

Descriptive Notes



The Newsletter of the Description Section of the Society of American Archivists

Winter 2006

FROM THE CHAIR

Katherine M. Wisser

Happy Year of the Dog!

North Carolina is enjoying a mild winter and so is the world of description! It appears that things are chugging along in description matters; *Describing Archives: A Content Standard* (DACS) is enjoying wide distribution and acceptance, a recent draft of *Resource Description and Access* (RDA) was available for review, and the Description Section is enjoying a year to try out new initiatives rather than patching up old problems. Those new initiatives include re-examining the Finding Aids Fair to freshen its appeal and effectiveness and the addition of a student intern for the section.

The Finding Aids Fair is entering its 14th year of existence. It began in 1992 as an opportunity to share descriptive practices in action. Prior to the adoption of the World Wide Web as an effective medium for finding aids, individual repositories had little opportunity to survey other repositories' descriptive practices. This decreased our ability to learn from each other and led to potentially idiosyncratic practices. After a slight dip in the interest of the Finding Aids Fair, in 1997 it was revived and has enjoyed annual success since. Most years, the fair has focused on a theme and solicited finding aids to represent that theme, including "Coker Award winners," "The Challenge of Contemporary Records," "Collection Guides: An Old Format Made New," and "Backlog on the Front Burner: Arrangement and Description Strategies for Unprocessed Collections."

Two years saw unconventional approaches to the fair. In 2000 the Finding Aids Fair was used as a learning tool: "What is ISAD(G)?" In that year, Description Section members were invited to bring examples of current finding aids to evaluate in relation to the *General International Standard Archival Description*. In 2001 the fair focused not on finding aids themselves, but on processing manuals and best practices for the creation of finding aids. This allowed annual meeting participants to compare the documentation practices of other repositories in light of their own.

Last year's theme coincided with the section presentation on scope and content note research done by Marcel Caya from the Université du Québec à Montréal. We had nine terrific submissions, demonstrating different uses of narratives in finding aids to enhance users' understandings of collections. An online version of the Finding Aids Fair is available at: <http://www.archivists.org/saagroups/descr/2005faid.htm>. After I completed a retrospective look at the fairs, the section's steering committee had an email discussion about them, and we all agreed that the fairs are an important part of the Description Section's work. Jane Rosario, Description Section Vice-Chair/Chair Elect, will be coordinating the efforts for the "Description Expo 2006" this year. Please see her call for submissions in this issue of *Descriptive Notes*.

The Description Section is also enjoying the labor of an intern this year. Jesse Brown, a student at the School of Information and Library Science at the University of North Carolina at Chapel Hill, expressed an interest in getting involved. We agreed that an internship would provide a great learning experience for him while at the same time give the section leadership a helping hand. He will be working with Jane on the Description Expo and providing assistance to the rest of the section leadership on matters as they arise. We are thrilled to have the opportunity to get a student involved in our section in this way, and hope that the experience is a positive one for him. I think this is a nice precedent to set for the Description Section in order to involve student members more directly in SAA's work.

Finally, I would like to solicit comments from section membership on ways in which we can address the strategic issues emphasized by SAA President Richard Pearce-Moses at the 2005 annual meeting. In particular, strategic issue #2 – diversity – was stressed as one of the primary issues that sections and roundtables should address this year. Are there proactive ways in which our section can respond to this issue? If you have ideas, please don't hesitate to contact me (katherine.wisser@duke.edu) or any of the members of the section's steering committee.



FROM THE VICE CHAIR

Jane Rosario

SAA Description Expo 2006
What's Up DACS? Focusing on DACS-Compliant Description

What's up with the Finding Aids Fair this year? The first thing you will notice is that the Description Section has decided to rename it to reflect the broad spectrum of description in which we now work -- we're not just about finding aids anymore! We settled on the name Description Expo, but let us know if you have better suggestions for next year.

Since the arrival of DACS in 2004, many archivists have taken steps to implement DACS in their methods of processing and description. Following the Description Section's past fairs that emphasized standards and best practices, including "What is ISAD(G)?" (Denver, 2000), best practices in the creation of finding aids as documented by manuals, application guidelines, and other standards-based documents (Washington, DC, 2001), and "Describing Digital Objects: Frameworks, Standards & Local Practices" (Birmingham, 2002), this year's Description Expo will focus on DACS-compliant description. Share with us your finding aids and catalog records composed using DACS -- it's not too early to think about what you would like to submit! Please contact me if you have any questions at jrosario@library.berkeley.edu.



