



Newsletter

The Society of American Archivists

New Fellows Named

At SAA's 52nd annual meeting in Atlanta, Shonnie Finnegan, chair of the Professional Standards Committee, announced four new Fellows of the Society: Lawrence Dowler, Anne Polk Diffendal, James E. Fogerty, and Bruce W. Dearstyne.

Lawrence Dowler was honored for his administrative skills and vision. His sponsors noted that he is a leading national advocate for the improvement of access to research materials for scholarly use. He has worked extensively in the initiation and development of the AMC format. During the past seven years Mr. Dowler has obtained more than \$3 million in grants and gifts aimed at improving access to primary research materials. Mr. Dowler is currently Librarian of the Houghton Library and Special Assistant to the Director of Harvard Library for Special Collections.

Anne Polk Diffendal was cited for, among other things, the impressive number of outreach programs she has initiated. Her sponsors noted that one of her greatest contributions to the archival profession has been as SAA treasurer. During her tenure, the Society moved from cost accounting to an

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Congratulations Award Winners!

There are many reasons to attend the SAA annual meeting: preconference workshops, task force, committee, roundtable and section meetings, tours and sightseeing in the host city.

But one of the most exciting reasons will always be the annual Awards presentation. This year in Atlanta, hundreds packed the main ballroom at the Peachtree Westin Plaza on Thursday afternoon to honor outstanding achievements in the archival profession in 1987.

The University of Michigan, Bentley Historical Library received the Society's highest honor, the Distinguished Service Award. The Bentley Library, which has been in existence for 50 years, was recognized for its exemplary basic repository program providing a solid foundation for its participation in Research Library Information Network. For the last five years, the Library has been the headquarters for the Research Fellowship Program, a think-tank for scrutinizing significant and challenging archival issues, which is funded by the Andrew W. Mellon Foundation and the National Endowment for the Humanities. In accepting the award, Francis X. Blouin, director of the Library, remarked that it represents a "compilation of achievement."

The Waldo Gifford Leland Prize for writing of superior excellence and usefulness in the field of archival history, theory, or practice was awarded to Nancy E. Gwinn, who edited *Preservation Microfilming: A guide for Librarians and Archivists*. The book, which was selected from a pool of seven publications, is a comprehensive, practical, and readable manual for archivists and librarians planning and implementing preservation microfilming projects. *Preservation Microfilming* is available through SAA.

Nancy R. Bartlett and Kathleen A. Koehler, archivists in the Michigan.

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From the Executive Director's Desk

by Donn C. Neal

This newsletter's readers know that SAA has recently been without a Managing Editor, Bill Burck having gone on to another association position in Chicago. With this issue, we introduce Bill's successor, Teresa Brinati. Filling in a bit has given me a better grasp of what the job entails -- and of the importance of this position to SAA's various publishing activities.

Bill left us about five minutes after delivering the final camera-ready boards of the September *SAA Newsletter* to the printer, so this particular function has not been a pressing need. Items for the November issue (deadline: October 5) have continued to pile up, though, and eventually it was necessary to shape them into stories and announcements. Teresa immediately began to sort through the pile and to fashion this issue.

Our new Managing Editor inherits a newsletter that plays an extremely important role in keeping archivists up to date with developments within the profession. The *SAA Newsletter* is perhaps the most widely read archival publication in the entire world; it is imperative that we make each issue current, newsworthy, and comprehensive. If you have suggestions about how we can improve it, now -- when a new Managing Editor has just arrived -- is a good time to speak up.

Even though I am listed as the "Editor" of the *SAA Newsletter*, in fact the Managing Editor writes and edits this publication. There are, of course, contributions by many others. Thanks to the Committee on Regional Archival Activity, we are able to include regular features on regional archival associations. SAA Program Officers file reports on important developments in automation and preservation. Chairs of SAA committees -- CGAP, for example -- submit accounts of their activities. SAA members send along a regular flow of news releases, announcements, and notices about

their new positions.

Sorting all of this out, writing the text to fit, running the copy through our laser printer, and then pasting the final versions onto boards takes a large portion of the Managing Editor's time. Then there are negotiations with the printer, with the mailing service, with the person in the SAA office for producing labels on time, and so on.

All in all, producing a high-quality and professional looking newsletter six times a year is a major undertaking, and one of the lead responsibilities of the Managing Editor.

But there's much more to the job: producing quarterly issues of *The American Archivist*, managing the Society's ambitious program of non-serial publications, designing and producing the program book for the SAA annual meeting, creating other SAA publications (brochures, for instance), advising the Editorial Board and the Executive Director on matters related to publications, and assisting in the development of promotional and publicity materials.

Fortunately, before Bill left we had pretty well caught up on the schedule for *The American Archivist*, although his departure now means that the Summer, 1988 issue will come out this fall rather than this summer, as hoped. Another of Teresa's lead responsibilities will be to work with the new Editor, David Klaassen, to get -- and keep-- *The American Archivist* on schedule.

This is a complicated process. The Managing Editor must respond to authors who submit manuscripts; take the manuscripts that the Editor and his assistants have edited and mark them up for the typesetter; review, correct, and distribute galleys; produce a dummy layout; check the typesetter's work; inspect and correct the "blueline" that comes back from the printer; select photo graphs; produce tables and charts; paginate the final text; solicit and

lay out advertisements; and design a cover.

After the content of the journal has been turned into a printed issue, the Managing Editor must deal with the mailing service, the postal authorities, the indexer, and others. Then there are printing invoices to check, claims for undelivered copies to adjudicate, tear sheets to send out, copyright statement to file, and countless other tasks to complete.

All the while, the Managing Editor must quietly but persistently hector

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Staff

Donn C. Neal
Executive Director

Bernice E. Brack
Membership Assistant

Teresa M. Brinati
Managing Editor

Paul Conway
Preservation Program Officer

Al Correa
Publications Assistant

Tim Ericson
Education Officer

Marion Matters
Automation Program Officer

Georgeann E. Palmer
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the Editor, authors, the printer, and anyone else who doesn't get materials back on time. Juggling deadlines for the newsletter and the journal is an especially delicate process, and all too often both publications demand immediate attention at once.

During 1988-89, we will begin to streamline our publication processes through the use of electronic publishing. This technology, which we plan to phase in over the next several years, will enable us to receive manuscripts on disk, edit them, and then encode them so that our printer can produce typeset copy directly from the disk. In time, the Managing Editor will also be able to lay out the journal electronically rather than by the laborious and time-consuming methods we have used.

We will then generate page proofs in-house, bypassing the galley stage altogether. All of this will allow us to save on production time and on money.

Bill had brought us to the verge of this venture into electronic publishing before his departure, and one of the challenges facing Teresa as Managing Editor is to get us to the target that Bill helped us to establish. Unless we do move forward like this, SAA will be left behind by the revolution that is taking place within the publishing business--and will be spending far more time and money on processes that technology can do both easier and better.

I haven't touched yet on SAA's non-serial publications. The Managing Editor designs SAA's new publications, lays them out, arranges for printing them, and helps us to set a budget (and a price) for each publication. During the next couple of years, as SAA undertakes the new "Archival Fundamentals" series of manuals, and as we expand our other publications as well, the Managing Editor will play a key role in developing SAA's publications program.

The Managing Editor keeps watch on the publications inventory we maintain and gives advice about when and how many to reprint. He or she

Letter to the Editor

Dear Editor,

In the course of my remarks during "The Common Agenda? Archives, Museums, and Historical Societies" session at the Atlanta annual meeting, I offered information about the work of the Common Agenda for History Museums Database Task Force, which on further checking has turned out to be incorrect. Through this letter I hope to clarify the record for interested SAA members.

The Common Agenda Database Task Force is working on standardizing the ways that history museums record information about objects in their collections. One of the future benefits of this effort will be to facilitate collections information networks, especially through automated systems as technology becomes more universal to the museum field. The Task Force is working systematically and carefully to insure usefulness to the vast field of history museums, whether large or small. Creating linkages to existing systems has been an underlying premise of this work. One of the purposes of describing our efforts at your annual meeting was to, in fact, solidify opportunities for collaboration. In my comments about MARC it seems that I reported some of the Task Force's early deliberations on how MARC might relate to their work. The Task Force has now concluded that by working with MARC users they can insure that any system emanating from its work would be compatible. In fact, the Task Force will be meeting with representatives of MARC (and MARC users in museums) to benefit from their work as it relates to museum collections.

My sincere apologies to any SAA members who thought the Common Agenda goals would be otherwise. Should any of you wish to learn more about the Task Force's work, please contact chairman James R. Blackaby, curator at the Mercer Museum and Fonthill, Doylestown, Pennsylvania. We anticipate a formal report on the Task Force's progress early in 1989.

Larry E. Tise

Executive Director American Association for State and Local History

supervises our two Publications Assistants, Troy Sturdivant and Al Correa, who handle the actual ordering and shipping procedures..

The Society also distributes a number of titles that we purchase for resale from other publishers. The Managing Editor recommends titles SAA might want to distribute, negotiates with the publishers for volume discounts, and sees to it that these publications are also added to SAA's inventory--and are repurchased on a regular basis.

The Managing Editor sees to it that we have monthly sales reports and helps us to interpret what they mean. And produces, at least twice a year, a new catalog of SAA publications. And promotes them through other means, from special mailings to advertisements in other professional journals. And periodically solicits and evaluates bids for our printing business. And monitors our supply of stationery, mailing bags,

and other "printing" needs. And squeezes in not only the annual meeting booklet, but the membership directory and other odds and ends.

SAA's publications program is a critical aspect of the Society's services to its members -- and, in fact, to the larger archival community that depends on the *SAA Newsletter* for information, *The American Archivist* for scholarship and reviews, and SAA's many other publications for the professional stimulation and guidance that they provide. In addition, the Society relies on publications sales for a major portion of its annual revenues.

All of these responsibilities have been very much on my mind as we have looked for the right person to take over as SAA's Managing Editor. I hope that you will think of them, too, as you welcome Teresa Brinati to these responsibilities.

SAA Notes

Co-author for SAA Publication

William Nolte of the National Security Agency will co-author, with Thomas Wilsted of the Salvation Army, the management manual for the Archives Fundamental Series.

Sustaining Member

The newest sustaining member of SAA is the Records Management Department of the Metropolitan Transportation Authority of New York. Their address is Fifth Floor, 347 Madison Avenue, New York, New York 10017. Welcome!

Ethics Task Force

The new task force to consult with interested parties and recommend revisions or additions to the SAA statement on ethics met in Atlanta. It requests that members and others send their comments, concerns, and suggestions to Maynard Brichford, David Horn, Bob Sink, Trudy Peterson, and Anne Van Camp. Members concerned about professional ethics should contact task force members this fall or winter so that their views will be available to the task force.

A Note From the Executive Director

Sylvia Burck, a member of the SAA staff since early 1982, resigned in September of 1988 in order to accept another position in the Chicago area. Most recently, Sylvia was responsible for managing SAA's financial and computer operations. In this capacity, she oversaw the transition from a manual to a computerized accounting system -- and from the cash basis of accounting to the accrual method.

Sylvia was instrumental in the selection and implementation of SAA's office computer and membership data base. She also worked with the Society's sections and roundtables and made numerous other significant contributions to the Society's work.

We wish Sylvia well as her career takes her on to another organization.

What Council Did ...

During its two meetings in Atlanta on 27 and 30 September, the SAA Council:

- selected New Orleans, Louisiana, as the site of the 1993 annual meeting;
- adopted an executive office workplan for 1988-89;
- heard a report from Page Putnam Miller on recent activities and future plans for the National Coordinating Committee for the promotion of History;
- accepted a report, "An Action Agenda for the Archival Profession," that was prepared by SAA Committee on Goals and Priorities;
- adopted new guidelines for two SAA committees: the Host Committee and the Membership Committee;
- granted a request for a new Geac Users Roundtable;
- amended SAA's bylaws to permit multiple-year terms for chairs and members of SAA committees and task forces;
- met with the Society's two representatives to the National Historical Publications and Records Commission, Edward Papenfuse and Helen Samuels;
- authorized a study, by the Council Committee on Task Forces and Representatives, of various aspects of SAA's practice of establishing liaison with other organizations;
- expanded the Editorial Board to 12 members; abolished the Publications Management Board (assigning its functions to the Executive Committee); made the editor of *The American Archivist* and other editors responsible to the Executive Director (provided that editorial independence is affirmed); and removed the Executive Director, the Treasurer, and editors as members of the Editorial Board;
- selected Roy Turnbaugh, Philip Mason, Lydia Lucas, and Howard Lowell as new members of the Editorial Board;
- created two new task forces: on records management (chaired by Edward Weldon) and on guidelines for consultants (chaired by Philip Mason), and a working group on library archives (chaired by John Knowlton);
- elected Richard Cox as its representative on the Executive Committee; and
- agreed to meet 3-5 February 1989 in Washington, D.C., and to invite Roland Baumann, chair of the Membership Committee, to report on its strategy for and activities in membership development.

