

# African-American and Third World Archivists Roundtable

# NEWSLETTER

Vol. 4, No. 2

August, 1990

## Call for Proposals: SAA Pre-Conference Workshops 1991

## Seattle Bound!

As we are preparing to attend the Annual Meeting in Seattle, planning for the meeting in Philadelphia has already begun. Not long after we return from Seattle, the SAA Education Office will plan ten pre-conference workshops for the Philadelphia meeting. To submit a proposal for a one-day or two-day pre-conference workshop to be held in 1991, please include the following components:

- Goals and Objectives
- Detailed Curriculum Outline
- Workshop Schedule
- Pre-Workshop Readings
- Annotated Bibliography
- Exercises

If you have any questions, please contact Jane Kenamore, Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL 60605, 312-922-0140.

The deadline for submission is October 1, 1990.

### ERRATUM

The volume, number, and date of the last issue of the AATWAR Newsletter were inadvertently omitted. Please add Volume 4, Number 1, March 1990 to that issue.

This year's meeting in Seattle is sure to provide a stimulating program planned to reflect Seattle's position as a cultural crossroads. Toward this end, the program offers sessions that focus on indigenous and ethnic populations and the multi-cultural diversity of the Pacific Rim. The program also includes sessions on corporate, institutional, and professional "cultures," and their impact on archives. The ongoing issues of preservation, education, management, automation, and legality are also part of this year's program, which, by the way, was orchestrated in part by Brenda Banks of the Georgia Department of Archives and History, who served as Chair of the Program Committee, and Donna Wells, Archivist at Gallaudet University, a committee member.

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**From The Editors**



Thanks to all the contributors to this issue of the AATWAR Newsletter. As always we encourage others to send information. Don't wait for the newsletter deadline, just mail or FAX it as you identify items of interest. Brief articles of 250 words or less are always welcome.

**AATWAR Nominations**

The AATWAR membership submitted no candidates for the position of Vice-Chair. Pursuant to paragraph seven of the election procedures (see AATWAR Newsletter, March 1990), a request for a volunteer to serve in the position of Vice-Chair will be made at the AATWAR annual meeting, Friday, August 31, from 10:30 a.m. to 12:30 p.m.

**The AFRICAN-AMERICAN AND THIRD WORLD ARCHIVISTS ROUNDTABLE NEWSLETTER** is published twice a year. Questions? Contributions? Contact co-editors: Karen L. Jefferson and Joellen EIBashir, Moorland-Spingarn Research Center, Howard University, Washington, DC 20059, 202-806-7480/ FAX 202-806-6405.

The AATWAR Newsletter is produced by Afro-Info Inc., 254 Madison St. NW, Washington, D.C. 20011, (202) 726-5003.

**Certification Update**

by Donna Wells

Up-to-date information about the Academy of Certified Archivists (ACA) can now be read in the ACA Newsletter, which appears regularly as the center pages of the SAA Newsletter. The first issue, May 1990, contains a membership form which will be used to compile a membership directory. Although the deadline for inclusion in the directory to be distributed in Seattle has passed, please take the time to complete the form for future updates to the directory. Forms will be made available at the annual AATWAR meeting in Seattle.

The next meeting of the Academy will be held at the Westin Hotel in Seattle, August 30, 1990, from 2-4 p.m. The 1990 Certification Exam will be held at the hotel on Thursday, August 30, 1990, from 8:30 to noon. Other tests are tentatively scheduled for

other cities which include Atlanta, Georgia at the Georgia Department of Archives and History; New York City (call ACA for location); and



in Chicago, Illinois at the Chicago Historical Society. An examination handbook and application can be obtained from ACA, 600 S. Federal, Suite 504, Chicago, IL 60605/312-922-0140.

ACA positions are available on the Organization and Structure Committee and Finance Committee. If interested, please contact committee chairs.

Volunteers are needed to serve as liaisons to regional, state and local archival organizations and with related professional organizations. Volunteers will assist the Membership and Outreach Committee by publicizing the Academy. For more information, please contact Karen Paul at 202-224-3351.

Subsidies of up to \$125.00 are available for individuals who face great financial hardship in completing certification. To apply, send ACA a letter indicating the nature of your financial need.

## What A Disaster Plan Can Do For You

By Pearl Y. Holford, Conservation Officer  
Virginia State Library and Archives

A disaster plan can spare you the regret which you are sure to feel if your institution has a disaster and no plan.