FROM THE NEWSLETTER EDITOR

Michelle Light

Lifting my eyes from the piles of finding aids waiting for review on my desk, I noticed today that the sun is shining (a sublime event here in Seattle, after weeks, maybe months, of gray skies and drizzle) and the daffodils are making their first appearance. So I thought I'd better get this winter newsletter out before spring really arrives. This is my first issue as the new newsletter editor, although I can't take full credit. John Rees greatly assisted in pulling this issue together. Farewell John, and please imagine a huge round of applause for your contributions.

Tradition requires that I offer a brief introduction about myself. I became the Head of Technical Services at the University of Washington Libraries, Special Collections Division just over one year ago. It is a brand new position and full of exciting opportunities and challenges. Previously, I was the assistant archivist at Northeastern University, and before that an archivist at Manuscripts and Archives at Yale University. I got my start in archives as a student at the Bentley Historical Library at the University of Michigan. In Michigan, I was busily working my way to a doctorate in medieval history, but became ever slightly more practical and switched tracks to the School of Information. I haven't looked back that many centuries since.

And now it is time for my plug. Help me make this newsletter the most scintillating thing you have read in years! Send me your news items, big and small. You can reach me at milight@u.washington.edu. I look forward to meeting you in the other Washington in August. As I am also serving on the Program Committee for this year's meeting, I can testify with excitement that it will be a great meeting for all description aficionados.



2006 LEADERSHIP LIST

Katherine Wisser, Chair
Jane Rosario, Vice-Chair/Chair-Elect
Diane Ducharme, Web Liaison
Michelle Light, Newsletter Editor

STEERING COMMITTEE/MEMBERS AT LARGE

Christopher Burns
Mary Lacy
Jerry Simmons
Claudia Thompson

DESCRIPTION SECTION MEETING MINUTES

Friday, August 19, 2005, New Orleans, Louisiana

Attendance - 90

Section Reports

- John Rees is stepping down as the newsletter editor.
- Finding Aids Fair report – Katherine Wisser

The theme this year is *Celebrating Scope and Content: Innovative Uses of Narratives in Finding Aids* and is available online at <http://www.archivists.org/saagroups/descr/2005faid.htm>.

Reports from SAA Committees, Liaisons, and Related Groups

SAA Council Representative – Elaine Engst

- Elaine's successor will be Ben Primer.
- Annual reporting form has been given to section officers.
- The program committee guidelines have been revised. Starting in 2007, sections and roundtables can submit as many session proposals as they like but may endorse only two, which should be sent to the Program Committee with a letter of explanation. Endorsement does not guarantee a spot in the program. These guidelines will not be in effect for the 2006 meeting because it will be jointly sponsored by COSA and NAGARA.
- SAA's strategic priorities are on SAA's website. They are *technology*, *diversity*, and *public support*. Responses are due by September 15, 2005, but will be accepted later. Send to Nancy Beaumont: nbeaumont@archivists.org.

EAD Working Group – Kris Kiesling

- Daniel Pitti is working on a schema for EAD.
- Kathy Wisser did a web survey of EAD tools. There were 70 respondents, half from institutions with five or fewer FTE. Respondents were from 26 states and several countries. The results show that the EAD Cookbook is widely used and pointed to the following needs: a portal for tools (discussions are being held with the SAA webmaster and EAD roundtable), stylesheets, an EAD to MARC converter, and EAD 2002 application guidelines.
- The Working Group meeting will take place Sunday at 9 am.

Machine-Readable Bibliographic Information (MARBI) Committee – Kris Kiesling

- At the MARBI meeting at ALA, several proposed changes to MARC were made and included the following: additional geographic subfields at a higher level and the creation of subfields for subject access to images. The proposals are available on MARBI web site: <http://www.loc.gov/marc/marbi/list-p.html>.

DACS – Kris Kiesling

- Approved as SAA standard on March 29, 2005.
- Workshops have been developed. Bill Landis has done a one-day overview workshop three times and Kathy Wisser and Lynn Holdzkorn have taught a two-day workshop, *MARC According to DACS*, twice.

Diversity Committee – Elizabeth Konzak

- This is a new SAA committee.
- They have three goals: membership, increase knowledge of existing scholarships, and review educational offerings.
- SAA units need to begin reporting on diversity initiatives.
- The committee encourages feedback.