SAA Publications to be Revised

With the Archival Fundamental Series well underway, the Editorial Board has begun reviewing other early SAA publications with an eye to commissioning revisions. At its Atlanta meeting, the Board recommended new editions of *Archives & Manuscripts: Security* (1977) and *Archives & Manuscripts: Surveys* (1977).

SAA members interested in preparing new editions should submit a prospectus and a vita

to Susan Grigg, Editorial Board chair, at Sophia Smith Collection and College Archives, Smith College, Northampton, MA 01063. The prospectus should run 500-1,000 words and offer both an exposition and an outline. Applicants who have not published in archival journals or other SAA formats should enclose a writing sample. Due dates are 12 December for the Security manual and 9 December for the Surveys manual.

Editorial Board Modifications

by Anne P. Diffendal

Anne P. Diffendal is an archivist at the National Museum of Roller Skating in Lincoln, Nebraska. As treasurer of SAA, she also chaired the SAA Select Committee on Publications that recommended a number of changes in how the Society manages its publications program.

At its recent meeting, Council made several changes affecting the Editorial Board and the publications' process. These changes reflect a recognition of the increased complexity of the Society's publications program into Council's current planning and decision-making procedures. Some changes required amending the Bylaws; others will be spelled out in guidelines and procedures statements.

The size of the Editorial Board was increased from eight to 12 members in order to give the Board the means to implement its responsibility for the non-serials publications in addition to *The American Archivist*. The length of terms of Board members was reduced from four years to three years. In the past, members have declined appointment to the Editorial Board because they were unable to commit their time so far into the future.

The chair of the Editorial Board is no longer limited to one term but is now eligible for re-appointment to a maximum of three consecutive one-year terms. This change follows a similar one affecting the chairs of most other SAA constituent bodies. In this way, Council hopes to provide for continuity in the work of committees and other such groups while retaining the appointing power of the president.

Council has also required that the Editorial Board, along with other SAA bodies, develop guidelines for its own work. These guidelines will serve to educate new Board members as well as others who are involved in the publications process.

Within the Council's subcommittee system, the Editorial Board will

Annual Meeting Roundup

Winners of SAA Drawing

One of the highlights of every SAA annual meeting is the prize drawing.

Attendees patiently sit through workshops, meetings and plenary sessions, but their minds are not always focused on what they are hearing.

Instead, they dream about winning free registration, a complimentary hotel room, or, better yet, a round-trip ticket to the next annual meeting.

That is why attendees anxiously await the closing luncheon. They hope that their business cards are fated for selection from the hundreds that have been collected by the exhibitors.

This year in Atlanta, the following attendees had good fortune smile upon them:

1st prize, roundtrip airfare on TWA to the 1989 annual meeting in St. Louis: Suzanne Flandreau Steel, University of Mississippi;

2nd prize, four nights lodging at the Clarion Hotel during next year's annual meeting: Kathleen Hartt, The Museum of Fine Arts, Houston, Texas;

3rd prize, free registration for the 1989 annual meeting: Thomas A. Smith, Rutherford B. Hayes Presidential Center; Thomas E. Price, Baton Rouge, Louisiana; Deacon Martin G. Towey, Archdiocese of St. Louis.

As an added attraction, SAA inaugurated an "Exhibitor Drawing." Cuadra Associates, Inc. of Washington, D.C., won a double room for four nights at the Clarion Hotel for the 1989 meeting.

Congratulations to all of the winners.

report to the Executive Committee. The editors will join the Managing Editor and the Education Officer in reporting to the Executive Director. It is Council's expressed intent that independence in editorial judgement be affirmed by a clause in the employment contract of each editor, a guarantee not previously made.

No one involved in making these changes believes that Council resolutions or amendments to Bylaws are

Next Year in St. Louis

In an effort to increase the number of vendors in the exhibit hall, SAA requests that you submit the names of the suppliers that you use or that you would like to see exhibit at the 1989 annual meeting. SAA will contact these vendors and solicit their support for the St. Louis meeting.

Send your submissions to Georgeann Palmer at the SAA office in Chicago. Make sure to include the company name, sales contact, address and telephone number. Thank you.

Annual Meeting Cassettes

Are your notes from the annual meeting illegible? No need to fret.

Forty sessions from the meeting in Atlanta were taped this year. The tapes are available for purchase through Convention Recordings International, Inc., 13030 Starkey Road, Suite 5, Largo, Florida 34643.

The following sessions were recorded:

2W, 10, 11, 12, 13, 14, 19W, 22, 23, 28, 29, 30, 32, 35, 36, 37W, 42, 43, 47, 54S, 60SF, 62, 66, 67, 71, 73SF, 76, 77, 80, 81, 83, 84, 85, 87, 89, 91, 92, 93, 94, 95

Consult the annual meeting program for titles and descriptions of the sessions. Contact Convention Recordings for an order form.

sufficient in themselves to bring about the intended results. The Editorial Board under its chair Susan Grigg, who has accepted re-appointment for a second year, with informed support from Council through the Executive Committee, faces the task of developing and implementing procedures for its work that will fulfill the members' high expectations for the Society's publications program.

Certification Update

by Paul Chestnut

After years of discussion and planning, the process to certify individual archivists was officially launched at SAA's annual meeting in Atlanta. The Interim Board for Certification had been directed by the SAA Council to develop a plan for certification by petition and implement it at the Atlanta meeting. The Board completed its work, and petition forms were distributed at the plenary session held during the meeting and at an information booth operated by the Board on Friday and Saturday of the weekend in Atlanta.

The period of eligibility for certification by petition is limited to one year, after which candidates seeking certification must take an examination. This year of eligibility began on 1 October and ends 30 September 1989. Certification achieved through qualifying by petition or later by examination will last for eight years.

Once 100 archivists have been certified by petition, the Academy of Certified Archivists will become the permanent administrative body responsible for operating the certification program and developing the certification mechanism. The Interim Board, appointed by the SAA president to administer the program until formation of the Academy, will oversee the transition from SAA's control to the Academy's and then be disbanded.

It is assumed that at least 100 archivists will have qualified by petition before the next annual meeting and that the Academy will begin its work in St. Louis next October. Since Council's calendar for implementing the program also includes offering the certification examination in St. Louis if the Academy is ready to function, it looks as if the 1989 annual meeting will be another important milestone in the long and sometimes controversial undertaking that has been under consideration since SAA's founding in 1936.

An unexpectedly large registration for the annual meeting's opening

luncheon forced the plenary session to surrender its meeting space in a larger ballroom to accommodate hungry archivists more comfortably. A second unexpectedly large crowd turned out for the plenary session, and the SAA staff and the Interim Board had to scurry around at the last minute to accommodate interested archivists more comfortably. Most people found seats in three adjoining rooms, and a lively and informative session was underway only slightly behind schedule. If Georgeann Palmer's first annual meeting on SAA's staff taught her anything about SAA conventioners, it must be that our appetites for both food and thought are, if at all predictable, greater than we admit to.

Papers were presented at the plenary session by Edie Hedlin, Chair of the Interim Board, Board members Frank Cook and Bert Rhoads, and SAA Executive Director Donn Neal. Paul Chestnut was introduced as the new member of the Board appointed to replace Roy Tryon, whose move to another job forced him to reduce outside commitments.

Hedlin reviewed the activities of the Board during its first year; Cook described the petition procedure; Rhoads discussed the development of the examination; and Neal reported on budget projections for the first five years of the program.

Opposition to certification was articulately expressed from the floor during the discussion period, and constructive comments concerning the fee structure and the educational requirements needed to qualify for the examination were made by several in the audience. The session was taped for future use, and it is hoped that the papers will be available for distribution.

Although cut short by the need to adjourn to the opening luncheon, discussion was continued later at the information booth, where approximately 100 persons stopped by to debate, inquire, volunteer, or otherwise voice opinions and concerns. Some excellent discussions took place in

an atmosphere conducive to the one-on-one dialog unavailable in a program session.

About 20 people left cards or mailing information in response to requests for volunteers to assist the Board's outreach efforts. Several others stopped by to register their continued opposition to certification in principle or to the priority it had been accorded by the Goal and Priorities Task Force and SAA Council. (If my own personal experience during six hours at the desk is representative, these debates, unlike others held in October, generated more light than heat and were positive efforts to further the overall good of our profession.)

Certification is available to any archivist who qualifies on the basis of education and experience, regardless of membership in SAA or other archival organizations. Petitions will be sent to all interested archivists who write or call the SAA office to request them. Petitions returned to the office must be accompanied by a \$25 nonrefundable application fee. Successful applicants will be charged a one-time fee of \$250 to cover the eight years of the certification period.

In order to maintain petitioners' confidentiality, specially designed labels were included with the petitions distributed in Atlanta. Those sent by mail will also include these labels. Please use them or in some way indicate on your envelope that a petition is enclosed so that SAA staff will know to deliver your

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Certification Petitions Available

SAA members and others who did not attend the annual meeting in Atlanta, where copies of the certification petition were first distributed, may obtain a copy of the petition by writing to the SAA office. A stamped, self-addressed envelope will speed the process but is not necessary.

Certification Update continued

petition unopened to the committee who will review your application.

If you have further questions concerning the petition process, direct them to Frank Cook or any other member of the Interim Board prior to the close of the petition period on 30 September 1989.

Examination development is being managed by a professional testing company working with Bert Rhoads and other archivists selected to define archival practice and theory. Inquiries related to this phase of the program should be sent to Rhoads, Edie Hedlin, or Donn Neal. (See sidebar for more details.)

Suggestions for modifications to the plan prepared by the Board and recommendations for the recertification program can be made to the Board for forwarding to the Academy once it is established. Comments concerning policies and overall supervision of the Board's activities should be addressed to SAA officers and Council until the Board is disbanded and authority passes from SAA to the Academy. Volunteers willing to help with outreach and informational efforts are welcome to get in touch with me.

Certification by Examination

by Bert Rhoads

The process of creating an examination for the certification of archivists began with a "Role Delineation" workshop in Boulder, Colorado, in mid September. The role-delineation document, when completed, will identify the knowledge and skills needed by a certified archivist and will serve as a "blueprint" for the examination.

Seven professional domains were identified: Selection, Arrangement and Description, Reference and Access, Preservation and Protection, Promotion and Outreach, Program Assessment and Enhancement, and Professional, Ethical and Legal Issues.

Twenty-four major tasks associated with these domains were also identified. More than 50 skills are essential to the performance of these tasks.

Each of the domains have been weighted in terms of importance to the profession. Tasks were

weighted by the same criterion within each domain.

These weights, which may be modified by the profession in an upcoming validation process, will determine the number of questions asked about each task on the certification examination.

The role-delineation statement drafted at the Boulder workshop, which was conducted by the Professional Examination Service, requires editing. Tim Ericson, SAA education officer, has volunteered to do the editing. Once edited, the statement will be sent to workshop participants for their critical review.

Once these suggestions are incorporated, the document will be sent in November and December to a representative group of 150 archivists for "validation."

The final product will be published in the SAA January Newsletter.

Education Notes

Education Office Accepting 1989 Preconference Workshop/Seminar Proposals

SAA members who are interested in proposing a preconference workshop or seminar for the 1989 Annual Meeting in St. Louis (25-29 October) must submit preliminary proposals to the SAA Office of Education postmarked no later than January 6, 1989.