Having a disaster plan will not guarantee success, but not having one will surely guarantee failure to respond quickly and effectively to save your library collection.

What to do? You have no staff to spare, no budget, not time? You are not alone. This

is a basic plan for those institutions which are in need, with a minimum of resources available.

First a look at the threats which you are preparing to face: fire, flood, earthquake, tornado, hurri-

cane. "There is only so much value in thinking about things you can't control," reads the poster on my wall, produced by the Columbia University Book Arts Press for Valentine's Day 1988. We will now look at the things you can control.

The building in which your collection is housed may or may not be the building in which you work. Safety of human life takes precedence in evaluating any disaster plan. Do you and your staff practice fire drills? Do you have CPR trained staff members? Do you know who to call for help? Do custodians, police and fire department know how to reach your administrators in case of a disaster? If you answered yes to all of these questions, read on. If not, work on this paragraph until you can answer yes to all.

When was the last time you invited your local Fire Marshall to visit your location? If this brings a chill down your spine, let's get to work. Invite (anonymously if necessary) the Fire Marshall in to look over your site. In addition to noting flaws, this person will also more importantly want to be famil-

iar with your building. Have you provided an updated floor plan to the fire department? Whatever the weaknesses in your physical plant, you want to know, and so does the Fire Marshall. A timely report from the Fire Marshall's visit will give the incentive and the authority to the powers that be to make the corrections needed to ensure safety of personnel and collections.

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Water damage can result from clogged plumbing, broken pipes, open faucets, leaky air conditioning, storm damage, windows and roofs in disrepair. The maintenance staff can now be called upon to assist in evaluating the daily operating condition of your site, noting potential trouble spots. Major repairs may be needed, but in the meanwhile, plastic sheeting to protect your collections from overhead leaks is an inexpensive and immediate, though temporary, solution. Be sure to keep collection materials at least four inches off of the floors, and after identifying trouble spots, try to situate the most important materials in the least vulnerable areas.

You have now addressed safety of personnel, fire and water hazard, with a minimum of expenditure. This is the beginning of your disaster plan. By including your staff, local emergency response units, and your administration, you have the beginnings of your Emergency Response Team.

**NHPRC Accepting Applications for Host  
Institutions for 1991-92 Archival Fellows**

For the 1991-92 year, the NHPRC is offering two fellowships in archival administration, one at a college and university archives or special collections unit, the other at a state archives. The two positions will focus on active, hands-on experience in administration and management. The Commission is now accepting applications from state archives, college and university archives, and special collections units interested in serving as host institutions for the two fellows to be selected. The application receipt deadline is September 1, 1990. The fellowship program is funded jointly by the Commission and the Andrew W. Mellon Foundation.

The stipend for each fellow is \$35,000, plus a benefit payment of \$7,000. Host institutions are also given \$500 to interview prospective fellows.

The two host institutions will be chosen by November 1, 1990. At that time, application forms for prospective fellows will be made available. These applications are due March 1, 1991. The two fellows will be selected by the host institutions from the pool of eligible applicants. The fellowships will begin in September 1991. Prospective host applicants should request guidelines and application forms from the NHPRC, National Archives Building, Washington, DC 20408. For further information, contact Laurie Baty of the Records Program staff at 202-501-5610.

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**Announcements**

**Hawaii Ethnic Records Survey Project**

The Hawaii State Foundation on Culture and the Arts was awarded a grant in 1987 from the National Historical Publications and Records Commission for a proposal to document Hawaii's ethnic heritage, which resulted in the Hawaii Ethnic Records Survey Project. Hundreds of social organizations, churches, clubs and other groups were surveyed for this state wide project. Boxes and cartons of documents hitherto unknown were uncovered. Word of mouth among older members in organizations traveled quickly and many were able to "fill in the gaps". Volunteers came out of the woodwork and played a major role in surveying their own materials. And most of all, there was an increased awareness of Hawaii's ethnic and cultural heritage and an understanding of the need to preserve this heritage.

For further information, contact: Dr. Marie D. Strazar, Humanities Specialist, State Foundation on Culture and the Arts, 335 Merchant Street, Room 202, Honolulu, Hawaii 98613, 808-548-4657.

**Toward A Black Museum**

The Smithsonian Institution in Washington, D.C. recently appointed a 22-member advisory board to recommend the best approach to highlight the history and achievements of African-Americans. The committee is expected to discuss the structural questions of whether the project should be a new museum, a research center, a gallery, a wing of an existing museum or a totally new format, as well as its philosophical and administrative identity. A report on the findings is scheduled for early February 1991.