ALA Committee on Cataloging: Description and Access (CC:DA) – Mary Lacy

- A draft revision of part 1 of AACR was released in 2004. Archivists felt that there was no accounting for developments in our field. SAA wanted revision to direct to appropriate standards. There was some disagreement about whether revision should address manuscript material at all. There will be many referrals in the introduction, especially to DACS. CC:DA received a massive compendium. At the April 2005 meeting, a summary of which is available on the Joint Steering Committee (JSC) for the Revision of AACR website, the following discussion took place: arrangement of part 1 will be changed; language should be clearer and more direct; the new title will be *Resource Description and Access* and no longer AACR; it will be available online; and there will be three parts (Resource Description, Relationships, Access Point Control). A prospectus has just been issued and is also available on the JSC website:

<http://www.collectionscanada.ca/jsc/rda.html>. At the JSC meeting, several proposals were made in reference to incorporating core archival descriptive practices into the new code, including extractions from DACS, explanation of principles in the introduction, and explicit references to DACS.

ICA Section on Professional Standards and Best Practices – Michael Fox

- The ICA is redoing the standards process. They have created a Section on Professional Standards and Best Practices. Michael Fox is serving on the steering committee. The ICA website has more information:

<http://www.ica.org/body.php?pbodycode=SPS&plangue=eng>.

Technical Subcommittee on Descriptive Standards (TSDS) – Brad Westbrook (outgoing chair)

- They are working on a standards portal project.

- The TSDS and RBMS are trying to formalize liaison relationships.

- Members commented on AACR3.

- Chris Prom is the new chair. Members are Brad Westbrook, Adrian Turner, Chatham Ewing, Martha Mahard, and Kelcy Shepherd.

- TSDS's to-do list includes: comment on *Descriptive Cataloging on Rare Materials* (DCRM) and ISO's image metadata; draft procedures for collecting comments about DACS and SAA's *A Glossary of Archival and Records Terminology* to trigger review; draft a charge for the Encoded Archival Context (EAC) working group; participate in development of a standards portal (e.g., revision of SAA standards manual, putting information online, adding scope and basic descriptive elements, best implementation method, etc.).

Archivists' Toolkit Project – Brad Westbrook

- This a Mellon funded project. More information is available at <http://archiviststoolkit.org/>.

- The first release will focus on core archival functions.

- A functional specification is now available on the website.

- The year two goals are build and test, hire interface consultant, and release between August and November 2006.

- The project should be scalable to larger institutions.

- A business model is being developed for sustainability of the tool.

Encoded Archival Context (EAC) Working Group – Daniel Pitti

- There is a session at SAA on EAC.

- TSDS is writing a charge to form an EAC working group.

- EAC is an international grassroots effort; there is more activity right now in Europe.

- The EAC tag library has been translated into Spanish, and a German translation is underway.

EAD Schema working group – Daniel Pitti

- This is a subgroup of that EAD working group that will move the DTD to a schema.

- Documentation involves incorporation of a tag library into the schema.

- Schemas can facilitate lossless translations into other languages. XSLT is used as the transformation mechanism.

Jerome McDonough wants to apply this principle to METS.

- Data typing on attributes will constrain data.

- The schema can incorporate fragments of tag information from one domain to another domain (e.g., EAD into METS).

We are not pulling other schema into EAD yet.

- The development schedule has slipped. Alpha version is scheduled to come out this fall, with the full blown version due next summer.

- The schema does not replace the DTD.

RLG – Anne Van Camp/Merrilee Proffit

- Descriptive Metadata Guidelines for RLG Cultural Materials http://www.rlg.org/en/page.php?Page_ID=214

data structure – MARC

data content – ISAD(G)

data format – ISO 8709, XML

These guidelines help to lay out core, additional, and bonus fields related to user functions. They are useful for digital library projects.

- EAD report card has been released. It is available on the website: http://www.rlg.org/en/page.php?Page_ID=20513.

The files are open source and available on the website. An XSLT file to work with your own guidelines is part of this. You will need Java and Saxon skills to adapt. The web version sits on a server, and you need to work with Perl scripts to modify.

- The Finding Aids Fair was coordinated with RLG.
- A grant from the Earhart foundation has allowed for a redesign of Archival Resources. It will be called ArchiveGrid: <http://archivegrid.org/>. MARC records and finding aids will be merged in results view. The look will be very different. RLG encourages comments. It will be available early next year, freely available for 3 months, and partially free after that.
- RLG will hold a forum on collection description next year.