Proposals should contain the following information:

TITLE: including a one or two paragraph description of the workshop or seminar;

DEMONSTRATED NEED or rationale for the workshop;

PURPOSE OF THE WORKSHOP: including specific knowledge and/or

skills that will be taught;

INTENDED AUDIENCE: include any prior knowledge that participants should have, screening mechanisms that may be necessary, level of instruction (ie. beginning, intermediate, advanced, etc.) and maximum number of participants;

LENGTH OF WORKSHOP: one, two, or three days;

NAMES OF PROPOSED INSTRUCTORS: including a resume listing previous experience in archival education;

DETAILED AGENDA of topics to be covered and teaching techniques to be used;

ADVANCE PREPARATION: such as readings exercises, self studies, or case studies that will be required of participants;

SPECIAL EQUIPMENT: such as computers, audiovisual, blackboards, display materials, etc.;

SPECIAL FACILITIES: such as

laboratories; and

BUDGET: including any travel, per diem, or honoraria being requested, copying of handouts or other curricular materials.

The selection of 1989 workshops will be coordinated with the 1989 SAA Program Committee, and all proposals will be discussed at the committee's January 1989 meeting. Final selection of preconference proposals will be made by the SAA Office of Education during February 1989.

As was done for this year's annual meeting, the preconference schedule, including workshop/seminar titles, dates, instructors, and fees will be announced in the March 1989 *SAA Newsletter*.

Anyone with questions regarding workshop proposals is encouraged to contact Tim Ericson at (312)922-0140.

FORUM

Free discussion, debate, and disagreement over major issues and developments mark the Society -- just as they mark the larger society of which we are a part. In that spirit, the *SAA Newsletter* is pleased to present in this Forum a letter recently received from seven SAA members concerned about certification, as well as a response prepared by President Frank B. Evans and Edie Hedlin, Chair of the Interim Board for Certification. The pages of this newsletter are always open to issues of this nature, and we welcome comment from you on them.

2 October 1988

Dear Colleagues,

Now that the one-year certification by petition has begun, we feel it is important to note in a public forum that a substantial body of archivists still have grave doubts about certification in principle and about the particulars of the SAA program.

There are many distinguished supporters of certification, but there are also many distinguished archivists who either remain unconvinced by the SAA program or who believe that certification is a major misstep for the archival profession. We are concerned about an apparent increase in apathy among the two latter groups -- many regard certification as a *fait accompli* and thus either will ignore it or reluctantly sign on to it. The issue is too important, however, to ignore or concede.

SAA officers and proponents of certification have asked us to accept as final the decision to adopt certification and to "get behind" the program to make it a success. Regrettably, we must dissent because we find certification increasingly unsatisfactory as it has developed and as its content, format, and implications have become clearer.

We have chosen to present our concerns in the *SAA Newsletter* not because we believe this brief statement can refute the case for certification, but because we are deeply concerned about the effects it is having on the archival profession. Most recently our concern has been raised by the August/September mailing from the Interim Board for Archival Certification and by comments made at the plenary

session on certification during the Atlanta SAA meeting. These reflect two troubling aspects about how certification is being advanced.

First, the very structure of the "grandparenting" process seems designed to exploit the fears of those archivists who may not believe in certification but who are worried they may be committing "professional suicide" if they do not petition now. The shortness of the period for certification by petition places artificial pressures on the decision whether to become certified or not. Thus, the program's timetable itself precludes the possibility of evaluating the success of certification based on the number of individuals who petition. Nevertheless, the Board already seems to be laying the groundwork for calling the program a success even if so few as 100 archivists are certified by petition.

The second troubling phenomenon is that we are being encouraged to accept a program that a large number of archivists, through national and regional surveys, have said is inadequate and ill-advised. We are asked to overlook the flaws that have been found in certification and, instead, trust the petition and exam development phases to solve what are clearly structural and philosophical problems with certification. Meanwhile, many questions have been left unanswered, such as recertification, influence on employers, and the relationship to educational programs.

In addition, we see a key professional issue being handled more like an advertising campaign than a balanced and professional

discussion. For example, the Board's August/September mailing overstepped the bounds of proper communication in a learned society when it included endorsements of certification, but no dissenting viewpoints. We find this merchandising indicative of a tendency to focus more on securing the acceptance of, and revenues for a program than on the correctness of the goal of certification.

In this environment where winning the acceptance of a problematic program has become a goal in itself, we doubt that future objective assessments of the certification program are likely. Indeed, once the full apparatus of certification is in place, we believe there is little possibility that it will be honestly and searchingly evaluated since it will be an institution that, like all others, will seek to perpetuate itself. The projected figures for the certification program seem reassuring in regard to the program's financial implications for the Society. We remain concerned, however, about our other resources -- the time that archivists will devote to this issue at the expense of other, more pressing, work facing the profession.

These are the concerns that compel us to ask all archivists who have doubts about certification and the SAA plan to express these concerns to Council and to not apply for certification. We feel our only recourse is to steadfastly pledge, as individuals, not to petition for certification. We advise all who have doubts about certification to do likewise and thereby not contribute to the appearance of the pro-

Continued on next page, column I

FORUM continued

gram's success. Quite simply, we see this as an issue of holding true to our beliefs by not enrolling in a program that we cannot accept as the right move for the archival profession.

We are concerned that the discussion of certification has led to great divisiveness in what has, until now, been a remarkably warm and hospitable profession. Much has been lost in the process. Most regrettable is that tremendous energy, talent, and resources have been diverted away from the fundamental archival concerns that should be the center of our professional actions. Let us assert our professionalism by turning away from the structure of certification and instead focus our attention on the substance of archival work.

Philip N. Cronewett
Dartmouth College

Max J. Evans
Utah State Historical Society

William J. Maher
University of Illinois, Urbana-Champaign

Alden N. Monroe
Alabama Department of Archives and History

Sharon Pugsley
University of California, Irvine

Kathleen D. Roe
New York State Archives

Elizabeth Yakel
Archivists of Religious Institutions



Dear Colleagues,

We are pleased to respond to the 2 October 1988 letter of seven SAA colleagues. There has been debate over aspects of the current certification plan since its initial issuance four years ago, and we expect that a topic of such major professional importance will continue to generate expressions of both support and dissent. We have

benefited, and continue to benefit from constructive criticism.

The authors of this letter note that although the program is underway they wish to express their objections to it. Specifically, they object to the limited time period for certification by petition, and to the tone of the mailing from the Interim Board.

Certification by petition, or "grandparenting," will be available for one year. We believe that this is appropriate given the size of the profession, the level of effort required to complete the petition, and the time frames set by other professions who have offered the petition option at the beginning of the certification programs.

If the Board's mailing offended some recipients, we apologize. It was the product of many individuals and it underwent extensive editing. Although those involved in its preparation did not view the mailing as "merchandising," they also did not view it as a forum for debating the merits of certification. The Society's officers and Council voted in 1987 to adopt a certification plan and reaffirmed that decision in 1988. The mailing was an effort to explain the purpose and goals of certification, and to answer frequently asked questions. The "endorsements" reflect the range of reasons some archivists have offered for supporting certification. Numerous individuals have expressed their appreciation for the mailing. We regret that some viewed it negatively.

As their letter progresses, the authors express reservations about the value of any certification program and maintain that the question of certification has led to great divisiveness in the profession. They clearly feel that there is no need for a certification program.

Many others feel differently. The recent history of certification began in 1984 with the appointment of a subcommittee to develop the outline of a certification plan for consideration by the membership. This step was in

response to increasing comment from the membership regarding the need for self-definition, and in conjunction with the focus on goals and priorities then underway. From 1984 to 1987 subsequent SAA presidents, officers, and Council members -- all elected by the membership -- have carefully considered this issue. In 1986, Council authorized a poll of the membership on certification and incorporated the results of that poll into their deliberations. The poll indicated that a majority of the membership favored the concept of certification; however, the poll failed to reflect a strong preference for or against the adoption of a certification program.

These inconclusive results placed the decision in the hands of SAA's elected leadership. With one exception, the Council and officers that voted to adopt certification in 1987 were different individuals than those who initiated the process in 1984. Still another Council and set of officers reaffirmed this decision in 1988. SAA's elected leadership thus has been and remains strongly supportive of certification.

For each one of us, certification remains a personal choice. We hope that many archivists will use this opportunity to help express their commitment to professional standards and practice, and thus to establish a clearly identifiable credential. At the same time we respect the freedom of the authors to choose the manner in which they serve and identify with their profession. Not every member of the profession will seek to become certified. Those who do, however, will indeed be, in our view, identifying and defining "the substance of archival work."

Frank B. Evans, President
Society of American Archivists

Edie Hedlin, Chair
Interim Board for Certification

DECORATE HEADQUARTERS!!

Donate decorative art for display on the walls of the SAA office in Chicago.

Call Donn Neal for details.
(312)922-0140

FELLOWS

continued from front page

accrual system. Ms. Diffendal is currently Director of the National Museum of Roller Skating, Lincoln, Nebraska.

James E. Fogerty was praised for his dedication to regional archival groups. His sponsors noted that as chair of the Committee on Regional Archival Associations, he strengthened communications between regionals and SAA. Mr. Fogerty was among the first to recognize the significance of oral history as a documentation method and promoted the development of an SAA Committee on Oral History. Mr. Fogerty is currently the head of the Acquisitions and Curatorial Department, Division of Library and Archives, Minnesota Historical Society.

Bruce W. Dearstyne was recognized for his ability to effectively bridge communications between archival groups and other related professions and

organizations. His sponsors cited his work at the New York State Archives, his publications for the American Association for State and Local History, his varied activities in SAA, and his leadership of the National Association of Government Archives and Records Administrators. Mr. Dearstyne is currently the Director of External Services and Programs for the New York State Archives and Records Administration. In addition, he serves as Executive Director of NAGARA.

Congratulations Fellows!

AWARDS continued from front page

Historical Collections, Bentley Historical Library, received the Philip M. Hamer-Elizabeth Hamer Kegan Award for their research and compilation of *A Book of Days: 150 Years of Student Life at Michigan*.

Created to commemorate the sesquicentennial of the University of Michigan, the publication combines photographs from the archives and text from diaries, letters, alumni records, and university publications to make a useful and intriguing day book.

The Sister M. Claude Lane Award for significant contribution to the field of religious archives went to Brother Denis Sennett, S.A. of the Friars of Atonement. Brother Sennett has been an instructor for programs with the Felician Sisters International Archival Institute, the Religious Institutes at Bergamo, the Benedictine International Archival Institute, and Archivists in Religious Institutions.

Avra Michelson, systems administrator for the Smithsonian Institution, was awarded the Fellows Posner Prize for the most outstanding essay published in 1987 in *The American Archivist*. Selected from a pool of 18 articles, "Description and Reference in the Age of Automation" addressed a topic of broad current professional interest and concern. Ms. Michelson designed a survey of repositories using the Research Library Information Network and Archives and Manuscripts Control. The assumptions, findings, and conclusions in this article should lead to improvement in the quality of future writing on archival automation.

A microcomputer software system produced by the Michigan State University Archives under the direction of Frederick Honhart received the C.F.W. Coker Prize for outstanding finding aids and innovative development in archival descriptive tools. The system, MicroMARC AMC, edged out 11 other entrants. MicroMARC:AMC provides a major breakthrough in making MARC-AMC format accessible to all archivists.

The Theodore Calvin Pease Award, initiated this fall, honors superior writing achievement by a student of archival administration. Greg Kinney, a student in the Master's program at the University of Michigan, was the first recipient.

His essay, "The Records of Land District Offices of the U.S. General Land Office for the States of the Northwest Territory," will be published in a future issue of *The American Archivist*. Mr. Kinney traces the custodial history of land records for the six states of the old Northwest Territory, from their creation in the early 1800s to their use and availability today. The award, named in honor of the first editor of the Society's quarterly journal, is funded by Mrs. Calvin Pease.

The Society of Australian Archivists' publication, *Keeping Archives*, received a special certificate of commendation for excellence. Edited by Ann Pederson of the University of New South Wales, the book has been cited for its comprehensive practical introduction to modern archival theory and practice. *Keeping Archives* is available through SAA.

The Colonial Dames Scholarship Award went to Doris Martinson, head of the Knox Count Archives in Tennessee, and Margaret Nelson, archives technician for the Smithsonian Institution Archives of American Art. The award enables them both to attend the Institute in Modern Archives Administration in Washington, D.C. this February.

Finally, the Oliver Wendall Holmes Award went to Ann Pederson, of the University of New South Wales, Jan Boomagaard, of the Municipal Archives of Amsterdam, and Alan Ives, of the Riverina-Murray Institute of Higher Education.

The award allows these overseas archivists, already in the United States or Canada for training, to augment their studies by traveling to other archival institutions, national or regional archival meetings, or archival institutes.