Mary Schmidt Campbell, New York City's commissioner of cultural affairs, who headed the Studio Museum in New York for 10 years, has agreed to chair the committee. Members of the committee include Thomas C. Battle, Director of the Moorland-Spingarn Research Center at Howard University; and Howard Dodson, Chief of the Schomburg Center

**Announcements**

**American Association for State and Local  
History Meeting**

AASLH will meet in Washington, D.C. from September 5-8, 1990. Some of the following sessions might be of interest to AATWAR members:

- "Administrative Issues in Cultural Diversity" (includes 4 related sessions).
- "The African-American Experience in the United States: Doing Research at the Library of Congress"
- "Hawaii As a Model for Implementation of Multicultural Concepts"
- "Documenting and Preserving Cultural Diversity: The Navajo and Zuni Indian Heritage Programs"
- "New Mexico's Adobe Churches: Preserving a Cultural Heritage"
- "Documenting Cultural Diversity in Music: Three American Music Museum Collections"

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**Consultants/ Free Lance Researchers Needed**

CASSIE Enterprises, Inc. is a multi-faceted information service firm specializing in locating, acquiring and disseminating ethnic and cultural information. Services are directed toward scholars in various disciplines and toward writers, the media and organizations needing specialized services. Services include research, editorial work, exhibitions, and photo research. CASSIE is currently identifying librarians and archivists interested in providing free lance research and related services for clients or who are interested in acting as consultants. Free lance professionals should be very familiar with the resources used in researching an ethnic group or specific cultural area; for example, African Americans, Asians, or women's studies. A graduate degree in library science, history or related disciplines is required. Interested persons may contact Donna Wells, Thurs.-Sun. at 202-832-3490 or write CASSIE Enterprises, Inc., PO Box 91584, Washington, DC 20090.

**Training Courses Offered by the  
National Archives**

The National Archives Office of Records Administration offers training classes in Washington, DC on a range of records management topics. There are two basic classes. The two-day Files Improvement class covers the basic principles and practices of developing and using filing systems for managing current records. The three-day Records Disposition course surveys the policies and procedures for managing federal records no longer needed in current office space.

Five advanced classes are also offered. The two-day Developing and Updating Records Schedules course provides advanced instruction for those who have already taken Records Disposition and are now working on records schedules. Audiovisual Records and Microforms Records are two half-day courses that address the special problems and requirements for managing and caring for these records. Managing Electronic Records is a two-day course that surveys the basic concepts of electronic records. It emphasizes inventorying information systems, scheduling electronic records, and transferring electronic records to the National Archives.

For a copy of the class brochure or for more information, please contact the Records Administration Information Center, Agency Services Division, National Archives, Washington, DC 20408 or call 202-501-6025.

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**Depression Era Memorabilia Wanted**

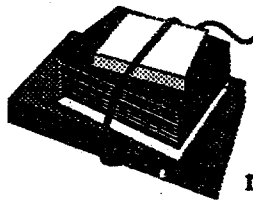
Blackside, Inc., which produced the documentary series "Eyes on the Prize," has started production of a multicultural perspective on the American Depression, 1929-1941. They are looking for films, photos,

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**New Publications**

**Black Bibliophiles and Collectors: Preservers of Black History**, edited by Elinor Des Verney Sinnette, W. Paul Coates, and Thomas C. Battle, Howard University Press, 1990. Price: \$29.95.

Black bibliophiles have been fighting long and hard to rescue, collect, document, and preserve the African American heritage as they struggle to incorporate the black experience into America's history.



**Black Bibliophiles and Collectors** salutes these greatly ignored, too often derided heroes by acknowledging their many sacrifices and achievements. It applauds the nature and scope of their extraordinary collections. It celebrates their use of artifacts and the printed word to protect a people from the onslaught of the misguided and misinformed.

Contributors to this work include renowned archivists, collectors, and historians such as Dorothy Porter Wesley, Tony Martin, Robert Hill, Jean Blackwell Hutson, Paul Robeson, Jr. and Charles Blockson.

The editors of this volume are longtime librarians of the Moorland-Spangarn Research Center, widely recognized as one of the largest repositories of black history.

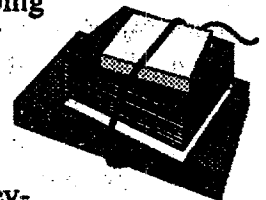
**Retrieving African-American Women's History: A Methodological Guide to Sources in the Perkins Library Manuscript Department**, compiled by Jennifer Morgan and edited by Virginia Daley, Duke University, 1989. Price: \$1.00.

