phone, e-mail, and mail reference services. Participates in the development and presentation of educational and training activities for patrons, staff, and students. **Additional Information:** This is a full-time Archivist II position with excellent benefits. Hiring salary range is \$30,000-\$38,000, depending on education and experience. The work-week is Tuesday through Saturday. The State of Georgia is an Equal Opportunity Employer. **Qualifications: Required:** Advanced degree in archival administration or library science (from ALA-accredited program); or related field with graduate coursework in archival administration. Excellent interpersonal, analytical, oral and written communication skills; ability to work effectively with the public and staff. Two years of professional experience in an archival institution or library at a level equivalent to an Archivist 1. Proficiency in Microsoft Office programs. Ability to safely lift 30 lbs and climb ladders to retrieve records. **Preferred:** Education, training, or experience in Georgia history, Southern history, government records, or genealogical research; experience in presentations or public speaking. **Please note:** All qualified applicants will be considered but may not necessarily receive an interview. Only applicants selected for interviews will receive a letter of the position's status. **To apply, contact:** Anne Smith, Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260; asmith@sos.state.ga.us; www.GeorgiaArchives.org.

SPECIALIST II

*The New York Public Library
New York, NY*

The Specialist II will arrange and describe archival collections, especially those in or related to the Schwimmer-Lloyd Collection; perform basic preservation measures; prepare finding aids and collection-level cataloging records; and supervise staff working on the collection. The Specialist II will also provide reference services; teach classes and make presentations about the Schwimmer-Lloyd Collection and other division holdings; and participate in field assessment of collections under consideration for acquisition. To qualify, you must have an ALA-accredited master's degree in library science or master's degree in liberal arts or humanities and successful completion of archival training; professional experience in an archives or manuscripts repository processing large, complex collections of historical documents; experience providing reference services; proficient computer skills, including Windows and Word; reading knowledge of at least one European language; and knowledge of current cataloging standards. The Schwimmer-Lloyd Collection, housed in the Manuscripts and Archives Division, consists of approximately 1650 linear feet of correspondence, organizational records, photographs, press clippings, pamphlets, books, and periodicals. The personal papers of Rosika Schwimmer (1877-1948) and Lola Maverick Lloyd (1875-1944)—which document their activities on behalf of woman suffrage, feminism, peace, and world government—form the foundation of the collection. The collection also includes the papers of Schwimmer's and Lloyd's colleagues and family members, as well as the records of organizations with which they were associated, such as the Campaign for World Government. For more information about the Manuscripts Division, please visit: www.nypl.org/research/chss/spe/rbkl/mss.html. **EOE To apply, contact:** HR Dept job code: LSS-S2MSS, The New York Public Library, 188 Madison Ave 5th Floor, New York, NY 10016; 212/592-7300; fax 212/592-7327; lsresumes@nypl.org; www.nypl.org.

UNIVERSITY ARCHIVIST AND CURATOR OF SPECIAL COLLECTIONS

*Duquesne University
Gumberg Library
Pittsburgh, PA*

Reporting to the University Librarian, this position manages the University Archives and several special collections, including the Musmanno Collection. Responsible for planning, organizing, supervising and evaluation; organizes and creates finding aids for records and manuscript collections, prepares exhibits; contributes to library planning, preservation program development, digital projects, collection development, public relations and governance. **Qualifications:** Master's degree in library science or a master's degree in an academic disciplines with coursework in archives, records management, or related information management required. Must have experience in an academic library or archives

or equivalent combination of experience and training to perform job functions. **Prefer:** 2 years experience as an archivist or curator; ACA certification; reading knowledge of a foreign language.

Application review begins March 15, 2005.

Complete posting available at www.hr.duq.edu. For more information about the library and archives, go to www.library.duq.edu. Founded by the Holy Ghost Fathers, Duquesne University is Catholic in mission and ecumenical in spirit. The University values equality of opportunity both as an educational institution and as an employer. **To apply, contact:** Office of Human Resources, Duquesne University, 600 Forbes Ave, Pittsburgh, PA 15282; 412/396-6575; fax 412/396-5507; dawsonr@duq.edu.