The Society of American Archivists salute this year's winners.

Regional News

New Association

The Association of Hawaii Archivists was recently formed to serve those individuals and institutions interested in the preservation and use of archival and manuscript materials in the state of Hawaii as well as adjoining areas.

The objectives of the Association are to promote cooperation and exchange of information; to disseminate information on research materials and archival methodology; to provide a forum for the discussion of matters of common concern; and to cooperate with SAA in its objectives, and with similar cultural and educational organizations.

Officers pro tem were elected last June by the Ad Hoc Committee to organize the Association of Hawaii Archivists. For membership information, contact the Association of Hawaii Archivists, P.O. Box 3371, Honolulu, HI 96701.

A BOOK OF DAYS: 150 YEARS OF STUDENT LIFE AT MICHIGAN

Award-winning day book.
Copies are \$10.00 +
\$3.00 shipping/handling

Contact the Assistant Director,
Bentley Historical Library
(313)764-3482

Featured Regional: The Association of St. Louis Area Archivists

by Charles F. Rehkopf

The Association of St. Louis area Archivists (ASLAA) was inaugurated in 1972, following several years of informal meetings of local archivists and records managers. Its purpose is fivefold: to provide a means for individuals employed in archives, record centers, and manuscript repositories to work together; to improve standards and professional competence; to promote cooperation with other professionals in related fields; to act as an information network by exchange of information; and to encourage membership in SAA and MAC.

Membership during the 16 years since ASLAA's inception has included persons from Federal Records Centers, academic archives, religious archives, local government centers, business archives and many other repositories from the eastern half of Missouri and western Illinois.

The Directory of Archives and Manuscript Collections in the St. Louis Area was first published by the Association in 1985. The Directory was updated in 1988 and lists 112 repositories, noting their contact persons and highlights of their holdings.

The Association's constitution calls for two meetings per year. Three, however, are generally held: fall, winter, and spring. Lately, the Association has focused more on improving standards of professional competence. This involved organizing several workshops. The first cover architectural records. More than 40 people attended the second workshop, on basic conservation, which was led by document conservationists from the University of Missouri. The MARC/AMC Format workshop, cosponsored with Kansas City Area Archivists, had to be cancelled in August due to a scheduling conflict.

Several of the ASLAA members now serve on SAA's Local Arrangements Committee for next year's annual meeting in St. Louis. This committee has met regularly since last spring and will continue to meet throughout the coming year. Two of the officers, Peter Michel and Pat Adams, also serve ex-officio on the Program Committee for 1989.

ASLAA is one of the smaller regional groups, but it is an active organization working toward strengthening the archival profession.

Transitions....Transitions....Transitions....Transitions

Mary Zimmeth is in charge of arrangement and description activities, and Mark Barnes serves as the State Records Specialist at the State Archives of Michigan.... Frank H. Mackaman is curator of the Gerald R. Ford Museum and has been appointed director of the Gerald R. Ford Library and Museum.... Phillip B. Eppard is now assistant professor of information science and policy at SUNY Albany.... Timothy Walch is the assistant director of the Hoover Presidential Library, West Branch, Iowa.... Victoria Irons Walch, an archival consultant in Iowa City, is currently providing staff support to the Working Group on Archival Description Standards sponsored by Harvard College and funded by NHPRC.... Christopher M. Beam is the director at the Edmund S. Muskie Archives at Bates College, Lewiston, Maine.... Roy H. Tryon is the deputy director for archives and records management with the South Carolina Department of Archives and History Columbia, S.C.... Alexia J. Helsley is now director of public programs for the South Carolina Department of Archives and History.... Nancy S. MacKechnie has been named curator of rare books and manuscripts at Vassar College Library.... William J. Tramposch succeeds James B. Thayer as executive director of the Oregon Historical Society.

The American Archivist in Transition

by David Klaassen

Beginning with the Winter 1989 issue (Vol.52, Number 1), *The American Archivist* will be produced by almost entirely new editorial personnel. The editor, David Klaassen, of the Social Welfare History Archives, University of Minnesota, was selected by the SAA Council during the New York annual meeting in September 1987 to succeed Julia Marks Young.

The transition began six months ago to permit adequate lead time to assemble the first issue. Klaassen's previous editorial experience includes five years on the editorial board of the *Midwestern Archivist*, including three years as its chair.

There are three new departmental editors and two who continue. Marjorie Barritt and Nancy Bartlett of the Bentley Historical Library, University of Michigan, remain as coeditors of the "International Scene," a department that they rejuvenated substantially during the past two years.

"Case Studies and Commentaries," coedited by Joel Wurl and Dean DeBolt, will become two separate departments. Susan E. Davis, formerly of the New York Public Library and now living in Madison, Wisconsin, will edit "Case Studies." Scott Kline of the Seattle Municipal Archives will edit "Perspectives."

Anne Kenney, Cornell University, succeeds Glen Gildemeister as editor of the "Reviews" department, effective with the Spring 1989 issue.

The work of all these individuals will be channeled through a new managing editor, Teresa M. Brinati, who is introduced elsewhere in this issue of the Newsletter.

Changes in format will reflect

the recognition that much of what is, and needs to be, communicated to advance the archival profession is in the form of analytical reports of specific activities or reasoned presentations from particular points of view. By recognizing the importance and validity of these kinds of articles, the editors hope to continue the transformation of what began as "short features" into vital parts of archival literature.

To that end, the journal will distinguish between the various types of articles along the following lines. The name, address, and telephone number of the editor responsible for each is included to encourage submissions, inquiries, and suggestions.

Research Articles

These are formal analyses, based on systematic review of literature or on other types of original investigation. Submissions are sent out for blind review by three persons, including one member of the editorial board, before acceptance. [David Klaassen, 101 Walters Library, University of Minnesota, Minneapolis, MN 55455, (612)624-4377]

Case Studies

These are analytical reports of projects or activities in a specific institutional setting that offer the basis for emulation or comparison in other settings. [Susan E. Davis, 6606 Carlsbad Dr., Madison, WI 53705, (606)833-0089]

Perspectives

These are commentaries, advocacy or opinion pieces, and other relatively informal presentations that rely more on the author's thought processes and less on systematic research. [Scott Kline, Seattle Municipal Archives, Office of the Comptroller, 101 Municipal Bldg., Seattle, WA 98104,

(206)684-8353]

The International Scene

This may include elements of any of these formats in covering archival developments outside the United States and Canada. [Nancy Bartlett and Marjorie Barritt, Bentley Historical Library, 1150 Beal Ave., University of Michigan, Ann Arbor, MI 48109-2113, (313)764-3482]

Surveys

This will be instituted in future issues. The section will include essays that review developments in specified areas, such as preservation, automation, and education, in a way that describes particular projects in the context of broader trends. (Edited by David Klaassen)

Reviews

This department may be expected to expand the scope of published works and activities that it evaluates and may include occasional review essays to permit more comparative analysis of related publications. [Anne Kenney, Olin Library, Cornell University, Ithaca, NY 14850, (607)255-6875]

Another area of anticipated change for the journal, perhaps not immediately perceptible to readers, but certainly significant for the editors and authors, is in the editorial and production process.

The American Archivist is investigating electronic publishing in an effort to avoid the expense and inefficiency of a separate typesetting stage. This increases the importance of receiving articles from authors in as "clean" a condition as possible. Detailed guidelines have been developed to inform authors of format considerations (including points such as margins, spacing, footnote style, and submission on computer diskette) that affect the speed and efficiency with which text can be transformed from manuscript to

Continued on next page,
bottom of column I

Descriptive Standards for the Archival Profession

by Lawrence Dowler

There is an increasing awareness among archivists of the need for standardizing descriptive practices in order to provide access to holdings, and a growing sense of frustration over the absence of any systematic procedure for addressing these questions within the archival profession.

The lack of a conceptual framework and a forum in which the archival profession can discuss and evaluate descriptive standards is costly in terms of the wasted energy, ineffective or inappropriate attempts to develop standards, competing standards in the same area, and the lack of effective development, maintenance and promotion of even those standards archivists agree are needed.

The continued development of archival information systems and networks has intensified the debate between proponents and opponents of standards. Some see the absence of standards robbing these systems of much of their potential, while others maintain that standards limit their ability to act appropriately within their own unique situations.

What needs to be examined, however, is when and under what

conditions standards are needed, and at what point, if any, are they detrimental to archival descriptive practices.

The benefit of standards will largely depend not only upon the profession's ability to apply them, but to apply them where they will have the greatest impact.

Similarly, it is necessary to question as well as avoid applying standards that are inappropriate, impractical to maintain, or counter-productive.

In short, standards must be presented and perceived as an effective measure that provides positive results, and not as an abstract good or imperative made for reasons of esthetics or consistency.

Recognizing the general problem, the National Historical Publications and Records Commission (NHPRC) has awarded a grant to support the work of a group of archivists, representative of various constituencies in the archival profession, who are concerned about the lack of descriptive standards.

The Descriptive Standards Working Group, co-chaired by Lawrence Dowler of Harvard University and Richard Szary of Yale University, will meet two days in the fall and again in the spring. Twelve to 15 members will comprise the group, and a half-time project coordinator will help assemble information and coordinate the work of the group with that of individuals and organizations concerned with standards.

The group will attempt to:

- identify what standards issues need to be considered;
- determine priorities for action;
- develop guidelines for evaluating standards;
- consider and recommend to SAA a mechanism or method by which standards issues can be considered and acted upon by the profession;
- work with various groups and constituencies to address issues

more important to each group.

Possible topics of investigation include: the contribution a standard might make toward consistency in local description vs. its benefits for interrepository exchange; the value of a standard for a large number and variety of repositories vs. its applicability to a limited number of repositories of a particular kind; and the value of standardization in a particular area for integration of information with descriptions of other cultural resources, such as publications and artifacts.

Finally, the group will produce a report that will attempt to provide a conceptual framework -- the rationale, scope, evaluation, and priorities -- for considering descriptive standards. This report will be distributed to interested parties in the profession. At the end of the spring meeting, a comprehensive report on the state of descriptive standards in the archival profession will be issued.

This final report will include recommendations for creating a permanent mechanism or procedure for monitoring and making changes in descriptive standards in the future.

The Descriptive Standards Working Group cannot in the course of two meetings create standards for the archival profession or even decide every standards question. What the group can do is to set forth the various issues involving standards.

Ultimately, the success of this effort will depend on the participation and active concern of every archivist and constituency within the profession that has an interest in descriptive standards. If you have a strong opinion about a specific standard, prepare a brief paper (five pages) about standard(s) that you would like the archival profession to adopt. Please send your papers to: Lawrence Dowler, Widener Library, Harvard University, Cambridge, MA 02138, (617)495-2441.

American Archivist continued

published form.

Conformity to all specifications is less critical during the initial review stage than in later editorial revisions, but persons wishing to prepare initial submissions according to the guidelines may request a copy from the managing editor, Teresa Brinati, at the SAA office.

As announced in the July Newsletter, the Fall 1989 issue of *The American Archivist* will be a special issue devoted to architectural materials. Guest editor Robert Blessé is still accepting proposals for articles. Send proposals to him by 15 December 1988 at the University of Nevada-Reno, Library, Reno, NV 89557-0044.

Automation Notes

by Marion Matters

APPM Revision Well Underway -- Draft Available for Review and Comment

Five years after publication of the original *Archives, Personal Papers, and Manuscripts* (APPM), the cataloging manual for archival materials, a revised and much expanded version is now in progress. In fact, the current draft -- 148 pages plus appendices and indexes -- is now available from SAA for review and comment. We are asking \$17 per copy to cover the costs of duplication, postage, and handling. (See detailed ordering information in box).

The APPM revision project is funded as part of a grant to SAA from the National Endowment for the Humanities. We were fortunate to be able to persuade (entice? coerce?) the original author, Steven Hensen, to do the work. In addition, the Library of Congress, the publisher of the original APPM, is participating in the revision process. A review committee, consisting of LC staff members Jeffrey Heynen, Harriet Ostroff, Ben Tucker, and Emily Zehmer, is working with Hensen to assure that "APPM 2" reflects the most current cataloging practice and retains its authority as the standard for AACR 2-based bibliographic description of archival materials.