New Business

- Election – Jane Rosario was elected Vice-Chair/Chair-Elect.
- A new newsletter editor has been appointed.
- Discussion about session ideas was directed to the listserv.
- The membership committee announced the raffle for a scholarship to the annual meeting.

Program

“Building a Tower of Babel?” by Marcel Caya

Professor Caya presented the preliminary results of an ongoing study to analyze finding aid scope and content notes in order to understand the compatibility of the various descriptive standards used by different countries.

There are four standards, with the common objective of facilitating data exchange: ISAD(G), *Manual of Archival Description* (MAD3), DACS, and *Rules for Archival Description* (RAD). The standards converge on two points, a basic archival descriptive entry and the compatibility of rules of description, which are defined similarly and the results are compatible, except for the scope and content note. The scope and content note differs in objectives and explanation.

The questions then for the study were the following: Are these differences important? Do they lead to divergent results? What is the consequence for the retrieval of information from finding aids? The analysis involved a questionnaire of 51 questions in 6 sections and led to a FileMaker database of 800 entries in a number of languages (French, English, German, and Spanish) and from Canada, the U.S., the U.K., and Europe. Preliminary conclusions are that the scope and content notes are understood differently even within each constituency and are too flexible for uniformity and compatibility. Consistency is insufficient for indexing even within a system.



NEWS & NOTES

Resource Description and Access (RDA) Available for Constituency Review: Comments Due February 15

Mary Lacy, SAA liaison to ALA's Committee on Cataloging: Description and Access (CC:DA)

A draft version of part I of RDA (formerly known as AACR3) was released for constituency review December 12, 2005. Part I. Resource Description will be followed by Part II. Relationships and Part III. Access Point Control; there will be an opportunity to comment on each part as it is released.

RDA, which is designed for use by a wide community of catalogers and other information professionals providing descriptive access to any format, incorporates some archival descriptive practices proceeding from the international standard, ISAD(G), and national standards, most notably DACS. These practices may be useful in cataloging other types of resources, and will be especially useful to institutions that only rarely catalog archival resources. The provisions of Chapter 4 of AACR2, which are not compatible with current archival descriptive standards, have been removed.

A summary of the decisions reached on a number of major issues, including the Library of Congress proposal to incorporate basic archival principles and practices in RDA, is found among the outcomes of the October 2005 meeting of the Joint Steering Committee for the Revision of AACR, available at <http://www.collectionscanada.ca/jsc/0510out.html>. FAQ and other useful information should be consulted before tackling the draft itself; all are available at

<http://www.collectionscanada.ca/jsc/rdadraftpt1.html>, as are instructions for subscribing to a discussion list on the RDA draft.

CC:DA met to discuss this document at ALA Midwinter Jan. 20-23, 2006. As SAA's liaison to CC:DA, I reported comments from the Technical Subcommittee on Descriptive Standards and from Description Section leadership to CC:DA for inclusion in ALA's response to RDA. In addition, institutions and individuals may comment to CC:DA; please see <http://www.collectionscanada.ca/jsc/rdadraftcomments.html>. U.S. comments will be compiled by CC:DA; they must be received by February 15, 2006.

Library of Congress's Cataloger's Learning Workshop

The Library of Congress has launched a web-based learning center to promote core competency curriculum development for 21st century cataloging practitioners. The Cataloger's Learning Workshop <http://www.loc.gov/catworkshop/> is a cataloging and metadata training resource portal that features a discussion group, links to cataloging training providers and publishers, online training courses, and suggested readings in bibliographic control. The Cataloger's Learning Workshop is hosted by the Cataloging Distribution Service (CDS) of the Library of Congress.

The Cataloger's Learning Workshop grew out of an effort that began at the 2000 Library of Congress conference "Bibliographic Control for the New Millennium." A number of groups have been working with the Library of Congress to bring the Cataloger's Learning Workshop to reality, including the Association for Library Collections and Technical Services (ALCTS) - a division of the American Library Association (ALA) - and the Program for Cooperative Cataloging (PCC).

A number of workshops and curricula are being developed to address bibliographic control. Distribution of training materials is handled by CDS, while workshop organization and support logistics are managed through ALCTS and other organizations.

New Online Guide to the Tom C. Clark Papers

Mike Widener, C.A., Head of Special Collections, Tarlton Law Library at the University of Texas at Austin

The Tarlton Law Library at the University of Texas at Austin is pleased to announce the release of an online guide to the archives of U.S. Supreme Justice Tom C. Clark, viewable at <http://www.lib.utexas.edu/taro/utlaw/00021/law-00021p1.html>.