UNIVERSITY RECORDS MANAGER

*University of Oregon Libraries
Eugene, OR*

University Records Manager is a new position that provides the opportunity for a recent professional or an experienced librarian to participate in a wide range of library services and professional responsibilities in a collaborative environment. This position provides access and is responsible for the maintenance, preservation, retention, and disposal of University records in traditional and non-traditional (electronic) forms. Supervises 1.0 FTE student workers. Develops and maintains all related policies, procedures, manuals, and training materials for the University Records Management program. In conjunction with the Head, Special Collections and University Archives and the University Historian and Archivist, provides outreach to University departments in regard to their responsibilities in managing information through the use of retention schedules. Researches and implements innovative changes in the program in order to strengthen its legal status while understanding the specific needs of each department in managing information. Work is performed independently, subject to review, and requires the use of discretionary judgment and acceptance of considerable responsibility.

Qualifications: Required: ALA-accredited master's degree in library and information science with an emphasis in archives; OR master's degree in archival administration; OR master's degree in a relevant field with CRM (Certified Records Manager). Current M.L.I.S. students and recent graduates are encouraged to apply. **Salary & Benefits:** \$34,000 minimum depending on experience and qualifications. Fully paid state retirement. No state sales tax. Standard benefits package. **Deadline to apply:** April 15. Electronic applications (Word or PDF) are strongly encouraged. For a complete description, qualifications, and application procedures, please see: <http://libweb.uoregon.edu/admnpers/2005recordsmanager.html>. **To apply, contact:** Laine Stambaugh, University of Oregon, 1299 University of Oregon Libraries, 1501 Kincaid Street, Eugene, OR 97404-1299; 541/346-1895; fax 541/346-3485; lastamba@darkwing.uoregon.edu; <http://libweb.uoregon.edu>.



Wanted: America's Best Archivists

For more than 25 years, The History Factory's teams of archivists, writers, researchers, historians, designers and communicators have developed programs that bring corporate history to life. Our clients read like a "who's who" of American business—members of the Fortune 500, companies named brand value leaders by Forbes, and leading associations and non-profits.

We're conducting a nationwide search to locate archivists and senior archivists who can help our clients create, maintain, manage and leverage their corporate archives through archival assessments, research services, processing and cataloging of collections, and drafting of collection development policies and disaster preparedness plans. We need great communicators who want to help America's leading organizations put their past to work.

Located outside Washington, DC, we provide competitive salaries, benefits, professional development and opportunities for career advancement.

Required:

- MA/MS in information or library science (with specialty in archives management) or MA/MS in related field with additional training in archives management
- Minimum of two years archival experience
- Demonstrated ability to arrange and describe archival collections according to appropriate guidelines and standards
- Demonstrated ability to interact with client researchers and to work as part of a team
- Demonstrated ability to communicate in writing
- Experience with word processing, database management software, bibliographic databases, cataloging software and other standard computer applications

Desirable:

- Certified Archivist designation (CA)
- Experience with project management
- Undergraduate or graduate study in business or economics
- Experience working in a corporate library or archives

Interested? Send your resume and cover letter detailing why we should put our history in your hands to: The History Factory, Attn: Allyson Moynihan, 14140 Parke Long Court, Chantilly, VA 20151, amoynih@historyfactory.com.

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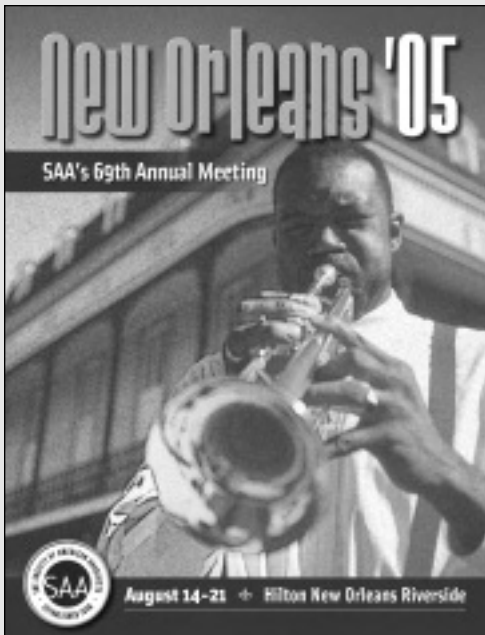
THE HISTORY FACTORY



society of american archivists

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program information and registration forms.