The project to date. Hensen completed a first draft in April 1988. This draft was circulated to the LC review committee and a few others. In early June, Hensen, Lisa Weber, and the LC review committee met to review the draft. Hensen then prepared a second draft, incorporating the revisions required as a result of the review committee meeting. The second draft was sent to the LC review committee members for their approval, and is now

released for wider circulation.

What's new about the new APPM? First, the descriptive elements covered in the rules correspond more closely to MARC format equivalents. Some names of descriptive elements have been changed, and new elements have been added. Several rules include MARC-oriented explications. An appendix will contain MARC-coded versions of the examples used throughout the manual.

Second, where possible, the pertinent LC rule interpretations have been incorporated.

Third, ambiguous or confusing rules have been clarified (we hope!).

But the biggest change has been in the addition of an entire new section, larger than the original rules, that contains guidelines for choosing and formulating headings. In this section Hensen has drawn heavily on chapters 21-25 of AACR 2 dealing with choice of access points, personal and corporate names, geographic names, and uniform titles. He has selected the rules most likely to be encountered by archivists and manuscripts catalogers, incorporated relevant rule interpretations, and provided additional commentary and examples to reflect archival context.

This manual, like the original, does not include rules or guidelines for subject indexing.

How to participate in the review process. First, you'll need to purchase a copy of the draft from SAA (details below).

We (Hensen, the LC review committee, and I) solicit your comments in the following areas:

1. Clarity: Can you understand the rules and how to apply them?
2. Relevance: Do the rules adequately reflect (or promote) good archival descriptive practice?
3. Organization: Is the manual easy to use? Is the index helpful?
4. Coverage: Is anything missing? Should anything be omitted?
5. Examples: If you can, please contribute additional examples of descriptive records that follow these rules and that could be included in APPM or a companion

volume.

When preparing your comments, please cite both rule numbers and page numbers where applicable.

Be assured that this is not an academic exercise; all contributions will be seriously considered.

The author will be responsible for compiling and assimilating your outpourings of critical commentary and examples, so please direct them to: Steve Hensen, Manuscript Department, William R. Perkins Library, Duke University, Durham, NC 27706.

The deadline for responses is 31 December 1988.

Then what?

We (the aforementioned) will meet again early in 1989 to discuss the reviews and begin work on the final copy.

Publication is tentatively scheduled for fall of 1989, when the NEH grant expires.

To obtain a review draft of the revised APPM, please send a letter requesting the draft and enclose a check for \$17.00 to:

APPM Draft
c/o Nancy Van Wieren
Society of American
Archivists
600 S. Federal, Suite 504
Chicago, IL 60605

Make checks payable to Society of American Archivists.

If you have any other questions, please contact the SAA Automation Program Officer:
Marion Matters
1936 Sargent Ave.
St. Paul, MN 55105
612/698-6949

Coming Soon: More on Descriptive Standards

If you attended the SAA Annual Meeting in Atlanta, you probably heard the words "descriptive standards" often. There were sessions on Canadian descriptive

Continued on next page, column I

Automation Notes

Continued from previous page standards planning, MARC format integration as it may affect archival description, descriptive standards for visual materials, standards for form and genre terms, and archival description and authority control! Elsewhere in this newsletter is an announcement of the formation of a descriptive standards working group, convened by Lawrence Dowler under an NHPRC grant.

Do we all understand what we mean by "descriptive standards?" Where does the MARC format fit in? Or AACR 2, or LC subject headings?

In the next issue of the newsletter, perhaps in conjunction with a report from the standards working group, I'd like to try to illuminate the often confusing relationships between archival description, descriptive standards, standards for terms, authority control, and the MARC format. Wish me luck.

LC Subject Headings Now Available on CD-ROM

LC's Cataloging Distribution Service has been experimenting with CD-ROM versions of its USMARC records for authorities and bibliographic records. Following a period of beta testing, the CDS has announced the availability of its first product, LC subject headings authority records (CDMARC Subjects), on CD-ROM disk. The cost is \$300 for a 1988 subscription, compared with \$150 for the printed volumes (11th ed.) and \$80 for an annual subscription to the cumulative microform edition.

Here is what you get when you get CDMARC Subjects: 1 CD-ROM disk, retrieval software on 2 floppy disks, and a looseleaf manual in a three-ring binder. The package is designed to work with any CD-ROM drive attached to an IBM-compatible personal computer with 640K memory

and DOS 3.1.

The retrieval software provides several indexes for searching and browsing, and the user can choose two display formats: the "thesaurus image" format that mimics the printed entry from "Big Red" (11th ed.), or the USMARC tagged format.

LC is currently still testing versions of the name authorities file and bibliographic file, both much larger than the subjects file (3 and 7 disks, respectively). They may be configured to work with single or multiple drive CD-ROM systems. For more information, call 202/287-6171.

(Apparently there has also been some discussion of other potential CD-ROM "cataloger's tools," such as AACR 2 combined with LC rule interpretations, or LCSH combined with the LC subject cataloging manual. Such products, to be most useful, would require software that could link the separate elements in

ways that go beyond the usual key word retrieval. So far, however, this is only discussion.)

Archivists not the only Revisionists -- AACR 2 1988 Version Now Due to be Published in November by ALA
Anglo-American Cataloging Rules, second edition (AACR 2), the library standard for descriptive cataloging, has been the subject of considerable interpretation, if not outright revision, since it was first published in 1978.

The American Library Association announced this summer that the new version -- often referred to informally as "AACR 2-1/2" or "AACR 2R" -- would be available in October. In early October they had moved that back to November. Keep watching. The new version will not entirely eliminate the need to keep track of numerous rule interpretations ("RI's") issued by the Library of Congress, but it will help.

Hot Off the Presses

MANAGING BUSINESS ARCHIVES

Edited by Colleen Pritchard

This publication, produced by the Australian Society of Archivists Inc., presents an overview of information required for managing business archives. The material is compiled from a seminar held in Sydney on 26 July 1986 and conducted jointly by the Australian Society of Archivists and the NSW Special Libraries Section of the Library Association of Australia. This is a valuable reference for anyone interested in or working with business archives.

Softbound, pp. 56.
Members, \$10.00;
nonmembers \$12.00.

A MANUAL FOR SMALL ARCHIVES

Published this year by the Association of British Columbia Archivists, this manual is a must for anyone associated with or starting a small archives. Chapters run the gamut from "Resources" to "Conservation" to "Computers." There is also a bibliography. Material is compiled in a sturdy 3-ring binder, convenient for adding notes and other documents to make A Manual For Small Archives the ultimate resource.

Binder, pp. 215 plus Index.
Members, \$25.00;
nonmembers, \$30.00.

Office of the National Archives Reorganizes

The Office of the National Archives and Records Administration underwent a major reorganization in October.

The reorganization of 289 employees in the central, civil, and military divisions was prompted by the need to enhance intellectual control over many of the records in the custody of the National Archives in the Washington, D.C. area, according to Assistant Archivist Trudy Peterson.

The restructuring also allows the Archives to review agency records at the Washington National Records Center prior to moving to the new Archives II facility in 1994, Peterson said.

The newly created Archival Allocation and Evaluation Project Staff will be directed by Dan

Goggin. This will be a joint National Archives, Office of Records Administration, and Office of Federal Records Center project. The staff will identify, schedule, and appraise approximately 1.4 million cubic feet of WNRC records to ensure that all pre-1974 records are disposed of or transferred to the National Archives.

The newly formed Textual Reference Division will include the Captured German Records Staff, Reference Services Branch, Military Reference Branch, Civil Reference Branch, and General Reference Branch.

The newly created Textual Projects Division will include the Foreign Relations of the United States Project, the Archival Projects Branch, the Holdings Maintenance Branch, and the Records Relocation

Branch. The latter will be headed by Maida Loescher, who will develop a master location register for all National Archives textual records in the D.C. area. A new branch devoted to holdings maintenance will be created to consolidate this program.

The redesignation of the Legislative Archives Division as the Center for Legislative Archives will underscore the significance of legislative records, according to Peterson.

Lastly, Peterson said that the Machine-Readable Archives Branch was removed from the Special Archives Division and redesignated the Center for Electronic Records. The Center will be organized into two branches and expand NARA's work with electronic records over the next few years.

Second White House Conference on Libraries Approved

President Reagan recently signed into law the authorization for the White House Conference on Library and Information Services (WHCLIS). The conference will be held sometime between 1 September 1989 and 30 September 1991.

The National Commission on Libraries and Information Science (NCLIS) is the sponsor of the WHCLIS Preliminary Design Group. Chaired by William G. Asp, state librarian of Minnesota, the group has proposed three themes: library and information services for literacy, for productivity, and for democracy.

Participants in the conference will be selected from the library and information profession, active library supporters such as trustees and Friends, government officials, and the general public. Each grouping will have one-fourth of the representatives.

The first White House conference, in 1979, produced 64 resolutions. Of those, parts of 55 resolutions have been implemented.

Reports

"Humanities in America" Report
American culture -- how it is taught and how it is learned -- is the subject of a new study by the National Endowment for the Humanities.

"Humanities in America: A Report to the President, the Congress, and the American People." by Lynne V. Cheney, chairman of NEH, focuses on colleges and universities, commercial and public television, and other organizations that bring humanities education to the public, including museums, libraries, and historical societies.

For a free copy, contact Humanities in America, Room 406, National Endowment for the Humanities, 1100 Pennsylvania Ave., N.W., Washington, D.C. 20506, (202)786-0438.

Evangelical Archives Report

A Heritage at Risk, the proceedings of an Evangelical Archives Conference held July 13-15, 1988, at the Billy Graham Center in Wheaton, Illinois, have been published in a 47-page booklet and are now available to those who have an interest in this topic. The proceedings contain information pertaining to starting an archives, documentation strategies, outreach and other subjects.

Persons interested in receiving a copy at no cost should send a self-

addressed 6"x9" envelope with \$.85 postage to: Evangelical Documentation Projects Committee, P.O. Box 661, Glen Ellyn, IL 60138.

Wanted

The historian for the Crimes Against Humanity & War Crimes Section of the Department of Justice in Ottawa, Canada would like to get in touch with recent Soviet immigrants formerly employed by archives in the U.S.S.R., particularly Latvia (State Archives, Riga), as well as other Baltic archives. Contact Ted Kaminski, Department of Justice, Ottawa, Canada K1A 0H8.

Milton M. Klein, recently appointed University Historian for the University of Tennessee at Knoxville, would be happy to hear from or about others who serve as official historians of institutions of higher learning. Contact Milton Klein, University of Tennessee, 1101 McClung Tower, Knoxville, TN 37996-0411, (615)974-5421.

Anyone with any information regarding private bankers in America, particularly those east of the Mississippi River, and specifically, Michigan private bankers, should contact Robert D. Hatfield, 8728 Huron, Taylor, MI 48180. Mr. Hatfield is a researcher investigating the vital role of private bankers in America, especially during the 1840s.

Increased Funding for Preservation a Boon for Institutions

With funding for the Office of Preservation of the National Endowment for the Humanities jumping from \$4.5 million to \$12.5 million in fiscal year 1989, institutions should reap the benefits.

NEH will now have increased ability to fund institutional proposals, according to Ann Russell, executive director of the Northeast Document Conservation Center and chair of the Legislative Subcommittee of the SAA Conservation Section.

Russell said that institutions seeking to preserve research collections of national significance should consider applying for a grant.

The next grant application deadline for these funds is 1 December 1988. NEH has a special collections category that funds institutional projects. Applicants must make a case for the national importance of the material to be preserved. Cooperative projects involving several institutions are also eligible.

For additional information regarding the NEH grant program, contact the Office of Preservation, National Endowment for the Humanities, 1100 Pennsylvania Ave., N.W., Washington, D.C. 20506, (202)786-0570.

Aid for NY Records Programs

The New York Documentary Heritage Act was signed into law by Governor Mario Cuomo in September. The new law provides \$250,000 worth of support for historical records programs and for organizations that offer services to these programs.

Under terms of the Act, at least \$100,000 in aid will be available for regional advisory and assistance agencies to support historical records repositories in their regions.

Additionally, up to \$100,000 in aid will be available for individual historical records program projects or cooperative projects.

The new law also makes up to \$7,500 in aid available to each SUNY and CUNY Central Administrations, so that they can promote archival records programs.