This booklet provides a guide to using primary sources found in the Duke University Manuscripts Department that pertain to the lives of African-American women. The compiler culled through the

many citations in the department's catalog to ferret out those references which specifically point to the lives and experiences of African-American women and located additional collections which had not been identified as such. The result is a rich and diverse pool of resources, which incorporate the perspectives of black educators and laborers; slaves and slaveholders; women's grassroots organizers and elected officials; McCarthy-era investigators and Black Panther Party revolutionaries, and include correspondence, writings, photographs, and oral interviews.

**Afro-American Sources in Virginia: A Guide to Manuscripts**, edited by Michael Plunkett. Carter G. Woodson Institute Series in Black Studies, University Press of Virginia, 1990.

Michael Plunkett, Curator of Manuscripts at the University of Virginia Library, presents the information derived from a survey of the resources of Virginia repositories, describing the principal collections of interest to scholars concerned with the African-American experience. The materials cited range in time from the seventeenth century to the present, and include the papers, letters, and records of individuals and families; documents of towns, cities, and counties, official state records, church records, materials from the WPA Folklore Collection, and college and university archives, to name a few. The collections are arranged alphabetically by their respective repositories.



## Black Deaf in America

Interest in the cultural history and experiences of black deaf people has increased within the past several years. During the 19th century, many state institutions established separate schools for black deaf students, later combining them with the white institutions. Unfortunately, many of the records of those early black schools were lost in the transition. Their story is one worth telling.

The Gallaudet Archives has stepped up its efforts to acquire information related to the African-American and international deaf communities. A collaborative effort between the Archives and Gallaudet's TV, Film, and Photography Department resulted in a special program segment on the desegregation of black deaf students in Washington, D.C. in the early 1950's. Assistance in locating material on the black deaf community would be greatly appreciated. Please write or call: The Gallaudet Archives, 800 Florida Avenue, Washington, DC 20002 / 202-651-5209 voice or ttd/FAX 202-651-5213.

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(Depression - from page 5)

radio recordings, manuscripts and memorabilia to be used in the program. Specific areas in which material is needed include: Detroit and New York City during the early 1930's, the post-Harlem Renaissance era, the Federal Theatre Project, the Southern Tenant Farmers Union, black migration North and West, and the Marian Anderson controversy. Blackside, Inc. is also experiencing difficulties in locating film and still picture images of the Scottsboro trial and of the Los Angeles cannery strike of 1939. If your institution can assist them in any way, please contact either Karen Berstein, Kenn Rabin, or Terry Ray Rockefeller c/o Blackside, Inc., 486 Shawmut Ave., Boston, MA 02118, 617-536-6900.

(Seattle - from page 1)

Sessions which should be of particular interest to AATWAR members include the following:

- 23 "Who Owns the Past? The Reburial of Native American Remains and Funerary Objects"
- 35 "Chasin' the Bird: Jazz in American Life"
- 43 "Perspectives on African Americans in the Pacific Northwest"
- 58 "Plan or Perish: Developing Disaster Contingency Plans"
- 69 "Gender, Race and Age: Making Opportunities in the Archival Profession"
- 79 "Widening Vision: The Reference Use of Photographs"
- 80 "Documenting Ethnic Culture in the Pacific Region"
- 84 "Experiences in Developing and Implementing Standards for Archival Descriptions"

Do not forget to attend the AATWAR annual business meeting Friday, August 31, 1990 from 10:30 a.m. to 12:30 p.m. An agenda priority is a briefing on recommendations of SAA Council Committee on Sections and Roundtables regarding changes in the guidelines for sections and roundtables. Members will also elect a Vice-Chair for the 1991 year. The AATWAR Brainstorming Session is also Friday, August 31 from 5:00 to 7:00 p.m., at which time proposal ideas for the 1991 SAA program will be discussed. If you cannot attend, and have proposal ideas, please submit them, prior to August 25th to Lynda DeLoach at the George Meany Memorial Archives, 10000 New Hampshire Ave., Silver Spring, MD 20903, or call her at 301-434-6404 to obtain a proposal form. Forms will also be available at the meeting. Completed proposals should be sent to Daria D'Arienzo, Co-Chair of the SAA 1991 Program Committee, Amherst College Archives, Amherst, MA 01002 by November 1, 1990.

See you in Seattle!