Tom Clark was a 1922 graduate of the University of Texas School of Law and, so far, the only Texan to serve on the U.S. Supreme Court. He was appointed to the court in 1949, and retired in 1967 when his son Ramsey Clark became Attorney General. The collection contains a comprehensive record of Justice Clark's activities as a Supreme Court Justice, public servant, and advocate for improved judicial administration. Experts regard the Tom C. Clark Papers as one of the two most complete collections of Warren Court papers.

The release is a multi-phase project. This initial phase provides guides to all the Supreme Court materials (320 boxes of documents and 490 volumes of bound appellate briefs). Guides to the remaining series will be released in subsequent phases. Future phases of the project will also incorporate digital copies of important documents, sound recordings, and photographs from the collection.

The finding aid is encoded using the Encoded Archival Description (EAD) markup language, and is part of the Texas Archival Resources Online repository of EAD finding aids. In connection with this project, the Law Library's archivists developed a database that enables them to prepare large EAD finding aids in a period of days instead of months. Assistant Archivist Addy Sonder designed and built the database tool, based on a concept by Mike Widener, Head of Special Collections.

CSU Water Resources Archive Opens Delph Carpenter Papers

Patty Rettig, Head Archivist, Water Resources Archive, Colorado State University Libraries

The Water Resources Archive at the Colorado State University Libraries is pleased to announce that the Papers of Delph E. Carpenter and Family is now open for public study. The “Father of Interstate River Compacts,” Delph Carpenter is one of the most influential figures in western water management. His papers relating to this work found a welcome home at the Water Resources Archive in spring 2004. To make the collection available for public study, an archivist and student assistants eliminated damaging mold spores from the collection and then organized and described the materials. The complete description of the collection is available online at <http://lib.colostate.edu/archives/water/>.

Delph Carpenter was a Greeley water lawyer who identified the compact clause of the U.S. Constitution as a way to resolve water conflicts among western states. Carpenter’s work, in particular the Colorado River Compact, provides an important model for numerous compacts that followed. “That compact was your conception and your creation, and it was due to your tenacity and intelligence that it succeeded,” wrote President Hoover in a 1929 letter to Carpenter. The influence of Carpenter’s work is still felt today in many water rights negotiations.

The papers of Carpenter and his family were donated to the CSU Water Resources Archive in 2004 by Carpenter’s grandsons Ward and William Carpenter. Carpenter’s papers are an important addition to the Water Resources Archive as they shed light on interstate water treaties, prior appropriation, water-rights adjudication, the role of the federal government, and state sovereignty. The materials, including correspondence, reports, meeting minutes, compact drafts, diaries, maps, photographs and artifacts, are contained in 127 boxes. Family documentation includes materials on the Union Colony of Colorado, pioneer life, Civil War veteran Captain M. J. Hogarty, Weld County Judge Donald Carpenter, the Eaton family, and more.

Georgia Sanborn® Maps Online

Sheila McAlister, C.A., Project Manager, Digital Library of Georgia

The Digital Library of Georgia is pleased to announce the availability of a new online resource: Sanborn® Fire Insurance Maps for Georgia Towns and Cities, 1884-1922. See: <http://dlg.galileo.usg.edu/sanborn>.

The digital collection consists of 4,445 maps by the Sanborn Map Company depicting commercial, industrial, and residential areas for 133 municipalities. Originally designed for fire insurance assessment, the color-coded maps relate the location and use of buildings, as well as the materials employed in their construction. The maps indicate which city utilities – such as water and fire service – were available.

Fire insurance maps document the changing face of towns and cities, providing highly detailed information for each neighborhood and block. The Library of Congress web site refers to them as “probably the single most important record of urban growth and development in the United States during the past one hundred years.”

The Sanborn Maps database is a project of the Digital Library of Georgia as part of Georgia HomePLACE. The project is supported with federal LSTA funds administered by the Institute of Museum and Library Services through the Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia. The maps represented are from the University of Georgia Libraries Map Collection.

NYPL’s Archival Materials Access Tool (AMAT)

William Stingone, Curator of Manuscripts, New York Public Library

This fall the New York Public Library’s Research Libraries introduced its Archival Materials Access Tool (AMAT), which is available through its Archives and Manuscripts web page (<http://www.nypl.org/books/findingaids.html>). AMAT allows researchers to perform a keyword search of all the online catalog records and finding aids for archival collections held throughout the Research Libraries. Search results provide links to available descriptions (i.e., OPAC records and EAD, HTML, and PDF finding aids) and the websites of the holding divisions.