News Notes

Managing Electronic Records in NY

A Strategic Plan for Managing and Preserving Electronic Records in New York State Government focuses on refining and expanding records management and archival programs to accommodate records from auto systems. The Plan proposes developing guidelines that will help New York state agencies to inventory and schedule their machine-readable records for disposition. It will also assist archivists to identify electronic records that have enduring value.

For copies of the report, contact Bureau of Records Analysis and Disposition, State Archives & Records Administration, 9C71 Cultural Education Center, Albany, NY 12230.

Iceland Archives Housed in Former Dairy

Hollinger boxes have replaced milk cans at the former Reykjavik Milk Distribution Centre. The National Archives of Iceland moved into the renovated premises a year and a half ago.

The director of the National Archives, Olafur Asgeirsson, reported that there is room for 22 miles of shelf space to hold the nation's documents -- old and new.

The 2.7 million sq. ft. facility was selected for its sturdy construction. Iceland spent \$7 million to purchase and alter the premises. Asgeirsson said that it was half of what new premises would cost.

The building includes document stacks, archival offices, restoration departments, book stacks, and reading rooms.

Editor's note: Hearing about this "adaptive reuse" in Iceland makes us wonder if there are some interesting and creative reuses here, too. If your archives building has a curious past, write to the SAA office in Chicago and tell us about it.

\$12.33 Million Approved for NEH Preservation Program

The future of preservation programs received a shot in the arm from the federal government.

President Reagan recently signed a Fiscal Year 1989 appropriation bill increasing the budget of the National Endowment for the Humanities' Office of Preservation to \$12.33 million -- almost three times its current budget.

The appropriation effectively creates a nationwide preservation microfilming program that has been endorsed by many in the library and academic communities, and in Congress, during the last two years.

The program, which will be administered by George F. Farr, Jr. of NEH's Office of Preservation, will seek to film 3 million volumes in the next two decades.

NEH will also support projects to train preservation administrators and conservators, and to explore advanced research and develop new preservation techniques.

In addition, NEH will continue its support for the U.S. Newspaper Program, a national effort organized on a state-by-state basis, to locate, catalog, and preserve on microfilm newspapers published in the United States since 1690.

The total NEH appropriation for Fiscal Year 1989, which began 1 October, is \$153 million.



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The American Archivist

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Awards Available

Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held 30 January - 10 February, 1989, is available from SAA. The award is funded by the Colonial Dames of America, Chapter III.

To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually work with archives and manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications should be submitted by 1 December 1988 to Ronald L. Becker, Special Collections and Archives, Rutgers University Libraries, New Brunswick, NJ 08903, (201)932-7006.

Newberry Summer Institute

The Newberry Library Center for Renaissance Studies announces its 1989 Summer Institute in Spanish and Hispanic-American Archival Sciences 5 July - 11 August 1989.

Conducted in Spanish, the seminar includes a thorough orientation in the archives, libraries, and manuscripts collections available for work in Spanish and Hispanic-American Studies.

Full-time faculty members and librarians with instructional responsibilities employed in American institutions of higher learning are eligible to apply for stipends of up to \$3,000 provided by the National Endowment for the Humanities. Faculty, research scholars, and advanced graduate students at universities affiliated with the Newberry Library Center for Renaissance Studies or the Folger Institute are eligible to apply for special funds to attend the institute.

The deadline for applications is 1 March 1989. Contact the Center for Renaissance Studies, The Newberry Library, 60 West Walton St., Chicago, IL 60610, (312)943-9090.

U.S. Capitol Fellowship

The United States Capitol Historical Society Fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings.

Graduate students and scholars may apply for periods of one month to one full year for a stipend of \$1,500 per month.

The deadline for applications is 15 February 1989. Contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202)225-2700.

Locater Service for Missing Books & Manuscripts

Do you spend an excessive amount of time searching for information about missing books and manuscripts?

A new locater service may reduce search time as well as deter thieves by making it more difficult to dispose of stolen goods. BAMBAM -- Bookline Alert: Missing Books And Manuscripts -- is a non-profit service of American Book Prices Current. Created for archivists, librarians, and collectors, BAMBAM provides a single, central location for records of missing books and manuscripts.

The basic form of BAMBAM is an online data base consisting of books, manuscripts, autographs, documents, signed photographs, plates from books and similar materials that are missing.

Any computer terminal that can be hooked up to a telephone line can reach the BAMBAM data base (at the Boston Public Library) directly or through the Telenet network from almost any country in the world.

Loss reports can be entered into the system instantly and appear on an electronic bulletin board before the lost materials can change hands again. Questionable items offered for purchase can be checked out by searching the data base to see if they have been reported missing.

BAMBAM records are also available in printed form. This book will be updated regularly with supplements.

For more information about using

BAMBAM, contact American Book Prices Current, Bancroft Parkman, Inc., P.O. Box 1236, Washington, CT 06793, (212)737-2715.

Manuscript Theft

Almost 400 manuscript items were recently stolen from the archival collection of the Lackawana Historical Society, Scranton, Pennsylvania. A service such as BAMBAM (Bookline Alert: Missing Books And Manuscripts) is useful in this unfortunate circumstance.

Stolen items include correspondence relating to the Susquehanna Company Purchase, the Confirming Act, the Yankee-Pennamite Wars, and the Wyoming Massacre, dated between 1750 and 1829; an 1869 letter by Brigham Young; a portrait sketch of Baron Von Steuben; an 1818 letter written by Alexander Hamilton to Hezekiah Smith; deeds and letters signed by John Penn, Colonel John Franklin, Timothy Pickering, Zebulon Butler, and W.H. Richmond; and note books, dated 1864-1917, of William Walker Scranton.

Anyone interested in receiving a complete list of the missing materials or who has information about the above items should contact Dorothy Silva, Executive Director, Lackawana Historical Society, 232 Monroe Ave., Scranton, PA 18510, (717)344-3841.

Rockefeller Humanities Fellowship

The Walter P. Reuther Library of Labor and Urban Affairs, Wayne State University, announces the Rockefeller Foundation Residency Program in Humanities for the 1989-1990 academic year. One full-year and two single-semester residents will be selected. The fellowships are open to academic scholars at the post-doctoral level and qualified independent researchers.

The deadline for applications is 1 January 1989. For more information, contact Philip P. Mason, Director, Walter P. Reuther Library of Labor and Urban Affairs, Wayne State University, 5401 Cass Ave., Detroit, MI 48202, (313)577-4003.

Editing Historical Documents

The 18th annual institute for the Editing of Historical Documents is 19-30 June 1989 in Madison, Wisconsin. Jointly sponsored by the National Historical Publications and Records Commission, the State Historical Society of Wisconsin, and the University of Wisconsin, the institute provides detailed theoretical and practical instruction in documentary editing. Major funding for the institute is provided by the Andrew W. Mellon Foundation.

The deadline for applications is 15 March 1989. For more information, contact NHPRC, Room 300, National Archives Bldg., Washington, D.C. 20408, (202)523-3092.

International Notes

Holbert Addresses ICA in Paris

Editor's note: This is Sue Holbert's summary of the International Council of Archives (ICA) meeting in Paris last August. Ms. Holbert addressed the Section of Professional Archival Associations (SPAA).

I attended this meeting on behalf of SAA (and at my own expense). Frank B. Evans was really SAA's representative, having been appointed to a four-year term by Andrea Hinding. (ICA/SPA terms run for four years, from one International Congress to the next.) Frank graciously allowed me to make SAA's presentation at the meeting; he was elected to a four-year term on the governing committee.

Organizations had been asked to limit presentations to five minutes and to address one of several prescribed topics: the role of organizations in the development of the profession and the professional status of archivists; the role of the associations as coordinating bodies in countries without a centralized administration; the role of associations in professional and specialized training and in continuing education; the role of professional journals and publications for the advancement of archival theory and practice; cooperation between archivists, librarians, and documentalists within the framework of the specialized associations of the Third World; and professional associations in the world and the role of ICA/SPA.

Presenters were grouped under some headings approximating those topics. Bruce Dearstyne (NAGARA) and I were put in the last

category. "General." I thought, however, that I was addressing a topic more associated with the first or second category, while Bruce's presentation, "The Role of Professional Associations," more obviously belonged in the last category.

My topic was on the certification effort. My written paper stated that I thought SAA was the only organization to institute archival certification. At ICA I learned that Great Britain has already done so.

In addition to Bruce's paper and my paper, I have copies of those from associations in Senegal, Sweden, Great Britain/U.K. (two papers), Japan (a notice of their publications), Finland (two papers), Zaire, France, Canada (Manitoba), and Australia. Other countries made presentations as well. The papers will be published in the ICA/SPA journal, *Janus*.

Objectives of SPA in the next four years are to:

1. promote more frequent exchanges of archivists, individually or at meetings, between developed and developing countries; seek official assistance for this;
2. promote attendance at SPA meetings, broadening interest for those who are not employees of the national archives;
3. seek official representation for SPA in ICA (have SPA nominees for posts in other organizations of ICA, etc.);
4. encourage establishment of professional archival associations in more countries; and
5. improve the management of the section; renew, increase memberships; get more people to work for the section, especially Americans. (!)

Ideas and urgings from the chair: We need to find ways to pay for ICA/SPA memberships for associations who cannot pay. *Janus* seeks articles from/about professional associations and issues.

Finally, as the rep to SPA. I also became one of the official U.S. reps to the ICA General

Assembly. Other reps include Don Wilson, of NARA, for the federal level, and Larry Hackman, of the New York State Archives, for "local government." I have a huge report/agenda relating to the General Assembly.

Sue Holbert
SAA President

ICA Symposium on Current Records

"Converging Disciplines in the Management of Recorded Information" is a three-day international symposium sponsored by the International Council on Archives. It will be held in Ottawa, Canada, 15-17 May 1989.

Colleagues from different disciplines and countries will converge to share approaches to managing recorded information in the dynamic technological environment of the 1980s and 1990s.

For more information, write Winston A. Gomes, Symposium on Current Records, ICA, P.O. Box 3162 Station "D", Ottawa, Ontario, CANADA K1P 6H7.

British Records Association Publication

A new editorial team is producing

Archives, the publication of the British Records Association.

Send full-length articles, news, and press releases to: John Davies, Editor, *Archives*, The Wellcome Foundation Ltd., P.O. Box 129, The Wellcome Bldg., 183 Euston Rd. London, NW1 2BP ENGLAND.

Book Reviews will be welcomed by: Sue Groves, Reviews Editor, *Archives*, Northamptonshire Record Office, Delapre Abbey, London Road Northampton, NN4 9AW ENGLAND.

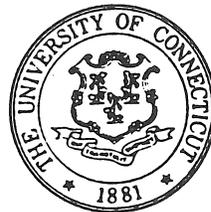
Journals, annual reports, pamphlets, and newsletters will now be abstracted and reviewed by: Dr. James Parker, Assistant Keeper, RCHM, Quality House, Quality Court Chancery Lane, London, WC2A 1HP ENGLAND.

The University of Connecticut **Graduate Program in History**

The Department of History at The University of Connecticut offers a full range of fields in graduate studies leading to the Master's degree and the Doctorate. The Department has recently been awarded a National Endowment for the Humanities grant to train practicing and future teachers of Western Civilization courses. All graduate students in the Department are eligible for teaching assistantships, fellowships and other forms of financial assistance. The Department's specialized graduate programs include:

- **Archival Management.** A two-year program leading to a Certificate in Archival Management and a Master's in History. Doctoral students may also earn the Certificate in Archival Management. The program trains historian-archivists. It includes a one-semester internship. Fellowship funds are earmarked for students in the program.
- **Medieval Studies.** An interdisciplinary program that allows students to obtain degrees in Medieval Studies with a concentration in history. Fellowship funds are earmarked for students in the program.
- **Latin American and Caribbean Studies.** An interdisciplinary Master's Degree is offered through the Center for Latin American & Caribbean Studies, one of ten federally funded centers in the nation. U.S. Department of Education Title VI Foreign Language and Area Studies Fellowships are available to students in this program as well as to doctoral students in History concentrating on Latin America. The Center also offers a joint interdisciplinary program with the School of Business Administration leading to an M.A. and an M.B.A. in Business and International Studies.
- **Museum Research.** Students in the field of Early American History may obtain a Certificate in Museum Research and Interpretation by taking an additional 12 hours of course work in history and related disciplines and by completing a 15-week internship at Old Sturbridge Village.
- **Soviet and East European Studies.** An interdisciplinary Master's Degree is offered through the Center for Soviet and East European Studies.