AMAT provides unprecedented access to archival material at the New York Public Library. It includes over 3000 collections held in eight different divisions within three of the NYPL's Research Libraries. (An earlier iteration of AMAT provided access only to the collections in the Manuscripts and Archives Division.) Every collection is represented by at least a collection-level catalog record; nearly 1000 collections are also described by a finding aid. There are still many paper finding aids and catalog cards within some divisions that are not yet in AMAT, although we hope to be adding some representation of these collections over time. Plans for more sophisticated indexing and searching are also in development. Your comments or suggestions are welcome. Please send them to wstingone@nypl.org.

NARA completes Vietnam Military Operations Subject Heading Project

C. Jerry Simmons, Team Lead for Authority Control, NARA

December 2005 saw the end of NARA's Vietnam Military Operations Project, a special project involving research of special military operations during the Vietnam War, and documentation of these operations as subject headings for the Library of Congress authorities. With the help of Kevin Fries, MLS graduate student from the University of Maryland, the project progressed quickly through a second phase of subject heading development both in ARC (NARA's Archival Research Catalog) and the LCSH (Library of Congress Subject Headings). An earlier phase of subject heading development ended in April 2005 when headings were developed based on military operation headings referenced in catalog records found in the ARC online catalog. New headings proposed to the Library of Congress via SACO (Subject Authority Cooperative) include: Operation Tucson, 1967 (a special operation by the 1st U.S. Infantry Division to search and destroy enemy elements on a Michelin rubber factory near the Binh Long Province of Vietnam) and Operation Allons, 1968 (a special operation by the 168th Engineer Battalion, 100th and 573rd Float Bridge companies to construct a floating bridge over the Dong Nai River).

Results of the overall project are 138 new headings during Phase 1; 121 new headings during Phase 2, giving a total of 259 new headings for the LCSH. Of the 121 headings developed during Phase 2, only 84 have been processed via SACO. The remaining 37 headings are slated for electronic submission in January 2006.

NARA's ARC Authority Team is currently planning for similar projects, including an effort to develop new personal name headings for United States military officers based on original holdings. New personal name headings will be added to the Library of Congress Name Authority File via NACO (Name Authority Cooperative).

Record Group 306 General Records of the U.S. Information Agency Historical Collection

Karen B. Bell, Archivist, NARA

Processing was recently completed for the RG 306, General Records of USIA. USIA was formed on August 1, 1953 by Reorganization Plan No. 8 and Executive Order 10477 to carry out international information activities as authorized by the U.S. Information and Educational Exchange Act of 1948. The agency implemented myriad cultural programs to transmit American political and cultural values abroad between 1953 through 1999 when it merged with the U.S. Department of State. As an agency of the Executive branch, the USIA advised the President, diplomatic personnel, Executive independent departments and agencies on the implications of foreign opinion for present and contemplated U.S. policies, programs, and official statements. To accomplish its goals, the agency conducted a variety of activities overseas. These activities included educational exchanges and international radio and television broadcasts. Additionally, by exporting American literature, jazz, painting, sports, sculpture, and Hollywood films to U.S. Information Service (USIS) resource centers overseas, the U.S. facilitated linkages between American and foreign non-governmental institutions. The USIA sought to influence public attitudes in foreign countries in support of U.S. foreign policy objectives.

The Historical Collection consists of 12 series with a subject content that addresses domestic and foreign policy issues, as well as myriad agency issues and policies. The provenance of the Historical Collection is derived from the agency's librarian Martin Manning, who compiled and maintained historical records of the USIA as evidence of the agencies functions and operations. The Historical Collection documents the totality of USIA operations over the course of the agency's 46 year history. It also documents nearly every facet of U.S. cultural diplomacy during the Cold War.

Application of ISAD(G) for Human Rights Archives

Trudy Huskamp Peterson, Consulting Archivist

A new article by Trudy Huskamp Peterson is now available on the International Council on Archives (ICA) website: <http://www.ica.org/biblio.php?pdocid=323>. Sponsored by ICA's Human Rights Working Group, the article suggests ways in which ISAD(G), the general description framework important for the international exchange of archival information, may be adapted to provide guidelines for archivists undertaking description of human rights records. A draft of application rules for using ISAD(G) is offered. As these description projects go forward, this draft will evolve to accommodate newly discovered needs for guidance. The draft should be viewed simply as a first step towards the worldwide sharing of information about records that are important for securing human rights.