For further information, contact:
Director of Graduate Studies
Department of History
Box U-103, 241 Glenbrook Road
The University of Connecticut
Storrs, Connecticut 06268
(203) 486-3717.



Professional Opportunities

Four Positions:

*New York State Archives
and Records Administration*

PUBLIC RECORDS ANALYSTS

Seeking resumes from qualified candidates for four Public Records Analyst vacancies. Two positions will be at the Senior level to assist State agencies with development of comprehensive records management programs, including retention and disposition scheduling, micrographics, files management, and use of modern information management technologies. Two positions are at the Associate level: one for development of a statewide information technology standards and technical assistance program and one for development and supervision of retention and disposition scheduling. **QUALIFICATIONS:** Senior Analysts-BA degree in relevant field plus three-years experience in one of the following: developing and/or reviewing records disposition schedules in an organization with a full-time records management program, appraisal of archival records, or technical assistance in records administration. Associate Analysts-MA degree plus four-years experience in one of the areas above, two of which must have involved supervising staff or program management. **SALARIES:** Senior Analyst - \$27,600; Associate Analyst - \$36,000. Send resume to: Margaret Hedstrom, Chief, Bureau of Records Analysis and Disposition, NY State Archives and Records Administration, 10A46 CEC, Albany, NY 12230, 518/474-6771.

ARCHIVIST

*Arizona Department of Library,
Archives and Public Records*

RESPONSIBILITIES: Appraise, process, and provide reference service from records of Arizona state and local government; consult with state and local officials; cooperate with Records Management Division in the review and preparation of retention schedules; assist in conversion of records to MARC AMC format. **QUALIFICATIONS:** MA in one of the social sciences, preferably history, from an accredited college or university and one year of responsible experience in archival work, records management, or historical research. Progressively successful experience closely related to the duties, knowledge and abilities described for this position may be substituted for the required education on a year for year basis. Graduate studies in a related field may be substituted for the required experience on a year for year basis. The preferred candidate will have a certificate from a recognized archival training institute or graduate course work in archives theory and administration and training or experience in the MARC AMC format. **SALARY:** \$20,556 - \$31,105 per year. Application forms (SF 500) may be obtained from Tonie Griffen, Department of Administration, Personnel Division, 1831 W. Jefferson Street, Phoenix, AZ 85007. Interested candidates should apply by 18 November 1988. Include class code 74630 announcement number 060-RD in inquiries.

University College of North Wales, Bangor

Diploma in Archive Administration

A one-year postgraduate course of professional training for archivists, recognized by the Society of Archivists.

Details from: Dr. A.D. Carr, Dept. of Welsh History,
University College of North Wales, Bangor, Gwynedd
LL57 2DG, United Kingdom.

PROJECT ARCHIVIST

Shelburne Farms

Two year NHPRC funded project to design and implement a formal archival program to appraise, arrange and describe records in a diverse archives at Shelburne Farms, a national historic site in Shelburne, VT. Shelburne Farms is a 100-year old formerly private agricultural estate. It is now open to the public and sponsors agricultural, educational, and cultural programs. Work will be performed in two rooms in the Shelburne Farms Farm Barn. Current archives storage room is unheated. Archives will be transferred to heated room as collections are arranged. Other work will be performed in the administrative office of Shelburne Farms. **RESPONSIBILITIES:** Work closely with the Project Director to develop formal archives program. Design and implement a processing strategy consistent with professional archival standards, to include appraisal, arrangement, and description of collections. Prepare guide to the archives and other finding aids as appropriate. Determine short term and long term conservation needs of archive collections. Develop recommendations for long term management, environmental control, security, and disaster planning. Prepare midterm and final reports to granting agency. Respond to internal and external requests for information from the archives. Keep financial records of project related expenditures. Publish one or more articles for professional journals. **QUALIFICATIONS:** Master's degree in the humanities or library science and an archival certificate from a recognized archival training program. Three to five years of broad range experience including arrangement and description, archival management, conservation and planning. Good communication skills and ability to work independently are essential. Consulting experience preferred. **SALARY:** \$24,000 a year plus standard benefits. Employment is from 1 February 1989 - 1 February 1991. For more information: Megan Camp, Director of Education, Shelburne Farms, Shelburne, VT 05482.

ASSISTANT PRINTS AND PHOTOGRAPHS LIBRARIAN

Maryland Historical Society

RESPONSIBILITIES: Organizing and processing collections of prints, photographs, maps and printed ephemera. Provides research assistance, aids in exhibition preparation. **QUALIFICATIONS:** MA strongly preferred. Send letter of application for this entry-level position, resume, and names of three references to Karen A. Stuart, Head Librarian, Maryland Historical Society, 201 West Monument Street, Baltimore, MD 21201. Applications received before 30 November 1988 will receive first consideration.

CATALOGER/ARCHIVIST

Thousand Oaks Library

Currently seeking a qualified cataloger/archivist to catalog and assist with the preservation of material related to early radio and television broadcasting. The position is contractual for one year, under the terms of an LSCA grant, with the possibility of a second year extension. **RESPONSIBILITIES:** Under the supervision of the Head of the Special Collections, will oversee arrangement, description, preservation, and cataloging of personal collections in the field of news and entertainment broadcasting; plan and administer a long-range preservation program, including transfer of archival material to microfilm, video, or audio-cassettes for public use; process collections using standard archival practices for arrangement, description, and administrative control; supervise the preparation of inventories, finding aids, indexes, collection guides, abstracts, and copies of documents; catalog collections in accordance with AACR2 and standard cataloging practice using the USMARC Archival and Manuscripts Control format (AMC); train, supervise, and provide briefings for staff, interns, and/or volunteers. **QUALIFICATIONS:** Applicants should have a MLS or other relevant advanced degree. Archives experience or training is required. Familiarity with AACR2 and USMARC formats highly desirable. Contractual compensation: \$36,450 including benefits. Contact: M.E.Smith, Thousand Oaks Library, 1401 E. Janss Road, Thousand Oaks, CA 91362, 805/497-6282.

REGIONAL ARCHIVIST

Western New York Library Resources Council

RESPONSIBILITIES: We are looking for someone special to launch a new kind of "regional" historical records program. This person will assess regional needs, develop a five-year plan, foster inter-organizational communications and cooperation. **QUALIFICATIONS:** 3-year archival experience, BA in history, government, economics, public administration, library science, or American studies with at least 15 hours in history or a Master's in one of those fields. Driver's license and car necessary. **SALARY:** \$26,354 and up. Great fringes! Beginning 1 January 1989, this is a 6-month seed program with every expectation - but no guarantee - that it will be renewed. Exciting, challenging, a great opportunity to gain experience in an innovative program. Request further information from or send letter of application, resume, and 3 references by 22 November 1988 to: Mrs. Joyce Everingham, Executive Director, WNY Library Resources Council, 180 Oak Street, Buffalo, NY 14203, 716/852-3844.

**RECORDS ANALYST
SUPERVISORS (Two Positions)**

*New York City Department
Of Transportation*

RESPONSIBILITIES: Public Records Officer to direct Records Management operations of a borough office. **SALARY:** \$24,084 - 30,091. **QUALIFICATIONS:** BA in Records Management, Archives, Library Science or a related information field; at least one year of experience in a similar position.

RESPONSIBILITIES: Associate Public Records Officer I to supervise activities of a city-wide special projects team. **SALARY:** \$29,799 - 39,494. **REQUIREMENTS:** MA in Records Management, Archives, Library Science or a related information field; at least five-years of progressively responsible experience in a similar position.

Send resumes to: Tyrone G. Butler, CRM, Deputy Director, Municipal Records Center, Room T05, Department of Records and Information Services, 31 Chambers Street, New York, NY 10007.

PROJECT ARCHIVIST

METRO

Multitype library system seeks a dynamic and dedicated archivist. **RESPONSIBILITIES:** To conduct a survey of archival repositories and resources in New York City and Westchester county, and act as consultant. **QUALIFICATIONS:** Must have a masters degree in an appropriate subject, archival training, 3 years of relevant archival experience, understanding of basic archival techniques and management. Must have knowledge of automated techniques and good communications skills. Position is contingent on the availability of funds and is temporary, 1 December 1988 - 30 June 1989. Extension dependent on availability of funds. **SALARY:** \$28,000 - \$32,000 a year depending on experience. Contact Alar Kruus, METRO, 57 Willoughby Street, Brooklyn, NY 11201, 718/852-8700.

RECORDS CONSULTANT (Two Positions)

Texas State Library

REQUIREMENTS: Consults with, advises, assists, and cooperates with officials and employees of county, municipal, and local district governments throughout the state on cost-effective and efficient records management programs and procedures. Consultant will study and analyze current records-keeping procedures, and make recommendations to local government officials about more effective and efficient record creation, filing, storage, transfer, microfilming, destruction, and permanent preservation in compliance with applicable statutes, standards, and recommended policies. Performs systems analysis and feasibility studies; makes presentations to governing bodies regarding the adoption, implementation, or improvement of records management programs. Prepares written reports on results of studies and provides technical information to local governments. Occasionally trains and/or supervises local government officials and records inventory workers and develops records control schedules for local governments. Also performs occasional appraisal, accessioning, processing, reference and other archival duties in Regional Historical Resource Depositories for historically valuable records. Frequent and extensive travel, overnight stays, and overtime required. Subject to relocation and assignment to regional responsibilities upon completion of a brief orientation and training period in Austin. College transcripts, technical

writing samples, valid driver's license, and ability to lift and carry 50 pound boxes required. **QUALIFICATIONS:** bachelor's degree in government, public administration, business, history, information science or related field. Some experience with records inventory procedures and with appraisal and scheduling of records. Considerable experience with identifying records management problems, analyzing alternatives, and proposing efficient and cost-effective solutions. Some experience in two or more of the following: developing records management policies and procedures; devising, implementing, conducting, and evaluating training programs; records center operation; records management automation; micrographics systems and applications; space utilization and storage technology. Ability to deal effectively and diplomatically with government officials. Ability to speak and write well-organized and grammatically correct English.

PREFERRED QUALIFICATIONS: some experience with local government records at a professional level; CRM; master's degree in applicable field; archival training; some experience in designing or implementing micrographics or records center operations. **SALARY:** \$25,728. For complete job description and detailed qualification requirements, contact: Mary Jo Donovan, Texas State Library, PO Box 12927, Austin, TX 78711, 512/463-5474. Application deadline: 14 November 1988.

UNIVERSITY ARCHIVIST

Oklahoma State University

A newly-created position reporting directly to the University Librarian. Position is with Faculty Rank and Tenure Track. **RESPONSIBILITIES:** Establish, organize, and administer the University Archives and other collections of historical material relating to OSU. Develop close working relationships with faculty, administration and staff; recommend policies and procedures for the operation of University Archives; provide service to Users; supervise part-time staff; plan for the future development of the archival collections. **QUALIFICATIONS:** MLS from ALA-accredited graduate program with archival concentration preferred, or graduate degree in history or archival management; two years professional experience in archival work preferably with university archives. Preferred qualifications: Some supervisory experience; knowledge of microcomputer applications to archival materials processing; additional graduate study; a record of professional involvement. **SALARY:** \$25,000 - \$28,800 for 12 months. Salary and rank dependent upon qualifications and experience. Good fringe benefits. For full consideration, applications should be received by 1 January 1989; applications will continue to be considered until position is filled. Send letter, resume, and names of three references to: Dr. Edward R. Johnson, University Librarian, Oklahoma State University, Stillwater, OK 74078-0375. Successful applicant must comply with IRCA.

DIRECTOR

American Heritage Center

Search Extended - The AHC is an archive of regional and national significance. Its 13,000 collections include economic geology, conservation, western literature, transportation, and the livestock industry as well as contemporary history, journalism, and the performing arts. In addition to documentary materials, the AHC holds collections of books and recordings, photographs, historical artifacts, films, and works of art. The University seeks someone who can give the Center new direction. **RESPONSIBILITIES:** Will be responsible for policy and budget for the Center while overseeing a staff of twenty plus. The Director is responsible for developing plans to make materials more broadly available both to scholars and to the general public. He/she must also be able to work effectively with donors and users, disseminating knowledge of the Center's holdings, and expanding usage of the archives in the academic community. **QUALIFICATIONS:** Strong scholarly interests and credentials are desired, including a Ph.D. or equivalent. The Director may be tenured within the appropriate discipline. **SALARY:** Salary above \$45,000 will be commensurate with experience and qualifications. Applications will continue to be considered until the position is filled. Send letter, resume, and the names of four references, with full address to: David L. Baker, Interim Director, American Heritage Center, University Station, Box 3924, University of Wyoming, Laramie, WY 82071, 307/766-4114.

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SAA Office, (312)922-0140

SCHOLAR IN RESIDENCE

Rockefeller Archive Center

The Rockefeller Archive Center of the Rockefeller University will host its second Scholar in Residence in the general field of the history of philanthropy during the academic year 1989-1990. **RESPONSIBILITIES:** to foster research in the holdings of the Center, which include the records and papers of the Rockefeller Foundation, the Rockefeller University, the Rockefeller family, Rockefeller Brothers fund, and the Commonwealth fund, as well as other individuals and organizations. Will be provided opportunities for extensive research at the Center; and will participate in the intellectual life of the Center, which includes scholarly conferences.

QUALIFICATIONS: applications are encouraged from established researchers and scholars in fields generally related to the history of philanthropy who will substantially benefit from an extended period of research at the Center. **SALARY:** will receive a stipend of up to \$30,000 for nine months of study and research. Application should include a curriculum vita, a letter detailing the candidate's research interests and demonstrating familiarity with the Center's holdings, and letters of reference from three persons familiar with the candidate's research and scholarship. Address inquiries and applications to Darwin H. Stapleton, Director, Rockefeller Archive Center, Pocantico Hills, North Tarrytown, New York 10591. Application deadline is 1 April, 1989.

ARCHIVIST

East Tennessee State University

Technical Services Archivist-Contingent upon grant funds. **RESPONSIBILITIES:** Provide professional supervision in the processing of a multimedia collection documenting the political, social, economic and cultural history of south central Appalachia; accession incoming manuscript and non-manuscript materials; update materials; update and maintain manual and automated indexing systems. Supervise and train 1 graduate assistant and 4-5 student assistants in on-going processing projects. Assist with public services and acquisitions. **QUALIFICATIONS:** Masters degree in history, sociology, library science, folklore or other appropriate field. Prefer experience/coursework in archival administration and in use of automated systems in archives. **SALARY:** \$18,500 - \$19,000 contingent upon qualifications, plus state university fringe benefit package. One year appointment; may be renewed contingent on center of excellence funding. Send letter of application, resume and names of three references to Office of Personnel, Box 24,070A, East Tennessee State University, Johnson City, TN 37614. Review of application will begin 1 November 1988 and continue until the position is filled.

ASSISTANT ARCHIVIST

The Archives of The University of Notre Dame

Search Reopened for a two-year position with expected extension to four years. **RESPONSIBILITIES:** To arrange and describe manuscript collections and university records. **QUALIFICATIONS:** MA in history or related field with two years archival experience or equivalent training. **SALARY:** \$20,000 minimum per year plus benefits. Send letter of application, resume, example of a finding aid and list of three references to Dr. Wendy Clauson Schlereth, 607 Hesburgh Library, Notre Dame, IN 46556. Position to be filled as soon as possible.

DIRECTOR OF ARCHIVES AND HISTORIC PRESERVATION

Bureau of History

Michigan Department of State

RESPONSIBILITIES: Administering the State Archives of Michigan which maintains public and private records of historical significance to the state; and will administer the State Historic Preservation Office which is responsible for surveying, identifying and nominating properties of historical significance to the State and National Registers, and for administering the Federal Historic Preservation fund in Michigan. The Archives will be housed in the new library, museum, archives facility downtown and will require innovative techniques and automation to accommodate an expanded program. **QUALIFICATIONS:** Must have demonstrated administrative, management and communication skills; training in archival practices, and knowledge of federal preservation programs. He/she must have an MA in history, archives or related field; and five years administrative experience in a major historical agency with multi-faceted programs. **SALARY:** Within the Michigan Civil Service, with a competitive salary range and excellent benefits. Send resume to Dr. Martha J. Bigelow, Director, Bureau of History, Michigan Department of State, 717 W. Allegan, Lansing, MI 48918.

ARCHIVIST

Wayne State University

Three Positions:

Archivist I - RESPONSIBILITIES

A beginning level, non-tenure track, position to process the records of the Air Line Pilots Association and the American Federation of State, County, and Municipal Employees. Other duties will include retrieval of files for both organizations and periodic supervision of Archives' reading room. **QUALIFICATIONS:** Include relevant degree and archival training or comparable experience. **SALARY:** Minimum starting is \$15,700 for 12 month appointment.

Archivist III - RESPONSIBILITIES

A senior level, tenure track appointment. Position will be responsible for coordination of reference activities including reading room assignments and procedures, responding to reference requests and publicizing holdings. Other duties may include preparation of grant proposals and processing of archival collections. **QUALIFICATIONS:** Include relevant graduate degree, archival training or comparable experience, and at least 5 years archival experience. **SALARY:** Minimum of \$22,040 per 12-month year.

Archivist III - RESPONSIBILITIES

A senior level, tenure track appointment. Position will be responsible for the coordination of processing of collections including review of finding aids. Other duties are accessioning, special projects, preparing grant proposals and various publications. The archives program at Wayne State is preparing for the transition to automated control of the holdings and this position will play a major role in that process. **QUALIFICATIONS:** Include a relevant graduate degree, archival training or comparable experience, at least 5 years archival experience.

Written applications may be submitted to Warner W. Pflug, Walter P. Reuther Library, Wayne State University, Detroit, MI 48202.

ARCHIVIST

Northern Illinois University

RESPONSIBILITIES: This is a no rank regular faculty position with primary responsibility for processing historical records and providing reference services to researchers. Secondary responsibility is the acquisition of historical records in the northern Illinois region and providing some services to local groups and historical agencies within the region. The Archivist reports to the Center's Director. **QUALIFICATIONS:** Minimum of MA in American history or MLS with archival training and some full time professional archival experience. **SALARY:** From \$23,000 - \$27,000 depending on experience for twelve month contract; excellent fringe benefits. Send inquiries and letters of application by 30 November 1988 to: Archivist Search Committee, Regional History Center, Northern Illinois University, DeKalb, IL 60115.

CONSERVATOR

New York City Municipal Archives

The NYC Municipal Archive, a division of the Department of Records and Information Services, is seeking a qualified Conservator for its Conservation Unit. **RESPONSIBILITIES:** Needs to have a broad range of abilities and experience with flat paper documents, architectural drawings and photographic materials. Knowledge of preservation/conservation theory and demonstrable experience in protective housings and treatments is preferred. **SALARY:** \$24,028 and the benefit package is excellent. Send letter of application with current resume and two references, to the attention of the Preservation Section, NYC Municipal Archives, 31 Chambers Street, New York, NY 10007. For further information please call Peter Mastardo at 212/566-4631. This position is open immediately.

ARCHIVIST III

Ohio Historical Society

Professional position in the field of American History at the Historical Center of Industry and Labor in Youngstown, Ohio. **RESPONSIBILITIES:** Locate, inventory, appraise, acquire, process, and describe personal papers, organizational records, local government records, and all other archival materials accessioned through the Ohio Historical Society and/or the Ohio Labor History Project; liaison with members of the Ohio Network of American History Research Centers, donors, and researchers; provide records management advice and assistance to local government officials and employees; transfer records from the local agencies to the State archives and/or members of the Ohio Network of American History Research Centers; and participate in research for exhibit development and educational programming. **QUALIFICATIONS:** Knowledge of Ohio and American history, with an emphasis on nineteenth and twentieth century labor, industrial, or ethnic history; knowledge of manuscript archival functions, procedures and values; Master's degree in American history, library science, or a related discipline required; two years of direct archives-manuscripts experience, archives manuscripts course work, archival internship or institute certification preferred; familiarity with local government records and oral history techniques desirable. **SALARY:** \$17,400 - \$20,200 plus benefits. Send resume by 2 December 1988 to: Personnel Office, The Ohio Historical Society, 1985 Velma Avenue, Columbus, OH 43211.

FARM CURATOR*Lake Metroparks, Ohio*

A scenic natural and recreational area consisting of 16 parks interspersed throughout Lake County, Ohio (approx. 30 miles east of Cleveland). **RESPONSIBILITIES:** coordinates Lake Metroparks' Farm day-to-day operations, programming opportunities, and the implementation of the authenticity of programming, building restoration and function of the Farm. **QUALIFICATIONS:** must have demonstrated experience in museum management, volunteer training, experience in early 1900s-farming period of Ohio history and, at a minimum, a background in displaying and cataloging artifacts, gift shop management, programming management and a thorough knowledge of machinery used in farming in Ohio in the early 1900's. Requires Bachelor's degree in history, museum science or related field, plus a minimum of three-years experience in working on a demonstration farm and a minimum of five-years supervisory experience. **SALARY:** \$29,681 - \$36,088. Send cover letter and resume to Personnel Manager, Lake Metroparks, 8668 Kirtland-Chardon Road, Kirtland, OH 44094. Position open until filled.

MANUSCRIPTS CURATOR*The Milbank Memorial Library**Teachers College-Columbia University*

RESPONSIBILITIES: processing (manually and online), describing and providing reference service for the archival and manuscript holdings of the Special Collections Department. **QUALIFICATIONS:** master's degree in history, library science or education, formal archival training - either as part of a degree program or certificate, 1-2 year practical archives experience, ability to work effectively with researchers, library and college staff, and prospective donors. **SALARY:** \$22,500; liberal fringe benefits include BC/BS, major medical, dental, vision and flexible spending plans, tuition exemption, 24 vacation days, and 13 paid holidays. Send your resume and the names and addresses of three references to: Dr. David M. Ment, Head, Special Collections, The Milbank Memorial Library, Box 307, 525 West 120th Street, New York, NY 10027.

ARCHIVIST*National Foundation for**History of Chemistry*

RESPONSIBILITIES: Oversee the development and maintenance of the Beckman Center for the History of Chemistry's archival, artifact, and pictorial collections. Develop and supervise implementation of collections and records management policies. Supervise enforcement of standard archival security practices and environmental controls. Research and recommend acquisitions of new collections items. Develop and maintain archival reference service. **QUALIFICATIONS:** MLS/MA/MS preferred or equivalent combination of education and three to five years of progressively responsible records management and/or library experience in the history of science. Ability to speak and write effectively. Knowledge of computer database management application preferred. Knowledge of chemical community and/or the history of science and technology desirable. **SALARY:** upper \$20s. Send letter of application, resume and names of three references to: Irene Lukoff, National Foundation for History of Chemistry, 3401 Walnut Street, Philadelphia, PA 19104-6228.

SUPERVISORY ARCHIVES**SPECIALIST***National Archives and Records Administration*

RESPONSIBILITIES: Directs the development of standards for data elements, software architecture, and hardware necessary to ensure capacity to transfer data between ADP systems used to control/describe the life-cycle of records. Coordinates life-cycle system designs with program offices. Coordinates procurement of ADP/OA systems for the agency. Security clearance required. **QUALIFICATIONS:** Four years college or 3 years administrative/management experience or combination, plus 3 years experience in management/operation of a major automated records management system. One year experience must be equal to GS-13 level in Federal Service. **SALARY:** GM-1421-14, \$48,592. Send SF-171, application for Federal Employment to National Archives and Records Administration (NAP/DEU), 7th & Pennsylvania Ave., NW, Washington, DC 20408.

The following rate schedule entitles an employer to post one job in the *SAA Newsletter* and in the *Employment Bulletin*:

under 125 words.....\$25
 125-199 words.....\$50
 200-299 words.....\$75
 300+ words.....\$100

(Numbers, abbreviations, etc. each count as one word.) *Institutional members may subtract \$25 from the above rates.* Job ads will not be posted unless accompanied by a check or purchase order for the applicable amount. We will edit ads that do not conform to the style illustrated by the job postings in this issue.

The *SAA Newsletter* is published in January, March, May, July, September, and November. The *Employment Bulletin*--available to individual members at a cost of \$12 per year--is published in February, April, June, August, October, and December. Deadlines for all issues of the *Newsletter* and *Employment Bulletin* are the 5th of the month preceding publication.

For information about SAA's free job placement service, contact Nancy VanWieren at the SAA office.

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



Newsletter

The Society of American Archivists
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